



**I, Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer, hereby
give notice that
an Ordinary Meeting of Council will be held on:**

Date: Tuesday, 20 October 2020
Time: 1.30pm
Location: Council Chamber, Wairoa District Council,
Coronation Square, Wairoa

AGENDA

Ordinary Council Meeting

20 October 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

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- 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 - 8 September 2020

Extraordinary Meeting - 16 September 2020

Extraordinary Meeting - 22 September 2020

**MINUTES OF WAIROA DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 8 SEPTEMBER 2020 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 (via Teleconference), Cr Melissa Kaimoana, Cr Chaans Tumataroa-Clarke, Mr Kiwa Hammond

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), 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), Luke Knight (Kaiwhakahaere Rawa Property Manager), Courtney Hayward (Kaiurungi Kaupapa Here | Policy Officer), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Tyler Trafford-Misson (Kaiurungi Mana Ārahi/Whakawhanake Ōhanga Governance and Economic Development Officer)

1 KARAKIA

Karakia was given by Kiwa Hammond

2 APOLOGIES FOR ABSENCE

Nil

3 DECLARATIONS OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

PUBLIC EXCLUDED ITEM 11.2 – Chief Executive Annual Review Report 2019-2020

6 PUBLIC PARTICIPATION

None.

7 MINUTES OF THE PREVIOUS MEETING

RESOLUTION 2020/21

Moved: His Worship the Mayor Craig Little

Seconded: Cr Chaans Tumataroa-Clarke

That the minutes and confidential minutes of the Ordinary Meeting held on 28 July 2020 and the

Extraordinary Meeting held on 11 August 2020 be confirmed.

CARRIED

8 GENERAL ITEMS

8.1 CEO REPORT

RESOLUTION 2020/22

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Danika Goldsack

That Council receive the report.

CARRIED

The CEO gave an update:

- \$11.04 million government grant funding.
- Extraordinary meeting – 16 September 2020 - To Receive the Current and Potential Three Waters Service Delivery Options for the Region.
- Digital hub.
- Rates Review Community Workshop – 9 September 2020
- Extraordinary meeting – 22 September 2020 – To Hear and Deliberate the Draft Local Alcohol Policy.
- 11 CSR's – various issues.

8.2 MĀORI STANDING COMMITTEE TERMS OF REFERENCE

RESOLUTION 2020/23

Moved: Cr Hine Flood

Seconded: Cr Jeremy Harker

That Council accepts the terms of reference for the Māori Standing Committee with amended changes.

CARRIED

The Council discussed:

- Takiwa representatives
- Wairoa Whanau representative.

8.3 MATANGIRAU RESERVES BOARD - CONSTRUCTION OF PUBLIC TOILET FACILITY**RESOLUTION 2020/24**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Melissa Kaimoana

That Council approve the location for the construction of the public toilet facility at the Pilot's Hill Reserve.

CARRIED

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS**9.1 RECEIPT OF ECONOMIC DEVELOPMENT COMMITTEE MEETING - 12 MAY 2020****RESOLUTION 2020/25**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Hine Flood

1. That the Minutes of the Economic Development Committee Meeting held on Tuesday 12 May 2020 be received and the recommendations therein be adopted.

CARRIED

9.2 RECEIPT OF ECONOMIC DEVELOPMENT COMMITTEE MEETING - 23 JUNE 2020**RESOLUTION 2020/26**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Hine Flood

1. That the Minutes of the Economic Development Committee Meeting held on Tuesday 23 June 2020 be received and the recommendations therein be adopted.

CARRIED

9.3 RECEIPT OF INFRASTRUCTURE COMMITTEE MEETING - 17 MARCH 2020**RESOLUTION 2020/27**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Hine Flood

1. That the Minutes of the Infrastructure Committee Meeting held on Tuesday 17 March 2020 be received and the recommendations therein be adopted.

CARRIED

9.4 RECEIPT OF INFRASTRUCTURE COMMITTEE MEETING - 18 JUNE 2020**RESOLUTION 2020/28**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Hine Flood

1. That the Minutes of the Infrastructure Committee Meeting held on Thursday 18 June 2020 be received and the recommendations therein be adopted.

CARRIED

9.5 RECEIPT OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 14 APRIL 2020**RESOLUTION 2020/29**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Hine Flood

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 14 April 2020 be received and the recommendations therein be adopted.

CARRIED

9.6 RECEIPT OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 26 MAY 2020**RESOLUTION 2020/30**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Hine Flood

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 26 May 2020 be received and the recommendations therein be adopted.

CARRIED

9.7 RECEIPT OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 7 JULY 2020**RESOLUTION 2020/31**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Hine Flood

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 7 July 2020 be received and the recommendations therein be adopted.

CARRIED

10 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2020/32

Moved: His Worship the Mayor Craig Little

Seconded: Cr Danika Goldsack

That the public be excluded from the following parts of the proceedings of this meeting at 2.02pm

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 - Vision Projects Update	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 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 - Establishment of Wairoa Youth Council	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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 - 3 Waters reform \$11.04 million Government Grant Delivery Plan	s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to

	<p>through the protection of Council members, officers, employees, and persons from improper pressure or harassment</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> <p>s7(2)(j) - the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage</p>	<p>result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>
<p>10.4 - Receipt of Public Excluded Infrastructure Committee Meeting - 11 August 2020</p>	<p>s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest</p>	<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</p>
<p>11.2 – Late Item - Chief Executives Annual Review Report 2019-2020</p>	<p>s7(2)(c)(i) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied</p>	<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</p>

CARRIED

11.2 RELEASE TO THE PUBLIC - CHIEF EXECUTIVES ANNUAL REVIEW REPORT 2019-2020**RESOLUTION 2020/29**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That:

- a. The Watson Peters report of the Chief Executive Annual Review Report 2019-2020 be received.
and
- b. This resolution is released to the public minutes of this meeting but the Watson Peters report of the Chief Executive Annual 2019-2020 is not released as publicly available information.

CARRIED

RESOLUTION 2020/33

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That Council moves out of Closed Council into Open Council at 3.09pm.

CARRIED

The Meeting closed at 3.13pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 October 2020.

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CHAIRPERSON

**MINUTES OF WAIROA DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON WEDNESDAY, 16 SEPTEMBER 2020 AT 1.30PM**

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

IN ATTENDANCE: Kimberley Tuapawa (Acting Chief Executive and Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Luke Knight (Kaiwhakahaere Rawa Property Manager), Karen Akuhata (Kaiwhakahaere Whaipanga/Utilities Manager), Toni Goodlass (HBLASS Programme Manager), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by Kitea Tipuna.

2 APOLOGIES FOR ABSENCE

APOLOGIES

RESOLUTION 2020/35

Moved: His Worship the Mayor Craig Little

Seconded: Cr Hine Flood

That the apologies received from Councillors Chaans Tumataroa-Clarke and Danika Goldsmith be accepted and leave of absence granted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

None.

4 PUBLIC PARTICIPATION

None.

5 GENERAL ITEM

The Acting Chief Executive, Kimberley Tuapawa gave a brief summary and its content of the Hawke's Bay Three Waters Options Service Delivery Options report. This is essentially the output of a review that was undertaken by the five Councils and Morrison Low to look at the current and future service delivery options for three waters within our region. The report identified that the status quo is not an option for the future of service delivery. One of the key reasons for that is

affordability. The report presented alternate options for service delivery along with the impacts that those options would have on Councils. The preferred option in the report involves the development of an asset owning council controlled organisation and the report outlines how that might work, challenges with that option.

The five Councils have opted into the first part of the reform programme and the focus is being part of that. The report is being presented as an information and to receive the report.

Toni Goodlass acknowledged the support collaboration of five councils. Way forward with government reform programme. Formal discussions happening.

5.1 THREE WATERS REPORT

RESOLUTION 2020/36

Moved: Cr Melissa Kaimoana

Seconded: Cr Jeremy Harker

That having considered all matters raised in the report:

- a. That the Council receives the report titled Hawke's Bay Three Waters, Business Case of Three Waters Service Delivery options.
- b. The report is for information purposes only. No decision relating to the recommendations set out in this report are required by Council.
- c. Central Hawke's Bay District Council, Hastings District Council, Napier City Council and Wairoa District Council have opted into the government three waters reform and stimulus programme committing our Councils to engage in the first stage of the reform programme. This includes working together with neighbouring Councils and government to consider the creation of multiregional entities.
- d. The Hawke's Bay Three Waters, Business Case of Three Waters Service Delivery Options report provides our regions representatives in the reform programme detailed information and analysis to engage with government to identify approaches to service delivery reform design that considers the recommendations, findings and challenges from the report.
- e. The Hawke's Bay Councils based on the principles agreed in our Hawke's Bay Triennium Agreement agree to continue to work together in good faith for our region to develop our strategic capacity from available resources and achieve our strategies by working together through co-design partnership to grow a thriving Hawke's Bay economy to support inclusive and connected communities and sustainable and resilient environments.

CARRIED

The Meeting closed at 1.46pm with a karakia by Kitea Tipuna.

The minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 20 October 2020.

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CHAIRPERSON

**MINUTES OF WAIROA DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 22 SEPTEMBER 2020 AT 10.00AM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Hine Flood (Deputy Mayor), Cr Danika Goldsack (via video-conferencing), Cr Jeremy Harker, Mr Kiwa Hammond

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki/Customer Service Manager-Regulatory), Courtney Hayward (Kaiurungi Matua Kaupapa Here me te Mana Ārahi – Senior Policy and Governance Advisor), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Tyler Misson-Trafford (Kaiurungi Mana Ārahi/Whakawhanake Ōhanga – Governance and Economic Development Officer)

1 KARAKIA

Karakia was given by Kiwa Hamond.

2 APOLOGIES FOR ABSENCE

APOLOGIES

RESOLUTION 2020/37

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Hine Flood

That the apologies received from Councillors Melissa Kaimoana and Chaans Tumataroa-Clarke be accepted and leave of absence granted.

CARRIED

3 DECLARATIONS OF CONFLICT OF INTEREST

None

4 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 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

5 GENERAL ITEMS**5.1 LOCAL ALCOHOL POLICY - HEARING AND DELIBERATIONS****RESOLUTION 2020/38**

Moved: Cr Hine Flood

Seconded: Cr Danika Goldsack

That Council receive the attached submissions and thank all submitters for taking the time to make a submission on the proposed adoption of a provisional Local Alcohol Policy.

CARRIED

His Worship the Mayor welcomed everyone to the Extraordinary meeting on the Proposed Draft Local Alcohol Policy.

His Worship the Mayor noted Council had received six submissions 3 being Non speakers who were from Damien Naidoo, Libby Young and Sara Rangi and also 3 Speaking submissions being Alcohol Healthwatch, Health Promotion Agency and Hawke's Bay District Health Board.

Nathan Cowie, Health Promotion Advisor for Alcohol Healthwatch spoke on their submission. Mr Cowie reported on Wairoa Draft Local Alcohol Policy, Location and Density of Licensed Premises, Maximum Licensed Operating Hours, Monitoring, Evaluation and Review Alcohol licences for child-focused event and schools, Normalisation of drinking, Conflicts with existing health messages and curricula regarding alcohol use and harm, Support parents and principals, Undermines efforts to support New Zealanders to cut back on their drinking and adhere to the low-risk drinking guidelines and Heightened risks from poor monitoring of alcohol use around vulnerable populations.

Health Promotion Agency submitted on restrictions on locations, density provisions, location provisions, trading hours and child focused events.

Hawke's Bay District Health Board also spoke on their submission and reported on hours, alcohol-free events and child focused events.

Council discussed:

- Off Licence maximum operating hours.
- Exclusion of cafes, restaurants and supermarkets at Council's discretion or on-licences and club licences.

RESOLUTION 2020/39

Moved: Cr Jeremy Harker

Seconded: Cr Danika Goldsack

That Council adopt the proposed Local Alcohol Policy with amendments.

CARRIED

The Meeting closed at 12.22pm with a karakia by Mr Kiwa Hammond.

The minutes of this meeting were confirmed at the Extraordinary Council Meeting held on 20 October 2020.

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CHAIRPERSON

8 GENERAL ITEMS

8.1 QRS ANNUAL REPORT YEAR ENDED 30 JUNE 2020

Author: Gary Borg, Chief Financial Officer

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. QRS Annual Report 2020 [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to present the Quality Roding and Services (Wairoa) Ltd (QRS) Annual Report for the year ended 30 June 2020.

RECOMMENDATION

The Chief Financial Officer RECOMMENDS that Council receives the QRS Annual Report 2019/2020

EXECUTIVE SUMMARY

2. BACKGROUND

- 2.1 The company's Board authorised the report, attached as Appendix 1, on 24 September 2020.
- 2.2 Representatives from QRS will attend the Council meeting to present the company's annual report. Items of note:
- 2.2.1. One new director was appointed.
- 2.2.2. The company's health and safety record has improved overall, notwithstanding an increase in injuries requiring medical treatment.
- 2.2.3. From a financial perspective, consideration should be given to the extent that 2019 was an exceptionally good year and caution is advised when making comparisons. QRS has delivered a strong performance despite the disruption of the COVID-19 lockdown. The company has achieved its performance targets and shows steady improvement compared to 2018, but significant deterioration compared to 2019; a year in which significant improvements were made to the operating model and quick wins were secured.
- 2.2.3.1. Key Performance Indicators:
- 2.2.3.1.1. All measures against financial KPI deteriorated from 2019, but they were all comfortably achieved against Statement of Intent.
- 2.2.3.2. Operating Performance:
- 2.2.3.2.1. The company has achieved top line growth of 8%, but cost of sales has increased by 22%. This has eroded margins from 46% to 39%, which suggests that the change in sales mix has not been favourable. Despite several differences in operating expenses the total is similar to 2019, in summary the Tangihanga Quarry impairment write down has been offset by other costs avoided. As a result, the company is less profitable than in 2019, with return on sales reducing to 3.1% from 6.4% and

operating profit is half of the previous year. It is not clear whether the COVID-19 lockdown had a material impact on these results; it seems likely that any lost margin was more than compensated for by the receipt of the wage subsidy.

2.2.3.3. Financial Health

2.2.3.3.1. The company has maintained a strong balance sheet, with healthy liquidity ratios and investment in assets consistent with ongoing trading levels. Debt has been reduced substantially for the second successive year, which creates capacity for the planned expansion, and average borrowing rates have been reduced. The company continues to generate a positive cash flow from its operations of around \$2m, which has been used to repay debt and support the working capital required for growth.

2.3 Council received the company's Half Year Report 2019-20 at its meeting on 5 May 2020.

2.4 The report was delivered to Council on 30 September 2020, within the deadline prescribed by s67(1) of the Local Government Act 2002. The report complies with LGA s67(2) to s69.



2.5 QRS paid a final dividend to Council in respect of the year ended 30 June 2019 of \$300,000. An interim dividend of \$50,000 in respect of the year ended 30 June 2020 was paid in February 2020. Provision has been made for a further distribution of \$200,000, in the form of a more tax efficient subvention payment.

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 Gary Borg	Approved by Kitea Tipuna



Annual Report 2020



QUALITY ROADING AND SERVICES (WAIROA) LIMITED

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QUALITY ROADING AND SERVICES (WAIROA) LIMITED

DIRECTORY

Directors

Guy Gaddum (Chairman)
Tony Gray
David Proctor
Fenton Wilson (Appointed 01/08/2019)

Registered Office

Kaimoana Road
Wairoa

Postal Address

P O Box 83
Wairoa

Phone: (06) 838 9030
Fax: (06) 838 9049

Auditor

Stuart Mutch of Ernst & Young on behalf of the Office of the Auditor General

Bankers

Westpac
Wairoa

Solicitors

Mr I R McDonald
Wairoa



QUALITY ROADING AND SERVICES (WAIROA) LIMITED CHAIRMAN'S ANNUAL REPORT TO 30 JUNE 2020

INTRODUCTION

It is my pleasure to present to our stakeholders the QRS Annual Report for 2020. This is my fourth report as Chair of Quality Roding and Services. This year we have continued to deliver strong results in a difficult trading environment and developed some ideas for future development that strike a good balance between the company's economic role and our social responsibilities. I am pleased to report our total revenue for the year was \$26.2 million with a consolidated pre-tax profit of \$600,865. This year we have made a provision in our end of year accounts for a subvention payment to our shareholder of \$200,000 which has impacted on our reported consolidated pre-tax profit.



QRS Board Chairman Guy Gaddum.

PRINCIPLE ACTIVITIES

Quality Roding and Services' (QRS) speciality is civil construction and roading infrastructure. We offer a full range of civil engineering, skills, experience, and equipment. QRS was incorporated in 1994 and is wholly owned by Wairoa District Council. The company is a Council Controlled Trading Organisation of the Local Government Act 2002 and operates under the Companies Act 1993 as defined in Section 6 of the Local Government Act 2002.

OVERVIEW

QRS navigated the onset of Covid-19 with a strong balance sheet and has finished strongly despite the upheavals the global pandemic continues to cause. The profit growth experienced in recent years was driven by diversification of the company's customer base. Below is a report against our key strategic focus areas.

People

QRS employed 87 staff as of June 2020 with all of them on fulltime employment contracts. We continued to invest in our biggest and most strategic asset, our staff, with \$225,000 direct spend on training and personnel development.

We continued our drive towards a drug and alcohol-free worksite by carrying out 139 tests and reporting a less than one percent failure rate.

In March 2020 we farewelled chief financial officer Karen Burger after almost 20 years of loyal and diligent service. Karen stepped in many times to help the company and was acting chief executive during a demanding time in the company's history in 2017. On behalf of my fellow directors and the shareholder I formally acknowledge Karen's contribution to the company then, and in these more recent transformative and successful years. Karen's legacy lives on in the appointment of Siobhan Storey to the role of financial controller who continues to build on Karen's good work.

This year just over \$7 million was invested in the salaries and wages of QRS staff, all of whom live locally thereby ensuring their salaries and wages are making a significant contribution to the Wairoa economy. During the Covid-19 lockdown QRS accessed \$600,000 of wage subsidies offered by the Government and continued to pay all staff 80 percent of their normal income during this time.

Relationships

In the financial year 2020 our relationship with our major shareholder Wairoa District Council (WDC) was, and continues to be, recognised as the most critical to the company's success. We enjoyed a strong and mutually beneficial relationship with WDC as evidenced by the Mahia East Coast Rd collaborative contract and WDC's endorsement of Provincial Growth Fund monies for our operations hub.

Our relationship with other stakeholders such as our key clients continues to strengthen as demonstrated by our higher levels of pre-qualification with Waka Kotahi NZ Transport Agency (NZTA) thereby giving QRS the chance to tender for a wider range of infrastructure projects.

QRS continues to align itself with stakeholders that share our values: equality, pride, and respect, and to those who assist us in achieving our goals.

Health and safety

The company continues to strengthen its culture around zero harm in the workplace. There was a strong focus on lead indicators, indicators of performance that might predict future success, such as minimising plant damage, rework costs, and the number of competency assessments. The measure of our success was our lag indicators (measures of past performance) which revealed that despite an increase in turnover and our growing work complexity and geographic reach, our injury and incident rates are mostly trending down as seen in the table below.

Measure	2020	2019	2018
Lost time injury frequency rate	0.91	1.3	1.8
Medical treatment injury rate	4.54	3.2	5.3
Total recordable injury frequency rate	5.6	5.9	5.8
Lost time injury	1	3	4

Financial performance and position

Total revenue for the year ended June 2020 including interest and other operating income was \$26,227,000 (\$24,284,000 last year).

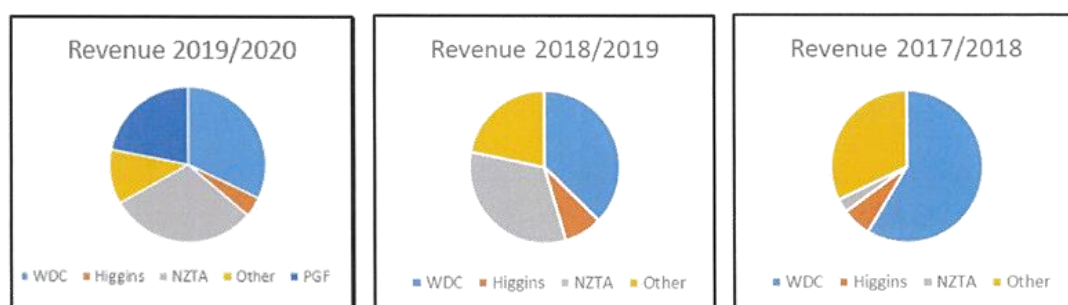
Costs were \$25,327,000 (\$22,710,000) last year.

Our operating profit before tax was \$600,865 (\$1.5 million last year). That profit has been affected by an impairment and the subvention payment.

There was an impairment to the asset book value of Tangihanga Quarry. An impairment test identified ongoing concerns such as low market demand, an inability to meet market pricing, environmental factors, and production restrictions. It was decided that QRS would impair the asset in full with a book write down of its quarry investment by \$358,446.

In February, QRS paid an interim dividend of \$50,000 to WDC. In lieu of a final dividend payment for this year, we have made provision for a subvention payment to our shareholder of \$200,000. This is a reasonably common payment between entities that are in the same group of companies. It involves the purchase of tax losses from WDC leading to an ultimate greater cash benefit to the Wairoa district.

The pie graphs below show the significant income streams for the past three years. The four largest revenue streams were Wairoa District Council (WDC) \$13 million; Waka Kotahi NZTA \$7 million; Rocket Lab \$1.9 million; and Higgins \$1 million. It must be noted that although WDC expenditure through QRS has increased, a large portion of this, was money funded by the Provincial Growth Fund for the Mahia East Coast Rd to the Rocket Lab site.



A table showing shareholder's funds as at 30 June 2020 compared with the previous two financial years is below.

	2020	2019	2018
Current assets	7,214,000	7,246,000	4,866,000
Less current liabilities	(5,076,000)	(4,774,000)	(3,315,000)
	2,138,000	2,472,000	1,551,000
Plus non-current assets	5,692,000	5,527,000	5,555,000
Less term liabilities	(788,000)	(1,037,000)	(1,164,000)
Total shareholder's funds	\$7,042,000	\$6,962,000	\$5,942,000

QRS is pleased to report that as shown in the table below we have achieved all our Statement of Corporate Intent targets agreed on with our shareholder Wairoa District Council.

	2020		2019		2018	
	Target	Actual	Target	Actual	Target	Actual
Return on equity (pre-tax)	6.0%	8.6%	6.0%	22.6%	6.0%	6.4%
Equity ratio (shareholders' funds % of total assets)	>45%	54.6%	>45%	64.4%	>45%	57.0%
Positive working capital ratio at year end	>1	1.4	>1	1.6	>1	1.5
Cost of debt servicing/revenue	<20%	0.3%	<20%	-0.5%	<20%	0.7%
Dividend/subvention payment	\$250k	\$250k	\$100k	\$350k	\$100k	\$110k

We also continued our strong support of Wairoa community this year via \$43,600 worth of sponsorship and support in kind to local events, teams, schools, and marae.

Looking forward

We continue to believe that there is no better risk management tool for uncertain times than a strong balance sheet, and QRS continues to take a prudent and cautious approach to capital and operational cash management.

QRS is benefitting from the money being spent on local roading infrastructure improvements as a result of the Government's Covid-19 stimulus package. Meanwhile the directors and I have challenged the leadership team to grow revenue in areas where the company has natural competencies and the ability to manage the associated risk.

With this in mind, and the role we play in the local community, QRS is now building a fit-for-purpose operations hub to unleash business efficiency and potential. The proposed new 750 square metre hub will provide a modern connected space for an additional 30 staff with central meeting and briefing rooms, human resource and finance workspaces offering privacy, and a storeroom. The new building has been budgeted to cost \$4 million.

The bold vision and sound associated business case supported by WDC meant the project attracted a \$2 million low interest loan from the Government's Provincial Growth Fund. QRS can now invest in its own people, ensuring their workspace is energetic and team-spirited, warm, inviting, and something we can all be proud of.

SIGNIFICANT CHANGES IN THE STATE OF AFFAIRS

There are no significant changes in company affairs since balance date.

DIRECTORS

In August 2019 Fenton Wilson was appointed as a director. On behalf of my fellow directors we welcome Fenton and thank him for his already significant contribution at the board table. His knowledge, networks and commercial acumen have greatly benefited the company.

I would also like to take this opportunity to thank the other two board directors Tony Gray and David Proctor, the leadership team, all our staff, and finally our shareholder, for what has been an excellent result during such an extraordinary year. Ehara taku toa i te toa takitahi, engari he toa takitini. My strength is not mine alone, it is the strength of many.

Quality Roding and Services continues to build on the transformational changes made several years ago and is in a strong position heading in to 2021.



Guy Gaddum
Quality Roding and Services board chairman.
24 September 2020

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
 STATUTORY INFORMATION
 FOR THE YEAR ENDED 30 JUNE 2020



Directors

The following persons held office as directors during the year.

Guy Gaddum (Chairman)
 Tony Gray
 David Proctor
 Fenton Wilson (Appointed 01/08/2019)

Directors Interests and Transactions

Guy Gaddum

Anchorage Contractors (2007) Ltd	Director / Shareholder
Spinergy Properties Ltd	Director / Shareholder
Gaddum Construction Ltd	Director / Shareholder
FICA (Forestry Industry Contractors Association)	Board Member, Deputy Chair
Partridge Heavy Haulage Ltd	Owner / Shareholder

Tony Gray

Hastings District Council	Executive Project Advisor (part time)
Ngati Pukenga Investments Ltd	Director, Chair
Eastland Group Ltd	Director, Chair - Audit & Finance Committee
Eastland Port Ltd	Director
Gisborne Airport Ltd	Director
Eastland Network Ltd	Director
Civic Financial Services Ltd	Director, Risk & Audit Committee Member
Maungaharuru Tangitu Ltd	Director, Audit & Risk Committee Member
Mutual Fund Trustees Ltd	Trustee
Artemis Nominess Ltd	Director
Esk Forest Ltd	Director
Kaiwaka Unincorporated JV	Director
Tatau Tatau o Te Wairoa Commercial Ltd	Chairman
Establishment Board of Hawkes Bay Food and Innovation Hub	Chairman

David Proctor

GHD NZ Limited	Director
Davell Investments Ltd	Director, Shareholder
Axell Consultants Ltd	Director

Fenton Wilson

OSPRI Limited	Director
TB Free New Zealand Limited	Director
National Animal Identification and Traceability (NAIT) Limited	Director
Centralines Limited	Director
Predator Free New Zealand Trust	Trustee/Chairman
Wairoa Community Development Trust	Trustee/Chairman
Oruru Land Company Limited	Director/Beneficial Shareholder

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATUTORY INFORMATION
FOR THE YEAR ENDED 30 JUNE 2020



Share dealings with Directors

No director has sold or acquired shares in the company during the year.

Loans to Directors

No loans have been made to directors.

Directors Remuneration

The following amounts of Remuneration were paid:-

G E Gaddum	\$51,697
A T Gray	\$29,532
D G Proctor	\$21,665
F D Wilson	\$25,782 (Appointed 01/08/19)

Directors Indemnity and Insurance

The company has insured all its directors against liabilities to other parties that may arise from their position as directors.
The insurance does not cover liabilities arising from criminal actions.

Employees' Remuneration

During the year, the following number of employees received total remuneration and other benefits between:

One Employee	\$250,001 and \$270,000
Two Employees	\$150,001 and \$160,000
One Employee	\$130,001 and \$140,000
One Employee	\$120,001 and \$130,000

Donations / Sponsorship

Donations/sponsorship made during the year was \$43,601. Recipients of over \$1,000 were:

- Wairoa Ross Shield
- Wairoa A&P Show
- Wairoa Race Course
- Wairoa JAB Rugby
- Wairoa District Council Scrapyard Clean Up
- Kaiuku Marae
- EPro8 Science Competition
- Hawkes Bay Regional Council Driver Licensing Programme

Auditors Remuneration

During the year the following amount was paid to Ernst & Young on behalf of the Auditor General

For Audit work including disbursements	\$79,880
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Description of the Business

Quality Roading and Services (Wairoa) Limited is a Council Controlled Trading Organisation principally involved in civil construction and road maintenance activities. Other work includes reserves maintenance, waste collection and disposal, and a variety of private sector civil works.



INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF QUALITY ROADING AND SERVICES (WAIROA) LIMITED'S FINANCIAL STATEMENTS AND PERFORMANCE INFORMATION FOR THE YEAR ENDED 30 JUNE 2020

The Auditor-General is the auditor of Quality Roading and Services (Wairoa) Limited (the company). The Auditor-General has appointed me, Stuart Mutch, using the staff and resources of Ernst & Young, to carry out the audit of the financial statements and performance information of the company on his behalf.

Opinion

We have audited:

- the financial statements of the company on pages 13 to 16 and 18 to 30, that comprise the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the company on page 17.

In our opinion:

- the financial statements of the company on pages 13 to 16 and 18 to 30:
 - present fairly, in all material respects:
 - its financial position as at 30 June 2020; and
 - its financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with International Financial Reporting Standards Reduced Disclosure Regime; and
- the performance information of the company on page 17 presents fairly, in all material respects, the company's actual performance compared against the performance targets and other measures by which performance was judged in relation to the company's objectives for the year ended 30 June 2020.

Our audit was completed on 28 September 2020. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter – Covid-19

Without modifying our opinion, we draw attention to the disclosures about the impact of Covid-19 on the Company as set out in the 'Impact of Covid-19' section of page 18 of the financial statements.

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Responsibilities of the Board of Directors for the financial statements and the performance information

The Board of Directors is responsible on behalf of the company for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Directors is also responsible for preparing the performance information for the company.

The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Board of Directors is responsible on behalf of the company for assessing the company's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the company or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002.

Responsibilities of the auditor for the audit of the financial statements and the performance information

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We evaluate the appropriateness of the reported performance information within the company's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty

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exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other Information

The Board of Directors is responsible for the other information. The other information comprises the information included on pages 3 to 10, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of the company in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the company.

A handwritten signature in blue ink, appearing to read 'Stuart Mutch', is written over a horizontal line.

Stuart Mutch
Ernst and Young
Chartered Accountants
On behalf of the Auditor-General
Wellington, New Zealand

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QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2020



	Notes	2020 \$	2019 \$
Revenue	16	26,227,082	24,283,632
Cost of Sales		15,929,553	13,020,058
Gross Profit		10,297,529	11,263,574
Personnel Expenses	2	6,371,234	6,991,410
Depreciation Expense	3, 11	1,206,045	1,075,478
Administrative Expenses		1,372,507	1,097,042
Other Operating Expenses	1	475,271	408,112
		9,425,058	9,572,042
Operating Profit/(Deficit) Before Net Financing Costs		872,471	1,691,532
Financing Income		5,759	815
Financing Expenses		77,365	118,804
Net Financing Costs		(71,606)	(117,989)
Subvention Payment - Wairoa District Council		(200,000)	-
Profit Before Income Tax		600,865	1,573,543
Income Tax (Expense)	10	(170,174)	(443,924)
Profit For The Year		430,691	1,129,619
Other Comprehensive Income		-	-
Total Comprehensive Income for the Year		430,691	1,129,619

The accompanying accounting policies and notes form part of these financial statements.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020



	Notes	<u>2020</u> \$	<u>2019</u> \$
EQUITY AT BEGINNING OF THE YEAR		6,961,660	5,942,041
Profit/(Deficit) for the year		430,691	1,129,619
Total recognised revenues and expenses for the year		430,691	1,129,619
Other comprehensive income		-	-
Total comprehensive income for the period		-	-
Transactions with owners in their capacity as owners:			
Dividends Paid	9	(350,000)	(110,000)
EQUITY AT THE END OF THE YEAR		7,042,351	6,961,660

The accompanying accounting policies and notes form part of these financial statements.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020



	Notes	2020 \$	2019 \$
ASSETS:			
Current Assets			
Bank		2,310,129	1,898,147
Trade and Other Receivables	5	3,849,746	4,487,239
Inventories	4	604,714	789,162
Contract Assets		449,591	71,008
Total Current Assets		7,214,180	7,245,556
Non Current Assets			
Deferred Tax	10	583,529	506,203
Intangible Assets	12	99,160	125,390
Property, Plant and Equipment	11	4,917,421	4,895,042
Right of Use Assets	3	92,524	-
Total Non Current Assets		5,692,634	5,526,635
TOTAL ASSETS		12,906,814	12,772,191
EQUITY:			
Share Capital	9	1,250,000	1,250,000
Retained Earnings	9	5,792,351	5,711,660
TOTAL EQUITY		7,042,351	6,961,660
LIABILITIES:			
Current Liabilities			
GST Payable		195,177	401,512
Trade and Other Payables	6	3,186,046	2,497,078
Employee Benefits	7	687,664	714,110
Interest-Bearing Loans and Borrowings	8	294,428	463,382
Lease Liability	3	89,168	-
Taxation Payable		136,169	464,036
Contract Liabilities		287,241	233,501
Wairoa District Council - Subvention Payment		200,000	-
Total Current Liabilities		5,075,893	4,773,619
Non Current Liabilities			
Employee Benefits	7	35,019	34,973
Quarry Aftercare Provision	15	180,105	162,930
Interest-Bearing Loans and Borrowings	8	567,229	839,009
Lease Liability	3	6,216	-
Total Non Current Liabilities		788,569	1,036,912
TOTAL LIABILITIES		5,864,462	5,810,531
TOTAL EQUITY AND LIABILITIES		12,906,814	12,772,191

For and on behalf of the Board, who authorised the issue of these financial statements on 24 September 2020

Director 

Director 

The accompanying accounting policies and notes form part of these financial statements.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED 30 JUNE 2020



	Notes	2020 \$	2019 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash was provided from:			
Receipts from Customers		26,485,991	22,060,242
Financing Income		5,760	815
		<u>26,491,751</u>	<u>22,061,057</u>
Cash was disbursed to:			
Payments to Suppliers		16,586,541	13,197,915
Payments to Employees		6,586,483	6,701,240
Taxes Paid		575,366	159,347
Financing Expense		77,365	118,804
		<u>23,825,755</u>	<u>20,177,306</u>
Net Cash Inflow from Operating Activities	13	<u>2,665,996</u>	<u>1,883,751</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash was provided from:			
Proceeds from Sale of Property, Plant and Equipment		196,444	518,387
		<u>196,444</u>	<u>518,387</u>
Cash was applied to:			
Purchase of Property, Plant and Equipment		1,547,684	1,454,286
Purchase of Intangibles		-	7,830
		<u>1,547,684</u>	<u>1,462,116</u>
Net Cash (Outflow) from Investing Activities		<u>(1,351,240)</u>	<u>(943,729)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Cash was provided from:			
Proceeds from Loans and Borrowings		1,480,728	513,700
		<u>1,480,728</u>	<u>513,700</u>
Cash was applied to:			
Payment of Dividends		350,000	110,000
Repayment of Loans and Borrowings		1,921,463	1,162,061
Lease Payments		112,040	-
		<u>2,383,503</u>	<u>1,272,061</u>
Net Cash (Outflow) from Financing Activities		<u>(902,775)</u>	<u>(758,361)</u>
Net Increase in Cash Held		411,981	181,661
Add Opening Cash and Cash Equivalents		1,898,147	1,716,486
Closing Cash and Cash Equivalents		<u>2,310,128</u>	<u>1,898,147</u>
Cash Balances in the Statement of Financial Position			
Cash		2,310,128	1,898,147
CLOSING CASH AND CASH EQUIVALENTS		<u>2,310,128</u>	<u>1,898,147</u>

The accompanying accounting policies and notes form part of these financial statements.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF PERFORMANCE MEASURES
FOR THE YEAR ENDED 30 JUNE 2020



Specific measures of performance stated and defined within the Statement of Intent are:

	2020		2019	
	Target	Actual	Target	Actual
Return on Equity (Pre Tax)	6.0%	8.6%	6.0%	22.6%
Equity Ratio (shareholders funds as % of total assets)	>45%	54.6%	>45%	64.4%
Positive working capital ratio at year end	>1	1.4	>1	1.6
Cost of Debt Servicing/Revenue	<20%	0.3%	<20%	-0.5%

A positive working capital ratio has been maintained throughout the year.

**QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF ACCOUNTING POLICIES
FOR THE YEAR ENDED 30 JUNE 2020**



Reporting Entity

Quality Roading and Services (Wairoa) Limited ("QRS" or "the Company") is incorporated and domiciled in NZ and is wholly owned by the Wairoa District Council. The Company is a Council Controlled Trading Organisation as defined in Section 6 of the Local Government Act 2002.

The principal activities for the company are Roading Maintenance and Construction, Reserves Maintenance, Quarrying, Heavy Transport, Civil Construction, Lime Production and Utility Services within the Wairoa District and wider East Coast Region.

Basis of preparation

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP) and the requirements of the Companies Act 1993, Financial Reporting Act 2013 and the Local Government Act 2002. The financial statements have also been prepared on a historical cost basis except where specifically provided for within these accounting policies. The financial statements are presented in New Zealand dollars.

Statement of compliance

The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP). They comply with New Zealand equivalents to IFRSs and other applicable Financial Reporting Standards, as appropriate for profit-oriented entities in Tier 2 (NZ IFRS RDR).

The company is eligible to report in accordance with Tier 2 for profit accounting standards on the basis that it does not have public accountability and is not a large for profit public sector entity.

Impact of COVID-19

On 11 March 2020 the World Health Organisation declared the outbreak of COVID-19, a pandemic. Following this, on 25 March 2020, the New Zealand Government enforced a lockdown of the country as a result of the COVID-19 pandemic. Only businesses that were classified as essential were allowed to continue to operate during the level 4 lockdown period. The Company was classified as an essential service, in respect of some aspects of its operations, and therefore continued to operate an emergency response team during this period. The New Zealand Government through the Ministry of Social Development made a wage subsidy available for businesses who could demonstrate a 30% decline in revenue due to the pandemic. QRS experienced this decline and applied for and received a total wage subsidy of \$621,346 on behalf of 90 employees. This was used to sustain employment during the different COVID-19 alert levels.

Management and the Directors have considered the impact COVID-19 has had on the business and note the following:

The Company has considered the impact of lower trading results for the lockdown period and on the financial results for the year and does not consider this to have a long term impact on the recoverable amount of assets.

The Company has considered the realisation of accounts receivable balances and inventory balances, and has not noted any impairment indicators that would require these balances to be written down lower than their carrying amounts.

There is no material uncertainty over the Company's ability to continue as a going concern as a result of the ongoing trading results achieved due to the status of being classified as an essential business and generating profitable activities.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF ACCOUNTING POLICIES (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2020



Changes in Accounting Policies

All accounting policies are consistent with prior year apart from the following. The Company has applied the following standards and amendments for the first time for the annual reporting period commencing 1 July 2019:

NZ IFRS 16 'Leases' was adopted on 1 July 2019. The Company applied the modified retrospective transition method and thus prior comparatives were not restated. The Company has elected to present right-of-use assets and lease liabilities separately in the statement of financial position. Depreciation of right-of-use assets is included in depreciation in the statement of comprehensive income. The cash outflows related to the principal portion of the lease liability and the related interest are presented separately within the financing activities in the statement of cashflows.

Impact of adoption of NZ IFRS 16 on the Company's financial statements

As indicated above, the Company has adopted NZ IFRS 16 from 1 July 2019, but has not restated comparatives for the 2019 reporting period, as permitted under the transitional provisions in the standard. The reclassifications and the adjustments arising from the new leasing rules are therefore recognised in the opening balance sheet on 1 July 2019. The new accounting policies are disclosed in note 3.

i) Practical expedients applied

In applying NZ IFRS 16 for the first time, the Company has used the following practical expedients permitted by the standard:

- a) applying a single discount rate to a portfolio of leases with reasonably similar characteristics.
- b) accounting for operating leases with a remaining lease term of less than 12 months as at 1 July 2019 as short-term leases.
- c) accounting for operating leases with a total future cashflows of less than \$8,000 as at 1 July 2019 as low value leases.

The Company also elected not to reassess whether a contract is or contains a lease at the date of initial application. Instead, for contracts entered before the transition date the Company relied on its assessment made applying NZ IAS 17 and NZ IFRIC 4 Determining whether an arrangement contains a Lease.

ii) Measurement of lease liabilities

The weighted average incremental borrowing rate applied to lease liabilities on 1 July 2019 was 6.2%.

The lease liability recognised in the statement of financial position at 1 July 2019 and the Company's operating lease commitment as at 30 June 2019 can be reconciled as follows:

	1-Jul-19
	\$
Operating lease commitments disclosed as at 30 June 2019	341,598
Discounted using the lessee's incremental annual borrowing rate of 6.2% at the date of initial application	318,187
(Less): short-term leases not recognised as a liability	(225,907)
(Less): low-value leases not recognised as a liability	-
Lease liability recognised as at 1 July 2019	<u>92,280</u>
Of which are:	
Current lease liabilities	84,210
Non-current lease liabilities	<u>8,070</u>
	<u>92,280</u>

iii) Measurement of right-of-use assets

The associated right-of-use assets for property leases were measured on a retrospective basis as if the new rules had always been applied. Other right-of-use assets were measured at the amount equal to the lease liability, adjusted by the amount of any prepaid or accrued lease payments relating to that lease recognised in the balance sheet as at 30 June 2019.

iv) Lessor accounting

The Company did not need to make any adjustments to the accounting for asset held as lessor under operating leases as a result of the adoption of NZ IFRS 16.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF ACCOUNTING POLICIES (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2020



Accounting Policies

The following particular accounting policies which materially affect the measurement of results and financial position have been applied.

a1) Revenue Recognition

QRS is in the business of providing road maintenance and construction and sale of aggregate. Revenue from contracts with customers is recognised when control of the physical work completed on the clients asset or services are transferred to the customer at an amount that reflects the consideration to which the Company expects to be entitled in exchange for those goods or services. The Company has generally concluded that it is the principal in its revenue arrangements, because it typically controls the goods or services before transferring them to the customer.

a2) Sale of Aggregate

Revenue from sale of aggregate is recognised at the point in time when control of the asset is transferred to the customer, generally on delivery of the aggregate. The normal credit term is 30 to 60 days upon delivery.

a3) Variable consideration

QRS does not enter into variable consideration arrangements nor provide any volume rebates. In addition there are no financing components or warranty obligations beyond normal retentions held by the customer for road construction projects.

b) Borrowing costs

Borrowing costs are recognised as an expense when incurred.

c) Goods and Services Tax

The Financial Statements have been prepared exclusive of goods and services tax (GST) with the exception of receivables and payables which are stated with GST included. Where GST is irrecoverable as an input tax, it is recognised as part of the related asset or expense.

d) Employee Benefits

Provision is made in respect of the Company's liability for annual leave, sick leave, long service leave and retirement gratuities. The provision for sick leave is based on the additional amount that the company expects to pay as a result of the unused entitlement that has accumulated at balance date.

The provision for gratuities is based on the number of weeks the employee will be paid at retirement, the expected pay rate along with the probability of the employee still being employed by QRS at retirement age.

The provision for long service leave is the amount of future benefit that employees have earned in return for their service in the current and prior periods.

Expected future payments for gratuities and long service leave are discounted using market yields at the reporting date.

Defined Contribution Pension Plan obligations are recognised as an expense in the Statement of Comprehensive Income as incurred.

d1) Government Subsidy

Government subsidies which compensate the Company for expenses incurred are recognised in the Statement of Comprehensive Income. Subsidies are recognised when they have been used to compensate expenses in a period.

e) Provisions

Provisions are recognised when the Company has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF ACCOUNTING POLICIES (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2020



Where material, provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and, where appropriate, the risks specific to the liability.

While discounting is used, the increase in the provision due to the passage of time is recognised as a financing cost.

f) Taxation

Current tax assets and liabilities for the current and prior periods are measured at the amount expected to be recovered from or paid to the taxation authorities based on the current period's taxable income. The tax rates and tax laws used to compute the amount are those that are enacted or substantively enacted by the balance sheet date.

Deferred income tax is provided on all temporary differences at the balance sheet date between the tax bases of assets and liabilities and their carrying amounts for financial reporting purposes.

Deferred income tax liabilities are recognised for all taxable temporary differences except when the deferred income tax liability arises from the initial recognition of goodwill or of an asset or liability in a transaction that is not a business combination and that, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

Deferred income tax assets are recognised for all deductible temporary differences, carry-forward of unused tax credits and unused tax losses, to the extent that it is probable that taxable profit will be available against which the deductible temporary differences and the carry-forward of unused tax credits and unused tax losses can be utilised, except when the deferred income tax asset relating to the deductible temporary difference arises from the initial recognition of an asset or liability in a transaction that is not a business combination and, at the time of the transaction, affects neither the accounting profit nor taxable profit or loss.

The carrying amount of deferred income tax assets is reviewed at each balance sheet date and reduced to the extent that it is no longer probable that sufficient taxable profit will be available to allow all or part of the deferred income tax asset to be utilised.

Unrecognised deferred income tax assets are reassessed at each balance sheet date and are recognised to the extent that it has become probable that future taxable profit will allow the deferred tax asset to be recovered.

Deferred income tax assets and liabilities are measured at the tax rates that are expected to apply to the year when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at the balance sheet date.

Income taxes relating to items recognised directly in equity are recognised in equity and not in profit or loss.

Deferred tax assets and deferred tax liabilities are offset only if a legally enforceable right exists to set off current tax assets against current tax liabilities and the deferred tax assets and liabilities relate to the same taxable entity and the same taxation authority.

g) Accounts Receivable

Accounts receivable are recognised initially at fair value and subsequently at amortised cost less an allowance for any uncollectable amounts. The Company assesses impairment losses by estimating the expected credit loss that may exist within its portfolio of accounts receivable based on its historical experience of credit loss arising from accounts receivable.

h) Cash and Cash Equivalents

Cash and short-term deposits in the Statement of Financial Position comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less.

i) Inventories

Inventories are valued on the basis of the lower of cost, determined on a first-in, first-out basis, and net realisable value.

**QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF ACCOUNTING POLICIES (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2020**



j) Property, Plant and Equipment

Property, Plant and Equipment is stated at historical cost less accumulated depreciation and any accumulated impairment losses. Such cost includes the cost of replacing parts that are eligible for capitalisation when the cost of replacing the parts is incurred. Similarly, when each major inspection is performed, its cost is recognised in the carrying amount of the property plant and equipment as a replacement only if it is eligible for capitalisation. All other repairs and maintenance are recognised in profit or loss as incurred. There are six classes of Property, Plant and Equipment:

- a.) Land
- b.) Quarries
- c.) Buildings
- d.) Plant and Machinery
- e.) Fixtures, Fittings and Equipment
- f.) Computer Hardware

The quarry asset class includes all development costs in relation to the Tangihanga Joint arrangement, accounted for by QRS in accordance with accounting policy(s).

The carrying values of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable.

For an asset that does not generate largely independent cash inflows, the recoverable amount is determined for the cash-generating unit to which the asset belongs.

Impairment losses are recognised in the Statement of Comprehensive Income in administration expenses.

k) Depreciation

Depreciation is calculated to allocate the cost less estimated residual value of property, plant and equipment over their estimated useful lives.

Depreciation is provided on a straight line basis on Buildings and Quarries. Land is not depreciated.

Plant and Machinery, Fixtures, Fittings and Equipment, and Computer Hardware are depreciated using the diminishing value method

The rates for major classes of assets have been estimated as follows:

- | | |
|--------------------------------------|--------------------------|
| a.) Quarries | (3.3 % Straight Line) |
| b.) Buildings | (3.3 % Straight Line) |
| c.) Plant and Machinery | (20 % Diminishing Value) |
| d.) Fixtures, Fittings and Equipment | (20 % Diminishing Value) |
| e.) Computer Hardware | (48 % Diminishing Value) |
| f.) Right of Use Asset | (6.2% Diminishing Value) |

Depreciation is calculated on a monthly basis from the date of acquisition. The assets useful lives, residual values and depreciation method are reviewed at least every financial year.

l) Intangible Assets

Intangible assets acquired separately are capitalised at cost. Following initial recognition, the cost model is applied to all classes of intangible assets.

**QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF ACCOUNTING POLICIES (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2020**



The useful lives of intangible assets are assessed to be either finite or indefinite. Intangible assets with finite lives are amortised over the useful life and tested for impairment whenever there is an indication that the intangible asset may be impaired. The amortisation period and the amortisation method for an intangible asset with a finite useful life is reviewed at least at each financial year-end. Changes in the expected useful life or the expected pattern of consumption of future economic benefits embodied in the asset are accounted for prospectively by changing the amortisation period or method, as appropriate, which is a change in accounting estimate. The amortisation expense on intangible assets with finite lives is recognised in profit or loss in the expense category consistent with the function of the intangible asset.

Gains or losses arising from derecognition of an intangible asset are measured as the difference between the net disposal proceeds and the carrying amount of the asset and are recognised in the Statement of Comprehensive Income when the asset is derecognised. The amortisation of the software class of intangible assets has been estimated at 20%-48% diminishing value, depending on the nature of the software.

m) Statement of Cash Flows

Operating activities include cash received from all income sources of the Company and records the cash payments made for the supply of goods and services.

Investing activities are those activities relating to the acquisition and disposal of non-current assets.

Financing activities comprise the change in equity and debt capital structure of the Company.

n) Interest-Bearing Loans and Borrowings

All loans and borrowings are initially recognised at fair value net of issue costs associated with the borrowing.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Amortised cost is calculated by taking into account any issue costs, and any discount or premium on settlement.

Gains and losses are recognised in the income statement when the liabilities are derecognised and as well as through the amortisation process.

o) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the end of the financial year that are unpaid and arise when QRS becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

q1) Joint Arrangements

QRS have a joint arrangement with Wi Pere Trust at the Tangihanga Quarry. A joint arrangement is an arrangement over which two parties or more have joint control. Joint control is the contractually agreed sharing of control over an arrangement which exists only when the decisions about the relevant activities (being those that significantly affect the returns of the arrangement) require the unanimous consent of the parties sharing control. QRS's joint arrangement is a joint operation.

A joint operation is a type of joint arrangement in which the parties with joint control of the arrangement have the rights to the assets and obligations for the liabilities relating to the arrangement.

In relation to its interest in the joint operation, the financial statement for QRS includes:

- Assets, including its share of any assets held jointly
- Liabilities, including its share of any liabilities incurred jointly
- Revenue from the sale of its share of the output arising from the joint operation
- Share of the revenue from the sale of the output by the joint operation
- Expenses, including its share of any expenses incurred jointly

All such amounts are measured in accordance with the terms of each arrangement which are in proportion to QRS's interest in the joint operation.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
STATEMENT OF ACCOUNTING POLICIES (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2020



q2) Tangihanga Joint Arrangement Impairment Test

In 2019 QRS recognised an impairment to its share of the development costs of the Tangihanga joint arrangement based on assessment of the expected future cash flows of the joint arrangement. A further impairment test performed in 2020 has led QRS to impair its share of the Quarry development costs in its entirety, at a total value of \$358,446.

Several factors have led to this decision being made in the 2020 financial year including:

- Low market demand
- Unable to meet market pricing
- Environmental factors
- Production restrictions

The impairment test included the use of a discounted cashflow over 5 years with a terminal value and growth rate of 2%. Given the NPV calculated and the current environmental and market restrictions faced by the quarry, it was decided that QRS would impair the asset in full.

r) Significant Accounting Judgements, Estimates and Assumptions

Quarry Aftercare Make good provisions

A provision has been made for the present value of anticipated costs of future restoration of quarry sites. The provision includes future cost estimates associated with quarry aftercare. The calculation of this provision requires assumptions such as application of environmental legislation and life of metal extraction from each quarry site. These uncertainties may result in future actual expenditure differing from the amounts currently provided. The provision recognised for each site is periodically reviewed and updated based on the facts and circumstances available at the time. Changes to the estimated future costs for sites are recognised in the statement of financial position by adjusting both the expense or asset (if applicable) and provision.

s) Contract Assets and Contract Liabilities

A contract asset is the right to consideration in exchange for goods or services transferred to the customer. If the company performs, under a contract, by transferring goods or services to a customer before the customer pays consideration or before payment is due, a contract asset is recognised for the earned consideration that is conditional.

A trade receivable represents the company's right to an amount of consideration that is unconditional (i.e. only the passage of time is required before payment of the consideration is due)

A contract liability is the obligation to transfer goods or services to a customer for which the company has received consideration (or an amount of consideration is due) from the customer. If a customer pays consideration before the company transfers goods or services to the customer, a contract liability is recognised when the payment is made or the payment is due (whichever is earlier). Contract liabilities are recognised as revenue when company performs under the contract.

t) Subvention Payments

A subvention payment is where an organisation with a taxable profit makes a cash payment to an organisation that has tax losses in exchange for those tax losses. The organisations must have some commonality of ownership. QRS is wholly owned by the Wairoa District Council which enables entities to engage in subvention payments.

The provision for a subvention payment has been recognised in the Statement of Comprehensive Income as an expense.

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020



	2020	2019
	\$	\$
1 OTHER OPERATING EXPENSES		
Auditors remuneration including disbursements	69,680	61,266
Directors fees	128,676	119,277
Impairment of trade receivables (bad and doubtful debts)	-	(2,514)
Loss on disposal of property plant and equipment	17,112	61,460
Gain on disposal of property plant and equipment	(137,843)	(193,046)
Impairment of property, plant and equipment	358,446	100,008
Loss on disposal of intangibles	-	39,567
Amortisation of intangibles	26,230	43,678
Lease payments - operating lease	-	160,216
- rental costs	12,971	18,200
	475,271	408,112
2 PERSONNEL EXPENSES		
Wages and salaries	6,586,483	6,591,384
COVID-19 Wage Subsidy	(600,951)	-
Long-service leave	647	10,501
Sick leave	218,767	203,839
Gratuities	5,094	4,353
Contribution to defined contribution plans	161,194	181,333
	6,371,234	6,991,410

In March 2020, the New Zealand Government enforced a lockdown in response to Covid-19. Non-essential businesses were required to cease operations until the lockdown was lifted. To ensure job security and business viability, the New Zealand Government through the Ministry of Social Development provided wage subsidies for a 12-week period for businesses who could demonstrate a 30% decline in revenue due to the pandemic. The wage subsidy was recognised within the Company's labour expenses as an offset to underlying labour cost.

3 RIGHT OF USE ASSETS AND LEASE LIABILITIES		
<i>Right of Use Assets as at 1 July 2019</i>		
Office equipment	15,991	-
Vehicles	191,434	-
	207,425	-
<i>Depreciation</i>		
Office equipment	7,342	-
Vehicles	107,558	-
	114,900	-
<i>Right of Use Assets - Current Liability</i>		
Office equipment	8,649	-
Vehicles	83,875	-
	92,524	-
<i>Lease Liability as at 1 July 2019</i>		
Office equipment	15,991	-
Vehicles	191,434	-
	207,425	-
<i>Operating Expenses - Leases</i>		
Office equipment	7,872	-
Vehicles	113,880	-
	121,752	-
<i>Interest related to leases</i>		
Interest	9,712	-
	9,712	-
<i>Lease Liabilities related to leases are split between current and non-current</i>		
Current	89,168	-
Non-current	6,216	-
	95,384	-

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 30 JUNE 2020



		2020	2019
4 INVENTORIES			
Metal Stocks		502,482	674,776
Other Supplies		101,969	102,237
Work in Progress		263	12,149
		<u>604,714</u>	<u>789,162</u>
Some inventories are subject to retention of title clauses. Work in progress is held at cost.			
5 TRADE AND OTHER RECEIVABLES		\$	\$
Trade Debtors		920,592	2,621,033
Wairoa District Council	18	2,420,900	1,593,375
Provision for Doubtful Debts		-	-
Retentions		461,986	244,077
Prepayments		46,268	28,754
		<u>3,849,746</u>	<u>4,487,239</u>
6 TRADE AND OTHER PAYABLES			
Trade Creditors		2,710,977	2,026,316
Other		475,069	470,762
		<u>3,186,046</u>	<u>2,497,078</u>
7 EMPLOYEE BENEFITS			
Long-service Leave		35,019	34,972
Annual Leave		379,953	383,810
Sick Leave		34,674	29,235
Gratuities		51,077	45,983
Time In Lieu		89,803	145,204
Accrued Pay		132,157	109,879
		<u>722,683</u>	<u>749,083</u>
Made up of:-			
Current		687,664	714,110
Non-current		35,019	34,973
		<u>722,683</u>	<u>749,083</u>
8 INTEREST BEARING LOANS AND BORROWINGS			
UDC Term Loan		861,657	505,108
Less Current portion		(294,428)	(182,528)
		<u>567,229</u>	<u>322,580</u>
Interest Rate		5.05%	6.20%
UDC Current Account		-	696,430
Less Current portion		-	(180,000)
		<u>-</u>	<u>516,430</u>
			6.20%
Porter Finance Limited		-	100,854
Less Current portion		-	(100,854)
		<u>-</u>	<u>-</u>
Made up of:			
Current		294,428	463,382
Non-Current		567,229	839,010
		<u>861,657</u>	<u>1,302,392</u>

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 30 JUNE 2020



FOR THE PERIOD ENDED 30 JUNE 2019

9	EQUITY			2020	2019
	(a) Share Capital			\$	\$
	Opening balance			1,250,000	1,250,000
	Closing Balance			1,250,000	1,250,000
	At 30 June the company had issued 1,250,000 shares which are fully paid. All shares carry equal voting rights and the right to share in any surplus on winding up the company. None of the shares carry fixed dividend rights. The shares do not have a par value.				
	(b) Retained Earnings				
	Retained earnings at 1 July			5,711,660	4,692,041
	Net operating surplus			430,691	1,129,619
	Interim Dividend			(50,000)	(50,000)
	Final Dividend			(300,000)	(60,000)
	Retained earnings at 30 June			5,792,351	5,711,660
10	TAXATION				
	Profit before taxation			600,865	1,573,543
	Prima facie taxation / benefit @ 28% (2018: 28%)			168,242	440,593
	Plus taxation effect of permanent differences:				
	- Non deductible expenses			1,931	3,331
				170,173	443,924
	Income tax expense				
	Major components of taxation expense are:				
	Current taxation			247,497	506,826
	Deferred taxation				
	Origination and reversal of temporary differences			(77,324)	(62,902)
	Utilisation of tax losses			-	-
				170,173	443,924
	Deferred Income Tax at 30 June relates to the following				
			Balance Sheet		Income Statement
			2020	2019	2020
					2019
	Deferred tax liabilities				
	Contract retentions		129,356	68,341	(61,014)
	Future Amortisation		21,599	22,888	1,288
	Right of Use Assets		25,906		
	Gross Deferred Tax Liabilities		176,861	91,229	(59,726)
	Deferred tax assets				
	Subcontractor Retentions		84,710	92,287	(7,577)
	Provisions				
	Annual leave		90,917	92,354	(1,437)
	Staff gratuities		14,301	12,875	1,426
	Sick Leave		9,709	8,186	1,523
	Time in lieu		19,986	31,975	(11,989)
	Long service leave		9,805	9,624	181
	Aftercare		50,429	45,621	4,809
	Lease Asset Depreciation		-	-	32,172
	Operating Lease Payments		-	-	(34,091)
	Lease Interest		-	-	2,719
	ACC premiums		4,567	7,861	(3,293)
	Maintenance Accruals		-	2,800	(2,800)
	Construction Accruals		-	-	-
	Corporate Accruals		29,400	9,800	19,600
	Contract Liabilities		80,427	65,380	15,047
	Future depreciation		339,430	218,669	120,760
	Lease Liability		26,708	-	-
	Deferred Tax Assets		760,389	597,432	137,050
	Net deferred tax assets		583,528	506,203	
	Deferred tax income/(expense)				77,324
					155,189

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 30 JUNE 2020



11 PROPERTY, PLANT AND EQUIPMENT

2020

Cost	Land	Quarries	Buildings	Plant & Machinery	Fixtures, fittings & equipment	Computer Hardware	Total
Balance at 1 July	29,433	494,288	714,956	13,587,170	637,574	209,816	15,673,237
Additions	-	-	18,248	1,432,071	45,387	51,977	1,547,683
Disposals	-	-	-	(982,792)	-	(57,170)	(1,039,962)
Balance at 30 June	29,433	494,288	733,204	14,036,449	682,961	204,623	16,180,958
Depreciation and Impairment Losses							
Balance at 1 July	-	126,062	388,774	9,759,959	330,013	173,387	10,778,194
Depreciation for the year	-	8,045	41,623	957,483	66,156	17,838	1,091,145
Impairment	-	358,446	-	-	-	-	358,446
Disposals	-	-	-	(910,456)	-	(53,792)	(964,248)
Balance at 30 June	-	492,553	430,397	9,806,986	396,169	137,433	11,263,537
Carrying Amounts							
At 1 July	29,433	368,226	326,182	3,827,211	307,561	36,429	4,895,042
At 30 June	29,433	1,735	302,807	4,229,463	286,792	67,190	4,917,421

2019

Cost	Land	Quarries	Buildings	Plant & Machinery	Fixtures, fittings & equipment	Computer Hardware	Total
Balance at 1 July	29,433	494,288	620,335	14,187,864	706,462	443,373	16,481,755
Additions	-	-	98,022	1,300,515	42,518	13,230	1,454,285
Disposals	-	-	(3,401)	(1,901,209)	(111,406)	(246,787)	(2,362,811)
Balance at 30 June	29,433	494,288	714,956	13,587,170	637,574	209,816	15,573,229
Depreciation and Impairment Losses							
Balance at 1 July	-	22,010	345,777	10,346,627	367,181	397,114	11,478,709
Depreciation for the year	-	10,044	44,272	928,389	70,393	22,380	1,075,478
Impairment	-	100,008	0	0	0	0	100,008
Disposals	-	(6,000)	(1,275)	(1,515,057)	(107,561)	(246,107)	(1,876,001)
Balance at 30 June	-	126,062	388,774	9,759,959	330,013	173,387	10,678,186
Carrying Amounts							
At 1 July	29,433	472,278	274,558	3,841,237	339,281	46,259	5,003,046
At 30 June	29,433	368,226	326,182	3,827,211	307,561	36,429	4,895,042

12 INTANGIBLE ASSETS

Cost	2020	2019
Balance at 1 July	293,391	668,833
Additions	-	7,830
Disposals	-	(383,272)
Balance at 30 June	293,391	293,391
Amortisation and Impairment Losses		
Balance at 1 July	168,001	468,027
Amortisation for the year	26,230	43,679
Disposals	-	(343,705)
Balance at 30 June	194,231	168,001
Carrying Amounts		
At 1 July	125,390	200,806
At 30 June	99,160	125,390

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 30 JUNE 2020



Security

UDC term loans are secured over various plant items financed through the loan facility to the value of \$861,657 (2019: \$1,444,400).

Capital Commitments

At balance date, the company had a capital commitment of \$15,325 for a plate compactor. (2019: \$817,878)

**13 RECONCILIATION OF NET OPERATING PROFIT AFTER TAXATION
WITH CASH INFLOW FROM OPERATING ACTIVITIES**

	2020 \$	2019 \$
Reported net operating profit after taxation	430,691	1,129,619
Subvention Provision	200,000	-
Add back non-cash items:		
Depreciation	1,206,045	1,075,478
Amortisation	26,230	43,678
Impairment	358,446	-
(Increase)/Decrease in Deferred Taxation	(77,326)	(62,901)
Increase/(Decrease) in Employee Benefits	46	(9,532)
Increase/(Decrease) in Quarry Aftercare Provision	17,176	7,045
	2,161,308	2,183,387
Add back items classified as investment activities:		
Net loss on sale of Property, Plant and Equipment	17,112	161,468
Gain on sale of Property, Plant and Equipment	(137,843)	(193,045)
Net loss on sale of Intangibles	-	39,567
	(120,731)	7,990
Movements in Working Capital:		
(Increase)/Decrease in Trade and Other Receivables	258,910	(2,223,390)
(Increase)/Decrease in Inventories	184,448	26,203
Increase/(Decrease) in Trade and Other Payables and GST	536,371	1,570,274
Increase/(Decrease) in Employee Benefits	(26,446)	(28,194)
Increase/(Decrease) in Tax Payable/Receivable	(327,865)	347,481
	625,418	(307,626)
Net Cash inflow/(outflow) from Operating Activities	2,665,996	1,883,751

15 OTHER PROVISIONS

QUARRY AFTERCARE PROVISION

	2020 \$	2019 \$
Balance at beginning of the year	162,930	155,886
Provided for during the year	17,175	7,045
Utilised during the year	-	-
Balance at the end of the year	180,105	162,930

A provision is recognised for expected Quarry reinstatement costs based on past experience of the level of metal extraction.

It is expected that most of these costs will not be incurred in the next financial year but 12% will be incurred within two years of the balance sheet date. An inflationary factor equivalent to the annual CPI is included in this provision.

16 REVENUE FROM CONTRACTS

Set out below is the disaggregation of the Company's revenue from contracts with customers

	2020 \$	2019 \$
Maintenance / Roothing Contracts	6,203,522	8,274,012
Capital Construction Contracts	18,062,191	11,207,919
Other	1,961,369	4,801,700
	26,227,082	24,283,632

QUALITY ROADING AND SERVICES (WAIROA) LIMITED
NOTES TO THE FINANCIAL STATEMENTS continued
FOR THE YEAR ENDED 30 JUNE 2020



17 BANK FACILITY

A bank facility is available at Westpac Bank, and is secured by a general security agreement over the company's assets. The facility available totals \$500,000 (2019: \$500,000). The current interest rate is 5.60% (2019: 7.65%).

Performance guarantees were given to the Wairoa District Council for \$482,000, Wi Pere Trust \$105,000 and New Zealand Transport Agency, \$460,000 to the total value of \$1,047,000 (2019: \$205,000) by Westpac Bank, on behalf of Quality Roding and Services (Wairoa) Limited.

UDC provide an approved facility up to \$2,000,000 at 5.40% interest. (2019: \$1,000,000 at 6.10% interest).

18 TRANSACTIONS WITH RELATED PARTIES

PARENT

The company's purchases and sales from Wairoa District Council were as follows:

	<u>2020</u>	<u>2019</u>
	\$	\$
Purchases (trading) :	31,459	23,946
Sales :	13,154,373	10,073,582

Liabilities outstanding at year end were \$6,728 (2019: \$625) which is payable on normal trading terms.

The amount outstanding at year end was \$2,420,900 (2019: \$1,593,375), which is receivable on normal trading terms except for \$345,454 (2019: \$244,076) contract retentions receivable at closure to defects liability period. The sales to Wairoa District Council account for 51% (2019: 36%) of total sales by the company.

DIRECTORS & EXECUTIVE RELATED PARTIES

Remuneration

Total remuneration is included in 'personnel costs' (see note 2)

Total Executive Officers remuneration

	<u>2020</u>	<u>2019</u>
	\$	\$
	843,089	712,191
	843,089	712,191

Sales transacted during the year payable on normal trading terms were as follows:

2020

Total sales transacted

Business Transacted	Balance Owning
3,551	383

2019

Total sales transacted

36,227

G E Gaddum, a Director/Owner of Gaddum Construction Limited has not purchased any services from QRS in 2020. (2019: \$27,633).

19 CATEGORIES OF FINANCIAL ASSETS AND LIABILITIES

Loans and Receivables

Cash and cash equivalents

Trade and receivables (note 5)

Total loans and receivables

	<u>2020</u>	<u>2019</u>
	\$	\$
	2,310,129	1,898,147
	3,849,746	4,487,239
	6,159,875	6,385,386

Financial liabilities measured at amortised cost

Trade and other payables (note 6)

Loans (note 8)

Total creditors and loans

	<u>2020</u>	<u>2019</u>
	\$	\$
	3,849,746	2,497,078
	861,657	1,302,392
	4,711,403	3,799,470

20 CONTINGENT LIABILITIES

As at 30 June, QRS has a contingent liability relating to a claim brought forward by a subcontractor regarding a contractual dispute.

The value of the claim has not yet been determined due to a lack of verifiability in relation to the claimants proclaimed losses. The claim is disputed and the Company will look to resolve the matter within twelve months of balance date.

21 Quality Roding and Services - Subsequent Events

The Directors are not aware of any matter or circumstance since the end of the financial year that has significantly or may significantly affect the operations of the Company.

8.2 POSITION OF CHIEF EXECUTIVE - APPOINTMENT OF INTERIM CHIEF EXECUTIVE**Author:** Hine Flood, Councillor**Authoriser:** Craig Little, His Worship the Mayor**Appendices:** Nil**1. PURPOSE**

- 1.1 To appoint an interim Chief Executive, as per the recommendation made by the CE review panel

RECOMMENDATION

The Chair of the Chief Executive Performance Review Panel Councillor RECOMMENDS that Council appoints an Interim Chief Executive and confirms:

That pursuant to Section 42 of the Local Government Act 2002 the Wairoa District Council appoints Kitea Tipuna as Interim Chief Executive from Monday, 12 October 2020 until the completion of the Council's recruitment process and appointment of a new Chief Executive.

The 'Interim' aspect of Mr. Tipuna's role is due to its limited duration, and in other respects, Mr. Tipuna is the Council's Chief Executive, and

During his time as Interim Chief Executive Mr. Tipuna has all of the powers and duties of the Chief Executive, including all the delegations made by the Council to the Chief Executive (and any rights and sub-delegation that are attached to them).

2. BACKGROUND

- 2.1 The Council is required under section 42 of the Local Government Act 2002 to appoint a Chief Executive.
- 2.2 An interim CEO is the preferred option while Council engages in the recruitment process

3. OPTIONS

- 3.1 The options identified are:
- a. Appoint Kitea Tipuna as the interim Chief Executive
 - b. Conduct an external recruitment process for the interim Chief Executive
- 3.2 Option (a) fills an immediate need for Council, where option (b) could mean leaving the position open for longer.
- 3.3 The preferred option is (a) this fills an immediate need of council, and contributes to the following community outcomes

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
1. A strong prosperous and	3. A community that values and promotes its culture and	7. A safe and secure

thriving economy	heritage	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 valued communities	9. An environment that is appreciated, protected and sustained for future generations
	6. Strong district leadership and a sense of belonging	

4. CORPORATE CONSIDERATIONS

What is the change?

- 4.1 The primary change is the appointment of an interim Chief Executive. The CE Review have taken operational issues such as the current rates review, Annual Plan and Long-Term Plan process into consideration when considering the impact on operations.

Compliance with legislation and Council Policy

- 4.2 Section 42 of the Local Government Act 2002

What are the key benefits?

- 4.3 Key benefits are filling the role of Chief Executive, as per requirement by Local Government Act 2002
- 4.4 Interim appointment of an existing manager allows for a smooth transition and continuing of pressing operational projects

What is the cost?

- 4.5 No additional cost to council. This is funded through existing channels

5. RISK MANAGEMENT

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

Human	Financial	Regulatory
Low Risk if recommendation is followed	Low Risk if recommendation followed	Low Risk if recommendation followed
Operations	Employees	Image & Reputation
Low Risk if recommendation is followed	Considerable Risk - due to impacts of any corporate change on staff	Low Risk if recommendation followed

References (to or from other Committees)



[List any instances this report or previous reports on this topic have gone to Council/Committee]

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 Hine Flood	Approved by Craig Little

8.3 PROGRESS UPDATE ON DEVELOPMENT OF LONG TERM PLAN 2021 - 2031

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

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: Nil

1. PURPOSE

- 1.1 This report provides a progress update on the development of Council's Long Term Plan 2021–31 (LTP). No decisions are required by Council at this stage.
- 1.2 Although periodic updates on the LTP's progress have been presented to the Finance, Audit and Risk Committee, a recent request was that updates also be presented to Council.

RECOMMENDATION

The Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience RECOMMENDS that the Council receive the report.

2. BACKGROUND

- 2.1 Council is in the process of developing its Long Term Plan 2021–31. Managed by a small team, this two-year project comprises 45 separate projects, 100 key tasks and involves input from staff across the organisation. Council has a comprehensive project plan which is carefully managed to ensure that key deadlines are reached.
- 2.2 This progress update meets the purpose of local government as it supports the delivery of Council's LTP which will help meet the needs of the community by providing a reference for planning, funding decisions and service delivery.

3. WHAT'S IN PROGRESS?

Since July 2020, Council has worked on the following:

- 3.1 Engagement on the Annual Plan 2020/21 began in August. While the re-emergence of COVID-19 restrictions prevented further face-to-face engagement, initial sessions which took place at Tuai, Frasertown and Wairoa were well-received.
- 3.2 In July, Council adopted a revised set of community outcomes, and a revised organisational vision and mission statement. It also retained the current set of LTP activity groups. This work was part of Council's strategic direction-setting and was linked to the LTP's development.
- 3.3 A review of the LTP's structure and layout was completed. The aim was to simplify the content structure and ensure all like-components were grouped together. This means that the content for the LTP 2021-31 will be structured under 5 key categories: 1) Our Long-term Plan, 2) Our Activities, 3) Our Finances, 4) Our Policies, and 5) Our Infrastructure.

- 3.4 Council's annual resident's satisfaction survey was completed during July and August. A workshop to review results will be held on 20 October, with a full report to Council for adoption to follow.
- 3.5 The asset management plans are in development. A review of Council's forecasting assumptions underlying the financial estimates and forecasts are still in progress. Preparations of the LTP budgets are happening, with activity managers engaged early on to review and forecast operational and capital expenditure.

4. HOW ARE WE TRACKING AND WHAT'S COMING UP?

- 4.1 Overall, the LTP project is tracking to schedule. Time sensitive tasks include the completion of draft asset management plans, a review with elected members around levels of service, and a secondary review to refine standards of service and performance across activities. During October – December 2020, Council will continue to work on these.
- 4.2 Council has initiated a rates review to provide an opportunity to engage with the community about addressing the challenges of the current system. A Council meeting to adopt the proposed option is scheduled for 3 November, with consultation on the statement of proposal due to begin 4 November, 2020 – 4 December, 2020. Deliberations and hearings are scheduled for 15, 16 December, 2020 with adoption to follow on 17 December, 2020.
- 4.3 An internal review of Council's LTP policies continues. These include the Significance and Engagement Policy, Revenue and Financing Policy, and policy relating to Maori Involvement in Decision-making. Other policies that will be reviewed (but not included in the LTP proper) include the Liability Management Policy and Investment Policy. These are both scheduled for presentation at November's Finance, Audit and Risk Committee. A review of the Remission and Postponement of Rates on Maori Freehold Land may take place during the time of the rates review, and the Development or Financial Contributions Policy will be considered once the rates review has completed.
- 4.4 Completion of the draft asset management plans are scheduled for December. These include the 3 Waters, Airport, Built Spaces, Open Spaces, Roading, and Waste Management Plans.
- 4.5 During October, work will begin on restructuring the 'group' activity management plans for all LTP activities. These plans will occupy Section 2 of the LTP: 'Our Activities'. Design and layout of the AMPs will begin in October. Infographics that explain and link Council's outcomes with its activities will be developed.
- 4.6 A process for Council's LTP pre-engagement is being organised for January, 2021. Similar to Annual Plan engagement, it is anticipated that this will involve caravan-based information sessions around the district.

Further Information

Further information is available in Council's LTP 2018-28 and Annual Plan 2020/21, which can be found on Council's website: www.wairoadc.govt.nz and from Council's Main Office.

References (to or from other Committees)



Ordinary Council. 28 July, 2020. Progress Update on Development of Long Term Plan 2021-2031.

Finance, Audit and Risk Committee. 3 March, 2020. Progress Update on Development of Long Term Plan 2021-2031.

Finance, Audit and Risk Committee. 2 July, 2019. Project Plan for Development of Long Term Plan 2021-2031.

Finance, Audit and Risk Committee. 17 September, 2019. Detailed Project Plan for the Development of the Long Term Plan 2021-2031.

Signatories

	
Author Kimberley Tuapawa	Approved by Kitea Tipuna

8.4 UPDATES TO OFFICER DELEGATIONS MANUAL

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

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. Draft Delegations Manual [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to inform Council of the need to update details in the Wairoa District Council Officer Delegations Manual, and request approval to make these changes.

RECOMMENDATION

The Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience **RECOMMENDS** that Council approve that the updates (**identified in Appendix 1, attached**) to the Wairoa District Council Officer Delegations Manual be made to reflect the establishment of a new position and changes in some Council officers' responsibilities.

2. BACKGROUND

- 2.1 The purpose of Officer Delegations is to assist with achieving Council's goals and objectives, as stated in strategic documents such as the Long Term Plan. Officer delegations differentiate between Elected Members making governance decisions and Council officers implementing these decisions.
- 2.2 Officer delegations also assist with carrying out Council business and meeting the needs of Council's customers in an efficient and effective manner, by enabling officers to take action within the parameters of their delegated authority. Delegations have been approved to the lowest appropriate officer level.
- 2.3 The Manual sets out the general nature of Council's delegations to the Chief Executive Officer (CEO), and notes that the CEO may further delegate such powers onto Council officers. It records the delegations made by the CEO to Council officers.
- 2.4 In December 2018 Council approved that updates to the Manual be made to reflect changes that had occurred due to the Council's organisational restructure. In June and July 2019 Council approved that further updates be made to reflect changes that had occurred due to changes to some Council officer's responsibilities.

3. CURRENT SITUATION

- 3.1 This report requests updates to the Manual due to the establishment of a new position and due to changes to some Council officer's responsibilities. The majority of these updates relate to activity in the Regulatory department.
- 3.2 Updates to the Delegations Manual must be made in order to enable Council officers to carry out their functions which contribute to the achievement of Council's objectives, and fulfil Council's statutory obligations pursuant to the Local Government Act 2002, Resource Management Act 1991, and Building Act 2004.

- 3.3 Once approval has been given to update the Manual, formatting improvements will also be made to enhance its appearance in line with Council's visual identity.

4. OPTIONS

- 4.1 The options identified are:
- a. Do nothing.
 - b. Give approval for the changes **(identified in Appendix 1, attached)** to be made to the Wairoa District Council Officer Delegations Manual.
- 4.2 "Option A" means that Council will not be complying with various pieces of legislation. Moreover, this will severely limit the efficient and effective day-to-day operations of Council.
- 4.3 "Option B" ensures that Council is meeting its statutory obligations and will also assist officers with carrying out Council business and meeting the needs of Council's customers in an efficient and effective manner, by enabling officers to take action within the parameters of their delegated authority.
- 4.4 The preferred option is Option B. This meets the purpose of local government as it will help meet the current and future needs of communities for good-quality infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

5. CORPORATE CONSIDERATIONS

What is the change?

- 5.1 An update to the Delegations Manual to reflect changes to some Council officers' responsibilities. Delegated authority to the lowest feasible level creating a more efficient and effective Council operation.
- 5.2 This process will not trigger an S17a review.

Compliance with legislation and Council Policy

- 5.3 This Manual is consistent with Council's plans and policies.

What are the key benefits?

- 5.4 Efficiency and effectiveness gains as described above.

What is the cost?

- 5.5 There are no foreseen cost implications arising out of this process.

What is the saving?

- 5.6 No savings.

Who has been consulted?

- 5.7 This matter is operational in nature and no external consultation has been required. Internal senior managers have reviewed the changes that are required and provided input and suggestions.

Service delivery review

5.8 Not applicable.

Maori Standing Committee

5.9 This matter has not been referred to the Māori Standing Committee as it is largely operational in nature. What is more, governance issues relating to this particular process are at a full Council level.

6. SIGNIFICANCE

6.1 There are no matters of significance which require Council to consult the public on this matter, for the following reasons:

- There is a medium to low level of impact.
- There is a medium to low level of change to services.
- The impact on the community is medium to low.
- The decision does not impact on Council's ownership of an asset.
- The decision or action is consequential to, or promotes, a decision or action already taken by Council.
- There is no history of the matter generating widespread interest.
- The impact on youth, elderly and Māori is medium to low.

7. RISK MANAGEMENT

7.1 The strategic risks (e.g. publicity/public perception, adverse effect on community, timeframes, health and safety, financial/security of funding, political, legal – refer to S10 and S11A of LGA 2002, others) identified in the implementation of the recommendations made are as follows:

- a. Risks are largely mitigated as Council can review delegations at any time.

Further Information

The Delegations Manual is available on the Council's website: www.wairoadc.govt.nz.

Background Papers

None.

References (to or from other Committees)

Ordinary Council. 23 July, 2019. Updates to Officer Delegations Manual.

Ordinary Council. 11 June, 2019. Updates to Officer Delegations Manual.

Ordinary Council. 20 December, 2018. Updates to Officer Delegations Manual.



Ordinary Council. 5 December, 2017. Wairoa District Council Officer Delegations Manual.

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 Kimberley Tuapawa	Approved by Kitea Tipuna



WAIROA DISTRICT COUNCIL

OFFICER DELEGATIONS MANUAL

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1.0 Introduction

1.1 Purpose

1.1.1 This document is the Wairoa District Council Officer Delegations Manual.

1.1.2. The purpose of officer delegations is to assist with achieving Council's goals and objectives, as stated in strategic documents such as Annual Plans.

1.1.3. Officer delegations also assist with carrying out Council business and meeting the needs of Council's customers in an efficient and effective manner, by enabling officers to take action within the parameters of their delegated authority.

1.2 General Comments

1.2.1 The Council supports the principle of delegating decision-making to the lowest competent level. This makes best use of the abilities of elected members, ensuring the cost-effective use of resources and promoting the development of efficient and effective management. This principle has been applied to the preparation of this Delegations Manual.

1.2.2 Unless expressly provided otherwise in the Local Government Act 2002, or in any other Act, the Council is able to, and will, delegate to a committee or other subordinate decision-making body, community board, or member or officer of the Council any of its responsibilities, duties or powers except the power to:

- make a rate
- make a bylaw
- borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
- adopt a long-term plan, annual plan, or annual report
- appoint a Chief Executive, or Interim Chief Executive.
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the local governance statement
- adopt a remuneration and employment policy.

1.2.3 A committee, or other subordinate decision-making body, community board, or member or officer of the Council may delegate any of its responsibilities, duties or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by whichever body made the original delegation as well as any statutory limitations. The Council may also delegate to any other local authority, organisation or person the enforcement, inspection, licensing and administration related to the Council's bylaws and other regulatory matters.

1.2.4 To avoid doubt, no delegation relieves the body or person making the delegation of the liability or legal responsibility to perform or ensure performance of the function or duty being delegated. The Council has the power to delegate under enactments other than the Local Government Act 2002.

1.2.5 Any delegation made includes any ancillary responsibilities, duties or powers necessary to give effect to that delegation.

1.2.6 Unless specifically time-limited, a delegation will continue in force until specifically revoked, or varied by the delegator or the Council.

1.2.1

- 1.2.7 Unless a valid delegation in respect of a matter has been made and included in the Delegations Manual or there is a statutory provision which confers a matter directly on the Chief Executive, any decision required in respect of that matter can only be made by the Council at an ordinary or extraordinary meeting.

1.3 Chief Executive Officer

- 1.3.1 The Wairoa District Council is a local authority under the Local Government Act 2002. Elected members and the Mayor make up the Council's governing body, which is responsible and democratically accountable for decision-making.
- 1.3.2 The governing body appoints only one employee, the Chief Executive Officer. He or she negotiates the terms of employment and employs all Council staff. The Chief Executive Officer is the Council's principal administrative officer. Herein, the delegations of the Chief Executive Officer also apply to the appointment of an Interim Chief Executive Officer.
- 1.3.3 The Chief Executive Officer is responsible for implementing the decisions of the Council and ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the Council, are properly performed or exercised. This includes those imposed or conferred by an Act, regulation or bylaw.
- 1.3.4 The Chief Executive Officer may delegate to any other officer of the Council any of his or her powers under the Act, or any other statute, except the power to delegate or any power that is subject to a prohibition on delegation. Further sub-delegations are not permitted under the Local Government Act 2002.
- 1.3.5 The Chief Executive Officer retains the authority to carry out all actions listed in this register or to authorise another officer to carry out all actions listed in this register, aside from those delegated to specific people, regardless of whether the Chief Executive Officer is named within the column headed 'delegated to'.
- 1.3.6 The Council delegates to the Chief Executive Officer all responsibilities, duties and powers to act on any matter, subject to any legal restrictions, and excluding those matters in respect of which delegation is prohibited by any Act or regulation, or which are expressly excluded from this delegation. This delegation does not preclude the Interim Chief Executive Officer from referring for any reason any matter to the governing body or a committee (including a subcommittee) of the governing body, for a decision. This delegation includes the authority to sub-delegate to an appropriate officer or tier level except where delegation is prohibited by any Act or regulation provided these delegations are along good business practice and are separately recorded.

1.4 Officer Delegations

- 1.4.1 In this section, "**officer**" means a named person, or the person who is for the time being the holder of a specified office.
- 1.4.2 The Council may delegate to an officer of the Council any of its responsibilities, duties or powers other than those referred to in clause 1.2.2. Such delegations may be further delegated to another person, subject to any conditions, limitations, or prohibitions imposed by the Council or by the committee, body or person that made the original delegation, and subject to the following paragraphs.
- 1.4.3

An officer may delegate to another officer of the Council any of his or her powers delegated by the Council to that officer, except:

- the power to delegate
- any power delegated to the officer that is subject to a prohibition on delegation
- any power under an enactment where the enactment expressly prohibits the delegation of the power.

1.4.4 Responsibilities, duties or powers under the Resource Management Act 1991 and the Local Government (Rating) Act 2002 delegated by the Council to officers, including the Chief Executive Officer, may not be sub-delegated.

1.4.5 Effectively, this means that only one sub-delegation is permitted.

1.4.6 An officer to whom any responsibilities, duties or powers are delegated may exercise them in the same way and with the same effect as the delegating officer could have done.

1.4.7 If not specified in this Delegations Manual, delegations to an officer holding a named position may be exercised by all officers in a direct line of authority above that officer. This applies also to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position.

1.4.8 A delegated authority must be exercised in accordance with all relevant Council policies and conditions, such as financial limits and process and reporting requirements.

1.4.9 Where an officer is in a position in an acting capacity, the officer may exercise the delegations applying to that position. However, the officer should state that he or she is exercising the delegation in an acting capacity.

1.4.10 Where there is any ambiguity between the wording of a legislative function and the delegation of that function to an officer, the wording of the legislation will prevail. A delegation made under legislation that is subsequently repealed will be read as a delegation made, with or without modification, under any replacement or corresponding legislation.

1.4.11 The delegation of a responsibility, duty or power is the granting of authority to exercise that responsibility, duty or power, not a compulsion to do so (either at all or in a particular case). Whether or not to exercise a delegated authority may depend on the circumstances of a particular matter or the job description of the officer concerned.

1.5 Inspectorial Contract

1.5.1 Pursuant to an outsourcing contract certain environmental health, dog and animal control, noise control, dangerous goods licensing and inspections, liquor licensing, food and other premises inspections, bylaw enforcement and pollution response functions and responsibilities, may be contracted out. This contract specifies the full range and scope of such functions.

1.5.2 The contracting of such regulatory functions is provided for under Section 179 of the Local Government Act 2002.

1.5.1

2.0 Wairoa District Council Officer Delegations

Key

CEO - Chief Executive Officer

2.1 General Financial Delegations

No.	Description	Delegated to
F1	Negotiation of property transactions As authorised by Council to the Chief Executive	CEO (final approval for any property sale) Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
F2	Fees and charges Setting of fees and charges, including for permits and licences, within the respective areas of responsibility for each officer position, within the parameters of the policies and job descriptions set by Council.	CEO (final approval of all amendments) Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
F3	Legal proceedings for enforcement Institute legal proceedings to collect any revenues due and owing to Council, in consultation with Legal Advisers.	CEO (to approve all proceeding for enforcement other than animal control infringements) Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
F4	Overall Treasury functions Including establishing appropriate structures, procedures, and controls.	Group Manager Finance & Corporate Support Finance Manager
F5	Borrowing and investment Negotiating and authorising borrowing and investment facilities.	Group Manager Finance & Corporate Support
F6	Bank accounts Opening/closing bank accounts and authorising signatories (but not including the main operating account).	Either Group Manager Finance & Corporate Support or Finance Manager AND one of: CEO Group Manager Community and Engagement Group Manager Information & Customer Experience

No.	Description	Delegated to
	Overseeing the Wairoa District Council's cash requirements.	Group Manager Finance & Corporate Support Finance Manager
F8	Cheque signing and bank authorities	See Below
F8A	Wairoa District Council Accounts	<i>Any two of the following positions (signing and countersigning):</i> CEO Group Manager Community & Engagement Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Finance Manager Human Resources Officer
F9	Operation of the electronic banking system	See Below
F9A	System used to download banking transactions	Group Manager Finance & Corporate Support Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer Finance Manager IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk Senior Rates Officer
	System used to upload banking transactions	Group Manager Finance & Corporate Support Finance Manager IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk

No.	Description	Delegated to
F9B	Online saver investment account Initiator.	IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk
	Authoriser.	Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer
F9C	Direct credit to pay creditors Initiator.	IT Systems Admin/Financial Officer Information Systems Officer Cashier/Creditors Clerk
	Authoriser.	Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer
F10	Operation of the electronic banking system continued	
F10A	Direct debits for debtors payments Initiator.	Information Systems Officer Credit Controller/Rates Administrator Senior Rates Officer
	Authoriser.	Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer
F10B	Payroll payments Initiator.	IT Systems Admin/Financial Officer Information Systems Officer
	Authoriser.	CEO Group Manager Finance & Corporate Support Finance Manager Group Manager Community & Engagement Group Manager Information & Customer Experience Human Resources Officer
F11	Write-off outstanding accounts	CEO

	receivable of amounts less than \$2500	
F12	Remit fees and charges of amounts less than \$2500	CEO
F13	Remission of charges for excess water arising from leaks Consideration of extraordinary circumstances outside of the conditions and criteria, which could lead to cases of genuine financial hardship for the owner/occupier, or where timely detection of the leak could not have reasonably occurred – in accordance with Council’s relevant Rates Remission Policy.	Group Manager Finance & Corporate Support Finance Manager

No.	Description	Delegated to
F14	Persons with bad debts Consideration of the provision of services to the Council, or tenancy or occupation of any Council property or asset by any persons who have had a bad debt owing to the Council written off is subject to Senior Officer’s discretion within the confines of their financial delegation, with one up approval	CEO (to approve all debts right offs over \$250) Group Manager Information & Customer Experience Group Manager Finance & Corporate Support Group Manager Community Assets & Services Property Manager Group Manager Community & Engagement
F15	Financial delegations	Chief Executive Officer 100,000 Group Manager Community Assets and Services 50,000 Group Manager Finance & Corporate Support 40,000 Group Manager Information & Customer Experience 20,000 Group Manager Community Engagement 20,000 Customer Services Manager – Regulatory 5,000 Archivist 500 Asset Engineer 1,000 Assistant Engineer 1,000 Building Compliance Officer 1,000 CAAS Technical Coordinator 1,000 Cashier/Creditors Clerk 500 Community Development Officer 500 Compliance Officer 500 Compliance Team Leader 5,000 Contracts Engineers Roads 1,000 Credit Controller / Rates Administrator 500 Customer Services Officer 500 Customer Services Team Leader 1,000 Economic Development Officer 500 Engineering Cadet 1,000 Environmental Health Officer 1,000

		Finance Manager	20,000
		Financial Accountant	2,000
		Financial Support Officer	500
		Gaiety Operations Officer	500
		Geographic Information Systems Officer	500
		Governance Officer	1,000
		Graphic Design and Communications	500
		Human Resources Officer	1,000
		Information Services Team Leader	5,000
		Information Services Officer	500
		IT Systems Administrator/Financial Officer	2,000
		Library Services Team Leader	1,000
		Maori Relationships Manager	500
		Operations Engineer Roads	5,000
		Personal Assistant	5,000
		Planner	500
		Policy and Governance Team Leader	5,000
		Project Engineer	5,000
		Property Manager	10,000
		Property Officer	1,000
		Quality Assurance & Systems Manager – Regulatory	5,000
		Regulatory Officer	5,000
		Regulatory Support Officer	500
		Senior Building Compliance Officer	1,000
		Senior Planner	1,000
		Senior Rates Officer	5,000
		Tourism Information Coordinator	1,000
		Tourism Information Officer	500
		Transport Asset Manager	10,000
		Water Treatment Manager	5,000
		Water Treatment Plant Operator	1,000
		Youth Project Facilitator	500
		Zero Harm Officer	2,000

2.2 Local Government (Rating) Act 2002

No.	Description	Delegated to
	Section 15: To apply the Council's definition (if any) of a separately used or inhabited part of a rating unit.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR1	Section 20: Rating units in common ownership Decisions on two or more rating units to be treated as one rating unit.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer
	Section 27: To keep and maintain the rating information database and to make decisions about the recognition of a rating unit in the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
	Section 27 (and Schedules 1 and 2): To determine the non-rateable status of a rating unit.	Group Manager Finance & Corporate Support Senior Rates Officer
	Section 27(4): To make decisions with respect to determining: <ul style="list-style-type: none"> the category to which a rating unit 	Group Manager Finance & Corporate Support Senior Rates Officer

	<p>belongs for the general rate</p> <ul style="list-style-type: none">• the categories to which the rating unit belongs for a targeted rate• Excess water charges.	
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No.	Description	Delegated to
LGR2	Section 27(5): Divide rating units To make decisions with respect to recording separately for different parts of a rating unit (if separate records are necessary because of different rating treatment for each part of a rating unit), any of the matters specified in this section.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR3	Section 28(2): Identify rating unit Whether disclosure of the name of a person is necessary to identify a rating unit.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR4	Section 28(3): Rating database information copy fee To determine the fee for supplying copies of information from the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
	Section 28(4): To give notice as required.	CEO Group Manager Finance & Corporate Support Senior Rates Officer
	Section 28C: To remove names from the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR5	Section 29: Objections - rating information database To determine objections to the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
	Sections 32, 33: To update the rating information database in accordance with these sections.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR6	Section 35(b): Names - rating information database To remove names from the rating information database.	Group Manager Finance & Corporate Support Senior Rates Officer
	Section 36: To update the rating information database in accordance with this section.	Group Manager Finance & Corporate Support Senior Rates Officer

No.	Description	Delegated to
	Section 37: To keep and maintain the rates records.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR7	Section 39: Objections - rates records To determine objections to rates records.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR8	Section 40: Correction of errors To correct errors in the rating information database and rating records.	Group Manager Finance & Corporate Support Senior Rates Officer
LRG8A	Section 41, 41A: To issue an amended rates assessment if an error is corrected.	Group Manager Finance & Corporate Support Senior Rates Officer
	Section 42: To recover additional rates from a ratepayer and set the interest rate in accordance with this section.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer
	Sections 44-51: To provide for the delivery of rates assessments and rates invoices in accordance with these sections.	Group Manager Finance & Corporate Support Finance Manager IT Systems Admin/Financial Officer Senior Rates Officer Credit Controller/Rates Administrator
	Sections 45 and 46: To provide for the design (form and content) of rates assessments and invoices.	Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Senior Rates Officer Group Manager Community & Engagement
LGR9	Section 50 : Rates invoices To issue invoices based on previous year's rates.	Group Manager Finance & Corporate Support Finance Manager IT Systems Admin/Financial Officer Senior Rates Officer
LGR10	Section 52: Rates payments	

No.	Description	Delegated to
	Determine agreeable method of rates payments.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer Credit Controller/Rates Administrator
LGR11	Section 54: Collectable amounts Power to not collect small amounts.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer
	Section 58: To impose penalties in accordance with this section.	Senior Rates Officer Credit Controller/Rates Administrator
LGR12	Section 61(1): Collect unpaid rates To recover unpaid rates from owner. Make arrangements with ratepayers to repay arrears over an acceptable period.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR13	Section 62: Recover unpaid rates To recover unpaid rates from persons other than owners.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR14	Section 63: Proceedings for unpaid rates To commence proceedings for unpaid rates.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR15	Section 67: Rating sale Commencement of rating sale or lease provisions.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR15A	Section 72: Rating sale To sell or lease rating unit by private treaty.	CEO Group Manager Finance & Corporate Support
LGR16	Section 77-83: Abandoned land To sell abandoned land.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR17	Schedule 1 and 2: Non-rateability of land Determining non-rateable land.	Group Manager Finance & Corporate Support Senior Rates Officer
LGR18	Section 85: Rates remission for land affected by natural calamity The extent of any remission shall be determined by the Council or its delegated officers in accordance with Council's Rates Remission Policy.	CEO
LGR19A	Sections 85/87/114/115:	CEO Group Manager Finance & Corporate

	Remissions and postponement To administer remissions and postponement policies.	Support Senior Rates Officer
	Section 90: To authorise the register of a notice of charge under section 90 in relation to postponed rates.	CEO Group Manager Finance & Corporate Support
LGR19B	Section 99: Application for charging order To apply to the Māori Land Court for charging orders.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
	Section 108: To apply to the Māori Land Court for payment of unpaid rates.	Group Manager Finance & Corporate Support Senior Rates Officer Credit Controller/Rates Administrator
LGR19C	Section 135: Evidence provision To sign documents for court proceedings.	Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Chief Operations Officer CEO

2.3 Financial and Administrative Delegations

Personnel Delegations – Statutory Powers of the Chief Executive Officer

No.	Description	Delegated to
CE1	Operating and maintenance budgets To approve limits for the Long-Term Plan/Annual Plan.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
CE1A	Operational assets Expenditure on operational assets, for assets approved in the Long-Term Plan/Annual Plan or the business plan.	CEO Group Manager Finance & Corporate Support Group Manager Information & Customer Experience Group Manager Community Assets & Services Group Manager Community & Engagement Transport Asset Manager Project Engineer Utilities Engineer Water Treatment Plant Manager Property Manager Finance Manager

No.	Description	Delegated to
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CE1B	<p>Tenders, contracts and capital</p> <p>Acceptance of tenders, contracts and capital expenditure, and execution of agreements, within the limits of the Long-Term Plan/Annual Plan and procurement policy.</p>	<p>CEO</p> <p>Group Manager Finance & Corporate Support</p> <p>Group Manager Information & Customer Experience</p> <p>Group Manager Community Assets & Services</p> <p>Transport Asset Manager</p> <p>Group Manager Community & Engagement</p> <p>Project Engineer</p> <p>Utilities Engineer</p> <p>Water Treatment Plant Manager Finance Manager</p>
CE2	<p>Project budgets and operational expenditure</p> <p>Expenditure of project budgets for specific projects within the Long-Term Plan/Annual Plan and with specific delegations limit.</p>	<p>CEO</p> <p>Group Manager Finance & Corporate Support</p> <p>Group Manager Information & Customer Experience</p> <p>Group Manager Community Assets & Services</p> <p>Group Manager Community & Engagement</p> <p>Transport Asset Manager</p> <p>Finance Manager</p> <p>Property Manager</p> <p>Project Engineer</p> <p>Utilities Engineer</p> <p>Water Treatment Plant Manager</p> <p><i>All officers appointed to the position of Project Manager for specific projects, up to the specific delegation limit</i></p>
CE3	<p>General delegation in respect of projects or operations</p> <p>The CEO or any manager may delegate to staff or teams accountable to them the power to authorise expenditure up to the limits defined in respect of each person up to specific delegation limits. One up approval is sought for sign off</p>	<p>CEO</p> <p>Group Manager Finance & Corporate Support</p> <p>Group Manager Community Assets & Services</p> <p>Group Manager Information & Customer Experience</p> <p>Group Manager Community & Engagement</p>

No.	Description	Delegated to
CE4	Submission signing When the Council or a committee has resolved to set up a group to prepare a submission to an external agency, the relevant committee chairs have the delegated authority to sign the submission on behalf of the Council. The Council can further delegate to managers the authority to sign the submission once approved by the relevant committee chair.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
CE5	Special economic projects To approve funding for specific economic projects to a limit of \$10,000 per project.	CEO Group Manager Community & Engagement

3.0 Specific Delegations to Officers

No.	Description	Delegated to
O1	Temporary road closures To determine applications for temporary road closures subject to Council policy.	Group Manager Community Assets & Services Transport Asset Manager
O2	Traffic signs and markings Arrangements for installation of standard traffic signs and markings.	Group Manager Community Assets & Services Transport Asset Manager
O3	Parking limits, stopping on roads or Council land Setting within Council policy, limits for parking or stopping on roads or land under the control of the Council, and arranging for the installation of prescribed signs and markings.	Group Manager Community Assets & Services Property Manager Transport Asset Manager CEO Compliance Team Leader
O4	Occupancy licences on road reserve To grant and administer stall site licences including licences for the occupation of legal roads (including termination thereof where required for non-payment of rental or other good reason.	Group Manager Community Assets & Services Property Manager Transport Asset Manager CEO Compliance Team Leader

No.	Description	Delegated to
05	Council property, leases and licences ¹ Renewal of leases and licences for parks and reserves, and community facilities, where the lease or licence is up to 15 years.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Grant and renewal of leases and licences of up to 15 years where existing policy has established the parameters for leases and licences.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Issuing licences for equipment associated with infrastructure/ telecommunications services for less than 30 years where specifically provided for in a Reserves Management Plan.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Granting the leasing or granting of any licence to occupy or tenancy, to vary the terms and conditions of any lease, licence to occupy or tenancy, or to terminate any lease, licence to occupy or tenancy involving Council land and/or Council facilities.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
	Sign any client authority and instruction for register by E-dealing.	CEO Group Manager Community Assets & Services Group Manager Finance & Corporate Support Group Manager Information & Customer Experience
	Authority to place public notices and advertisements in relevant newspapers or other publications.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
	To provide the consent of Council (where such consent is required) in its capacity as landowner for any application or request by any persons to undertake an activity or activities on or adjacent to any Council land.	CEO Group Manager Community Assets & Services Property Manager

¹ The Community Assistance Policy covers granting of new community leases, which require approval from either the Community Services or Governance Committee.

No.	Description	Delegated to
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06	Easements on Council land To grant easements on Council land, in accordance with the Delegations Manual, if necessary.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services
07	Encumbrances on Council land To approve the execution of Deeds of Encumbrance on Council land, in accordance with the Delegations Manual.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Group Manager Finance & Corporate Support Group Manager Information & Customer Experience
08	Leasing policy Grant, terminate, extend, or vary the terms and conditions of leases and licences of Council land and/or facilities, in accordance with Council's leasing policy.	Group Manager Community Assets & Services Group Manager Finance & Corporate Support Property Manager
09	Easements over private land To approve the acquisition of easements over private land, in accordance with the Delegations Manual, if necessary.	Group Manager Community Assets & Services Customer Service Manager-Regulatory Group Manager Finance & Corporate Support CEO
010	Minor land purchases To authorise the purchase of land for roading providing there is money in the budget. Up to value of \$25,000. Up to value of \$10,000.	CEO Group Manager Community Assets & Services
011	Sale and Supply of Alcohol Act 2012 Landowner approval for application for a licence under this Act Authority to provide written approval from the landowner for the purposes of applying for a licence.	CEO Customer Services Manager - Regulatory Environmental Health Officer Property Manager
012	Building consent applications on Council-owned land To authorise occupier to apply for building consent on Council-owned land, where the occupier is not the landowner.	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer Group Manager Community Assets & Services Property Manager
013	Certificates and approvals	

No.	Description	Delegated to
	Determine administrative actions and issue appropriate certificates and approvals within confines of the relevant officer's job description in respect to the Building Act 2004, Sale and Supply of Alcohol Act 2012, Health Act 1956, Resource Management Act 1991, Fencing of Swimming Pools Act 1987, Dog Control Act 1996, Biosecurity Act 1993, Local Government Act 2002, and all other Acts, Regulations and Bylaws relating to building and consents functions.	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Environmental Health Officer Senior Planner/Planner Policy Planner Compliance Team Leader Building Compliance Officer Regulatory Support Officer
O14	Fees and charges schedule Set bonds and reduce or waive or withdraw all in accordance with Council's approved Fees and Charges Schedule.	CEO Customer Services Manager - Regulatory Senior Planner/Planner Senior Building Compliance Officer Regulatory Officer Regulatory Support Officer
O15	Fire hazard notices To issue fire hazard notices.	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer
O16	Disputes Tribunals Act 1988 Authority to represent the Council at any proceeding of the District Court, and to agree to settlements on behalf of Wairoa District Council.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Finance & Corporate Support Group Manager Community & Engagement
O17	Legal proceedings and offences Institute legal proceedings on advice from solicitors acting for the Council.	CEO (all legal proceedings to be approved by CEO) Customer Services Manager - Regulatory Group Manager Finance & Corporate Support Group Manager Community Assets & Services Group Manager Information & Customer Experience Group Manager Community & Engagement
O18	Legal proceedings and offences Prepare and submit charging documents/information for offences under the Building Act 2004, Dog Control Act 1996, Fencing of Swimming Pools Act 1987, Health Act 1956, Land Transport Act 1988 and	CEO (all legal proceedings to be approved by CEO) Customer Services Manager - Regulatory Group Manager Community Assets & Services Group Manager Finance & Corporate Support

No.	Description	Delegated to
	Resource Management Act 1991, in consultation with Council's legal adviser. Provided that this delegation does not include any decision to appeal a decision.	Group Manager Information & Customer Experience Group Manager Community & Engagement
O19	Register of Compliance under Health and Safety at Work (Hazardous Substances) Regulations 2017 Approved persons to have access to search the Register of Compliance.	Customer Services Manager - Regulatory Zero Harm Officer Environmental Health Officer

Specific Delegations by Statute

3.1 Building Act 2004 and any regulations made under this Act

No.	Description	Delegated to
	<p>All of the Council's responsibilities, duties, and powers under this Act and regulations made under this Act except:</p> <p>(a) Its power under section 213 to make arrangements for any other building consent authority to perform the Council's functions of a building consent authority.</p> <p>(b) Its power under sections 219(1)(a) and 281A to set any fee or charge in relation to a building consent and for the performance of any other function or service under the Act.</p> <p>(c) Its powers under sections 233 to 236 to transfer any of its functions, duties or powers under the Act to another territorial authority.</p> <p>(d) Its power under sections 233 to 236 to agree to undertake any function, duty or power of any other territorial authority under the Act.</p>	<p>CEO</p> <p>Customer Service Manager – Regulatory</p>
BA1	Section 7 Approve or withdraw registration of independently qualified persons.	Customer Service Manager – Regulatory Senior Building Compliance Officer
	Section 31 To provide a copy of a property information memorandum (PIM) to the owner of the property.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 33 Authority to determine information required for an application for a PIM.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer

No.	Description	Delegated to
		Building Compliance Officer Regulatory Support Officer
BA2	Section 34 Project information memorandum Authority to issue PIM.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 35 Authority to determine the content of a PIM in accordance with this section.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 36 Authority to attach and issue a development contribution notice.	Customer Service Manager – Regulatory Senior Building Compliance Officer
	Section 37 Authority to attach and issue certificates requiring resource consent.	Customer Service Manager – Regulatory Senior Building Compliance Officer Senior Planner/Planner Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 38 Provide a PIM to a network utility operator or statutory authority.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 39 Advise Heritage New Zealand Pouhere Taonga of applications for PIMs, building consents etc.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 45 The authority to determine plans, specifications and other information required in an application for a building consent.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 46 Provide copies of applications to the Fire Service Commission as required.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
BA3	Section 48(1) Processing application for building consent Receiving building consent applications that comply with Section 45.	Customer Service Manager – Regulatory Senior Building Compliance Officer

No.	Description	Delegated to
		Building Compliance Officer
BA4	Sections 49 and 50 inclusive Grant or refuse to grant building consent applications Authority to grant or refuse to grant building consent applications.	CEO Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 52 The authority to extend the time permitted to activate a building consent	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 54 The authority to advise applicants the amount of levy for which they are liable	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Sections 58 and 59 To make payments and certify in respect of levies to the Department of Building and Housing.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Regulatory Support Officer
	Section 62 The power to recover unpaid levies from applicants.	Customer Service Manager – Regulatory Group Manager Finance & Corporate Support Credit Controller/Rates Administrator
	Section 64 The requirement to keep in safe custody all records and building consents issued.	Customer Service Manager – Regulatory Senior Building Compliance Officer Regulatory Officer Senior Building Compliance Officer Regulatory Support Officer
BA5	Sections 67-68 inclusive Territorial authority may grant building consent subject to waivers or modifications of building code.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 70 Referring applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 71 Authority to refuse any building consent in relation to land with natural hazards.	Customer Service Manager – Regulatory Senior Building Compliance Officer Building Compliance Officer

No.	Description	Delegated to
	Section 72 Authority to grant any building consent in certain situations involving natural hazards.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 73 Carry out the notification obligations for building consent where it is issued under section 72.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 74 Carry out the further notification obligations under subsection (4).	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
	Sections 75 and 77 Issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 83 Authority to authenticate a certificate for the construction of a building on two or more allotments.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
BA6	Sections 90 and 222 Inspections by building consent authorities The power to carry out inspections as specified in sections 90 and 222 of the Building Act 2004 and enter any land or premises for the purpose of inspection, and be an "authorised agent or officer" for the purposes of these sections.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
BA7	Sections 91, 93-95A inclusive and 436 Code compliance certificates To approve or refuse the issue of a code compliance certificate.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
BA8	Sections 42, 96-99A inclusive Certificate of acceptance Territorial authority may grant or refuse to grant a certificate of acceptance in certain circumstances.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
BA9	Sections 102-104, 106 and 107 inclusive Authority to issue a compliance schedule.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
BA10	Section 111 Inspections by territorial authority The authority to inspect a building and systems during normal business hours.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
	Section 112 Authority to grant building consent for the alteration of an existing building etc. if satisfied of certain matters.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 113 Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 115 Authority to determine the change of use of buildings, and give the necessary written notice.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 116 Authority to consent to an extension of life of a building, and give the necessary written consent.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
BA11	Section 116A Authority to make a determination in respect of code compliance under this section.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Sections 124-130 inclusive Requirement to issue a notice in respect of dangerous, earthquake prone or unsanitary buildings.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
BA12	Sections 163-167 inclusive Power to issue a notice to fix.	Customer Services Manager - Regulatory Senior Building Compliance Officer Environmental Health Officer Building Compliance Officer
	Sections 177 and 180 Authority to make and withdraw an application for determination.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 212 Power to act as the building consent authority.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 215 Requirement to apply for and gain accreditation, and apply for and be registered as a building consent authority.	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer
	Section 216 Keep all records relevant to the administration of the Building Act 2004.	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer

No.	Description	Delegated to
	Section 217 Provide access for the public to information held under section 216.	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 218 Provide information to the Chief Executive of the Ministry of Business, Innovation and Employment.	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 219 Authority to impose fees or charges as provided by Council and collect the levy under S53 and to refuse service where the fees or charges are not paid.	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Building Compliance Officer Regulatory Support Officer
	Section 220 Authority to give notice under section 220(3) and then to apply to the district court for an order to carry out building work.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 221 Exercise of the powers to recover costs under this section.	Customer Services Manager - Regulatory Senior Building Compliance Officer Group Manager Finance & Corporate Support Credit Controller/Rates Administrator Building Compliance Officer
BA13	Section 222 The authority to inspect a building and building work during normal business hours.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer Regulatory Officer Regulatory Support Officer
BA14	Sections 362A-363C inclusive Protecting the safety of the public using premises open to the public or intended for public use.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
BA15	Sections 371-374 inclusive Building (Infringement Offences, Fees, and Forms) Regulations 2007 Serving of infringement notices.	Customer Services Manager - Regulatory Senior Building Compliance Officer Regulatory Officer Environmental Health Officer Building Compliance Officer Regulatory Support Officer
	Sections 377, 378 and 379 Authority to file a charging document for an offence against the Building Act 2004.	Customer Services Manager - Regulatory Senior Building Compliance Officer Building Compliance Officer
	Section 381 Applying for an injunction.	CEO Customer Services Manager - Regulatory

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO Customer Service Manager - Regulatory

3.3 Burial and Cremation Act 1964 and any regulations made under that Act

No.	Description	Delegated to
	All of the responsibilities, duties and powers under this Act and regulations made under this Act except: (a) naming of cemeteries under section 7 (b) making of bylaws under section 16 (c) erecting a crematorium under sections 38 and 39 (d) making of bylaws under section 40.	CEO Group Manager Community Assets & Services Property Manager

3.4 Civil Defence Emergency Management Act 2002

No.	Description	Delegated to
	To perform functions and powers of the Council as a member of the civil defence emergency management group in accordance with section 17 and 18.	CEO Civil Defence Emergency Management Controller
CDEM3	Section 64 Duties of local authorities Obligation to plan and provide for civil defence emergency management in the district.	CEO Civil Defence Emergency Management Controller

3.5 Dog Control Act 1996

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act and regulations made under this Act except:</p> <ul style="list-style-type: none"> (a) making grants under section 6(2)(b) (b) appointing a joint committee under section 7 (c) adopting a dog control policy under section 10, and reviewing the dog control policy under section 10AA (d) entering into a written agreement under section 16(2) with another territorial authority in respect of dog control services (e) making dog control bylaws under section 20 (f) hearing and determining an objection to a probationary owner classification under section 22 (g) terminating a probationary owner classification under section 23 (h) hearing and determining an objection to a disqualified owner classification under section 26 (i) hearing and determining an objection to a dangerous dog classification under section 31 (j) determining an objection to a menacing dog classification under sections 33B or 33D (k) setting dog control fees under section 37 (l) hearing and determining an objection to a barking dog notice under section 55 (m) entering into an agreement with another territorial authority for the provision of pound facilities under section 67 (n) setting pound fees under section 68. 	<p>CEO</p> <p>Customer Services Manager - Regulatory</p>

No.	Description	Delegated to
DC1	Sections 2, and 10A and 20 <ul style="list-style-type: none"> • interpretation of working dog • ability to work with other organisations, make grants and provide dog control • report on dog control policy and practices 	Customer Service Manager – Regulatory Compliance Team Leader
DC2	Sections 11, 12 and 13 Appointment of dog control officers and dog rangers and authorisation of the issue of warrants of appointment.	Customer Services Manager - Regulatory
	Section 28(6) To extend a period of disqualification.	Customer Service Manager – Regulatory Compliance Team Leader
	Section 32(1)(f) To consent to the disposal of a dangerous dog.	Customer Service Manager – Regulatory Compliance Team Leader
	Section 32(5)(b) To authorise the release of a dog from custody.	Customer Service Manager – Regulatory Compliance Team Leader
DC3	Sections 21, 23A, 25, 31, 33A Power to: <ul style="list-style-type: none"> • classify any person as a probationary owner (under section 21) • require dog owner education (under section 23A) • disqualify any person from being the owner of any dog (under section 25) • classify any dog as a dangerous dog or menacing due to behaviour (under section 31 or 33A) 	Customer Service Manager – Regulatory Compliance Team Leader
DC4	Sections 22, 26, 33B and 33D Hearing of objection to: <ul style="list-style-type: none"> • classification as probationary owner • disqualification • menacing classification due to behaviour; and menacing classification due to breed or type 	<i>Hearings Panel</i> <i>Hearings Commissioners</i>
	Section 33E(1) To require the production of a certificate.	Customer Service Manager – Regulatory Compliance Team Leader
	Section 33E(5) To exempt any menacing dog from the muzzling requirements in any specified circumstances.	CEO Customer Services Manager - Regulatory
	Section 33EB(2) To require the production of a certificate.	Customer Service Manager – Regulatory Compliance Team Leader
	Section 33ED To classify a dog as a dangerous dog or menacing dog.	Customer Service Manager – Regulatory Compliance Team Leader

No.	Description	Delegated to
DC5	Sections 30, 32(1)(f), 33, 33C, 35, 35A, 35AB, 36(5), 36A, 39, 40, 46, 48, 49 <ul style="list-style-type: none"> • maintenance of records and provision of information • power to consent to the disposal of a dangerous dog • notification of menacing dog by breed or type • disclosure of register information and National Dog Database information • registration and supply of information • microchip implantation/verification certificate 	Customer Services Manager - Regulatory Compliance Team Leader Bylaw Compliance Officer Regulatory Officer
DC6	Sections 37 and 38 Power to set fees.	Customer Services Manager - Regulatory
DC7	Sections 39 and 40 <ul style="list-style-type: none"> • power to issue refunds or reduce fees • power to require a written statement that a dog is a working dog of a specified class and to require production of a certificate that a dog has been neutered 	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
DC8	Sections 42, 46, 48, 49 Power to seize unregistered dogs, issue of registration label or disc, and recording changes of ownership.	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
DC9	Section 50 Power to seize and impound a dog not wearing current registration label or disc.	Customer Service Manager – Regulatory Compliance Team Leader Bylaw Compliance/Animal Control Officer Compliance Officer
DC10	Section 55 Power to deal with objections to barking dog notice.	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
DC11	Sections 66 To authorise any person other than a dog control officer to issue an infringement notice under this section.	Customer Service Manager – Regulatory Compliance Team Leader
DC12	Section 67 Custody of dogs.	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer

No.	Description	Delegated to
DC13	Sections 69, 70, 71, 71A Power to dispose of any dog. Custody of dog removed for barking and decision whether or not to return dog to owner. Power to authorise retention of a dangerous dog.	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer
	To institute any prosecution for an offence under the Act or under any bylaw made by the Council under the Act and to make any decision in any matter relating to any such prosecution.	CEO (All prosecutions other than infringement offences require sign off by CEO) Customer Service Manager – Regulatory Compliance Team Leader
	To apply for an injunction preventing a person from committing a breach of any bylaw made by the Council under section 20 of the Act and to make any decision in any matter relating to such an application.	Customer Services Manager - Regulatory
	To take enforcement action against any person who breaches any such injunction and to make any decision in any matter relating to such action.	Customer Service Manager – Regulatory Compliance Team Leader Compliance Officer

3.6 Electronic Transactions - Land Transfer Act 1952

No.	Description	Delegated to
ET1	Consent for the registration of instruments and authority for electronic e-dealing and registration of instruments.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Senior Planner/Planner Property Manager GIS Co-ordinator Senior Building Compliance Officer

3.7 Fencing Act 1978

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO Customer Services Manager - Regulatory Compliance Team Leader

3.8 Fencing of Swimming Pools Act 1987 (*Repealed 1/01/2017 by S19 of the Building (Pools) Amendment Act 2016*)

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act and its amendments	CEO Customer Services Manager - Regulatory Senior Building Compliance Officer

3.9 Food Act 1981 and the Food Hygiene Regulations 1974

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, and these regulations, except:</p> <ul style="list-style-type: none"> a) considering written submissions under section 8P b) transferring the Council's responsibilities, duties, and powers under section 8ZA. 	<p>CEO</p> <p>Customer Services Manager - Regulatory</p>

3.10 Food Act 2014 and regulations made under that Act

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, and these regulations, except:</p> <ul style="list-style-type: none"> a) the decision to combine with one or more territorial authorities for the purpose of performing the function of a registration authority under section 173(2) b) transferring the Council's functions, duties, and powers under section 176 c) transferring the Council's functions, duties, and powers under section 179 d) changing or revoking a transfer under section 182 <p>setting fees under section 205.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p>

3.11 Freedom Camping Act 2011

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> (a) making bylaws under section 11 (b) reviewing bylaws under section 13. 	<p>CEO</p> <p>Customer Services Manager - Regulatory</p>
FC1	<p>Section 32</p> <p>Appointment of Compliance Officers and issue of warrants to Compliance Officers.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p>
	<p>Section 39</p> <p>To decide whether or not to return seized and impounded property.</p>	<p>Customer Service Manager – Regulatory</p> <p>Compliance Team Leader</p>
	<p>Section 40</p> <p>To dispose of seized and impounded property.</p>	<p>Customer Service Manager – Regulatory</p> <p>Compliance Team Leader</p>

3.12 Gambling Act 2003

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act except adopting a policy on class 4 venues under sections 101 and 102.	CEO
GA1	Section 100 Gambling Machines Approve or decline requests for gambling machines for class 4 venues in accordance with Council policy.	CEO Group Manager Information & Customer Experience

3.13 Gas Act 1992

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO Group Manager Community Assets & Services

3.14 Government Roadway Powers Act 1989

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, except: a) consenting to a delegation made by the New Zealand Transport Agency under section 62(1) b) surrendering delegated powers and duties under section 63 c) requests to New Zealand Transport Agency under section 81 in respect of motorways.	CEO Group Manager Community Assets & Services

3.15 Hazardous Substances and New Organisms Act 1996

No.	Description	Delegated to
	All of the Council's responsibilities, duties, and powers under this Act.	CEO Customer Services Manager - Regulatory Group Manager Information & Customer Experience
HS1	Section 100 Appointment of Compliance Officers or contractor to carry out such function.	CEO Customer Services Manager - Regulatory Group Manager Information & Customer Experience

3.16

Health Act 1956

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act and regulations made under this Act, except:</p> <ul style="list-style-type: none"> a) borrowing money under section 27 b) otherwise than in accordance with the LTP c) making bylaws under section 64 d) the powers and functions under the Housing Improvement Regulations 1947 that may not be delegated as set out in regulation 22 e) setting fees under regulation 13 of the Health (Burial) Regulations 1946 f) setting fees under regulation 7 of the Health (Registration of Premises) Regulations 1966. 	<p>CEO Customer Services Manager - Regulatory</p>
HA1	<p>Sections 23 and 28 Appointment of Environmental Health Officers.</p>	<p>CEO Customer Services Manager - Regulatory</p>
	<p>Section 33 To exercise the powers under this section.</p>	<p>Customer Service Manager – Regulatory Environmental Health Officer</p>
HA2	<p>Section 41 Power to require owner or occupier to cleanse premises.</p>	<p>Customer Services Manager - Regulatory Environmental Health Officer</p>
HA3	<p>Section 42 Power to require repairs and issue closing orders.</p>	<p>CEO Customer Services Manager - Regulatory Environmental Health Officer Senior Building Compliance Officer Building Compliance Officer</p>
	<p>Section 45 To cancel a closing order.</p>	<p>CEO Customer Services Manager - Regulatory Environmental Health Officer Senior Building Compliance Officer Building Compliance Officer</p>
	<p>Section 54 To grant consent to the operation of an offensive trade and impose conditions.</p>	<p>CEO Customer Services Manager - Regulatory Environmental Health Officer</p>

No.	Description	Delegated to
	Section 58 To grant consent to the establishment of stockyards and impose conditions.	CEO Customer Services Manager - Regulatory Environmental Health Officer Compliance Team Leader
	Section 81 To determine if the cleansing or disinfection of premises and / or articles is necessary. Power to authorise an environmental health officer to enter premises and carry out the cleaning and disinfection.	Customer Services Manager - Regulatory Environmental Health Officer
	Section 128 To determine who may enter and inspect any dwelling house, building, land, ship or other premises under this section.	CEO Customer Services Manager - Regulatory
	To institute any prosecution for an offence under the Act and to make any decision in any matter relating to any such prosecution.	Customer Service Manager – Regulatory <i>in consultation with the</i> Environmental Health Officer

3.17 Health (Registration of Premises) Regulations 1966

No.	Description	Delegated to
	Clause 4 To require all such particulars in any application for registration.	Customer Service Manager – Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
HR1	Clause 5 To determine applications for certificates of registration and issue certificates of registration, and to renew registration and issue new certificates accordingly.	Customer Services Manager - Regulatory Environmental Health Officer
	Clause 8 To keep records of all registered premises, and provide for inspection of these records.	Customer Service Manager – Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	Clause 9 To serve notices, and to determine to cancel registration of a premises.	Customer Service Manager – Regulatory Environmental Health Officer

3.18

Impounding Act 1955

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, and these regulations, except: <ul style="list-style-type: none"> (a) setting poundage fees and sustenance charges under section 14 (b) declaring under section 34 that section 33 does not apply to a specified road in the district. 	CEO Customer Services Manager - Regulatory
	All of the responsibilities, duties, and powers under these regulations to sign forms 3 and 4 as an authorised officer.	Customer Service Manager – Regulatory Compliance Team Leader
IA1	Section 8 Appointment of a pound keeper.	Customer Services Manager - Regulatory
IA2	Section 9 Appointment of a deputy pound keeper.	Customer Services Manager - Regulatory
	Section 42 (1) Authorising the destruction of stock due to wildness.	Any two of the following: Customer Services Manager - Regulatory Compliance Team Leader Group Manager Finance and Corporate Support

3.19 Land Drainage Act 1908

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act except the power to subdivide drainage districts under section 16.	CEO Group Manager Community Assets & Services

3.20 Land Transport Act 1998 and regulations made under this Act

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, and regulations and rules made under this Act, except: <ul style="list-style-type: none"> (a) making bylaws under sections 22AB to 22AD (b) making bylaws setting speed limits and designating urban traffic areas under the Land Transport Rule: Setting of Speed Limits 2003. 	CEO Group Manager Community Assets & Services

No.	Description	Delegated to
LAT1	Vehicle dimensions and mass rule 2002 Section 5.1(1) Authority to issue permits to the operator of a heavy motor vehicle that exceeds the mass limits set by the second schedule to the land transport vehicle dimensions and mass rule.	Group Manager Community Assets & Services Transport Asset Manager
LTA2	Section 128D Appointment of parking wardens.	CEO
LAT3	To take enforcement action (including any prosecution) under this Act, and these rules and regulations. To exercise the Council's powers as a road controlling authority in relation to the Land Transport Rule: Traffic Control Devices 2004 and the Traffic Control Devices Manual (including without limitation Part 8 of the Manual which is the Code of Practice for Temporary Traffic Management), the placement of regulatory signs and markings to control traffic.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Compliance Team Leader
	50 MAX high productivity vehicles Approval of new routes for high productivity motor vehicle use subject to: <ul style="list-style-type: none"> a) Compliance with the Land Transport Rule: Vehicle Dimension and Mass 2002 b) Consideration as to whether the proposed route is the most suitable option with the least impact on others c) Consideration of the environment the proposed route passes through including the extent of existing heavy vehicle traffic and the extent of the impact on cyclists, pedestrians, other vulnerable users, educational facilities and other sensitive activities d) Satisfactory consultation with residents along routes where appropriate e) Funding availability for, and satisfactory outcome of, structural assessments and upgrades f) the extent of modification of infrastructure required to provide for intersection manoeuvring. 	Group Manager Community Assets & Services

3.21 Land Transport Management Act 2003

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> a) making submissions when consulted on the regional land transport programme under section 18 b) making submissions when consulted on the declaration of state highways or the revocation of a declaration under section 103 c) appointing a person to represent the Council on the regional transport committee under section 105. 	<p>CEO</p> <p>Group Manager Community Assets & Services</p>

3.22 Litter Act 1979 (Litter Control)

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> a) hearing objections under section 10 b) making grants under section 11 c) making bylaws under section 12 d) adopting an infringement notice regime under section 13. 	<p>CEO</p> <p>Group Manager Community Assets & Services</p>
LA1	<p>Section 5</p> <p>To appoint litter control officers and provide for warrants of appointment to be issued (and revoke such appointments).</p>	<p>CEO</p> <p>Group Manager Community Assets & Services</p> <p>Property Manager</p>
LA2	<p>Section 8</p> <p>To appoint litter wardens and provide for warrants of appointment to be issued (and revoke such appointments).</p>	<p>CEO</p> <p>Group Manager Community Assets & Services</p> <p>Property Manager</p>
LA3	<p>Section 10</p> <p>To require owners of private property to clear litter from their property, and to issue notices.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p> <p>Group Manager Community Assets & Services</p> <p>Environmental Health Officer</p> <p>Property Manager</p> <p>Property Officer</p> <p>Persons appointed as Litter Control Officers</p>
	<p>The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.</p>	<p>CEO</p> <p>Customer Services Manager - Regulatory</p> <p>Group Manager Community Assets & Services</p> <p>Property Manager</p>

3.23 Local Government Act 1974

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> (a) vesting property in a road in the New Zealand Transport Agency under section 316 (b) declaring a specified road or part of a specified road to be a pedestrian mall under section 336 and revoking any such declaration (c) making bylaws under section 344(9) relating to swing gates and cattle stops under that section (d) declaring a limited access road under section 346 (e) declaring land to be single parcels of land under section 346D (f) declaring any private road or right of way to be a public road under section 349 (g) granting consent under section 354 in relation to a cellar or other excavation (h) establishing toll gates and collecting tolls under section 361 (i) resolving to construct a private drain through adjoining premises under section 460 (j) declaring a private drain to be a public drain under section 462 (k) making bylaws under section 517 relating to land drainage works. 	CEO
LG1	<p>Section 319B Allocation of property numbers.</p>	<p>Information Services Team Leader Transport Asset Manager</p>
LG2	<p>Section 327QA To uplift a building line restriction.</p>	<p>Customer Services Manager - Regulatory Senior Planner/Planner</p>
	<p>Section 330 To exercise the Council's powers under this section.</p>	<p>Group Manager Community Assets & Services</p>
	<p>Section 331 To exercise the Council's powers under this section.</p>	<p>Group Manager Community Assets & Services</p>
	<p>Section 333 To exercise the Council's powers under this section.</p>	<p>Group Manager Community Assets & Services</p>
	<p>Section 334 To exercise the Council's powers under this section.</p>	<p>Group Manager Community Assets & Services</p>
	<p>Section 335(1) To require payment for the cost of construction of a vehicle crossing, and to give notice.</p>	<p>Group Manager Community Assets & Services</p>

No.	Description	Delegated to
	Section 335(9) To remove any vehicle crossing where the officer is satisfied that the crossing is redundant or in excess of the reasonable requirements of the occupier or owner, and to give notice.	Group Manager Community Assets & Services
	Section 337 To require alteration to pipes and drains and other apparatus on or under a road and recover the costs.	Group Manager Community Assets & Services
	Section 338 To grant easements or other rights for conduit pipes under or along any road or (with the owner's consent) under or along any private road or private way.	Group Manager Community Assets & Services
	Section 340 To exercise the Council's powers under this section.	Customer Services Manager - Regulatory Senior Planner/Planner Group Manager Community Assets & Services
	Section 341 To grant a lease of airspace above a road or of subsoil beneath the surface of a road. This power to be exercised in accordance with the Council's policy on structures on roads, and is subject to the relevant property sub-delegations.	Group Manager Community Assets & Services
	Section 344(1) To exercise the Council's powers under this subsection.	Group Manager Community Assets & Services
LG3	Section 348 Approval of rights of way.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
LG4	Section 355 Overhanging trees To give notice requiring the removal of overhanging trees.	Group Manager Community Assets & Services Property Manager
	Section 356-356B To remove and dispose of abandoned cars from roads and exercise all of the Council's powers under this section.	Group Manager Community Assets & Services Transport Asset Manager Property Manager
	Section 357 To authorise any encroachment or other matter on a road which would otherwise amount to an offence under this section. This power to be exercised in accordance with the Council's policy on structures on roads and is subject to the relevant property sub-delegations.	Group Manager Community Assets & Services

No.	Description	Delegated to
	Section 459 To require owners of land to provide private drains or do any of the other things specified in section 459(1), to give notice, and to exercise all of the Council's powers under this section.	Group Manager Community Assets & Services
	Section 460 To give notice of the Council resolution to owners.	Group Manager Community Assets & Services
	Section 461 To sign a certificate under this section.	Group Manager Community Assets & Services
	Section 468 Power to exercise the Council's powers to remove a tree and/or tree roots which is/are obstructing a public drain.	Group Manager Community Assets & Services
	Section 511 Authority to give notice to remove an obstruction from a drainage channel or watercourse.	Group Manager Community Assets & Services
	Section 514 Authority to exercise the Council's powers under this section.	Group Manager Community Assets & Services
	Clause 11 and 12, Tenth Schedule To exercise powers of the Council relating to the temporary prohibition of traffic on roads.	Group Manager Community Assets & Services
	General The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.	CEO Group Manager Community Assets & Services

3.24 Local Government Act 2002

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act, except: <ul style="list-style-type: none"> (a) those set out in clause 32(1)(a) to (f) of Schedule 7 (b) exempting a small organisation under section 7 (c) entering into a triennial agreement under section 15 (d) transferring responsibilities under section 17 	CEO

No.	Description	Delegated to
	<ul style="list-style-type: none"> (e) reviewing the delivery of services under section 17A (f) establishing a community board under section 49 (g) establishing a council-controlled organisation under section 56 (h) appointing directors to council organisations under section 57 (i) agreeing to any statement of intent of a council organisation under Schedule 8 (j) adopting assessments of water and other sanitary services under section 125 (k) prescribing fees under section 150 (l) making determinations under section 155 (m) reviewing a bylaw under section 160 (n) transferring a bylaw-making power under section 161 (o) appointing a member under section 249(2) (p) making a reorganisation proposal under clause 3 of Schedule 3. 	
LGA1	Section 171 General power of entry To any land or building other than a dwelling house.	Warranted Compliance Officers appointed under the Act
	Section 172 Power of entry for enforcement purposes	Warranted Compliance Officers appointed under the Act
LGA2	Section 173 Power of entry in cases of emergency.	Delegated to warranted Compliance Officers <i>under the Act accompanied where practicable by a member of the New Zealand Police</i>
LGA3	Sections 174 and 177 Appointment of Compliance Officer To appoint Compliance Officers and arrange for the issue of warrants of appointment.	CEO Customer Services Manager - Regulatory Group Manager Information & Customer Experience
LGA4	Section 181 Power to authorise construction of works on private land.	Group Manager Community Assets & Services
	Section 181 (1) and (2) To determine the construction of works on or under private land or under a building on private land are necessary for: (a) the supply by territorial authorities of water by means of reticulated systems	Group Manager Community Assets & Services

No.	Description	Delegated to
	<p>(b) the supply of water through water races</p> <p>(c) trade wastes disposal</p> <p>(d) land drainage and river clearance.</p> <p>To determine the construction of works on or under private land or under a building on private land are necessary for sewage and stormwater drainage.</p> <p>The power to construct such works.</p>	
	<p>Section 181(3)</p> <p>To request and obtain the prior written consent from the owner of the land to the construction of the work or give the notice and deposit the description and plan of the works for public inspection as required by Schedule 12 (but not to conduct the hearing).</p>	Utilities Engineer
	<p>Section 181 (4) and (5)</p> <p>To enter land and inspect, alter, renew, repair, or clean any work constructed under section 181 or under the corresponding provision of a former Act, including giving of reasonable notice of the intention to enter.</p>	Utilities Engineer
	<p>Section 183(5)</p> <p>To give the required oral notice to the occupier or owner.</p> <p>To eradicate or remove growth or remove or destroy matter on land in its district if the growth or matter is an imminent danger to life, property or any road.</p>	Utilities Engineer
	<p>Section 186</p> <p>To cause works etc. to be carried out in a default situation and recover the Council's costs from the owner/occupier.</p>	Utilities Engineer
	<p>Section 187</p> <p>To recover costs and reasonable administrative and supervision charges for work authorised to be carried out in a default situation.</p>	Utilities Engineer
	<p>Section 190</p> <p>To negotiate compensation.</p>	Utilities Engineer
	<p>Section 191</p> <p>To determine and authorise that the water supply to the land or building be restricted.</p>	Utilities Engineer
	<p>Section 196</p> <p>To authorise consent to discharge trade waste into the Council's wastewater system.</p>	Utilities Engineer
	<p>Section 199A and 199B</p> <p>To make a further information request and carry out any associated administrative functions relating to the reconsideration of a development contribution and to make a decision on a reconsideration request.</p>	Utilities Engineer

No.	Description	Delegated to
	Section 199C to 199N and Schedule 13A The authority to exercise any powers of the Council in these sections and this Schedule of the Act to carry out functions related to a development contribution objection.	Group Manager Community Assets & Services
	Section 208 To sign a notice of a statutory land charge.	Group Manager Community Assets & Services
	General The power to initiate any prosecution in relation to an offence against this Act together with the power to make any decision pertaining to such prosecution.	Group Manager Community Assets & Services

3.25 Local Government Official Information and Meetings Act 1987

No.	Description	Delegated to
	As set out in section 42, all of its powers under Parts 2 to 5 of this Act except any power specified in section 32. Under section 43(1), the Chief Executive is specifically authorised to sub-delegate all or any of these powers.	
	Section 11 To give reasonable assistance to those persons requesting information.	Group Manager Information & Customer Experience
	Section 12 To transfer requests and attend to subsequent notification.	Group Manager Information & Customer Experience
	Section 13 To make decisions on requests and to determine whether or not to charge for information.	Group Manager Information & Customer Experience
	Section 14 To provide for extensions of time to provide official information and to attend to subsequent notification.	Group Manager Information & Customer Experience
	Section 15 To determine the manner of presenting information and to attend to subsequent notification.	Group Manager Information & Customer Experience
	Section 16 To determine deletions from documents and attend to subsequent notification.	Group Manager Information & Customer Experience
	Section 17, 17A, 17B, 18 To determine whether or not to refuse a request for information, and providing reason(s) for refusal.	Group Manager Information & Customer Experience

No.	Description	Delegated to
	Section 21 To determine access to internal rules affecting decisions, and to provide reasons for refusing to provide information.	Group Manager Information & Customer Experience
	Section 22 To provide a written statement under this section.	Group Manager Information & Customer Experience
	Section 24 To take precautions regarding access to personal information.	Group Manager Information & Customer Experience
	Section 25 To deal with requests for corrections.	Group Manager Information & Customer Experience
	Section 26 To refuse to supply personal information.	Group Manager Information & Customer Experience
OIM1	Section 44A Land Information Memorandum Provide required information under subsection (2) and adding other relevant information under subsection (3).	Customer Services Manager - Regulatory Senior Planner/Planner/Graduate Planner Senior Building Compliance Officer Building Compliance Officer Environmental Health Officer Regulatory Officer & Regulatory Support Officer
	Section 46 To provide for the public notification of meetings.	Group Manager Information & Customer Experience Group Manager Community & Engagement Policy & Governance Team Leader Governance Officer Communications Officer
	Section 46A, 49, 51 To provide for the availability of agendas, reports and minutes.	Group Manager Information & Customer Experience Group Manager Community & Engagement Policy & Governance Team Leader Governance Officer Communications Officer Customer Services Manager - Regulatory
	Section 51A To provide for the public notification of resolution at emergency meeting.	Group Manager Information & Customer Experience Group Manager Community & Engagement Policy & Governance Team Leader Governance Officer Communications Officer Customer Services Manager - Regulatory

3.26 Machinery Act 1950 and Amusement Devices Regulations 1978

No.	Description	Delegated to
AD1	Clause 11 Issue of local authority permit and, where appropriate, acceptance of site inspection by engineer or other competent person.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer & Regulatory Support Officer Zero Harm Officer
	Section 21A(7) To inspect and issue a permit for the erection and operation of amusement devices.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer & Regulatory Support Officer Zero Harm Officer
	Section 21A(8) To cancel any permit to operate an amusement device.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer & Regulatory Support Officer

3.27 New Zealand Library Association Act 1939

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO

3.28 Ombudsmen Act 1975

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO

3.29 Parking and Traffic Enforcement (other)

No.	Description	Delegated to
P1	Local Government Act 1974 Section 356	Group Manager Community Assets & Services
P2	Court withdrawal To approve Court withdrawal of information or prosecutions.	CEO Customer Services Manager - Regulatory Group Manager Community Assets & Services Compliance Team Leader

No.	Description	Delegated to
P3	Waive proceedings To waive proceedings in respect of parking offences.	Group Manager Community Assets & Services CEO Customer Services Manager - Regulatory

3.30 Plumbers, Gasfitters, and Drainlayers Act 2006

No.	Description	Delegated to
	Sections 15 and 16 To consult with the Minister in relation to certain sanitary plumbing exemptions.	CEO Customer Services Manager - Regulatory
	Section 91 All of its powers under this section.	CEO Customer Services Manager - Regulatory

3.31 Privacy Act 1993

No.	Description	Delegated to
	Section 124 All of its powers under this Act. (Under section 125, the Chief Executive is specifically authorised to sub-delegate all or any of these powers.)	CEO
	Part 5 All the responsibilities, duties and powers that have been delegated to the Chief Executive.	CEO Group Manager Information & Customer Experience

3.32 Public Records Act 2005

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO
	Section 17 To provide for the creation and maintenance of local authority records.	Group Manager Information & Customer Experience Archivist Records Officer
	Section 40 To comply with the requirements in relation to protected records.	Group Manager Information & Customer Experience Archivist Records Officer
	Section 45 and 46 To classify the access status of the Council's local authority records.	Group Manager Information & Customer Experience Archivist Records Officer
	Section 47 To provide for the public inspection of open access records.	Group Manager Information & Customer Experience Archivist Records Officer

3.33 Public Works Act 1981

No.	Description	Delegated to
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	Section 4(6)(b)(ii) Power to sign notices.	Group Manager Community Assets & Services
	Section 17(1) Power to enter into an agreement to purchase land for any public work for which the Council is responsible.	Group Manager Community Assets & Services
	Section 18(1) Power to serve notice of Council's desire to acquire land and to invite landowner to sell and to lodge a notice with the District Land Registrar (LINZ).	Group Manager Community Assets & Services
	Section 18(1)(d) Authority to negotiate with the owner in an attempt to reach an agreement for the acquisition of land.	Group Manager Community Assets & Services
	Section 18(2) Power to proceed to take land for a public work.	Group Manager Community Assets & Services
	Section 18(3) and (4) Power to withdraw a notice under subsection 18(1) and responsibility to ensure the District Land Registrar (LINZ) is given notice of the withdrawal.	Group Manager Community Assets & Services
	Section 18(5) and 17(4) Power to apply to the Māori Land Court for an order under the provisions of Part 10 of Te Ture Whenua Māori Act 1993.	Group Manager Community Assets & Services
	Section 18(7) Power to proceed to take land if any of the circumstances specified in subsection 18(7) apply.	Group Manager Community Assets & Services
	Section 20 Authority to apply to the Minister for a declaration.	Group Manager Community Assets & Services
	Section 21 Power to purchase and/or improve land for granting as compensation.	Group Manager Community Assets & Services
	Section 23(1) Power to give notice in accordance with section 23 of Council's intention to take land (including, without limitation, to cause a survey plan to be prepared and lodged with the Chief Surveyor and a copy of the notice to be lodged with the District Land Registrar).	Group Manager Community Assets & Services
	Section 23(8) Power to withdraw a section 23 notice and to lodge notice of such withdrawal with the District Land Registrar (LINZ).	Group Manager Community Assets & Services
	Section 24(6) Power to represent the Council at an Environment Court hearing into an objection.	Group Manager Community Assets & Services

No.	Description	Delegated to
	Section 25 Power to agree to an Environment Court judge conducting an inquiry alone.	Group Manager Community Assets & Services
	Section 26 Power to submit a request to the Governor- General to take land for a local public work, such request to be signed by the Chief Executive.	Group Manager Community Assets & Services
	Section 27 Power to give notice on Council's behalf of its intention to take or acquire natural material on land for public work.	Group Manager Community Assets & Services
	Section 28 Power to acquire or take and hold the land acquired for a public work subject to any particular estate, interest, easement, profit à prendre, covenant, or encumbrance, and to acquire or to take and hold any such estate or interest separately.	Group Manager Community Assets & Services
	Section 31 Power to acquire surface, subsoil, or air space separately, including subsoil that has not already been acquired, if required at a later date.	Group Manager Community Assets & Services
	Section 34(3) Power to subdivide, develop, provide access to, set apart, or dispose of any severed land taken under this section.	Group Manager Community Assets & Services
	Section 40 Power to dispose of land no longer required for public work in accordance with this section.	Group Manager Community Assets & Services
	Section 41(e) Power to apply to the Māori Land Court for disposal of former Māori land when no longer required.	Group Manager Community Assets & Services
	Section 42 Power to dispose of land no longer required for public work in accordance with section 42 (where either offer to sell under section 40(2) has not been accepted or whether section 40(2) and 40(4) do not apply) and to give notice of sale, auction or invitation for tenders.	Group Manager Community Assets & Services
	Section 43 Power to sell land on deferred payments.	Group Manager Community Assets & Services
	Sections 45(1) and 49 Power to grant a lease or tenancy or licence to occupy land held for public work (including airspace and/or subsoil).	Group Manager Community Assets & Services
	Section 45(6) Power to accept the surrender of any lease, tenancy or licence to occupy that was granted under section 45.	Group Manager Community Assets & Services

No.	Description	Delegated to
	Section 47 Power to apply to the Registrar of Land to issue a certificate of title for land held for public work.	Group Manager Community Assets & Services
	Sections 48 and 49 Power to grant easement over land held for public work (including airspace and/or subsoil) (including to impose conditions and set rental amount, if any).	CEO Group Manager Community Assets & Services
	Section 50 Power to agree the provisions of a sale and purchase agreement for the transfer to Council of an existing public work. Power to agree the provisions of a sale and purchase agreement for the transfer from Council to the Crown or another local authority of an existing public work.	Group Manager Community Assets & Services
	Section 52(4) Power to request that land held for one public work be set apart for another public work by notice in the Gazette.	Group Manager Community Assets & Services
	Section 63 Power to pay compensation for injurious affection where no land taken.	CEO Group Manager Finance & Corporate Support
	Section 65 Power to assess and/or pay compensation for land for which no general demand exists.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	Section 70(1) Power to offer compensation for estate or interest in land taken.	CEO Group Manager Finance & Corporate Support
	Section 71(6) Power to request further information if the owner or occupier of any land wishes to do anything on or under the land which may cause the amount of compensation payable to him to be reduced.	Group Manager Community Assets & Services
	Section 71(7) Power to decline the application from the owner or occupier.	Group Manager Community Assets & Services
	Section 73(4) and 74(4) Power to consent as notifying authority to registration of a dealing.	Group Manager Community Assets & Services
	Section 75 Power to pay compensation to tenants of residential and business premises.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	Section 76 Power to refund expenses where acquisition of land abandoned.	Group Manager Community Assets & Services

No.	Description	Delegated to
	Section 79 Power to take proceedings to determine compensation if person entitled fails to make claim.	Group Manager Community Assets & Services
	Section 81 Power to apply to District Court for an order authorising the Public Trust to represent infants, absentee owners, etc.	Group Manager Community Assets & Services
	Section 84 Power to file claims in District Court requiring claim to be heard by tribunal.	Group Manager Community Assets & Services
	Section 96 Power to pay compensation to Public Trust when title doubtful.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	Section 99(2) Power to pay the mortgagor the full amount of any compensation where the compensation does not exceed \$250, without incurring any liability to the mortgagee.	Group Manager Community Assets & Services
	Section 100(3) Power to pay the owner of land the full amount of any compensation where the compensation does not exceed \$250, without incurring any liability to the holder of any rent charge.	Group Manager Community Assets & Services
	Section 103 Power to grant easements in lieu of compensation.	Group Manager Community Assets & Services
	Section 105 Power to grant land as compensation where equivalent land not readily available.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	Section 107(1) Power to enter into an agreement with a person entitled to land under section 105 or 106 for the repayment of any money agreed to be due by way of equality of exchange.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
	Section 107(2) Power to apply to the Land Valuation Tribunal to fix the value of land that is subject to exchange.	Group Manager Community Assets & Services
	Section 107(5) Power to consent to registration of dealing while a charge under section 107(4) is registered against land.	Group Manager Community Assets & Services

No.	Description	Delegated to
	Section 107(6) Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge.	Group Manager Community Assets & Services
	Section 107A Power to grant lease or licence as compensation to lessee or licensee of land taken.	Group Manager Community Assets & Services
	Section 107(9C) Responsibility to consult with District Land Registrar as to practicability of amalgamating land.	Group Manager Community Assets & Services
	Sections 110 and 111 Power to authorise entry and give notice to the owner and occupier. Power to sign evidence of authorisation on behalf of Council for a person to enter onto private land for the purposes specified in subsection 110(1) or 111(1).	Group Manager Community Assets & Services
	Section 114 Power to give written consent for land to be declared road.	Group Manager Community Assets & Services
	Section 115(9) Power to sign certificate of consent or notice of discharge of certificate of consent.	Group Manager Community Assets & Services
	Section 133(2) and 134 Power to sign a notice requiring the removal of trees, hedges etc. that obscure visibility or interfere with a public work and authorise service.	Group Manager Community Assets & Services Property Manager
	Section 133(5) Authority to represent Council at a hearing commenced under subsection 133(3).	Group Manager Community Assets & Services
	Section 133(7), (8) and (9) Power to authorise Council's employees or agents to enter on the land to carry out the required work in the circumstances specified in subsection 133(7) and recover Council's costs.	Group Manager Community Assets & Services
	Section 135 Power to authorise Council's employees or agents to enter on the land and carry out emergency work on trees etc. and to recover Council's costs.	Group Manager Community Assets & Services
	Section 191 Power to apply the land to any authorised secondary use or to grant licences, permits, and privileges in respect of any authorised secondary use of the land to any persons upon or subject to such terms and conditions as the delegate thinks fit, for any period, with or without a right of renewal.	Group Manager Community Assets & Services
	Section 233 Power to give notice on Council's behalf before entry onto private land.	Group Manager Community Assets & Services

No.	Description	Delegated to
	Section 234 Power to enter onto land where there is an imminent danger to life or property or a likelihood of serious interference with or damage to any public work and to do such work as is necessary and sufficient to remove the danger or cause the likelihood of serious interference in accordance with section 234.	Group Manager Community Assets & Services
	Section 237 Power to sign on Council's behalf approval for excavations near public works.	Group Manager Community Assets & Services
	Section 239 Power to remove or cause to be removed any property that has been abandoned on public works land.	Group Manager Community Assets & Services

3.34 Racing Act 2003

No.	Description	Delegated to
	The power to consider and determine an application for a Board venue consent under section 65C of this Act in accordance with the Council's Board venue policy.	CEO

3.35 Rates Rebate Act 1973

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO
	Sections 5-8 To consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7, and apply the rebate/refund if granted.	Senior Rates Officer Credit Controller/Rates Administrator
	Section 9 To apply to the Secretary for Local Government for refund of rebates granted.	Senior Rates Officer Credit Controller/Rates Administrator
	Section 10(1) To authorise the recovery of all or part of a rates rebate or rates refund as a rate payable in respect of the rating unit.	Senior Rates Officer Credit Controller/Rates Administrator
	Section 11A To seek advice from the Secretary of Local Government.	Senior Rates Officer
	Section 13 To take any declarations required for the purposes of this Act including in respect of rates rebates.	Group Manager Finance & Corporate Support Finance Manager Senior Rates Officer Credit Controller/Rates Administrator Cashier/Creditors Clerk

3.36 Reserves Act 1977

No.	Description	Delegated to
RA1	Section 6(3) To revoke a Gazette notice and issue a fresh notice or amend the original notice. (Note this only applies to notices in the Gazette given by the Council).	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
RA2	Section 14(4) To Gazette a resolution to declare vested land to be a reserve.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
RA3	Section 15(1) To authorise or decline to authorise, by Gazette notice, the exchange of land in any reserve or any part(s) of a reserve for any other land to be held for the purposes of that reserve. (Only to be exercised where the Council did not derive title from the Crown, or title would be deemed not to be derived from the Crown if the reserve was going through a revocation process (section 25). Note that the Council must consult with the Crown before making a decision under section 15(1) if the land it proposes to grant in exchange was purchased with funds provided either wholly or partly by the Crown.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
RA4	Section 15(3) To do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act including the payment or receipt of any money by way of equality of exchange.	CEO Group Manager Finance & Corporate Support Group Manager Community Assets & Services
RA5	Section 16(1) To classify, by Gazette notice, according to their principal or primary purpose all reserves. [NB This delegation does not affect sections 16(2) and 16(2A) Reserves Act].	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 16(4) To advertise the intention to classify a reserve in accordance with section 16(1).	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Sections 18(2)(e), 19(2)(a) and 19(3)(a) Determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.	CEO Customer Services Manager - Regulatory Senior Planner/Planner
	Section 24(1) Change the classification or purpose of a reserve by notice in the Gazette. (Note: Does not apply to the revocation of reserves.)	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 24(2)(e) To consider all objections received to a proposed change of classification or purpose.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>

No.	Description	Delegated to
	Section 24(3) To form an opinion that the change of classification or purpose of a scenic, nature or scientific reserve is justified.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 24(5) To form an opinion that the change in the classification of a historic reserve is justified.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
RA6	Section 25(1) Upon revocation of the reservation of any public reserve (or part of one) pursuant to Section 24 Reserves Act, to dispose of that land in such manner and for such purpose as the Minister specifies. (Note: The delegation only applies where the title to the reserve was not derived from the Crown, or is deemed to be derived from the Crown in terms of section 25(4) or (5)).	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 41(1) To approve reserve management plans.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 42(1) Give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature or scientific reserve. Determine terms and conditions subject to which written consent is given.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 44(1) To consent to the use of a reserve for temporary or permanent personal accommodation.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 44(2) To consent to any vehicle caravan, tent or removable structure remaining on a reserve during the period 1 November to 31 March.	CEO
RA7	Section 45 To give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
RA8	Section 48(1) To consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1). To impose such conditions as it thinks fit in giving the consent.	Group Manager Community Assets & Services Group Manager Community Assets & Services

No.	Description	Delegated to
RA9	Section 48A(1) To consent or refuse consent to administering body granting a licence over a vested reserve to any person or department of state: <ul style="list-style-type: none"> to erect, maintain and use buildings, dwellings, masts and other structures and plant and machinery; and to construct, maintain, and use tracks and engage in other works – for any of the purposes specified in section 48A(1). 	Group Manager Community Assets & Services
RA10	Section 48A(3) To approve terms and conditions determined by the administering body.	Group Manager Community Assets & Services
RA11	Section 49 To grant or decline to grant in writing any qualified person a right to take specified specimens of flora or fauna or rock mineral from a reserve for scientific or educational purposes. (Note: With regard to fauna, the delegation is for exotic fauna which are not protected under the Wildlife Act 1953.)	Group Manager Community Assets & Services
	To form an opinion as to whether a qualified person has the necessary credentials.	Group Manager Community Assets & Services
	To impose conditions on the grant in writing.	Group Manager Community Assets & Services
RA12	Section 50(1) To authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic or historic reserve. To authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserves for the foregoing purposes (non-protected exotic fauna only).	Group Manager Community Assets & Services Group Manager Community Assets & Services CEO Customer Services Manager - Regulatory Team Leader Bylaw Compliance/Animal Control
RA13	Section 51(1) To authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in Section 51(1). To impose conditions on the giving of the authorisation. Note: authorisations can only be given if provided for or contemplated in an approved management plan.	Group Manager Community Assets & Services Group Manager Community Assets & Services

No.	Description	Delegated to
RA14	Section 52(1) To declare by Gazette notice that any two or more reserves and the whole of one or more other reserves, are to be united to form one reserve. (Note: All affected reserves or parts of reserves must have the same administering body and must all either be vested in that body or all held under an appointment to control and manage.)	Group Manager Community Assets & Services
	Section 53(1)(d) To consent to an increase in the number of days the public shall not be entitled to have admission to a reserve.	Group Manager Community Assets & Services
	Section 53(1)(e) To approve the fixing of charges generally or with respect to any specified occasion or event.	Group Manager Finance & Corporate Support Group Manager Community Assets & Services CEO
RA15	Section 54(1) To give or decline to give prior consent to administering body, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), and (c) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 54(1)(a), (b), and (c).	Group Manager Community Assets & Services
	To give or decline prior consent to administering body permitting, in a lease, the erection of buildings and structures for sports, games or public recreation not directly associated with outdoor recreation. To consent or decline consent to variations or amendments to leases and consent to the carrying out of any other necessary actions arising out of the leases consistent with the First Schedule, Reserves Act.	Group Manager Community Assets & Services Group Manager Community Assets & Services
RA16	Section 55(2)(d) To give or decline to give prior consent to the setting apart of areas for, and the construction or development of, public facilities and amenities in scenic reserves. Note: only exercisable if provided for or contemplated in an approved management plan.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>

No.	Description	Delegated to
RA17 RA17A	Section 56(1) To give or decline prior consent to administering body, in the case of a scenic reserve vested in it, to grant leases or licences for the purposes set out in Section 56(1) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 56(1)(a) and (b).	Group Manager Community Assets & Services
RA17B	To consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First Schedule, Reserves Act.	Group Manager Community Assets & Services
RA18	Section 56(2) To give public notice in accordance with Section 119 of the Reserves Act and give full consideration in accordance with Section 120 to all objections and submissions.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 58(b) Set apart and use part of a reserve as a site for residences and other buildings.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
RA19 RA19A	Section 58A(1) To give or decline prior consent to administering body, in the case of an historic reserve vested in it, to grant leases or licences for the purposes specified in that subsection.	Group Manager Community Assets & Services
RA19B	To consent or decline consent to variations or amendments to leases and licences and consent to the carrying out of any other necessary actions arising out of the leases and licences, consistent with the First Schedule, Reserves Act.	Group Manager Community Assets & Services
RA20	Section 59A(1) In accordance with Part IIB Conservation Act 1987, to grant or refuse a concession in respect of any reserve controlled or managed by an administering body under Section 28 Reserves Act so that the administering body may apply Part IIIB as if references in that part to a conservation area were references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.	Group Manager Community Assets & Services
	Section 67(1)(b) Consent or decline consent to lease of recreation reserve set apart for race course purposes, to a racing club.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
	Section 72(1) To enter into and agree terms of a lease or other agreement for the farming of a recreation or local purpose reserve.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>

No.	Description	Delegated to
RA21 RA21A	Section 73(1) To consent or decline prior consent to an administering body granting a lease of recreation reserve in the circumstances specified in Section 73(1), where the reserve is vested in the administering body, and consent or decline consent to an administering body granting a lease in the circumstances specified in Section 73(1) in all other cases.	Group Manager Community Assets & Services
RA21B	To exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(1).	Group Manager Community Assets & Services
RA22 RA22A RA22B	Section 73(2) To consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation where the reserve is vested in the administering body, and to consent or decline consent to an administering body granting a lease of recreation reserve for afforestation purposes in all other cases.	Group Manager Community Assets & Services Group Manager Community Assets & Services
RA22B	To exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(2).	
RA23 RA23A	Section 73(3) To form an opinion as to whether recreation reserve is not likely to be used for purposes of recreation reserve.	Group Manager Community Assets & Services
RA23B	To consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body.	Group Manager Community Assets & Services
RA23C	To grant or decline to grant leases of whole or part of a reserve held under an appointment to control and manage.	Group Manager Community Assets & Services
RA23D	To exercise all powers of the Minister referred to in the First Schedule that pertain to leases under Section 73(3).	Group Manager Community Assets & Services
RA24	Section 73(5) To consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.	<i>For clarity these powers are not delegated to any officer. Council retains these powers.</i>
RA25	Section 73(6) To consent or decline consent to surrender lease.	Group Manager Community Assets & Services
RA26	Section 74(1)(b)(ii) To consent or decline consent to granting of licence to occupy historic, scenic or scientific reserve.	Group Manager Community Assets & Services

No.	Description	Delegated to
RA27	Section 121 Where under the provisions of the Reserve Act consent or approval is required, to give consent or approval subject to such conditions as are thought fit.	Group Manager Community Assets & Services

3.37 Resource Management Act 1991

Where delegation is shown as Hearings Panel at a specified level it includes the stated positions at that level and the:

- Resource Management Act Procedures Committee, and
- Planning and Regulatory Chair and Deputy Chair unless otherwise stipulated.

All provisions in the RMA are decisions for the Council unless specified in this Delegations Manual as a delegated decision.

Any function, power, or duty of the Council under the Resource Management Act 1991, which is not the subject of a specific delegation is delegated to the Chief Executive Officer.

No.	Description	Delegated to
Duties, Responsibilities, Functions, Powers		
RMA1	In the absence of any specific delegation the general power to consider, approve, issue (whether subject to conditions or not) or cancel all non-contested applications for consents, licences, certificates, permits, or other approvals, and to grant dispensations and waivers, or cancel approvals or notices relating to all Acts, regulations and bylaws, relating to the Council's regulatory functions.	CEO Customer Services Manager – Regulatory
RMA2	Section 10 Certain existing uses in relation to land protected Power to administer the determination of existing uses to grant extension to the period of discontinuance.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
	Section 10A Authority to allow certain existing activities (now made unlawful/not permitted) to continue while application for resource consent is pending.	Customer Services Manager – Regulatory
	Section 10B Authority to allow certain building work to continue where it has been subsequently made unlawful by a district plan	Customer Services Manager – Regulatory
	Section 22 Authority to direct person/s to provide his or her name and address for breaches of the Act	Customer Services Manager – Regulatory Senior Planner/Planner

No.	Description	Delegated to
RMA3	Section 32 Duty to meet requirements for preparing section 32 reports and evaluations.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA4	Section 36(3), 36(3A), 36(5) Administrative charges Imposing additional charges within the policies set by Council.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA5	Section 36(7) Administrative charges Power to not commence or continue processing resource consent applications if insufficient money has been paid as required by Council's fees and charges policy.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer
RMA6	Section 37 and 37A Power of waiver and extension of time limits. Requirement to consider matters before extending a time limit. Power to extend time periods as provided in this section.	For non-notified consents: Customer Services Manager - Regulatory <ul style="list-style-type: none"> • Senior Planner/Planner • Policy Planner For notified consents up to close of submissions: Customer Services Manager - Regulatory <ul style="list-style-type: none"> • Senior Planner/Planner • Policy Planner Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing for notified consents following close of submissions.
RMA7	Section 38 Authorisation and responsibilities of Compliance Officers To authorise officers to carry out all or any of the functions and powers as Compliance Officer under the Resource Management Act 1991. To authorise the holders of a security guard's licence or a certificate of approval issued under the Private Investigators and Security Guards Act 1974 to exercise or to carry out all or any of the functions and powers of an Compliance Officer under s.327 relating to excessive noise.	Customer Services Manager - Regulatory
	Section 39B Appointment of commissioner to hearings	Customer Services Manager - Regulatory
RMA8	Sections 41, 41A, 41B, 41C Provisions relating to hearings. Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings.	Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing.

No.	Description	Delegated to
RMA9	Section 42 Protection of sensitive information Response to requests to protect sensitive information (e.g. tikanga Māori, commercial sensitivity). To make an order pursuant to s.42 prohibiting or restricting publication or communication.	CEO Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Group Manager Community & Engagement Māori Relationships Manager
RMA10	Section 42A Reports to local authority Powers in relation to requiring or commissioning a report on information provided on any matter described in section 39(1).	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
	Section 44A Power to amend plans to address national environmental standards.	Customer Services Manager - Regulatory Policy Planner
	Section 55(2) Duty to amend plan or proposed plan if directed by national policy statement.	Customer Services Manager - Regulatory Policy Planner
	Section 86D Ability to apply to Environment Court for a rule to have legal effect.	Customer Services Manager - Regulatory Senior Planner Policy Planner
	Section 87E, 87F and 87G Power to determine Council position on a request for direct referral, prepare reports and provide information to Environment Court.	Customer Services Manager - Regulatory
Standards, Policy, Statements, Plans		
RMA11	Providing a report on applications that are to be determined by the Environment Court	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA12	Section 88 Incomplete resource consent Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
RMA13	Section 91 Deferral of processing of resource consent pending application for additional consents.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA14 RMA14A	Section 92, 92A Further information may be required To require any applicant for resource consent to provide further information relating to the application and power to set a time limit for further information where the applicant agrees to it.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA14B	To commission a report on any matters raised in relation to the application.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner

No.	Description	Delegated to
RMA15	Sections 95, 95A, 95B, 95C Decisions on public notification, limited notification and notification after request for further information.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA16	Section 95D, 95E, 95F Adverse effects, affected persons Decision as to whether the activity will have, or is likely to have, or effects on the environment that are more than minor and if there are any affected persons or affected customary order holders.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA17	Public display of application notices (RMA Regulations)	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
RMA18	Section 96 Making submission on resource consent Decision to lodge submission to resource consent in another district.	Customer Services Manager - Regulatory
RMA19	Section 98 Advice of submissions to applicant Supply a list of submissions received by Council to the applicant.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
RMA20	Section 99 Pre-hearing meetings Appointment of persons to meet with parties to applications and to decide on subjects of such meetings for report to the appropriate Hearings Panel or Commissioner.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
	Section 99A Power to refer parties who have made a resource consent application or submissions on the application to mediation.	Customer Services Manager - Regulatory
RMA21	Section 100 Obligation to hold a hearing Decisions as to necessity for hearings where applicants or persons who have made submissions do not wish to be heard.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA22	Section 101 Hearing date and notice To set a hearing date and inform all parties.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
RMA23	Section 102 Joint hearings by two or more consent authorities Decision to waive the need for a joint hearing by agreement with the applicant.	Customer Services Manager - Regulatory
RMA24	Section 103 Combined hearings in respect of two or more applications Decision to waive the need for a combined hearing by agreement with the applicant.	Customer Services Manager - Regulatory
	Section 104 Duty to take matters into consideration and to exclude other matters when considering an application.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA25	Section 104A Determination of applications for controlled activities Granting consent and imposing conditions for those matters over which control is reserved in an NES or in the plan or proposed plan.	Customer Services Manager - Regulatory Senior Planner/Planner, or Policy Planner
	Not grant consent (insufficient information to determine if it is a controlled activity) section 104A(a).	Customer Services Manager - Regulatory Senior Planner/Planner, or Policy Planner
RMA26	Section 104B Determination of application for discretionary and non-complying activities Granting consent and imposing conditions.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Refuse consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA27	Section 104C Determination of applications for restricted discretionary activity Granting consent and imposing conditions only for those matters to which discretion has been restricted in an NES or the plan or proposed plan.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Decline consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner

No.	Description	Delegated to
RMA28	Section 104D Particular restrictions on grant of consent for non-complying activities Granting consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Refusal of consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA29	Section 104F Implementation of national environmental standards Granting consent to a discharge permit or coastal permit in relation to greenhouse gases.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Decline consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA30	Section 105 Matters relevant to a discharge permit, coastal permit, or reclamation Granting consent and imposing conditions.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Decline consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA31	Section 106 Subdivision consent Grant consent and imposing conditions. Refuse to grant consent.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA32	Section 107 Restriction on grant of certain discharge permits or coastal permits.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA33	Section 108 Conditions of resource consent Inclusion of conditions (s.220 for subdivisions).	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA34	Section 108A Requiring bonds.	Customer Services Manager - Regulatory Senior Planner/Planner, or Policy Planner

No.	Description	Delegated to
RMA35	Section 109(3) Special provisions in respect of bonds or covenants	Customer Services Manager - Regulatory Senior Planner/Planner

	The power to decide whether any work the subject of a bond or covenant is completed satisfactorily.	Policy Planner
RMA36	Section 110 Refunds where activity does not proceed.	Customer Services Manager - Regulatory
	Section 113 Recording reasons for decisions on resource consent applications in writing.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA37	Section 114 Notification of decisions. Authority to serve consent applicant and submitters with notice of the decision on an application.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer
RMA38	Section 124 Exercise of resource consent while applying for new resource consent To allow holder of existing resource consent that is due to expire to continue to operate until the application for the new consent is determined.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA39	Section 125 Lapsing of consent To determine whether consent period should be extended and for how long.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA40	Section 126 Cancellation of consent This applies where a consent is not exercised for a continuous period of five years.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA41	Section 127 Change or cancellation of consent condition on application by consent holder.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA42	Section 128 Circumstances when consent conditions can be reviewed.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA43	Section 129 Notice of review.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA44	Section 130 Public notification, submissions, and hearings etc.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA45	Section 131 Matters to be considered in review.	Customer Services Manager - Regulatory Senior Planner/Planner

No.	Description	Delegated to
RMA46	Section 132 Decisions on review of consent conditions.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA47	Section 133A Minor correction of resource consents.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA48	Section 136(2) Transferability of water permits To authorise transfer of a whole or part of a holder's interest in a water permit other than for damming or diverting water.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA49	Section 137(5) Transferability of discharge permits To authorise the transfer of part or all of the holder's interest in the permit, and for all or part of the remaining period of the permit.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA50	Section 138(2) Surrender of consent To refuse to accept the surrender of part of a resource consent where that part may compromise the integrity or implementation of the consent or lead to an adverse effect on the environment.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA51	Section 138A Special provisions relating to coastal permits for dumping and incineration Determination of application.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA52	Section 139 Certificate of compliance.	<i>Any two of the following</i> Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA53	Section 139A Existing use certificates.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA54	Section 142-149, 149E, 149F, 149I, 149K, 149M, 149Q, 149V Consent authority's obligations (as to proposals of national significance) Power to request that the Minister make a direction that a matter is or is part of a proposal of national significance, to provide views to the Minister, make a submission to the EPA, provide the Minister with suggestions for members of a Board of Inquiry, provide comments to a Board of Inquiry on a draft report.	Customer Services Manager - Regulatory
	Section 149B Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s149A).	Customer Services Manager - Regulatory

No.	Description	Delegated to
RMA55	Section 149G EPA may commission a report Provision of report.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA56	Section 149ZD Costs of processes recoverable from applicant.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
RMA57	Section 159 (RMA Act 2009 Part 2 Transitional Provisions) Lapsing of consents on hold for further information Power to lapse consents for applications lodged prior to RMA 2005 where applicant does not comply with the s92(1) further information request by 1 October 2010.	Customer Services Manager - Regulatory Senior Planner/Planner
Designations, heritage orders		
	Section 168 Duty to receive notice of requirement	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA58	Section 168A Notice of requirement for a public work Powers to issue and decide whether to notify a notice of requirement for a designation.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA59	Section 171(2) Recommendation to requiring authority Power to make recommendations to the requiring authority including reasons, no hearing required.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
	Power to make recommendations to the requiring authority including reasons, hearing required.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>
RMA60	Section 173 Notification of requiring authority's decision.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
	Section 174 Power to appeal to Environment Court against requiring authority's decision on designation.	Customer Services Manager - Regulatory
RMA61	Section 175 Provisions of designation in district plan.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
RMA62	Section 176 To give the consent of the Council as the requiring authority to the use of land subject to a requirement or designation for which the staff who are delegated this function are responsible.	Customer Services Manager - Regulatory Group Manager Community Assets & Services
RMA63	Section 176A Approval of outline plans and requests for changes.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA64	Section 181(1) and (2) Alteration of designation.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA65	Section 181(3) Minor alteration of designation.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA66	Section 182 Removal of designation on request of requiring authority.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA67	Section 184 Lapsing of designations which have not been given effect to.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA68	Section 189 Notice of requirement (heritage order) to the Council.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner Regulatory Officer Regulatory Support Officer
RMA69	Section 189A Notice of requirement (heritage order) by the Council Powers to decide whether to notify a notice of requirement for a heritage order.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA70	Section 190 Procedural matters relating to notice of requirement (heritage orders) to a territorial authority.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA71	Section 191 Consideration of notice of requirement (heritage order).	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>

No.	Description	Delegated to
RMA72	Section 192 Consideration of application for heritage order.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>
	Section 193 Authority to give written consent in relation to land protected by Council's heritage order.	Customer Services Manager - Regulatory Senior Planner/Planner
	Section 195 Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194.	Customer Services Manager - Regulatory
RMA73	Section 195A Minor alteration of heritage order.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA74	Section 196 Removal of heritage order on request of Heritage Protection Authority.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA75	Section 198D Territorial authority's subsequent processing Preparation of report.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA76	Section 198H-198M Procedures for requirements under s168A or 189A.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA77	Section 108 & 120 Consider and grant consent to the following subdivision matters: a) Granting controlled activity; restricted discretionary; uncontested discretionary; (and in respect of non-complying activities, non-notified) subdivisions, or applications for the reduction of esplanade reserves or provision of recreation reserves, with all affected persons' consent. b) Determination of adequacy of access (including rights of way), drainage, water supply, power and telephone services. c) Impose conditions pursuant to section 108 and section 220, including assessing esplanade reserve, esplanade strips or access strips and financial contributions, and the sections of the Local Government Act preserved by section 407 of the Resource Management Act 1991, and consultation with the District Land Registrar.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner

No.	Description	Delegated to
RMA78	Section 221 Conditions subject to consent notice Issue, review, change or cancel a consent notice in whole or in part.	Customer Services Manager - Regulatory And Senior Planner/Planner, or Policy Planner
RMA79	Section 222 Issue of completion certificates and extension of time.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RMA80	Section 223 Approval of survey plan by the Council.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA81	Section 224 Restrictions upon deposit of a survey plan Issuing of a certificate stating that all or any of the conditions of the subdivision consent have been complied with.	Customer Services Manager - Regulatory Senior Planner/Planner <i>on confirmation of compliance with conditions from relevant officers</i>
RMA82	Section 235 Creation of esplanade strips by agreement.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with</i> Group Manager Community Assets & Services
RMA83	Section 237B Access strips and conditions of use of such easement, variation and cancellation of conditions.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with</i> Group Manager Community Assets & Services
RMA84	Section 237C Closure of strips to the public and erection of signs.	Group Manager Community Assets & Services
	Section 237D Authority to agree to the transfer of the access strip to the Crown or regional council.	Customer Services Manager - Regulatory <i>in consultation with the</i> Group Manager Community Assets & Services
	Section 237H Authority to object to compensation valuation determination.	Customer Services Manager - Regulatory Group Manager Community Assets & Services
RMA85	Section 240 (4) Cancellation of covenant against transfer of allotments.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA86	Section 241 (3) Cancellation of conditions of amalgamation of titles.	Customer Services Manager - Regulatory Senior Planner/Planner
RMA87	Section 243 (e) Revocation of conditions on survey plans.	Customer Services Manager - Regulatory Senior Planner
RMA88	Section 245 (4) & (5) (b) To approve a plan or survey for a reclamation.	Customer Services Manager - Regulatory

No.	Description	Delegated to
Environment Court		
RMA89	Section 267 Appearance at Environment Court Conference.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council</i>
RMA90	Section 268 Alternative dispute resolution proceedings Authority to accept, on behalf of the Council, any decision reached as a result of alternative dispute resolution.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council</i>
RMA91	Section 281 Application to apply to Environment Court for waiver or direction.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council</i>
RMA92	Section 294 Review of decision by Environment Court Decision to apply for review on basis of new evidence or change in circumstances.	Customer Services Manager - Regulatory <i>in consultation with Solicitor acting for Council</i>
	Sections 269-291 Authority to determine and direct Council involvement in Environment Court proceedings.	Customer Services Manager - Regulatory
RMA93	Appeals before the Environment Court Entering into negotiations about, and agreeing to costs, consent orders, withdrawals and modifications which may arise during the course of any appeal or other matter relating to a resource consent decision before the Environment Court.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with Solicitor acting for Council.</i>
	Sections 299-308 Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings.	Customer Services Manager - Regulatory
	Sections 311 and 312 Authority to initiate declaration proceedings and take other necessary steps.	Customer Services Manager - Regulatory
RMA94	Sections 315, 316, 320, 321, 322 and 323 Enforcement orders & Abatement notices Ensure compliance with an order, applying for an order, applying for an interim order and changing or cancelling an enforcement order.	Customer Services Manager - Regulatory Senior Planner/Planner or Compliance Officer appointed under s38
RMA95	Section 325A Cancellation of an abatement notice.	Customer Services Manager - Regulatory Senior Planner/Planner or Compliance Officer appointed under s38

No.	Description	Delegated to
RMA96	Section 330 Emergency works and powers to take preventative or remedial action Opinion as to whether s330 provisions apply. Power to take preventative or remedial action in emergency circumstances.	Customer Services Manager - Regulatory Senior Planner/Planner <i>in consultation with other relevant Council staff</i>
RMA97	Section 331 Reimbursement or compensation for emergency works.	Customer Services Manager - Regulatory
RMA98	Section 332, 333 and 334 Power of entry Authorisation in writing of Compliance Officers to enter land.	Senior Planner/Planner Customer Services Manager - Regulatory
RMA99	Section 336 Return of property seized under s323 and s328	Customer Services Manager - Regulatory Compliance Officer <i>appointed under s38</i>
	Section 338 Authority to commence prosecution for breach of the Act.	Customer Services Manager - Regulatory
RMA100	Section 355 Vesting of reclaimed land	Customer Services Manager - Regulatory Property Manager
RMA101	Section 357 Consideration and determination of objections to certain decisions and requirements.	Customer Services Manager - Regulatory <i>with a further right of objection to the Hearings Panel to contest the delegated decision</i>
RMA102	Section 388 Requirement to supply information for transitional resource consents.	Customer Services Manager - Regulatory Senior Planner/Planner Group Manager Community Assets & Services Utilities Engineer Transport Asset Manager Property Manager
First Schedule		
Preparation and change to policy statement and plans		
	Clause 3, 3B Duty to consult on proposed plan, including consultation with local iwi.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 3C Authority to determine whether consultation has already occurred under other enactments.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 4 Duty to invite requiring authorities by written request on designations in proposed plans.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner

No.	Description	Delegated to
	Clause 5 Authority to prepare s32 report and publicly notify proposed plan.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 6 Authority to make submissions on Council's behalf.	Customer Services Manager - Regulatory Senior Planner/Planner
	Clause 7 Duty to give public notice of submissions on proposed plan.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 8, 8A Authority to make further submissions on Council's behalf.	Customer Services Manager - Regulatory
RMA103	Clause 8B & 8C Hearing by local authority.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s) or the chair for any matter prior to commencement of hearing</i>
	Clause 8D Authority to withdraw proposed plan.	Customer Services Manager - Regulatory
	Clause 9 Power to hear and make recommendations and decisions on requirements.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s)</i>
	Clause 10 Power to hear and make recommendations on provisions and matters raised in submissions.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s)</i>
	Clause 11 Duty to give notice of decisions.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 14 Authority to lodge appeal with Environment Court.	Customer Services Manager - Regulatory
RMA104	Clause 16 Ability to make an alteration of minor effect or correct any minor errors.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA105	Clause 20 Public notice for making plan operative.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RMA106	Clause 20A Ability to correct minor errors.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 21 Authority to request change to regional plan or regional policy statement.	Customer Services Manager - Regulatory
Part II Requests for Changes to Plans		
RMA107	Clause 23 Further information may be required.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner

No.	Description	Delegated to
	Clause 24 Power to modify plan change request.	Customer Services Manager - Regulatory Policy Planner
	Clause 25 Power to determine how to proceed with plan change request, including power to reject request.	Customer Services Manager - Regulatory
	Clause 26 Authority to prepare and notify plan change request.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 28 Power to withdraw plan change request.	Customer Services Manager - Regulatory
	Clause 29(4) Power to hear and make recommendations on plan change request.	<i>Hearings Panel or any duly appointed Hearings Commissioner(s)</i>
	Clause 29(2) and (5) Duty to send submissions to person who made plan change request and serve copy of its decision.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 29(9) Power to vary plan change request.	Customer Services Manager - Regulatory Policy Planner
	Clause 34 Duty to consult on incorporation of material by reference.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	Clause 35 Duty to make information available and give public notice regarding material incorporated by reference.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
	To appoint a commissioner or commissioners.	Customer Services Manager - Regulatory
	To instruct counsel to represent the Council where the Council is a party in any proceedings before the Environment Court, as the case may be.	Customer Services Manager - Regulatory

3.38 Resource Legislation Amendment Act 2017

No.	Description	Delegated to
Resource Management Act 1991		
RRAA1	Sections 36 and 36AAA Power to set additional charges, provide estimates, and make decisions on non-performance pending payment of charge.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer
RRAA2	Section 36AAB Powers remit the whole or part of any charge, and to not commence or continue processing resource consent applications or private plan change applications if insufficient money has been paid as	Customer Services Manager - Regulatory

No.	Description	Delegated to
	required by Council's schedule of charges. Note: When using this provision the application remains effectively "on hold" until the correct payment is made by the applicant.	
RRAA3	Section 41D The power to strike out a submission.	Customer Services Manager - Regulatory
RRAA4	Section 58(2) and (7) If so directed by a national planning standard, power to amend any planning document.	Customer Services Manager - Regulatory Policy Planner Senior Planner/Planner
RRAA5	Section 87BA Power to decide and give notice on boundary activities	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RRAA6	Section 87BB Power to decide and give notice on deemed marginal or temporary permitted activities	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RRAA7	Section 95A and 95D Power to determine whether to publicly notify an application for resource consent, including whether special circumstances exist.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RRAA8	Section 114(7) and (8) and 116B Power to give notice in relation to applications involving an exchange of reserve land	Customer Services Manager - Regulatory Senior Planner/Planner
RRAA9	Section 360D Power to notify changes to plans as directed by any Regulation	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
First Schedule (of the Resource Management Act)		
RRAA10	Clause 4A Power to provide copies of planning documents to iwi and determine time for advice	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RRAA11	Clause 5, 5A Power to fix notification date, and decide on whom public notices shall be sent in relation to a policy statement or plan or a change or variation thereto, including limited notification.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RRAA12	Clause 7, 51 Power to summarise for and on behalf of the Local Authority submissions made in respect of a policy statement or plan or a change or variation thereto.	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner
RRAA13	Clause 10A Power to apply for extension of time if local authority is unable, or likely to be unable, to meet decision making obligations under Clause 10(4)(a)	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner

No.	Description	Delegated to
RRAA14	Clause 43, 45, and 49 Power to give public notice if Council decides to establish a collaborative group and to notify any report from a collaborative group, and any proposed planning instrument as determined under Clause 46	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
RRAA15	Clause 57 Power to publicly notify a local authority decision	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner Regulatory Officer Regulatory Support Officer
RRAA16	Clause 64 Power to establish a review panel to consider submissions arising from a collaborative planning process. Such appointments shall be made following consultation with the Chairperson of the Environment & Planning Committee.	Customer Services Manager - Regulatory
RRAA17	Clause 88, 90 Power to publicly notify Minister's decisions under the streamlined planning process	Customer Services Manager - Regulatory Senior Planner/Planner Policy Planner

3.39 Sale and Supply of Alcohol Act 2012 and regulations made under that Act

No.	Description	Delegated to
	The power to delegate to any person any of the Chief Executive's functions, powers and duties under the Sale and Supply of Alcohol Act 2012.	CEO Commissioner of the District Licencing Committee
	The power under section 100(f) to issue certificates.	Customer Services Manager - Regulatory Senior Planner/Planner Senior Building Compliance Officer Building Compliance Officer
	The power under section 143(1)(b) to issue certificates.	Customer Services Manager - Regulatory Senior Planner/Planner Senior Building Compliance Officer Building Compliance Officer
	The power under section 197(5) to appoint a chief licensing inspector.	Customer Services Manager - Regulatory
	The power under Regulation 5(6) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form opinions.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer & Regulatory Support Officer

No.	Description	Delegated to
	The power under Regulation 6 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to assign fees categories.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	The power under Regulation 9 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to form a belief in respect of the patronage of events.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	The power under Regulation 10(2) of the Sale and Supply of Alcohol (Fees) Regulations 2013 to charge a fee for a special licence that is one class below the class of the licence that is issued.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	The power under Regulation 19 of the Sale and Supply of Alcohol (Fees) Regulations 2013 to make publicly available a report.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA1	Section 64(1) Issue of licences, certificates, and authorities Secretary of the District Licensing Committee must issue the licence, certificate, or authority as directed by the committee.	Acting as Secretary District Licensing Committee: CEO and Or Customer Services Manager - Regulatory Environmental Health Officer
SA2	Section 65(1) Secretary of authority to set up and maintain registers The secretary of the licensing authority must set up and maintain one or more registers recording all prescribed particulars relating to licences and managers' certificates, and to applications for or in respect of them.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA3	Section 66(1) and (3) Record of applications Secretary of the District Licensing Committee must keep a record of every application, the decision and register of licensees for special licences issued by the committee and send a copy of every application and decision to the secretary of the licensing authority.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	Section 67 To certify extracts of registers or records.	Customer Services Manager - Regulatory
SA4	Section 72 Duplicate licence or certificate If a licence or certificate has been lost or destroyed the secretary may issue a duplicate to the holder.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer or Regulatory Support Officer

No.	Description	Delegated to
SA5	Section 73(2) Surrender of licence or manager's certificate The secretary must notify the secretary of the licensing authority of the surrendering and record the day of notification and day the licence or certificate was received.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA6	Section 102(5) Objections to applications The secretary must give a copy of every objection to the applicant.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA7	Section 103(1) Police, medical officer of health, and inspector must inquire into applications The secretary must send a copy of the application to the police, medical officer of health and an inspector.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA8	Section 103(2) Police, medical officer of health, and inspector must inquire into applications The inspector must inquire into, and file with the licensing committee a report on the application.	Environmental Health Officer Licensing Inspector Regulatory Officer
SA9	Section 103(5) Police, medical officer of health, and inspector must inquire into applications The secretary must send to the applicant a copy of any report filed under this section.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	Section 120 To give copies of objections to applicants. To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors. To give copies of any filed reports to applicants.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA10	Section 128(4) Objections to renewal The secretary must send a copy of every objection to the applicant.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer & Regulatory Support Officer

No.	Description	Delegated to
	Section 129 To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors. To give copies of any filed reports to applicants.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA11	Section 139(b) Notification requirements: special licences The secretary may require the applicant to give notice of the application.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
	Section 140(2) To set the time for the lodging of objections.	Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA12	Section 140(4) Objections to applications The secretary must give a copy of every objection to the applicant.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA13	Section 141(1) Inquiry into applications by police, inspector, and medical officer of health The secretary must send a copy of the application to the police, medical officer of health and an inspector.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA14	Section 141(2) Inquiry into applications by police, inspector, and medical officer of health The inspector must inquire into, and file with the licensing committee a report on the application.	Environmental Health Officer Licensing Inspector
SA15	Section 141(6) Inquiry into applications by police, inspector, and medical officer of health The secretary must send to the applicant a copy of any report filed under this section.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
SA16	Section 154 Who may appeal Any party to any proceedings before a licensing committee may appeal to the licensing authority against the decision or any part of the decision.	Environmental Health Officer or Licensing Inspector <i>after obtaining advice from Council's solicitors and approval from Customer Services Manager - Regulatory</i>
SA17	Section 155(6) Procedure for commencing appeal The secretary must send all documents relating to the decision appealed to the secretary of the licensing authority as soon as possible after receiving of a copy of a notice of appeal.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA18	Section 196 Secretary of licensing committees The Chief Executive Officer has the Council's general authority to delegate to any person, either generally or particularly, any of the Chief Executive's functions, powers, and duties under the Act. The Chief Executive Officer delegates the role of secretary to those officers in the column to the right.	CEO Customer Services Manager - Regulatory
SA19	Section 220(1) Reports The secretary must send a copy of the application for a manager's certificate to the police and an inspector.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA20	Section 220(2) Reports The inspector must inquire into, and file with the licensing committee a report on the application.	Customer Services Manager - Regulatory Environmental Health Officer Licensing Inspector
SA21	Section 220(5) Reports and applications for renewals The secretary must send to the applicant a copy of any report filed under this section.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA22	Section 225(1) Reports and applications for renewals The secretary must send a copy of the application for a manager's certificate to the police and an inspector.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer

No.	Description	Delegated to
SA23	Section 225(2) Reports and applications for renewals The inspector must inquire into, and file with the licensing committee a report on the application.	Customer Services Manager - Regulatory Environmental Health Officer Licensing Inspector
SA24	Section 283(1) Variation, suspension, or cancellation of special licences Any inspector at any time may apply to a licensing committee for an order to vary or revoke any condition of a licence, impose a new condition, suspend a licence or cancel the licence.	Customer Services Manager - Regulatory Environmental Health Officer
SA25	Section 283(4) Variation, suspension, or cancellation of special licences The secretary must send a copy of the application to the licensee, fix the earliest practicable date for a public hearing of the application and give at least 10 working days' notice of the date, time and place of the hearing to the applicant and licensee.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer
SA26	Section 284(3) Hearing for variation, suspension, or cancellation of special licences under section 283 If the licensing committee makes an order under this section the secretary must send a copy to the secretary of the licensing authority.	Acting as Secretary District Licensing Committee: Customer Services Manager - Regulatory Environmental Health Officer Regulatory Officer Regulatory Support Officer

3.40 Statutory Land Charges Registration Act 1928

No.	Description	Delegated to
	Section 6(3) The power to sign a notice of a statutory land charge.	CEO
	Section 7(2) The power to sign a certificate releasing a statutory land charge.	CEO

3.41 Trespass Act 1980

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	CEO

No.	Description	Delegated to
	<p>The Chief Executive is the person in lawful occupation of land owned (including local roads), occupied or controlled by the Council (and may authorise others to act as occupier).</p> <p>This includes, for the avoidance of doubt, the Council's power to authorise an employee or other person to act under the authority of the Council in terms of the Trespass Act 1980.</p>	

3.42 Unit Titles Act 2010

No.	Description	Delegated to
UT1	<p>Sections 32</p> <p>Requirements relating to unit plans</p> <p>To give a certificate in respect of any unit plan.</p>	<p>Customer Services Manger – Regulatory</p> <p>Senior Planner/Planner</p>

3.43 Utilities Access Act 2010

No.	Description	Delegated to
	All of the responsibilities, duties, and powers under this Act.	<p>CEO</p> <p>Group Manager Community Assets & Services</p>

3.44 Walking Access Act 2008

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> a) the decision to give written consent as an administering authority under section 21 b) the decision to agree to be a controlling authority (or not as the case may be) under section 36 c) setting and imposing charges under section 37 d) the decision to agree with the Commission's decision or to evoke a walkway e) making bylaws under section 68. 	<p>CEO</p> <p>Group Manager Community Assets & Services</p>

3.45

Waste Minimisation Act 2008

No.	Description	Delegated to
	<p>All of the responsibilities, duties, and powers under this Act, except:</p> <ul style="list-style-type: none"> a) making decisions under section 32 with respect to the spending of the levy b) adopting a waste management and minimisation plan under section 43 c) setting fees in accordance with section 46 d) making grants under section 47 e) reviewing the waste management and minimisation plan under section 50 f) making bylaws under section 56 g) reviewing bylaws under section 58. 	<p>CEO</p> <p>Group Manager Community Assets & Services</p> <p>Property Manager</p> <p>Customer Service Manager - Regulatory</p> <p>Environmental Health Officer</p>

3.46 Weathertight Homes Resolution Services Act 2006

No.	Description	Delegated to
WH1	Authority to represent the Council at any proceeding of the Weathertight Homes Resolution Services Tribunal, and to agree to settlements on behalf of Wairoa District Council.	<p>CEO</p> <p>Customer Services Manager – Regulatory</p> <p>Senior Building Compliance Officer</p> <p><i>in consultation with the Legal Adviser and/or solicitor acting for the Council</i></p>

8.5 COMMUNITRAK SURVEY RESULTS 2020

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

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. **Communitrak Survey Results 2020** [↓](#)
2. **Communitrak Survey Verbatim Responses - Public Excluded**

1. PURPOSE

1.1 This report presents Council with the results of the 2020 Communitrak™ Survey.

RECOMMENDATION

The Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience RECOMMENDS that Council receive the report and attached appendices (**1. Communitrak™ Survey Results 2020, and 2. Communitrak™ Survey Verbatim Responses – Public excluded**).

2. BACKGROUND

- 2.1 Since 1995, Council has engaged the services of the National Research Bureau (NRB) to conduct an Annual Residents Satisfaction Survey, called Communitrak™. The report on the survey summarises the opinions and attitudes of residents and ratepayers to the services and facilities provided for them by Council.
- 2.2 The Survey provides Council with a means of measuring its effectiveness in representing the viewpoints of residents. Understanding residents' opinions and needs allows Council to be more responsive towards its community.
- 2.3 Communitrak™ provides a comparison for Council on major issues, on its performance relative to that of its peer group of similar constituted local authorities. It also gives Council the ability to gather evidence to support its own performance targets.
- 2.4 This year's survey was conducted later than usual due to COVID-19 restrictions. In total, 201 residents of the Wairoa District were interviewed. Telephone interviews were held from 16 July – 26 July, and face-to-face interviews on 8 August. In an effort to engage more young people, 16 face-to-face interviews were conducted with residents aged between 18-44 years. The response rate for 2020 was 68%, compared with 74% in 2019 and 68% in 2018.

3. SNAPSHOT OF RESULTS

- 3.1 **Parks and reserves:** 89% of residents are satisfied with the standard of maintenance of parks and reserves (80% in 2019). 4% are not satisfied (10% in 2019). Of users or visitors, 94% are satisfied.
- 3.2 **Cemeteries:** 71% of residents are satisfied with the standard of maintenance of cemeteries (75% in 2019). 2% are not satisfied (4% in 2019). Of visitors, 89% are satisfied.
- 3.3 **Dog control:** 73% of residents are satisfied with the control of dogs (65% in 2019). 19% are not satisfied (27% in 2019).
- 3.4 **Overall resident satisfaction with services and facilities** (includes non-users):

Comparison table: Satisfaction with services/facilities

	Wairoa 2020		Wairoa 2019		Wairoa 2018	
	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %
Standard of maintenance of parks and reserves††	89 ↑	4 =	80	10	77	15
Control of livestock	83 =	6 =	84	6	85	4
Wairoa Community Centre	74 =	5 =	81	4	80	3
Library service	74 =	4 =	77	4	81	2
Dog control	73 ↑	19 ↓	65	27	78	17
Standard of maintenance of urban roads	73 =	25 =	75	24	NA	NA
Maintenance and service Council provides for cemeteries†	71 =	2 =	75	4	70	4
The Wairoa Museum	62 ↓	1 =	78	3	77	-
Quality of the drinking water supply	59 =	8 =	57	13	61	14
Current refuse disposal/ landfill management standards	52 ↓	32 =	64	28	72	16
Functioning of existing stormwater system	47 =	20 =	46	21	43	33
Airport	42 =	2 =	49	6	NA	NA
Standard of maintenance of rural roads	41 ↓	55 ↑	51	40	NA	NA

† readings prior to 2020 refer to cemetery maintenance only

†† readings prior to 2020 refer to standard of maintenance of reserves and sportsgrounds

NB: where figures don't add to 100%, the balance is a "don't know" response

NA: not asked in 2018

Key: ↑ above/slightly above 2019 reading
↓ below/slightly below 2019 reading
= similar/on par to 2019 reading

- 3.5 **Community Halls:** 77% of resident are satisfied with community halls and facilities. Of users, 89% are satisfied (94% in 2019).
- 3.6 **Contact with elected members:** 83% of residents know how to make contact with the Mayor or Councillors (79% in 2019). Residents more likely to say 'Yes' are aged 45 years or over, are NZ European residents, have a household income of \$30,000 or more, are ratepayers.

Summary table: Do residents know how to make contact?

	Yes %	No %
Overall		
Total District		
2020	83	17
2019*	79	21
Area		
Urban	83	17
Rural	84	16
Age		
18-44 years	73	27
45-64 years	91	9
65+ years	90	10
Ethnicity		
NZ European	90	10
NZ Māori	77	23
Household income		
Less than \$30,000 pa	71	29
\$30,000-\$50,000 pa	90	10
More than \$50,000 pa	89	11
Ratepayer?		
Ratepayer	87	13
Non-ratepayer	70	30

% read across

* 2019 reading refers to residents who have not had a discussion with Mayor/Councillors in last 12 months, N=168

Further Information

The Communitrak™ Survey is available on the Council's website: www.wairoadc.govt.nz .

Background Papers

None.



References (to or from other Committees)

Ordinary Council. 23 July, 2019. Communitrak Survey 2019.

Ordinary Council. 24 July, 2018. Communitrak Survey 2018.

Ordinary Council. 20 June, 2017. Communitrak Survey 2017.

Signatories

	
Author Kimberley Tuapawa	Approved by Kitea Tipuna

COMMUNITRAK™ SURVEY

PREPARED AS PART OF THE PUBLIC FEEDBACK PROGRAMME FOR:

WAIROA DISTRICT COUNCIL

JULY / AUGUST 2020





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NB: Please note the following explanations for this report:

-  Figures that are comparably lower than percentages for other respondent types.
-  Figures that are comparably higher than percentages for other respondent types.
- Arrows, whenever shown, depict a directional trend.

Please note that unusual or one-off occurrences, such as climatic events, can affect ratings.

In general, where bases are small (<30), no comparisons have been made. For small bases, the estimates of results are not statistically reliable due to the high margins of error.

Icons used in this report made by Freepik from www.flaticon.com

SITUATION AND OBJECTIVES

The mission statement for Wairoa District Council reads:

The Wairoa District Council exists so that residents and visitors alike can enjoy the community in which they live and visit, supported by local decision-making to promote social, economic, environmental and cultural well-being of the Wairoa District in the present and for the future.

Council has engaged a variety of approaches both to seeking public opinion and to communicating its decisions and programmes to residents and ratepayers. One of these approaches was to commission the National Research Bureau's Communitrak™ survey in 1993, 1995-2019 and now again in July/August 2020.

The advantages, and benefits of this are twofold ...

- Council has the National Average and Peer Group Average comparisons against which to analyse perceived performance,
- Council introduced questions reflecting areas of interest to Wairoa District.

COMMUNITRAK™ SPECIFICATIONS

Sample size

This Communitrak™ survey was conducted with 201 residents of the Wairoa District.

Interview type

Most interviewing was conducted by telephone, with calls being made between 4.30pm and 8.30pm on weekdays and 9.30am and 8.30pm weekends.

Sample selection

The relevant white pages of the Hawke's Bay telephone directory were used as the sample source, with every xth number being selected; that is, each residential (non-business) number selected was chosen in a systematic, randomised way (in other words, at a regular interval), in order to spread the numbers chosen in an even way across all relevant phone book pages.

Quota sampling was used to ensure an even balance of male and female respondents. In addition, proportional ethnic group quotas were used. Please see also Section E (Appendix).

This year as it is increasingly difficult to obtain, in particular, young people by landline, we interviewed 16 residents, aged 18-44, face-to-face.

Households were screened to ensure they fell within the Wairoa District Council's geographical boundaries.

Respondent selection

Respondent selection within the household was also randomised, with the eligible person being the man or woman, normally resident, aged 18 years or over, who had the last birthday.

Call backs

Three call backs, ie, four calls in all, were made to a residence before the number was replaced in the sample. Call backs were made on a different day or, in the case of a weekend, during a different time period, ie, at least four hours later.

Sample weighting

Weightings were applied to the sample data, to reflect the actual gender, age group, and ethnic group proportions in the area as determined by Statistics New Zealand's 2018 Census data. The result is that the total figures represent the adult population's viewpoint as a whole across the entire Wairoa District. Bases for subsamples are shown in the Appendix. Where we specify a "base", we are referring to the actual number of respondents interviewed.

Survey dates

Telephone interviews were conducted from Thursday 16th July to Sunday 26th July, whilst the face-to-face interviews were conducted on the 8th August.

Dates when different Alert Levels came into force:

- COVID-19 Alert Level 4 came into force at 11:59pm Wednesday 25 March 2020.
- COVID-19 Alert Level 3 came into force at 11:59pm Monday 27 April 2020.
- COVID-19 Alert Level 2 came into force at 11:59pm Wednesday 13 May 2020.
- COVID-19 Alert Level 1 came into force at 11:59pm Monday 8 June 2020.

Comparison data

Communitrak™ offers to Councils the opportunity to compare their performance with those of Local Authorities across all of New Zealand as a whole (National Average) and with similarly constituted Local Authorities (Peer Group Average), through a National Survey of 750 residents carried out in October/November 2018.

Comparisons are made with this data, and with previous readings, when applicable.

The survey methodology for the comparison data is similar in every respect to that used in your Council's Communitrak™ reading.

Where comment has been made regarding respondents more or less likely to represent a particular opinion or response, the comparison has been made between respondents in each socio-economic group and not between each socio-economic group and the total.

Weightings have been applied to this comparison data to reflect the actual adult population in Local Authorities as determined by Statistics NZ 2013 Census data.

It is important to bear in mind that this is a 'yardstick' only to provide an indication of typical resident perceptions. The performance criteria established by Council are of particular relevance, and thus are the emphasis of the survey.

Comparisons with national Communitrak™ results

Where survey results have been compared with Peer Group and/or National Average results from the October/November 2018 National Communitrak™ Survey, NRB has used the following for comparative purposes, for a sample of 200 residents:

above/below	±10% or more
slightly above/below	±8% to 9%
on par with	±4% to 7%
similar to	±1% to 3%

Margin of error

The survey is a quota sample, designed to cover the important variables within the population. Therefore, we are making the assumption that it is appropriate to use the error estimates that would apply to a simple random sample of the population.

The following margins of error are based on a simple random sample. The maximum likely error limits occur when a reported percentage is 50%, but more often than not the reported percentage is different, and margins of error for other reported percentages are shown below. The margin of error approaches 0% as a reported percentage approaches either 100% or 0%.

Margins of error rounded to the nearest whole percentage, at the 95 percent level of confidence, for different sample sizes and reported percentages are:

Sample size	Reported percentage				
	50%	60% or 40%	70% or 30%	80% or 20%	90% or 10%
500	±4%	±4%	±4%	±4%	±3%
400	±5%	±5%	±5%	±4%	±3%
300	±6%	±6%	±5%	±5%	±3%
200	±7%	±7%	±6%	±6%	±4%

The margin of error figures above refer to the **accuracy** of a result in a survey, given a 95 percent level of confidence. A 95 percent level of confidence implies that if 100 samples were taken, we would expect the margin of error to contain the true value in all but five samples. At the 95 percent level of confidence, the margin of error for a sample of 200 respondents, at a reported percentage of 50%, is plus or minus 7%.

Response rate

The response rate for the 2020 Wairoa District Council was **68%**, which is much higher than seen typically in web or mail-out surveys (often in the 5%-30% range). With a decreasing response rate there is an increasing likelihood that the sample is less and less representative of the District.

Significant difference

This is a test to determine if the difference in a result between two separate surveys is significant. Significant differences rounded to the nearest whole percentage, at the 95 percent level of confidence, for different sample sizes and midpoints are:

Sample size	Midpoint				
	50%	60% or 40%	70% or 30%	80% or 20%	90% or 10%
500	6%	6%	6%	5%	4%
400	7%	7%	6%	6%	4%
300	8%	8%	7%	6%	5%
200	10%	10%	9%	8%	6%

The figures above refer to the difference between two results that is required, in order to say that the difference is significant, given a 95 percent level of confidence. Thus the significant difference, for the same question, between two separate surveys of 200 respondents is 10%, given a 95 percent level of confidence, where the midpoint of the two results is 50%.

Please note that while the Communitrak™ survey report is, of course, available to residents, the Mayor and Councillors, and Council staff, it is not available to research or other companies to use or leverage in any way for commercial purposes.

EXECUTIVE SUMMARY

This report summarises the opinions and attitudes of Wairoa District Council residents and ratepayers to the services and facilities provided for them by their Council and their elected representatives.

The Wairoa District Council commissioned Communitrak™ as a means of measuring their effectiveness in representing the wishes and viewpoints of their residents. Understanding residents' and ratepayers' opinions and needs will allow Council to be more responsive towards its citizens.

Communitrak™ provides a comparison for Council on major issues, on their performance relative to the performance of their Peer Group of similarly constituted Local Authorities, and to Local Authorities on average throughout New Zealand.

SNAPSHOT



89% of residents are satisfied with the standard of maintenance of parks and reserves.



While 55% are not very satisfied with the standard of maintenance of rural roads.



83% of residents say they know how to make contact with the Mayor or Councillors.



52% of Wairoa District residents rate the performance of the Mayor and Councillors as very/fairly good.

COUNCIL SERVICES/FACILITIES

Comparison table: Satisfaction with services/facilities

	Wairoa 2020		Wairoa 2019		Wairoa 2018	
	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %	Very/fairly satisfied %	Not very satisfied %
Standard of maintenance of parks and reserves ^{††}	89 ↑	4 =	80	10	77	15
Control of livestock	83 =	6 =	84	6	85	4
Wairoa Community Centre	74 =	5 =	81	4	80	3
Library service	74 =	4 =	77	4	81	2
Dog control	73 ↑	19 ↓	65	27	78	17
Standard of maintenance of urban roads	73 =	25 =	75	24	NA	NA
Maintenance and service Council provides for cemeteries [†]	71 =	2 =	75	4	70	4
The Wairoa Museum	62 ↓	1 =	78	3	77	-
Quality of the drinking water supply	59 =	8 =	57	13	61	14
Current refuse disposal/landfill management standards	52 ↓	32 =	64	28	72	16
Functioning of existing stormwater system	47 =	20 =	46	21	43	33
Airport	42 =	2 =	49	6	NA	NA
Standard of maintenance of rural roads	41 ↓	55 ↑	51	40	NA	NA

[†] readings prior to 2020 refer to cemetery maintenance only

^{††} readings prior to 2020 refer to standard of maintenance of reserves and sportsgrounds

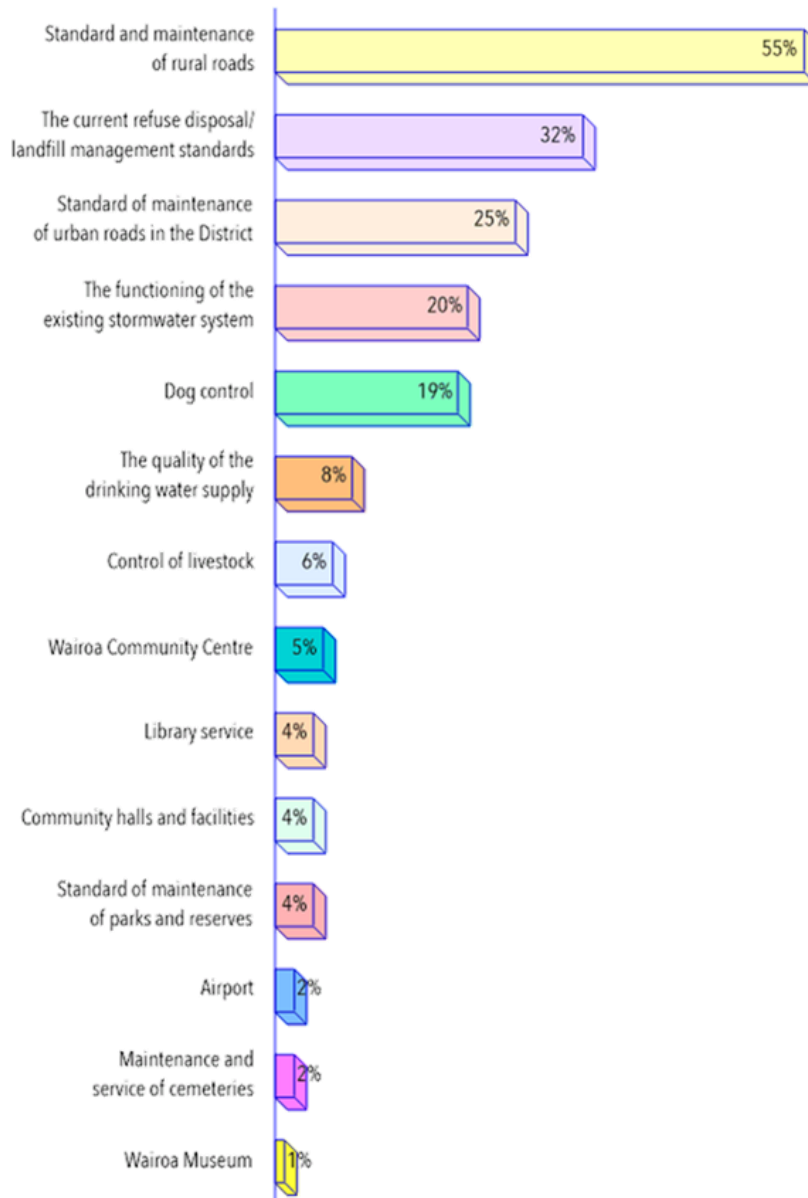
NB: where figures don't add to 100%, the balance is a "don't know" response

NA: not asked in 2018

Key: ↑ above/slightly above 2019 reading
 ↓ below/slightly below 2019 reading
 = similar/on par to 2019 reading

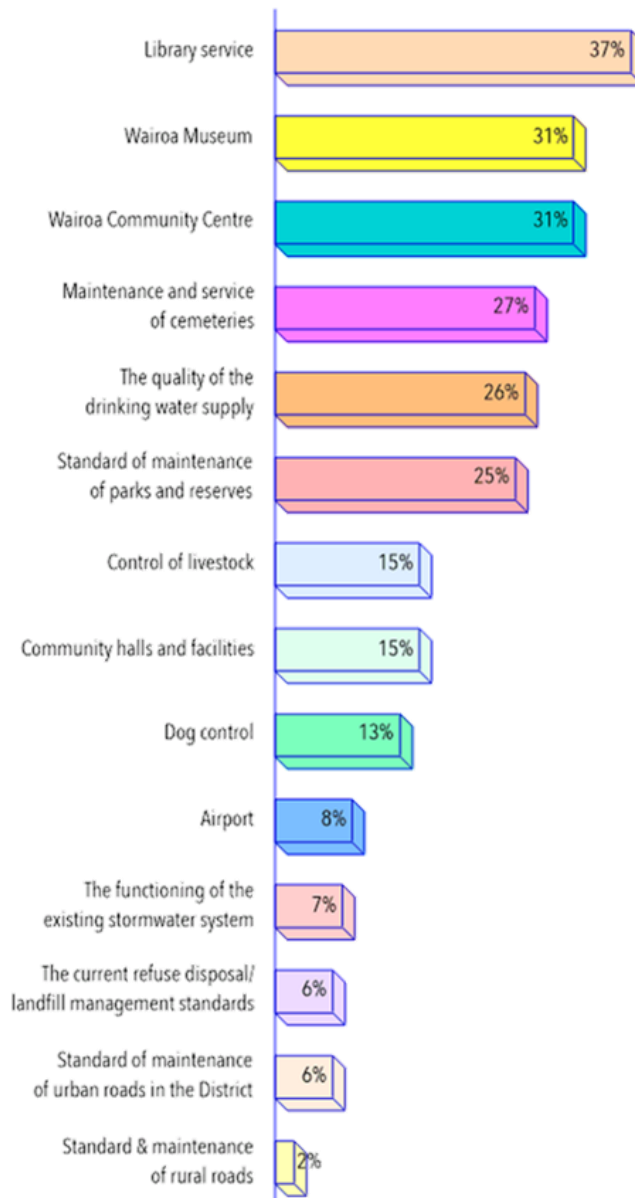
Percent Saying They Are Not Very Satisfied With ...

Overall



Percent Saying They Are Very Satisfied With ...

Overall



Percent not very satisfied versus Peer Group/National Averages

The percent not very satisfied in Wairoa District is **higher/slightly higher** than the Peer Group Average and/or National Average for ...

	Wairoa %	Peer Group %	National Average %
• standard of maintenance of rural roads	55	††32	††27
• current refuse disposal and landfill management standards	32	†14	†14

There are no instances where the percent not very satisfied in Wairoa District is **lower** than the Peer Group and/or National Averages.

For the remaining services or facilities for which comparative data is available, Wairoa District performs **on par with/similar to** other like Local Authorities and Local Authorities nationwide on average for the following ...

• standard of maintenance of urban roads in the District	25	††32	††27
• functioning of the District's existing stormwater system	20	**16	**16
• dog control	19	17	16
• quality of the drinking water supply	8	◊◊14	◊◊14
• standard of maintenance of parks and reserves	4	*3	*5
• community halls and facilities	4	***7	***6
• library service	4	3	3
• cemetery maintenance and service	2	°1	°5
• the Wairoa Museum	1	◊7	◊5

* figures based on the ratings for parks and reserves in general

** figures based on ratings of stormwater services in general

*** figures based on ratings of public halls in general

† figures based on ratings of refuse disposal in general

†† figures based on ratings of roading in general

° figures based on ratings of cemeteries, **including** maintenance

°° figures based on ratings of sewerage system in general

◊ figures based on ratings of museums in general

◊◊ figures based on ratings of water supply in general

Please note that there are no comparative Peer and National Average figures for livestock control, Wairoa Community Centre and the Airport.

Frequency of household use - Council services and facilities

	Usage in the last year		
	3 times or more %	Once or twice %	Not at all %
A landfill in the District†	70	8	22
A park or reserve	54	23	23
Wairoa Community Centre	45	19	36
A public library†	43	19	39
A Council cemetery	29	24	47
Community hall†	16	32	53
Wairoa Museum	14	29	57
Computers or WiFi in the library to access the internet	18	8	74
Control of dogs	7	15	78
Control of livestock	1	5	94

% read across

† does not add to 100% due to rounding

A landfill in the District, 78%, and
a park or reserve, 77%,

... are the facilities or services surveyed which have been most frequently used by households in the last year.

Note during 2020 New Zealand was at different alert levels due to COVID-19 and this may have affected usage.

REPRESENTATION

83% of residents say they know how to make contact with the Mayor or Councillors. Of these, 91% say they would make contact with the Mayor, or a Councillor, about anything they thought Council could assist them with, while 9% say they wouldn't. And 39% of these residents[†] say they have made contact with either the Mayor or a Councillor in the last 12 months, by phone, in person, in writing, by email and/or through social media.

[†] those residents who say they know how to make contact N=172

PERFORMANCE

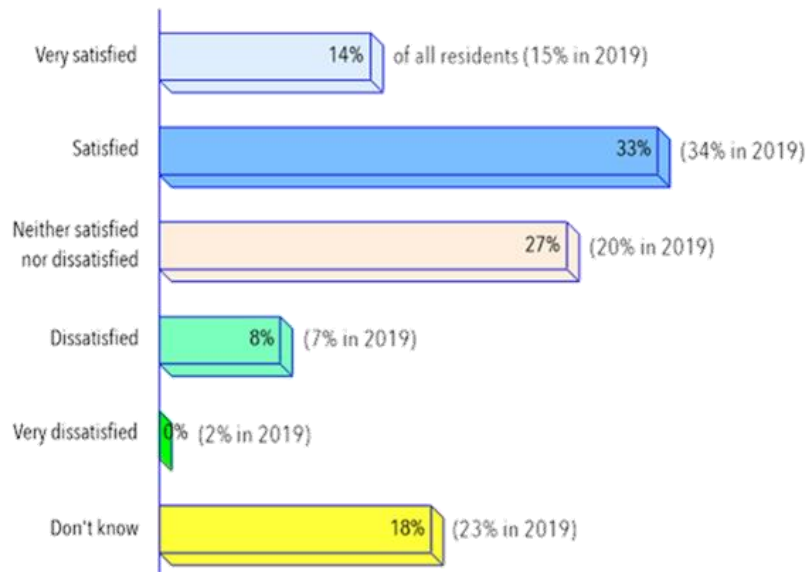
	Very good/ Fairly good %	Just acceptable %	Not very good %	Don't know/ No opinion %
Mayor and Councillors				
2020	52	23	16	9
2019	54	29	9	8

Wairoa District is on par with the Peer Group Average and similar to the National Average, in terms of rating the Mayor and Councillors' performance as very/fairly good.

LOCAL ISSUES

Community facilities

Satisfaction with the value for money Wairoa District is receiving from funding used for supporting community benefit organisations.



14% of residents* say they have an example where they believe the District is **not** receiving value for money from this funding.

* excluding residents who are neither satisfied nor dissatisfied

MAIN FINDINGS

Throughout this Communitrak™ report comparisons are made with figures for the National Average of Local Authorities and the Peer Group of similar Local Authorities, where appropriate.

For Wairoa District Council, this Peer Group of similar Local Authorities are those comprising a rural area, together with a town(s) or urban component.

NRB has defined the **Rural Peer Group** as those Territorial Authorities where less than 66% of dwellings are in urban meshblocks, as classified by Statistics New Zealand's 2013 Census data.

In this group are ...

Buller District Council
 Carterton District Council
 Central Hawke's Bay District Council
 Central Otago District Council
 Clutha District Council
 Far North District Council
 Hauraki District Council
 Hurunui District Council
 Kaikoura District Council
 Kaipara District Council
 MacKenzie District Council
 Manawatu District Council
 Matamata-Piako District Council
 Opotiki District Council
 Otorohanga District Council
 Rangitikei District Council

Ruapehu District Council
 Selwyn District Council
 South Taranaki District Council
 South Wairarapa District Council
 Southland District Council
 Stratford District Council
 Tararua District Council
 Tasman District Council
 Waikato District Council
 Waimakariri District Council
 Waimate District Council
 Waitaki District Council
 Waitomo District Council
 Western Bay of Plenty District Council
 Westland District Council

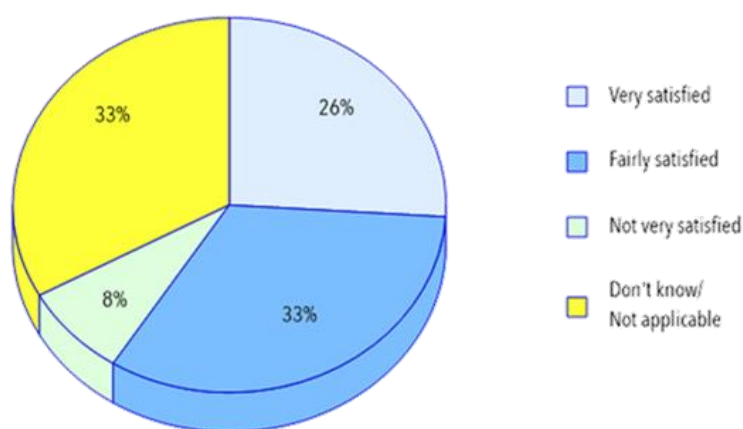
COUNCIL SERVICES/FACILITIES

SATISFACTION WITH COUNCIL SERVICES AND FACILITIES - WITH REASONS FOR BEING VERY SATISFIED OR NOT VERY SATISFIED

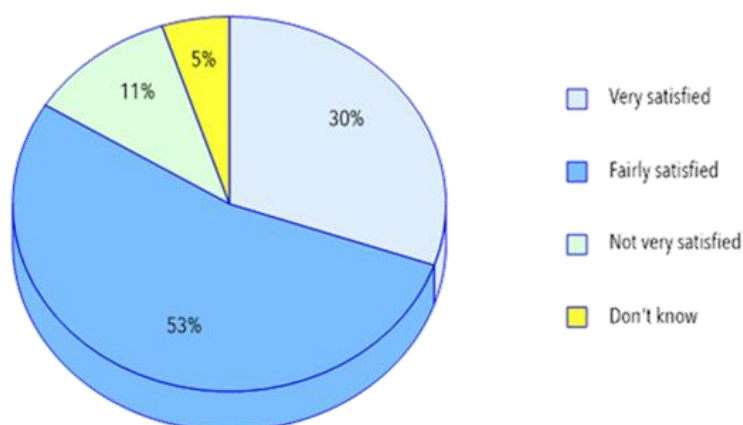
Residents were read out a number of Council functions and asked whether they are very satisfied, fairly satisfied or not very satisfied with the provision of that service or facility. Those residents that were very satisfied or not very satisfied were asked to say why they felt this way.

i. The quality of the drinking water supply

Overall



Service provided



Base = 116

59% of Wairoa District residents are satisfied with their water supply, including 26% who are very satisfied. 8% are not very satisfied (13% in 2019) and 33% are unable to comment (30% in 2019).

The percent not very satisfied is on par with the Peer Group and National Average readings for **water supply in general**.

54% of residents say they receive a piped water supply (59% in 2019). Those with a piped water supply are more likely to be satisfied (83%), than residents overall, while being less likely to be unable to comment (5%).

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who are not very satisfied with the quality of the drinking water supply. However, it appears that NZ Māori residents are slightly more likely to feel this way, than NZ European residents.

Satisfaction with the quality of the drinking water supply

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District					
2020	26	33	59	8	33
2019	27	30	57	13	30
2018†	25	36	61	14	26
2017	33	34	67	8	25
2016	35	28	63	4	33
2015†	40	18	58	6	37
2014	41	22	63	9	28
2013	41	27	68	9	23
2012	29	31	60	7	33
2011	35	30	65	10	25
2010	20	37	57	15	28
2009	31	38	69	9	22
2008	27	34	61	10	29
2007	34	33	67	9	24
2006	32	29	61	16	23
2005	43	30	73	6	21
2004	40	18	58	9	33
2003	26	29	55	12	33
2002	35	32	67	5	28
2001	26	31	57	10	33
2000	37	24	61	6	33
Service provided†	30	53	83	11	5
Comparison*					
Peer Group Average (Rural)	36	28	64	14	22
National Average†	46	29	75	14	10
Area					
Urban	36	49	85	9	6
Rural†	19	22	41	7	53
Ethnicity					
NZ European	31	28	59	2	39
NZ Māori	19	38	57	13	30

% read across

* readings prior to 2017 and Peer Group and National Averages refer to water supply in general

† does not add to 100% due to rounding

The main reasons* residents are **not very satisfied** with the quality of the drinking water supply are ...

- poor quality/dirty, mentioned by 3% of all residents,
- use a filter/boil it, 2%,
- tastes bad, 2%.

* multiple responses allowed

The main reasons residents are **very satisfied** with the with the quality of the drinking water supply are ...

- tastes good/fine to drink,
- on own supply,
- water of a high standard/beautiful/clean.

Summary table: Main reasons* for being very satisfied with the quality of the drinking water supply

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Tastes good/fine to drink	8	19	1
On own supply	8	-	14
Water of a high standard/beautiful/clean	6	13	2

* multiple responses allowed

NB: no other reason mentioned by more than 3% of all residents

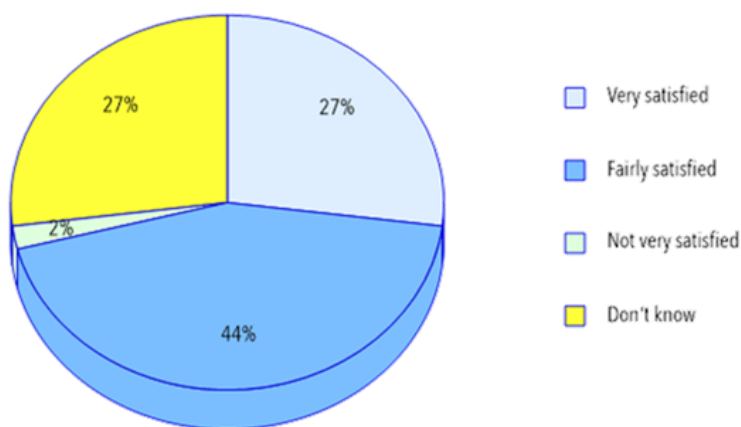
Quality of the drinking water supply

* readings prior to 2017 refer to water supply in general

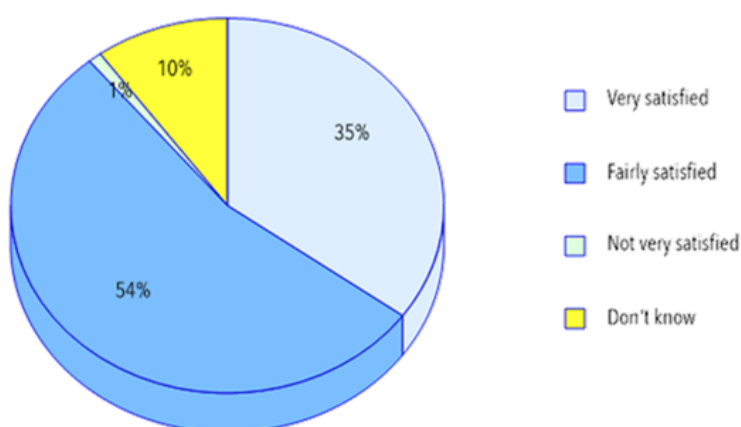
Recommended satisfaction measures for reporting purposes:
 Total District = 59%
 Receivers of service = 83%

ii. Maintenance and service Council provides for cemeteries

Overall



Visitors



Base = 109

71% of residents are satisfied with the maintenance and service Council provides for cemeteries, including 27% who are very satisfied. 2% are not very satisfied and 27% are unable to comment.

The percent not very satisfied is similar to the Peer Group Average and on par with the National Average for **cemeteries, including maintenance of cemeteries**.

53% of households have visited a cemetery in the last 12 months (58% in 2019). Of these, 89% are satisfied and 1% not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the maintenance and service Council provides for cemeteries.

Satisfaction with maintenance and service Council provides for cemeteries

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District					
2020**	27	44	71	2	27
2019	47	28	75	4	21
2018†	36	34	70	4	27
2017	37	34	71	5	24
2016	39	22	61	2	37
2015	43	27	70	3	27
2014	51	28	79	3	18
2013	45	34	79	5	16
2012	32	46	78	4	18
2011	33	42	75	5	20
2010	32	48	80	2	18
2009	31	49	80	4	16
2008	37	32	69	6	25
2007	28	44	72	7	21
2006	28	37	65	6	29
2005	52	28	80	3	17
2004	58	26	84	2	14
2003	44	32	76	4	20
2002	40	36	76	5	19
2001	37	37	74	2	24
2000	45	29	74	6	20
Visitors	35	54	89	1	10
Comparison*					
Peer Group Average (Rural)	46	30	76	1	23
National Average†	41	30	71	5	25
Area					
Urban†	33	49	82	2	17
Rural	22	41	63	2	35

% read across

* Peer Group and National Average readings are based on ratings for cemeteries, including maintenance of cemeteries

** readings prior to 2020 refer to the maintenance of cemeteries

† does not add to 100% due to rounding

The main reasons* residents are **not very satisfied** with the maintenance and service Council provides for cemeteries are ...

- more maintenance required, mentioned by 1% of all residents,
- no service provided/get nothing, 1%.

* multiple responses allowed

The main reasons residents are **very satisfied** with the maintenance and service Council provides for cemeteries are ...

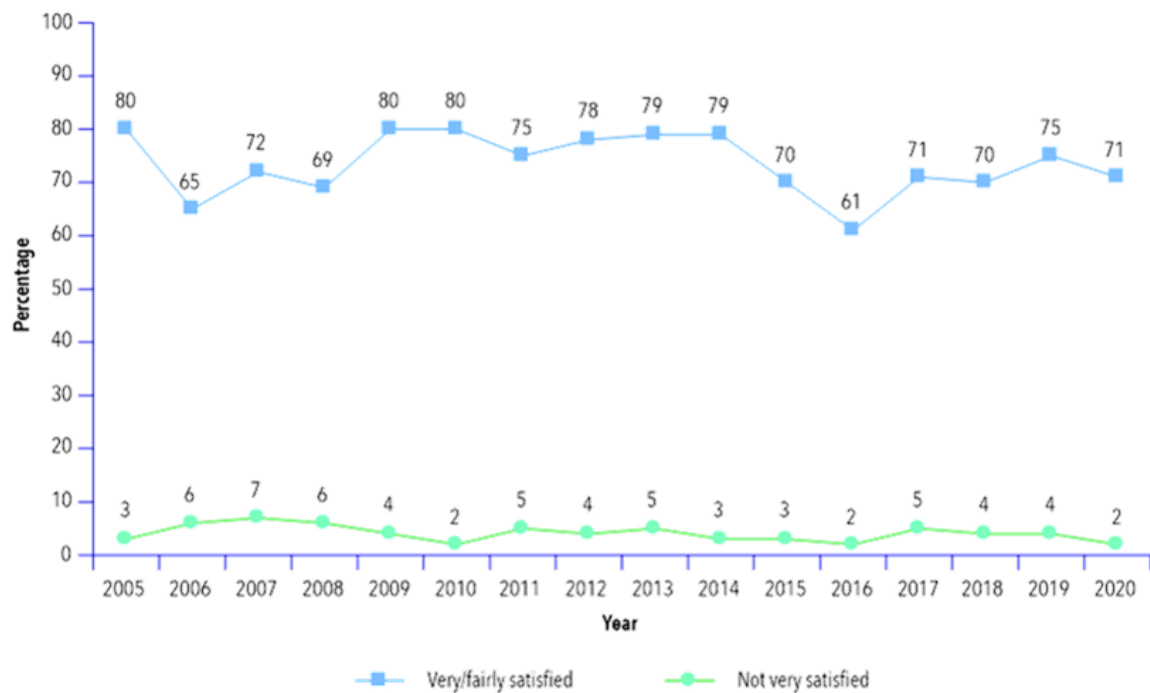
- good maintenance/well kept/lawns mowed/neat and tidy,
- looks lovely/looks good/beautiful/very good.

Summary table: Main reasons* for being very satisfied with the maintenance and services Council provides for cemeteries

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Good maintenance/well kept/lawns mowed/neat and tidy	22	28	17
Looks lovely/looks good/beautiful/very good	4	5	4

* multiple responses allowed

NB: no other reason mentioned by more than 2% of all residents

Maintenance and service Council provides for cemeteries

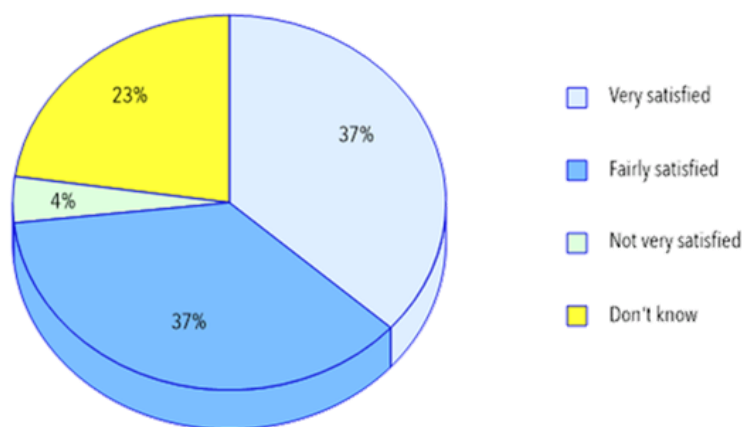
Recommended satisfaction measures for reporting purposes:

Total District = 71%

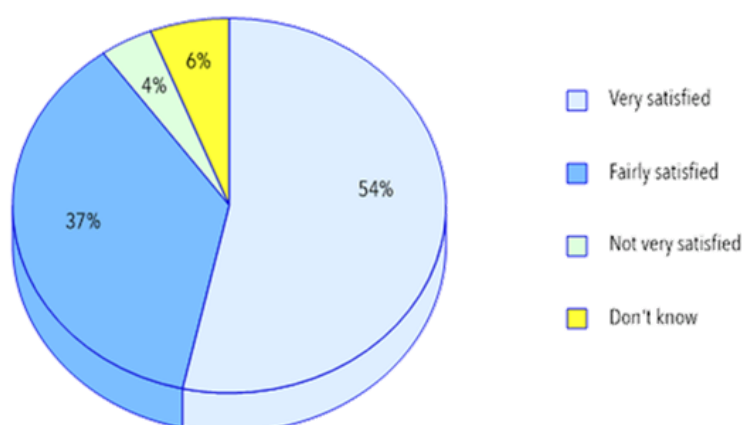
Visitors = 89%

iii. Library service

Overall



Users/visitors



Base = 116

74% of Wairoa District residents are satisfied with the library service in the District (77% in 2019), including 37% who are very satisfied (58% in 2019). 23% are unable to comment (20% in 2019).

The percent not very satisfied (4%) is similar to the Peer Group and National Averages and the 2019 reading.

61% of households have used or visited a public library in the District in the last 12 months. Of these, 91% are satisfied and 4% are not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the library service.

Satisfaction with library service

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District					
2020†	37	37	74	4	23
2019†	58	19	77	4	20
2018	63	18	81	2	17
2017	64	22	86	-	14
2016†	53	20	73	1	25
2015	62	21	83	-	17
2014†	67	12	79	3	17
2013	67	20	87	1	12
2012	59	24	83	2	15
2011	60	24	84	2	14
2010	61	25	86	2	12
2009	51	32	83	3	14
2008	69	13	82	3	15
2007	64	19	83	5	12
2006	66	19	85	2	13
2005	68	17	85	2	13
2004	66	17	83	2	15
2003	54	28	82	1	17
2002	62	17	79	1	20
2001	47	26	73	3	24
2000	56	23	79	5	16
Users/visitors†	54	37	91	4	6
Comparison*					
Peer Group Average (Rural)†	60	22	82	3	16
National Average	69	18	87	3	10
Area					
Urban	33	39	72	6	22
Rural	40	35	75	2	23

% read across

† does not add to 100% due to rounding

The reasons residents are **not very satisfied** with the library service are ...

"I'm used to a larger library and I find it quite old fashioned. Recently they have had a large staff turnover and self-checking in and out is not available."

"Everything is online these days. As a ratepayer I feel that they tell everyone to go online which isn't good. They do away with costs which they don't pass on to us."

"Does not fulfil my needs."

"We are paying through our rates for the library and we are rural. Not open in the weekend, \$90.00 per year."

"I pay a library fee for nothing."

The main reasons residents are **very satisfied** with the library service are ...

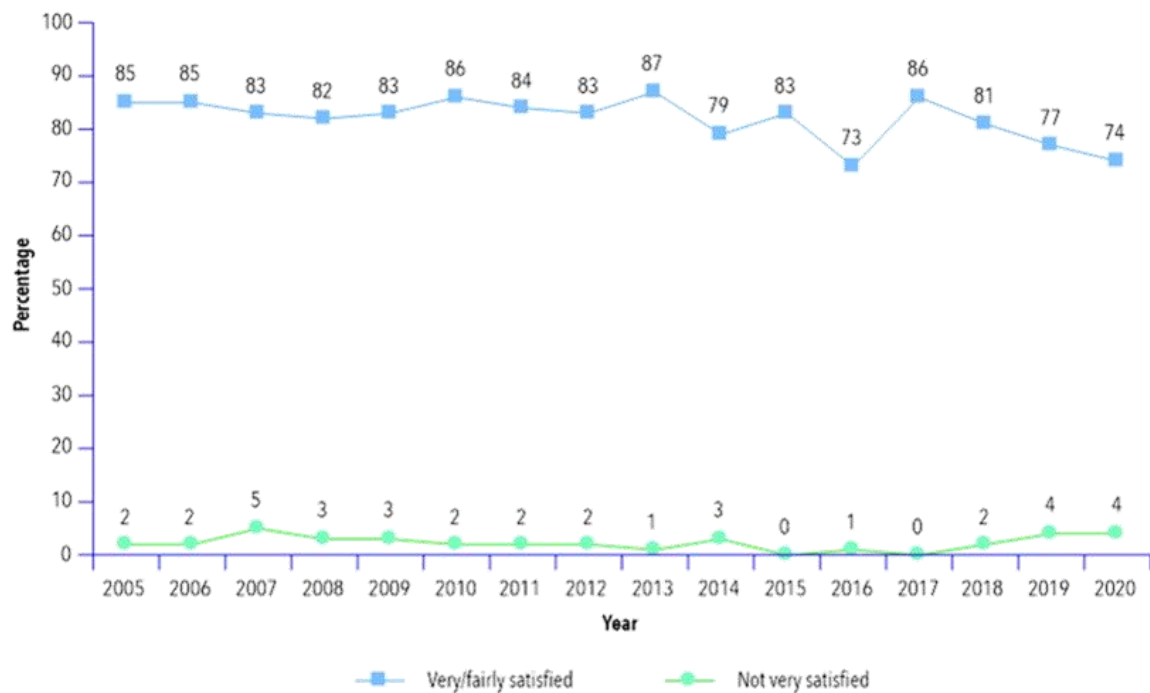
- great staff/helpful/friendly,
- nice place/modern/clean and tidy,
- good facilities/great programmes for kids/all ages,
- good selection/supply of books/resources.

Summary table: Main reasons* for being very satisfied with the library service

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Great staff/helpful/friendly	14	12	16
Nice place/modern/clean and tidy	10	9	10
Good facilities/great programmes for kids/all ages	7	6	8
Good selection/supply of books/resources	6	4	8

* multiple responses allowed

NB: no other reason mentioned by more than 4% of all residents

Library service

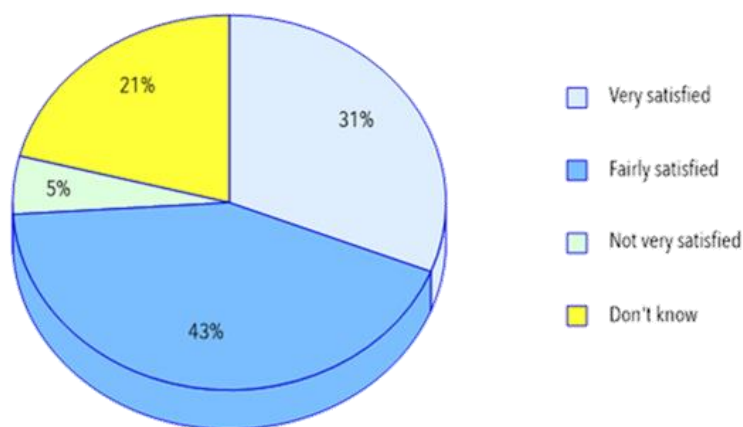
Recommended satisfaction measures for reporting purposes:

Total District = 74%

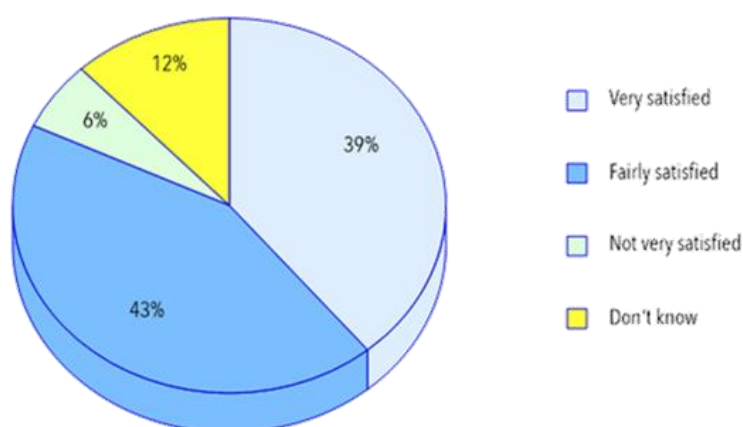
Users/visitors = 91%

iv. Wairoa Community Centre

Overall



Users/visitors



Base = 115

74% of residents are satisfied with the Wairoa Community Centre (81% in 2019), including 31% who are very satisfied (54% in 2019). 5% are not very satisfied and 21% are unable to comment (15% in 2019).

There are no comparative Peer Group and National Average figures for this reading. However, the not very satisfied reading is similar to the 2019 result.

64% of households have used or visited the Wairoa Community Centre in the last 12 months. Of these "users/visitors", 82% are satisfied and 6% not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups in terms of those residents not very satisfied with the Wairoa Community Centre.

Satisfaction with Wairoa Community Centre

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District					
2020	31	43	74	5	21
2019	54	27	81	4	15
2018	56	24	80	3	17
2017	57	29	86	4	10
2016	51	31	82	2	16
2015†	55	25	80	5	16
2014†	54	25	79	10	10
2013*	52	30	82	9	9
Users/visitors	39	43	82	6	12
Area					
Urban	32	40	72	7	21
Rural	31	45	76	3	21

% read across

* not asked prior to 2013

† does not add to 100% due to rounding

The reasons residents are **not very satisfied** with the Wairoa Community Centre are ...

"Out of date."

"The changing rooms in the showers are disgusting, poor water pressure."

"Don't use it so can't comment."

"They need to update the gym equipment. I have been going for years and a lot of the machinery has been there since it opened. Some of the machines have sharp edges so are dangerous."

"Need more for children, toddlers."

"Needs to open earlier, especially gym."

"Boring, not enough for the kids to do."

"Cost of gym too high and no personal trainers."

The main reasons residents are **very satisfied** with the Wairoa Community Centre are ...

- swimming pool/lessons are good,
- run good programmes/classes/events.

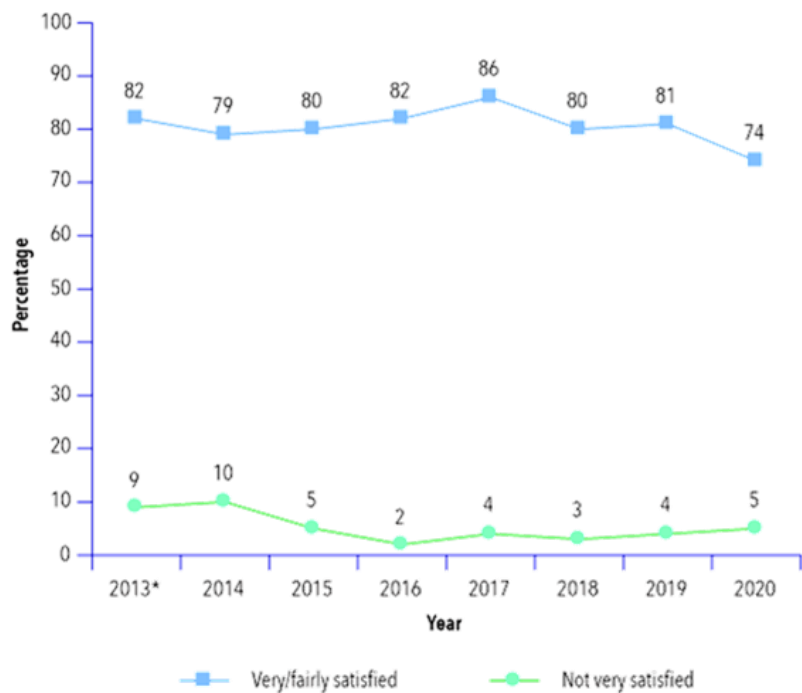
Summary table: Main reasons* for being very satisfied with the Wairoa Community Centre

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Swimming pool/lessons are good	11	10	12
Run good programmes/classes/events	9	10	9

* multiple responses allowed

NB: no other reason mentioned by more than 5% of all residents

Wairoa Community Centre

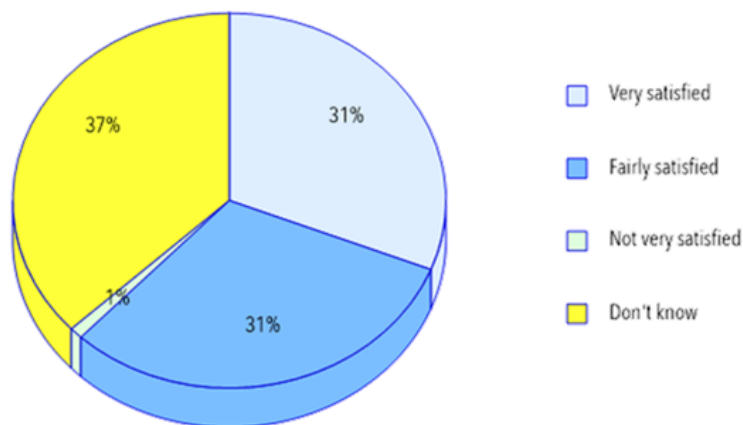


* not asked prior to 2013

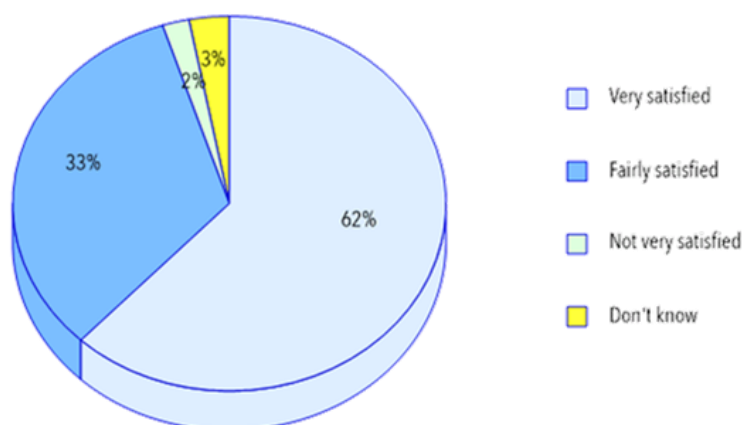
Recommended satisfaction measures for reporting purposes:
Total District = 74%
Users/visitors = 82%

v. Wairoa Museum

Overall



Visitors



Base = 96

62% of residents are satisfied with the Wairoa Museum (78% in 2019), including 31% who are very satisfied (60% in 2019), while 37% are unable to comment (19% in 2019).

The percent not very satisfied (1%) is on par with the Peer Group and National Averages and similar to the 2019 reading.

43% of households have visited the Wairoa Museum in the last 12 months (55% in 2019). Of these, 95% are satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with Wairoa Museum.

Satisfaction with the Wairoa Museum

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District					
2020	31	31	62	1	37
2019	60	18	78	3	19
2018	58	19	77	-	23
2017	57	20	77	-	23
2016	42	27	69	1	30
2015†	56	17	73	-	26
2014	59	22	81	1	18
2013*	53	30	83	-	17
2005	66	16	82	1	17
2004	51	22	73	2	25
2003	44	22	66	2	32
2002	36	12	48	9	43
2001	17	25	42	6	52
2000	21	24	45	6	49
Visitors	62	33	95	2	3
Comparison**					
Peer Group Average (Rural)†	28	19	47	7	47
National Average	53	19	72	5	23
Area					
Urban†	39	33	72	1	26
Rural	25	30	55	1	44

% read across

* not asked from 2006-2012. Readings from 2000-2005 refer to 'The Museum'.

** Peer Group and National Averages refer to ratings for museums in general

† does not add to 100% due to rounding

The reasons residents are **not very satisfied** with the Wairoa Museum are ...

"Not impressed with a large picture on display depicting an ancient war incident which was inaccurately described by the Museum speaker to our group. The person's knowledge of his subject matter was ridiculously inaccurate."

"We were going to give them stuff, they didn't want it. Axe heads it was."

"They need to do more. It is a very important part of town and its very important part of our town."

"Been too much political input, squeaky wheel has overridden what the community has asked for."

The main reasons residents are **very satisfied** with the Wairoa Museum are ...

- liked what I saw/good to visit/good for a small town,
- displays are excellent/good,
- lots of information/interesting.

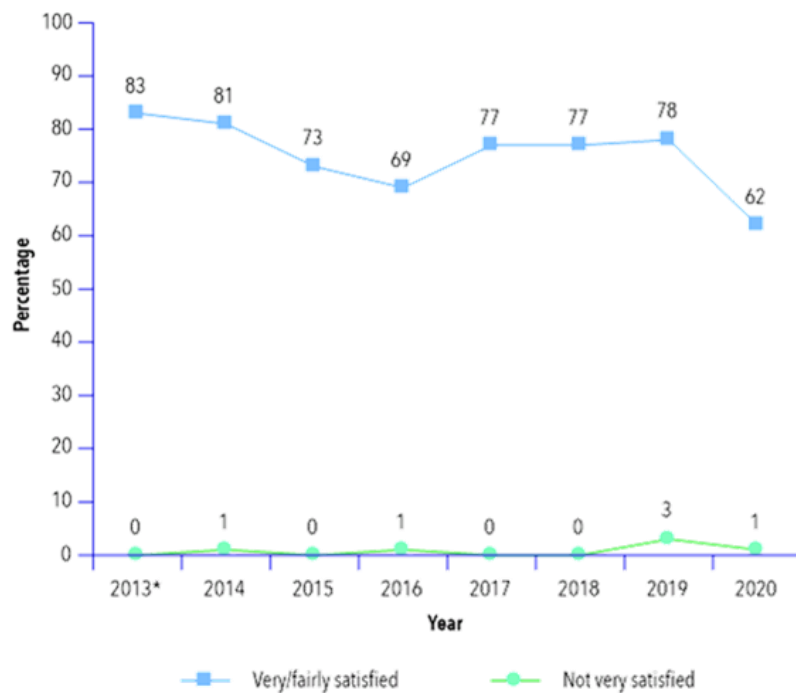
Summary table: Main reasons* for being very satisfied with the Wairoa Museum

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Liked what I saw/good to visit/good for a small town	6	6	6
Displays are excellent/good	5	3	6
Lots of information/interesting	5	8	2

* multiple responses allowed

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Wairoa Museum

* not asked from 2006-2012

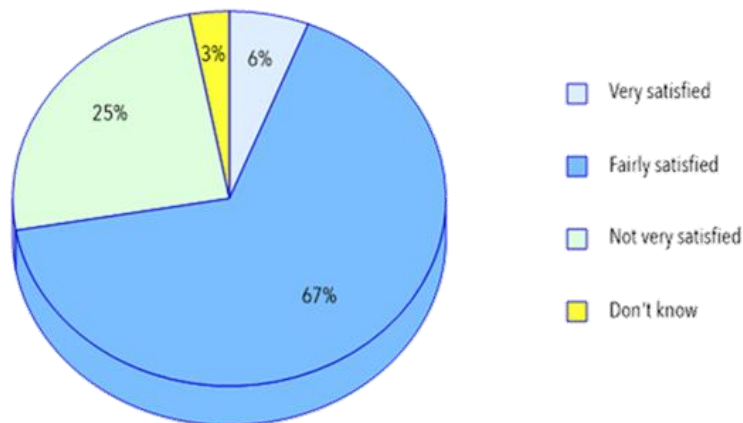
Recommended satisfaction measures for reporting purposes:

Total District = 62%

Visitors = 95%

vi. *Standard of maintenance of urban roads in the District (excluding State Highways 2 and 38, as they are not Council roads)*

Overall



73% of residents are satisfied with the standard of maintenance of urban roads in the District, while 25% are not very satisfied. These readings are similar to the 2019 results.

The percent not very satisfied is on par with the Peer Group Average and similar to the National Average for **roads in the District**.

Ratepayers are more likely to be not very satisfied with the standard of maintenance of urban roads in the District, than non-ratepayers.

Satisfaction with standard of maintenance of urban roads in the District

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District					
2020†	6	67	73	25	3
2019*	14	61	75	24	1
2018†	7	57	64	35	-
2017	10	66	76	24	-
2016	12	60	72	27	1
2015	19	61	80	20	-
2014†	12	59	71	27	3
2013	13	62	75	25	-
2012†	13	58	71	28	2
2011	16	53	69	29	2
2010	10	59	69	30	1
2009	10	71	81	17	2
2008	15	53	68	32	-
2007	14	59	73	27	-
2006	10	48	58	41	1
2005	12	55	67	32	1
2004	18	48	66	32	2
2003	23	44	67	32	1
2002	12	54	66	34	-
2001	11	56	67	33	-
2000	24	42	66	33	1
Comparison*					
Peer Group Average (Rural)	11	57	68	32	-
National Average†	20	52	72	27	-
Area					
Urban	7	71	78	21	1
Rural†	5	64	69	28	4
Ratepayer?					
Ratepayer	5	64	69	29	2
Non-ratepayer†	8	76	84	12	3

% read across

* prior to 2006, State Highways 2 and 38 were not specifically excluded. Readings prior to 2017 and Peer Group and National Average refer to roads in general (excluding State Highways). 2017-2018 readings refer to the standard of maintenance of roads in the District

† does not add to 100% due to rounding

The main reasons residents are **not very satisfied** with the standard of maintenance of urban roads in the District are ...

- potholes/rough/uneven/bumpy/corrugations,
- poor condition/need maintenance/upgrading,
- poor quality of work/time taken/patching.

Summary table: Main reasons* for being not very satisfied with the standard of maintenance of urban roads in the District

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Potholes/rough/uneven/bumpy/corrugations	16	14	17
Poor condition/need maintenance/upgrading	7	7	6
Poor quality of work/time taken/patching	5	2	7

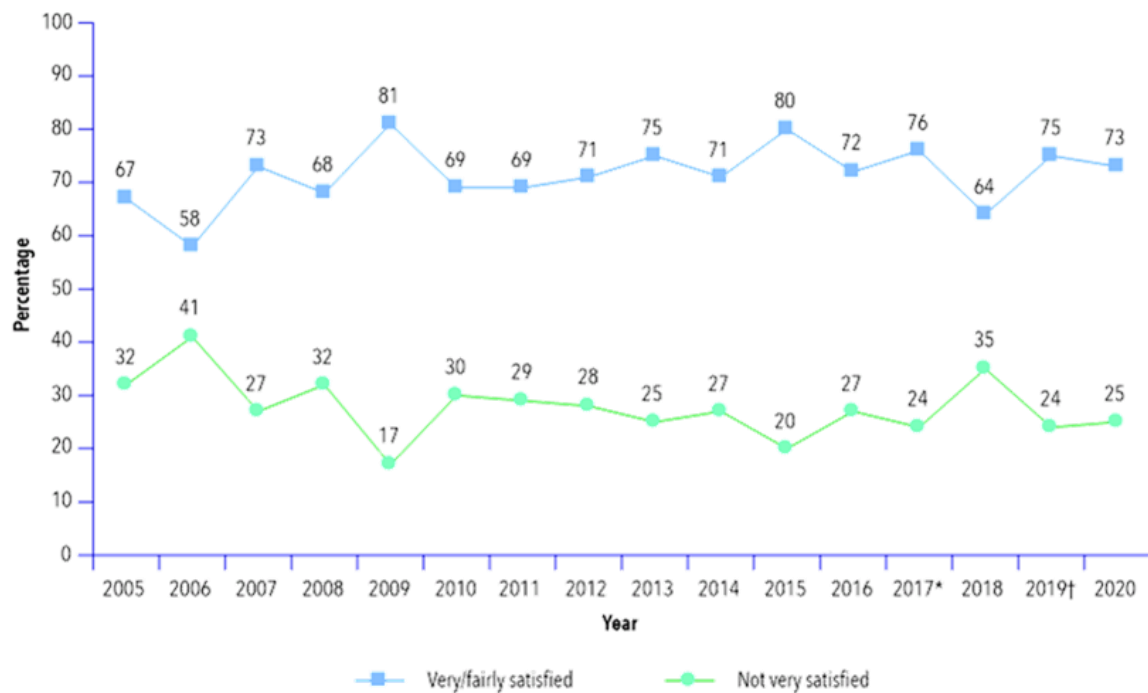
* multiple responses allowed

NB: no other reason is mentioned by more than 1% of all residents

The reasons* residents are **very satisfied** with the standard of maintenance of urban roads in the District are ...

- they are good/all good/high standard/no problems, mentioned by 3% of all residents,
- well maintained/well kept/upgraded, 3%.

* multiple responses allowed

Standard of maintenance of urban roads in the District

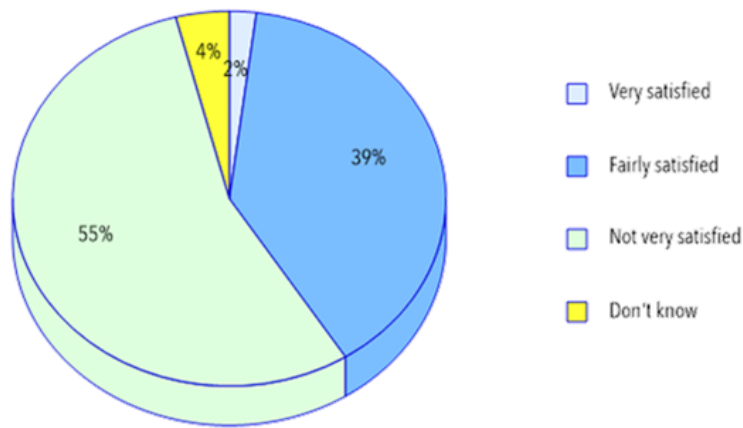
* prior to 2006, State Highways 2 and 38 were not specifically excluded. Readings prior to 2017 refer to roads in general

† 2017-2018 readings refer to standard of maintenance of roads in the District

Recommended satisfaction measures for reporting purposes:
 Total District = 73%

vii. *Standard of maintenance of rural roads*

Overall



41% of residents are satisfied with the standard of maintenance of rural roads (51% in 2019), while 55% are not very satisfied (40% in 2019).

The percent not very satisfied is above the Peer Group and National Averages for **roads in the District**.

Residents more likely to be not very satisfied with the standard of maintenance of rural roads are ...

- Rural residents,
- women,
- residents aged 18 to 64 years,
- residents with an annual household income of \$30,000 or more.

Satisfaction with standard of maintenance of rural roads

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District					
2020	2	39	41	55	4
2019*	4	47	51	40	9
2018†	7	57	64	35	-
2017	10	66	76	24	-
2016	12	60	72	27	1
2015	19	61	80	20	-
2014†	12	59	71	27	3
2013	13	62	75	25	-
2012†	13	58	71	28	2
2011	16	53	69	29	2
2010	10	59	69	30	1
2009	10	71	81	17	2
2008	15	53	68	32	-
2007	14	59	73	27	-
2006	10	48	58	41	1
2005	12	55	67	32	1
2004	18	48	66	32	2
2003	23	44	67	32	1
2002	12	54	66	34	-
2001	11	56	67	33	-
2000	24	42	66	33	1
Comparison*					
Peer Group Average (Rural)	11	57	68	32	-
National Average†	20	52	72	27	-
Area					
Urban	2	46	48	42	10
Rural	1	35	36	64	-

continued ...

Satisfaction with standard of maintenance of rural roads (continued)

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Gender					
Male†	3	46	49	47	5
Female	1	33	34	63	3
Age group					
18-44 years	1	35	36	64	-
45-64 years	-	36	36	59	5
65+ years	4	55	59	31	10
Household income					
Less than \$30,000 pa†	6	59	65	31	3
\$30,000-\$50,000 pa	1	40	41	54	5
More than \$50,000 pa	1	29	30	67	3

% read across

* prior to 2006, State Highways 2 and 38 were not specifically excluded. Readings prior to 2017 and Peer Group and National Average refer to roads in general (excluding State Highways). 2017-2018 readings refer to the standard of maintenance of roads in the District

† does not add to 100% due to rounding

The main reasons residents are **not very satisfied** with the standard of maintenance of rural roads are ...

- potholes/rough/uneven/bumpy/corrugations,
- poor condition/need maintenance/upgrading,
- too many trucks/issues with trucks,
- poor quality of work/take too long to fix,
- drop outs/slips not repaired/washouts/slumping.

Summary table: Main reasons* for being not very satisfied with the standard of maintenance of rural roads

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Potholes/rough/uneven/bumpy/corrugations	34	24	40
Poor condition/need maintenance/upgrading	13	11	14
Too many trucks/issues with trucks	10	8	11
Poor quality of work/take too long to fix	9	-	16
Drop outs/slips not repaired/washouts/slumping	7	6	8

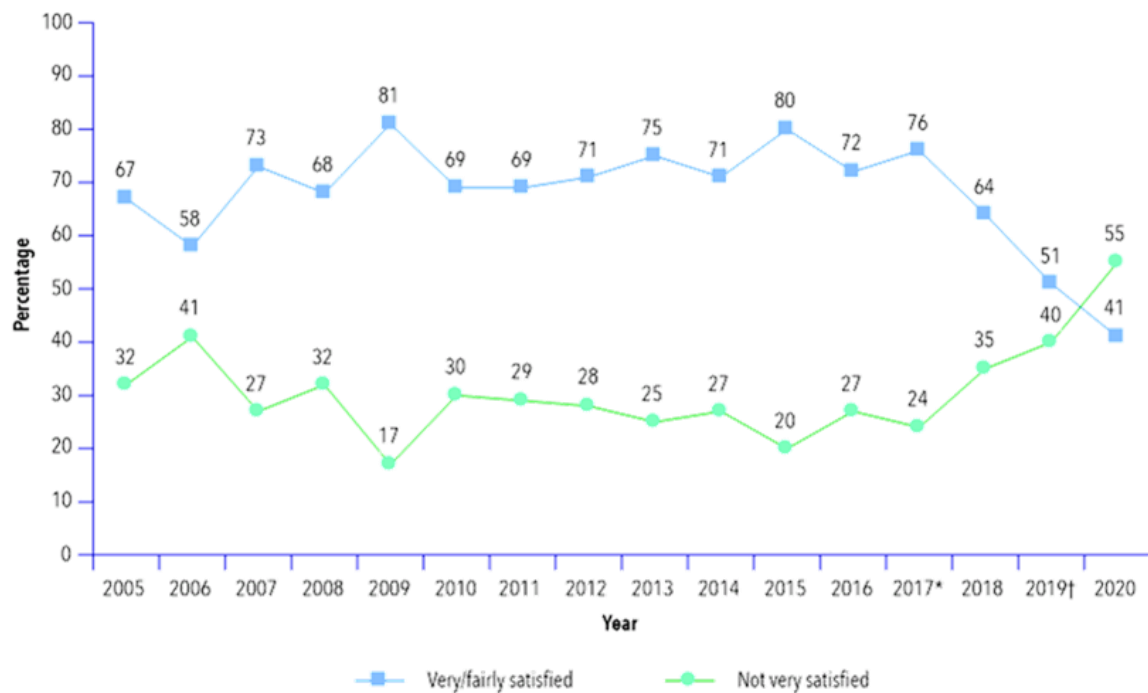
* multiple responses allowed

NB: no other reason is mentioned by more than 3% of all residents

The reasons* residents are **very satisfied** with the standard of maintenance of rural roads are ...

- well maintained/do a good job, mentioned by 1% of all residents,
- they are good/all good, 1%.

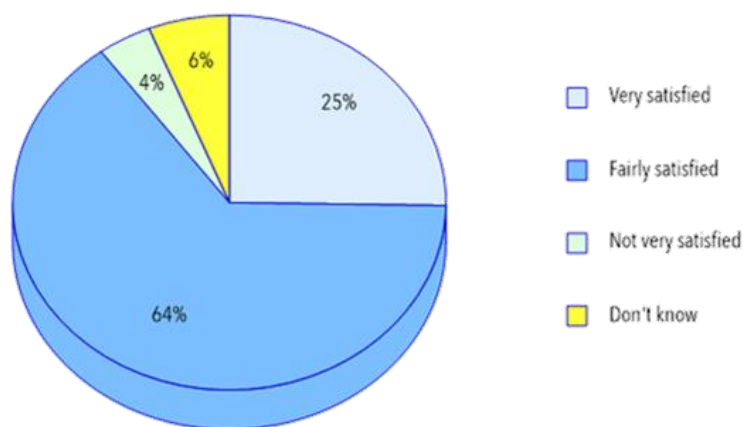
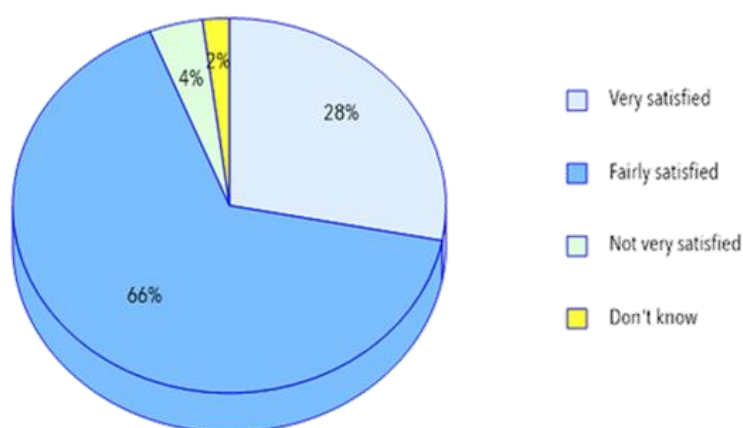
* multiple responses allowed

Standard of maintenance of rural roads

* prior to 2006, State Highways 2 and 38 were not specifically excluded. Readings prior to 2017 refer to roads in general

† 2017-2018 readings refer to standard of maintenance of roads in the District

Recommended satisfaction measures for reporting purposes:
 Total District = 41%

*viii. Standard of maintenance of parks and reserves**Overall**Users/visitors*

Base = 140

89% of Wairoa District residents are satisfied with the standard of maintenance of parks and reserves, including 25% who are very satisfied, while 4% are not very satisfied. 6% are unable to comment.

The percent not very satisfied is similar to the Peer Group and National Average readings for **parks and reserves** in general.

77% of households have used or visited a park or reserve in the last 12 months. Of these "users/visitors", 94% are satisfied and 4% are not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the standard of maintenance of parks and reserves.

Satisfaction with standard of maintenance of parks and reserves

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall**					
Total District					
2020†	25	64	89	4	6
2019†	30	50	80	10	9
2018†	24	53	77	15	9
2017	30	59	89	5	6
2016	30	52	82	8	10
2015	34	53	87	6	7
2014†	23	48	71	20	10
2013	29	57	86	9	5
2012	23	61	84	7	9
2011	28	54	82	8	10
2010	28	51	79	12	9
2009	22	61	83	12	5
2008	20	54	74	14	12
2007	26	51	77	13	10
2006	22	60	82	10	8
2005	31	45	76	15	9
2004	24	48	72	18	10
2003	32	37	69	15	16
2002	29	41	70	20	10
2001	19	49	68	19	13
2000	32	37	69	22	9
Users/visitors	28	66	94	4	2
Comparison*					
Peer Group Average (Rural)†	54	41	95	3	3
National Average	63	31	94	5	1
Area†					
Urban	23	69	92	5	4
Rural	27	62	89	4	8

% read across

* Peer Group and National Average readings are based on the ratings for parks and reserves in general

** readings prior to 2017 refer to reserves and sportsgrounds and 2017-2019 readings refer to the standard and maintenance of reserves and sportsgrounds

† does not add to 100% due to rounding

The main reasons* residents are **not very satisfied** with the standard of maintenance of parks and reserves are ...

- need better upkeep/more maintenance/upgrading, mentioned by 2% of all residents,
- need more rubbish bins/cleared more often, 1%.

* multiple responses allowed

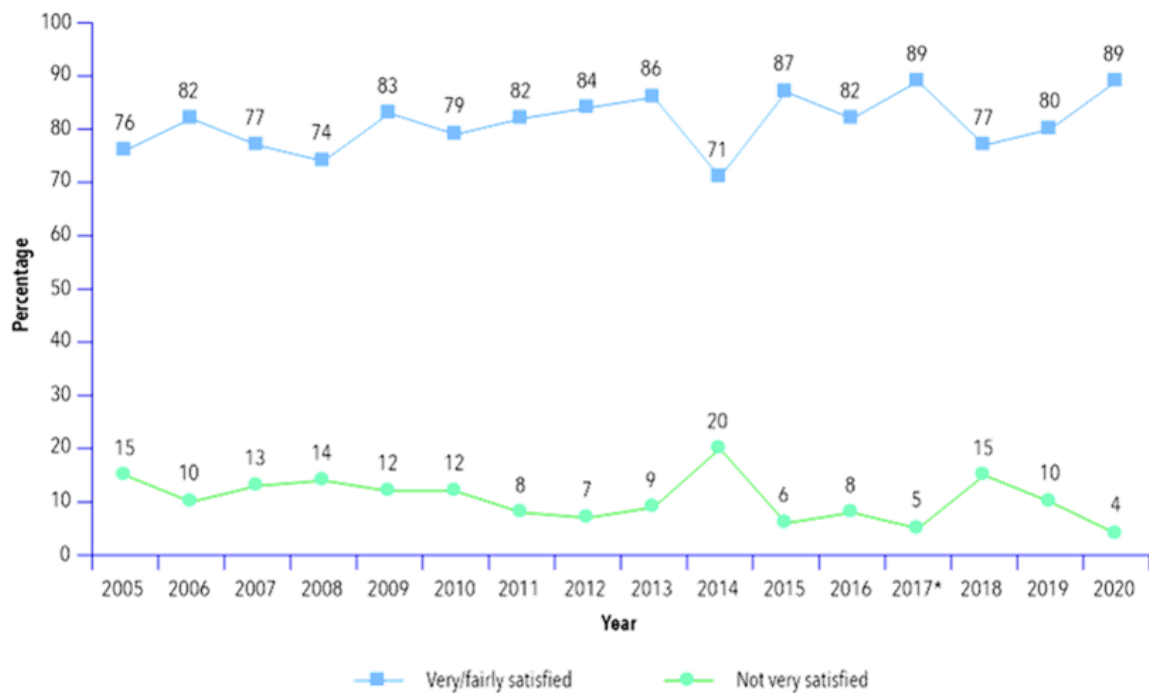
The main reasons residents are **very satisfied** with the standard of maintenance of parks and reserves are ...

- well maintained/well kept/lawns mowed,
- kids' playground is great/good,
- look good/good condition/do a good job.

Summary table: Main reasons* for being very satisfied with the standard of maintenance of parks and reserves

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Well maintained/well kept/lawns mowed	15	13	17
Kids' playground is great/good	5	5	4
Look good/good condition/do a good job	4	3	6

* multiple responses allowed

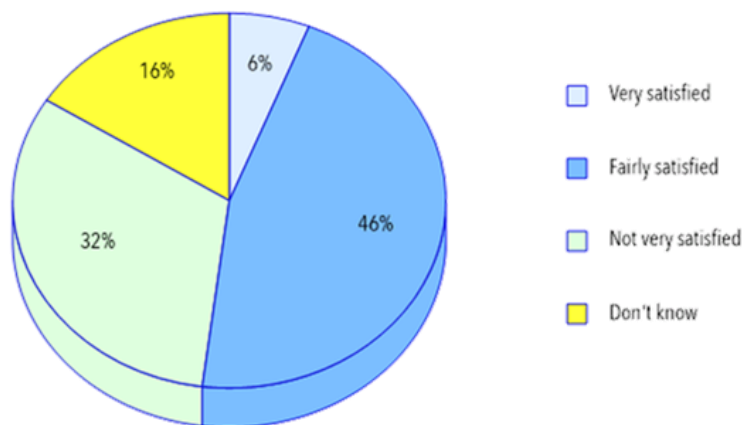
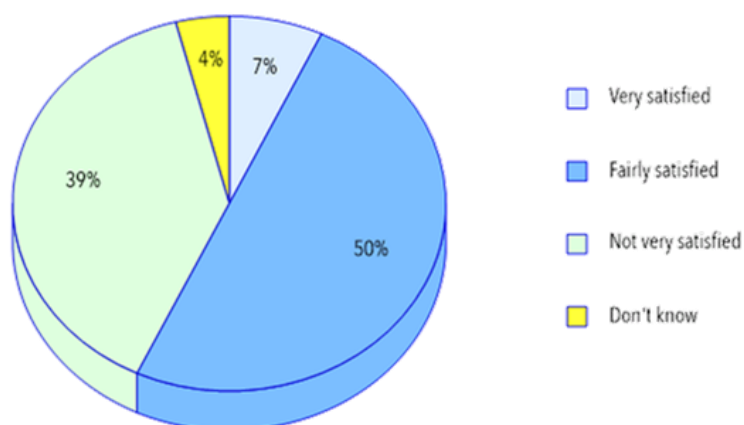
Standard of maintenance of parks and reserves

* readings prior to 2017 refer to reserves and sportsgrounds and 2017-2019 readings refer to the standard and maintenance of reserves and sportsgrounds

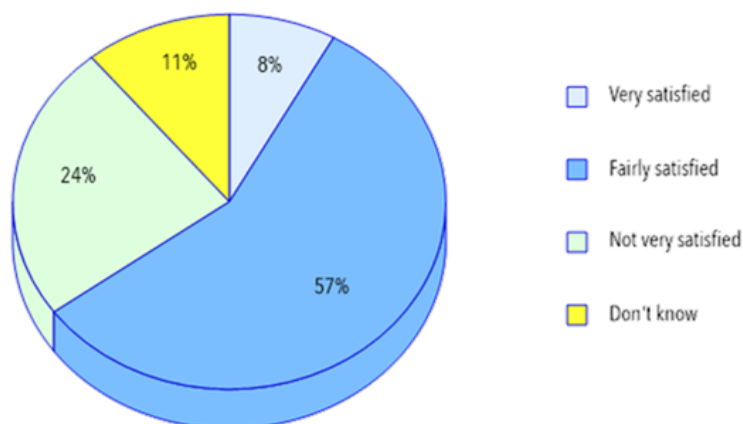
Recommended satisfaction measures for reporting purposes:

Total District = 89%

Users/visitors = 94%

*ix. Current refuse disposal/landfill management standards**Overall**Used a landfill in the District*

Base = 157

Receive a regular rubbish collection

Base = 139

52% of Wairoa District residents are satisfied with current refuse disposal and landfill management standards (64% in 2019). 32% are not very satisfied (28% in 2019) and 16% are unable to comment (8% in 2019).

The percent not very satisfied is above the Peer Group and National Averages for **refuse disposal**.

78% of households say they have used a landfill in the District in the last 12 months. 57% of these "users" are satisfied (67% in 2019) and 39% not very satisfied (29% in 2019).

63% of residents receive a regular rubbish collection (69% in 2019), with 65% satisfied and 24% not very satisfied.

Residents more likely to be not very satisfied with the current refuse disposal and landfill management standards are ...

- women,
- residents aged 45 to 64 years,
- residents with an annual household income of more than \$50,000.

Satisfaction with current refuse disposal/landfill management standards

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District					
2020	6	46	52	32	16
2019	23	41	64	28	8
2018†	24	48	72	16	11
2017†	23	45	68	20	13
2016	26	39	65	18	17
2015	32	43	75	15	10
2014	30	37	67	28	5
2013	32	42	74	22	4
2012	22	52	74	18	8
2011	27	42	69	24	7
2010†	21	43	64	30	7
2009	18	48	66	31	3
2008	18	31	49	48	3
2007	14	33	47	49	4
2006	13	34	47	43	10
2005	25	31	56	36	8
2004	25	33	58	34	8
2003	20	29	49	42	9
2002	21	24	45	46	9
2001	12	37	49	37	14
2000	42	31	73	17	10
Used a landfill in District	7	50	57	39	4
Receive a regular rubbish collection	8	57	65	24	11
Comparison*					
Peer Group Average (Rural)	26	36	62	14	24
National Average	27	33	60	14	26
Area					
Urban	10	55	65	30	5
Rural	3	39	42	34	24

continued ...

Satisfaction with current refuse disposal/landfill management standards (continued)

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Gender					
Male†	7	51	58	23	20
Female	5	42	47	41	12
Age group					
18-44 years	5	43	48	28	24
45-64 years	4	46	50	42	8
65+ years	11	52	63	24	13
Household income					
Less than \$30,000 pa	6	54	60	20	20
\$30,000-\$50,000 pa†	11	65	76	18	7
More than \$50,000 pa	5	35	40	46	14

% read across

* Peer Group and National Average readings are based on the ratings for refuse disposal **only**

** readings prior to 2017 refer to refuse disposal and landfill management

† does not add to 100% due to rounding

The main reasons residents are **not very satisfied** with the current refuse disposal and landfill management standards are ...

- limited opening hours/not convenient,
- cost/too expensive/rates should cover (rubbish bags not mentioned),
- landfill is messy/untidy.

Summary table: Main reasons* for being not very satisfied with the current refuse disposal and landfill management standards

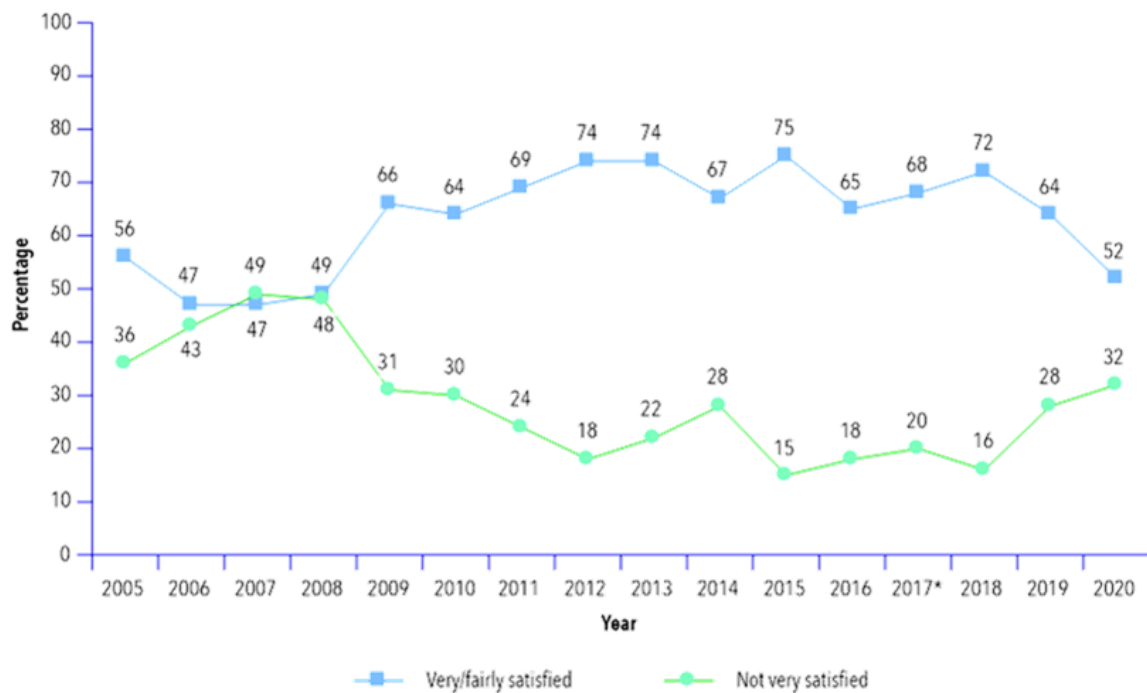
	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Limited opening hours/not convenient	17	18	17
Cost/too expensive/rates should cover (rubbish bags not mentioned)	5	7	5
Landfill is messy/untidy	4	3	5

* multiple responses allowed

The main reasons* residents are **very satisfied** with the current refuse disposal and landfill management standards are ...

- good service/well run, mentioned by 3% of all residents,
- very good/satisfied (unspecified), 1%,
- price is good compared to other places, 1%,
- easy to use/friendly staff, 1%.

* multiple responses allowed

Current refuse disposal/landfill management standards

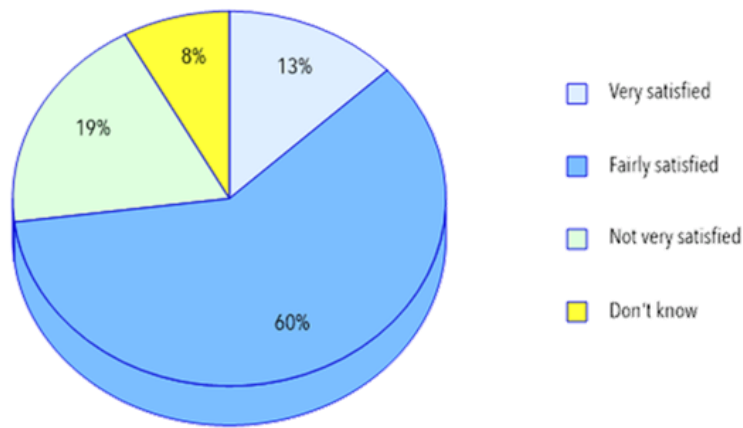
* readings prior to 2017 refer to refuse disposal and landfill management

Recommended satisfaction measures for reporting purposes:

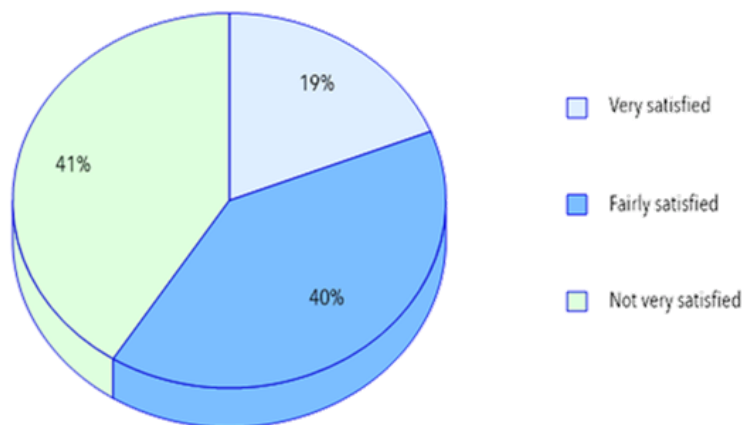
Total District	= 52%
Users of landfill	= 57%
Receivers of rubbish collection	= 65%

x. Control of dogs

Overall



Contacted Council in last 12 months



Base = 42

73% of residents are satisfied with the control of dogs (65% in 2019), while 19% are not very satisfied (27% in 2019) and 8% are unable to comment.

The percent not very satisfied is similar to the Peer Group and National Averages.

22% of residents have contacted Council about the control of dogs in the last 12 months. Of these, 59% are satisfied and 41% are not very satisfied.

Women are more likely to be not very satisfied with the control of dogs, than men.

Satisfaction with control of dogs

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall					
Total District					
2020	13	60	73	19	8
2019	23	42	65	27	8
2018	33	45	78	17	5
2017	19	52	71	26	3
2016	26	45	71	21	8
2015	16	47	63	29	8
2014	24	47	71	24	5
2013	24	41	65	31	4
2012	15	41	56	36	8
2011†	25	41	66	30	3
2010†	20	36	56	42	3
2009	16	46	62	33	5
2008	16	40	56	36	8
2007*	9	42	51	44	5
2006	13	45	58	38	4
2005	22	38	60	34	6
2004	19	43	62	30	8
2003	13	48	61	35	4
2002	16	43	59	38	3
2001	13	41	54	36	10
2000	22	39	61	37	2
Contacted Council	19	40	59	41	-
Comparison					
Peer Group Average (Rural)†	31	37	68	17	16
National Average	36	38	74	16	10
Area					
Urban†	21	53	74	22	4
Rural	8	65	73	17	10
Gender					
Male	15	70	85	11	4
Female	12	50	62	26	12

% read across

* readings prior to 2007 are based on satisfaction with dog and livestock control

† does not add to 100% due to rounding

The reasons* residents are **not very satisfied** with the District's control of dogs are ...

- too many roaming dogs,
- dogs barking,
- poor ranger service/better service from Council,
- dangerous dogs/danger to people and other animals/feel unsafe.

Summary table: Main reasons* for being not very satisfied with the control of dogs

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Too many roaming dogs	13	16	11
Dogs barking	4	4	4
Poor ranger service/better service from Council	3	2	4
Dangerous dogs/danger to people and other animals/feel unsafe	3	2	3

* multiple responses allowed

The main reasons residents are **very satisfied** with the District's control of dogs are ...

- no problems (unspecified),
- no roaming dogs/less roaming dogs.

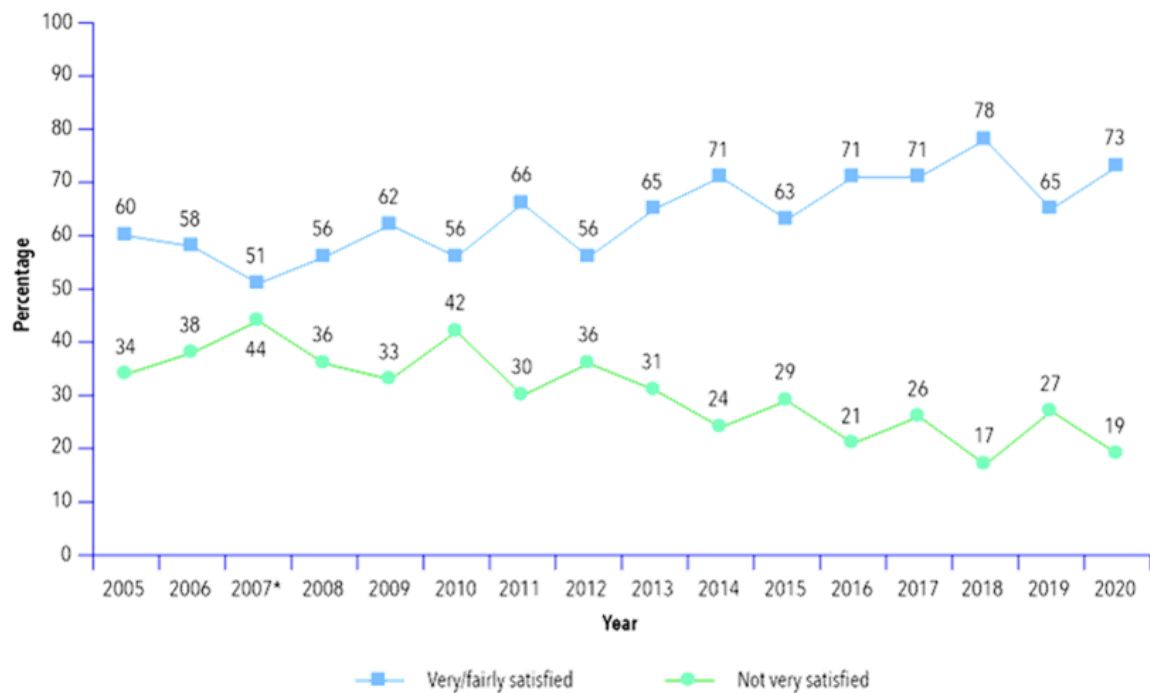
Summary table: Main reasons* for being very satisfied with the control of dogs

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
No problems (unspecified)	4	7	2
No roaming dogs/less roaming dogs	4	6	2

* multiple responses allowed

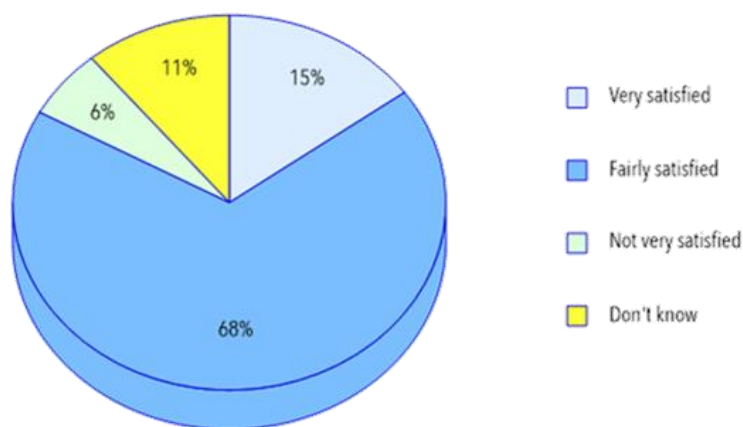
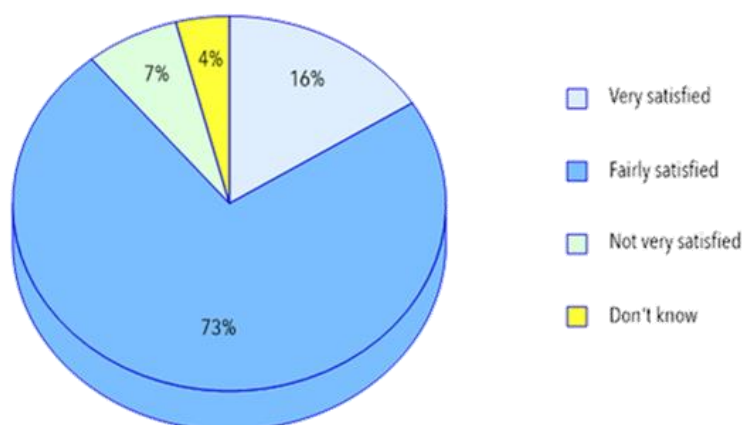
60

Wairoa District Council/National Research Bureau | Communitrak™ Survey: July/August 2020

Control of dogs

* readings prior to 2007 are based on satisfaction with dog **and** livestock control

Recommended satisfaction measures for reporting purposes:
 Total District = 73%
 Contacted Council = 59%

*xi. Control of livestock**Overall**Contacted Council in last 12 months*

Base = 13*

* caution: small base

83% of residents are satisfied with the control of livestock, while 6% are not very satisfied. 11% are unable to comment. These readings are similar to the 2019 results.

6% of households have contacted Council about control of livestock in the last 12 months (11% in 2019). Of these, 78% are satisfied and 21% are not very satisfied (caution is required as the base is small, N=13).

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the control of livestock.

Satisfaction with control of livestock

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District					
2020	15	68	83	6	11
2019†	28	56	84	6	9
2018†	34	51	85	4	10
2017	25	64	89	6	5
2016	32	47	79	13	8
2015	35	48	83	8	9
2014	34	45	79	10	11
2013†	26	57	83	7	9
2012†	20	64	84	10	7
2011†	32	51	83	11	7
2010	29	49	78	12	10
2009	24	55	79	13	8
2008	18	51	69	20	11
2007	16	59	75	15	10
Contacted Council**†	16	73	89	7	4
Area					
Urban	19	55	74	8	18
Rural	12	77	89	5	6

% read across

* not asked separately prior to 2007

** caution: small base

† does not add to 100% due to rounding

The reasons* residents are **not very satisfied** with the control of livestock are ...

- goats are a problem, mentioned by 5% of all residents,
- problems with cows, 1%.

* multiple responses allowed

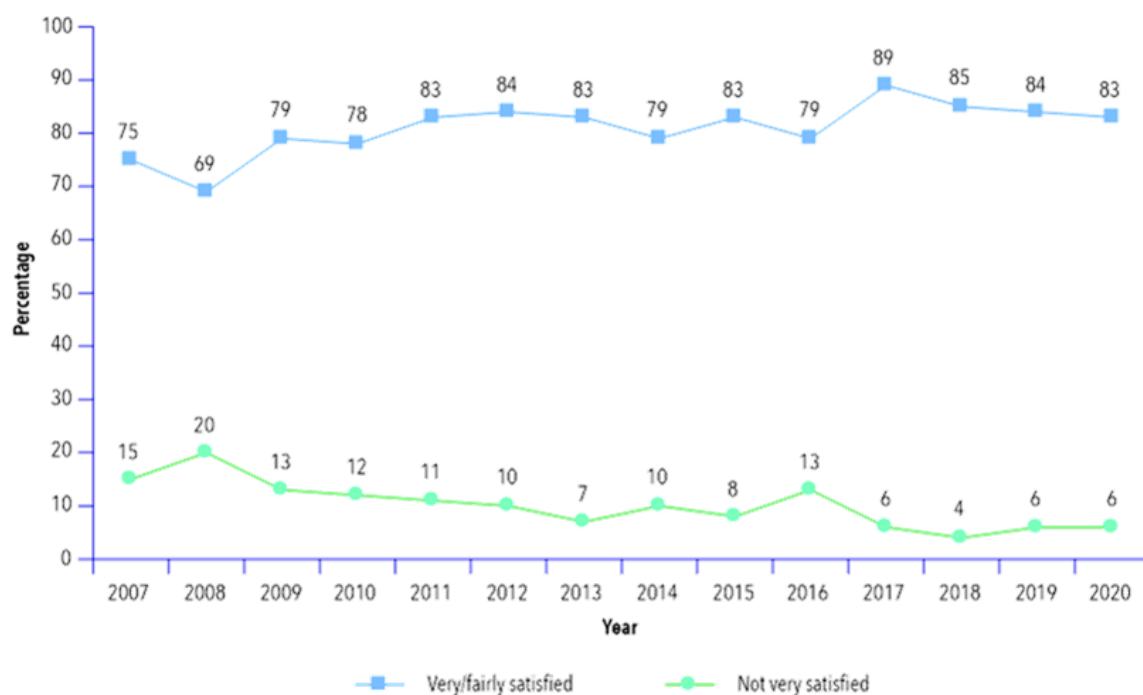
The main reasons residents are **very satisfied** with the control of livestock are ...

- no stock on road/hardly any seen,
- not a problem/never see them.

Summary table: Main reasons* for being very satisfied with the control of livestock

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
No stock on road/hardly any seen	5	6	4
Not a problem/never see them	4	8	1

* multiple responses allowed

Control of livestock

Recommended satisfaction measures for reporting purposes:

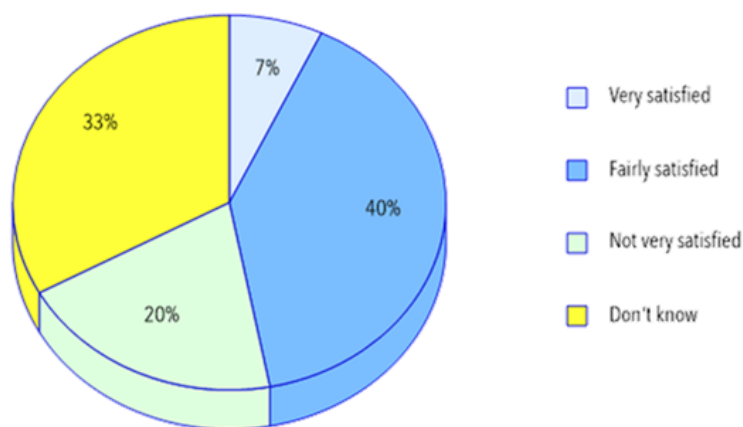
Total District = 83%

Contacted Council* = 89%

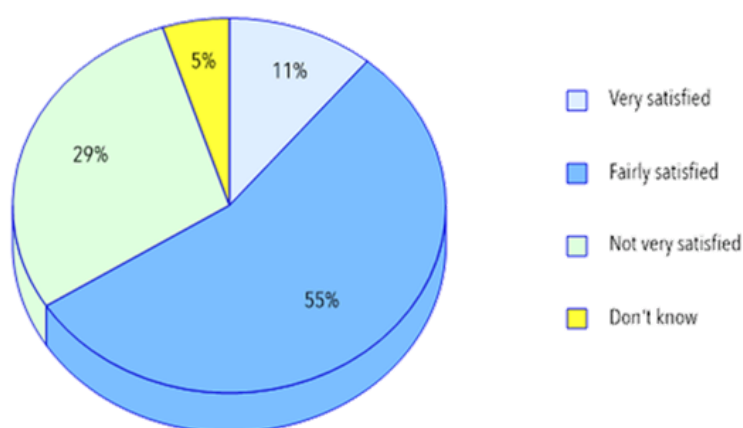
* caution: small base

xii. Functioning of District's existing stormwater system

Overall



Service provided



Base = 93

47% of residents are satisfied with the functioning of the District's existing stormwater system, while 20% are not very satisfied and 33% are unable to comment. These readings are similar to the 2019 results.

The percent not very satisfied is on par with the Peer Group and National Average readings for **stormwater services in general**.

43% of residents are provided with stormwater drainage (49% in 2019) and, of these, 66% are satisfied and 29% are not very satisfied.

Residents more likely to be not very satisfied with the functioning of the District's existing stormwater system are ...

- Urban residents,
- residents aged 45 to 64 years.

Satisfaction with the functioning of the District's existing stormwater system

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District					
2020	7	40	47	20	33
2019†	6	40	46	21	32
2018†	12	31	43	33	25
2017†	11	39	50	19	30
2016	10	46	56	26	18
2015	21	40	61	24	15
2014	14	39	53	31	16
2013	17	46	63	22	15
2012	11	47	58	25	17
2011	13	41	54	28	18
2010†	16	39	55	38	8
2009	8	49	57	35	8
2008	9	33	42	42	16
2007	12	44	56	29	15
2006	13	33	46	33	21
Service provided	11	55	66	29	5
Comparison**					
Peer Group Average (Rural)	26	32	58	16	26
National Average	31	41	72	16	12
Area					
Urban†	11	52	63	32	6
Rural	4	32	36	12	52
Age					
18-39 years	7	40	47	14	39
40-64 years†	2	37	39	29	31
65+ years	15	45	60	15	25

% read across

* not asked prior to 2006. Readings prior to 2017 refer to stormwater drainage

** Peer Group and National Averages refer to stormwater services in general

† does not add to 100% due to rounding

The main reasons residents are **not very satisfied** with the functioning of the District's existing stormwater system are ...

- flooding/surface flooding,
- drains get blocked/need clearing/cleaning out/maintenance,
- inadequate system/needs upgrading.

Summary table: Main reasons* for being not very satisfied with the functioning of the District's existing stormwater system

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Flooding/surface flooding	13	20	8
Drains get blocked/need clearing/cleaning out/maintenance	9	10	7
Inadequate system/needs upgrading	6	5	6

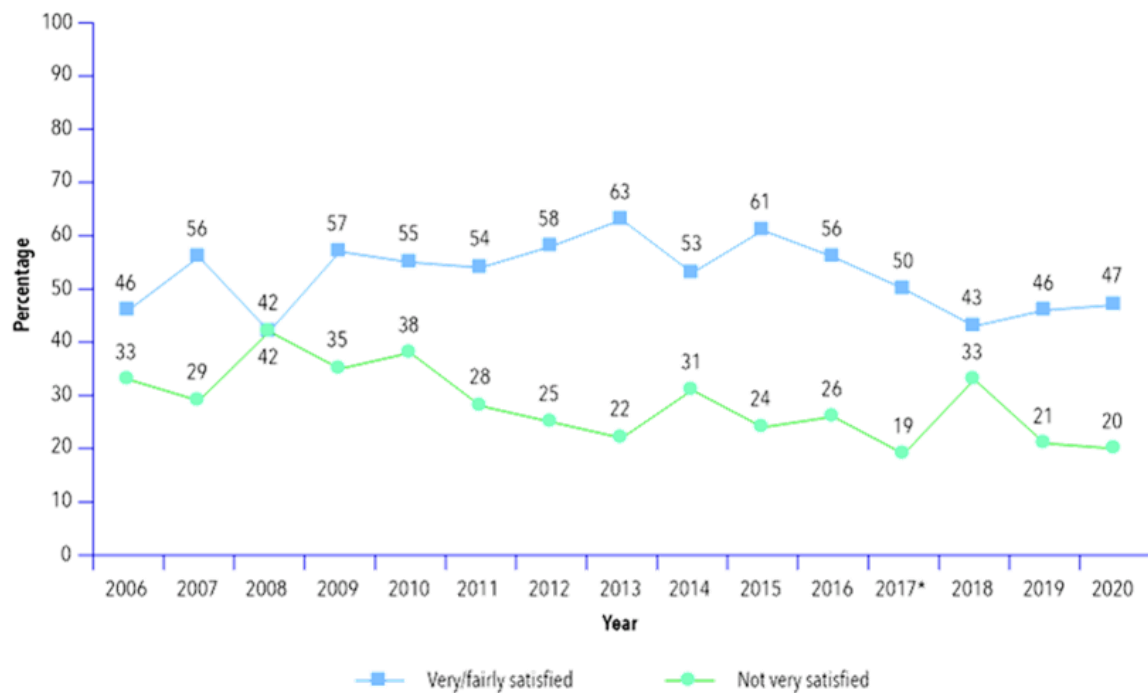
* multiple responses allowed

NB: no other reason is mentioned by more than 2% of all residents

The main reasons* residents are **very satisfied** with the functioning of the District's existing stormwater system are ...

- no problems, mentioned by 2% of all residents,
- no flooding, 1%,
- good drainage/culverts work well/not blocked, 1%,
- very good/working on it, 1%,
- good service/clean drains regularly/come when needed, 1%.

* multiple responses allowed

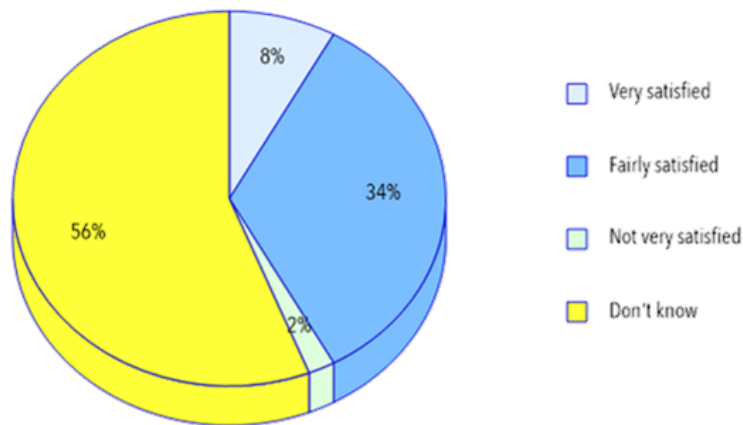
Functioning of the District's existing stormwater system

* readings prior to 2017 refer to stormwater drainage

Recommended satisfaction measures for reporting purposes:
 Total District = 47%
 Receivers of stormwater drainage = 66%

xiii. Airport

Overall



42% of residents are satisfied with the airport (49% on 2019), while 2% are not very satisfied. A large percentage (56%) are unable to comment (45% in 2019).

There are no comparative Peer Group and National Averages for this facility, but the not very satisfied reading is on par with the 2019 result.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents not very satisfied with the airport.

Satisfaction with the airport

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall*					
Total District					
2020	8	34	42	2	56
2019	16	33	49	6	45
Area					
Urban	10	42	52	2	46
Rural†	7	28	35	3	63

% read across

* not asked prior to 2019

† does not add to 100% due to rounding

The reasons* residents are **not very satisfied** with the airport are ...

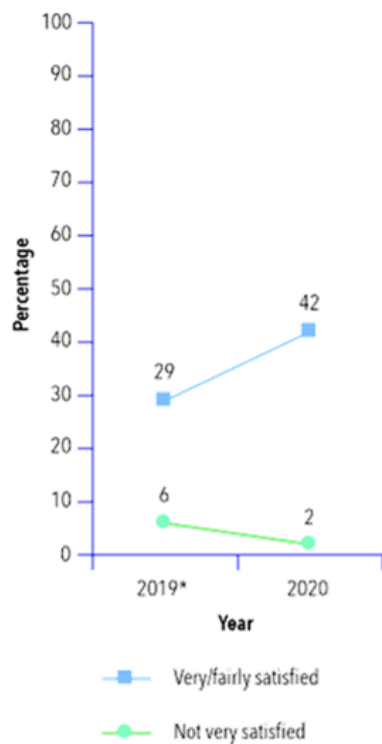
- needs upgrading/extension, mentioned by 1% of all residents,
- doesn't need money spent on it/waste of money, 1%,
- only used for hospital patients, 1%.

* multiple responses allowed

The main reasons* residents are **very satisfied** with the airport are ...

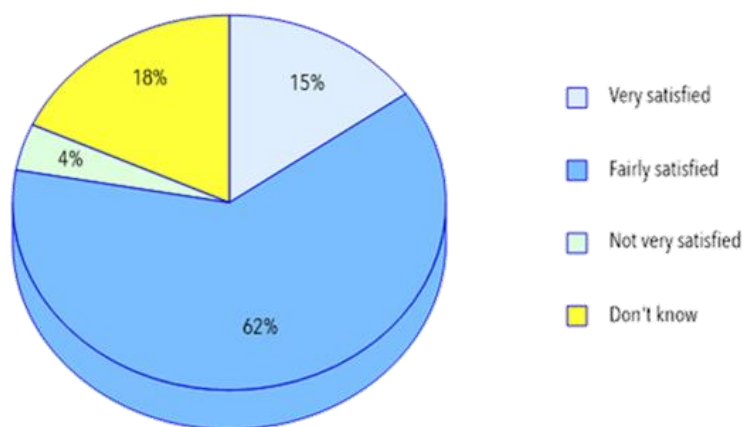
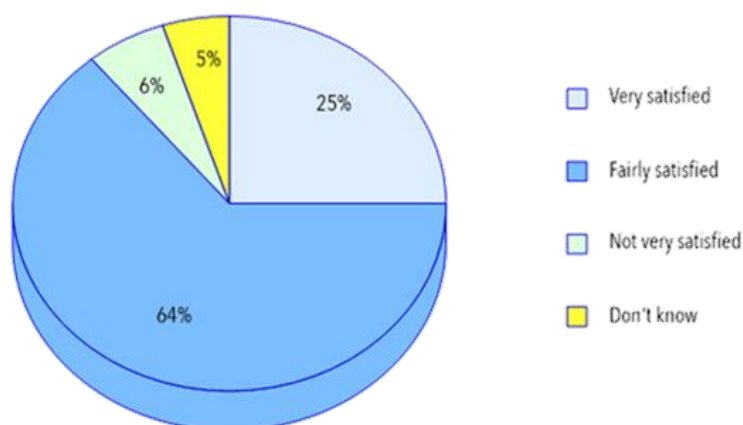
- vital service/used by hospital, mentioned by 5% of all residents,
- no problems/never hear of problems/well run, 2%,
- okay/does its job, 2%.

* multiple responses allowed

Airport

* not asked prior to 2019

Recommended satisfaction measures for reporting purposes:
Total District = 42%

*xiv. Community halls and facilities**Overall**Users*

Base = 96

77% of residents are satisfied with community halls and facilities while 4% are not very satisfied. 18% are unable to comment.

The percent not very satisfied is similar to the Peer Group and National Averages.

48% of residents say they, or a member of their household, have used a community hall in the District, in the last year. Of these 89% are satisfied and 6% are not very satisfied.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who are not very satisfied with the community halls and facilities.

Satisfied with community halls and facilities

	Very satisfied %	Fairly satisfied %	Very/Fairly satisfied %	Not very satisfied %	Don't know %
Overall**					
Total District					
2020	15	62	77	4	18
Users					
2020	25	64	89	6	5
2019	56	38	94	6	-
Comparison*					
Peer Group Average (Rural)	27	40	67	7	26
National Average	24	38	62	6	32
Area					
Urban	20	62	82	1	17
Rural	12	63	75	6	19

Base = 96

% read across

* Peer Group and National Averages refer to rating of public halls in general

** prior to 2020, only users were asked to rate satisfaction with **community halls**

The reasons* residents are **not very satisfied** with community halls and facilities are ...

- rundown/need money spent on them/funding, mentioned by 4% of all residents,
- don't have any, 1%.

* multiple responses allowed

The main reasons residents are **very satisfied** with community halls and facilities are ...

- well maintained/clean and tidy,
- allows functions/different events/good for town.

Summary table: Main reasons* for being very satisfied with community halls and facilities

	Total District 2020 %	Area	
		Urban %	Rural %
Percent who mention ...			
Well maintained/clean and tidy	8	7	9
Allows functions/different events/good for town	4	10	1

* multiple responses allowed

NB: no other reason is mentioned by more than 2% of all residents

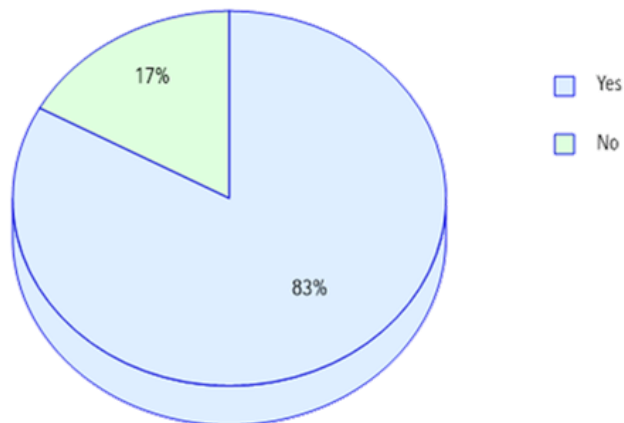
Recommended satisfaction measures for reporting purposes:

Total District = 77%

Users = 89%

REPRESENTATION

The success of democracy of the Wairoa District depends on the Council both influencing and encouraging the opinions of its citizens and representing these views and opinions in its decision making. Council wishes to understand the perceptions that its residents have on how easy or how difficult it is to have their views heard. It is understood that people's perceptions can be based either on personal experience or on hearsay.

MAYOR/COUNCILLORS*i. Do residents know how to make contact?**Overall*

83% of residents say they know how to make contact with the Mayor or Councillors.

Residents more likely to say 'Yes' are ...

- residents aged 45 years or over,
- NZ European residents,
- residents with an annual household income of \$30,000 or more,
- ratepayers.

Summary table: Do residents know how to make contact?

	Yes %	No %
Overall		
Total District		
2020	83	17
2019*	79	21
Area		
Urban	83	17
Rural	84	16
Age		
18-44 years	73	27
45-64 years	91	9
65+ years	90	10
Ethnicity		
NZ European	90	10
NZ Māori	77	23
Household income		
Less than \$30,000 pa	71	29
\$30,000-\$50,000 pa	90	10
More than \$50,000 pa	89	11
Ratepayer?		
Ratepayer	87	13
Non-ratepayer	70	30

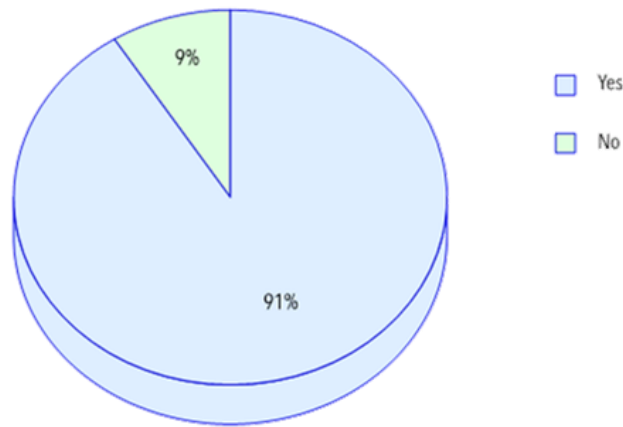
% read across

* 2019 reading refers to residents who have not had a discussion with Mayor/Councillors in last 12 months, N=168

ii. *Would residents† make contact?*

Residents† were asked if they would contact the Mayor or a Councillor about anything they thought the Council could assist them with.

Residents who know how to contact Council



Base = 172

91% of residents† say they would make contact with the Mayor or a Councillor about anything they thought the Council could assist them with.

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents† who said 'Yes'.

† the 83% of residents who said they know how to make contact with the Mayor or a Councillor

Summary table: Would residents† make contact?

	Yes %	No %
Residents who said they know how to make contact		
2020	91	9
Area		
Urban	90	10
Rural	92	8

Base = 172

% read across

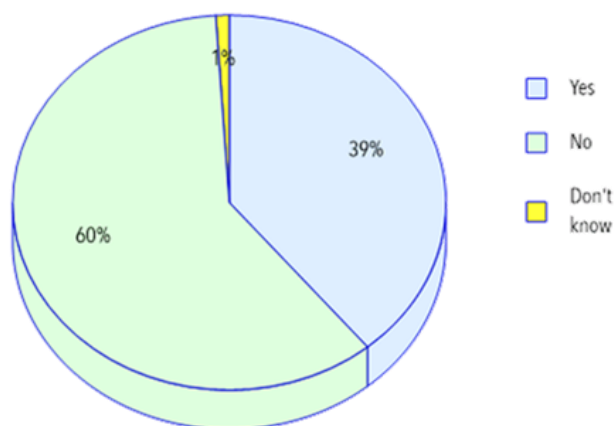
† those residents who said they know how to make contact with the Mayor or a Councillor

80

Wairoa District Council/National Research Bureau | Communitrak™ Survey: July/August 2020

iii. Have residents[†] contacted Mayor or a Councillor in last 12 months, by phone/in person/in writing/by email and/or through social media

Residents who know how to make contact



Base = 172

In the last 12 months, 39% of residents[†] say they have made contact with either the Mayor or a Councillor, by phone, in person, in writing, by email and/or through social media.

Men[†] are more likely to say 'Yes', than women[†].

[†] the 83% of residents who said they know how to make contact with the Mayor or a Councillor

Summary table: Have residents[†] made contact with Mayor/Councillors in last 12 months?

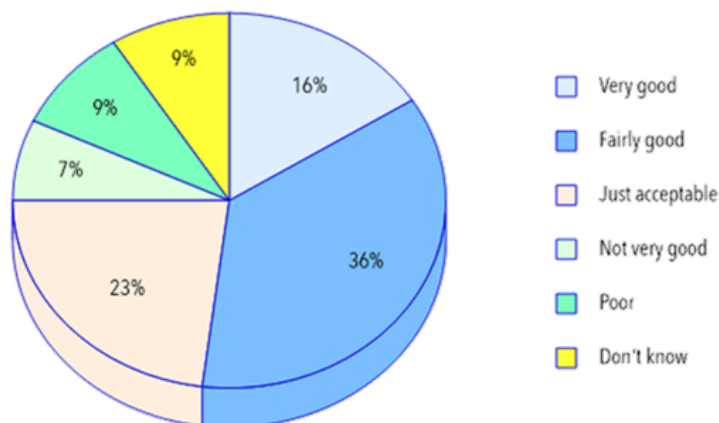
	Yes %	No %	Don't know %
Residents who know how to make contact			
2020	39	60	1
Area			
Urban	42	56	2
Rural	37	63	-
Gender			
Male	48	50	2
Female	31	69	-

Base = 172

[†] those residents who said they know how to make contact with the Mayor or a Councillor

iv. Performance rating of the Mayor and Councillors in the last year

Overall



52% of Wairoa District residents rate the performance of the Mayor and Councillors over the past year as very or fairly good, while 23% rate their performance as just acceptable (29% in 2019). 16% rate the performance of the Mayor and Councillors as not very good/poor (9% in 2019) and 9% are unable to comment.

Wairoa District residents rate the performance of the Mayor and Councillors on par with the Peer Group Average and similar to the National Average, in terms of their performance being very/fairly good.

63% of those who have contacted a Councillor or the Mayor in the last year, rate the performance of the Mayor and Councillors as very or fairly good (58% in 2019).

There are no notable differences between Urban and Rural residents and between socio-economic groups, in terms of those residents who rate the performance of the Mayor and Councillors as very/fairly good. However, it appears that the following residents are slightly more likely to feel this way ...

- NZ European residents,
- residents aged 65 years or over.

Summary table: Performance rating of the Mayor and Councillors in the last year

	Rated as ...			
	Very good/ Fairly good %	Just acceptable %	Not very good/Poor %	Don't know %
Overall				
Total District				
2020	52	23	16	9
2019	54	29	9	8
2018†	53	23	17	8
2017	69	19	6	6
2016†	55	32	5	9
2015†	57	25	16	3
2014	67	18	4	11
2013	63	27	6	4
2012†	69	21	6	5
2011	71	16	8	5
2010	61	28	9	2
2009	59	30	8	3
2008	54	31	9	6
2007	57	30	10	3
2006	46	34	15	5
2005	67	18	11	4
2004	69	21	6	4
2003	59	29	8	4
2002	61	22	9	8
2001	46	31	18	5
2000	49	26	13	12
Contacted the Mayor/a Councillor in the last 12 months (N=67)	63	14	22	1
Comparison				
Peer Group Average (Rural)†	56	25	9	9
National Average	51	27	13	9
Area				
Urban	48	29	17	6
Rural†	54	20	16	11

continued ...

Summary table: Performance rating of the Mayor and Councillors in the last year (continued)

	Rated as ...			
	Very good/ Fairly good %	Just acceptable %	Not very good/Poor %	Don't know %
Ethnicity				
NZ European†	55	23	17	4
NZ Māori	46	25	16	13
Age				
18-44 years†	46	25	15	15
45-64 years	51	20	22	7
65+ years†	64	27	10	-

% read across

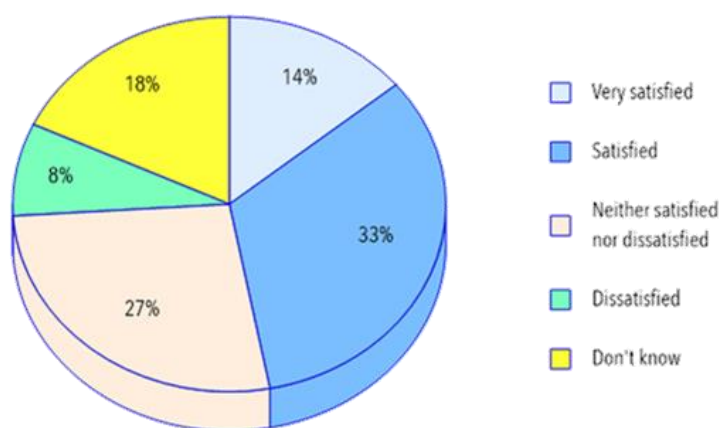
† does not add to 100% due to rounding

LOCAL ISSUES

COMMUNITY BENEFIT ORGANISATION

Wairoa District Council currently spends \$72.35 per rating unit on supporting a range of community benefit organisations like the Museum and the Community Centre, along with various other grants to activities and organisations in the District. Residents were asked to say how satisfied they are with the value for money that Wairoa is receiving from this funding.

Overall



47% of residents are very satisfied/satisfied with the value for money Wairoa District receives from funding used for supporting a range of community organisations, while 8% are dissatisfied/very dissatisfied. 27% are neither satisfied nor dissatisfied (20% in 2019) and 18% are unable to comment (23% in 2019).

Residents more likely to be **very satisfied/satisfied** are ...

- Rural residents,
- men.

Satisfaction with the value for money the District receives from funding used for supporting a range of community benefit organisations

	Very satisfied %	Satisfied %	Very satisfied/ Satisfied %	Neither satisfied nor dissatisfied %	Dis-satisfied %	Very dissatisfied %	Dissatisfied/ Very dissatisfied %	Don't know %
Overall*								
Total District								
2020	14	33	47	27	8	-	8	18
2019†	15	34	49	20	7	2	9	23
2018	15	40	55	22	10	4	14	9
2017	16	47	63	17	7	1	8	12
2016	6	43	49	29	6	2	8	14
2015	4	38	42	41	8	4	12	5
2014	5	37	42	28	15	2	17	14
2013	5	45	50	36	6	1	7	7
2012	4	36	40	38	14	3	17	5
2011	5	46	51	24	13	4	17	8
2010†	8	43	51	24	16	4	20	6
2009	8	42	50	25	13	3	16	9
2008	6	38	44	30	14	6	20	6
2007	4	35	39	25	27	2	29	7
Area								
Urban†	12	27	39	30	9	1	10	22
Rural	16	38	54	25	6	-	6	15
Gender								
Male	16	40	56	24	9	-	9	11
Female†	13	27	40	30	6	1	7	24

% read across

* not asked prior to 2007. Question prior to 2017 read "how satisfied are you with the value for money Wairoa, as a whole, gets for the amount of rates spent on support community facilities and organisations"

† does not add to 100% due to rounding

The 101 residents who are very satisfied/satisfied were asked to give examples of where they believe the District is receiving value for money from their funding. The main mentions* are ...

- Community Centre, mentioned by 43% of residents who are very satisfied/satisfied with the value for money Wairoa District is receiving from this funding,
- museum, 18%,
- playgrounds/parks and reserves, 11%,
- other activities and organisations, 10%.

14% of residents† have an example of where they believe Council is **not** receiving value for money. The main examples* mentioned are ...

- community centre, mentioned by 21% of residents††,
- spend money instead on infrastructure, ie, roading/rubbish, 20%,
- unnecessary spending/overspending/priorities wrong, 14%.

* multiple responses allowed

† the 118 residents who are either very satisfied/satisfied or dissatisfied/very dissatisfied

†† the 17 residents who have an example of where they believe the District is not receiving value for money (caution: small base)

APPENDIX

Base by sub-sample

	Actual residents interviewed	*Expected numbers according to population distribution
Gender		
Male	100	98
Female	101	103
Age		
18-44 years	51	83
45-64 years	58	73
65+ years	92	45
Ethnicity**		
NZ European	91	91
NZ Māori	105	105

* Post stratification (weighting) is applied to adjust back to population proportions, in order to yield correctly balanced overall percentages. This is accepted statistical procedure. Please see also pages 2 to 4.

** One respondent identified their ethnicity as Asian and four respondents specified their ethnicity as 'Other' (unweighted).

8.6 INFORMATION TECHNOLOGY SERVICES UPDATE

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

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. IT Strategic Plan Executive Summary [↓](#)

1. PURPOSE

- 1.1 This report provides an overview of Council's Information Technology Services delivery. It follows a workshop delivered to Council in which details around the service delivery and support framework for staff and elected members was presented. No decisions are required by Council at this stage.

RECOMMENDATION

The Pouwhakarae – Pārongo / Wheako Kiritaki Group Manager Information and Customer Experience RECOMMENDS that Council receive the report.

2. BACKGROUND

- 2.1 With rapid advancements in technology alongside increasing demands from our community, there is a need to deliver greater insights to elected members about the service delivery and strategic components of IT within Council.
- 2.2 Council is aware that we need to keep ahead. Emerging technologies offer opportunities to streamline processes and empower decision-making. Various trends are influencing how Council plans for and uses IT, and where major investment should be made.
- 2.3 A workshop presentation was delivered to Council to provide elected members with an overview of Council's IT services and support framework. It outlined the physical sites to which IT support is delivered. These include Council's main administration offices, the Archives, Information Centre, Water Treatment Plant, Public Library, Public WIFI, Digital Hub and Gaiety Theatre.
- 2.4 Council's hardware operations, which were explained, include support and maintenance of a network of servers, backups, componentry and cabling. Support is also provided for Council's telephony system, printing and copiers, internal and external WIFI, mobile devices, drones, projectors, sound systems and video-conferencing.
- 2.5 Software operations, which were discussed, include provisioning support for desktop and server applications, Council's finance, regulatory and administrative platform, and the geographical information system (GIS). It also involves management of Council's IT and GIS helpdesk system, and IT asset system.
- 2.6 Other key areas included Council's management over cybersecurity and business continuity. Current and upcoming projects were highlighted, including the implementation of a new cloud calling solution, and a cloud upgrade of Council's main administrative, financial and regulatory platform.
- 2.7 Council acknowledge that people in our community expect their interactions with Council to be quick and easy with simple to use portals and communication tools. Work

includes exploring opportunities for online facilities that encourage collaboration and sharing, cloud services and mobile computing.

- 2.8 In 2019, the IT team developed an IT Strategic Plan, which would be used to facilitate and guide decisions on the maintenance, improvement and efficiency of Council's IT investment. With this, Council is in a position to design, develop and deliver services to staff, elected members, and its community more effectively. It will help us make advancements that enable opportunities for better collaboration, cost reduction, and improvements in IT delivery for all customers.


Further Information

None.

References (to or from other Committees)

None.

Signatories

	
Author Kimberley Tuapawa	Approved by Kitea Tipuna

WAIROA DISTRICT COUNCIL

ICT STRATEGY

Executive Summary

Wairoa District Council exists in a world which is undergoing a technology revolution and where everything digital is evolving at an exponential rate. Emerging technological breakthroughs offer opportunities to streamline business processes, empower decision making, collaborate and share, reduce costs and transform service delivery to the benefit of citizens, business partners and other stakeholders. Vast amounts of information are available and we are more connected at work, at home and at play.

People expect their interactions with Council to be quick and easy, with simple-to-use websites, portals and communication tools. ICT provides opportunities to design, develop and deliver services more effectively, automate existing services and enhance community interaction through consultation and feedback mechanisms readily available on social media platforms.

The Strategy is a cohesive document that applies a holistic view of ICT across all of Council to enhance service delivery and improve efficiency through prudent and productive ICT investment. Adherence to the Strategy will ensure that expenditure and resource is applied where most needed to the benefit of all of Council and the people of Wairoa.

Why Do This Now?

Wairoa District Council has an urgent requirement to replace aging, legacy computer systems and the opportunity exists to embrace new service delivery mechanisms that provide greater efficiency and may be more cost effective than traditional offerings.

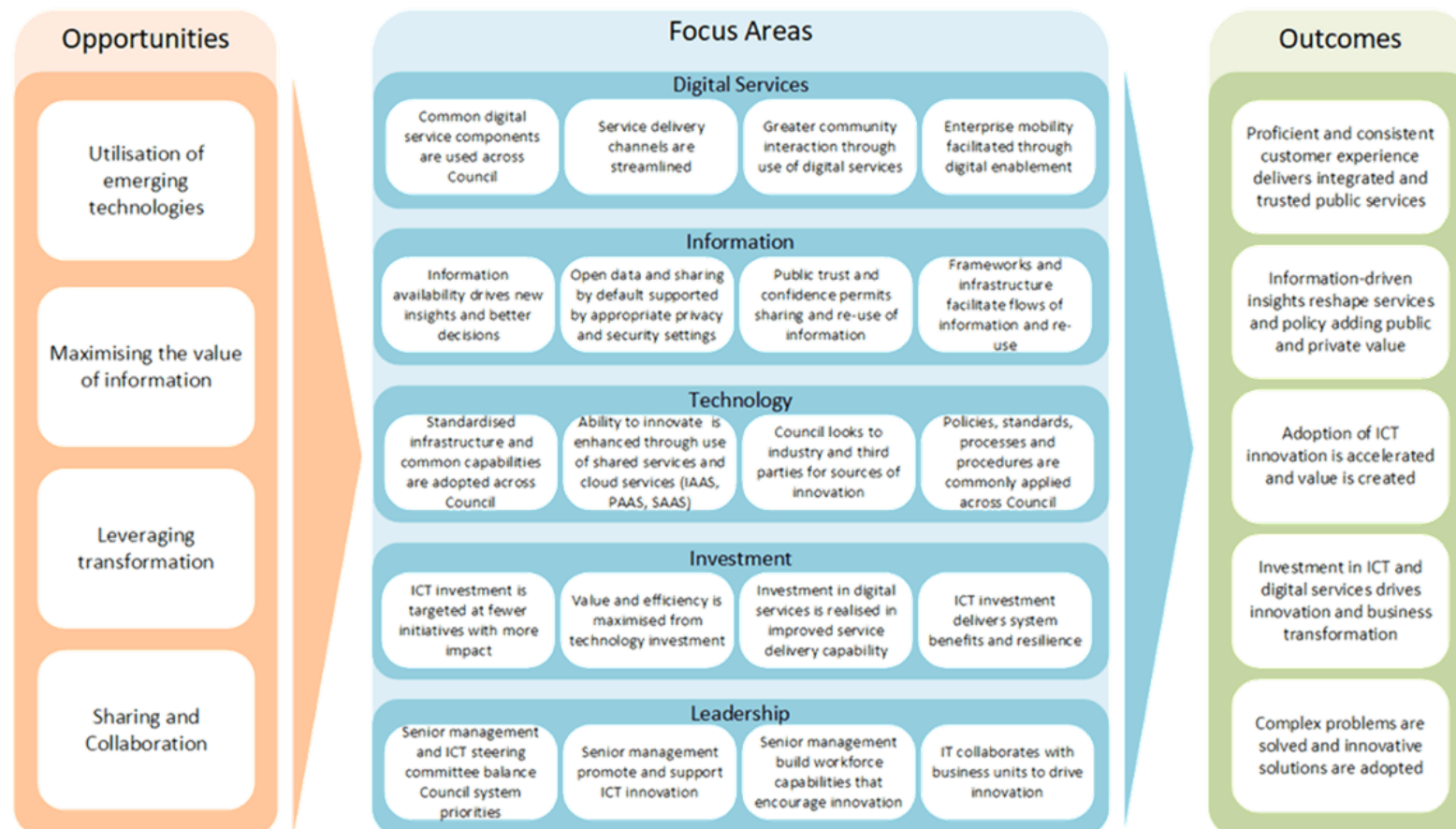
The opportunity also exists to learn from and leverage the innovative work done by other Councils, and participate in shared services and collaborative arrangements where these provide benefit to Council.

Council has recently restructured the provision and support of information services into a single area within Council and this is headed by the Information Services Team Leader.

The ICT Strategy will be utilised by the Information Services Team Leader to guide ICT decision-making for the next five to ten years. Council will be able to review the expenditure committed to ICT to ensure that it has delivered benefits in accordance with the overall Strategy.

Outline of the ICT Strategy

The diagram below summarises the high-level ICT Strategy components.



Summary of the ICT Strategy

Opportunities

The following is discussed:

- Investment in ICT and digital transformation projects will enhance efficiency, improve productivity, reduce operational costs and promote enterprise mobility (e.g., the ability to work anywhere, anytime using any device)
- Emerging technologies are tempting, but come with risks as they are often unproven or are not widely utilised. Council is encouraged to take a conservative approach to adopting emerging technologies
- Council operates multiple information systems that capture vast quantities of data related to Council core business. Analysis of these data sets can find new correlations, spot business trends not previously known and provide opportunities for more informed decision making. Better decisions can mean greater operational efficiency, cost reduction and reduced risk
- The existence of enhanced data communication capabilities (i.e. fibre links rather than copper lines) present Wairoa District Council with opportunities to implement alternative ICT service delivery mechanisms. Rather than investing in infrastructure and managing this internally, Council may take advantage of cloud services, hosted arrangements, services provided through sharing and collaboration and open source platforms
- Collaboration and sharing of knowledge, systems and services presents opportunities to broaden the scope and scale of Council's capabilities without having to bear the entire cost. Examples already in place include the website initiative with Napier City Council and shared after hours services run by Palmerston North City Council
- The benefits of adopting cloud services, hosted arrangements and shared services arrangements include moving the Council towards an annual operational expenditure financial model for provisioning ICT rather than the traditional, lumpy, capital expenditure model where large amounts of money are required for upgrade projects every few years. This has the advantage of improving transparency and visibility with regard to ICT expenditure and makes it easier at budget time as ICT costs become annualised

Focus Areas

The ICT Strategic Plan is broken down into focus areas that are discussed in detail. These are as follows:

- Digital Services – the use of digital services and digital platforms to streamline Council activities and to develop more effective mechanisms for online communication and interaction with the people of Wairoa
- Information – better access to information and data stored in databases and information repositories and the protection of information to maintain its confidentiality, integrity and availability
- Technology – the importance of standardised infrastructure and centrally managed systems and the potential to utilise new service delivery deployment options such as cloud, local, shared and hybrid systems
- Investment – that value should be obtained from all investment in ICT whether this facilitates improved productivity and more efficient service delivery, ensures the continuation of existing service delivery capabilities, mitigates risks that may impact Council, or provides intangible benefits to the wider community that may include:
 - value derived from common good (e.g., benefits to the wider community)
 - showing leadership and innovation to the rest of New Zealand (e.g., Rocket Labs launch site in Mahia)
 - enhancement of the reputation of Wairoa as a place to visit, live, work and play
- Leadership – that Council ensures good governance of ICT through the formation of an IT Steering Committee with representatives from all Departments, keeping the Senior Leadership apprised of major ICT initiatives. Council empowers its workforce through the provision of opportunities to maintain current capabilities and develop skills and expertise that promote innovation

Outcomes

Proficient And Consistent Customer Experience Delivers Integrated And Trusted Public Service

Council should ensure:

- Citizens are able conduct business with Council online and perform business transactions with Council at all levels
- Global access to Council business 24x7x365
- Council systems reflect the rights customers have as citizens and allow them to interact in-person or digitally
- Online experiences for citizens are intuitive and simple
- Citizens are able to consult with, and provide feedback to, Council using digital online services
- The 'Open Data' philosophy is embraced as far as possible so citizens have better access to information held by Council
- Information provided by Council is able to be trusted in accordance with the principles of confidentiality, availability and integrity
- Citizens privacy and data security is assured

Information-driven Insights Reshape Services And Policy Adding Public And Private Value

Council should develop an Enterprise Search capability to ensure that:

- The concept of 'Open Data' can be leveraged to maximise its value
- Data is managed in a way to ensure it is not lost due to staff turnover or system changes
- Information and data are searchable and accessible no matter what system it resides in
- Information searches are simple, fast and reliable
- Information security is not a barrier to information retrieval provided the person searching has the appropriate access rights
- Not knowing where the information resides is irrelevant

Adoption Of ICT Innovation Is Accelerated And Value Is Created

ICT innovation should include:

- Simple-to-use, intuitive applications
- Access to systems via an internet browser where possible
- System access to all Council employees and not just individual specific Departments (where possible)
- Platforms that encourage collaboration and communication between all employees
- Consolidation of data repositories to one formal source (with the exception of data held in application databases)
- The use of productivity tools and applications that enhance business processes and streamline business processing
- The ability to work anywhere, anytime from any device
- Adoption of emerging technology innovations where applicable
- The adoption of innovative solutions being used in other Councils

Investment In ICT and Digital Services Drives Innovation And Business Transformation

Investment in ICT should:

- Facilitate more efficient and effective work processes
- Improve productivity and reduce costs
- Increase workforce, customer and citizen satisfaction
- Provide access to Council services 24x7x365
- Facilitate better decision making
- Support good governance
- Reduce risk

Complex Problems Are Solved And Innovative Solutions Are Adopted

Council resolves to:

- Upgrade current systems to modern platforms
- Adopt a 'Cloud First' policy
- Support 'Open Source' where practical

-
- Improve enterprise mobility
 - Participate in collectives or collaborative partnerships that provide innovative ICT solutions
 - Document and publish Council expectations regarding the use, operation and management of ICT
 - Understand and manage cybersecurity risk through the use of smart management tools
 - Integrate systems to enhance data access
 - Investigate a 'No data at rest' policy
 - Develop and/or upgrade online services
 - Leverage existing technology across Council and utilise additional functions within existing applications to provide better value and lower cost of ownership

8.7 PREFERRED SUPPLIER AGREEMENT

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

Authoriser: Stephen Heath, Pouwhakarae – Hua Pūmau Hapori / Ratonga Group Manager Community Assets and Services

Appendices: Nil

1. PURPOSE

- 1.1 To outline a preferred supplier agreement model that can be used for procuring suppliers for infrastructure projects that are 100% externally funded through avenues such as the Provincial Growth Fund.

RECOMMENDATION

The Kaiwhakahaere Hua Pūmau Huarahi (Taupua) Transport Asset Manager RECOMMENDS that Council

- a) agrees in principle to have preferred supplier agreements for all externally funded projects
- If recommendation (a) is agreed, then Council;
- b) agrees that local suppliers would initially get 50% of the work by way of right and this could grow to 80% depending on performance
 - c) delegates to the The Kaiwhakahaere Hua Pūmau Huarahi (Taupua) Transport Asset Manager authority to enter into preferred supplier agreements as described below
 - d) requests the Chief Executive to amend Council's procurement strategy to incorporate Preferred Suppliers

2. BACKGROUND

- 2.1 Recent shovel ready projects have seen large scale infrastructure projects to the value of \$10m externally funded and fast tracked procured with minimal time, as approved by Council.
- 2.2 Currently projects are being handed to local suppliers without following the procurement strategy, and with little market tension to ensure WDC get best value for money.
- 2.3 This topic was discussed at a recent Council and Infrastructure Committee meeting, where it was indicated that a preferred supplier agreement shall be put in place to procure suppliers in which projects are 100% externally funded.
- 2.4 Council and the Infrastructure Committee considered that;
- 2.4.1. Having a preferred supplier agreement in place could still allow Council to be confident that they are following a sound and best practice procurement approach, by creating market tension while contributing to the district's development of local workforce and organisations.

- 2.4.2. Preferred Supplier agreements focus on local suppliers, which impacts directly on the Wairoa economy.

3. SCOPE

- 3.1 Preferred Supplier Agreements would apply to all external funding received, excluding NZTA projects. Includes funding such as the Provincial Growth Fund, 3 Waters reform package.
- 3.2 The Preferred Supplier Agreement would essentially allow local suppliers to get a set percentage of identified work by right, and that the remaining percentage be put to the market.
- 3.3 Criteria within the supplier agreement will allow local preferred suppliers who show superior performance to increase this percentage of 'work by right' over a period of time. If this superior performance is not maintained their percentage of 'work by right' will reduce.

4. AGREEMENT

- 4.1 The typical agreement will follow the following format/content:

4.1.1. Preferred Supplier Agreement – the parties to the agreement

Recitals - about the parties and that they have agreed to enter into preferred supplier agreement

Agreement

- Purpose and scope
- Obligations of Supplier
- Obligations of WDC
- Pricing, specifications, and conditions of contract
- Framework for deciding amount of work as of right
- Assignment to subcontractors
- Term and early termination
- Confidentiality

5. BENEFITS OF PREFERRED SUPPLIER AGREEMENTS

- 5.1 Reduced cost of tendering for Council and suppliers
- 5.2 Faster commencement of work
- 5.3 Assurance of experienced contractors
- 5.4 Using local suppliers aligned with Council and PGF/other objectives for sustaining the local economy

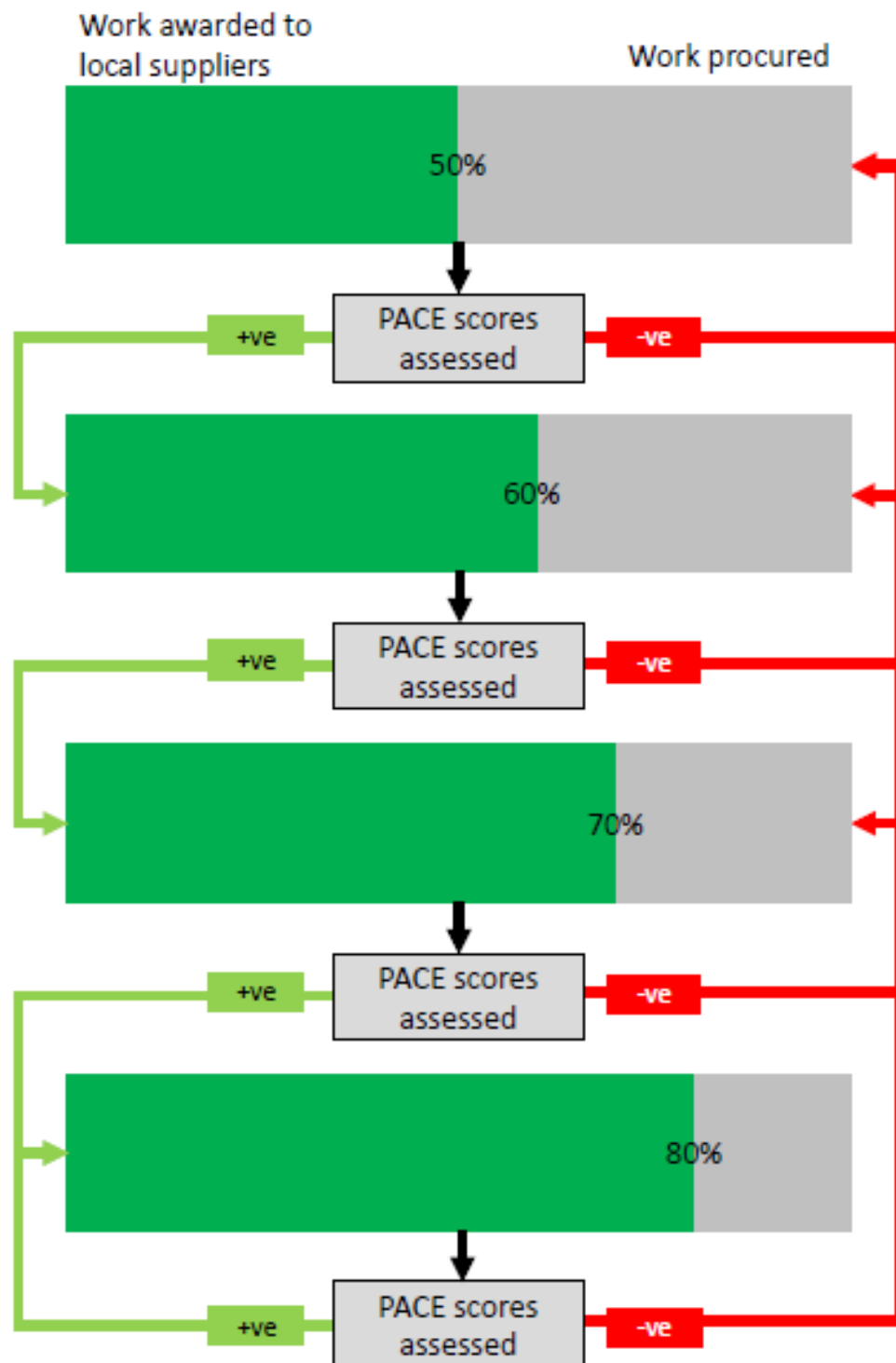
6. RISKS AND MITIGATION OF PREFERRED SUPPLIER AGREEMENTS

- 6.1 Risks

- 6.1.1. Appointing an inexperienced contractor
- 6.1.2. Appointing a non-local contractor
- 6.1.3. Possible lack of price tension due to no tendering/competition on price
- 6.1.4. Possible lack of performance as getting work as of right
- 6.1.5. Difficulty in establishing market rates for using to pay the supplier for work completed
- 6.1.6. Possible reduction in competitive markets
- 6.2 Mitigation
 - 6.2.1. Using NZTA's non price tender evaluation attribute for selecting any preferred contractors
 - 6.2.2. Using the PGF local supplier criteria to select local suppliers
 - 6.2.3. Tendering out 50% to 20% of the funding, such as PGF and 3 Waters Reform Package annual work programmes (plus any other non NZTA work that is 100% externally funded), depending on the performance of the Preferred Supplier over the previous year, to create some price tension, establish market rates and encourage competitive markets
 - 6.2.4. Develop a contractor performance assessment report for establishing superior contractor performance and linking this to the amount of work preferred suppliers would get of right

7. INCREASING A PREFERRED SUPPLIER'S AMOUNT OF WORK BY RIGHT

- 7.1 In order for the 'work by right' percentage to increase, the preferred supplier would need to show superior performance through improved KPIs in the following areas
 - 7.1.1. Cost Management
 - 7.1.2. Quality of Work
 - 7.1.3. Time Management
 - 7.1.4. Customer/Client relationship management
- 7.2 These will be assessed through a similar model to PACE (Performance Assessment and Coordinated Evaluation) that NZTA undertake and some local authorities use.
- 7.3 For the percentage to increase, there needs to be superior performance for 3 projects in a row and will move in incremental amounts such as 50%-60%, 60% - 70%. up to 80% of the work available in any one year. The same process is for sub-par performance – the percentage can decrease.
- 7.4 A yearly review of this preferred supplier agreement will take place
- 7.5 The following is a flow chart of how the process would work:



8. PROCUREMENT STRATEGY

- 8.1 WDC has an approved procurement strategy developed to ensure that WDC get best value for money when procuring any work and that any procurement rules are followed.
- 8.2 'Broader outcomes' is a newly introduced NZTA condition in the procurement strategy which allows for WDC to think outside the set rules and think of other benefits when procuring such as social, economic, environmental etc.
- 8.3 This preferred supplier model would be an addition to the procurement strategy and is linked to the requirement around considering e broader outcomes
- 8.4 These changes require the current procurement strategy to be updated

9. CHOOSING PREFERRED SUPPLIERS

- 9.1 The preferred supplier model, and work by right, would be aimed at local suppliers that are suitably qualified. The suitably qualified criteria will be assessed on the PGF's local suppliers' criteria and the following:
 - 9.1.1. Relevant Skills
 - 9.1.2. Relevant Experience
 - 9.1.3. Track Record
- 9.2 There would be a clause in the preferred supplier agreement that would allow for a percentage of sub-contracted work, if required. This will allow WDC to foster other suppliers in the local market, which will benefit the district. It is likely that there would be different preferred suppliers for roading work, the 3 Waters work and possibly bridges. This will be at the discretion of the Community Assets and Services department of Wairoa District Council. This will become more important as the as of right work moves from 50% to 80%.

10. OPTIONS

- 10.1 The options identified are:
 - 10.1.1. Option A: Do nothing i.e. follow current procurement strategy which would tender most works out. This is not recommended because we need to get work commenced as soon as possible to meet Central Governments deadlines, specifically PGF and 3 waters reform work.
 - 10.1.2. Option B: Status quo, which doesn't follow the procurement strategy. This is not recommended as it puts Council at risk and it is not best practice leaving the Council open for criticism and not getting the value for money in projects.
 - 10.1.3. Option C: Develop a preferred supplier agreement for all 100% externally funded projects, with local suppliers getting 100% of the work. This is not recommended because it will not enable us to create some price tension, establish market rates and encourage competitive markets
 - 10.1.4. Option D: Develop a preferred supplier agreement for all 100% externally funded projects, with local suppliers getting up to 80% of the work. This is not recommended

because while putting 20% of the available work to market will help to create some price tension, establish market rates and encourage competitive markets there have been performance issue with one of our suppliers and the opportunity to gain extra work is a great incentive for improving performance

10.1.5. Option E: Develop a preferred supplier agreement for all 100% externally funded projects, with local suppliers getting up to 50% of the work. This could grow up to 80% depending on performance. This is the recommended option as it brings market and contractor tension, whilst supporting the local economy.

10.1.6. Option F: Develop a Supplier Panel. This sets up a group of suppliers to provide goods or services. Although this streamlines procurement processes, in this instance it is not the preferred option as it is time consuming to set up which goes against the usual external funding requirements we are experiencing currently.

10.2 The preferred option is Option E, this contributes to the following community outcomes

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

11. CORPORATE CONSIDERATIONS

What is the change?

11.1 This is an addition to the adopted procurement strategy

What are the key benefits?

11.2 Support local suppliers while maintaining market tension and best outcomes for the Wairoa community.

11.3 Bringing new suppliers into the market

What is the cost?

11.4 100% externally funded projects will come under this scope. Generally they are not budgeted works, but will have no immediate impact on annual plan budgets. The long term maintenance and upkeep will need to be taken into consideration in the long term plans.

What is the saving?

11.5 Council time and resource.

11.6 Keep money local

Service delivery review

11.7 N/A

Maori Standing Committee

11.8 This matter has not been referred to the MSC

12. SIGNIFICANCE

12.1 This has an impact on the local market and the wider industry when tendering for work.

12.2 The decision or proposal can be reversed.

13. RISK MANAGEMENT

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

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

Who has been consulted?

No consultation to date

Major local suppliers will be consulted

Further Information

Developed in conjunction and advice from Chris Olsen, Infrastructure Committee member, and Luke Knight, WDC Property Manager.

References (to or from other Committees)

N/A

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

	
<p>Author Mike Hardie</p>	<p>Approved by Stephen Heath</p>

8.8 NAMING OF NEW BRIDGE AT WHAKAKI

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

Authoriser: Stephen Heath, Pouwhakarae – Hua Pūmau Hapori / Ratonga Group Manager Community Assets and Services

Appendices: Nil

1. PURPOSE

- 1.1 To get approval for the naming of the new bridge, formerly Patangata Bridge, that has been recently constructed at Whakaki.

RECOMMENDATION

The Kaiwhakahaere Hua Pūmau Huarahi (Taupua) Transport Asset Manager RECOMMENDS that Council endorse the proposed name of the new bridge, 'The Landing'

2. BACKGROUND

- 2.1 Funding was secured from the Provincial Growth Fund to replace a bridge at Whakaki, formerly Patangata Bridge.
- 2.2 The bridge is now complete and has been officially opened. The bridge is currently unnamed, but there is a proposal from the community for the new name.
- 2.3 In conjunction with The Whakaki Lake Trust, The Whakaki Marae Trust, and the Maori Standing Committee, it is proposed that the bridge will be named "The Landing".

3. REASON BEHIND PROPOSED NAME

- 3.1 There has been some concerns from the Whakakī community regarding the official name of the bridge, formerly referred to as Pātangata Bridge. According to the Cultural Impact Assessment (CIA), completed in September 2020 (prepared by Pani Hook on behalf of the Whakakī Marae Trust), it was determined that '*...Pātangata is an inappropriate name for the bridge (pg14)*'. This was primarily due to local knowledge that the actual locality known as Pātangata is much further down Te Rāhui Channel.
- 3.2 Consequently, other names were considered including Te Rāhui and The Landing.
- 3.3 The CIA recommended that an appropriate name be chosen for the new bridge.
- 3.4 On 28 September 2020, Bob Solomon (Chair for Whakakī Marae Trust) via email confirmed that after '*...discussions with the Marae Trust, some of our pākeke and hau kāinga, we recommend that the new bridge across Te Rāhui awa be called 'The Landing'. This was the name given to the old bridge by the hau kāinga and has been in use for the last four generations*'.
- 3.5 Although has been mentioned numerous times that this site has always been a crossing point and landing place for waka coming off the lake or travelling from one side to the other to get to the Te Korotere Pā and urupā.

- 3.6 Mr Solomon requested that the Wairoa District Council Māori Standing Committee support their request to endorse the new name, The Landing.

4. OPTIONS

- 4.1 The options identified are:

- a. Endorse the proposed naming of the new bridge “The Landing” – this is the favoured option as it has been done in consultation with the Whakaki Community
- b. Leave the bridge name as “Patangata Bridge”
- c. Undertake a new process to determine a different name.

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

Economic wellbeing	Social and Cultural Wellbeing	Environmental Wellbeing
	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 9. An environment that is appreciated, protected and sustained for future generations

5. CORPORATE CONSIDERATIONS

What is the change?

- 5.1 N/A

Compliance with legislation and Council Policy

- 5.2 N/A

What are the key benefits?

- 5.3 The Whakaki community have been involved in the process and bought into this proposed name.
- 5.4 A name that will be used for generations to come, accepted by the Whakaki community

What is the cost?

- 5.5 The cost of producing the signs are minimal but having the Whakaki community a part of the decision with the name is hugely important.

What is the saving?

- 5.6 N/A

Service delivery review

- 5.7 N/A

Maori Standing Committee

- 5.8 Yes this matter has been referred to the MSC. The outcome was: On Friday, 2 October 2020 during the ordinary meeting for the MSC, it was resolved:
- 5.9 *‘That the Māori Standing Committee support the request of the hau kāinga that the new bridge be known as ‘The Landing’.*

6. SIGNIFICANCE

- 6.1 This process is not considered of high significance for the wider district, however it is significant for the Whakaki community.
- 6.2 The three major authorities of Whakaki – The Whakaki Lake Trust, The Whakaki Marae Trust, and the Maori Standing Committee have all endorsed the proposed name of the bridge, The Landing.

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?

The Whakaki Lake Trust, The Whakaki Marae Trust, and the Maori Standing Committee have been consulted on the proposed name. They have spoken with key stakeholders in the community who have agreed with the proposed name.

Further Information

This paper is developed in conjunction with Duane Culshaw, WDC Maori Relationships Manager.

References (to or from other Committees)

Maori Standing Committee, 2/10/2020

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 Stephen Heath

8.9 CARRY FORWARDS AND OTHER VARIANCES TO THE ANNUAL PLAN 2020-21

Author: Gary Borg, Pouwhakarae – Pūtea / Tautāwhi Rangapū Group Manager Finance and Corporate Support

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. Projects recommended for carry-forward [↓](#)

1. PURPOSE

- 1.1 The purpose of this report is to seek Council approval to continue expenditure on activities and projects that were not completed during the year ended 30 June 2020 and for additional expenditure for which external grant funding has been received.

RECOMMENDATION

The Pouwhakarae – Pūtea / Tautāwhi Rangapū Group Manager Finance and Corporate Support RECOMMENDS that Council:

- Approves carry-forwards totalling \$5,222,701 (subject to NZTA approval of \$3 million), of expenditure on projects not completed from the Annual Plan 2019-20, and the corresponding variances to budget against the Annual Plan 2020-21.
- Acknowledges and approves a variance on project expenditure of \$5 million for the year ended 30 June 2020 in respect of Mahia Connectivity, along with \$0.5 million on other projects [Te Wairoa e Whanake, Regional Digital Hub and Worker Redeployment] which were funded through PGF agreements.
- Approves as necessary, variances in expenditure to budget of up to \$3 million, in respect of the Worker Redeployment and Regional Digital Hub projects, limited by the funding provided for in the PGF agreements.
- Approves a carry-forward of \$10,000 of operating expenses for the library, and the corresponding variance to the Annual Plan 2020-21.

EXECUTIVE SUMMARY**2. BACKGROUND**

- 2.1 It is common for some projects to be in incomplete and in progress at the end of a financial year, and appropriate that approval is sought from Council for their continuation and resultant variances against budget in the following year. These are commonly referred to as 'carry-forwards'.
- 2.2 The year ended 30 June 2020 was exceptional in this regard due, inter alia, to delays caused by the COVID-19 lockdowns and the diversion of Council resources and attention to projects supported by the Provincial Growth Fund (PGF).

3. CARRY-FORWARDS

- 3.1 Attached as **Appendix 1** is a schedule of project expenditure compared to budget for the year ended 30 June 2020. It is noted that although this schedule shows that total expenditure exceeds budget by \$749,845; this includes \$6,085,938 on additional projects

for which grant funding was received from the PGF. Therefore, the underlying variance is \$5,336,092 underspent. This primarily related to \$5.2 million of emergency roading, the plan for which has been presented to NZTA for approval.

- 3.2 The amounts recommended for carry-forward are identified in the penultimate column of **Appendix 1**, a total of \$5,222,701. Of the \$5.2 million referred to in 3.1 above, \$3.0 million is recommended and highlighted blue because of the NZTA dependency. A few items are highlighted yellow. This is because the corresponding activities carried adverse variances overall against budget, but they have been included in the recommendation because they were in progress as at 30 June 2020, or because a persuasive case has been established that to not complete them would be detrimental to community outcomes. These items total \$469,807.
- 3.3 For some projects, the delays were identified in time for them to be included in the Annual Plan 2020-21, or to be reassessed and deferred to the Long-term Plan 2021-31.

4. SUPPLEMENTARY PROJECTS

- 4.1 During the year ended 30 June 2020 Council executed funding agreements with the Ministry for Business Innovation and Employment (MBIE) providing funding support via the PGF and the Provincial Development Unit (PDU) totalling \$17.2 million. At the end of the financial year Council had expended \$6.12 million against these agreements. Since Council's contribution to the High Productivity Motor Vehicle Bridge Strengthening programme was allocated from existing budgets, the variance to budget was \$5.5 million.

- 4.2 Breakdown:

Project	Funding \$m	Spent \$m	Balance \$m	Current Situation
Te Wairoa e Whanake	4.8	0.5	4.3	Project Planning and engagement – not considered in this paper
HPMV	2.2	0.4	1.8	Included in 2020-21 budget
Mahia Roothing	7.3	5.1	2.2	Included in 2020-21 budget
Regional Digital Hub	0.4	0.05	0.35	In progress – variance to budget
Worker Redeployment	2.5	0.07	2.43	In progress – variance to budget

5. OPERATIONAL CARRY-FORWARD

- 5.1 The library was one of Council's activities whose ability to deliver on some of its community outcomes was particularly compromised by the COVID-19 lockdowns. Overall, the activity reported a favourable variance of \$12,600 against its operating budget for the year ended 30 June 2020 and a carry-forward of \$10,000 is recommended.

6. OPTIONS

- 6.1 The options identified are:
- a. Do nothing

- b. Approve the variances as recommended
 - c. Approve a selection of variances
- 6.2 The recommendations put in this report reflect the current understanding of the status of relevant projects, financial performance, and contractual commitments. Since a very high proportion of these projects have attracted external funding the financial impact on Council is minor and this matter pertains more to community outcomes and reputation.
- 6.2.1. Under option (a) PGF related projects will necessarily continue but may demonstrate an absence of process, with the potential of minor risk to project accountabilities and future funding. Those projects that do not have commitments in place would be cancelled, and those that are in progress would be reported as unapproved variances or may require reprioritisation within existing budgets. Council would avoid \$0.5 million in borrowings and would have \$35,000 of rates revenue not utilised. It should be noted that Council overall will report a adverse variance in to operating deficit in its Annual Report for the year ended 30 June 2020.
- 6.2.2. Under option (b) the projects and activities considered to be priorities in delivering community outcomes would be completed. Due to other variances across Council additional funding of \$32,000 would be required, which would be managed through internal loans. External borrowings are already in place following commencement of Te Wairoa e Whanake.
- 6.2.3. Under option (c) Council may wish to reprioritise certain items or defer to the Long-term Plan 2020-21. The financial impact would vary within the range illustrated in 6.2.1 and 6.2.2.
- 6.3 The preferred option is *b) approve the variances as recommended*, 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 4. Safe and accessible recreational facilities 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

7. CORPORATE CONSIDERATIONS

What is the change?

- 7.1 No significant changes

Compliance with legislation and Council Policy

- 7.2 This matter primarily considers planned v actual variances between the reporting periods ended 30 June 2020 and 2021.

What are the key benefits?

- 7.3 Community outcomes and expectations will be met with regards to provision of activities and allocation of revenues.

What is the cost?

- 7.4 Capital Expenditure of \$5.2 million and Operating Expenses of up to \$3 million in excess of the Annual Plan 2020-21 budget, funded by grants and subsidies (\$7.5m), loans (\$0.6m) and reserves (including \$30,000 2019-20 rates) of up to \$0.1 million.

What is the saving?

- 7.5 No direct saving, high proportion of external funding.

Service delivery review

- 7.6 The projects were originally selected for funding for their contribution to service levels

Māori Standing Committee

- 7.7 This matter has no specific cultural implications

8. SIGNIFICANCE

- 8.1 Impact To varying degrees the projects discussed may affect the quality of life of the whole community and visitors to the district. The decision is largely administrative and would generally be considered of low significance. However, in the context of the projects it relates to:
- 8.2 The inclusion of the PGF funding has generated a high degree of public interest.
- 8.3 While the net effect is minimal, the amounts of revenue and expenditure equate to approximately $\frac{1}{3}$ of Council's annual budget; and is therefore of high significance.
- 8.4 This decision would in most respects be irreversible because it will initiate contractual commitments.
- 8.5 Overall, these projects relate to maintaining prescribed service levels, with improvements delivered in specific areas.
- 8.6 In particular, the PGF funded projects will deliver significant improvement to specific parts of the roading asset.
- 8.7 This decision is unlikely to significantly affect the way a significant activity is delivered.

9. RISK MANAGEMENT

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



Comparative Levels of Risk		
E	Extreme Risk	Immediate action required to manage risk - reported to Council
H	High Risk	Senior management attention to manage risk - reported to FARC
M	Considerable Risk	Management responsibility must be specified and risk controls reviewed
	Low Risk	Managed by routine procedures

Probability	Consequences				
	Insignificant	Minor	Moderate		Catastrophic

Likelihood	1	2	3	4	5
Likely	M	H	E	E	E
Moderate	M	H	H	E	E
Rare	L	M	H	E	E
Very Rare	L	L	M	H	E
Unanticipated	L	L	M	H	E

Who has been consulted?

The projects referred were the result of appropriate community engagement before their inclusion in the Annual Plan and funding applications, based on their alignment to service levels and community outcomes. No further consultation is required at this time.

References (to or from other Committees)


This matter is a composite of numerous items presented to Council and its committees regarding Annual Plans and PGF applications over the past 2 years.

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 Gary Borg	Approved by Kitea Tipuna

Activity	Description	CapEx Actual	OpEx Actual	Full Year Budget	Comment	Full Year	Add	Utilisation
		Spend	Spend	Spend		Variance	CarryOvers	Rates
		\$	\$	\$		\$	\$	\$
Administration	Purchase Office Equipment	552	0	10,200		(9,648)		(338)
Administration	Office Refurbishments	21,564	0	0		21,564		755
Administration	Archives Building	0	0	419,020	Included in Annual Plan 2020-21	(419,020)		(14,666)
Administration	Purchase Mobile Phones	8,502	0	0		8,502		298
Building Inspection	Purchase New Vehicle	72,710	0	45,000		27,710		970
Building Inspection	Mobile Data Devices	0	0	2,000		(2,000)		(70)
Infrastructural Business Unit	Purchase Of Surveying Equipment	1,065	737	0		1,802		63
Infrastructural Business Unit	Purchase Of Vehicles	37,507	0	40,000		(2,493)		(87)
Infrastructural Business Unit	Purchase Office Furniture	0	0	1,020		(1,020)		(36)
Infrastructural Business Unit	Purchase Computer Equipment	4,756	0	5,000		(244)		(9)
Infrastructural Business Unit	Purchase Condition Rating Equipment	0	886	0		886		31
Community Centre	Centre Remedial Works	22,091	5,983	51,100	Ongoing please carry over balance	(23,026)	28,074	177
Community Centre	Learners Pool	0	1,279	0		1,279		45
Community Centre	Relocate Gym Upstairs	0	0	20,000	completed no budget required	(20,000)		(700)
Community Centre	Renewals Pool	6,036	89	20,000	2 New water pump replacements to come out of this next month around \$10k	(13,874)		(486)
Council	Councillor's Tablets	9,636	0	10,500		(864)		(30)
Council	Purchase Mayoral Vehicle	36,483	0	0		36,483		958
Civil Defence	Conferencing Equipment	0	1,207	0		1,207		42
Cemeteries	New Beams	17,199	0	0		17,199		602
Camping Ground	Renewal Projects	0	8,872	35,000	Deferred to LTP	(26,128)		(914)
Information Systems	Install Disaster Recovery VM Ware Servers	0	0	2,000		(2,000)	2,000	0
Information Systems	Refurbish Old Linux Server	0	0	17,500		(17,500)	6,000	(403)
Information Systems	HP G7 Backup Server	6,457	0	6,000		457		16
Information Systems	Wi-Fi WAN NOW Ltd	16,957	0	20,000		(3,043)		(107)
Information Systems	Purchase Computer Hardware	2,196	0	3,000		(804)		(28)
Information Systems	Surface Pro Tablet	256	0	0		256		9
Information Systems	Replacement Laptops	24,689	0	25,000		(311)		(11)
Information Systems	HP EliteBook G5 840 Laptop	1,723	0	0		1,723		60
Information Systems	HP P2000 SAN	8,215	0	45,000		(36,785)	36,785	0
Information Systems	Tape Drive Replacement	4,377	0	10,000		(5,623)		(197)
Information Systems	Metroipat Tag And Test Tool	6,894	0	10,000		(3,106)		(109)
Information Systems	Replacement Virtual WDCLinux Server	2,063	0	30,000		(27,938)	27,938	0
Information Systems	Business Skype & Dropbox	0	5,515	6,000		(485)		(17)
Information Systems	SSS It Security Specialists Software	0	0	30,000		(30,000)	30,000	0
Chief Executive	Purchase New Vehicle	36,483	0	0		36,483		958
Economic Development	Te Wairoa e Whanake - Buildings	533,037	0	0	PGF	533,037		18,656
Community Assets & Services Management	Purchase iPad AssetFinda	646	0	0		646		23
Community Assets & Services Management	HP EliteBook 850 G4 i7 Laptop	6,561	0	0		6,561		230
Community Assets & Services Management	Drone	38,763	0	0		38,763		1,357
Gaiety Theatre	Assets acquired on transfer	35,545	0	0		35,545		0
Health Inspection	Sound Level Meter	0	0	15,300		(15,300)		(536)
Pensioner Housing	Paint Exterior Lambert Flats	0	36,003	0		36,003		1,260
Pensioner Housing	Painting Exterior Outram Flats	0	10,499	0		10,499		367
Pensioner Housing	Install of Insulation	21,161	32,427	0	CARRYOVER - Carryover from 18/19, work to continue on asbestos inspection and assessment. Will require carryover due to requirements to deliver. Out of town contractor unable to deliver within time frame. Legislative requirement.	53,587	41,413	3,325
Pensioner Housing	Rebuild Hillneath Pensioner Flat	176,315	0	0		176,315		0
Pensioner Housing	Equipment and Upgrades	0	7,932	10,000		(2,068)	2,068	0

Activity	Description	CapEx Actual	OpEx Actual	Full Year Budget	Comment	Full Year	Add	Utilisation
		Spend	Spend	Spend		Variance	CarryOvers	Rates
		\$	\$	\$		\$	\$	\$
Bylaw Compliance	Pound Renewal	0	0	0		0		0
Bylaw Compliance	Purchase Vehicles	38,183	0	0		38,183		1,336
Library	Regional Digital Hub Project	50,882	0	0	New Project , PGF	50,882		0
Library	Book Purchases	29,926	0	35,700		(5,774)	5,774	0
Library	Renew Alarm System	0	0	6,000		(6,000)		(210)
Library	Purchase Cannon Pixma Printer	816	0	15,000		(14,184)	14,184	0
Library	Purchase Equipment	0	1,563	0		1,563		55
Library	HP ProBook 650 Laptop	0	0	3,000		(3,000)	3,000	0
Library	Review Library Building Future Requirements	0	38,868	0	Further amounts included in Annual Plan 2020-21	38,868		449
Memorial Hall	Tuai Hall Rewiring Project	51,667	0	80,000	CARRYOVER - Work was due to commence end of March. Work recommenced after COVID restrictions, funds are committed	(28,333)	28,333	0
Māori Whanaungatanga	Purchase MSC Apple iPads	0	0	6,000		(6,000)		(210)
Parking	Remark Carparks	0	0	5,000	still aiming to have this work completed before winter sports starts	(5,000)	5,000	0
Council Offices	Air Conditioner Computer Room	0	0	8,000	Work to be coordinated with building work, now delayed. Included in 2020-21 Annual Plan	(8,000)		(280)
Council Offices	Security Cameras Main Office	7,823	0	15,000	Funds repurposed, deferred to LTP	(7,177)		(251)
Council Offices	Renex Toilets	0	959	20,000	Funds repurposed, deferred to LTP	(19,041)		(666)
Council Offices	Mayorall Office Renewal	0	0	0		0		0
Council Offices	Development Office Space	11,241	662	0		11,903		417
Council Offices	Admin Bldg Bike Shed	20,557	0	0		20,557		720
Council Offices	Council Entry Surfacing	76,205	0	70,000		6,205		217
Parks & Reserves	Riverbank Planting	10,000	0	0		10,000		350
Parks & Reserves	Wairoa CBD Upgrade	0	0	0		0		0
Parks & Reserves	Tourism Infrastructure	20,459	0	0		20,459		0
Parks & Reserves	Toilet Renewals	32,403	6,371	50,000		(11,226)		(393)
Parks & Reserves	PUBLIC SPACE ENHANCEMENT	20,632	0	30,000	CARRYOVER - to facilitate Tuai playground redevelopment, subject to community led design and delivery, this is an ongoing project, supported by council. Option to use Tuai reserve fund	(9,368)	9,368	0
Parks & Reserves	PLAYGROUND RENEWALS	5,118	165	10,000	Likely to underspend on this one judging by existing expenditure	(4,717)		(165)
Parks & Reserves	PICNIC TABLES	0	824	15,000	Remaining 3 tables to be installed around district	(14,176)		(496)
Parks & Reserves	Lighthouse Retrofit	646	0	0	Deferred to LTP	646		23
Parks & Reserves	New Picnic Tables	0	0	16,352	Incorporated with PR4052 to deliver new tables.	(16,352)		(572)
Parks & Reserves	Mokotahi Picnic Area Enhancement	0	0	15,000	Work planned to commence in March, will be delayed	(15,000)		(525)
Parks & Reserves	Main Street Toilets Project	44,739	0	0		44,739		1,566
Parks & Reserves	Playground resiting	0	0	45,000	Already included in 2020-21 budget	(45,000)		(1,575)
Parks & Reserves	CCTV Camera Installation	11,433	0	0		11,433		400
Parks & Reserves	Mountain Bike Park	1,334	0	0		1,334		47
Parks & Reserves	Basketball Court Community Centre	0	0	100,000	CARRYOVER - Project not going to happen this year, but council wanted to see this used towards the development of water play area. Likely to be seed money for any funding application in the future. Should be carried forward for next year. Further delays due to C19 and PGF funding taking priority.	(100,000)	100,000	0

Activity	Description	CapEx Actual	OpEx Actual	Full Year Budget	Comment	Full Year	Add	Utilisation
		Spend	Spend	Spend		Variance	CarryOvers	Rates
		\$	\$	\$		\$	\$	\$
Non Subsidised Roothing	FOOTPATH UPGRADE	26,849	0	0	This needs come out of RS4609	26,849		940
Non Subsidised Roothing	TUAI FOOTPATH UPGRADE (DDF)	0	0	8,176		(8,176)		(286)
Non Subsidised Roothing	Urewera Rainforest Route Upgrade Feasibility	0	0	10,000		(10,000)		(350)
Non Subsidised Roothing	Walkway James Carroll Expenses	4,858	0	0		4,858		170
Subsidised Roothing	PAVEMENT REHABILITATION	38,218	0	0		38,218		334
Subsidised Roothing	SEALED ROAD RESURFACING	1,384,734	0	1,350,126		34,608		303
Subsidised Roothing	DRAINAGE RENEWALS	406,212	0	387,260		18,952		166
Subsidised Roothing	STRUCTURES COMPONENT REPLACE	484,615	0	509,978	Bridge contract has started so on track to complete this work	(25,363)	25,363	0
Subsidised Roothing	TRAFFIC SERVICES RENEWALS	72,082	0	75,628		(3,546)		(31)
Subsidised Roothing	Low Cost Low Risk	37,148	0	2,265,000		(2,227,852)		(19,494)
Subsidised Roothing	Dust Sealing	97,225	0		Managed to get these sites done following the lockdown. These claims are still coming.	97,225	2,775	875
Subsidised Roothing	Mahia Connectivity	0	0		CARRY OVER. On hold due to further investigation work done by PGF.	0	125,000	1,094
Subsidised Roothing	Bridge Strengthening	392,438	0		PGF	392,438	507,562	0
Subsidised Roothing	Blacks Beach	0	0		CARRY OVER. On hold due to further investigation work done by PGF.	0	275,000	2,406
Subsidised Roothing	Safety Improvements Access Roads	122,133	0		CARRY OVER. This work has commenced. May need to carryover the remainder due to delays in this work from covid.	122,133		1,069
Subsidised Roothing	Safety Improvements Kitchener Street	828,804	0		This amount difference is made up by funds in SD4000 and SD4600	828,804		7,252
Subsidised Roothing	LED Street Light Conversion	4,810	0		CARRY OVER. On going contract procurement issues. LED materials have been purchased. Close to securing the contract. Likely some can be spent but if not due to lockdown, we will need this budet carried over.	4,810	145,190	1,313
Subsidised Roothing	Footpath Renewals	64,476	0		CARRY OVER. Work was planned for March/April/May. Unlikely that this will happen now, but preparation is still being done for this work, so will need the budget early next financial year	64,476	140,000	1,789
Subsidised Roothing	Mahia East Coast Road Traction Sealing	5,090,202	0	0	PGF	5,090,202		0
Subsidised Roothing	Patangata Bridge PGF Project	55,038	0	0	PGF	55,038		0
Subsidised Roothing	Nuhaka River road PGF	15,223	0	0	PGF	15,223		0
Subsidised Roothing	2013-14 Emergency Renewal Flood Damage	0	0	1,000,000		(1,000,000)		(8,750)
Subsidised Roothing	2013-14 Emergency New Flood Damage	0	0	531,440		(531,440)		(4,650)
Subsidised Roothing	Emergency Work 2016-17 Event 2 Apr Renew	166,818	0	0	Linked to funding in RS5614	166,818		1,460
Subsidised Roothing	Emergency Work 2016-17 Event 2 Apr Capital New	225,633	0	0	Linked to funding in RS5614	225,633		1,974
Subsidised Roothing	Emergency Work 2017-18 Event 1 July Renew	0	0	0	Linked to funding in RS5614	0		0
Subsidised Roothing	Emergency Work 2017-18 Event 1 July Capital New	1,283,847	0	0	Linked to funding in RS5614	1,283,847		11,234
Subsidised Roothing	Emerg Wk 2018-19 Event 01918 - Renew	2,139,919	0	0	Linked to funding in RS5614	2,139,919		18,724
Subsidised Roothing	Emerg Wk 2018-19 Event 1918 - Capital	344	0	5,200,000	Subject to NZTA approval	(5,199,656)	3,000,000	(3,849)
Subsidised Roothing	ROAD 38 UNSEALED RD METALLING	0	0	113,200		(113,200)		0
Subsidised Roothing	ROAD 38 DRAINAGE RENEWALS	11,088	0	33,603		(22,515)		0
Subsidised Roothing	ROAD 38-TRAFFIC SVCS RENEWAL	16,081	0	2,625		13,456		0
Subsidised Roothing	ROAD 38 - RENEWAL STRUCTURES	49,468	0	0		49,468		0
Subsidised Roothing	ROAD 38 MINOR IMPROVEMENTS	0	0	100,000		(100,000)		0
Subsidised Roothing	ROAD 38 ASSOCIATED IMPROVEMENTS	3,274	0	0		3,274		0

Activity	Description	CapEx Actual	OpEx Actual	Full Year Budget	Comment	Full Year	Add	Utilisation
		Spend	Spend	Spend		Variance	CarryOvers	Rates
		\$	\$	\$		\$	\$	\$
Subsidised Roading	ROAD 38 EMERGENCY REINST - NEW	0	0	250,000		(250,000)		0
Stormwater	CRARER - CARROLL ST PIPELINE RENEWAL	1,075	152	102,800	To RS4607 Kitchener ST	(101,573)		(3,555)
Stormwater	Deterioration Modelling	0	0	5,140		(5,140)		(180)
Stormwater	MAHIA BCH PIPELINES RENEWALS	57,087	0	154,200	Carry over - investigations ongoing, defer depending on weather on workloads.	(97,113)	97,113	0
Stormwater	PIPING OPEN DRAINS - WAIROA	81,069	5,839	231,300	To RS4607 Kitchener ST	(144,392)		(5,054)
Wastewater	Quadbike	20,844	0	0		0	20,844	730
Wastewater	RENEWAL MAINTENANCE WAIROA	0	829	0		0	829	29
Wastewater	TELEMETRY BASE SETS WAIROA	0	3,882	10,280	CARRY OVER - allow for telemetry/SCADA updates as part of new consent. Total activity spend exceeds budget	(6,399)	6,399	0
Wastewater	Infiltration - resulting from Study	162,530	47,420	51,400	OFFSET - SG4031	158,550		5,549
Wastewater	CCTV Infiltration Investigation	0	1,388	120,000		(118,613)		(4,151)
Wastewater	Infiltration Tests	0	5,620	0		5,620		197
Wastewater	Consultancy for Wairoa WW Consent	0	195,566	102,800		92,766		3,247
Wastewater	Catchment - Lowe Environmental	0	234,448	51,400		183,048		6,407
Wastewater	Wairoa Consent Application Consultation Legal Costs	0	4,161	51,400		(47,239)		(1,653)
Wastewater	Renewal Pump Stations	22,266	0	0	OFFSET - SG7000	22,266		779
Wastewater	Mahia Beach Sewerage System	11,607	0	0	OFFSET - SG7000	11,607		406
Wastewater	Upgrade Opoutama Scheme	1,116	986	0	OFFSET - SG7000	2,102		74
Wastewater	Blue Bay Expansion Phase 2 and 3	33,242	0	0		33,242		1,163
Wastewater	Dedicated Generators each Pump Stations	32,663	0	154,200	Carry over - due to Covid-19. Generator has been ordered but due to covid there has been in a delay in the delivery, aim to complete early in the new financial year	(121,537)	121,537	0
Wastewater	Wairoa Reticulation - Renewals	154,183	4,753	257,000	GB: Total activity spend exceeds budget	(98,064)	84,355	(480)
Visitor Information	Replacement Eftpos Machine	0	0	5,000		(5,000)		(175)
Airport	Runway Lights/Cabling Repairs	0	14,211	150,000	Have put in next years budget already	(135,789)		(4,753)
Airport	Building Renewals	0	2,182	10,220	CARRYOVER - Design work underway, will require carry forward for project delivery due to delays of COVID - Campground locked down, no contractor availability. Works delayed due to occupancy by HBRC and then C-19	(8,038)	8,038	0
Airport	Re surfacing Runway	1,813	44	0		1,857		65
Airport	Re surfacing Aprons	592,783	0	609,881		(17,098)		(598)
Airport	Security Airport Facilities Imprvmnt	0	0	40,000		(40,000)		(1,400)
Airport	Security Installation (Gate & Fence)	0	0	77,140		(77,140)		(2,700)
Airport	Fuel Farm Development	24,047	0	0		24,047		842
Airport	General upgrades	20,716	7,795	0		28,511		998
Waste Management	Recycling Centre Upgrade	312,483	0	520,000	Required, orders placed after COVID restrictions lifted, works carried out	(207,517)	207,517	0
Waste Management	Recycling Centre Mahia	0	0	50,000	Required, orders placed after COVID restrictions lifted	(50,000)	50,000	0
Water Reticulation	Wairoa Pipelines Renewals	113,157	17,613	205,600	some design work for next year to come from this amount. Allow for reactive major pipeline failures. Kitchener Street upgrade not likely to happen this year.	(74,830)		(2,619)
Water Reticulation	Wairoa Meters - Renewals	21,095	2,098	0	smart meters - funded from WR4000	23,193		812
Water Reticulation	Valve Replacements	0	0	10,280	allow for reactive works	(10,280)		(360)
Water Reticulation	New Tawhara Reservoir	1,664	0	0	funded from WR4000	1,664		58
Water Reticulation	Asset Management Modelling Design	0	1,396	0	funded from WR4000	1,396		49
Water Reticulation	Renewals Modelling	0	14,000	25,700		(11,700)		(410)

Activity	Description	CapEx Actual	OpEx Actual	Full Year Budget	Comment	Full Year	Add	Utilisation
		Spend	Spend	Spend		Variance	CarryOvers	Rates
		\$	\$	\$		\$	\$	\$
Water Reticulation	Conditioning Report	0	0	20,560	opus pipeline condition works to be captured here, informing renewal programmes - xfer from wr4000 to wr4083	(20,560)		(720)
Water Reticulation	Replacemet Reservoir Professional Services	995	0	0		995		35
Water Reticulation	Mahanga Reticulation	0	0	5,140	no planned capital spend till decision is made on water supply, allow for reactive works	(5,140)		(180)
Water Reticulation	Tuai Reticulation	0	0	10,280	allow for reactive works	(10,280)		(360)
Water Treatment	Install Intake WAN	0	0	8,000	PROJECT Manager Russell McCracken put on hold	(8,000)		(280)
Water Treatment	Renewal Expenditure	0	0	25,700	Each financial year (20k) should be provided	(25,700)		(900)
Water Treatment	NEW CHLORINE SHUT OFF VALVE	0	155	0		155		5
Water Treatment	HP ProBook Laptop	0	0	3,150		(3,150)		(110)
Water Treatment	Purchase Vehicle	37,099	0	45,000	completed	(7,901)		(277)
Water Treatment	SCADA System	0	167	0		167		6
Water Treatment	Ph Meter	0	135	0		135		5
Water Treatment	Safety Improvement	0	0	10,280		(10,280)		(360)
Water Treatment	Standby Generator	0	13	0		13		0
Water Treatment	Conditioning Sampling	0	0	10,280		(10,280)		(360)
Water Treatment	Sheetpile Protection of Intake	48,136	0	0		48,136		1,685
Water Treatment	Replacement Switchboard	55,646	0	0	Project started \$110k (2018-19 budget)	55,646	44,354	3,500
Water Treatment	Chlorine Analyser	0	0	10,280	Intended for Blue Bay but now may be used for Frasertown water treatment plant	(10,280)	8,500	(62)
Water Treatment	Replace Vinyl Flooring WTP	0	0	0	From 2018-19, to follow Switchboard	0	25,000	875
Water Treatment	Install Chlorination & Monitoring Tuai Water Supply	11,370	4,567	0	Awaiting public consult meeting	15,937	9,064	875
		16,434,724	730,260	16,415,139		749,845	5,222,701	22,080

8.10 ADOPTION OF LOCAL ALCOHOL POLICY

Author: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: 1. Local Alcohol Policy [↓](#)

1. PURPOSE

- 1.1 For Council to adopt the provisional Local Alcohol Policy

RECOMMENDATION

The Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor RECOMMENDS that Council adopt the attached Local Alcohol Policy

2. BACKGROUND

The Sale and Supply of Alcohol Act 2012 (SSAA) gives local authorities the power to:

- 2.1 develop Local Alcohol Policies (LAPs). In 2013, Council resolved to develop a LAP.
- 2.2 The purpose of a LAP is to give communities greater control over the location and licensing conditions of liquor outlets. Its development is about setting licensing standards that are relevant to the needs of the community. It also provides the District Licensing Committee with guidance that helps ensure licensing decisions balance economic and social outcomes. If Council did not create a LAP, the default provisions in the Act would apply.
- 2.3 Public consultation was from 1 August 2020 – 31 August 2020. Council received 6 submissions. 3 submitters spoke to their submission at the hearing.
- 2.4 On the 22 September 2020, Council resolved to adopt the proposed Local Alcohol Policy with amendments based on the feedback from submissions.

3. LAP DEVELOPMENT PROCESS

- 3.1 The LAP's development follows a six-stage process

1	Develop a background paper to provide context to local issues
2	Develop draft LAP in consultation with Police, Licensing Inspectors and Medical Officers of Health, and then formally consult with community.
3	Prepare a provisional LAP based on community feedback
4	Give public notice of provisional LAP, and receive any appeals
5	Adopt provisional LAP, which becomes final after 30 days after public notification, or after appeals are resolved
6	Give public notice of LAP's adoption, and date it will come into effect as determined by Council

- 3.2 The table below provides a recommended timeline for this process:

Task	Time	Legislative basis
Council resolution to adopt draft for consultation	28 July, 2020	Section 79 (SSAA).
Public notice	30 July, 2020	Section 79 (SSAA).
Consultation period	1 August, 2020 – 31 August, 2020	Section 83 (LGA).
Hearings and deliberations	22 September, 2020	Section 83 (LGA).
Council resolution to adopt provisional LAP	20 October, 2020	Section 79 (SSAA).
Public notice	22 October, 2020	Section 80 (SSAA).
Appeals period	23 October, 2020 – 23 November, 2020	Section 81-86 (SSAA).
Final LAP adoption if no appeals	24 November, 2020	Section 87 (SSAA).
Public notice	25 November, 2020	Section 90 (SSAA).

4. IMPLEMENTATION CONSIDERATIONS

- 4.1 A delayed effective date would be appropriate to ensure changes to the website, and forms are made in time for the effective date of the adopted policy. Recommended that this is 22 October 2020.
- 4.2 It would be appropriate to communicate the changes with relevant stakeholders to ensure the provisions in the policy are followed.

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 4. Safe and accessible recreational facilities 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. OPTIONS

- 5.1 The options identified are:
- a. Status quo – do not adopt a Local Alcohol Policy
 - b. Adopt the proposed Local Alcohol Policy
 - c. Adopt the proposed Local Alcohol Policy, with amendments

- d. Adopt an alternative Local Alcohol Policy
- 5.2 Option A: Council is not required to adopt a Local Alcohol Policy. The Sale and Supply of Alcohol Act 2012 gives territorial authorities the power to develop Local Alcohol Policies. If Council did not create a Local Alcohol Policy, the default provisions in the Act would apply.
- 5.3 Option B: The proposed Local Alcohol Policy reflects feedback received from key stakeholders including medical officers of health, licencing officers and police. This document does not take into account any of the views expressed by submitters as it is the document that Council took out for consultation.
- 5.4 Option C: If the amendments to the Local Alcohol Policy, based on the views expressed by submitters, do not significantly alter the material of the policy, these can be adopted without further consultation.
- 5.5 Option D: If Council wishes to introduce further changes to the content of the policy, based on the views expressed by submitters, then further public consultation may be required depending on the significance and extent of the changes. Advice can be given during deliberations if any potential changes would require additional consultation.

6. CORPORATE CONSIDERATIONS

What is the change?

- 6.1 Adoption of a provisional Wairoa District Council Local Alcohol Policy

Compliance with legislation and Council Policy

- 6.2 Local Government Act 2002
- 6.3 Sale and Supply of Alcohol Act 2012

What are the key benefits?

- 6.4 Adoption of a Local Alcohol Policy gives communities greater control over the licencing of liquor outlets and sets standards relevant to the needs of our community.

What is the cost?

- 6.5 Costs met from existing budgets

What is the saving?

- 6.6 Not applicable

Service delivery review

- 6.7 Not applicable

Maori Standing Committee

- 6.8 This matter has not been referred to the committee

7. SIGNIFICANCE

7.1 This subject has a history of public interest

7.2 [\[Type here\]](#)

8. RISK MANAGEMENT

8.1 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	Considerable

Who has been consulted?

Council has consulted the public using the Special Consultative Procedure, under the Local Government Act 2002

Further Information

[\[List any websites or papers where people interested could read more on this topic\]](#)

References (to or from other Committees)

Council 28 November 2013 Local Alcohol and Local Approved Products Policies.

Council 28 July 2020 Local Alcohol Policy Consultation



Council 22 September 2020 – Local Alcohol Policy – Hearing and Deliberations

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 Courtney Hayward	Approved by Kitea Tipuna

LOCAL ALCOHOL POLICY



WAIROA
DISTRICT COUNCIL

Stored:	Hyperlink
Approved by:	Senior Leadership Team
Department:	Office of the CEO
Policy Author:	
Date Approved:	20 th October 2020
Next Review Date:	20 th October 2021
Reviewed:	
Revision No:	
Relevant:	
Legislation related policies:	Sale and Supply of Alcohol Act
Related forms:	

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1 PURPOSE

- 1.1 The Local Alcohol Policy (LAP) provides guidance on the promotion of safe and responsible sale, supply and consumption of alcohol, encourages licensed premises to foster positive, responsible drinking behaviour and minimise alcohol-related harm; and reflects the views of the Wairoa community as to the appropriate location, number, hours and conditions that should apply to licensed premises within the district.

2 POLICY STATEMENT

- 2.0.1 Under the Sale and Supply of Alcohol Act 2012 Council has developed a LAP, this must be read in conjunction with the Act and relevant regulations.
- 2.0.2 The Wairoa District Licensing Committee (DLC) and the Alcohol Regulatory Licensing Authority (ARLA) must have regard to the LAP when making decisions on licence applications in the district.
- 2.0.3 The LAP will apply to all premises on which alcohol is sold or supplied, all applications for new licences and licence renewals after the date the LAP comes into force.

2.1 LOCATION AND DENSITY OF LICENSED PREMISES

- 2.1.1 No new licence of any type will be granted in locations that are within 50 metres of a sensitive site. This provision excludes restaurants, cafes, and supermarkets. An applicant for a new on licence is exempt from this clause where they can demonstrate that the hours, alcohol-related signage, and/or operation of the premises will have no significant impact on the sensitive site/s and or persons using the sensitive site/s.
- 2.1.2 Off licences will be capped at **10** within the Wairoa District. The cap for the urban zone is **6**. Supermarkets are exempt from this cap. Any application must conform to the District Plan and cannot be inconsistent with other Council policies or bylaws.

2.2 MAXIMUM LICENSED OPERATING HOURS

ON LICENCE		
Maximum operating hours	Trading days	Location
9am-1pm	Monday-Sunday	District-wide

OFF LICENCE		
Maximum operating hours	Trading days	Location
10am-9pm	Monday-Sunday	District-wide

CLUBS		
Maximum operating hours	Trading days	Location
Sunday-Thursday 10am -11pm Friday-Saturday 10am – 12am (midnight)	Monday-Sunday	District-wide

2.3 SPECIAL LICENCES

- 2.3.1 The hours approved for a special licence will depend on the location, type of premise, activity and participants of the event. Special licences will not extend past 1am.
- 2.3.2 No premises shall be permitted to have more than six events under a special licence in any 12-month period.
- 2.3.3 All Class 1 special licences have to be exercised by a person holding a Manager's Certificate.

2.4 CONDITIONS ON ANY LICENCE

- 2.4.1 The District Licencing Committee may issue any type of licence subject to **discretionary** conditions, appropriate to the circumstances of that licence, including but limited to:
- The people to whom alcohol may be sold;
 - The sale of alcohol to prohibited persons;
 - Management of the premises;
 - One-way door restrictions earlier than the maximum time of 1am;
 - Requirement for a person/s holding a Manager's Certificate to be on duty;
 - The kind of alcohol that may be sold;
 - Display of safe and responsible drinking messages/material;
 - Display of external promotion and advertising – including % of store front covered, type of material used;
 - Effective interior and exterior lighting;
 - CCTV in suitable locations for monitoring purposes;
 - Provision of additional qualified security staff at specified time/s;
 - Limit on the type and/or size of drinks and the number of drinks per customer after a specified time;
 - Limit the use of glass drinking receptacles at specified times;
 - Provide transport for patrons, or information about transport options;
 - Provide food, non-alcohol and low-alcohol drinks;
 - Adopt noise control management plans;
 - Adopt risk management plans;
 - Adopt a host responsibility policy.

3 CHILD FOCUSED EVENTS

- 3.1 Licences will not be granted for child-focussed events. A child focussed event is an event that is centred around minors. This includes but is not limited to galas, children's sports games, school kapa haka events, etc.

4 DEVELOPMENT AND REVIEW OF THE LAP

- 4.1 A LAP must be developed in consultation with Medical Officers of Health, inspectors (as defined under the Sale and Supply of Alcohol Act 2012), Police and the community. It must be reasonable and consistent with the objectives of the Act.
- 4.2 In preparing a LAP, WDC must have regard to the following:
- The objectives and policies in the District Plan.
 - The number of licences of each kind in the district, and location and opening hours of each licensed premise.
 - Liquor bans.
 - The demographic profile of the district's residents and tourists.
 - The health indicators of the district's residents.
 - The nature and severity of alcohol-related problems in the district.
- 4.3.1 WDC can revoke its LAP and adopt another in its place. The LAP can be reviewed before the review timeframe of six years.

5 DEFINITIONS

The Act	Sale and Supply of Alcohol Act 2012
Alcohol	A substance that contains fermented, distilled, or spirituous liquor, which is found to contain 1.15% or more ethanol by weight, in a form that can be consumed by people.
Alcohol-related harm	The harm caused by the excessive or inappropriate consumption of alcohol. It includes any crime, damage, death, disorderly behaviour, illness, or injury, caused or contributed to by excessive or inappropriate consumption of alcohol.
Child	Used interchangeably with the term "minor" as per the sale and supply of alcohol act 2012. Minor means a person who is under the age of 18 years
Child focussed event	Events that are centred around minors. This includes but is not limited to galas, children's sports games, school kapa haka events, etc.
Good order of the locality	The degree to which the locality of a premises is pleasant.
Bar	A part of a hotel or tavern used mainly for the sale or consumption of alcohol.
Bottle store	Retail premises where at least 85% of the annual revenue is earned from the sale of alcohol for consumption elsewhere.
Club	A corporate body that has as its object participation or promotion of a sport or recreational activity, other than for gain; or a body that holds permanent club charter.
Club licence	A licence for the sale of alcohol for consumption at the club premises and only to members, affiliates and guests of the club.

Hotel	Business premises used mainly for providing lodging, alcohol, meals, and refreshments for consumption onsite.
Licence	A current licence issued under the Act.
Off-licence	A licence for premises where the licensee sells alcohol for consumption offsite.
On-licence	A licence for premises where the licensee sells alcohol for consumption onsite.
One-way door restriction	A requirement that, during the hours stated in the restriction no person is to be admitted (or re-admitted) into the premises and supplied with alcohol, unless he or she is an exempt person.
Prohibited person	A person to whom alcohol cannot be sold. This includes persons under 18 years of age, an intoxicated person and in the case of a club, a person who is not authorised to enter the premises.
Regulations	Regulations made under the Act.
Sensitive site	Areas or facilities that are considered more sensitive to alcohol-related harm. These sites include childcare facilities, educational facilities, medical centres, places of worship, and marae. Childcare facilities: Includes any crèche, day or after-school care centre, pre-school, kindergarten, kohanga reo or play centre. Educational facilities: Any educational premises, including primary, secondary, tertiary, vocational education institutes, and private tertiary establishments. Medical centres: Premises used to provide essential medical, physical and mental health services, as well as any addiction treatment facilities. This includes any pharmacy, dental surgery, or health clinic. Places of worship: Buildings and land used mainly for worship or religious purposes.
Special licence	A licence that allows the licensee to sell alcohol to people attending an event. This licence may be: <ul style="list-style-type: none"> • An on-site or an off-site licence • For a single event or a series of events • To permit the sale of alcohol at an on-licence or a club licence, outside the conditions of the usual licence
Supermarket	Under section 32 (1) (e) of the Act - premises that (in the opinion of the licensing authority or licensing committee concerned) are a supermarket with a floor area of at least 1000m ² (including any separate departments set aside for such foodstuffs as fresh meat, fresh fruit and vegetables, and delicatessen items)
Tavern	Premises used mainly for providing alcohol and other refreshments to the public.

6 RAISING A CONCERN

Any concerns should be raised with the WDC Licensing Officer (EHO@wairoadc.govt.nz)

APPENDIXES

1 DISTRICT LICENSING COMMITTEE

- 1.1 Decisions on applications for licences are made by the DLC, which is made up of three people, two from the wider community and one elected Councillor.
- 1.2 The DLC must consider each application in accordance with:
 - The LAP.
 - The objectives of the Act.
 - Suitability of the applicant.
 - Design and layout of the premises.
 - The types of goods or services provided by the applicant.
 - Whether the good order of the locality of the premises may be reduced by the issue of a licence.
 - Whether the applicant has the systems, staff and training to comply with the law.

8.11 MĀORI STANDING COMMITTEE TERMS OF REFERENCE

Author: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Authoriser: Kitea Tipuna, Tumu Whakarae Taupua Interim Chief Executive Officer

Appendices: Nil

1. PURPOSE

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

RECOMMENDATION

The Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor RECOMMENDS that Council advise the terms of reference for the Māori Standing Committee

2. BACKGROUND

- 2.1 Council extended the term of the 2016 triennium members to the end of 2020 at their meeting on 16 June 2020. No changes were made to the terms of reference at their meeting as an additional workshop was requested.
- 2.2 Iwi Chairs have been engaged as to their view and this has also been taken into consideration.
- 2.3 The selection process reflects the status quo. However, 3 options for the Wairoa Whānui representative are included for consideration. Māori Standing Committee have endorsed their preferred option for the Wairoa Whānui representative, for Council's consideration.

Maori Standing Committee

- 2.4 This has been referred to the Māori Standing Committee who have endorsed their preferred option, as seen in the Attached MSC Terms of Reference, for Council's consideration.

References (to or from other Committees)

Council Workshop – MSC Terms of Reference – 26 May 2020

Ordinary Council - Māori Standing Committee Terms of Reference – 8 September 2020

Māori Standing Committee – Māori Standing Committee Terms of Reference – 2 October 2020



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 Courtney Hayward	Approved by Kitea Tipuna

9 RECEIPT OF MINUTES FROM COMMITTEES/ACTION SHEETS**9.1 RECEIPT OF ECONOMIC DEVELOPMENT COMMITTEE MEETING - 4 AUGUST 2020**

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Appendices: 1. Minutes of Economic Development Committee Meeting - 4 August 2020

RECOMMENDATION

1. That the Minutes of the Economic Development Committee Meeting held on Tuesday 4 August 2020 be received and the recommendations therein be adopted.

**MINUTES OF WAIROA DISTRICT COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 4 AUGUST 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Denise Eaglesome-Karekare, Cr Melissa Kaimoana, Cr Danika Goldsack.

IN ATTENDANCE: Steven May (Tumu Whakarae Chief Executive Officer), Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Rubyanne Edwards (Kaiarahi Parongo Tapoi Tourism Information Co-ordinator), Gay Waikawa (Kaiurungi Mana Ārahi Governance Officer), Tyler Trafford-Misson (Kaiurungi Mana Ārahi / Whakawhanake Ōhanga Governance and Economic Development Officer), Roz Thomas (Vision Projects), Alex Powdrell (Vision Projects), Trevor Waikawa (Vision Projects), Katie Bowen (Vision Projects), Rachel Dossor (Vision Projects).

1 KARAKIA

Karakia was given by Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement)

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/33

Moved: Cr Melissa Kaimoana

Seconded: Cr Danika Goldsack

That the apologies received from Lewis Ratapu and Mo Rongo be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

9.1 Update from Vision Projects (Public Excluded) Cr Denise Eaglesome-Karekare.

4 CHAIRPERSON'S ANNOUNCEMENTS

Chairperson Cr Denise Eaglesome-Karekare made reference to the upcoming announcement for Provincial Growth Funding by Paliamentary Undersecretary Fletcher Tabuteau this coming Friday 7 August 2020.

5 LATE ITEMS OF URGENT BUSINESS

Pakihi Ora Short term work programme to be added as late item, added as general item 8.5

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 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/34**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

That the minutes [and confidential minutes] of the Ordinary Meeting held on 23 June 2020 be confirmed.

CARRIED

Minutes accepted, no changes required.

8 GENERAL ITEMS**8.1 UPDATE FROM THE GROUP MANAGER COMMUNITY & ENGAGEMENT****COMMITTEE RESOLUTION 2020/35**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Danika Goldsack

That the Economic Development Committee receives this report.

CARRIED

Kitea Tipuna (Pouwhakarae – Hapori / Whakatūtaki Group Manager Community and Engagement) spoke of two items not included; The Māori economic summit hosted Taiwhenua of Heretaunga which will see Cr Goldsmith and Cr Kaimoana attend, and secondly a quick discussion on PGF funding announcement for Friday as per Chairpersons announcement.

In terms of the report, the Economic Development committee discussed the Wairoa recovery plan, Sarah Tully's appointment as Hawke's Bay Regional Recovery Manager, Minister Peeni Henare's visit, the Mayor's taskforce, and the apprenticeship hui.

Particular discussion was had in regards to Council committing to a specific housing strategy through integration with other local entities.

8.2 UPDATE FROM VISION PROJECTS

COMMITTEE RESOLUTION 2020/36

Moved: Cr Melissa Kaimoana

Seconded: Cr Danika Goldsack

That the Economic Development Committee receives this report.

CARRIED

Economic Development Committee congratulates Trevor Waikawa on his new position working as part of the Vision Projects team.

Roz Thomas from Vision Projects gave the Economic Development Committee an update on Visions recent activity however, commercial sensitivity meant that Roz briefly discussed a number of projects including the Urban Design Plan, Library Digital Hub and Wairoa Space Discovery Centre and discussed the above in more depth in Public Excluded.

There was agreement for a 'generic' poster or information board in the windows of the winters building informing the community on where the projects were at.

Cr Danika Goldsack left the Economic Development meeting at 2:08 pm
Quorum was not affected.

8.3 TOURISM AND I-SITE UPDATE

COMMITTEE RESOLUTION 2020/37

Moved: Cr Denise Eaglesome-Karekare

Seconded: His Worship the Mayor Craig Little

That the Economic Development Committee receives this report.

CARRIED

Rubyanne Edwards (Kaiahi Parongo Tapoi Tourism Information Co-ordinator) spoke to her report and gave an interesting update on Wairoa's domestic tourism, noting that Wairoa is a preferred destination in the domestic tourism market and has seen "the third biggest increase in spending in local accommodation providers across New Zealand (up 90.7%) behind Greytown and Martinborough". This is in great contrast to recent social media opinions expressed in regards to falling tourism in Wairoa and the input of Wairoa District Council resources.

Committee expressed that tourism is important to Wairoa however unlike the country as a whole, Wairoa has not been affected to such an extent given our multi industry economy. Our primary industries remained strong throughout COVID. Tautoko Wairoa has played a big part in retail returning to pre COVID levels.

8.4 RETIREMENT VILLAGES ASSOCIATION FORUM PRESENTATION

COMMITTEE RESOLUTION 2020/38

Moved: Cr Melissa Kaimoana

Seconded: His Worship the Mayor Craig Little

That Committee receive the report.

CARRIED

This report includes the presentation given by John Collins from the Retirement Villages Association. It was originally presented at the Council forum on 14 July 2020 and was requested to also come to the Economic Development.

Cr Danika Goldsack returned to the Economic Development meeting at 2:25pm.

8.5 PAKIHI ORA SHORT TERM WORK PROGRAMME

COMMITTEE RESOLUTION 2020/39

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Danika Goldsack

That the Economic Development Committee receives this report

CARRIED

Programme was commissioned to help understand the health of our businesses during COVID and to determine what Wairoa District Council could do to assist recovery in the short term.

Discussion as to the business resilience fund and the potential in growing this. Cr Kaimoana noted that this role is not just the Councils but rather a number of different local entities that could potentially contribute.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/40

Moved: His Worship the Mayor Craig Little

Seconded: Cr Danika Goldsack

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
9.1 - UPDATE FROM VISION PROJECTS	s7(2)(b)(ii) - the withholding of the information is necessary to protect information where	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the

	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 s7(2)(h) - the withholding of the information is necessary to enable Council to carry out, without prejudice or disadvantage, commercial activities	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
9.2 - GAIETY THEATRE REPORT	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

CARRIED

<p>COMMITTEE RESOLUTION 2020/41</p> <p>Moved: Cr Danika Goldsack</p> <p>Seconded: Cr Melissa Kaimoana</p> <p>That Council moves out of Closed Council into Open Council.</p> <p style="text-align: right;">CARRIED</p>
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Closing Karakia was given by Kitea Tipuna

The Meeting closed 3:21pm.

The minutes of this meeting were confirmed at the Economic Development Committee Meeting held on 15 September 2020.

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CHAIRPERSON

9.2 RECEIPT OF ECONOMIC DEVELOPMENT COMMITTEE MEETING - 15 SEPTEMBER 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Appendices: 1. Minutes of Economic Development Committee Meeting - 15 September 2020

RECOMMENDATION

1. That the Minutes of the Economic Development Committee Meeting held on Tuesday 15 September 2020 be received and the recommendations therein be adopted.

**MINUTES OF WAIROA DISTRICT COUNCIL
ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 15 SEPTEMBER 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little (via video-conferencing), Cr Denise Eaglesome-Karekare, Cr Melissa Kaimoana, Cr Danika Goldsack, Mr Moana Rongo, Mr Lewis Ratapu

IN ATTENDANCE: Cr Chaans Tumataroa-Clarke, Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), Gary Borg (Pouwhakarae – Pūtea/Tautāwhi Rangapū Group Manager Finance and Corporate Support), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Service), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki – Waeture Customer Service Manager Regulatory), Rubyanne Edwards (Kaiarahi Parongo Tapoi Tourism Information Co-ordinator), Luke Knight (Kaiwhakahaere Rawa Property Manager), Tyler Trafford-Misson (Kaiurungi Mana Ārahi/Whakawhanake Ōhanga – Governance and Economic Development Officer), Courtney Hayward (Kaiurungi Matua Kaupapa Here me te Mana Ārahi – Senior Policy and Governance Advisor), Roz Thomas (Vision Projects), Trevor Waikawa (Vision Projects).

1 KARAKIA

Karakia given by Cr Tumataroa-Clarke

2 APOLOGIES FOR ABSENCE

Nil, His Worship the Mayor joining via video-conferencing

3 DECLARATION OF CONFLICT OF INTEREST

Chairperson Cr Denise Eaglesome-Karekare registered her interest in item 8.1, section 2.1 in regards to the Wairoa Young Achievers Trust.

4 CHAIRPERSON'S ANNOUNCEMENTS

Nil

5 LATE ITEMS OF URGENT BUSINESS

Nil

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 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/44**

Moved: Cr Melissa Kaimoana

Seconded: Cr Danika Goldsack

That the minutes [and confidential minutes] of the Ordinary Meeting held on 4 August 2020 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 UPDATE FROM THE WAIROA DISTRICT COUNCIL ECONOMIC RECOVERY MANAGER****COMMITTEE RESOLUTION 2020/45**

Moved: Mr Moana Rongo

Seconded: Cr Melissa Kaimoana

The Recovery Manager RECOMMENDS that the Economic Development Committee receive the report.

CARRIED

The Group Manager – Community and Engagement briefed the Economic Development Committee with a number of updates of Council's recent activities.

Items discussed include the Mayors' Taskforce for Jobs, Campaign Rua of the Tautoko Wairoa Shop Local Campaign, in which over three weeks there has been over \$100,000 spent in that timeframe. The Senior Policy and Governance Advisor gave a briefing on her meeting with Sarah Tully, the Hawkes Bay Recovery Manager. Other items included the Wairoa Recovery Plan and the Hawkes Bay Business Survey.

One last item not on the agenda but discussed was that an application has been submitted to the Responsible Camping Fund, after a successful bid last year in partnership with Rongomaiwahine iwi trust. The bid this year has been submitted for \$280,000.

Ross Macdonald – Site Manager Tuai, Genesis Energy and Mikayla Latimer – Community and Engagement Manager for Genesis Energy New Zealand joined the meeting at the end of item 8.1, taking up the Group Manager – Community and Engagement's invitation to come and listen to the Economic Development Committee, as part of talks and strengthening of the relationship between Wairoa District Council and Genesis Energy.

8.2 UPDATE FROM VISION PROJECTS**COMMITTEE RESOLUTION 2020/46**

Moved: Cr Danika Goldsack

Seconded: Mr Lewis Ratapu

The Policy Officer RECOMMENDS that the Economic Development Committee receive the report.

CARRIED

Trevor Waikawa (Vision Projects) updated the Economic Development Committee on the recent activity of Vision Projects, significant milestones include:

- The completion of Phase one Te Wairoa E Whanake (Completion of the Business case and the Urban design plan)
- The Cultural Impact and Heritage Assessment completion
- Digital Hub, Wairoa Council gained an insight into how the Digital could potentially look with Winston Peters and Fletcher Tabuteau visiting while stopping for a quick tour of Wairoa and its PGF funded projects.

Official opening for the Wairoa Digital Hub is imminent, process is underway for the recruitment of a Digital Hub Officer.

Stage two of Te Wairoa E Whanake Phase Two was approved by Council at the 8 September Ordinary Council meeting.

8.3 TOURISM AND I-SITE UPDATE

COMMITTEE RESOLUTION 2020/47

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

The Kaiurungi Mana Ārahi / Whakawhanake Ōhanga Governance and Economic Development Officer RECOMMENDS that the Economic Development Committee receive the report.

CARRIED

The Wairoa I-Site Tourism Co-ordinator gave an update to the Economic Development Committee on recent activity for the Wairoa I-Site. Significant items include an update on Wairoa Tourism, and an Intercity Bus update.

In terms of tourism, maintaining strong working relationships with local accommodation providers throughout the district remains a high priority, COVID 19 continues to have a significant impact on their operations, but there is hope that domestic tourism will return over the approaching summer period.

Masks are still required on all public transport, however social distancing guidelines have been eased and busses can now operate at 100% capacity. Intercity busses continue to run only four times per week. Committee agreed that there is a need to monitor the numbers using this service due to the importance of keeping such a service running through Wairoa, and the idea that there needs to be a high level of commitment to ensure that this service remains.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/48

Moved: His Worship the Mayor Craig Little

Seconded: Cr Melissa Kaimoana

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
9.1 – UPDATE FROM VISION PROJECTS	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. 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.
9.2 – GAIETY THEATRE UPDATE	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.
9.3 – HOUSING STRATEGY UPDATE	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.

CARRIED

COMMITTEE RESOLUTION 2020/49

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Melissa Kaimoana

That Council moves out of Closed Council into Open Council.

CARRIED

The Meeting closed at 3pm with a karakia from Cr Tumataroa-Clarke.

The minutes of this meeting were confirmed at the Economic Development Committee Meeting held on 27 October 2020.

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CHAIRPERSON

9.3 RECEIPT OF INFRASTRUCTURE COMMITTEE MEETING - 11 AUGUST 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Appendices: 1. Minutes of Infrastructure Committee Meeting - 11 August 2020

RECOMMENDATION

1. That the Minutes of the Infrastructure Committee Meeting held on Tuesday 11 August 2020 be received and the recommendations therein be adopted.

**MINUTES OF WAIROA DISTRICT COUNCIL
INFRASTRUCTURE COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 11 AUGUST 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Chaans Tumataroa-Clarke, Cr Denise Eaglesome-Karekare, Cr Hine Flood (Deputy Mayor), Cr Chris Olsen

IN ATTENDANCE: Kitea Tipuna (Pouwhakarae – Hapori/Whakatūtaki Group Manager Community and Engagement), 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), Simon Mutohori (Kaiwhakahaere Ratonga Kiritaki/Customer Service Manager-Regulatory), Kimberley Tuapawa (Pouwhakarae – Pārongo/Wheako Kiritaki Group Manager Information and Customer Experience), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer), Luke Knight (Kaiwhakahaere Rawa Property Manager), Mike Hardie (Kaiwhakahaere Hua Pūmau Huarahi (Taupua)/ Transport Asset Manager), Karen Akuhata (Kaiwhakahaere Whaipainga/Utilities Manager), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by Kitea Tipuna.

2 APOLOGIES FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/51

Moved: His Worship the Mayor Craig Little

Seconded: Cr Denise Eaglesome-Karekare

That the apology received from Cr Hine Flood be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

Chris Olsen – **Public Excluded Item 9.1** - 3 Waters Reform, Government Grant – Tranche One

4 CHAIRPERSON'S ANNOUNCEMENTS

None.

5 LATE ITEMS OF URGENT BUSINESS

Public Excluded – Nuhaka River Road

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 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/52**

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That the minutes [and confidential minutes] of the Ordinary Meeting held on 18 June 2020 be confirmed.

CARRIED

8 GENERAL ITEMS**8.1 COMMUNITY ASSETS AND SERVICES DEPARTMENT - PROPOSED PROJECT REPORT FORMAT****COMMITTEE RESOLUTION 2020/53**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Chris Olsen

That Committee receive the report.

CARRIED

Group Manager Community Assets and Services acknowledged the Utilities Manager and Transport Asset Manager for their contribution to the report.

The report outlined how projects align with Council's direction and are being delivered in line with relevant policies and strategies, ie Infrastructure strategy, procurement guidelines, AMPs, LTP and Annual Plan.

Monitoring, Risks, and Resources was also discussed.

8.2 THERMAL IMAGE DRONE**COMMITTEE RESOLUTION 2020/54**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Chaans Tumataroa-Clarke

That the Committee receive the report.

CARRIED

The report covered Wairoa District Council benefits and community benefits for the use of the Thermal Image Drone.

The Group Manager Community Assets and Services gave a brief photo and video summary presentation of what the Thermal Image Drone to support the report.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/55

Moved: Cr Chaans Tumataroa-Clarke

Seconded: Cr Denise Eaglesome-Karekare

That the public be excluded from the following parts of the proceedings of this meeting at 2.21pm.

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
9.1 - 3 Waters reform, Government Grant-tranche one	<p>s7(2)(f)(ii) - the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of Council members, officers, employees, and persons from improper pressure or harassment</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> <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> <p>s7(2)(j) - the withholding of</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

	the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	
9.2 - Nuhaka River Road	s7(2)(c)(ii) - the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest	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

COMMITTEE RESOLUTION 2020/56

Moved: Cr Chaans Tumataroa-Clarke

Seconded: His Worship the Mayor Craig Little

That Council moves out of Closed Council into Open Council at 3.24pm.

CARRIED

The Meeting closed at 3.25pm with a karakia by Kitea Tipuna.

The minutes of this meeting were confirmed at the Infrastructure Committee Meeting held on 3 November 2020.

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CHAIRPERSON

9.4 RECEIPT OF FINANCE, AUDIT & RISK COMMITTEE MEETING - 18 AUGUST 2020

Author: Gay Waikawa, Kaiurungi Mana Ārahi Governance Officer

Authoriser: Courtney Hayward, Kaiurungi Matua Kaupapa Here me te Mana Arahi Senior Policy & Governance Advisor

Appendices: 1. Minutes of Finance, Audit & Risk Committee Meeting - 18 August 2020

RECOMMENDATION

1. That the Minutes of the Finance, Audit & Risk Committee Meeting held on Tuesday 18 August 2020 be received and the recommendations therein be adopted.

**MINUTES OF WAIROA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, WAIROA DISTRICT COUNCIL, CORONATION SQUARE, WAIROA
ON TUESDAY, 18 AUGUST 2020 AT 1.30PM**

PRESENT: His Worship the Mayor Craig Little, Cr Jeremy Harker, Cr Denise Eaglesome-Karekare, Mr Philip Jones (By Video conference)

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), Courtney Hayward (Kaiurungi Kaupapa Here | Policy Officer), Kevin Stevenson (Kaiurungi Kore Whakawhara/Zero Harm Officer), Gay Waikawa (Kaiurungi Mana Arahi/Governance Officer)

1 KARAKIA

Karakia was given by Kitea Tipuna

2 APOLOGY FOR ABSENCE

APOLOGY

COMMITTEE RESOLUTION 2020/111

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the apology received from Cr Danika Goldsack be accepted and leave of absence granted.

CARRIED

3 DECLARATION OF CONFLICT OF INTEREST

None.

4 CHAIRPERSON'S ANNOUNCEMENTS

None

5 LATE ITEMS OF URGENT BUSINESS

None

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 14.14 requests to speak must be made to the meeting secretary at least one clear day before the meeting; however this requirement may be waived by the Chairperson.

7 MINUTES OF THE PREVIOUS MEETING**COMMITTEE RESOLUTION 2020/112**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the minutes of the Ordinary Meeting held on 7 July 2020 be confirmed with the change.

CARRIED

8 GENERAL ITEMS**8.1 EXTERNAL AUDIT MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2019****COMMITTEE RESOLUTION 2020/113**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the Committee receives the Audit Management Report for the Year Ended 30 June 2019.

CARRIED

The Group Manager Finance & Corporate Support presented his report and reported on the audit management report being a standard component of the annual audit process. It provides observations and recommendations concerning Council's control environment and reporting processes and contributes to continuous improvement and risk management.

The Committee discussed:

- high opex variance, capex being new build.
- policy driven by standards.
- upgrading asset data.
- capitalisation policy - user friendly terms.
- reviewing expenditure not when being signed off and when it is being paid for.
- locking policy and procedure in.
- revaluations – what appreciation is looking at and why there is a gap and why there is a difference.
- depreciation of gap and level of service – drives depreciation- alignment.
- credit card – auditing satisfied with 2019 explanation.

8.2 UPDATE ON PREPARATION OF THE ANNUAL REPORT FOR THE YEAR ENDING 30 JUNE 2020.**COMMITTEE RESOLUTION 2020/114**

Moved: Cr Jeremy Harker

Seconded: Cr Denise Eaglesome-Karekare

That the Committee receive the report.

CARRIED

The Group Manager Finance and Corporate Support presented a project status for the number of actions being undertaken in the completion of the Annual Report.

- infrastructure revaluations.

8.3 FINANCIAL PERFORMANCE TO 30 JUNE 2020**COMMITTEE RESOLUTION 2020/115**

Moved: His Worship the Mayor Craig Little

Seconded: Cr Jeremy Harker

That the Committee receive the report.

CARRIED

The Group Manager Finance and Corporate Service gave the committee an update of the Wairoa District Council's financial performance and its position. The financial report sets out the financial results against estimated phased budgets for each Group of Activities and the whole of Council.

8.4 UPDATE ON RISK MANAGEMENT PROCESSES**COMMITTEE RESOLUTION 2020/116**

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the Committee receive the report.

CARRIED

The Policy Officer reported on risk management strategies, including highlighting the importance of a dedicated, organisation wide risk register to ensure Council is mindful of enterprise risks.

The Committee discussed:

- risk register – cloud base portal
- raise concerns eg privacy issues, conflict of interest and tightly managed secured spot.

- policy database – uploaded to same portal – process mapping.
- know how Council arrived with that – were council intends to land with its ultimate target level.

8.5 HEALTH & SAFETY

COMMITTEE RESOLUTION 2020/117

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

The Zero Harm Officer provided information on Council's health and safety matters. Gave an update on hazard identification/register/Accident or Near Miss Reports, Staff training and Health & Safety Committee.

- health checks completed
- work life balance
- preparation for COVID-19 #2
- threatening behaviour incident – encourage them to report.

8.6 FAR WORK PLAN

COMMITTEE RESOLUTION 2020/118

Moved: Cr Jeremy Harker

Seconded: His Worship the Mayor Craig Little

That the Committee receive the report.

CARRIED

The Group Manager Communication and Engagement gave a COVID update to the Committee. Most people can work as usual under Alert Level 2 but must practice social distancing, contact trace, practice good hygiene, stay at home if you are unwell, out of region travel is only for essential work purposes and at this stage it will be business as usual.

9 PUBLIC EXCLUDED ITEMS

RESOLUTION TO EXCLUDE THE PUBLIC

COMMITTEE RESOLUTION 2020/119

Moved: Cr Denise Eaglesome-Karekare

Seconded: Cr Jeremy Harker

That the public be excluded from the following parts of the proceedings of this meeting at 2.51pm

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
9.1 – Confirmation of Public Excluded Minutes – 7 July 2020	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

CARRIED

The Meeting closed at 2.54pm.

The minutes of this meeting were confirmed at the Finance, Audit & Risk Committee Meeting held on 29 September 2020.

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CHAIRPERSON

10 PUBLIC EXCLUDED ITEMS

Nil