



Notice of Meeting

A meeting of the Community Development and Wellbeing Committee will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 3 July 2024** commencing at **1:00pm**.

Bryan Nicholson
Chief Executive

Agenda

- 1. Welcome and Meeting Opening**
- 2. Apologies**
- 3. 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.

3.1 Public Forum - Ann Sergeant

Ann Sergeant will be in attendance to address the committee regarding fluoridation of the Dannevirke Water Supply.

4. 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.

- 5. Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business**
- 6. Confirmation of Minutes 3**
Recommendation
That the minutes of the Council meeting held on 8 May 2024 (as circulated) be confirmed as a true and accurate record of the meeting.
- 7. Presentations**
- 7.1 Presentation - Tū Mai Rā Trust Rāngitane Housing Developments**
Representatives from Tū Mai Rā Trust Rāngitane Housing Developments will be in attendance to address the committee regarding housing developments.
- 8. Reports**
- 8.1 Management Report 7**
- 8.2 Capital Programme Report 49**
- 9. Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 4**
- 10. Closure**



Minutes of a meeting of the Community Development and Wellbeing Committee held in the Pahiatua Council Chamber, 136 Main Street, Pahiatua on Wednesday 8 May 2024 commencing at 1:00pm.

1. Present

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

In Attendance

Mr B Nicholson	- Chief Executive
Ms S Lowe	- Group Manager
Mrs K Tani	- Group Manager – Strategy and Community Wellbeing
Mr H Featonby	- Group Manager - Infrastructure
Ms G Nock	- Strategy and Corporate Planning Manager
Mr M Dunn	- Manager – Programmes and Projects
Mr C Yonge	- Team Leader Economic and Community Development
Mr M Guile	- Recovery Project Coordinator
Ms H Wilson-Munday	- Tararua Community Connector
Mrs A Dunn	- Manager – Democracy Services

2. Welcome and Meeting Opening

The Chairperson opened the meeting with Prayer.

3. Apologies

There were no apologies.

4. Public Forum

There were no public forum requests.

5. Presentations

5.1 Presentation - Tararua Community Services

Kelly Wylie and Nicola Ngamatua-Smith, of Tararua Community Services were in attendance. Kelly Wylie spoke their about their organisation, which has offices in Pahiatua, Dannevirke and also works out of Woodville. She outlined some of the services they provide, and the organisations and members of the community that support their work. She showed a video clip that talked about some of the differences they can make in the community. She noted that a lot of the work they do is in the early childhood space, and some in elderly services. She outlined their three team structures and members of those teams. Following questions from members the committee, she was thanked by the Chairperson for speaking at the meeting.

6. Notification of Items Not on the Agenda

Nil

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

Nil

8. Confirmation of Minutes

That the minutes of the Community Development and Wellbeing Committee meeting held on 6 March 2024 (as circulated) be confirmed as a true and accurate record of the meeting.

Johns/Long

Carried

9. Reports

9.1 Sport Tararua Quarterly report to 31 March 2024

The Community Development and Wellbeing Committee considered the quarterly partnership report from Sport Tararua, for the period ending 31 March 2024. Kelly Shanks, Chief Executive of Sport Manawatu, and Hinekawa Wilson-Munday, Tararua Community Connector, were in attendance to answer questions from the committee.

That the Quarterly Partnership report from Sport Tararua for the quarter ending 31 March 2024 be received.

Wallace/Peeti-Webber

Carried

9.2 Management Report

The Community Development and Wellbeing Committee considered the report of the Manager – Democracy Services dated 30 April 2024 that provided an update on key activities and items of interest over the period March – April 2024. During discussion it was asked that a report be provided on providing a basketball hoop at the netball courts, and also on maximising the return from hangars at the Dannevirke Aerodrome.

Councillor N L Chase left the meeting at 2:40pm and returned at 2:41pm.

It was also asked that clarification be provided to define “active users” of the library services.

That the report from the Manager - Democracy Services dated 30 April 2024 concerning the Management Report be received.

Sutherland/Wards

Carried

9.3 Capital Programme Report

The Community Development and Wellbeing Committee considered the report of the Manager – Programmes and Projects dated 23 April 2024 that provided an update on the capital programme and key project statuses.

The status of the District town signage was discussed, noting that the design to incorporate frangibility requirements for locating signs in State Highway corridors was underway. It was noted that the project was unbudgeted, requiring a report to come to Council to approve any expenditure required.

A concern was raised about the number of regulatory signs on Dannevirke’s High Street, for example no dogs, liquor ban area. It was noted that the requirement for the signage may be a legal requirement set out in the related Bylaws, and it was asked that this be checked.

That the report from the Manager - Programmes & Projects dated 23 April 2024 concerning the Capital Programme Report be received.

Chase/Johns

Carried

10. 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 3:08pm.

Chairperson



Report

Date : 27 June 2024
To : Chairperson and Committee Members
Community Development and Wellbeing Committee
From : Kawtar Tani
Group Manager - Strategy and Community Wellbeing
Subject : **Management Report**
Item No : **8.1**

1. Recommendation

1.1 *That the report from the Group Manager - Strategy and Community Wellbeing dated 21 June 2024 concerning the Management Report be received.*

2. Reason for the Report

2.1 This report is to update the Community, Wellbeing and Development Committee on key activities and items of interest over the period since the last report to the committee.

3. Facilities

3.1 Parks and Reserves

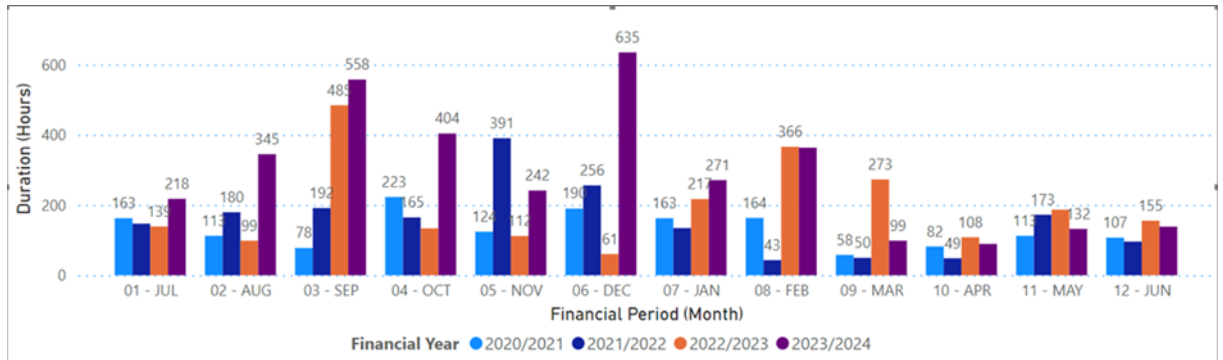
3.1.1 Entering the months of winter, the cooling temperatures continue to impact the growth rates of grass, leading to a decline in vegetation development. The diminishing hours of sunlight coupled with increased rainfall are posing unique challenges for contractors, thereby necessitating adjustments in their mowing schedules. In regions where the ground remains excessively moist, contractors are increasingly resorting to track maintenance, gardens, and asset repairs to counter the unsuitable mowing conditions. During our latest round of audits, contractors have consistently showcased exceptional performance, especially in tasks associated with the upkeep of parks, gardens, management of reserves, and

maintenance of cemeteries. Their dedication to safety, quality of work, and efficiencies are evident in their proactive management of hazards and teamwork.

3.2 Dannevirke Sport Centre

3.2.1 Dannevirke Sport Centre data spike in February reflects the overnight booking for Ngāti Kahungunu Kapa Haka Regionals. The May spike reflects the Rangitane Kapa Haka, Badminton, Netball and Basketball bookings.

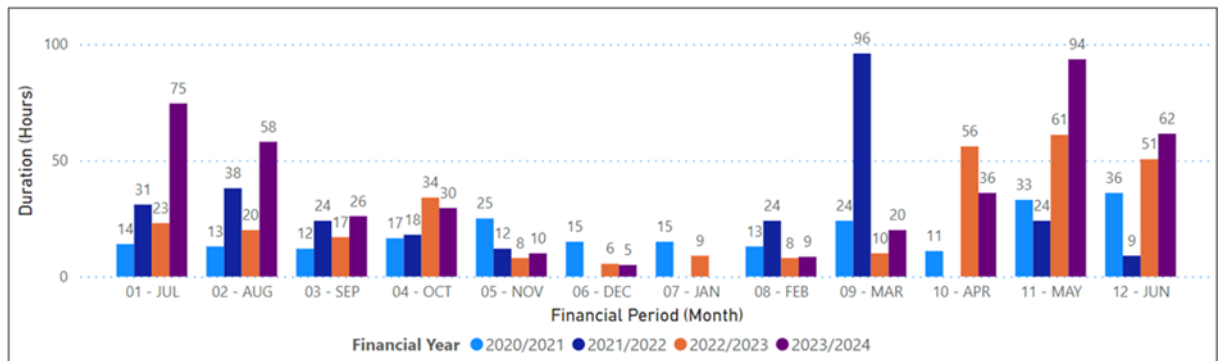
Sports Centre Bookings:



3.3 Dannevirke Coronation Park

3.3.1 JAB Rugby make up the majority of bookings for April, May.

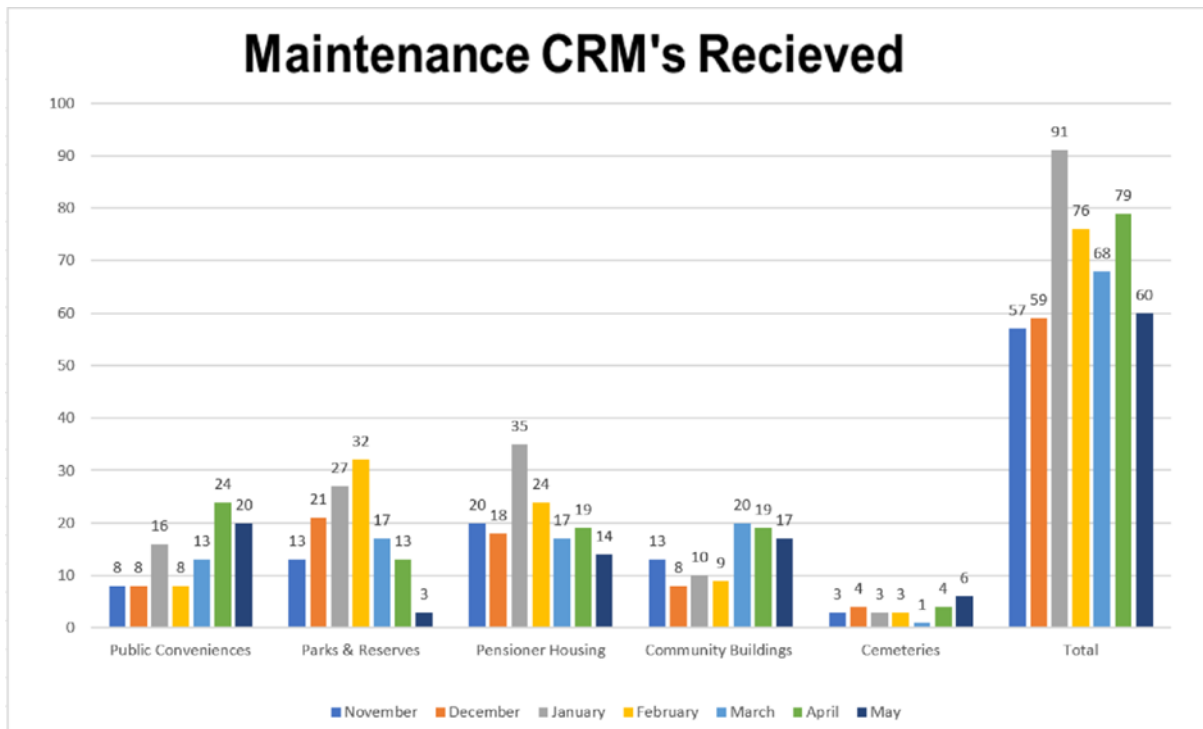
Coronation Park Bookings - comparison with previous financial years:



3.4 Maintenance CRMs

3.4.1 Below are the number of Maintenance CRMs received for Council facilities:

	Public Conveniences	Parks & Reserves	Pensioner Housing	Community Buildings	Cemeteries	Total
November	8	13	20	13	3	57
December	8	21	18	8	4	59
January	16	27	35	10	3	91
February	8	32	24	9	3	76
March	13	17	17	20	1	68
April	24	13	19	19	4	79
May	20	3	14	17	6	60



3.4.2 There has been an ongoing large number of maintenance CRM's again for April/May for Community Buildings and Public Conveniences.

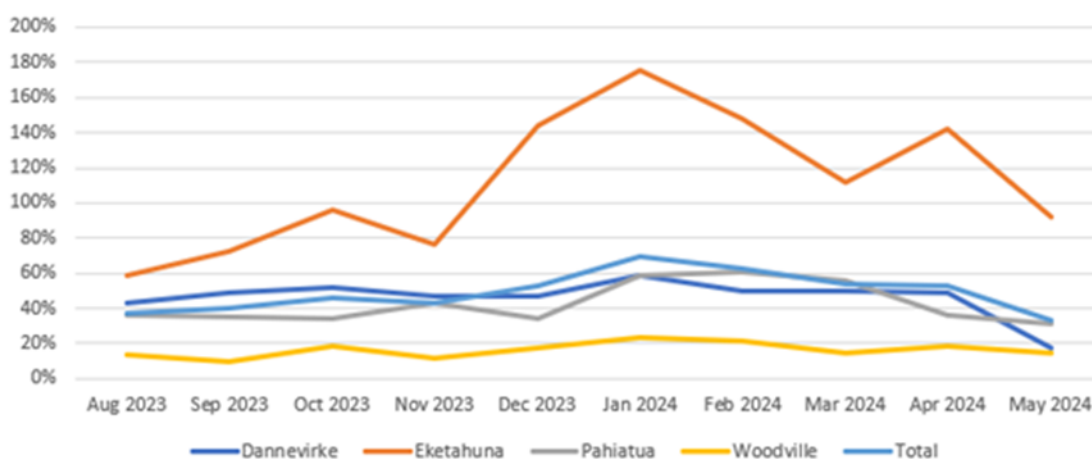
3.4.3 98.3% of customer requests for Public Convenience were responded to within 48 hours. The Facilities Team attended to multiple vandalism reports at public conveniences, notably at the Dannevirke Domain and High Street Exeloos.

3.5 Campgrounds

3.5.1 Campground occupancy rates across the district are reported to the Facilities Team by each Campground Manager. Data captured reflects the number of visitors per night.

Camping Ground Statistics - 2023/2024														
	Capacity	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Total
Dannevirke														
Cabins		90	177	198	158	111	110	157	101	113	125	98		1,438
Campers	30	239	215	235	311	294	305	335	298	309	298	24		2,863
Tents		4	5	6	11	18	26	56	33	38	16	45		258
	30.00	333	397	439	480	423	441	548	432	460	439	167	-	4,559
Eketahuna	15	305	271	328	446	342	672	818	643	519	638	429		5,411
Pahiatua	30	342	338	315	315	389	322	544	528	520	322	290		4,225
Woodville	20	94	85	57	116	67	109	146	122	88	111	90		1,085
Total	95	1,074	1,091	1,139	1,357	1,221	1,544	2,056	1,725	1,587	1,510	976	-	15,280

Camping Ground Occupancy



3.5.2 Eketāhuna Campground

3.5.3 As expected, visitor numbers gradually declined throughout April and May. Kerry and Loreen (campground managers) reported that the 'All Points Camping Club' said they enjoyed their first visit. They spent time visiting the local shops and the Pūkaha National Wildlife Centre. The planned installation of eight new hardstand power-points (total now of 24) has been completed providing significant additional caravan and motorhome capacity. Contractors have trimmed back of some encroaching trees on the edges of the grounds. Around the old swing bridge site by the river near the campground, Corrections community workers cleaned up overgrown vegetation (weeds and long grass) which will make the area more attractive to visitors.

3.6 Other campgrounds:

3.6.1 The other campgrounds all reported a general slowing down of visits as the seasons move into winter.

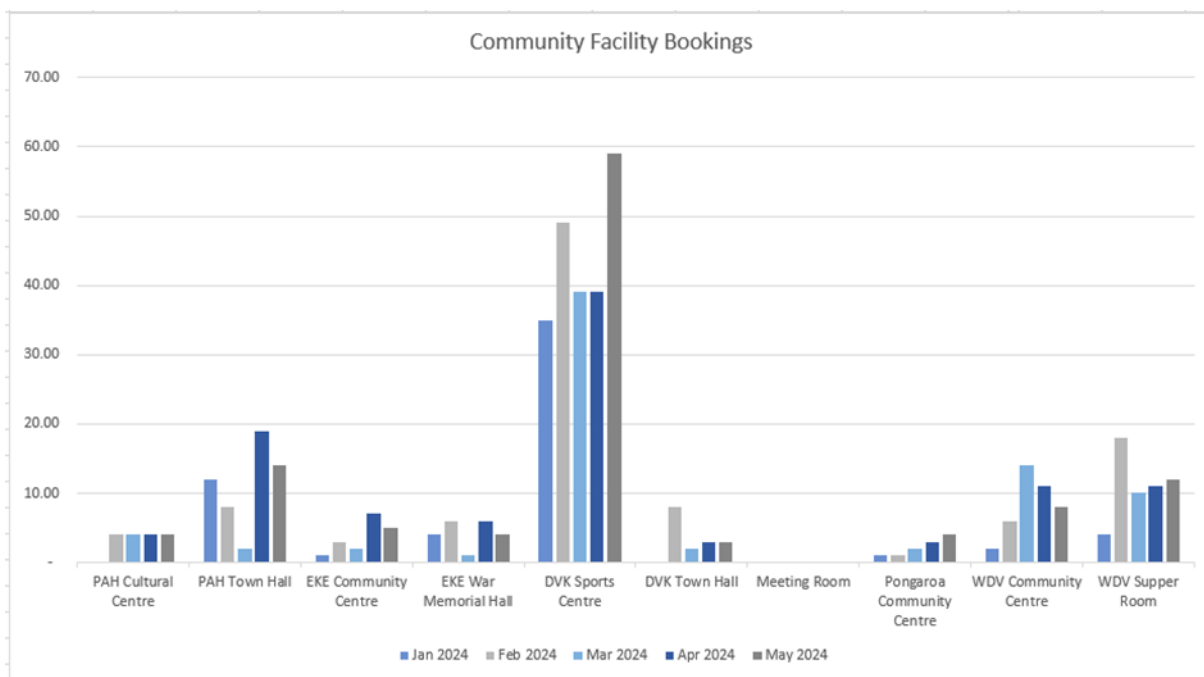
3.7 Playgrounds

- 3.7.1 Across the district condition assessments of our playgrounds have recorded minor – more than minor maintenance needs and unplanned renewals due to structural deterioration and safety hazards. Immediate action is taken to ensure the safety and functionality of the playgrounds. While we are doing our best to upkeep them with the resources available, rising costs and budget constraints over consecutive years have made it challenging to address the extensive repairs required.
- 3.7.2 We have had some concept drawings for Woodville Fountaine Square as a potential replacement due to the aged asset not being compliant.



3.8 Community Buildings

- 3.8.1 Below are the total number of hours per month each Community Building Facility has been utilised:



	Jan 2024		Feb 2024		Mar 2024		Apr 2024		May 2024	
	Bookings	Hours	Bookings	Hours	Bookings	Hours	Bookings	Hours	Bookings	Hours
PAHIATUA										
PAH Cultural Centre	Closed until 1st Feb		4	4	4	4	4	4	4	4
PAH Town Hall	12	23	8	32	2	18	19	164	14	68
EKETAHUNA										
EKE Community Centre	1	7	3	22.5	2	15.5	7	138	5	15
EKE War Memorial Hall	4	6	6	8.5	1	2	6	21	4	7
DANNEVIRKE										
DVK Sports Centre	35	113	49	104	39	98.5	39	89	59	132
DVK Town Hall	-	-	8	32	2	18	3	176	3	77
Meeting Room	-	-	-	-	-	-	-	-	-	-
Pongaroa Community Centre	1	8	1	4	2	4	3	17	4	11
WOODVILLE										
WDV Community Centre	2	22	6	46	14	68	11	119	8	16
WDV Supper Room	4	29	18	65	10	67	11	122	12	73
	59	208	103	318	76	295	103	849	113	402

3.9 Swimming Pools

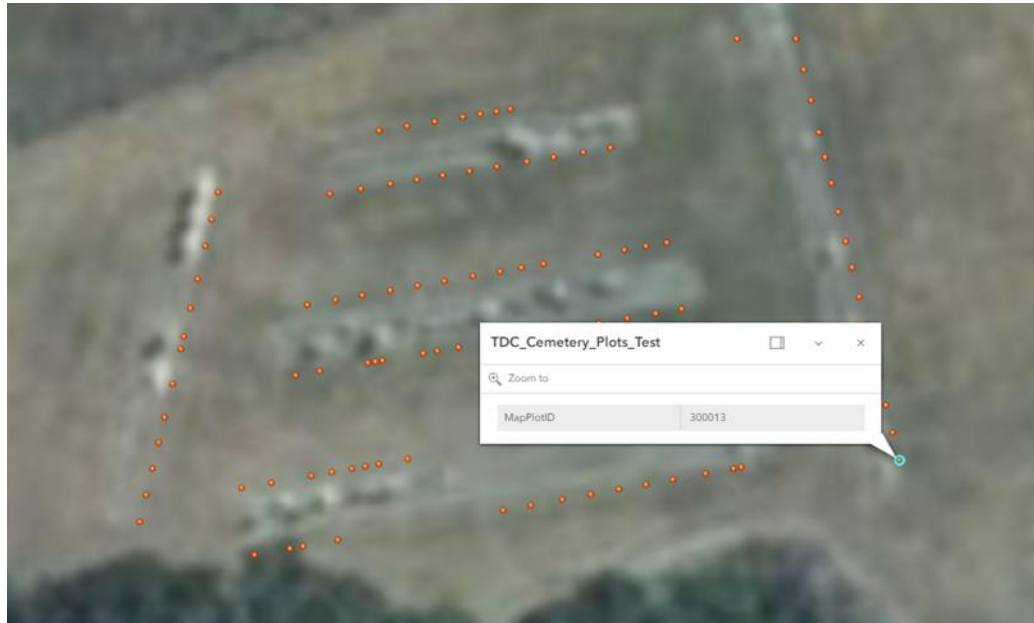
3.9.1 Assessment of swimming pools will be starting soon to get them ready for the swimming season.

3.10 Cemeteries

3.10.1 Last month the IT team launched the new custom-made Cemeteries Database. This is where all current and historical records for the district are maintained and made available for the TDC website search. This has created a vast improvement

in the security of our records as well as a major improvement to the consistency of the website search, which in turn, reduces the amount of enquires received by customer services and the Cemeteries and Property Officer. This new database also increases the capability for data/stats collection.

- 3.10.2 The IT team have this week completed a Pilot Cemetery Mapping for Matamau cemetery. This cemetery took 2hours to map out the 100 plots. This Pilot Map has given us the intel on what the near future, district wide, cemetery mapping project will require for outside resources. See below picture for reference. (GIS photography yet to be incorporated).



- 3.10.3 After the Veterans Affairs audit visits in the first quarter, there was commentary from our local RSA clubs and members of the public around why the Mangatera and Mangatainoka RSA sections missed out on the new Granite RSA signs. After raising this with Veterans Affairs, they have approved funding and begun works to install a granite sign at both Mangatera and Mangatainoka services cemeteries.



3.10.4 Cemetery Enquiries Received: The last three-month period has shown an increase in CRMs and complaints about headstone damage within the cemeteries. Most of these have been vehicle related incidents. The Facilities team will be actively looking for solutions to prevent further damages.

	Enquiries (CRMs)	Enquiries (Inbox)	Ashes Interments	Burials
April	12	16	4	3
May	9	21	3	4
June	9	4	6	4

3.11 Land

3.11.1 Newman Domain Lease expires on 1 July 2024. This has been advertised for tender, closing 5th July. Working with the Newman Domain Board to process the new Lease document and advertisements. The rates have been incorporated into this lease for the Lessee to pay, at the request of the Newman Domain Board.

3.11.2 The Lease at Lot 5, Dannevirke Aerodrome has been terminated with 6 months notice. The Lessee has requested an earlier exit. Decision yet to be made pending interest in re-tender.

3.11.3 Mangatainoka Cemetery reserve was tendered last month, successful tender was the previous Lessee. The rates have been incorporated into this lease for Lessee to pay.

3.11.4 Horizons have stated that they wish to relinquish the Weber block of the Willow nursery lease but maintain the Lower Domain lease. They are currently working to return the Weber block to its former, grazable state. A new Deed will be drawn up to reflect these changes.

3.12 Pensioner Housing

3.12.1 Annual rental inspections have been completed for 2024. There were some urgent maintenances that needed to be carried out straight away. Considering the ages of some of the units, most of them are in good condition. We will have to seriously look at upgrading the kitchens / bathrooms in some of these units within the next 12 months.

3.12.2 Pensioner Housing is nearly at full occupancy. We have a flat in Woodville that is currently having maintenance worked on it – it should be tenanted in the next two weeks.

Below is the current waiting list for Pensioner Housing:

Town	Total Number of People	Meets Criteria	Out of District	Two Bedroom	Has Pets	Under 65
Dannevirke	11	10	2		1	
Woodville	7	7				
Pahiatua	8	8	1			
Eketāhuna	1	1				

4. Community Development

4.1 Community-led Development Plans (Community Plans)

4.1.1 Norsewood Community Plan:

Initiate	Develop base	Gather ideas	Set priorities	Prepare draft document	Consult on Draft	Adopt and Present	Share Widely	Deliver Projects	Review and Refresh
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Progress on the plan has recommenced in May with the appointment of Jamie Hughes as the Chair of Norsewood Promotions.

The Plan will be shared with community at the Norsewood Water Public Meeting on Thursday 27 June 2024. This gathering will provide an opportunity to enable participation and engagement in the community plan process for anyone in the community who has not yet had the opportunity.

After this, the Committee will be working to finalised and adopt the document. Current timeline is for the Plan to be adopted and printed in July.

Comments received from a member of the committee who has utilised the draft copy of the plan in a local planning discussion are demonstrating the value these documents will bring to community having the tools to lead their own development:

“Great document, I used it as an example with [a local Club] the other day when they were asking what the long house was all about so I showed the chair and he was blown away that we can use it to support funding applications and adjust as we go. So well done.”

4.1.2 Eketāhuna Community Plan:

Initiate	Develop base	Gather ideas	Set priorities	Prepare draft document	Consult on Draft	Adopt and Present	Share Widely	Deliver Projects	Review and Refresh
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The Community Plan was discussed by the Board at its meeting on Monday 13 May. It was noted that Community Development Staff had not received any further correspondence from the Board since the initial workshop in 2023. The Board requested an updated version of the plan and the next steps to be sent through.

Following the 13 May meeting, Community development staff have provided the Board with an updated copy of the plan and a comprehensive summary of the next steps. While engagement from the Board has not yet been forthcoming, we are committed to supporting the process and collaborating on solutions.

To facilitate this, a meeting between staff and the Chair is being organised. This meeting aims to clarify the next steps, address any concerns, and empower the Chair to effectively drive progress at the upcoming Board meeting on 8 July. We are optimistic that this collaborative approach will re-align efforts and reinvigorate the Board’s enthusiasm for a community-led development plan for Eketāhuna.

4.1.3 Pahiatua Community Plan:

Initiate	Develop base	Gather ideas	Set priorities	Prepare draft document	Consult on Draft	Adopt and Present	Share Widely	Deliver Projects	Review and Refresh
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The Committee has resolved to proceed with the plan without an updated data set due to the insufficiency of the recently released Census data.

A new page dedicated to the Explore Pahiatua committee and its members has been added to the plan. The Committee had also intended to add a new page to the plan featuring profiles of four community members. However, this addition will no longer proceed.

The Committee will review and consider the community plan at its next meeting on Wednesday, 3 July. If the plan is adopted on 3 July, the next steps will include publishing and presenting the plan. This will involve a presentation to the Community Development and Wellbeing Committee. If the plan is not adopted,

next steps will be discussed and an update will be provided in the next Management Report.

4.1.4 Woodville Community Plan:

Initiate	Develop base	Gather ideas	Set priorities	Prepare draft document	Consult on Draft	Adopt and Present	Share Widely	Deliver Projects	Review and Refresh
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Community consultation is on-going. Currently, a consultation survey has been delivered to all mailboxes and spare copies are available in local businesses. The survey is available to complete in hard-copy or online. To view the online version, please visit: <https://forms.office.com/r/HBWBwTmuUF>

As a newly formed committee, Positively Woodville is committed to conducting a thorough consultation with community to ensure they have gathered a reasonable quantity of community feedback on the ideas.

This approach will allow the committee to clearly determine where the priorities of the community lie and the key projects and activities that there is need/demand for.

4.2 Fundraising Support

4.2.1 Community Fundraising Support – Statistics

Stats to date (1 July 2023 to 29 April 2024)*			
Number of funding appointments to support groups with their fundraising planning / grant applications	<p>110</p> <p><i>Note: The following statistics are the locations where the meetings were held and do not necessarily reflect the area of operation of the groups seen.</i></p> <p>59 -Dannevirke 46 - Woodville 1 - Eketāhuna 1 - Norsewood 1 - Ormondville 2 – Pahiatua</p>		
Number of upcoming appointments scheduled for fundraising support	0 – staff member will be on leave from 1 July to 5 July and has no scheduled appointments at this time		
Number of community applications submitted <u>with</u> council support	<table border="0"> <tr> <td>16 supported: - 14 Submitted - 2 Drafted</td> <td>Of the Submitted: 6 Approved 2 Declined 4 Partially Funded 2 Pending</td> </tr> </table>	16 supported: - 14 Submitted - 2 Drafted	Of the Submitted: 6 Approved 2 Declined 4 Partially Funded 2 Pending
16 supported: - 14 Submitted - 2 Drafted	Of the Submitted: 6 Approved 2 Declined 4 Partially Funded 2 Pending		

Total amount applied for (does not include drafted applications)	\$286,707
Total amount granted for applications approved or partially funded	\$131,207
Number of community applications submitted <u>without</u> council support (following a fundraising training appointment)	5 - 1 received full funding - 2 received partial funding - 1 was declined - 1 had not been notified of decision at time of completing survey
<i>Note: No funding appointments were available from 1 December 2023 - 22 January 2024 (due to Christmas/New Year shutdown and staff illness)</i>	

4.2.2 Council Funding Applications

Project	Amount	Fund	Status
Cyclone Gabrielle Recovery – Alternate Communications (Starlink)	\$8,196.00	Lottery Minister’s Discretionary Fund	Granted (June 2023)
Waihi Falls Area Development (replacement toilets)	\$110,000.00	Tourism Infrastructure Fund	Granted (August 2023)
Cyclone Gabrielle Recovery – Social Recovery Event Programme	\$25,000	Lottery Minister’s Discretionary Fund	Granted (October 2023)
DigitalSpaces / Cyclone Gabrielle Recovery – Mobile Community Hub	\$75,000	Lottery Minister’s Discretionary Fund	Granted (October 2023)
Cyclone Gabrielle Recovery – Akitio Cell Tower Back-up Generator	\$44,000	Lottery Minister’s Discretionary Fund	Granted (October 2023)
Cyclone Gabrielle Recovery – Mobile Generators for Community Hubs	\$30,600	Lottery Minister’s Discretionary Fund	Granted (October 2023)
Community Hubs Needs Assessment – Disability Ramps for Herbertville and Weber Community Halls	\$16,707	Eastern and Central Community Trust – Grassroots Fund	Granted (April 2024)
TOTAL 2023/24 FY	\$309,503.00		

4.3 Community Connection

4.3.1 Staff continue to attend the meetings as required and where appropriate of organising committees of the following community events. The aim of attending is to identify areas where council can support the community to achieve their desired outcomes:

- Woodville 150 Sesquicentennial Celebrations
- 80th Anniversary of the Polish Children’s Arrival in Pahiataua

4.4 Community Leadership

Staff attended a workshop in Palmerston North, organised by the Palmerston North City Council Community Development Team in collaboration with Community Governance Aotearoa.

The workshop provided valuable insights into nationally-endorsed advice on effective governance practices for community groups and organisations – also known as, the Good Governance Code. The knowledge gained from this workshop will be instrumental in supporting our Community Boards, Community Committees and other community organisations, ensuring that we as staff have a good understanding of best practices in governance.

To learn more about the Good Governance Code, please visit:

<https://communitygovernance.org.nz/board-resources/good-governance-code/>

5. Economic Development

5.1 Support for existing business

Tararua District Quarterly Stats One-pager – the latest data release is available here at the link or by scanning the QR code:

<https://www.tararuadc.govt.nz/services/business-support/research-tools>



5.2 Funding for future initiatives

5.2.1 Regional Infrastructure Fund

The expectation is that by mid-July criteria details for the Regional Infrastructure Fund (RIF) will be announced by Ministers. The new fund will be managed by Kānoa – Regional Economic Development & Investment Unit and high-level expectations around the funds having a resilience infrastructure direction are anticipated. Internal conversations have commenced around this information to help the district prepare for the final fund announcements.

5.2.2 DIA/ECCT collaborative update

The Council Economic and Community Development Team held a hui with funding lead representatives of Department of Internal Affairs and Eastern and Central Community Trust (ECCT) in late May. Discussion covered off recent community plan developments highlighted earlier in the management report, the council's partnership with GrantGuru and changes in ECCT funding around how council projects could apply. This information has been shared with relevant departments.

5.3 Business Relationships

5.3.1 Tourism relationships

In May, the Economic and Community Development Lead met with seven international tourism buyers following the TRENZ* event on their post-event faml at TUI Brewery to discuss the attractions, the district and key tourism opportunities to stop, stay and spend along the Classic New Zealand Wine Trail that travels North/South through the district.

Very constructive conversations took place around future visitation to the district with buyers from the UK, America, Canada, Holland and Australia.

** TRENZ is the biggest tourism trade event on New Zealand's calendar and provides significant opportunity for the industry to showcase their products and services to high-quality international and New Zealand Buyers and influential international and New Zealand travel trade and tourism Media. The focus of the event is relationships and experiences, with numerous opportunities to do business, network, and showcase/experience products firsthand.*

5.4 Operational meeting Economic Development counterparts

5.4.1 Urban upgrades and urban connectivity

The Economic and Community Development Team have recently connected with this work stream and shared new information to assist the preparation of works being completed by the urban upgrades and urban connectivity contracts being engaged by Aimee Charmley and the planning team. Draft documentation around community plans and scope documentation around new and existing cycle and walkways through the district have helped latest thinking. The cycle and walkway information was developed during proceeding works linked to the districts Destination Management plan (Visitor and Walk-Cycle Strategy and Action Plan).

5.4.2 DigitalSpaces trailer

The launch comms plan has been developed through collaboration of the Economic and Communications teams. The plan is being socialised for comment in the preparation for the launch of the DigitalSpaces trailer with the Minister later this year. Exact launch dates are being worked on with the Mayor's office.

Latest external image of the trailer:



5.4.3 Regional Business Partners (RBP) Clinic

The latest RBP clinic took place on 25 June in Dannevirke. Full details of the event will be reported at the next committee meeting as this report was written in advance of the clinic taking place.

5.4.4 Te Ahu a Turanga: Manawatū Tararua Highway shared path update

The latest community liaison meeting was held at the Waka Kotahi site office in Ashhurst on 18 June. Discussion was held around the latest developments on the highway project, the shared path, and next steps for the shared path Manawatū River crossing. This meeting was supported by a short visual drive of parts of the Te Ahu a Turanga: Manawatū Tararua Highway.

5.4.5 Te Āpiti – Manawatū Gorge – Project Group

The latest Te Āpiti – Manawatū Gorge project group meeting took place 20 May with significant discussion taking place around the projects in the master plan and

the direction of the group. This is the second meeting of the newly formed group. Through the collaborative works that are being planned with Waka Kotahi around the extension plans of the shared path from Hampson Street to the Woodville Pool, the Lindauer Trail is presently the most advanced project detailed in the Te Āpiti – Manawatū Gorge Master Plan.

The Te Āpiti – Manawatū Gorge Governance Group met on the 14 June to discuss the outputs from the project group meeting and discuss next steps around the financial year ahead.

5.5 Events

5.5.1 Multi Chamber event at TUI Brewery

On the 15 May 120 business owners came together from Manawatu, Wairarapa and Tararua Districts for a multi chamber event. This is the second consecutive year the Council has helped bring this event together and the connections are proving very rewarding for the attendees.

5.5.2 Agritourism

A new event took place in the agritourism diversification space on 16 May. The event was well attended by farmers from the north of the district and Central Hawkes Bay. The event was not in partnership with the Council as it was a commercial venture but the lead of Economic and Community Development spoke throughout the event and shared insights from previous tourism experience to support the conversation.

5.5.3 Business Resilience

In partnership with DigitalSpaces, Pahiatua Districts Business Group and Dannevirke Chamber of Commerce Bob Selden presented to local businesses from Pahiatua and Dannevirke on Business Resilience. The evening at Bisset Honda on 19 June proved to be a very thought-provoking experience for attendees with the start of new collaborative thinking around working together for future benefit. Feedback comments were received around this being the best Business After 5 (BA5) they had attended in years.

6. DigitalSpaces

6.1 Activity Funding Statement

All development initiatives detailed in this report for DigitalSpaces are funded through the Ministry for Business, Innovation and Employment's Provincial Growth Fund - with the exception of the DigitalSpaces trailer, which is financed through a partnership between Ministry for Business, Innovation and Employment (Provincial Growth Fund) and Department of Internal Affairs.

6.2 Business Events

As detailed earlier in the Economic Development report Tararua District Council partnered on business event at TUI Brewery. A promotional journey video for the DigitalSpaces trailer build to date was developed and shared at the TUI Brewery. The film generated some interested around wishing to be connected to the finished trailer when it is fully launched.



DigitalSpaces partnered on the BA5 event around Business Resilience on 19 June developing all the marketing material. With the Economic Development team supporting the securing of the speaker and collaborating on the on the night delivery. It was a cross district initiative.

A successful Facebook Live event featuring the mayor and councillors was conducted using DigitalSpaces cameras and the newly purchased for businesses ATEM live switcher, resulting in a high-quality broadcast.



6.3 Data Capture and Service Marketing

- A Mailchimp sign-up form has been developed to encourage businesses to engage with DigitalSpaces whether that be through events, equipment, or workspaces.
- Currently, 172 businesses are receiving information via Mailchimp.
- Posts continue to be published on the DigitalSpaces Facebook page and shared on The Tararua District Council and community Facebook pages.
- To further increase awareness of the services available, pamphlets have been distributed in Eketāhuna to encourage business engagement.

6.4 Within the Hub Work Room

- In the last quarter, we welcomed nine new clients to DigitalSpaces. The clients included students, new businesses, established professionals, and community groups. New clients primarily came through word-of-mouth recommendations and promotional material.
- The workstations saw several updates, another KVM switch was installed making all three computers multifunctional, instructions were developed, necessary cables were installed, and new Wi-Fi connection signs were placed near each workstation.



- A Blackmagic ATEM Mini Pro ISO was purchased for facilitating live stream events.

6.5 Next Quarter

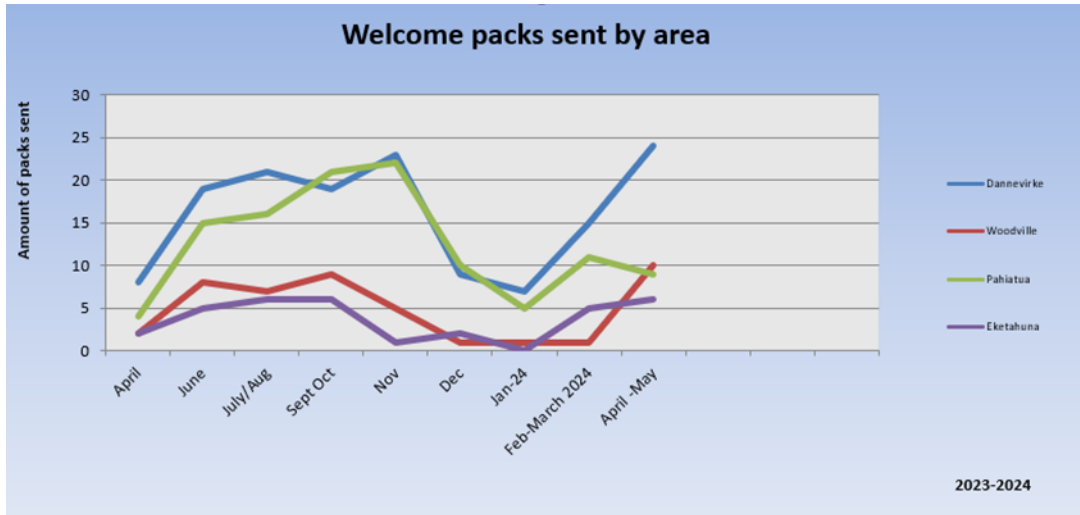
The DigitalSpaces Activator will continue to promote the service with a focus on researching new events for the remainder of the calendar year.

- An Introduction to Canva course has been confirmed for late July.
- New promotional material will be distributed to businesses in Dannevirke.
- The DigitalSpaces trailer launch collateral connected to the communications launch plan will be developed.

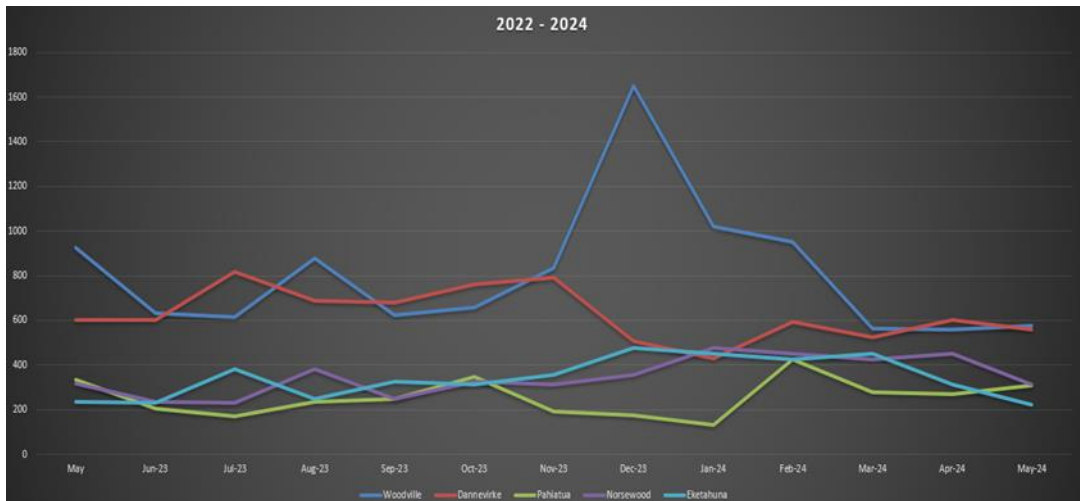
7. TARARUA I-SITE REPORT – February – March 2024

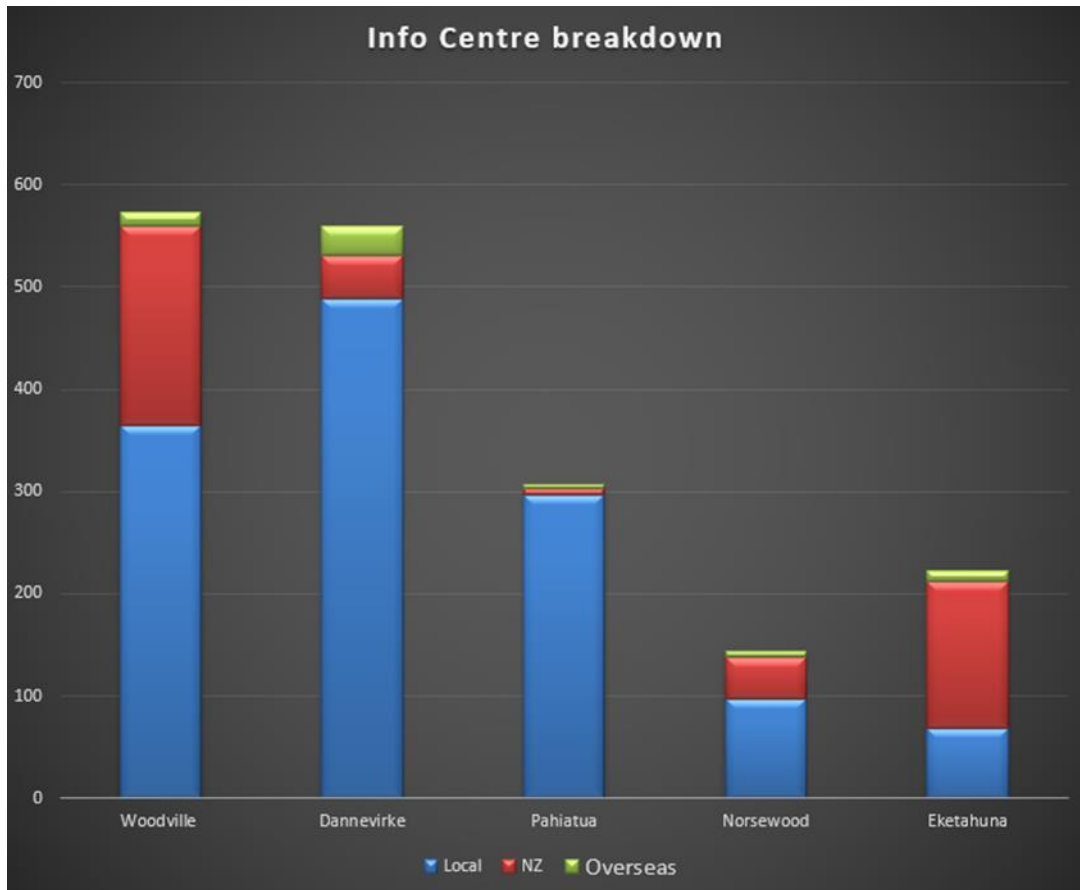
7.1 Welcome Packs

There were 49 Welcome Packs sent during April and May 2024, with 10 being purchasers outside the district.



7.2 Tararua isite and Information Centre enquiries





7.3 Creative Communities Showcase

This was held during April and gave funding recipients the opportunity to showcase what they had achieved with their projects that had been funded by Taranaki Creative Communities. The committee were also able to promote the upcoming funding round at the event.



7.4 Grant allocations to the Creative Communities April funding round

A total of \$19,537 was allocated at the April funding round.

APPLICANT	PROJECT	AMOUNT
Woodville Old Folks Assn	To compile a Woodville Poetry book to celebrate 150 years	\$1500.00
Dannevirke Fantasy Cave	Pop Up Christmas Cave	\$1000.00
Sandra Duncan	Painting and Clay Sculpture workshop in Pahiatua	\$1500.00
Lisa Galloway	Line Dancing Social	\$350.00
Hinetewhiurangi Kani	Painting Wānanga	\$343.40
David Selfe	NZ Airforce Band Concert	\$1500.00
Tararua REAP	School Kapa Haka Festival	\$2000.00
Mathew Nisbet	Ceramics workshop	\$1500.00
Dannevirke Theatre	Productions of "Annie"	\$2500.00

Wairarapa REAP	Tararua region landscape backdrop	\$1970.00
Dannevirke South School	South School Soiree	\$1874.00
Dannevirke Highland Band	Drum tutoring costs	\$1500.00
Woodville Art & History	Matariki Art Exhibition	\$2000.00

7.5 Mail Chimp

With the help from Evan from DigitalSpaces, the isite is now set up to deliver targeted event calendars to people who have signed up from the Motorhome Show to receive the monthly events calendar.

We can design templates that resonate with motorhome travellers, showcasing destinations, tips, and offers relevant to their interests.

Mailchimp provides detailed analytics and reports on our email campaigns. We can track metrics like open rates, click-through rates, conversion rates, etc., to understand what content works best for motorhome travellers. This data allows us to optimize future campaigns for better results.

8. Communications

8.1 Long-Term Plan 2024/34 Consultation

The communications team has had a very busy period, primarily focused on the Long Term Plan (LTP). The team was responsible for writing and designing the LTP consultation document, coordinating with nearly every team across the Council to complete it. The document went through 32 drafts before being finalised on May 1st.

In addition to completing the Consultation Document, the team worked on preparing the website for online consultation. This involved ensuring all online consultation forms were ready, providing background information, and making all LTP-related documents available online.

Parallel tasks included creating LTP marketing campaign materials such as website and Facebook banners, Facebook tiles, and print materials like consultation forms for public events. However, due to tight deadlines the team had limited time to prepare a comprehensive Consultation and Marketing Plan. Consequently, many marketing materials were produced during, and not before, the consultation period.

In line with findings from the communications survey, the team also experimented with new marketing methods such as geo-targeting through TVNZ and Stuff news online.

TVNZ promoted LTP submissions using 'Ads on Pause,' displaying LTP consultation adverts whenever someone in the district paused their TVNZ stream (see image 1). This was a first for TVNZ in the district and required the communications team to provide all postal codes. Unfortunately, the TVNZ system took time to recognise all the postal codes, leaving only about 10 days of LTP consultation. The goal was 33,500 impressions, but only 4,556 were achieved. To compensate, the remaining 'Ads on Pause' impressions were used to promote dog registration. Although the exact impact on LTP submissions in Tararua is unclear, the team received significant positive feedback.

Image 1. TDC Staff member's smart TV showing our LTP Ad on pause



Geo-targeting was also used for Stuff/NZ news, targeting phone users in the district with LTP consultation adverts. This resulted in over 52,000 impressions and 89 clicks through to the LTP submissions webpage.

During the consultation period, the communications team developed seven short videos, four full-page Bush Telegraph adverts, and two radio adverts aired on local stations Central FM, ZB Newstalk, and The Hits.

Some statistics for the Long Term Plan consultation period can be found in table 1 below:

Table 1 – LTP Statistics from 1 May to 31 May 2024

Platform	Totals	Notes
Facebook	Total LTP reach: 27,000 users Total LTP specific posts: 24 Top LTP Reach: 4,100 users Top LTP post engagement: 1,066 Facebook Live views: 1,761	44% of monthly total posts Post on LTP submissions Proposed rates changes
Website	Views of LTP pages: 1,122 Supporting Documents: 12 Supporting pages: 7 Total downloads of LTP document: 260 CRM LTP enquiries: 1	
Bush Telegraph	Council Page: 2 Full page articles: 4	Normal page 6 May: Have your Say and venues 13 May: Proposed Rates Changes 20 May: Economic & Community Development Options and Differential Rooding Rates 27 May: Pahiatua Swimming Pool, Non-Contiguous Rates, NLTA and Town Centre Refurbishment
FM Radio	Central FM: 50 x 30 second adverts Newstalk ZB The Hits Radio Dannevirke Radio Woodville	Including prime breakfast time Broadcast totals for the remainder of the radio stations is undetermined at this time.

Platform	Totals	Notes
	Radio Eketāhuna iHeart	
TVNZ	Ads on Pause: 4,666	The goal was 33,500 impressions but this is new technology and TVNZ did not realise the goal they agreed upon actually outstripped their present capacity to deliver. This technology works by creating adverts on smart TV's based on post code locations.
Stuff	Geo Targeting: 52,239 Clicks to the TDC website from the campaign: 89	The goal was 50,000 impressions but actually realised 52,239 impressions. This took place from 22 May to 30 May on Stuff Digital Platforms linked to our TDC website
Antenno	Notifications of venues: 3	
Submissions	Total: 503	
Postal	Mock Rates: 1	We designed and wrote the LTP information that accompanied the mock rates

8.2 Websites

A lot of maintenance work is performed on the almost 500 pages of the Council website by the team. Website statistics show that our websites remain an important source of Council and visitor information.

The communications Team, among other pages, updated the Animal Control page, Building pages (Forms and Brochure), Growth Strategy, District Review, Roads and Transport, Projects (IAF project, EQ strengthening and WTP upgrades) plus numerous other page updates. We also updated the dog registration fees and charges table and dog registration document.

The Communications Team continues to use the Pagefreezer website archive platform and can view and use both websites, as they appeared on any given date since archiving began in December 2023. This is necessary in accordance with our responsibilities within the Public Records Act 2005.

The team have responded to a plethora of feedback comments and enquires on the www.tararua.govt.nz website.

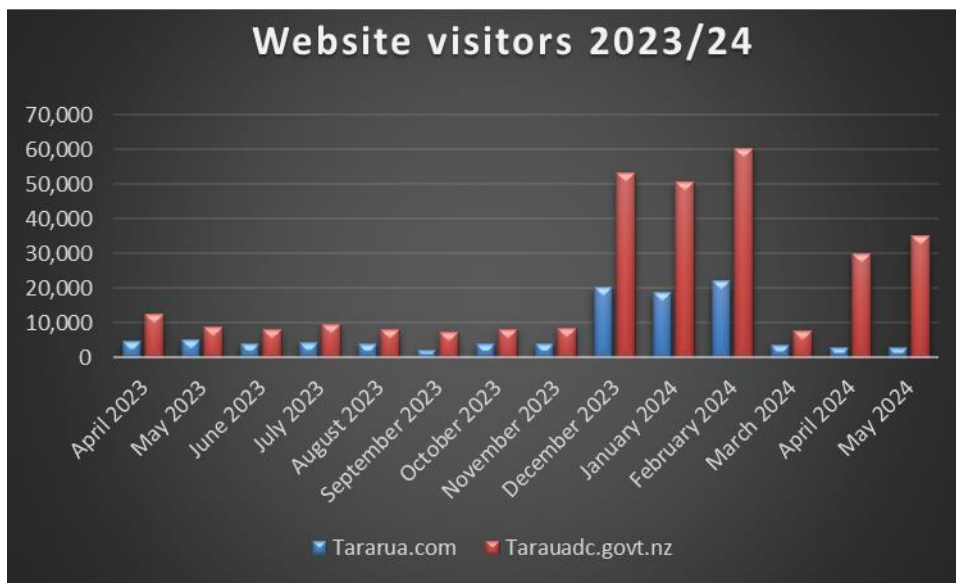
TDC website statistics 15 April – 15 June 2024. There were 7,064* TDC website visitors – see chart 1.

Top Pages for TDC: Current road status/Living here (Libraries) and rates searches.

Tararua.com website statistics 15 April – 15 June 2024. There were 5,547* visitors to the Tararua.com website – see chart 1.

Top Pages for Tararua.com: Events and accommodation.

Chart 1: Total number of visitors (by IP address) to our websites



*Note: In the bar chart, above, the December 23 – February 24 period was Pagefreezer (archive) IP addresses visiting the websites multiple times daily. As of 28 February 2024, our Pagefreezer IP addresses were filtered from our analytics platform and visitor numbers on both websites went back within the expected number ranges. In April and May some new IP addresses have been active causing the second obvious spike. Please note, the months depicted on the chart above are calendar months so June 2024 is not included.

8.3 Intranet (LOKI)

In Tools & Resources the Communications Team updated the Building departments forms – migrating a number of them from the no longer supported “Go Shift” website to the new “Simpli” website. This document migration included all the various application forms and their associated guides. This task was also replicated on the TDC website.

The Communications Team contributed to the first LOKI replacement workshop hosted by the Projects Management Office on 12 June.

8.4 Facebook

On 27 May the Communication Team facilitated a Facebook Live in support of the Long Term Plan 2024/34 consultation. A multi-camera and multi-media approach was used for the first time, resulting in an extremely polished Facebook live session. A number of practice sessions and different locations were trialled in order to work out the best format for when going live. In total, 1,761 people viewed the Facebook Live session.

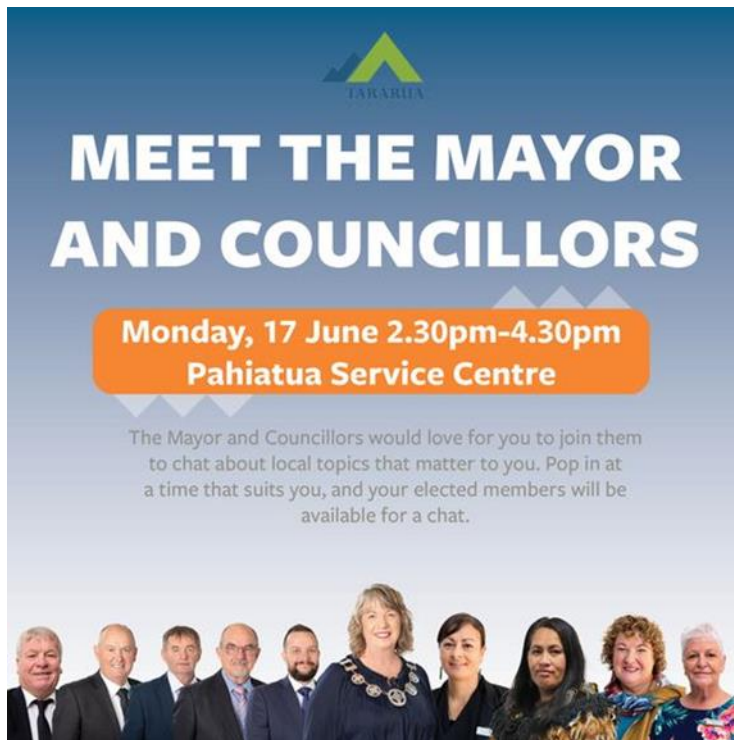
The Communications Team created and began the execution of the Dog Registration Social Media Campaign with our *“Paws, hold, unleash”* rugby theme – see image 2:

Image 2: The Communications Team dog registration theme



The Communications Team also created new “Meet the Mayor & Councillors Events and Social Media Plan, see image 3:

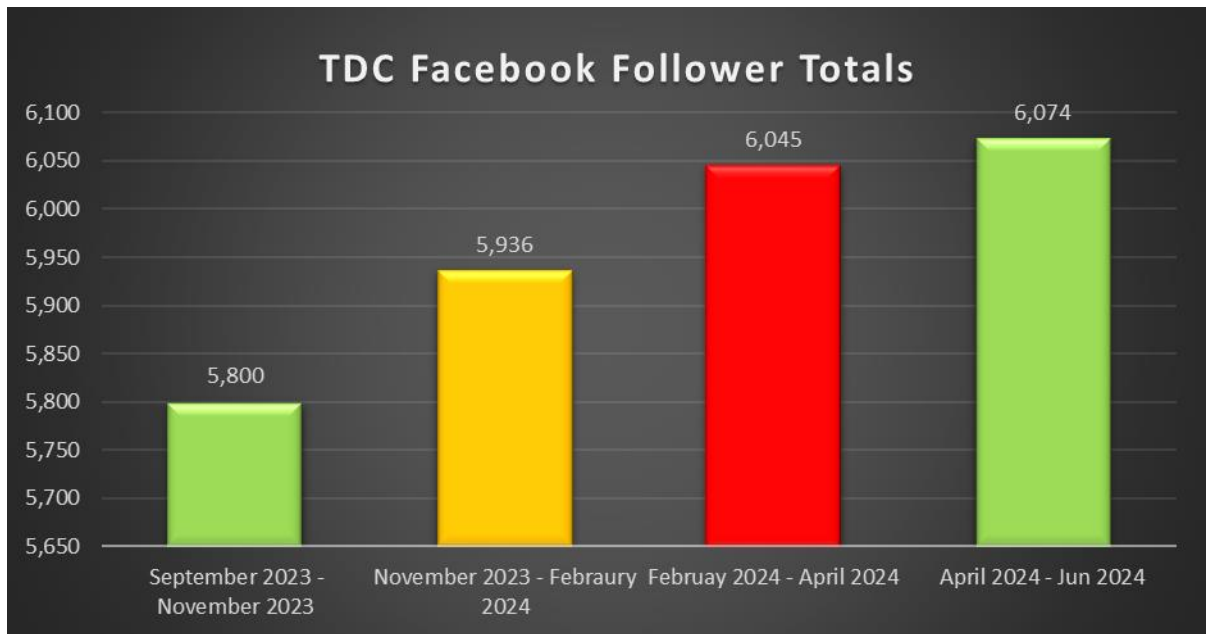
Image 3: The Communications Team “Meet the Mayor and Councillors” tile



Pagefreezer Facebook archive: The comms team are using the Pagefreezer social media archive platform to meet our Public Records Act 2005 responsibilities. This allows us to recall any post, comment, edit, hide or deletion made on our Facebook page by ourselves or by members of the community. A recent accidental Facebook post deletion was successfully recovered in full from our Facebook archive.

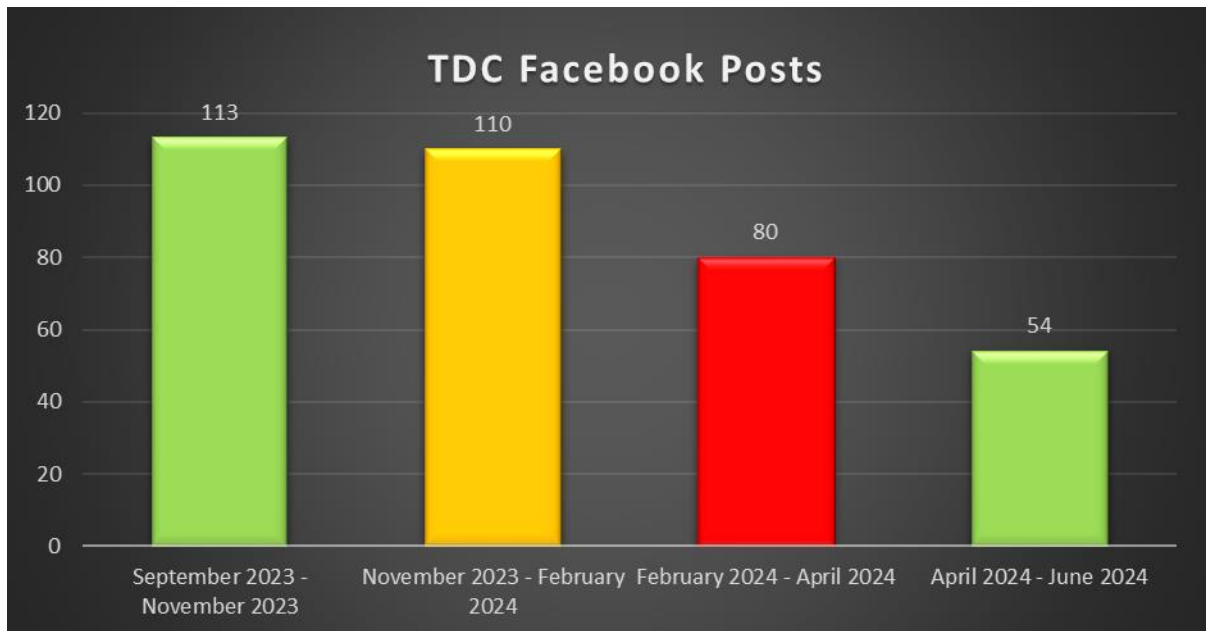
29 new followers (Total 6,074 followers). Down 80 (109 new followers) from management report - 15 April to 15 May – see chart 2, below for recent data:

Chart 2: Total of TDC Facebook followers throughout reporting periods



54 new posts (as compared to 80 in the previous report). Many posts resulted in significant engagement. Where possible, the team continues to provide answers to comments and questions on Facebook – see chart below 3 for data:

Chart 3: Facebook posts made over the reporting period (44% were LTP related)

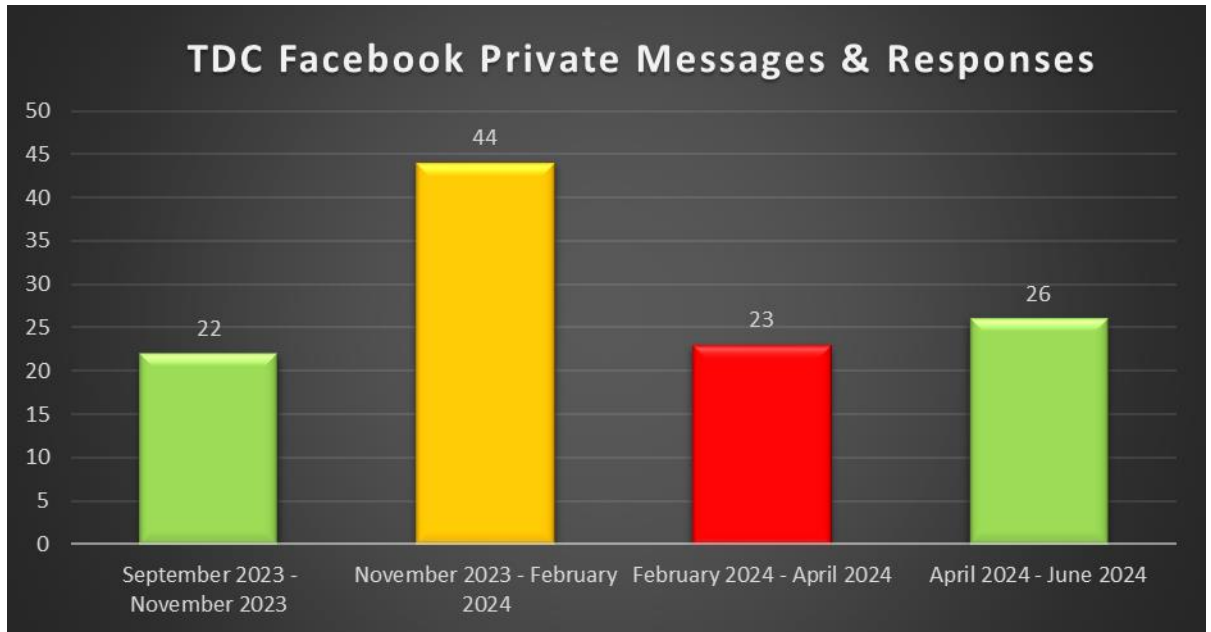


Highest performing posts were:

- The Mayors Favourite Winner of the 2023 Photography Competition of 31 May 2024 reactions, 29 comments and 8 shares
- Poland's Flag Day with 44 reactions, 7 comments and 8 shares

26 private message conversations (Messenger) which were all responded to, many resulting in CRM's – see chart 4 for data:

Chart 4: Total of private messages received via the TDC Facebook page



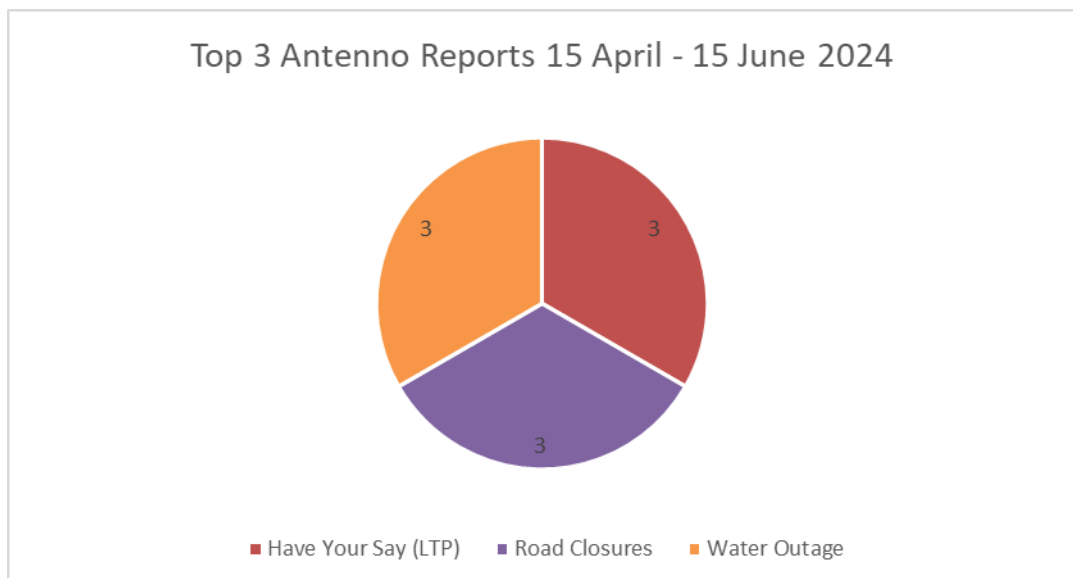
8.5 Antenno

Users: 907 (down 37)

Antenno **Notifications**: 54 (down 31 from previous report) – Top 3 notification topics: Have your say (Long Term Plan) Road Closures and Water Outage – see chart 5.

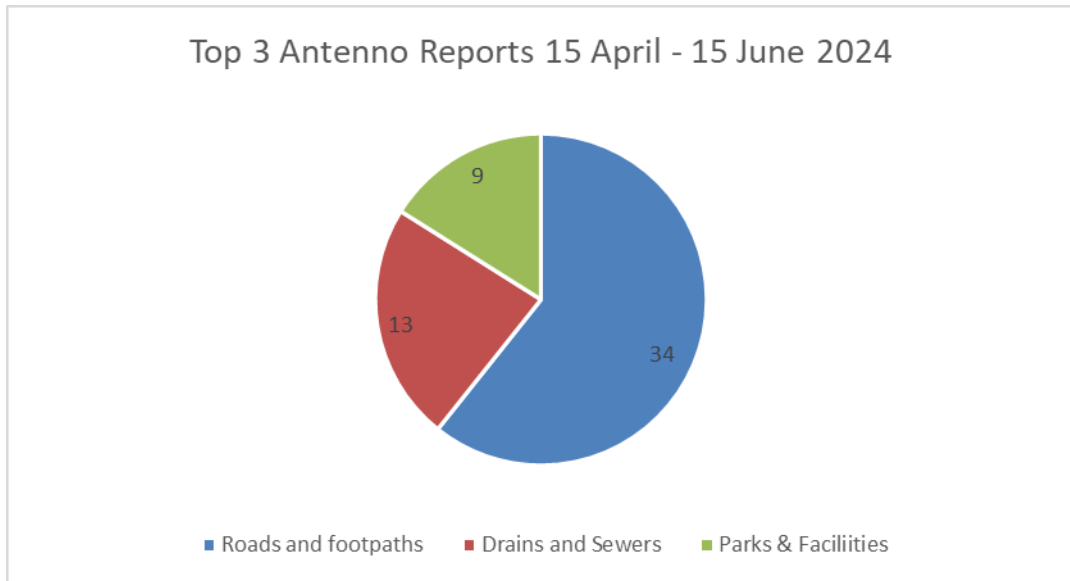
**Top 3 Antenno notification data (above) does not show scheduled recycling reminders (33)*

Chart 5: Top 3 Antenno notifications from council



Antenno **Reports:** 85 (down 3) – Top 3 report topics: Roads/Footpaths/Cycleways, drains/sewers and Parks & Community Facilities – see chart 6.

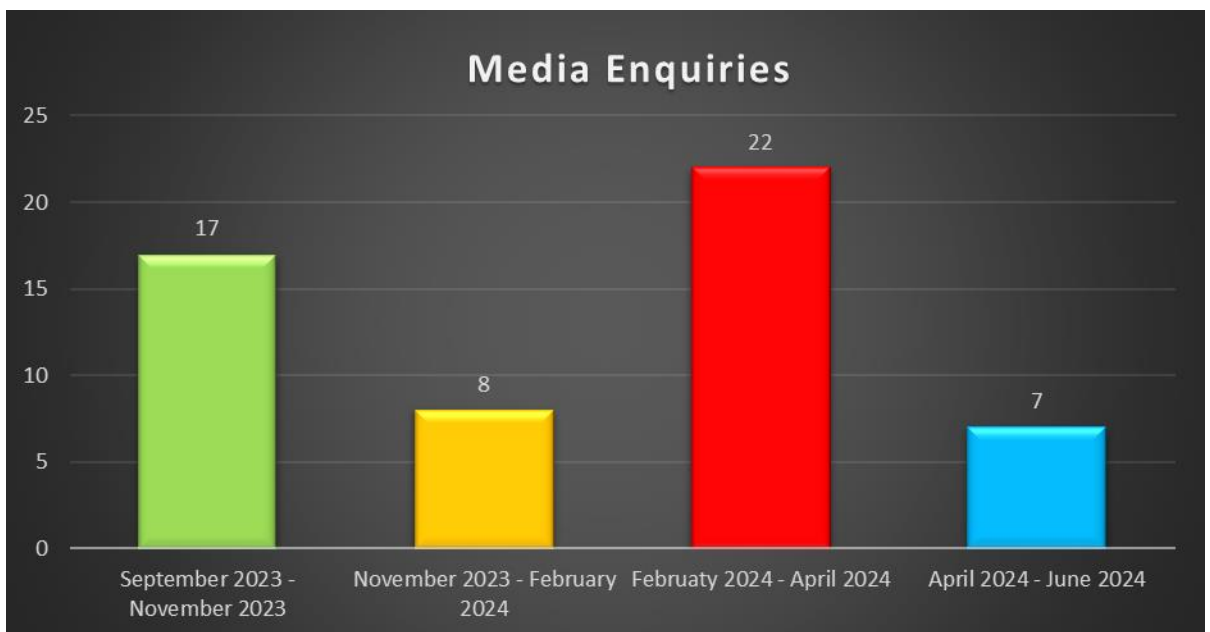
Chart 6: Top 3 Antenno report topics to council



8.6 Media Enquires, Mentions & Releases

7 Media Enquiries were responded to by the team including Stuff.nz, Hawkes Bay Today and the Bush Telegraph. There were no top enquiry topics, each of the 7 enquires were standalone enquiry topics – see chart 7.

Chart 7: Total numbers of media enquiries to TDC



26 Media mentions concerning Council were identified on our media monitoring platforms – the top topic centred on TDC rates rises. All Media mentions links,

whether of a positive, neutral or negative tone, were passed to the Mayor, Councillors and ELT for their awareness – see charts 8 and 9:

Chart 8: Number of media mentions for the reporting period

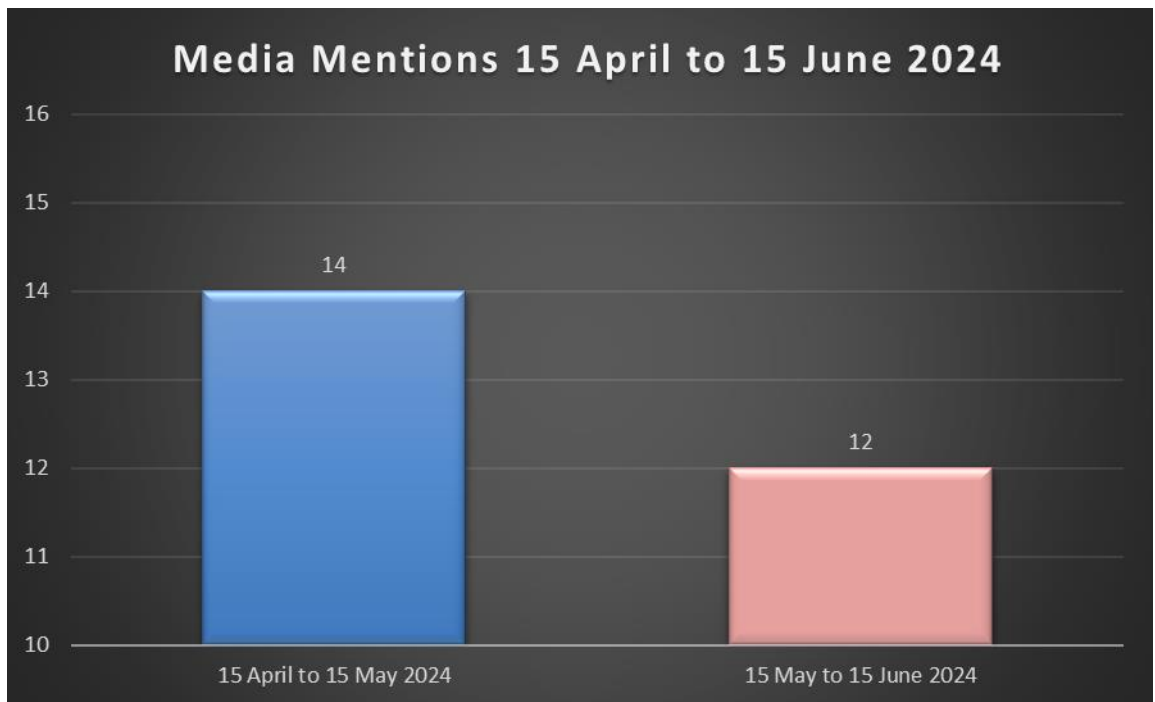
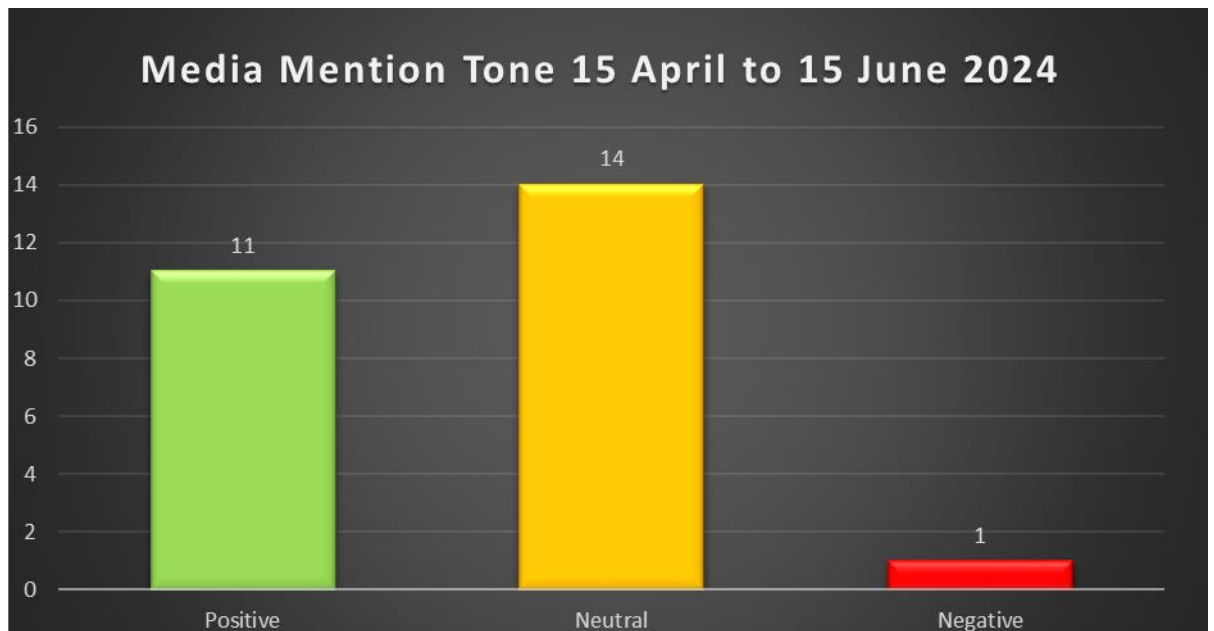
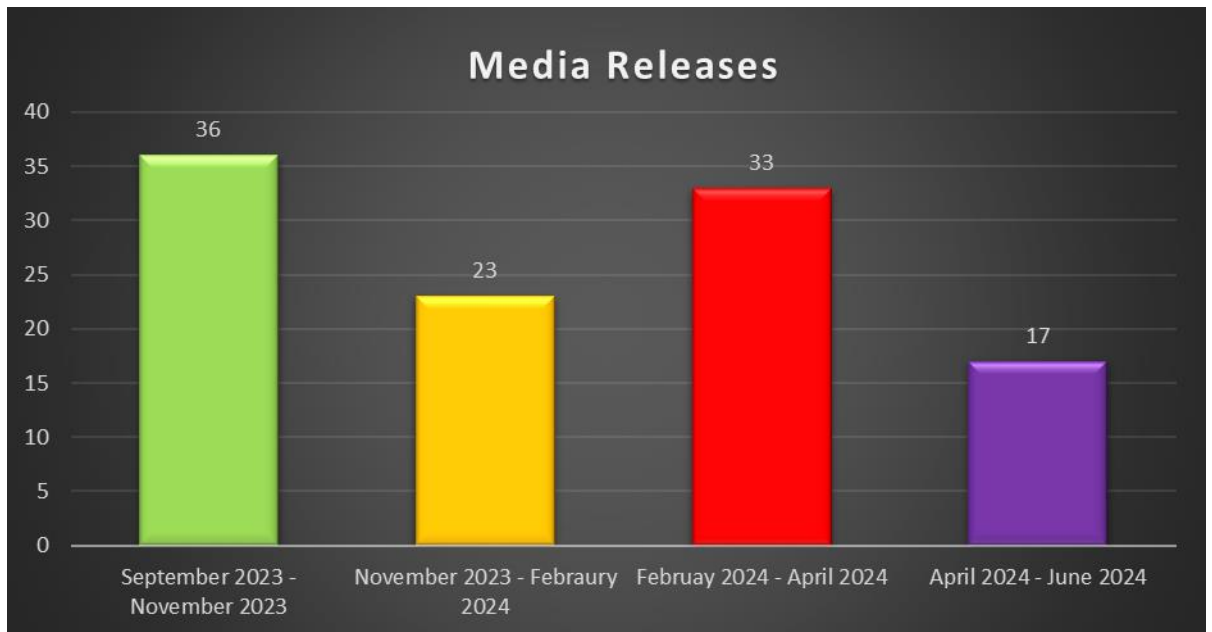


Chart 9: Breakdown of positive, neutral and negative tone of media mentions



17 media releases were sent out to mainstream print, radio and tv media outlets. Examples of media releases have included Recovery, LTP submissions, dog registration the Pongaroa, Dannevirke fluoridation and Norsewood water treatment plant upgrade – see chart 10 for data:

Chart 10: Number of media releases sent over the reporting period



8.7 Bush Telegraph

We have produced 4 Council Bush Telegraph pages, 2 Recovery pages and 4 Long Term Plan specific full-page articles over the reporting period that covered all consultation topics, venues and means of making submissions.

8.8 Radio Adverts

Our Bush Telegraph page continues being produced every fortnight. We have been utilising radio advertisement of 3 current topics per month which are advertised 40 times each on The Hits, Newstalk ZB and iHeart Radio (radio app with 5,500 subscribers). Using the app we get coverage on major radio stations such as Newstalk ZB, Breeze, and Hits etc. Our current adverts have been the Long Term Plan 2024/34, General Waste and Preferred Dog Ownership, Long Term Plan 2024/34 and Grant Guru.

8.9 Pongaroa Boil Water Notice

The communications team worked hard in support of the Pongaroa Boil Water Notice, including the mapping used to support the letter drop, issuing and lifting of the Boil Water Notice, internal communications, media releases, website updates, and answering questions and comments on Facebook.

8.10 Others

8.10.1 Published 3 new staff member Introductions.

8.10.2 Assisted with the Polish Ambassador visit to Pahiataua on 2 May. 2 May is Poland's "Flag Day". The current ambassador is soon leaving New Zealand and this was his chance to come and visit and say farewell to the community he has come to know

very well. The Communications team assisted with a supporting powerpoint presentation, Polish flag preparation, photographs of the event and liaison with the office of the ambassador to supply images of the event.

- 8.10.3 Produced a TDC document on days the New Zealand flag should be flown and flag protocol. This will assist the mayor, elected members and customer services with key dates and the correct protocols to follow on the dates and occasions flags must be flown – see image 4:

Image 4: The cover of the TDC Flag Flying and Protocol document



- 8.10.4 Drafted and published 2 Pānui Pulse newsletter (edition 29 and 30).
- 8.10.5 Drafting and designing a new look Pānui Pulse for edition 31.
- 8.10.6 The Communications Team continued with the running of the 2023 TDC photography competition and oversaw the exhibition of the entries in the Rinitawa Galleries in Woodville 1 May to 3 June – see image 5. The Communications Team oversaw the awards ceremony of 24 May. Work now continues on the production of the 2023 TDC photograph book launch.

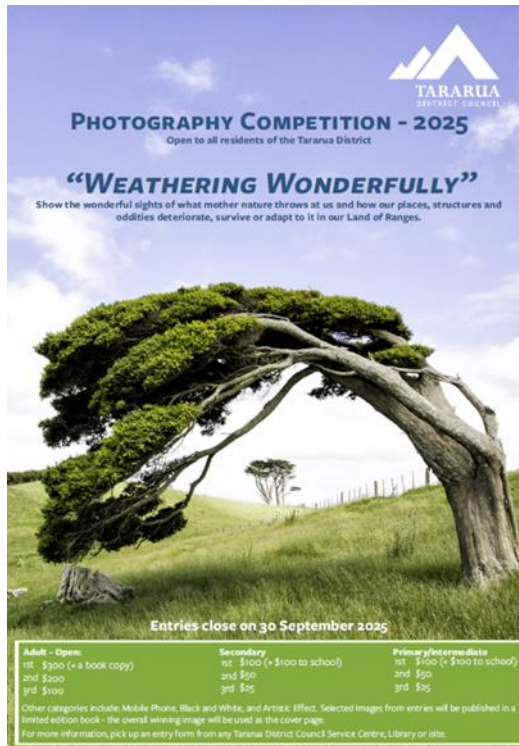
Image 5: Photography competition exhibition promotional poster



- 8.10.7 Preparation for the 2025 TDC photograph competition, themed “Weathering Wonderfully” has commenced with the creation of a dedicated Content Manager

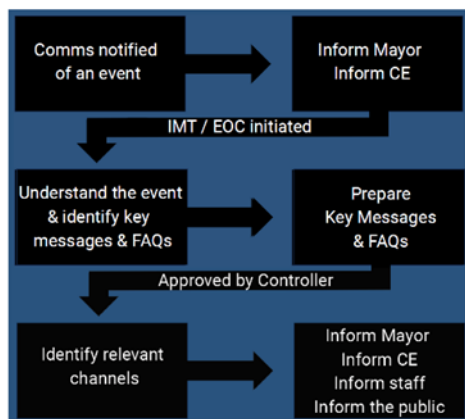
container and the creation of a number of competition documents, including the competition poster – see image 6:

Image 6: The 2025 TDC Photography Competition poster



8.10.8 We have updated our "Initial Emergency Communications" document in TEAMS to include local radio frequencies and webpages for listening to local radio online during emergencies. These updates have further aligned our documents and processes to post Cyclone Gabrielle debrief lessons learnt.

**Initial Emergency Communications
(and key messages)**



- 8.10.9 Preparation and presentation of last 15 months of recovery actions to Council on 29 May 2024.
- 8.10.10 Assisted with communications advice on the Tararua Alliance, Horizons and TDC Land Stability Case Study project.
- 8.10.11 Assisted with communications advice on the proposed Recovery Tararua Economic Data project.
- 8.10.12 Assisted with reports and draft Recovery Plan foreword and writing.
- 8.10.13 Attended and recorded minutes for the fortnightly Recovery meetings.
- 8.10.14 Prepared and distributed the April Recovery Stakeholder Newsletter.

9. Library

9.1 Programmes and events

- 9.1.1 The School Holiday Programme featured a digital scavenger hunt. 76 children went in the draw for the prizes awarded at each branch.
- 9.1.2 89 children took part in the National Simultaneous Storytime on 22 May this year. It is the first time we have had a class from Eketāhuna School. We are thrilled to have them on board.
- 9.1.3 Dannevirke Library – in conjunction with Tararua REAP – hosted seed saving demonstrations in late May. All our seed libraries continue to be popular.
- 9.1.4 Pahiatua Library celebrated Poland’s National Flag Day with a display and scavenger hunt competition.
- 9.1.5 The Annual Trivia quiz returns. The theme is “Tropical”. The trophy has been returned and we’re awaiting teams of 4 to register.
- 9.1.6 Chill Out & Read. 108 from 3 schools in Pah already. 259 from 5 schools in Dannevirke. Three classrooms at Eke.

9.2 Branch operations

- 9.2.1 We have filled the vacancy at Eketāhuna Library & Service Centre with two capable team members job-sharing the role. This adds resilience to the team overall. They have been welcomed by the community.
- 9.2.2 Eketāhuna Library now has a JP service desk every Friday morning. The Wairarapa Community Law Centre have moved to the Eketāhuna Health Centre as it has a private room for their use. The community continues to meet the Mayor and Councillors every first Monday of the month.

9.2.3 We received a resignation from one of our Customer Services Librarians effective from mid-April. Other Library team members are filling this gap on Mondays and Pahiatua Library continues to close for lunch two days a week while we relook at the resourcing requirements of the team.

9.2.4 We experienced minimal disruption to our service over the last two months particularly given the vacancy and staff leave.

- Dannevirke Library experienced 99.5% normal opening hours.
- Eketāhuna Library and Service Centre experienced 99.8% normal opening hours.
- Pahiatua Library experienced 91% normal opening hours.
- Woodville Library experienced 99.5% normal opening hours.

9.3 Statistics

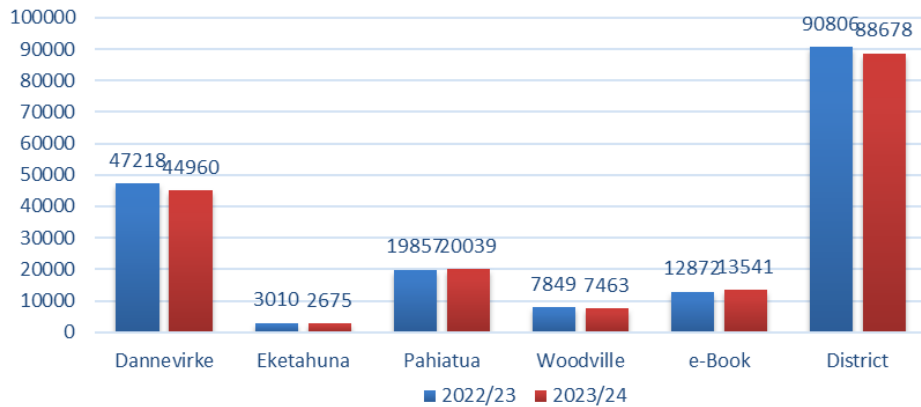
As at 31 May 2024:

Active members - The active members statistic that has been previously reported represented an annual cumulation of a monthly statistic. This allowed active members to be counted up to twelve times in the overall statistic which we acknowledge is not particularly helpful. Overall, 18.4% of the memberships were active.

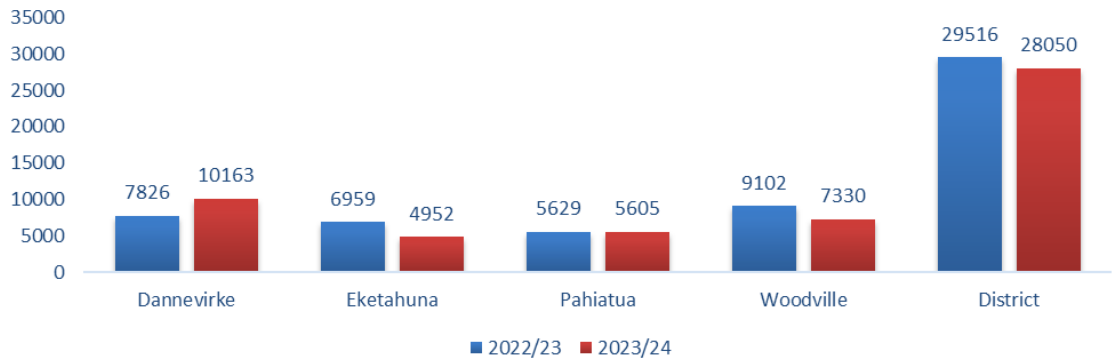
9.3.1 Broken down by site as follow:

- 17.6% of Dannevirke members
- 18.6% of Eketāhuna members
- 20% of Pahiatua members
- 18.7% of Woodville members

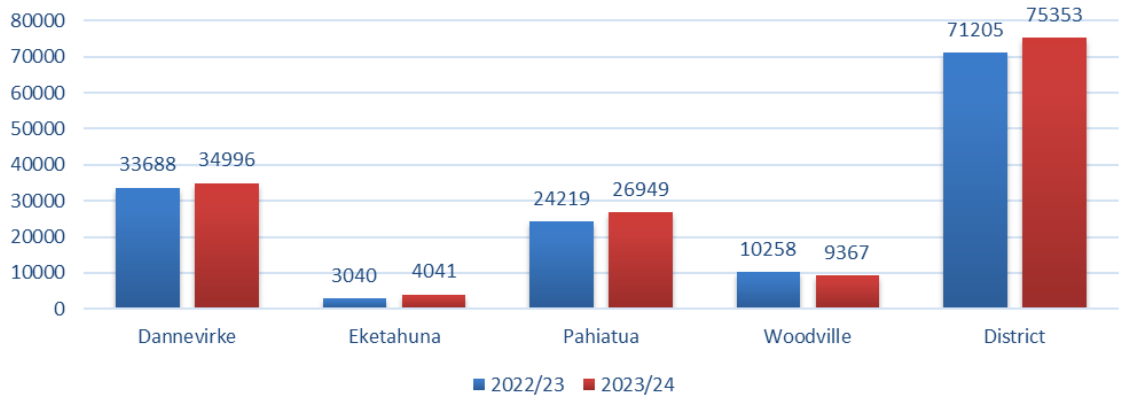
Circulation - May YTD

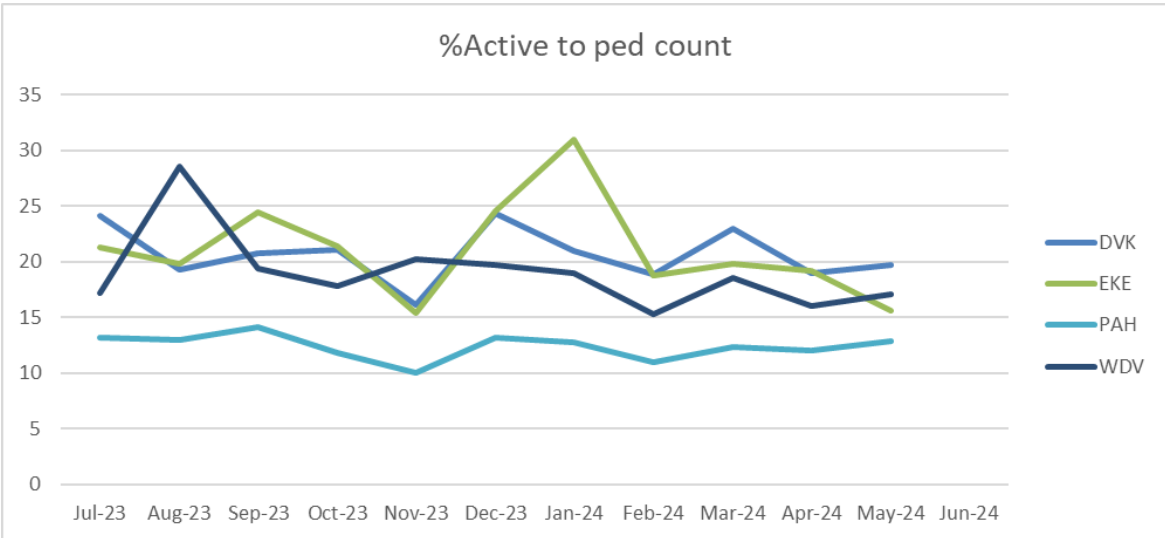
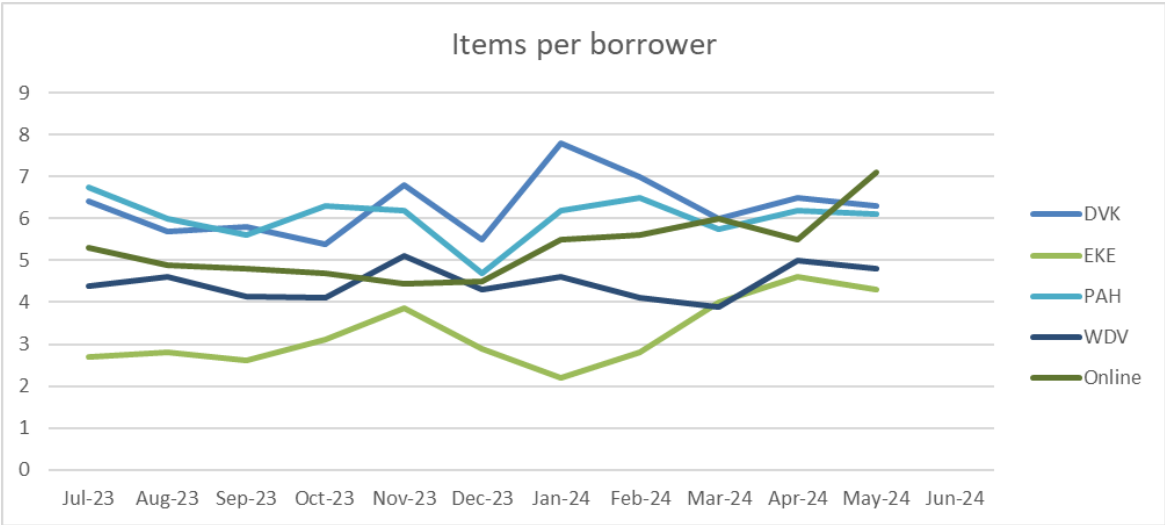
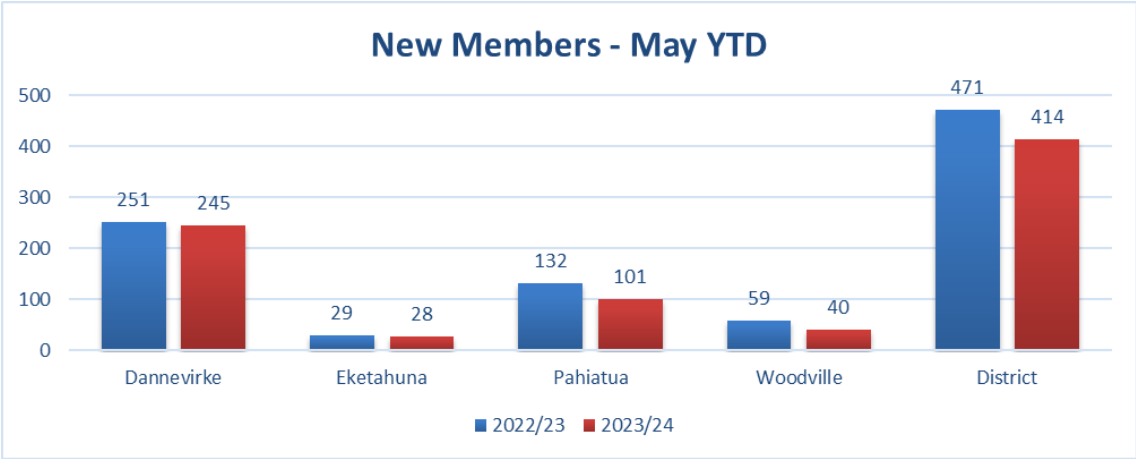


APNK Use (Sessions) - May YTD



Pedestrians May YTD





10. Customer Services

10.1 Call Statistics:

April 2024

April 2023

Total Calls 1048	Average Wait Time (Seconds) 15.57	Total Calls 1878	Average Wait Time (Seconds) 16.94
Abandoned Calls 27	Average Talk Time (Seconds) 117.59	Abandoned Calls 66	Average Talk Time (Seconds) 109.16

May 2024		May 2023	
Total Calls 1880	Average Wait Time (Seconds) 16.87	Total Calls 2242	Average Wait Time (Seconds) 21.99
Abandoned Calls 55	Average Talk Time (Seconds) 120.87	Abandoned Calls 104	Average Talk Time (Seconds) 111.60

10.2 Customer Request Management (CRM) Statistics

In **April** a total of **649** CRM's were entered into the system compared with **708** in the same month last year.

April 2024		April 2023	
Water Leak	34	Dog Enquiries	38
Dog Enquiries	30	Noise - Bass/Stereo/Radio/Tv – 1st Call	38
Noise – Bass/Stereo/Radio/TV – 1 st Call	25	Water Leak	25
Pensioner Housing	23	Rural Street Signs	21
Dog Complaint	22	Urban Street Lighting	21

In **May** a total of **572** CRM's were entered into the system compared with **809** in the same month last year.

May 2024		May 2023	
LIM Property Application	23	Noise – Base/Stereo/Radio/TV – 1 st Call	51
Dog Complaint	21	Dog Enquiries	38
Dog Enquiries	21	Pensioner Housing	34
Water Toby Damaged/Leaking/Needs Repair	20	Rural Potholes	29
Public Toilets Maintenance/Cleanliness	19	Nuisance Complaint	24

Attachments

Nil.

Report

Date : 24 June 2024

To : Chairperson and Committee Members
Community Development and Wellbeing Committee

From : Mike Dunn
Manager - Programmes & Projects

Subject : **Capital Programme Report**

Item No : **8.2**

1. Recommendation





- 1.1 *That the report from the Manager - Programmes & Projects dated 18 June 2024 concerning the Capital Programme Report be received.*







2. Reason for the Report

- 2.1 This report is to update the Community Development and Wellbeing Committee on the capital programme and key project statuses.







3. Capital Portfolio Report

- 3.1 This report focuses on the facilities, regulatory, district support, promotion, and economic development.

Portfolio Health Status		Forecast	General Comment
	 Green		The portfolio of works does contain operational projects as well as capital with the inclusion of some corporate projects. Overall, the portfolio is tracking well and with the LTP we are closing projects and confirming resources for year 1.
Schedule	 Green		The baseline overall has been rescheduled considering the work with the LTP. Inclusive to this is the direction for the new Pahiataua Pool.

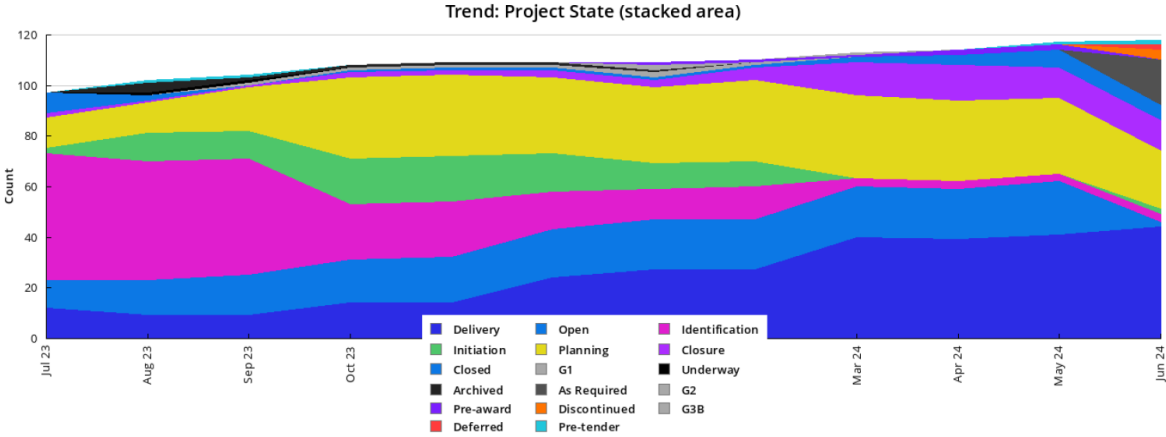
Budget	 Amber		Following significant reductions with the Better Off Funding – budgets must be reviewed to enable PARS and upgrades to council owned reserves.
Risk	 Green		Project risks are being inserted into our Project software in accordance with our Risk framework and will be used to better capture, report and manage our project risks.
Resourcing	 Amber		Resource constraints across the portfolio are being reviewed and considered against the LTP.

Legend

Status					
On track against baseline plan	 Green	Corrective action required	 Amber	Critical state - needs urgent attention	 Red
Forecast					
<i>Green</i> - the forecast for the next period is that this area will remain in a positive status or will improve from current reported state.					
<i>Red</i> - the forecast for the next period is that this area will remain in a negative status or will deteriorate from current reported state.					
<i>Amber</i> - the forecast for the next period is that the current status may change.					

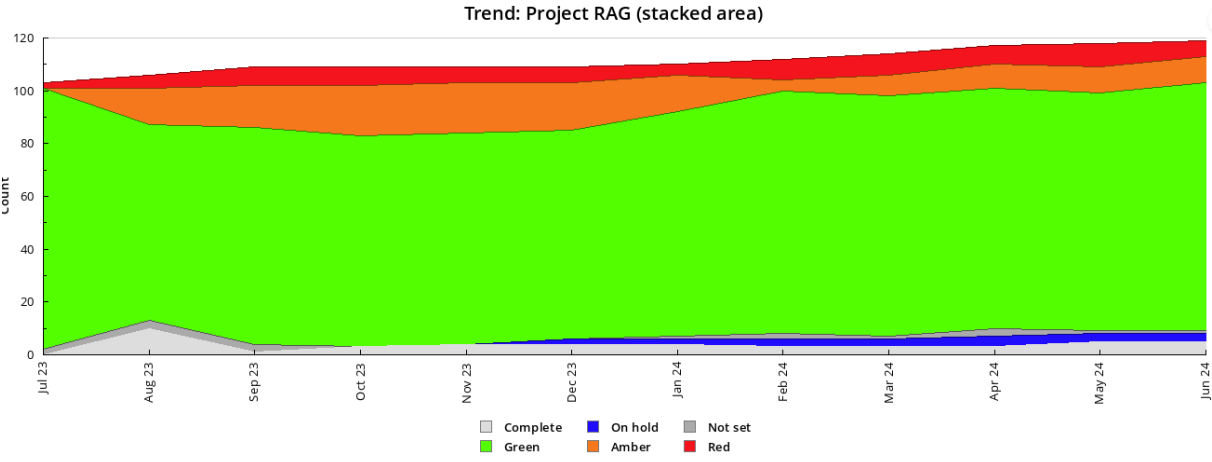
4. Capital Projects by State

4.1 Our project management framework stipulates Gates for approval processes as depicted by G0, G1 etc. Monitoring the overall inflight project states is crucial as this enables greater oversight and ensures transparency and accountability throughout the project’s lifecycle.



5. Capital Project by Status

5.1 By tracking the above project status indicators over time, stakeholders can identify emerging patterns, assess the portfolio, and proactively address potential issues. A consistent green status indicates progress according to plan, while amber signals caution, suggesting potential risks or delays that require attention. Red status indicates critical issues that demand immediate action to mitigate negative impacts. Regular review of RAG status trends enables leaders to make data-driven decisions, allocate resources strategically and optimise project outcomes.



6. Project Update

OFF TRACK	REVISED BUT ON TRACK	ON TRACK	COMPLETED
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Project	Managed by	Comments	Status
Carnegie	Mike Dunn	The heritage assessment is being finalised and peer reviewed. Once final, we will attach this report to a future project update.	
Waihi Falls Toilet	Eugene Priest	The agreed completion date is end of July due to contractor availability.	
Dannevirke Barraud Street	Robert Hood	Following Council discussion regarding work required at Barraud Street Toilets the project was significantly reduced in budget. 2x cavity slider doors were installed to enable wheelchairs and prams better access. Baby changing table to be installed, glass privacy film to be applied and 'Mens' main door still to do. Minor carry forward required as committed.	
New Pahiatua Pool	Mike Dunn	Requires a meeting with Bush Aquatic Trust to discuss actions, funding requirements and project plans following Council decision and LTP adoption.	
Existing Pahiatua Pool reseal	Mike Dunn	Work completed - handrails, ladders and holes were patched.	
Cemeteries extensions	Eugene Priest	Tararua District Council reviewed the layout designs for the Dannevirke and Mangatainoka Cemeteries to provide guidance around their extension through the 2024-2034 Long Term Plan.	
MPI Emergency Hub Fund	Mitchell Guile	The MPI contract holder has informed us that the team holding this contract is being dissolved on 1 July. Therefore, ALL work must be completed and final report submitted before this date. We are looking around 10% underbudget and will be exploring options for this, including handing it back to MPI. 9x Generators, Kitchen Wastewater solution for Herbertville hall underway. We have received 5 of 8 signed Maintenance schedule, expect the remaining end of day 21 June.	
MPI NIWA Fund grant	Mitchell Guile	All approved payments made - 117. Total funds distributed = \$ 994,346.97 Overwhelmingly positive feedback.	

Project	Managed by	Comments	Status
District town signage	TBC	A hand over of this project has occurred and will be transitioned for reporting into the infrastructure committee.	

Attachments

1. [Building Iwi Capacity Committee Report June 2024](#)
2. [Digitisation of Council Records and the Introduction of E-Services Committee Report June 2024](#)
3. [Future Community Urban Design Committee Report June 2024](#)
4. [Actioning Council's PARS Strategy Committee Report June 2024](#)

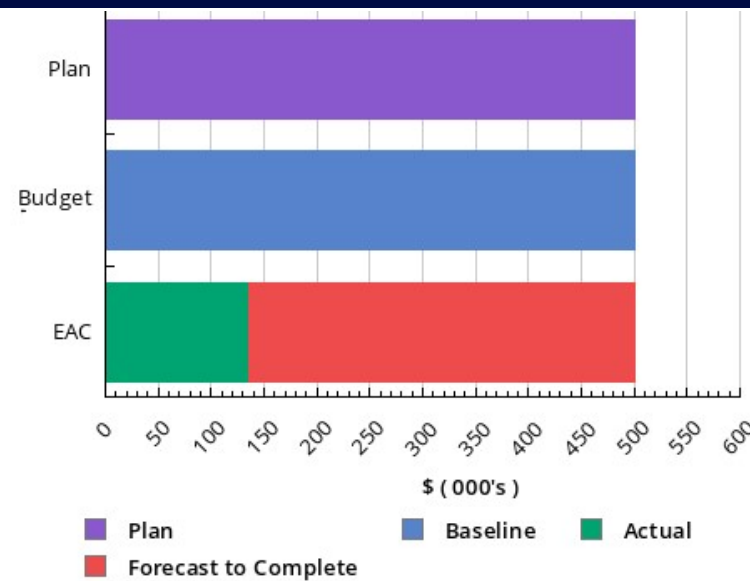


Project name

Building Iwi Capacity

Report date:	Start date:	Approved end date:	Projected end date:
Jun-24	Jul-23	Sep-25	Sep-25
Purpose:	The purpose is to build iwi capacity to foster meaningful collaboration, ensuring that Māori perspectives are integrated into council activities and community projects, leading to improved outcomes.		
Project team:	Sponsor: Mike Dunn Project Manager: Sue Lawrence		
Key stakeholders:	Ngāti Kahungunu o Tamaki-nui-ā-Rua Rangitāne o Tamaki-nui-ā-Rua Horizons Regional Council TDC Staff		

Project budget:



Whole of Life
Approved budget:
\$500,000
Actuals:
\$135,408
Estimate at completion:
\$500,000

**0%
Over budget**

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	Monthly meetings and reporting is continuing. On 9 May Ngāti Kahungunu hosted TDC staff from the PMO, Planning and the Group Manager- Strategy and Community Wellbeing. We visited Awakura, near Weber, where Ngāti Kahungunu shared the history and their aspirations for the area. Both iwi participated in an initial workshop for the Eketahuna/Pahiatua Waste Water Programme. A stakeholder engagement framework is in place, involving four workshops. This workshop focused on establishing information sharing and relationships. Iwi are providing feedback on how the BOF funding has enhanced their capacity and relationship with the Council. This feedback will inform BOF reporting and aid in future planning, ensuring that the funding continues to support capacity building efforts and effective collaboration.
Scope:	G	G	The following breakdown is the functions that the funding will support: Facilitating and support the ongoing relationship with Tararua District Council to introduce new and improved systems Assess and triage all Council Resource Management Act Consents To build and maintain a strong relationship with Council consenting teams To support the implementation of an improved consenting and charging framework Coordinate site visits especially those of cultural significance during consenting processes Co-ordinate cultural activities associated with consenting Engage with Council in environmental matters that require Iwi input
Time:	G	G	Agreements are in place and the reporting requirements outlined are being met.
Budget:	G	G	The budget is fully allocated with 50% of the funding for each iwi.
Quality:	G	G	N/A
Risks:	G	G	N/A
Opportunities:	G	G	N/A
Health & Safety:	G	G	No issues.
Resources:	G	G	Both Iwi have engaged FTE as per the contract.
Comms:	G	G	Will work with the Communications team as required

Next steps:

Assessment of the effectiveness of the new Iwi Project Portal.
Evaluate the feedback from Iwi on the impact to date, of the BOF funding for Build Iwi Capacity.
Work together to develop future plans based on Iwi's feedback.

Project timeline:



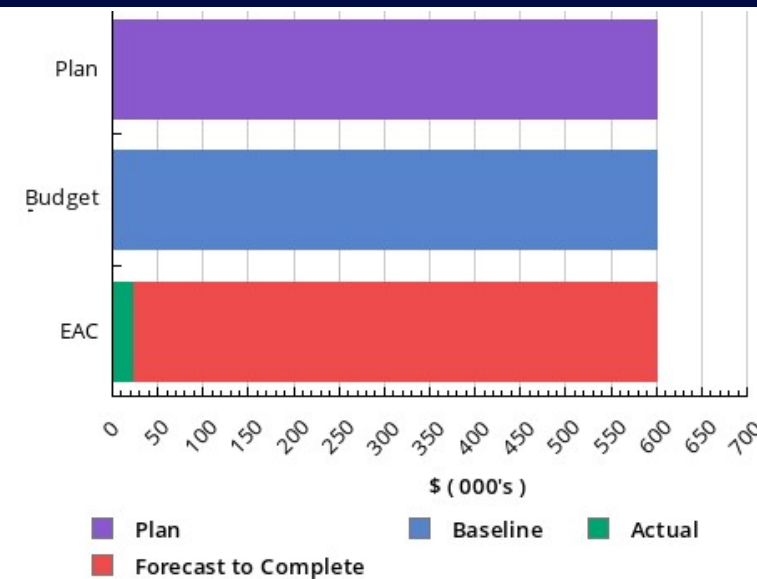
Project name

Digitisation of Council Records and the introduction of E-Services



Report date:	Start date:	Approved end date:	Projected end date:	Status update:		
Jun-24	Jul-23	Jun-27	Jun-27		PREVIOUS STATUS	CURRENT STATUS
Purpose:	The Digitisation of Council Property Records and the introduction of E-Services.					
Project team:	Sponsor: Mike Dunn Project Manager: Sue Lawrence					
Key stakeholders:	IS Consultants/Vendors/Developers Procurement Specialists TDC Staff					

Project budget:



Whole of Life
 Approved budget:
\$600,000
 Actuals:
\$24,500
 Estimate at completion:
\$600,000

0% Under budget

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	The Executive Leadership Team (ELT) has agreed to prioritise the digitisation of property files, which will facilitate the launch of the e-service for publicly accessible records before the project's deadline of 30 June 2024. The digitisation process will be outsourced to a third-party provider. This will provide certainty of cost and time, reduce the burden on council resources, and ensure high-quality digitisation. The procurement plan and technical requirements are currently being finalised in readiness to go to market.
Scope:	G	G	The project's scope has been adjusted to guarantee the completion of the digitisation of Council's property documents and the e-service, publicly accessible digital property records is available. The criteria for reprioritising the e-services were; demand for service, current or similar service available online, regulatory expectations, customer-facing and approximate costs of delivery. Priority 1 • Digitisation • Publicly accessible digital property record. Priority 2 • Cemetery management(GIS mapping, then inhouse) • Community Heritage. Database • Dog Registration • Bookings of facilities • Consents Online. • Online payments. Inhouse • Cemetery management • Ideas Online • Complaints Online. Out of Scope • Dannevirke newspaper Microfilm Archive • Financial reporting tool.
Time:	G	G	The project end date of 30 June 2027, remains unchanged.
Budget:	G	G	The budget will be finalised once the cost of outsourcing the digitisation of property files and introducing of the eservice is known.
Quality:	G	G	An internal audit of scanned documents is undertaken.
Risks:	A	G	Outsourcing the digitisation of property files resolves the issue of incomplete digitisation and facilitates the introduction of a publicly accessible e-service for digital property records. New risks and treatments associated with outsourcing have been identified.
Opportunities:	G	G	Additional funding will enable Priority 2 e-services to be introduced.
Health & Safety:	G	G	No concerns.
Resources:	G	G	An internal resource is required to manage and conduct quality control checks on the scanned copies produced by contractors.
Comms:	G	G	A comms plan will be completed as required.

Next steps:

- Finalise the procurement process for a supplier to digitise property files
- Preliminary scoping of the e-service
- Contractor for Digitisation services engaged
- E services Project Plan in place
- Vendor for e service selected
- Digitisation of property files commenced

Project timeline:

START	Digitisation of Property records underway	E Services Preliminary overview	Rescoping of Project	Procurement process commences	Scoping of eservice	Contractor for Digitisation Services engaged	Digitisation of Property Records complete	E service deployed online	FINISH
	Jun-23	May-24	May-24	May-24	Jul-24	Aug-24	Sep-25	Sep-25	

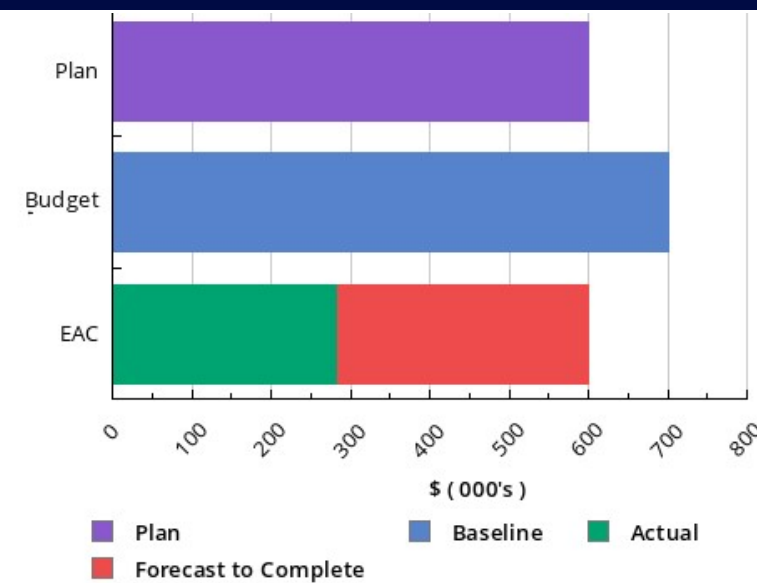


Project name

Future Community Urban Design

Report date:	Start date:	Approved end date:	Projected end date:	Status update:			
Jun-24	Jul-23	Aug-24	Nov-24		PREVIOUS STATUS	CURRENT STATUS	
Purpose:	The purpose of the Future Community Urban Design project is to "Developing a Framework for Managing the Built Environment in Urban Areas for Future communities"			Overall:	G	G	On May 29, the Council adopted the Tararua District Council Growth Strategy 2024-2054, marking a significant achievement and milestone. The Development Policy for the District Plan Review has been drafted. Part B consultation for the Town and Village Centre Upgrade and Urban Connectivity Strategies now involves engaging with Community Boards. Attending these board meetings will involve stakeholders who may not have previously engaged or are unable to attend the community workshops.
Project team:	Sponsor: Sue Lawrence Project Manager: Aimee Charmley						
Key stakeholders:	Community Boards Iwi Community members Horizons Regional Council Waka Kotahi Council members Developers Utility Providers Kainga Ora TDC Staff			Scope:	G	G	Outstanding for Part A is the Development Policy for the District Plan Review. For Part B the consultation process for the Town and Village Centre Upgrade and Urban Connectivity Strategies will now include engagement with Community Boards followed by Community Workshops.
				Time:	G	G	Including Community Boards in the community consultation process will extend the project timeline by 2-3 months.
				Budget:	G	G	Current expenditure is \$283,303 or 40% of total budget of \$700,000. Forecast project spend is
				Quality:	G	G	Deliverables and timeframes are being monitored.
				Risks:	G	G	There is no change to the Risks.
				Opportunities:	G	G	N/A
				Health & Safety:	G	G	N/A
				Resources:	G	G	Expert resources have been engaged to undertake this project.
				Comms:	G	G	Ongoing liaison with Comms team as required.

Project budget:



Whole of Life
Approved budget:
\$700,000
Actuals:
\$283,803
Estimate at completion:
\$600,803

14% Under budget

Next steps:

- Development Policy for the District Plan Review finalised.
- Consultation with Community Board.
- Community Workshops held.
- Town and Village Centre Upgrade and Urban Connectivity Strategies completed.

Project timeline:

START	Background and Development Phase	Draft Growth Strategy adopted	Approval of Growth Strategy	Development Policy completed for District Plan Review	Consultation with Community Boards	Community Workshops	Urban Design Strategies adopted	FINISH
	Jun-23	Dec-23	May-24	Jun-24	Jul-24	Sep-24	Nov-24	

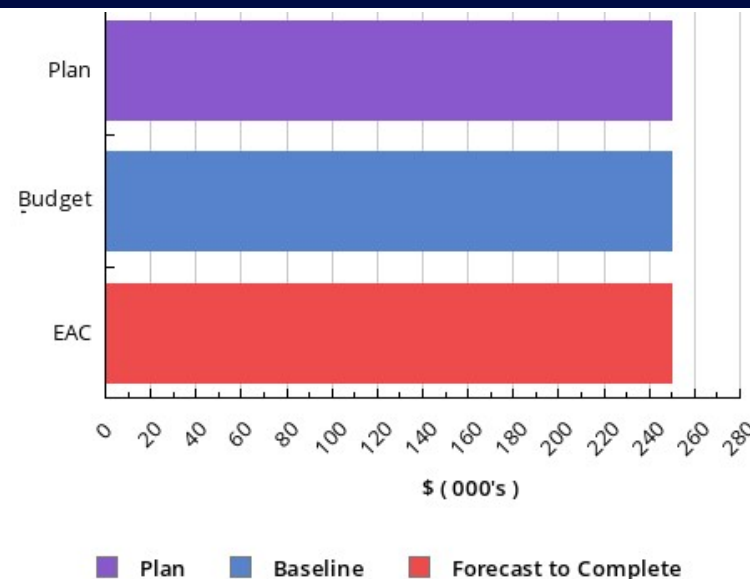


Project name

Actioning Council's Play, Active Recreation and Sports (PARS) Strategy

Report date:	Start date:	Approved end date:	Projected end date:	Status update:		
Jun-24	Jul-23	Jun-27	Jun-27		PREVIOUS STATUS	CURRENT STATUS
Purpose:	The project aims to implement the Council's Play, Active Recreation, and Sports Strategy with the projects delivered being selected using the investment framework outlined in the Strategy.					
Project team:	Sponsor: Mike Dunn Project Manager: Sue Lawrence					
Key stakeholders:	Community Members of all ages Schools Iwi Clubs Trusts Sports Manawatu Volunteer Groups					
Overall:	G	G	The PARS project portfolio is being rescoped to align with the updated budget. A Memorandum of Agreement (MOA) between Dannevirke Multisport Complex Incorporated and Tararua District Council for the \$50,000 for the development of the Dannevirke Skate Park is being finalised. The remaining \$200,000 will be allocated to projects based on the PARS investment principles and criteria.			
Scope:	G	G	The PARS investment framework is being used to prioritise the projects that align with the budget and fulfil the Strategy's vision "to get Every Body Active in Tararua District". The investment principles are weighted as follows; Demonstrated Community Need 30%, Maximum Efficiency 20%, Financial Affordability 20%, Strategic Fit 10%, Accessibility for all 10% Partnerships and Collaboration 5% and Wider Benefits 5%.			
Time:	G	G	The time line will be adjusted once the projects are approved, it is likely the time frame will be shorter due to the smaller number of projects and budget available.			
Budget:	G	G	Of the \$250,000 budget, \$50,000 is allocated to the Dannevirke Multisport Complex Incorporated for the proposed skate park, this leaves \$200,000 available for other play, active recreation and sports projects.			
Quality:	G	G	Quality standards will continue to be maintained.			
Risks:	G	G	The risks previously outlined remain unchanged.			
Opportunities:	G	G	The reallocation of funding is an opportunity to reassess priorities, explore new ideas and approach projects with a fresh perspective.			
Health & Safety:	G	G	N/A			
Resources:	G	G	Contractor availability has been identified as a risk.			
Comms:	G	G	A Communications Plan will be put in place as required.			

Project budget:



Whole of Life
Approved budget:
\$250,000
Actuals:
\$0
Estimate at completion:
\$250,000

0%
Under budget

Next steps:

- MOA to support the development of the Dannevirke Skate Park is in place
- Select projects for delivery
- Projects approved
- Undertake Project Planning
- Execution of Projects

Project timeline:

