Eketāhuna Community Board

Notice of Meeting

A meeting of the Eketāhuna Community Board will be held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on **Monday 14 July 2025** commencing at **10:00 am**.

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

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 Board 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 Board 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 5

Recommendation

That the minutes of the Eketāhuna Community Board meeting held on 9 June 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

7. Tararua District Council Report

7.1 Report from Tararua District Council 12

Recommended

That the report from the Tararua District Council extraordinary meetings held 4 June 2025, and 11 June 2025, and meeting held 25 June 2025 be received.

8. Reports

8.1 Management Report 37

8.2 Universal Water Metering 53

8.3 Portfolio Programme Project Report 137

8.4 Eketāhuna Litter Bin Service 151

8.5 Eketahuna Community Plan 155

8.6 Discretionary Grant Fund Applications 2025 181

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

10. Correspondence

10.1 Minutes - Eketāhuna Radio Station 22 May 2025 189

Recommendation

That the minutes of the Eketāhuna Radio Station meeting held 22 May 2025 be received.

11. Discussion Items

Eketāhuna Main Street Maintenance

12. Chairperson's Remarks

13. Items not on the Agenda

14. Closure

Eketāhuna Community Board

Minutes of a meeting of the Eketāhuna Community Board held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on Monday 9 June 2025 commencing at 10:00 am.

1. Present

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

In Attendance

Mrs S Fountaine	–	Community Engagement Officer
Mrs A Dunn	–	Manager – Democracy Services (via Teams)
Mrs S Anthony	–	Democracy Support Officer

2. Apologies

There were no apologies.

3. Public Forum

3.1 Pauline Wilson was in attendance and spoke about the New Residents Welcome and that it had been some time since the last welcome event. She advised that she had received requests from the community to consider holding an event before the next election of Community Board members.

Board members advised Pauline that the New Members Welcome is conducted every three years at the beginning of the term of the newly elected Board.

Pauline also spoke about the resealing of Bridge Street, Eketāhuna, noting that the street had been repaired over a 7 year period and the leak had been reported to Council and a CRM lodged.

Pauline expressed that she wished to discuss the Eketāhuna Community Plan and what progress had been made following the community survey that was carried out. The Board advised that this topic was on the agenda for today's meeting for further discussion, and the delay in the development of the community plan was due to a staff member taking up a new position, and the time to recruit a replacement staff member to continue this work.

Notification of Items Not on the Agenda

Newman Road

Street Christmas Lights Removed

Wilson Lane

Church Street Rubbish

Street Cleaning

Rubbish Bins

Predator Trap Line Notification

Hamua Cemetery

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

Councillor Mike Long declared a conflict of interest in relation to information on Marchant Street in the Management Report.

5. Confirmation of Minutes

That the minutes of the Eketāhuna Community Board meeting held on 12 May 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Chase/Barclay ***Carried***

6. Tararua District Council Report

6.1 Report from the Tararua District Council

That the report from the Tararua District Council extraordinary meeting held 21 May 2025, and the meeting held 28 May 2025 be received.

Barclay/Carew ***Carried***

7. Reports

7.1 Draft Urban Enhancement Strategy

The Eketāhuna Community Board considered the report of the Democracy Support Officer dated 12 May 2025 that provided an update on the draft Urban Enhancement Strategy.

The Board agreed to arrange a time after the meeting for further discussion and

make a submission.

That the report from the Democracy Support Officer dated 12 May 2025 concerning the Draft Urban Enhancement Strategy be received.

Chase/Barclay ***Carried***

7.2 Consultation on Tararua District Reserves Management Plan and Supporting Information

The Eketāhuna Community Board considered the report of the Democracy Support Officer dated 4 June 2025 that provided information on the consultation on the draft Tararua District Reserves Management Plan.

That the report from the Democracy Support Officer dated 04 June 2025 concerning the Consultation on Tararua District Reserves Management Plan and Supporting Information be received.

Carew/Barclay ***Carried***

7.3 Consultation on Draft Freedom Camping Bylaw 2025

The Eketāhuna Community Board considered the report of the Democracy Support Officer dated 4 June 2025 that provided information on the consultation on the draft Freedom Camping Bylaw.

That the report from the Democracy Support Officer dated 04 June 2025 concerning the Consultation on Draft Freedom Camping Bylaw 2025 be received.

Long/Barclay ***Carried***

7.4 Management Report

The Eketāhuna Community Board considered the report of the Democracy Support Officer dated 30 May 2025 that provided an update on key activities and items of interest from the Infrastructure, Climate Change and Emergency Management Committee meeting held 21 May 2025 with information covering the period 12 April to 10 May 2025, and from the Community Development and Wellbeing Committee meeting held 4 June 2025.

That the report from the Democracy Support Officer dated 30 May 2025 concerning the Management Report be received.

Barclay/Carew ***Carried***

7.5 Portfolio Programme Project Report

The Eketāhuna Community Board considered the report of the Democracy Support Officer dated 15 May 2025 that provided an update on the key portfolios,

programmes and project statuses as reported to the Infrastructure, Climate Change and Emergency Management Committee on 21 May 2025.

Cr Long advised that the pipe from number 2 pond to the wetland is completed. Next steps are to receive the results for water quality with testing carried out over some months, and compare to historic results from number 2 pond. The challenge is to prevent stormwater from entering the waste water.

The Board noted that the general feedback on water metering from the community is negative with concerns about installation and maintenance costs.

A question was asked as to how the metering charges would work at the water fill station behind the Library which is utilised by rural residents, and it was suggested that this would need to be considered and monitored. It was also asked whether all residents would be charged from the same date as it would be unfair to residents to stagger charges for water use across the community. Cr Long agreed to take this feedback back and report back at the next Board meeting, along with the costs of the meters.

That the report from the Democracy Support Officer dated 15 May 2025 concerning the Portfolio Programme Project Report be received.

Long/Barclay ***Carried***

7.6 Eketāhuna Community Plan

The Eketāhuna Community Board considered the report of the Community Engagement Officer dated 3 June 2025 that provided an update on the Eketāhuna Community Plan.

It was advised that the Community Engagement Officer had just taken on the role and there has been a 6 – 8 month gap since the previous officer left which has delayed progress of the plan. The Board agreed that the previous survey results be utilised, as opposed to conducting a new survey, to avoid any further delays. It was suggested that the Board hold a workshop to go over the plan again and to take the discussion to Eketāhuna Our Town Committee and Board Member Chase agreed to arrange this. The Board requested that if a copy of the draft community plan currently exists, that this be forwarded to them to take to the workshop.

That the report from the Community Engagement Officer dated 03 June 2025 concerning the Eketāhuna Community Plan be received.

Long/Chase ***Carried***

7.7 Election Campaigning - Protocols for Current Elected Members

The Eketāhuna Community Board considered the report of the Manager – Democracy Services dated 30 May 2025 that provided information on protocols

for elected members seeking re-election.

That the report from the Manager - Democracy Services dated 30 May 2025 concerning the Election Campaigning - Protocols for Current Elected Members be received.

Carew/Barclay ***Carried***

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

Eketāhuna Health Centre – the Health Centre was recently audited by the Ministry of Health and passed; they have also completed their emergency plan; and have been successful in maintaining their position on the site in Eketāhuna.

9. Correspondence

Nil

10. Public Excluded Items of Business

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

Confirmation of 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.

General subject matter to be considered	***Reason for passing this resolution in relation to each matter***	***Ground(s) under section 48(1) for the passing of this resolution***
Confirmation of Minutes	***To protect the privacy of natural persons***	***<Section (1)(a)(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.

Chase/Long ***Carried***

The meeting went into public excluded session at 10:41am and resumed open session at 10:43am.

11. Chairperson's Remarks

Nil

12. Items not on the Agenda

Newman Road – there has been recent activity as work is underway on Newman Road to carry out flood prevention work which is a positive sign.

Street Christmas Lights Removed – these have now been removed so are no longer a safety risk.

Wilson Lane – there are no speed limit or give way signs in this area and lighting is very dim making it very dangerous and causing many near misses. CRMs have been lodged.

Church Street Rubbish – the rubbish from Church Street is blowing over into Wilson Lane from delivery trucks. Board member Chase has spoken to Truck Drivers and they are aware but continue to leave it there. A member of the public has given up their time to pick this up when available.

Street Cleaning – the street sweeping truck has been coming through Eketāhuna to sweep the streets but is not removing the piles once swept and debris is being swept into one of the local residential properties. A CRM has been lodged and photo sent, however a response is yet to be received. Many shop owners are carrying out their own cleaning of the shop and street front. A request was made to bring a Main Street Maintenance report to the next Board meeting to outline what services are currently being provided for Eketāhuna streets.

Rubbish Bins – there have been rubbish bins removed from areas that are noted as not being part of the contracted service. Members of the community have expressed that they would like these returned, for example the receptacle at the Cliff Walk. The Board requested more detail be provided at the next meeting outlining which bins in Eketāhuna are supported by Council.

Predator Trap Line Notification - Students on the Level 3 conservation course from Pukāha have noticed predator tracks in the Cliff Walk area and the students will be monitoring trap lines. The Council needs to be aware of the predator existence on the Council land in this area.

Hamua Cemetery – a member of the public has asked how this cemetery is to continue to be maintained and can this be funded. Funding was provided in the past and ended approximately 8 years ago, volunteers have continued the

maintenance. The Community Engagement Officer advised that they could apply to the Contestable Fund for funding and can also contact the Facilities team for further discussion.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10.56am.

_____

Chairperson

Minutes of an Extraordinary Meeting of the Tararua District Council held in the Council Chamber, 156 High Street, Dannevirke on Wednesday 4 June 2025 commencing at 9:30 am.

1. Present

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

In Attendance

Mr B Nicholson	-	Chief Executive
Mrs K Tani	-	Group Manager – Strategy and Information
Mrs S Walshe	-	Finance Manager
Mrs B Fowler	-	Senior Financial Accountant
Ms E Roberts	-	Revenue Manager
Mr K van der Oord	-	Communications Team Manager
Mrs A Dunn	-	Manager – Democracy Services

2. Apologies

There were no apologies.

3. Reports

3.1 Deliberations on Matters Raised through Submissions on the Annual Plan 2025-26

The Tararua District Council considered the report of the Finance Manager dated 26 May 2025 that provided information on matters for consideration during deliberations on the submissions received through the consultation process.

3.1.1 **Footpaths in the Tararua District:** the Council discussed the options outlined, with clarification being sought on how the option for setting up a capital project would be funded. It was explained that this would be funded from the depreciation reserve, which was a change from the methodology formerly used due to footpaths previously attracting subsidies from NZ Transport Agency Waka

Kotahi.

During discussion it was noted that the option consulted on for increasing rates by $150,000 for footpath maintenance related to the next two financial years. It was asked whether the new option proposed for a capital project could be set at $150,000 for the 2025-26 financial year to fund additional maintenance for that year, and that further discussion be undertaken in the 2026-27 Annual Plan, enabling Council an opportunity to have a look at a wider footpath strategy.

That the Tararua District Council include a new Capital project for footpath maintenance of $150,000 for the 2025-26 financial year to allow some renewal work to be carried out, noting that this will not increase rates.

Crs Gilmore/Wallace ***Carried***

Cr S M Wards recorded her vote against the motion

3.1.2 **Waisplash Carpark Proposal:** during discussion it was noted that the proposed recommendation delegated authority to the Chief Executive to enter into negotiations for the purchase of the property at 33 York Street. Clarification was sought about the process for development of the proposed carpark. In response it was noted that a report would need to be provided to the Council in the future regarding the development of the car park, which would include estimated costs. The project for development of the car park would need to be included in the Council's next Long Term Plan.

In response to a request for an outline of the expected timeframe, the Chief Executive advised that he would be making contact with the owners, and once due diligence had been undertaken, a report would be brought back to Council over the next month, depending on progress.

That the Tararua District Council delegate authority to the Chief Executive to negotiate the purchase of property at 33 York Street, and enter into a sale and purchase agreement for the property subject to confirmation by Council at a later meeting.

Crs Johns/Wallace ***Carried***

The meeting adjourned at 10:13am and resumed at 10:14am.

3.1.3 **Dannevirke Information Centre:** during discussion an update was sought on progress for bringing the functions of the Dannevirke Information Centre into the Council. In response it was noted that a list of the tasks undertaken had been provided to the Council, and these tasks had been factored into the recent integration of services work. It was noted that the level of service to the community would be increasing due to the longer opening hours of the Council's service centre. The comments made through submissions about the need for increased signage to direct customers to the Council service centre were

highlighted.

That the Council note the comments made through the submissions regarding the decision by the Dannevirke Information Centre Incorporated Society to cease trading.

Crs Johns/Sutherland ***Carried***

The meeting adjourned at 10:29am and resumed at 10:47am

3.1.4 **Charging of Uniform Annual General Charge on land that has multiple dwellings, information on Uniform Annual General Charge percentage, and spread of rates increase and impact on sectors including lifestyle properties**: during discussion clarification was sought about the considerations given to the Uniform Annual General Charge during the 2024-34 Long Term Plan process, and clarification of the figures provided. In response it was advised that the figures provided were based on the most recent Quotable Value dataset available to Council. To make changes to how rates were charged on land that had multiple dwellings, it was advised that a rating review would need to be undertaken and changes made to the Revenue and Financing Policy. This would require a significant amount of work, and during the development of the next Long Term Plan would be the appropriate timing. There would need to be a direction from Council to officers to provide advice to the Council to enable decision-making by Council on whether to undertake this review for the next Long Term Plan. Included in that advice could be a review of previous advice provided for past Long Term Plans. With regard to guidance on the percentage of the UAGC for this Annual Plan, it was advised that until the Local Water Done Well work had been completed it would not be an appropriate time to look at that. For the next Long Term Plan a more in-depth look could be taken on the application of the UAGC and consideration of fairness elements.

That further work be undertaken and brought back to Council for a further understanding of developing a revenue and financing policy for the next Long Term Plan.

Mayor Collis/Gilmore ***Carried***

That the Council undertake a review of the UAGC as part of the next Long Term Plan including a deep dive to understand implications.

Mayor Collis/Gilmore ***Carried***

3.1.5 **Town Signage**: it was noted that this item in the draft Annual Plan related to replacement of signage for Council's facilities, not to signage of town names at the entries to the district's towns. During discussion it was noted that some towns had welcome signage for their town that had been created by community groups.

3.1.6 **Sealing of Roads**: during discussion it was noted that a report had been provided to Council previously regarding the NZ Transport Agency requirements for sealing of rural roads, and that this could be made available to submitters on this topic.

3.1.7 **Local Water Done Well**: it was noted that the establishment costs for the proposed Council-controlled organisation had not yet been included into the draft Annual Plan, however when included would be cost-neutralised so there would be no rating impact.

3.1.8 **Remaining resolutions regarding Deliberations on Submissions on the Annual Plan 2025-26**

That the report from the Finance Manager dated 26 May 2025 concerning the Deliberations on Matters Raised through Submissions on the Annual Plan 2025-26 be received.

That the Tararua District Council note the matters raised through submissions on the draft Annual Plan 2025-26.

That the request to bring forward budget into the 2025-26 Annual Plan for the projects outlined in Section 8 of this report be approved, noting that there is no material impact on rates requirements.

That the Tararua District Council notes that further information will be provided to the extraordinary meeting of Council being held 11 June 2025 regarding any costs to be included in the Annual Plan regarding loan funding for establishment of the Council-Controlled Organisation for Water Services.

That the Tararua District Council note the feedback received from other submitters.

Crs Johns/Sutherland ***Carried***

3.2 Finance and Performance - Management Report

The Tararua District Council considered the report of the Finance Manager dated 17 May 2025 that provided an update on matters relating to financial and service performance.

That the report from the Finance Manager dated 17 May 2025 concerning the Finance and Performance - Management Report (as circulated) be received and the contents noted.

Crs Wallace/Chase ***Carried***

3.3 Third Quarter Performance Report - Period Ending 31 March 2025

The Tararua District Council considered the report of the Finance Manager dated 17 May 2025 that provided the performance report for the nine months to 31

March 2025 and provided an indication of the year end results.

With regard to the capital projects deferred, it was noted that the Akitio Toilets project had been deferred due to funding from the Tourism Infrastructure Fund not being available. It was noted this was an important project and that there was potentially another tourism fund that may be possible to approach for funding for this project.

With regard to the Treasury report, it was asked that information be provided to show the achieved interest rate against the unhedged rate to show whether prefunding was beneficial to the Council.

It was also asked that clarification be provided on the number of debtors on agreement and number of debtors referred to Debt Management Central (DMC).

That the report from the Senior Financial Accountant dated 09 May 2025 concerning the Third Quarter Performance Report - Period Ending 31 March 2025 be received.

Crs Gilmore/Johns ***Carried***

4. Closure

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 12:42pm.

_____

Mayor

Minutes of an Extraordinary Meeting of the Tararua District Council held in the Council Chamber, 156 High Street, Dannevirke on Wednesday 11 June 2025 commencing at 9:30 am.

1. Present

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

In Attendance

Mr B Nicholson	-	Chief Executive
Mrs K Tani	-	Group Manager – Strategy and Information
Mr H Featonby	-	Group Manager - Operations
Ms J Smith	-	Legal Counsel and Procurement Manager
Mr K van der Oord	-	Communications Team Manager
Mrs S Walshe	-	Finance Manager
Mrs B Fowler	-	Senior Financial Accountant
Mrs A Dunn	-	Manager – Democracy Services

2. Welcome and Meeting Opening

The meeting opened with karakia.

3. Apologies

That the apologies from Cr S M Gilmore be received and leave of absence granted for the meeting.

Mayor Collis/Wards ***Carried***

4. Reports

4.1 Local Water Done Well - The Future of Water Services for Tararua District

The Tararua District Council considered the report of the Chief Advisor dated 24 May 2025 that concluded the consultation process on Local Water Done Well. The report recommended the preferred option, to form a joint water services organisation with the Wairarapa District Councils of Masterton, Carterton and

South Wairarapa. The report also sought delegation for the Chief Executive to progress negotiations with the three Wairarapa Councils.

The Chief Executive spoke to the report, noting that the Chief Executives of the four Councils had been working on a document to discuss with the four Councils, setting out decisions needing to be made.

In response to a question about recommendation 1.4 whether there would be sufficient time for officers to develop alternative options if any Councils exit from the group, the Chief Executive noted that Council needed to go through this process as it is, however he was confident that if there was a need to pivot officers would be ready.

The Chief Executive noted that officers had reached out to the Department of Internal Affairs for guidance on some of the more contentious points of negotiation between the Councils.

That the report from the Chief Advisor dated 24 May 2025 concerning the Local Water Done Well - The Future of Water Services for Tararua District be received.

That Tararua District Council proceeds with the proposed joint water services model by establishing a joint council-controlled organisation (joint-CCO) with the district councils of Masterton, Carterton and South Wairarapa, and Tararua as participating councils, the "Wairarapa – Tararua Model".

That the Chief Executive be delegated authority to enter into a Commitment Agreement with the participating councils and commence developing the Water Services Delivery Plan and to negotiate the key principles, terms and conditions of a Joint Wairarapa-Tararua Council controlled Organisation with Masterton, Carterton and Wairarapa District Councils and report this back to a future meeting of the Tararua District Council.

That the Tararua District Council note that should any of the Wairarapa Councils subsequently decide to exit from the proposed Joint Wairarapa-Tararua Council Controlled Organisation, then a report outlining next steps would be brought to the Council for consideration at that time.

Crs Johns/Sutherland ***Carried***

A division was called:

Voting for the motion: Her Worship the Mayor and Councillors Johns, Chase, Franklin, Peeti-Webber, Sutherland, Wards

Voting against the motion: Cr Long

Abstaining: Cr Wallace

5. Closure

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 9:59am.

_____

Mayor

Minutes of a meeting of the Tararua District Council held in the Council Chamber, 156 High Street, Dannevirke on Wednesday 25 June 2025 commencing at 9:30 am.

1. Present

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

In Attendance

Mr B Nicholson	-	Chief Executive
Mrs K Tani	-	Group Manager – Strategy and Information
Mr H Featonby	-	Group Manager - Operations
Ms J Smith	-	Legal Counsel and Procurement Manager
Mr K van der Oord	-	Communications Team Manager
Mrs S Walshe	-	Finance Manager
Mrs S Fountaine	-	Community Engagement Officer
Mrs A Dunn	-	Manager – Democracy Services

2. Council Prayer

The Mayor opened the meeting with the Council Prayer.

3. Apologies

That the apologies from Councillors N L Chase and M F Long be accepted and leave of absence granted for the meeting.

Mayor Collis/Gilmore ***Carried***

4. Public Forum

There were no requests for public forum.

5. Presentations

5.1 Presentation - Positively Woodville

An apology was received from Positively Woodville that they were unable to make today's meeting, but would reschedule for a future meeting.

6. Notification of Items Not on the Agenda

The need to consider two urgent late items of business was advised. The first item was in regard to the voting on remits and a discussion paper at the July LGNZ Annual General Meeting was advised. An explanation was provided that the item had not been available in time to be included on the agenda for this meeting. The reason the item could not wait until a future or extraordinary meeting is due to the need to provide direction to the Council's member with voting rights at the Annual General Meeting on how the Tararua District Council would like its vote recorded for each item.

The second item was in regard to a proposal to transfer a loan relating to Pukaha Mount Bruce Board to Rangitāne Tū Mai Rā Trust. An explanation was provided that the item had not been available in time to be included on the agenda for this meeting. The reason the item could not wait until a future or extraordinary meeting is due to the need to progress matters relating to the loan.

That the Tararua District Council accept as a matter of late business the item seeking direction from Council on voting on Remits and a Discussion Paper at the July Annual General Meeting of Local Government New Zealand.

That the Tararua District Council accept as a matter of late business the item "Pukaha Mount Bruce Board – proposal to transfer loan to Rangitāne Tū Mai Rā Trust."

Crs Johns/Peeti-Webber ***Carried***

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 Council meeting held on 28 May 2025 be confirmed as a true and accurate record of the meeting.

Crs Johns/Sutherland ***Carried***

That the minutes of the Extraordinary Council meeting held on 4 June 2025 (as

circulated) be confirmed as a true and accurate record of the meeting.

Crs Franklin/Wallace ***Carried***

That the minutes of Extraordinary Council meeting held on 11 June 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Crs Johns/Peeti-Webber ***Carried***

10. Community Boards and Community Committees Reports

10.1 Minutes - Explore Pahiatua Community Committee

That the minutes of the Explore Pahiatua Community Committee meeting held 04 June 2025 be received.

Crs Gilmore/Franklin ***Carried***

10.2 Minutes - Eketahuna Community Board

That the minutes of the Eketāhuna Community Board meeting held 9 June 2025 be received.

Crs Gilmore/Franklin ***Carried***

10.3 Minutes - Dannevirke Community Board

That the minutes of the Dannevirke Community Board meeting held 16 June 2025 be received.

Crs Gilmore/Franklin ***Carried***

11. Reports

11.1 Disposal Plans for Rationalisation of Land and Buildings

The Tararua District Council considered the report of the Group Manager – Strategy and Information dated 19 June 2025 that sought approval to proceed with the disposal of land and buildings identified in the report.

An issue with the livestreaming of the meeting was identified by online attendees, who advised that there was no sound coming through the livestream. It was agreed that the meeting would adjourn for a short time to see if the situation could be remedied.

The meeting adjourned at 9:47am and resumed at 10:05am.

The technical issue affecting the livestream was unable to be rectified.

In response to questions asked during debate regarding the impact that selling the Dannevirke Rural Bus Depot building would have on the availability of the surrounding car park space, it was clarified that the proposal was to sell the building with an easement for access. It was further noted that if the Council decided not to proceed with selling that building there would be significant expenditure required in the future.

That the Council pursue the disposal of the following assets:

39 Gregg Street, Dannevirke
39 Ransom Street Reserve, Dannevirke
DVK Rural Bus Depot, Dannevirke
Land at 16 Bengston Street, Eketāhuna
That, prior to disposal, the Council inform occupiers of each property under consideration for disposal.

That the Council initiate engagement with iwi regarding the disposal of identified assets.

That the Council engage with the public regarding the disposal of identified assets.

Crs Johns/Wards ***Carried***

The meeting adjourned at 10:32am and resumed at 10:49am.

11.2 Adoption of Annual Plan 2025-26 and Schedule of Fees and Charges

The Tararua District Council considered the report of the Finance Manager dated 11 June 2025 that presented the Annual Plan 2025-26, being year two of the 2024-34 Long Term Plan and the Schedule of Fees and Charges required by Section 95 of the Local Government Act 2002 for adoption under section 95 of the Local Government Act 2002.

The Finance Manager highlighted the changes in the Annual Plan since the Council meeting held on 4 June 2025, where the Council considered and deliberated on the matters that had been raised by submitters. She noted that the changes to the draft Annual Plan made by Council arising from the deliberations had a cost of $28,000 and as discussed at that meeting, these have been cost-neutralised. She highlighted a subsequent change request, as set out on page 217 of the agenda, which resulted in a reduction in personnel costs. The impact of these changes has reduced the overall rates increase from the 7.71% originally proposed to an overall rates increase of 7.29%. She noted an error on page 158 of the draft Annual Plan document provided for this meeting, relating to the image provided of sample properties for proposed rates increase. She advised that this image had not been updated to reflect the new rates increase of 7.29% but would be updated prior to publishing the final document.

That the report from the Finance Manager dated 11 June 2025 concerning the Adoption of Annual Plan 2025-26 and Schedule of Fees and Charges be received.

That in accordance with Section 95 of the Local Government Act 2002, the Tararua District Council adopts the Annual Plan 2025-26 and the Schedule of Fees and Charges for the 2025-26 financial year.

That the Chief Executive be authorised to approve any final edits required to the Annual Plan required to finalise the documents.

Crs Wards/Johns ***Carried***

11.3 Rates Resolution for 2025-26 Financial Year

The Tararua District Council considered the report of the Revenue Manager dated 11 June 2025 that presented the necessary resolution under section 23 of the Local Government (Rating) Act 2002 to enable the Council to set the rates, the due dates for payment of rates, and authorise the addition of penalties for the 2025-26 financial year.

That the report from the Revenue Manager dated 11 June 2025 concerning the Rates Resolution for 2025-26 Financial Year be received.

Setting the Rates for the 2025-26 Financial Year

That the Tararua District Council resolves to set the rates under Section 23 of the Local Government (Rating) Act 2002, the due dates for payment under Section 24 of the Local Government (Rating) Act 2002 and authorise the addition of penalties for unpaid rates under Section 57 of the Local Government (Rating) Act 2002 for the year commencing on 1 July 2025 and ending on 30 June 2026 as follows:

Please note:

All references to sections are to sections of the Local Government (Rating) Act 2002.

All amounts stated are GST inclusive.

General Rate

Pursuant to Section 13(2)(a), a general rate of $0.00202642 per dollar of land value per rating unit in the district.

Uniform Annual General Charge

Pursuant to Section 15(1)(a), a uniform annual general charge as a fixed amount

of $676.36 per rating unit in the district.

Libraries Targeted Rate

Pursuant to Sections 16(3)(a) and 16(4)(a), a targeted rate as a fixed amount of $221.50 per rating unit in the district.

Swimming Pools Targeted Rate

Pursuant to Sections 16(3)(a) and 16(4)(a), a targeted rate as a fixed amount of $131.29 per rating unit in the district.

Specified Services Targeted Rate - Urban

Pursuant to Sections 16(3)(b) and 16(4)(a), a targeted rate as a rate in the dollar of land value for all rating units in the urban category of $0.00004822 per dollar of land value.

Specified Services Targeted Rate – Industrial/Commercial – Rural

Pursuant to Sections 16(3)(b) and 16(4)(a), a targeted rate as a rate in the dollar of land value for all rating units in the industrial/commercial rural category of $0.00072271 per dollar of capital value.

Specified Serv ices Targeted Rate – Industrial/Commercial – Urban

Pursuant to Sections 16(3)(b) and 16(4)(a), a targeted rate as a rate in the dollar of capital value for all rating units in the industrial/commercial urban category of $0.00095328 per dollar of capital value.

Recycling Targeted Differential Rate

Pursuant to Sections 16(3)(a) and 16(4)(b), a targeted rate, set on all rating units in the district on a differential basis as an amount per rating unit for the different categories of land as follows:

Rural rating units	***$ 57.89***
Urban rating units	***$187.61***
Industrial/Commercial rating units	***$277.60***

Kerbside Recycling Targeted Differential Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, for the different categories of land as follows:

Urban rating units – an amount of $86.47 per separately used or inhabitable part of a rating unit for urban rating units where the kerbside collection service is available.

Industrial/Commercial rating units – an amount of $86.47 per separately used

or inhabitable part of a rating unit for Industrial/Commercial rating units where the kerbside collection service is available.

Roading Rate - District-wide

Pursuant to Sections 16(3)(a) and 16(4)(a), a targeted rate as a uniform rate in the dollar of $0.00087116 per dollar of land value per rating unit in the district.

Roading Rate – Fixed Rate Differential

Pursuant to Sections 16(3)(a) and 16(4)(b), a targeted rate, set on all rating units in the district on a differential basis as an amount per rating unit for the different categories of rateable land as follows:

Rural rating units	***$242.75***
Urban rating units	***$ 36.41***
Industrial/Commercial rating units	***$ 96.07***

Roading Land Value Differential Rate

Pursuant to Sections 16(3)(a) and 16(4)(b), a targeted rate, set on all rating units in the district on a differential basis as an amount per $1,000 of land value for the different categories of land as follows:

Dairy	***$0.40076493 per $1,000 Land Value***
Forestry	***$1.38455120 per $1,000 Land Value***
Farming (non-dairy)	***$0.14321570 per $1,000 Land Value***
Industrial	***$0.69635894 per $1,000 Land Value***
Commercial	***$0.31611031 per $1,000 Land Value***
Residential	***$0.01991873 per $1,000 Land Value***
Lifestyle	***$0.04680902 per $1,000 Land Value***
Other	***$0.62265963 per $1,000 Land Value***
Mining	***$1.47916518 per $1,000 Land Value***

Dannevirke Town Centre Refurbishment Rate

Pursuant to Sections 16(3)(b) and 16(4)(a), a targeted rate, set of a fixed amount of $2.39 per rating unit on every rating unit in the district where a Lump Sum Contribution has not been elected under Part 4A comprising Sections 117A to 117N and Schedule 3A and paid in full.

District Town Centre Refurbishment Rate

Pursuant to Sections 16(3)(a) and 16(4)(a), a targeted rate, set of a fixed amount of $59.42 per rating unit on every rating unit in the district.

Water Supply Targeted Rate

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate set differently as follows:

An amount of $1,071.56 per separately used or inhabitable part of a rating unit which is connected to a Council operated water supply and which is not metered and charged on a volumetric basis.

An amount of $535.78 on every rating unit where an ordinary supply is available but is not connected, and which is not metered and charged on a volumetric basis.

Volumetric Water Charges - Metered Rate

Rates for metered supply pursuant to Sections 16(3)(b) and Sections 16(4)(a), and 19(2)(b) as follows:

All rating units that are metered and charged for volumetric supply

A targeted rate charged quarterly of $267.89 per rating unit

All extraordinary users

For supply in excess of 80 cubic metres supplied during each consecutive three month period per separately used or inhabitable part of a rating unit a volumetric rate of $5.00 per m3.

All large volume users

For supply of more than 2,000 cubic metres per quarter per separately used or inhabitable part of a rating unit a volumetric rate of $2.60 per m3.

Pongaroa Water Rate

Pursuant to Section 19(2)(a), a targeted rate as an amount of $142.09 per unit of water supplied from the Pongaroa Rural Water Supply.

Wastewater Targeted Rate (excluding educational establishments, multiple unit residential properties and properties charged trade waste fees)

Pursuant to Sections 16(3)(b) and 16(4)(b), a targeted rate, set on a differential basis for wastewater as follows:

An amount of $1,057.12 per separately used or inhabited part of a rating unit connected to a Council operated wastewater system, and

An amount of $528.56 on every rating unit where wastewater is available but is not connected.

Wastewater multiple use (pan charge rate) - excluding educational

establishments and multi-use residential properties

On every connected rating unit with 4 or more water closets/urinals (except for educational establishments and multi-use residential properties), an amount of $352.34 for each water closet or urinal excluding the first 3, and excluding any in addition to 12.

Note: A rating unit used primarily as a residence for one household will be treated as having only one water closet/urinal.

Wastewater Rate - educational establishments and multi-unit residential properties

Pursuant to Sections 16(3)(b) and 16(4)(a), for educational establishments and multi-unit residential properties a targeted uniform rate of $1,057.12 on each water closet/urinal connected to the urban wastewater system.

Educational establishments are as defined under Schedule 1, Clause 6 of the Local Government (Rating) Act 2002.

Urban Stormwater Targeted Rate

Pursuant to Sections 16(3)(b) and 16(4)(a), a targeted uniform rate of $228.69 per rating unit on every rating unit in the Tararua District stormwater drainage area.

Due Date for Payment of Rates

All rates (except metered water rates) for the year ending on 30 June 2026 will be assessed in four equal instalments, which will become due and payable on the following due dates:

Instalment	*Due date*	*Instalment period*
Instalment 1	*31 August 2025*	*1 July 2025 to 30 September 2025*
Instalment 2	*30 November 2025*	*1 October 2025 to 31 December 2025*
Instalment 3	*28 February 2026*	*1 January 2026 to 31 March 2026*
Instalment 4	*31 May 2026*	*1 April 2026 to 30 June 2026*

Charges for metered water rates for the year ending on 30 June 2026 will be assessed in four instalments on meter readings, which will become due and payable on the following due dates:

Instalment	*Meters Read*	*Due date*
Instalment 1	*1 September 2025*	*20 October 2025*
Instalment 2	*1 December 2025*	*20 January 2026*

Instalment 3	***1 March 2026***	***20 April 2026***
Instalment 4	***1 June 2026***	***20 July 2026***

Penalties

That Council resolves pursuant to Section 57 and Section 58 to authorise the following penalties to be added on unpaid rates:

For all rates other than water metered rates:

A penalty under Section 58(1)(a) of 10 percent on so much of any instalment that has been assessed after 1 July 2025 and which is unpaid by the relevant due date stated in 1.24 for payment, to be applied on the relevant penalty date as follows:

Instalment Due Date	***Rates Penalty Date***
31 August 2025	***2 September 2025***
30 November 2025	***2 December 2025***
28 February 2026	***3 March 2026***
31 May 2026	***2 June 2026***

A penalty under Section 58(1)(b) of 10 percent on so much of any rates assessed before 1 July 2025 which remain unpaid on 8 July 2025 (Arrears penalty). The penalty will be added on 11 July 2025.

A penalty under Section 58(1)(c) of 10 percent on so much of any rates to which a penalty has been added under (b) above which remain unpaid on 8 January 2026 (Arrears penalty). The penalty will be added on 12 January 2026.

For water metered rates

d) A penalty under Section 58(1)(a) of 10 percent on so much of any water metered rates that remain unpaid after the due date for the relevant instalment stated in 1.24.

The scheduled dates to add the penalties to the unpaid water metered rates are as at the following dates:

Instalment Due Date	***Water Metered Penalty Date***

20 October 2025	***22 October 2025***
20 January 2026	***23 January 2026***
20 April 2026	***22 April 2026***
20 July 2026	***22 July 2026***

Crs Sutherland/Wallace ***Carried***

11.4 **Election Campaigning - Protocols for Current Elected Members**

The Tararua District Council considered the report of the Manager – Democracy Services dated 16 June 2025 that provided information for the Council on protocols to be followed by elected members seeking re-election.

That the report from the Manager - Democracy Services dated 16 June 2025 concerning the Election Campaigning - Protocols for Current Elected Members be received.

Crs Johns/Wallace ***Carried***

11.5 **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 11 June 2025 that provided information on requests for information received under the Local Government Official Information and Meetings Act 1987 over the preceding month.

That the report from the Manager - Democracy Services dated 11 June 2025 concerning the Requests for Information under the Local Government Official Information and Meetings Act 1987 be received.

Crs Gilmore/Franklin ***Carried***

12. Correspondence

Nil

13. Portfolio Reports

13.1 Pongaroa Way To Go Committee: Councillor Wards advised the Council that the Pongaroa Way To Go Committee had recently held its Annual General Meeting, with new members being added and a new Chairperson elected.

13.2 Chamber of Commerce After Fives Event: Councillor Wards spoke about the interactive and informative myth-busting session held in the Council Chambers

on Tuesday 24 June 2025. She noted that the presentation slides were intended to be published through the Council's website, and noted it was a useful exercise in shedding light on misinformation circulating within the district.

13.3 Woodville 150th Celebration: Councillor Gilmore thanked Positively Woodville for organising a very successful 150th celebration dance. Also a celebration last Sundy for the completion of Te Ahu a Turanga which was well attended, and a good chance for the community to come together. Noted how busy Woodville has been since the opening of the road, with retailers reporting that it's the busiest they've seen it for over 30 years.

13.4 Celebration for the opening of Te Ahu a Turanga: Councillor Gilmore reported on the celebration held in Woodville for the completion of Te Ahu a Turanga, which was well attended and a good opportunity for the community to come together. He noted how busy Woodville had been since the opening of the road, with retailers reporting that it was the busiest they'd seen it for over 30 years.

13.5 Matariki Celebrations in Woodville and Pahiatua: Councillor Gilmore acknowledged the Matariki celebrations held in Woodville and Pahiatua, noting thanks had been passed on from Te Ahu a Turanga Marae for the grant from the contestable fund that allowed them to hold their Matariki breakfast event.

13.6 Horizons Passenger Transport Committee meeting: Councillor Franklin reported on the recent meeting of the Horizons Passenger Transport Committee and noted the growth in ridership of the bush system in both Palmerston North and Ashhurst. The committee had noted that Te Ahu a Turanga was a vital link necessary for passenger transport planning decisions.

13.7 Connect Tararua: Councillor Franklin advised that a stage 5 was being considered to improve connectivity for the Route 52 area. This area would now be re-mapped to see where the connectivity blind spots were.

14. Mayoral Matters

14.1 Woodville Celebration for Te Ahu a Turanga: Her Worship the Mayor spoke about the number of people attending, with representatives from the NZ Transport Agency and members of the construction team being there as well. She spoke about the beauty of the timing of having the gift of a new road in time for Woodville's 150th celebrations. She spoke about the work that Positively Woodville had been putting in to improving the town, for example the hanging baskets, the project to install the Flagtrax for the streetpoles in the central business district. She highlighted this as an example of this being a community committee in action making great achievements. She spoke about the statistics for traffic numbers on Te Ahu a Turanga – day one: 11,087 vehicles. Then from opening day until yesterday there had been 134,671 vehicle movements. She also spoke about the attraction that the shared cycle / walkway was proving to be. She noted that the Lindauer cycle trail project had received funding of $250,000 from NZ Transport Agency to start the work of building a cycleway that

was intended to go from Woodville to Ferry Reserve.

She further noted that she had been excited to see the work being planned by Explore Pahiatua for their pathway as well.

14.2 Her Worship the Mayor acknowledged the Matariki Celebrations in the district's towns and congratulated the district's iwi for the work they had put into this.

14.3 In closing her update, Her Worship the Mayor advised the Council that James Robbie from Pongaroa had made it into the finals of the Young Farmer of the Year competition.

The meeting adjourned at 11:39am and resumed at 12:30pm.

15. Items not on the Agenda

L.1 Pukaha Mount Bruce Board – Transfer of Loan to Rangitāne Tū Mai Rā Trust

The Tararua District Council considered the report of the Chief Executive dated 24 June 2025 that sought the Council's approval in principle for the Chief Executive to enter negotiations to transfer the Loan Agreement from the Board to Rangitāne Tū Mai Rā Trust.

It was noted that this had been an emerging issue and given that it had been brought before the Council as a late item of business, the Chief Executive provided a verbal overview of the report. In his overview he gave the history of advancing a loan in 2021 to the Mt Bruce Board, with the option to request security in the terms and conditions of that loan. The purpose of the report today was to seek Council's approval in principle to explore the proposal to transfer the loan to Rangitāne Tū Mai Rā Trust and for delegation to the Chief Executive to negotiate the terms and conditions the transfer. He noted that any agreement would have to come back to the Council for final approval.

He also highlighted that the previous agreement was approved by resolution of Council and then signed by himself and Her Worship the Mayor as a result of that Council decision.

He noted that the Board was not required to make any repayments of the loan principal until the fifth anniversary of the loan. He advised that there had been no default as to the current loan to the Board, however noted the financial difficulties being faced. The invoice for interest owing was with the organisation and it is understood this would be paid. He noted the changes arising from the Long Term Plan 2024-34 decision making around grant funding and the resulting creation of the contestable grant fund. The Board had received a grant through that process.

He advised that the Council was made aware in March 2025 of the financial difficulties being faced by the Board. At present the Council was an unsecured creditor, and security had been requested as allowed for in the loan agreement.

He noted that there had been ongoing discussions with the Board and Rangitāne Tū Mai Rā Trust and as a result of these discussions, a proposal had been received from Rangitāne Tū Mai Rā Trust to take over the Board's obligations under the loan, on the basis that the loan agreement was varied to not include interest costs for the remaining term.

The Chief Executive then spoke about the financial considerations related to this proposal, noting that the Council had budgeted to receive interest revenue from this loan. The report before the Council outlined a breakdown of a request made through the Long Term Plan consultation with regard to continued support for funding of the Board, however that submission was declined and the Board were invited to make application through the contestable grant fund process. The Board were successful in securing $12,000 from this fund in February 2025. The Council has invoiced the Board for the interest costs for this financial year, which is due in October 2025.

The Chief Executive stepped the Council through the options in front of the Council that were outlined in the report. The option to transfer the loan to the Trust would mean council forgoing the interest revenue on the loan, however would increase the likelihood of full principal repayment which otherwise might be at risk.

In response to a question for an explanation of who Rangitāne Tū Mai Rā Trust was, Mr Aaron Karena, Board member of Rangitāne o Tamaki nui-ā-Rua Charitable Trust was invited to the table. Mr Karena explained that Rangitāne Tū Mai Rā Trust is the Post Treaty Settlement Entity for the two iwi Rangitāne o Tamaki nui-ā-Rua, and Rangitāne o Wairarapa. The proposal had come from this entity.

During debate, concern was raised about the potential loss of $146,000 of interest revenue, and a question asked about whether there was a possibility of having the liability for payment of the interest remain with the Board as part of the negotiations. In response it was advised that Council was not in a position to discuss the agreement or what that could look like as the Council was not at that stage at this time. Should Council delegate authority to the Chief Executive to enter into negotiations then the results of those negotiations would be brought back to the Council for consideration. It was also not appropriate to discuss any potential terms in an open forum due to commercial sensitivity. It would also be outside the scope of the matter currently before the Council to add negotiating terms to the recommendations outlined in the report. Advice was also provided from the Trust that their proposal required the debt to be unencumbered, and including any fishhooks could likely invalidate their offer.

The Council was reminded of the original purpose of the loan to the Board, which was to support the development of the educational and conservation premises for the Pūkaha National Wildlife Centre, Te Whare Taio o Manukura, and that Rangitāne Tū Mai Rā Trust's proposal was made on the basis of securing a good

outcome for the future of the centre.

During further discussion, it was highlighted that although foregoing the interest revenue was a concern for everyone, the ability to protect the repayment of the loan principal outweighed this concern. In response to a question to officers about whether the unpaid interest could be treated as tax deductible, Council was advised that as a local authority, the Council was tax-exempt and therefore could not claim such deductibility. It was advised that foregoing the interest revenue of $146,000 would have a minor impact on the rates, and an example given that if the $146,000 was incurred in one financial year it would be a rates increase of 0.37% or if Council was to take the average interest costs over the remainder of the term of the loan it would be 0.06% increase each year.

It was asked whether a review of the decision-making relating to the making of the loan to the Board in 2021 could be undertaken and be made transparent so that future Councils could learn from that. Her Worship the Mayor undertook to speak to the independent Chairperson of the Audit and Risk Committee about undertaking such a review and reporting this to the Audit and Risk Committee.

In summary of the discussions, Her Worship the Mayor noted that the importance of Pūkaha National Wildlife Centre remaining open, and the way forward was through the proposal from Rangitāne Tū Mai Rā Trust to take over the debt.

That the report from the Chief Executive dated 24 June 2025 concerning the Pūkaha Mount Bruce Board - proposal to transfer loan to Rangitāne Tū Mai Rā Trust be received.

That Council agrees in principle to the proposal to transfer the loan of $1,000,000 to Rangitāne Tū Mai Rā Trust.

That the Chief Executive be delegated authority to negotiate the terms and conditions of the transfer of the loan from Pūkaha Mount Bruce Board to Rangitāne Tū Mai Rā Trust, subject to confirmation of the agreement by Council in a public excluded report.

Crs Johns/Sutherland ***Carried***

A division was called:

Voting for the motion: Her Worship the Mayor and Councillors Peeti-Webber, Franklin, Johns, Wallace, Wards, and Sutherland.

Voting against the motion: Councillor Gilmore

L.1 Remits to Local Government New Zealand Annual General Meeting 2025

The Tararua District Council considered the report of the Manager – Democracy Services dated 24 June 2025 that sought determination of the Council's position on the Local Government New Zealand Annual General Meeting 2025 remits as well as the discussion paper on Rates Capping, to provide guidance to Council's

presiding delegate on how to vote on each matter on Council's behalf.

That the report from the Manager Democracy Services dated 24 June 2025 concerning the Remits to Local Government New Zealand Annual General Meeting 2025 be received.

That the Council:

Supports the remit on Security System Payments

Agrees for the presiding delegate to make a decision at the AGM regarding the the remit on Improving Joint Management Agreements

Supports the remit on Alcohol Licensing Fees

Supports the remit on Aligning public and school bus services

Agrees for the presiding delegate to make a decision at the AGM regarding the remit on Review of local government arrangements to achieve better balance

Agrees for the presiding delegate to make a decision at the AGM regarding the direction of travel set out in the Rates Capping AGM Paper.

Crs Sutherland/Wards ***Carried***

16. Public Excluded Items of Business

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

Land Purchase - Dannevirke Impounded Water Supply - Memorandum of Agreement

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.

General subject matter to be considered	***Reason for passing this resolution in relation to each matter***	***Ground(s) under section 48(1) for the passing of this resolution***
Land Purchase - Dannevirke Impounded Water Supply - Memorandum of Agreement	***To protect the commercial and industrial negotiations***	***<Section (1)(a)(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)(i) ***The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).***

Crs Sutherland/Wallace ***Carried***

The meeting went into public excluded session at 1:30pm and resumed open session at 1:52pm.

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 1:52pm.

_____

Mayor

Report

Date : 26 June 2025

To : Chairperson and Board Members
Eketahuna Community Board

From : Simone Anthony
Democracy Support Officer

Subject : **Management Report**

Item No : **8.1**

1. Recommendation

1.1 ***That the report from the Democracy Support Officer dated 26 June 2025 concerning the Management Report be received.***

2. Reason for the Report

2.1 This report provides an update to the Board on key activities and items of interest over the period 11 May to 6 June 2025 as reported to the meeting of the Infrastructure, Climate Change and Emergency Management Committee held 18 June 2025.

3. Background

3.1 As part of the scope of functions and authority delegated by the Council to the Eketāhuna Community Board, the Board has the responsibility for maintaining an oversight of the level of service concerning the facilities and activities provided within the Board's geographical area and make submissions to the Council on those levels of service, through the Annual Plan/Long-term Plan consultation process.

3.2 This report is provided to keep the Board informed on key activities and items of interest.

3.3 The scope of the update provided is districtwide, therefore contains information related to services and facilities outside of the wider Eketāhuna Community Board area. Where it has been possible, information relating solely to the northern ward area has been removed from the following report.

4. Transport

4.1 Alliance Management Overview

NZTA have confirmed the bespoke FAR subsidy of 97.5% has been approved for the remaining $12 million of Cyclone Gabrielle emergency works to be completed in 2025/26. This is welcome news for ratepayers as this rate is higher than in other regions and gives us certainty for progressing these sites.

With the end of the financial year approaching, we are closing out the current year and planning budgets and programmes for the 2025-26 year.

To celebrate and acknowledge the role of local subcontractors who worked on Route 52, the teams from HES and Alabaster Contracting were invited to the Alliance on Friday 30 May for the Āpōpō Asset Management Excellence Awards Supreme Award, Kōmata o Te Rangi, to be shared with these teams who were critical to the project's success.

4.2 Transportation Network Management Overview

SH3 and Gorge Revocation and detour routes hand-back

By the time this meeting is held, the new Manawatu-Tararua Highway will have opened, with traffic volumes on the detour routes expected to drop to close to pre-Gorge closure levels.

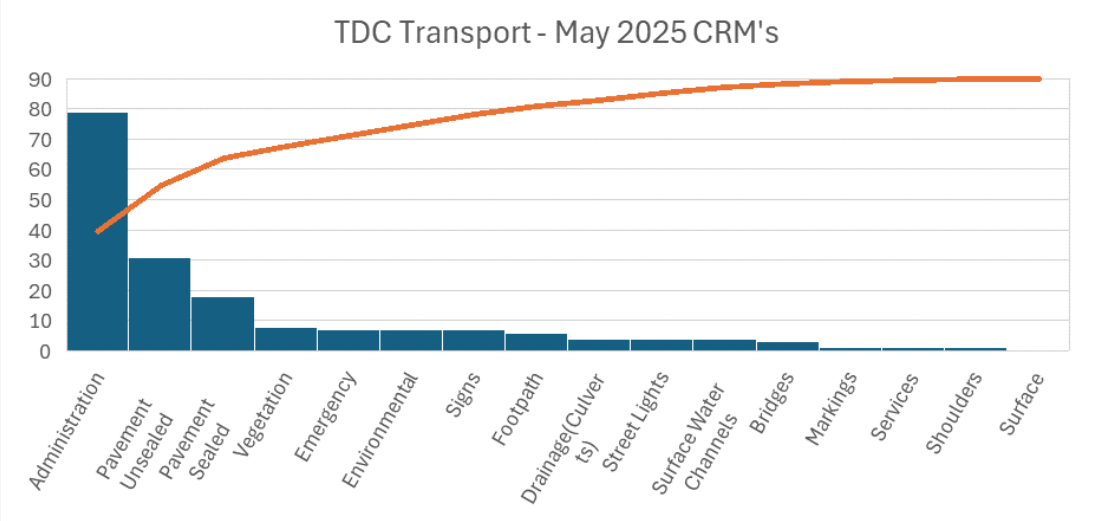
In preparation of the understanding the "new normal" The Tararua Alliance have installed Traffic Counters across the detour roads at the locations used for the Toll Assessment Consultation. These will stay out for a minimum of 3 months to allow us to assess the changes to traffic over time.

A meeting with NZTA representatives was held on the 26th of May to discuss both the Gorge Revocation and Detour Routes Hand-back.

At time of writing, we are yet to confirm the final details for both the Revocation and Hand-back of the detour routes, and the development of a MOU is progressing.

4.3 Transport Operational Delivery Management Overview

Customer Requests

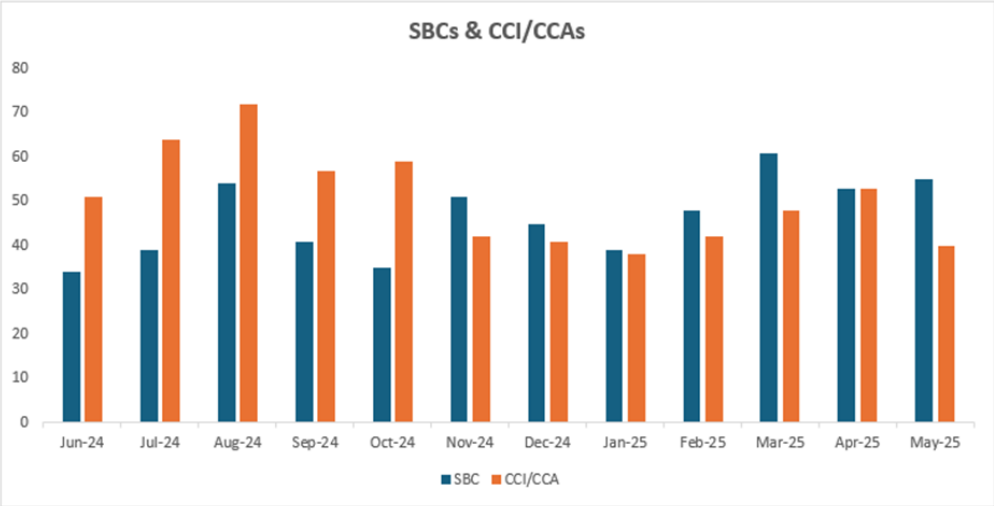


181 CRMs were received for the month of May with 17 resolved. 25 of CRMs required no action. The remaining CRMs have been programmed to be completed.

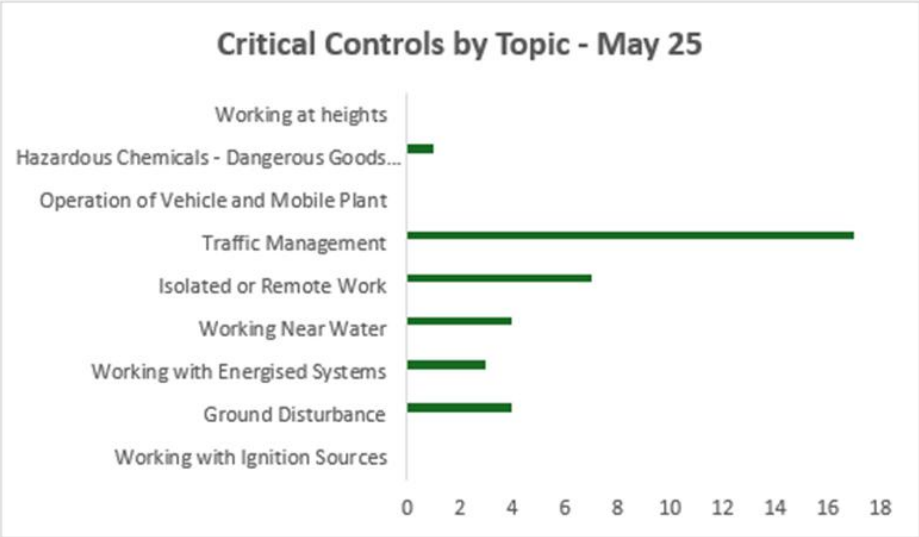
Tararua Alliance Zero Harm Performance Summary

Item	May 2025	FYTD
Total Incidents Reported	8	25
Near Misses	1	2
HiPo/Serious Harm	0	1
TRIFR	0	-
Recordable Injuries	0	0
Cardinal Rule Breaches	0	1
Incidents Involving a Critical Risk	2	19
Working Hours	41839	514002

The Alliance continues its positive trend relating to zero harm. Of the eight incidents reported in May five were vehicle related and three were first aid cases. Near miss reporting continues to be an area for improvement. There has only been one near miss reported in May.



SBC = Safety Behaviour Conversations
CCI/CCA = Critical Control Inspection/Audit



In May, the Tararua Alliance achieved 93% of the target safety behaviour conversations (SBCs) and Critical Control Inspection/Audit (CCI/CCAs). The focus of the month's inspections and audits was traffic management and remote work due to the numbers of teams working in isolated areas of the network.

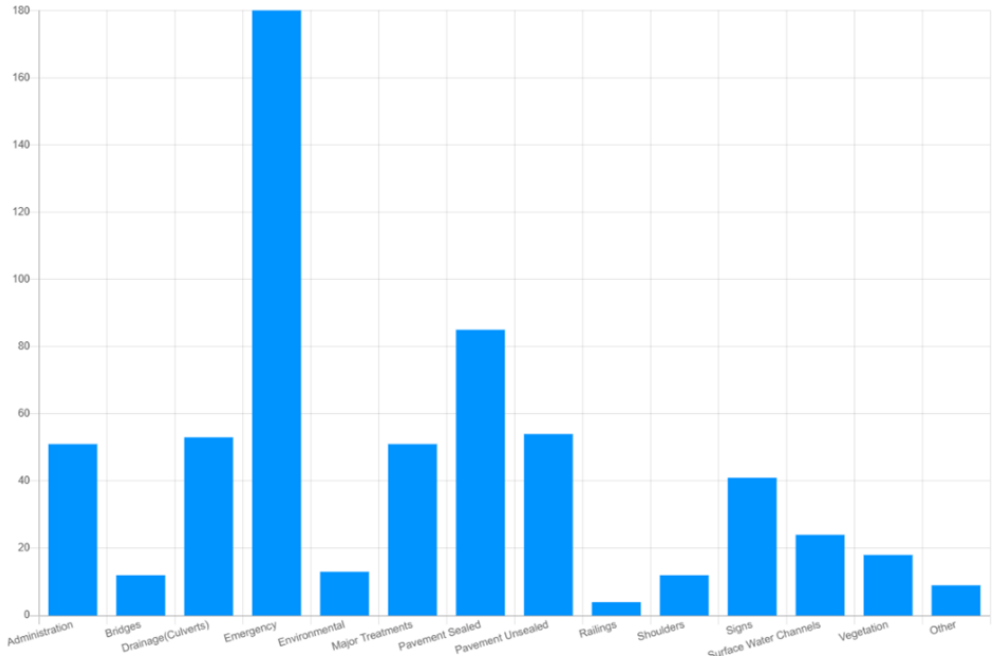
4.4 Maintenance Overview

Maintenance Delivery Overview

The maintenance teams are currently working on network safety priorities which includes pavement defects, safety signage and any emergency notifications that need immediate attention.

The rest of the maintenance resource are split between emergency work recovery teams where we are continuing with the cyclone recovery damage.

All Works – Dispatches Completed May 2025 – By Asset type.



Routine Maintenance

- 21 culverts jetted out mainly on River Road Akitio
- 88 sealed potholes repaired
- 694 cubic meters maintenance metal
- 118km of grading unsealed roads

4.5 Renewals Overview

Reseal Delivery

The reseal sites have been driven over with NZTA and confirmed for 25-26 construction season. The 25-26 reseal programme length is 90kms of the sealed road network which is 7.6% of the sealed road network length. Designs and material procurement are now underway.

Rehabilitation Planning

The rehabilitation sites have been driven over with NZTA and confirmed for the 25-26 construction season, the rehabilitation length is 4.56kms of sealed pavement which is a total of 0.4% of the sealed road network length.

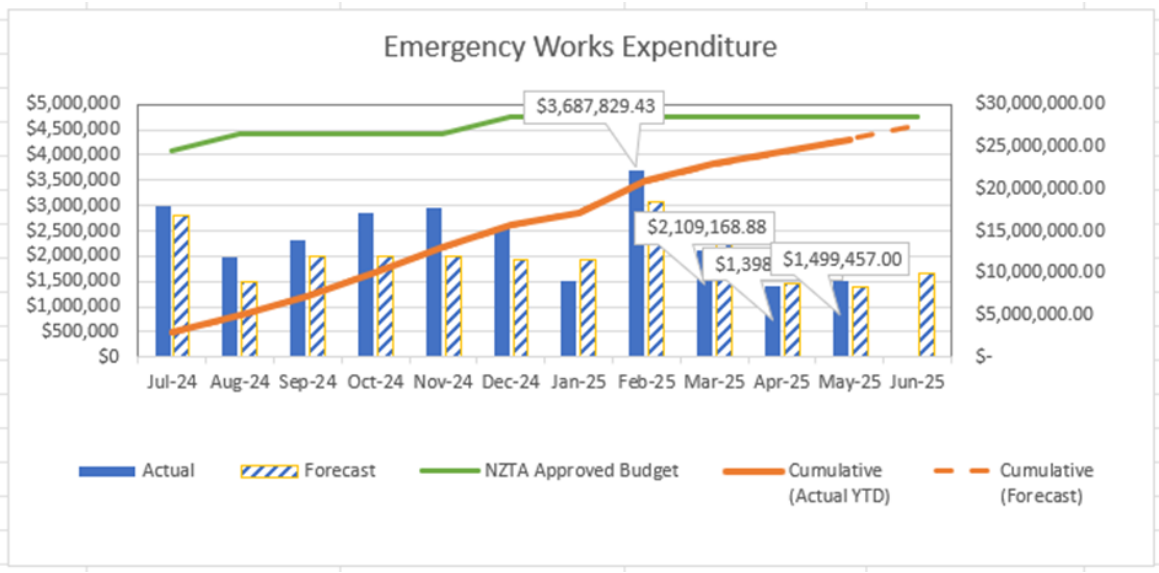
Now that these are confirmed we can start developing designs to facilitate the delivery in conjunction with developing schedules to make TCE's to tension delivery.

Enabling works is planned to commence in July where we will be undertaking culvert replacements and drainage works, this will dry out the subgrade so when we return in summer the conditions will be more favourable to pavement related activities.

4.6 **Emergency Works Recovery**

2024/25 FY - Emergency Works Forecast Expenditure

With a planned estimate of $1.5 million for the month ending June, at the end of the financial year this will bring the 2024/25 total expenditure to $27.6 million.



Total Approved Emergency Works Funding (2024/25) (NZTA Work Category 141)	$28,423,502
2024/25 Spend to Date (end of May 2025)	$26,163,689
Expenditure in May	$1,499,457

5. 3-Waters

5.1 Wastewater

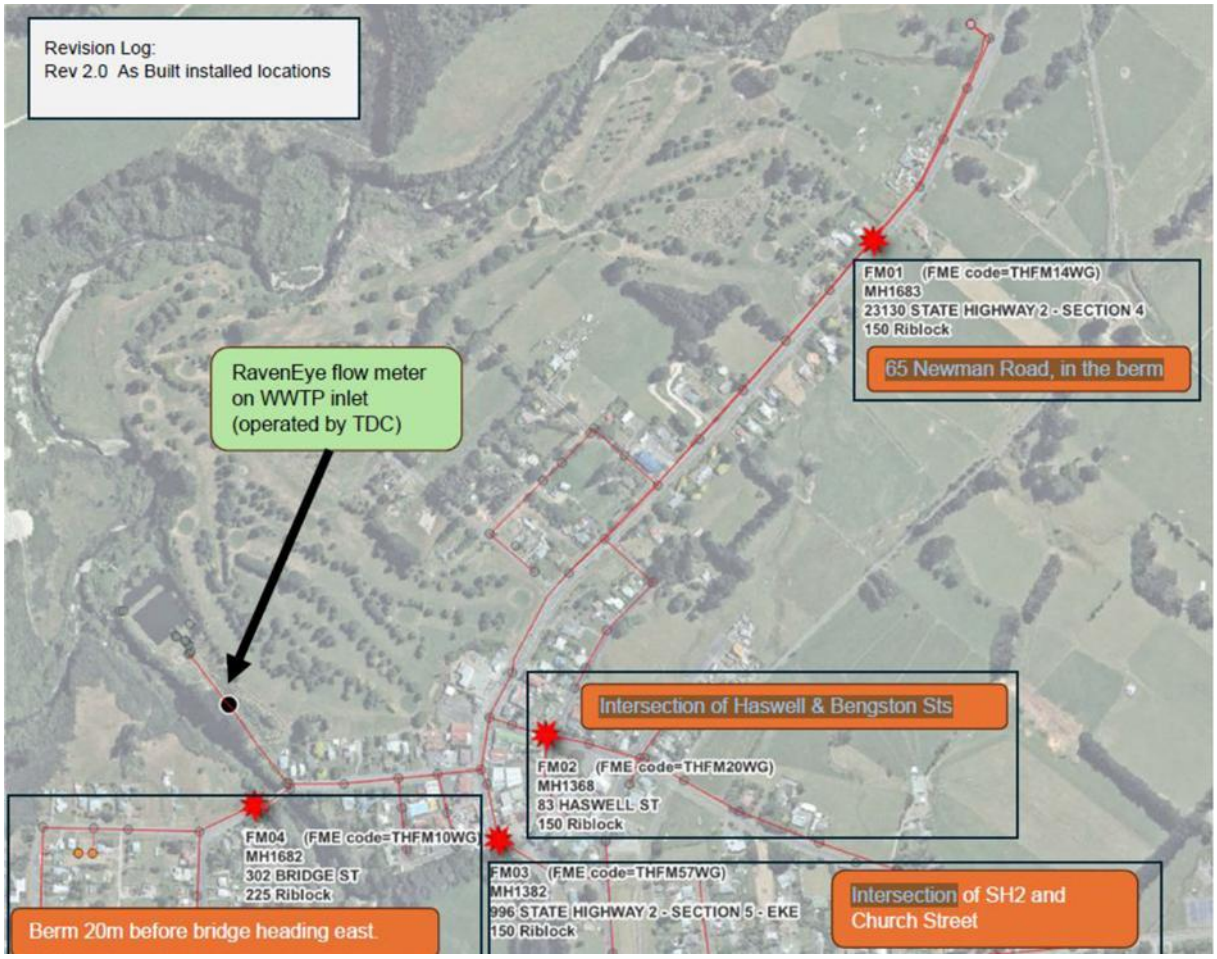
Wastewater Treatment Programme Upgrades

Key upgrade projects are discussed within the project sheets.

Inflow and Infiltration

In order to highlight the work to date and accompany the project sheet. The following are excerpts of the reports that we have received/generated to date on Eketahuna.

The four temporary flow meter sensors were installed in the week ending the 4th of October 2024. The temporary flow meters were ADS Triton Plus flow monitors with Peak Combo sensors. The Peak Combo sensors have an upward facing depth sensor, a pressure depth sensor, and an ultrasonic Doppler velocity sensor. The sensors were located in the invert of the inlet pipe using a non-destructive adjustable stainless-steel ring. Flow data for the Eketāhuna WWTP inlet was provided by TDC. The flow monitor locations shown on the map were selected in consultation with TDC.



Eketāhuna's population is circa. 573 consisting of 290 dwellings and 244 wastewater connections.

Table A1 Catchment Characteristics

Sub-Catchment	Percentage of WW connections	Area serviced by wastewater network (ha)	% of catchment area
FM01 Newman Road	16%	7.3	13%
FM02 Haswell Street	9%	4.7	8%
FM03 Church Street/SH2	25%	11.6	20%
FM04 Bridge Street	31%	23.3	40%
Downstream of temporary flow meters	19%	9.6	17%
Total	100%	57.9	100%

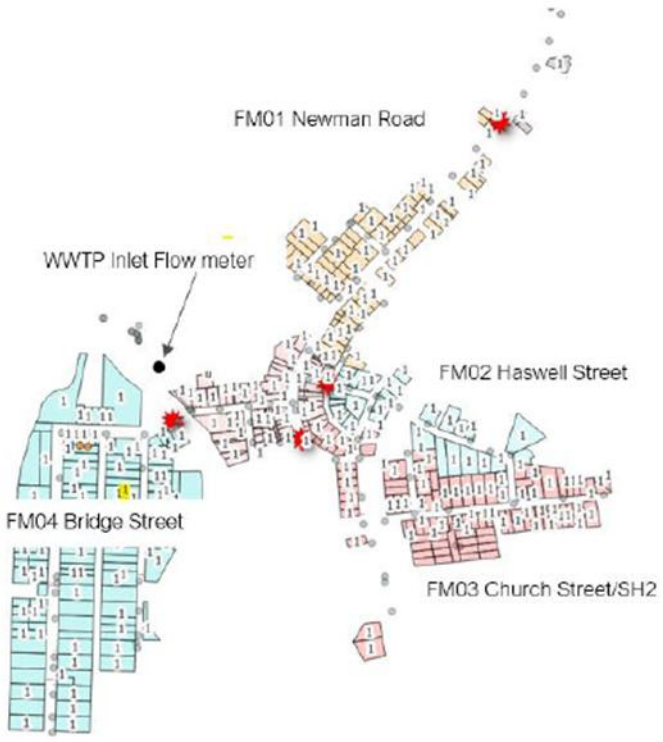


Figure 2 Map showing count of properties identified as connected to the wastewater network

WaterNZ Key Performance Indicators

The key parameters requested by TDC are the five KPIs described in the WaterNZ 2015 Infiltration & Inflow Control Manuals Volume One and Two, second edition. For the flow data obtained, the calculated WaterNZ KPIs are presented in Table 2.

Table 2 WaterNZ KPIs

Catchment	Units	Newman Road	Haswell Street	Church St – SH2	Bridge Street	Eketāhuna WWTP Inlet	Typical ranges[1,2]	Threshold values for pursuing an I&I reduction programme[2]
Flow meter	-	FM01	FM02	FM03	FM04	RavenEye	-	-
$GWI_{1\ \%}$	%	45	44[4]	45	69	56	<20	20
GWI_2	L/p/d	523	266[4]	523	1,162	432	>170 & <270	280
GWI_3	#	1.2	0.6[4]	1.2	2.6	1.0	0.5 – 1.1	n.a.
SWI_1	#	6.5 5.8 2.6[3]	6.0[4]	11 4.9 3.4[3]	3.7	5.6	<5	8
$RDII_1$	%	14 26 9[3]	<1[4]	15 13 6[3]	15	10	<20	10

Notes:

1. Typical ranges for a wastewater network with little or no infiltration2.
2. Typical and threshold values from WaterNZ, 2015, Table 6-1 and 6-2. Values exceeding the thresholds are indicated with a grey highlight.
3. Multiple SWI1 and RDII1 values for Newman Rd and Church St/SH2 relate to analyses of multiple inflow events each for these sites. Additional data is presented in the Table A3 in Appendix 3.
4. Flow data from Haswell Street monitor was poor quality and caution should be applied when interpreting the data or basing decisions on the data.

Description of WaterNZ KPIs

The key parameters requested by TDC are the five KPIs described in the WaterNZ 2015 Infiltration & Inflow Control Manuals Volume One and Two, second edition.

Average dry weather flow data is part of the calculation for all three GWI KPIs. The SWI1 inflow KPI uses ADWF in the numerator. The RDII1 KPI uses the ADWF data subtracted from the Wet Weather Flow (WWF) data. Therefore, robust ADWF data is critical to ALL WaterNZ KPIs.

GWI1 compares the flow of ground water infiltration to the average flow on a dry weather day. Typically, this is less than 20%. High values indicate that ground water infiltration is higher than it should be for a wastewater network in good condition.

GWI2 compares the daily total wastewater flow on a dry day to the population count. Where there is little infiltration, this would be expected to be in the range of 170 to 270 per person per day. If the value is higher than this, it indicates that ground water infiltration is higher than it should be for a wastewater network in good condition.

GWI3 compares the daily total wastewater flow to the water supply flow. A value less than 0.5 indicates overall exfiltration (wastewater leaking out of the network into the environment). If the value is higher than 1.1 it indicates unwanted infiltration (groundwater leaking into the wastewater network).

SWI1 compares the peak wastewater flowrate during a wet weather event to the average dry weather wastewater flow rate. It is a measure of the intensity or short-term peaking impacts of rain dependent inflow. This has implications for pumping capacity, and instantaneous capacity of wastewater treatment plant units.

RDII1 calculates the ratio of the volume of inflow due to rain compared to the volume of rainfall that fell on the wastewater catchment. It is a measure of the long-term sustained impact of rain dependent inflow. This is a measure of the impact on treatment plant performance and the impact on long term/average treated wastewater discharge volumes.

Some analysis:

- The Bridge Street sub-catchment contributes the most significant groundwater flows = highest exceedance of GWI2 threshold.

- The Church Street-SH2- sub-catchment contributes high short term storm water inflow rates4 = highest exceedance of SWI1 threshold.

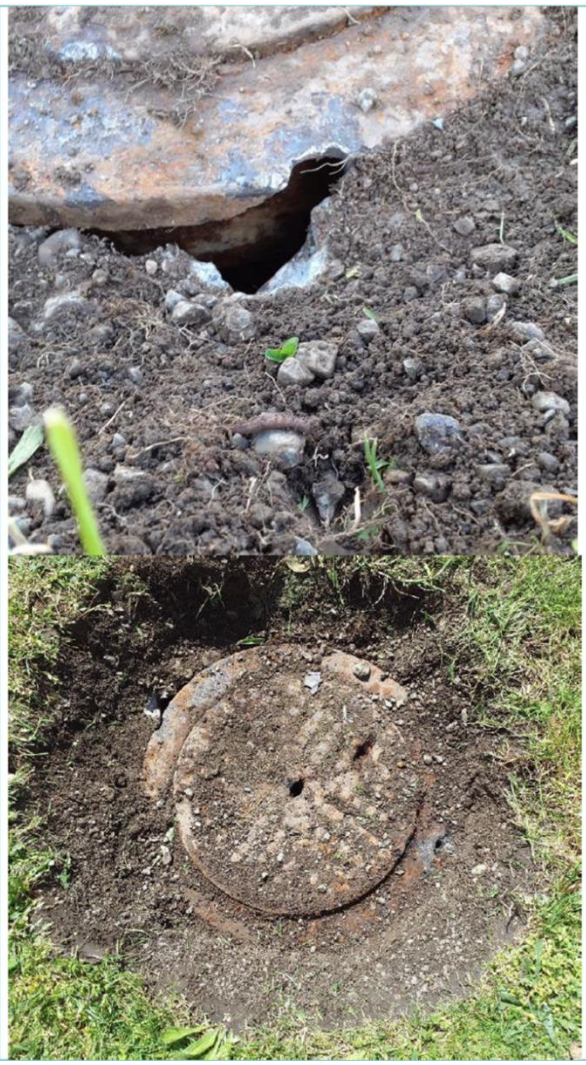
- The Newman Road sub-catchment contributes significant long term storm water inflow volumes = has the single highest exceedance of RDII1 threshold, although Newman, Church St/SH2, and Haswell also exceed the threshold.

We are advancing the development of a remediation program aimed at achieving percentage-based reduction targets across the network. A final report is currently in progress, which will provide options for analysing the extent of repair work required relative to the reductions that can be achieved.

In addition, as noted in the project sheet, we are actively addressing the manholes that have been identified. Below are a few images illustrating the range of issues encountered.

WW Chamber 1389- Infiltration through the steps.	

WW Chamber 1683- Infiltration through manhole riser joint	

WW Chamber 2570- Damaged manhole lid, and lid is seized	

5.2 Trade Waste

We are continuing to work through the review of fees and charges and are finalising the report for council with key input from our internal departments.

5.3 Consenting and Compliance

All Water Safety Plans for our Water Supplies have been finalised.

Last month we reported on the below abatement notice, work is well underway to meet this requirement. We have previously discussed with Horizons our schedule for installation and are working through our delivery.

- Abatement Notice 1495 to undertake flow meter verifications at the water abstractions that relate to the Pahiatua Municipal Water Treatment Plant, Eketāhuna Municipal Water Treatment Plant, and Dannevirke Municipal Water Treatment Plant.
- This Abatement notice relates to the installation and verification of flow monitors.

- Eketahuna is now installed.

5.4 Water Permits

Following previous report we have had no significant changes to report to the following.

The Section 92 information for the Eketahuna (expired 2019) and Pahiatua (expired 2022) water permits were submitted.

5.5 Administration

An update on our staffing considerations as relayed at the last management update.

Hiring positions:

- Water Treatment Trainee – Position offered and starting soon.
- Water Treatment Operator – Recruitment through our Tararua Alliance is out for recruitment internationally and we are shortlisting applicants.
- 3 Waters Field Technician (Sampler) – position is to be offered.
- Information Technician – Role hired through the Better Off Funding and has started with the team
- Trade waste and Backflow Officer role position description is drafted and being reviewed. Was originally identified as part of the Better Off Funding.

As previously communicated, our Water Treatment Team Leader is currently on a well-earned period of extended leave. While we fully support this much-deserved break, it has meant our already small team has been temporarily operating with just one Water Treatment Operator to cover the entire district.

To ensure continuity of service and maintain our commitment to safe, compliant operations, we put our mitigation plan in place. This includes direct support from our Operations Manager and the involvement of two team members from Wastewater Treatment who have previous experience with Water Treatment Plant operations.

We're pleased to report that this mitigation plan has been effective to date. However, it has not been without its challenges. The team remains under some operational strain, particularly with increased seasonal sickness, project requirements, and general operational complexity. Despite these pressures, our team has continued to deliver a high standard of service, and we appreciate everyone's flexibility and dedication during this period.

We'll continue to monitor the situation closely and adjust our approach as needed to maintain safe and reliable operations across the district. Again, we will provide

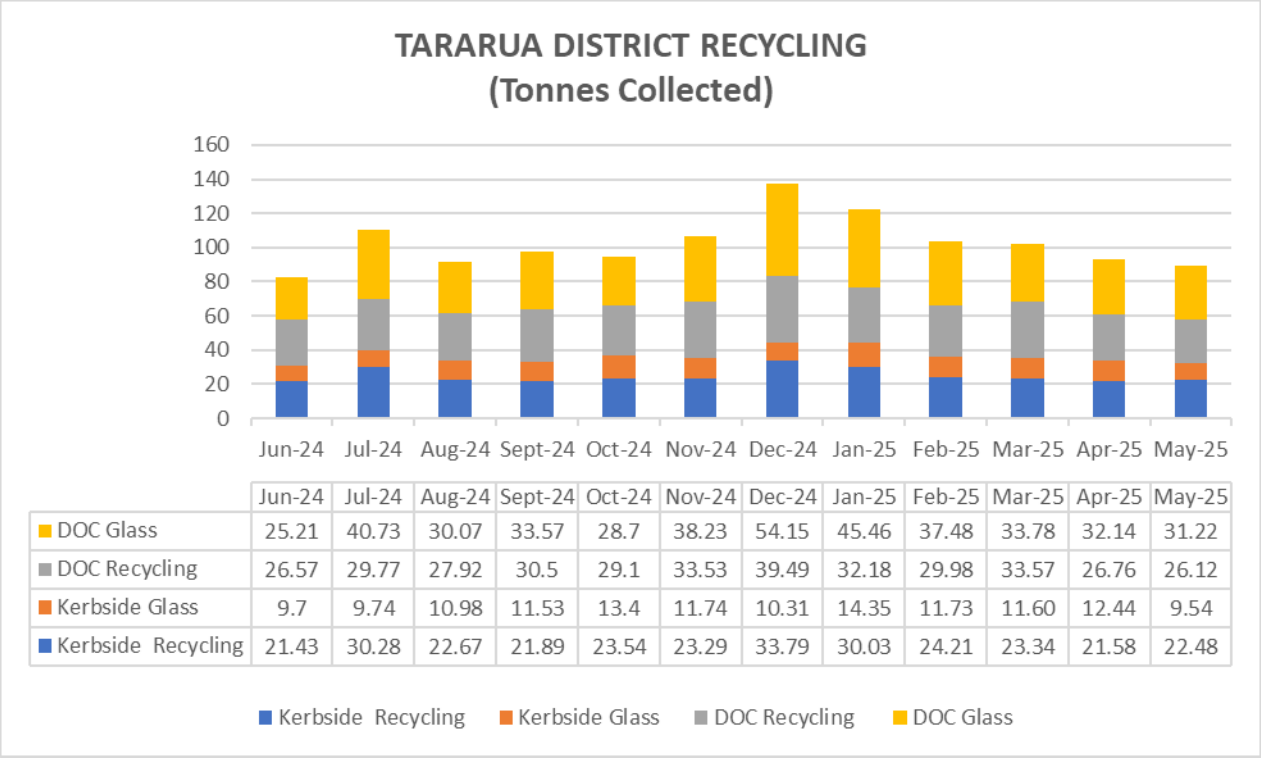
regular updates on any significant changes or developments through our Executive Leadership Team and/or ICCEM as time permits.

6. Solid Waste

6.1 Operational Activities

Budget/Activity	
Refuse Transfer Stations (RTS Sites)	Commingle Recycle loads continue to be transported to the Material Recovery Facility for processing in New Plymouth, but during the off-peak months (*Only May to September*), we can send some loads to the Palmerston North Facility, which generates savings on our transport costs. Break ins – Eketahuna Transfer Station has had no activity, due to the neighbour having a very vocal dog if anyone is nearby. **<u>May 2025:</u>** Waste diverted from landfill 5.44 Tonne Contaminated recycling to Landfill 3.81 Tonne
Recycle Drop-off Centres (DOC Sites)	We are still experiencing contamination in the town drop off bins.
Kerbside Recycling Services	Kerbside collections are going well. We have now implemented our system to record the bin auditing data with the ability to measure performance, identify problem areas, and report success and statistics to council from next month onwards.

6.2 Waste Minimisation



	Jun-24	Jul-24	Aug-24	Sept-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25
DOC Glass	25.21	40.73	30.07	33.57	28.7	38.23	54.15	45.46	37.48	33.78	32.14	31.22
DOC Recycling	26.57	29.77	27.92	30.5	29.1	33.53	39.49	32.18	29.98	33.57	26.76	26.12
Kerbside Glass	9.7	9.74	10.98	11.53	13.4	11.74	10.31	14.35	11.73	11.60	12.44	9.54
Kerbside Recycling	21.43	30.28	22.67	21.89	23.54	23.29	33.79	30.03	24.21	23.34	21.58	22.48

Attachments

Nil.

Report

Date : 18 June 2025

To : Chairperson and Board Members
Eketahuna Community Board

From : Priscilla O'Neale-Searancke
Project Manager

Subject : **Universal Water Metering**

Item No : **8.2**

1. Recommendation

That the report from the Project Manager dated 18 June 2025 concerning the Universal Water Metering

2. Reason for the Report

2.1 This report presents the case for implementing Universal Water Metering (UWM) across the Tararua District, outlines the project scope, and provides information regarding the delivery and procurement approach. It supports the Council's long-term strategy to manage water demand, reduce wastage, and ensure sustainable infrastructure investment.

3. Business Case Document Summary

3.1 **Background**

Tararua District Council operates seven water supply schemes with approximately 5,000 connections. The district faces:

- Frequent and severe droughts
- Over-allocated or nearly allocated water sources
- High levels of non-revenue water (up to 56% losses in some towns)
- Increasing population and demand pressure

3.2 **Key Issues**

- Infrastructure capacity will be exceeded without intervention.
- Lack of data to monitor and manage consumption or leakage.
- Demonstrating financial sustainability, efficiency and effectiveness of water infrastructure and fair pricing for water services under government reforms ("Local Water Done Well") requires targeted revenue mechanisms.

3.3 **Project Objectives**

1. **Reduce peak water demand** by 30% by 2030.
2. **Enable targeted investment** through ringfenced revenue.
3. **Promote behavioural change** through consumption awareness.
4. **Support broader demand management** and leak detection.

3.4 **Project Benefits**

- **Reduced operational and capital expenditure** by managing water demand and offsetting infrastructure costs and capital upgrades.
- **More equitable and efficient** billing system.
- **Enhanced ability to detect leaks** and monitor network health.
- **Better alignment with national** and local policies.

3.5 **Metering System**

After evaluating three options:

- **Advanced Metering Infrastructure (AMI**) was identified as the preferred solution due to:
  - Real-time data collection
  - Mitigating the need for front line staff interaction with the public and
  - Strong support for demand management goals
- **Automated Meter Reading (AMR)** is a secondary option if AMI proves unviable.
- **Manual Water Meter Reading** is the least sophisticated option for capturing limited water consumption data and involves the use of field staff to physically

read meters, record this information and log it. This option does not meet the project objectives.

Based on the analysis presented in the business case documentation, officers will progress as follows:

- Seek supplier input through a procurement process on the track record, capability and capacity of suppliers to provide cost effective IoT (internet of things) networks and compatible meters that would support Advanced Meter Infrastructure (AMI) as the preferred option. Previous market analysis undertaken by New Plymouth District Council, albeit 5 – 6 years ago, identified that AMI technology was emerging, and that a certified AMI meter was not yet available in the New Zealand market. However, with the rapid advances in this technology since this analysis was completed, it is anticipated that improved technology may now be available and should be tested via market engagement.

- If the AMI solution cannot be achieved in the Tararua District due to budget or integration restraints, that Automated Meter Reading (AMR) will be reserved as a fallback solution, noting that the types of meters installed for Option 1 and 2 are likely to be AMI or AMR compatible in any case.

3.6 **Complex Property Solutions**

Officers have completed analysis of the district's network and identified challenges that might arise in the implementation of water metering. As part of this analysis, officers have identified that while the majority of properties will enable a straightforward installation process, there will be complex properties which require a different approach. This includes where multiple properties are serviced by one lateral, the current manifolds are located on private property and require moving the manifold to the property boundary for ease of access for maintenance. Based on feedback from other councils who have completed similar projects and faced similar challenges, six options have been identified, as follows:

Option 1: **Only install meters on existing point of supply where one lateral serves one SUIP. Grouped SUIP's (separately used or inhabited part of a rating unit) would be billed by a uniform annual charge.**

Under this option, a meter would be installed where a relationship of one meter to one SUIP can be maintained.

Do not install a meter on any connection points that feed multiple SUIPs (i.e. a 1:1 relationship cannot be maintained). In these cases, bill using a uniform annual charge.

Option 2: **Meter at existing point of supply – uniform annual charge for grouped SUIP's. This differs from Option 1 as every connection has a meter regardless of approach to billing.**

- Install a meter on each rider main or lateral where council ownership currently ends.
- Where a relationship of one meter to one SUIP cannot be maintained,

bill using a uniform annual charge.

Option 3: Meter at existing point of supply – split bill for grouped SUIPs.

- Install a meter on each rider main or lateral where council ownership currently ends.
- Where a relationship of one meter to one SUIP cannot be maintained, share the volumetric component of the bill equally between each SUIP connected to the meter.

Option 4: Meter at point of supply with ratepayer option to move point of supply where practical.

- This is an adaptation of Option 3, where property owners on grouped SUIP's are given the option to either:
  - Vest ownership of the rider main with council to enable the point of supply to be shifted to the lateral. This mainly applies to right of ways.
  - Connect to a specific point of supply provided by council (usually requiring modification of private plumbing by the homeowner). This mainly applies to cross leases.
  - Install a meter on the existing point of supply, and a sub-meter on individual laterals to each SUIP provided that private property access provisions can be met.

Option 5: Dedicated meter per SUIP.

- This option involves installing a meter per SUIP whilst minimising changes to the existing pipework.
- Ownership of pipework and where the point of supply is, would need further consideration.
- This requires Council to modify private plumbing in many cases. Under this option all SUIP's would be directly billed for their use (i.e. no uniform annual charges or split bills).

Option 6: Dedicated private pipe and meter.

- Install a meter and a dedicated private pipe to each SUIP. This requires council to modify private plumbing.
- Under this option all SUIP's would be directly billed for their use (i.e. no uniform annual charges or split bills).

Among the six options considered, Option 4 was recommended:

- Install meters at the point of supply.
- Provide ratepayers the option to shift or sub-meter connections.

- This approach balances demand management goals with legal, cost, and implementation considerations.

3.7 Project Phasing

The rollout is structured into six stages:

1. **Detailed Planning.** We are currently working through this phase of the project and have made some great progress through data collection and engagement with other councils that have outlined some key risks and mitigations for consideration.
2. **Mobilisation.** Through data collection undertaken by the 3 Waters Team we have found that some 80% of our current infrastructure is water meter device ready. This will speed up the mobilisation and installation of water meters significantly and reduce the original phasing by removing the testing period.
3. **Phase 1 in Dannevirke**

   Dannevirke has been selected as the starting point based upon the below criteria:

   1. Dannevirke has an estimated 56% water lost to non-revenue water including leakage across public and private water supply infrastructure and unknown rural water connections.
   2. Dannevirke has the largest number of connections and provides the largest opportunity to reduce water loss and provide community influence on water monitoring data.

   Dannevirke has varying connection upgrades that will provide lessons learnt to create efficiencies in other towns as the programme evolves

4. **Town-by-town Rollout.** The project team will work with the field team to identify street-by-street those properties that require new manifold installation.

   1. Concurrently a team will undertake the installation of the manifolds, then roll out water meter devices ensuring asset information is correctly collected.
   2. Water Charging Consultation will be undertaken with the community.
   3. System interface and mock billing

5. Mop-up installations

The “Mop-up” will include several groupings of manifold installations.

1. Complex installs i.e. multiple properties on the same connection line.

2. Commercial properties that require larger than standard backflow prevention manifold.
3. Wrap up of the remaining meters and system integration to be undertaken.

6. Project Close-out and Transition to Operations. Project handover will include, final invoicing, data interface, asset handover and project closure.

Target: Install 80% of straightforward meters by 2029.

3.8 Risk Summary

Key risks include:

- Public resistance to metering or volumetric charges
- Inequities in billing
- Implementation delays or cost overruns
- Budget Risk
    - As a result of the planning work and detailed data collection undertaken by the project team and the wider 3 waters team it has been determined that the scope of works required has reduced significantly from what was assumed, this has enabled the project to advance more quickly and the acceleration of the project schedule.
    - The risk to accelerating the programme is the budget restraints and the council's ability to bring forward initially budgeted across a 10-year period, to across a 3–5-year period.
    - The Project Manager will work closely with finance and Alliance teams to mitigate project delays to budget restraints and will look to create some efficiencies in staging of product purchasing and workflow management.

Mitigation measures: Early community engagement, policy alignment, clear communication, cost management and legal preparedness.

3.9 Community Engagement

The following objectives should guide the engagement process for implementing water meters across the district:

- Ensure the community understands why meters are being installed, the benefits expected and the cost.
- Clearly outline the process for the roll out, when they will be installed and any disruptions this might cause.
- Clearly articulate how and when changes to water charges will occur, and on what basis.
- Reach as many residents as possible, using a wide array of methods and channels.

Phase 1: Awareness and education

Proactive, educational communications around the water network and the project including:

- Size of the network (km of pipes, number of connections, amount of water used per household etc)
- "Why water meters?" – long-term benefits, fairness, and futureproofing
- The expected benefits
- How the meters work
- Use simple visuals, infographics, short videos
- Publish stories of water loss, leaks, and usage today (make the invisible visible)
- Backflow prevention – what this is, what the Backflow Prevention Policy will include, how this will affect people (particularly commercial property owners), targeted engagement with those affected

This is an opportunity to raise awareness of the fact that Council is looking at a range of solutions to make the water network more efficient, including water meters.

Phase 2: What's happening and when

- Expected roll-out process

- Timeline for installations and when charging starts
- What people can expect (notice periods, how meters will be installed)
- Who to contact for help or concerns

Phase 3: Engagement and feedback

- Public consultation on water charge options
- Public Q&As, pop-up stalls at markets, Facebook Lives
- Community drop-in sessions and a dedicated info line/email
- Myth-busting campaign

Ensure community support for the programme and the outcomes Council is seeking to achieve.

3.10 **Procurement**

- The project team issued a request for information (RFI) to understand the market and supplier capability and capacity, and whether our preferred option (AMI) can be integrated with existing infrastructure. The team has analysed the responses.
- The manifold installation work will not be publicly tendered and will be delivered by our reticulation team under the existing Alliance contract between TDC and Downer.
- All other work streams will be publicly tendered including the parts and end to end delivery including the IOT connectivity, data management and reporting for billing. The selected supplier will work with the Alliance for the install.

Attachments

1⇩. TDC Water Charge Analysis - Summary Report (Final)
2⇩. TDC District Universal Water Metering Report (003)

TARARUA
DISTRICT COUNCIL

Water Charge Analysis Summary Report

1.0

30 April 2025

Document Title:

Water Charge Analysis Summary Report

Prepared for:

Tararua District Council

Quality Assurance Statement

Rationale Limited
5 Arrow Lane
PO Box 226
Arrowtown 9351
Phone: +64 3 442 1156

Project Manager:	Tom Lucas
Prepared by:	Conor McLean, Andy Longman
Reviewed by:	Chris Bowie
Approved for issue by:	Chris Bowie
Job number:	J001712

Document Control History

Rev No.	Date	Revision Details	Prepared by	Reviewed by	Approved by
1.0	30/04/25	Final	CM, AL	CB	CB

1 Background

1.1 Water Metering Project

Tararua District Council (TDC) is seeking analysis and recommendations to support the introduction of volumetric charging and smart metering for all Council-owned water supplies. A key driver for volumetric charging is to encourage end-user behaviour change and reduce water demand, promoting a fairer funding model by linking charges to actual water use.

This change will address the current inequity where high-usage properties are significantly subsidised by others under TDC's existing funding model. A volumetric approach will create a fairer system, with users paying a share relative to their actual water use, while keeping charges low for low-volume users and promoting more sustainable water consumption practices across the Tararua district.

1.2 Existing Water Pricing Structures

A variety of pricing structures for water are applied across New Zealand, and these offer different benefits and challenges. Historically, most councils have generally used a uniform annual general charge (or targeted rate) to charge businesses and households for water services. These charges are simple to administer but do not account for variance in actual use between individual households and businesses, and do not encourage conservation of water by placing a more direct value on water use.

The installation of water meters, particularly modern smart meters, has opened up improved opportunity for councils to implement alternative pricing structures, such as volumetric charging.

Generally, pricing structures fit within one or a combination of:

Pricing Structure	Description
Fixed Charge (including uniform annual general charges or targeted rates).	Apply uniform charges to every property. Fixed charges can be applied in conjunction with one of the volumetric based charging schemes below.
Uniform volumetric charges	Apply a consistent price for every cubic metre (m3) of water consumed. Encourages conservation and allows small, low-income households to lower their bills.
Increasing tiered charges	Apply higher volumetric charges when pre-set thresholds are reached. High water-users pay a higher rate than low water-users. Further encourages conservation but may lead to higher costs for households with many people.
Decreasing tiered charges	Apply lower volumetric charges when pre-set thresholds are reached. Advantageous for bulk users but discourages conservation and limits savings opportunities for low users. Use of this scheme is in decline.
Seasonal Charges	Apply higher volumetric charges based on consumption in peak demand periods.

2 Purpose

The purpose of this project was to develop a range of water charging options, informed by examples from across New Zealand, and to undertake financial analysis using TDC's available data and Rationale's prior experience. This work will culminate in a recommended approach for Council adoption. The project aligns with TDC's broader business case initiative to install water meters across all connected properties, with a phased implementation planned between 2025 and 2030.

This summary report provides high-level information of the process for evaluating the options, the recommended option and some of the modelling outputs completed by Rationale against the final short-listed options.

3 Optioneering

3.1 Evaluation Process

Rationale, based on previous work and knowledge of volumetric charging approaches elsewhere in New Zealand, developed a range of charging options for consideration. This long-list of options included a mix of fixed user charges and volumetric charges, with regular and high user charges included.

These options were then evaluated using the Multi-Criteria Analysis (MCA) framework to evaluate and ultimately reduce this to a short list of options for further analysis / modelling. The MCA framework provides a robust, transparent, and structured method for comparing shortlisted options. The short-listed options were presented to the TDC project team (remotely) on 10 April to confirm our assumptions and scoring before proceeding with further analysis.

The shortlist is assessed against:

- Investment Logic Map benefit statements (investment objectives identified in the previous Three Waters Strategy and Implementation work Rationale supported).
- Business Needs including economic efficiency; fairness to consumers; social orientation; cost-recovery; financial stability; and resource conservation of water)[1]
- Risks (technical, operational, financial, legal, political, economic, stakeholder, public) which will include those that are sourced from the Baseline Report and Gap Analysis.

[1] Business needs criteria is based on the key principles of water tariffs: https://www.branz.co.nz/pubs/research-reports/sr413/

3.2 Options Considered

These shorted-listed options included (final MCA scoring below each option):

Option 1	Option 2	Option 3	Option 4	Option 5
Fixed Charge Only (status quo)	**Fixed Charges + Universal Volumetric Charge**	**Fixed Charges + Universal Volumetric Charge with a free water threshold**	**Fixed Charges + increasing tiered volumetric charge**	**Fixed Charges + increasing tiered charge with a free water allocation**
All unmetered properties pay a fixed charge. **All metered properties pay a fixed charge plus a volumetric charge applied in excess of 80m3 of water consumed per quarter. Large water users >2,000m3 per quarter are charged at a discounted volumetric rate.**	All properties pay a fixed charge which is generally set to cover annual depreciation / renewal expenditure. A universal volumetric charge is levied on all water users (e.g., consistent price for every cubic metre of water). Encourages some conservation and allows small, low-income households to lower their bills.	As for Option 2, but with a free water threshold. Customers only pay volumetric charges above this threshold. The cost of this free allocation is included in the fixed charge.	As for Option 2, but with increasing volumetric charges above pre-set thresholds meaning high water users pay a higher average cost per unit compared with low water users. Encourages water conservation but may lead to high costs, particularly for high commercial users.	As for Option 4, but with a free water threshold.
5	**2**	**4**	**1**	**3**

These options are based on a 'one method for all' approach, where the pricing is consistent for all users. This also includes commercial uses as well. The split between residential and commercial was considered in the options analysis, though was discounted due to the perceived increased administration and effort, as well as uncertainty around future revenue fluctuations.

4 Recommended Option

Rationale recommends Council proceed with **Option 4: Fixed Charges + an increasing tiered volumetric charge**. The fixed charge combined with an increasing tiered price structure provides a balanced, principled approach to water pricing, aligning with key objectives of economic efficiency, fairness, social orientation, cost recovery, financial stability, and resource conservation. The fixed charge ensures that the essential costs of operating and maintaining the water system are recovered (such as funding depreciation of the assets).

The increasing tiered price structure, where the unit price rises with higher levels of water use, directly incentivises water conservation by making excessive consumption progressively more expensive, strongly supporting the resource conservation objective. This model drives economic efficiency by encouraging more environmentally responsible water use, thereby reducing demand pressures and associated costs on infrastructure and supply. Importantly, the structure promotes fairness by ensuring that all consumers pay equitably: low and essential water users are protected with lower charges, while high-volume users, who place greater strain on the system, contribute a proportionate share of costs, minimising the need for cross-subsidisation.

5 Indicative Modelling Outputs

Based on the final options, Rationale has developed a tool where the user can input potential volumetric charges and assess the indicative cost to individuals, as well as Council's funding streams.

NOTE: The tool is high-level and intended to promote discussion around charging options. It contains placeholder inputs, including those from other councils. The final volumetric charges will be different to those presented in the tool, and the following tables and charts. As universal water meters are installed across the district Council will have improved data on actual usage to update this model to ensure prices are accurately set and sufficient revenue is collected.

5.1 Example pricing structures

While Option 4 is evaluated as the recommended option, the model also includes a fixed charge only and a fixed charge + universal volumetric charge option for comparative purposes. An example of what the pricing structures might look like can be seen below, with a regular user charge set to $1.50 per m³ and a high user charge set to $2.00 per m³:

	Recommended	Comparator 1	Comparator 2
Option	**Option 4** **Fixed Charge + Increasing Tiered Volumetric**	**Option 1** **Fixed Charge Only (status quo)**	**Option 2** **Fixed Charges + Universal Volumetric Charge**
UAC	$381	$865	$434
Regular Use Charge ($/m³)	$1.50	-	$1.50
High Use Charge* ($/m³)	$2.00	-	-

**High water users have been defined as those who use more than 365 m³ of water, per year (this can be adjusted in the model).*

5.2 Example annual charge breakdown

5.2.1 HIGH WATER USER CHARGES (1,000 M3/ANNUM)

Based on the pricing structures above, Rationale has modelled how these options would directly impact individual users that have a metered water connection within the Tararua District.

For a high water user consuming 1,000 m^3 per year a volumetric pricing approach will result in substantially higher annual costs compared to the status quo, with the recommended increasing tiered volumetric pricing resulting in the highest total cost to the customer due to the $2.00 per m^3 cost for water used more than 365 m^3.

This approach encourages a fairer pricing structure, with these high users paying a share that is more

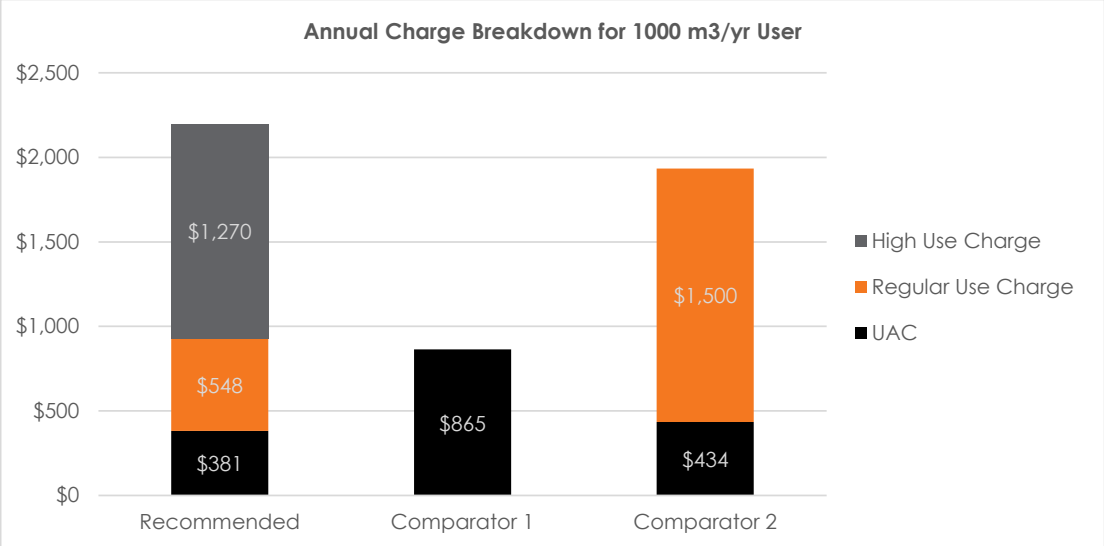


Figure 1: Modelled annual charges for high water users (1,000 m3/yr)

reflective of their actual usage, it is also expected to encourage water reductions.

5.2.2 LOW WATER USER CHARGES (200 M3/ANNUM)

In contrast, a relatively low water user consuming 200 m^3 per year is expected to have a reduction in annual cost relative to the status quo, with the recommended increasing tiered volumetric pricing resulting in the lowest cost due to the slightly lower annual fixed charge.

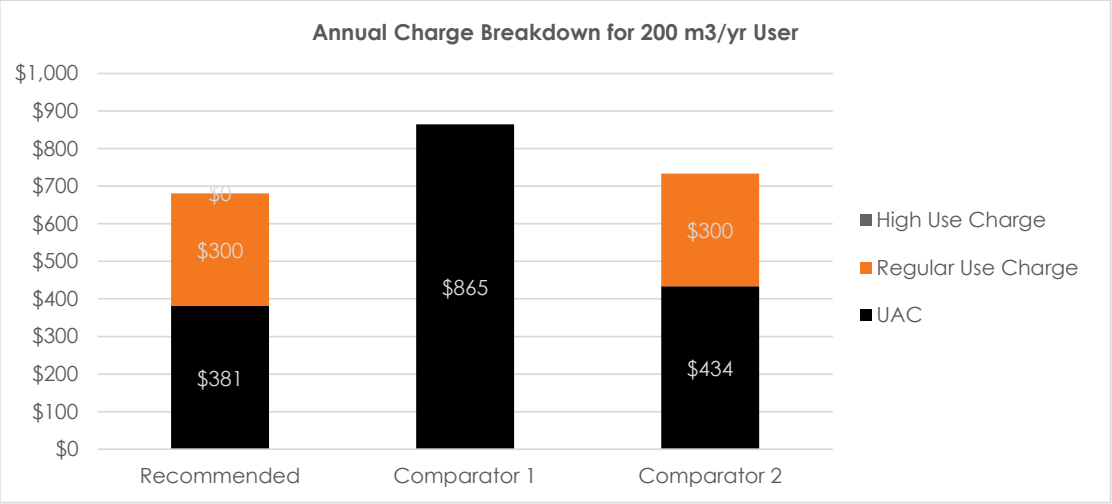


Figure 2: Modelled annual charges for low water users (200 m3/yr)

5.3Sources of Council revenue

Figure 3 below shows where Council's total revenue is collected from under each option. Revenue has been modelled based off the 2023/24 Annual Plan for Urban and Metered Water Supply Rates ($4.4m).

While individual high-water users are charged more under the recommended option, ultimately a large portion of the rates revenue is still collected from the regular user and fixed charges. The volumetric pricing approach does introduce some risk to Council if demand reduction is greater than anticipated (e.g. due to behaviour change or leakage reduction wrongly factored into consumption). This would result in less revenue being collected via metered connections, and ultimately less revenue that is needed to fund water service delivery.

TDC's proposed approach of first introducing a period of 'dummy billing' will help to mitigate this as Council will have a much stronger understanding of actual use and should expect to see some behaviour change occur already as a result.

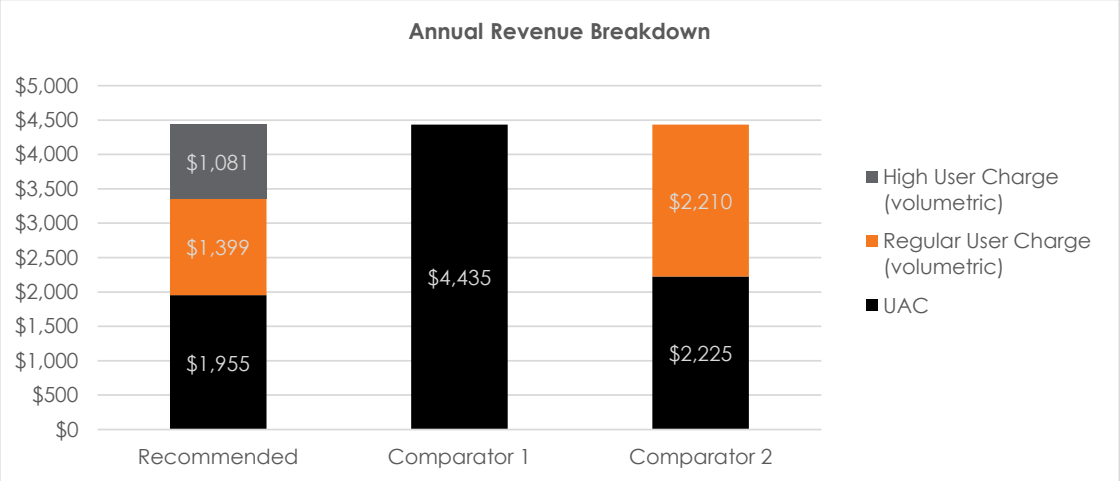


Figure 3: Modelled sources of annual Council revenue

TARARUA
DISTRICT COUNCIL

The Case for Universal Water Meters in the Tararua District

April 2025

Document Control History

Rev No.	Date	Revision Details	Prepared by	Reviewed by	Approved by
0.1	30 April 2025	First Draft	C. French | P O'Neale Searancke | H Mischefski A Howell	M. Dunn H. Featonby	
0.2	02 May 2025	Version 1	C. French | P O'Neale Searancke | H Mischefski A Howell		

Current Version

Rev No.	Date	Revision Details	Prepared by	Reviewed by	Approved by
0.2	27 May 2025	Version 2	C. French | P O'Neale Searancke | H Mischefski A Howell		

Table of Contents

1 Contents

2 Introduction 5
2.1 Background 5
2.1.1 Our Water Supply Schemes 5
2.1.2 Our Current Challenges 6
2.2 Scope and Purpose 6
3 The Case for Change 7
3.1 Challenges and Opportunities 7
3.1.1 District-wide Challenges and Opportunities 7
3.1.2 Specific Supply Challenges and Opportunities 8
3.1.3 Key Problem Statements 9
3.2 The Role of Universal Water Metering 10
3.2.1 Demand Management Initiatives 10
3.2.2 The Role of Universal Water Metering 13
3.3 Project Objectives 13
3.4 Project Benefits 14
3.5 Alignment to Strategic, Legislative and Policy Requirements 15
3.5.1 Local Priorities 15
3.5.2 National Priorities 18
3.6 Key Risks 19
4 Options to be Considered 20
4.1 Introduction 20
4.2 Consideration 1: Overall Universal Water Metering System Type 20
4.2.1 Advanced Meter Infrastructure (AMI) 21
4.2.2 Automated Meter Reading (AMR) 22
4.2.3 Manual Water Meter Reading 23
4.2.4 Evaluation of Options 23
4.2.5 Evaluation Outcome 27
4.3 Consideration 2: Addressing Complex Properties 27
4.3.1 Introduction 27

4.3.2 Evaluation of Options....29
5 Project Delivery Approach....32
5.1 Workstreams and Workflow Structure....32
5.2 Procurement Strategy....32
6 Project Management....34
6.1 Project Cost Control....34
6.2 Programme....34
6.2.1 Stage 1: Detailed Planning....37
6.2.2 Stage 2: Mobilisation....43
6.2.3 Stage 3: Roll-out of Straightforward Meters....45
6.2.4 Stage 4: Mop-up....48
6.2.5 Stage 6: Close-out....49
6.3 Project Risk Management....53
6.3.1 Risk Management Objectives....53
6.3.2 Early Warnings....53
6.3.3 Key Project Risks....54
6.4 Communications and Engagement....60
6.4.1 Engagement Process....60
6.4.2 Stakeholders....60
6.4.3 Key Engagement Risks....61
6.4.4 Approach....62
6.4.5 Communication Plan at a glance....62
7 Project Funding and Affordability....64
7.1 Existing Water Pricing Structure....64
7.2 Evaluation Process....65
7.3 Options Considered....66
7.4 Recommended Option....67

2 Introduction

2.1 Background

2.1.1 Our Water Supply Schemes

Tararua District Council currently owns, manages and operates six water supply schemes, supplying water to over 5,000 residential properties across the towns of Dannevirke, Pahiatua, Woodville, Eketāhuna, Norsewood and Ākitio. A seventh scheme, in Pongaroa, is owned under a rural water scheme structure and operated by Tararua District Council.

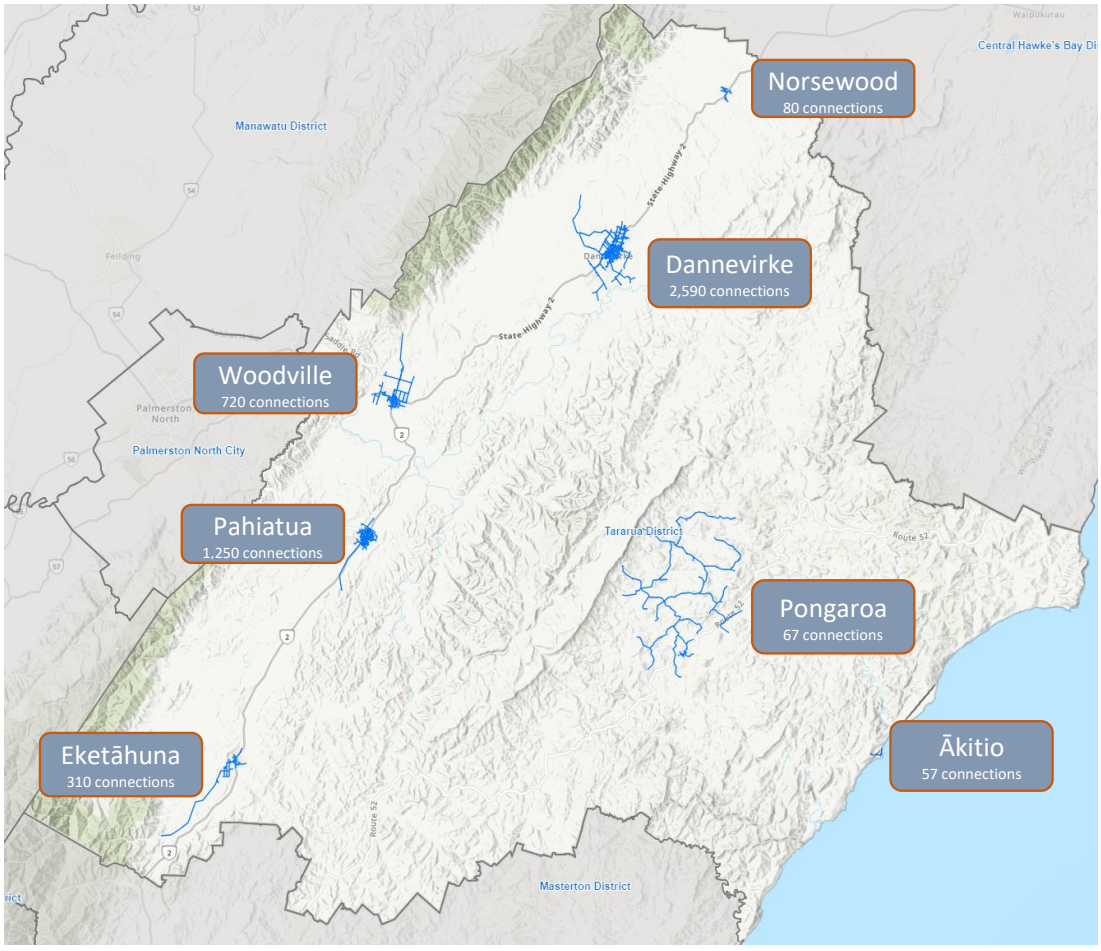


Figure 2-1: Tararua District Water Supply Schemes.

Water is primarily sourced via surface water takes from local rivers (with some ground-source bores) and then stored in raw water storage reservoirs before it is treated and supplied to communities. Water takes are managed through resource consent from the Horizons Regional Council.

2.1.2 Our Current Challenges

As further explored in Section 3.1.1, the Tararua District is a relatively water scarce area. One of the most significant natural hazards for the district is drought, which is expected to become more frequent and severe with climate change. Some of our surface water supplies are within over-allocated zones, and alternative water sources are not reliable or even available in many cases. To meet the future needs of our existing and growing populations, we need a strategy to better manage the water we take in a more efficient, effective manner. This will also help to offset potential future infrastructure upgrade costs.

We have identified the need for a demand management strategy across all the water supplies we own. A core component of this, which is widely recognised nationally and globally, is to install universal water meters so that we better understand water usage, target inefficient water use and drive behavioural change from our connected users.

2.2 Scope and Purpose

The purpose of this report is to outline the case for universal water metering and its role in the wider demand management strategy for the Tararua District. We then identify how the water metering project will be implemented. This report broadly follows a business case approach, and is structured into five key sections, as follows:

- **The Case for Change** – why universal water metering is needed in the context of a wider District wide demand management strategy.
- **Options to be Considered** – specific considerations and options for the implementation of water metering, such as the type of meter, connectivity, and how to address specific challenges.
- **Project Delivery Approach** – required workstreams for a successful project and our approach to procuring the right resources for successful delivery.
- **Project Management** – managing programme, cost, risk and public engagement.
- **Funding and affordability** – including long term financial implications for our community.

3 The Case for Change

3.1 Challenges and Opportunities

3.1.1 District-wide Challenges and Opportunities

In September 2024, Tararua District Council published a Demand Management and Water Conservation Plan as a requirement of its resource consents to extract surface water for the purposes of several water supplies across the district. It provided a comprehensive strategy to manage water demand and promote conservation across the main townships of Dannevirke, Woodville, Pahiatua, and Eketāhuna. The plan collated information on current water supply challenges that are a driving force for demand management and have been summarised below.

Regional Water Management Challenges

The Manawatū Freshwater Management Unit (FMU) has been split into 49 surface water management sub-zones, each with an allocation limit. As of June 2023:

- Four of these are over allocated.
- Two are fully allocated.
- 17 are between 95-100% allocation, and
- 26 are under the allocation limit.

Two of the water supplies for major towns in the Tararua District – Eketāhuna and Dannevirke – lie within over-allocated sub-zones. Further, the Pahiatua surface water supply is within a nearly allocated zone.

Drought as a Natural Hazard

One of the most significant natural hazards in the Tararua District is drought, which is expected to become more frequent and severe with climate change. Resource consents for surface (river / stream) water takes to most of TDC's water supplies are restricted to 'low flow limits' during low river flows.

Meeting the Demands of Growth

According to Tararua District Council's Urban Growth Strategy (2024) the district has grown from a population of 17,500 in 2013 to 19,000 in 2023, an increase of 8.6%. The population is expected to increase by another 8.9% over the next 10 years, and 17% over the next 30 years. Without measures to address demand, substantial investment will be required in infrastructure in some towns to provide water for the growing population at adequate levels of service. Demand management is therefore seen as a growth enabler to ensure that the

district has the headroom in its water supplies to support growth, which is critical to the ongoing economic success of the District.

3.1.2 Specific Supply Challenges and Opportunities

In addition to the Demand Management and Water Conservation Plan of September 2024, Tararua District Council facilitated a workshop with iwi representatives in December 2024 to identify specific challenges in the delivery of water and wastewater services across the district.

The following table provides a summary of critical issues for each water supply.

Table 3-1: Critical Challenges with Tararua District's Water Supply Schemes.

Water Supply Scheme	Critical Challenges
Dannevirke	• 56% of the water supply is estimated to be lost to non-revenue water, including leakage across the public and private water supply infrastructure and unknown rural water connections. • During low river flows, demand can exceed the permitted abstraction rate from the Tamaki River. Alternative sources or additional storage may be required to address this, at significant cost. • The Dannevirke water supply lies within an over-allocated water supply zone. • The impounded water storage facility for storing raw water requires repairs and ongoing maintenance and is a single point of failure in the supply network • Without measures to curb water demand, the capacity of the existing water treatment plant will be reached by 2028. • There is insufficient treated water reservoir capacity.
Woodville	• 33% of the water supply is estimated to be lost to non-revenue water, including leakage across the public and private water supply infrastructure and unknown rural water connections. • During low river flows, demand can exceed the permitted abstraction rate from the Mangapapa River. An abatement notice has been issued by Horizons Regional Council in this regard. Alternative sources or additional storage may be required to address this, at significant cost. • With projected growth and current losses, headroom in the water treatment plant is expected to rapidly deplete and will be exceeded in the foreseeable future.

Water Supply Scheme	Critical Challenges
	• 6km (42%) of the total pipe network is undersized to meet capacity needs. • Additional, resilient reservoir storage is required regardless of non-revenue water improvements.
Pahiatua	• 36% of the water supply is estimated to be lost to non-revenue water, including leakage across the public and private water supply infrastructure and unknown rural water connections. • The Pahiatua water supply lies within nearly allocated water supply zone. • During low river flows, demand will get very close to the permitted abstraction rate from the Mangatainoka River and Pahiatua bore. • There are some areas of the township where the pipes are significantly undersized to meet future growth • No significant impact on water treatment plant because it has been upgraded to meet future demands.
Eketāhuna	• 49% of the water supply is estimated to be lost to non-revenue water, including leakage across the public and private water supply infrastructure and unknown rural water connections. • There is insufficient water treatment plant capacity to meet future growth with current NRW levels.
Norsewood	• No reported issues
Ākitio	• The water supply is from a spring on private land which is limited to a take of 50m³ per day and relies to some extent on the goodwill of the landowner to continue to provide the necessary supply. • In peak summer periods, when the township experiences extremely high population, water shortages are experienced. • Leaks from existing infrastructure (such as the water tanks) contribute to water shortages.

3.1.3 Key Problem Statements

Based on the investigations identified above and further evidence from Tararua District Council's three waters operations and asset management teams, the following key problem statements have been identified:

1. ***While the Tararua District faces significant drought risk and pressure on water allocation to public water supplies, the existing water extracted from these sources is not efficiently used.***

   Water leakage and unknown connections in Tararua District's major networks typically account for one third to one half of all water demand across major townships. There is no data on water losses in the district's smaller water supplies.

   These losses are higher than New Zealand's nationally estimated leakage from public water networks, which is estimated to be 22% of all water supply[1]. New Zealand is identified as a poor performer among OECD countries.

2. ***Without urgent action to address demand, upgrades to water storage, water treatment and/or distribution infrastructure are required in the foreseeable future to address capacity issues.***

   The costs of addressing this are significant in the context of Tararua District's relatively small ratepayer base.

3. ***At present, TDC does not have access to reliable or sufficient data sources to support targeted demand management with the limited resources it has.***

   For example, it is thought that some water supply networks have extensive (but unknown) rural connections that supply commercial / farming operations, but the extent to which these contribute to non-revenue water loss cannot be readily quantified. Further, leak detection relies on highly manual and labour-intensive methods to target network leakage.

3.2 The Role of Universal Water Metering

3.2.1 Demand Management Initiatives

TDC's Demand Management and Water Conservation Plan (2024) identifies a range of possible demand management initiatives, which are summarised in the table below.

[1] https://www.phcc.org.nz/briefing/plugging-gap-aotearoas-piped-water-loss-far-worse-global-leaders

Table 3-2: Demand Management Initiatives.

Water Conservation Initiative	Summary	Degree of Expected Impact
Metering extraordinary users	TDC's Water Supply Bylaw (2019), classifies extraordinary supplies as a "category of on demand supply including all purposes for which water is supplied other than ordinary supply and which may be subject to specific conditions and limitations". It includes users such as fixed garden irrigation systems. Commercial and industrial businesses, agricultural users, lifestyle blocks and fire protection systems. Clause 17.2 of the bylaw states that extraordinary water supplies will normally be metered and charged, other than in circumstances where the extraordinary supply is for fire protection only. However, it is understood that metering has not been consistently adopted across the district.	Moderate to High
Universal water metering and charging	Install meters on all supply connection points and charge for water on a volumetric basis. This is expected to drive behavioural changes in water use and target leaks early.	High
Conservation awareness programmes	Undertake public engagement initiatives and campaigns that provide education on water conservation.	Low to moderate
Water audits	Undertake audits of extraordinary users to benchmark efficiency and identify opportunities for savings.	Low
Water restrictions	As is undertaken at present, place water restrictions on use (such as hose bans) during dry periods.	Low
Infrastructure management, including:		

Water Conservation Initiative	Summary	Degree of Expected Impact
Leak detection and reduction	Undertake leak detection progressively across networks to identify major targets for leak reduction, and then undertake network repairs accordingly.	Moderate (without universal metering) to High
Restrictor checks	Flow restrictors installed on water connections to properties are subject to wear and tear which will gradually increase water consumption. TDC's bylaw stipulates that Council may install restrictors and retains ownership and responsibility for maintenance of these. Clause 33.7 of the bylaw states that restrictors shall be tested by measuring the flow through it under minimum operating pressure requirements. However, there are no restrictors in the network at present.	Moderate to high (if applied across all connections)
Pressure management	Analyse network pressures and install pressure control devices. Doing so reduces leakage by reducing the force through which water passes through holes / cracks in pipes.	Low to moderate
Use of water efficient technologies	Support the public to install water efficient devices, such as water efficient faucets.	Low
Water capture, reuse and recycling	Support the public to install rainwater tanks for non-potable water uses, and/or require developers to install grey water systems.	Low

3.2.2 The Role of Universal Water Metering

Universal water metering is a widely accepted approach to managing water usage and is now adopted in over 50% of water connections in New Zealand. It forms a critical part of demand management programmes.

Water New Zealand's National Performance Review for 2018/19 illustrates a strong correlation between metering and low domestic per capita water consumption. Examples include Western Bay of Plenty, Auckland and Whangarei, all of whom have water use of 120 – 180 l/person/day. This is lower than typically expected demand of 180 – 220 l/person/day for unmetered, well managed networks, and significantly lower than the reported 500 l/person/day or greater across Tararua District's networks.

Therefore, given the large discrepancy between Tararua District's estimated per capita consumption, and that of metered networks, it confirms that universal water metering should form a critical part of TDC's demand management strategy.

3.3 Project Objectives

Based on the problem statement and challenges described above, four key project objectives have been defined as presented below.

Objective 1: By 2030, deliver at least 30% reduction in peak water demand across Tararua District Council's water supply schemes to defer or eliminate capital expenditure in capacity upgrades to these schemes.

A 30% target has been proposed as this aligns to the expected or realised savings from volumetric water charging once universal water metering were installed in other locations New Zealand.

Establishing volumetric charging following the implementation of universal water metering in and of itself will only go so far to achieving this reduction target – by changing behaviours in water demand. Other initiatives, such as a network leak reduction programme, will be required to achieve this target, and this is outside the scope of this universal water metering project. However, universal water metering will make leak detection and management easier in the future.

Objective 2: Enable Tararua District Council to more effectively ringfence and target water revenue to support investment in water services and assets, in line with national policy expectations.

As noted above, legislation relating to Local Water Done Well brings greater focus on sustainable funding of water services using three mechanisms:

- Ensuring water services must generate sufficient revenue, either directly from users or through rates, to cover the costs of maintenance and depreciation of water infrastructure.
- Separating water services' financial requirements from other council operations to prevent cross-subsidisation.
- Water services should have the ability to access borrowing for infrastructure investments, supported by user willingness to pay for the services.

All these mechanisms can be supported by universal water metering and volumetric charging by enabling a direct link between water usage, revenue and water service delivery.

Objective 3: Leverage universal water metering to increase awareness of water consumption and maximise behavioural change in the way that water resources are utilised across the district.

Through effective and ongoing community and wider stakeholder engagement, as described later in this plan, there is a unique opportunity to educate water users on water efficiency and responsible consumption.

Objective 4: Leverage universal water metering to support wider demand management initiatives.

Universal water metering will pinpoint network leaks which will enable TDC to rapidly address water losses in its networks.

3.4 Project Benefits

Related to the project objectives defined above, the following key project benefits have been identified.

Table 3-3: Project Benefit Definition and Measures.

Project Benefit	Description	Key Measure(s)
Water consumption reduction	Water metering, including volumetric billing, has been proven to significantly reduce water demand, particularly peak demand, which is a major driver for new water infrastructure development.	Percentage drop in seasonal peak water demand, year on year, per catchment
Water loss reduction	Water metering helps to identify leaks and benchmark water consumption. By measuring and	Rolling water loss, per catchment, against a

	charging for water use, meters provide essential data that supports various water conservation measures and helps in detecting leaks early. The information provided by water meters is crucial for the Council's water conservation efforts, enabling targeted and effective water-saving initiatives.	baseline flow (which will be defined per catchment)
CAPEX offset	By managing demand and offsetting infrastructure costs, universal metering may help mitigate rate increases. A volumetric-based rate structure reduces overall consumption, deferring capital upgrades to the water supply network, and decreasing operation and maintenance costs for existing infrastructure.	Deference of capital projects relating to water supply schemes when compared to baseline LTP

3.5 Alignment to Strategic, Legislative and Policy Requirements

3.5.1 Local Priorities

Tararua District Council Long Term Plan 2024-34

TDC's Long Term Plan (LTP) 2024-2034 outlines a vision of vibrant, connected communities where land and waters are nurtured, and people flourish. The infrastructure strategy and financial strategy are the enablers that allow the district to plan.

The LTP proposes a conservative approach to investment in three waters to lessen the impacts on rates, while ensuring capacity for future growth. 41% of the total capital projects are in the three waters space, which includes $83.2 million of investment over the next 10 years earmarked for water treatment and supply. This level of investment is intended to address ongoing maintenance and renewal programmes to meet levels of services, extend the life of existing infrastructure (where possible), building understanding of existing infrastructure and address existing deficiencies in key areas such as meeting New Zealand Drinking Water Standards.

Implementing universal water metering aligns strategically with the Council's goals by ensuring revenue sufficiency for maintenance and upgrades and meeting future regulatory requirements. This approach supports informed decision-making, enhances the understanding of the infrastructure's condition, and helps manage growth and environmental impacts.

Tararua Infrastructure Strategy (2021-2051)

The Infrastructure Strategy for Tararua District Council 2021-2051[2] sets out Council's strategic direction for delivery of its key services and the infrastructure assets that support them, over the next 30 years.

Implementing universal water metering aligns strategically with the following key principles for the district's infrastructure:

- **Lifecycle management:** Universal water metering enables precise monitoring of water usage, which can identify inefficiencies and potential leaks within the system. This data assists in planning and prioritising maintenance and renewal activities, which in turn can potentially extend the life of water infrastructure and reducing unexpected failures and maintenance costs. By providing accurate information on water consumption patterns, metering supports evidence-based decision-making for asset management.
- **Demand management:** Water metering is a critical tool for demand management as it promotes water conservation by making users aware of their consumption levels. This awareness can lead to behavioural changes that reduce overall water use, especially during peak periods. By managing demand more effectively, the Council can defer costly infrastructure expansions and reduce the stress on existing water resources.
- **Levels of Service management:** Implementing universal water metering helps maintain high levels of service by ensuring a reliable supply of water. It allows the Council to monitor and manage water distribution more effectively, identifying areas with high usage or potential issues.
- **Risk management:** Water metering mitigates several risks associated with water supply systems. It helps in early detection of leaks and high usage patterns, which may indicate infrastructure issues. By addressing these issues promptly, the Council can prevent major disruptions and reduce the risk of water loss. Data recoded by water metering can better support emergency works, which is less reactive and more proactive response planning.

Urban Growth Strategy 2024-34

[2] https://www.tararuadc.govt.nz/__data/assets/pdf_file/0027/5976/Tararua-District-Council-Long-Term-Plan-2021-2031-Volume-2-Infrastructure-Strategy.pdf

Tararua District Council's Urban Growth Strategy[3] sets out to establish clear, effective direction for the management of projected residential, commercial and industrial growth within the district over the next 30 years. The strategy was developed in response to increased population growth and increased demand for land for development.

With predicted growth expected to have significant impacts on existing infrastructure and expected levels of service, the strategy provides a holistic assessment of core infrastructure and identify key infrastructure deficiencies, supporting effective prioritisation of investment.

As the evidence for growth suggests, water metering supports managing anticipated growth by providing detailed data on water usage, which can inform infrastructure planning and ensure that the existing water supply networks can handle increased demand without overloading the system.

This will ensure that infrastructure development keeps pace with urban growth, promoting sustainable use of resources, supporting evidence-based decision-making, and effectively managing demand. This alignment helps to create resilient, efficient, and sustainable urban environments that can accommodate future growth while maintaining high levels of service and community wellbeing.

Rangitane-o-Manawatu Environmental Management Plan

The Rangitane-o-Manawatu Environmental Management Plan[4] outlines the environmental management framework and cultural values of the Rangitāne o Manawatū iwi. Key elements of the plan include:

1. **Cultural and Environmental Values**: The plan sets out the cultural values and principles of Rangitāne o Manawatū, emphasizing the importance of Te Mana o te Wai, which focuses on the health and well-being of water bodies. This principle is central to their environmental management and decision-making processes.
2. **Holistic Approach**: The plan adopts a Whānau Ora (holistic) approach, integrating environmental sustainability with broader objectives such as whānau cohesion, healthy lifestyles, economic security, and active participation in society. This approach ensures that environmental outcomes are linked to the overall well-being of the community.

Regarding water metering in the district, it is essential to consider the principles and associations outlined in the 'Cultural and Environmental Management Plan' by Rangitāne o Tamaki nui-ā-Rua. This plan documents the cultural values and guides decision-making in resource and environmental management processes. Aligning water metering policies with

[3] https://www.tararuadc.govt.nz/publications/consultation/previous-consultation/district-growth-strategy
[4] https://www.horizons.govt.nz/HRC/media/Media/General/Rangitane-o-Manawatu-Environmental-Management-Plan_1.pdf

these cultural considerations will help ensure sustainable and respectful water management practices. Additionally, consulting with local iwi, including Rangitāne o Manawatū, is crucial for a holistic approach to water management in the region.

3.5.2 National Priorities

Local Water Done Well

Introduced in early-2024, Local Water Done Well[5] is the Government's revised approach to Three Waters Reform. The primary aim of the Local Water Done Well initiative is to ensure that water services are both financially sustainable and compliant with regulatory standards. Councils must develop and present a water service delivery model that meets these criteria, with flexibility in how they generate revenue.

TDC are in the process of developing an integrated strategic plan for their three waters services. This work will form the basis of the required service delivery plan for Local Water Done Well.

The Local Water Done Well plan emphasises the importance of financial sustainability, transparency, and flexibility in water service delivery. Implementing water metering is signalled in the plan to achieving these goals, ensuring that water services are both efficient and equitable for all water users and stakeholders.

Key components of the plan to introduce financial sustainability include:

- **Revenue sufficiency:** Water services must generate sufficient revenue, either directly from users or through rates, to cover the costs of maintenance and depreciation of water infrastructure.
- **Ringfencing:** Financial practices must ensure that water services are self-sufficient, with dedicated funding that does not impact other council services. This involves separating the water services' financials from other council operations to prevent cross-subsidisation.
- **Funding for growth:** Water services should have the ability to access borrowing for infrastructure investments, supported by user willingness to pay for the services. This ensures that necessary upgrades and expansions can be funded as needed.

The success of water service delivery, as highlighted by the Minister of Local Government, has been strongly linked to the effective use of water meters. Metering allows for precise tracking of water usage, enabling councils to implement fair and transparent charging mechanisms. This not only promotes responsible water use but also ensures that the revenue generated is

[5] https://www.dia.govt.nz/Water-Services-Policy-and-Legislation

adequate to sustain and improve water infrastructure, aligning with the broader objectives of the Local Water Done Well approach.

National Policy Statement (NPS) for Freshwater Management 2020

The National Policy Statement for Freshwater Management (NPS-FM)[6] provides direction on how freshwater resources should be managed in New Zealand. It emphasises the concept of Te Mana o te Wai, which prioritises the health and wellbeing of water bodies, followed by the essential needs of people, and then other uses.

Key requirements include involving tangata whenua in decision-making, setting long-term visions, improving degraded water bodies, maintaining or improving water quality, and expanding the national objectives framework to include additional values and attributes for ecosystem health.

The NPS-FM mandates the avoidance of further loss or degradation of wetlands and streams, restoration efforts, addressing fish passage barriers, and regular monitoring and reporting on freshwater quality.

Universal water metering aligns with this concept by setting realistic long-term visions by providing a clear picture of water usage patterns, which is crucial for sustainable planning and prioritising water body health and essential human needs.

Water metering will also enable the identification of excessive water use, allowing for targeted measures to reduce demand and prevent over-extraction, in turn helping to maintain or improve water quality.

3.6 Key Risks

A workshop was undertaken by TDC in January 2025 to identify project risks, which are presented in Section 6.3. The greatest risks identified primarily relate to the potential implications of implementing a water charging regime, which is a critical component in driving water consumption behaviour (i.e. it cannot be achieved by water metering alone). These risks include:

- Erosion of public trust from charging for water, because there is a current precedent to supply water at relatively low cost under a rates-based regime.
- Uncertainty in the future of the water charging regime may cause concerns for the public, especially in an environment of water reform.
- Creating of inequality from the water charging regime, primarily because it might lead to higher per capita costs for smaller households.

[6] https://environment.govt.nz/acts-and-regulations/national-policy-statements/national-policy-statement-freshwater-management/

- The risk of accelerating the programme will be subject to the budget restraints and the council's ability to bring forward funding initially budgeted across a 10-year period, to across a 3–5-year period.

The Project Manager will work closely with finance and Alliance teams to mitigate project delays to budget restraints and will look to create some efficient by staging of product purchasing and workflow management.

TDC has undertaken water charge analysis so that elected members are informed and adopt an appropriate regime for the Tararua District in recognition of its specific challenges and opportunities. Furthermore, early and ongoing community engagement is seen as critical to the success of the programme and is explored later in this document.

The other key risk identified is that the digital meters use a significant portion of their life before the end of the installation programme. This will be considered in project execution planning.

4 Options to be Considered

4.1 Introduction

The purpose of this section is to present the options considered for meter infrastructure and the establishment of a universal water metering system across the Tararua District. Options have then been developed against the investment objectives (as defined in the previous section) and critical success factors (as defined below).

There are two key considerations for which options identification and analysis has been completed, including:

- **Overall universal water metering system type** – this includes consideration of the integrated system of equipment, communications and information management systems for utilities to collect customer water usage (and potentially other information).
- **Complex meter installations**, including those where water is supplied to multiple dwellings / properties through a single connection point at present.

4.2 Consideration 1: Overall Universal Water Metering System Type

The overall system type refers to the integrated system of equipment, communications and information management systems that will be used to collect customer water usage, and potentially other information. Three types of systems are used in universal water metering applications, including:

- AMI (Advanced Meter Infrastructure),
- AMR (Automated Meter Reading), or
- Manual systems.

A brief overview of each is provided below.

4.2.1 Advanced Meter Infrastructure (AMI)

AMI is an integrated system of water meters, communication networks and data management systems infrastructure. This infrastructure facilitates the collection of meter telemetry (e.g. readings, alerts, warnings), over the air via a fixed network, into a cloud data repository system or similar without any human involvement in data collection. The data can then be used to improve operational efficiencies and sustainability by effectively monitoring water usage and system efficiency, detecting malfunctions and recognising irregularities in water use.

A schematic of an AMI system is provided below.

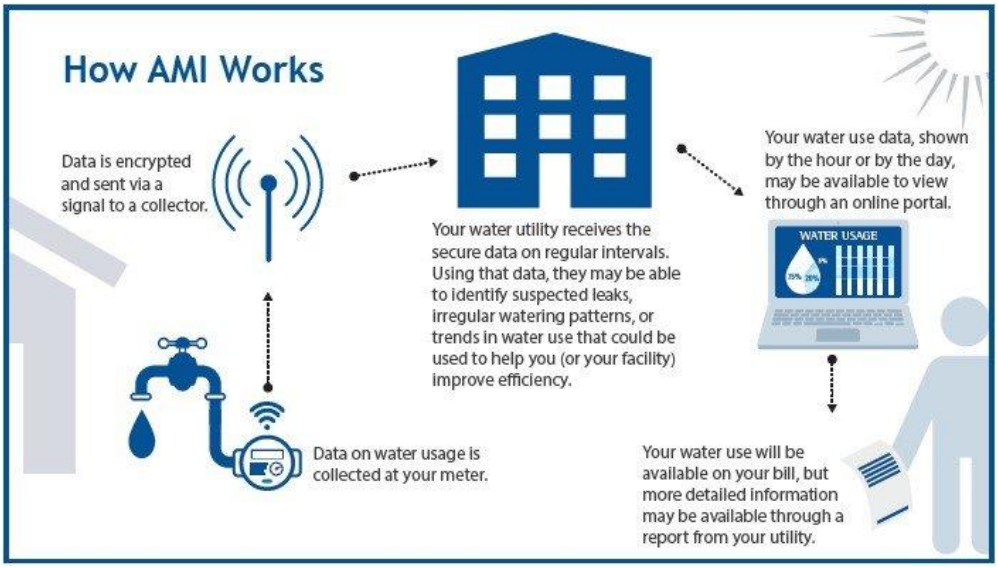


Figure 4-1: Schematic of an Advanced Metering Infrastructure (AMI) System as Applied to Water Metering. Source: Advanced Metering Infrastructure, United States Environmental Protection Agency. https://www.epa.gov/watersense/advanced-metering-infrastructure

As new meter technology has developed rapidly, and systems with advanced features are becoming increasingly available, AMI has emerged as a way to provide real time information to customers to potentially enhance water consumer behaviours to reduce water use. However, determining how to manage the data collected and how to make that data available

in a useful way to customers can be challenging. The American Water Works Association (AWWA) has therefore developed guidelines to support enhanced implementation of AMI in a way that maximises benefits for demand management.

It is unknown to what extent AMI has been implemented in New Zealand. Pilot trials have been undertaken internationally[7] however through early supplier engagement we are aware of "Internet of Things" (IOT) network providers who support investment in IOT networks to manage data for infrastructure, including but not limited to water meters.

4.2.2 Automated Meter Reading (AMR)

In the context of universal water metering, AMR is used to collect water consumption and status data from water meters using a walk-by or drive-by data collector. Water flow and alarm data is captured at the meter. As indicated in the schematic below, A handheld or vehicle mounted data receiver passing in proximity to a registered meter collects data points. Tis data is uploaded to a centralised system where it can be used for billing and to provide customer information that may change water consumption behaviours.

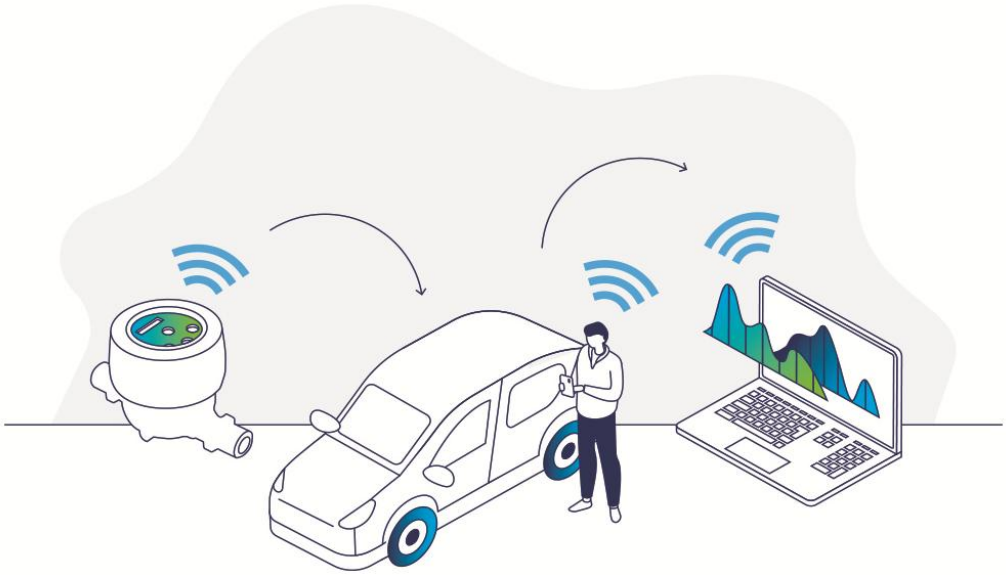


Figure 4-2: Schematic of an Automated Meter Reading (AMR) System as Applied to Water Metering. Source: https://arad.co.il/amr-ami/drive-by-walk-by/.

Aside from manual meter reading, AMR is the common method for "smart" water meter data collection and is commonly being implemented in New Zealand (for example, New Plymouth

[7] Skowron, E. (2018). *Using AMI Technology to Reduce Non-Revenue Water and Enhance Customer Satisfaction.* Water New Zealand Conference Proceedings, September 2018.

District Council have opted for AMR implementation as part of their universal water metering project roll-out). It requires less infrastructure investment to establish a fixed network and potentially complex data management infrastructure but requires greater investment in resources to routinely monitor systems. However, efficiencies can be gained by integrating automated meter reading to other Council operations, such as rubbish collection, given that these operations involve driving past properties on a regular basis, although this may not be applicable to very remote locations who do not receive such services.

While AMR systems are less sophisticated than AMI systems, they do present less opportunity to change water use behaviour through the provision of real-time data. This is because AMR systems provide customer data on a semi-regular basis which can disconnect the behaviour of water consumption from data and be less empowering to consumers to change behaviour without seeing instant results. In terms of leak management, the time delay between capturing data and acting upon it *can* increase costs to repair owing to collateral damage caused by water leaks if not addressed immediately.

4.2.3 Manual Water Meter Reading

Manual water meter reading is the least sophisticated option for capturing limited water consumption data and involves the use of field staff to physically read meters, record this information and log it. Typically, data collection is limited to volumetric use of water. Unusual water usage (leading to leak detection) will only likely be picked up through repetitive meter reading over a long period or through visible identification of leaks, which has the potential to cause collateral damage to infrastructure.

4.2.4 Evaluation of Options

A two-stage evaluation process was used to evaluate the options for water metering system type.

The first stage included an assessment of each option against the key objectives, to identify whether any of the options should be discounted on the basis that they do not materially contribute to the objectives, leaving only “shortlisted options”. This evaluation is shown in **Error! Reference source not found.**.

As indicated in in **Error! Reference source not found.**, of the three options considered, Option 3 (manual metering) is unlikely to support or meet all the project objectives and has therefore been discounted from further consideration. This is because the amount of data and timing of its collection will unlikely achieve the level of behavioural change, or response to leak management, required to meet the objectives. Option 1 (Advanced Metering Infrastructure) and Option 2 (Automated Meter Reading) have both been taken forward, however Option 1 is likely to chieve the objective to the greatest extent owing to the timing of availability of data for both Council staff and water consumers.

The shortlisted options were then assessed against critical success factors, which are the essential elements that must be successfully addressed in this case to demonstrate value.

The critical success factors defined for this options assessment are:

- **Whole of life cost**
- **Health and Safety** – especially speed, ease and safety of collecting the reading data
- **Capability to support improved network operation and resilience**, via alert and diagnostics information such as leaks, tampering, pipe bursts, and backflow.
- **Accuracy** of the readings taken
- **Operational efficiency** – time and effort required to process and bill the readings
- **Meter life**
- **Maturity** – how widely installed and well developed is the option

As shown in Table 4-2, weightings have been placed on each critical success factor. Higher weighting has been placed on the critical success factors that we consider to be most important, including whole of life cost (25%), health and safety (20%), and the ability of the option to contribute to operational efficiency and resilience across the networks (20%).

Each critical success factor has been assigned a score from 1 (does not address at all) to 10 (entirely addresses)

Table 4-1: Assessment of Long List Options for Universal Water Metering System for Tararua District.

Objective	Option 1: Advanced Metering Infrastructure (AMI)	Option 2: Automated Meter Reading (AMR)	Option 3: Manual Metering
1. By 2030, deliver at least 30% reduction in peak water demand across Tararua District Council's water supply schemes to defer or eliminate capital expenditure in capacity upgrades to these schemes.	Fully supports	Fully supports	Partially supports
2. Enable Tararua District Council to more effectively ringfence and target water revenue to support investment in water services and assets, in line with national policy expectations.	Fully supports	Fully supports	Fully supports
3. Leverage universal water metering to increase awareness of water consumption and maximise behavioural change in the way that water resources are utilised across the district.	Fully supports	Fully supports	Partially supports
4. Leverage universal water metering to support wider demand management initiatives.	Fully supports	Partially supports	Does not support
Conclusion:	**Option taken forward for further evaluation**	**Option taken forward for further evaluation**	**Option discounted**
Remarks:	Option 1 provides the highest chance to meet all objectives provided that the data can be collected and managed in a way to support these objectives.	Option 2 is likely to meet the objectives but may not be as effective at doing so due to the lag between receiving data and responding to it (for example, to manage leaks).	The lack of data available means that this option is unlikely to achieve

Table 4-2: Assessment of Short List Options for Universal Water Metering System for Tararua District.

Critical Success Factors	Factor Score		Factor Weighting	Weighted Score	
	Option 1: AMI	Option 2: AMR		Option 1: AMI	Option 2: AMR
Whole of life cost	9	10	25%	2.25	2.5
Health and Safety	10	8	20%	2	1.6
Capability to support improved network operation and resilience	10	8	20%	2	1.6
Accuracy of the readings taken	5	5	5%	0.25	0.25
Operational efficiency – time and effort required to process and bill the readings	5	5	15%	0.75	0.75
Meter life	7	5	5%	0.35	0.25
Maturity – how widely installed and well developed is the option	6	9	10%	0.6	0.9
			Total:	**8.2**	**7.85**
			Rank:	**1**	**2**

As shown in Table 4-2, while both options generally performed well, Option 1 (Advanced Metering Infrastructure) provides distinct advantages in terms of:

- Health and safety, because it does not require the deployment of field staff to undertake routine meter reading.
- The ability to support TDC with improved network resilience.

On the other hand, Option 2 (Automated Meter Reading) scored slightly better in terms of whole of life cost, based on our understanding of the potential costs to establish the network, noting that this will be dependent on the procurement model taken (discussed later). If IOT network providers can be found who can support a fixed network cost effectively, this is likely to further favour Option 1.

4.2.5 Evaluation Outcome

Based on the analysis presented above, we recommend that TDC proceed as follows:

- That they seek supplier input via a procurement process on the track record, capability and capacity of suppliers to provide cost effective IoT networks and compatible meters that would support Advanced Meter Infrastructure (AMI) as the preferred option. Previous analysis undertaken by New Plymouth District Council, albeit 5 – 6 years ago, identified that AMI technology was emerging, and that a certified AMI meter was not yet available in the New Zealand market. However, with the rapid advances in this technology and the time conceded since, it is anticipated that technology is available now and should be tested via supplier engagement.
- That if this cannot be achieved, that Option 2 be reserved as a secondary choice, noting that the types of meters installed for Option 1 and 2 are likely to be AMI or AMR compatible in any case.

4.3 Consideration 2: Addressing Complex Properties

4.3.1 Introduction

In some instances, the existing water reticulation to some properties is not optimal for providing water metering to separately used or inhabited part (SUIP) of rating units. We define these as complex properties, and they include:

- There is no single Council water supply point per SUIP – i.e., the water supply point is shared by neighbours.
- TDC does not own or have legal access to the connecting pipe from the Council water main to each SUIP.

These situations can be typically found where properties have right of ways, cross-leases or blocks of units / flats.

A survey of the district's three largest towns (Dannevirke, Woodville and Pahiatua) has identified that 5% of all water connection points in these towns supply multiple properties. 6% of all existing connection points are on private property, although it is unlikely that all these present a "complex property" situation (i.e., the connection point can be readily moved to provide TDC access).

Based on feedback from other Councils who have faced similar challenges, six options have been identified, as follows:

Option 1: **Only install meters on existing point of supply where one lateral serve one SUIP. Grouped SUIP's would be billed by a uniform annual charge.**

- Under this option, a meter would be installed where a relationship of one meter to one SUIP can be maintained.
- Do not install a meter on any connection points that feed multiple SUIPs (i.e. a 1:1 relationship cannot be maintained). In these cases, bill using a uniform annual charge.

Option 2: **Meter at existing point of supply – uniform annual charge for grouped SUIP's. This differs from Option 1 as every connection has a meter regardless of approach to billing.**

- Install a meter on each rider main or lateral where council ownership currently ends.
- Where a relationship of one meter to one SUIP cannot be maintained, bill using a uniform annual charge.

Option 3: **Meter at existing point of supply – split bill for grouped SUIPs.**

- Install a meter on each rider main or lateral where council ownership currently ends.
- Where a relationship of one meter to one SUIP cannot be maintained, share the volumetric component of the bill equally between each SUIP connected to the meter.

Option 4: **Meter at point of supply with ratepayer option to move point of supply where practical.**

- This is an adaptation of Option 3, where property owners on grouped SUIP's are given the option to either:
  - Vest ownership of the rider main with council to enable the point of supply to be shifted to the lateral. This mainly applies to right of ways.
  - Connect to a specific point of supply provided by council (usually requiring modification of private plumbing by the homeowner). This mainly applies to cross leases.
  - Install a meter on the existing point of supply, and a sub-meter on individual laterals to each SUIP provided that private property access provisions can be met.

Option 5: **Dedicated meter per SUIP.**

- This option involves installing a meter per SUIP whilst minimising changes to the existing pipework.
- Ownership of pipework and where the point of supply is, would need further consideration.
- This requires Council to modify private plumbing in many cases10. Under this option all SUIP's would be directly billed for their use (ie. no uniform annual charges or split bills).

Option 6: **Dedicated private pipe and meter.**

- Install a meter and a dedicated private pipe to each SUIP. This requires council to modify private plumbing.
- Under this option all SUIP's would be directly billed for their use (ie. no uniform annual charges or split bills).

4.3.2 Evaluation of Options

A single stage evaluation process was used to evaluate the options for addressing complex properties, because the decision less influences the overall project objectives (so negates the need for a two-stage process) and can be readily incorporated into a single stage process.

The options have been assessed against critical success factors, which are the essential elements that must be successfully addressed in this case to demonstrate value.

The critical success factors defined for this options assessment are:

- **Consistency and upholding community values.** This considers if the option provides a consistent approach to billing and if the option will support the development of a sense of community or cause social friction.
  A consistent approach to billing is preferred as it promotes a sense of "fairness", in that all usage for all consumers is treated in the same way.
  This is an important consideration because Universal Water Metering is a significant change for the community and will be received in various ways. There will be neighbours willing to embrace the communal aspects of shared billing while for others it may be a cause of social friction. They may not want to split the bill due to existing strained relationships or substantially different usage profiles (large families, swimming pools, lush gardens etc.). Offering the user options, enhances their sense of engagement in the change process.
- **(Potential) legal complexity.** This considers how legally complex is the option to implement, based on feedback from other Councils.
- **Ownership of infrastructure.** This considers if the option requires TDC to work on private infrastructure or to take ownership of infrastructure that is currently private.

Working on private infrastructure is not preferred due to the potential liability incurred by consequential loss or damage.
Taking ownership of private infrastructure is not preferred as it places an additional financial burden on Council to maintain and renew that infrastructure.

- **Implementation complexity.** This considers the degree of complexity that each option presents to physically implement, and how complex the result is for the consumer to understand. Considerations include:
  - Property and asset data – Different options require a different amounts and accuracy of asset and property data. This data may not be currently available.
  - Administration - offering choice to SUIP owners creates a substantial effort to manage including explanation of the options, risks and benefits, negotiations and associated paperwork.
  - Challenges with accessing private property.
- **Capital cost burden to Council.** This considers the capital costs for installing meters under complex property scenarios.
- **Contribution to demand management.** This considers to what extent the option supports the demand management objectives of universal water metering.

It is difficult to fully qualify or quantify the degree to which each option will support each criteria. Therefore, the evaluation approach taken has been to determine whether the option supports, partially supports or does not support each criteria. Options that do not support one or more criteria should be discounted. Options that more fully support a range of criteria are then considered of higher value and ranked higher.

The assessment of these options against the criteria is shown in Table 4-3.

Table 4-3: Assessment of Options for Addressing Complex Properties Under the Universal Water Metering Programme for Tararua District.

Critical Success Factors	Option 1: Only install meters on existing point of supply where one lateral serve one SUIP. Grouped SUIP's billed by UAC	Option 2: Install meters on all existing points of supply. Bill volumetrically where one lateral serve one SUIP.	Option 3: Install meters on all existing points of supply. Bill volumetrically where one lateral serve one SUIP. Grouped SUIP's split their shared usage.	Option 4: Meter at point of supply with ratepayer option to move point of supply or sub-meter where practical.	Option 5: Dedicated meter per SUIP	Option 6: Dedicated private pipe and meter
Consistency and upholding community values	Does not support	Does not support	Does not support	Supports to some degree	Fully supports	Fully supports
Potential legal complexity	Fully supports	Fully supports	Supports to some degree	Supports to some degree	Does not support	Does not support
Ownership of infrastructure	Fully supports	Fully supports	Fully supports	Fully supports	Does not support	Does not support
Implementation complexity	Fully supports	Fully supports	Fully supports	Supports to some degree	Supports to some degree	Does not support
Capital cost burden to Council	Fully supports	Fully supports	Fully supports	Supports to some degree	Does not support	Does not support
Contribution to demand management	Does not support	Does not support	Supports to some degree	Supports to some degree	Fully supports	Fully supports
Conclusion	**Discounted from further consideration**	**Discounted from further consideration**	**Discounted from further consideration**	**Preferred option**	**Discounted from further consideration**	**Discounted from further consideration**

5 Project Delivery Approach

5.1 Workstreams and Workflow Structure

- Engineering and technical development
- Data management and integration
- Field installation
- Communications and engagement
- Project management
- Other project support services (procurement, administration etc)

5.2 Procurement Strategy

This procurement plan outlines the process in which TDC will engage with suppliers and contractors throughout the Universal Water Metering Program.

TDC intend to engage the Alliance team for the installation of the manifolds and meters, using the current Alliance partnership, unless they are unable to provide the necessary resource and workforce to act as the main contractor. This work will not be publicly tendered and will be delivered by our reticulation team under the existing Alliance contract between TDC and Downer.

The procurement of the meters themselves will be subject to the main contractor engagement and cost efficiencies in purchasing power.

Tararua District Council (TDC) went to market via GETS with a Request for Information (RFI) for market research on potential delivery partners, IoT infrastructure vendors and end-to-end service (Metering as a Service) providers who have had experience with universal water metering programs.

The RFI had a high response rate from a range of metering providers, contractors and IoT infrastructure service providers. This produced much valuable insights and information into AMI and AMR solutions and approaches to implementing a programme here in the Tararua district.

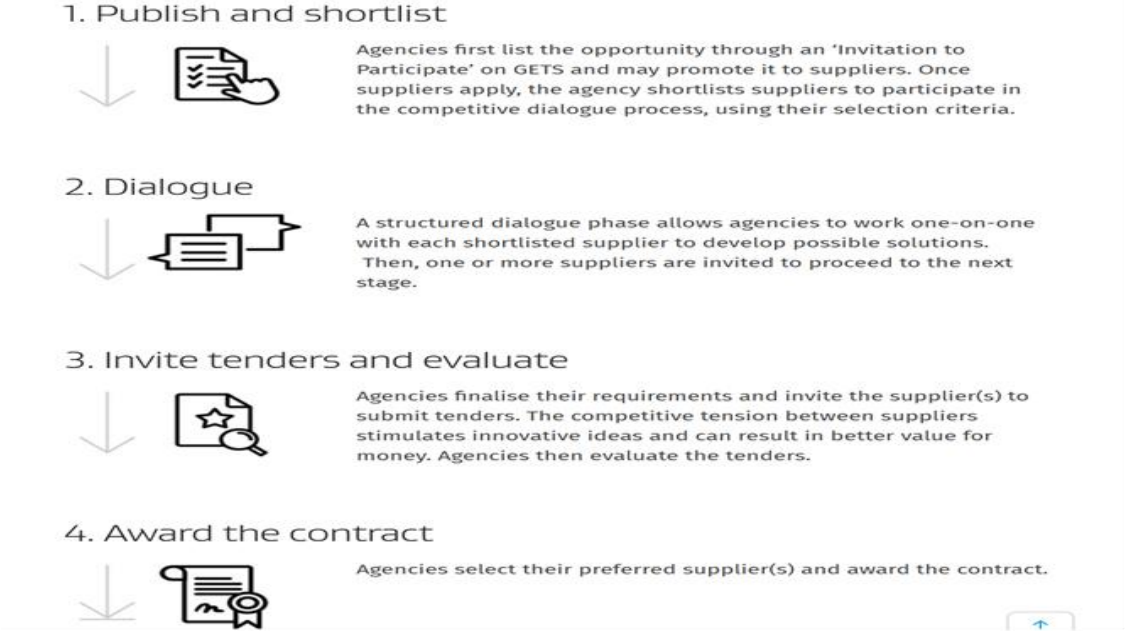
Based on this, the proposed procurement strategy to support the delivery of work is –

- Tararua District Council will issue a closed ITR (Invitation to Register) to ask IoT (Internet of Things) infrastructure service providers into a Competitive Dialogue process.
- These IoT vendors will separately liaise and collaborate with TDC under competitive tension to design a solution and network architecture fit for purpose and to TDC's specifications and requirements.
- Once concluded the IoT vendors will submit their solutions and final pricing for TDC's evaluation. This will involve a proof of concept, including recommendations for sourcing AMI compatible part and components.

Once an IoT vendor is selected, and a contract is awarded -

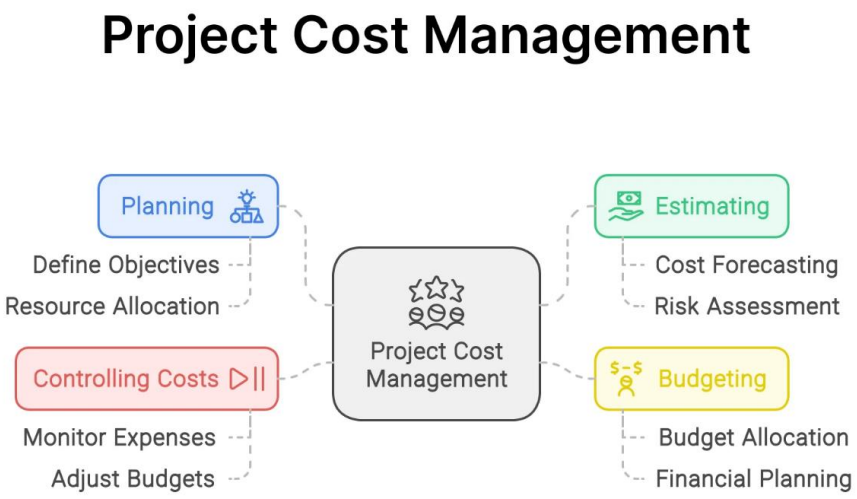
- The IoT vendor will use the Tararua Alliance for the programme implementation and installation in work teams across the network but starting in Dannevirke.
- The IoT vendor will establish network connectivity for data collection and management o support billing and charging. This may adopt, adapt or leverage existing IoT capability where it already exists.
- The IoT vendor will make recommendations (based on their experience) as part of their proposed solution to source water meters and manifolds, taking into consideration the age, quality, materials and inventory of existing water network assets.
- TDC for its part will ensure that they have adopted a backflow prevention policy, including an approach to engaging with high intensity and low intensity water users (commercial and residential), and endorsed and approved a methodology for water rates billing and charging.

Given this procurement strategy, the New Zealand market has 2-3 major IoT network and infrastructure service providers available with end-to-end experience. These providers are SPARK, CHORUS and a third operator from the RFI called Shape Tech. Because of this oligopoly environment the market is limited and concentrated to a few providers, this was the rationale for going for a closed Invitation to Register (ITR).



6 Project Management

6.1 Project Cost Control



Project costs will be managed through PSoda and tracked by the Project Manager. Each workstream will be split to budget allocation managed via an excel workbook to ensure that actuals and forecasted budgets align.

The Project Manager will also work close with the finance team to ensure budget and expenditure is current and accurate.

6.2 Programme

A staged work programme has been developed to guide the detailed establishment of project controls, including cost, time and quality requirements. The table below provides an overview of the stages, and the key tasks and timeframe allocated to each.

The key objective of the work programme is to have rolled out the bulk (at least 80%) of flowmeters, being those that can be rolled out efficiently, within the first four years of the LTP (by

end of 2028/2029). Taking this approach will enable water loss management initiatives to commence and will allow the bulk of meter installations to be undertaken within the years of available budget. It is anticipated that the less straightforward water meters identified in each town will add a substantial 'tail' to the programme.

For further programme timeframe and scheduling we have included a project schedule (attached) these timings are subject to resource and product availability and only provides an estimated timeframe and period for this programme.

Table 6-1: Key Stages of the Tararua District Universal Water Meter Project.

Stage	Key Outcomes
1 – Detailed Planning	• Establish project controls • Confirm project budget • Undertake detailed communications and engagement planning, and undertake early messaging with the community • Make any key technical decisions • Plan procurement for external resources / materials • Current infrastructure data gathering
2 – Mobilisation	• Procure resources • Commence a detailed programme of field inspections and upload into a central data capture system • Identify key tasks for concurrent activity
3 – Roll-out of Straightforward Meters	• Undertake a rolling programme of detailed planning, community engagement and then meter roll-out, town by town, In the order of Dannevirke, Woodville, Pahiatua, Eketāhuna, Norsewood, Pongaroa and Ākitio
4 – Mop-up	• Establish a mock billing regime to familiarise the community with water charging expectations in future years.

The duration and timing of the roll-out programme has been developed to align with funding available in the LTP and based on a maximum meter installation rate of 80 meters per week. This

is at the lower end of the installation rate experienced by other Councils but incorporates a level of conservatism into the programme.

In the following pages a summary table describing the key tasks in each stage is provided.

6.2.1 Stage 1: Detailed Planning

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
1.1	Establish Leadership Team	Implement the project leadership structure including the Project Manager (and assistance as required) and Project Governance Role. Develop the Terms of Reference for the Governance Group to provide clarity on roles and responsibilities. Confirm frequency of project leadership meetings.	• Project organisation structure • Terms of Reference	• Terms of Reference for Project Governance Group Agreed	Project Manager	-
1.2	Establish project controls	Establish detailed project plans and project controls in accordance with TDC PMO processes and commensurate with the project complexity, including but not limited to: • Quality Management Plan • Health and Safety Management Plan • Change (cost and time) control requirements • Baseline project schedule • Baseline project budget • Detailed project plan	• Quality Management Plan • Health and Safety Management Plan • Change (cost and time) control requirements • Baseline project schedule • Baseline project budget • Detailed project plan	• All project plans approved by Project Governance Group • Project Budget approved by Project Governance Group • Approval to proceed from ICCEM	Project Manager	1.1

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
1.3	Communications and Engagement Plan	Develop detailed Communications and Engagement Plan as further described in Section **Error! Reference source not found.**, including: • Detailed timeline • Key messages • Q&As • Collateral required • In person engagement requirements (such as drop-in sessions) • Identified spokespeople • Any promotional material and advertising required (incl. paid social media promotion) • Risks and mitigations • Stakeholders	• Communications and Engagement Plan	• Plan approved by Project Governance Group	Comms and Engagement Lead	1.2
1.4	Water Charge Analysis	Establish key goals regarding billing and the rate structure for water; what the council is trying to achieve through volumetric water charging, how this aligns with the overall project objectives and what is important to the district. A well-thought-out billing and rate structure will be critical and that these are communicated to the public early.	• Water Charge Analysis Report	• Report Approved by Governance Group for Council Ratification • Council Approval	Technical Lead (in conjunction with Project Finance Team)	1.2

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		In accordance with guidance from the American Water Works Association (AWWA), the following three categories of analysis as the generally accepted method for setting rates for water[8]: 1. **Revenue requirement analysis:** analysis of the district's operating and capital costs (covering all costs associated with operating and maintaining the district's water supply system including infrastructure, treatment process, labour and all other costs related to providing water services) to determine the total revenue requirements to deliver water services and the adequacy of existing rates in meeting these costs. 2. **Cost of service analysis:** to determine what cost differences, if any, exist between serving different types of customers (e.g. commercial, residential). The purpose of this analysis is to help inform how the revenue requirements for delivering water				

[8] https://www.awwa.org/portals/0/files/publications/documents/m1lookinside.pdf

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		services should be equitably distributed between the various customer types. 3. **Rate design analysis** uses the results from the revenue requirement analysis and the cost-of-service analysis to determine how to recover the appropriate level of costs from each customer type. Depending on the goals regarding charging for water, the rate structure could allow full or partial cost recovery and include considerations such as applying a flat rate, a tiered rate based on use, or a combination of both. It is suggested trying to link the timing of setting the rates for water with council's rates review undertaken as part of its Long-Term Plan processes to ensure alignment.				
1.5	Technical Options Development	Undertake options assessments on the following key technical decisions that are required early in the project lifecycle: • Type of water meter. • Type of water meter reading technology.	• Options assessment paper – water meter type • Options assessment paper – water meter reading technology.	• Project Governance Group approval of papers.	Technical Lead	1.4

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		For each of these, the following needs to be understood: • Scope. • User requirements. • Functional and performance requirements. • Specific options that meet the user and functional requirements. • Selection of a preferred option. Each will be presented in an options assessment paper for endorsement by the Project Governance Group.				
1.6	Procurement Planning	Procurement plans will need to be developed in accordance with TDC procurement plan requirements for the following packages: • Supply of water meters. • Supply of water meter reading technology and software. • Water toby installation services.	• Procurement plan – supply of water meters. • Procurement plan – supply of water meter reading technology and software. • Procurement plan – water toby installation services.	• Project Governance Group approves the procurement plans	Procurement Lead	1.5

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
1.7	Initial Community Engagement	Create awareness with the community on the water metering project including the following topics: • Why the decision has been made (reinforcing the points in Phase two) • The expected benefits • Any decisions around immediate or future use-based charges for water – this needs to be done clearly and honestly. • Q&As • Expected roll-out process, including how they will be installed, where and when • What residents can expect • How the meters will work – how water flows will be measured and how data will be collected • How residents can access their water use	• Fact sheets and resources to support engagement	• TDC standard protocols for approvals before media / social media releases.	Comms and Engagement Lead	

6.2.2 Stage 2: Mobilisation

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
2.1	Contractor procurement	Prepare tender documents and undertake tendering for the provision of flow meter installation services. Undertake tendering, evaluation and selection in accordance with Procurement Plan.	• Tender documents for provision of flowmeter installation services. • Tender evaluation report.	• Approval of Tender evaluation report by the Project Governance Group.	Procurement Lead	1.6
2.2	Flowmeter procurement	Prepare tender documents and undertake tendering for the provision of flow meters and meter reading technology. Undertake tendering, evaluation and selection in accordance with Procurement Plan.	• Tender documents for supply of flowmeter and meter reading technology. • Tender evaluation report.	• Approval of Tender evaluation report by the Project Governance Group.	Procurement Lead	1.6
2.3	Field inspections and data gathering	An app-based platform for use on tablets for field collection of water meters will need to be developed. Upon development and testing, field inspections can commence to: • Pinpoint locations of flowmeters. • Take photographic records of current toby installation.	• Tested field inspection application. • Records of each flowmeter.	• Application tested and certified for release.	Technical Lead	1.5

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		• Take photographic records of current condition of surrounding areas (for example, condition of driveway) • Record critical information relating to installation such as existing lateral material • Screen the degree of difficulty of information for prioritisation during roll-out. A centralised platform for importing sorting and visualising data will also be required.				
2.4	Detailed planning – Dannevirke Roll-out	Detailed planning of the specific roll-out across Dannevirke is required. This includes: • Plan out street by street prioritisation and order. • Detailed health and safety planning based on specific risks. • Fabrication of tobies and stocking of materials. • Inspection and test plan.	• Detailed roll out plan. • Site specific health and safety plan and hazard registers. • Inspection and test plans.	• Approval of the detailed planning documents. • Materials in stock.	Construction Manager	2.1, 2.2, 2.3
2.5	Community Engagement – Dannevirke	Targeted communication will be undertaken directly with residents as the physical works of installation begins in Dannevirke.	• Communications materials (letters, videos, social media posts etc)	-	Construction Manager	2.4

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		Specific information will be supplied to each property providing the following: • Maps showing how the roll out will be staged – where/when • Videos from contractors explaining how the meters work/how they will be installed • Information about how long installation takes and any disruptions to water supply • Information on who to contact for those with questions/concerns				

6.2.3 Stage 3: Roll-out of Straightforward Meters

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies

Each of the activities will be undertaken for each water supply network according to the following order: Dannevirke, Woodville, Pahiatua, Eketāhuna, Pangaroa and Ākitio.

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
4.1	Detailed planning	Detailed planning of the specific roll-out across each network is required. This includes: • Plan out street by street prioritisation and order. • Detailed health and safety planning based on specific risks. • Fabrication of tobies and stocking of materials. • Inspection and test plan.	• Detailed roll out plan. • Site specific health and safety plan and hazard registers. • Inspection and test plans.	• Approval of the detailed planning documents. • Materials in stock.	Construction Manager	3.2
4.2	Network Specific Community Engagement	Targeted communication will be undertaken directly with residents as the physical works of installation begins in Norsewood. Specific information will be supplied to each property providing the following: • Maps showing how the roll out will be staged – where/when • Videos from contractors explaining how the meters work/how they will be installed • Information about how long installation takes and any disruptions to water supply	• Communications materials (letters, videos, social media posts etc)	-	Construction Manager	4.1

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		• Information on who to contact for those with questions/concerns				
4.3	Roll-out	Roll out in each network will be undertaken in work fronts, phased from each other, as follows: 1. A work front to change out water tobies with new smart meter compatible tobies will commence first. This includes changing out the existing isolation valve assembly, installing a toby box, testing the new pipe fittings, and remediating surrounding areas (for example, driveways). 2. Concurrently with the above, smart meters will be installed at each existing/new toby. The smart tester will be tested in situ. 3. Testing will then be undertaken to confirm that the smart meter signal is received. Each work front will use a common field information environment to record details of work undertaken, condition before and after installation, meter serial number, photographic records and the like.	• Data uploads	-	Construction Manager	4.2

6.2.4 Stage 4: Mop-up

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
5.1	Roll-out	Installation of tobies and meters will be undertaken for any challenging installations identified during field data collection at the same time as the body of the works are undertaken. This will be supplemented with specific communications to these property owners.	• Communications materials (letters, videos, social media posts etc) • Data uploads	• Approval of the detailed planning documents. • Materials in stock.	Construction Manager	
5.2	Mock Billing	Establish a billing system and generate mock bills to be issued with rates notices to demonstrate water consumption and the charges that would occur if water charging were implemented.	• Mock bills	• Approval of mock bill format and deployment by the Project Governance Group • Materials in stock.	Project Manager, in conjunction with Council Finance team	5.1

6.2.5 Stage 6: Close-out

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
6.1	System Acceptance	System acceptance involves verifying that the smart metering system meets all requirements and is fully functional as intended. This includes: • Final testing and validation: conduct thorough testing to validate that all components, including the meters, data collection, and billing systems are reliable and function correctly. • Compliance checks: Ensure that the system complies with all regulatory requirements, industry standards, and contractual obligations. • Collect feedback from the community about the transition to smart meters, what benefits and challenges they have experienced, and address any issues that arise during this phase. • Sign-off: Obtain formal sign-off from relevant stakeholders, including technical teams, project managers, and senior management,	• Final testing and compliance reports • Records of community feedback	• Sign-off received from each Workstream Lead	Construction Manager and Project Manager	5.1

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		confirming that the system is ready for full-scale operation.				
6.2	Lessons Learnt	• Project review meetings: hold review meetings with the project team, including contractors, to discuss what went well, what challenges were encountered, and how they were addressed. • Gather feedback from all involved parties, including installation contractors, council customer service representatives, and end-users. Feedback collated from the system acceptance phase can be used to inform this. • Produce a written report that summarises the key learnings, outlining what went well, and what didn't go well, from the project. The report should include all stages of the project, from start to finish. These insights can help share learnings and benefit other council teams to enhance organisational learning and make future projects better.	• Lessons learnt register / report	-		5.1
6.3	Transition to Operations	Transitioning to operations involves moving from the implementation phase to ongoing management and maintenance. By carefully	• Operational Readiness Plan	• Approval from Project Governance Group to	Project Manager	6.1

#	Key Task	Description	Deliverable(s)	Gateway(s)	Responsible Lead	Dependencies
		managing the close-out stage, the council can ensure a smooth transition to full-scale operation. This includes: • Develop a clear transition plan that outlines responsibilities, timelines, and handover procedures. • Train operational staff who will be responsible for managing the smart meter system. Ensure they are well-versed in system operation, maintenance, and troubleshooting. Teams responsible for customer support and issue resolution should be provided training on how and when certain issues need be escalated. • Establish communication channels between implementation teams and operational teams. • Implement a monitoring and evaluation framework to track the performance of the smart meter system. Review key performance indicators (KPIs) to ensure the system is meeting desired outcomes and the council's objectives.		transition to operations.		

– Confidential – Internal Use Only		
Version No: Date: Review date:	File Ref: File name: Owner: Priscilla O'Neale-Searancke	Policy # PM3.2 Page 52 of 68

6.3 Project Risk Management

6.3.1 Risk Management Objectives

The Tararua District Universal Water Metering project is complex in that it requires a significant number of interfaces between various parties, and a significant interface with the community in a way that has the potential to have a significant impact on Council. As such, strong focus needs to be placed on project risk management, so that:

- We increase the likelihood that we achieve the project objectives.
- We appropriately safeguard assets, people, finances and reputation.
- We improve project delivery performance and maximise resource utilisation.
- We integrate risk management into project management, including using a common language, to promote a risk aware culture across the project team.
- We provide a timely response to escalated risks and actual events when they occur.
- We aid decision-making and encourage innovation.
- We apply an appropriate standard to project risk management (i.e. ISO 31000:2009) and good practices generally.

6.3.2 Early Warnings

The large number of interfaces between parties in this project creates a risk that risks will not be identified, communicated and then managed by the appropriate party to do so accordingly, leading to potential cost, time and quality issues.

To manage this, it is recommended that an early warning system is put in place and utilised to drive day-to-day risk management in a no surprises approach. That way, potential risks can be identified early, and appropriate action taken before they manifest themselves, and those risks that cannot be appropriately managed can be elevated to the project risk register, so that this register maintains focus and relevance to key issues.

The following diagram illustrates the proposed process for raising and then addressing early warnings.

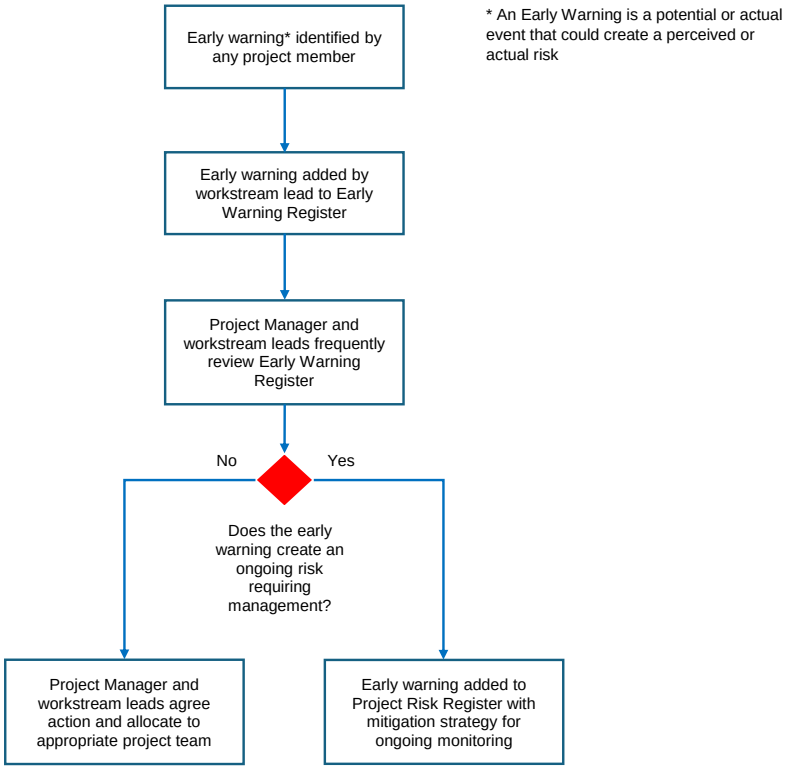


Figure 6-1: Early warning identification and management process.

6.3.3 Key Project Risks

A workshop of key project personnel was held in November 2024 to identify key risks and initial mitigation strategies. A summary of the risks identified, and their initial mitigation strategies is provided below.

Risks are constantly changing due to the evolving nature of the project and Council's operating landscape. Therefore, risks must be monitored, reviewed and reported on a regular basis to ensure that they are current. The minimum requirements for this are shown in Table 6-2.

Table 6-2: Monitoring, Reporting and Review Requirements for Project Risks.

What	Who	When
Review of existing risks on the Project Risk Register	Project Manager with Project Governance Group	Monthly

Review of new risks to confirm proposed treatment strategy / actions	Project Manager and Workstream Leads	For low and medium level risks, review monthly at same time as existing risks For high and extreme risks, review as soon as practicable
Reporting escalated risks to the Project Governance Group	Project Manager	Monthly
Review of escalated risks	Project Governance Group	Monthly, noting additional review for extreme risks below
Review of extreme risks	Executive Leadership Team	As soon as practicable

Table 6-3: Summary of Key Project Risks and Proposed Mitigations.

			Rating With Existing Controls			
Risk	**Consequence of Risk or Opportunity Occurring**	**Current Controls**	**Likelihood**	**Consequence**	**Risk**	**Proposed Mitigations (Beyond Existing Controls)**
There is a risk that the current water structural reform of water entities misaligns with TDC's UVM programme and strategy	Rework at a future date leading to TDC reputational risks and additional costs to TDC ratepayers	-	Likely	Moderate	Medium	To be confirmed later
There is a risk that public trust is eroded by charging for water given precedent of relatively low cost, rates-based charging regime	Project challenges from public or those opposed to UVM leading to delays and potentially additional costs	Early engagement to be undertaken with District ratepayers on needs and benefits of metering.	Possible	Major	High	Ensure communications and community consultation is clear and concise.
There is risk of public antagonism if there is uncertainty in the future water charging regime	Negative press or feedback from public engagement, lack of community trust or faith in project	Undertake early water charging analysis and form key messages for public engagement	Likely	Major	High	Ensure communications and community consultation is clear and concise.
There is a risk that the public do not permit access to property	Additional project delays and costs	Early public engagement. Changes to strengthen water supply bylaw?	Possible	Minor	Low	This will need to be negotiated on a case-by-case bases.
There is a risk that the water charging regime creates inequity	Poor reputation for TDC and public trust damage	Thorough water charging analysis to be undertaken early in the project	Possible	Major	High	Ensure communications and community consultation is clear and concise.

			Rating With Existing Controls			
Risk	**Consequence of Risk or Opportunity Occurring**	**Current Controls**	**Likelihood**	**Consequence**	**Risk**	**Proposed Mitigations (Beyond Existing Controls)**
There is a risk that some existing users face extraordinary and unexpected costs for installation owing to previous TDC decisions	Poor reputation for TDC and public trust damage	Paper to be presented to Councillors on options to address this issue in May 2025.	Possible	Moderate	Medium	Ensure communications and community consultation is clear and concise.
There is a risk that the cost of implementation is greater than anticipated	Cost/benefit predictions are not achieved; project cannot be completed or is delayed until more funding is available	Prepare new cost estimates based on new network data and hardware / installation costs	Likely	Moderate	Medium	Work closely with the project team to ensure that cost saving measures are taken.
There is a risk that there are insufficient resources available to implement the project on top of BAU activities	Project delayed and inefficiencies lead to greater cost	Prepare comprehensive project and resourcing plan	Possible	Moderate	Medium	This project will not be undertaken as BAU.
There is a risk that the public are unsatisfied with the remediation undertaken after toby installation	Rework and additional cost; TDC reputation damaged	-	Possible	Moderate	Medium	This will need to be negotiated on a case-by-case bases and cost implications assessed.
There is a risk that asset management staff unable to deal with large number of new assets	Delays in uploading data	-	Possible	Minor	Low	Early engagement with the Operational team and asset management teams.

			Rating With Existing Controls			
Risk	**Consequence of Risk or Opportunity Occurring**	**Current Controls**	**Likelihood**	**Consequence**	**Risk**	**Proposed Mitigations (Beyond Existing Controls)**
There is a risk of harm to field staff owing to work environment (which is also constantly changing)	Serious harm incident	Health and safety planning to be undertaken. Use of contractor(s) familiar with the conditions and specific risks.	Unlikely	Major	Medium	Strict Health and Safety procedures and staff risk assessment prior to work being undertaken.
There is a risk that connections to very old copper and galvanised pipes are untenable	Additional scope, cost and project delays.	Undertake survey of all existing connections to understand material where possible	Likely	Moderate	Medium	Pre-inspection will identify these connections, and the project team will work closely with the main contractor to identify an appropriate solution.
There is a risk that repeated work is undertaken in the same area through lack of co-ordination between water metering and other programmes of work (e.g. footpath rehabs)	Reputational risk and loss of efficiency / cost saving opportunities		Possible	Minor	Low	Develop GIS or other tool to overlay water meter programme with other key programmes of work
There is a risk that if the digital meters are installed too early, that 33% of their life will be used up before the end of the install programme is reached	Not best use of assets, early replacement costs TDC		Almost Certain	Moderate	High	Do not install digital meters until end of manifold installation programme

			Rating With Existing Controls			
Risk	**Consequence of Risk or Opportunity Occurring**	**Current Controls**	**Likelihood**	**Consequence**	**Risk**	**Proposed Mitigations (Beyond Existing Controls)**
There is a risk of project delays due to budget constraints	Delays to the program roll out and completion.	Working closely with finance and the alliance team to provide best price estimates, that can be used to forecast the budget over the program's life cycle.	Possible	Moderate	Medium	Early warning dialog with contract to ensure that pricing is accurate. 6 monthly review on pricing to capture any program savings i.e workstreams, scope of works, materials etc.

6.4 Communications and Engagement

Engagement is essential to support informed investment decisions and ensure all stakeholders—internal, partners, iwi, and the community—are aligned and aware of the project.

Installing water meters affects all residents with a Council water supply. Other councils have faced concerns about affordability and fairness under user-pays systems.

Early and clear communication about the reasons for metering, along with its benefits, is critical to gaining public support and addressing concerns.

If handled well, strong messaging will help manage the narrative and build understanding. Poor engagement, however, risks backlash, delays, increased costs, or even cancellation of the project.

6.4.1 Engagement Process

The following objectives should guide the engagement process for implementing water meters across the district:

- Ensure the community understands why meters are being installed, the benefits expected and the cost.
- Clearly outline the process for the roll out, when they will be installed and any disruptions this might cause.
- Clearly articulate how and when changes to water charges will occur, and on what basis.
- Reach as many residents as possible, using a wide array of methods and channels.
- Ensure community support for the programme and the outcomes council is seeking to achieve.

6.4.2 Stakeholders

The below table provides a high-level overview of the stakeholders that should be included and their involvement:

Stakeholder	Needs and expectations
Residents and ratepayers – those connected to a TDC water source	Primary audience. Clear information about the project and how this will affect them. A forum to discuss their concerns.
Commercial/retail – those connected to a TDC water source	Businesses will want to understand the impact of meters on their operations. Clear information about the project and how this will affect them. A forum to discuss their concerns.

Elected members	Key community members and representatives for Council. Project updates and key milestone information and reporting
Council staff	Project updates and key milestone information. FAQ information for Customer Services and Communications
Iwi	Iwi are currently being engaged through a 3 Waters Advisory Group on TDC's strategic initiatives, which will include universal water metering. Discussion will be required via this forum to confirm iwi support and modes of engagement.
Contractors/suppliers	Guidelines/requirements to perform their jobs. Clear communication between stakeholders/contractors and out to the public
Horizons Regional Council	Reporting to ensure that the regional consent requirements are being met
Local media	Primary media channel for the local community

6.4.3 Key Engagement Risks

Risk	**Effect**	**Mitigation**
Failure to identify and communicate key changes and the affects this will have on the community	• Community dissatisfaction with Council • Council/contractor reputational damage	• Clear, accurate, timely and transparent communications
Lack of community support	• Negative feedback or lack of feedback	• Ensure information is consistent and clear across all channels • Involve the media by proactive media advisories and key stakeholder groups through direct contact
"Council is just trying to make money from us."	• Residents may feel unfairly targeted or exploited, leading to mistrust and opposition.	• Clearly explain that metering is about fairness — people pay only for what they use • Reassure residents that all revenue will go back into the water network, not into general Council spending. • Emphasise leak detection, waste reduction, and protecting water for future generations.
"I don't understand what this means for me."	• Confusion, anxiety, or disengagement — residents may feel left out of the process or surprised when changes happen.	• Use simple language and relatable examples to explain how meters work, what the rollout looks like, and what changes (if any) to expect in the short and long term

		• Make communications practical and personal, not technical or abstract.
"Will I be hit with a new bill out of the blue?"	• Fear or financial stress if residents think charging is starting immediately or without warning.	• Be honest and clear: no immediate charges. • Share a timeline and explain that there will be plenty of notice and support before any billing begins. • Reinforce that this change won't happen overnight — it's part of a multi-year rollout.
"Is someone tracking what I'm doing with my water?"	• Concerns about surveillance or data privacy may make residents uneasy.	• Explain how water use is measured (volume only, not how it's used) and that data is securely collected for billing and leak detection only. • Be transparent about what information is collected, who has access to it, and how it's protected.
"No one told me this was happening."	• Frustration or resistance if residents feel blindsided when installation begins, or bills change.	• Communicate early and often — using trusted, local channels. Send letters, hold info sessions, post on social media, and engage local community leaders. • Make sure residents in each area know what's happening well before their meters go in.
"Who do I call if I have a problem with my water?"	• Confusion and stress if residents don't know who is responsible, especially as water services shift nationally.	• Acknowledge the bigger water reform picture. Explain that while Council is currently leading the rollout, a new water entity will manage services in the future. • Provide clear, simple contact details and keep residents updated as responsibilities shift.

6.4.4 Approach

A detailed Communications Plan has been developed and will be updated according to changes in the project as it develops. The following stages outline the proposed stages of engagement that are anticipated for consideration and inclusion in detailed planning.

Phase 1: Awareness and education

Proactive, educational communications around the water network and the project including:

- Size of the network (km of pipes, number of connections, amount of water used per household etc)
- "Why water meters?" – long-term benefits, fairness, and futureproofing
- The expected benefits
- How the meters work
- Use simple visuals, infographics, short videos
- Publish stories of water loss, leaks, and usage today (make the invisible visible)
- Backflow prevention – what this is, what the Backflow Prevention Policy will include, how this will affect people (particularly commercial property owners), targeted engagement with those affected

This is an opportunity to raise awareness of the fact that Council is looking at a range of solutions to make the water network more efficient, including water meters.

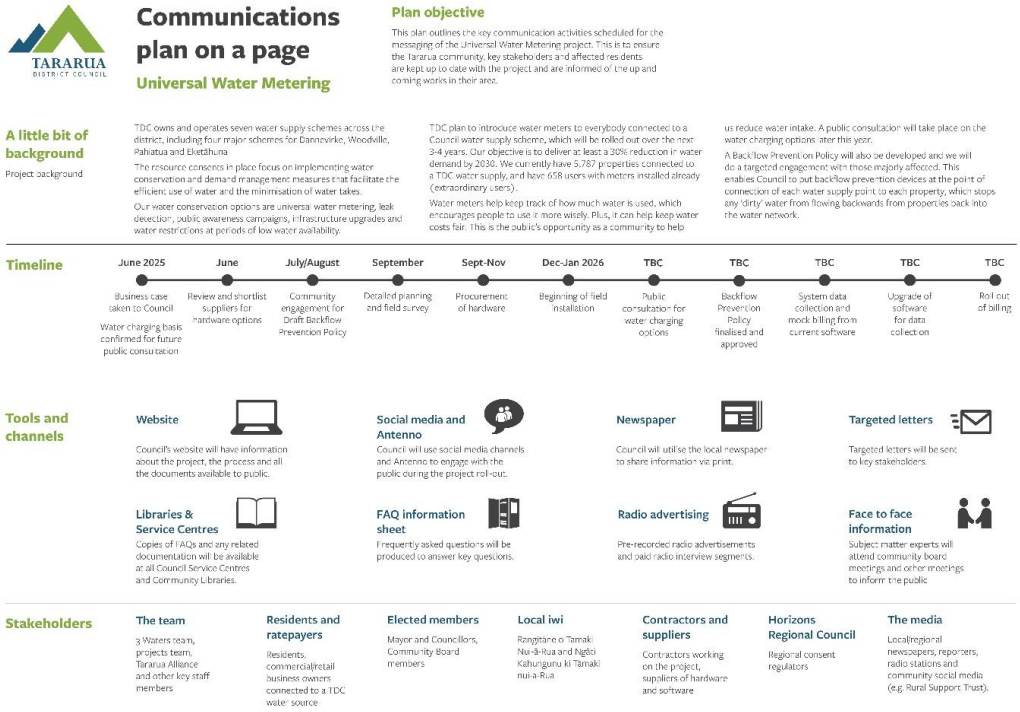
Phase 2: What's happening and when

- Expected roll-out process
- Timeline for installations and when charging starts
- What people can expect (notice periods, how meters will be installed)
- Who to contact for help or concerns

Phase 3: Engagement and feedback

- Public consultation on water charge options
- Public Q&As, pop-up stalls at markets, Facebook Lives
- Community drop-in sessions and a dedicated info line/email
- Myth-busting campaign

6.4.5 Communication Plan at a glance.



7 Project Funding and Affordability

The Tararua District Council (TDC) engaged a third-party consultant (Rationale Limited) to undertake a water charge analysis summary report (Please refer to the attached document for the full report) to provide detailed and informative data, outlining options for the future rate charging strategy and allocation.

The following pricing, evaluation and recommendation have been provided from the Rationale Ltd report, please refer to the full summary attached for further information and breakdown charging examples.

7.1 Existing Water Pricing Structure

A variety of pricing structures for water are applied across New Zealand, and these offer different benefits and challenges. Historically, most councils have generally used a uniform annual general charge (or targeted rate) to charge businesses and households for water services. These charges are simple to administer but do not account for variance in actual use between individual households and businesses, and do not encourage conservation of water by placing a more direct value on water use.

The installation of water meters, particularly modern smart meters, has opened up improved opportunity for councils to implement alternative pricing structures, such as volumetric charging. Generally, pricing structures fit within one or a combination of:

Pricing Structure	Description
Fixed Charge (including uniform annual general charges or targeted rates).	Apply uniform charges to every property. Fixed charges can be applied in conjunction with one of the volumetric based charging schemes below.
Uniform volumetric charges	Apply a consistent price for every cubic metre (m3) of water consumed. Encourages conservation and allows small, low-income households to lower their bills.
Increasing tiered charges	Apply higher volumetric charges when pre-set thresholds are reached. High water-users pay a higher rate than low water-users. Further encourages conservation but may lead to higher costs for households with many people.
Decreasing tiered charges	Apply lower volumetric charges when pre-set thresholds are reached. Advantageous for bulk users but discourages conservation and limits savings opportunities for low users. Use of this scheme is in decline.
Seasonal Charges	Apply higher volumetric charges based on consumption in peak demand periods.

7.2 Evaluation Process

Rationale, based on previous work and knowledge of volumetric charging approaches elsewhere in New Zealand, developed a range of charging options for consideration. This long-list of options included a mix of fixed user charges and volumetric charges, with regular and high user charges included.
These options were then evaluated using the Multi-Criteria Analysis (MCA) framework to evaluate and ultimately reduce this to a short list of options for further analysis / modelling. The MCA framework provides a robust, transparent, and structured method for comparing shortlisted options. The short-listed options were presented to the TDC project team (remotely) on 10 April to confirm our assumptions and scoring before proceeding with further analysis.
The shortlist is assessed against:

- Investment Logic Map benefit statements (investment objectives identified in the previous Three Waters Strategy and Implementation work Rationale supported).

- Business Needs including economic efficiency; fairness to consumers; social orientation; cost-recovery; financial stability; and resource conservation of water)1
- Risks (technical, operational, financial, legal, political, economic, stakeholder, public) which will include those that are sourced from the Baseline Report and Gap Analysis.

7.3 Options Considered

These shorted-listed options included (final MCA scoring below each option):

Option 1	Option 2	Option 3	Option 4	Option 5
Fixed Charge Only (status quo)	**Fixed Charges + Universal Volumetric Charge**	**Fixed Charges + Universal Volumetric Charge with a free water threshold**	**Fixed Charges + increasing tiered volumetric charge**	**Fixed Charges + increasing tiered charge with a free water allocation**
All unmetered properties pay a fixed charge. **All metered properties pay a fixed charge plus a volumetric charge applied in excess of 80m3 of water consumed per quarter. Large water users >2,000m3 per quarter are charged at a discounted volumetric rate.**	All properties pay a fixed charge which is generally set to cover annual depreciation / renewal expenditure. A universal volumetric charge is levied on all water users (e.g., consistent price for every cubic metre of water). Encourages some conservation and allows small, low-income	As for Option 2, but with a free water threshold. Customers only pay volumetric charges above this threshold. The cost of this free allocation is included in the fixed charge.	As for Option 2, but with increasing volumetric charges above pre-set thresholds meaning high water users pay a higher average cost per unit compared with low water users. Encourages water conservation but may lead to high costs, particularly for high commercial users.	As for Option 4, but with a free water threshold.

	households to lower their bills.			
5	**2**	**4**	**1**	**3**

7.4 Recommended Option

Rationale recommends Council proceed with **Option 4: Fixed Charges + an increasing tiered volumetric charge**. The fixed charge combined with an increasing tiered price structure provides a balanced, principled approach to water pricing, aligning with key objectives of economic efficiency, fairness, social orientation, cost recovery, financial stability, and resource conservation. The fixed charge ensures that the essential costs of operating and maintaining the water system are recovered (such as funding depreciation of the assets). The increasing tiered price structure, where the unit price rises with higher levels of water use, directly incentivises water conservation by making excessive consumption progressively more expensive, strongly supporting the resource conservation objective. This model drives economic efficiency by encouraging more environmentally responsible water use, thereby reducing demand pressures and associated costs on infrastructure and supply. Importantly, the structure promotes fairness by ensuring that all consumers pay equitably: low and essential water users are protected with lower charges, while high-volume users, who place greater strain on the system, contribute a proportionate share of costs, minimising the need for cross-subsidisation.


TARARUA
DISTRICT COUNCIL

Report

Date : 26 June 2025

To : Chairperson and Board Members
Eketahuna Community Board

From : Simone Anthony
Democracy Support Officer

Subject : **Portfolio Programme Project Report**

Item No : **8.3**

---

1. Recommendation

1.1 ***That the report from the Democracy Support Officer dated 26 June 2025 concerning the Portfolio Programme Project Report be received.***

2. Reason for the Report

2.1 This report is to provide an update to the Board on the key portfolios, programmes and project statuses as reported at the Infrastructure, Climate Change and Emergency Management Committee meeting held on 18 June 2025.

3. Capital Portfolio Report

3.1 This report has a new focus to bring in all the projects and programmes into one report and will require some additional adjustments.

Portfolio Health Status	Forecast	General Comment
Green	⇧	Overall, we are closing out key projects and ensuring that our committed projects are well scheduled. Maintaining momentum and the identification and consolidation of carry forwards is key. With internal reviews nearly finished we will be bringing carry forward proposals to council. Following the portfolio changes in Council, we are reorganising our Portfolio, Programme and Project

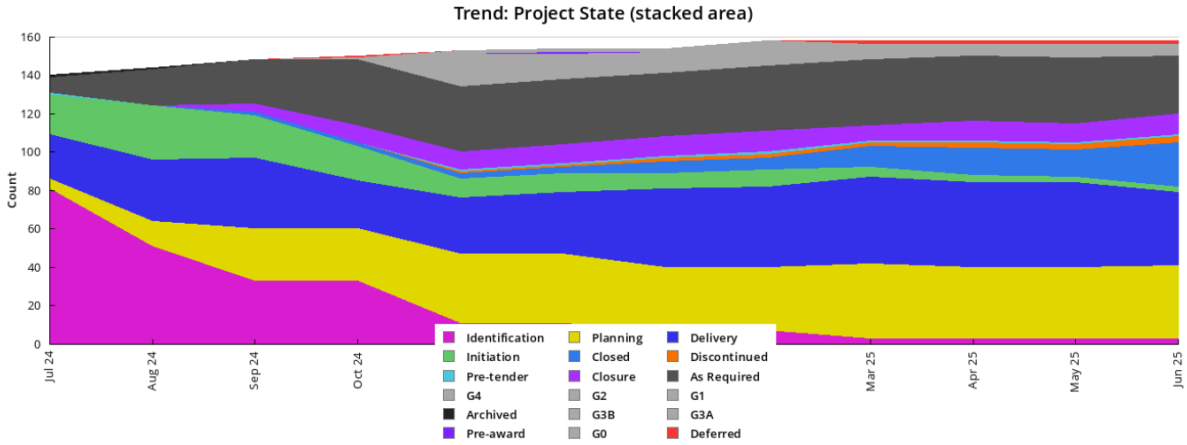
Portfolio Health Status		Forecast	General Comment
			meetings to reflect.
Schedule	 Green		Schedules have been confirmed with a minor few outstanding. Some resourcing issues have occurred which have meant some reforecasting has been necessary.
Budget	 Green		Budget risks are primarily concerning the Dannevirke Impounded Supply works, and Pahiatua Stormwater. Identification of carry forwards is well underway and final reviews are to take place. Alignment with Year 2 projects is critical.
Risk	 Green		Project risks to note are the ongoing concern with the Dannevirke Impounded supply, Wastewater programmes and maintain delivery on Woodville Water upgrades. All of these are currently being effectively mitigated.
Resourcing	 Amber		Resourcing constraints are still a challenge as we continue to navigate our projects alongside our operational requirements. We are still navigating some resource limitations, continuity issues, specialised skills and contractor availability.

Legend

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

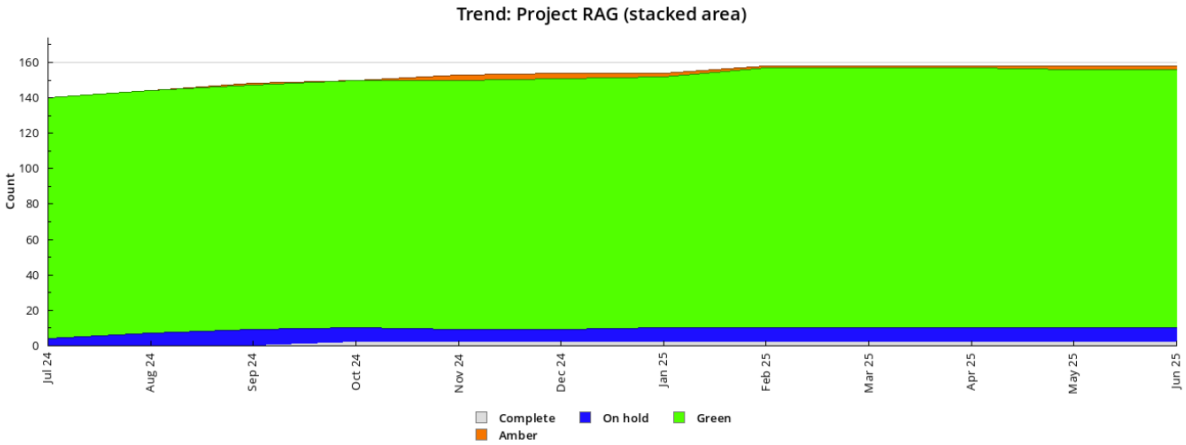
4. Capital Projects by State

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.



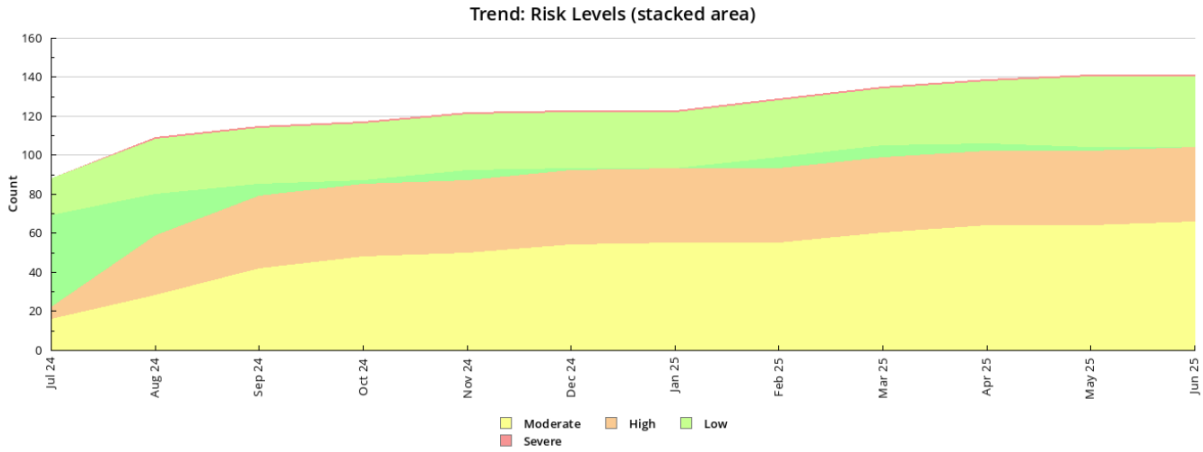
5. Capital Project by Status

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. Portfolio – Projects Risk levels

6.1 The below graph displays our efforts to start compiling project risks into our project management software to better mitigate, manage and report on our risk registers at a portfolio level.



7. Project Updates

Complete	On Hold	On Track	Revised but on track	Off Track

Infrastructure

Project	Managed by	Comments	Status
District Town Signs	Ray Cannon	Signs installed. Project Complete.	

Facilities and Corporate

Project	Managed by	Comments	Status
MPI Emergency Hub Fund	Mitchell Guile	Community Hub Project has been completed. Final report submitted on 29 June.	
IOT Door Counters	Chantelle Smit	All sensors are now installed and configured. Data from the libraries and service centres are now being collected in real time.	
Mobile Regulatory Solution	Chantelle Smit	After testing, review and consideration the team have decided to not proceed with the Actus app. The app has limitations that were unknown prior to implementation. Users are unable to perform all the necessary actions they would typically do in the office	

Project	Managed by	Comments	Status
		which was the primary objective. The app does not deliver the expected value. Another option is current being trailed and is under review.	

Attachments

1⇩. District Water Universal Water Metering Committee Report June 2025
2⇩. Wastewater I & I Strategy Committee Report June 2025
3⇩. Telemetery and SCADA Upgrade Phase 2 Committee Report June 2025
4⇩. Eketahuna Wastewater Treatment Plant Upgrade Committee Report June 2025
5⇩. Digitisation of Council Records and eServices Committee Report June 2025
6⇩. Future Community Urban Design Committee Report June 2025
7⇩. Building Iwi Capacity Committee Report June 2025

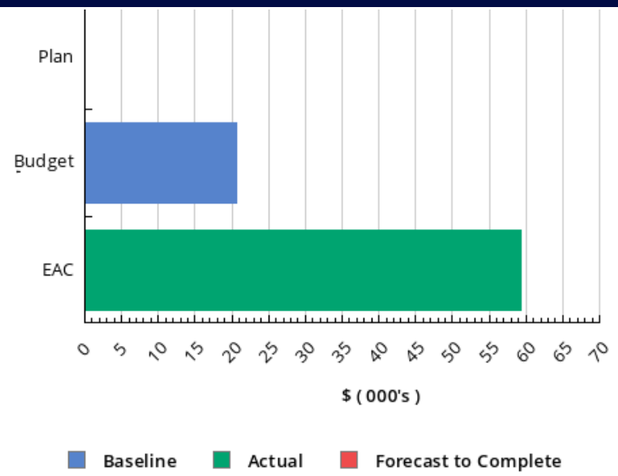
Project name

District Water Network Universal Metering

Report date:	Start date:	Approved end date:	Projected end date:
Jun-25	Jul-24	Jun-26	-

Purpose:	Supply and install a universal water metering system to provide data to assist in the districts water management program.
Project team:	**Sponsor:** Mike Dunn **Project Manager:** Priscilla O'Neale-Searancke
Key stakeholders:	Horizens Regional Council Tararua Community TDC Alliance Contractor - TBC Consultants

Project budget:



Whole of Life
Approved budget:
$20,560
Actuals:
$59,400
Estimate at completion:
$59,400

189%
Over budget

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	30/05/2025 report has been submitted to the ELT before going to Elected members. ELT taken on board and the ICCEM report and business case have been updated accordingly. Am working with Finance on the project budget and Alliance team to provide a pricing Schedule. A workshop will be held 25th June to work on the specifications that will be a part of the RFP to contractors for the system and water meter requirements. Working on connection data and need to shortlist requirements to improve pricing schedule. Will update the Project schedule once an understanding of the RFP times are realised.
Scope:	G	G	PM and Consultant work to define scope of works and provide a document package to elected members. 27/03/25 Continuing to define the scope of work and gather information and data.03/06/2025 Scope of works continues to be defined as the planning process progresses and the complexity of the project is being realised as new information evolves.
Time:	G	G	Project team are working towards providing the document package with options to the elected members in May for discussion. 03/06/2025 The project Schedule is still being modified and will continue to change as we progress through the planning and design stage this is due to the complex nature of the project and the many stakeholders that require input into the systems, software and hardware.
Budget:	A	A	Once we have defined the scope of works etc we will be able to better project the program budget.08/05/2025 we are current over budget as the consultancy and investigate costs have been realised. 30/05/25 Working with finance to mitigate the budget over spend and bring year 3 budget forward. Working with the Alliance team to provide a pricing schedule that will better provide budget forecasting for the following years.
Risks:	A	A	Public buy in to the work being undertaken. Cost to undertake the works due to unforeseen additions to the scope due to existing infrastructure. 08/05/2025 Project staging has been accelerated; this could impact public buy in. 30/05/2025 the project acceleration will also affect the project budget which I am working with finance to mitigate.
Opportunities:	G	G	There are opportunities to align aged infrastructure replacement as we progress through the installation phase. 27/03/25 we continue to look at possibly aligning other project works along side this work with may help mitigate some of the project cost. 03/06/2025 This work will affect and be affect by other projects and there maybe opportunities to align work streams to create some efficiencies.
Health & Safety:	G	G	PM to ensure that the contractor work teams are adhering to all health and safety requirements. 03/06/2025 Traffic management will be managed by the Alliance team and contractor will be required to provide health and safety plans when undertaking works.
Resources:	G	G	27/03/25 Currently we have sufficient resources to undertake the work required. 30/05/2025 we have engaged with the alliance team to provide resource to undertake this work.
Comms:	G	G	Comms plan has been supplied to the Comms team for review. 26/03/25 The Comms team have issued an short overview of the program to the public within the water done well update. Further communications will go out as the program progresses. 03/06/2025 Once the agenda for the ICCEM meeting is released and communications team intend to go live with a web page on our Tararua district council web site, this will provide information on what is being undertaken and when we expect to start garden work.

Next steps:

Report submitted to ICCEM. RFP workshop will be held before invitations out to IoT network providers. continue to work with finance and the alliance team of pricing and budget scheduling.

Project timeline:

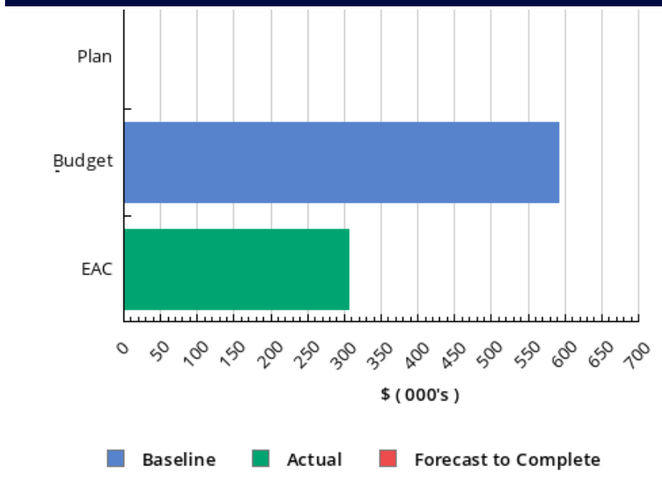
START	Pre-planning	Elected members consultation	Contractor engagement	FINISH
	May-25	Jun-25	Aug-25	

District Wastewater Infiltration and Inflow Strategy Implementation

Report date:	Start date:	Approved end date:	Projected end date:
Jun-25	Jul-24	Dec-25	Jun-25

Purpose:	To explore, quantify and remediate the districts known Inflow and Infiltration (I & I) issues through a phased programme of investigations, council and public consultations, and targeted remediation works.
Project team:	**Sponsor:** Marcus Clifford **Project Manager:** Eugene Priest
Key stakeholders:	TDC - 3 Waters Tararua Alliance Horizons Regional Council Ngāti Kahungunu ki Tāmaki nui-a-Rua Rangitāne o Tamaki nui-a-Rua

Project budget:



Whole of Life Approved budget: **$592,000**

Actuals: **$306,477**

Estimate at completion: **$306,477**

48% Under budget

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	A	A	Amended reports received with additional smoke testing carried out. TDC will carry out reviews of new data with external vendor to assess recommendations and to plan a way forward over the next FY 25/26. Vendor will supply an interim proposal to repair med-major manhole chambers fixes highlighted in inspections report. It is believed that the benefits of these repairs could be reasonable in relation to overall I&I. Vendor has finished carrying out minor repairs up to the agreed amount in the Contract within the highest priority catchment as laid out in report.
Scope:	G	G	A targeted investigation into the towns wastewater network utilising technology such as UAV, cameras and Smoke testing coupled with any previous I & I investigation data that TDC can make available. Utilising the data gathered in 1. to design and cost remediation works, and supply a programme of works to target the main areas of concern to be able to realise a greater than 50% reduction in I & I. Delivering the works programme as prioritised by TDC to best suit, or assist, in delivering infrastructure upgrades for growth or consenting purposes.
Time:	A	A	Delays in receiving reports and conducting smoke testing. Smoke testing redo will add some time but will ensure confidence in vendors initial results.
Budget:	G	A	Waiting for chamber repair proposal so TDC can programme remediation (has still not been received). Cost for investigation is confirmed at $197k. Some extra services if required might need to be employed and have been outlined in the Modular Agreement with the vendor
Quality:	G	G	This will be covered off in procurement process and any agreements between TDC and selected vendor. All NZ standards to be adhered to. Concerns that some aspects of the investigation have not followed best practice guidelines as laid out in WNZ I & I Controls Manual. Items to be discussed with vendor to remedy.
Risks:	G	G	Community engagement is critical to the success of this project therefore we need to ensure good communications with the Eketahuna community to ensure they are aware of the investigations. This project poses many risks, through vendor selection, carrying out investigation and remediation, and the public facing private network issues that will arise due to investigation findings. This will require a substantive risk workshop to involve many facets of TDC and community to be able to solve what could potentially be a large net saving to TDC and community.
Opportunities:	G	G	1. Reducing treatment plant upgrade capacities to fit reduced I & I flows. 2. Creating extra capacity in current network to allow for planned district growth. 3. Reducing the need to have to construct larger infrastructure to meet growth expectations.
Health & Safety:	G	G	All TDC requirements to be adhered to by any Vendor/Contractor and their associated sub-contractors
Resources:	G	G	Current resource requirements are low but will need to be increased in due course
Comms:	G	G	Comms plan completed and reviewed. Comms has been pushed out to the community advising them of the upcoming and ongoing works.

Next steps:

- Receive med-major manhole chamber repair proposal
- Apply TDC procurement policy to sign-up vendor for repair works
- Plan comms and information sessions for private connection issues.

Project timeline:

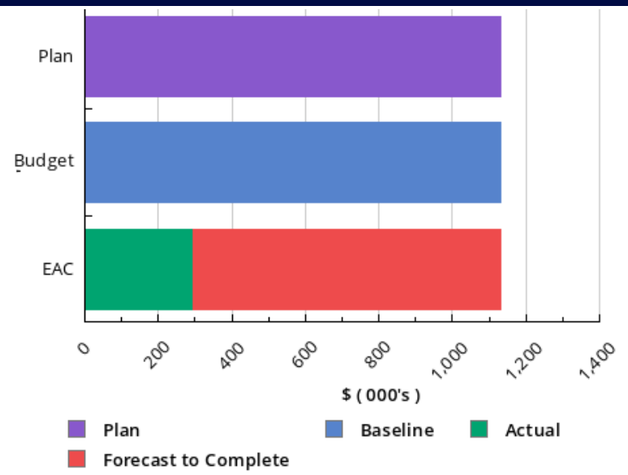
START	Procurement (RFP)	Agreement Negotiated & Signed	Contract Delivery Starts	Flow Monitoring & Investigations	Investigation Findings Released	Remediation Costs Received	Remediation Supplier Determined	Implementation Complete	FINISH
	Jun-24	Aug-24	Oct-24	Dec-24	Feb-25	Jun-25	Jun-25	Dec-25	

Telemetry and SCADA Upgrade Phase 2

Report date:	Start date:	Approved end date:	Projected end date:
Jun-25	Jul-24	Jun-26	Jun-26

Purpose:	This project has been initiated to align and comply with new requirements for resource consent monitoring for compliance with NZ water standards. This project will pull the different upgrade funding together to develop and rationalise SCADA and Telemetry framework, architecture, software and dashboarding that provides operational visibility across the entire TDC treatment and network systems. Phase 1 is to determine asset and system Stocktake, Framework, Architecture and system implementation to achieve operational visibility across the network. Phase II is the implementation and delivery of agreed recommendations provided by the investigation and report of the Phase I vendor.
Project team:	**Sponsor:** Mike Dunn **Project Manager:** Eugene Priest
Key stakeholders:	Horizons Regional Council TDC 3-Waters Team TDC IS Team Tararua Alliance

Project budget:



Whole of Life
Approved budget:
$1,131,020
Actuals:
$296,486
Estimate at completion:
$1,131,000

0%
Under budget

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	Agreements have been negotiated and signed by both parties for the main Scada upgrade, Piping &Instrumentation Diagram (P&ID) & asset data collection (Better Off Funding), & Radio Package portions of this project. Sever Infrastructure Upgrade vendor still to be confirmed. A portion of Better Off Funding (BOF) has been allocated to this project to facilitate the necessary work in capturing Asset information, P&ID, plant functional descriptions & asset valuations. This work has started with a site visit to several Water & Wastewater Treatement Plants on 31/01. **Project Kick-Off meeting held 10th March. VPN/Server vendor negotiation ongoing as OPEX costs with licensing costs are a concern.**
Scope:	G	G	Pre-determined scope to be followed in Tender process with detailed solution provided by successful respondent. IS added scope of separate servers to add cyber security resilience
Time:	G	G	Long Term Plan budget has allowed for up to 3 years to deliver this project. It has many complexities that are outlined in the Risk Register
Budget:	G	A	Up to $1.2m has been allocated in the LTP years 1-3. Recommended upgrades exceed current LTP budget. Prioritisation of works will need to be carried out to ensure project stays within LTP budgets. BOF has been allocated to cover asset data collection. .
Quality:	G	G	To follow best practice and all NZ Standards that are applicable.
Risks:	G	A	Risk and prioritisation workshop has been held on 11/7 for Phase II of project Extra cost for physical separation of main servers with OPEX costs possibly being burdensome Licensing costs for Microsoft have come back higher than expected. There is potential that these inflate OPEX costs to a point where VPN/Server upgrade is not viable. **These costs have been confirmed and TDC are happy to proceed with project as it outlined**.
Opportunities:	G	G	Increased cyber security and redundancy due to possible physical server separation
Health & Safety:	G	G	No health and safety items to be reported
Resources:	G	G	Appropriate resources are available and workloads are currently sufficient.
Comms:	G	G	Due to interest in project we will be doing external and internal communications.

Next steps:

Complete negotiation of all agreements with vendors
Start Upgrade at Dvk server
Start Comms upgrade

Project timeline:

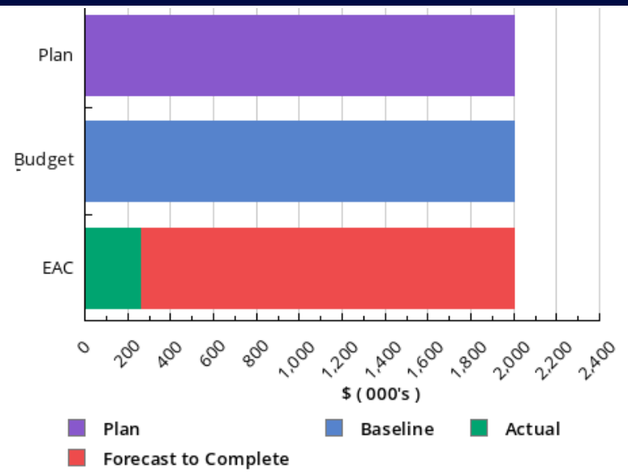
START	Vendor Agreement	Infrastructure Upgrade RFP	Select Infrastructure Vendor	Kick-Off Meeting	Start Communications Infrastructure Upgrade	VPN/Server Upgrade	Complete Infrastructure Upgrade	Prioritised WTP Site Upgrades	Complete Prioritised Comms Infrastructure Upgrade	Prioritised WwTP Site Upgrades	Satellite/Telemetry Sites Upgraded	Wastewater Pumpstation/Flowmeters Upgrades	FINISH
	Nov-24	Nov-24	Jan-25	Mar-25	Jun-25	Jun-25	Aug-25	Aug-25	Oct-25	Jan-26	Apr-26	Jun-26	

Eketahuna Wastewater Treatment Plant Upgrade

Report date:	Start date:	Approved end date:	Projected end date:
Jun-25	Jul-24	Jun-26	Sep-27

Purpose:	The purpose of this project is threefold: 1. To ensure all treated wastewater indirectly discharged from the plant to the Makakahi River complies with current and future resource consent conditions. 2. To reduce Eketāhuna Inflow & Infiltration (I & I) to allow for a fit for purpose WwTP to reduce cost and prevent unconsented discharges. 3. To ensure collaborative approach with Iwi and Horizons to produce outcomes that align with district and regional wastewater treatment strategies.
Project team:	**Sponsor:** Mike Dunn **Project Manager:** Eugene Priest
Key stakeholders:	Horizons Regional Council Elected Members Ngāti Kahungunu & Rangitāne Rate payers/general public Landowners ELT/PMO Compliance Manager

Project budget:



Whole of Life
Approved budget:
$2,000,000
Actuals:
$267,324
Estimate at completion:
$2,000,204

0%
Over budget

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	**Pipeline is complete with wetland plants assessment carried out by T&T to determine replacement plants and periphery planting regime.** **Temporary Pumping solution is complete and is ready for commissioning when final planting is complete.** **Easement Survey for Right of Way, Boundary and Pipeline is being completed** **Pipeline to wetland.** This will convey water via a floating pump on Pond 2 to completed wetland to ensure plant life is maintained. The intention is to change the current discharge point so that it is after the wetland. **I & I remediation works**. This is a separate standalone project but as it directly impacts the size and scope of Eketāhuna WwTP it will be considered and reported as part of this project to ensure continuity of works. Reports have been reviewed by external consultant and TDC are to meet with investigating vendor to discuss. **Temporary supply to newly constructed wetland is expected to commence late June.**
Scope:	G	G	All scope will detailed in all separate agreements and will be workshopped to account for possible variables
Time:	A	G	This programme of works is intended to work towards the 2028 consenting periods and account for current consent conditions Construction has unfortunately extended into winter period without permit application. Horizons are aware and TDC have been transparent and are working with HRC to follow all advice by them for completion in May.
Budget:	G	G	**Pipeline** - From Wetland Budget **I & I** - From Infiltration Strategy & Implementation Budget **Temp Pumping Solution** - From Eketahuna WwTP Upgrade Budget Budgets will be closely monitored to ensure overspend does not occur. Change management procedures will be adhered to and stakeholders notified if significant changes are likely
Quality:	G	G	Will be outlined in any separate agreements and to be covered by any NZ Standards that apply
Risks:	A	G	Risk workshops to be held to identify risks and provide mitigation. Risk workshops will support scoping documentation Construction extending into wet weather period without permit. Horizons have been notified and are assisting TDC with completion
Opportunities:	G	G	By following the approach provided TDC will be able to drastically reduce the cost of the WwTP upgrade.
Health & Safety:	G	G	All contractors to adhere to NZ & TDC standards
Resources:	G	G	Currently all resources are available
Comms:	G	G	Comms plan to be drafted

Next steps:

Remedial Planting Completion
Pumping Solution Commissioning
Temp Flow to Wetland

Project timeline:

START	I & I Investigation Procurement	I & I Investigation Starts	Pipeline Detailed Design Received	I & I Investigation Complete	I & I Investigation Report	Pipeline Works Start	Pipeline Works Complete	Temporary Flow to Wetland Commences	Discharge Analysis Period	FINISH
	Jun-24	Oct-24	Nov-24	Feb-25	Mar-25	Mar-25	May-25	Jun-25	Jun-25	

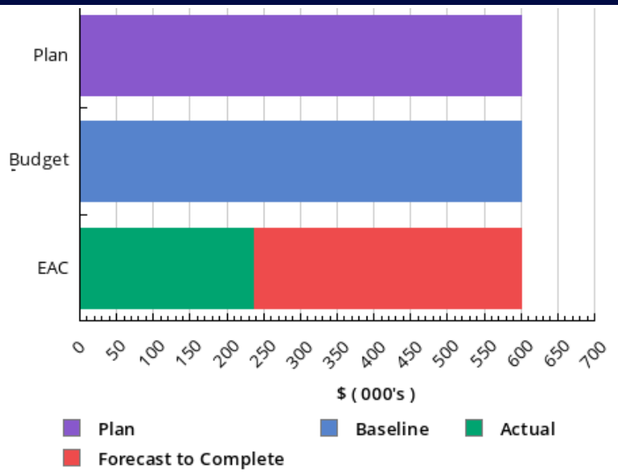
Project name

Digitisation of Council Records and the introduction of E-Services

Report date:	Start date:	Approved end date:	Projected end date:
Jun-25	Jul-23	Jun-27	Jun-27

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:
$237,924
Estimate at completion:
$600,000

0%
Under budget

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	The supplier contracted to digitise the TDC property files has returned all hardcopy documents. The project team is currently focused on internal quality assurance, error correction, and uploading final digital files to the Content Management System. Due to other commitments, this work is being completed part-time and is planned to be finished by the end of June. This unanticipated work has delayed the overall project timeline and may result in a budget overrun. As part of the assessment for the Property Files Online e-Service, we are exploring two options for which we will seek feedback. Additional alternatives may need to be considered as part of this process. We are reviewing the scope of records that could potentially be made publicly accessible, with careful consideration of functional, legal, and security requirements. Under the Priority 2 e-Services Programme, the enhancement of the cemeteries page is progressing well. Current efforts are focused on completing the photographing of headstones and generating online forms.
Scope:	G	G	The project's priorities are: **Priority 1** • Digitisation • Publicly accessible digital property records. **Priority 2** • Cemetery management (GIS mapping, then inhouse) • Community Heritage. Database • Dog Registration • Bookings of facilities • Online payments. The criteria for prioritising the E-services are; customer demand, current or similar service available online, regulatory expectations, customer-facing and costs of delivery.
Time:	G	G	The digitisation project was scheduled for completion in early April. All digitised files are now planned to be uploaded into Content Manager by the end of June, subject to the project team's availability. The overall project will conclude by 30 June 2027.
Budget:	G	G	Due to the unplanned internal workload, costs may exceed the original budget. The digitisation project budget continues to be closely monitored. The digitisation and Property Files e-Service is funded under the Priority 1 budget of $395,000, with a further $205,000 allocated under Priority 2 e-Services.
Quality:	G	G	The internal resource assigned to manage and conduct quality control audits, including tracking files for the digitisation project is available part time
Risks:	G	G	The digitisation project and e-services carry their own risks and require individual risk assessment and treatment.
Opportunities:	G	G	With a fixed budget of $205,000 for Priority 2 e-services, the number of e-services introduced will depend on their costs and prioritisation.
Health & Safety:	G	G	As per TDC's Health and Safety
Resources:	G	G	Staff working on the digitisation project are currently available on a part-time basis for a fixed period. The introduction of e-services is dependent on the availability of TDC's IT staff.
Comms:	G	G	A comms plan will be completed as required.

Next steps:

Planning phase for publicly accessible digital property records finalised.
Digitisation of Property files complete.
Prioritising and subsequently scoping the Priority 2 E-services.

Project timeline:

START	Digitisation of Property records underway	E-Services Preliminary overview completed.	Rescoping of Project	Procurement process commences	Contractor for Digitisation Services engaged	Digitisation of Property files commences	Planning Phase for Priority 1 E-service completed	Cemeteries E-service complete	Digitisation of Property Records complete	Scoping the Priority 2 E-services	FINISH

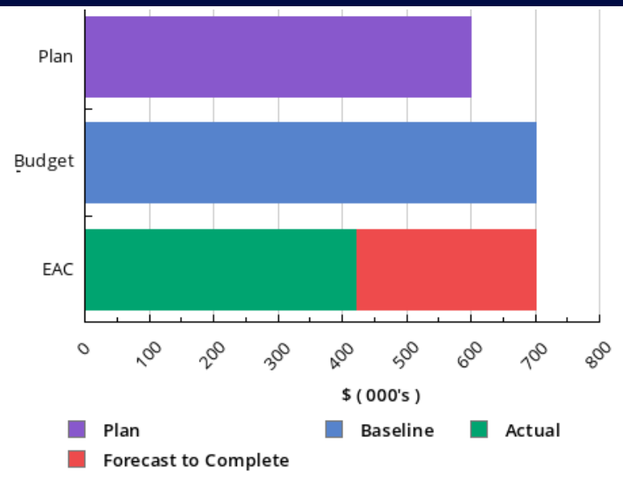
Project name

Future Community Urban Design

Report date:	Start date:	Approved end date:	Projected end date:
Jun-25	Jul-23	Oct-24	Jul-25

Purpose:	The Future Community Urban Design project aims to ensure the Tararua District is well-positioned to manage and shape future growth in a way that enhances community wellbeing, supports infrastructure planning, and protects the district's character and environment. This project will inform the development of the new District Plan by providing a strategic approach to urban design and land use planning that reflects community aspirations, responds to growth pressures, and promotes sustainable, connected, and liveable communities.
Project team:	**Sponsor:** Mike Dunn **Project Manager:** Sue Lawrence
Key stakeholders:	Community Boards Iwi Community members Horizons Regional Council Waka Kotahi Council members Developers Utility Providers Kainga Ora TDC Staff

Project budget:



Whole of Life
Approved budget:
$700,000
Actuals:
$423,271
Estimate at completion:
$700,000

0%
Under budget

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	The draft *Urban Enhancement Strategy* (previously referred to as the *Urban Design Strategy*) was approved for public engagement at the May Council meeting. Engagement will take place throughout most of June, with feedback to be incorporated ahead of final Council approval in late July. The ePlan remains on track to be available in July. As part of the ongoing project development, new inputs have been identified. These support the Growth Strategy and will inform land re-zoning considerations under the proposed District Plan review. This work is within the existing project budget and scheduled timeline
Scope:	G	G	Develop an Urban Growth Strategy to plan for the next 30 years. Create spatial plans and urban design guidance for the four main towns and rural villages. Identify areas suitable for new residential, commercial, and industrial development. Assess land suitability, infrastructure capacity, and environmental risks. Recommend design controls and contribute to the District Plan's regulatory framework. Plan for future community facilities and infrastructure investment. Propose enhancements to public spaces that reflect local identity and priorities. Support the rollout of an E-Plan to improve access to planning information. Engage with the community to ensure the Strategy reflects local values and aspirations.
Time:	G	G	All remaining deliverables — including the *Urban Enhancement Strategy*, ePlan, and recently identified tasks are planned for completion within the July 2025 timeframe.
Budget:	G	G	Current expenditure of $423,271 represents 56% of the total project budget of $700,000. While the project had previously been tracking 14% under budget, recently identified tasks—arising from the project's ongoing development—will be delivered using the remaining project funds and will be completed within the approved budget.
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.

Next steps:

Urban Enhancement Strategy adopted.

Adopted Draft District Plan is available on Eplan

Project timeline:

START	Background and Development Phase	Draft Growth Strategy adopted	Approval of Growth Strategy	Community Engagement for Urban Design Strategy	Development Policy completed for District Plan Review	Feedback on Draft Report finalised	Urban Enhancement Strategy adopted	ePlan for District Plan released	FINISH
	Jun-23	Dec-23	May-24	Dec-24	Feb-25	May-25	Jul-25	Jul-25	

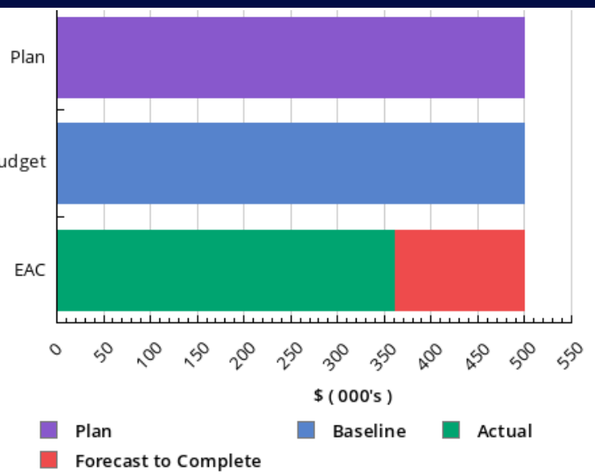
Project name

Building Iwi Capacity

Report date:	Start date:	Approved end date:	Projected end date:
Jun-25	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:
$361,976
Estimate at completion:
$500,000

0%
Under budget

Status update:

	PREVIOUS STATUS	CURRENT STATUS	
Overall:	G	G	Regular engagement continues to strengthen communication and collaboration between Iwi and TDC. Monthly reporting and scheduled meetings remain key to maintaining this strong working relationship. While no new initiatives are currently planned beyond business-as-usual (BAU) activities, we are actively engaging with Iwi to identify any outstanding work that may be progressed before the contract concludes in four months.
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	To work with the Communications team as required

Next steps:

Continue to work together to further strengthen Iwi capacity and collaboration.

Project timeline:

START	Agreement signed	Monthly meetings and reporting in place	Iwi capacity established to partner with council on various projects	FINISH
	Sep-23	Sep-25	Sep-25	

Report

Date : 13 June 2025

To : Chairperson and Board Members
Eketahuna Community Board

From : Simone Anthony
Democracy Support Officer

Subject : **Eketāhuna Litter Bin Service**

Item No : **8.4**

---

1. Recommendation

1.1 ***That the report from the Democracy Support Officer dated 13 June 2025 concerning the Eketāhuna Litter Bin Service be received.***

2. Reason for the Report

2.1 To present background information to the Board regarding the Eketāhuna litter bin service.

3. Background

3.1 At its 9 June 2025 meeting, the Eketāhuna Community Board discussed the public litter bins and noted that the bin by the Cliff Walk had been removed

3.2 The Board asked that a report be provided giving detail of how many litter bins are in Eketāhuna and are serviced by the Council.

4. Discussion and considerations

4.1 A discussion with the Facilities team and Tararua Alliance revealed that Tararua Alliance hold the contract for rubbish collection in the Eketāhuna area and the contract for bin clearance and cleaning is undertaken by Wilsons. The service is funded for 11 bins, with 10 of them placed from the Four Square to the Public Toilets which provides 10 bins within 150 metres and another bin is placed in the Eketāhuna Community Centre.

4.2 The Cliff Walk litter bin was originally placed by the contractors as a service to the community to help keep the Cliff Walk tidy and they were not paid to empty that bin, it was as service for the community. It was advised that a local resident complained multiple times to the Council in relation to the Cliff Walk bin, so the contractors removed it approximately six months ago.

4.3 There is currently no view to reinstate the Cliff Walk bin as it is a short walk that does not require a bin, and users are encouraged to take their rubbish with them.

4.4 The bin placed outside Eketāhuna Inn was moved to outside the toilet as the bin was never overflowing in its previous location.

4.5 An assessment carried out by Tararua Alliance revealed that Eketāhuna receives more rubbish than any other area in the district and whilst bins are emptied daily, they are often full to overflowing by midday.

5. Conclusion

5.1 Eketāhuna is well serviced with 10 bins placed over a short distance from the Four Square to the Public Toilets, however Eketāhuna receives more litter than any other area in the Tararua district. The question was raised by Tararua Alliance as to whether two collections were required per day for Eketāhuna.

5.2 The Cliff Walk bin was not funded or serviced by Tararua District Council and there is currently no view to reinstate a bin at that site.

5.3 A copy of the Eketāhuna Litter Bin Clearance and Cleaning Contract as provided by Tararua Alliance is attached.

Attachments

1⇩. Eketahuna Litter Bin Clearance and Cleaning Contract

7 Part A: Litter Bin Clearance & Cleaning

Item	Description	Unit	Quantity	Rate	Amount ($)
Eketahuna					
	Refuse Bins				
1.1	The uplifting and removal of street refuse bins contents at urban centres				
1.1.1	Eketahuna (~ bins – 7 days/week)	LS/mth	12		
1.2	The uplifting and removal of refuse at Council Facilities				
1.2.1	Uplift and remove debris & refuse from Alfredton Transfer Station (1 day /week)	LS/mth	12		
1.3	**Bin Cleansing**				
1.3.1	Bin Cleansing (twice/year)	ea	2		
			Total: (carry forward to Summary Schedule)		

NB Provision for Preparation of TMP , Management of TMP and Implementation of Traffic Control is to be included in all rates.

Tenderers must note:

1. All quantities stated in the Schedule of Prices are for information only. Tenderers are advised that the stated quantities must be expected to vary between the various sections of the Network and throughout the contract period.

No claims will be considered by the Principal for variations in the location and/or extent of the works completed under this contract except as provided for in the Basis of Payment.

2. The Contractor is entitled to payment for the quantity of work completed as provided for in the Basis of Payment and is not otherwise entitled to any additional compensation (whether by way of damages or otherwise) for any difference between actual and scheduled quantities.

Report

Date : 9 July 2025

To : Chairperson and Board Members
Eketahuna Community Board

From : Sarah Fountaine
Community Engagement Officer

Subject : **Eketahuna Community Plan**

Item No : **8.5**

---

1. Recommendation

1.1 ***That the report from the Community Engagement Officer dated 03 June 2025 concerning the draft Eketāhuna Community Plan be received***

2. Reason for the Report

2.1 To provide members of the Board and Community with an update on the draft Eketāhuna Community Plan.

2.2 To provide support to the Eketāhuna Community Board in progressing outcomes from the recent meeting held with the Eketāhuna Our Town Committee, to complete updates to the draft Eketāhuna Community Plan.

3. Background

3.1 Between December 2024 and February 2025, a survey was conducted to identify and gather detail on any future projects that have been missed and are of priority of the community.

3.2 In June 2025, the newly appointed Community Engagement Officer, Sarah Fountaine, assumed responsibility for the Eketāhuna Community Plan. This followed the departure of the previous Community Development Officer in December 2024.

3.3 The Eketāhuna Community Board has reviewed the survey results. While the response rate was limited, the feedback received has been acknowledged.

4. Next steps

4.1 The Eketāhuna Community Board intended to meet with the Eketāhuna Our Town Committee to collaboratively refine and finalise the Community Plan. Feedback from that meeting is now being sought to incorporate into the plan to be presented back as final at the next meeting scheduled for 11 August 2025.

Attachments

1⇩. Eketāhuna Community Plan Draft V9 - Last Updated 2025-06-10

Eketāhuna Community Plan
2024-2025

TARARUA
DISTRICT COUNCIL

NOVEMBER 2024:

This document is a draft in progress and is currently seeking community feedback before moving to the next stage.

Contents

Purpose of the Plan
Tararua District Community Outcomes
Vision for the Tararua District
About the Community of Eketāhuna
Community Profile
Stock-take of Community Assets
Community Priorities and Priorities

Purpose of the Plan

The purpose of the Eketāhuna Community Plan is to outline the aspirations of people who have a connection to Eketāhuna - because they live there, own a property there, or visit often.

The Community Plan is designed to encourage community-led development, enhance collaboration between different groups and identify the community's priorities to inform Council's decision-making processes. The projects identified are reflective of the community's aspirations and do not necessarily have Council funding.

The Eketāhuna Community Plan:

- Has been developed based on feedback and ideas from people with a connection to Eketāhuna;
- Outlines the profile and assets of the Eketāhuna community;
- Identifies priority areas and associated projects/actions;
- Supports a community-led approach for local projects; and
- Connects community aspirations to council's long term planning processes.

Tararua District Council Long Term Focus Areas

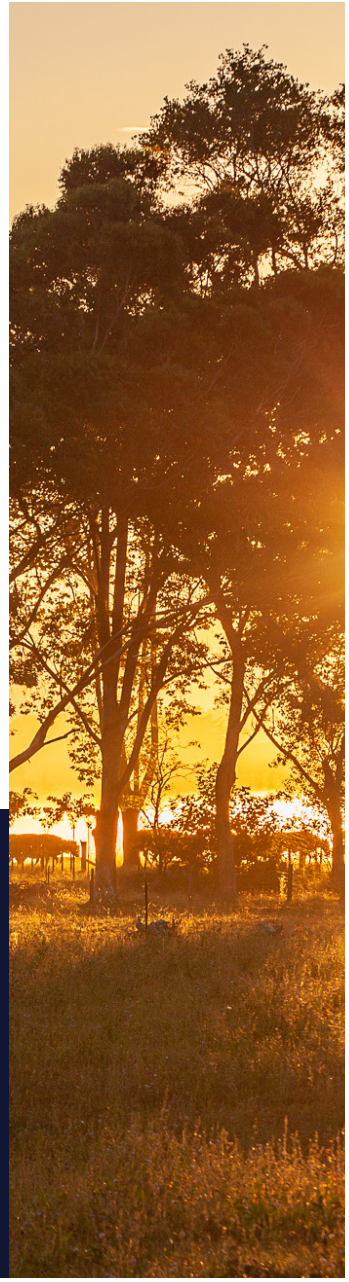
The Eketāhuna Community Plan supports the Focus Areas identified in the Tararua District Council Long Term Plan 2024-2034:

Thriving District: We grow Tararua in a smart and sustainable way that values our identity. We use our resources sustainably and with care, to ensure they are looked after for our future generations.

Improving our Environment: We celebrate our environment and work together to enhance our local natural resources and minimise our negative impacts on them. Our district is home to a unique and beautiful landscape.

Connected Communities: We provide facilities and services that meet the needs of our communities, enabling whānau living in Tararua to thrive. Our district is enriched by our community that are actively engaged in, and contribute to, our thriving Tararua.

Interactive Council: We engage with our community and respond to their needs, continuously improving over time. Our Council provides fit for purpose services in an engaging way, improving confidence and encouraging our community to engage with us.



Vision for the Tararua District

Mā te whenua, mā te waiora tātou e ora ai hei hapori ngangahau hei hapori honohono hoki.

Vibrant, connected communities where our land and waters are nurtured and our people flourish.

About the Community of Eketāhuna

Overview

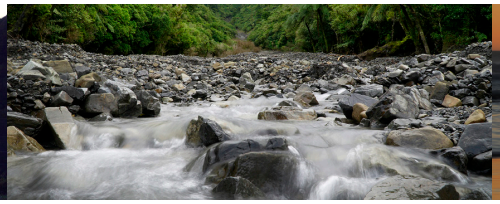
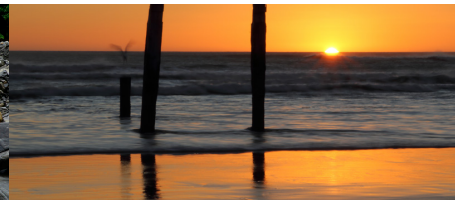
Eketāhuna is a small Kiwi town with a diverse community, situated centrally between Hawkes Bay and Wellington as the southern gateway to the Tararua District. It is a great ideal place for visitors to stop, take a break and view the many attractions that are available. These attractions such as the various artists, the museum, train station, camp ground, fitness track along with various walks, plus Pukaha Mount Bruce a short drive further south.

There are various Community Groups which support the local community such as:

- Eketāhuna Community Board
- Eketāhuna Our Town Incorporated
- Eketāhuna Mellemskov Museum
- Eketāhuna Civil Defence Group
- Eketāhuna Volunteer Fire Brigade
- Eketāhuna St Johns
- Eketāhuna RSA
- Eketāhuna Club
- Eketāhuna Rifle Club
- Eketāhuna Tennis Club
- Eketāhuna Golf Club
- Eketāhuna Rugby Club
- Eketāhuna Health Centre
- Eketāhuna Information Centre
- Eketāhuna Camp Ground
- Eketāhuna Lawn Mower Racing Club

Eketāhuna treasures its image as a traditional Kiwi town. It is a vibrant, fun town situated halfway between the Hawkes Bay and Wellington, making it the ideal lace for a weary traveller to stop overnight or for a break. There are various food and drink outlets which cater for all needs, with resting places for picnics and a park for the children.



District History

Our District

Tararua is our place, our being, our people, our whenua. It is our land, mountains, rivers and sea; rohe, maunga, awa and mātai. It is a land of ranges of untouched coastline, bush-cloaked ranges and sparkling fish-filled rivers.

The district's northwest boundary runs along the top of the Ruahine Range; its south-east boundary is the Pacific Ocean. The catchment of the Manawatū River generally defines the north and south extremities. The river catchment is also the reason the majority of the district is in the Manawatū-Whanganui Region. The Ākitio, Wainui and Owāhanga rivers flow from their headwaters in the Puketoi Range out to the Pacific Ocean. The Waihi River, a tributary of the Ākitio River, drops down the spectacular Waihi Falls.

Our Whenua

On one of his many journeys, Whatonga was said to be paddling inland on one of many rivers in the district. Intrigued by the towering ranges, he chose to climb the tallest one, which is today known as Te Āpiti, or the Manawatū Gorge.

Upon reaching the top, a vast vista of natural beauty greeted him, which stretched unendingly in all directions.

Legend says that the forest was so vast and intricate that the only way to navigate it was with the guidance of someone familiar to the land (whenua). Those who ventured in without this knowledge risked becoming hopelessly lost. The forest was so thick that, even on the sunniest days its canopy obscured the sky.

Yet for all its challenges, the forest was a treasure trove, teeming with food sources, offering shelter, and signifying natural beauty at every turn. In honour of this stunning scenery, Whatonga bestowed the name 'Te Tapere Nui o Whatonga'. Remnants of this forest can be seen at Pūkaha, which continue to grace the whenua of the Tararua district to this day.

Today, Ngāti Kahungunu ki Tāmaki nui-a-Rua and Rangitāne o Tamaki nui-ā-Rua share the whenua with all other residing communities, including descendants of early Scandanavian settlers who saw the bush as a resource to be harvested. Through the late 1800's, these settlers worked hard to clear the land, transforming our district into a sturdy and thriving agricultural hub. Roads were forged through the ranges to the Manawatū district, and northward to Hawke's Bay.

The towns of Dannevirke, Woodville, Pahiatua and Eketāhuna, the coastal settlements of Ākitio and Herbertville, and the rural settlements of Norsewood, Pongaroa and Ormondville all have their roots in this Scandanavian settlement that is called home by approximately 20,000 residents, including iwi, Māori and non-Māori. The settlements are set within what is now referred to as the Tararua District, bordered to the east by the Pacific Ocean and to the west by the rugged Tararua and Ruahine Ranges.

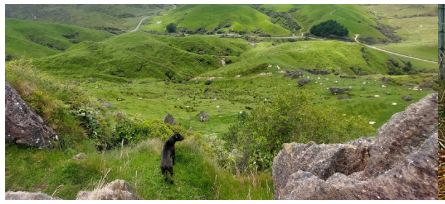
Tararua district is steeped in history, a history of beautiful lands, abundant forests and flowing rivers. As our whenua has cared for our people, it is our role to care for our whenua.

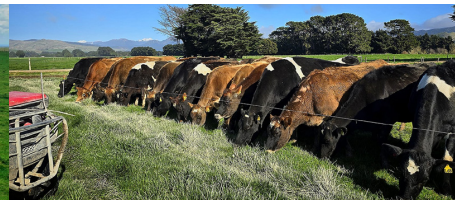
Iwi

Rangitāne o Tamaki nui-ā-Rua and Ngāti Kahungunu ki Tāmaki nui-a-Rua, who represent their many hapū with their own whenua and awa tributaries, have both signed deeds of settlement with the New Zealand Government and have partnership agreements with Tararua District Council. These memoranda of partnership recognise the relationship and responsibility of Council to support iwi aspirations and hopes for the future of their whānau. While the Council has obligations to all Māori, it has a further responsibility to act in good faith and in a manner of mutual respect with its iwi partners. This includes acknowledging and respecting iwi priorities, their traditions, particularly ancestral land, water, sites, wāhi tapu, valued flora and fauna as well as other taonga.

To give effect to the relationships, all necessary information must be shared for iwi and Māori to make informed contributions to Council decision-making. This will not only allow for open and transparent engagement, but the foundation to build enduring trust and opportunity, for Council to iwi and iwi to Council.

Together with Council, Rangitāne o Tamaki nui-ā-Rua and Ngāti Kahungunu ki Tāmaki nui-a-Rua share a vision for a prosperous and healthy district that supports its people and their cultural values. These are the principles of kotahitanga and kaitiakitanga, where sustainability, care for the environment and appropriate management of natural and physical resources is achieved through working together.



Local History

Eketāhuna is a small Kiwi town with a diverse community that works hard to maintain its image, situated centrally between Hawkes Bay and Wellington. It is an ideal place for visitors to stop, with the Community needing to stay in touch and promote itself both within New Zealand and internationally to continue to be viable in the future.

'Eke' means to lift up on or come up on, and 'tāhuna' is a sandbank. One interpretation is that the site was the furthest south that canoes could travel on the Makakahi River.

Eketāhuna is situated on the banks of the Makakahi River. The town occupies river flats and terraces on a wide but undulating and hilly valley floor. To the west the land rises to the Tararua Range and to the east to the Puketoi Range.

In the late 1870's and early 1880's an association organised by G. M. Park, of Masterton, took up small holdings centred on Parkville (about 1½ miles south-west).

Sited towards the southern end of the heavily forested Forty Mile Bush, which extended northwards beyond Woodville, Eketāhuna was originally named Mellemskov (heart of the forest) by the Scandinavian settlers who were transported by wagon from Wellington via "Rimutaka Hill" to Masterton and there housed temporarily. They founded the town in 1872. These government-assisted migrants were contracted to fell the bush and build roads. As the land was cleared, dairying and sheep farming developed. The town became a borough in 1907.

The Eketāhuna Road Board was established in 1886 through the instrumentality of Mr. Anderson, who was the original chairman of that body. The jurisdiction of the Board extended throughout the Eketāhuna district, and many miles of formed roads were under its control.

Travelling artist Christopher Aubrey made many paintings of Eketāhuna in 1892. The town was a convenient overnight stop between Masterton and Pahīatua. Guests could stay at either the Temperance Hotel (where no alcohol was served) or the Club Hotel.

Soon after 1893 small communities were established around Nireaha, Newman (2 miles north), and Hukanui (7 miles north). Farming in the district developed with the comparatively rapid clearance of the forest. The railway, which began from Wellington in 1874 extended to Eketāhuna on 8 April 1889.

The Eketāhuna Express was the only paper published in the district. It was established in August, 1894, and was published twice a week.

The Cliff Walk is a historic and scenic trail that begins at Bridge Street and winds along the cliff above the Makakahi River. This leisurely 30-minute walk leads to the Eketāhuna Campground and offers beautiful views of the river and surrounding landscape. The trail is well-fenced and suitable for families, making it a popular spot for both locals and visitors.

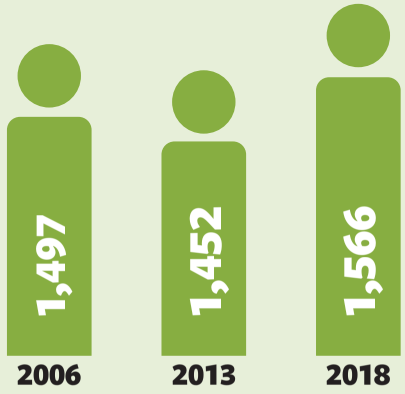
Presently, Eketāhuna stands as a proud testament to its vibrant history, extending an open invitation for all to join in and contribute to its continuing story.

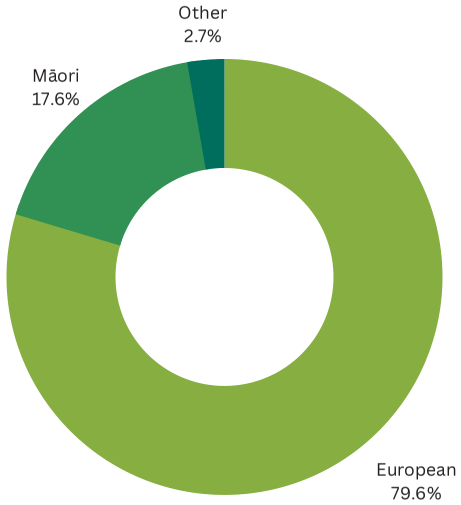
Community Profile

This profile has been built using NZ Census data available at the time of the most recent plan update. It provides an overview of the communities composition from 2006 to now.

Population

The resident population of Eketāhuna decreased from 1,497 residents in 2006 to 1,452 in 2018. The population increased by 114 residents in the five years between 2013 and 2018.





Ethnicity composition

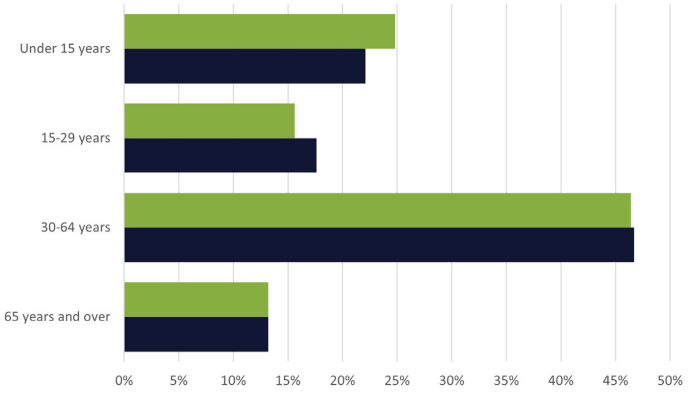
The ethnic composition of Eketāhuna is made up of 89.8% European people, 22.6% Māori people, 1.1% Pacific people, 1.7% Asian people, 0.4% Middle Eastern/Latin American/African people and 1.5% Other ethnicity.

Gender and age profile

The majority of the population are in the age ranges of 30-64 years, with an overall higher/ lower number of males compared to females.

750 FEMALES

816 MALES



Source: Statistics New Zealand Place Summaries (Nireaha-Eketāhuna)

Dwellings

At the time of the 2018 Census, Eketāhuna had 711 total dwellings with 603 dwellings occupied, 108 unoccupied and 0 under construction.

84.8% occupation of
711 total dwellings

A dwelling is any building or structure - or its parts - that is used, or intended to be used, for human habitation. Private dwellings are homes of any type. There can be more than one dwelling within a building.

Access to various telecommunications systems

Responses from the 2018 Census showed that Eketāhuna had 2.2% of residents with no access to telecommunications, in comparison to the Tararua District at 1.4%.

No access
2.2%
TARARUA 1.4%

Access to mobile phone
76.4%
TARARUA 84.7%

Access to telephone
72%
TARARUA 70.2%

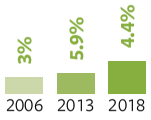
Access to internet
78.6%
TARARUA 76.3%

Work and labour force

Between 2006 to 2018, there was a XXX% decrease in full-time employment; XXX% increase in umeployment; XXX% increase in part-time employment and a XXX% increase of those not in the labour force.

EMPLOYED FULL-TIME

EMPLOYED PART-TIME



UNEMPLOYED

NOT IN THE LABOUR FORCE

Not in the labour force: any person in the working-age population who is neither employed nor unemployed. For example, this residual category includes people who are retired, have personal or family responsibilities such as unpaid housework and childcare, attend educational institutions, are permanently unable to work due to physical or mental disabilities, were temporarily unavailable for work in the survey reference week or are not actively seeking work.

Source: Statistics New Zealand Place Summaries (Nireaha-Eketāhuna)

Stock-take of Community Assets

Note for community consultation phase -
Have we captured everything!? Please complete the survey to let us know what we've missed.

https://forms.office.com/r/Jye2Tr1LQn

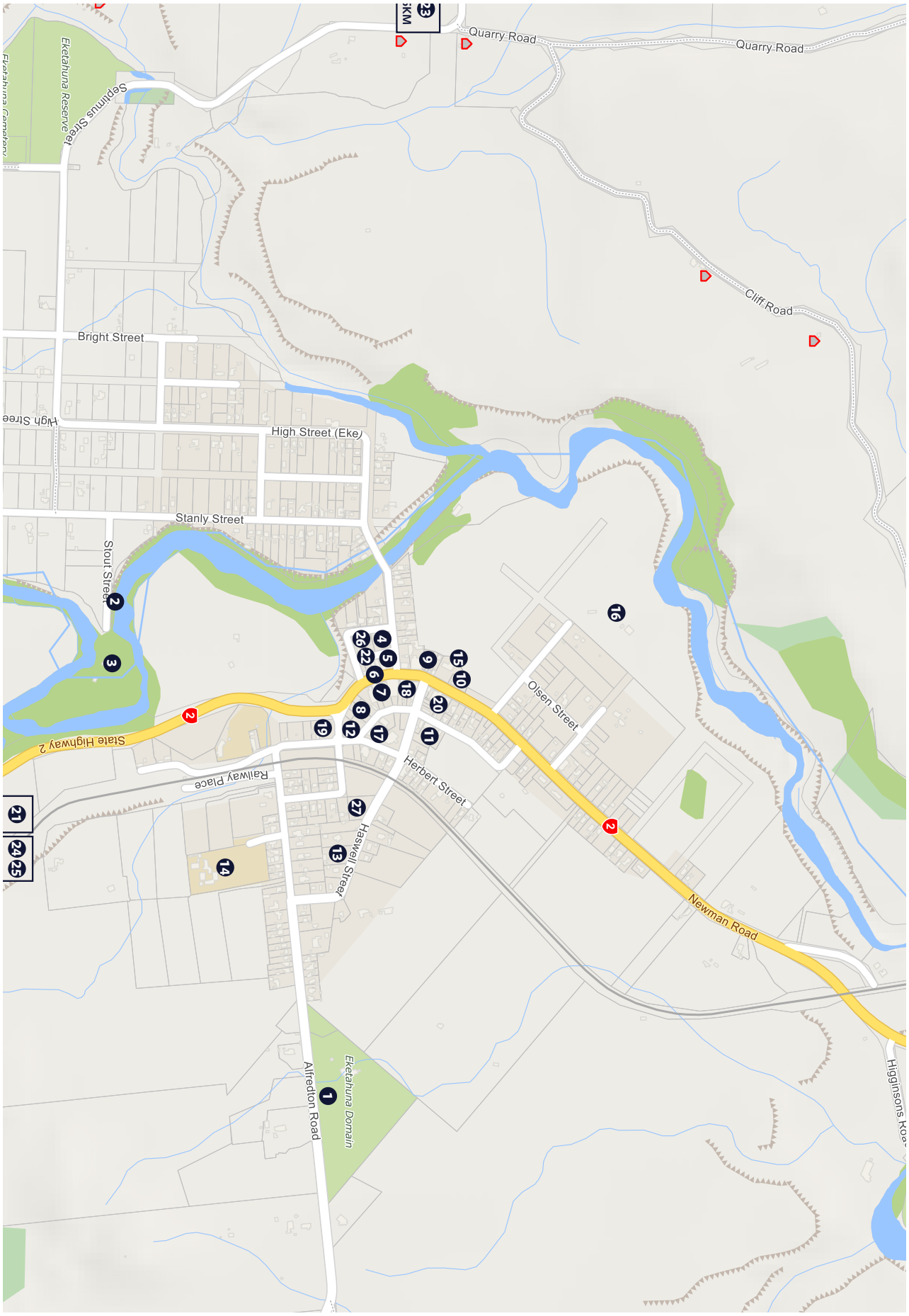
Eketāhuna has a huge number of assets, including (but not limited to) the historical ANZAC Bridge in Kaiparoro, the picturesque 18-hole Eketāhuna Golf Course, and the renowned National Wildlife Centre at Mount Bruce, which features native wildlife such as tuatara, kokako, kiwi, and takahe.

The town is also known for its high-quality woodcraft and carpentry, as well as local artist Mark Watson's notable 3D artwork on the Chorus building.

Additionally, Eketāhuna offers the Eketāhuna Cliff Walk for outdoor enthusiasts, a community swimming pool, and a variety of parks and reserves that enhance the rural charm and hospitable atmosphere of this vibrant community.

Key

1. Domain / Rugby Grounds
2. Cliff Walk
3. Eketāhuna Camp Grounds
4. Playground
5. Community Recycling Centre
6. Four Square Eketāhuna
7. Information Centre
8. Fire Station
9. Public Toilets
10. GAS Eketāhuna
11. Eketāhuna Mellemskov Museum
12. Health Centre
13. Bowling Club (closed)
14. Eketāhuna School
15. Laundromat (24/7 self-service)
16. Golf Club / Course
17. Eketāhuna Club
18. Eketāhuna Inn
19. War Memorial Hall
20. Waka Park/Queen Mother Elizabeth Garden
21. ANZAC Memorial Bridge (Kaiparoro)
22. Swimming Pool
23. Access to Tararua Forest Park via Putara Rd
24. Pukaha Mount Bruce Wildlife Centre
25. Te Whare Wānanga Taiao o Manukura
26. St Cuthbert's Anglican Church
27. Sacred Heart Catholic Church


Quarry Road
Quarry Road
Cliff Road
Bright Street
High Street (Eke)
Stanly Street
Stout Street
Olsen Street
Herbert Street
Haswell Street
Railway Place
State Highway 2
Newman Road
Alfredton Road
Eketahuna Domain
Eketahuna Reserve
Septimus Stre

Eketāhuna Community Priorities & Projects

Community Priorities

Through community consultation, the Eketāhuna community has identified three priority areas for development:

Access to services and activities

Enhance people's quality of life by ensuring everyone has access to diverse services and activities in our community.

Thriving business community

Build a future where our economy thrives, businesses flourish, and our town is a go-to place for both work and play.

Connected community

Strengthen community bonds by supporting events and programs that connect people of all ages.

Keeping focused on the priorities

It's important to make sure that each community project is connected to one (or more) of the agreed priorities. Connection will be shown on each project page using the following key:

Connects

Does not connect

Community Projects

Below is a list of the projects that Eketāhuna community is actively working on or working towards, and how they connect to our priorities.

The pages that follow contain summaries for each project listed. The project summaries are not definitive project plans and details may be added or changed over time.

Project summaries include:

- what - project description;
- who - stakeholders;
- when - timelines;
- why - success indicators; and
- how - cost estimates and funding options.

Town Centre to Mount Bruce Cycleway

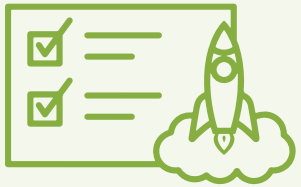
Community Skate Rink

Enhancing Pride Through Community-Led Projects

Making Best Use of Our Community Facilities

New Dog Park Development

Youth Opportunities and Activities



But wait, that's not all!

We've also included a list of ***future projects*** the community would like to see happen. These are all the projects that have been identified by our people during community brainstorming sessions and consultations.

Some of these projects are quick wins, some will take a bit of time and effort, and others are long-term projects and ambitions.

Why are they *future projects*?

These projects do not yet have a lead or any resources behind them, and there are no plans that accompany them. If you think you might be able to help, check out the future projects at the end of this document.

MAJOR PROJECT:

Town Centre to Mount Bruce Cycleway

Description

- The purpose of this project is to establish a cycling route connecting the town centre to the old community cemetery, Mount Bruce, and the lovely country roads to Mauriceville. A dedicated walking and cycling trail will allow people to safely move from points of interest such as the museum, information centre, camping ground, and town shops through to the above route, providing an alternative way to get to Mount Bruce and continue on to meet the Te Araroa cycling route.
- This will be achieved by using a combination of old coach roads (some in use and some on farmland) and KiwiRail, with the aim of enhancing local connectivity, providing the community and visitors with better and safer walking/biking options, promoting tourism, celebrating heritage, and stimulating economic growth within the district.

Stakeholders

Who is **responsible** (leading):

- Eketāhuna Our Town

Who is **supporting**:

- Eketāhuna Our Town

Who needs to be **consulted** and kept **informed**:

- KiwiRail
- Meridian
- Landowners
- Tararua District Council
- Community

Timeline & Status

- **Status:** Planning
- **Timeline:** 1-4 years, likely to be delivered in stages.

Success Indicators

- Trail is established
- Cycling rentals established (*see **Future Gazing***)
- Visitors are coming to Eketāhuna to complete the trail as opposed to passing through

Anticipated Costs

- Expected to be $500K - $1,000,000

Funding

- **Secured funds:** Nil
- **External funding:** Funding likely to be sought through external funding applications.

Future Gazing

- Looking ahead, the project anticipates the development of a bike rental market, encouraging local entrepreneurship and boosting economic activity. Furthermore, this initiative sets the foundation for a broader network that could eventually connect neighbouring towns like Pahiatua and Woodville, revisit historical tracks such as the Shannon/Eketāhuna route.
- There is also an opportunity to offer views of the proposed wind farm at Mount Munro, where bikers and walkers will be able to take great photos of this project. Additionally, if the Mount Munro wind farm project goes ahead, there could be funding available from Meridian for the community.

MAJOR PROJECT:
Community Skate Rink

Description

- The purpose of this project is to create a vibrant community space where individuals of all ages can gather, connect, and enjoy recreational activities centered around skating.
- This will be achieved by collaboratively designing and constructing a modern skate rink, providing a safe and inclusive environment for skaters of all skill levels. Additionally, building partnerships with local businesses and organisations will ensure ongoing support and engagement within the Eketāhuna community.

Stakeholders

Who is **responsible** (leading):

- Larissa Barclay, Eketāhuna Community Board

Who is **supporting**:

- Eketāhuna Community Board
- Eketāhuna Our Town

Who needs to be **consulted**:

- Local Community

Who must be kept **informed**:

- Community
- Tararua District Council
- Stakeholders (Funding/Sponsors)

Timeline & Status

- **Status:** Planning
- **Timeline:** Aspiration is to have constructed by end of 2026.

Success Indicators

- Skate Rink is constructed and meets standards
- Locals of all ages are using the Skate Rink on an (almost) daily basis

Anticipated Costs

- TBC - usual costs in NZ range from $250K to $500K
- TBC - Puchase of Land versus Council-owned land

Funding

- **Secured funds:** No funding sought to date.
- **External funding:** Likely to seek external grant funding.

MINOR PROJECT:

Enhancing Town Pride Through Community-Led Projects

Description

- The purpose of this project is to continually enhance the appearance of the Eketāhuna through community-led efforts. This could be the development of new flags for the town, or empowering local artists to do what they do best and create artistic installations such as carvings or murals.
- This will be achieved by identifying areas that need a lift and working through developing these areas, and through empowering local artists and creators to develop impactful displays.

Stakeholders

Who is **responsible** (leading):

- All of Community Project

Who needs to be **consulted or kept informed**:

- Eketāhuna Community Board
- Eketāhuna Our Town
- Building owners

This emerging carving on the Eketahuna Cliff Walk beautifully exemplifies how community-led projects can boost town pride. Congratulations to the creator and we look forward to seeing the final design!

Timeline & Status

- On-going

Success Indicators

- ???

Anticipated Costs

- Minimal

Funding

- **Secured funds:** No funds have been secured to date.
- **External funding:** Funds will be sought as required.

MINOR PROJECT:

Making Best Use of Our Community Facilities

Description

- The purpose of this project is to ensure regular and responsible use of community facilities in Eketāhuna - including the War Memorial Hall and the Community Centre
- This will be achieved by ensuring facilities are well-equipped to meet community needs and by promoting the facility capabilities to the community and other potential stakeholders.

Stakeholders

Who is **responsible** (leading):

- Eketāhuna Community Board

Who is **supporting**:

- Eketāhuna Our Town

Who must be kept **informed**:

- Eketāhuna clubs and businesses
- Eketāhuna residents
- Other stakeholders such as Tararua District service providers that may need a space to operate / deliver services from

Timeline & Status

- On-going

Success Indicators

- Increased number of bookings for War Memorial Hall
- Increased number of bookings for Community Centre

Anticipated Costs

- Likely to be minimal, there may be some costs for promotion of facilities from time to time. Any requests for upgrades to equipment/ amenities will be sent to the building owner (i.e. Tararua District Council)

Funding

- **Secured funds:** Nil.
- **External funding:** Nil.

LOOKING FOR A LEAD:

New Dog Park Development (Idea Stage)

Description

- The purpose of this project is to create a vibrant, safe, and inclusive dog park in Eketāhuna. This park will enhance community connection, promote physical activity for both dogs and their owners, and provide a dedicated space for dogs to exercise and socialise.
- This will be achieved by transforming a designated area in Eketāhuna into a fully equipped dog park featuring secure fencing, agility equipment, shaded seating areas for owners, water stations for pets, and clear signage. Additionally, community working bees will be organised to maintain the park and ensure its long-term sustainability.

Stakeholders

Who is **responsible** (leading):

- No-one is leading this project currently. Community volunteers will need to form a working committee to progress this, or this could be delivered by a paid project lead if funding were secured to cover wages.

Who is **supporting**:

- Eketāhuna Our Town
- Eketahuna Museum

Who needs to be **consulted**:

- Tararua District Council
- Eketāhuna residents

Who must be kept **informed**:

- Eketāhuna residents

Timeline & Status

- **Status:** Not started / Idea stage
- **Timeline:** Needs a Project Lead / Working Group

Examples of Success Indicators

- Tararua District Council allocates suitable council-owned land to use and develop
- Dog park established and used regularly by community

Examples of Anticipated Costs

- Fencing, Agility Equipment, Seating, Shading, Water Stations, Bins

Funding

- **Secured funds:** No funds have been secured to date.
- **External funding:** A fundraising strategy will need to be developed for this project.

LOOKING FOR A LEAD:

Youth Activities and Opportunities (Idea Stage)

Description

- The purpose of this project is to provide opportunities for the youth of Eketāhuna to meet, gain additional skills, and share ideas and knowledge with mentors and partners.
- This will be achieved by employing a project lead that will collaborate with colleges, charities, and training providers, including Tararua District Council and Tararua REAP, to organise workshops, mentoring sessions, and community events that facilitate skill development and knowledge exchange.

Stakeholders

Who is **responsible** (leading):

- No-one is leading this project currently. Community volunteers will need to form a working committee to progress this, or this could be delivered by a paid project lead if funding were secured to cover wages.

Who is **supporting**:

- Eketāhuna Our Town is willing to initiate the volunteers meeting and assist with some funding programmes.

Who needs to be **consulted**:

- Eketāhuna Youth & Parents
- Schools and Colleges
- Local Training Providers

Who must be kept **informed**:

- Eketāhuna Community Board
- Eketāhuna residents

Timeline & Status

- **Status:** Not started / Idea stage
- **Timeline:** Needs a Project Lead / Working Group

Examples of Success Indicators

- *Youth participation in events.*
- *Visible growth in skills and confidence.*
- *Strong partnerships and mentoring connections.*
- *Positive community feedback and ongoing project support.*

Examples of Anticipated Costs

- *Workshops and Training: Basic facilitator fees and minimal materials, using community venues to avoid rental costs.*
- *Mentoring Program: Volunteer mentors with only minimal coordination expenses.*
- *Community Events: Small-scale events with local promotion and minimal logistics.*
- *Project Management: Volunteer-driven management with limited administrative costs.*

Funding

- **Secured funds:** Nil.
- **External funding:** Eketāhuna Our Town is willing to be an "umbrella organisation" for funding applications, but do not have capacity to lead the project. Community volunteers will need to form a working commitee to deliver the project/ programme, or a project lead will need to be willing to step up. Funds could be applied for to cover the wages of a project lead / programme coordinator.

Future projects identified by the Community

Projects our community wants to see happen

These are all the projects that have been identified by our community (and neigbouring communities).

Some of these projects are quick wins, some will take a bit of time and effort, and others are long-term projects and ambitions.

Why are these all "future" projects?

These projects do not yet have a lead or any resources behind them, and there are no plans that accompany them. If you'd like to volunteer to lead on any of the projects or you have access to resources that may help, please contact the Eketāhuna Community Board (contact info on back of document).

What are the coloured marks?

To ensure we're working towards shared visions, all projects must link to at least one of the community priorities:

- Access to services and activities
- Thriving business community
- Connected community

Order of these may change following community consultation

- Upgrades to the sports domain - court covers, track lights, raised deck etc.
- Virtual reality site at Mount Bruce
- Community Coach / Bus for events and school trips
- Install cycle confidence track at Community Hall
- GP for Health Centre
- Upgrades to community and memorial hall
- Traffic control system coming into town on the State Highway
- Walking, cycling and horse-riding track from Shannon to Eketāhuna
- Install swing bridge at campgound ($70k)
- Build the Eketāhuna Te Awa Community Foundation Fund to $50K

How to submit a new idea to the Eketāhuna Community Plan

Got a new idea, project, or event for the Eketāhuna Community Plan? You can submit it by writing to the Eketāhuna Community Board or the Eketāhuna Our Town Committee - contact details are on the back page of this plan. We look forward to hearing from you!

Recently completed community-led projects

CCTV Project

MAJOR PROJECT

The purpose of this project was to ensure the safety of the community and its assets. This was be achieved by upgrading and adding to the current CCTV system in two phases. The project was delivered by the Tararua District Council and was funded by Eketāhuna Our Town Committee, Tararua District Council, and Central Energy Trust.

Fire Tower Lights

MINOR PROJECT

The purpose of this project was to refurbish the Memorial Fire Tower. The tower is a town asset which reflects those members of the brigade who also supported their country overseas. This was be achieved by refurbishing the memorial stone and placing lighting on the tower. This project was delivered by Eketāhuna Volunteer Fire Service supported by Marks Funeral Services (Levin) and Firefly Lighting Australia.

Mural Childrens Park

MINOR PROJECT

The purpose of this project was to replace the fading murial on the side of the swimming pool at Eketāhuna Childrens Park. The local community was involved in providing designs to Eketāhuna Our Town, with the winning designer then being asked to paint the mural. This project was supported by Eketāhuna Our Town, Chaos by Design, Eketāhuna Pool Committee and Resene.

QR Code Town Map

MINOR PROJECT

The purpose of this project is to advise visitors to Eketāhuna of what's available, where and its history. This was achieved by placing two large scale maps with QR codes, plus brochures at the information centre.

Promotional Flags for Main Street

MAJOR PROJECT

The purpose of this project was to replace the flag system on Main Street, with a simpler, user friendly system that did not interfere with traffic on SH2. The FlagTrak system was purchased along with various flags that celebrate Eketahuna and National Holidays such as Matariki, ANZAC Day, Remembrance day and the Tararuas.

This project was delivered by Eketahuna Our Town, Tararua District Council and Eketahuna Engineering.

The flags were erected using the FlagTrax system, which is available for community use. Anyone wishing to use the FlagTrax system should visit the Eketāhuna website: **www.eketahuna.co.nz**

Local Community Board and Committee

DRAFT - TO BE REVIEWED

In Eketahuna, both the Community Board and the Community Committee play vital roles in community engagement and development. Understanding the distinct functions of these two entities helps residents know where to turn for various community needs and initiatives.

Community Board:

Community boards are unincorporated bodies that serve as representatives, advocates, and connectors for specific communities within a council/kaunihera catchment. They are not local authorities or committees but play a crucial role in engaging with their communities and advocating for them in council/kaunihera discussions and decisions. Councils can delegate responsibilities and decision-making powers to community boards, allowing them to function according to the unique needs of their communities. Each community board is organized differently, reflecting the specific requirements and organizational preferences of their council/kaunihera.

Community Committee:

The Eketāhuna Our Town Committee is a volunteer-driven, registered charity that sources funding from various funders, including partial operational funding from the Tararua District Council. The committee oversees the operation of the Information Centre and initiates and supports various projects around town. Some notable projects include commissioning murals, installing exercise stations, funding community amenities, and coordinating events. The committee meets monthly and welcomes community participation and input on new projects.Connects community aspirations to council's long term planning processes.

SPARE PAGE or BLANK PAGE

We cannot delete the page and need to select content to place here - \ or - we can keep this page blank.

Why can this page be blank?
As the "inside back cover" of the document, it is acceptable to leave this page blank. Or, this page could have content. Either is acceptable.

HERE ARE SOME IDEAS:

- *Blank page - Inside back covers can be blank*
- *Community Governance - A page to describe the roles of Eketāhuna Community Board and Eketāhuna Our Town*
- *Community Involvement - A page to describe how people can get involved in the projects outlined in this plan*
- *Community Voices - A page with quotes or testimonials from local residents, business owners and community leaders about their hopes and expectations for this plan*

This plan was developed by the following groups on behalf of the Eketāhuna community:

Eketāhuna Community Board
contact details
xxxx

Eketāhuna Our Town Committee
contact details
xxxx

TARARUA DISTRICT COUNCIL

06 376 0110 **info@tararuadc.govt.nz** **www.tararuadc.govt.nz**

Report

Date : 1 July 2025

To : Chairperson and Board Members
Eketahuna Community Board

From : Allie Dunn
Manager - Democracy Services

Subject : **Discretionary Grant Fund Applications 2025**

Item No : **8.6**

1. Recommendation

1.1 ***That the report from the Manager - Democracy Services dated 17 June 2025 concerning the Discretionary Grant Fund Applications 2025 be received.***

1.2 ***That the Eketāhuna Community Board advertises the availability of the General Assistance Grants scheme for 2025 and invites applications for funding.***

1.3 ***That the closing date for applications be 22 August 2025.***

2. Reason for the Report

2.1 To seek a decision of the Board to advertise the availability of its General Assistance Grants scheme and invite applications for funding from the community.

3. Background

3.1 The Community Board has a discretionary funding budget, from which the Board operates a General Assistance Grants Scheme. This budget also funds any general expenses of the Board, such as purchase of wreaths for Anzac Day and Armistice Day services.

3.2 Following a reduction in funding through the Long Term Plan 2024-34, the Eketāhuna Community Board considered amending its process for distributing funding within its community. At its meeting held 10 March 2025, the Board agreed that $1000 in funds would be made available for discretionary grants from

its budget, and up to two rounds to be held each financial year if funds were available. The Board agreed the next round would open for applications at the beginning of the financial year. In the event there were remaining funds in the Board's budget this would be reviewed for addition to the funding pool by the board for consideration for a second round of funding.

3.3 Any grants made under the General Assistance Grants Scheme require to be paid out prior to 30 June, which is the end of the financial year.

4. Significance Assessment

4.1 The Council's Significance and Engagement Policy is not triggered by matters raised in this report.

5. Assessment of Options

5.1 Prior to advertising the availability of the grants scheme and inviting applications, the Board is asked to consider the General Assistance Grants Scheme criteria and decide whether it wishes to make any changes to the criteria against which applications for funding are assessed.

5.2 Once reviewed and confirmed, the availability of the grants scheme would be publicly notified and applications for funding sought from members of the community.

5.3 It is proposed that closing date for applications for funding be 22 August 2025 and that applications that are received be considered by the Board at its 8 September 2025 meeting.

6. Consultation

6.1 There are no community consultation requirements associated with matters addressed in this report. The availability of the General Assistance Grants Scheme is intended to be publicly notified as part of seeking applications for funding from the community.

7. Conclusion

7.1 The Board has decided to set aside $1,000 from its discretionary funding budget for applications from the community for funding. The Board is asked to review the Guidelines for the Grant Fund and confirm the dates for the funding round. The availability of the fund will then be advertised and applications invited from the community.

Attachments

1⇩. Application Form and Guidelines - General Assistance Grants Scheme - Eketahuna Community Board

EKETĀHUNA
COMMUNITY BOARD

General Assistance Grants Scheme

Application Form 2025

Send Your Application to:

The Manager – Democracy Services, Tararua District Council

Post: P O Box 115, Dannevirke 4942
Deliver: Eketāhuna Library and Service Centre
Or scan and email: governance@tararuadc.govt.nz

Applications close on 22 August 2025

EKETĀHUNA COMMUNITY BOARD

General Assistance Grants Scheme

Application Form

1. Name of organisation:

_____

2. Contact Person:

_____ Phone No. _____

3. Postal and Email Address

_____

_____

_____

4. Number of members in your organisation: _____

5. Objectives of your organisation:

_____

_____

_____

6. Is your organisation a legally constituted society or trust? Yes / No

7. If your club/organisation is registered for GST, please supply your GST number:

_____

8. Describe the project for which you are seeking financial assistance:

_____

_____

9. Please detail complete cost of the project and attach written quotes where the project involves either labour and/or material costs.

	$
_____	_____
_____	_____
_____	_____
Total Cost:	$_____

10. How much are you applying to this fund for? $_____

11. Please show where the remainder will come from: $

_____	_____
_____	_____
_____	_____

12. Have you received any funding from the Creative Communities Scheme or other Government Agency in the past three years? Yes / No

Please give details: $

_____	_____
_____	_____
_____	_____

13. Outline how your project will benefit the community:

_____

_____

_____

14. Please add any further information you consider may assist your application:

_____

_____

_____

15. Please enclose your latest Balance Sheet or Statement of Income and Expenditure that has been reviewed independently, and attach a **deposit slip or verification** from your bank regarding the details of your account for payment of any funding that may be granted:

_____

_____

16. I hereby declare the above information is correct and if our application is successful, agree to complete a certificate stating how the money has been spent:

Signed: _____ Date:_____

Designation:_____

Check List (To Be Completed By The Applicant)

To ensure that this application is eligible for consideration the following must be provided:

	(tick)
1) All questions have been answered	
2) Requests for funding do not exceed half of the project's total cost	
3) Written quotes for labour and/or material costs are attached	
4) Latest Balance Sheet or Statement of Income and Expenditure is enclosed that has been reviewed independently	
5) Bank deposit slip or verification from your bank of account details for payment of any funding granted is attached	

EKETĀHUNA COMMUNITY BOARD

GENERAL ASSISTANCE GRANTS SCHEME

GUIDELINES FOR APPLICANTS

1. Assistance will only be available for locally recognised organisations whose principal functions and/or activities are of a community or charitable nature.

2. Financial assistance will only be available for a specific project or projects, or for the maintenance of a facility.

3. Only one grant per organisation will be available in any financial year.

4. Funding will not be available for the following:

   - subsidise subscriptions or rents
   - wages and salaries
   - reduce debt load i.e. debts already incurred
   - schools and early childhood educational facilities

5. No assistance is to exceed half of project or maintenance costs.

6. Applications will not be considered unless accompanied by a balance sheet or statement of income and expenditure for the current financial year that has been reviewed independently.

7. Applications must be made on the form available.

8. Applications will be considered on merit.

9. Late applications will not be considered or carried forward.

10. Written quotes must be provided from suppliers to support any application seeking financial assistance for a project that involves either labour and/or material costs.

11. All funds granted from this Scheme must be uplifted prior to 30 June.

Eketahuna Radio Station meeting m inutes held 22nd May 2025

At St Johns Hall Eketahuna at 7pm

Present: Emma Elliot, Larissa Barclay, Margaret Drysdale, Eric Bodell, Peter Pollitt, Colin Fraser-Davies, Chris Corlett, Aaron Montgomery

Apologies: Lisa Henare, Mel Corlett, Alex Schobel

Minutes from previous meeting read and confirmed as a true and correct record

Moved Margaret Seconded Larissa

Matters arising: Correction from previous minutes,
The Woodville station advertising costs for the regulars was supposed to be written as **$20 *per month*** and for newer members **$40 *per month*, not year,** as stated in previous minutes.

Also under the title Business registration, It should have been recorded as Incorporated Society registration. We do not need to register each year, but we do need to maintain our registration with the submission of annual accounts.

We are on the Incorporated Society Register. Not NZ companies register.

We are currently registered under the 1908 act and the filing of annual return is up to date.
We have discussed and can confirm our intention to re- register under the 2022 act.

Moved Margaret Seconded Eric

- **Inward correspondence:**
  Advertising rates from Ashhurst and Woodville stations presented by Eric = $500 per year
- Radio spectrum management, to let us know that the AM/FM is up for discussion. Submission due date/time is 5pm July 4th 2025.
  Eric will take this on to send as a five stations society response/feedback
- Population coverage, Colin will deal with this

Tech update: Not much to update on the Tech stuff but Chris has updated the pc to windows 10, $350.00 ish to purchase a new windows 10 (extended to 2030) Chris is working on sorting this.

88.3 free to air, is not a priority. 106 is the priority.

Replacement asset value $62,800 at 2016 audit
$47,800 for what is active
Estimated depreciation Value is 21k

Minimum advertising charges - $787 per ad for annual advertisements
If we can run on operational costs it goes to $500.00
30 slots to fill, so 30 advertisements, aim for the $300 per year.

Eric can get some millennium desks from Blake Beale, he said we can have a couple because he is pulling them out, they will be good for spare parts.

Treasurers report: Emma

Accounts passed for payment, Incorporated Society.
Eketahuna Engineering, $78.41, for a battery.

Emma moves her financial report be accepted Seconded Colin

Income: Aim for 4k, equates to 8 sponsors @ $500.00 each or 13 sponsors at $320.00 each

Run raffles at each quarter

Expenditure: $1690.00 outgoing

$ 10 k expenditure

$ 500.00 up sleeve

Insurance: Feedback from Eric was that there is no point taking out insurance, Firstly not a lot goes wrong and secondly, Insurance companies are not very keen and they reject most claims so it is simply not worth insuring,

AGM: Date for the Eketahuna Radio Station **AGM is July 24th 2025**, @ **7pm**, to be held at the Eketahuna St John Hall Main St Eketahuna.

Seeking broadcasters

Nurse Agony Aunt - Emma	Joe Sweeney?
Victoria Walker Legal/ law	Everlyne & Grace
Eketahuna School are keen	Arth Patel
Denise Clifton winging it Wednesday	Monty

Yoga Nidra, Odette, mp3 version

Broadcasting priority list and ideas.

Eric has music that he can get for us.

Crash course Zara

Stream from Woodville Station www. Radio Woodville

Link of webpage from James

Eric invited Chris to go and look at his Stations.

Eke needs a better set up, by genre rather than years

Start fresh from the ground up, ditch the old

Currently load through a drop box, Chris not able to do that, not familiar with Zara

No adverts on Christmas day, Easter Friday, Easter Sunday

Eric will come and run a Zara course for us in Eketahuna

Broadcast the time

Bird call, sponsored by Pukaha ?

Run an ad in streams

We need news

Ashhurst use the National programme, we can stream it on ours, Not the breeze.

Sunday morning story time until 9am. (Late Louise Gallagher, 400 stories, streamed at Ashhurst)

Meeting closed at 8.26pm

Next meeting **26 June at 7pm** , St Johns Hall, Eketahuna