



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 156 High Street, Dannevirke on **Wednesday 29 January 2025** commencing at **9:30am**.

Bryan Nicholson
Chief Executive

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 18 December 2024 (as circulated) be confirmed as a true and accurate record of the meeting.

8. Community Boards and Community Committees Reports

8.1 Minutes - Positively Woodville Community Committee 16

Recommended

That the minutes of the Positively Woodville Community Committee meeting held 3 December 2024 be received.

8.2 Minutes - Dannevirke Community Board 20

Recommended

That the minutes of the Dannevirke Community Board meeting held 16 December 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 S17A Review of Camping Grounds 27

9.2 S17A Review of Swimming Pools 35

9.3 Adoption of Schedule of Meetings for 2025 41

9.4 Requests for Information under the Local Government Official Information and Meetings Act 1987 51

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 5

13. Public Excluded Items of Business

Recommendation

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

Civic Honour Nomination for Community Service

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>Civic Honour Nomination for Community Service</i>	<i>To protect the privacy of natural persons</i>	<i><Section (1)(a)(i)</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.*

14. Closure



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 136 Main Street, Pahiatua on Wednesday 18 December 2024 commencing at 9:30am.

1. Present

Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), N L Chase, A K Franklin (via Teams), 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
Mr R Suppiah	- Group Manager – Corporate and Regulatory
Mrs K Tani	- Group Manager – Strategy and Community Wellbeing
Mr H Featonby	- Group Manager - Infrastructure
Ms J Smith	- Legal Counsel and Procurement Manager
Mr P Wimsett	- Chief Advisor
Mrs S Walshe	- Finance Manager
Mrs B Fowler	- Senior Financial Accountant (via Teams)
Ms F Chase	- Facilities Manager
Mr J Vince	- Mayors Taskforce for Jobs Coordinator (via Teams)
Mrs A Dunn	- Manager – Democracy Services
Ms S Ellis	- Democracy Support Officer

2. Council Prayer

The Mayor opened the meeting with Prayer.

3. Apologies

There were no apologies.

4. Public Forum

There were no requests for public forum.

5. Notification of Items Not on the Agenda

Cr S A Wallace – civil noise nuisance

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

Councillor E L Peeti-Webber – item 9.6 Hoops in Parks

7. Confirmation of Minutes

That the minutes of the Council meeting held on 27 November 2024 (as circulated) and Extraordinary Council meeting held on 11 December 2024 (as circulated) be confirmed as true and accurate records of the meetings.

Crs Johns/Gilmore

Carried

8. Community Boards and Community Committees Reports

8.1 Minutes - Explore Pahiatua Community Committee

That the minutes of the Explore Pahiatua Community Committee meeting held 4 December 2024 be received.

Crs Gilmore/Sutherland

Carried

8.2 Minutes - Eketahuna Community Board

That the minutes of the Eketāhuna Community Board meeting held 9 December 2024 be received.

Crs Peeti-Webber/Long

Carried

9. Reports

9.1 Recommendation from Audit and Risk Committee re Adoption of Annual Report 2023/24

The Tararua District Council considered the report of the Senior Financial Accountant dated 13 December 2024, that presented a recommendation from the Audit and Risk Committee meeting held 11 December 2024 seeking adoption of the draft Annual Report for the year ending 30 June 2024.

The Finance Manager spoke to the report and advised that Audit New Zealand had provided a clean unmodified audit for the Annual Report 2023-24. She outlined the minor changes made to the Annual Report which were:

Animal Control revenue in advance – a higher level of accruals needed.

Include as a vested asset a piece of road that had been vested back into Council.
This needed to be recognised in Council's financial statements and was shown as an uncorrected misstatement in the letter of representation. It was noted that this was not material.

Parks assets and the Pukaha Loan, these were also shown as uncorrected misstatements.

It was proposed that a change to the recommendations be made regarding the Summary Annual Report, noting this would be available by the end of this week with Audit New Zealand reviewing that document today. An explanation was provided that the Summary Annual Report included the front part of the Annual Report, along with a summary of the financial statements. It was asked that authority be delegated to the Mayor and Chief Executive to sign the Summary Annual Report.

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 2024;

That the Tararua District Council adopt the Annual Report 2023/24 in accordance with Section 98 of the Local Government Act 2002; and

That the Tararua District Council delegate authority to the Mayor and the Chief Executive to sign the Summary Annual Report 2023-24.

Crs Long/Chase

Carried

9.2 **Progress Update on Direct Debit Issue**

The Tararua District Council considered the report of the Contractor dated 5 December 2024 that provided a progress update on the resolution for households impacted by the direct debit issue. The Chief Executive noted that for those people that Council had not yet managed to make contact with, they had been written to, phoned and visited without being able to make contact at this stage, and he spoke about a plan to address this.

That the report from the Contractor dated 05 December 2024 concerning the Progress Update on Direct Debit Issue be received.

Crs Sutherland/Wards

Carried

9.3 **Rationalisation of Land and Buildings**

The Tararua District Council considered the report of the Group Manager – Strategy and Community Wellbeing dated 12 December 2024 that sought

approval to proceed with rationalising land and buildings identified in a recent review of community buildings, reserves and other land, where disposal has been recommended. Group Manager – Strategy and Community Wellbeing introduced Dafydd Pettigrew of Xyst Ltd who had provided the report on rationalisation of land and buildings, and was in attendance to answer any questions from Council.

In discussion, the consultation requirements that would apply to disposal of some parcels of land and buildings was noted and clarification provided of the process that would be used for engaging with the current users of those parcels, and what the public consultation would look like. It was explained that a LINZ accredited agent would double check the land status, and a legal review undertaken for any statutory obligations that may apply. Discussions with mana whenua would also take place, and then for each parcel of land there would be a bespoke programme depending on the circumstances that was applicable to each. Mr Pettigrew noted that the Reserves Act process was more stringent, and involved submissions and hearings, and would likely revert to that process. A preference was expressed for early contact with current users of land and buildings to ensure they understood that the land they use is flagged for future disposal. It was noted that individual disposal plans would be brought back to Council for endorsement.

That the Council pursue the disposal of the following assets:

39 Gregg Street, Dannevirke

39 Ransom Street Reserve, Dannevirke

Woodville Pioneer Museum (partial)

Weber Reserve

DVK Rural Bus Depot, Dannevirke

Land at Newman Road, Eketāhuna

Land at 16 Bengston Street, Eketāhuna

744 Waitahora Road, Waitahora

Land Surrounding the Old Maharahara Public Hall

That the Council engage LINZ-accredited agents and legal services to confirm land status and statutory obligations for each property under consideration for disposal.

That the Council consult with iwi and the public regarding the disposal of identified assets.

That the Council agree to the development of detailed disposal plans for each asset.

That the Council agree to working with the community to understand existing and future needs for the Pahiatua Community Hall, Library and Service Centre to inform decisions about future service needs and potential option to sell the Pahiatua Library and Community Hall property and relocate existing community activities to the Pahiatua Service Centre.

That the Council agrees to reassess the opportunity to dispose of, or repurpose, the Industrial land at Queen Street/Tudor & Tiraumea Roads, Pahiatua

following the findings of the s17a review of waste services scheduled to be completed in 2025.

That the Council agrees to reducing insurance coverage to demolition-only policies and limiting renovation investments to essential operational needs, for older, low-use buildings nearing the end of their lifecycle.

That the Council where practical, support having occupation agreements in place for all land and community buildings occupied by third parties; and

incorporate provisions in occupation agreements that shift responsibility for operational expenses, such as insurance and maintenance, to tenants, or reflecting these costs in annual rental charges on a case-by-case basis, provided tenants have the financial capacity to manage them; regularly review agreements to ensure rental fees are aligned with current market rates.

Crs Wallace/Peeti-Webber

Carried

9.4 **Council Submission for the Principles of the Treaty of Waitangi Bill**

The Tararua District Council considered the report of the Chief Advisor dated 12 December 2024 that sought discussion of either making a Council submission on the Bill or considering support for Council's Iwi partners on this matter. In discussion various viewpoints were put forward:

a submission against the Bill would show support for the Partnership Agreements with Council's Iwi Partners;

concern that the Treaty Principles Bill was not a matter that the Council should have a formal view on;

the Bill was not going to be supported past its first reading in Parliament;

the Bill was flawed piece of legislation; and

if a submission was going to be made against the Bill, that it be a short submission.

That the report from the Chief Advisor dated 12 December 2024 concerning the Council Submission for the Principles of the Treaty of Waitangi Bill be received.

That the Tararua District Council makes a short submission to the Justice Committee in opposition to the Principles of the Treaty/te Tiriti o Waitangi Bill.

Crs Chase/Peeti-Webber

Carried

Councillors P A Johns, M F Long and S A Wallace recorded their votes against the

motion.

Councillor K A Sutherland abstained from voting

The meeting adjourned at 10:47am and reconvened at 11:02am.

9.5 Mayors Taskforce for Jobs Update - Dec 2024

The Tararua District Council considered the report of the Mayors Taskforce for Jobs Coordinator dated 11 December 2024 that provided an update on the progress of the Mayors Taskforce for Jobs Community Employment Programme for July to December 2024, and outlined plans for the remainder of 2024-25.

That the report from the Mayors Taskforce for Jobs Coordinator dated 11 December 2024 concerning the Mayors Taskforce for Jobs Update - Dec 2024 be received.

Crs Collis/Gilmore

Carried

9.6 Hoops in Parks

The Tararua District Council considered the report of the Group Manager – Strategy and Community Wellbeing dated 9 December 2024 that sought permission from Council to work with the Dannevirke Multisport Committee Incorporated to use Council land and build an outdoor basketball court facility at the Upper Domain in Dannevirke. Councillor E L Peeti-Webber had declared an interest in this matter, and did not vote, however upon request from Council provided clarification of how the proposed basketball hoop would be installed ancillary to the new skatepark, if the Council was successful in being selected as a recipient.

That the report from the Group Manager - Strategy and Community Wellbeing dated 09 December 2024 concerning the Hoops in Parks be received.

That Council agrees to, if Dannevirke is selected to receive a new basketball hoop, work with the Dannevirke Multisport Committee to install an outdoor basketball court at the Upper Domain.

Crs Wallace/Long

Carried

9.7 Adoption of Schedule of Meetings for 2025 and Change to Committee Structure

The Tararua District Council considered the report of the Manager – Democracy Services dated 15 November 2024 that sought adoption of the schedule of meetings for the 2025 calendar year and also sought to formally disestablish the Chief Executive’s Performance Committee. It was noted that an old version of the meeting calendar had been included in error, and the current version was shared with members. Concern was expressed about the number of meetings, and it

was asked that consideration be given to holding two meetings on the same day, to minimise travel time for Councillors. It was agreed that more work would be undertaken on developing the schedule of meetings for 2025, noting that the meeting schedule derived directly from the Terms of Reference that had been adopted for each committee. An updated version would be brought to the Council meeting in January 2025 for further consideration.

That the report from the Manager Democracy Services dated 15 November 2024 concerning the Adoption of Schedule of Meetings for 2025 and Change to Committee Structure be received.

Crs Wallace/Chase

Carried

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

The Tararua District Council considered the report of the Manager – Democracy Services dated 2 December 2024 that provided information on the requests for information received under the Local Government Official Information and Meetings Act 1987 from 1 November 2024 to 12 December 2024.

That the report from the Manager - Democracy Services dated 02 December 2024 concerning the Requests for Information under the Local Government Official Information and Meetings Act 1987 be received.

Crs Gilmore/Johns

Carried

9.9 **Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974**

The Tararua District Council considered the report from the Alliance Manager dated 3 December 2024 that presented an application for road closure under the Tenth Schedule of the Local Government Act 1974 for Millstream Road on Saturday 15 February 2025.

That the report from the Alliance Manager dated 03 December 2024 concerning a road closure application under the Tenth Schedule of the Local Government 1974 (as circulated) be received, and

That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council resolves to close the following road for the purpose of allowing the Dannevirke Car Club to hold a Car Club event:

Road name: Millstream Road

Date of closure: Saturday 15 February 2025

Period of closure: 7:30am – 4:30pm

Conditions Applied to the Granting of this Road Closure

That the Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the road involved to determine its suitability for this purpose.

That if the Tararua Alliance identifies the road as being in an unsuitable condition arising from this assessment, then they have the discretion to request the organiser to withdraw the road from the route of this event.

That shortly after the event has been held, the Tararua Alliance shall carry out a drive over of the road that was closed for this event to assess its condition.

Advisory Note

That should the Council incur any additional maintenance costs as a consequence of the event, then those expenses shall be recovered from the event organiser.

Crs Johns/Wallace

Carried

9.10 **Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974**

The Tararua District Council considered the report from the Alliance Manager dated 3 December 2024 that presented an application for road closure under the Tenth Schedule of the Local Government Act 1974 for Kohinui Road on Saturday 8 March 2025.

That the report from the Alliance Manager dated 03 December 2024 concerning a road closure application under the Tenth Schedule of the Local Government 1974 (as circulated) be received, and

That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, the Council resolves to close the following road for the purpose of allowing the Pahiatua Lions to hold a Bush Cycle Tour event:

Road name: Kohinui Road

Date of closure: Saturday 8 March 2025

Period of closure: 9am – 2pm

Conditions Applied to the Granting of this Road Closure

That the Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the road involved to determine its suitability for this purpose.

That if the Tararua Alliance identifies the road as being in an unsuitable condition arising from this assessment, then they have the discretion to request

the organiser to withdraw the road from the route of this event.

That shortly after the event has been held, the Tararua Alliance shall carry out a drive over of the road that was closed for this event to assess its condition.

Advisory Note

That should the Council incur any additional maintenance costs as a consequence of the event, then those expenses shall be recovered from the event organiser.

Crs Gilmore/Johns

Carried

10. Correspondence

10.1 Correspondence

The Council noted the correspondence:

Letter from Her Worship the Mayor to all Cabinet Ministers

Letter from NZTA to Her Worship the Mayor regarding evidence base for the proposed toll

11. Portfolio Reports

11.1 Councillor Gilmore reported on the Woodville school prize giving held at the Sports Stadium that he attended.

11.2 Councillor Franklin reported on the cell tower in Norsewood that was now operational, with just minor issues to be sorted out.

11.3 Councillor Peeti-Webber spoke about the Dannevirke Community Board meeting on Monday, where Hamish Schmidt presented on his future plans for the metal recycling area, accompanied by John Phillips. This involved putting in a separate loading and unloading bay rather than having this take place on the roadside. She also outlined other key improvements and equipment he was investing in.

11.4 Councillor Wallace spoke about the Christmas Party in the Park hosted by Radio Dannevirke at the A&P Showgrounds, and congratulated the Mayor for representing the Council at the Karaoke event with Chairperson Walshe from the Dannevirke Community Board.

12. Mayoral Matters

12.1 Her Worship the Mayor acknowledged the Toll Free campaign and how hard everyone worked towards that. She noted it had been a community-wide effort. She spoke about the busy year with a high number of meetings, but noted the

achievements and the amount of work progressed. She thanked the Executive Leadership Team and staff for the amount of work put in over the year.

13. Items not on the Agenda

13.1 Excessive Noise Nuisance

The Chief Executive provided an update, noting this was a Regulatory matter.

He advised that there had been many noise complaints about the new plant on Miller Street. In response an independent noise assessment was undertaken, and the independent noise reading showed the noise was below the set limit of 55db for that Zone. This meant that there was no Enforcement action that the Council could take, noting that the plant is located in an Industrial Zone.

Councillor Wallace noted his concerns that this was an issue of reverse sensitivity on the nearby residential dwellings. He believed that residents could file civil nuisance claims.

The Chief Executive noted that the Planning Team would be working with the company to see if there were ways that the noise could be mitigated.

14. Public Excluded Items of Business

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

Confirmation of Public Excluded Minutes

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 Public Excluded Minutes</i>	<i>To protect the privacy of natural persons</i>	<i><Section (1)(a)(i)</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.

The meeting went into public excluded session at 12:08pm and resumed open session at 12:10pm.

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 12:10pm.

Mayor

MEETING MINUTES

**Meeting held 3 December 2024, 7pm
Woodville Sports Stadium Supper room**

1. Present:

C Wilton, J Kopa, C Archer, A Sowry, P Bonser, S Bonser, Cr S Gilmore, V Tomlinson, R McMillan, A Hapulu, P Cox, B Swensson, J Lovett, K Stevens, S Silvester

Guests: A Charmley & D Battley (TDC), Mayor T Collis

2. Apologies:

D Henman, P Tayler, M Carroll, B Tomlinson, M Stuart

That the apologies be accepted

C Archer / B Swensson

Carried

3. Other General Business

Main street gardens

150th update

5. Conflicts of Interest:

V Tomlinson & R McMillan – Discretionary Grant application for Wdv Horticultural

A Hapuku – Discretionary Grant application for Wdv Kids Club

S Silvester – Poetry book funding

6. Minutes of previous meeting:

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

V Tomlinson / J Lovett

Carried

7. Matters Arising from the minutes:

NIL

8. Correspondence:

Inward: TDC Invoice for road closure
Mayor T Collis – Toll update
N Shaw – rotunda cleaning
Wdv Horticultural Society – Grant application
Kids Club – update and Grant application

Outward: Nil

That the inwards correspondence be accepted and the outward approved

C Archer / S Bonser

Carried

A vote of thanks given to Mayor T Collis and Cr S Gilmore for their ongoing fight against the toll on behalf of the community

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9. Finance

That the Financial Report be accepted and accounts paid.

V Tomlinson / C Archer

Carried

9.1 Discretionary grant applications

<i>Woodville Kids Club</i>	<i>Kids activities</i>	<i>\$803.17</i>	<i>Approved</i>	<i>V Tomlinson / J Lovett</i>
<i>Wdv Horticultural Society</i>	<i>Horticultural Show</i>	<i>\$200.00</i>	<i>Approved</i>	<i>S Bonser/ C Archer</i>

Woodville Poetry Book

That the remaining funds for poetry book are released upon invoice

V Tomlinson / C Archer

Carried

Te Apiti Project

V Tomlinson presented a business case on behalf of Rangitane for the Te Apiti project. Vicky asked that \$3000 be given to Rangitane as a contribution to the costs of the feasibility study.

J Kopa asked that members had time to study the documents before committing funding. The documents will be sent out by email and the contribution will be discussed at the February meeting.

The Mayor thanked Positively Woodville for their work for the community over the year.

10. TDC Report – Cr S Gilmore:

Contestable fund process

A simplified process has been created, with further information on how to apply coming out soon, following some further refinement. There will be two funding rounds in the remainder of this financial year, the first will open in January, with decisions at the council meeting in March, and the second round will open in April, with decisions in the May council meeting.

Playground equipment removal in Fountaine Square.

Three pieces of equipment were removed from Fountaine Square due to them not meeting safety standards. I'm disappointed with the council communication around this and have expressed that to senior management and I've received an assurance that our processes will be improved.

Council staff will be working with Positively Woodville and the wider community on replacement options. I'm informed that nothing will be in place until the end of school term 1 at the earliest.

Public Places bylaw

There has been some online discussion about Traffic Management Plan (TMP) requirements in the recently adopted Public Places bylaw for moving stock on public roads. Some of this is misleading.

TMP requirements for stock movement have been in place since 2018 to align with NZTA regulations. During the recent review of the Public Places Bylaw, it was recommended that a

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Positively Woodville Incorporated
positivelywoodville@gmail.com

dedicated stock control bylaw be created next year to remove the TMP requirement for most stock movement activities and provide greater clarity.

To facilitate this, the 2018 TMP requirements were carried over unchanged but moved to a schedule, enabling their removal through a two-step process:

1. **Adoption of the Traffic and Road Use Bylaw** (currently under consultation): This will replace most TMP requirements for stock movement with a free permit system.
2. **Creation of a specific stock control bylaw** next year which will further clarify rules.

Concerns about compliance costs of \$2,000 to move stock on public roads are incorrect. There has never been a requirement for a consultant-prepared TMP which would account for most of that cost.

For now, TMP requirements remain the same as they have been since 2018 until the Traffic and Road Use Bylaw is adopted, and then a free permit system will be in place.

Merry Christmas

Thank you for a successful year delivering for our community. It should not go unnoticed how much you give as volunteers for the benefit of Woodville.

10.1 District Plan review

An update was given by Amy and Dan. Consultations will be held in the community.

10.2 **Playground equipment removal**

Disappointment was expressed at the removal of the playground equipment with no communication to the public. This should not have happened just before the school holidays and before new equipment was ready to install.

That \$25,000 be ringfenced towards new playground equipment

V Tomlinson / S Silvester

Carried

That the Takaro Play Trailer be hired for 2 days between now and the new school term with \$500 being set aside for young volunteers to supervise

J Kopa / S Silvester

Carried

AM Hapuku has offered to coordinate

11. General Business:

Lamp Posts

These have now been delivered to Scanpower

That once the lampposts are installed, they are gifted to TDC

J Kopa / V Tomlinson

Carried

Community Plan

K Stevens reported that good progress has been made and is awaiting more information from the project leads, this is due by Friday 13 December 2024.

Main street gardens

No update as yet

150th celebrations

There will be a one page advert in the Bush Telegraph. Picnic in the Park

Invoices

That invoices within approved projects and ad hoc payments be discussed with committee for approval and paid

V Tomlinson / S Bonser

Carried

Flag Trax system

That our own funds are used to pay for the base system and one set of flags (150 years)

J Kopa / C Archer

Carried

Storage shed to be on agenda for the February meeting

Christmas lights to go up on Wednesday

Meeting closed at 8.30pm

Next Meeting – 4 February 2025

Signed:

Chairperson

Date:



Dannevirke Community Board

Minutes of a meeting of the Dannevirke Community Board held in the Tararua REAP Huia Room, 15 Gordon Street, Dannevirke on Monday 16 December 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 Cr E L Peeti-Webber

In Attendance

Her Worship the Mayor Tracey Collis

Dan Batley – Evergreen Consulting

Mrs K Tani – Group Manager – Strategy and Community Wellbeing

Mrs A Charmley – Planning Services Manager

Mrs A Dunn – Manager – Democracy Services

Ms S Ellis – Democracy Support Officer

2. Apologies

There were no apologies.

3. Public Forum

Hamish Schmidt of Schmidt Scrap & Tranz was in attendance and spoke about the function of their business, as well as how the Traffic and Road Use Bylaw would affect normal operations. Hamish noted a high level of congestion on Easton Street, and spoke regarding the diverse patronage of his business. He stated that his business provided a service to the environment given its appropriate disposal of scrap, especially where hazardous chemicals – including fuel - were involved. He outlined his staff of 7-8 individuals, and that he would be closing over the Christmas break to install new transportable machinery and systems in his yard, including a machine bailer and magnetic system which would help streamline his business. He spoke of his commitment to reduce side-of-road dumping, that he picked up a lot of roadside waste to scrap, and he invited the

Board for a site visit around the next February meeting.

John Philips was in attendance alongside Hamish, and spoke of the high levels of dumping and congestion observed outside the Easton Street site. He stated Hamish's intent to increase the off-road area in the yard to draw people waiting for payment off the road to decrease congestion. It was added that Hamish's business sought to provide a safe method of disposal for whiteware such as older fridges requiring degassing, and that some dumped/disposed fridges often had rotten items contained within. It was noted that it was cheaper for people to go to Schmidt for disposal as opposed to the transfer station, however people tended to dump waste outside his yard to avoid paying any charge.

The Board commended their service to the community, and suggested the Council put cameras up, citing decreases in dumping in areas where they were active. It was noted that the prospective yard changes would provide a more efficient means of handling dumped items, and that the dumping was similar to the experiences of charitable organisations handling donated goods. Regarding yard size, it was underlined that the new area would be large enough to handle the scrap received. Hamish added that he was working with Council transfer station staff regarding scrapped goods disposal, and setting targets alongside them.

It was added that a Section 17a review of the solid waste service was currently underway, with a completion timeframe set for January-February.

4. Notification of Items Not on the Agenda

Board Member Hynes – Market Day

5. Confirmation of Minutes

That the minutes of the Dannevirke Community Board meeting held on 18 November 2024 (as circulated) be confirmed as a true and accurate record of the meeting.

Hynes/Christison

Carried

6. Tararua District Council Report

6.1 Report from Tararua District Council

That the report from the Tararua District Council extraordinary meeting held 15 November 2024 and the meeting held 27 November 2024 be received.

Peeti-Webber/Walsh

Carried

7. Reports

7.1 Draft District Plan and Pre-Consultation

The Dannevirke Community Board considered the report of the Planning Services Manager dated 09 December 2024 that provided information regarding the pre-consultation plan for the draft District Plan. The pre-consultation phase extends from 28 November to 1 March 2025, enabling the community, iwi partners and key stakeholders to contribute to the plan before the proposed plan is released to the public in May 2025 for formal consultation.

That the report from the Planning Manager dated 09 December 2024 concerning the Draft District Plan and Pre-Consultation be received.

Wallace/Hynes

Carried

7.2 Contestable Fund Process 2024-25

The Dannevirke Community Board considered the report from the Manager - Democracy Services dated 26 November 2024 that presented for information and discussion purposes, the Council's Contestable Fund Process for the 2024-25 financial year.

In discussion it was asked whether the Community Board could be represented on the grants panel, however it was noted that applications would be considered by Council at a Council meeting.

It was asked whether previous historical funding arrangements would be upheld; it was responded that due to a desire to increase transparency of allocation of funds to community groups, this would no longer be the case, and that all parties soliciting funding would need to apply through the contestable fund process.

It was noted that an issue regarding funding for the Dannevirke Brass Band would be addressed by Her Worship the Mayor.

That the report from the Manager - Democracy Services dated 26 November 2024 concerning the Contestable Fund Process 2024-25 be received.

Peeti-Webber/Walshe

Carried

7.3 Community Board Budget Report 2024-25

The Dannevirke Community Board considered the report from the Manager - Democracy Services dated 26 November 2024 that presented for information the Community Board's budget for the 2024-25 financial year, and sought allocation of funding towards the cost of traffic management for installation and removal of the Christmas lights on High Street in Dannevirke, and payment of the annual support towards the costs of running the electronic sign at the Dannevirke Town

Hall.

In discussion the Board considered investigating purchase of a Flagtrax system for displaying flags on High Street, as opposed to the costly erection of Christmas Lights each year. It was noted that no traffic management was required for operating the Flagtrax system. The Board were encouraged to contact the Board member Carew of the Eketāhuna Community Board for information on the Flagtrax system put in place in Eketāhuna.

It was asked that a letter of thanks be sent to Scanpower to express the appreciation of the Dannevirke Community Board for their generous contribution to the town by erecting the Christmas lights at no cost this year.

That the Dannevirke Community Board send a letter of thanks to Scanpower for their assistance with the Christmas Lights.

Wallace/Christison

Carried

It was recommended that the Board meet to discuss the future use of the Christmas lights, and investigating the Flagtrax system.

That the report from the Manager - Democracy Services dated 26 November 2024 concerning the Community Board Budget Report 2024-25 be received.

That the Dannevirke Community Board confirm allocation of \$1,800.00 from its discretionary funding towards the costs of the traffic management plan for installation and removal of the Christmas lights on High Street in Dannevirke.

That the Dannevirke Community Board confirm payment of the annual contribution towards the power and administration costs of running the electronic sign at the Dannevirke Town Hall.

Hynes/Peeti-Webber

Carried

7.4 **Management Report**

The Dannevirke Community Board considered the report from the Democracy Support Officer dated 06 December 2024 that provided an update to the Board on key activities and items of interest as reported to the meeting of the Community Development and Wellbeing Committee held 6 November 2024, and the Infrastructure, Climate Change and Emergency Management Committee meeting held 11 December 2024.

That the report from the Democracy Support Officer dated 06 December 2024 concerning the Management Report be received.

Wallace/Peeti-Webber

Carried

7.5 **Capital Portfolio Report**

The Dannevirke Community Board considered the report from the Democracy Support Officer dated 06 December 2024 that provided an update on the capital programme and key project statuses as reported to the Infrastructure, Emergency Management and Climate Change Committee on 11 December 2024.

That the report from the Democracy Support Officer dated 06 December 2024 concerning the Capital Portfolio Report be received.

Hynes/Wallace

Carried

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

- 8.1 **Chamber of Commerce:** Board Member Hynes commended the success of the Christmas Parade, reporting a total of 38 high quality entries, and thanked the team for their efforts towards the event. He noted that
- 8.2 **Community Vehicle Trust:** Board Member Hynes reported that Community Vehicle services would close next Friday for 2024, and reopen mid-January for 2025.
- 8.3 **Dannevirke Information Centre:** Board Member Wallace reported that there would be no meeting this month, and that the Information Centre's next meeting would be in February 2025.
- 8.4 **Dannevirke Brass Band:** Board Member Wallace reported that there would be no meeting this month. He commended the performance of the Band at the Christmas Parade, noting a band turnout of 25 people, and spoke about the inclusion of both Feilding and Levin based groups. He also noted the presence of the Band at the Christmas in the Park event.
- 8.5 **A&P Association:** Board Member Christison reported that a Working Bee would be undertaken prior to the A&P Show to prepare the area for the event. He stated that, due to a conflict between an equestrian event and Wheels with Attitude, the latter would not be present at the Showgrounds this year. Board Member Wallace expressed concern about cost of traffic management for events and how this can hamper club events. It was suggested that the traffic management requirements for the A&P showgrounds per event could be checked with Waka Kotahi.
- 8.6 **Dannevirke Skatepark Project:** Cr E Peeti-Webber reported that stakeholders had been consulted – including Iwi and schools – for priorities on what should be included in the design of the skatepark. She noted that this would be brought back to the Board in a future report for information. She noted that this would contribute towards an assessment of the total project cost that could be brought to funders. She talked about future fundraising events, including a 5-10 kilometre walk, that were in the pipeline.

9. Correspondence

9.1 Correspondence

That the correspondence as listed be received:

Letter to NZME re Proposed Closure of Bush Telegraph

Wallace/Christison

Carried

10. Chairperson's Remarks

The Chairperson wished everyone a Merry Christmas, and thanked the Board and staff for their efforts throughout the year.

11. Items not on the Agenda

Community Market: Board Member Hynes raised concerns regarding claims that Council staff moved traffic cones at the Dannevirke Market on the weekend to prevent access to the carpark, and noted that the Community Market may no longer take place in the Town Hall as a result.

Concerns were also raised regarding the timing of the cones put out for traffic management for the Dannevirke Christmas Parade, and it was clarified that this may have been the result of an error made by Traffic Management, and they had since apologised to the Chamber of Commerce and any affected organisations.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:40am.

Chairperson



Report

Date : 24 January 2025
To : Mayor and Councillors
Tararua District Council
From : Kawtar Tani
Group Manager - Strategy and Community Wellbeing
Subject : **S17A Review of Camping Grounds**
Item No : **9.1**

1. Recommendation

- 1.1 *That the report from the Group Manager - Strategy and Community Wellbeing dated 13 January 2025 concerning the S17A Review of Camping Grounds be received.*
- 1.2 *That Council remains status quo, and undertakes operational efficiencies for the next 12 months as recommended in the report of the Group Manager – Strategy and Community Wellbeing dated 13 January 2025 (Table 2), before changing the service model for campground services.*

2. Reason for the Report

- 2.1 A service delivery review under Section 17A (S17A) of the Local Government Act 2002 examined whether the current methods of providing camping grounds services are efficient, effective, and suitable.
- 2.2 This report presents the findings of the S17A review, with recommendations for improvement of the camping grounds services.

3. Background

- 3.1 The Tararua District Council (TDC) currently operates four council-owned campground facilities, offering affordable short-term accommodation for visitors. These facilities play a role in local tourism, but require robust management to ensure operational efficiency, compliance with regulations, and service delivery expectations.

- 3.2 The review, conducted in accordance with Section 17A of the Local Government Act 2002, explored the most cost-effective and appropriate service delivery models for these campgrounds and addresses operational efficiencies and regulatory non-compliance issues.

4. Description

- 4.1 TDC's campground operations are managed under different models across four sites: Dannevirke, Pahiatua, Eketāhuna, and Woodville. Dannevirke Holiday Park operates under a contract for services with Te Tahua o Rangitane Limited, while Pahiatua Carnival Park Camping Ground is managed by a Board of Management established in 1992. Eketāhuna Motor Camp and Woodville Camping Ground are operated under individual agreements.

- 4.2 Outdated and inconsistent arrangements have resulted in a lack of data to fully evaluate costs, asset condition, and occupancy trends, which in turn hinders informed decision-making for efficient and effective future service delivery.

- 4.3 For the purpose of this review camping ground services are considered to be the provision of the operational management services of council owned camping facilities including compliance with health and safety risk management obligations, quality of service delivery, and value for money.

- 4.4 Campgrounds operate under legislative requirements:

The Camping Ground Regulations 1985: (administered by the Ministry of Health) are one of the key pieces of legislation governing the operation and functioning of camping grounds around New Zealand.

The Reserves Act 1977 (RA): Where camping grounds are sited on land held under the Reserves Act 1977 it must be ensured that camping is specifically provided for in an approved Reserve Management Plan or has been specifically approved by the Minister of Conservation.

Health and Safety at Work Act 2015: This Act is intended to reduce and minimise harm to both people working in and those moving around places of work. There are obligations within the Act for employers and other controllers of places of works. Council has multiple obligations for open space activities with regard to employees, contractors and also the public to manage safety.

Local Government Act 2002 (LGA): States the purpose of local government and provides a framework and powers for local authorities to decide which activities they undertake and the manner in which they will undertake them. For open spaces it provides for local authorities to assume a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

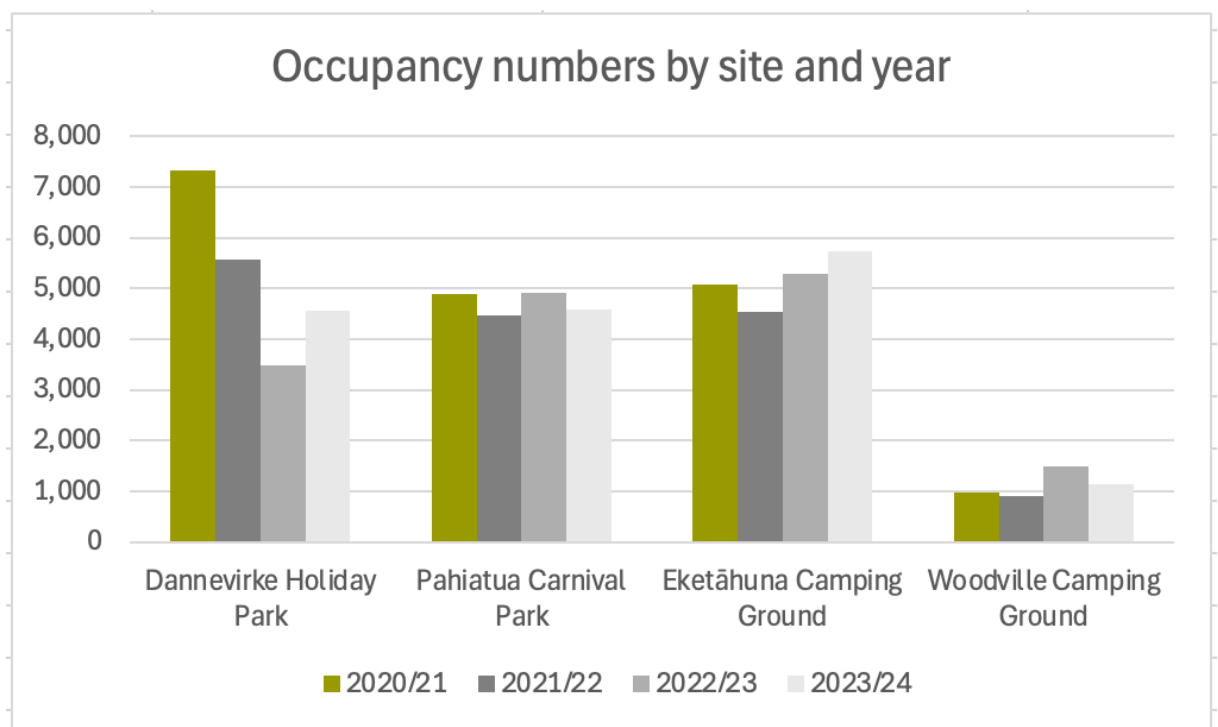
Health Act 1956: This places a duty on every local authority in Section 23 to, improve, promote and protect public health within its district. This involves

identifying potential health risks and ensuring that these risks are managed within acceptable levels.

4.5 Tararua District Council intends to spend \$338,000 on maintenance of camping grounds in the next ten years.

4.6 Figure 1 provides occupancy over the preceding financial years. However, the data presented should be viewed with some degree of scepticism as occupancy is recorded in a variety of ways – including by site per night, or by person per night and the data does not take in to account available capacity or record occupancy by facility type. Furthermore, as it cannot be compared directly with income, it is difficult to interpret.

Figure 1. Occupancy numbers at TDC owned camping grounds 2020/21-2023/24



4.7 Camping ground fees and charges are set for the camping grounds administered by TDC – which are Dannevirke Holiday Park and Woodville Camping Ground. Pahiatua Carnival Park Camping Ground and Eketāhuna Motor Camp set their own fees and collect payment from their guests. They do not provide a return to TDC for this revenue or part of this revenue. TDC do not currently have any influence over this pricing.

4.8 Pricing for powered, and non-powered/tent sites is at the low range of the national averages.

5. Assessment of Options

5.1 Eight options were assessed and scored using the Suitability, Feasibility and Acceptability (SFA) framework (see Table 1).

5.2 The SFA framework considers the options under a strategic lens and rules out those that do not meet the threshold - The score of four or greater has been determined as the threshold:

Suitability: this is the extent to which the strategic opportunity is suitable for TDC. It is the first consideration and considers:

- · alignment to the Council’s vision, goals and objectives
- · current council capabilities and the requirement to extend capabilities
- · has opportunity optimise cost effectiveness
- · has potential to secure opportunities and minimise threats
- · creates or capitalises on competitive advantage

Feasibility: this is the extent to which the strategic option is feasible. This involves looking at strengths and weaknesses that arise from an internal analysis and considers:

- · people
- · capital
- · expertise
- · capacity
- · market environment

Acceptability: the acceptability of a strategic choice arises by examining at two criteria: financial aspects and the extent to which the choice fits in with Council stakeholders.

Table 1. Assessment of campground facilities delivery options using SFA framework

Option	Operational Models	S	F	A	Total
1	Outsource – Contract for Services Camping Ground Operations – i.e. By competitive tender. Could be invite only to Council local preferred supplier/s.	1	2	1	4/9

Option	Operational Models	S	F	A	Total
2	Outsource – Full Camping Facility Delivery to Commercial Provider – Commercial Lease – e.g. KiwiCamp, NZMCA camp, Top 10 etc.	1	1	0	2/9
3	Outsource – Camping Grounds Operations Delivery to Commercial Provider – i.e. the assets (major renewals and capex) remain Council's, but the operations are with the commercial provider.	2	2	2	6/9
4	Outsource - Camping Ground Operations Delivery to Not-for-Profit/Charitable Trust – e.g. Community Trust/Incorporated Society.	1	2	1	4/9
5	Outsource - Full Camping Ground Facility Delivery to Not-for-Profit/Charitable Trust e.g. Community Trust/Incorporated Society.	1	1	0	2/9
6	In-House - Full Camping Ground Facility Delivery. Council staffing – caretakers, maintenance, servicing, reservations, marketing, compliance/auditing, renewals and capex.	1	2	1	4/9
7	Other Models – De-register as Campground – Self-Contained Only. E.g. Reduce assets and de-register as camping ground – paid self-contained overnight parking only, and/or - no longer camping ground – reserve only/freedom parking for self-contained only.	1	2	0	3/9
8	Other Models – Relocatable Home Park and Seasonal Tourism. Seasonal operations/access only, and/or – make area a relocatable home park – allowing for permanent residents/occupants.	2	2	0	4/9

5.3 After careful analysis, three of the available service delivery options were ruled out due to their low score. Five options were proposed:

5.3.1 Option 3 – Outsource – Camping Grounds Operations Delivery to Commercial Provider

5.3.2 Option 1 – Outsource – Contract for Services Camping Ground Operations

5.3.3 Option 4 - Outsource - Camping Ground Operations Delivery to Not-for-Profit/Charitable Trust

5.3.4 Option 6 - In-House - Full Camping Ground Facility Delivery

5.3.5 Option 8 - Other Models – Relocatable Home Park and Seasonal Tourism Operations

6. Recommendations

6.1 The review into the current campground services has identified that there is some work for TDC to do to be prepared for a change of service model.

6.2 A range of improvement actions have been recommended (see Table 2). It is highly recommended that these improvement actions are completed before any change in delivery model can be considered.

Table 2. Recommendations for operational improvements

Summary Recommendation	Description	Timeframes
Compliance with regulations	Assess sites against the regulations and work with operators to ensure compliance. De-register the Woodville site as a camping ground and instead run this facility in the immediate term as a self-contained overnight camping facility.	0 – 6 months
Review of Agreements, Licences, and fees & charges	Review all agreements and leases and explore opportunities to increase revenue from the campground activity.	6 – 12 months
Advertising and promotion	Work with operators to increase their online presence	6 – 12 months
Asset data	Conduct an updated asset data collection and valuation across all sites	Data collection
Data collection and reporting	Develop a more comprehensive financial data collection and reporting systems to better inform decision making.	12 – 18 months
Service Delivery Models	Review the Service Model following the operational improvements. Initiate discussions regarding potential future service models if changes are required.	18 months

7. Conclusion

- 7.1 TDC owned campgrounds are operating very differently, and the operators' understanding and/or compliance with the Camping Ground Regulations is limited. Accommodation cost is low and facilities across the board are modest.
- 7.2 The review concluded that TDC should delay implementing major operational model changes until the recommended improvements in data collection, compliance, and digital infrastructure are made.
- 7.3 Facility-specific recommendations will guide the gradual transition to these more sustainable and compliant operational models, enhancing the role these facilities play in local tourism and economic development.
- 7.4 By taking a strategic, data-driven approach, TDC will be better positioned to evaluate and implement effective service delivery models for its campground network, balancing operational efficiency with the needs of the community and visitors.

Attachments

Nil.



Report

Date : 24 January 2025
To : Mayor and Councillors
Tararua District Council
From : Kawtar Tani
Group Manager - Strategy and Community Wellbeing
Subject : **S17A Review of Swimming Pools**
Item No : **9.2**

1. Recommendations

- 1.1 *That the report from the Group Manager - Strategy and Community Wellbeing dated 13 January 2025 concerning the S17A Review of Swimming Pools be received.*
- 1.2 *That Council remains status quo, and undertakes operational efficiencies for the next 12 months as recommended in the report of the Group Manager – Strategy and Community Wellbeing dated 13 January 2025 (Table 2), before changing the service model for swimming pool services.*

2. Reason for the Report

- 2.1 A service delivery review under Section 17A (S17A) of the Local Government Act 2002 examined whether the current methods of providing swimming pool services are efficient, effective, and suitable.
- 2.2 This report presents the findings of the S17A review, with recommendations for improvement of the swimming pool services.

3. Background

- 3.1 The Tararua District is served by three council owned public swimming pool facilities and one trust owned facility that are open to the public for recreational enjoyment. These facilities require service delivery management to meet the operational requirements, industry standards, and public expectations.

- 3.2 The swimming pool facilities are currently managed under two different models across four sites: Dannevirke, Woodville, Pahiatua, and Eketāhuna. The Dannevirke swimming pool facility (Wai Splash) is an indoor/all year-round facility that is owned and operated by the Tararua Aquatic Community Trust (TACT). TDC provides TACT an annual operational grant for the services provided under a Service Level Agreement (SLA) through to 2 May 2033. The other three facilities are outdoor/seasonal pools that TDC owns and engages local community Societies to operate over the summer season. These Societies are also provided an annual operational grant each to provide the services under an SLA through to 30 June 2025.
- 3.3 The Pahiatua pool facility is to be replaced in the future with an indoor/all year-round facility and the service delivery model for has been a consideration of this review.
- 3.4 The aquatic services need to provide the resident population with value for money in terms of the delivery of outcomes and minimised operational costs to Tararua District Council (TDC). The review, conducted in accordance with Section 17A of the Local Government Act 2002 was conducted to explore the most cost-effective and appropriate service delivery models for these swimming pool facilities.

4. Description

- 4.1 A service delivery review under Section 17A of the Local Government Act 2002 examines whether the current methods of providing a service are still the most efficient, effective, and suitable. Legislation mandates that such a review should periodically evaluate the cost-effectiveness of existing arrangements for addressing the community's needs for high-quality local infrastructure, public services, and regulatory functions.
- 4.2 TDC have two models of delivery and in the future, the replacement of the Pahiatua outdoor pools with an indoor pool facility, could pose a third. There is a desire for efficient AND consistent service delivery.
- 4.3 The service delivery included operating the facilities, maintaining the water quality, managing access, and supervising the swimmers. The utilisation levels of the service in 2023/2024 are:
- Total admissions for all pools (2023/24): 66,996 admissions
 - Total grants (2023/24): \$472,080
 - TDC cost per visit: \$7.05
 - Annual number of visits to aquatic facilities per district rate payer: \$3.74
- 4.4 The annual operational cost of aquatic services delivery is \$840,080 translating to a per visit per cost of \$12.54 (\$7.05 funded by TDC). The funding ratio can be

determined as 44:56, private:public. It is generally accepted that the norm in New Zealand is 30:70, private:public, as such, TDC has been doing comparatively well.

- 4.5 The desired outcomes of completing this review are therefore better alignment to Council's strategic outcomes, and delivery on the S17A obligations under the Local Government Act 2002. The scale of the aquatic services is relatively small so any efficiency gain will also be of a small scale. TDC is cognisant that there are inherent health and safety risks associated to provision of aquatic facilities and services. A focus of this review is to minimise those risks for the most cost-effective option.

5. Assessment of Options

- 5.1 Eight options were assessed and scored using the Suitability, Feasibility and Acceptability (SFA) framework (see Table 1).

- 5.2 The SFA framework considers the options under a strategic lens and rules out those that do not meet the threshold - The score of six or greater has been determined as the threshold:

Suitability: this is the extent to which the strategic opportunity is suitable for TDC. It is the first consideration and considers:

- · alignment to the Council's vision, goals and objectives
- · current council capabilities and the requirement to extend capabilities
- · has opportunity optimise cost effectiveness
- · has potential to secure opportunities and minimise threats
- · creates or capitalises on competitive advantage

Feasibility: this is the extent to which the strategic option is feasible. This involves looking at strengths and weaknesses that arise from an internal analysis and considers:

- · people
- · capital
- · expertise
- · capacity
- · market environment

Acceptability: the acceptability of a strategic choice arises by examining at two criteria: financial aspects and the extent to which the choice fits in with Council stakeholders.

Table 1. Assessment of aquatic facility delivery options using SFA framework

Option	Operational Models	S	F	A	Total
1	Status Quo – Mixed model - Outsource aquatic services delivery to not-for-profit/charitable trust	1	2	3	6/9
2	(Model A) – outsource aquatic services delivery to not-for-profit/charitable trust	2	2	3	7/9
3	(Model B) – Outsource full aquatic facility delivery to not-for-profit/charitable trust	1	0	2	3/9
4	Outsource aquatic services delivery to commercial provider	2	2	2	6/9
5	Outsource full aquatic facility delivery to commercial provider	0	1	0	1/9
6	In-house full aquatic facility delivery	2	2	0	4/9
7	Full aquatic facility delivery by CCO wholly owned by TDC	2	0	0	2/9
8	Shared services model	2	0	2	4/9

5.3 After careful analysis, five of the available service delivery options were ruled out. Generally, they would not be suitable for the scale of the pool facility network. Three options were proposed:

5.3.1 Option 1 - Status Quo – Mixed model - Outsource aquatic services delivery to not-for-profit/charitable trust.

5.3.2 Option 2 (Model A) – outsource aquatic services delivery to not-for-profit/charitable trust (two not-for-profits/charitable trusts).

5.3.3 Option 4 - outsource aquatic services delivery to commercial provider (one commercial provider).

6. Recommendations

6.1 The review into the current aquatic service has identified that there is some work for TDC to do to be prepared for a change of service model.

6.2 A range of improvement actions have been recommended (see Table 2). It is highly recommended that these improvement actions are completed before any change in delivery model can be considered.

- 6.3 The review recommended that TDC should delay implementing major operational model changes until the recommended improvement actions have been completed. By taking a pragmatic approach to ensuring the facilities are operating to the expected standards, TDC will be better positioned to evaluate and implement effective service delivery models for its swimming pools network, balancing operational efficiency with the needs of the community.

Table 2. Recommendations for operational improvements

Summary Recommendation	Description	Timeframe
Compliance and Asset Identification	Work with operators to ensure Service Level Agreements are being met, ensure service delivery remains compliant. Work with operators to complete the recording of the outdoor pools assets in TDC Asset Management system.	0 - 2 months
Asset Planning and Monitoring	Work with operators to conduct asset management planning and improve the measures of success of the facilities.	3 - 5 months
Service Delivery Measures	Support operators to achieve service delivery measures and report on performance.	6 - 12 months
Service Delivery Models	Review the Service Model following the operational improvements. Initiate discussions regarding potential future service models if changes are required.	12 months

7. Conclusion

- 7.1 The review has been conducted to determine the most appropriate service delivery model/s to achieve the desired outcomes in a cost-effective way. It has followed the review requirements as defined under Section 17A of the Local Government Act 2002.
- 7.2 The investigations into the current aquatic service have identified a range of improvement actions TDC is advised to complete before any change in delivery model is considered.

- 7.3 Once the improvement actions have been completed, TDC will be in a good position to implement a service delivery transition if that is what is determined to be required.

Attachments

Nil.



Report

Date : 24 January 2025
To : Mayor and Councillors
Tararua District Council
From : Allie Dunn
Manager Democracy Services
Subject : **Adoption of Schedule of Meetings for 2025**
Item No : **9.3**

1. Recommendation

- 1.1** *That the report from the Manager Democracy Services dated 13 January 2025 concerning the Adoption of Schedule of Meetings for 2025 be received.*
- 1.4** *That the Council adopt the schedule of meetings for 2025 as set out in Appendix 1 to the report "Adoption of Schedule of Meetings for 2025."*

2. Reason for the Report

- 2.1** To present for adoption the schedule of meetings for the 2025 calendar year.

3. Background

- 3.1** The Local Government Act 2002 requires Council to hold the meetings that are necessary for the good government of its district. A proposed timetable based on the terms of reference for Council and its committees, is attached as Appendix 1 to this report.
- 3.2** As set out in the Act, the adoption of a schedule of meetings can cover any future period that the Council considers appropriate. The schedule once adopted, can also be amended if required.
- 3.3** Adopting a schedule of meetings for the calendar year provides an efficient manner in which to both call and notify meetings, and publish meeting dates for

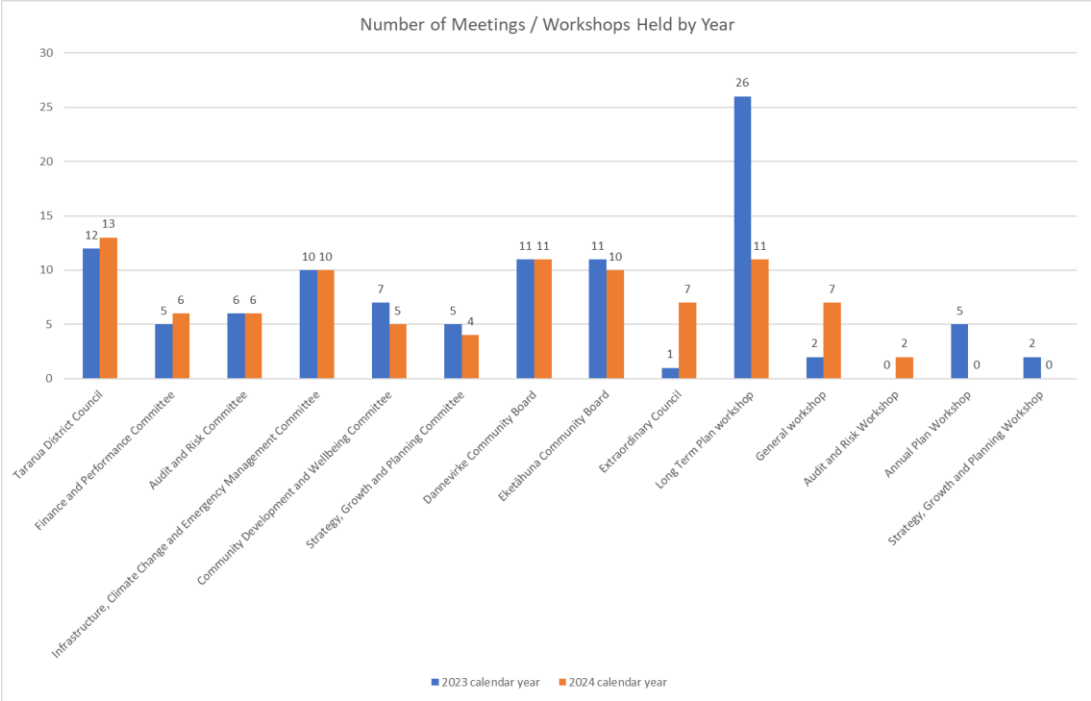
transparency to the public, in accordance with the Local Government Official Information and Meetings Act 1987.

- 3.4 If a schedule of meetings is not adopted for the year, each meeting needs to be separately requisitioned from the Chairperson, and formally notified to elected members. This needs to happen in advance of the cut off time for giving public notice of meetings for the coming month.
- 3.5 Under Section 41A of the Local Government Act 2002, the Mayor has the power to establish the committees of the Council and appoint a Chairperson to each of the committees.
- 3.6 Clause 31 of Schedule 7 to the Local Government Act 2002 sets out the ability of the Council to set the membership of committees, and Clause 32 of Schedule 7 sets out the ability of the Council to delegate authority to committees.
- 3.7 At its meeting held 16 November 2022, the Council considered and approved the Terms of Reference for each of the committees established by Her Worship the Mayor at the start of the 2022-25 triennium, that delegated decision-making on specific areas of focus for Council to committees.
- 3.8 One of the committees originally established at this time, the Chief Executive's Performance Committee, has since been disestablished by Her Worship the Mayor. This committee was formed with the primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance. However, no meetings of this committee were called, with the responsibilities being undertaken by the Council as a whole instead.
- 3.9 In early 2023, the Council revisited the Terms of Reference for the Community Development and Wellbeing Committee, and the Strategy Growth and Planning Committee, and decided to change the meeting regularity of these two committees to bi-monthly, with meetings to be held on alternate months. The purpose was to reduce the workload associated with reporting to two committees when the meetings were held on the same day, including the production of agendas and minutes.
- 3.10 The Committee Terms of Reference are published on Council's website, ensuring transparency of information to members of the public so they are able to be aware of the responsibilities for each committee. Information is also published on the Committee Terms of Reference website page about how often each committee meets, and which day of the month / time of day these meetings are usually held.

4. Discussion and Options Considered

Data on 2024 Meetings

- 4.1 At the Council meeting held 18 December 2024, there was some discussion about the number of additional meetings held during 2024, and the impact of that workload on members.
- 4.2 We have outlined below for information purposes some data on the number of meetings held, including the number of additional meetings, and the percentage of these that were held on the same day as other meetings that members were already scheduled to attend. We have also included data on the average length of meetings.
- 4.3 The following graph outlines the number of meetings / workshops held, comparing the 2023 calendar year with the 2024 calendar year. Of note is the significant workload that was undertaken for development of the Long Term Plan 2024-34:



Extraordinary Meetings

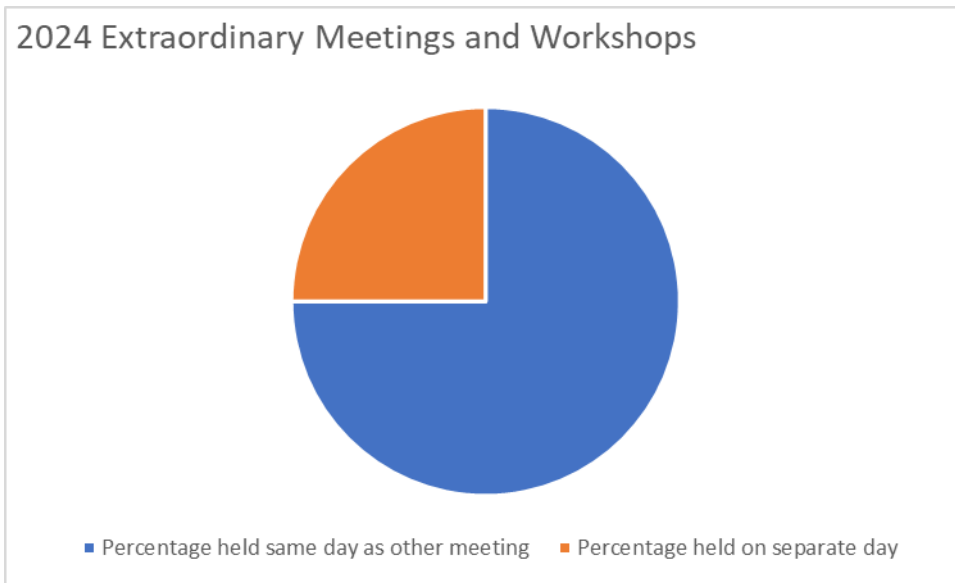
- 4.4 Extraordinary meetings are held when the business to be considered by the Council cannot wait until the next scheduled meeting. A shorter period of notice to members and the public is applicable to these meetings.
- 4.5 During 2024 there were seven extraordinary meetings of Council. These meetings were held for consideration and decision-making on the following matters:
 - Amendment to the Long Term Plan Timeline (1);
 - Hearing of submissions on Waste Management and Minimisation Plan (1);
 - Rates Rebate Direct Debit Error (3);

- Draft Annual Report (1); and
- Local Water Done Well (1).

4.6 Two extraordinary meetings of the Finance and Performance Committee were called to undertake the hearing of submissions on the Long Term Plan, and for deliberations on the matters raised through those submissions.

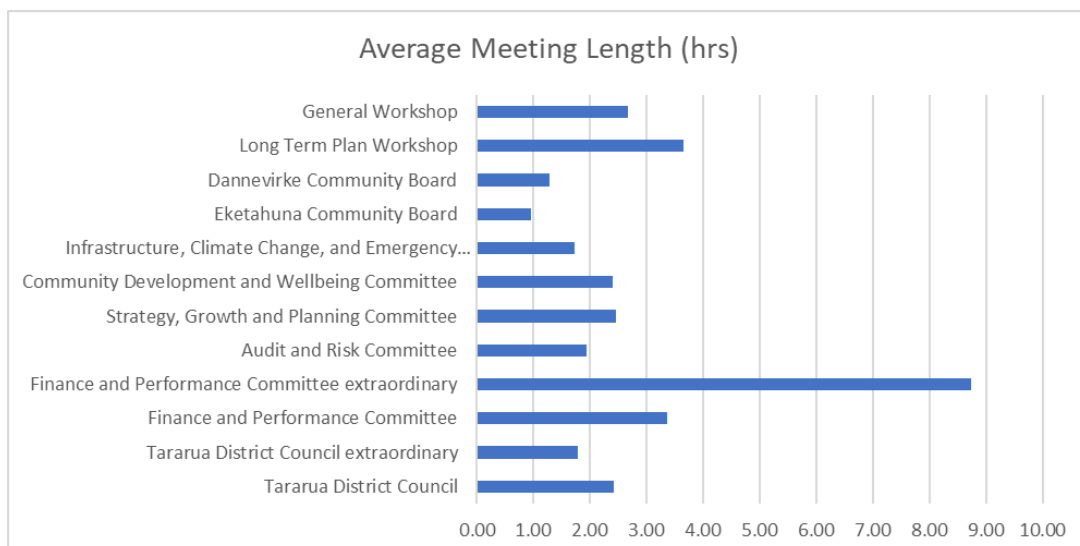
Scheduling of Extraordinary Meetings and Workshops

4.7 In looking at the number of workshops and extraordinary meetings held, we see that 75% of these were held on the same day as an already scheduled meeting.



Average Meeting Length

4.8 With regard to length of time of meetings, the following graph calculates average meeting length for the triennium to date. Note the Finance and Performance Committee were responsible for holding the Long Term Plan submission hearings, therefore the extraordinary meetings of that committee held for that purpose have been calculated separately, to avoid skewing the average meeting length results.



Scheduling of 2025 Meetings

- 4.9 With regard to the proposed schedule of meetings for the 2025 calendar year, the Local Government Act 2002 requires Council to hold the meetings that are necessary for the good government of its district.
- 4.10 The proposed schedule for 2025 (attached as Appendix 1 to this report) has been drafted in accordance with the meeting regularity set in the Terms of Reference for each committee, the dates agreed to by the two Community Boards, and to ensure that meeting dates work in with audit timeframes and the independent Chairperson’s schedule.
- 4.11 Once adopted, the schedule can be amended in accordance with the process outlined in Council’s standing orders, and as set out in clause 19(6) of schedule 7 of the Local Government Act 2002.
- 4.12 Notification of the schedule or any amendment made to that schedule constitutes a notification of every meeting on that schedule. This saves the Council from having to separately notify members of every meeting that it calls.
- 4.13 The proposed meetings for 2025 have been scheduled as per the previously agreed meeting days, regularity and start times for the Council and each of the Committees. These are:
- Council meetings held monthly on the last Wednesday of every month, and continue to be scheduled with a start time of 9:30am.
 - The Strategy, Growth and Planning Committee and the Community Development and Wellbeing Committee meetings are held bi-monthly, on the first Wednesday of each alternate month. The Strategy Growth and Planning Committee meetings have a scheduled start time of 9:30am, with Community Development and Wellbeing Committee meetings starting at 1:00pm.

- The Infrastructure, Climate Change and Emergency Management Committee meetings held monthly on the third Wednesday of each month, with a 1:00pm start time.
- The three meetings of the Finance and Performance Committee that are held to review the quarterly report on results, have been scheduled to be held on the same day as other committee meetings, with the timing arranged to fit in with the quarterly reporting timeframes.
- The meetings of the Audit and Risk Committee have been scheduled to fit in with the audit reporting timeframes, on a quarterly basis, and to fit with the Independent Chairperson’s schedule. Usually a meeting of this committee would also be scheduled to be held in October, in order to receive the Audit opinion relating to the Annual Report prior to recommending the adoption of the Annual Report to Council prior to 31 October 2025. However, as 2025 is an election year, and the current Council will leave office once the final results of the election are published on or about 16 October 2025, it had been usual practice in earlier years for the Audit timeline to be arranged so that the audit would be complete and the audit opinion provided in September, so that an extraordinary meeting of Council could be held in early October to adopt the Annual Report prior the Council’s term of office ending. It is not yet known whether this process can be scheduled to allow for this at this stage. At the Audit and Risk Committee meeting held 11 December 2024, the Audit Director advised that they would be working with the Finance team on the timeline for this audit with the intention to have everything ready for adoption of the Annual Report by 31 October 2025.

4.14 The Dannevirke Community Board and Eketāhuna Community Board meetings have been scheduled for their previously agreed meeting dates, with the Eketāhuna Community Board meeting on the second Monday of each month, and the Dannevirke Community Board meeting on the third Monday of each month. An April meeting for the Dannevirke Community Board has not yet been scheduled, as their usual meeting day falls on Easter Monday. Should the Board agree on a different date to hold a meeting in April, this will be added to the schedule at that time.

Additional meetings / workshops

4.15 The 2025 work programme includes development of the Annual Plan for the 2025-26 financial year, hearings related to the Bylaw review and development work, the District Plan review, plus consultation on other policies and plans. Any additional meetings or workshops required for the associated discussions, hearings and decision-making will be factored into the 2025 meeting schedule in consultation with Her Worship the Mayor and Committee Chairpersons. Wherever possible, these will be arranged for days where meetings have already been scheduled.

5. Financial Considerations

5.1 There are no unbudgeted financial considerations associated with this paper.

6. Statutory Requirements

6.1 The powers for the Mayor to establish committees and appoint Chairpersons are set out in Section 41A of the Local Government Act 2002.

6.2 Section 41A states the following:

“(3) For the purposes of subsections (1) and (2), a mayor has the following powers:

(a) to appoint the deputy mayor:

(b) to establish committees of the territorial authority:

(c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—

(i) may make the appointment before the other members of the committee are determined; and

(ii) may appoint himself or herself.

Section 41A further states the following:

(5) A mayor is a member of each committee of a territorial authority.

(6) To avoid doubt, a mayor must not delegate any of his or her powers under subsection (3).”

6.3 Clause 19 of Schedule 7 of the Local Government Act 2002 sets out the provisions for calling meetings. The meeting schedule for 2024 is proposed for adoption in accordance with Clause 19(6) as follows:

“(6) If a local authority adopts a schedule of meetings, —

(a) the schedule—

(i) may cover any future period that the local authority considers appropriate; and

(ii) may be amended; and

(b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.”

7. Delegations

7.1 The Mayor has the authority to establish the committees, and appoint the Chairpersons of those committees.

7.2 The Council has the authority to decide the membership, set the terms of reference and delegate authority to the committees.

8. Conclusion

8.1 An adopted schedule of meetings allows for forward planning of the reporting required for the decision-making meetings scheduled for the year.

8.2 Publication of the meeting schedule allows for transparency to the community of the scheduled meetings, enabling participation by the community through public forum opportunities, and attendance either in person or by watching the livestreaming of the meetings held.

8.3 The Council are asked to formally adopt the schedule of meetings for the 2025 calendar year, noting that the committee structure and meeting dates following the local elections on 11 October 2025 will be set by the incoming Council.

Attachments

1 [↓](#). 2025 Tararua District Council Meeting Calendar



Report

Date : 24 January 2025

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 : **9.4**

1. Recommendation

1.1 *That the report from the Manager - Democracy Services dated 22 January 2025 concerning the Requests for Information under the Local Government Official Information and Meetings Act 1987 be received.*

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	Responded	# Days	Requester	Subject
5/11/2024	6/11/2024	1	Community Law Centres of Aotearoa	District Licensing Committees
6/11/2024	2/12/2024	18	Act Party	Council's liability for its role as BCA
8/11/2024	5/12/2024	19	350 Aotearoa	Correspondence with MPs, Ministers or Central Government Officials re Fast Track or Fast Track Projects
9/11/2024	11/11/2024	0	Individual	Fluoride recordings for Dannevirke Water Supply
19/11/2024	10/12/2024	15	Individual	Request for information re Denmark Street Leases
19/11/2024	2/12/2024	9	Individual	Funds borrowed for Dannevirke Impound Supply
21/11/2024	17/12/2024	18	Canine Research New Zealand	Information relating to Dog Control Activity
27/11/2024	19/12/2024	16	Individual	Victoria Avenue Bridge Dannevirke
27/11/2024	19/12/2024	16	Individual	Victoria Ave / Queen Street Roundabout Dannevirke
29/11/2024	17/12/2024	12	Individual	List of chemicals and dosage in Tararua District

Received	Responded	# Days	Requester	Subject
				town water supplies
3/12/2024	19/12/2024	12	Green Party Aotearoa	New Government Speed Setting Rule
10/12/2024	19/12/2024	7	Individual	Notes from Wastewater Forum held 5 December 2024
10/12/2024	11/12/2024	1	Individual	Further information on Special Purpose Vehicles
12/12/2024	19/12/2024	5	Individual	Recording of Tararua District Wastewater Forum 2024
13/12/2024	17/12/2024	2	Individual	Citizenship Ceremony Dates for December 2024 to December 2025
13/12/2024	19/12/2024	4	Taxpayers Union	Committee Structure
17/12/2024	22/01/2025	9	Individual	Explanation of Wastewater and Sewage Disposal Rates Charge for Rural Ratepayers
18/12/2024	19/12/2024	1	Individual	Information on Proposed Solar Farm Thorburn Road Dannevirke
19/12/2024	20/12/2024	0	Individual	List of Land and Buildings Owned by Council
20/12/2024	24/01/2025	8	Hamilton City Council	Cat Management Information
26/12/2024	13/01/2025	1	Animal Justice Party	Information re meeting dates and public attendance process
5/01/2025	13/01/2025	1	Mataioho	Information on housing needs and developments in Tararua District

Requests pending response

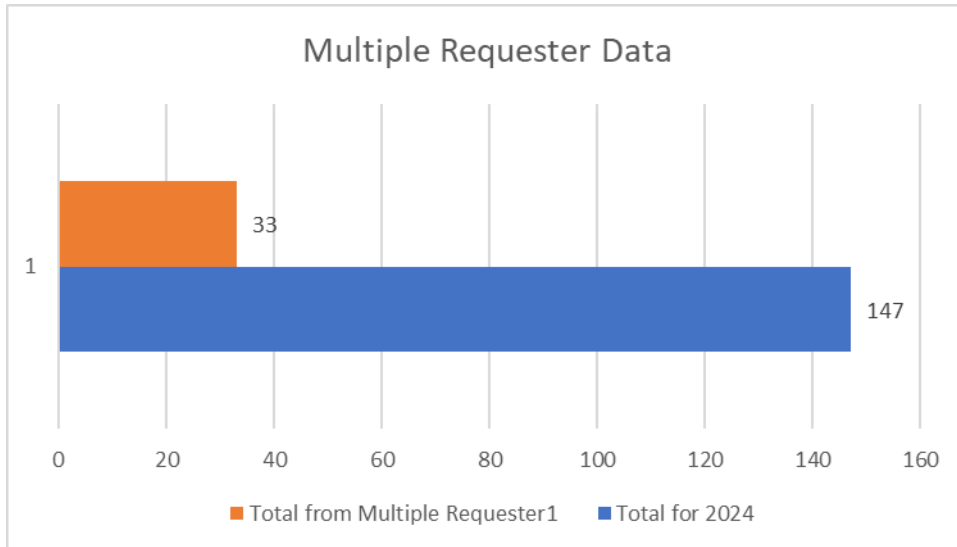
There are currently five open requests pending response.

Received	Responded	# Days	Requester	Subject
15/12/2024			Individual	Dannevirke Drinking Water Supply and Resilience Measures
20/12/2024			Individual	Clarification about Pahiatua Water Supply Restrictions
8/01/2025			Classic Trucking Ltd	Water Loading Point in Dannevirke for Domestic Water Carriers
9/01/2025			Individual	Information about Dog Complaint
21/01/2025			Tararua Community Law Centre	Questions relating to Rates Rebate Direct Debit Error

Multiple Requests from an Individual

In 2024 we started receiving multiple requests from one individual, which saw a rise in the amount of officer time that needed to be diverted from their day-to-day responsibilities, to providing answers to the questions being asked.

Over 2024, one individual has been responsible for 22.45% of the total number of requests for information processed in 2024 (33 out of 147 requests for 2024).

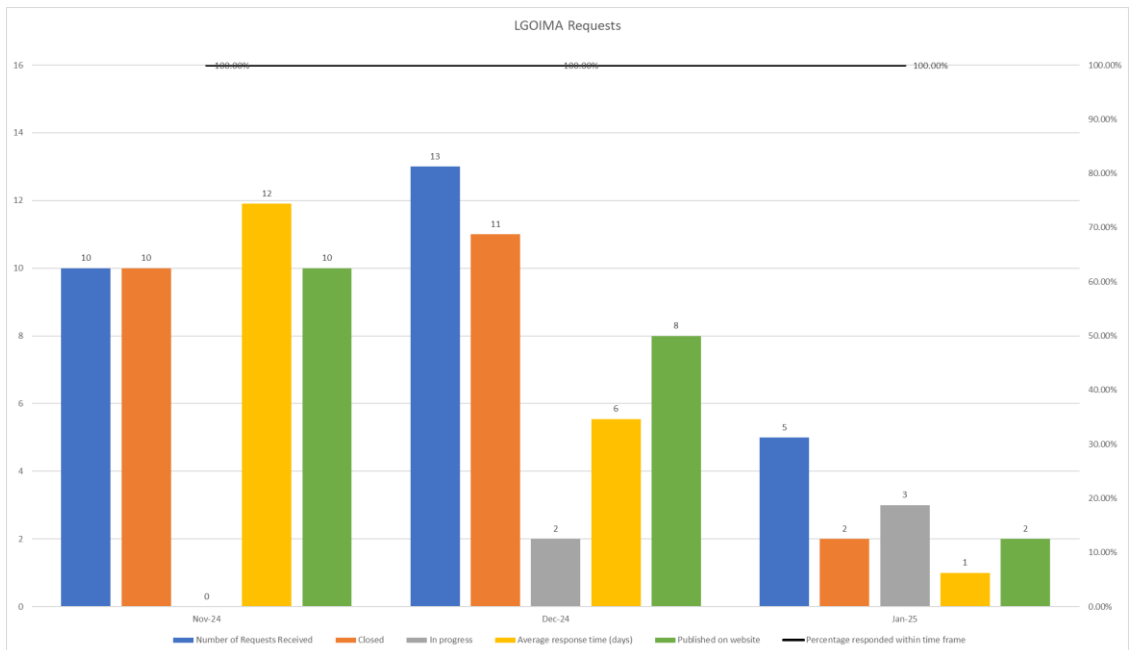


The Office of the Ombudsman provides guidance on dealing with multiple requests for information from a single person, allowing officers to consider aggregating multiple requests, and dealing with these as if they were a single request for information. The guidance also includes processes for charging for the provision of the information being requested, in order to recoup a portion of the costs incurred by the Council in providing the information being sought.

Due to the number of requests being received, this process is being followed and the requester advised accordingly.

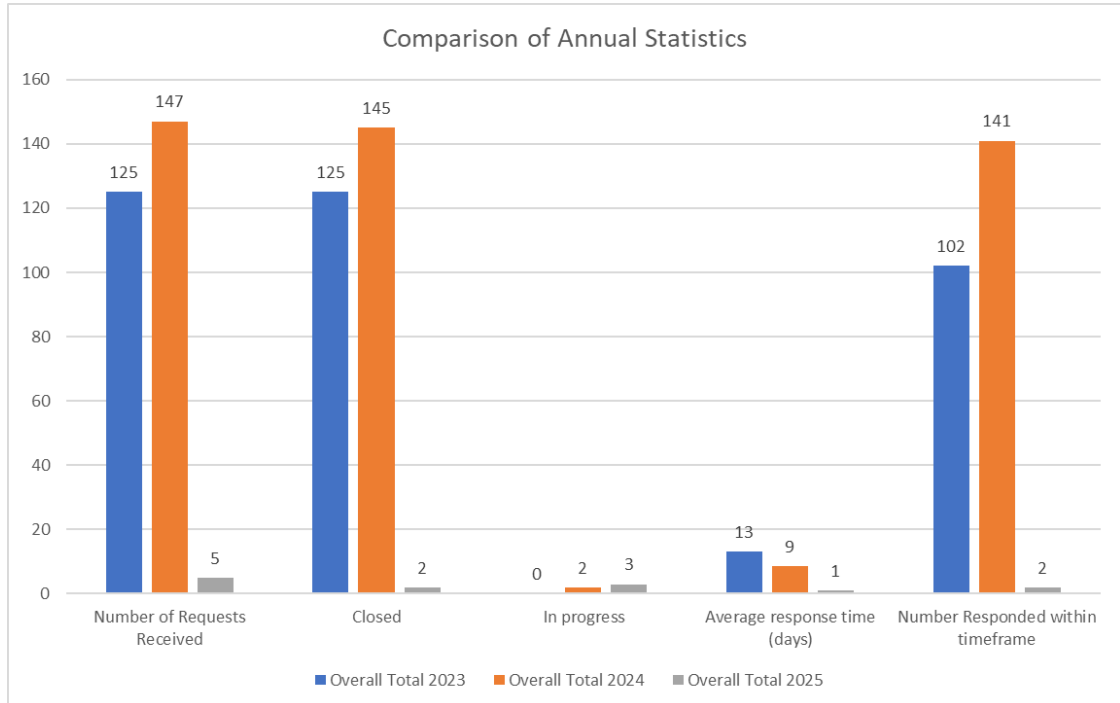
Status of Requests Received and Timelines for Response

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 date, compared against statistics for the previous two calendar years.



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 Processes for proactively releasing information have been developed, including the redaction of any personally identifying information from the request and response removed.
- 4.6 The template used for acknowledging receipt of LGOIMA requests, has been updated to include advice for the requester that their request and the response

would be published on Council's website, and that any personal identifying information would be redacted from both the request and the response to ensure compliance with the Privacy Act 2020.

4.7 The proactive release of LGOIMA requests started from 1 July 2024. The information released can be viewed on Council's website, from the following page:

<https://www.tararua.govt.nz/publications/information-requests-proactive-release>

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 This report presents data relating to requests for information under the Local Government Official Information and Meetings Act 1987 that have been received from 1 December 2024 to 24 January 2025.

Attachments

Nil.