

COUNCIL MEETING

ORDER PAPER

THURSDAY, 30 APRIL 2020, 1.00 PM

VIA ZOOM VIDEO COMMUNICATION

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Chair - His Worship the Mayor, Andy Watson

Deputy Chair – Councillor Nigel Belsham

Membership

Councillors Cath Ash, Brian Carter, Fi Dalgety, Gill Duncan, Jane Dunn, Angus Gordon, Tracey Hiroa, Richard Lambert, Waru Panapa and Dave Wilson.

Please Note: Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.

Making this place home.



Rangitikei District Council

Council Meeting

Agenda – Thursday 30 April 2020 – 1:00 p.m.

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Public excluded minutes are provided separately to Elected Members

The quorum for the Council is 6.

Council's Standing Orders (adopted 31 October 2019) 11.1 provide: The quorum for Council is half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

Note: While the epidemic notice is in force for COVID-19, all Elected Members have the right to attend and participate in a meeting of the Council by audio or audio-visual link and be counted as part of the quorum for the meeting.

1 Welcome

2 Council Prayer

3 Apologies/Leave of Absence

4 Members' conflict of interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of order of business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting,.....be dealt with as late items at this meeting.

6 Confirmation of minutes

The minutes from Councils Emergency meeting held 24 March 2020 and Councils Extraordinary meeting held 23 April 2020 are attached.

Recommendation:

That the minutes (and public excluded) of Councils Emergency meeting held 24 March 2020 [as amended/without amendment] and Councils Extraordinary meeting held 23 April 2020 [as amended/without amendment] be taken as read and verified as an accurate and correct record of the meeting.

7 Mayor's Report

The Mayor's report and schedule are attached.

File ref: 3-EP-3-5

Recommendation:

That the 'Mayor's report and schedule' to the 30 April 2020 Council meeting be received.

8 Joint regional agreement with Te Awa Community Foundation

An outcome of the recent meeting of regional leaders was a commitment to sign a joint agreement with Te Awa Community Foundation. The agreement and frequently asked questions about the Trust are attached.

Recommendation:

That His Worship the Mayor, on behalf of the Rangitikei District Council, be authorised to sign the joint regional agreement with Te Awa Community Foundation.

9 Financial snapshot - March 2020

A report is attached.

File ref: 5-FR-4-1

Recommendation:

That the memorandum 'Financial snapshot – March 2020' to the 30 April 2020 Council meeting be received.

10 Developing a COVID-19 response package

A memorandum is attached.

File ref: 1-ER-2-4

Recommendations:

- 1 That the memorandum 'Developing a COVID-19 response package' to the 30 April 2020 Council meeting be received.
- 2 That Council approves a public statement clarifying that in response to COVID-19:
 - Small to medium businesses will be paid weekly following receipt of invoices rather than on the 20th day of the month following an invoice.
 - There will be no increase in fees and charges (or any new fees) in 2020/21 compared with 2019/20, and there will continue to be no borrowing or overdue charges at the District libraries.
 - A refund of half the annual fees received for use of Council's sportsfields will be made to sporting organisations
 - A refund of three months' licence fees will be made to all food outlets, hairdressers and other registered premises operating in the District and closed during alert 3 and 4 of the COVID-19 response.
 - A refund of application fees lodged for building or resource consents which are withdrawn because of hardship or other issues associated with the COVID-19 alerts.
 - Ratepayers (including those liable for water rates) and Council tenants are invited to enter into a payment agreement with the Council which will mean there are no penalties for late payment.
 - That Council is considering its rates remission policy and future rates increases, and will advise in June 2020 the outcomes of these considerations, this timeframe allowing officers to explore the more far-reaching impacts, to have a detailed look at reducing expenditure, and to apply a formal decision making approach.

- 3 That the Chief Executive provide a report to the 28 May 2020 Council meeting on how the provisions in Council's rates remission policy for remitting rates on the grounds of financial hardship could be applied in response to COVID-19.
- 4 That the draft 2020/21 Annual Plan for consideration at Council's meeting on 28 May 2020 considers how this year's average rate increase of 3.63% can be maintained into 2020/21 rather than the 5.31% increase projected in the 2018-28 Long Term Plan, by recognising as intergenerational costs (and thus funding through debt) the remediation of the historic Putorino landfill and the three waters strategy.

11 Establishing a new Mayoral relief fund trust in response to Covid-19

A memorandum is attached.

File ref: 1-ER-2-5

Recommendations:

- 1 That the memorandum 'Establishing a new Mayoral Relief Fund Trust for COVID 19' to the 30 April 2020 Council meeting be received.
- 2 That

EITHER

Council accepts the offer of a Memorandum of Understanding with the Whanganui Community Foundation to participate in its COVID-19 Response Fund

OR

Council establishes a Rangitikei Mayoral Relief Fund Trust for COVID-19
- 3 That, if a Rangitikei Mayoral Relief Fund Trust for COVID-19 is agreed to, the proposed trust deed [as amended/without amendment} be adopted (and executed in accordance with Council's Delegation register), with His Worship the Mayor, the Deputy Mayor and the Chief Executive (or his nominee) being three of the trustees, with the other three trustees being representative of Iwi, business and welfare organisations – to be selected by His Worship the Mayor and the Chief Executive, with those names included on the trust deed.
- 4 That, if a Rangitikei Mayoral Relief Fund Trust for COVID-19 is agreed to, the Chief Executive arrange for an application to

EITHER

the Inland Revenue Department for donee status for Rangitikei Mayoral Relief Fund Trust for COVID-19

OR

Charities Services for registration of the Rangitikei Mayoral Relief Fund Trust for COVID-19 as a charitable trust under the Charities Act 2005

- 5 That subject to one of the applications in [the previous resolution – to be specified] Council grant \$..... to EITHER the Rangitikei Mayoral Relief Fund Trust for COVID-19 and publicise the existence of the Trust and invite donations OR the Whanganui Community Foundation's COVID-19 Response Fund.

12 Water Related Services Bylaw Deliberations

A report is attached.

File ref: 1-DB-1-11

Recommendations:

- 1 That the report 'Water Related Services Bylaw Deliberations' to the 30 April 2020 Council meeting be received.
- 2 That the Water Related Services Bylaw is formally adopted without amendment and publicly notified.

13 Grandstand on Taihape Memorial Park

A memorandum is attached.

File ref: 6-RF-1-12

Recommendations:

- 1 That the memorandum 'Grandstand on Taihape Memorial Park' to Council's meeting on 30 April 2020 be received.
- 2 That Council confirm that the construction of the new amenities building on Taihape Memorial Park does not imply an intent to demolish the Grandstand to avoid the cost of seismic strengthening.
- 3 That Council invites the Taihape Heritage Trust to lead a working party (to include Council representatives) to consider the long-term preservation of the Grandstand, including the lease of the structure to the Trust.

14 Local Government (Rating of Whenua Maori) Amendment Bill

This Bill aims to support the development of, and provision of housing on, Māori land and to modernise the rating legislation affecting Maori land.

It allows local authorities to divide separate rating areas from a rating unit on Maori freehold land provided that each separate rating area contains a dwelling and is used separately from other land in the rating unit. The apportionment of rates to separate rating areas must total to the rates payable on the land if it had not been divided into separate rating areas. One benefit of this arrangement is that an owner of a separate rating area will be entitled to apply for the rates rebate scheme administered by the Department of Internal Affairs. Local

authorities may also amalgamate multiple rating units of Maori land if used as one economic unit.

Owners of Maori freehold land under development or having an intention to develop may apply to a local authority to remit all or part of their rates; the local authority may do this if satisfied that the development will mean more employment or more houses or an increase of the rating base or support for marae in the District. This complements Council's rates remission policy on incentivising business expansion and residential development; it expands the remission for development currently provided in Council's rates remission policy on Maori freehold land.

Local authorities will be allowed to write-off arrears of rates on Maori freehold land which are considered not able to be recovered, including that of deceased owners. The amounts written off under these provisions must be disclosed in the notes to the annual financial statements of the local authority.

A draft submission is attached.

File ref: 3-OR-3-5

Recommendations:

- 1 That the draft submission on the Local Government (Rating of Whenua Maori) Amendment Bill be received.
- 2 That His Worship the Mayor, on behalf of the Council, be authorised to sign the submission [as amended/without amendment] to the Parliamentary Maori Committee on the Local Government (Rating of Whenua Maori) Amendment Bill.

15 Administrative Matters – April 2020

A report is attached.

File ref: 5-EX-4

Recommendation:

That the report 'Administrative Matters – April 2020' to the 30 April 2020 Council meeting be received.

16 Resuming meetings of Council Committees and Community Boards

At its meeting on 24 March 2020, having regard for the level 4 restrictions to apply under the national pandemic plan to contain COVID-19, Council resolved (20/RDC/079) –

- to continue to meet on the last Thursday of each month, as scheduled, maximising the use of technology permitted by law (including accessibility by the public);
- to continue to meet in workshops as agreed between the Mayor and the Chief Executive, maximising the use of technology; and

- all scheduled meetings of Council committees, including Te Rōpu Ahi Kā, community committees and community boards, rural water supply management committees and reserve management committees are cancelled until further notice.

Subsequently, on 25 March 2020, the COVID-19 Response (Urgent Management Measures) Legislation Act 2020 was passed, coming into effect on 26 March 2020. Section 8 amended Schedule 7 of the Local Government Act 2002 by adding clause 25B.

25B Modifications to clause 25A while epidemic notice in force for COVID-19

(1) Subclauses (2) to (4) apply instead of clause 25A(1).

(2) A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee by means of audio link or audiovisual link.

(3) To that end, a member may attend a meeting by means of audio link or audiovisual link despite—

(a) clause 27(5)(a); and

(b) any limitation or condition on the use of an audio link or audiovisual link that is contained in the local authority's standing orders; and

(c) anything else to the contrary in the local authority's standing orders.

(4) For a Civil Defence Emergency Management Group, the reference in subclause (3) to a local authority's standing orders includes any standing orders that apply to the Group under section 19 of the Civil Defence Emergency Management Act 2002.

(5) Subclause (6) applies instead of clause 25A(4).

(6) A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23.

(7) This clause is repealed when the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.

This legislative change is continuing through alert level 3, whereas Council's resolution was specific to alert level 4.

Recommendation:

That Council, bearing in mind its resolution **20/RDC/079** of 24 March 2020 and section 8 of the COVID-19 Response (Urgent Management Measures) Legislation Act 2020, determines that all scheduled meetings of Council committees, including Te Rōpu Ahi Kā, community committees and community boards, rural water supply management committees and reserve management will recommence two weeks after the Epidemic Preparedness (COVID-19) Notice 2020 expires or is revoked.

17 Top Ten Projects – status, April 2020

A memorandum is attached.

File ref: 5-EX-4

Recommendation:

That the memorandum 'Top Ten Projects – status, April 2020' to the 30 April 2020 Council meeting be received.

18 Minutes and recommendations from Committees

The minutes are attached.

Recommendations:

1 That the following minutes be received:

- Community Grants Sub-Committee, 15 April 2020
- Creative New Zealand Funding Assessment Committee, 21 April 2020

2 That the following recommendation from the Community Grants Sub-Committee meeting held on 15 April 2020:

20/CGSC/004

That the Community Grants Sub-Committee recommend to Council to transfer the unallocated funds of \$1,724.55 to the Community Initiatives Funds to support recovery of Covid-19.

19 Late items

As agreed at Item 5.

20 Public excluded

Recommendation:

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Property matters

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

General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for passing of this resolution
Item 1 Property matters	To enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>section 7(2)(i)</i> .	Section 48(1)(a)(i)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

21 Open Meeting

22 Next Meeting

Thursday 28 May 2020, 1.00pm

23 Meeting Closed

Attachment 1



Rangitikei District Council

Council Meeting – Emergency meeting

Agenda – Tuesday 24 March 2020 – 1:00 PM

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Present:

His Worship the Mayor, Andy Watson – *in person*
Cr Nigel Belsham – *in person*
Cr Cath Ash – *via zoom*
Cr Brian Carter – *via zoom*
Cr Fiona Dalgety – *in person*
Cr Gill Duncan – *via zoom*
Cr Jane Dunn – *in person*
Cr Angus Gordon – *in person*
Cr Tracey Hiroa – *via zoom*
Cr Richard Lambert – *via zoom*
Cr Waru Panapa – *via zoom*
Cr Dave Wilson – *in person*

In attendance:

Mr Peter Beggs, Chief Executive – *in person*
Mr Michael Hodder, Community & Regulatory Services Group Manager – *via zoom*
Ms Jo Devine, Group Manager – Finance and Business Support – *in person*
Mr Arno Benadie, Principal Advisor – Infrastructure – *in person*
Ms Nardia Gower, Strategy and Community Planning Manager – *in person*

1 Open and Welcome

Opened at 1.05pm

2 Council Prayer

His Worship the Mayor read the Council Prayer.

3 Apologies/Leave of Absence

Resolved minute number **20/RDC/076** **File Ref**

That the apology for lateness from Cr Panapa and Cr Hiroa be received.

His Worship the Mayor / Cr Wilson. Carried

4 Emergency Meeting

His Worship the Mayor noted that, following the recommendation of the Chief Executive, Peter Beggs, this emergency meeting had been called due to the COVID19 pandemic situation. As such Council recognises it has set aside the public notification process for meetings.

Resolved minute number **20/RDC/077** **File Ref**

That Council endorse holding an emergency meeting on 24 March 2020 as recommended by the Chief Executive Peter Beggs to address the COVID19 pandemic situation.

His Worship the Mayor / Cr Belsham. Carried

Noted that a quorum was met at the table.

5 Council decision-making during escalated response to COVID-19

The meeting discussed the memorandum. The Mayor and the Chief Executive would ensure communication with Community Committees, Reserve Management Committees, Rural Water Supply Management Supply Subcommittees and Community Boards during the period of suspended meetings.

Resolved minute number **20/RDC/078** **File Ref** **3-OR-3-4**

That the memorandum 'Council decision-making during escalated response to COVID-19' be received.

Cr Wilson / Cr Dunn. Carried

Resolved minute number **20/RDC/079** **File Ref** **3-OR-3-4**

That Council notes that during the period set for level 4 restrictions to apply under the national pandemic plan to contain COVID-19 staff availability will be limited and social distancing is a priority (both for meeting participants and the public who are in attendance), and agrees –

- Council continues to meet on the last Thursday of each month, as scheduled, maximising the use of technology permitted by law (including accessibility by the public);
- Council continues to meet in workshops as agreed between the Mayor and Chief Executive, maximising the use of technology; and
- all scheduled meetings of Council committees, including Te Rōpu Ahi Kā, community committees and community boards, rural water supply management committees and reserve management committees – are cancelled until further notice.

Cr Belsham / Cr Dunn. Carried

Resolved minute number **20/RDC/080** **File Ref** **3-OR-3-4**

That Council notes that lawful decision-making during the escalated response to COVID-19 may be unachievable and delegates to the Chief Executive all of Council's powers, duties and responsibilities that Council may delegate to officers, including the ability to enter into any contract or to authorise any level of expenditure, subject to

- I. the Council being unable or unavailable to hold meetings that comply with the requirements of the Local Government Act 2002 and the Local Government Official Meetings and Information Act, and
- II. the Chief Executive exercising these additional delegated powers only in with prior consultation and agreement from the Mayor (or, if the Mayor is unavailable, the Deputy Mayor or, if the Deputy Mayor is not available the Chair of the relevant Council Committee,
and
- III. the Chief Executive reporting any decisions made under these additional delegations to elected members via email and to the next available meeting of Council.

Cr Wilson / Cr Gordon. Carried

6 Council Meeting scheduled for 26 March 2020

Rather than hold the scheduled meeting on 26 March 2020, which was problematic given the social distancing requirements in the level 4 alert for COVID-19 which would be in place by

then, Council went through the 26 March Council Order Paper item by item and made the following comments and resolutions:

Resolved minute number **20/RDC/081** **File Ref**

That Council deals with necessary items as noted from the 26 March 2020 Order Paper for Council at the Council's emergency meeting of 24 March 2020

Cr Wilson / Cr Gordon. Carried

Item 6 Confirmation of Minutes

Resolved minute number **20/RDC/082** **File Ref**

That the minutes (and public excluded) of the Council meeting on 19 March 2020 without amendment be taken as read and verified as an accurate and correct record of the meeting.

His Worship the Mayor / Cr Dunn. Carried

Item 7 Mayor's Report

His Worship the Mayor noted that the District Plan Change has been put on hold as part of level 4 COVID-19 restrictions. His Worship the Mayor stated he would take email questions from elected members or they can be directed to Chief Executive.

Resolved minute number **20/RDC/083** **File Ref** **3-EP-3-5**

That the 'Mayor's report and schedule' to the 26 March 2020 Council meeting be received.

His Worship the Mayor / Cr Belsham. Carried

Item 8 2020/21 Annual Plan update

Workshop noted for April

Item 9 Updated local governance statement

Resolved minute number **20/RDC/084** **File Ref**

That the 'Local Governance Statement for Rangitikei District Council' to the 26 March 2020 Council meeting be received.

and

That the Rangitikei District Council Local Governance Statement without amendment be adopted.

His Worship the Mayor / Cr Dalgety. Carried

Item 10 Taihape Memorial Grandstand**Motion**

That Council does not pause on the development of the Taihape Amenities Block

Cr Gordon/ Cr Wilson. Lost

Resolved minute number **20/RDC/085** **File Ref**

That the item 10 Taihape Memorial Grandstand lie on the table until the next full Council meeting.

Cr Belsham / Cr Dalgety. Carried

Item 11 Submission on review of Burial and Cremation Act 1964

At its meeting on 19 March 2020, the Policy/Planning Committee had discussed the points it wished to see included.

Resolved minute number **20/RDC/086** **File Ref** **3-OR-3-5**

That the 'Submission on review of Burial and Cremations Act' to the 26 March 2020 Council meeting be received.

His Worship the Mayor / Cr Belsham. Carried

Resolved minute number **20/RDC/087** **File Ref** **3-OR-3-5**

That His Worship the Mayor, on behalf of the Council, be authorised to sign [once drafted in final form] the draft submission to the Parliamentary Health Committee on the review of the Burial and Cremation Act 1964.

Cr Wilson / Cr Gordon. Carried

Item 12 Dangerous and Insanitary buildings policy – statutory review and consultation

At its meeting on 19 March 2020, the Policy/Planning Committee had recommended consultation proceed.

Resolved minute number **20/RDC/088** **File Ref** **3-PY-1-20**

That that His Worship the Mayor and the Chairs of Assets/Infrastructure and Policy/Planning have delegated authority to work with staff with regards to the Dangerous and Insanitary buildings policy and statutory review and consultation

His Worship the Mayor / Cr Dunn. Carried

Item 13 Draft fees and charges 2020/21 for consultation

Council decided in the light of the financial impact on the community that the suggested new charges would not be included in the proposed 2020/21 Fees and Charges.

Resolved minute number **20/RDC/089** **File Ref** **1-AP-2-1**

That Council approves the adoption of the proposed Schedule of Fees and Charges for 2020/21 and supporting consultation material for public consultation, having removed the introduction of the new charges contained within.

His Worship the Mayor / Cr Belsham. Carried

Resolved minute number **20/RDC/090** **File Ref** **1-AP-2-1**

That the Finance/Performance Committee be delegated to hear oral submissions to the proposed schedule and fees and charges for 2020/21

Cr Gordon / His Worship the Mayor. Carried

Item 14 Rates remission policy – statutory review and consultation

Resolved minute number **20/RDC/091** **File Ref** **3-PY-1-18**

That to meet the requirements of section 109(2A) of the Local Government Act 202, Council approves the adoption of the Rates Remission Policy and supporting consultation material for public consultation.

And

That the His Worship the Mayor Chairs of Finance/Performance and Policy/Planning Committee be delegated to hear oral submission to the statutory review of the Rates Remission Policy.

His Worship the Mayor / Cr Dunn. Carried

The meeting adjourned 2.44 pm and reconvened at 2.56 pm

Item 15 Review of the provision of swimming pools under s.17A Local Government Act 2002

Council sought clarity over the Hunterville Pool.

Resolved minute number **20/RDC/092** **File Ref** **6-RF-2-4**

That the 'Review of the Provision of swimming pools under s. 17A Local Government Act 2002' the 26 March 2020 Council meeting be received.

His Worship the Mayor / Cr Gordon. Carried

Resolved minute number **20/RDC/093** **File Ref** **6-RF-2-4**

That the 'Review of the Provision of swimming pools under s. 17A Local Government Act 2002' be accepted as the required Section 17A review of swim centre operations and that the management and operation of the Marton and Taihape Swim Centres continue to be outsourced

His Worship the Mayor / Cr Wilson. Carried

Resolved minute number **20/RDC/094** **File Ref** **6-RF-2-4**

That in light of the findings of the section 17A review and the potential to secure a more cost-effective model for providing swim centres services in Marton and Taihape which better reflects user preferences, Council authorises the Chief Executive

- a- To negotiate an extension of the current contract with West End Aquatics for one + one years, and
- b- To include in the engagement process for the 2021-31 Long Term Plan a range of options for providing swim centre services in the District.

Cr Belsham / Cr Wilson. Carried

Item 16 Positive ageing policy and senior/kaumātua support

Resolved minute number **20/RDC/095** **File Ref** **1-CO-4-3**

That Council agree that Positive ageing Policy and senior/kaumatua support item lie on the table until further notice.

His Worship the Mayor / Cr Wilson. Carried

Item 17 Consideration of Grant Schemes due to COVID-19

Resolved minute number **20/RDC/096** **File Ref** **3-GF-11**

That the memorandum 'Consideration of Grant Schemes due to COVID 19' to the Council 26 March meeting be received.

Cr Dunn/ Cr Dalgety. Carried

Resolved minute number **20/RDC/097** **File Ref** **3-GF-11**

That in relation to the Events Sponsorship Scheme

That the Community Grants Assessment Sub-Committee continue to assess Round 2 2019/2020 with a teleconference substituting the face to face meeting, following which any funds are held by Council and only paid if the event goes ahead.

Cr Belsham / Cr Dalgety. Carried

Resolved minute number **20/RDC/098** **File Ref** **3-GF-11**

That in relation to the Creative Communities Scheme

Council follow the most recent recommendations by Creative NZ and that delegations further to that are for the Chief Executive.

Cr Belsham / Cr Dalgety. Carried

Resolved minute number **20/RDC/099** **File Ref** **3-GF-11**

That in relation to the Community Initiatives Scheme

Council will amend the criteria for the upcoming round of applications due to open 4 April 2020 to be solely for initiatives that support community dealing in with COVID 19.

and

That the criteria and applications are assessed by a temporary committee be made up of His Worship the Mayor, Cr Dunn Cr Dalgety and Cr Panapa

Cr Gordon / Cr Dunn. Carried

Resolved minute number **20/RDC/100** **File Ref** **3-GF-11**

That in relation to the Sports NZ Rural Travel Scheme

That Council administer the fund as usual and any funds not used are returned in line with normal accountability procedures, and should Sport NZ given further direction prior to allocation of funds that Council follow their recommendation.

His Worship the Mayor / Cr Dunn. Carried.

Item 18 Administrative Matters – March 2020

- Consideration of a zero rates increase in 2020/21 would mean reviewing what programmes work could be put on hold and could also extend to cessation of rate arrears.
- A heavy work programme was scheduled in the coming years: no increase in rates this year could mean a significant increase in the following 2021/2020. Current proposal (from the 2018-28 Long Term Plan) is a rates increase of 3.63% in 2020/21 and 9.25% in 2021/22.
- Provincial Growth Fund application for Marton rail sidings – teleconference scheduled for week following meeting.

Resolved minute number **20/RDC/101** **File Ref** **5-EX-4**

That the report 'Administrative Matters – March 2020' to the 26 March 2020 Council meeting be received.

Cr Belsham / Cr Wilson. Carried

Resolved minute number **20/RDC/102** **File Ref** **5-EX-4**

That, recognising the financial hardship to many people, organisations and businesses caused by responding to the COVID-19 pandemic, Council commits to exploring the implications of having no overall rates increase in 2020/21 compared with 2019/20.

Cr Belsham / Cr Gordon. Carried

Item 19 Top Ten Projects – status, March 2020

- Construction of the new Bulls Community Centre is on hold.
- The contractor repairing the Marton B and C Dams has advised Council that his business, and therefore this project, is on hold while New Zealand is at Level 4 alert for COVID-19.
- Concern was raised with winter approaching and the dam not capable or safe for holding the anticipated rainfall.

- Council would struggle to argue the case that this is essential work under the government's current guidelines.
- Any supplier contracting to Council is making their own decisions on continuing business with the COVID situation.

Resolved minute number **20/RDC/103** **File Ref** **5-EX-4**

That the memorandum 'Top Ten Projects – status, March 2020' to the 26 March 2020 Council meeting be received.

Cr Wilson / Cr Gordon. Carried

Item 20 Minutes and recommendations from Committees

Council noted, but did not confirm the following recommendation from the Audit Risk Committee meeting held on 27 February 2020:

20/ARK/003

That, noting the issues on the West Coast, the Audit/Risk Committee advises it is concerned around the work planning and consenting timelines for remediation of the exposed Putorino landfill and requests Council to urgently take this concern to Horizons Regional Council and/or the Minister for the Environment regarding our environmental risk and reputation.

Resolved minute number **20/RDC/104** **File Ref**

That the following minutes be received:

- Hunterville Rural Water Scheme Sub-Committee, 3 February 2020
- Audit/Risk Committee, 27 February 2020
- Finance/Performance Committee, 27 February 2020
- Assets/Infrastructure Committee, 19 March 2020
- Policy/Planning Committee, 19 March 2020

Cr Dunn/ Cr Gordon. Carried

Resolved minute number **20/RDC/105** **File Ref**

That the following recommendations from the Policy/Planning Committee meeting held on 19 March 2020 be confirmed:

20/PPL/018

That the Policy/Planning Committee recommends to Council that the Bulls and District Community Trust is granted \$26,500 for their proposed 2020/2021 work plan.

20/PPL/019

That the Policy/Planning Committee recommends to Council that Project Marton is granted \$30,500 for their proposed 2020/21 work plan.

20/PPL/020

That the Policy/Planning Committee recommends to Council that Mokai Patea Services is granted \$8,500 for their proposed 2020/21 work plan.

20/PPL/021

That the Policy/Planning Committee recommends to Council that the Taihape Community Development Trust is granted \$20,000 for their proposed 2020/21 work plan.

Cr Belsham / Cr Dunn. Carried

Noted: Conflict of Interest of Cr Ash, Cr Duncan and Cr Hiroa in relation to Item 20.

7 Finance Performance Meeting scheduled 26 March 2020

Council noted that, as agreed in Item 5, all Council committee meeting are cancelled until further notice and item of necessity dealt with through Council or other delegation.

Resolved minute number	20/RDC/106	File Ref
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That the delegation of Council's committees being Finance/Performance, Policy/Planning, Assets/Infrastructure and Audit/Risk be forwarded to Council until further notice

Cr Belsham/ Cr Dalgety. Carried

8 Public excluded

Resolved minute number	20/RDC/107	File Ref
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I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Property matters

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

General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for passing of this resolution
Item 1 Property matters	To enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>section 7(2)(i)</i> .	Section 48(1)(a)(i)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

Cr Dunn / Cr Dalgety. Carried

20/RDC/108

20/RDC/109

20/RDC/110

20/RDC/111

20/RDC/112

20/RDC/113

9 Open Meeting

Resolved minute number

20/RDC/114

File Ref

That the public excluded meeting move into an open meeting, and the following recommendations

20/RDC/112: That Council awards Contract C1092 Mangaweka rising Main to Blackley Construction Ltd. For a total value of \$297,775.78 exclusive of GST but including 10% contingency

Cr Dunn / Cr Dalgety. Carried

10 Close Meeting

4.20pm

Confirmed/Chair: _____

Date:

Unconfirmed



Rangitikei District Council

Council Meeting

Minutes – Thursday 23 April 2020 – 9:30 a.m.

Contents

1	Welcome	2
2	Council Prayer	2
3	Apologies/Leave of Absence	2
4	Extraordinary meeting	2
5	Local Government Funding Agency - Amendments to Borrowing Programme.....	2
6	Next Meeting	3
7	Meeting Closed	3

Present:

His Worship the Mayor, Andy Watson
Cr Nigel Belsham
Cr Cath Ash
Cr Brian Carter
Cr Fiona Dalgety
Cr Gill Duncan
Cr Jane Dunn
Cr Angus Gordon
Cr Richard Lambert
Cr Waru Panapa
Cr Dave Wilson

In attendance:

Mr Peter Beggs, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Ms Jo Devine, Group Manager, Finance and Business Support
Mr Arno Benadie, Principal Advisor – Infrastructure
Ms Carol Gordon, Manager – Executive Team
Ms Bonnie Clayton, Governance Administrator

The meeting was conducted using Zoom.

1 Welcome

His Worship the Mayor welcomed everyone to the meeting at 9.32am.

2 Council Prayer

Council's Chief Executive, Mr Peter Beggs, read the Council Prayer.

3 Apologies/Leave of Absence

That the apology for absence of Cr Tracey Hiroa be received.

His Worship the Mayor/Cr Dunn. Carried

4 Extraordinary meeting

The commentary was noted in the agenda.

5 Local Government Funding Agency - Amendments to Borrowing Programme

Ms Devine took the report as read.

In response to a question, Ms Devine clarified that Rangitikei District Council is not a principal shareholder, therefore only listed as a borrower and that nothing has changed from a borrower's perspective. As a borrower, Rangitikei District Council was able to borrow up to \$20 million without being a guarantor for loans made to other borrowers.

This document has come to Council due to a small amendment to provide Council Controlled Organisations with the opportunity to apply for funding through the Local Government Funding Agency. Ms Devine had sought advice from Simpson Grierson prior to the meeting.

Resolved minute number

20/RDC/115

File Ref

5-FM-8-7

That the memorandum 'Local Government Funding Agency – Amendments to Borrowing Programme' to the 23 April 2020 Council meeting be received.

Cr Dalgety/Cr Lambert. Carried

Resolved minute number

20/RDC/116

File Ref

That the Rangitikei District Council approve the amended borrowing programme proposed by the Local Government Funding Agency to come into effect from 1 July 2020.

Cr Belsham/ Cr Ash. Carried

Resolved minute number 20/RDC/117 File Ref

That to enable continuing participation in the Local Government Funding Agency, the Rangitikei District Council approve the signing for of the relevant Deeds of Amendment (by two elected representatives, being His Worship the Mayor and the Deputy Mayor) and of the section 118 certificate (by the Chief Executive).

Cr Dunn/Cr Duncan. Carried

Due to the nature of the Extraordinary meeting, His Worship the Mayor provided Elected Members the opportunity to ask any questions they may have.

A range of questions in regards to the Marton and Taihape water supply were asked.

In response Mr Benadie advised that there has been some rain, however not enough to make an impact on the Marton Dam or water levels in the Hautapu River. The water levels are checked weekly, with the next check being on 28 April 2020 (after the Anzac long weekend) when a decision will be made whether restrictions need to be lifted or not. In regards to repairs to the dam, a contractor has been appointed, this work is deemed essential emergency works and will commence from 28 April 2020. Mr Benadie communicates often with the user groups of the Marton Dam, and has a discussion booked for 24 April 2020 updating them if the upcoming works.

6 Next Meeting

His Worship the Mayor took the opportunity to thank staff, the community and Councillors during this time. There are a number of staff assisting with welfare matters and he gave his appreciation to them and the organisations who have assisted.

Thursday 30 April 2020, 1.00pm

7 Meeting Closed

9.54am

Confirmed/Chair: _____

Date:

Attachment 2

Report to Council April 2020

I am writing this one day before we move out of “lockdown” level 4 into level 3, the national crisis management status to restrict the spread of the pandemic Covid 19. This is a worldwide event that will change the way we travel and work for many years if not forever. Throughout New Zealand huge numbers of people will be affected, for us in the Rangitikei we have been fortunate to escaped loss of life but we will face significant climbs in unemployment levels and associated financial hardship.

As a Council we like all other authorities will face the tough job of reducing costs and hence rates while creating work programs to get people back in work and help the economy to recover. Certainly we need to look at where funds can be saved and what work could be deferred. I have worked with the staff to provide options for Council consideration for this meeting and I am expecting more suggestions from councillors at the meeting. Our intention was to go out to the community with a low rate increase of under 4% prior to this event. There will be work programs that we will be unable to complete this year because of the pandemic rules which means that capital work programs will be carried over to the following year and rated for one year after that. These gains are offset by costs for some things that we had not expected such as increased costs for the Bulls project, the repairs to the Marton dam and the Putorino landfill. Council will set the budgets in May for the following year, but it would be helpful to give direction to staff at this meeting as to the rate expectations that they must work to. We also need to look at the individual circumstances that our residents face, not all of our population will be under pressure so having strategies in place on a case by case basis are essential.

I have asked Council to consider setting up a Mayoral type relief fund that comes with a charitable status. This should be initially financed by Council and could attract external Governmental funding or support from the private sector. I have been approached by a couple of individuals/companies that have offered to support our communities through this. The fund would be administered by a small number of people with a mixture of Council, Iwi and business membership. Applications for support would be treated with that degree of confidentiality.

Prior to this pandemic our district was on a roll, we were seeing private investment within our district at levels we have not had over the last probably 50 years, we getting new subdivisions and population increases and a feeling of positivity. We had invested in repairing aged and failing infrastructure and had put in place policies to encourage growth. These will continue and our task will be to support wherever we can the private sector. Government have asked for spade ready programs, they need employment focused work streams, we have already advice from Government that the Mangaweka Bridge replacement work will be funded. The biggest single employment project that we have ever had on our horizon is the Bio Forestry one which is dependent on the district plan change, this project is spade ready and I have responded to Government which is concerned around consenting delays throughout New Zealand brought on by pandemic restrictions to ask for their advice. The planned Marton to Bulls waste water pipeline is another project that I have asked staff to consider for Governmental assistance.

These are big projects, but equally we spend literally millions of dollars on operational needs and smaller work programs. We need to satisfy ourselves that where possible these work programs have the chance for local companies to be involved or have some local tender preference. I am asking staff as part of this report to prepare options for weighting consideration for local companies as part of a procurement policy.

On a local level as residents we also have an obligation to support local, why buy out of town when our residents/businesses are going to struggle? Shopping on line is easy but it often does nothing for the New Zealand economy let alone the Rangitikei. Having our students attending our schools and shopping locally would probably be the biggest single gain that we could make to our economy.

I would like to take this time to thank all of those people and there are too many people to individually name, who have helped provide welfare support or who have checked on neighbours (remotely of course) over the last few weeks. Although the front doors of Council have been closed a number of staff are essential workers operating and maintaining things such as waste water plants, we have had a number of staff rostered both at Council and based from homes who have been responding to welfare needs.

I would like to congratulate our residents, yes here have been a few people with a relaxed attitude to the lockdown rules, but generally we have kept to our bubbles and followed the rules.

Andy Watson Mayor.

Mayors Engagement

April 2020

On 24 March 2020, the Country moved into Alert Level 4, due to the COVID-19 pandemic. This meant the Mayors regular engagement of face to face meetings for Council and with the public required to be taken electronically.

21	Attended the Creative New Zealand Funding Assessment meeting <i>via Zoom</i> .
23	Attended Councils Extraordinary meeting <i>via Zoom</i> .
30	To attend Council meeting <i>via Zoom</i> .

Attachment 3



DRAFT Joint Agreement between the Manawatū-Whanganui Region Territorial Authorities and Te Awa Community Foundation

April 2020

MANAWATŪ-WHANGANUI REGION TERRITORIAL AUTHORITIES AND THE TE AWA COMMUNITY FOUNDATION

JOINT AGREEMENT

PURPOSE

This Joint Agreement (Agreement) is established following the March 2020 meeting of the Territorial Authorities (TA) Leaders Forum. The purpose of this Agreement is to give effect to the principle of supporting the establishment and effective work of the Te Awa Community Foundation in the Manawātū-Whanganui Region. The Agreement gives particular effect to the promotion of desired community outcomes and objectives in such a way as to directly support social, cultural and environmental organisations working in the Region's communities. The Agreement also establishes the process for the development of District Funds, emergency appeals and endowments from donors in local communities to support specified purposes as well as unknown future needs through a General Fund.

The Agreement is effective from 1 April 2020 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2022 local authority elections and before 1 March 2023.

PARTIES

The signatories to this agreement are:

1. *Horizons Regional Council (Manawātū-Whanganui Regional Council)*
2. *Horowhenua District Council*
3. *Manawatu District Council*
4. *Palmerston North City Council*
5. *Rangitikei District Council*
6. *Ruapehu District Council*
7. *Tararua District Council*
8. *Whanganui District Council*
9. *Te Awa Community Foundation*

This Joint Agreement is non-binding on all local authorities of the Manawātū-Whanganui Region, but establishes the genuine intent to support and encourage generosity that will foster and provide for sustainable communities through the work of Te Awa Community Foundation.

AGREEMENT

A. General

Signatories to this Agreement agree to work together in good faith for the encouragement of philanthropic support of sustainable social, cultural and environmental outcomes in the Region.

Signatories to this Agreement recognise that:

- The communities within the Region are diverse and encompass a range of desired social, cultural and environmental outcomes and objectives.
- The support of local authorities of the Region to encourage local generosity can effectively provide for more sustainable social, cultural and environmental interests in communities throughout the Region.
- The work of Te Awa Community Foundation, as a member of Community Foundations of New Zealand, to develop and manage an effective community foundation in the Region will provide opportunities for individuals, families, businesses, trusts and communities to support current and future needs in the Region.
- Local community foundations expect to achieve a sustainable model of operation when they hold at least \$15m of funds under management. These are typically received through gifts in Wills and endowed giving to general and designated funds. Up until that point Te Awa Community Foundation will seek support and develop collaborative relationships to reach that point at the earliest opportunity.
- To support each local authority achieve positive social, cultural and environmental impact their own area, Te Awa Community Foundation will establish and support a District Fund in collaboration with each local authority.
- High trust, accountability and transparency will be essential qualities of an effective working between Te Awa Community Foundation and each local authority in the Region.
- Further agreements can be entered into with local authorities in the Region, individually or collectively, to create specific opportunities for donors to support current and future needs in their communities.

B. District Fund Structures, Disbursements and Management

Signatories to this agreement understand:

1. District Committees and disbursement groups will be convened and administered by Te Awa Community Foundation in accordance with existing policies.

2. District Committees will be appointed on a skills basis by Te Awa Community Foundation and the through work of their Nominations Committee. Local authorities are welcome to make suggestions for consideration by the Nominations Committee.
3. A representative from the District Committees in the Region will be elected to the Te Awa Community Foundation Board. The selection of nominees will take into account the skills and diversity of the Board.
4. Each District Committee may seek additional input from people or agencies knowledgeable on community needs, local organisations or projects that are under consideration or who may be linked to other plans within the District.
5. Each District Fund is open to participation and donations of any size and encouraged from any source. Donations can be one-off, regular instalments, or through gifts in Wills. All donors will be recognised supporters of the Fund. Donors can be individuals or organisations.
6. Decisions on annual funding allocations, investment management processes and administration of District Funds will be made by the Te Awa Community Foundation Board, its professional advisors and associated staff. District Committees will be consulted during this process.
7. The opportunity for community organisations to apply for District Funds will be made available as funds are available. The criteria for funds may relate to conditions of designated gifts by donors, prioritised community needs following effective consultative processes or criteria established by the Te Awa Community Foundation Board in consultation with the District Committee.
8. The opportunity for facilitate pass through funding for emergency appeals or special projects will be at the discretion of the Te Awa Community Foundation. This would involve direct collaboration with the associated local authorities and ensure appropriate measures are in place for such processes to be administered effectively.
9. Te Awa Community Foundation in a combined effort with Committee will communicate with donors and their communities on fund disbursements and projects supported.

C. Communication and Coordination

Signatories to this agreement will:

1. Work together to develop a common process for promoting or achieving community foundation outcomes that benefit communities throughout the Region.
2. Develop joint approaches for the promotion of generosity in support of local communities as required.
3. Consider joint community consultation for community foundation opportunities to support issues and opportunities of mutual benefit.

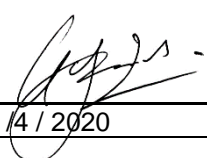

D. Form

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

1. Existing regional and sub-regional forums, such as Regional Chiefs' meeting.
2. Meetings between councils and council staff with representatives of the Te Awa Community Foundation Board as necessary to achieve communication and coordination on issues and opportunities identified in the Agreement.

AUTHORITY

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

Council		Signature
Horizons Regional Council	Rachel Keedwell Chairperson	 Date: _____
Horowhenua District Council	Bernie Wanden Mayor	 Date: _____
Manawatu District Council	Helen Worboys Mayor	 Date: _____
Palmerston North City Council	Grant Smith Mayor	  Date: 7 / 4 / 2020
Rangitikei District Council	Andy Watson Mayor	 Date: _____
Ruapehu District Council	Don Cameron Mayor	 Date: _____
Taranaki District Council	Tracey Collis Mayor	 Date: _____
Whanganui District Council	Hamish McDouall Mayor	 Date: _____
Te Awa Community Foundation	Clive Pedley Chair	  Date: 7 / 4 / 2020

Some questions and answers about Te Awa Community Foundation

The Te Awa Community Foundation is a charitable trust established to receive gifts in wills and donations to be invested for the lasting benefit of community organisations and causes.



The Te Awa Community Foundation covers the Horizons Region (Whanganui-Manawatu) including the seven districts of Horowhenua, Manawatu, Palmerston North, Rangitikei, Ruapehu, Tararua and Whanganui. The name represents the 19 rivers that begin, grow and flow through the seven districts in the region.

Some facts about Te Awa Community Foundation:

Te Awa receives contributions from gifts in wills and donations that are given by individuals, families, organisations and businesses. These gifts contribute to the establishment of designated funds that are monitored and accounted for individually, ensuring the intentions of donors are fulfilled. These gifts are invested with other funds also managed by Te Awa in order to better manage risks and lessen administrative costs.



Funds are invested in perpetuity with Craigs Investment Partners and overseen by the Te Awa Trustees

The income from the fund is granted to intended community causes each year (based on donors wishes or identified needs) and the original donation remains intact and grows over time. A gift that keeps on giving.

What types of funds are looked after by Te Awa Community Foundation?

- **General** – your donations go into a general fund where Te Awa CF decide on distribution for benefit of the region or a special purpose
- **Regional** – specific funds for each of the seven districts in the Horizons Region
- **Named Endowment** – donor directs the beneficiary and purpose with only \$5,000 required to establish plus regular contributions to grow the fund
- **Operations** – donation to the administrative processes of Te Awa



Charities Number CC56373

Ways to give

Named endowment fund – With an establishment donation of \$5,000 the donor can direct grants to specific charities or charitable causes. Talk to us to establish.

Leave a bequest in your will – a lump sum or a percentage of your estate. Talk to your lawyer and add to your will.

Give to a Te Awa district fund – focused on your own community and its needs. Check out the direct link on the website

Workplace giving – get together with your workmates and give a little in your pay.

Why give to Te Awa CF?

- Satisfaction of giving back to your community and region – donate during your lifetime and see the results of your generosity through the impact in your local community. If you leave a gift in your will you are leaving a lasting legacy that will benefit your community for generations to come.
- Your gift endures – the endowment model means your gift keeps on giving. Unless you request anonymity, your name will always be associated with grants made from your fund and listed in our publications and on our website.
- Economies of scale reduce costs and risks – an endowment fund through Te Awa has the benefits of your own charitable trust yet is easier and more cost effective to establish.
- Personal and responsive model allows for donor participation and changing interests – a named endowment fund enables you to respond to changing needs in the community and align your fund with your philanthropic goals.
- Reputable (voluntary) trustees and prudent stewardship of funds
- Tax benefits – donations of money made during your lifetime qualify for a tax credit of 33.3% of the value of your gift (up to the limit of your taxable annual income)
- Community Foundations have proven to be effective and transformational models of place-based giving in New Zealand for the past 15 years and in many other countries around the world for over 100 years.

How do I contact Te Awa CF?

You will find our website at teawafoundation.org.nz

You can make payments directly into the bank account: 06-0613-0428173-02 (Te Awa Community Foundation)

The form you complete can be emailed to: teawacommunity@gmail.com or mailed to: Te Awa Community Foundation, c/o Stuarts Ltd, PO Box 541, PALMERSTON NORTH 4440

Connecting generous people who care with causes that matter

“Give where you live”

Attachment 4

MEMORANDUM

TO: Council

FROM: Jo Devine

DATE: 23 April 2020

SUBJECT: **Financial Snapshot – March 2020**

FILE: 5-FR-4-1

Attachments: Activity Performance Report for the 9 Months Ended 31 March 2020
Capital Expenditure Report for the 9 Months Ended 31 March 2020

1. The information in this report is based on the actual and forecasted revenue and expenditure as at 31 March 2020. It is anticipated there will be changes to the financial outlook given the impacts of the Covid-19 pandemic. These changes will be identified in future reports and are not considered here.

Activity Performance Report

2. Rates revenue is on track to budget at \$17.412 million year to date, which is 3% above the budget of \$16.898 million.
3. Subsidies and Grants is below budget by \$2.105 million. Explanations for this include:
 - a. Roading year to date revenue is \$6.977 million versus a budget of \$7.666 million, a variance of \$0.989 million, this reflects the timing of capital expenditure, which is discussed later in this report.
 - b. Halls year to date revenue is \$0.650 million versus a budget of \$1.592 million, a variance of \$0.942 million. This relates to revenue to assist with the funding of the Bulls Community Centre. The net revenue from the sale of the Walton Street house will be recognised in April, the provisional figure for this is \$0.237 million. The full year budget provided for revenue from the sale of land and property in Bulls these are now forecasted for mid to late 2020 so will carry over to the next financial year.
 - c. Domains year to date budget included \$0.153 million of capital contributions for the Taihape Amenity Block, this revenue will be carried over as part of the Annual Plan 2020/21 process.
4. Other revenue year to date is \$2.692 million against a budget of \$2.273 million, which is above budget by \$0.419 million. This is a combination of the timing of revenue, for example dog registration which is received in the first quarter of the financial year, and the increase in demand

for building and resource consents. It is expected that the other revenue will continue to track above budget for the balance of the financial year.

5. Personnel costs year to date is \$3.686 million against a budget of \$3.313 million, a variance of \$0.373 million. This variance relates to the following: timing of the transition to a new Chief Executive; increase in regulatory resources due to the increase in demand for consents; economic development was budgeted as operating expenditure while a portion was staff costs; and as part of the annual remuneration process, salaries were reviewed to ensure they were consistent with market for a rural regional local authority.
6. Other expense is on track to budget at \$13.188 million year to date, which is 1% below the budget of \$13.410 million.
7. Depreciation and amortisation year to date is \$9.175 million, compared to a budget of \$8.087 million, above budget by \$1.088 million. This variance is a direct result of the depreciation impact of the revaluation of Three Waters and Roding assets by \$86 million as at 30 June 2019 as part of the annual reporting process. This revaluation was required to be carried out a year earlier than forecasted due to the significant movement in asset values

Capital Expenditure Report

8. Capital expenditure is \$9.787 million year to date compared to a year to date budget of \$22.260 million. The capital budget has been evenly profiled over the year. Against an evenly spread budget capital expenditure is 56% below budget.
9. The major areas below budget are:
 - a. Roding and Footpaths variance of \$4.031 million predominately relates to the land acquisition for emergency work including the Turakina Valley Dropout. This work is planned to commence in this financial year.
 - b. Water supply variance of \$2.941 million relates to the Bulls Reservoir and Marton Dam Repair. The tenders for both Projects closed on 28 February 2020. The combined full year budget for Marton Dam Repair and Bulls Reservoir is \$2.765 million. The repairs at the Marton Dam are temporary at this stage. Costs of these repairs are \$0.250 million against a budget of \$1.4 million. The balance of the budget for the Marton Dam is proposed to be carried forward into 2020/21.
 - c. Sewerage variance of \$2.540 million relates to timing for the acquisition of land for the Marton to Bulls pipeline. The total budget in 2019/20 for Marton to Bulls pipeline is \$2.7 million. It is proposed that this funding be carried forward to 2020/21.
 - d. Domains variance of \$1.063 million predominately relates to the Taihape Memorial Park amenities block. It is proposed that this funding be carried forward to 2020/21.
 - e. Storm water variance of \$0.497 million relates to Wellington Road, Marton. This work is planned to be completed in this financial year.
 - f. Swim Centres variance of \$0.429 million predominately relates to the re-roofing and insulation of the Marton and Taihape Swim Centres. Before COVID-19 an investigation of materials was being carried out to establish the most effective method for re-roofing and

insulation. With the impact of the responsive to COVID-19 it is proposed that this work is carried forward to 2020/21.

- g. Waste Transfer variance of \$0.367 million directly relates to Putorino remediation.
- h. Public Toilets variance of \$0.360 million relates to the Follett Street and Centennial Park Toilets. These toilets were expected to be on site at the beginning of April, these have been delayed due to the lockdown and are now expected in June.
- i. Fleet Management variance of \$0.243 million relates to the timing of vehicle replacement. It is expected a carry forward to 2020/21 of \$0.200 million will be proposed as part of the Annual Plan 2020/21.

10. The major area above budget is:

- a. Halls variance of \$0.253 million relates to the Bulls Community Centre.

Treasury and Debt

11. At 31 March 2020 the Council had \$5.669 million available for immediate needs, this equates to 2.1 months of expenditure. In addition the Council has a term deposit of \$3 million which is maturing on 28th April 2020.

12. Rangitikei District Council has not drawn down any debt in the 2019/20 financial year. The debt balance at 31 March 2020 is \$3.128 million.

Recommendation:

- 13. That the memorandum 'Financial snapshot – March 2020' to the 30 April 2020 Council meeting be received.

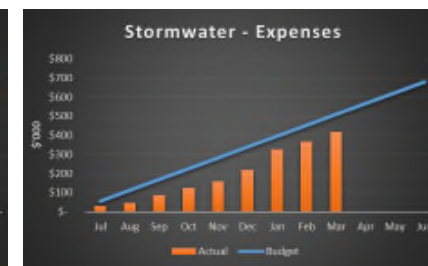
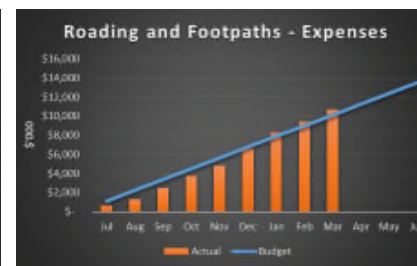
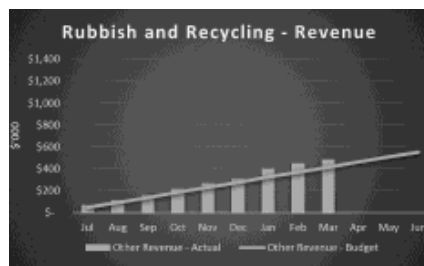
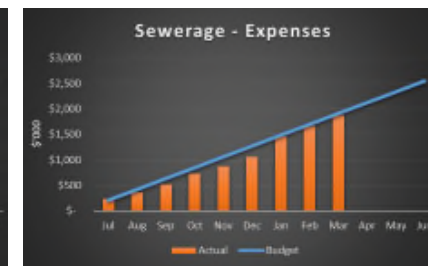
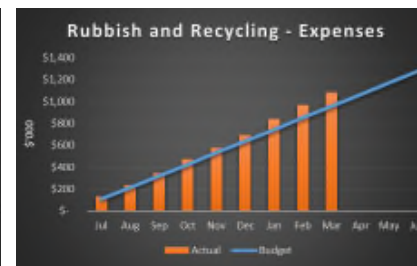
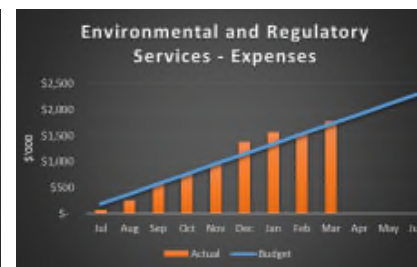
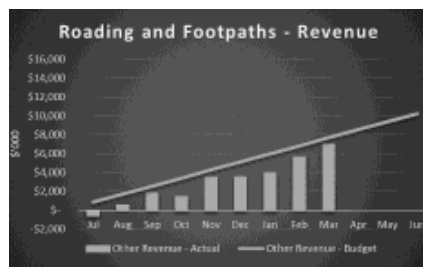
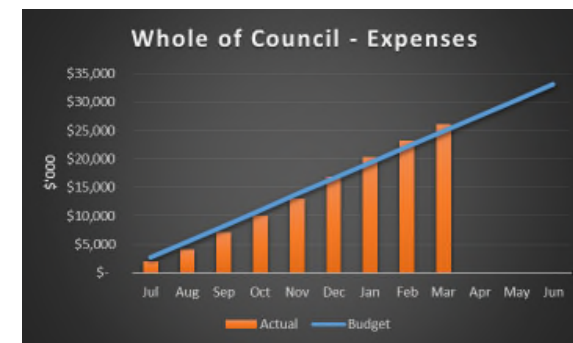
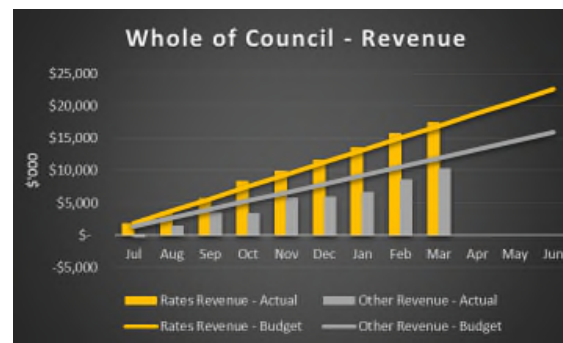
Jo Devine

Group Manager, Finance and Business Support

Activity Performance Report for the 9 Months Ended 31 March 2020

Rangitikei District Council Activity Performance Report For the 9 months ended 31 March 2020

	2020 Budget YTD \$000	2020 Actual YTD \$000	Variance	
			\$ \$000	%
Revenue				
Rates Revenue	\$16,898,158	\$17,411,782	\$ 513,624	3%
Subsidies & Grants	\$ 9,685,706	\$ 7,580,801	-\$2,104,905	-22%
Other Revenue	\$ 2,272,678	\$ 2,692,018	\$ 419,340	18%
Expenses				
Personnel Costs	\$ 3,313,083	\$ 3,686,476	-\$ 373,393	-11%
Other Expenses	\$13,410,028	\$13,188,208	\$ 221,820	2%
Depreciation & Amortisation	\$ 8,087,220	\$ 9,175,816	-\$1,088,596	-13%
Net Surplus	\$ 4,046,211	\$ 1,634,101	-\$2,412,110	-60%



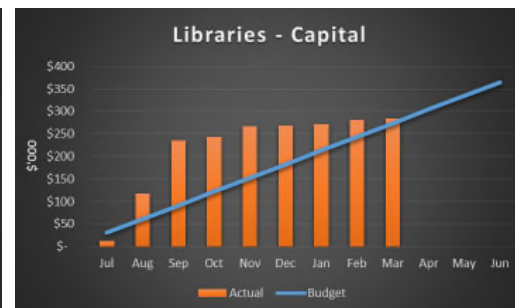
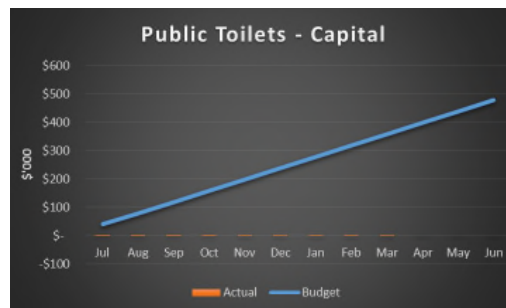
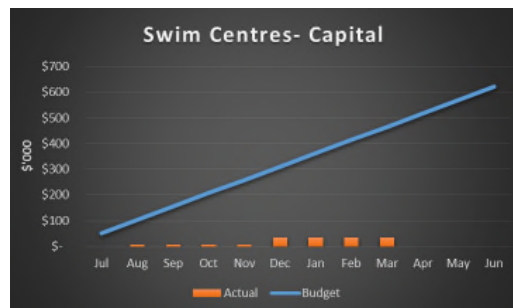
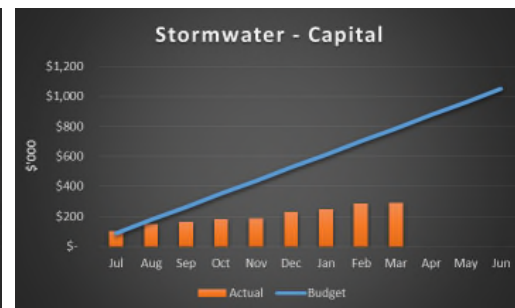
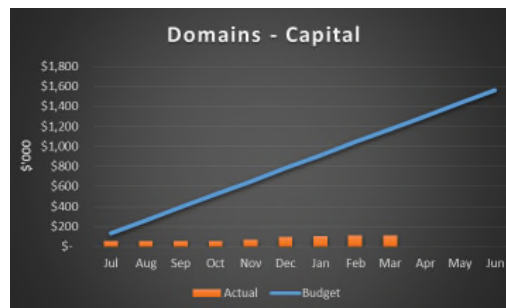
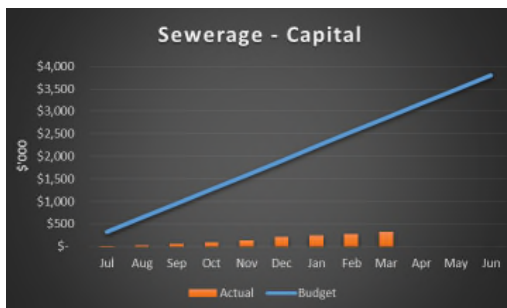
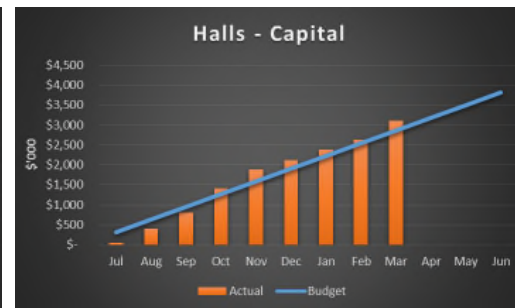
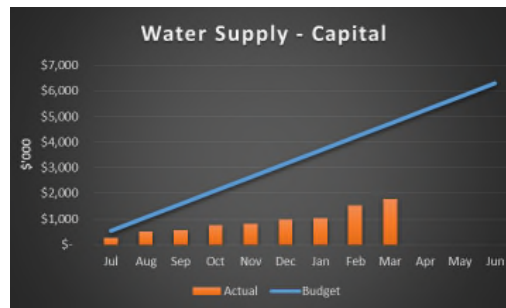
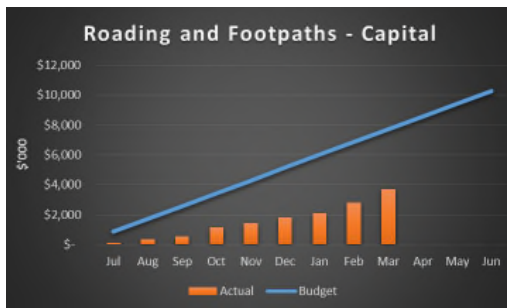
Capital Expenditure Report for the 9 Months Ended 31 March 2020

Rangitikei District Council

Capital Expenditure

For the 9 months ended 31 March 2020

	2020	2020	Variance	
	Budget YTD	Actual YTD	\$	%
	\$000	\$000	\$000	
Roading and Footpaths	\$ 7,716,942	\$3,685,001	-\$ 4,031,941	-52%
Water Supply	\$ 4,729,212	\$1,787,898	-\$ 2,941,314	-62%
Halls	\$ 2,861,883	\$3,115,359	\$ 253,476	9%
Sewerage	\$ 2,855,250	\$ 316,005	-\$ 2,539,245	-89%
Domains	\$ 1,172,403	\$ 109,186	-\$ 1,063,217	-91%
Stormwater	\$ 787,500	\$ 290,498	-\$ 497,002	-63%
Swim Centres	\$ 465,003	\$ 35,483	-\$ 429,520	-92%
Waste Transfer	\$ 367,650	\$ -	-\$ 367,650	-100%
Public Toilets	\$ 360,405	\$ 219	-\$ 360,624	-100%
Libraries	\$ 273,753	\$ 284,096	\$ 10,343	4%
Fleet Management	\$ 318,465	\$ 75,095	-\$ 243,370	-76%
Cemeteries	\$ 163,503	\$ 7,952	-\$ 155,551	-95%
Business Groups	\$ 112,500	\$ 41,888	-\$ 70,612	-63%
Community Housing	\$ 74,997	\$ 38,458	-\$ 36,539	-49%
Total	\$ 22,259,466	\$9,786,700	-\$12,472,766	-56%



Attachment 5

Memorandum

To: Council

From: Peter Beggs

Date: 22 April 2020

Subject: **Developing a COVID-19 response package**

File: 1-ER-2-4

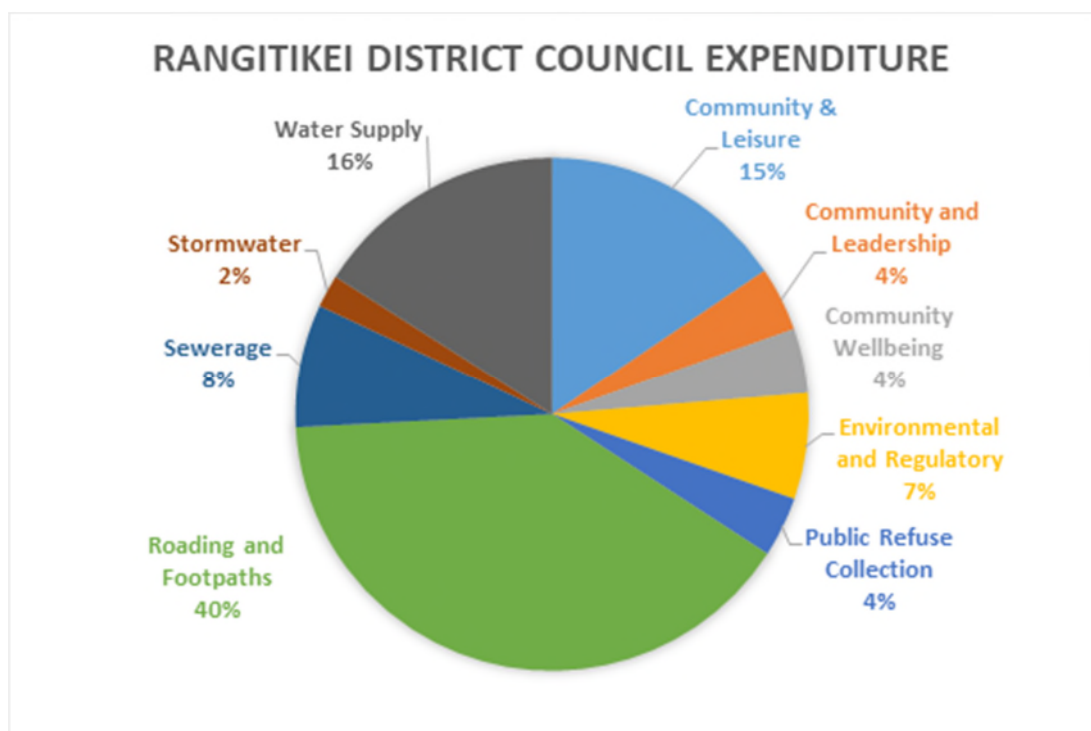
1 Background

- 1.1 The Government's response to COVID-19, especially alert levels 4 (25 March to 27 April) and 3 (27 April to 11 May, and possibly longer) and the associated Declaration of National Emergency (since 25 March), has had a substantial impact on the livelihood of many individuals and brought many businesses to a standstill. While the work subsidy scheme and other funding initiatives from the Government have had some effect in reducing the immediate hardship, recovery will take time and unemployment will increase. Many businesses dependent on overseas visitors have already downsized.
- 1.2 There has also been an impact on Council, and not just in the pausing of various capital projects such as water and wastewater upgrades and the new facilities at Bulls and Taihape Memorial Park. Inspections of sites for building and resource consents were not permitted under level 4, so revenue from that activity has reduced.
- 1.3 During the period of level 4, many Council staff not undertaking what were deemed essential services have been involved in providing support to the community.

2 Comment

- 2.1 Council has already decided that there will be no increase in fees and charges next year (including continuation of free borrowing and no overdues charged at the District libraries). Council also has a policy of waiving penalties on late payment of rates when ratepayers have entered into a payment agreement with the Council. It is recommended that these undertakings are given wide publicity (including clarification that they also apply to water rates and Council's tenants), particularly because a number of ratepayers have recently cancelled their automatic payments. In addition, to improve cash flow for small to medium businesses, it is proposed to make weekly payments of invoices they submit instead of the usual cycle of payment on the 20th day of the month following receipt of the invoice.
- 2.2 COVID-19 has interrupted the use of Council facilities. Some sporting organisations (notably rugby clubs) have already paid an annual fee for the exclusive use of sports fields. It is proposed to refund half the amount paid, recognising that the use is typically over a six month period rather than the full twelve months.

- 2.3 COVID-19 has also interrupted business operations for food outlets, all of whom pay an annual registration fee of \$200. In addition, registration fees of \$424 are charged to coffee carts, hairdressers and mobile shops which could not operate under level 3 or level 4. It is recommended that there is a refund of 25% of the annual fees. Businesses such as dairies would not be eligible as they were allowed to continue.
- 2.4 In addition, some applications for building consents and resource consents will not proceed because of hardship or some other reasons attributable to COVID-19. It is recommended that the fees paid are refunded in such circumstances.
- 2.5 A number of councils are allowing postponement of rates. Rangitikei is unable to do that because it has previously decided against having a rates postponement policy. To reverse that would require a Council decision and public consultation.
- 2.6 Council's rates remission policy allows remission in the case of financial hardship – on application by the ratepayer. Council needs to consider the eligibility criteria to be used, bearing in mind that the Government's rates rebate scheme applies to residential properties only. Some councils are using receipt of the financial support from the Government's COVID-19 wage subsidy as the threshold. In addition, the extent of remission and impact on rates revenue will need analysis. A report will be provided to Council's meeting on 28 May 2020.
- 2.7 Many councils are considering the feasibility of holding rates in 2020/21 to their level in 2019/20. Letters requesting this have been sent to all councils by the Taxpayers' Union and the Local Government Business Forum (attached as [Appendix 1](#) and [Appendix 2](#)). The 2008-18 Long Term Plan projected a rates increase of 5.31% in 2020/21. A zero rates increase in 2020/21 is not feasible for Rangitikei.. This is because of the expenditure to maintain infrastructure – roading and the three waters, which leaves the only discretionary areas as community and leisure services and community well-being, as evident in the chart below which shows the percentage split of normal operational funding:



2.8 A realistic option being examined is to hold the level of increase in rates for 2019/20, which was 3.63% (itself less than the 4.36% projected for 2019/20 in the 2018-28 Long Term Plan) into 2020/21. A particular consideration is accepting as intergenerational costs the remediation of the historic Putorino landfill and the three waters strategy and thus debt funding them rather than treating them as a one-off cost entirely funded by rates in 2020/21. The anticipated loan period would be 30 years for Putorino and 10 years for the three waters strategy. This analysis will be presented for Council's consideration at its meeting on 28 May 2020.

2.9 The Government has been asked whether a two-month refund could be given to those holding liquor licences. It is also currently considering a legislative change to allow the Remuneration Authority to freeze salaries for elected members during 2020/21 and possibly allow their reduction.

3 Recommendations:

3.1 That the memorandum 'Developing a COVID-19 response package' to the 30 April 2020 Council meeting be received.

3.2 That Council approves a public statement clarifying that in response to COVID-19:

- Small to medium businesses will be paid weekly following receipt of invoices rather than on the 20th day of the month following an invoice.
- There will be no increase in fees and charges (or any new fees) in 2020/21 compared with 2019/20, and there will continue to be no borrowing or overdue charges at the District libraries.
- A refund of half the annual fees received for use of Council's sportsfields will be made to sporting organisations
- A refund of three months' licence fees will be made to all food outlets, hairdressers and other registered premises operating in the District and closed during alert 3 and 4 of the COVID-19 response.
- A refund of application fees lodged for building or resource consents which are withdrawn because of hardship or other issues associated with the COVID-19 alerts.
- Ratepayers (including those liable for water rates) and Council tenants are invited to enter into a payment agreement with the Council which will mean there are no penalties for late payment.
- That Council is considering its rates remission policy and future rates increases, and will advise in June 2020 the outcomes of these considerations, this timeframe allowing officers to explore the more far-reaching impacts, to have a detailed look at reducing expenditure, and to apply a formal decision making approach.

3.3 That the Chief Executive provide a report to the 28 May 2020 Council meeting on how the provisions in Council's rates remission policy for remitting rates on the grounds of financial hardship could be applied in response to COVID-19.

3.4 That the draft 2020/21 Annual Plan for consideration at Council's meeting on 28 May 2020 considers how this year's average rate increase of 3.63% can be maintained into 2020/21 rather than the 5.31% increase projected in the 2018-28 Long Term Plan, by recognising as

intergenerational costs (and thus funding through debt) the remediation of the historic Putorino landfill and the three waters strategy.

Peter Beggs
Chief Executive

Appendix 1



20 March 2019

Attn: The Mayor / Chair

Dear Your Worship,

Pandemic response: 12 month rates freeze

This letter is being sent to every New Zealand mayor and regional council chair seeking your commitment to respond to the economic challenges every community must face in relation to the current pandemic.

COVID-19 looks set to be the biggest health and economic event in our lifetime. In terms of employment alone, without dramatic intervention, tens or perhaps even hundreds of thousands of New Zealanders will lose their jobs or businesses in the coming months.

The Government is currently prioritising economic relief for businesses and households facing economic calamity.

But rate hikes at this time of economic turmoil will serve to exacerbate immediate financial stresses and undermine the Government's relief strategy. Any economist will tell you that a recession is the most damaging time to hike taxes.

Households and businesses are cutting costs and it is only fair that your council does the same — we must all cut our cloth to fit the new economic reality.

We ask you to commit to:

1. a rates freeze for the next 12 months; and
2. identifying and cutting low-priority spending to redeploy into local civil defence efforts, or rates relief.

We understand some councils are already considering such moves. A group of Christchurch City Councillors have written to their Mayor requesting a rates freeze, Wellington City Council has deferred a vote on rate hikes until April, and Marlborough District Council will vote on replacing a planned 4.86% hike with a near-freeze.

Councils are not well placed to provide economic stimulus compared to central government. It is economic lunacy to use council spending to stimulate the local economy when the primary tax local government relies on (rates on land) is unrelated to the ability of the property owner to pay.

An economic crisis is no time for a business-as-usual approach to rates. We trust that you understand the seriousness of the economic crisis facing your ratepayers and ask that you provide assurance on this matter as soon as possible.

LOWER TAXES, LESS WASTE, MORE TRANSPARENCY

WWW.TAXPAYERS.ORG.NZ

We look forward to your response.

Yours sincerely,



Jordan Williams
Executive Director
Jordan@taxpayers.org.nz
Mobile: 021 762 542

LOWER TAXES, LESS WASTE, MORE TRANSPARENCY

WWW.TAXPAYERS.ORG.NZ

Appendix 2

LOCAL GOVERNMENT BUSINESS FORUM

27 March 2020

To all Regional councils
City Councils
District Councils

ANNUAL PLANS AND COVID-19

Dear Council,

The Local Government Business Forum is writing to all councils to express its support for the actions being taken to combat the COVID-19 outbreak and to provide suggestions as they consider their draft annual plans for 2020/21.

Firstly, it is crucial that the primary focus for local government should be to continue to provide critical lifeline services that the public rely on in their day-to-day lives, and especially in a crisis.

We support the establishment of the Local and Central Government COVID-19 response team to address specific topics that councils are grappling with, whether governance, finance and recovery, social wellbeing or council project management and coordination, so helping inform council decision-making over the coming weeks and months.

We are also encouraged that your sector body Local Government New Zealand is working to develop funding and financing options to reduce the current rates burden on communities while maintaining essential infrastructure and services. The Forum strongly supports moves to reduce the reliance on property value-based rates and reduce the rating burden, which we consider to be unsustainable.

In the meantime, councils across the country are considering their draft annual plans. Those we have seen to date show some alarmingly large rates increases, some in excess of 10% and a number well over 5%. Increases of that magnitude are unacceptable, especially in the current climate.

While draft annual plans were in most cases developed well before New Zealand became aware of the impacts of Covid-19, councils should not assume business-as-usual can be maintained. All councils should immediately review their draft annual plans to ensure they will be focusing on core activities and to seek to reduce their proposed rates increases. We are encouraged that some councils are already doing this.

As well as focusing on core activities, councils should consider using more debt, especially to finance infrastructure investment. Not only does this make sense from an inter-generational perspective but it would also reduce short-term pressure on rates at a crucial time.

Councils should also consider rates remission or rates rebate options for businesses adversely affected by COVID-19, including waving late payment fees and allowing delayed rates instalments. These should be temporary and time-limited.

We also strongly submit that councils must adjust their 'business-as-usual' policy and regulatory activities. The development of policy and regulation (such as regional and district plans) should be slowed down with their timeframes extended. This is because meaningful community engagement will be severely constrained if not impossible over the coming weeks and because councils should, like everyone else inside and outside government, be focused on responding to the more immediate crisis.

Similarly, also needed is a pause on the monitoring and enforcement of regulation not related to public health and safety, especially where it involves making visits to properties. It is simply not appropriate during a 'lock-down' period for council inspectors to make visits to properties and expect to be welcomed by people who are in lock-down. Again, councils should, like everyone else inside and outside government, be focused on responding to the more immediate crisis.

With these simple actions Forum members are confident that local government will make a positive contribution to what is undoubtedly one of the greatest challenges faced by this country and its people.

Yours sincerely:



Michael Barnett
Chair Local Government Business Forum

About the Local Government Business Forum

The Forum comprises organisations that have a vital interest in the activities of local government. Its members include BusinessNZ, the Electricity Networks Association, Federated Farmers of NZ, NZ Initiative, NZ Chambers of Commerce, Property Council NZ, and Retirement Villages Association of NZ.

The Forum was established in 1994 to promote greater efficiency in local government and to contribute to the debate on policy issues affecting it.

Attachment 6



Memorandum

To: Council

From: Peter Beggs

Date: 23 April 2020

Subject: **Establishing a new Mayoral Relief Fund Trust for COVID-19**

File: 1-ER-2-5

1 Background

- 1.1 Council wishes to maximise the assistance available to people and businesses that have been (and will be) impacted by the COVID-19 response alerts. While there is considerable financial support coming from the Government, this is developed from a national perspective; a locally administered fund provides an opportunity for a more targeted approach which can complement what the Government is doing and address gaps.
- 1.2 As part of its planning for COVID-19 recovery, Council is currently compiling a database of all businesses in the District so that it can email all of them asking for their views on what they wish Council to do to assist together with the number of people employed. This information will assist with a targeted approach.
- 1.3 Following the major flooding which occurred in February 2004, Council established a Rangitikei Mayoral Flood Relief Trust with funding from the Government and public donors¹. Five trustees were appointed, later increased to six. While administered within Council, the decisions over funding was made by the trustees. The Trust was formally wound up by resolution in 2009 and the remaining funds were transferred to the Manawatu-Wanganui Regional Disaster Relief Fund Trust, also established in 2004.
- 1.4 A Rangitikei Mayoral Relief Fund was established following the June 2015 floods, the funds being from Council and the Powerco Wanganui Trust (now the Four Regions Trust)². This was an internal Council operation and not a trust. -At the time, Council also approved a donation of \$50,000 to the Manawatu Wanganui Regional Disaster Relief Fund.

2 Comment

- 2.1 Establishing a trust means that the decision is made by the appointed trustees. This clear separation from Council makes a trust more attractive to external funders, so less dependent on Council funding.
- 2.2 However, this advantage needs to be reflected in having 'donee status', as this means that individuals who donate money to the trust can claim a rebate and companies can claim a deduction. Donee status is not dependent on a trust being a registered charity or being

¹ Council, 5 April 2004: 04/RDC/086; 27 May 2004: 04/RDC/114.

² Council, 2015: 15/RDC/183-184

incorporated: it is granted by the Inland Revenue Department if it is satisfied that the tests in the Income Tax Act 2007 are met. This includes that the purposes of the trust are charitable, benevolent, philanthropic or cultural. Generally, the process for obtaining 'donee status' is automatically triggered if an application is submitted for registration under the Charities Act 2005.

2.3 For the trust to be deemed 'charitable' it must

- address one of the four charitable purposes specified in the Charities Act, namely relief of poverty, the advancement of education, the advancement of religion, or any other matter beneficial to the community;
- provide a public benefit (i.e. a benefit that is available to the general public or wide section of the public); and
- not be for the benefit of any private individual.

2.4 The proposed Rangitikei Mayoral Relief Trust for COVID-19 has as its purpose to assist the livelihood of individuals and businesses in the District following the disruptions caused by the COVID-19 response alerts. That purpose meets the tests in the Charities Act. A trust need not be registered as a charitable trust but this will be more attractive to those wishing to make donations. A recommendation is included for Council to apply to the Inland Revenue Department or Charities Services.

2.5 While the intent of establishing a trust is to provide an avenue for public donations to support recovery in the District, Council may wish to make a grant to the trust. It is suggested that this is conditional on achieving formal donee or charitable status for the trust.

3 The proposed Trust deed.

3.1 Establishing a trust requires a trust deed to be adopted.

3.2 The 2004 trust deed has been reviewed and revised to reflect the COVID-19 situation. It is attached as Appendix 1.

3.3 The trust deed proposes six trustees – His Worship the Mayor, the Deputy Mayor and the Chief Executive or his nominee (who will administer the trust fund) together with three community members – to represent Iwi, business and welfare organisations. This ensures that the trust is seen as both independent from, yet supported, by the Council

3.4 As in 2004, it is suggested that the criteria for making grants is determined by the appointed trustees, having in mind the purpose of the trust, the information gathered by the District-wide survey of businesses being undertaken, and information from local welfare organisations.

3.5 The proposed trust deed provides (as was the case in the 2004 trust deed) for audited accounts to be provided to an annual general meeting of the trustees and presented to Council before 30 September of each year.

3.6 The trust deed could be made generic, i.e. not specific to addressing the effects of the COVID 19 response alerts, which means it could address other urgent issues or effects of other future disasters. On this basis, the trust could continue indefinitely but, even without

activity, it would still have an annual audit fee, and the wider scope may weaken its appeal to external funders and donors.

4 An alternative – Whanganui Community Foundation

4.1 Whanganui Community Foundation (WCF) has set up a COVID-19 Response Fund and is offering to collaborate with the Council, proposing a Memorandum of Understanding on the following basis:

- That Rangitikei District Council (RDC) allocate a sum of money for the support of Rangitikei-based organisations during the COVID-19 crisis.
- That this fund could be donated to WCF, to be allocated to eligible Rangitikei-based community organisations as part of our regular COVID-19 grant rounds.
- That prior to any grants being made from this fund, discussions are held between RDC and WCF in order to align any prioritisation criteria and/or exclusions.
- That RDC and WCF actively engage with their community networks in the region to encourage eligible organisations to apply.
- That a report is submitted to RDC from each WCF grant meeting with relevant applications, giving details and result of each application.
- That Accountability Reports from grant recipients (typically three months after the grant date) would be circulated to RDC.

4.2 The proposal is attached as Appendix 2. This alternative to a Mayoral Relief Fund Trust would be immediately accessible and reduce administration needs. However, the trustees are already determined and the Fund may be less attractive to local donors.

5 Recommendations:

5.1 That the memorandum 'Establishing a new Mayoral Relief Fund Trust for COVID 19' to the 30 April 2020 Council meeting be received.

5.2 That

EITHER

Council accepts the offer of a Memorandum of Understanding with the Whanganui Community Foundation to participate in its COVID-19 Response Fund

OR

Council establishes a Rangitikei Mayoral Relief Fund Trust for COVID-19

5.3 That, if a Rangitikei Mayoral Relief Fund Trust for COVID-19 is agreed to, the proposed trust deed [as amended/without amendment] be adopted (and executed in accordance with Council's Delegation register), with His Worship the Mayor, the Deputy Mayor and the Chief Executive (or his nominee) being three of the trustees, with the other three trustees

being representative of Iwi, business and welfare organisations – to be selected by His Worship the Mayor and the Chief Executive, with those names included on the trust deed.

- 5.4 That, if a Rangitikei Mayoral Relief Fund Trust for COVID-19 is agreed to, the Chief Executive arrange for an application to

EITHER

the Inland Revenue Department for donee status for Rangitikei Mayoral Relief Fund Trust for COVID-19

OR

Charities Services for registration of the Rangitikei Mayoral Relief Fund Trust for COVID-19 as a charitable trust under the Charities Act 2005

- 5.5 That subject to one of the applications in [the previous resolution – to be specified] Council grant \$..... to EITHER the Rangitikei Mayoral Relief Fund Trust for COVID-19 and publicise the existence of the Trust and invite donations OR the Whanganui Community Foundation's COVID-19 Response Fund.

Peter Beggs
Chief Executive

Appendix 1

DEED of TRUST

RANGITIKEI DISTRICT MAYORAL RELIEF FUND TRUST FOR COVID 19

2

The Settlor RANGITIKEI DISTRICT COUNCIL

The Trustees 1 - 6

- A. Rangitikei District Council (“Council”) is the territorial authority for the Rangitikei District (“the District”).
- B. Council has determined to assist, contribute to and enable prompt restart of the District’s economy and to reduce ongoing effects from the downturn attributed to the Covid-19 Pandemic.
- C. To give effect to that Council wishes to make provision for the benefit of the persons and objectives described in this deed and accordingly to create the trusts declared by this deed.
- D. The Settlor has paid to the Trustees the sum of *One Hundred Dollars (\$100)* to be held by the Trustees upon the trusts and with the powers contained in this deed.
- E. Further money investments and property may from time to time be paid to or transferred to or vested in the name or control of the Trustees. In this deed, reference to “the Trust Fund” means all of the trust assets from time to time in the hands of the Trustees
- F. The Trustees have consented to become trustees of this deed and agree to hold the Trust Fund for the purposes of the trust in Clause 3.

1. Name

The name of the Trust shall be the **RANGITIKEI DISTRICT MAYORAL RELIEF FUND**
TRUST FOR COVID 19.

2. Acknowledgement of trust

The Settlor directs and the Trustees acknowledge that the Trustees shall stand possessed of the Trust Fund upon the trusts and with the powers in this deed.

3. Registered Office

The registered office of the Trust shall be at the offices of the Rangitikei District Council, 46 High Street, Marton, or at such other place the Board may from time to time decide.

4. Purposes

The purposes of the Trust are as follows:

- 4.1 To assist the livelihood of individuals and businesses in the District following the disruptions caused by the COVID-19 response alerts; and
- 4.2 [Add and/or Expand ??]

5. Limitation

All donations and other funds received in relation to COVID-19 will be applied to provide financial and any other relief or assistance in relation to that event or effects of that event to the extent that this is reasonably possible or practicable, however, the Trustees shall be entitled to retain what the Trustees consider to be an adequate administration fund for the Trust and in all circumstances shall ensure that the Trust Fund is not reduced below a level of \$100.00.

6. Structure of the Trust

The Trust shall be administered by the Board of Trustees ("the Board") as provided for in Clause 7.

7. The Board

7.1 Number of Trustees

The Board shall consist of not fewer than six (6) and not more than eight (8) Trustees.

7.2 Membership of the Board

At the date of this Deed, the Board comprises the Trustees named in the Background.

7.3 Term of Office

Each Trustee shall remain in office until he or she resigns or otherwise ceases to hold office as provided in Rule 8.

7.4 Board Vacancies

Any vacancy on the Board shall be filled by a person appointed by the Settlor.

7.5 Resignation of Trustees

Any Trustee may resign from the Board by giving written notice to the Board and the resignation shall take effect as from the later of the date stipulated in that notice or the date of that notice being served on the Board at its registered office.

7.6 Trustee absence without leave

Any Trustee who fails to attend three consecutive meetings of the Board without leave of the Board shall be deemed to have vacated his or her position on the Board.

7.7 Removal of Trustees from office

The Settlor may remove any Trustee from the Board at any time.

8. Proceedings of the Board

8.1 Ordinary Meetings

The Board shall hold ordinary meetings at such times and places as it determines. At least seven days notice of any ordinary meeting shall be given to the Trustees.

8.2 Special Meetings

A special meeting of the Board may also be called by the Secretary upon requisition of the Chair or not fewer than three Trustees.

8.3 Annual General Meeting

The Board shall hold an Annual General Meeting prior to 30 September in each year at which the Board shall:

- 8.3.1 receive and approve the audited annual accounts of the Trust;
- 8.3.2 receive a report from the Chair or nominee of the Chair dealing with the affairs of the Board for the previous year;
- 8.3.3 appoint the Chair, Secretary and Treasurer for the forthcoming year, in accordance with Rules 8.5 and 8.7;

8.4 Notices of Meeting

- 8.4.1 At least seven days' notice of each ordinary Special and Annual General Meeting shall be given to the Trustees.
- 8.4.2 Notices of ordinary and special meetings shall indicate the general nature of business to be considered at that meeting.
- 8.4.3 Annual General Meetings may be combined with Ordinary Meetings.
- 8.4.4 Each notice of meeting shall specify the place day and time of the meeting.
- 8.4.5 Notice shall be deemed to have been given to and received by any Trustee if it has been posted or emailed to the last address notified to the Board by the Trustee and shall then be deemed to have been received the day after the notice is posted or emailed.
- 8.4.6 Accidental omission to notify or non-receipt by any Trustee of a notice shall not invalidate the notified meeting.

8.5 Officers

The Board may appoint a Secretary and a Treasurer. These offices may be combined. The Secretary and Treasurer need not be Trustees.

8.6 Quorum

At any meeting of the Board, there shall be a quorum if there is a majority of the Trustees present (excluding any vacancies) and no business shall be transacted unless a quorum is present. If a meeting is short of a quorum at its commencement, or falls short of a quorum, and if no quorum is present within 15 minutes, the meeting shall lapse.

8.7 Chair

At the Annual General Meeting, the Board shall in accordance with Rule 8.3 appoint one of the Trustees as Chair. The Chair shall preside at all meetings of the Board at which he or she is present. In the absence of the Chair from any meeting, the members present shall appoint one of their number to preside at that meeting.

8.8 Voting

All questions before the Board shall be decided by consensus. Where a consensus decision is unable to be reached on a matter it shall, unless otherwise specified in this document, be put as a motion to be decided by a majority of votes. Each Trustee present, including the Chair, shall have one vote. If the voting is tied, the Chair shall have a second or casting vote.

8.9 Minutes

The Secretary shall keep minutes of all Board meetings. Copies of Board meeting minutes shall be available for inspection by or provided to Trustees and Council on request at any reasonable time.

9. Powers

In addition to the powers contained or implied in the Trustee Act 1956 and the general law of New Zealand, the Board may in its absolute discretion exercise the following powers to carry out the purposes of the Trust:

- 9.1 to control, administer, and manage the property, funds and affairs of the Trust; and
- 9.2 to use the Trust Fund to provide financial and any other relief or assistance to meet the welfare and other needs of individuals, businesses or organisations in the District; and
- 9.3 to use so much of the Trust Fund that the Board thinks necessary or proper to pay the Board's costs and expenses, including the employment or engagement of professional advisors, agents, officers and staff; and
- 9.4 subject to Rule 4 above, to invest surplus funds in any way permitted by law for the investment of trust funds and upon such terms as the Board thinks fit; and

- 9.5 to borrow or raise money (including but not limited to donations, sponsorships and community fund raising activities) with or without security and upon such terms as to priority and otherwise as the Board thinks fit; and
- 9.6 to do all things the Board considers appropriate to enable the Board to give effect to and provide the charitable purposes of the Trust *[and to enable it to comply with the provisions of the Charitable Trusts Act 1957 and the Charities Act 2005]*; and
- 9.7 to open and operate such bank accounts as the Board considers necessary for running the affairs of the Trust; and
- 9.8 to enter into all negotiations, contracts and agreements in the name and on behalf of the Trust as the Board thinks expedient for its purposes provided that such negotiations, contracts and agreements are not in conflict with the Trust's purposes; and
- 9.9 to receive and give receipts and execute discharges for all gifts, legacies, bequests or other monies and to execute any trusts created for any of the purposes of the Trust or for furthering any such purposes.
- 9.10 to generally have the rights, powers and privileges of a natural person in the administration of the Trust.

10. Power to Delegate

10.1 Delegation

The Board may from time to time in writing appoint any person committee [*or entity*] and may delegate in writing any of its powers and duties to any such who or which may without confirmation by the Board exercise or perform the delegated powers or duties in like manner and with the same effect as the Board could have exercised or performed them.

10.2 Delegatee Bound

Any delagatee of the Board shall in every case and at all times be bound by the terms of the Trust.

10.3 Delegation Revocable

Every delegation of the Board under Clause 10.1 shall be revocable at will, and no such delegation shall prevent the exercise of any power or the performance of any duty by the Board.

10.4 Delegatee need not be Board Member

It shall not be necessary for any person who is appointed as a member of any such committee, or to whom any such delegation is made, to be a Trustee.

11. Employment

The Board may employ Trustees or any of them under Clause 9.3.

12. Income, benefit or advantage to be applied to charitable purposes

12.1 Application

Any income, benefit or advantage shall be applied for the charitable purposes of the Trust.

12.2 Influence

No Trustee or person or related entity associated with a Trustee shall derive any income, benefit or advantage from the Trust where they can materially influence the payment of the income, benefit or advantage except where that income, benefit or advantage is derived from:

- (a) services to the Trust rendered in the course of business charged at no greater rate than current market rates; or
- (b) interest on money lent at no greater rate than current market rates.

13. Accounts

13.1 Accounts and Balance Date

The Board shall keep true and fair accounts of all monies received and expended for each financial year with the balance date of 30 June in each year.

13.2 Audit

The Audited Accounts shall be available at the Annual General Meeting of the Trust and shall be presented to the Council by 30 September in each year.

13.3 Control of Funds

All monies received by the Trust shall be paid to the bank account of the Trust. All cheques or payments to be drawn upon the bank account of the Trust shall be signed by at least two Trustees approved by the Board by ordinary resolution for that purpose.

14. No Responsibility for Loss

No Trustee shall be responsible for any loss to the Trust unless the same is attributable to his or her or their own dishonesty or to the wilful commission or omission by him or her or them of any acts known to be a breach of trust.

15. Common Seal

The Trust shall have a Common Seal which shall be kept in the custody of the Secretary, or such other officer as shall be appointed by the Board and shall be used only as directed by the Board by ordinary resolution. It shall be affixed to documents only in the presence of and accompanied by the signature of two Trustees with the prior approval of the Board.

16. Alteration to this deed or terms of the Trust

16.1 The Board may, with the prior approval of the Council, add to, amend or change any clause or clauses of this deed at a Special Meeting. Any amendment or change to this deed shall require a resolution to be passed by three-quarters rounded up to the nearest whole number of the total number of Trustees at the time of such resolution.

16.2 No addition to or alteration or rescission of this deed shall be approved if it affects the charitable purposes (Background Clauses B and C and Clause 4), the Influence restraint (Clause 12.2), this Clause (16.2), or the winding up Clause (18) of this deed without the prior consent of the Council which will need to be satisfied as to the maintenance of the charitable status of the Trust.

17. Incorporation

The Trust shall have the right to apply for incorporation under the provisions of the Charitable Trusts Act 1957 under the name [.....] or such other name as shall be approved by the Register of Incorporated Societies and the Trustees.

18. Winding Up

- 18.1** The Trust may be wound up if a resolution to wind up the Trust or to dissolve it has been passed by a three-quarters majority of the Trustees at a Special Meeting of the Board called for such purpose of which not less than 21 days notice in writing has been given to each Trustee.
- 18.2** Any such resolution after passing shall then be required to be approved by a similar majority at a meeting of the Board called not earlier than 14 days after such meeting for the specific purpose of confirming the Board's resolution for winding up.
- 18.3** In the event of the Trust being wound up, the surplus assets and funds after payment of the Trust's liabilities including expenses of winding up shall not be paid or distributed among the Trustees and the Council but shall be paid and transferred to such person or body corporate for the furtherance of such charitable purposes which are consistent with the purposes of the Trust as the Trustees shall determine at the meeting when the resolution for winding up is duly confirmed.
- 18.4** In the event no such resolution as to the application of funds to any charitable purpose is passed by a majority of the Trustees then the surplus funds of the Trust shall be held for such other comparable charitable purpose as a Judge of the High Court of New Zealand on application of the Trustees shall determine.

19. Acceptance

The Trustees accept the above terms and conditions on the basis that all future Trustees will also be so bound.

THE COMMON SEAL of the)
 RANGITIKEI DISTRICT)
 COUNCIL was hereunto affixed)
 in the presence of:)

 Mayor

 Chief Executive

SIGNED by as)
 Trustee in the presence of:)

Witness: _____

Address: _____

Occupation: _____

SIGNED by as)
 Trustee in the presence of:)

Witness: _____

Address: _____

Occupation: _____

SIGNED by as)
Trustee in the presence of:)

Witness: _____

Address: _____

Occupation: _____

SIGNED byas)
Trustee in the presence of:)

Witness: _____

Address: _____

Occupation: _____

SIGNED by as)
Trustee in the presence of:)

Witness: _____

Address: _____

Occupation: _____

SIGNED by as)
Trustee in the presence of:)

Witness: _____

Address: _____

Occupation: _____

Appendix 2

PROPOSAL: Combined Fund to Assist Rangitīkei Community Organisations Through COVID-19 Crisis; April 2020

Whanganui Community Foundation's (WCF) Purpose and Role

Purpose "Is to achieve greater social wellbeing and connectedness for the people of the Whanganui region."

Role "To help community organisations to carry out charitable, educational, cultural, philanthropic and recreational activities in the wider Whanganui area. We do this by making grants, providing professional development opportunities for community organisations and providing advisory services and other community development activities."

WCF Brief Background

- WCF was formed in 1988 with the proceeds of the sale of shares of Trustbank Whanganui. The investment has grown to approximately \$44 million.
- Investment income is expected to continue to grow the investment capital to account for inflation and any increase in the population of the region. Proceeds above this may be granted to community organisations. Around \$1 million is granted per year.
- The Board of WCF is appointed by the Associate Minister of Finance, and the operation of the Trust is governed by the Community Trusts Act 1999.
- The catchment area of WCF is defined as Whanganui, Rangitīkei and Waimarino.
- Grants must be applied to charitable, cultural, philanthropic, recreational and other purposes beneficial to the community principally in the specified area.

Organisational Strengths

- Strong governance
- Dedicated to strong investment capability and efficient grant-making
- Considerable community knowledge and networking via Foundation Manager and the Board which contains members from across the region and with a variety of skills and connections to community organisations

WCF Response to COVID-19 Crisis of 2020

- WCF set up a COVID-19 Response Fund of \$120,000 in late March 2020, to assist organisations in our region with grants to cover either of the following (see attached Press Release):
 - Costs incurred in providing goods, services, projects or activities for members of the community most in need on the basis of COVID-19, and/or
 - Increased or unexpected operational costs related to COVID-19.
- Grant rounds are currently held weekly. In the first week, grants of \$26,000 were made from the fund. One recipient is based in Rangitīkei (Counselling Centre Marton), and others include Rangitīkei in their service areas (Cancer Society Rangitīkei/Waimarino/Wanganui, Ronald McDonald House Charities, Women's Refuge Whanganui).
- We anticipate that the needs of community organisations will change throughout the crisis, from immediate operational needs during lock-down, to longer-term support to alleviate lost fundraising opportunities and to serve community needs exacerbated by the crisis. Our response will be regularly reviewed.

Offer of Collaboration with Rangitikei District Council

While WCF has connections with a number of community organisations in the Rangitikei, we recognise that some of our current networks may be based around “business as usual” services, and may not reach all eligible organisations requiring support during the COVID-19 crisis. RDC may have better connections in this regard.

In turn, WCF has efficient grant-making processes and could offer these to assist RDC in supporting its local community organisations.

We would like to offer to handle the grant-making process for RDC for any funds they would like to give to assist Rangitikei community organisations during the COVID-19 crisis.

We propose that we draw up a MOU covering the following points:

1. That RDC allocate a sum of money for the support of Rangitikei-based organisations during the COVID-19 crisis.
2. That this fund could be donated to WCF, to be allocated to eligible Rangitikei-based community organisations as part of our regular COVID-19 grant rounds.
3. That prior to any grants being made from this fund, discussions are held between RDC and WCF in order to align any prioritisation criteria and/or exclusions.
4. That RDC and WCF actively engage with their community networks in the region to encourage eligible organisations to apply.
5. That a report is submitted to RDC from each WCF grant meeting with relevant applications, giving details and result of each application.
6. That Accountability Reports from grant recipients (typically three months after the grant date) would be circulated to RDC.

Conclusion

Whanganui Community Foundation welcomes potential collaboration with Rangitikei District Council. Working in partnership, we believe that WCF and RDC can better support community organisations in the Rangitikei.

We are happy to discuss any aspect of this proposal, and look forward to hearing from you.

Stephen Brandon
Foundation Manager
Whanganui Community Foundation
022 595 8700
info@whanganuicommunityfoundation.org.nz

Attachment 7

Report

Subject: **Water Related Services Bylaw Deliberations**

To: Council

From: George Forster

Date: 13 April 2020

File Ref: 1-DB-1-11

1 Executive Summary

- 1.1 The purpose of this report is to formally adopt, the publicly consulted on, Water Related Services Bylaw (appendix 1).

2 Background

- 2.1 At its meeting on 30 January 2020 Council approved the draft Water Related Services Bylaw (the Bylaw) for public consultation.

- 2.2 Notable changes to the proposed Bylaw are as follows and also shown in red in appendix 1:

- 18.4: Metering in the event of a fire

- 28.1: This section has included that if Council contribute stormwater to a private drainage system within the urban boundary and that drain then forms part of the stormwater network, Council will be responsible for the maintenance of that drain.

- 29.1: This is a new section and applies to common private drains, that where Council contribute stormwater to a common private drain in the urban boundary and that drain then forms part of the stormwater network, Council will be responsible for the maintenance of that drain.

- Other changes in the Bylaw are editorial

3 Consultation

- 3.1 Consultation on the draft Bylaw was undertaken in accordance with Section 156 of the Local Government Act 2002 outlining the Special Consultative procedure and ran from 5 February 2020 until 12 noon 5 March 2020.

- 3.2 Consultation on the draft Bylaw was publicly notified through the District Monitor with hard copies also made available from Council's libraries in Marton, Bulls and Taihape, the

Council's administration building in Marton and from the Council's website www.rangitikei.govt.nz.

4 Submissions

- 4.1 No submissions to the draft Bylaw were received.
- 4.2 Having received no submissions staff have made no further changes to the draft Bylaw that was publicly consulted on. The changes shown in red is what was made available during public consultation.

5 Significance

- 5.1 In terms of Council's Significance and Engagement Policy, the decision is considered of medium significance as the changes would impact a core service.

6 Analysis

- 6.1 Adopting the proposed changes in Section 28.1 and Section 29.1 will involve Council staff updating and identifying these common private drains which will be an ongoing piece of work.

7 Options

7.1 Council formally adopted the Bylaw

This option involves Council formally adopting the Bylaw without amendment and carrying out public notification of its adoption.

This is the recommended option and there are no perceived disadvantages.

7.2 Council does not adopt the Bylaw and instead revokes it

This option involves Council not adopting the Bylaw and instead revoking it. This option should be considered if Council deems that the Bylaw is no longer necessary.

This option would mean Council would no longer have a Water Related Services Bylaw and officers would find it difficult to regulate and manage its water services.

This option is not recommended.

8 Conclusions

- 8.1 Receiving no responses to the draft Bylaw is disappointing. This may be indicative of lack of publicity, or lack of interest in this particular Bylaw. Staff have undertaken a

comprehensive review of the Bylaw and the preferred option is to adopt the Bylaw without amendment.

9 Recommendations

- 9.1 That the report 'Water Related Services Bylaw Deliberations' to the 30 April 2020 Council meeting be received.
- 9.2 That the Water Related Services Bylaw is formally adopted without amendment and publicly notified.

George Forster
Policy Advisor

Appendix 1

DRAFT RANGITIKEI DISTRICT COUNCIL WATER RELATED SERVICES BYLAW 2013



RANGITIKEI
DISTRICT COUNCIL

TITLE

This ~~B~~ylaw shall be known as the Rangit~~i~~kei District Council Water Related Services Bylaw **2013**.

COMMENCEMENT

~~This B~~ylaw comes into force on xx of Month Year.
~~Parts 1,4 and 5 of this bylaw come into force on 13 of May 2013.~~
~~Parts2 and 3 of this bylaw come into force on 21 of December 2016.~~

REPEAL

This ~~B~~ylaw replaces the Rangitikei District Council Water Related Services Bylaw 2013. Water Supply Bylaw 2008 and the Trade Waste Bylaw 2008.

PURPOSE

The purpose of this bylaw is to manage and regulate the Rangit~~i~~kei District's water supply, wastewater, stormwater and land drainage systems. This includes discharges of trade wastes to the Council's wastewater system.

This Bylaw does not manage or regulate matters that are already provided for in legislation or the Horizons One Plan. It is the responsibility of the consumer to ensure that they comply with any such requirements.

Any person who has permission established under any other act, regulation, or resource consent to carry out any activity, that conflicts with any requirement of this bylaw, does not breach this bylaw when acting in accordance with that permission.

COMPLIANCE WITH LEGISLATION

Nothing in this bylaw derogates from any provisions set by Local Government.

INTERPRETATION

In this bylaw, unless the context otherwise requires:

'BACKFLOW' means the reversal of flow of water or mixtures of water and contaminants into the public water supply.

'BOUNDARY' ~~as defined in the District Plan. means any boundary which is shown on a survey plan approved by the Chief Surveyor and which is deposited with Land Information New Zealand, whether or not a new title has been issued.~~

'CHIEF EXECUTIVE' ~~means the principal administrative officer,~~ as defined in ~~section 42 of~~ the Local Government Act 2002.

'COMMON PRIVATE DRAIN' means a drain which passes through or serves separately owned premises but excludes land held under strata titles, company share block titles, cross lease titles, and unit titles. ~~This drain is the responsibility of the property owners of the land over which it passes.~~

'CONDENSING WATER' means any water used in any trade, industry, or commercial process or operation in such a manner that it does not materially change its chemical or physical state.

'CONNECTION' means the valve, meter, and associated fittings installed and maintained by the Council at a location convenient to the Council on the service pipe at the point of supply.

'CONSUMER' means the person, or the authorised agent, who uses, or has the right to use, water supplied by the WSA, drainage and stormwater systems.

'CONTAMINANT' ~~has the same meaning as defined in Section 2 of the Resource Management Act 1991.~~

'COUNCIL' ~~as defined in the District Plan, means the Rangitikei District Council or any officer authorised to exercise the authority of the Council.~~

'DIRECT CONNECTION' includes any submersed or submersible outlet or any arrangement of pipes, hoses or fittings temporary or otherwise which renders possible backflow into the public water supply.

'DISTRICT' ~~as defined in the District Plan, has the same meaning as defined in Section 5 of the Local Government Act 2002.~~

'District Plan' Means the Rangitikei District Plan

'DRAIN' means wastewater drain or stormwater drain; and drainage has a corresponding meaning.

'DRAINAGE WORKS' includes all lands, drains, pipes, treatment works, buildings, machinery, and appliances and other things of any kind vested in the Council or acquired or constructed or operated by or under the control of the Council for or relating to the purpose of drainage, whether within or outside the district.

'EFFLUENT' means the discharge from any primary treatment tank or process.

'FIRE PROTECTION SYSTEM' means a fixed system of pipes, control valves, outlets and related fixed components used to control or extinguish fires. [Note: This does not include fire hose reels].

'FIRE SERVICE SUPPLY' means a supply of water to premises solely for the purpose of being used in the event of fire.

'FITTING' means any apparatus or appliance together with the necessary accessories and Connection which may be attached to or associated with the plumbing or drainage system of any premises, or which is intended for the collection or retention of any waste materials or liquid wastes for ultimate discharge to a drain.

'HARMFUL MATERIALS' means products or wastes containing corrosive, toxic, biocidal, radioactive, flammable or explosive materials; likely to generate toxic, flammable, explosive or corrosive materials in quantities likely to be hazardous when mixed with the wastewater stream; likely to be deleterious to the health and safety of the Council's staff, approved contractors and the public, or be harmful to the wastewater system.

'INTERCEPTOR TRAP' means any trap used to prevent any unwanted material or substance (liquid or solid) from entering a public drain or any gases escaping from the system and includes a grease trap, master trap, silt trap, petrol and oil interceptor.

LEVEL OF SERVICE means the performance standards on which the WSA undertakes to supply water to consumers, as outlined in Council's Long Term Plan.

'METER' means a Council owned meter to measure the flow of supplied water or other liquid.

'OCCUPIER' means any person, including the owner, who for the time being, is in control of any premises.

'ORDINARY SUPPLY' means a category of metered water supply which is available on demand directly from the point of supply subject to an agreed level of service as set out in the Council's Long Term Plan.

'OUTFALL' means an extension of a drainage system that is under the jurisdiction of the Council or other owner, or an approved disposal system within or outside the confines of the premises.

'PERMIT' means any permit or consent required by this bylaw or any relevant legislation.

'POINT OF SUPPLY' means the point where the service pipe meets the road boundary.

'PRIVATE DRAIN' means a drain that serves one or more lots where the lots are in common ownership or used for common activity ~~where such systems are constructed by or vested in private ownership and not managed or maintained by Council.~~

'PRIVATE DRAINAGE SYSTEM' means the system of pipes and fittings installed on the premises (including a private drain and a private common drain) to convey the wastewater or stormwater of the premises to the public wastewater or stormwater system and where a public system is not available includes any approved disposal systems within or outside the confines of the premises.

'PRIVATE WATER SUPPLY' means the water supply system installed within the premises to provide the piped supply of hot and cold water to the sanitary fixtures and appliances fitted within the premises.

'PUBLIC DRAIN' means any passage, channel or pipe on, over or under ground by which stormwater is conveyed and which is under the control of Council. For the purposes of this bylaw, drains within New Zealand Transport Agency owned land are deemed to be public drains. A public drain may occur on public or private land.

'PUBLIC WATER SUPPLY' means the same as the definition of 'waterworks' in the Local Government Act 2002.

'RESTRICTED SUPPLY' means water supplied via a restrictor at a regulated flow rate as determined by the WSA and charged on a per unit basis.

'RESTRICTOR' means a device installed within the connection to control the flow of water to private property.

'SANITARY FIXTURE' means any fixture which is intended to be used for sanitation, personal washing or excretion.

'SERVICE PIPE' means the section of water pipe between a water main and the point of supply.

'STORMWATER' includes surface water, ground water, subsoil water, artesian water, and rainwater, and water emanating from a stormwater drain, stream, river, lake, estuary, or sea and where so designated by the Council, condensing water or cooling water.

'STORMWATER DRAIN' means a drain primarily for the reception and discharge of stormwater.

'SUPPLY PIPE' means the section of pipe between the point of supply and the consumer's premises through which the water is conveyed to the premises.

'SURFACE WATER' means all naturally occurring water, other than subsurface water, which results from rainfall on the site or water flowing onto the site including that flowing from a drain, stream, river, lake or sea.

'TRADE PREMISES' means any premises used or intended to be used for carrying on any trade or industry; and includes any land or premises wholly or mainly used (whether for profit or not) for agricultural or horticultural purposes.

‘WASTE DISPOSAL UNIT’ means a device designed to disintegrate organic waste material to a state suitable for disposal to a wastewater drain.

‘WASTEWATER DRAIN’ means a drain primarily for the reception and discharge of contaminants.

‘WATER SUPPLY AUTHORITY’ (WSA) means the operational unit of Council responsible for the supply of water, including its authorised agents.

‘WATER BODY’ means fresh water or geothermal water in a river, lake, stream, pond, wetland, or aquifer, or any part thereof, that is not located within the coastal marine area.

‘WATERCOURSE’ means the same as the definition in the Land Drainage Act 1908.

‘WATER WORKS’ means the same as the definition in the Local Government Act 2002.

PART 1 PUBLIC WATER SUPPLY

1. OBJECTIVES

The objectives of Part 1 of this Bylaw are to:

- (a) Ensure the appropriate and responsible use of potable water by consumers in the Rangitikei District;
- (b) Prescribe the conditions which shall apply to any connection to the public water supply;
- (c) Safeguard the public water supply from contamination so as to ensure a good supply of potable water and to prevent waste.

2. APPLICATION FOR CONNECTION AND SUPPLY

- 1.1. Any person requiring a new connection for the supply of water must complete an application form obtained from the WSA, provide any information requested by the WSA, including a detailed plan showing the proposed work and pay the prescribed fee.
- 1.2. No person may make any connection (or any variation to any connection) to the public water supply without the written consent of the WSA.
- 1.3. Any person seeking the provision of a temporary water supply for a specific function shall apply to the WSA.

2. APPROVAL OF APPLICATIONS FOR CONNECTION AND SUPPLY

- 2.1. An application under clause 2 may be approved by the WSA as either an ordinary supply or an extraordinary supply as the WSA thinks fit and after consideration of:
 - (A) The Rangitikei District Council Water Supply Operational Guidelines¹.
 - (B) Any level of service referred to in the Long Term Plan.
- 2.2. Council is not obliged to approve any application.
- 2.3. An approved application for connection and supply which has not been actioned within 6 months of the application will lapse, unless a time extension has been approved. Any refund of fees and charges shall be at the discretion of the WSA.

3. ACCEPTANCE OF SUPPLY CONSTITUTES AGREEMENT

¹ Subject to amendment only by Council resolution.

- 3.1. If an application for the supply of water under clause 2 is approved by the WSA and, if required, a connection is provided, then the acceptance by the applicant (the consumer) of the supply from the WSA constitutes an agreement between the consumer and the WSA for the consumer to comply with the requirements of this bylaw.
- 3.2. Where there is any change of consumer, the acceptance by the new consumer of an existing supply from the WSA constitutes an agreement between the new consumer and the WSA for the new consumer to comply with the requirements of this bylaw.
- 3.3. Any change in the use of commercial or industrial premises that may have an effect on backflow prevention measures requires written notification to the WSA in order to assess the suitability of backflow prevention measures on site, even if notification of the change in use of the premises is not required under the Building Act 2004.
- 4. RESPONSIBILITY FOR WORK PERFORMED**
- 4.1. Every consumer supplied with water by the WSA shall be responsible for ensuring that any work done on its private water supply complies with this bylaw and any relevant legislation, and shall not allow any connection or fitting to be in disrepair or in any way defective so that water is wasted or contaminated.
- 5. EXISTING PIPES AND FITTINGS**
- 5.1. Any existing supply pipes, distributing pipes or fittings may be connected to the public water supply after the commencement of this bylaw, with the approval of the Council.
- 6. ONE POINT OF SUPPLY**
- 6.1. The Council may require one Point of Supply to each parcel of land for which a separate certificate of title is held, or to each dwelling or premises on that parcel of land. Lots held in contiguous ownership shall be treated as one parcel of land.
- 7. CONTINUITY OF SUPPLY**
- 7.1. No allowance or compensation will be made or allowed by the Council if the water supply is restricted or interrupted, whether for the purpose of laying mains, effecting repairs, attaching new services, or for any other purpose.
- 7.2. All Consumers who, for the purpose of continuing a business or process, or for any other reason, are dependent upon a constant supply of water must provide their own water storage of a minimum capacity as required for their circumstances.
- 8. PRESSURE**
- 8.1. The Council does not guarantee any specified maximum or minimum pressure in the Public Water Supply and no allowance or compensation will be made or allowed on account of a change of pressure in the supply.
- 9. DAMAGE**
- 9.1. The Council will not be held responsible for any damage from any cause that may arise by the bursting or overflow of any pipes, fittings, valves or appliances connected to a private water supply.
- 10. PROHIBITION OR RESTRICTION OF SUPPLY IN SPECIAL CIRCUMSTANCES**

- 10.1. If at any time the Chief Executive considers that because of drought or for any other reason an adequate supply of drinking water may be at imminent risk and that extraordinary measures are necessary in order to conserve the available water supply, the Chief Executive may, by notice, restrict or prohibit the use of water for any specified purpose or for any specified period. This may apply to the whole or part of the District.
- 10.2. If a customer has a particular requirement for an uninterrupted level of service (flow, pressure, or quality), it shall be the responsibility of that customer to provide any storage, back-up facilities, or equipment necessary to provide that level of service.
- 10.3. No person may use any water, or allow any water to be used in contravention of any restriction or prohibition made under this clause.
- 10.4. The Chief Executive may delegate to any other officer of the Council the Chief Executive's powers under clause ~~10~~1.1.

11. SUPPLY FROM STANDPIPES OR HYDRANTS

- 11.1. No person may take water from standpipes or hydrants or any other part of the public water supply without the prior approval of the WSA. Fire Emergency New Zealand ~~The Fire Service and Rural Fire Service~~ are exempt from this restriction whilst undertaking their legal responsibility.

12. PROTECTION OF WATERWORKS

- 12.1. No person may enter onto any land owned or occupied by the WSA and used for public water supply without first obtaining the written permission of the WSA.

13. PROTECTION OF SUPPLY PIPES

- 13.1. No supply pipe or fitting may be laid or fixed through, in, or into any drain, sink, ash pit, or manure pit, nor through, or in, contaminated land or near any place where the public water supply may become contaminated, without the prior written consent of the WSA and on such terms and conditions as the WSA considers appropriate.
- 13.2. Any person proposing to carry out excavation work shall view the 'as built' information held by the WSA, which records the location of its buried services. At least five working days' notice in writing must be given to the WSA in the event that excavation will occur in the vicinity of its services.
14. Any damage which occurs to a WSA service shall be reported to the WSA immediately. The person causing the damage shall reimburse the WSA with all costs associated with repairing the damaged service, and any other costs the WSA incurs as a result of the incident.

15. DRAWN WATER NOT TO BE RETURNED

- 15.1. No person shall return to any part of the public water supply, any water drawn from any part of the public water supply or from any other source, except with the consent of the WSA.

16. PREVENTION OF BACKFLOW

- 16.1. Consumers requiring a new connection to the public water supply (including any connection that was previously disconnected) must install a backflow prevention system that complies with the relevant provisions of the Health (Drinking Water) Amendment Act 2007.
- 16.2. Consumers with existing connections that do not have a backflow prevention system shall be required by the WSA to install appropriate devices if required by the WSA to prevent an unsanitary situation.

17. NOTICE WHEN SUPPLY NOT REQUIRED

- 17.1. When any premises supplied with water by the WSA becomes unoccupied or for any other reason a supply of water is no longer required, the consumer must immediately give notice in writing to the WSA.
- 17.2. If the water supply connection has not been used for a period of 12 months or it is left in a condition that could be detrimental to the public water supply, the WSA has the right to remove that water supply connection. Reinstallation of the connection must be paid by the consumer.

18. METERING

- 18.1. The WSA reserves the right to fit a water meter and charge where it considers water use is excessive, or for a meter to be fitted at the customer's request. Where the extraordinary use is for fire protection only, this supply shall not normally be metered.
- 18.2. Where meters are installed, the consumer shall pay all charges as determined by the WSA. The WSA may use its discretion to reduce any such charges in extraordinary circumstances.
- 18.3. Any customer who disputes the accuracy of a meter or restrictor may apply to the WSA for it to be tested (provided that it is not within three months of the last test). If the test shows non-compliance with the accuracy above, the customer shall not be charged for the test. If the test shows compliance, the customer shall pay a fee in accordance with the WSA current fees and charges.

~~18.3.~~18.4. In the event water used for fighting a fire passes through a water meter, the consumer will estimate the quantity of water used for the purpose of extinguishing the fire/s and apply to Council to have this quantity credited.

PART 2

WASTEWATER AND STORMWATER DRAINAGE

19. OBJECTIVE

- 19.1. The objective of this part of the bylaw is to define the Council's requirements and provide for the protection of the land, structures, and infrastructure associated with wastewater drainage and stormwater drainage.

20. PROTECTION OF THE DRAINAGE WORKS

- 20.1. Unless authorised by the Council no person may:

- (A) Cause or allow the entry into any drain or fitting any earth, stones, sand, silt, refuse, human effluent, or material except such matter as is normally discharged through a house drain.
- (B) Enter any drain, pumping station building or related accessory, or any wastewater treatment area.
- (C) Operate, remove, cover or interfere with any cover of any manhole, inlet or other equipment associated with any drain.
- (D) Erect any structure over, or within a distance of one metre from the side of any public drain. This provision does not apply to boundary fences erected across drains.
- (E) Lay any public or private utility service or private drain:
 - (i) Along the line of an existing public drain; or
 - (ii) Within a parallel distance of one metre from the nearest part of any public drain.

21. WASTEWATER DRAINS

21.1. Unless authorised by the Council no person may:

- (A) Cause or allow any water from a water pipe, artesian well, ram or other hydraulic appliance or any surface water, subsoil drainage, roof water or condensing water to enter a wastewater drain or a drain connected with a wastewater drain.
- (B) Cause or allow any water which may contain fat, sediment or other extraneous matter to be discharged from a butcher's shop, fish shop, restaurant or other premises (except a standalone dwelling used for residential purposes) where food is prepared, processed or served, directly to a wastewater drain or a drain connected to a wastewater drain.
- (C) Use any waste disposal unit connected to any drainage works other than for the purpose of disposing of ordinary domestic household waste.
- (D) Cause or allow any steam, or any other matter (solid or liquid) at a temperature higher than 40°C to pass into any wastewater drain.

22. PROTECTION OF STORMWATER SYSTEM

22.1. Landowners shall at all times maintain waterways in a manner that allows free unimpeded water flow².

22.2. Unless authorised by the Council no person may:

- (A) Conduct surface water or subsoil water into a stormwater drain, except through a master trap or silt traps, or similar devices, situated in an approved position within the premises;
- (B) Allow a private drain to remain in use where silt or solids are likely to enter a stormwater drain through such drain; or
- (C) Cause or allow any steam, or any other matter (solid or liquid) at a temperature of more than 3 degrees variance to the receiving water temperature to pass into any stormwater drain.

23. PROTECTION OF WATERWAYS

23.1. Unless authorised by the Council no person may:

- (A) Sweep, rake, place, throw, or discharge any matter or thing including any dust, earth, rubbish, refuse, grass clippings or animals into any system that discharges into a

² Note: Any such activity may require resource consent from Horizons Regional Council, depending on the nature of the water body, its location and the methods used.

reticulated system, that obstructs or will be likely to obstruct the free flow of water in the reticulated system.

- (B) Erect a structure, place any material or thing, or plant trees, hedges or other plants within the setback areas as required in the district plans where it will obstruct or be likely to obstruct the free passage along the banks of the water body of machinery or apparatus used for the purpose of improving, cleaning or maintaining the waterway. If any structure is erected, material or thing is placed, or any tree, hedge or other plant is planted or allowed to grow in breach of this sub-clause, the Council may by notice in writing require the owner or occupant of the land on which the breach has occurred to remove such structure, material, thing, tree, hedge or other plant.

24. REMOVAL OF OBSTRUCTIONS AND RISKS IN THE WATER BODY

- 24.1. The Council may require the removal, poisoning, cutting, or treating (whether with or without the removal of the poisoned, cut or treated portions) of trees, plants, weeds, or growths that obstruct or will be likely to obstruct the free flow of water in any water body. Consent may be required from Horizons Regional Council in order to carry out any such works.

PART 3 PRIVATE DRAINS AND WATERCOURSES

25. OBJECTIVES

- 25.1. The objectives of Part 3 of this Bylaw are to:
- (A) Ensure the maintenance of private drains and watercourses to avoid the increase of surfacewater runoff onto any other property or road;
- (B) Ensure the avoidance of contamination of any drain or water body.

26. PRIVATE DRAIN TO SERVE LAND HELD UNDER THE SAME TITLE

- 26.1. A private drain may pass only through land held under the same title it is intended to serve, and may not pass through adjacent land without the written approval of the Council. Consent may also be required from Horizons Regional Council.

27. COMMON PRIVATE DRAINS

- 27.1. The installation of a common private drain must be approved in writing by the Council and that approval shall be subject to any conditions that the Council considers appropriate.
- 27.2. No approval will be issued for a common private drain which has to traverse any land other than that which it is intended to serve to reach an approved outfall unless the Council is satisfied that the drain is of sufficient capacity to serve the total development possible on that land.

28. MAINTENANCE OF PRIVATE DRAINAGE SYSTEMS AND WATER BODIES

- 28.1. Council records are maintained at www.intramaps.co.nz to identify where the responsibility for maintaining private drains resides. The maintenance and effective

operation of a private drainage system is the responsibility of the owner(s) or occupier(s) of the premises that the private drainage system serves unless Council contribute stormwater to a private drain in the urban boundary and that drain then forms part of the stormwater network, Council will be responsible for the maintenance of that drain.

- 28.2. Where the private drainage system does not connect to the reticulated system, consent may be required from Horizons Regional Council for the discharge of wastewater or stormwater.
- 28.3. A private drainage system must be protected in an approved manner where it could be damaged by vehicular traffic, impact or tree root penetration, or any other source.
- 28.4. Where any private drainage system becomes blocked the owner(s) or occupier(s) of the premises served by the private drainage system must have it cleared immediately. If immediate arrangements are not made to clear the blocked system, the Council may serve notice on all owners or occupiers of the premises the private drainage system serves to have the blockage cleared within twenty four (24) hours of the issue of that notice.
- 28.5. Where there is failure to comply with a notice the Council may cause a blocked private drainage system to be cleared, and whether this action is taken or not, may recover the cost of the work from the owner(s) or occupier(s) of the premises served with the notice.
- 28.6. If, in clearing a blockage, it becomes clear that the blockage is within the drainage works and the blockage has not been caused by misuse by the owner or occupier of the premises, the Council will reimburse the owner or occupier for the reasonable costs incurred in clearing the blockage.

29. MAINTENANCE OF COMMON PRIVATE DRAINS

- 29.1. Council records are maintained at www.intramaps.co.nz to identify where the responsibility for maintaining common private drains resides. This is usually with the owner(s) or occupier(s) of the property. In certain circumstances this may not be the case, where Council contribute stormwater to a common private drain in the urban boundary and that drain then forms part of the stormwater network, Council will be responsible for the maintenance of that drain. Council will amend its records upon notification of errors in its records maintained at www.intramaps.co.nz that are confirmed upon investigation.

29.30. DISUSED DRAINS

- 29.1.30.1. The owner of any premises within which there is a disused part of any private drainage system shall arrange for it to be disconnected and sealed in an approved manner.

PART 4 TRADE WASTES

30.31. OBJECTIVES

30.1.31.1. The objectives of Part 4 of this Bylaw are to:

- (A) Prescribe the conditions which shall apply to any commercial or industrial trade waste discharges to Council's wastewater system;
- (B) Prescribe the correct storage of materials in order to protect the wastewater system from spillage.

31.32. CONTROL OF DISCHARGES

31.1.32.1. No person shall:

- (A) Discharge, or allow to be discharged, any trade waste to the wastewater system except in accordance with the provisions of this bylaw; or
- (B) Discharge, or allow to be discharged, a prohibited waste into the wastewater system; or
- (C) Add or permit the addition of condensing or cooling water to any trade waste which discharges into the wastewater system unless specific approval is given in a written consent; or
- (D) Add or permit the addition of stormwater to any trade waste which discharges into the wastewater system unless specific approval is given in a written consent.

31.2.32.2. In the event of failure to comply with 32.1 (A)-(D), the Council may physically prevent discharge into the wastewater system if a reasonable alternative action cannot be established with the discharging party or parties.

31.3.32.3. Any person discharging to the Council's wastewater system shall also comply with the requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and the Resource Management Act 1991 (RMA).

32.33. INTERCEPTOR TRAPS

32.1.33.1. An approved interceptor trap must be installed in any property where, in the opinion of the Council, any contaminant is likely to enter any drain or sewer or where any nuisance is created.

33.34. STORAGE, TRANSPORT, HANDLING AND USE OF HAZARDOUS OR HARMFUL MATERIALS

33.1.34.1. All persons in trade premises shall take all reasonable steps to prevent the accidental or intended entry of any harmful materials.

33.2.34.2. No person shall store, transport, handle or use, or cause to be stored, transported, handled or used any substance as defined by HSNO or any other harmful materials in a manner that may cause the material to enter the wastewater system and cause harmful effects.

Note: Harmful materials are defined in the interpretation section of this bylaw.

34.35. TANKERED WASTES

34.1.35.1. Council may accept tankered wastes for discharge at an approved location, in accordance with the criteria in the Rangitikei District Council Trade Waste Operational Guidelines.

34.2.35.2. Tankered wastes shall not be discharged into Council's wastewater system by any person without the written consent of Council.

34.3.35.3. Any person illegally disposing of, or causing to be disposed, tankered wastes either by incorrect disclosure of contents (quantity or nature of materials) or dumping

into the Council's wastewater or stormwater systems at other than the prescribed locations will be in breach of this bylaw.

35.36. APPLICATION FOR CONSENT TO DISCHARGE

35.1.36.1. An application shall be made to Council by any person wishing to discharge any trade waste into Council's wastewater system. The Council shall approve or decline the application (with or without conditions) after consideration of the Rangitikei District Council Trade Waste Operational Guidelines³.

35.2.36.2. Council is not obliged to approve any application.

35.3.36.3. Council shall acknowledge the application in writing within 10 working days of receipt of the application.

35.4.36.4. Within 20 working days of receipt of the application, Council shall inform the applicant via an appropriate written notice that their application has been:

- (A) Granted as a permitted trade waste;
- (B) Granted as a conditional trade waste, and give notice of the conditions imposed on the discharge; or
- (C) Declined, and give a statement of reasons for the refusal.

35.5.36.5. Council shall advise the duration of any granted consent, and reserves the right to require reassessment of any consent if it is considered that the quantity and/or nature of the discharge has significantly changed from that provided for under any existing consent.

36.37. MONITORING

36.1.37.1. Council is entitled to monitor or audit any trade waste discharge for compliance.

36.2.37.2. Council shall determine the most appropriate method of monitoring in accordance with the Rangitikei District Council Trade Waste Operational Guidelines.

36.3.37.3. All costs for monitoring shall be met by the discharger.

37.38. SUSPENSION OR CANCELLATION OF ANY CONSENT TO DISCHARGE

37.1.38.1. Council may suspend or cancel any consent to discharge at any time, following 20 working days' notice and consultation with the consent holder or person discharging any trade waste.

37.2.38.2. Matters that shall be taken into account for the suspension or cancellation of any consent are outlined in the Rangitikei District Council Trade Waste Operational Guidelines.

PART 5 MISCELLANEOUS

38.39. FEES

38.1.39.1. Where this bylaw provides for the Council or WSA to issue a certificate, permit, or consent, or give its authority for anything, or carry out an inspection or disconnection of any services, the Council may require the payment of a fee. Any such fee shall be prescribed by the Council under Section 150 of the Local Government Act 2002, and included in Council's annual schedule of fees and charges.

³ Subject to amendment only by Council resolution.

38.2.39.2. Any person receiving an invoice for cost recovery shall be provided with any information or calculations used to determine the extent of any charges and/or fees due.

39.40. BREACHES AND INFRINGEMENTS

39.1.40.1. Every person or consent holder or owner or occupier of a trade premises who:
(A) Fails to comply with or acts in contravention of any provision of this bylaw; or
(B) Breaches the conditions of any consent granted pursuant to this bylaw; or
(C) Fails to comply with a notice served under this bylaw,

Commits an offence under section 239 of the Local Government Act 2002, and is liable to a fine as specified in section 242 of the Local Government Act 2002, or the issue of an infringement notice under section 245 of the Local Government Act 2002.

39.2.40.2. In all cases, Council may recover any costs associated with the damage to the Council water supply, wastewater or stormwater systems, and/or the breach of bylaw in accordance with sections 175 and 176 of the Local Government Act 2002 respectively.

39.3.40.3. In some cases, an offence under this bylaw may also constitute breach of the Horizons One Plan, which may result in enforcement action by Horizons Regional Council.

40.41. REVIEW OF DECISIONS

40.1.41.1. If any person is dissatisfied with any decision made by a Council officer under this bylaw, that person may, by notice delivered to the Rangitikei District Council Chief Executive not later than 20 working days after the decision by the officer is served upon that person, request that the Chief Executive review any such decision. This decision shall be final. Nothing in this clause shall affect any right of appeal under the Local Government Act 2002.

Attachment 8

Memorandum

To: Council

From: Gaylene Prince

Date: 23 April 2020

Subject: **Grandstand in Taihape Memorial Park**

File: 6-RF-1-12

1 Background

- 1.1 At the meeting of the Assets/Infrastructure Committee on 19 March 2020, a letter from Rita Batley, Chair of the Taihape Heritage Trust was tabled as a late item. This is attached as Appendix 1. The Trust requested that the Council ‘immediately pause any development of amenities block in order to allow the Taihape Heritage Trust to contact an independent architect and other professionals to assess and advise on the issues involved in the upgrade and preservation of the Grandstand both as a community facility with its heritage preserved and upgraded to the modern standards as required by its users’.
- 1.2 The Committee agreed that the letter be circulated to all elected members and included on the agenda for Council’s meeting on 26 March 2020. The matter was considered at the emergency meeting on 24 March 2020: Council resolved that it lie on the table until the next full Council meeting.¹
- 1.3 Subsequently, Council received a request from the Trust for any papers or proposed plans that refer to the Grandstand in Taihape Memorial Park, specifically these plans or papers ‘that refer to earthquake status and earthquake standards; that refer to costs and designs to upgrade and improve or maintain the facilities in the Grandstand’.



¹ Council, 24 March 2020: 20/RDC/085.

2 Previous reports on the Grandstand

- 2.1 At its meeting on 27 February 2020, Council considered a summary report on amenities in Taihape Memorial Park. That included a section on the Grandstand as follows:
- 2.1.1 The grandstand was built in 1923-24. It is timber framed with timber cladding. It has a steel roof. It is sited directly in front of No.1 sports field, ideally situated for spectators to watch sporting events and other events e.g. Gumboot Day.
 - 2.1.2 The grandstand has covered seating on the first floor. Underneath, the pavilion is approximately 385m² and contains changing rooms, showers and a urinal. Sporting equipment is also stored under the grandstand, and one end is used on an ad hoc basis by St John Ambulance Association.
 - 2.1.3 The building is a grand old building in the Memorial Park landscape, but there are signs of deterioration of the roof and claddings i.e. rust, splitting, rotting, borer. The power supply and the steps are not to today's building/electrical codes.
 - 2.1.4 The changing and shower facilities are not fit for purpose. The showers are located in one big open space and are only used by rugby. The concrete flooring is pitted and unhygienic. Asbestos has been detected in some of the shower wall linings, and is strongly presumed in the meter and fuse boards, which is all managed as per the Asbestos Management Plan.
 - 2.1.5 The current hot water cylinders are very large and are at/near the end of their expected life span. Although these are not currently leaking, they are using large amounts of electricity and cannot provide the continuous flow of hot water necessary for showering. In short, these are no longer fit for purpose. There have been complaints from rugby organisations (from club to union level).
 - 2.1.6 Legislative requirements with regard to seismic strengthening mean that Council must carry out seismic strengthening on the grandstand within 15 years from the date the Earthquake prone notice is issued. At this stage, no notice has been issued.
 - 2.1.7 Any renovations or alterations valued at less than \$150K can be carried out without seismic strengthening, which would then still need to be done within the 15 years from date of notice. Any addition/extension on the grandstand would trigger the necessity to upgrade/renovate the facility to meet current building code and safety requirements (and seismic strengthening if the value of the work was more than \$150,000).
- 2.2 In October 2018, Colspec Construction provided an estimate for undertaking seismic strengthening, amenities upgrade and general refurbishment, totalling \$2,395,998 (GTS exclusive) including fees and contingencies. This is attached as [Appendix 2](#). The seismic strengthening component was \$416,250 (or with fees and contingencies \$547,300). This estimate was based on a site inspection and considered the earlier reports from Proarch Consultants and Kevin O'Connor.
- 2.3 The Proarch report, February 2017, was a desktop estimate based on the structural report from Kevin O'Connor. It is attached as [Appendix 3](#). This report estimated seismic strengthening would cost \$320,900 (GST exclusive)

- 2.4 A detailed structural report by Kevin O'Connor was undertaken in September 2009. It is attached as Appendix 4. This report includes a number of recommendations for strengthening and upgrading the building.
- 2.5 In addition, BPL Engineering was commissioned in 2017 to determine whether the Grandstand was dangerous in terms of section 121 of the Building Act 2004. This is attached as Appendix 5. The finding was that the Grandstand was not dangerous.
- 2.6 The internal report used to provide the summary briefing in February 2020 is attached as Appendix 6.

3 Comment

- 3.1 The Grandstand is not included within Schedule 3CA – Historic Heritage in the District Plan.
- 3.2 Council was made aware of the condition of the Grandstand when making its decision on 27 February 2020 to proceed with a single-storey new amenities building (with an estimated cost of \$1,504,000. However, the estimate from Colspec Construction for strengthening and upgrading the building for \$2,395,998 was not provided as a basis for comparison at that time, but it is considerably more expensive.
- 3.3 Constructing the new amenities building does not preclude strengthening and upgrade of the Grandstand at a later date. Working alongside the Taihape Heritage Trust to develop an approach for the preservation of the structure would demonstrate Council's interest in seeing the Grandstand remain; a possible outcome of this would be inviting the Trust to accept a lease of the Grandstand to the Trust, mirroring the arrangement entered into over the Hunterville Town Hall.

4 Recommendations:

- 4.1 That the memorandum 'Grandstand on Taihape Memorial Park' to Council's meeting on 30 April 2020 be received.
- 4.2 That Council confirm that the construction of the new amenities building on Taihape Memorial Park does not imply an intent to demolish the Grandstand to avoid the cost of seismic strengthening.
- 4.3 That Council invites the Taihape Heritage Trust to lead a working party (to include Council representatives) to consider the long-term preservation of the Grandstand, including the lease of the structure to the Trust.

Gaylene Prince
Community & Leisure Assets Team Leader

Appendix 1

Taihape Heritage Trust
5C Tui Street
Taihape

Attn: Rangitikei District Council
Private Bag 1102
Marton 4741

The Mayor and Councillors of Rangitikei District Council.

The Taihape Heritage Trust wishes to express its concern over the Council's decision to proceed with an amenities block in Taihape Memorial Park without considering the heritage and wider community benefits of the Taihape Memorial Grandstand.

The Taihape Heritage Trust is a registered charitable trust whose object is to conserve the natural, cultural and physical heritage of Taihape. Recently members of the Trust met to discuss the Trust's concern over the recent Council decision to proceed with the amenities project with little or no regard for the future of the grandstand

The Trust will form a special sub-committee to focus on the Grandstand. It would be formed to seek a hold on development at Memorial Park, and secondly because of the continued discussion in the wider Taihape community; of the plans that the council are perceived to be developing for the Memorial Park Grandstand and the Taihape Town Hall.

One of the Trust's primary concerns is over the apparent "cost" of upgrading, refurbishing, and strengthening the Grandstand. It is our understanding that the cost of \$2.4m was a result of only one quote.

The Taihape Heritage Trust requests an immediate extension to the Pause lodged by Cllr Gill Duncan, previously accepted by Council at the last meeting.

The Trust requests the Council immediately pause any development of amenities block in order to allow the Taihape Heritage Trust to contact an independent architect and other professionals to assess and advise on the issues involved in the upgrade and preservation of the Grandstand both as a community facility with its heritage preserved and upgraded to the modern standards as required by its users.

The Taihape Heritage Trust is very keen to work with the council to preserve the grandstand and fully explore the incorporation of an amenities upgrade, and any funds set aside for both, into a restoration and heritage project backed by both the Council and the Taihape community.

It would appear that the Council has no long term plans for the Grandstand despite committing itself to spending for the amenities block. The Trust believes these decisions should not be made in isolation – they are two separate but linked projects. The Trust believes the Council should not be committing to significant

funding (with the possible increase in costs as has otherwise recently occurred), when it does not have a clear plan for the future of the Taihape Grandstand.

The Trust is mindful that this issue has been on-going for nearly a decade and do not wish to be “anti-development” but rather wishes the development of the Memorial Park to be cohesive and not ad-hoc.

Regards

Rita Batley Chairperson.

Appendix 2

3 October 2018

Rangitikei District Council
46 High Street
Marton

Attention: Ross McNeil

Dear Sir

**TAIHAPE GRANDSTAND – SEISMIC STRENGTHENING, AMENITIES UPGRADE
AND GENERAL REFURBISHMENT**

We offer the **Estimate** of \$2,395,998.00 (Two Million, Three Hundred and Ninety Five Thousand, Nine Hundred and Ninety Eight Dollars) excl GST as per the Site Visit, Proarch Report and Kevin O'Connor Report provided.

Our Estimate allows for the following items under each of the headings below;

Changing Area Upgrade

1. Demolition of the interior of the grandstand, changing room upgrade and toilet & shower upgrade.

Mezzanine Floor Storage

2. Mezzanine floor & structure, balustrade and stair access.

Seating and Access

3. Removal of the existing seating, new structure for the seating, new seating and new stair access ways, including handrails.

Seismic Strengthening

4. Roof diaphragm, strengthening of roof trusses, wall diaphragms & strengthening of walls, new floor, floor piling & foundations and removal of the chimney.

Mains Power Upgrade

5. Installation of new main switchboard and new mains cable from the board to the transformer.

Roofing and Spouting

6. Removal of the existing roof, sundry repairs to roof framing, new roof including flashings and new spouting & downpipes.

Exterior Painting

7. Sundry repairs to weatherboards & framing and preparation & painting.

Siteworks

8. Removal of existing paths, new concrete paths around the grandstand leading to the stairs and general making good, including top soiling & grass.

Please refer to the attached summary for a further cost breakdown.

Our Estimate is valid for a period of 180 days from date of proposal.

We thank you for the opportunity to provide our services for this project. Should you require any additional information, please feel free to contact the undersigned.

Yours faithfully



Hayden Earl

COLSPEC CONSTRUCTION LTD

TRADE SUMMARY

Project: Taihape Grandstand Seismic Upgrade & Refurbishment

Contractor: Colspec Construction Limited

TRADE	PRICE
1 Preliminaries and General	\$110,947.00
2 Changing Area Upgrade	\$724,500.00
3 Mezzanine Floor/Storage	\$94,750.00
4 New Seating & Access Stairs	\$223,200.00
5 Seismic Strengthening	\$416,250.00
6 Main Power Upgrade	\$60,000.00
7 Roof & Spouting Replacement	\$95,960.00
8 Exterior Painting & General Maintenance	\$75,240.00
9 Siteworks	\$35,165.00
Sub-total	\$1,836,012.00
10 Margin 7.5%	\$128,521.00
11 Professional Fees 10.0%	\$183,602.00
12 Inflation 3.5%	\$64,261.00
13 Contingency Sum 10.0%	\$183,602.00
Total Excluding GST	\$2,395,998.00

Appendix 3

306 Church Street West • PO Box 1105 • Palmerston North 4440 • New Zealand
P: +64 6 356 9549 • F: +64 6 357 3007 • info@proarch.co.nz • www.proarch.co.nz

BY EMAIL - Gaylene.Prince@rangitikei.govt.nz

10th February 2017

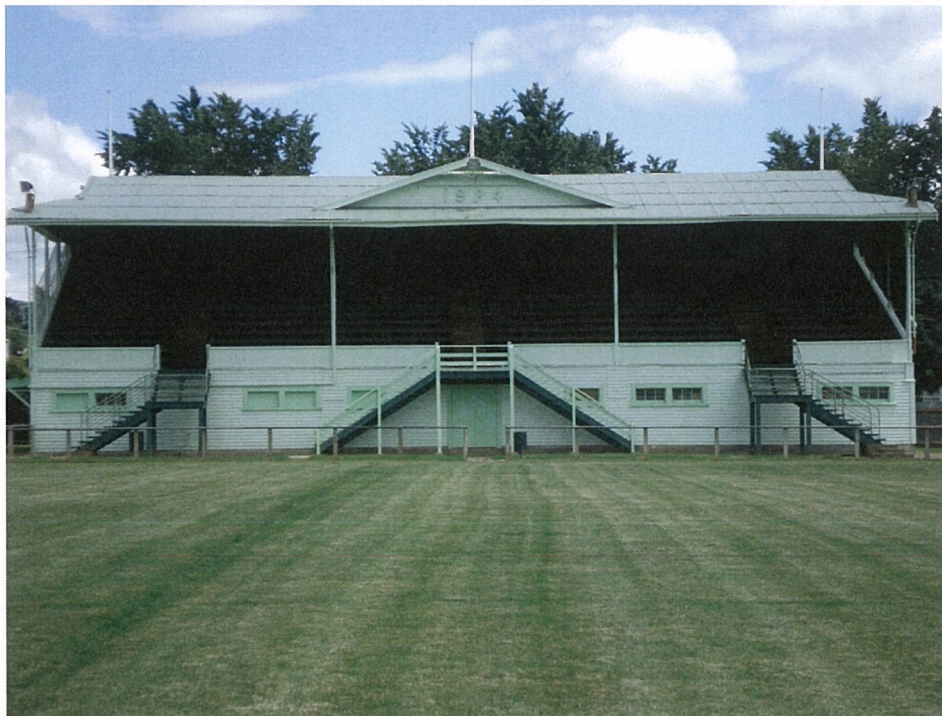
Rangitikei District Council
PO Box 187,
TAIHAPE 4720

Attention: Ms Gaylene Prince - Team Leader Community & Leisure Services

Dear Gaylene,

**INDICATIVE COST ESTIMATE TAIHAPE GRANDSTAND,
MEMORIAL PARK, KOKAKO STREET, TAIHAPE**

Thank you, for the opportunity to provide an *indicative cost estimate* for the structural strengthening of the Taihape Grandstand.



General information

The grandstand is located in Memorial Park reserve, located on Kakako Street close to the centre of Taihape. The building is adjacent to the existing playing fields on a topographically flat site. We are advised that the grandstand can seat approximately 625 people and contains changing facilities underneath that are used by clubs¹. This council owned asset was constructed in 1924 (original drawings for the building are dated 1923). The original drawings detailed the central stair directly up into the Grandstand. The built stairs are different and there are three in total. There is no wheelchair access to the upper level and barriers also exist in excess of 20mm at door thresholds below. We are advised that the grandstand is used at night, but has no lighting or emergency lighting.

The grandstand facility is primarily utilised by the rugby club; providing raised sheltered spectator seating for rugby events and changing facilities for teams².

Rangitikei District Council has provided us with a copy of the Kevin O'Connor and Associates Limited September 2009 Structural Report 109325 dated 22 September 2009. This report provides an assessment of the grandstand facility in accordance with AS/NZS 1170 "Structural Design Actions". We are briefed to base our *indicative cost estimate* on this report. We record, that this 2009 report was furnished by KOA to RDC post the 2008 amendments to the New Zealand Standards pertaining to Structural Design but prior to the Christchurch earthquakes of 2010 – 11 and the more recent Seddon 2013 and Kaikoura 2016 major seismic events.

We are aware that the *New Zealand Society for Earthquake Engineering Incorporated* www.nzee.org.nz, based on increased knowledge gained from recent seismic events are further amending the 2006 publication; "Assessment and Improvement of Structural Performance of Buildings in Earthquakes" previously relied on by engineers throughout New Zealand is in the process of being superseded by a new document; "The Seismic Assessment of Existing Buildings". This new document will provide a technical basis for engineers to carry out seismic assessments throughout New Zealand and the final version 2017 will be released to coincide with the Building (Earthquake-Prone Buildings) Amendment Act coming into force in 2016.

The KOA 2009 report places this building in the earthquake prone classification at less than 33% NBS (New Building Standard). The report recommends remedial works in terms of structural strengthening for seismic design but does not detail the consequential architectural, fire protection and service requirements anticipated under the Building Act 2004. There are a number of laws affecting the continued use of any public building when it is classified as earthquake prone especially where the building is classified with an Importance Level 3 due to its use for crowd activities, these include (but are not limited to); the Occupiers' Liability Act 1962 (relevant if the space is leased), the Health and Safety at Work Act 2015 (HSWA2015), in addition to the Building Act 2004 and the Building (Earthquake-Prone Buildings) Amendment Act 2016³ when it comes into force. The KOA 2009 report reflects aspects of previous

¹ 2010 Taihape Memorial Park Management Plan, Adopted: 25 March 2010 (10/RDC/085)

² 2016 Taihape Community Board Discussion Document.

³ Date of assent -13 May 2016

replacement of some structural components but does not outline when that work was carried out. We have located a reference to RDC 00086:2:22 Specification: Repairs and Strengthening work to Recreation Ground Grandstand from 1980 in the Archives Central database; Taihape Borough Council (legacy identifier:2011201/6045), we have not obtained that document but record it as a possible reference source for future planning if the building is to be re-purposed and structurally upgraded.

The KOA 2009 Report discusses the work required to bring the building out of the earthquake prone category summary points 1 to 6 on page 5. It does not state the NBS level achieved by completing the additional summary points 7 to 12 on pages 5-6, the design of which would be subject to a further work. In the absence of that work we assume that completion of items 1 to 12 elevates the NBS of the building to 67% or higher.

From our discussions with Rangitikei District Council (RDC) we understand the following about the existing facility and as informed by reports referenced we make the following clarifications and assumptions;

- 1) *The grandstand presently has changing rooms underneath, however Council has agreed to fund a new public amenities block on Memorial Park consisting of changing rooms and public toilets.*
- 2) *If the Grandstand is maintained, the structure would need to be strengthened and the Grandstand itself made fit for purpose, while the downstairs area would have the showers etc removed and become as open plan as possible for storage.*

Tangata Whenua⁴

Ngati Hauiti, Ngai Te Ohuake including Ngati Paki and Ngati Hinemanu, Ngati Tamakopiri and Ngati Whitikaupēka, are recognised as the founding ancestors of Mokai Patea. We are advised that Council has undertaken initial consultation on previous management plan with relevant iwi through the Otaihape Māori Komiti, on the advice of its Standing Iwi Advisory Komiti, Te Roopu Ahi Kaa. We advised that there are no matters that would affect the *indicative cost estimate*. We exclude Iwi and Hupu liaison from the indicative cost estimate.

Heritage/Archaeological Considerations

We are advised that;

- the existing grandstand was established circa 1924; and
- there is no archaeological authority in relation to the site (land); and
- the existing grandstand is not pre 1900; and
- there is no Heritage New Zealand listing for the building; and
- no Heritage or Character Overlay protection is afforded to the building in the Operative District plan

⁴ Treaty of Waitangi claim (WAI1705) status unknown to the author.

Accordingly we have made no inclusion in the indicative cost estimate for archaeological authority investigations and/or reporting during construction, nor have we included consultant fees or consenting in relation to conservation or heritage preservation requirements. We note that the engineers recommend seismic upgrade or demolition of the chimney.

We assume that demolition of the chimney is therefore a *permitted activity* and will not attract resource consent fees. We include an allowance for demolition and making good of the external wall without a wall cavity if the building is retained. The chimney removal alters the original design but removes the seismic load imposed on the building structure at this location.

Existing Ground Condition

We are not aware or provided with any geotechnical investigations. The KOA Report 2009 records that; *"We have not undertaken any soil testing on this site and so have assessed the building on the basis of Category D soil. While the soil makes a large difference to the design loads, the nature of the construction is such that this does not affect the conclusions of this report"*. Our *Indicative Cost Estimate* therefore excludes soft ground conditions and any instability issues that would result in additional subgrade costs. We also exclude contamination.

Maintenance

The KOA Report 2009 (approximately 7 years old) indicates areas of rot to the fabric of the building, the level of replacement of any rotten timber members is unknown. The 2010 Taihape Memorial Park Management Plan indicates that; "Council has depreciation reserves to upgrade the facility" and we are advised (2017) that the building was last painted over 10 years ago. The roof is clad in short sheet lengths overlapped (painted) not long run, the roof has not been recently inspected and we have not viewed it, its condition is therefore unknown. The external wall cladding, doors, door frames, facings, etc are all timber /painted and require maintenance. We have therefore assumed in our costing that for reasons of efficiencies painting and maintenance should be included and carried out concurrent with any strengthening. Under the HSWA2015 Scaffolding and/or edge protection will be required for aspects of demolition work, roof strengthening, painting, etc.

Physical Footprint / Physical Description

Footprint Building

Based on the KOA drawings provided the building is 30.60m long by 10.45m wide being a total footprint of 319.77m², approximately 320m rounded. The overall height from the ground floor to the underside of roof trusses is 8.35m and the overall height from the existing ground level to the apex (ridge of the roof) is approximately 10.3m.

The KOA report highlights that the ground concrete is cracked and pitted, in its existing condition but is not considered to be a structural deficient floor. Note: KOA 2009 Report does not assess the ground floor for suitability for storage loadings that may be implied on the slab.

No slab strengthening or additional foundations have been included in the estimates with the exception of requirements around stair replacement pads.

Roof

The roof overhangs the walls by approximately 0.40m on the rear and sides of the Grandstand and by approximately 0.9m on the front, the overall plan area of the roof is 31.40m long by 11.75m giving a plan area of approximately 368.95m. The area of the physical area of the roof is estimated at approximately 440m² and includes requirements for approximately 46m of ridge/hip flashings, 15.5m of valley gutter flashings and 12m of and 90m of spouting. We observe that the current downpipes and spouting appears to be undersized in terms of the NZBC approved documents and if replaced as part of any reroof to enable the engineers recommendations for Purlin replacement (100x50 on flat / replaced with 150x50) and roof bracing, then calculations of roof catchments should be undertaken.

We assume that if the purlins are replaced and engineers recommendations for bracing are implemented, that a reroof in 0.55 Prefinished Metal roofing on fire retardant building underlay and netting would occur con-current complete with replacement flashings, gutters and downpipes.

Walls, Doors, Frame, Posts, Trims

External face area of walls is approximately 470m², the internal face is unlined at Grandstand level, (no building paper). The lower ground floor walls are clad in timber weatherboards, direct to the framing, whether building paper exists is unknown, it is unlikely that there is any insulation to the building, this is not of great concern given that the existing use is changing rooms and showers and the proposed use is as storage (non-habitable use).

We have assumed replacement of existing cladding where rotten, repaint of external painted surfaces, internal demolition, seal off wastes and water supplies, new internal linings and bracing elements in plywood where identified in the KOA Report 2009. Allowance has been made for making good prior to repaint.

Fire Protection & Accessibility

There are NZBC deficiencies in relation to the stairs and fire rating of the existing building. We have not been provided with a fire report or building warrant of fitness for the existing building. Our desktop assessment is that a Type 4 Alarm (including smoke) would be required to comply with the NZBC AS1/C-Documents, the underside of the floor/ceiling below the terraced seating and the supporting structure will require fire rating. **Note:** until the height of storage and fuel load of the items to be stored in the future are known a Type 4 Alarm is to be treated as the minimum level Alarm Type.

There is no lift, handrails and balustrades to the existing stairs are not compliant with safety from falling, the stairs and door thresholds are non-compliant with accessibility requirements,

there are three existing escape routes from the upper grandstand but they are non-compliant in our preliminary assessment, emergency lighting is required for change in level.

Accessible toilet/Shower facilities are to be removed and made good as per Council brief.

Indicative Cost Estimate

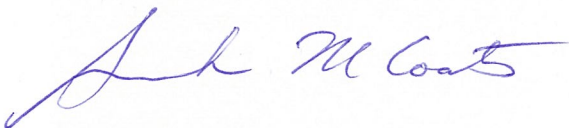
We attach an indicative cost estimate based on the brief and the KOA 2009 Report which brings the building out of the earthquake prone category to an assumed level above 67% NBS, we must record that there are a series of 'unknowns' which are illustrated throughout this letter in relation the indicative cost estimate and final brief and structural drawings for the proposed remedial works may increase costs.

The ***indicative cost estimate is \$320,900 plus GST***, but this figure is subject to a number of exclusions and qualifications which cannot be confirmed until a final brief is available and a more informed structural design solution is documented. We recommend that the estimate is reviewed once the project direction is fully confirmed.

If we can assist further please do not hesitate to contact us.

Yours faithfully,

On behalf of Proarch Consultants Limited



AMANDA M. COATS

Director, Registered Architect

Encl.

Other Photographs







Rangitikei District Council Brief KOA 22 September 2009 Structural Report

Total

Siteworks

- make good isolated areas as required due to demolition,
- grass incl.

Building

- Minimum of Type 4 Fire Alarm
- New general purpose power outlets to ground floor
- New florescent light fittings to proposed ground floor storage
-
- Demolish Chimney & Foundation / Demolition Internal
- Make good external wall cladding on completion of Chimney
- demolition
- Painting External & Internal
- Seismic remedial as set out in KOA 2009 report items, 1-12, inclusive of replacement of canopy and new purlins, building underlay, netting and roofing, flashings to upper roof level
-
- replace stairs/ balustrades

Sub Total - Construction

\$ 260,000.00

- Contingency Sum \$ 10,000.00
- Preliminaries & General \$ 8,700.00
- Contractor's Margin \$ 14,500.00

TOTAL - CONSTRUCTION

\$ 293,200.00

Consent Fees

- Building Consent \$2,500.00

Professional Fees

- Architectural / Structural / Fire \$25,200.00
- Structural Peer Review costs for PS2 (at BC) by council
- Fire Peer Review costs (at BC). by council

TOTAL - PROJECT

\$ 320,900.00
plus GST

Notes:

Costs are based on Rawlinsons 2014 & Costs returned from competitive tenders of similar types of projects throughout NZ

Exclusions

Client Supplied

- Signage.
- Furniture, furnishings and equipment.
- Blinds/ Curtains/floor coverings
- Data, UPS, server.

- PABX / Telecommunications.
- Air conditioning /mechanical ventilation

Council / T.A. / Statutory

- Resource Consent/ Conservation Work /Heritage AEE
- Development levys.

Ground Conditions

- Unforeseen ground conditions and contamination.
- Removal of unforeseen hazardous materials like asbestos, lead.
- Liquefaction investigation.

Finance

- GST.
- Legal fees.
- Contract works insurance required by the Principal.
- Cost escalation.
- Non-competitive tendering.
- Inflation adjustment beyond date of estimate.

Specialist Systems

- Lifts.

Proarch Consultants Limited are not registered Quantity Surveyors

Appendix 4

109325 – LTO 01
CAC

22 September 2009

Rangitikei District Council
Private Bag 1102
MARTON

Attention: Graeme Pointon

RECEIVED

7 4 SEP 2009

To: GDP
File: 6-RF-7-12
Doc: 09 1541

Dear Sir

TAIHAPE GRANDSTAND - STRUCTURAL REPORT

Please find attached the report on the structural condition of the Taihape grandstand as requested.

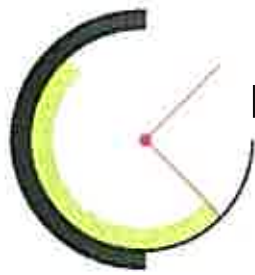
Should you have any queries regarding this please do not hesitate to contact the writer.

Yours faithfully



Stephen Pinkney
KEVIN O'CONNOR & ASSOCIATES LTD

Encl Structural Report
 Appendix 1 - Photos
 Appendix 2 - Original Building Drawings
 Appendix 3 - KOA Existing Building Drawings S1 - S3



KEVIN O'CONNOR
& ASSOCIATES LTD

RECEIVED

24 SEP 2009

To: GdP
File: 6-PF-1-12
Doc: 091541

RANGITIKEI DISTRICT COUNCIL

TAIHAPE GRANDSTAND

STRUCTURAL REPORT

Prepared by: - Stephen Pinkney
Engineer
B.E. MIPENZ CPEng

22 September 2009
109325

Kevin O'Connor & Associates Ltd
71 Pitt Street
P O Box 600
Palmerston North



The inspection brief is to comment on the structural standard only of the abovementioned building with respect to the current New Zealand Loadings code (AS/NZS 1170) and the relevant material codes. Consideration is also given to the status of the building with respect to the Building Act structural provisions for existing buildings. We have not considered the structural capacity of the seating in this report.

Relevant Standards and Building Act Provisions

The building has been analysed in accordance with AS/NZS 1170 "Structural Design Actions". Live loads, wind and earthquake loads have been assessed using this standard. For the purposes of this analysis, we have categorised the building as Importance Level 3 – ie a building containing crowds. This is an annual probability of exceedance of 1/1000 for ultimate limits states. We have not undertaken any soil testing on this site and so have assessed the building on the basis of Category D soil. While the soil category makes a large difference to the design loads, the nature of the construction is such that this does not affect the conclusions of this report.

The Building Act provisions for dangerous and earthquake-prone buildings are also relevant (clauses 121,122, respectively).

Clauses 121 states: "... a building is dangerous for the purposes of this Act if,-

- a) In the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause –
 - i. injury or death (whether by collapse or otherwise to any persons in it or to persons on other property..."

Clause 122 states: " ...a building is earthquake prone for the purposes of this Act if, having regard to its condition and to the ground on which it is built, and because of its construction, the building –

- a) will have its ultimate capacity exceeded in a moderate earthquake (as defined in the regulations); and
- b) would be likely to collapse causing-
 - i. injury or death to persons in the building or to persons on any other property; or
 - ii. damage to any other property..."

For the purposes of checking the building status against clause 121, full NZS 1170 loads are used to determine crowd loads and other vertical loads for the floor and elements supporting the floor. Roof members, however, need only be checked for the loads which are reasonably expected to be imposed in the normal course of events.

For the purposes of checking the building status against clause 122, the earthquake prone status will be assessed based on 33% of the current NZS 1170 seismic load levels. The 33% level is accepted as a moderate earthquake as mentioned in the Act.

Investigation

Investigation work has comprised a walk through survey which has extended to those parts of the building readily accessible to a visual inspection. No destructive or non-destructive testing has been carried out. We have been provided with some basic original drawings however these do not fully detail items such as concrete work, foundations and connections.

We were not able to access the office at the South end of the stand.

Description of Building

The grandstand is located in Kokako St, Taihape and was constructed in 1923. Construction comprises the following:

Roof – the roof is essentially a Dutch gable with timber trusses at two metre centres supporting timber purlins and corrugated iron roofing. Timber trusses are generally bolted together with steel plates and bolts although most of the minor web members are nailed (refer photo 8). The trusses are supported on a timber framed wall at the rear of the stand and on a steel UB beam at the front of the stand. A combination of square and circular steel posts support the UB beam. We note on the original drawings that the posts are all indicated as circular and that the beam is a timber beam strengthened with an iron rod. This beam and some of the posts have been replaced with the steel UB and square posts at some time in the past. 3 longitudinal timber ties fixed to the bottom chords of trusses provide some restraint to the trusses. Some remedial work has been carried out at the ends of some trusses at the South end of the stand (refer photo 7). This is most likely due to the existing timber deteriorating as it has not been carried out on all trusses. We also note that new steel fixings have been constructed where the trusses are supported on the rear wall – most likely to prevent uplift from wind loads. There is a small amount of bracing to the roof in the form of 200x30 boards laid across the bottom chords. The end areas of the roof are timber framed between the end walls and the 1st truss to form the Dutch gable shape. Generally the condition of framing members appears to be reasonable.

Sloping Floor / Seating Area – this has been formed via 300x50 Rimu joists running up the slope of the floor. Flooring appears to be tongue and groove boards overlaid with a sealant of some sort. Timber seats are timber, framed up off the flooring. The joists span between the front / rear walls and a central 390x150 Rimu timber beam (refer photo 4).

Walls – all structural walls are framed with 150x50 studs at around 400 centres (refer photo 3). There are no nogs to the walls. Claddings are bevel back timber weather boards to the exterior and generally unlined internally (except for wet areas). 260mm square concrete columns are provided at around 4.9m centres to both the front wall and the central wall – these columns support the floor beam on the central wall line. Aside from some rot obvious in one corner, the framing generally appears to be in reasonable condition. Diagonal struts (approximately 150x50 timber) are provided from the floor down to the mid height of the rear wall. We cannot be certain of the purpose of these as they are not provided at close enough centres to provide reasonable support to either the floor or the wall. It is likely, however, that they have been provided to reduce wind deflections in the rear wall and /or vibrations and in the floor itself. Internal walls under the stand comprise a combination of 150x50 framed structural timber, light weight non structural 75x50 (at 1200 ctrs) dividing walls and some concrete masonry walls around the shower area. A brick chimney is located on the rear wall. This is unused as the opening is blocked off on the inside wall. The chimney appears in



reasonable condition however does not appear to be well fixed to the building and is largely unsupported over its height.

Loft – there is a small area of loft at the South end of the stand. We were not able to access this to assess its condition. We note however that it is a relatively small area with a number of walls under and so is unlikely to be a major concern.

Ground Floor – the ground floor throughout is concrete. This has large cracks in places and is also deeply pitted in some areas. A very large aggregate of up to 50mm appears to have been used. Given the size of the cracks it is unlikely that the floor was reinforced. Furthermore the pitting of the floor suggests that a low strength concrete has been used. This slab has been overlaid with a new concrete slab (most likely when the concrete masonry walls were constructed) in the shower areas.

Canopy – this is located on the South side of the building and measures approximately 3m x 24m (refer photo 1). Construction comprises timber rafters and beams supported on diagonal struts from the end wall of the stand.

Stairs – there are three sets of stairs located at the front of the stand extending from ground to the sloping floor level. Construction comprises timber posts, stringers and treads. We note several connections between stringers and supporting beams and posts are inadequate (refer photo 6) and there are several large notches out of stringers which reduce their strength substantially.

Analysis – Assessment of Existing Building Strength

We have checked the capacities of various structural elements with respect to NZS1170 loadings and found the following:

Roof

- Purlins
 - o Existing purlins overstressed under full NZS1170 loads. However they are adequately supporting the roof at present and would therefore not be considered dangerous to Section 121 of the Building Act. To upgrade to modern code levels, these would require replacement with 150x50 at 800-1200 ctrs.
- Trusses
 - o Top chord – adequate
 - o Bottom chord – ok but requires blocking at 1500 maximum spacing between the double chords of individual trusses (this may be present a number of areas)
 - o Webs – adequate
 - o Fixings of all members are inadequate for full NZS 1170 loads. However they are adequately supporting the roof at present and would therefore not be considered dangerous to Section 121 of the Building Act. To upgrade to modern code levels would require replacement.

Sloping Floor

- Joists – adequate however live load deflections are high. This is not a structural concern but may be noticeable to occupants and could affect brittle linings that may be fixed to the underside of the joists in the future.
- Central support beam is overstressed under full NZS 1170 loads. This would require additional propping to ground at mid-point between existing columns for full NZS 1170 loads.

Walls

- Concrete columns – adequate by inspection
- Timber framing – all structural walls have adequate strength for vertical loads and face loads. However under high wind loads, these would deflect excessively and could damage any future internal linings that may be installed.
- Brick chimney - requires strengthening or removal
- Masonry internal walls – by inspection these would meet the 33% threshold and are therefore not earthquake prone however would be inadequate for full NZS 1170 loads.

Bracing

- Roof bracing does not meet the 33% threshold for seismic loads and therefore requires strengthening
- Wall bracing does not meet the 33% threshold for seismic loads is inadequate and requires strengthening
-

Concrete Floor

- Whilst aesthetically the floor is cracked and pitted, structurally this is not an issue for the building overall.

Canopy

- This structure would not support full NZS 1170 loads however is not considered dangerous.

Stairs

- The deficiencies in the stringer connections and their supporting members is such that all stairs would be considered dangerous. Repair work to upgrade in relation to their structural strength would however be relatively cheap. We have not considered accessibility issues however which would be required under the building consent for the remedial work. This may require the stairs to be essentially replaced.

Conclusions

Based on our investigations and analysis to date, we believe that the building is generally in reasonable condition and has been maintained to a reasonable level in the past. However the building would be considered Dangerous under Section 121 of the Building Act with respect to the central support beam under the floor and the stairs. The building would also be considered Earthquake Prone under Section 122 of the Building Act with respect to bracing of both the roof and also the walls supporting the floor.

Substantial upgrading in a number of areas would be required to raise the structural capacity of the building to that required by NZS 1170.

Whilst it appears that a waterproofing membrane has been applied to the upper surface of the sloping floor, this is unlikely to be 100% effective at keeping water out from the rooms below. Therefore, if dry areas and linings such as Gib Board are envisaged below, then at least some areas of the waterproofing will require remedial work. This may be problematic as it is also a wearing surface and has seats framed off it.

Recommendations

Based on our investigations and analysis to date, we strongly recommend that the following work be carried out to bring the building up to a level where it is not considered dangerous under Section 121 or Earthquake prone under Section 122. Please note that it is normal to raise the seismic capacity of an earthquake prone building to a level of 2/3 of current design code levels when strengthening work is done. However the territorial authority has discretion as to what the actual level of seismic strengthening is.

1. Provide additional support posts at the midspan point of the central floor support beam. These would require concrete foundation pads to be formed under.
2. Provide roof bracing and plywood or other bracing to the rear and side walls between the floor and underside of the roof
3. Provide plywood linings and / or other wall bracing to ground floor walls as required to brace the structure.
4. Remove or strengthen the brick chimney
5. Provide additional support / additional stringers to the main access stairs *(please note this may require substantial replacement of the stairs for accessibility under the building consent for the remedial work)*

If it is desired to raise the building structural capacity to modern NZS 1170 levels, then we recommend the following also be carried out:

6. Provide new connections between all members of trusses
7. Provide new larger timber purlins suitably designed for modern loads
8. Provide additional blocking between individual bottom chords of roof trusses

KEVIN O'CONNOR & ASSOCIATES LTD
 CONSULTING ENGINEERS, SURVEYORS & PLANNERS
 71 PITT STREET, PO BOX 600, PALMERSTON NORTH
 Telephone: 06 356 7000 Fax 06 356 7007



9. Provide additional diagonal braces and / or horizontal transom to rear wall framing to reduce wind deflections.
10. Remove or strengthen concrete masonry internal partitions
11. Remove areas of rotten timber wall framing and replace.
12. Strengthen the South canopy most likely by replacing the existing beam and struts and providing new fixings to all members

As noted above, the floor slab is in poor condition in a number of areas. For aesthetic reasons, it may be desirable to pour a topping slab over the existing and/ or replace areas of the slab.

These recommendations will in some areas, alter the appearance of the building, therefore we will need guidance and significant input from the client/architect in order to locate and more accurately quantify the structural strengthening required. The design of the strengthening would be the subject of a future report.

This report has been prepared solely for the benefit of the Rangitikei District Council, as our client, with respect to the inspection brief. The reliance by other parties on the information or opinions contained in the report shall, without our prior review and agreement in writing, be at such parties' sole risk.

We trust that this information is suitable for your requirements. Should you have any queries regarding the above or any other matters please do not hesitate to contact us.

Report prepared by:

Stephen Pinkney
BE, MIPENZ, CPEng

Appendix 1 - Photos



Photo 1 - Canopy at South End



Photo 2 – North view of Stand

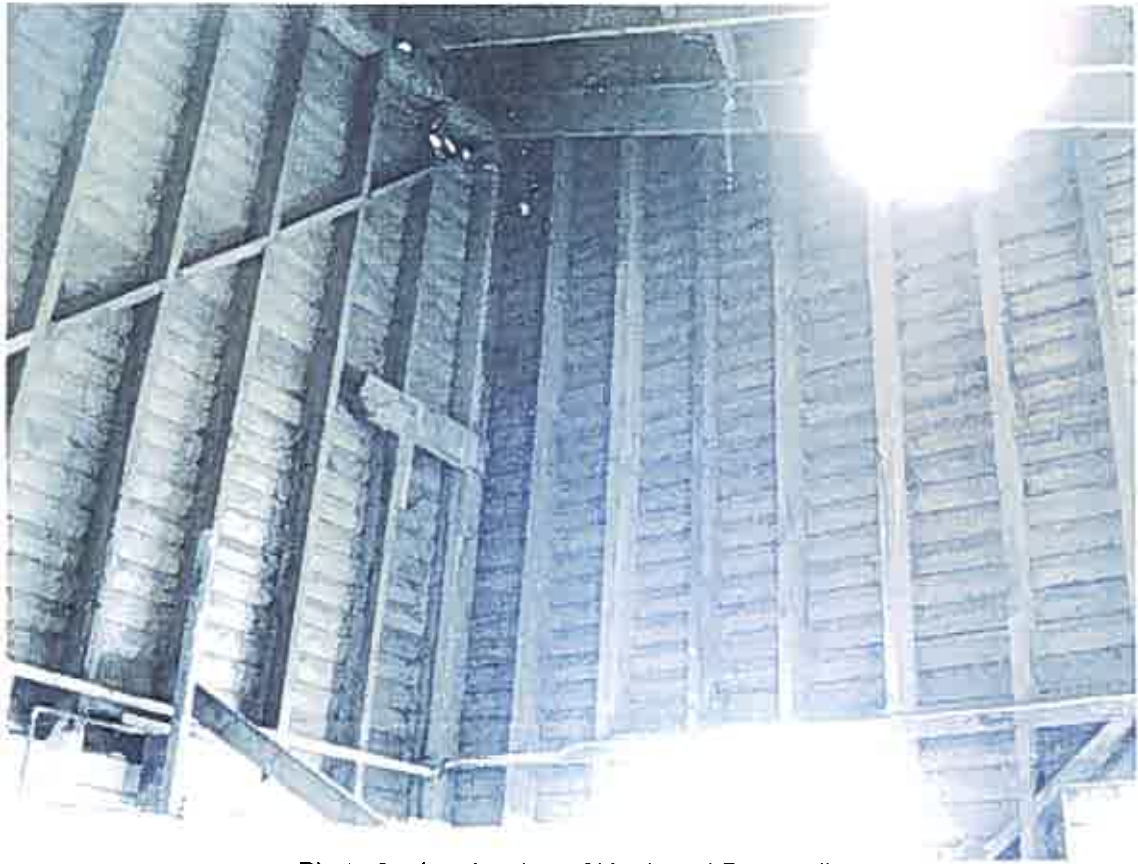


Photo 3 – Interior view of North and Rear walls



Photo 4 – Typical Interior



Photo 5 – Front view



Photo 6 – Stair Stringer Connection

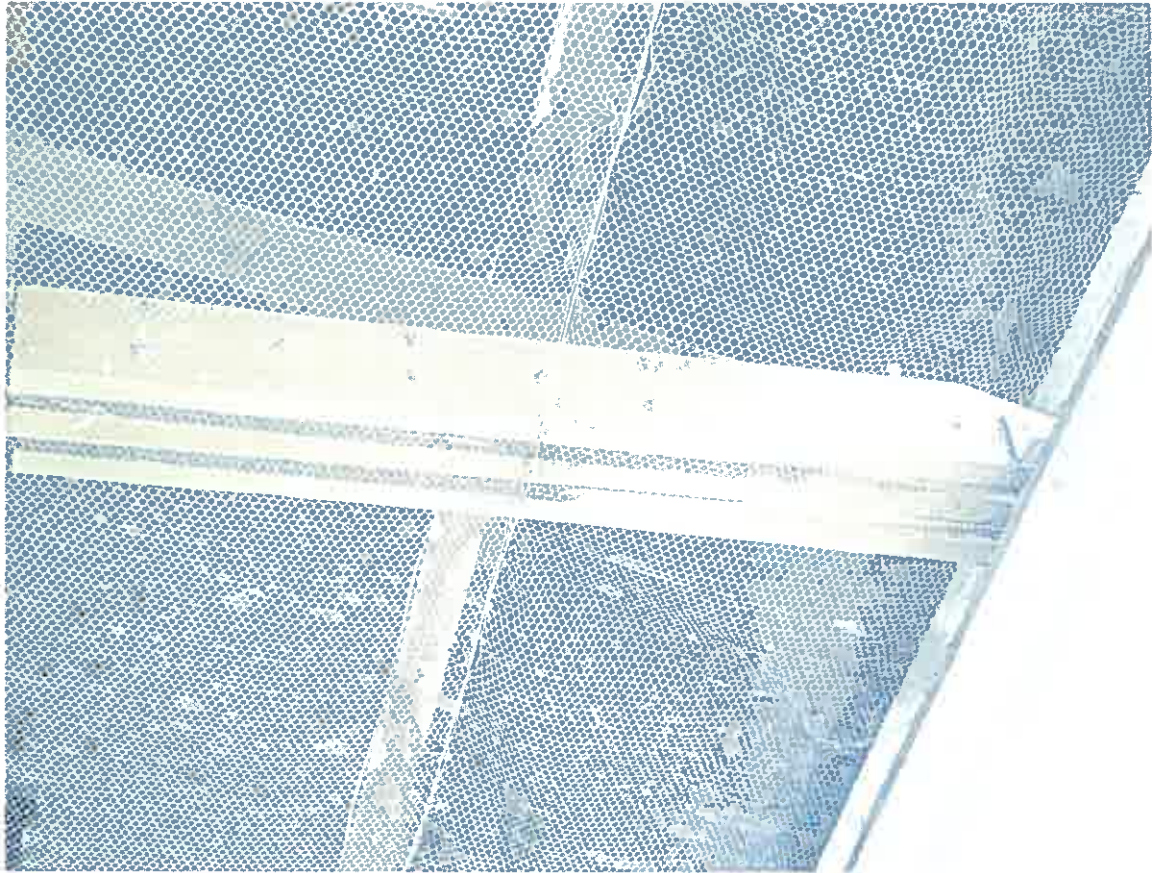


Photo 7 – Roof Truss Strengthening



Photo 8 – Roof Truss



Photo 9 – Roof Truss Additional Fixing

Appendix 2 - Original Drawings

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Telephone 06 356 7000 Fax 06 356 7007

File No: 109235 - 22 September 2009

Page 9

FIRST PLAN OF SEATING.

GRAND STAND OVAL DOMAIN, TAIHAPE,
OR THE CORPORATION OF TAIHAPE. SCALE 8 FT. = 1 INCH.

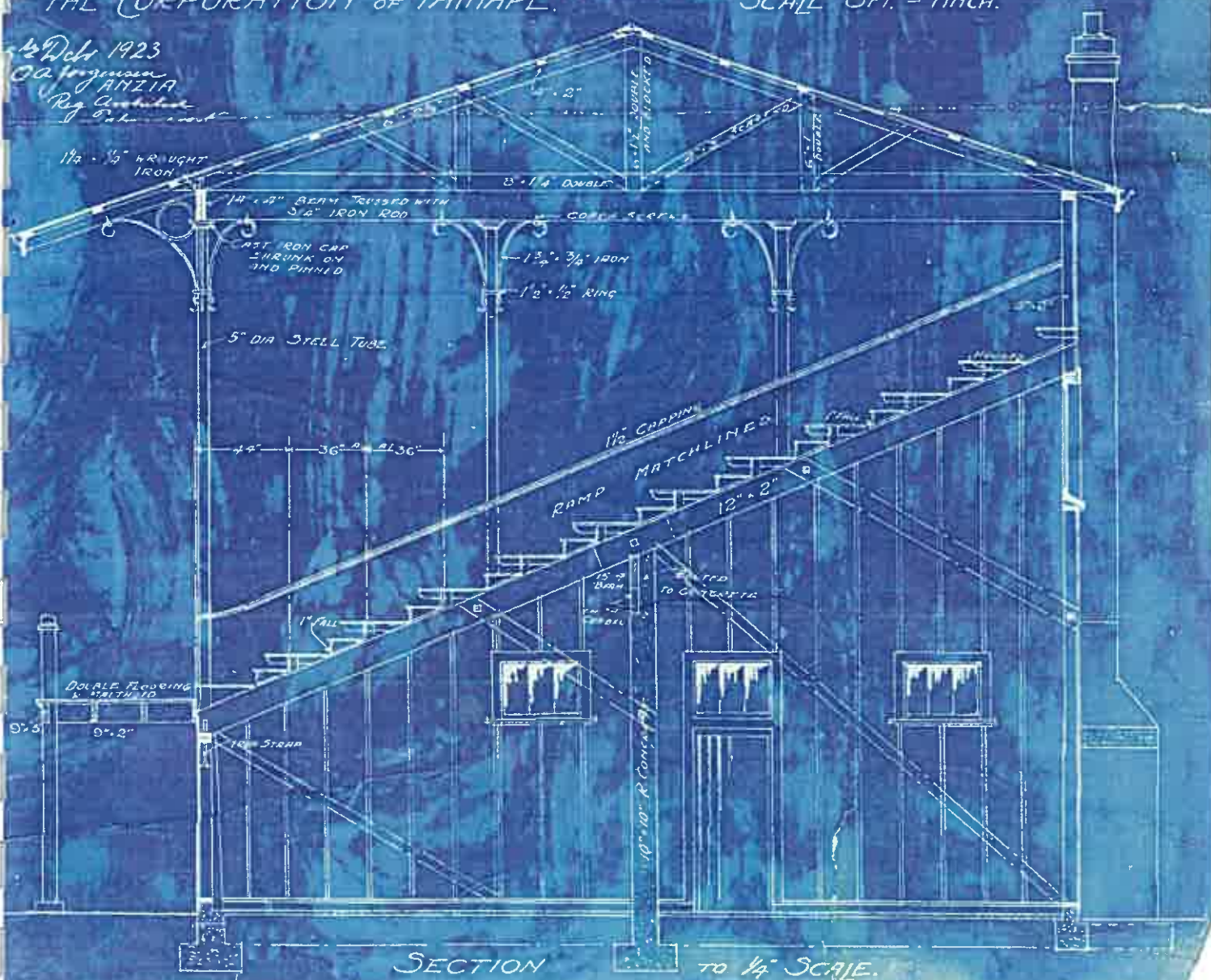
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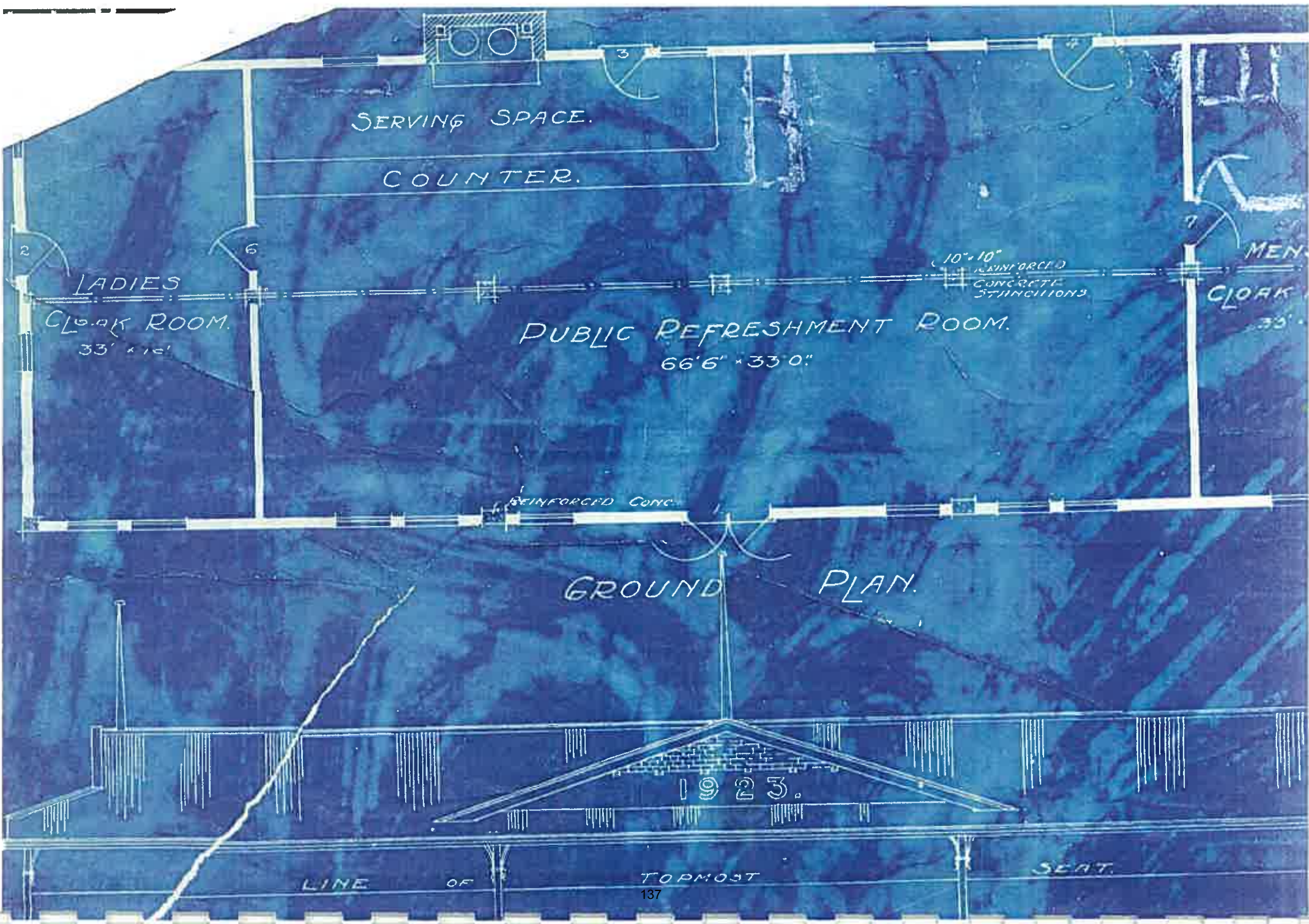
4 Dec 1923

La Jirgen
ANZIA

Reg. A...

11. *U. viskiana* - 1





SERVING SPACE.

COUNTER.

10" x 10"
REINFORCED
CONCRETE
STANCHIONS.

LADIES
CLOAK ROOM
33' x 11'

PUBLIC REFRESHMENT ROOM.
66'6" x 33'0"

MEN
CLOAK
33' x 11'

REINFORCED CONC.

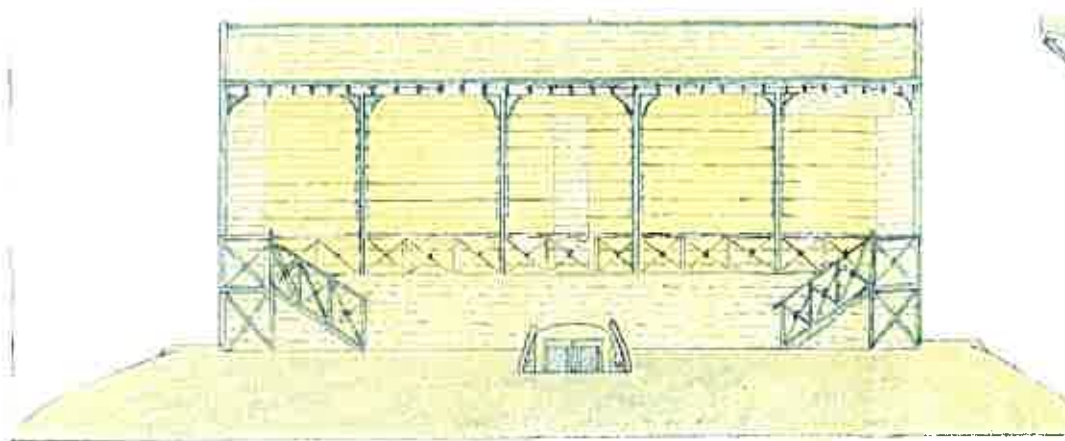
GROUND PLAN.

1923.

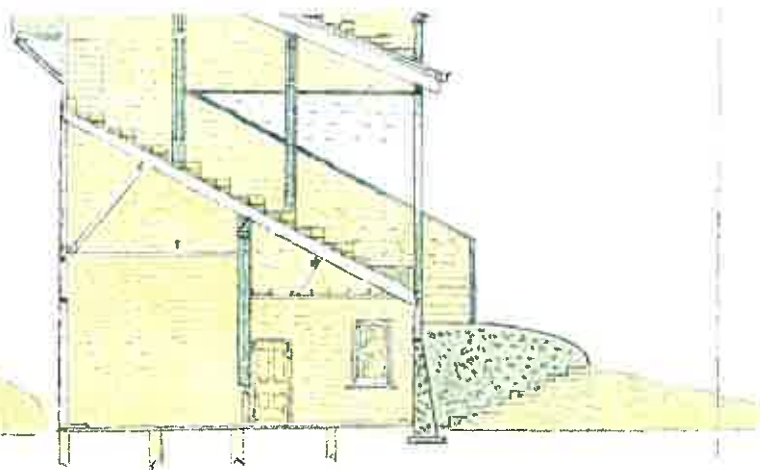
LINE OF

TOPMOST

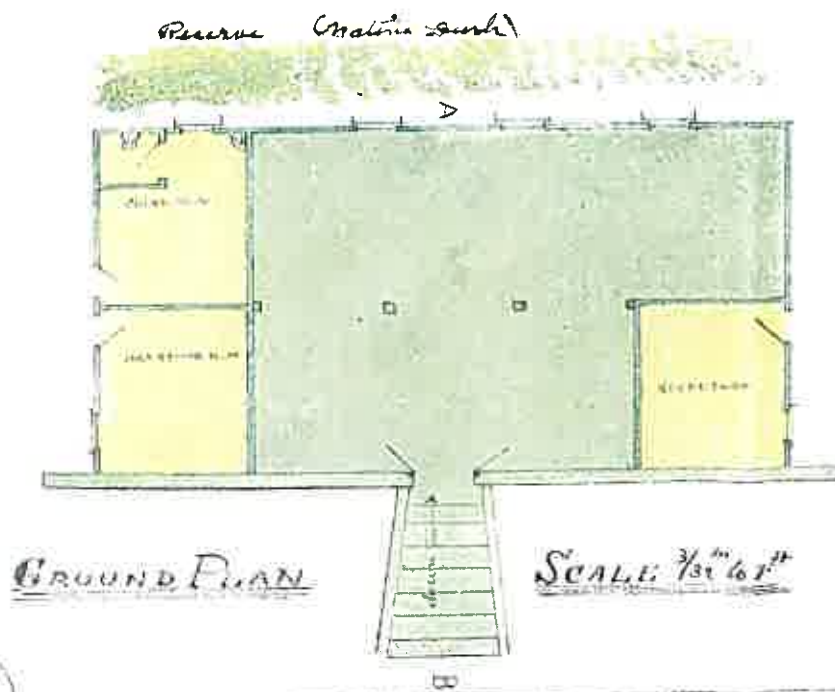
SEAT.



FRONT ELEVATION

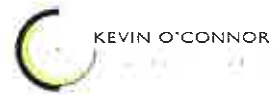


SECTION A-B



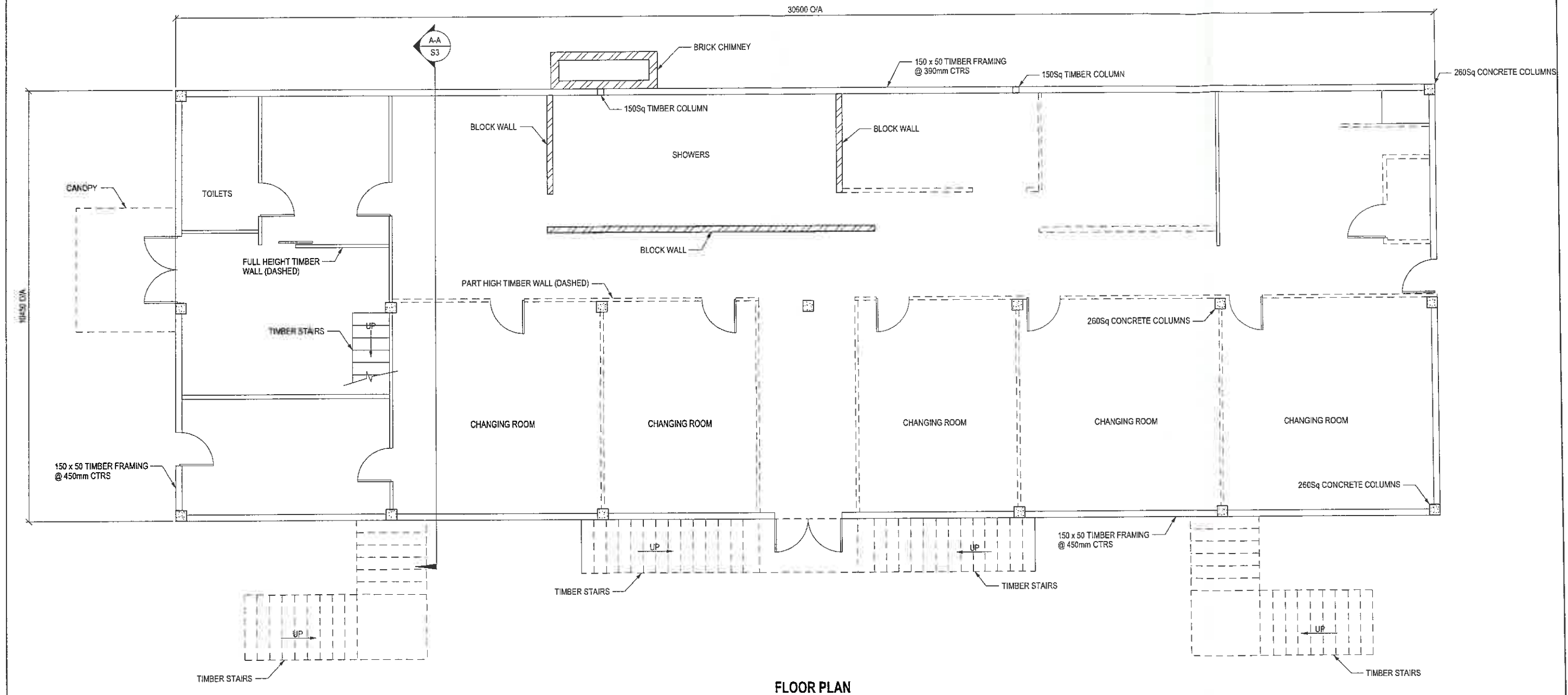
GROUND PLAN

SCALE: 3/32" = 1'



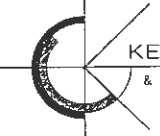
Appendix C - Structural Design

KEVIN O'CONNOR & ASSOCIATES LTD
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71 PITT STREET, PO BOX 600, PALMERSTON NORTH
Telephone: 06 356 7000 Fax 06 356 7007



FLOOR PLAN

Rev	Details	Chk	Date
A	ISSUED FOR INFORMATION		23-09-09


KEVIN O'CONNOR & ASSOCIATES LTD
 CONSULTING ENGINEERS, SURVEYORS & PLANNERS

The Contractor shall check all dimensions on site.

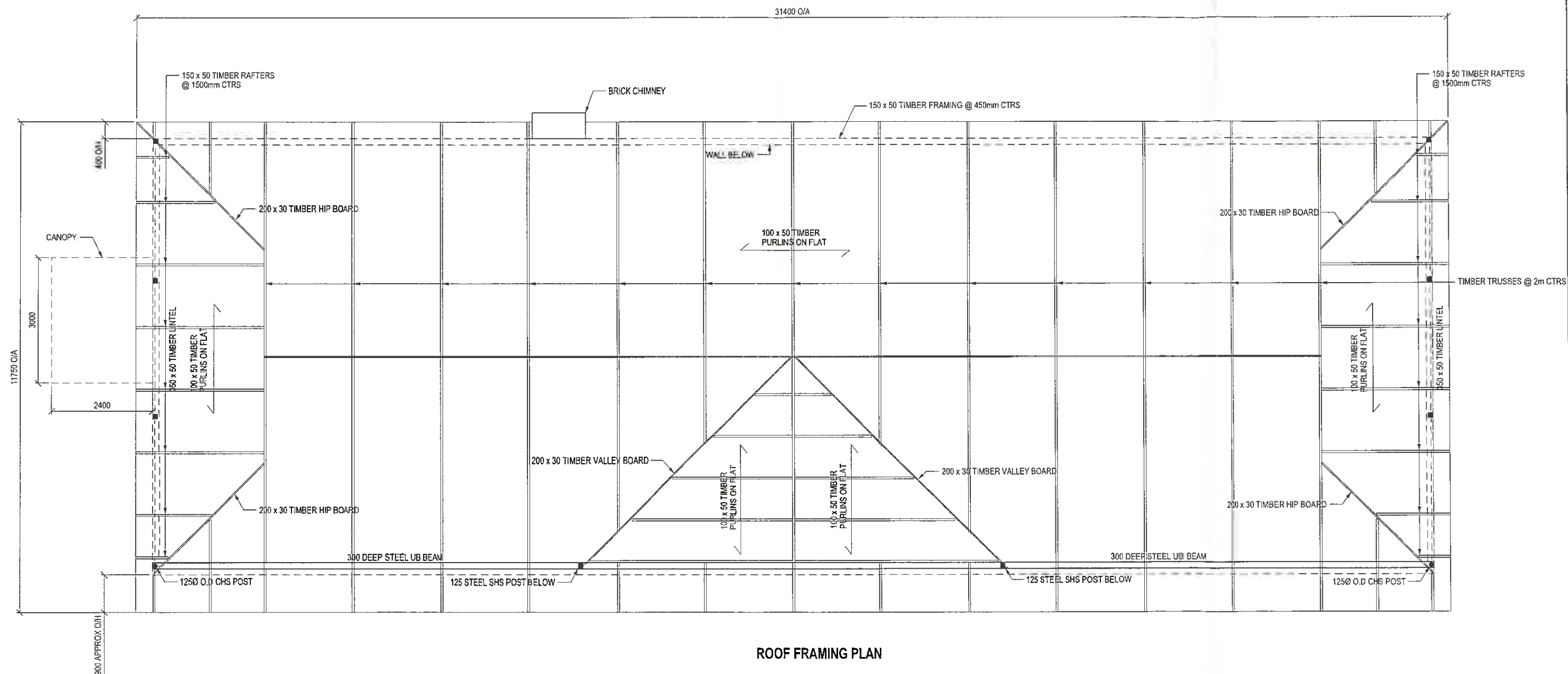
71 Pitt Street, PO Box 600 Palmerston North
 Ph (06) 356-7000 Fax (06) 356-7001 E-mail reception@koo.co.nz

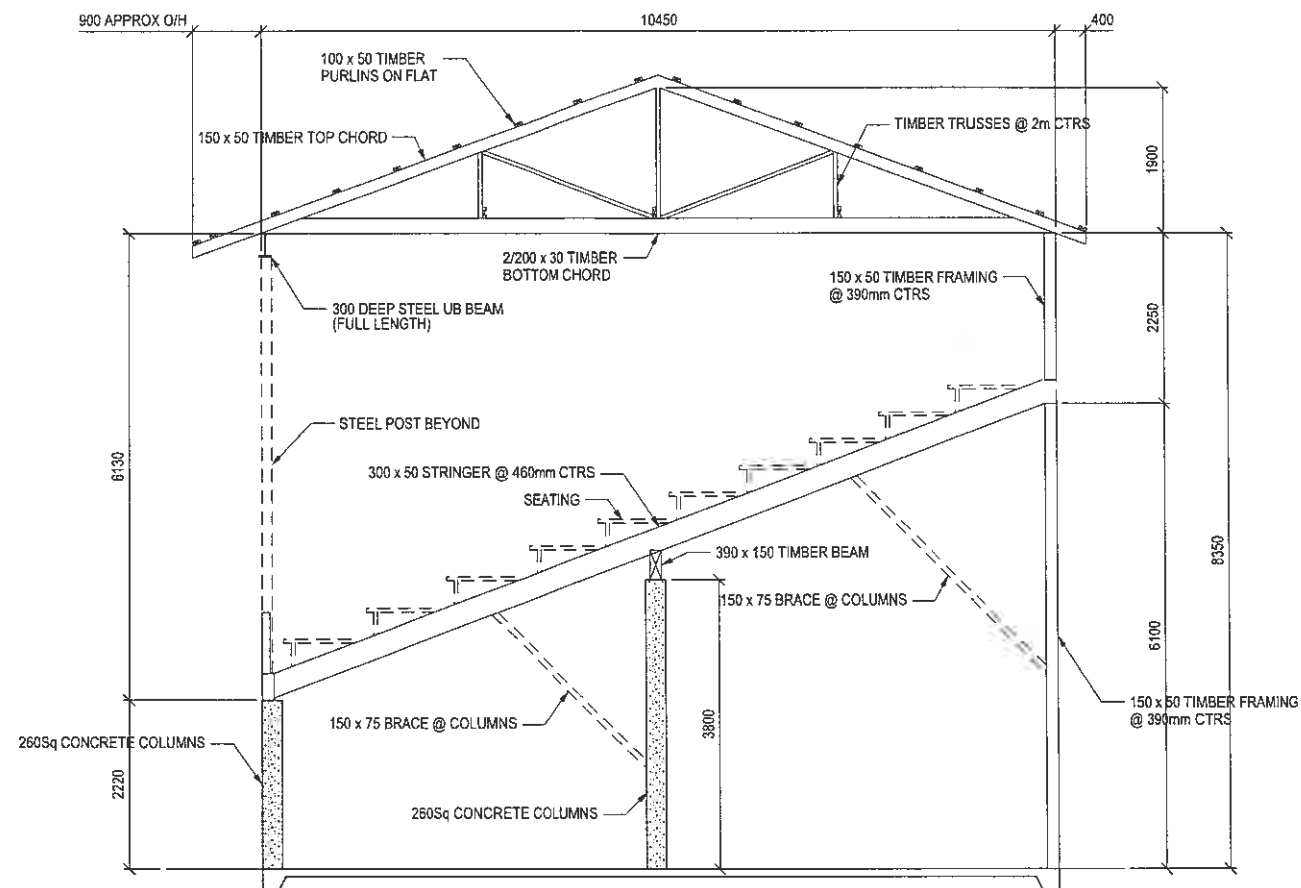
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TAIHAPE GRANDSTAND
TAIHAPE
FLOOR PLAN & SECTION A-A
RANGITIKEI DISTRICT COUNCIL

Surveys	Design	Drawn	Checked	Approved

DO NOT SCALE. If in doubt ask for dimensions				
Scale A1	Scale A3	Job No.		
1:50	1:100	109 325		
CAD Path/File		Sheet	of	Sheets
J:\100\109\109325\F\03\01\02\GRANDSTAND.dgn		S1		
				Rev.
				A





SECTION A-A

				The Contractor shall check all dimensions on site.				TAIHAPE GRANDSTAND				DO NOT SCALE. If in doubt ask for dimensions			
				11 Pitt Street, PO Box 500 Palmerston North Ph (06) 356-7000 Fax (06) 356-7007 Email reception@kco.co.nz				TAIHAPE SECTION A-A RANGITIKEI DISTRICT COUNCIL				Scales A1 1:50			
				Kevin O'Connor & Associates Ltd copyright: Under no circumstances shall this drawing be reproduced, without prior permission given in writing. The adequacy of the design as indicated on the drawings shall be read in conjunction with and subject to the relative specifications, and design assumptions in the calculations and reports for this project.				Scales A3 1:100				Job No. 109 325			
A				ISSUED FOR INFORMATION				23-09-09				CAD Path/File J:\100\109\109325\03\01\02\GRANDSTAND.dgn			
Rev				Details				Chk				Date			
				CONSULTING ENGINEERS, SURVEYORS & PLANNERS				S3				A			

Appendix 5

20 June 2017

Rangitikei District Council
Private Bag 1102
MARTON 4741

Attention: Ross McNeil

Dear Sir

RE: STRUCTURAL REVIEW – TAIHAPE GRANDSTAND, KOKAKO STREET, TAIHAPE
Please quote Our Reference : E9048

As requested, we have carried out a site visit to the above property. Our visit occurred on 19 April 2017 in your presence. The purpose of our visit was to determine whether or not we considered the building to be classified as dangerous in accordance with Clause 121 of the Building Act 2004.



The grandstand was constructed around 1923. It comprises of a lightweight roof supported by timber and steel framing. The bleacher seating is constructed on timber floor joists supported by a combination of walls and floor beams.

Clause 121 states: ... a building is 'dangerous' for the purposes of this Act if,

- a) In the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause -
 - i) Injury or death (whether by collapse or otherwise) to any persons in it, or to persons on other property..."

We have reviewed previous reporting of this building carried out by Kevin O'Connor & Associates dated 22 September 2009.

The Kevin O'Connor & Associates report expressed concern about the following items:

- 1) The main floor beam supporting the bleacher seating
- 2) Roof bracing
- 3) The brick chimney
- 4) The condition of the external stairs in particular, the connection of the stair stringers to the landings.

At a number of locations the connection between the stair stringer and landing has separated. We recommend that this be made good as a matter of urgent maintenance. However, we note that at all locations there is an alternate load path, and this is why these stairs have not collapsed to date and are unlikely to do so in the immediate future.



One other item of maintenance that we recommend that you attend to is the securement of the high-level water tanks which feed the ablution area. Presently, they appear to rest unrestrained above the changing rooms.



We noted that some strengthening work has been carried out at some stage, particularly around the connections between the roof framing trusses and their support walls/ frames.

We have reviewed the capacity of the existing floor beam which supports the bleacher seating. Whilst it does not comply with current code loadings, we do not consider that it renders the building dangerous as defined in Clause 121 of the Building Act 2004.

The building has been used for nearly 100 years in its current state and will have been subjected to an “ordinary course of events” in that period. We saw no evidence that the building structure has been significantly weakened by decay or alteration since it was constructed.

We confirm that we do not consider the building to dangerous as defined the Building Act 2004.

We trust the above is of assistance, however if you wish to discuss this matter further please do not hesitate to contact the writer.

Yours faithfully

STUART MACKINTOSH
MIPENZ CPEng

Appendix 6

Memorandum

Subject: **Taihape Grandstand Condition Report**

To: Gaylene Prince, Community & Leisure Services Team Leader

From: Liz Whitton, Property Compliance Officer

Date: 5 December 2019

File: 6-RF-1-12

Taihape Grandstand has a seating component (available to all) and a changing room component, which is used by junior and senior rugby players and visiting teams in Taihape. The Grandstand was built in 1923 and has played a special role in Taihape history.

The Grandstand is nearing the end of its useful lifespan. The building is in overall poor repair. The cost to refurbish this building to a standard suitable for today would be considerable – estimated at \$2.4M by Colspec in 2018. The amenities are no longer fit for purpose.

On file, Kevin O'Connor & Associates carried out a structural report on the facility in 2009.

1 Site

- 1.1 The Grandstand is situated on flat land at the front of Memorial Park in Taihape and directly in front of the No 1 sports field. It is ideally situated for spectators to watch the rugby and equestrian events, and other events such as Gumboot Day.

2 Structure

- 2.1 The pavilion is approximately 385 m² and contains the rugby changing rooms, showers and a urinal. Sporting equipment is also stored under the grandstand, and one end is used on an ad hoc basis by St Johns Ambulance Association.
- 2.2 Because of the height of the upper walls and roof it is very difficult to assess the condition of the timber on the upper levels and the roof.

3 Roof

- 3.1 The roof (from a distance) appears to be in poor condition. There are patches all over the roof. This could be rust, lichen or moss and is most likely a combination of all three. The roof appears to be held down with lead head nails. These tend to loosen over time and cause roof leaks.
- 3.2 The small roof porch over the St John ambulance entry is in poor condition. The roof is held down by lead head nails, and the roof is liberally coated with lichen and moss. The spouting is collapsing and will leak in a downpour.

- 3.3 Most of the galvanised spouting appears to be in poor condition. The joins appear to be leaking.
- 3.4 The underside of the roof is showing signs of water damage. The building paper is in very poor condition and has degraded totally in some areas.
- 3.5 There is rust visible internally on what will be the barge flashing. There are some holes where nails have popped out.
- 3.6 The netting installed on the underside of the roof is in poor condition.
- 3.7 There are birds nesting within the structure and the roof structure is showing signs of water staining and the timber is covered with bird droppings.
- 3.8 The timber is showing signs of borer damage.



4 Spouting

- 4.1 The spouting is in generally poor repair. The downpipes appear old and brittle. Some of the brackets are loose. There is mould growing on the spouting. There appears to be plant matter in the high spouting. This will be impossible to keep clean. The galvanised spouting is corroding and holes are evident.

There are cracks in places in the down pipes.



Mix of galvanised and plastic spouting.



Bracket pulling out from the wall. Mouldy spouting.

5 Exterior Cladding

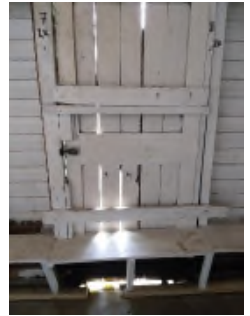
- 5.1 The Grandstand is clad with weatherboard. These are in generally poor condition. The paintwork is worn, split and bubbling in places. The bubbling will be caused by moisture ingress under the paintwork. The timber may be in poor condition as it has not been kept water tight.
- 5.2 Many of the boards are split, some boards have no paint and are cracking. Moss and mould are growing in many places. Some boards are popping out of square.



5.3 At the back of the grandstand, the ground level is high against the building and the timber has rotted away.

5.4 There are areas of rotten timber around the grandstand. There is also rot in the underside of the veranda which is easily seen. This would be hard to repair due to the height restrictions.

5.5 There is a pipe leaking high on the back of the grandstand, the paint is cracked bubbling below this and clearly there has been moisture ingress into the boards.

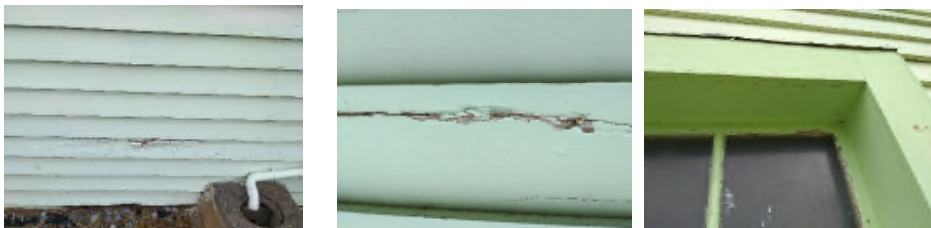


5.6 The timber around the windows is in poor condition. Some of the timber is clearly rotten and needing replacement.

5.7 Borer is evident in much of the exterior timber.

5.8 There is a door on the back wall of the building that has been boarded over on the inside. This has cracks opening between the timber boards.

5.9 Most of the windows are unable to be opened. The window putty is in poor condition. The flashings above the windows are in poor condition and need to be replaced.



5.10 The entry door has an overlay of steel. This door has no external door handle and is opened solely by using the key. The door is heavy and extremely difficult to close, particularly if the wind is blowing against the door. This is a health and safety hazard as to create enough force to pull the door closed, it would be easy to slam fingers or a limb in the door.

5.11 The brick fire needs to be either earthquake strengthened or removed. The bricks are in reasonably good condition but the mortar, particularly on the base structure is degrading and not in good condition.



6 Interior

- 6.1 The Grandstand is largely in its original state internally. The exterior walls form the internal linings. This creates an extremely cold and draughty environment for the rugby players. There are many gaps between the boards allowing airflow and moisture into the building. The doors, whether in use or not are in poor condition.
- 6.2 There have been some internal lining put in place to separate the space into changing rooms and showers. There are some hardboard and pinex linings. There are holes in various places.
- 6.3 Changing room 4 is lined with a fibre cement sheeting. The linings are not in good condition and there is a large hole in the wall.



- 6.4 The shower facility has a block wall and what appears to be fibrous cement linings. This has been tested and found to contain Chrysotile asbestos. This has been assessed at having a low risk score if kept sealed.

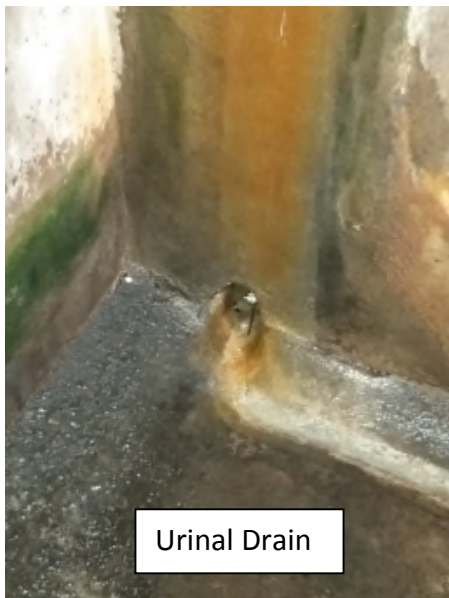


a

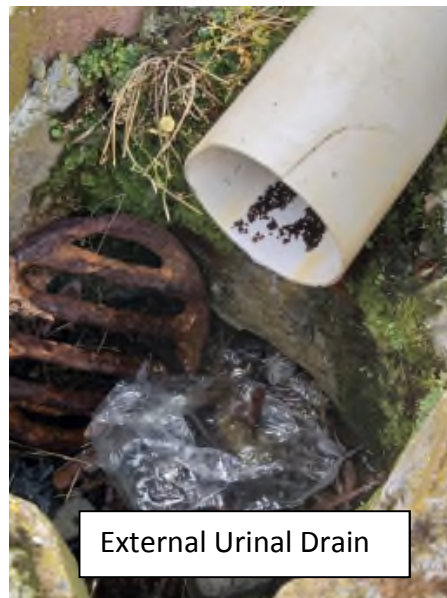
- 6.5 The fire exit door is bolted closed top and bottom and has bar locking system that would not be fast to open in a fire situation. The corridor in front of the door is also obscured by rugby equipment.



- 6.6 The men's urinal is in very poor condition. This is constantly running. The urinal drains through the wall and into the exterior drain. It needs to be determined if this is connected to storm water or waste water.



Urinal Drain



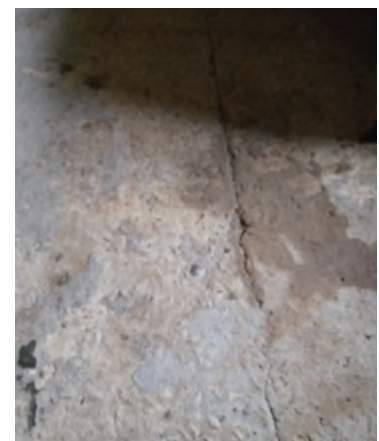
External Urinal Drain

- 6.7 There is a lot of plumbing pipe lagging which is now in poor condition. Some of this is hanging down off the pipework.



7 Flooring

- 7.1 The concrete floor is uneven, pitted and cracked throughout the building.
- 7.2 The entry into the building has a step of a non-compliant height. This would not meet today's building code requirements of no greater than 20mm.



8 Power Board

- 8.1 A condition assessment has been carried out by Alf Downs Electrical. Presently awaiting a copy of the thermal imaging. They advise that the switchboard is safe but does need upgrading; it is not compliant with the present code. There have been reports of fuses blowing. It is thought this is occurring due to a number of factors, the main being the large draw on the older hot water cylinders as well as the park lights being used. (Rugby are presently seeking funding to upgrade the field lights).
- 8.2 The pole fuse blew again on 30 November (large draw on power supply for Christmas in the Park event). Presently waiting report from Summit Electrical and PowerCo.

9 Hot Water Cylinders

- 9.1 The current hot water cylinders are very large and heading towards the end of their expected life span. Although these are not currently leaking, they are using enormous amounts of electricity and not providing the continuous flow of hot water necessary during the winter game season. In short, these are no longer fit for purpose. There have been complaints from the Rugby association that the showers are always cold and visiting teams are considering not returning to Taihape. There have been some occasions when the fuses have blown due to the amount of power being drawn and PowerCo have had to attend to replace these.



10 Grandstand

- 10.1 The grandstand is well worn. The timber is cracking and warping and some nails are popping up which is a tripping hazard.
- 10.2 There is a sheeting on the slope of the structure – potentially this was a bitumen based waterproofing membrane. This is in very poor repair in places, particularly on the lower part of the grandstand. Because of its poor condition the products ability to protect the timber will be compromised.
- 10.3 The steps up to the grandstand are showing signs of age. The timber is 'cupping'. Some of the boards feel loose. One board is loose as the nail holding it at one end has come out. There are non-compliant gaps in the step decks. There are gaps between the boards greater than 100mm which is not to today's standard.





- 10.4 The steps are worn and the paint finish is in very poor condition.
- 10.5 The handrails are not at the correct height for today's standards
- 10.6 The netting structure at the end of the grandstand installed for edge protection, is damaged. The netting is pulling out of the galvanised frame at the tops and sides.



- 10.7 The concrete at the base of one of the steps in particular is in very poor condition. This may be a tripping hazard due to the uneven nature of the ground.



11 Conclusion

- 11.1 Memorial Grandstand is a grand old building. However, there are signs of deterioration of the roof and claddings. The power supply and the steps are not to today's building/electrical code and the whole building would need a considerable amount of work to maintain the integrity of the building and meet the needs of future generations.
- 11.2 The rugby changing facilities under the building are not fit for purpose. The building is not insulated, has gaps in the building envelope which means the facilities are arctic during the winter sporting months. The showers are no longer fit for purpose. The hot water cylinders are no longer capable of producing sufficient quantities of hot water, leading to complaints from the local sporting community.
- 11.3 The urinal is antiquated and may be discharging into the storm water system.
- 11.4** The level of cost necessary to bring new life to this building would need to be considered against a new fit for purpose facility.

12 Recommendations

1. Arrange asbestos survey (Para. 6.4 – Precise Consulting Survey Report dated 13/12/19)
2. Attend to loose board on step (Para. 10.3 – arranged)
3. Handle to be placed on exterior changing room door (Para. 5.10 – arranged)
4. Remove brick chimney (Para. 5.11 – arranged)
5. Determine where urinal is draining to (Para. 6.6)
6. Report on electrical power board (Para. 8.3)
7. Renewal budget to be implemented if the building is to be maintained

ASBESTOS SURVEY FINDINGS:



Appendix 1 - Asbestos Register

* NB: S – Sample, SP – Strongly Presumed, P – Presumed, As – as per sample, NSM – No Suspect Material

Building	Floor Type	Room	Item Location	Material	Quantity / Units	Extent of Damage	Surface Treatment	Accessibility	Sample Information	Asbestos Type	Risk Score	Recommended Action
Taihape Grandstand	Ground Floor	Gents' toilets	Fuse board & Main Switch	Resinous board & Bakelite	1 Item	Medium Damage	Composite	Accessible	SP01-SP	Strongly Presumed Asbestos	6	Manage in accordance with the Asbestos Management Plan
Taihape Grandstand	Ground Floor	Showers	Wall	Fibre cement	20 sqm	Low Damage	Sealed	Accessible	S02-S	Chrysotile	4	Manage in accordance with the Asbestos Management Plan
Taihape Grandstand	Ground Floor	Kitchen	Fuse Board	Resinous board	1 Item	Medium Damage	Composite	Accessible	SP02-SP	Strongly Presumed Asbestos	6	Manage in accordance with the Asbestos Management Plan
Taihape Grandstand	Ground Floor	Kitchen	Zip	Insulation material	Nominal	Good Condition	Sealed	Accessible	P01-P	Presumed Asbestos	6	Manage in accordance with the Asbestos Management Plan

Material Risk Assessment Algorithm		
Sample Variable	Score	Examples of Scores
Product Type (or debris from product)	1	Asbestos reinforced composites (plastics, resins, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement, etc.)
	2	AIB, millboards, low-density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felts.
	3	Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Extent of damage / deterioration	0	Good condition: no visible damage.
	1	Low damage: a few scratches or surface marks, broken edges on boards, tiles, etc.
	2	Medium Damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.
	3	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.
Surface Treatment	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles.
	1	Enclosed lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets, painted textured coatings, etc.
	2	Unsealed AIB or encapsulated lagging and sprays.
	3	Unsealed lagging and sprays.
Asbestos Type (assumed if not analysed)	1	Chrysotile
	2	Amosite
	3	Crocidolite

Material Risk Assessment Score		
Score Range	Score	Examples of Scores
High	10 and above	High risk with a high potential to release fibres if disturbed
Medium	7 to 9	Medium risk with a medium potential to release fibres if disturbed
Low	5 to 6	Low risk with and having low potential to release fibres if disturbed
Very Low	4 and below	Very low risk with and having very low potential to release fibres if disturbed

Attachment 9

30 April 2020

File Ref: 3-OR-3-5

Rino Tirikatene, MP
Chair
Maori Affairs Committee
Parliament Buildings
Wellington

ma@parliament.govt.nz

Local Government (Rating of Whenua Maori) Amendment Bill

Tēnā koe Rino

Rangitikei District Council appreciates the opportunity to provide a submission on this important Bill.

Overall, Council supports the objectives of the Bill to support the development of, and provision of housing on, Māori land, and the provisions to achieve those objectives.

We think allowing the Council to define separate rating areas within parcels of Maori freehold land is a positive move. This will be helpful in developing papakainga, such as is happening now at Rātana Paa. However, we do have one suggested change.

In clause 46, the proposed section 98B(f) states “to avoid doubt, the sum of the apportionments of all rates for the separate rating areas and any residual rating area must equal the sum of all rates that would apply to the underlying rating unit without apportionment”. We suggest adding the words “in the first year of apportionment” so that it is clear that there is no subsequent comparison with what would be the rates on a rating unit without apportionment after separate rating areas had been implemented.

Council agrees with the proposal in section 114A (clause 48) to allow reduced rates for Maori freehold land being developed, or where there is an intention to do so. Our own rates remission policy on Maori freehold land provides for this, but it is limited to land which is landlocked (and for up to five years). However, the Bill’s proposals closely reflect what Council aims for in its general rates remission policy which allows remission of rates where a business is expanding and to incentivise residential development. Such remissions ultimately benefit all ratepayers because of the increased rateable value of such properties.

We appreciate the consideration in the Bill to simplifying and modernising rating provisions over Maori freehold land such as dealing with historic arrears and easing the area limits for urupa. The provisions in the proposed section 20A (clause 11) allowing local authorities to amalgamate multiple rating units of Maori land if used as one economic unit ensure that the intent behind section 20 in the Local Government (Rating) Act 2002 is available to owners of Maori freehold land.

I hope these comments are useful. I would like an opportunity to speak to this submission. Please contact Alyssa Takimoana, Executive Assistant (alyssa.takimoana@rangitikei.govt.nz) phone (06)327-0099 to confirm the time.

Yours sincerely

Andy Watson
Mayor of Rangitikei

Attachment 10

REPORT

SUBJECT: **Administrative Matters – April 2020**

TO: Council

FROM: Peter Beggs

DATE: 22 April 2020

FILE: 5-EX-4

1 COVID-19

- 1.1 Prior to the Government's announcement on 23 March 2020 that the country would proceed to alert 3 and (from 25 March 2020) to alert 4, Council had formed a Pandemic Internal Management Team (IMT) and developed a Pandemic Plan which defined Council's critical and essential services. This aligned well with the Government's directions and guidance provided for services under alert 3 and alert 4.
- 1.2 The Pandemic IMT (with expanded membership) has continued throughout the COVID-19 alert 4 period, effectively substituting for an Emergency Operations Centre. However, the state of national emergency declared from 25 March 2020 required a Civil Defence Controller to be appointed – a role which has been undertaken by myself and Johan Cullis.
- 1.3 Welfare has been the major focus of the Pandemic IMT, working with other agencies to undertake grocery shopping and delivery of food parcels and complying with the procedures and reporting required by the National Emergency Management Agency. As at 17 April 2020, 142 parcels had been delivered within the District. Nardia Gower has been the lead on this.
- 1.4 Council is actively planning its recovery phase, including liaison at a regional level. Arno Benadie is the lead on this.
- 1.5 During alert 4 (and alert 3) the public toilets in Bulls (Rangitikei Junction) and Taihape (Outback, by the railway station) have remained open and been regularly cleaned. All public litter-bins have been serviced. There has not been any noticeable increase in household rubbish alongside these bins or fly-tipping within the District. Parks staff will be able to mow sportsfields and tend gardens under alert 3, but playgrounds remain closed to the public. Libraries will also continue to be closed under alert 3.
- 1.6 Further guidance for the local government sector has been explicit that public counters must remain closed under alert 3 (as they were under alert 4). This

means that there is no scope to receive applications for building consents or resource consents other than those submitted by email until alert 2 is implemented (sometime after 11 May 2020). However, site inspections and processing are allowed and will be carried out from 27 April 2020.

2 District Plan Change update

- 2.1 The projected start of the hearing on 30 March 2020 did not occur. Commissioner Robert Schofield issued a minute directing postponement, noting that a new date would be set and advised once the COVID-19 crisis is over, i.e. not until May 2020, at the earliest. Once a new date is scheduled, all parties will be notified at a minimum of two weeks prior to the start of the hearing.
- 2.2 In the meantime, further discussion has been had to clarify some of the concerns expressed by submitters with a view to presenting supplementary information at the hearing.

3 Putorino landfill

- 3.1 The COVID-19 alert 4 requirements have prevented progress has been made in the past month.

4 Provincial Growth Fund application for the Marton rail hub

- 4.1 Further discussion has been had with officials in the Provincial Development Unit, in particular to safeguard the Crown's interest in the way in which the proposed rail hub will be managed.

5 New toilets in Marton

- 5.1 The COVID-19 response has affected the suppliers of materials for the Permaloo units for Centennial Park and Follett Street. It is expected now that installation will be completed by the end of June 2020.

6 Road closures

- 6.1 There are no new road closures to advise.

7 Archives Central

- 7.1 The most recent newsletter is attached as [Appendix 1](#).

8 Service request reporting

- 8.1 The summary report for first response and feedback, and resolutions (requests received in February 2020) is attached in [Appendix 2](#).

9 Elected Members attendance

- 9.1 Elected Members attendance to date of publicly notified meetings for the 2019/22 triennium is attached as Appendix 3.

10 Staff

- 11 There have been no staff changes in the past month.

12 Recommendations:

- 12.1 That the report 'Administrative Matters – April 2020' to the 30 April 2020 Council meeting be received.

Peter Beggs
Chief Executive

Appendix 1



ARCHIVES CENTRAL

NEWSLETTER

APRIL 2020
Issue #51

WELCOME to the April 2020 issue of the Archives Central newsletter.

Life has changed very quickly, both in New Zealand and worldwide, since our last newsletter. While the Archives Central building is shut down to comply with the government lockdown order, we are now working from our "new offices" at home. We continue to work on our backlog of archival items, to digitise prioritised collections and further our digital repository replacement.

We hope our readers have good company within their bubbles and plenty to do as the weeks continue. Please stay safe, and enjoy this monthly issue.

In this issue:

- **CURRENT PROJECTS**
[Digital Repository](#)
- **FROM THE ARCHIVES**
[Council Chamber Robbery](#)
- **NEW STAFF**
- **UNSTABLE ARCHIVES**
- **STATISTICS**
- **THIS IS NOT H&S!**

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archivescentral.org.nz

COMBINING OUR PAST CREATING OUR FUTURE

Note calculating losses in RUA_00072_3_450



DIGITAL REPOSITORY PROJECT

As part of the Archives Central Business Continuity Plan (BCP), our staff have the ability to work remotely, as do our open-source software developers, Catalyst IT. The Digital Repository redevelopment project has continued at-pace and is on schedule, with current work taking place around the digital environment, user-acceptance testing (UAT) and preparing for data migration.

One of the more crucial processes we are completing is the adoption of a new conceptual model and ontology for the archival description of records via [Records in Context](#) (RiC). The model aims to reconcile, integrate, and build on the four existing archival standards (ISAD(G), ISAAR(CPF), ISDF & ISDIAH). As part of this process, pertinent fields within the Kete system will be exchanged for RiC fields, underutilised fields will disappear and new, modifiable fields will be incorporated. The adoption of RiC will provide a quantum leap for archival information, with standardised metadata and information fields tapping into the capabilities of [Linked Data](#).



BURGLAR TAKES £261

BOROUGH COUNCIL OFFICE

KEYS FOUND IN DRAWER

CASH AND CHEQUES STOLEN

[BY TELEGRAPH—OWN CORRESPONDENT]
TAUMARUNUI, Tuesday

The Taumarunui Borough Council chambers were broken into last night and a sum of £261 (£100 in cash and £161 in cheques) was stolen. The burglar gained access to the building by breaking open a window at the side of the building leading into the borough engineer's office.

In the main office the intruder prized open every locked drawer and cash-box. Finding nothing he then tried the town clerk's private office. A locked drawer in a secretaire shows evidence of four attempts to burst it open with a hard instrument about an inch in width.

When the drawer was eventually opened the burglar had access to a bunch of 30 duplicate keys, among which were duplicates of the strong room and inner safe keys. With these it was an easy matter to open the strong room and then the safe. All the cash-boxes in the safe were prized open and cleared of their contents.

COUNCIL CHAMBER ROBBERY

In the Ruapehu archive we find a correspondence file from 1939 discussing a burglary at the Taumarunui Borough Council chambers.

The loss was discovered on the 14th of March. The first letter is to the National Cash Register Company asking for access to the chamber sales register, due to the burglar absconding with a handful of keys along with cash and cheques.

The Town Clerk, Mr I. A. Webb then contacts several organisations requesting payments to council be reissued, with the addendum that he wishes the thieves would attempt to bank the stolen cheques so the police could apprehend them.

After some discussion, it appears the rascal made off with a whopping \$10,410 cash in today's money and a further \$16,760 in cheques, while costing the Council an additional \$2,600 to rework their safe.

Newspaper clipping from RUA_00072_3_450

ARCHIVESCENTRAL.ORG.NZ MONTHLY STATISTICS

1910

Unique Visitors

167

3064

Number of Visits

80,319

Page Views



OUR NEW ARCHIVES ASSISTANT

At the end of January our Archives Assistant, Frances Marcroft, left Archives Central in order to pursue a Masters in International Security. We wish Frances all the best for her course of study.

Filling in Frances' place as Archives Assistant is Heather Taylor. Originally from Stratford in Taranaki, Heather has worked in public libraries since 1986, with her most recent role being Library Manager at Tararua District Council for the past 12 years.

Heather states that she is owned by a Saluki, Jemez, and two whippets - Oslo and Freja. In her spare time Heather enters the dogs in shows and lure coursing. Her other interests include home renovations and working on her Makotuku lifestyle block.



New team member Heather with Oslo

We warmly welcome Heather to the Team @ Archives Central and look forward to utilising her extensive accumulated knowledge and pair of fresh eyes.



THIS IS NOT HEALTH AND SAFETY!

This month's photograph comes from the mighty Rangitikei District. The Greens' and McKinnons' bridges were built from 1977 to 1980 and involved interesting construction techniques in challenging terrain.

While there appears to be a complete lack of hard hats while concrete was being shifted overhead, perhaps the Led Zeppelin era hair styles conferred English rock band life longevity?

The only rule seems to be: Sun's out, guns out!



Photograph from RDC accession A/2014/13



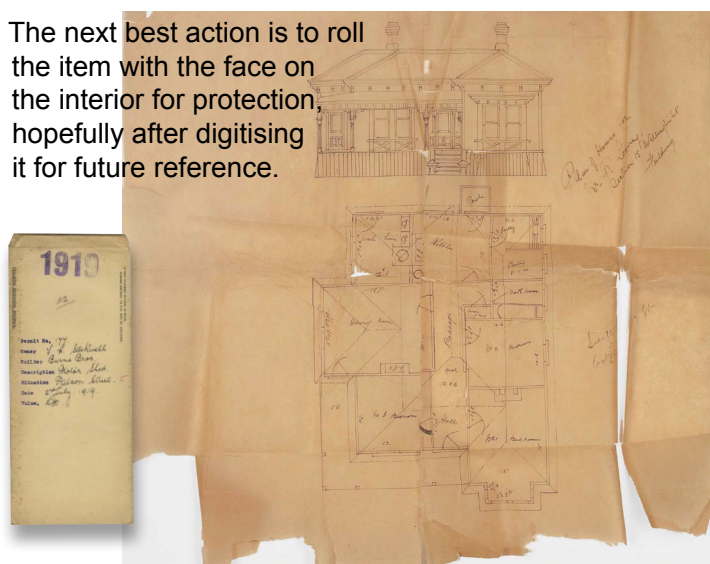
UNSTABLE ARCHIVES - FOLDED PAPER

Within the Manawatu District Council collection, Archives Central holds Feilding's oldest building permits, some of which contain original plans.

Because of increasing public interest in Feilding's old villas, we are currently digitising these historic archives. They can then be viewed without removing them from their original envelopes or unfolding the fragile paper on which they were drawn.

When a map or plan is archived, we prefer to keep it in the same state it is received. Keeping the item in flat drawers prevents deterioration, but is often impractical.

The next best action is to roll the item with the face on the interior for protection, hopefully after digitising it for future reference.



100 year old Building Permit example from the MDC_0127 series



DIGITAL CULTURAL ACTIVITIES

The last decade has seen a huge push within the GLAMR sector to digitise collections and increase inclusivity via distance learning and interactivity. With the inability to physically visit our institutions, the current emergency situation in New Zealand is the perfect time to highlight a sliver of digital heritage projects undertaken to reach out beyond the walls holding these collections.

MTG Hawke's Bay YouTube channel of exhibitions and remodelling

<https://www.youtube.com/channel/UCp2wt1gQ8ppr-z2Uxypvklw>

Explore Poppy Places in your neighbourhood

<https://www.poppypplaces.nz/explore-poppy-places/>

Ngā Taonga Sound & Vision

<https://www.ngataonga.org.nz/collections/search>

Manawātū Heritage not only specialises in Palmerston North City images, but also from the wider and more remote parts of the Manawātū region

<https://manawatuheritage.pncc.govt.nz/>

VISIT US ON FACEBOOK

[@ArchivesCentralMWLASSNZ](https://www.facebook.com/ArchivesCentralMWLASSNZ)



Appendix 2

Service Request Breakdown for February 2020 - First Response

Service Requests Department	Compliance overdue	responded in time	responded late	Grand Total
Animal Control		58	29	87
Animal welfare concern		1		1
Barking dog		8	10	18
Dog attack		1	2	3
Dog property inspection (for Good Owner status)			2	2
Found dog		11	2	13
General enquiry		3		3
Lost animal		5	5	10
Roaming dog		10	2	12
Rushing dog			2	2
Wandering stock		19	4	23
Building Control		2	1	3
General enquiry		1		1
Property inspection		1	1	2
Cemeteries		1		1
Water leak - cemeteries only		1		1
Council Housing/Property		5	5	10
Council housing maintenance		5	5	10
Environmental Health	5	11	9	25
Abandoned vehicle		3	1	4
Dumped rubbish - outside town boundary (road corridor only)		1		1
Dumped rubbish - under bridges, beaches, rivers, etc		2		2
Dumped rubbish - within town boundary		1		1
General enquiry	1	1		2
Noise	1	3	7	11
Pest problem eg wasps	1		1	2
Vermin	2			2
Footpaths	3	2		5
Footpath maintenance	3	1		4
General enquiry		1		1
General enquiry	1			1
General enquiry	1			1
Parks and Reserves	3	10	1	14
Cemetery maintenance		1		1
General enquiry	1	5		6
Maintenance (parks and reserves)	2	3	1	6
Water leak - parks and reserves only		1		1
Public Toilets			2	2
General enquiry			1	1
Maintenance (public toilets)			1	1
Roads	4	10	3	17
Culverts, drains and non-CBD sumps			1	1
General enquiry	1			1
Road maintenance - not potholes	1	6	2	9
Road signs (except state highway)	2	3		5
Road surface flooding - danger to traffic		1		1
Roadside Trees, Vegetation and Weeds	4	4		8
Rural trees, vegetation and weeds		3		3
Urban trees, vegetation and weeds	4	1		5
Solid Waste	1			1
Waste transfer station	1			1
Stormwater		3		3
General enquiry		2		2
Replace meter, toby or lid		1		1
Street Lighting	2	5	1	8
Street lighting maintenance	2	5	1	8
Wastewater		1		1
Wastewater odour		1		1
Water	9	31	4	44
General enquiry	3	5		8
Location of meter, toby, other utility		4		4
Low drinking water pressure		3	1	4
No drinking water supply	1		1	2
Replace meter, toby or lid	1	3		4

Water leak - council-owned network, not parks or cemeteries	1	9	2	12
Water leak at meter/toby	3	7		10
Grand Total	32	143	55	230

Service Request Breakdown for February 2020 - Feedback

Feedback Required (Multiple Items)

Service Requests Department	Feedback Email	In Person	Not able to contact	Telephone	Not Provided	Grand Total
Animal Control		9		1	20	30
Building Control					1	1
Environmental Health		1			5	6
Footpaths	1				2	3
General enquiry					1	1
Parks and Reserves		1		3	2	6
Roads				2	1	5
Roadside Trees, Vegetation and Weeds				2	1	3
Stormwater		2				2
Street Lighting	1			1		2
Water	1	10		3	1	19
Grand Total		3	23	7	28	78

Service request Breakdown for February 2020 - Resolutions

Service Requests	Compliance			
Department	completed in time	completed late	overdue	Grand Total
Animal Control	24	63		87
Animal welfare concern	1			1
Barking dog	5	13		18
Dog attack	1	2		3
Dog property inspection (for Good Owner status)		2		2
Found dog	2	11		13
General enquiry	3			3
Lost animal	2	8		10
Roaming dog	8	4		12
Rushing dog		2		2
Wandering stock	2	21		23
Building Control	2	1		3
General enquiry	1			1
Property inspection	1	1		2
Cemeteries	1			1
Water leak - cemeteries only	1			1
Council Housing/Property	4	6		10
Council housing maintenance	4	6		10
Environmental Health	5	11	9	25
Abandoned vehicle		3	1	4
Dumped rubbish - outside town boundary (road corridor only)	1			1
Dumped rubbish - under bridges, beaches, rivers, etc	2			2
Dumped rubbish - within town boundary	1			1
General enquiry	1		1	2
Noise		7	4	11
Pest problem eg wasps		1	1	2
Vermin			2	2
Footpaths	2		3	5
Footpath maintenance	1		3	4
General enquiry	1			1
General enquiry			1	1
General enquiry			1	1
Parks and Reserves	10	1	3	14
Cemetery maintenance	1			1
General enquiry	5		1	6
Maintenance (parks and reserves)	3	1	2	6
Water leak - parks and reserves only	1			1
Public Toilets		2		2
General enquiry		1		1
Maintenance (public toilets)		1		1
Roads	8	5	4	17
Culverts, drains and non-CBD sumps		1		1
General enquiry			1	1
Road maintenance - not potholes	5	3	1	9
Road signs (except state highway)	3		2	5
Road surface flooding - danger to traffic		1		1
Roadside Trees, Vegetation and Weeds	4		4	8
Rural trees, vegetation and weeds	3			3
Urban trees, vegetation and weeds	1		4	5
Solid Waste			1	1
Waste transfer station			1	1
Stormwater	3			3
General enquiry	2			2
Replace meter, toby or lid	1			1
Street Lighting	4	2	2	8
Street lighting maintenance	4	2	2	8
Wastewater	1			1
Wastewater odour	1			1
Water	30	4	10	44
General enquiry	4		4	8

Location of meter, toby, other utility	4			4
Low drinking water pressure	3	1		4
No drinking water supply		1	1	2
Replace meter, toby or lid	3		1	4
Water leak - council-owned network, not parks or cemeteries	9	2	1	12
Water leak at meter/toby	7		3	10
Grand Total	98	95	37	230

Appendix 3

Date	Meeting	HWTM	Belsham	Ash	Carter	Dalgety	Duncan	Dunn	Gordon	Hiroa	Lambert	Panapa	Wilson
NEW TRIENNIUM 2019-2020													
24/10/2019	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
31/10/2019	Council	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR
5/12/2019	Audit/Risk	PR	PR		AT	AT	AT		PR	AT	AT	AT	PR
12/12/2019	Assets/Infrastructure	PR	PR	AP	PR	PR	PR	PR	PR	AT	PR	PR	PR
12/12/2019	Finance/Performance	PR	PR	AP	PR	PR	AT	AT	PR	PR	AT	PR	PR
12/12/2019	Policy/Planning	PR	PR	AP	AT	PR	PR	PR	PR	PR	PR	PR	PR
12/12/2019	Council	PR	PR	AP	PR	PR	PR	PR	PR	PR	PR	PR	PR
30/01/2020	Council Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
30/01/2020	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
13/02/2020	Assets/Infrastructure	PR	PR	PR	PR	PR	PR	PR	PR	AT	PR	AP	PR
13/02/2020	Policy/Planning	PR	PR	PR	AT	PR	PR	PR	PR	PR	PR	AP	PR
27/02/2020	Audit/Risk	PR	PR		AT	AT			PR				PR
27/02/2020	Finance/Performance	PA	PR	PR	PR	PR			PR	PR		AP	PR
27/02/2020	Council	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	AP	PR
19/03/2020	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
19/03/2020	Assets/Infrastructure	PR	PR	PR	PR	PR	PR	PR	PR		PR	PR	PR
19/03/2020	Policy/Planning	PR	PR	PR		PR	PR	PR	PR	PR	PR	PR	PR
24/03/2020	Council - Emergency meeting	PR	PR	ZM	ZM	PR	ZM	PR	PR	ZM	ZM	ZM	PR
23/04/2020	Council - Extraordinary meeting	ZM	ZM	ZM	ZM	ZM	ZM	ZM	ZM	AP	ZM	ZM	ZM

PR	Present - is a member of the committee
AT	Attendance, not on committee but in attendance
AP	Apology
	Indicates is not a member of the Committee
AB	Absent - no apology received
CB	Not present as on Council business
ZM	Attended via Zoom

Attachment 11

Memorandum

To: Council

From: Arno Benadie

Date: 23 April 2020

Subject: **Top Ten Projects – status, April 2020**

File: 5-EX-4

This memorandum updates the information presented to the April 2020 Council meeting. The update consists of a short synopsis of the history of the project and how we arrived at the current position in each of the projects. This is followed by a summary update of project activities completed during the previous month.

Due to the national Covid lockdown, there has been limited progress on the Top 10 projects. Government announced a return to Alert Level 3 by 12 May, after which we will expect progress to resume on some of these projects.

1. Mangaweka Bridge replacement

- A detailed business case for the replacement of the Mangaweka Bridge was approved by the New Zealand Transport Agency (NZTA).
- The future of the existing bridge was considered, and in August 2019 Council agreed (as has the Manawatu District Council) to retaining the existing bridge as a walking and cycling facility, and supported the setting up of a trust to manage the future use of the bridge.
- The project is now in the pre-implementation phase. This phase includes land purchase negotiations, planning requirements such as designations and early contractor involvement.

Monthly update:

NZTA approved the funding for the replacement of the bridge on 20 April 2020. The funds are now available to be used via the NZTA Transport Investment Online (TIO) system. Resource consent approval from Horizons is expected by the end of April 2020. We now have an Approval to Commence Procurement and that allows the contract to go to tender.

The short listed Contractors through the Early Contractor Involvement process will receive the contract documents via MDC Tenderlink on 4 May 2020, and will have 8 weeks to prepare their tenders.

Original Project timeframe:

Tender submission: Feb 2020 / March 2020

Tender award: April 2020

Construction: May 2020 – Dec 2021

Currently the project is two months behind the original timeframes due to challenging land purchase negotiations with property owners.

Revised Project timeframe:

Tender Submission: April 2020

Tender award: July 2020

Construction: August 2020 – March 2020

2. Marton to Bulls Wastewater centralisation project

- March 2018 an application for a new resource consent was lodged with Horizons regional Council and placed “on hold” pending an outcome on the future of the Marton and Bulls Wastewater treatment plants.
- A full briefing was provided for the Assets/Infrastructure Committee’s meeting on 9 August 2018, together with a District-wide strategy towards consenting.
- The preferred option was to establish a land-based disposal system for the combined Marton and Bulls wastewater flows.
- A renewal application for the Marton WWTP was submitted on 28 September 2018 and an updated consent application for the proposed Bulls and Marton centralisation scheme with discharge to land was due to be submitted in May 2019.
- Due to challenges in finding and purchasing the necessary land for disposal, the consenting strategy was altered in consultation with Horizons Regional Council in July 2019
- The current consent strategy proposes a staged approach with clearly defined milestones to ensure constant progression of the project. A final submission date has not been agreed with HRC.
- The New Zealand Defence Force has confirmed its interest in being a trade waste customer in the upgraded Bulls/Marton wastewater land disposal arrangement. A draft Memorandum of Understanding prepared by the New Zealand Defence Force is under consideration.

Monthly update:

Work on determining the wastewater characterisation and total loads and flows to the Marton and Bulls WWTPs is ongoing. The search for suitable land is continuing, with no new parcels of land becoming available during April. Although the planned detailed sampling programme has been delayed due to the Covid 19 lockdown, we have agreed with the consultants to proceed with a desk-top review of existing analysis results that can be validated by sampling after the lockdown. This will limit the effects of the delay and allows progress while we are under lockdown conditions.

3. Upgrade of the Ratana wastewater treatment plant

- An application for a new consent was lodged in April 2018, which means the existing consent continues to apply until a new consent is issued.
- The proposed programme to remove treated effluent from Lake Waipu and to dispose of it to land started on 1 July 2018 with an agreement with the Ministry for the Environment (MfE).
- This project is a collaboration between local Iwi, RDC and HRC and is partly funded (46%) by MfE
- The proposed duration of the project is 5 years starting in July 2018.
- The project plan includes the purchase of land, the installation of irrigation equipment and an upgrade of the existing Ratana wastewater treatment plant.
- The main focus to date has been the identification of suitable land in the area and negotiating with the land owners to secure a purchase.

Monthly update:

We received a reply from the Ministry for the Environment (MfE) regarding our request to change the deed of funding to accommodate a long term lease agreement rather than the current land purchase requirements. MfE requested more detailed information about the legal intent of the long term lease, and to ensure that neither party will be able to terminate the lease agreement before the expiry of the associated resource consent. This is positive progress from the previous MfE position.

4. Sustainable provision of stock and irrigation water within the area now serviced by the Hunterville Rural Water Scheme, extended south to Marton, and provision of a safe, potable and affordable supply to Hunterville town

- A site was identified in the Hunterville Domain for a test bore to investigate the production of a new water source for the Hunterville township
- At its meeting on 11 October 2018, Council awarded the Contract for construction of the Hunterville Bore to Interdrill Ltd
- At 340 metres depth water was found; investigation is now under way to determine its quality and quantity.
- Part of the capability grant received from the Provincial Growth Fund (PGF) was used to prepare the case for a feasibility study for a Tutaenui rural water scheme.
- The formal application for funding for a detailed business plan for the Tutaenui rural water scheme was submitted on 3 May 2019
- In November 2019, the Minister for Regional Economic Development announced a grant of \$120,000 from the Provincial Growth Fund for the preparation of a detailed Business Plan for a Tutaenui Community Agricultural Water Scheme.
- February 2020, the funding agreement signed by RDC and Ministry of Business, Innovation and Employment.

Monthly Update:

The funding agreement between the Ministry of Business, Innovation and Employment and RDC has been signed. According to this agreement we have the following project timelines:

- February 2020 – Funding agreement executed by both parties
- April 2020 – Evidence of appointment of suitable consultants
- Nov 2020 – Draft report
- Dec 2020 – Final Report

RDC and MDC are investigating ways to work together on the development of the Tutaenui stock water scheme and a similar scheme in the MDC district also subject to a funding grant. We are looking at using the same consultants for both schemes to save time and to avoid duplication of work. There has been no further progress during the Covid 19 lockdown period, the impacts of which are still being assessed.

5. Future management of community housing

- The future options and opportunities, including funding, for Council's continued management of community housing has been informed by the Government's policy position on community housing
- At its meeting on 14 June 2018, the Policy/Planning Committee considered the question of moving to market rentals and its recommendations were approved at Council's meeting on 28 June 2018.
- All tenants have been advised (in writing) of the change, to take effect from 1 November 2018
- Consideration is currently being given to options/opportunities for the further development/enhancement of Council's community housing portfolio
- Council's decision to terminate the lease of the Queen Carnival Building at 22 Tui Street opens up this site to alternative
- Quotes are being sourced for demolition of both buildings and clearing the site.

Monthly Update:

Quotes for the demolition of the two buildings has been received and work will progress shortly. There has been no further progress during the Covid 19 lockdown period.

6. Bulls multi-purpose community centre

- A detailed design was completed for the new Bulls Community Centre and an application for a building consent was submitted early in 2018.
- The tender for the construction of the new building closed in August 2018 and W&W Construction 2010 Ltd was identified as the preferred contractor.
- A period of contractor negotiations followed and the final contract was signed in November 2018.

- The archaeological authority was issued on 16 October 2018.
- The target completion date at the time of signing the contract was February 2020.
- W & W Construction took possession of the site on 10 December 2018
- Negotiations to secure title have been concluded, and Council received title on 13 September 2019
- The project was temporarily paused on 23 October 2019 to allow a brief review and to ensure all parties continue to be aligned to the project deliverables.
- Construction work on the new building resumed in November 2019, with a revised finish date of April 2020.

Monthly Update:

During the lockdown period, the project team has been working on procuring an interior designer (now awarded) and generating tenders for the bus lane and town square projects.

Construction work stopped during the level 4 lockdown period, and there has been no further construction progress during April. The completion date will be delayed for the period of the levels 3 and level 4 lockdown, and possibly longer depending on the safe work practises that need to be implemented at level 2, however we will seek to gain efficiencies where possible.

The governance group has been active considering naming the building and internal rooms/spaces.

7. Development of Cobbler/Davenport/Abraham & Williams site in Marton for Council's administration centre and the town library

- The Building Amendment Act 2017 sets Marton as an area of high seismic activity. This requires earthquake-prone buildings to be assessed within 5 years and remediated within 15 years. This means that over the next 20 years all earthquake-prone buildings in the Marton Town Centre will need to be remediated. This includes Council-owned sites.
- The Town Centre Plan was developed by Creative Communities for Council in 2014 in partnership with the local community.
- The Town Centre Plan identifies that Council should develop a new civic centre (for the library, information centre, Council front desk, meeting rooms, storage for community groups) in the heart of the Town Centre to act as a catalyst for revitalisation of the Main Street.
- During 2016, Council was presented with an offer to purchase the Cobbler, Davenport and Abraham and Williams buildings.
- During the development of the 2016-17 Annual Plan, Council consulted with the community regarding whether Council should purchase the site for the Marton Civic Centre. A total of 128 responses were received, with the majority of submitters in favour of purchasing the site
- Following the purchase of the site, during the development of the 2017-18 Annual Plan, Council consulted with the community about the options for developing the site.

Overall, the submissions were strongly in favour of Council continuing to develop the Town Centre site as the new Marton Civic Centre.

- Of those people who supported continued work on the Town Centre site, they were asked whether Council should.
 1. Retain and refurbish the buildings
 2. Demolish the buildings and construct a new facility on the site.
 3. Retain part of the facades and build a new facility behind them.
- There was mixed views on what Council should do with the buildings - split between those wishing to retain the facades and those who thought Council should demolish and start new. However, the responses received were low, particularly from Marton, where only 38 responses were received. This shows further engagement with the community is required. As a response to the submissions Council decided to undertake more work to understand the costs between heritage preservation and a new build, including the potential opportunities for external grants to assist the funding of the project.
- WSP-Opus started work on the concept designs of the new building and completed at the end of February 2019.
- A 50% progress update as a workshop was provided to Council in May 2019 on two different options for the site (retention of as much heritage as possible and demolition and new build)
- A workshop with WSP Opus to review these costed designs was scheduled for August 2019. Council considered more work was needed before proceeding with consulting with the community about the options considered

Monthly Update:

We are currently working on finalising a pre-engagement strategy to consult with the community on the options available to us. There has been no further progress during the Covid 19 lockdown period.

8. Taihape Memorial Park development

- While Council set out its position on the initial stage of development on Memorial Park in the draft Long Term Plan consultation document, subsequent deliberations and discussions led to a request for a further report outlining various options and their costs. That was provided to the Assets/Infrastructure Committee's meeting on 12 July 2018.
- A public meeting (including the Park User Group) was held in August 2018 to gain clearer insights into community views and preferences.
- An estimate to renovate both the facilities under the Taihape grandstand as well as the grandstand itself was obtained. Colspec was engaged to undertake an initial scoping assessment; they provided a rough order of cost of \$2.4 million for renovating/upgrading the grandstand.
- The outcome of discussions with Clubs Taihape and other stakeholders was the suggestion of erecting co-located (and complementary) facilities at the end of the netball courts and leaving the grandstand as it is

- At its meeting on 30 November 2018, Council confirmed its intention to build a new amenities block at Memorial Park on the site beside the No. 3 field
- A design brief was prepared and Copeland Associates Architects were appointed to undertake the design work
- Barry Copeland (Copeland Associates Architects) subsequently met with Council and Clubs Taihape representatives. His view was that one two-storey building was the better option
- A budget provision of \$1.2 million for the amenities facility is included in the 2019/20 Annual Plan (with \$200,000 to be raised externally). Clubs Taihape has \$500,000 to commit to the project.
- Mr Copeland presented a concept design for spaces and how they could all gel together, together with cost estimates from BQH Quantity Surveyors at a meeting with representative from Council and Clubs Taihape on 7 June 2019
- Council opted for a fully completed two-storey building, at an estimated cost of \$2.935 million
- Meetings were held with Clubs Taihape on 22 July 2019 and 19 August 2019 to progress the Memorandum of Understanding with the Council for funding and managing the facility
- Discussions were held with all sporting codes individually to get their inputs and comments on the concept design. These discussions were concluded in December 2019.

Monthly Update:

A report on the Taihape Memorial Park development was presented to Council at the February 2020 Council meeting. Council confirmed its commitment to providing modern amenities on the Park which meets the needs of park users and the wider Taihape community, authorised (subject to the agreed financing) proceeding with a single-storey amenities building on the Park in Council's preferred location and rescinded the Memorandum of Understanding with Clubs Taihape, noting that this revoked part of Council's resolutions in June and August 2019 on the matter.

We prepared a scope of work for an updated conceptual design to change the building to a single story building, and to incorporate all the comments and suggestions supplied by all the user groups in Taihape. The same Architectural design company that created the first design has been appointed to create the new conceptual design.

9. Taihape civic centre.

Further engagement with the Taihape community to determine a preferred option for the development of the Taihape Civic Centre was planned for 2018/19, but is now likely to be during 2020 (as part of the input for the 2021-31 Long Term Plan). This engagement will be better informed following a final decision on the nature and scope of the development of community facilities on Memorial Park.

10. Marton Dam spillway repair

- During April 2019 damage to the Marton Dam spillway was identified.
- Vegetation was removed to clear the site and assess the damage. Emergency repairs to the original damage started in July 2019
- During the emergency repairs, heavy rain elevated the water level in the dams sufficiently to expose further leaks and damage to the face of the dam wall in the area of the spillway.
- RDC employed the services of dam wall specialists from Stantec consulting engineers to assess the damage and to quantify the risk of failure in July 2019.
- The Stantec assessment and scope of work was received in August 2019 and identified serious risks and damage to the dam wall caused by the spillway.
- The water level in both dams was maintained at a low level to prevent the spillway from being used during periods of rain.
- Stantec started work on the Emergency repairs, Emergency Action Plan, Hydrology (flood) study, Dam break study in October 2019
- Stantec prepared a specialised scope of work and specifications for the temporary repair of the spillway in December 2019.
- The work for the temporary repair has gone out to tender in December 2019

Monthly update:

The tender recommendation report was approved and Rock Control Ltd has been awarded the contract to repair the spillway. The repair work has been deemed an essential service and an emergency repair to allow us to complete the repairs before the winter rain season arrives. Site establishment work started on 20 April, and the actual repair work will start in early May.

Recommendation:

That the memorandum 'Top Ten Projects – status, April 2020' to the 30 April 2020 Council meeting be received.

Arno Benadie
Principal Infrastructure Advisor

Attachment 12



Rangitikei District Council

Community Grants Sub-Committee Meeting

Agenda – Wednesday 15 April 2020 – 1:30 p.m.

Contents

1	Welcome	2
2	Apologies.....	2
3	Members Conflicts of interest	2
4	Consideration of Applications for the Event Sponsorship Scheme 2019-2020 – Round Two.....	2
5	Next Meeting	4
6	Meeting Closed	4

Present:

Cr Nigel Belsham
Cr Fi Dalgety
Ms Carolyn Bates
Ms Michelle Fannin
Ms Karen Kennedy
Ms Laurel Mauchline Campbell

In attendance: Bonnie Clayton, Governance Administrator

1 Welcome

The Chair welcomed everyone to the meeting at 1.32pm.

The full meeting was held via Zoom Video Communication.

2 Apologies

That the apology for absence for Ms Raewyn Turner and Mr Lequan Meihana be received.

Cr Belsham/Ms Mauchline Campbell. Carried

3 Members Conflicts of interest

There were no conflicts declared.

Cr Belsham explained the process of how the Events Sponsorship Scheme works, and that a maximum of 50% of eligible costs can be awarded.

4 Consideration of Applications for the Event Sponsorship Scheme 2019-2020 – Round Two

The report was taken as read.

Resolved minute number	20/CGSC/001	File Ref	3-GF-11-3
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That the report 'Consideration of applications for the Events Sponsorship Scheme 2019-2020 – Round Two' to the 15 April 2020 Community Grants Sub-Committee be received.

Cr Dalgety/Ms Bates. Carried

Resolved minute number	20/CGSC/002	File Ref
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That the following Project report forms be received:

- Sport Whanganui
- South Makirikiri School
- Bulls Junior Rugby
- Project Marton

Cr Belsham/Ms Bates. Carried

The Committee discussed the merits of each application and individual funding recommendations.

Sport Whanganui

The Committee were all in favour of the event, noting most schools in the district are involved in the event.

South Makirikiri School

The Committee were divided in their assessments, acknowledging it promotes the district. It was noted that the event was fundraising and is more of a commercial scale event, making a profit.

Project Marton Incorporated

The Committee were in support of the event, however they queried the high advertising costs and the need for an event planner at the cost of \$3,000, when previously the event had been run by volunteers.

The Taihape Squash Rackets Club Incorporated

The Committee was supportive of the event, noting how the family friendly club do their best to bring in as many new members from the community.

Bulls Junior Rugby

The Committee were all in favour of this event, noting it is great family day out that hosts people from around the district and further afield.

The overall financial decisions were made either by an average of each assessors recommendation or the maximum of 50% of eligible costs.

Resolved minute number **20/CGSC/003** **File Ref**

That the Community Grants Sub-Committee approve the sponsorship of events listed below, and disperse the Events Sponsorship Scheme as outlined to successful applicants:

- Sport Whanganui \$1580.45
- South Makirikiri School \$1300
- Project Marton Incorporated \$2000
- The Taihape Squash Rackets Club Incorporated \$416
- Bulls Junior Rugby \$1600

Cr Dalgety/Ms Bates. Carried

The Committee discussed that the surplus funds would be useful to go towards the Community Initiatives Fund to assist in the recovery of Covid-19.

Resolved minute number **20/CGSC/004** **File Ref**

That the Community Grants Sub-Committee recommend to Council to transfer the unallocated funds of \$1,724.55 to the Community Initiatives Funds to support recovery of Covid-19.

Ms Bates/Ms Mauchline Campbell. Carried

5 Next Meeting

Tuesday 22 September 2020, 10.00am

6 Meeting Closed

2.32pm.

Confirmed/Chair: _____

Date:

Unconfirmed



Rangitikei District Council

Creative New Zealand Funding Assessment Committee Meeting

Minutes – Tuesday 21 April 2020 – 10:00 a.m.

Contents

1	Welcome	2
2	Introduction to new committee members	2
3	Apologies.....	2
4	Members Conflicts of interest	2
5	Minutes of previous meeting.....	2
6	Assessor Nominations.....	2
7	Creative Communities Scheme Applications March 2020	2
8	Next Meeting	4
9	Meeting Closed	4

Note: each assessor assessed all applications prior to this meeting.

Present: Jan Harris
Richard Aslett
Deborah Jorgensen
Laura Morrison
Kim Savage
Councillor Jane Dunn
His Worship the Mayor, Andy Watson

In attendance: Bonnie Clayton, Governance Administrator

1 Welcome

Ms Jan Harris welcomed everyone to the meeting at 10.02am.

This meeting was conducted via Zoom Video Conference.

2 Introduction to new Committee members

Ms Harris introduced the following new members to the Committee: Ms Deborah Jorgensen, Ms Kim Savage, Ms Laura Morrison and Cr Jane Dunn.

3 Apologies

That the apology for lateness of Raewyn Turner be received.

Mr Aslett/Ms Harris. Carried

4 Members Conflicts of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

Conflicts of interest were declared from individual Committee members at the beginning of each application.

5 Minutes of previous meeting

Resolved minute number	20/CNZ/001	File Ref	3-GF-3-1
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That the minutes of the previous Creative Communities Assessment meeting on 24 September 2019 be taken as read and verified as an accurate and correct record of the meeting.

Mr Aslett/Ms Harris. Carried

6 Assessor Nominations

The Committee discussed potential membership onto the Creative New Zealand Funding Assessment Committee, noting the need for membership from Taihape. Mr Aslett undertook to contact Tim Pekamu from Taihape Area School.

7 Creative Communities Scheme Applications March 2020

The report was taken as read.

Resolved minute number**20/CNZ/002****File Ref****3-GF-3-2**

That the report 'Creative Communities Applications March 2020' to the Creative New Zealand Funding Assessment Committee 21 April 2020 be received.

Cr Dunn/Ms Jorgensen. Carried

Ms Turner joined the meeting at 10.16am.

Bulls Volunteer Fire Brigade – Bulls Volunteer Fire Brigade 75th Jubilee Souvenir Book

The Committee were divided in supporting this application, noting it was more of a historical project and the conflicting statements on who would receive a book.

Ms Harris explained she had researched other Creative Community Projects around the country and that there were similar projects that had been approved, and the group had done a fantastic job at securing \$10,000 in grants already.

The Committee agreed that this project would have a great benefit to the community and give the Fire Brigade a sense of pride. Funds awarded \$2,000.

His Worship the Mayor declared a conflict of interest for this application and withdrew from any discussion.

Barry Williams – 1000 Poppies for Marton Park Project

All members were in support of approving this application, noting it is a fantastic idea to get the youth involved. Funds awarded \$472.

Bulls & District Community Trust – Art 4 Arts Sake Exhibition

All members were in support of approving this application. However, there were concerns of the event not growing and that growth is needed for these events in order to be self-funded in future. Funds awarded \$2,600.

Cr Dunn, Mr Aslett and Ms Turner declared a conflict of interest for this application and withdrew from any discussion.

Project Marton Incorporated – Crafts Alive 2020

All members were in support of approving this application, however there were concerns of the event not growing and the high advertising costs. It was questioned whether a volunteer could take photos to save the cost of a professional photographer. Funds awarded \$2,300.

Mr Aslett declared a conflict of interest for this application and withdrew from any discussion.

Resolved minute number	20/CNZ/003	File Ref
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That the Creative New Zealand Funding Assessment Committee approve the applications, listed below, on behalf of the Creative Community Scheme (Creative New Zealand), and disburse the funds to successful applicants:

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|--|---------|
| • Bulls Volunteer Fire Brigade – Bulls Volunteer Fire Brigade 75 th Jubilee Souvenir Book | \$2,000 |
| • Barry Williams – 1000 Poppies for Marton Park Project | \$472 |
| • Bulls & District Community Trust – Art 4 Arts Sake Exhibition | \$2,600 |
| • Project Marton Incorporated – Crafts Alive 2020 | \$2,300 |

Ms Harris/Ms Morrison. Carried

The Committee agreed that feedback would be provided to Bulls & District Community Trust and Project Marton on how they could collaborate in future to grow their events and combine their marketing approach, specifically investing in vinyl flags that could be re-used. It was suggested that local social media pages have a wide reach and could be utilised more.

It was noted that these events would be important this year, for the health and well-being of the community to get out and about after winter and the COVID-19 pandemic.

His Worship the Mayor left the meeting at 11.13am.
Cr Dunn left the meeting at 11.15am.

Resolved minute number	20/CNZ/004	File Ref
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That the following Creative Communities Project Report Forms be received:

- Barry Williams – 1000 Poppies for Marton Park Project
- Bulls & District Community Trust – Art 4 Arts Sake Exhibition
- Project Marton Incorporated – Crafts Alive 2019
- Little Dog Barking Theatre Charity Trust – The Pond Touring Rangitikei
- Marton Arts and Crafts Centre – Woven through the fabric of time Exhibition

Mr Aslett/Ms Harris. Carried

8 Next Meeting

Tuesday 20 October 2020, 10am

9 Meeting Closed

11.16am

Confirmed/Chair: _____

Date: