



**The Meeting of the  
Regulatory & Services Committee  
will be held on Tuesday, 15 December 2020  
in the Council Chamber, commencing at 9.00am**

**AGENDA**

## **REGULATORY & SERVICES COMMITTEE**

**Mayor M J Campbell**  
**Councillor C J Ion – Chairperson**  
**Councillor W Godfery**  
**Councillor S Kingi**  
**Councillor B J Julian**  
**Councillor A Rangihika**  
**Councillor R G K Savage**  
**Councillor D Sparks**  
**Councillor F K N Tunui**

## **GUIDELINES FOR PUBLIC FORUM AT MEETINGS**

1. A period of thirty minutes is set aside for a public forum at the start of each Ordinary Council or Standing Committee meeting, which is open to the public. This period may be extended on by a vote by members.
2. Speakers may address meetings on any subject. However, issues raised must not include those subject to legal consideration, or be issues, which are confidential, personal, or the subject of a formal hearing.
3. Each speaker during the public forum is permitted to speak for a maximum of three minutes. However, the Chairperson has the discretion to extend the speaking time.
4. Standing Orders are suspended for the duration of the public forum.
5. Council and Committees, at the conclusion of the public forum, may decide to take appropriate action on any of the issues raised.
6. With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public forum. Questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

# MONTHLY REPORT REGULATORY & PLANNING SERVICES

November 2020

## 1 Regulatory & Planning Services - Statistics and Issues

The attached data tables record activity in the various areas of the service for the month of November 2020.

Comments are as follows:

### 1.1 Animal Control

#### 1.1.1 Dog Registration

At 30 November 2020, 1,467 dogs (1,467 listed in register) had been registered for the 2020/21 year representing 100% of known dogs.

In effect, this means that all outstanding situations for the annual registration programme have now been resolved.

Staff are commended on this result.

1,401 (95.5%) dogs listed in the register have microchip transponders inserted.

#### 1.1.2 Dog Control - Ranging, Complaints and Incidents

Complaints and incidents were generally of routine nature with the majority resolved where dogs were sighted and traced to owners.

There was one "nipping" incident that resulted in the issue of an infringement notice and a kennel check – minor works were required to ensure containment.

### 1.2 Monitoring and Compliance

#### 1.2.1 Noise & General Enforcement

Noise complaints attended have been resolved, generally without incident. There was one seizure of equipment causing noise undertaken during the period.

#### 1.2.2 Animals, Poultry and Bees

31 permits/licences have been issued to date for the year:

Stock – 15

Poultry – 12

Beehives – 4 (Note: Hives are removed for the winter season).

### 1.2.3 Infringements

The infringement regime for parking, warrants of fitness, registration and freedom camping went live on 1 November.

There have been some minor “teething” issues but fixes have been arranged.

6 infringements were issued during the period while 15 warnings were also issued continuing our early focus on education.

### 1.3 Alcohol Regulation

One new on-licence was granted for Beyti’s Turkish Cafe.

### 1.4 Food Safety and Premises

#### 1.4.1 Food Act

There are no issues to report.

### 1.5 Environmental Health

There are no issues to report.

### 1.6 Building Control

#### 1.6.1 Building Consent Authority (BCA)

There are no issues to report.

### 1.7 Civil Defence Emergency Management (CDEM)

#### 1.7.1 Exercising and Training

An exercise and training session was provided this month for Kawerau Neighbourhood Support to demonstrate the functionality of the Gets Ready database and its capability for providing information, communicating and capturing situational awareness in an event. A scenario for a COVID 19 resurgence in the community was worked through with a number of injects based on situations that had occurred in Level 4 earlier in the year and response actions that zone coordinators could carry out through neighbourhood support.

The next activity will be an exercise in the first quarter of 2021 involving the KDC Emergency Operations Centre staff, neighbourhood support and the Network of Networks (agencies identified by and under the auspices of Ministry of Social Development connected with CDEM) that provided services throughout the COVID 19 response this year.

### 1.8 District Plan

#### 1.8.1 Resource Consents

The following resource consent application was processed to a decision during the period:

<u>Applicant</u>	<u>Lodged</u>	<u>Description</u>	<u>Property Address</u>	<u>Decision</u>
Ronald & Mere Te Riini	16/11/20	Construct a sleep-out on the property which will result in the site coverage requirement being exceeded by 18.81m2 (2.9%)	21 Hobson Street	Approval granted 26/11/20 (8 days)

### 1.8.2 District Plan Review

A workshop was held with elected members on 24 November which covered off the key issues identified to inform the District Plan Review.

## **RECOMMENDATION**

That the report of the Manager, Planning, Compliance & Capability on Regulatory and Planning Services activities for the month of November 2020 be received.



Chris W Jensen

**Manager, Planning, Compliance & Capability**

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**Regulatory & Planning  
Animal/Dog Control - Monthly Statistics**

2019/20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Dogs in Register (total)	1,501	1,502	1,489	1,475	1,473	1,493	1,489	1,499	1,507	1,504	n/a	n/a	1,504
Registered Dogs (total)	1,296	1,374	1,426	1,440	1,444	1,468	1,477	1,501	1,505	1,502	n/a	n/a	1,502
Microchipped Dogs (total)	1,180	1,153	1,145	1,118	1,111	1,114	1,094	1,086	1,082	1,080	1,077	1,041	1,041
Menacing by Breed (total)	51	50	50	45	44	45	44	44	44	44	44	66***	66
Menacing by Behaviour (total)	9	9	9	9	9	9	9	9	9	9	9	9	9
Menacing by Breed Charac. (total)	3	3	3	3	3	3	3	3	3	3	3	3	3
Dangerous Dogs (total)	3	3	3	3	3	3	3	3	3	3	3	4	4
Disqualified Owners (total)	1	1	0	0	0	0	0	0	0	0	0	0	0
Probationary Owners (total)	0	0	0	0	0	0	0	0	0	0	0	0	0
Dogs Impounded	29	20	24	22	35	23	16	25	7	11	12	18	242
Dogs Released to Owner	13	8	12	14	23	11	7	3	4	4	7	8	114
Dogs Rehomed	2	2	1	0	1	1	4	11	6	0	1	4	33
Dogs/Pups Referred to SPCA	4	4	0	0	2	1	0	6	0	1	1	0	19
Dogs Destroyed	6	2	10	9	7	3	5	4	1	6	0	6	59
Patrols (Day)	46	44	42	44	42	36	40	38	34	0	26	42	434
Patrols (After Hours)	31	31	30	30	30	29	28	28	31	27	31	29	355
Special Patrols	0	0	4	0	0	4	0	0	0	0	0	0	8
Requests for Service	107	94	97	81	95	81	106	85	66	27	65	110	1,014
Statutory Incidents	73	62	61	64	76	60	77	62	43	16	41	85	720
Stock Callouts	1	0	0	0	1	3	1	0	0	0	0	0	6
Notices, Warnings & Letters	19	28	157	34	44	23	34	21	26	4	7	23	420
Infringements	6	5	91*	5	1	1	5	7	0**	5	3	4	133
Prosecutions	0	0	0	0	0	0	0	0	0	0	0	0	0

\* 90 infringements issued for non-registration

\*\* Data not available

\*\*\* Improved technical data reconciliation reporting

2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Dogs in Register (total)	1,497	1,486	1,491	1,459	1,467								1,467
Registered Dogs (total)	1,306	1,378	1,408	1,442	1,467								1,467
Microchipped Dogs (total)	1,013	1,001	991	1,410	1,401								1,401





2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Menacing by Breed (total)	66	64	65	64	66								66
Menacing by Behaviour (total)	8	9	9	9	10								10
Menacing by Breed Charac. (total)	3	3	3	3	3								3
Dangerous Dogs (total)	3	3	3	3	3								3
Disqualified Owners (total)	0	0	0	0	0								0
Probationary Owners (total)	0	0	0	0	0								0
Dogs Impounded	32	27	13	15	17								104
Dogs Released to Owner	12	5	6	6	7								36
Dogs Rehomed	4	3	3	6	4								20
Dogs/Pups Referred to SPCA	0	0	0	0	0								0
Dogs Destroyed	2	2	5	1	5								15
Patrols (Day)	46	42	42	42	44								216
Patrols (After Hours)	31	31	30	30	30								152
Special Patrols	0	0	0	0	0								0
Requests for Service	98	88	69	84	92								431
Statutory Incidents	69	59	48	57	75								308
Stock Callouts	0	4	0	1	0								5
Notices, Warnings & Letters	32	42	25	20	18								137
Infringements	4	3	18	49*	7								81
Prosecutions	0	0	0	0	0								0

\* 47 infringements issued for non-registration



**Regulatory & Planning  
Monitoring and Compliance - Monthly Statistics**

2019/20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Routine Bylaw Patrols	46	44	42	44	42	36	40	38	34	0	26	42	434
Noise Complaints	28	23	25	18	19	37	30	39	45	32	31	34	361
Excessive Noise	4	7	7	4	5	6	6	5	8	6	8	2	68
Noise Equipment Seizures	0	1	0	2	0	0	0	0	0	1	0	0	4
Other Complaints & Incidents	7	11	6	5	15	9	12	5	14	2	7	8	101
Bicycle Seizures	0	0	0	0	0	0	0	0	0	0	0	0	0
Bylaw Trading Licences (total)	2	2	2	2	2	2	2	2	2	2	2	2	2
Permits - Stock, Poultry, Bees (total)	23	24	26	26	26	27	27	27	28	28	29	30	30
Notices, Warnings & Letters	8	13	13	14	11	25	15	27	62	3	24	13	228
Infringement Notices	0	0	0	0	0	0	0	0	0	0	0	0	0
Abatement Notices	0	0	0	0	0	0	0	0	0	0	0	0	0
Prosecutions	0	0	0	0	0	0	0	0	0	0	0	0	0

2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Routine Bylaw Patrols	46	42	42	42	44								216
Noise Complaints	20	21	29	39	49								158
Excessive Noise	2	6	5	6	9								28
Noise Equipment Seizures	0	0	0	0	1								1
Other Complaints & Incidents	9	4	11	6	13								43
Bylaw Trading Licences (total)	1	1	1	1	1								1
Permits - Stock, Poultry, Bees (total)	27	30	31	31	31								31
Notices, Warnings & Letters	8	5	17	9	16								55
Infringement Notices	0	0	0	0	6								6
Infringement Warnings	n/a	n/a	1	4	15								20
Abatement Notices	0	0	0	0	0								0
Prosecutions	0	0	0	0	0								0



**Regulatory & Planning  
Alcohol Regulation - Monthly Statistics**

2019/20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Managers (Total)	46	46	45	44	44	43	41	40	40	39	39	39	39
Managers New	1	0	0	0	0	0	0	2	0	0	0	2	5
Managers Renewal	1	0	1	2	1	1	0	0	1	1	0	1	9
On Licence BYO (total)	0	0	0	0	0	0	0	0	0	0	0	0	0
On Licence BYO New	0	0	0	0	0	0	0	0	0	0	0	0	0
On Licence BYO Renewal	0	0	0	0	0	0	0	0	0	0	0	0	0
On Licence (total)	4	4	4	4	4	4	4	4	4	4	4	4	4
On Licence New	0	0	0	0	0	0	0	0	0	0	0	0	0
On Licence Renewal	0	0	1	0	0	0	1	0	0	0	0	0	2
Off Licence (total)	4	4	4	4	4	4	4	4	4	4	4	4	4
Off Licence New	0	0	0	0	2	0	0	0	0	0	0	0	2
Off Licence Renewal	0	0	0	0	0	0	0	0	0	0	0	0	0
Club Licence (total)	5	5	5	5	5	5	5	5	5	5	5	5	5
Club Licence New	0	0	0	0	0	0	0	0	0	0	0	0	0
Club Licence Renewal	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Licences	1	1	1	0	1	1	0	0	0	0	0	0	5
Temporary Authority	0	1	1	0	0	0	0	0	0	0	0	0	2
Inspections	0	0	1	0	0	0	0	0	0	0	0	13	14
Night Visits	0	0	0	0	0	0	0	0	0	0	0	0	0
Controlled Purchase Operations	0	0	0	0	0	0	0	0	0	0	0	0	0

2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Managers (Total)	33	35	36	38	37								37
Managers New	0	1	1	2	1								5
Managers Renewal	0	1	0	0	1								2
On Licence BYO (total)	0	0	0	0	0								0
On Licence BYO New	0	0	0	0	0								0
On Licence BYO Renewal	0	0	0	0	0								0
On Licence (total)	4	4	4	4	5								5
On Licence New	0	0	0	0	1								1



2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
On Licence Renewal	0	0	0	0	0								0
Off Licence (total)	4	4	4	4	4								4
Off Licence New	0	0	0	0	0								0
Off Licence Renewal	0	0	0	0	1								1
Club Licence (total)	5	5	5	5	5								5
Club Licence New	0	0	0	0	0								0
Club Licence Renewal	0	0	0	0	0								0
Special Licences	0	0	1	3	2								6
Temporary Authority	0	0	0	0	1								1
Inspections	0	0	7	2	0								9
Night Visits	0	0	0	0	0								0
Controlled Purchase Operations	0	0	0	0	0								0





**Regulatory & Planning - Food Safety & Premises - Monthly Statistics**

2019/20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Registered Food Operations	37	37	37	37	36	36	37	37	37	37	35	35	35
Food Control Plans Single Site (SS)	24	24	24	24	23	22	23	23	23	23	23	25	25
Food Control Plans Mobile	7	7	7	6	6	6	6	6	6	6	4	4	4
National Programme 1	1	1	1	1	1	1	1	1	1	1	1	1	1
National Programme 2	0	0	0	0	0	0	0	0	0	0	0	0	0
National Programme 3	3	3	3	4	4	5	5	5	5	5	5	5	5
FCP Audits SS All	1	0	1	0	0	0	0	4	3	3	0	1	13
FCP Audits SS Current	1	0	1	0	0	0	0	4	3	3	0	1	13
FP FSP Exempt via MPI (total)	2	2	2	2	2	2	2	2	2	2	2	2	2
Food Hygiene Complaints	0	0	0	1	0	0	0	1	0	0	0	0	2
Hairdressers Premises (total)	5	5	5	6	6	6	6	6	6	6	6	5	5
Hairdressers Inspections (annual)	0	1	0	1	0	0	0	0	2	0	0	5	9
Requests for Service	0	1	0	0	2	2	0	1	5	5	0	2	18
Notices, Warnings & Letters	0	2	7	4	0	0	4	4	0	0	0	2	23

2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Registered Food Operations	38	35	36	37	38								38
Food Control Plans Single Site (SS)	25	25	25	25	25								25
Food Control Plans Mobile	5	3	4	4	5								5
National Programme 1	1	1	1	2	2								2
National Programme 2	0	0	0	0	0								0
National Programme 3	5	4	4	4	4								4
FCP Audits NP 1/2/3	0	1	0	0	0								1
FCP Audits SS/M	0	12	1	1	0								14
FP FSP Exempt via MPI (total)	2	2	2	2	2								2
Food Hygiene Complaints	0	0	1	0	2								3
Hairdressers Premises (total)	5	5	5	5	5								5
Hairdressers Inspections (annual)	0	0	0	0	0								0
Requests for Service	6	2	0	2	2								12
Notices, Warnings & Letters	9	37	6	23	1								76



**Regulatory & Planning  
Building Control - Monthly Statistics**

2019/20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Building Consents	1	3	7	4	6	5	5	8	3	1	10	3	56
Building Inspections (Consents)	34	14	24	25	27	18	21	32	21	1	18	38	273
Building Inspections (Other)	13	22	16	24	15	11	21	14	15	0	6	14	171
Exemptions	4	0	2	1	2	2	1	4	0	0	0	0	16
Project Information Memoranda	0	0	0	0	0	0	0	0	0	0	0	0	0
Certificates of Acceptance	0	0	0	0	0	0	0	1	0	0	0	0	1
Code Compliance Certificates	12	1	6	14	6	9	5	9	4	0	4	14	84
Compliance Schedules	0	0	0	0	0	0	0	0	0	0	0	1	1
Building WOF Register Total	79	79	79	79	79	79	79	79	79	79	79	80	80
Building WOF Anniversary Cert.	24	9	2	3	1	2	1	1	2	2	3	11	61
Building WOF Inspections	2	5	0	0	0	0	0	0	0	0	0	0	7
Swimming Pools Register Total	47	46	46	46	46	46	46	46	46	46	46	44	44
Pool Fencing Inspections (Existing)	2	3	0	0	0	0	1	0	2	0	0	2	10
Pool Fencing Inspections (New)	0	0	0	0	0	0	0	0	0	0	0	0	0
Land Information Memoranda	10	4	8	8	7	2	6	4	3	1	4	6	63
Requests for Service	3	5	13	4	9	7	6	7	10	3	7	11	85
Notices to Fix	0	0	0	0	0	0	0	0	0	0	0	0	0
Dangerous & Insanitary Building	0	0	0	0	0	0	0	0	0	0	0	0	0
Infringements	0	0	0	0	0	0	0	0	0	0	0	0	0
Prosecutions	0	0	0	0	0	0	0	0	0	0	0	0	0

2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Building Consents	19	2	9	7	10								47
Building Inspections (Consents)	25	22	34	30	34								145
Building Inspections (Other)	11	17	20	21	22								91
Exemptions	1	2	1	1	3								8
Project Information Memoranda	0	0	0	0	0								0
Certificates of Acceptance	0	0	0	0	0								0
Code Compliance Certificates	7	9	5	8	3								32
Compliance Schedules	1	0	0	0	0								1
Building WOF Register Total	81	81	81	81	81								81
Building WOF Anniversary Cert.	27	5	6	4	2								44
Building WOF Inspections	0	12	2	0	0								14
Swimming Pools Register Total	44	44	44	44	44								44
Pool Fencing Inspections (Existing)	1	1	0	0	0								2
Pool Fencing Inspections (New)	0	0	0	0	0								0
Land Information Memoranda	4	6	8	10	12								40
Requests for Service	5	7	10	13	24								59
Notices to Fix	0	0	0	0	0								0
Dangerous & Insanitary Building	0	0	0	0	0								0
Infringements	0	0	0	0	0								0
Prosecutions	0	0	0	0	0								0



# MONTHLY REPORT

## MANAGER, FINANCE & CORPORATE SERVICES

November 2020

### 1 Library and Museum

#### 1.1 Library

November was a steady month with a number of activities being held. Another successful Pecha Kucha evening was held in the Concert Chambers with approximately 100 attendees. Feedback was very positive.

Staff attended a Bay of Plenty/Waikato Library Assistants Day, a Picturebook seminar, and the opening of the Ōpōtiki Digital Hub which is a new community space for the Library to support the community with digital and active programming like upholstery workshops. Staff also worked on preparations for the summer reading programme which was launched 30 November at Tween Club. This year's theme is celebrating 18 years of summer reading and we are bringing back some old favourites from past programmes including the *Twelve Crafts of Christmas*.

Staff have been informing customers that the Google Cloud Print function is being retired by Google. Customers will now need to use our Chromeboxes/Chromebooks, sign into their accounts and print from there. Aotearoa People's Network (APNK) is aware that printing from the customer's device is a very popular service across NZ and have been looking for a replacement solution, without any luck so far. APNK is also preparing for an upgrade of the service in July 2022 and this will be part of the discussion.

This month the displays were Pecha Kucha and Exercise Your Brain.

#### Library Statistics

	November 2020	YTD 2020/21	November 2019	YTD 2019/20
Items issued	3,778	19,834	3,725	19,997
People visiting	5,665	26,650	6,620	31,119
New Members	9	85	22	182
Members Active	1,722			

#### 1.2 Museum

A new display – Summer Days – was put up in the Library foyer which exhibits images of summer activities that the community has enjoyed in the past. The rest of the month was focused on training for the new museum Curator and moving objects stored in the old Museum workroom into the Archives & Museum Storage building.

The Library and Museum Manager attended (via Zoom) a Small Museum Directors meeting on the impacts of Covid-19 for New Zealand Museums and strategies for moving forward.

## Sir James Fletcher Kawerau Museum Statistics

	November 2020	YTD 2020/21	November 2019	YTD 2019/20
Exhibitions	1	4	0	3
Historical Articles	0	7	0	7
Objects	0	6	11	50
People	18	54	14	98
Documents	109	242	20	166
Photographs	0	50	20	374

## 2 Weather Station

The following table shows: the average temperature for the month of November 2020, the average temperature for the calendar year, the total sunshine hours for the month and the accumulated sunshine hours for the calendar year and the rainfall for the month along with the total for the year, with comparisons to the previous year.

	November -2020	November -2019	November YTD - 2020	November YTD - 2019
Average Temperature (°C)	21.7	25.3	20.7	21.3
Sunshine Hours (Hrs:Mins)	179:32	245:20	1,998:01	2,106:17
Rainfall (mm)	331.0	168.0	1,397.9	1,476.5

## 3 Payments

There were three payments made during November 2020, which exceeded \$50,000.00:

- Inland Revenue Department (x2) – PAYE F/E 1/11/20 \$59,778.95 & F/E 15/11/20 \$50,482.94
- Aon New Zealand – Insurance renewals 2020/21 \$320,470.45

## 4 Grants

### 4.1 Community Grants Scheme:

The Community Grants Committee met 22 September 2020 and allocated \$19,931.00 to twelve community groups. The community grants budget has been spent for the year.

## 4.2 Creative Community Fund:

Creative NZ has given approval to carry forward the unallocated balance from the 2019/20 year (\$9,139) and Council has since received a further \$9,643.80 from Creative NZ.

The committee met 18 November 2020 for the first funding round of the year and allocated \$5,748.62 to 3 applicants. The second funding round will be in May 2021.

## 5 Website

The website ([www.kaweraudc.govt.nz](http://www.kaweraudc.govt.nz)) statistics for the month of November were:

	November 2020	November 2019
<b>Visits (Sessions)</b>	4,096	4,012
<b>Page Views</b>	15,777	12,306
<b>Average time on site [mm:ss]</b>	4:33	1:51
<b>Visitors (users)</b>	2,940	2,911

Top pages for the month of November were:

1. Library
2. Rates / Property search
3. Transfer station
4. Media releases
5. Rates

Top cities / towns of origin of visitors

Top Cities / Towns of Origin	November 2020	November 2019
<b>Auckland</b>	856	843
<b>Tauranga</b>	576	443
<b>Whakatane (incl Kawerau)</b>	179	217

Top countries of origin (apart from NZ)

Top Countries of Origin	November 2020	November 2019
<b>USA</b>	226	58
<b>Australia</b>	120	74
<b>China</b>	14	12

## 6 Requests for Service – November 2020

Service	Total	
	Completed	Progressed
Dogs	89	5
Noise	53	
Building Enquiries	22	8
Trees* & Parks	32	8
Rubbish (Bins & Collections)	32	21
Water/wastewater	0	13
Roading and Streetlights	4	6
Enforcement/Health/Food	14	
Council Buildings/Facilities – Maint.	9	7
Other (Events/Consents/Rates)	22	3
<b>Total</b>	<b>277</b>	<b>71</b>

Eleven requests came via the website, the balance of the requests came from phone calls, visits or emails.

\*Requests mostly relating to the removal of trees which are added to a priority list.

## 7 Communication

Below is a brief summary of the communication tasks that were delivered during November:

### 7.1 Council Community Updates (Newsletter)

- Completed Council updates on November 13<sup>th</sup> and 27<sup>th</sup>.
- Community Update delivered to houses, published on website and social media

### 7.2 Media Relations

Promote positive stories and respond to media requests.

- 5 proactive media releases: Pūtauaki Trust Industrial Development stage 2, River Road Culvert Replacement Project, Porritt Glade Lifestyle Village interest continues, PechaKucha - pre-event and post-event
- 2 reactive media releases: Stoneham Park and Staff Leave

### 7.3 Porritt Glade Village - Update

- Six owners now residing at the village
- Consent lodged for duplex 13 (Unit 26 and 27) for second build
- Two sold and a third under contract for second build. Completion expected end May 2021.



## 7.4 Online Channels

Focus areas: River Road Culvert project; Recycling and greenwaste collections; Mayors' Taskforce for Jobs Graduation; Rates Instalment 2; Creative Communities grant applications; Bay Hopper consultation; Pollen Street alleyway closure request; Events – PeckaKucha and Stacked Kawerau.

- **KDC Website** – 50-plus Website updates and posts (statistics reported separately)
- **KDC Facebook**
  - 16,078 Post Reach Month (1% increase)
  - 11,511 Post Engagement (9% decrease)
  - 80-plus proactive FB posts
  - 3 Livestreamed Meetings: Council; Regulatory and Services Committee; Audit and Risk.
- **'Most Engaging' Posts:**
  1. King of the Mountain Race results – 02/11/20
  2. Council Meeting Livestreamed video – 24/11/20
  3. Regulatory and Services Livestreamed video – 10/11/20
  4. Police Warning – 27/11/20
  5. Request for Alleyway Closure – 17/11/20

*\*Engagement rate based on public interactions, clicks, views, shares, comments and reactions.*

- **10 Top Posts (most viewed):**
  1. Stacked Kawerau (5.5k, 10% engagement) – 27/11/20
  2. Request for alleyway closure (4.9k, 15% engagement) – 17/11/20
  3. Police warning for Newall, Fryberg, Domett Street block (4.7k, 19% engagement) – 5/10/20
  4. Trust Horizon EcoBulb giveaway (4.1k, 12% engagement) – 17/11/20
  5. Recycling education (3.9k, 18% engagement) – 16/11/20
  6. Christmas in the Park stall holder registration (1.8k, 10% engagement) – 25/11/20
  7. Mayors' Taskforce for Jobs Graduation (1.5k, 10% engagement) – 10/11/20
  8. Thank You to River Road residents (culvert project) (1.3k, 12% engagement) – 02/11/20
  9. Council Meeting livestreamed (1.5k, 20% engagement) – 24/11/20
  10. Town Centre Redevelopment (1.4k, 9% engagement) – 24/11/20

## 8 Funds

The following funds were held at 30 November 2020:

Invested in	\$	Mean Interest	% External
ANZ – on call	\$895	0.05%	0.02%
ASB	\$504,343	1.91%	9.76%
BNZ – current & on-call	\$174,054	0.05%	3.37%

Invested in	\$	Mean Interest	% External
Westpac	\$215,636	1.30%	4.17%
Rabobank (on-call)	\$4,272,812	0.35%	82.68%
<b>Total Funds (Cash)</b>	<b>\$5,167,740</b>		<b>100.0%</b>
Internal Loans	\$1,834,235		
<b>Total Investments</b>	<b>\$7,001,975</b>		

The following table shows Council's reserve and general funds balances as at 30 November 2020:

	November 2020	November 2019
<b>Reserve Balances</b>		
Depreciation Funds	\$6,882,557	\$6,702,461
Development Feasibility	\$11,000	\$11,000
<b>Total Reserve Balances</b>	<b>\$6,893,557</b>	<b>\$6,713,461</b>
General Funds	\$108,417	\$498,883
<b>Total (comprising funds &amp; internal loans)</b>	<b>\$7,001,975</b>	<b>\$7,212,344</b>

At the end of November 2020 the balance in the general funds is \$390k less than it was for the same period last year. This reduction has resulted from additional personnel, security and insurance costs during 2019/20.

The balance in the depreciation reserves is approximately \$180k more than it was a year ago. The main reason for this increase is due to funds received from the sale of units and sections and there will be further expenditure and sales in the future.

There is also a projected cash-flow graph (to 30 June 2021) included in the appendix. This graph shows that Council will need to borrow external funds in the last quarter of the year. The debenture trust deed was approved, and signed following the 24 November Council meeting and Council has now acceded to the Local Government Funding Agency (LGFA). Council is now able to borrow funds from LGFA when required.

## 9 **RECOMMENDATION**

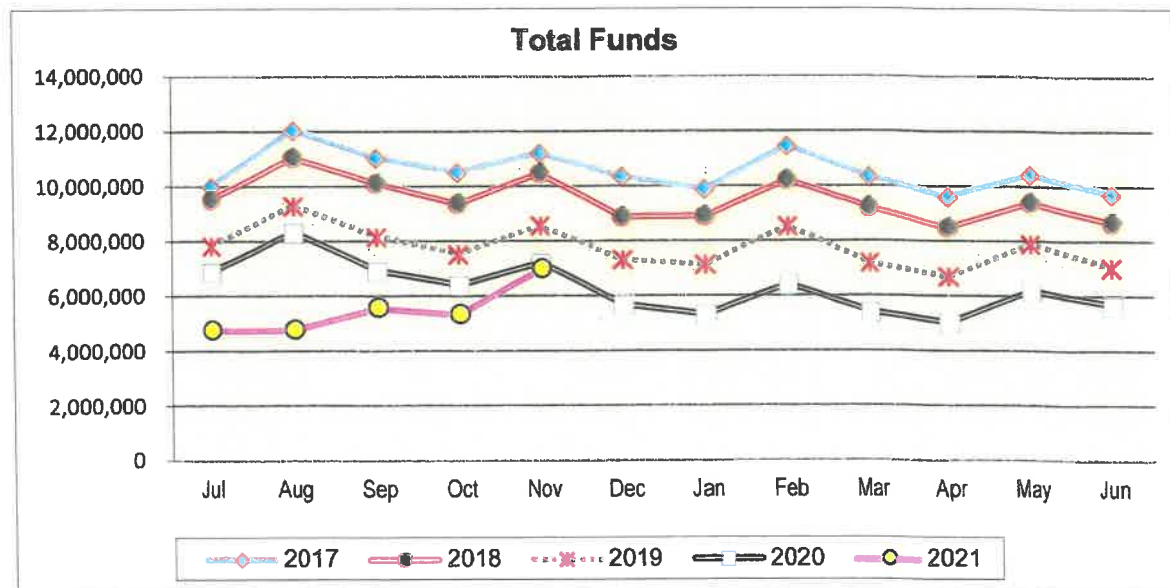
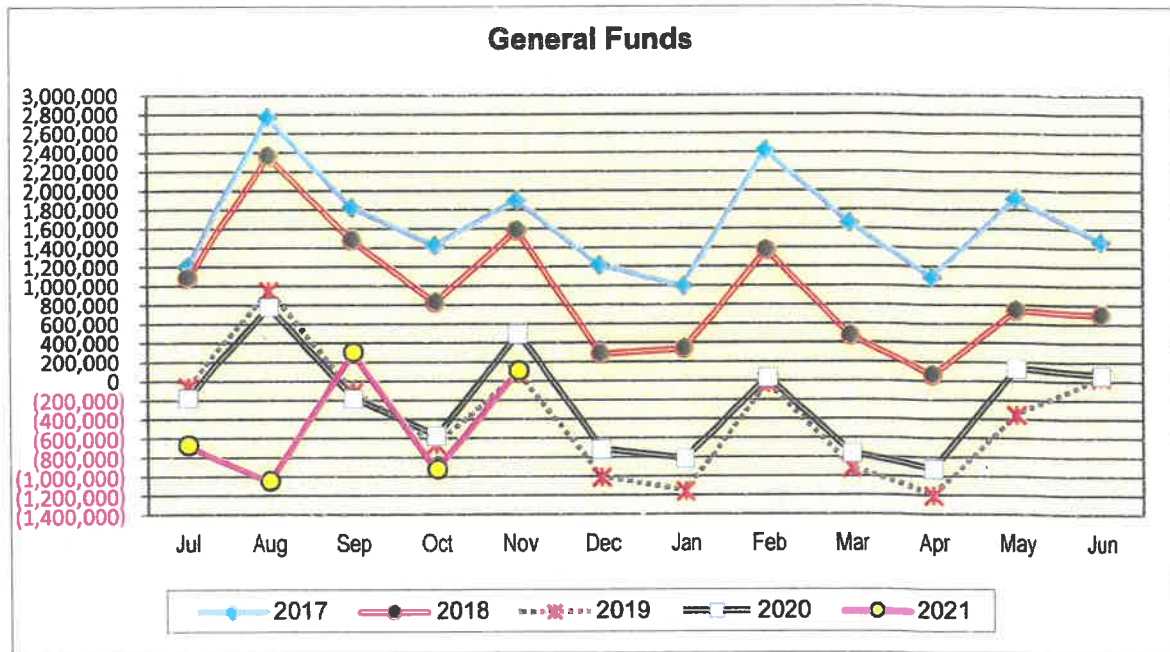
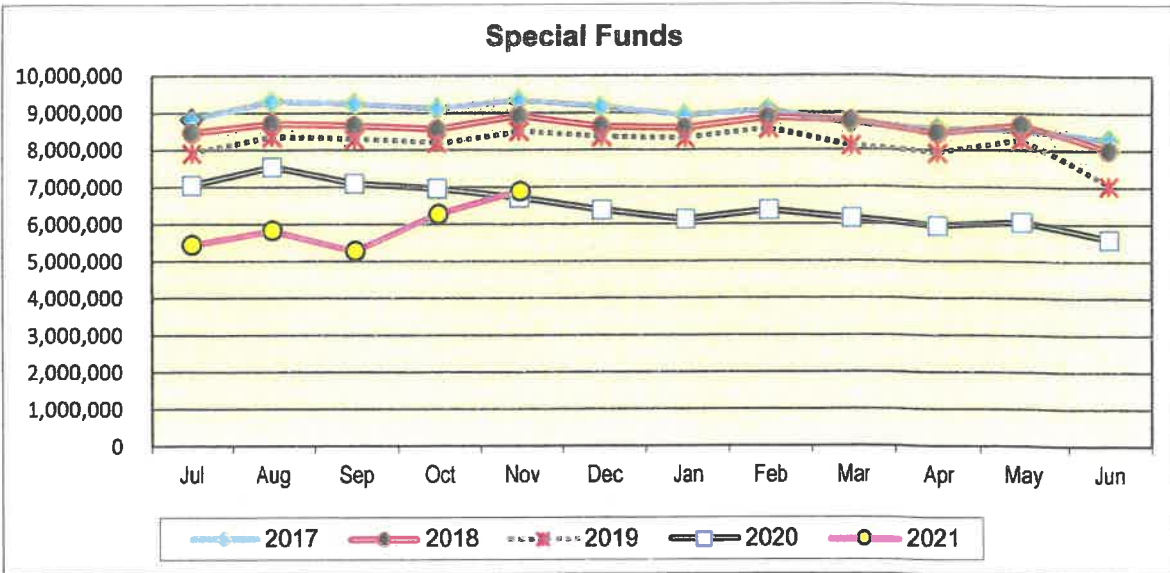
That the report from the Manager, Finance & Corporate Services for the month of November 2020 be received.

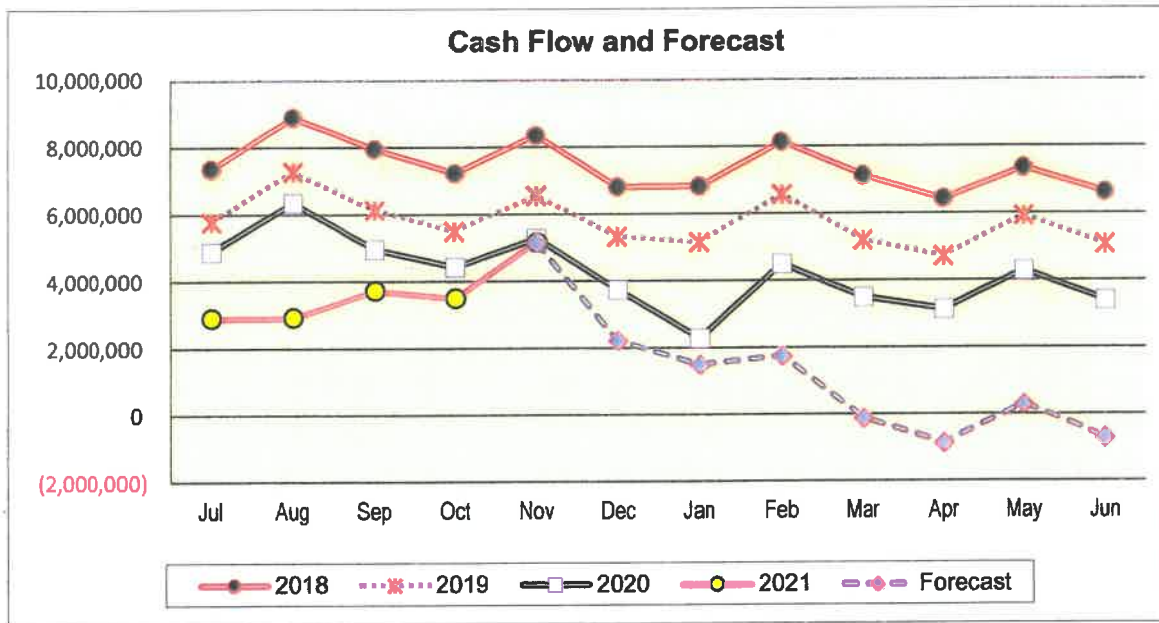


Peter Christophers, BBS, ACA  
**Manager, Finance & Corporate Services**

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**Appendix  
November 2020**





# MONTHLY REPORT OPERATIONS AND SERVICES

## November 2020

### 1 Water Supply

The Pumphouse and Holland/Umukaraka Springs have sufficient flow to meet the demands of the community.

The new Water Safety Plan is being developed by staff. The existing WSP will expire in June 2021.

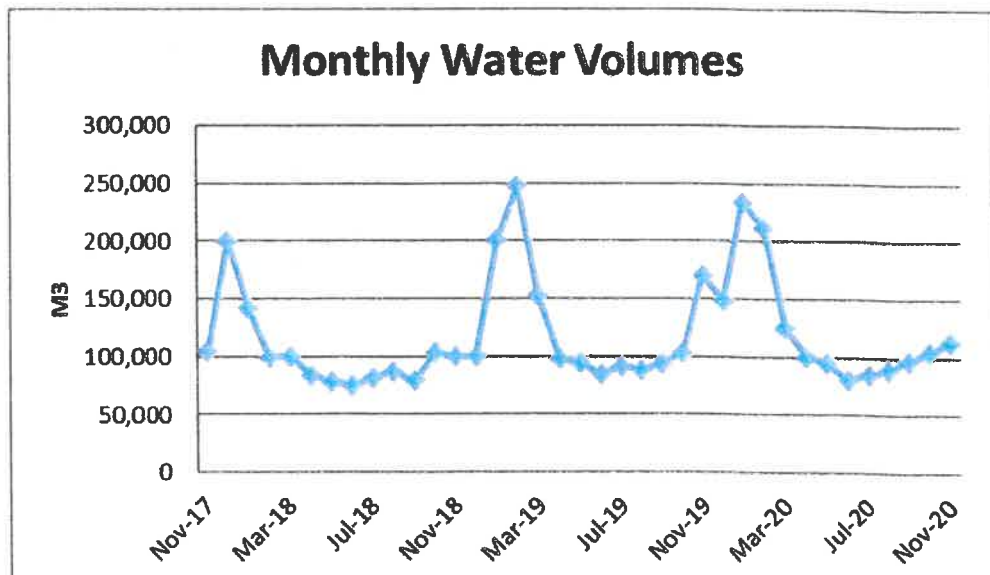
All works required to obtain expired Resource Consents are underway and it is expected that all required consents will be applied for in this financial year.

The riser main pipe is being replaced. It is expected that this work will be completed by February 2021. Bell Street and surrounding roads' reticulation is being replaced and it is expected to be completed by January 2021.

#### 1.1 Use

The Town used 113,484 m<sup>3</sup> during the month of November.

The graph below shows the monthly volume (in m<sup>3</sup>) of water used for the last 3 years for comparison.



The two unchlorinated outlets are still being used by the public and 22.9 m<sup>3</sup> and 22.8 m<sup>3</sup> water was taken from the Pumphouse and New World taps respectively. In the last month, the total daily usage was approximately 1500 litres per day. This is lower compared to volumes taken during November 2019.

## 1.2 Water Quality

All routine samples taken during November were clear of E.coli.

There were two dirty water complaints during the month at Porritt Drive and Browne Street.

## 1.3 Reticulation

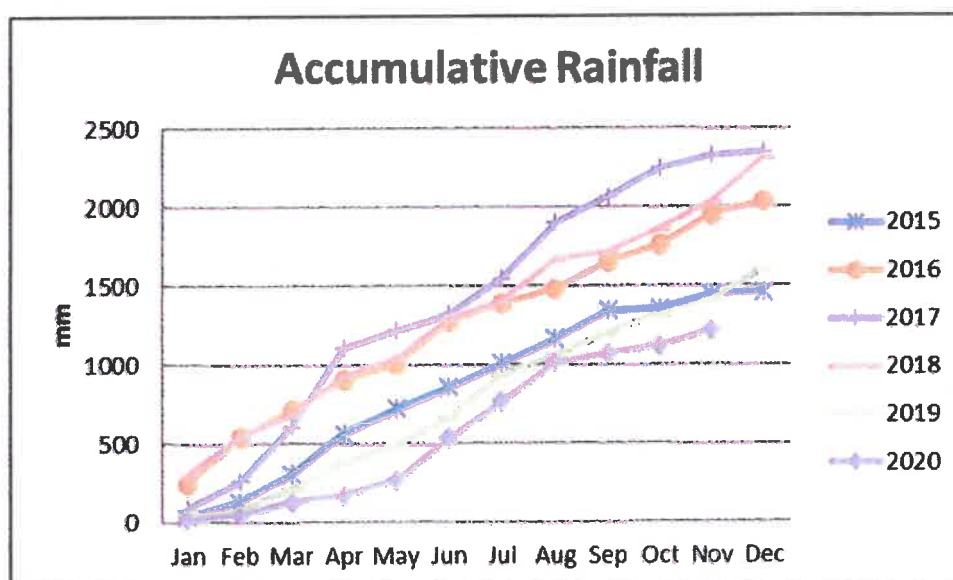
The evaluation of the reticulation is continuing with the support of WSP and other consultants. From this evaluation a detailed reticulation replacement programme will be developed. It is expected that this evaluation will be completed in December 2020 and the proposed replacement programme will be presented to Council at the first Council meeting of 2021.

The physical reticulation replacement works commenced in August with the replacement of all the riser main valves and connections. The replacement of the riser main pipe and the Bell Street area renewal started in November 2020.

The Toby replacement programme is continuing and 11 Tobys were replaced during the month. This programme is planned to be accelerated in 2021 and 2022.

## 1.4 Rainfall

The graph below shows the accumulative rainfall that has occurred each year since 2015. 2020 is the driest year in a decade.



## 2 **Wastewater**

The sewerage pump station in the Porritt Glade Lifestyle Village was commissioned in November 2020.

The upgrade of the waste water treatment facility through the Three Waters Stimulus Grant has commenced. The first major project is the replacement of the milliscreens which will be completed by May 2021.

The Waste Water Treatment Plant is complying with its resource consent conditions.

### **3 Roothing**

The design of the various roading projects is continuing and options for disability and pedestrian access were evaluated in collaboration with the community.

Kerb and channel work continued in Grey Street and Valley Road and new footpaths were laid at the same time.

Pavement repairs are ongoing throughout the District.

The Town Centre development stage 1 civil works were completed in November. The gardens will be completed once the new irrigation system is in place.

Speed cushions were removed from River Road and will be installed in Peter Lippa Drive in December.

Amenity lights at the skate park, Marae and I-site were procured and will be installed in December and January.

### **4 Stormwater**

The River Road culverts were manufactured and installation began in October 2020. It is planned to replace the downstream culvert by early December, and then replace the upstream culvert between January and April 2021.

The Town Centre and surrounding stormwater pipes will be relined in 2021.

### **5 Parks and Reserves**

During November, the parks and reserves teams performed the following actions:

- The summer annual beddings were completed.
- Additional mowing resources were allocated to catch up with rapid Spring growth.
- The installation of new gardens in the Town Centre commenced. Irrigation is being replaced first.
- The Tarawera irrigation pumps were re-wired in order to pass compliance.
- The playgrounds passed compliance checks and remedial work was completed.

### **6 Pool**

The main pool balance tank was automated which will reduce pool overflows. This will significantly save on water and pool chemicals.

The Lottery Community Facilities Committee approved a grant of \$500,000 for the pool complex development. A further \$60,000 has been applied for through Trust Horizon (Eastern Bay Energy Trust) to upgrade the electricity supply at the pools. The first stage, redevelopment of the old changing rooms into clubrooms is underway and will be completed early 2021.

The pools are well attended and attendance numbers are back to pre-Covid levels.

## **7 Refuse Collection**

Normal refuse collection continued under Level 1 Covid-19 restrictions.

There were no issues with the refuse collection during this reporting period.

Council staff are in the process of developing the new Waste Minimisation Management Plan based on the recently completed Waste Assessment.

## **8 Refuse Disposal**

The pickup and transporting of the residual refuse to Tirohia continues without incident.

## **9 Recycled Collection**

The volumes of recycling has increased this year and one of the bays in the recycling shed is unavailable. This required the recycling team to sort the recycling at the kerbside to allow the disposal of cardboard recycling directly to the regional collector. This has caused on occasion for the collection run to complete later than scheduled.

## **10 Vandalism**

The levels of vandalism in the district were at average levels during the month.

## **11 RECOMMENDATION**

That the report from the Manager, Operations and Services for the month of November 2020 be received.



Hanno van der Merwe, MSc (Eng), PhD  
**Manager, Operations & Services**

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**Capital, Renewals and One off Maintenance Items for 2020/21**

30 November 2020

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Procurement compliance	Comments	
Transport Management	25 15 01 3180	Road Maintenance	\$80,000	\$55,913	Jun-21				Year Programme - Small repairs	
	402515 001	Kerb Replacement	\$93,500	\$36,587	Jun-21				Year Programme -Kerb and Channel	
	402515 002	Street Light Upgrades	\$81,500	\$0	Dec-20	Feb-21			Pole Replacements	
	402515 003	Reseals - Roads	\$134,000	\$0	Mar-21					
	402515 004	Pavement Treatment	\$36,500	\$22,021	Mar-21					
	402515 005	Culvert replacements	\$396,000	\$308,573	Sep-20	Mar-21			Manufactured, install in October and January	
	402515 009	Minor Safety Improvements	\$36,600	\$28,500	Oct-20				Speed Humps & Pedestrian Xings - install programmed	
	402515 013	Footpath repairs	\$167,100	\$102,889	Jun-21				Year Programme	
	402516 001	Reseals - Carparks	\$14,100	\$0	Mar-21					
	402516 003	Replace Rubbish Bins	\$5,500	\$0	Jan-21					
	402516 004	District Seating	\$1,400	\$0	May-21					
	402516 027	Amenity Lighting	\$55,000	\$0	Nov-20	Feb-21			BMX, Skate Park, Marac, Carpark, EBET Funded	
	402516 006	Town Centre Music	\$3,340	\$0	Jun-21					
	402516 009	Town Centre - X-mas Lights	\$6,270	\$0	Nov-20		Nov-20		Completed - to be removed in January	
	402516 010	Town Centre Video Cameras	\$10,000	\$2,580	Dec-20				Completed	
402516 012	Town Centre Cobblestones	\$210,000	\$189,321	Aug-20	Sep-20	Oct-20				
402516 013	Town Centre - Lights	\$10,000	\$2,740	Jan-21						
		<b>Asset Renewals Sub Total</b>	<b>\$1,460,810</b>	<b>\$693,211</b>						
Stormwater	402601 001	Stormwater Renewals	\$250,000	\$47,012	Mar-21					
		<b>Asset Renewals Sub Total</b>	<b>\$250,000</b>	<b>\$47,012</b>						
	26 01 02 3500	Stormwater Maintenance	\$22,200	\$12,500	Jun-21				Year Programme	
		<b>Maintenance Sub Total</b>	<b>\$22,200</b>	<b>\$12,500</b>						
Water Supply	303001 001	Flushing Mains	\$2,800	\$625	Nov-20					
		<b>Maintenance Sub Total</b>	<b>\$2,800</b>	<b>\$625</b>						
	403001 001a	Pipe Work Zone 1	\$1,200,000	\$74,208	Jun-21	Feb-21			Rising Main replacement	
	403001 002	Pipe Work Zone 1-2	\$800,000	\$89,628	Feb-21	Jan-21			Bell Street and surrounds reticulation	
	403001 003	Pipe Work Zone 6	\$16,000	\$0	Jun-21				Year Programme,	
	403001 004	Toby Replacements	\$80,000	\$19,581	Jun-21					
	403001 005	Valve Refurbishment	\$36,900	\$521	Dec-20	Jun-21				
	403001 007	Refurbish Pump System	\$167,400	\$7,012	Mar-21					
	403001 010	UV Tube replacement	\$12,800	\$11,304	Feb-21				Completed	
	403001 017	Lime Dosing Controls	\$5,000	\$0	Nov-20		Dec-20		Completed, telemetry to be developed	
	403001 021	Headworks - Tarawera Boreholes	\$300,000	\$288,861	Sep-20	Nov-20	Dec-20		Being designed	
	403001 024	Water Flow - Umukaraka	\$49,000	\$0	Nov-20	May-21				
			<b>Asset Renewals Sub Total</b>	<b>\$2,667,100</b>	<b>\$491,115</b>					
	Wastewater	35 20 02 3180	Wastewater Maintenance	\$25,000	\$13,058	Jun-21				Year Programme
		303520 001	Sewer Line Cleaning	\$21,000	\$8,047	Jun-21				Year Programme
	303520 002	Video Lines	\$14,600	\$0	Jun-21				Year Programme	
	303520 003	Centrifuge	\$29,000	\$0	Apr-21					
	303520 004	Plant Maintenance	\$60,000	\$11,380	Feb-21					
		<b>Maintenance Sub Total</b>	<b>\$149,600</b>	<b>\$32,485</b>						

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Procurement compliance	Comments
	403520 001	Refurbish Pumps	\$35,000	\$14,247	Apr-21				Repairs
	403520 002	Pipework	\$40,700	\$32,015	Sep-21				Rautahi-Cosmo pipe failure
	403520 004	Milliscreens Replacement	\$292,000	\$85,215	Mar-21	May-21			Deposit paid - Co-funded by DIA
	403520 005	Pumping Stations	\$120,000	\$0	May-21				Porrit drive and Dog Pound
	403520 011	Treatment plant pumps & lines	\$180,000	\$26,306	Jun-21				Replacements
	403520 012	Computer Equipment	\$70,000	\$9,048	Jul-21				Deposit paid - Co-funded by DIA
	403250 XXX	RIB development	\$70,000	\$0	Apr-21				Funded by DIA
		<b>Asset Renewals Sub Total</b>	<b>\$807,700</b>	<b>\$166,831</b>					
Refuse Disposal	303522 004	Scales and Electric Gate	\$10,000	\$4,960	Mar-21	Sep-20			Completed
	303522 006	Tree Removal	\$10,000	\$6,035	Feb-21				
		<b>Maintenance Sub Total</b>	<b>\$20,000</b>	<b>\$10,995</b>					
	403522 011	Recycling Bins	\$10,000	\$0	Jun-21				Year Programme
		<b>Asset Renewals Sub Total</b>	<b>\$10,000</b>	<b>\$0</b>					
Pool	304031 012	Paint pool	\$15,700	\$13,896	Oct-20				Completed
	304031 006	Heat Exchange Unit	\$8,500	\$630	Oct-20				Completed
	304031 009	Spa Pool	\$6,300	\$0	Nov-20		Nov-20		Completed
	304031 011	Painting Buildings	\$6,300	\$0	Nov-20	May-21			Completed
		<b>Maintenance Sub Total</b>	<b>\$36,800</b>	<b>\$14,526</b>					
	404031 001	Club Rooms	\$200,000	\$37,559	Nov-20	May-21			Swimming Club Rooms conversion
	404031 016	Fences	\$50,000	\$0	May-21				
	404031 043	Pool Entrance	\$200,000	\$0	May-21				
	404031 059	Changing Rooms	\$6,000	\$0	Nov-20	May-21			Geothermal and floor renewal
	404031 060	Office Building	\$250,000	\$7,950	May-21				
	404031 061	Filtration System	\$50,000	\$0	Nov-20	May-21			Electrical upgrade
	404031 062	Geothermal Steam Pipe	\$30,000	\$6,750	Jan-21				
		<b>Asset Renewals Sub Total</b>	<b>\$786,000</b>	<b>\$52,259</b>					
Rec. Centre	304035 004	Major Maintenance	\$5,250	\$0	Apr-21				
	304035 016	Lift Inspections	\$3,300	\$0	Nov-20		Aug-20		Completed
		<b>Maintenance Sub Total</b>	<b>\$8,550</b>	<b>\$0</b>					
	404035 005	Building Various	\$6,500	\$0	Apr-21				
	404035 021	Air Extractors	\$10,000	\$0	Nov-20	Feb-21			
		<b>Asset Renewals Sub Total</b>	<b>\$16,500</b>	<b>\$0</b>					
Town Hall	304036 003	Interior painting	\$1,200	\$0	Feb-21				
		<b>Maintenance Sub Total</b>	<b>\$1,200</b>	<b>\$0</b>					
	404036 017	Audio visual equipment	\$6,000	\$0	Jan-21				
	404036 020	Furniture	\$2,600	\$0	Mar-21				
		<b>Asset Renewals Sub Total</b>	<b>\$8,600</b>	<b>\$0</b>					
Concert Chamber	304037 008	Painting - Interior	\$1,300	\$0	Mar-21				
		<b>Maintenance Sub Total</b>	<b>\$1,300</b>	<b>\$0</b>					
	404037 019	Renovals	\$3,500	\$0	Feb-21				
	404037 003	Toilets	\$10,000	\$0	Mar-21				
	404037 017	Audio visual equipment	\$10,850	\$0	May-21				

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Procurement compliance	Comments
Town Centre Toilets		<b>Asset Renewals Sub Total</b>	<b>\$24,350</b>	<b>\$0</b>					
	304048 001	Exterior Clean	\$2,000	\$0	Dec-20				
		<b>Maintenance Sub Total</b>	<b>\$2,000</b>	<b>\$0</b>					
			\$0	\$0					
Passive Reserves		<b>Asset Renewals Sub Total</b>	<b>\$0</b>	<b>\$0</b>					
	304042 001	Tarawera Walkway	\$7,200	\$4,476	Nov-20	May-21			Year Programme
	304042 002	Monica Lanham	\$23,400	\$618	Feb-21				Year Programme
	304042 003	At Risk Tree Removal	\$32,400	\$26,615	Jun-21				Year Programme
	304042 004	Runanga Stream Maintenance	\$3,500	\$3,245	Feb-21				
	304042 008	Kayak Course	\$2,000	\$0	Jan-21				
		<b>Maintenance Sub Total</b>	<b>\$68,500</b>	<b>\$34,954</b>					
	404042 001	Rubbish Bins	\$4,200	\$0	Apr-21				
	404042 002	Boundary Fences	\$17,750	\$10,404	Jun-21				
	404042 003	Sprinkler Replacements	\$5,000	\$297	Nov-20				
404042 019	Seal Carparks	\$14,600	\$0	Mar-21					
404042 031	Reserve Fences	\$11,300	\$0	May-21					
404042 036	Upper Valley Outlet	\$20,000	\$0	May-21					
Sportsfields		<b>Asset Renewals Sub Total</b>	<b>\$72,850</b>	<b>\$10,701</b>					
	304041 005	Goalposts	\$3,300	\$2,443	Mar-21				
		<b>Maintenance Sub Total</b>	<b>\$3,300</b>	<b>\$2,443</b>					
	404041 011	Underground Irrigation Tarawera	\$15,000	\$4,788	Feb-21				
Street Trees		<b>Asset Renewals Sub Total</b>	<b>\$15,000</b>	<b>\$4,788</b>					
	304044 001	Tree Replacement	\$4,000	\$0	Jun-21				Year Programme
		<b>Maintenance Sub Total</b>	<b>\$4,000</b>	<b>\$0</b>					
	404046 001	Renovals	\$33,700	\$2,720	Dec-20	Mar-21			Robinson Street
Playgrounds	404046 002	Bins/Seats	\$1,500	\$0	Feb-21				
	404046 009	Fence	\$5,000	\$0	Mar-21				
		<b>Asset Renewals Sub Total</b>	<b>\$40,200</b>	<b>\$2,720</b>					
			\$0	\$0					
Cemetery		<b>Maintenance Sub Total</b>	<b>\$0</b>	<b>\$0</b>					
	404047 006	New Section	\$5,000	\$0	Mar-21				
	404047 008	Fence	\$15,000	\$0	Dec-20	Feb-21			
		<b>Asset Renewals Sub Total</b>	<b>\$28,000</b>	<b>\$0</b>					Completed
Library Building	405060 011	Library - Air Conditioner	\$8,000	\$6,297	Sep-20				
	405060 025	Flooring	\$20,000	\$0	Apr-21				
		<b>Asset Renewals Sub Total</b>	<b>\$28,000</b>	<b>\$6,297</b>					Completed
			\$720,000	\$69,267	Feb-21				Redesigned for new location
Dog Pound	405061 012	New Pound	\$720,000	\$69,267	Feb-21				
		<b>Asset Renewals Sub Total</b>	<b>\$720,000</b>	<b>\$69,267</b>					
Field Amenity Buildings	305062 025	Tarawera Park Toilet Paint Roof	\$3,100	\$2,925	Mar-21		Nov-20		Completed
	305062 029	Building Maintenance	\$10,400	\$3,068	Nov-20		Nov-20		Completed
		<b>Maintenance Sub Total</b>	<b>\$13,500</b>	<b>\$5,993</b>					
	405062 029	Tarawera Park Changing Sheds Floor	\$4,350	\$4,000	Mar-21		Oct-20		Completed

Activity	Code	Item	Budget	Actual	Estimate Finish Date	Revised Finish Date	Actual Finish Date	Procurement compliance	Comments
Depot		<b>Asset Renewals Sub Total</b>	\$4,350	\$4,000					
	305063 003	Building Maintenance	\$3,300	\$1,200	Mar-21				
		<b>Maintenance Sub Total</b>	\$3,300	\$1,200					
	405063 015	Garages	\$20,000	\$0	Jan-21	Feb-21			
		<b>Asset Renewals Sub Total</b>	\$20,000	\$0					
	305064 001	Paint walls	\$2,300	\$0	May-21				
	305064 004	Fire Protection	\$3,400	\$1,669	Nov-20	Jun-21			
		<b>Maintenance Sub Total</b>	\$5,700	\$1,669					
	405064 001	Air Conditioning	\$12,500	\$0	Jan-21				
	405064 012	Sundry Furniture	\$11,300	\$1,350	Jun-21				
405064 013	Ladies Toilets	\$30,000	\$0	Mar-21					
405064 021	Hardware & Sundry	\$1,300	\$0	Jun-21					
405064 020	Flashings and Spouting	\$30,000	\$7,478	Oct-20	May-21				
	<b>Asset Renewals Sub Total</b>	\$85,100	\$8,828						
Plant	60 80 01 7600	Vehicles	346,200	160,742	Jun-21				Includes 3W Grant DP
		<b>Asset Renewals Sub Total</b>	\$346,200	\$160,742					
Economic Development	15 06 01 7600	Renewals - Firmin Field	\$10,000	\$0	May-21				Sound proofing etc
	15 07 01 7600	Renewals - Information Centre	\$10,000	\$0	Jun-21				
	15 08 01 7600	Commercial Developments	\$1,500,000	\$826,530	Jun-21				
		<b>Asset New/Renewal Sub Total</b>	\$1,520,000	\$826,530					
		<b>Maintenance Sub Total</b>	\$422,750	\$173,303	41%				
		<b>Asset Renewals Sub Total</b>	\$8,902,760	\$2,544,301	29%				
		<b>Total</b>	\$9,325,510	\$2,717,604	29%				

# MONTHLY REPORT

## ECONOMIC AND COMMUNITY DEVELOPMENT

**November 2020**

### 1 Economic Development/ Industrial Symbiosis Kawerau (ISK)

#### *Kawerau Putauaki Industrial Development (KPID) Updates*

The KPID Partners have provided the following progress updates on their projects:

#### *Kawerau Container Terminal (KCT) and Siding*

- KCT has (in consultation with KiwiRail) appointed a third party to complete the detailed design for the rail siding. The design work will commence early December with a topographical survey.

#### *Putauaki Trust Industrial Development*

- Construction works are continuing on schedule.

#### *Off-Highway Road (OHR)*

- The geotech survey of the alternative route has been completed and the associated detailed design is expected to be completed in December.
- Two of the landowner Trusts are ready to sign the land easements and discussions are proceeding well with the third Trust - all three Trusts are supportive of the OHR.

#### *ISK Kawerau Pathways to Work (KPTW)*

The following is a summary of KPTW activities for November:

#### *Office/Administration*

The Eastern Bay Chamber of Commerce continues to be a weekly user of the ISK office who together with regular employer meetings and visitor appointments are keeping this an active hub.

#### *Job Opportunities*

- A summary of the current vacancies as advertised on Trade Me and Seek is provided in the table below:

District	# of Vacancies	# Entry Level Positions
Kawerau	14	0
Whakatane	50	13
Opotiki	4	1
Te Puke	26	3

- Apprenticeship clusters for both the mechanical and electrical study groups are now in their final week. Meetings with employers and mentors will take place in the first week of December to review this trial. Preliminary feedback has highlighted an issue for the electrical cluster. The cluster has a compulsory study group once a week in Whakatane and members are reluctant to attend another one in the same week. KPTW is working with the relevant Independent Training Organisation (ITO) to resolve this issue for Kawerau apprentices. The mechanical cluster has proven to provide value for its apprentices.

- The BoP Central Govt. cross-agency meeting held on Friday 27 November was a further opportunity for the KPTW team to update the agencies' staff on the programmes' positive outcomes and challenges - including the designated end of current funding in June 2021 and where to from there.

#### *Initiatives/Projects*

- The Tertiary Advisory Group (TAG) met to continue working on the required amount of credits needed for the Industry Entrance Pathways certificate. TAG is a local collaboration of employers, ISK and the Tarawera High School.
- The employers involved with the Workplace Counselling Trial were thrilled with the response to the trial and have confirmed their support to have a counsellor within their workplace every month. This will be opened up to all ISK employers in the New Year.
- The EBOP Chamber of Commerce business advisors are working effectively with local businesses to introduce them to the support offered by the Chamber and Regional Business Partner Network (RBP). They have had several meetings with local businesses, providing general advice and advice on access to potential RBP funding. The business advisors held their first workshop at the ISK office during the month and will be rolling out additional topics in the New Year. The engagement has been positive and it appears that local businesses view them as being a welcome resource.
- The Driving Change group met in Rotorua during November to discuss their approach for 2021.

#### ***Annual ISK Hui***

The well-attended annual ISK Hui was held on 19 November 2020. The Hui started with updates for the year covering the three KPID projects; Toi EDA/Te Ara Huringa ō Pupuwharau; KPTW activities and the ISK Health and Safety Sharing Group.

Introductions to two new ISK initiatives followed the updates: (i) the Workplace Counselling with the three employers and Eastern Bay Primary Health Alliance who are leading this initiative and (ii) the proposed ISK marketing campaign – "Did You Know?"

Jacob Kajavala was unanimously elected as the new Chair of ISK and he invited members to consider joining the new ISK Steering Group currently being formed. The Hui concluded with an open discussion on the future direction of ISK with participants providing constructive suggestions and comments.

#### ***Central Govt Cross-Agency Meeting***

Staff from Central Government agencies met at Kawerau District Council in late November. Collectively known as "Team Bay", the purpose of their meeting was to understand progress with the Provincial Growth Fund (PGF) funded Kawerau projects - including industry, business and workforce developments.

The agencies represented comprised the Ministries of Business, Innovation and Employment/Primary Industries/Social Development, the Provincial Development Unit, Te Puni Kokiri and the Tertiary Education Commission.

His Worship, Mayor Campbell, welcomed the Govt. staff who were then presented with project updates from Kawerau District Council; ISK/KPTW; local industries (KCT Co., Putauaki Trust, Sequal and Waiū); Toi-EDA's Driver and Operator Training Centre (Te Ara Huringa ō Pupuwharau) and Tuwharetoa ki Kawerau Hauora.

The meeting concluded with a tour of the various industry and business projects.

## 2 Kawerau i-SITE Visitor Information Centre

### *Health and safety*

Two speed-bumps, road markings and signage have been installed on the road entrance to the Kawerau i-SITE. The improvements have helped decrease the speed of road users and provide a safer area for visitors.

### *i-SITE Activities*

- E-bikes are now available to hire at the Kawerau i-SITE. The i-SITE has partnered with local tourism operator Rangitaiki Tours to help promote their exclusive experiences and provide E-bike hire to visitors and residents.
- The I-Site Manager, Rangitahi Wharepapa, attended the last regional i-SITE cluster meeting for 2020 in Ruatoria. Rangitahi had the privilege of experiencing the Maunga Hikurangi sunrise tour.
- The Kawerau i-SITE completed its Qualmark assessment at the end of November. The outcome of this is yet to be received; however, the team was able to identify some improvements for health and safety. Qualmark has waived membership fees for the next financial year because of COVID-19.
- There are 19 floats registered for this year's New World Santa Parade.

### *Activities promoted through the i-SITE*

Activities promoted during November are summarised in the table below:

<b>Events &amp; Activities</b>	<b>Community Groups</b>
<ul style="list-style-type: none"><li>• Kawerau Art Society Exhibition (part of 'Stacked Kawerau')</li><li>• Potjiekos and Braai Kompetisie</li></ul>	<ul style="list-style-type: none"><li>• Moove &amp; Groove</li><li>• Kawerau Toast Masters</li><li>• Community Markets</li><li>• Water Wheel Trust</li><li>• Diabetic Support</li></ul>

### *Monthly Statistics*

The monthly statistics report is attached.

### *Kawerau "What's on" Calendar*

The monthly calendar for December is attached.

## 3 Community Activities

### *Kawerau Neighbourhood Support (KNS)*

KNS and the Community Response Team (CRT) held a training session with the Zone coordinators in early November. The training involved familiarisation with the Gets Ready database to demonstrate how it would be utilised in a civil emergency.

Incident templates were also used to demonstrate how incidents lodged can be tracked using Google map, consequently providing valuable feedback to civil emergency teams.

KNS met with Meagan Edhouse ((BOP Emergency Management) later in the month to explore ways in which the Kawerau district can be more efficient when using the database in an emergency - as not all households are registered through Gets Ready. The discussion included the concept of merging the KDC database with Gets Ready to help quickly identify and respond to incidents.

The meeting also discussed the BOP Area Board's encouragement of all districts to engage with and utilise the Gets Ready database - to ensure all areas in the BOP have the same level of efficiency during an emergency. Joy Johnson, the new Chair of the BOP Board, has informed coordinators that Neighbourhood Support New Zealand is now considered an essential service.

Neighbourhood Support New Zealand recently signed a Relationship Agreement with Fire and Emergency New Zealand to support enhanced collaboration between the two organisations. The three key, shared goals of the agreement are:

1. *Enhanced safety and wellbeing of our personnel and our communities;*
2. *More effective service delivery;*
3. *Improved technical co-operation.*

### ***Kawerau Urban Food Forest (KUFF)***

Harvesting of the food forest this season has started with vegetables, strawberries, and wineberries. It has been encouraging for the volunteers to talk with locals as they call in for produce.

The seeds donated by New World have been a huge success with more seedlings available for planting later in the season.

Some of the trees have recovered from the damage earlier in the year by vandals and have fruit ready for eating. The espaliered trees are doing well. It appears that vandals are targeting the smaller trees rather than the larger ones. Consequently, the KUFF team intend to grow the fruit trees off-site and transplant them once they are at least two metres in height.

The water to the site has been turned off while the culvert replacement works are in progress on River Road, so the team are using buckets to irrigate the plants. They have established a roster over Christmas and the volunteers have stepped in to help.

There are a few more helpers this month and there is still a mystery planter keeping the southern end of the gardens full of lettuces.

## **4 RECOMMENDATION**

That the report from the Economic and Community Development Manager for November 2020 be received.



Glenn Sutton




**Economic and Community Development Manager**

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# What's ON IN Kawerau

-  = Major Events
-  = Monthly Event
-  = Community Activities

## DECEMBER 2020

Thursday 10 & 17 December    Wednesday 23 December (Weather pending)

**Community Markets - Circus Paddock on Plunket Street from 8:00am**

Kawerau's monthly daytime market. Selling an array of goods, knitting, fruit, trees, sewing, apparel wear, second hand clothing and many other items. Come one come all and check out the bargains and the amazing prices. Always a great atmosphere with lots of friendly people! For more information, please contact Graeme Webb on 021-043-2437.

Friday 4, 11 & 18 December

**Gentle Yoga - Bert Hamilton Hall from 9:30am**

Gentle Yoga for the older person and beginners. For fun, community friendship and social interaction. For more information, please contact Loretta on 021-236-1859.

Saturday 12 - Monday 14 December

**Canoe Slalom BOP All-Comers December Camp - Firmin Lodge from 9:00am**

The All-Comers Summer Camp is a fantastic opportunity for everyone to develop their kayaking skills, with the Tarawera River providing options to cater for every level. Along with the great river, you can come and enjoy the excellent facilities at Firmin Lodge just a stone's throw away from where we will be training. For more information, please email Anna Swindells on [Camps@canoescalombop.co.nz](mailto:Camps@canoescalombop.co.nz) or visit our website <https://canoescalombop.co.nz/> and facebook page <https://www.facebook.com/Canoescalombop/>

Saturday 19 December

**New World Kawerau Santa Parade - Recreation Centre from 11:00am**

The Santa Float Parade will kick-start the festivities for Kawerau Christmas in the Park. For all who are participating in the parade please check in at 10am for a briefing and to organise your float. Prize giving will be held on stage at Prideaux Park 12:15pm. For more information, please visit the Kawerau i-SITE on Plunket Street.

Saturday 19 December

**Kawerau Christmas in the Park - Prideaux Park**

The Community Concert will start at 12:30pm - 5:15pm  
The Evening Show will start at 7:00pm - 10:00pm

Come along to our joyful annual family friendly event filled with live entertainment by local and national performers followed by a spectacular fireworks display. Rides will be available for all ages along with awesome food vendors. This event is smoke free, drug free, alcohol free and gang regalia free. For more information, please head over to the website at <https://www.kaweraunz.com/>

**Maurie Kjar Memorial Swimming Pool complex - Plunket Street**

**On the 24th of December, the Kawerau Pools will close at 12:00pm and will remain closed on Christmas Day. The pools will reopen on Boxing Day at 8:00am.**

**Summer Opening Hours**  
Monday – Friday 8am to 6pm  
Saturday & Sunday 8am to 8pm  
All pools are cleared 30mins before closing time (Cleared 5:30pm daily from Monday - Friday)

If you wish to book the Maurie Kjar Memorial Swimming Pool complex for private hire, please contact the Kawerau District Council on 07 306 9009.

- = Major Events
- = Monthly Event
- = Community Activities

## DECEMBER 2020

**Tuesday 1 December - Friday 29 January**

**Summer Reading Programme - Kawerau Library from 10:00am**

The Kawerau Library invites children to their annual summer reading programme. Children from pre-school to pre-teen can join the programme. Simply pick up an invitation from the library and read books or join library activities throughout the school holidays for a goody bag full of rewards. For more information, please contact the Kawerau Library on 07-306-9041.

**Tuesday 1, 8, 15 & 22 December (Weather pending)**

**Hikitia Te Hā/Uplifting The Breath - Kawerau Rose Garden from 10:00am**

Hikitia Te Hā is a series of simple Te Ao Māori breathing exercises that anyone can learn. Focusing on our breathing calms the body and mind, and is a very helpful practice for feeling present and mindful. For more information, please contact Sheryl Laws Patangata on 027-292-3446 or 07-323-8170.

**Wednesday 2 & 16 December**

**Kawerau Toastmasters - Catholic Church, 121 Onslow Street from 7:00pm to 9:00pm**

If you struggle with speaking to groups of people or even to an employer about situations regarding personal matters, then come and give Toastmasters a go. Learn how to speak with confidence and reassurance, in a small and vibrant group and learn how to speak words correctly and with power. For more information, please contact John on 022-051-9040.

**Wednesday 2, 9 & 16 December**

**Falls Prevention - Concert Chambers from 11:00am**

Community based ongoing peer-led classes for men and women over 65 to improve balance, leg strength, flexibility and general fitness. For more information, please contact Diane on 07-322-8489 or 027-524-7407.

**Thursday 3 - Friday 18 December**

**The Twelve Crafts of Christmas - Kawerau Library from 3:00pm to 4:00pm**

Get the kids to decorate your tree with handmade decorations this year. The Kawerau Library is making a craft a day in the lead up to Christmas. Kids can drop in, no registrations required. For more information, please contact the Kawerau Library on 07-306-9041.

**Thursday 3, 10 & 17 December**

**Keep on your feet Kawerau - Kawerau Presbyterian Church, 50 Onslow Street from 9:30am to 10:30am**

This class is designed for adults 65+ to improve strength and balance for the purpose of falls prevention, and increased wellbeing an independence. For more information, please email Rachel Garden on [rachelg@sportbop.co.nz](mailto:rachelg@sportbop.co.nz) or contact her on 021-191-6544.

**Thursday 3, 10 & 17 December (Weather pending)**

**Kawerau Urban Food Forest - Monika Lanham Reserve, River Road, back of South School, 10:00am to 12:00pm**

We are always looking for volunteers. All you need is time and a willingness to learn. Workshops are available to create and promote sustainability with a community driven approach. For more information, please contact Kawerau Life Kōnnect on 07-282-3084.

**Thursday 3, 10 & 17 December**

**Hikoī Mō Ora/Walk for health - Outside Kawerau Pools from 10:00am**

An opportunity to meet other likeminded people for good health & wellness. For more information, please contact George Mastenbroek on 022-530-4010.

**Thursday 3, 10 & 17 December**

**Kawerau Ukulele Club - Catholic Church, 121 Onslow Street from 1:00pm to 3:00pm**

Come be a part of a group who foster positive relationships through music. For more information, please contact one of the following: Robyn on 07-323-6281 or Lisa on 07-323-8912.

**Kawerau i-SITE - Monthly Statistics**

2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Visitors/General Enquiries	1,585	629	2,014	1,588	2,781	3,770	4,282	2,599	2,653	4,245	2,453	3,959	32,558
Interislander	2	1	0	1	0	0	2	0	1	0	0	1	8
Intercity Bus tickets	72	91	64	73	67	75	63	57	68	69	75	62	836
Forestry Permits	239	66	147	190	98	572	640	181	150	272	123	126	2,804
Toilet Facilities	2,478	1,842	1,930	Door counter not working	3,655	1,994	1,462	1,462	1,725	1,744	2,005	1,800	20,635
Campervan nights	26	31	30	22	21	12	26	24	28	23	38	37	318
Campervan extra nights	9	17	13	0	0	4	0	4	14	28	28	8	125
Fish and Game Licences	0	0	3	5	1	1	5	3	1	3	0	0	22
Online Permits	13	0	0	0	0	0	0	0	0	0	0	0	13

2019/20	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Visitors/General Enquiries													
Interislander	0	0	2	0	2	4	1	2	1	0	0	0	12
Intercity Bus tickets	75	79	79	75	62	60	72	52	31	0	2	28	615
Forestry Permits	87	69	106	148	131	662	712	99	163	0	0	74	2,251
Toilet Facilities					2,006								
Campervan power users	46	22	30	29	26	12	20	18	19	0	7	35	264
Campervan extra nights	18	3	16	1	5	4	4	0	10	0	2	38	101
Fish and Game Licences	1	0	0	2	2	2	8	0	0	0	0	3	18

2020/21	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Visitors/General Enquiries	622	397	523	462	556								2,560
Interislander	0	1	2	0	2								5
Intercity Bus tickets	29	22	23	39	31								144
Forestry Permits	149	119	138	208	139								753
Toilet Facilities	6,785	3,588	4,681	4,189	5,230								24,473
Campervan power users	32	30	23	12	30								127
Campervan extra nights	12	4	13	4	0								33
Fish and Game Licences	0	0	1	0	0								1



<b>MONTHLY REPORT</b> <b>EVENTS AND COMMUNITY ACTIVITIES</b>
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## November 2020

### 1 Events

#### 1.1 Event Marketing Fund

No applications have been received in 2020.

#### Upcoming Events

#### 1.2 Canoe Slalom Bay of Plenty (CSBOP)

The schedule for Kawerau is as follows:

- |                        |                     |
|------------------------|---------------------|
| • December 12 – 14     | All comers camp     |
| • January 6 – 8 (2021) | All comers camp     |
| • February 21 -        | BOP Champs          |
| • March 7 -            | North Island Champs |
| • May 16 -             | Club race           |
| • June 20 -            | Club race           |
| • August 22 -          | Club race           |
| • October 24 -         | Club race           |

#### 1.3 Kawerau Christmas in the Park, 19 December 2020

The artists for the evening variety show, directed by Chris Powley are:

- MC Frankie Stevens
- Ben Gilgan – Musical Director and pianist
- Kawerau Show Band
- The Diamond Dancers
- Promise Royal – Winner of Matariki Star and 2018 finalist for Miss Universe NZ
- Jackie Clarke
- The Howie Morrison Quartet Take Two
- Jamey Ferguson (founding member of Katchafire) and The JMF Band
- Annie Crummer

New World Kawerau Santa Parade – coordinated by Kawerau Visitor Information Centre

- Parade floats meet behind Ron Hardie Rec Centre from 10:00 hrs
- Parade commences at 11:00 hrs – one lap only
- Prize Giving on main stage at 12:00 hrs

## Radio 1XX Community Christmas Concert – Directed by Pari Maxwell

- Main stage, Prideaux Park 12:15 hrs – 17:15 hrs

### Evening Variety Show

- Main stage, Prideaux Park 19:15 hrs – 10:00 hrs

### Fireworks display

Van Tiel Pyrotechnics will be producing the display and the HSNO application has been submitted to the relevant authorities.

Council is waiting on approval from Fire & Emergency New Zealand (FENZ). This is expected by show week.

### COVID-19 Alert Level

New Zealand is currently at Alert Level 1, allowing the event to proceed.

QR codes will be available on site, although not mandatory or enforceable, attendees will be encouraged to use the Ministry of Health (MoH) contact tracing app.

## 1.4 Tarawera Ultramarathon, 13 February 2021

Entries according to the official website to date:

- 100 miler            380
- 102 km             594
- 50 km               819
- 21 km               495

Total 2288

This is an increase of 574 from the previous month's report.

## 1.5 Dog Agility Shows 2021

The Eastern Bay of Plenty Dog Obedience Club has the following dates booked in at Prideaux Park in 2021.

- 27 – 28 February            Championship Obedience Trials
- 17 – 18 April                Championship Agility & Jumpers Event
- 27 – 28 November           Championship Jumpers & Agility Ribbon Trial Event

### Completed Events

## 1.6 Seriously Social Rafting Comp, 7 November 2020

There were nine teams equating to 54 individuals participating. The organiser is exploring dates in March 2021 for another event.

### 1.7 Potjiekos Festival, 20 & 21 November

Firmin Lodge was the venue for this South African food festival (Potjie = small pot and kos = food). Over 200 people attended from Wellington, Havelock North, Taranaki, Auckland and many other rural North Island regions.

His Worship the Mayor attended the event and gave a speech.

### 1.8 Championship Jumpers & Agility Ribbon Trial Event, 28 & 29 November 2020

An extremely well attended event with 297 dogs entered, which equated to 235 individuals participating. Historically the event organisers would hire the Netball Pavilion but unfortunately, it was not available on this occasion.

The event organisers utilised the Prideaux Park Pavilion as their administration facility and hired the pools in the evening for the shower facilities. Despite wet conditions on the Sunday, the event was considered a huge success.

### 1.9 Stacked Kawerau – A Community Collaboration, 27 & 28 November 2020

Originally set for 25 & 26 September but postponed due to COVID AL2 guidelines, this collaboration between the National Woodskills Trust, Waterwheel Trust, Arts Society and EBOP Fibre & Fleece was considered a success.

The event offered a platform for these different community groups to collaborate towards the delivery of the event and offers a platform for future projects.

A range of art pieces were on display, with a small market outside accompanying the indoor free exhibits.

## 2 Youth Projects

### 2.1 Kawerau Youth Council (KYC)

The KYC met on 26 November in the Council Chambers and this was the last official meeting of 2020. Apologies received from Matariki Turuwhenua.

Majeau Rogers chaired the meeting.

#### KYC Members present

- Majeau Rogers
- Renee Powell
- Munro Elliott-Brooking
- Destiny Maxwell
- Cameron Dyer
- Nikki Hendl
- Courtney Cox
- Tyrenzo Tuitama
- Mereana Raukura

- Jo'C Kopae

The KYC discussed ideas for the Santa Parade, school holiday activities and the end of year trip. The KYC have a two-day 'end of year' trip to the Coromandel between 10-12 December.

### **Kawerau Youth Council 2021**

The following dates have been set for 2021:

- Nominations Open January 12
- Nominations Close February 12
- Interview Dates February 23, 24 & 25

### **KYC Swearing in Ceremony**

- March 12

### **KYC Training Weekend**

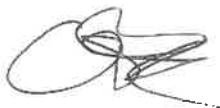
- March 19 - 21

### **KYC Monthly Meeting Dates – Council Chamber**

- Thursday 8 April
- Thursday 13 May
- Thursday 10 June
- Thursday 8 July
- Thursday 12 August
- Thursday 9 September
- Thursday 14 October
- Thursday 11 November

## **3 RECOMMENDATION**

That the report from the Events and Venues Manager for the month of November 2020 be received.



Lee Corbett Barton  
**Events and Venues Manager**

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**The Meeting of the Regulatory & Services Committee  
will be held on Tuesday, 15 December 2020  
in the Council Chamber commencing at 9.00am**

**A G E N D A**

**Apologies**

**Public Forum**

A period of 30 minutes is set aside for public forum at the commencement of this meeting. Each speaker during the public forum section of the meeting may speak for three minutes.

**Declarations of Conflict of Interest**

Any member having a “conflict of interest” with an item on the Agenda should declare it, and when that item is being considered, abstain from any discussion or voting. The member may wish to remove themselves from the meeting while the item is being considered.

**PART A – REGULATORY**

**1 Monthly Report - Regulatory and Planning Services (Manager, Planning, Compliance and Capability) (340000)**

**Pgs. 1 - 17**

Attached is the report from the Manager, Planning, Compliance and Capability covering Regulatory and Planning Services activities for the month of November 2020.

**Recommendation**

*That the report from the Manager, Planning, Compliance and Capability on Regulatory and Planning Services activities for the month of November 2020 be received.*

**PART B – NON REGULATORY**

**2 Monthly Report - Finance and Corporate Services (Manager, Finance and Corporate Services) (211000)**

**Pgs. 19 - 26**

Attached is the report from the Manager, Finance and Corporate Services covering activities for the month of November 2020.

**Recommendation**

*That the report from the Manager, Finance and Corporate Services for the month of November 2020 be received.*

**3 Monthly Report - Operations and Services (Manager, Operations and Services) (440000)**

**Pgs. 27 - 34**

Attached is the report from the Manager, Operations and Services covering activities for the month of November 2020.

## **Recommendation**

*That the report from the Manager, Operations and Services for the month of November 2020 be received.*

**4** **Monthly Report - Economic and Community Development (Economic and Community Development Manager) (309005)**

**Pgs. 35 – 41**

Attached is the report from the Economic and Community Development Manager covering activities for the month of November 2020.

## **Recommendation**

*That the report from the Economic and Community Development Manager for the month of November 2020 be received.*

**5** **Monthly Report – Events and Community Activities (Events and Venues Manager) (340000)**

**Pgs. 43 - 46**

Attached is the report from the Events and Venues Manager covering events and community activities for the month of November 2020.

## **Recommendation**

*That the report from the Events and Venues Manager for the month of November 2020 be received.*

R B George

**Chief Executive Officer**

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