



## **Notice of Meeting**

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 28 February 2024** commencing at **1:00pm**.

Bryan Nicholson  
**Chief Executive**

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## **Agenda**

- 1. Welcome and Meeting Opening**
- 2. Council Prayer**
- 3. Apologies**
- 4. Public Forum**

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

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

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

## **5. Notification of Items Not on the Agenda**

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

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

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

**7. Confirmation of Minutes 5**

*Recommendation*

*That the minutes of the Council meeting held on 31 January 2024 (as circulated) be confirmed as a true and accurate record of the meeting.*

**8. Community Boards and Community Committees Reports**

**8.1 Eketahuna Community Board minutes 11**

*Recommendation*

*That the minutes of the Eketāhuna Community Board meeting held 12 February 2024 be received.*

**8.2 Explore Pahiatua Community Committee minutes 17**

*Recommendation*

*That the minutes of the Explore Pahiatua Community Committee meeting held 7 February 2024 be received.*

**8.3 Dannevirke Community Board minutes 24**

*Recommendation*

*That the minutes of the Dannevirke Community Board meeting held 19 February 2024 be received.*

**8.4 Positively Woodville Community Committee minutes 32**

*Recommendation*

*That the minutes of the Positively Woodville Community Committee meeting held 13 February 2024 be received.*

Note: Any of the Community Boards and Community Committees may send a representative to address the Council on any issues within the agenda or matters of interest to them.

**9. Reports**

**9.1 Recommendation from Audit and Risk Committee re Adoption of Annual Report 2022-23 37**

**9.2 Requests for Information under the Local Government Official Information and Meetings Act 1987**

**39**

**10. Portfolio Reports**

Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.

**11. Mayoral Matters**

**12. Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 4**

**13. Public Excluded Items of Business**

**Recommendation**

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

***Confirmation of Minutes of Public Excluded Session***

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

<b><i>General subject matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48 (1) for the passing of this resolution</i></b>
<b><i>Confirmation of Minutes of Public Excluded Session</i></b>	<b><i>To protect the privacy of natural persons</i></b>	<b><i>&lt;Section (1)(a)(i)</i></b>

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

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

## **14. Closure**



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 31 January 2024 commencing at 1:00pm.

## **1. Present**

Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), N L Chase, A K Franklin, S M Gilmore, M F Long, K A Sutherland, S A Wallace and S M Wards

### **In Attendance**

Mr B Nicholson	- Chief Executive
Mr R Suppiah	- Group Manager – Corporate and Regulatory
Mrs A Small	- Group Manager – Strategy and Community Wellbeing
Mr H Featonby	- Group Manager – Infrastructure
Ms F Chase	- Manager – Facilities
Ms T Hales	- Communications & Engagement Advisor – Recovery
Mrs A Dunn	- Manager – Democracy Services
Ms G Wingfield-Smith	- Democracy Support Officer

## **2. Council Prayer**

The Mayor opened the meeting with the Council Prayer.

## **3. Apologies**

*That the apology from Councillor P A Johns be accepted and leave of absence granted for the meeting.*

*Mayor Collis/Cr Wards*

*Carried*

## **4. Notification of Items Not on the Agenda**

Nil

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

Nil

**6. Confirmation of Minutes**

*That the minutes of the Council meeting held on 20 December 2023 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Crs Peeti-Webber/Franklin*

*Carried*

**7. Community Boards and Community Committees Reports**

**7.1 Dannevirke Community Board Minutes**

*That the minutes of the Dannevirke Community Board meeting held 18 December 2023 be received.*

*Crs Wards/Peeti-Webber*

*Carried*

**8. Reports**

**8.1 Tararua District Council - Code of Conduct for Elected Members**

The Tararua District Council considered the report of the Manager – Democracy services dated 21 January 2024 that presented an updated Code of Conduct to elected members for consideration and adoption.

Members discussed whether to include in the Code of Conduct the requirement for any recommendation from an independent investigator to be binding upon the Council and proposed amending the Code so that any actions proposed by an independent investigator in response to a breach of the Code of Conduct would be recommended to Council for discussion and agreement on next steps to be taken.

*That the Tararua District Council adopts the Code of Conduct appended to the report of the Manager – Democracy Services dated 21 December 2023 with an amendment to change references to requirements for any recommendations made by an Independent Investigator to be binding on the Council, to recommendations made by an Independent Investigator to be reported to Council for formal consideration.*

*Crs Gilmore/Wards*

*Carried*

*Councillor S A Wallace abstained from voting*

***That the report from the Manager - Democracy Services dated 21 December 2023 concerning the Tararua District Council - Code of Conduct for Elected Members be received.***

***That the Tararua District Council agrees to include the requirement for elected members who are undischarged bankrupts to disclose that fact, as set out in Clause 15(5) of Schedule 7 of the Local Government Act 2002.***

***Crs Franklin/Chase***

***Carried***

## **9. Public Forum – James Beard**

- 9.1 Mr James Beard spoke to the Council about transportation matters. He suggested that passenger rail be made available from Masterton to Dannevirke. He spoke about the distance to travel from Alfredton to Castlepoint, and noted it was a 40km shorter journey to travel via Castle Hill Road. He proposed that the Council work with the Masterton District Council and Waka Kotahi to have the unsealed portions of that road sealed. He circulated a copy of a map of the area he was speaking about.

## **10. Reports - Continued**

### **10.2 Requests for Information Processed Under Local Government Official Information and Meetings Act 1987**

The Tararua District Council considered the report of the Manager – Democracy Services dated 10 January 2024 that provided information on the requests for information received under the Local Government Official Information and Meetings Act 1987.

***That the report from the Manager - Democracy Services dated 10 January 2024 concerning the Requests for Information Processed Under Local Government Official Information and Meetings Act 1987 be received.***

***Crs Wallace/Gilmore***

***Carried***

### **10.3 Mayoral Relief Fund - Criteria**

The Tararua District Council considered the report of the Chief Executive dated 24 January 2024 that discussed changes to the Mayoral Relief Fund criteria.

***That the report from the Chief Executive dated 24 January 2024 concerning the Mayoral Relief Fund - Criteria be received.***

***That the Council note the change in the grant criteria to allow for grants up to the following limits:***

***\$10,000 for individuals; and***

***\$30,000 for Community Groups, farmers, businesses including sole-entrepreneurs, and marae.***

***Crs Wards/Wallace***

***Carried***

## **11. Portfolio Reports**

- 11.1 Akitio / Pongaroa: Councillor Wards noted the attendance of officers over the Christmas / New Year period to address the water supply issues at Akitio, and thanked all that were involved in assisting to address the issues, including the local residents and the Akitio Ratepayers Association. She asked that a report be provided to the Infrastructure, Climate Change and Emergency Management Committee on a review of the matter. She also noted the repairs made to the roading in Pongaroa.
- 11.2 Woodville: Councillor Gilmore spoke about the Walk the New Highway event held in January that had over 1,500 people walking Te Ahu a Turanga route. He asked that thanks be passed to the iSite officers for their work in handling the ticketing for the event. He spoke about the exhibition at Rinitawa, showcasing young artists, and also the Woodville Motorcross event, noting this event was in its 61<sup>st</sup> year.
- 11.3 Norsewood: Councillor Wallace noted he was working with a group on improving communications in Norsewood. He noted the upcoming A&P Show in Dannevirke, and the Viking Festival in Norsewood, scheduled for 3 and 4 February 2024. He acknowledged the success of the radio controlled vehicles event held recently.
- 11.4 Passenger Transport: Councillor Franklin advised she was arranging a meeting with Horizons Regional Councillor Benbow. She spoke about the organising for the event to commemorate the 80<sup>th</sup> anniversary of the Polish Children being sent to Pahiatua during World War II that was currently underway.

## **12. Mayoral Matters**

- 12.1 Her Worship the Mayor noted the shearing successes with the World Records set in the District.

## **13. Items not on the Agenda**

Nil

## **14. Public Excluded Items of Business**

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



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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>Confirmation of minutes – Council meeting held 20 December 2023</i>	<i>To protect the privacy of natural persons; and To protect commercial and industrial negotiations</i>	<i>&lt;Section (1)(a)(i)</i>
<i>Revocation and Replacement of Resolution re Chief Executive's Annual Review</i>	<i>To protect the privacy of natural persons</i>	<i>As above</i>

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

- s7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.*
- S7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).*

*Crs Chase/Peeti-Webber*

*Carried*

The meeting went into public excluded session at 2:12pm and resumed open session at 2:45pm.

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 2:45pm.

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Mayor





## **Eketāhuna Community Board**

Minutes of a meeting of the Eketāhuna Community Board held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on Monday 12 February 2024 commencing at 10:00am.

### **1. Present**

Board Members: S C McGhie (Chairperson), L J Barclay, T M Carew (via Teams), E E Chase, and Crs S M Gilmore and M F Long

#### **In Attendance**

Mrs A Small	–	Group Manager – Strategy and Community Wellbeing
Mrs A Dunn	–	Manager – Democracy Services
Ms G Nock	-	Strategy and Corporate Planning Manager
Ms F Chase	-	Facilities Manager
Mr N Brewin	-	Internal Communications and Compliance Lead

### **2. Apologies**

There were no apologies.

### **3. Public Forum - Pauline Wilson**

Pauline Wilson addressed the meeting on three matters.

The first matter was the responsibility for maintenance of the lime track and exercise equipment around the rugby grounds. In response it was noted that this was the responsibility of Eketāhuna Our Town Inc, and any concerns needed to be addressed with that body.

She then spoke about the absence from the community of Board Member Carew and noted that she did not believe it was physically possible to undertake the responsibilities of being an elected member while overseas and that other people in the community felt the same way that she did. In response it was noted that this matter was on the agenda for discussion at this meeting.

The final item she spoke about was the visual field available to the security

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camera behind the service centre / library, noting that the recycling containers located behind the service centre / library partially obscured the view the camera had of the playground and swimming pool complex. In response the Board asked that officers provide a report to the next meeting of the Eketāhuna Community Board on the possibility of having the security camera better positioned to provide coverage of the playground and swimming pool complex.

**4. Notification of Items Not on the Agenda**

Nil

**5. Declarations of Conflicts of Interest**

Board member Carew – Leave of Absence Request

**6. Confirmation of Minutes**

*That the minutes of the Eketāhuna Community Board meeting held on 11 December 2023 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Chase/Long*

*Carried*

**7. Tararua District Council Report**

**7.1 Tararua District Council report**

*That the report from the Tararua District Council meetings held 20 December 2023 and 31 January 2024 be received.*

*Barclay/Long*

*Carried*

**8. Reports**

**8.1 Leave of Absence Request**

Having declared a conflict of interest, Board member Carew took no part in the discussion of this item and did not vote.

The Eketāhuna Community Board considered the report of the Manager – Democracy Services dated 18 December 2023 that sought a decision from the Board regarding Board member Carew’s request for an extended period of leave of absence without pay.

In general, Board members noted that they were happy to have Board member Carew join the meetings remotely, and noted that while overseas Board member Carew had been keeping connected with all the groups he was active in and was

still active in managing projects in the community.

It was noted that the Board did not have the ability to approve leave without pay, nor to force a by-election, and noted the cost of a by-election to fill any extraordinary vacancy was in the vicinity of \$17,000.

Concern was expressed that during campaigning for the 2022 election information should have been made available to voters of Mr Carew's intention to be overseas during a portion of the triennium to enable voters to make their choices fully aware of that intention.

***That the report from the Manager - Democracy Services dated 18 December 2023 concerning the Leave of Absence Request be received.***

***Barclay/Long***

***Carried***

***That the Eketāhuna Community Board decline to grant leave of absence, requiring Mr Carew to either attend Board meetings via audio-visual means should Council be able to make arrangement for equipment to be available for this, or to be absent without leave. This would require an apology to be tendered to each meeting of the Board for consideration by the Board of whether or not to grant leave of absence from each meeting.***

***Gilmore/Long***

***Carried***

## **8.2 Updated Code of Conduct for Elected Members**

The Eketāhuna Community Board considered the report of Democracy Support Officer dated 1 February 2024 that provided an updated Code of Conduct for adoption.

***That the report from the Democracy Support Officer dated 01 February 2024 concerning the Updated Code of Conduct for Elected Members be received.***

***Chase/Long***

***Carried***

***That the Eketāhuna Community Board adopt the updated Code of Conduct for Elected Members, as amended by the Tararua District Council at its meeting held 31 January 2024.***

***Long/Barclay***

***Carried***

## **8.3 Eketāhuna Community Board - General Assistance Grants Scheme 2024**

The Eketāhuna Community Board considered the report of the Manager – Democracy Services dated 10 January 2024 that sought discussion of advertising the availability of the General Assistance Grants Scheme for 2024 and inviting applications for funding.

It was noted that the Board would assist with communicating the availability of the fund within the community via their networks.

***That the report from the Manager - Democracy Services dated 10 January 2024 concerning the Eketāhuna Community Board - General Assistance Grants Scheme 2024 be received.***

***That the Eketāhuna Community Board advertises the availability of the General Assistance Grants scheme for 2024 and invites applications for funding.***

***That the closing date for applications be 18 March 2024.***

***Carew/Chase***

***Carried***

#### 7.4 **Management Report**

The Eketāhuna Community Board considered the report of Democracy Support Officer dated 26 January 2024 that provided an update to the Board on key activities and items of interest as reported to the meeting of the Infrastructure, Climate Change and Emergency Management Committee held 13 December 2023.

***That the report from the Democracy Support Officer dated 26 January 2024 concerning the Management Report be received.***

***Long/Barclay***

***Carried***

### 8. **Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities**

**Walk the New Highway event** – Board member Carew thanked the organisers and volunteers for making the Walk the New Highway Event a great success.

**Eketāhuna Our Town update** – Board member Carew provided an update on the committee's last meeting, and noted their meetings for 2024 would start during February. It was asked that minutes from meetings of Eketāhuna Our Town be forwarded to the Manager – Democracy Services for inclusion in the Community Board agenda each month.

**Waitangi Day commemoration** – Board member Chase thanked Her Worship the Mayor, Councillor Gilmore and Chairperson McGhie for attending the Waitangi celebration. She noted that a small event for Matariki was being planned, and next year an event at Waka Park for Te Tiriti.

### 9. **Correspondence**

Nil

## 10. Discussion items

**Waiwaka Bridge widening:** it was noted that the request for widening of the Waiwaka Bridge, south of Eketāhuna, had been referred to the Road Safety Committee for discussion.

**Upgrading pedestrian crossing in Eketāhuna:** it was asked that the Council further a request from the Board to Waka Kotahi to upgrade the pedestrian crossing in Eketāhuna. The Board felt a raised crossing would improve the safety for pedestrians, but also new paint, trimming of the plantings and tidying up signs near the crossing would also help.

**Safety of bridge in Bridge Street:** the Board advised that the approach to the bridge in Bridge Street was unsafe due to the angle at which the road approached the bridge. There was currently no signage to warn motorists of the sharp angle or the need to reduce speed. The Board asked that improving the safety of the approach to this bridge be considered.

**RSA member seeking permission to erect additional flagpole at the War Memorial Hall:** permission had been sought to erect an additional flagpole to enable the Australian flag to also be flown at Anzac Day commemorations. It was noted that the cost of erecting the flagpole would be met by an RSA member, in memory of his late wife, and that a commemorative plaque would also be installed. However there was an issue with the type of paving surrounding the flagpoles which needed investigation.

***That the Eketāhuna Community Board request permission from the Council for a second flagpole to be erected on the grounds at the War Memorial Hall, noting the costs would be met by a member of the RSA.***

***Long/Chase***

***Carried***

**ANZAC Day arrangements:** Board member Carew reported on discussions held regarding arrangements for Anzac Day, noting that no hymn would be used in the service this year. The parade would be via the back road, and Chairperson McGhie was organising marshalls. Tens Transport division would lead the service, and noted that they had a new Warrant Officer who would be attending. Once finalised, the programme would be delivered to the Library prior to Anzac Day.

**River Resource Use survey:** Her Worship the Mayor noted a consultation exercise currently underway and encouraged Board members to submit. She also spoke about the public meeting being held in Eketāhuna on Tuesday 20 February, to provide information about the draft Urban Growth Strategy that was currently out for consultation. She noted that Council members would be attending, and encouraged Board members to also attend.

**11. Chairperson's Remarks**

Chairperson McGhie spoke about the Waitangi Day Commemorations held at Waka Park.

**12. Items not on the Agenda**

Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:59am.

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Chairperson





**Minutes of the Explore Pahiataua Incorporated Society meeting held at the Tararua District Council Service Centre 136 Main Street, Pahiataua on Wednesday 7 February 2024, 7:00pm.**

**1. Present**

- 1.1 Committee Members: Ali Romanos (Chair), Louise Powick (Deputy Chair), Raylene Treder (Secretary), Marie Kissick (Treasurer), Ingrid de Graaf, and Rhys Punler.

Tararua District Council Representative: Cr Alison Franklin

Members of public: Richard Hansen (co-opted to committee during meeting)

**2. Apologies**

- 2.1 Nil

Raylene Treder/ Ali Romanos

**Carried**

**3. Conflicts of Interest**

- 3.1 Nil

**4. Notification of Items not on the agenda**

- 4.1 Karolyn Donald resignation

- 4.2 Richard Hansen co-option to Explore Pahiataua Community Committee

- 4.3 Tararua District Draft Urban Plan

- 4.4 Meeting venue

**5. Confirmation of Minutes**

**That the minutes of the Explore Pahiataua meeting held Wednesday 6 December 2023 (as circulated) be confirmed as a true and accurate record of the meeting.**

- Clarification on reimbursement for Ingrid de Graaf: \$145.55

Ali Romanos/Rhys Punler

**Carried**

**6. Matters Arising**

- 6.1 Karolyn Donald resignation

Email received from Karolyn Donald tendering her resignation from the Explore Pahiata Community Committee. Resignation accepted with Ali Romanos expressing the committee's thanks to Karolyn for her service.

Committee discussed an appropriate gift to acknowledge Karolyn's service, in particular her dedication to Carnival Park and the Swimming Pool. It was agreed to provide Karolyn with a movie/meal voucher for \$200. Ali Romanos to arrange.

Ali Romanos/Ingrid de Graaf **Carried**

#### 6.2 **Richard Hansen co-option**

With Karolyn Donald's resignation, **motion to co-opt Richard Hansen onto the Explore Pahiata Community Committee.**

Ali Romanos / Louise Powick **Carried**

Ali Romanos welcomed Richard onto the committee and thanked him for agreeing to lend his time to the community.

#### 7. **Tararua District Council Report**

No report.

Ali Romanos/Raylene Treder **Carried**

#### 7.1 **Meeting Venue**

The committee believe the amount being charged to hire the Pahiata Service Centre is not a good use of funds and there are cheaper venues in Pahiata to hold monthly meetings. Some expressed concern, as a matter of principle, of the committee being charged at all for use of the Service Centre given the committee's function.

Cr Alison Franklin informed the Committee the fees and charges are being reviewed in the Long Term Plan process. The community rate is one currently being discussed.

It was resolved to hold off making a decision on venue, until the fees and charges have been finalised.

#### 8.0 **Correspondence**

##### *Inwards*

- From: TDC – Invoice for hire of the Service Centre.
- From: Kimberley Stevens TDC – actions for the Community Plan.
- From: TDC – Cyclone Recovery Programme December Update.
- From: Helen Kohunui – donation Buy a Block Swimming Pool.

- From: Adele Small TDC – asking for the contact for Children’s Day.
- From: Pare Kore – Newsletter.
- From: Rocketspark – Christmas hours.
- From: Toni Chapman TDC – Event Weathering the storm workshop in Dannevirke.
- From: Pahiataua Shears – Asking for funding for upcoming event.
- From: IRD – Return reminder.
- From: Rocketspark – Invoice.
- From: Callum Brock - Donation Buy a Block Swimming Pool
- From: TDC – Cyclone Recovery Programme January Update.
- From: Katrina Wilson – Volunteering to help with the dog park.

**That the inwards correspondence be received.**

Raylene Treder/Ali Romanos

**Carried**

#### **9.0. Financial Report**

**That the financial report from Marie Kissick (Treasurer) for the preceding month be received and identified invoices approved for payment.**

- Marie Kissick to query the NZME monthly invoice, has been increased with no notification.

Marie Kissick/Raylene Treder

**Carried**

#### **9.1 Additional invoices received and approved for payment:**

- Mitre 10 – amount to be queries as the discount doesn’t appear to have been applied; payment approved in principle, to be paid upon invoice being amended.
- Hira Tua – seedlings \$985.00 for Carnival Park.
- Rhys Punler – reimbursement for \$88.00 to Awapanui Nurseries for community garden.

#### **9.2 Tagged Funds**

\$3,000 to be added to the tagged funds for the Youth Centre in respect of the upcoming renovations.

#### **9.3 Pahiataua Shears Funding Application**

Funding application received from the Pahiataua Shears Committee requesting \$1,000 for the Pahiataua Shears 2024 event to be livestreamed.

Committee approved grant. Ali Romanos to contact Pahiataua Shears Committee to see how Explore Pahiataua can be acknowledged / promoted.

Ali Romanos/Raylene Treder

**Carried**

## **10.0 Community Plan**

Some amendments to the Plan were discussed, namely:

- Substitute Census 2018 data for Census 2023 data when available (expected in May 2024).
- Include testimonials from four members of the community.
- Include a basic summary and profile of the Explore Pahiataua Community Committee.
- Add more community groups.

Portfolio holders to update their respective portfolios and communicate to Ali Romanos, who will hold master plan and communication with Kimerley Stevens of TDC.

## **11.00 Draft Urban Growth Strategy**

Discussion was held on the draft strategy and the rezoning of Pahiataua.

Ali Romanos and Raylene Treder to attend the public meeting / feedback session, being held at the Pahiataua Service Centre Wednesday 21<sup>st</sup> February 2024, 5.00pm – 7.00pm.

Ingrid to reiterate above meeting details on Facebook page.

Draft submission to be completed by Ali Romanos after attending the meeting. This will be forwarded to the committee for comment before being submitted to Council.

## **12.0 Incorporated Societies Act Compliance**

Agreed that Ali Romanos and Marie Kissick will take the lead in updating the documentation for Explore Pahiataua to comply with the new Incorporated Societies Act 2022.

A new temporary portfolio, "ICA Compliance", is now created.

## **13.0 Portfolio Reports**

### **13.1 Pahiataua Districts Business Group (PDBG) (Ingrid de Graaf)**

- Combined Chambers event to be held on the 8<sup>th</sup> May at Tui HQ (similar to last year)
- Teaming up with Digital Spaces to hold 1–2 events this year (funded by them) – Social media workshop.
- BA5 to be held at The Little Green Grocer – date TBC

### **13.2 Explore Pahiataua Marketing (Ingrid de Graaf)**

- January Bush Telegraph featured update on the Dog Park.
- February Bush Telegraph will provide an update on committee portfolios, and particularly for what to expect in 2024.
- April Bush Telegraph will feature the Bush Aquatic Trust Golf Tournament.

**13.3 Youth Centre** (Ali Romanos)

- Funding applications for the renovations to be completed by Raylene Treder and Louise Powick. Ali Romanos thanked Raylene and Louise for agreeing to take on this responsibility.

**13.4 Carnival Park** (Karolyn Donald / Richard Hansen)

- Annual review complete with DOC. H&S Manual and Risk Management Plan reviewed, submitted, approved, signed off by the regional office manager.
- Campground has been well utilised over summer.
- Sewerage system is currently being upgraded.
- Pavilion by the playground has been renovated with seating.

**13.5 Community Garden** (Emma Elliott)

- Inaugural volunteers BBQ was held at end of January. A fun and well received event.
- The shelter over the picnic table has been constructed and is being well used. An application to Creative Communities for a mural here and on the garden shed is being considered for March.
- Emma recorded disappointment with the recent Bush Telegraph article, for not being emailed for checking, and for using a picture of Herbertville Community Garden.

**13.6 Swimming Pools** (Louise Powick)

- Meeting planned for February to get an update on funding from Mike Dunn.
- Waiting for confirmation that the draft LTP includes the swimming pool in year 1.
- Annual Bush Aquatic Trust golf tournament to be held in April.

**13.7 Rotary Dog Park** (Raylene Treder)

- Article in the Bush Telegraph 5<sup>th</sup> February, informing the community the dog park is open but is still a work in progress.
- Focusing on asking the community for donations of materials and labour to help get the agility equipment and lime track completed around the perimeter.
- Donation received of native plants.
- Fence needs minor dog proofing for small dogs on the western side of the park. Rhys Punler to undertake same.
- Sign for the park is being designed by Freedom designs. Raylene Treder and Louise Powick working with designers. Hopefully the final proof will be available at the next monthly meeting.
- Cr Alison Franklin to ask Council if funding is available for a dog bin and bag dispenser. There used to be one on-site but was removed.
- Cr Alison Franklin to obtain the QR code from Council to be placed on the sign.

**13.8 Road Safety Committee (Rhys Punler)**

- No update.

**13.9 Harvard Plane Photo Attraction (Rhys Punler)**

- No update.

**13.10 Polish memorial / 80<sup>th</sup> Reunion (Gilda McKnight)**

- Preparations for 80th Anniversary of the arrival of the Polish refugees in Pahiataua (November 2024).
- Upgrade of the Polish Memorial Site.
- The general plan is to upgrade the site – three groups (Aliens, Polish children, Displaced Persons) actually used this site during and after WW2, and currently there is no information on site clarifying this history, focusing on the Polish Reunion for this year.
- Reflect and represent the three groups, which made up the camp's history.
- Redefine the area to focus on the south end overlooking the site of the actual camp buildings.
- This will involve 3 false building facades with corresponding storyboards depicting the camp's 3 stages of history, nearer the monument and following a timeline.
- On the southernmost side of the monument, will stand the internment construction and history, beside this the Polish History, and on the northern most side, to the right of the monument, will be the Displaced Persons' history.
- Some of the bushes and lower limbs of the pine tree will need to be removed to create a clear view of the camp area.
- The north end of the site remains a picnic and rest area.
- Relocate the picnic tables, council signage and rubbish bins to the northern end. Remove the present storyboards, reusing the display cases on the new facades. The poles could be used for a tabletop.
- Consult with Council regarding the above and draw up plans for these initial changes.
- Next meeting for Polish Reunion Group is on 9 February 2024.

**14.0 Items not on the agenda**

All discussed during the meeting.

Meeting Closed at 8.34pm.

Ali Romanos (Chair): \_\_\_\_\_

Invoices for Payment

	Payee	Description	Amount
1.	NZME	Bush Telegraph feature	\$603.90
2.	Mitre 10	Community garden various (including materials for covered seating area) <i>Note: Louise is looking at these - to discuss at meeting.</i>	\$2,501.99
		<b>TOTAL</b>	<b>\$3,105.89</b>

In addition, approval of the following invoices which have been paid since December's meeting are to be ratified:

	Payee	Description	Amount
1.	NZME	Jan invoice – Bush Telegraph feature	\$513.19
2.	Mitre 10	Community garden various – paid 20 Jan	\$319.59
3.	TDC	Hire of Council Buildings for Oct, Nov and Dec Meetings – paid 20 Jan	\$123.00
4.	TDC	Road Closure for Christmas Parade – paid 20 Jan	\$150.00
5.	IRD	GST for 6 mnths ended 31/12/23	\$2,150.90
6.	AON	Insurance for Youth Centre – paid 1 Feb	\$3,276.37
7.	Information Centre	Signs for Explore Christmas – paid 12 Dec	\$120.00
8.	Ingrid – reimbursement	FB boosting for Summer Concert – paid 12 Dec	\$50.00
9.	Ingrid – reimbursement	FB boosting for PDBG – paid 12 Dec	\$170.00
10.	Ingrid – reimbursement	FB boosting for Explore Christmas – paid 12 Dec	\$145.65
11.	Small Town Comfort	Broken toy from Explore Christmas – paid 12 Dec	\$17.00
12.	Aotearoa Biodiversity Conservation	Weed Mngt for Carnival Park (CP tagged funds to be reduced accordingly). – paid 12 Jan	\$1,736.25
		<b>TOTAL</b>	<b>\$8,771.95</b>

As a reminder, the following amounts are tagged funds:

	Project	Amount
1.	Swimming Pool	\$30,000.00
2.	Explore Pahiataua signage	\$20,000.00
5.	Harvard Plane	\$20,000.00
6.	Carnival Park (originally \$9,289.33 but reduced by \$1,736.25 for Jan invoice)	\$7,553.08
	<b>TOTAL</b>	<b>\$77,553.08</b>



## **Dannevirke Community Board**

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 19 February 2024 commencing at 9:00am.

### **1. Present**

Board Members: P F Walshe (Chairperson), T J Hynes (Deputy Chairperson), E J Christison, R T Wallace; and Crs E L Peeti-Webber and S M Wards

#### **In Attendance**

Her Worship the Mayor T H Collis  
Councillor N L Chase

Mrs A Small - Group Manager – Strategy and Community Wellbeing  
Mrs A Dunn – Manager – Democracy Services

### **2. Apologies**

There were no apologies.

### **3. Public Forum**

#### **3.1 Public Forum - Adrian Corlett re Use of Park for Radio Controlled Vehicles**

Mr Adrian Corlett, of the Radio Truckers of NZ group, had arranged time to speak to the Board about the group's proposal to establish a radio-controlled vehicle track at the former BMX track in Dannevirke. Unfortunately Mr Corlett was unable to attend. The Board noted that the Council would be reviewing its reserves use, through development of Reserve Management Plans. These would be subject to public consultation, and would be appropriate for the Radio Truckers of NZ group to be involved in the public engagement and consultation.



**4. Notification of Items Not on the Agenda**

Board member Wallace – Cyclone Gabrielle

Board member Christison - Walkways

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

Board member Christison – Umutaoroa Domain update

**6. Confirmation of Minutes**

*That the minutes of the Dannevirke Community Board meeting held on 18 December 2023 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Hynes/Wallace*

*Carried*

**7. Tararua District Council Report**

**7.1 Tararua District Council Report**

*That the report from the Tararua District Council meeting held 20 December 2023 be received.*

*Christison/Peeti-Webber*

*Carried*

*That the report from the Tararua District Council meeting held 31 January 2024 be received.*

*Wallace/Wards*

*Carried*

**8. Reports**

**8.1 Consultation on Draft Urban Growth Strategy**

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 7 February 2024 that provided information about the public consultation underway on the draft Urban Growth Strategy and sought Board members' assistance in obtaining feedback from the community.

Members discussed the information evening held on 15 February 2024 at the Dannevirke Library, and noted there had been a good level of public attendance and engagement. It was noted that three more community information events were scheduled throughout the District, and these were scheduled for the following dates:

- Tuesday 20 February 2024: Eketāhuna Library 5:00pm to 7:00pm
- Wednesday 21 February 2024: Pahiatua Service Centre 5:00pm to 7:00pm
- iSite Visitor Information centre, Woodville: Thursday 22 February 2024 5:00pm to 7:00pm

***That the report from the Manager - Democracy Services dated 07 February 2024 concerning the Consultation on Draft Urban Growth Strategy be received.***

***Wallace/Peeti-Webber***

***Carried***

## **8.2 Dannevirke Community Board - General Assistance Grants Scheme 2024**

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 10 January 2024 that sought a decision from the Board to advertise the availability of its General Assistance Grants Scheme and invite applications for funding from the community.

***That the report from the Manager - Democracy Services dated 10 January 2024 concerning the Dannevirke Community Board - General Assistance Grants Scheme 2024 be received.***

***That the Dannevirke Community Board advertises the availability of the General Assistance Grants Scheme for 2024 and invites applications for funding.***

***That the closing date for applications for funding be 25 March 2024.***

***Hynes/Wallace***

***Carried***

## **8.3 Application for Funding**

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 18 January 2024 that presented an application for funding from the Makotuku Progressive Association for consideration. The Board discussed whether to consider the application at this meeting, or to hold over for consideration with other grant applications received through the advertised funding round. The Board agreed to consider the application at this meeting.

***That the report from the Manager - Democracy Services dated 18 January 2024 concerning the Application for Funding be received.***

***That the Dannevirke Community Board grant \$1,000.00 to the Makotuku Progressive Association towards the costs of upgrading the ladies' bathroom in the Makotuku Hall.***

***Wallace/Christison***

***Carried***

8.4 **Roading decision making process**

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 31 January 2024 that provided information on the process for setting Council’s roading programme and funding, in order to assist Board Members with responding to enquiries from the community. Board member Wallace sought clarification on the outcome of requests for traffic calming to be installed in Easton Street, Dannevirke. In response it was advised that as it was an operational matter, that the best course of action would be to make an appointment with the Group Manager – Infrastructure to discuss.

***That the report from the Manager - Democracy Services dated 31 January 2024 concerning the Roothing decision making process be received.***

***Walshe/Hynes***

***Carried***

8.5 **Updated Code of Conduct for Elected Members**

The Dannevirke Community Board considered the report of the Democracy Support Officer dated 1 February 2024 that presented an updated Code of Conduct to the Board for consideration.

During discussion the Board felt it would be helpful to include a flow chart to illustrate the process for making a complaint under the Code of Conduct. Officers undertook to develop a flow chart for this purpose.

Members also felt it would be useful to have a workshop discussion about acceptable behaviour of elected members, perhaps as part of the Board’s regular meeting with Her Worship the Mayor.

***That the report from the Democracy Support Officer dated 01 February 2024 concerning the Updated Code of Conduct for Elected Members be received.***

***That the Dannevirke Community Board adopt the updated Code of Conduct for Elected Members, as amended by the Tararua District Council at its meeting held 31 January 2024.***

***Wallace/Peeti-Webber***

***Carried***

9. **Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities**

- 9.1 **Chamber of Commerce** – Board member Hynes reported that the next After Fives event would be held at REAP on Tuesday 27 February at 5:15pm. There would be a presentation on the REAP activities. The April After Fives event would be held at Stitch me, at the May meeting would be a combined meeting held at Tui Brewery. The June meeting would be held at Tararua Vets.

- 9.2 **Community Vehicle Trust** – Board member Hynes advised that the service had returned for the year in mid-January and had been exceptionally well patronised with an increase in passengers. This may need to the need to recruit additional drivers for the service.
- 9.3 **Dannevirke Brass Band** – Board member Wallace noted the Band’s meeting was scheduled for Tuesday 20 February. He spoke about the level of interest from young people in joining the band and learning brass instruments. He noted the band were preparing for Anzac Day.
- 9.4 **Dannevirke Information Centre** – Board member Wallace noted the centre had made a change to their meeting time so that he could attend their meetings. The centre had asked him to report that they had not received an acknowledgement from the Community Vehicle Trust for their past service. He noted the membership numbers for the centre had been dwindling, and that they were looking for a new secretary and additional volunteers. He noted the Information Centre were concerned about the costs for running the centre, but had recently introduced a new service for the community where people could visit the centre to make arrangements for residential solid waste collection services.
- 9.5 **Akitio Annual General Meeting of Ratepayers Association** – Councillor S M Wards noted that both herself and Chairperson Walshe attended the Annual General Meeting. The meeting included discussion of the water supply issues that were experienced in the Christmas / New Year period. She noted that work that had been undertaken behind the scenes, and that an in-depth report was included in the agenda for the 21 February meeting of the Infrastructure, Climate Change and Emergency Management Committee. She noted that the Ratepayers Association Committee had been re-elected and that the Ratepayers Association had sent out communications about the water supply issues experienced.
- 9.6 **A&P Association** – Board member Christison noted he had not attended their meeting. However he did attend the show and felt there was a good turnout of business sites. He noted the new power supply to the grandstand that had been undergrounded to make it safer. Board member Hynes noted that there had been approximately 1000 paying people through the gates and commended the new A&P Show Committee for their work.
- 9.7 **Proposed Dannevirke Skatepark** – Councillor E L Peeti-Webber noted the feedback received to keep the fountain, therefore the proposal was now to build the skatepark in the area and maintain the fountain. She spoke about the blessing that the Returned Services Association had given to the proposed site for the skatepark, noting the site was some distance from the cenotaph and would not impede services held there. The committee were now fundraising for the skatepark, and a Ball was being organised for the last Saturday in May as part of the fundraising. Applications were also being made to external funding providers.

## 10. Correspondence

### 10.1 Correspondence

*That the correspondence listed be received.*

**Letter to NZTA – red surface treatment on Dannevirke pedestrian crossings.**  
**Wallace/Hynes** **Carried**

## 11. Discussion Items

11.1 **Anzac Day Concert Planning:** Board member Wallace that he would not be available to organise the Anzac Day concert this year. The Board discussed the need for stage lighting and sound system to be available at the Town Hall, and whether the Council could invest in provision of those facilities. Members would need to consider whether there would be an Anzac Day concert organised for 2024.

11.2 **Dannevirke Christmas Lights:** Chairperson Walshe noted that some of the bulbs for the Christmas lights erected in High Street needed to be replaced before the lights were put up for Christmas 2024 season. The Board also discussed whether the Community Board could invest in purchasing Christmas flags that could be used to decorate High Street during Christmas time. Chairperson Walshe undertook to look into both of these matters.

11.3 **Water saving incentives e.g. Water tanks and metering:** Board member Wallace enquired as to whether the Council could incentivise residents to install water tanks that collect water from the house spouting, for example making these available for purchase from the Council at cost. He also questioned the water metering processes, where extraordinary users that were metered paid for a minimum of 40 cubic metres regardless of whether they used that amount of water.

11.4 **Signage for Heavy Vehicle Bypass in Dannevirke:** Board member Wallace questioned whether there could be signage, however it was noted that Dannevirke did not have a heavy vehicle bypass.

11.5 **Norsewood Water:** Board member Christison noted the public meeting being held in Norsewood to discuss the water quality, and advised that he would be attending.

11.6 **Fountain Upgrade:** Board member Christison advised that there were some interested parties in forming a group to restore the fountain at the Upper Domain. In discussion it was noted that the fountain would need to be made safe, and a system for recycling the water instead of it going to waste would be needed. The Board also noted the Scott Memorial Fountain could also need a system for recycling the water it used. There was also discussion about the rose gardens and an idea floated about seeking sponsorship to fund re-planting, however others felt that due to the shady site that roses would no longer flourish

so other plantings could be thought about.

- 11.7 **Dannevirke Water Update and Town Leaks:** Board member Christison acknowledged that water leaks he had reported in Dannevirke had been fixed. He expressed concern about water infrastructure failing, causing leaks. In discussion it was noted that one recent leak that had been reported was a spring, and not a result of failing water infrastructure.
- 11.8 **Umutaoroa Domain Update:** having declared a conflict of interest due to submitting a quote for this work, Board member Christison took no part in the discussion of this item. The Group Manager – Strategy and Community Wellbeing provided an update, advising that the Council had agreed for the site to be remediated and made safe. The process was underway of reviewing the quotes received for the work. Once the tender had been let, the trees would be removed and the site made safe. The future of the hall / former school building would be consulted on through the Long-term Plan process. Once the successful tender had been finalised, the Umutaoroa Domain Community Committee would be informed of when they could expect that work to be done. The timeframe is for the trees to be removed first, the removal of the hall is a separate matter that would not be decided until consultation with the community through April/May had been finalised. The decision making on that would be at the end of June 2024.
- 11.9 **Settlers' Memorial Site – Lamason property Armstrong Road:** Board member Christison asked whether the Dannevirke Community Board would be supporting the project on the Armstrong Road site, for example with the costs of traffic management. It was advised that the process was being worked through regarding the use of road reserve to establish the parking area. A meeting was organised for Thursday 22 February to discuss what is required by Alliance in terms of that site. The memorial site will be built on private land.

## 12. Chairperson's Remarks

The Chairperson noted that with regard to the Anzac concert, he would get back to everyone on that matter.

## 13. Items not on the Agenda

- 13.1 **Walkways** – Board member Christison advised that the works on the Victoria Avenue walkway were now complete. He proposed that more maintenance be undertaken on the walkways in the future.
- Cyclone Gabrielle** – Board member Wallace noted the anniversary of the Cyclone event. He offered assistance in any future events, and sought to be kept informed during events. In response Her Worship the Mayor noted that all Board members were sent the situation reports as they were released during the response stage, and advised that managing volunteers during a response can be

difficult, however assistance was drawn upon where appropriate. A suggestion was made that there may be farmers still needing a hand on their properties that may be happy to be contacted with offers of assistance.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:30am.

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Chairperson



## MEETING MINUTES

**Meeting held 13 February 2024, 7pm  
Woodville Sports Stadium Supper room**

**1. Present:**

J Kopa, C Wilton, Cr P Johns, Cr S Gilmore, N White, J Lovett, B Swenson,  
D Stokes, P Cox, S Silvester, R Pretty, C Archer, V Tomlinson, R McMillan, J  
Preston  
G De Castro & J Foulds from Community Trust - Pahiatua

**2. Apologies:**

P & S Bonser, N Lovett

*That the apologies be accepted*

*P Johns/C Archer*

*Carried*

**3. Conflicts of Interest:**

None declared.

J Preston commented that the Secretary had a conflict of interest regarding a permanent resident at the campground. Campground complaints should be directed to the Council, currently there is a 50 day stay limit.

**4. Other General Business**

Purple Poppy Day  
N White – Sign  
Theatre event 150<sup>th</sup> celebrations

**5. Minutes of the previous meeting**

*That the minutes are confirmed as a true and accurate record.*

*P Cox / S Silvester*

*Carried*

**6. Matters Arising from the minutes.**

Nil

**7. Correspondence**

**Inward:** Radio Woodville      Newsletter and bank account for donation

**Outward:** Letter of support for Cr S Gilmore for Justice of the Peace  
TDC – re support for shelter in Fountaine Square  
Community Garden – application to DIA

*That the correspondence be approved.*

*C Wilton / C Archer*

*Carried*

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## 8. Financial

A report was presented by V Tomlinson. Still some more donations to be paid from the Christmas Parade fund.

Awaiting a meeting with A Small to determine how much to invoice TDC for the annual grant

***That the financial report be accepted and accounts paid***

***V Tomlinson / C Archer***

***Carried***

- 8.1 Report R Pretty – Woodville 150<sup>th</sup> logo  
A discretionary grant of \$850.00 was given.
- |                 |          |
|-----------------|----------|
| Advertising     | \$500.00 |
| Graphic design  | \$200.00 |
| Meetings/prizes | \$150.00 |

The logo was presented to the meeting and handed to the Secretary, it will also be available in digital form.

## 9. Grant applications

NIL

Name		Project	Amount	Approved
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## 10. TDC Report – Cr S Gilmore

### Transport Choices Projects Update

Disappointingly, but unsurprisingly, council received notification that the Transport Choices footpath and pump track projects have been cancelled by NZTA / Waka Kotahi.

### Draft Urban Growth Strategy

The Draft Urban Growth Strategy has been released for public consultation, which runs until 5 March.

Growth in our district has been ad-hoc in the past, so this strategy looks to how we could grow over the next 30 years. It will also help inform the work being done on updating the District Plan, which will require extensive consultation.

There are some implications for Woodville with recommendations to re-zone extra residential, commercial and industrial zones.

One particular area I wanted to highlight was the recommendation to re-zone the Rec Ground area and Pool as commercial. This was recommended to council as there was difficulty identifying suitable areas for long-term commercial growth, which might be needed in the future. There are no plans

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to change the use of these areas now and this would require separate community consultation.

We encourage everyone to read the strategy and to give your feedback. There will also be an in person feedback meeting in Woodville at the iSite on Thursday 22nd February 5pm - 7pm.

It was noted by R Pretty that this time unfortunately clashes with the Rinitawa Art and History - Lindauer Exhibition Opening. A change or alternative meeting time would be investigated.

#### **Water Restrictions**

Woodville is currently on alternate evening restrictions.

This means - hand-held hoses only on alternate evenings between 7pm - 9pm i.e. houses with even street numbers on even nights and houses with odd street numbers on odd nights.

*(Examples of Hand-held hoses include sprinklers, hoses and water blasters)*

### **11 General Business**

#### **a. Woodville Pool 120 years**

A commemoration will be held at the Pool, 2pm on 17 February 2024 to celebrate 120 years of the Pool, all welcome to attend.

#### **b. Woodville Noticeboard**

V Tomlinson reported that it may still be possible to have it outside Woodville Animal Welfare and needs more discussion with Paul Tayler. Vicky to report at next meeting

#### **c. Community Plan**

The Chair asked for volunteers to meet with K Stevens to discuss first steps. C Wilton, J Kopa, J Lovett, Cr P Johns and Cr S Gilmore offered to help.

#### **d. Storage**

J Lovett, J Kopa and P Johns will seek quotes for a double garage to replace the container. J Kopa to make an enquiry to TDC seeking their approval.

#### **e. Pahiatua Community Vehicle.**

G De Castro & J Foulds reported to the meeting that the vehicle will now be in Woodville on Tuesdays from 2pm for anyone requiring transport. The times can be negotiated. Bookings need to be made by 4.30pm the previous day. Contact details are 06 376 7608

#### **f. Movie Night in the Park**

Cr S Gilmore was approved to investigate costs of holding a movie night in the park.

#### **g. Recreation Fund**

Cr S Gilmore will investigate criteria around the funds held by TDC (proceeds of a land sale) that is allocated to recreation in Woodville and report to the next meeting.

- h. Theatrical event for 150<sup>th</sup> celebrations**  
Anyone who is interested in being part of a drama/theatrical event to celebrate this landmark in history, or has some suggestions or ideas, is invited to a meeting at the Village Hall on 11 March at 7.30pm
- i. Positively Woodville**  
Permission was given to R Pretty to have 5 copies of the draft constitution printed at the isite.
- j. Quirky tourist sign – N White**  
N White presented a draft sign that he had made for Woodville which was met with much hilarity.  
***That the sign be approved in principal and Nick to gather quotes and present to the next meeting.***  
***V Tomlinson / D Stokes*** ***Carried***
- k. Community garden/garden shed and shredder**  
Emma Elliott was not present to discuss the plans for a new community garden so this item will be carried over to the March meeting.
- l. Purple Poppy Day**  
To honour the animals who gave their lives and served bravely. This will be held in Fountaine Square, 25 February at 2pm. The Mayor will be in attendance.  
***That approval is given for V Tomlinson to purchase a wreath with purple flowers to a similar value as previous wreaths.***  
***V Tomlinson / J Kopa*** ***Carried***
- m. Flag Trax system** is on the agenda for the March meeting
- n. Anzac Day**  
D Stokes, J Kopa , V Tomlinson & P Johns will meet to discuss a civic service for Anzac Day.

**The meeting was declared closed at 8.05pm**

**Chairperson**

**Date**

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## Report

Date : 23 February 2024

To : Mayor and Councillors  
Tararua District Council

From : Allie Dunn  
Manager - Democracy Services

Subject : **Recommendation from Audit and Risk Committee re Adoption of Annual Report 2022-23**

Item No : **9.1**

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### 1. Recommendation

- 1.1 *That the Mayor and Chief Executive be delegated the authority to make any minor changes requested by Audit New Zealand and to sign the Statement of Compliance and Responsibility that is contained within the Annual Report for the year ending 30 June 2023; and*
- 1.2 *That the 2022/23 Annual Report be adopted in accordance with Section 98 of the Local Government Act 2002.*

### 2. Reason for the Report

- 2.1 To present a recommendation from the extraordinary Audit and Risk Committee meeting held 22 November 2023 seeking adoption of the draft Annual Report for the year ending 30 June 2023.

### 3. Background

- 3.1 The Audit and Risk Committee held an extraordinary meeting on Wednesday 22 November 2023, to receive and adopt the audited 2022-23 Annual Report in accordance with section 98 of the Local Government Act 2002.

- 3.2 The report considered by the committee highlighted changes made to the 12 month financial performance statement since it was presented to the Finance and Performance Committee on 23 August 2023.
- 3.3 The draft Annual Report considered by the Audit and Risk Committee on 22 November 2023 was recommended for adoption subject to the correction of any typographical errors or changes that may be required.
- 3.4 The draft Annual Report 2022-23 is appended separately.

### **Attachments**

Nil.



## Report

Date : 23 February 2024

To : Mayor and Councillors  
Tararua District Council

From : Allie Dunn  
Manager - Democracy Services

Subject : **Requests for Information under the Local Government Official Information and Meetings Act 1987**

Item No : **9.2**

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### **1. Recommendation**

- 1.1 *That the report from the Manager - Democracy Services dated 26 January 2024 concerning the Requests for Information under the Local Government Official Information and Meetings Act 1987 be received.*
- 1.2 *That the Council note the steps being taken towards proactive release and publishing of official information related to requests under the Local Government Official Information and Meetings Act 1987.*

### **2. Reason for the Report**

- 2.1 To provide information on the requests for information received under the Local Government Official Information and Meetings Act 1987.

### **3. Background**

- 3.1 The Local Government Official Information and Meetings Act 1987 makes provision for public access to Council information.
- 3.2 The Act also details requirements for how Council must deal with any requests for access to information that it holds.

- 3.3 Each month a report is provided to Council on the requests received. This report details a list of requests received over the preceding month to date, timelines associated with the requests, and the subject matter of the requests.

## 4. Discussion

- 4.1 Following are tables that detail requests that were received from the start of the preceding month, up to the date of completing the report. Also included are any requests listed in the previous report to Council that have been resolved since reporting to Council. Under the Privacy Act 2020, details and information relating to individuals have been withheld.

### Resolved Requests

Received	Completed	# Days	Requester	Subject
19/12/2023	09/02/2024	15	NZ Taxpayers Union	Ratepayers Report
7/01/2024	16/01/2024	3	Tasman Democracy	Council Debt
10/01/2024	10/01/2024	0	Tasman Democracy	LGOIMA request statistics for 2023
15/01/2024	16/01/2024	0	Individual	Dog Control statistics for 2023 year
15/01/2024	17/01/2024	2	Community Law Centres of Aotearoa	2023 District Licensing Committee Decisions
16/01/2024	13/02/2024	18	Individual	Cost of bridge repairs, Rawhiti Street, Dannevirke
23/01/2024	30/01/2024	5	Individual	Information re their property and CRMs previously lodged
30/01/2024	1/02/2024	2	Individual	Costs associated with Pensioner Flats Swinburn Street Dannevirke
30/01/2024	23/02/2024	17	Individual	Costs associated with Roundabout Repairs Queen /Rawhiti Streets Dannevirke
2/02/2024	2/02/2024	0	Individual	Stormwater flooding issues Woodville
7/02/2024	8/02/2024	1	Individual	Eketāhuna Swimming Pool Management Contract
12/02/2024	22/02/2024	8	Individual	Waisplash - amount of grant made to Waisplash, plus amount of separate allocations paid for maintenance
14/02/2024	15/02/2024	1	Individual	Further information re Eketāhuna Swimming Pool Contract
15/02/2024	16/02/2024	1	Packaging Forum	Waste and Recycling Data
15/02/2024	19/02/2024	2	Individual	Further information re cost of bridge repairs, Rawhiti Street, Dannevirke



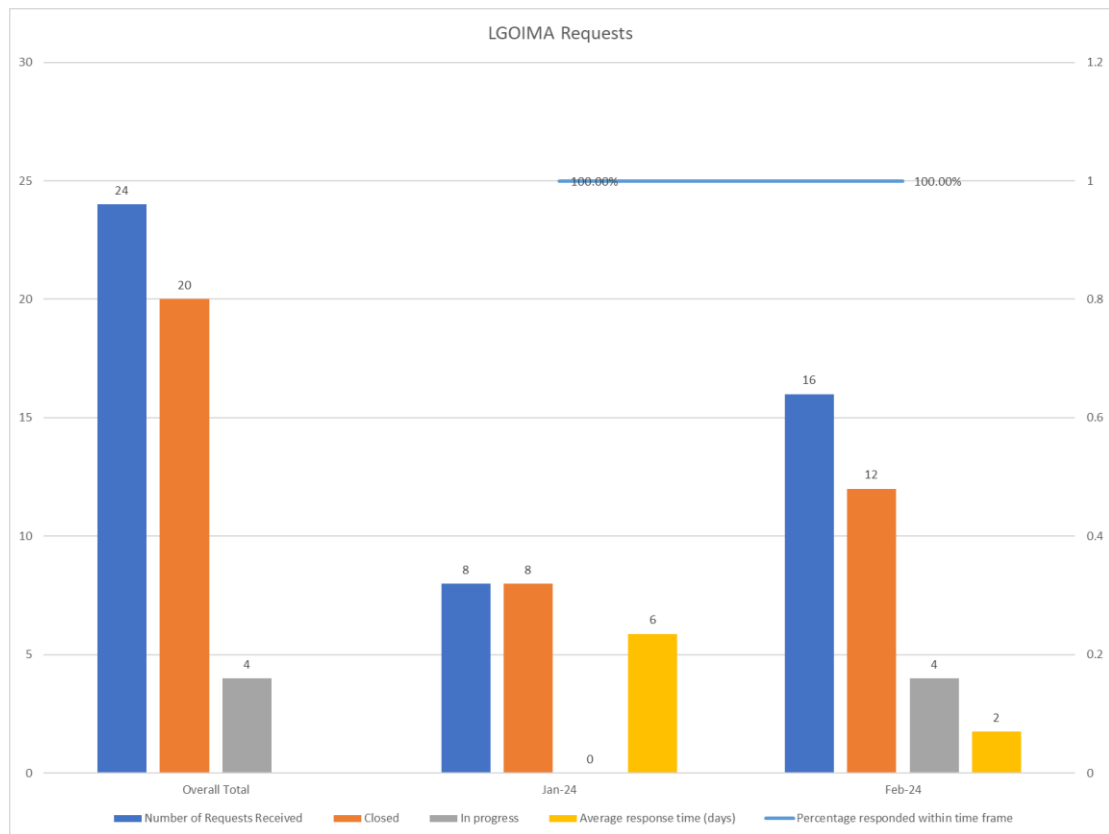
20/02/2024	22/02/2024	2	Individual	Input into proposed Fast Track Consenting Bill
20/02/2024	22/02/2024	2	Radio New Zealand	Council debt and spending
21/02/2024	22/02/2024	1	Individual	Operating costs for staff for Tararua Alliance
21/02/2024	21/02/2024	0	Individual	Use of Tararua ratepayers' properties as security for loans
21/02/2024	23/02/2024	2	Individual	Dannevirke Impound Supply
22/02/2024	23/02/2024	1	Individual	Water Efficiency Initiatives

### Requests pending completion

There are currently four open requests pending completion.

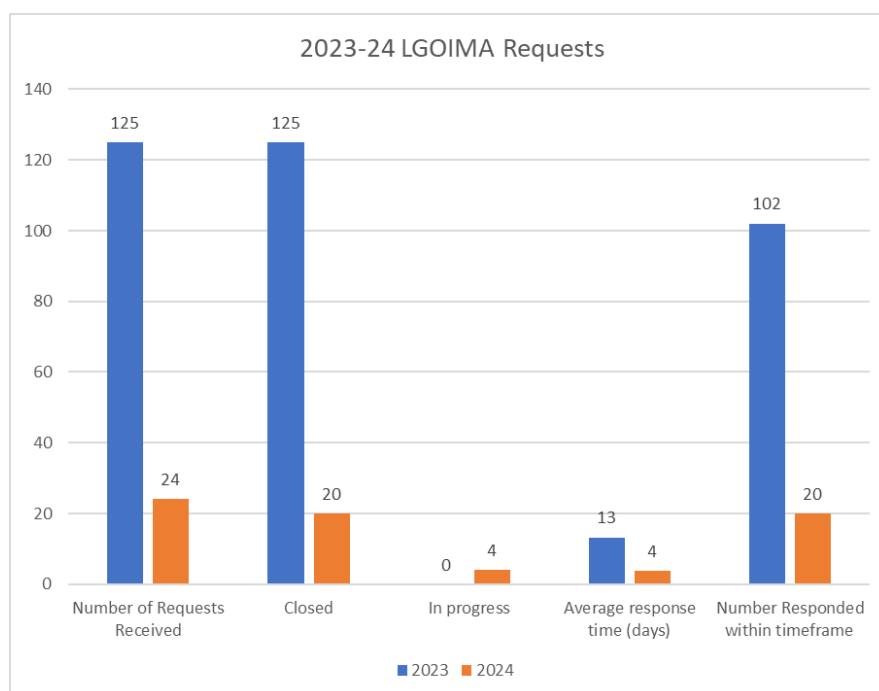
Received	Completed	# Days	Requester	Subject
20/02/2024			Individual	Waisplash - costs and patronage and Skatepark questions
20/02/2024			Individual	Communication between Yinson/Aurecon and councillors, council employees and publicly listed landowners
20/02/2024			Individual	Processes used to consent windfarms
23/02/2024			Individual	Cost of Depot at Oringi and running costs of vehicles

The following graph provides a snapshot of the status of requests received and timelines for response, for the period covered by this report.



### Statistics for Calendar Year 2023 and Comparative Data for 2024

- 4.2 The following graph provides statistics relating to the requests for information processed during the year 1 January to 31 December 2023. Having established this baseline of data for a full calendar year, comparative data will now be provided in each monthly update to Council.



## **Proactive Release and Publishing of Local Government Official Information**

- 4.3 Proactive publishing of official information is an opportunity for Council to increase the transparency and accountability of its operations. The Office of the Ombudsman strongly encourages Councils to engage in effective proactive release of official information, and proactive release is in line with the purpose of the Local Government Official Information and Meetings Act 1987, which requires that information shall be made available unless there is good reason to withhold it.
- 4.4 Many of the requests for information responded to by Council could have an element of public interest, which means it would be appropriate to publish the information via Council's website when the information is released. For example, where there is a level of interest in the information, such as numerous requests for similar or related information. Also, whether public interest considerations such as transparency and accountability would be served by publication of the information.
- 4.5 Development of processes are underway for proactively releasing information, noting that any personally identifying information for the requester would be removed. If it was not possible to redact sufficient information from the request and response to prevent identification of individuals, neither the request nor the response would be published.
- 4.6 As part of the processes being developed, the templates used for acknowledging receipt of LGOIMA requests, and responding to the requests, will be updated to include advice for the requester that their request and the response will be published on Council's website, and that any personal identifying information will be redacted from both the request and the response to ensure compliance with the Privacy Act 2020.

## **5. Statutory Requirements**

- 5.1 The statutory requirements associated with access to local authority information, and the procedures for dealing with requests received for information held by local authorities, is set out in Parts 1, 2, 3, 4, 5 and 6 of the Local Government Official Information and Meetings Act 1987.
- 5.2 There are also requirements within the Privacy Act 2020 and the Information Privacy Principles within that Act to comply with.
- 5.3 As part of the requirements for providing access to local authority information, the Act sets out timeframes for:
- Making a decision on whether to grant a request and communicate that decision;
  - Making the requested information available, which can be at a later date, after the decision to grant has been made;

- Transferring all or part of a request to another agency;
- Extending timeframes for both transferring a request, and making a decision and communicating it.

5.4 The Office of the Ombudsman also publishes a Guide to assist local authorities in recognising and responding to requests for information. The processes outlined in this Guide are followed by officers in responding to requests.

## **6. Conclusion**

6.1 The requests for information that have been received from 1 January 2024 to 22 February 2024 are reported to Council for information.

6.2 The Council is asked to note the steps being taken towards proactive release and publishing of Local Government Official Information Act requests and responses.

## **Attachments**

Nil.