



Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 156 High Street, Dannevirke on **Wednesday 27 August 2025** commencing at **9:30 am**.

Peter Wimsett
Interim Chief Executive

Agenda

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

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

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

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

5. Notification of Items Not on the Agenda

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

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

6.	Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business	
7.	Confirmation of Minutes	5
	<i>Recommendation</i>	
	<i>That the minutes of the Council meeting held on 30 July 2025 (as circulated) and Extraordinary Council meeting held on 20 August 2025 (as circulated) be confirmed as true and accurate records of the meetings.</i>	
8.	Community Boards and Community Committees Reports	
8.1	Minutes - Explore Pahiatua Community Committee	30
	<i>Recommended</i>	
	<i>That the minutes of the Explore Pahiatua Community Committee meeting held 06 August 2025 be received.</i>	
8.2	Minutes - Eketahuna Community Board	39
	<i>Recommended</i>	
	<i>That the minutes of the Eketāhuna Community Board meeting held 11 August 2025 be received.</i>	
8.3	Minutes - Dannevirke Community Board	43
	<i>Recommendation</i>	
	<i>That the minutes of the Dannevirke Community Board meeting held 18 August 2025 be received.</i>	
	Note: Any of the Community Boards and Community Committees may send a representative to address the Council on any issues within the agenda or matters of interest to them.	
9.	Reports	
9.1	12 Month Performance Report - Period Ending 30 June 2025	51
9.2	Draft Annual Report for the Year Ended 30 June 2025	95
9.3	Finance and Performance Management Report	99
9.4	Amendment to 2025-2026 Fees and Charges	111

9.5	2024/2025 Annual Report of the Tararua District Licensing Committee	117
9.6	Council Enforcement Policy (3 year review)	133
9.7	Adoption of Freedom Camping Bylaw 2025	169
9.8	Water Supply Bylaw and Backflow Prevention Policy	195
9.9	Adoption of Urban Enhancement Strategy 2025-2050	201
9.10	Requests for Information under the Local Government Official Information and Meetings Act 1987	327
10.	Correspondence	
10.1	Letter re Invitation to Lindauer Commemoration	336
	Letter of Invitation to Professor Aubrecht re Lindauer Commemoration	
11.	Portfolio Reports	
	Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.	
12.	Mayoral Matters	
13.	Items not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 4	
14.	Public Excluded Items of Business	
	Recommendation	
	<i>That the public be excluded from the following parts of the proceedings of this meeting, namely:</i>	
	<i>Confirmation of Minutes</i>	
	<i>The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.</i>	

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under Section 48 (1) for the passing of this resolution</i>
<i>Confirmation of Minutes</i>	<i>To protect commercial and industrial negotiations</i>	<i><Section (1)(a)(i)</i>

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

s7(2)(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).

15. Closure



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 156 High Street, Dannevirke on Wednesday 30 July 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 (via Teams), S M Gilmore, P A Johns, M F Long, K A Sutherland, S A Wallace and S M Wards

In Attendance

Mr D Pettigrew	- Xyst Limited (via Teams)
Mr B Nicholson	- Chief Executive
Mr H Featonby	- Group Manager - Operations
Ms T McDonald	- Chief Financial Officer
Ms J Smith	- Legal Counsel and Procurement Manager
Mr P Wimsett	- Chief Advisor
Mr J Single	- Regulatory Services Manager
Mrs S Walshe	- Finance Manager
Ms A Charmley	- Planning Services Manager
Ms A Rule	- Policy and Planning Advisor
Ms M Cavanagh	- Contractor – Corporate Planning
Mr K van der Oord	- Communications Team Manager
Ms F Chase	- Facilities Manager
Ms K Payne	- Facilities Property Officer
Ms S Fountaine	- Community Engagement Officer
Mr M Guile	- Procurement Specialist
Mrs A Dunn	- Manager – Democracy Services

2. Council Prayer

The Mayor opened the meeting with the Council Prayer.

3. Acknowledgement

The Tararua District Council acknowledged the sad passing of Mr Michael Lovett, of the Department of Internal Affairs, who had been involved in providing advice on three waters policy and was someone that many of the Chief Executives and

Elected Members in New Zealand had a close relationship with.

4. Apologies

There were no apologies.

5. Public Forum

There were no requests for public forum.

6. Notification of Items Not on the Agenda

The following late items of business were notified for consideration in the public excluded session of this meeting:

Executive Search Service - Evaluation

Approval of Loan Agreement – Repayment and Readvance of Pukaha Mt Bruce Board loan to Tu Mai Ra Investments Ltd Partnership

The reasons these items were not listed on the agenda were due to delays in return of the evaluation forms for the Executive Search Service, and the time required to finalise loan documentation.

Consideration of these items cannot be delayed until a subsequent meeting because:

Executive Search Service Evaluation: the need to start the recruitment process for a new Chief Executive as soon as possible

Approval of Loan Agreement: conditions of the Sale and Purchase Agreement require finalising by 30 July 2025.

That the following items be accepted as late items for consideration:

Executive Search Service – Evaluation

Crs Peeti-Webber/Chase

Carried

That the following items be accepted as late items for consideration:

Approval of Loan Agreement – Repayment and Readvance of Pukaha Mt Bruce Board loan to Tu Mai Ra Investments Ltd Partnership.

Crs Peeti-Webber/Chase

Carried

Crs S Gilmore and S Wallace recorded their votes against the motion.

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 25 June 2025 (as circulated) , Extraordinary Council meeting held on 9 July 2025 (as circulated) and Extraordinary Council meeting held on 22 July 2025 (as circulated) be confirmed as true and accurate records of the meetings.

Crs Sutherland/Wallace

Carried

9. Community Boards and Community Committees Reports

9.1 Minutes - Positively Woodville Community Committee

That the minutes of the Positively Woodville Community Committee meeting held 3 June 2025, and the meeting held 1 July 2025 be received.

Crs Gilmore/Johns

Carried

9.2 Minutes - Explore Pahiatua Community Committee

That the minutes of the Explore Pahiatua Community Committee meeting held 02 July 2025 be received.

Crs Gilmore/Johns

Carried

9.3 Minutes - Eketahuna Community Board

That the minutes of the Eketāhuna Community Board meeting held 14 July 2025 be received.

Crs Gilmore/Johns

Carried

9.4 Minutes - Dannevirke Community Board

That the minutes of the Dannevirke Community Board meeting held 21 July 2025 be received.

Crs Gilmore/Johns

Carried

10. Reports

10.1 Deliberations on Matters During the Proposed Freedom Camping Bylaw Consultation

The Tararua District Council considered the report of the Policy and Planning Advisor dated 16 June 2025 that presented the results of the public consultation on the proposed Freedom Camping Bylaw, and sought decisions on each of the matters raised through the consultation for application to the final version of the bylaw, for adoption at the 27 August 2025 Council meeting.

In discussion, the Council reviewed the proposed recommendations from officers and agreed with the proposed responses to matters raised through submissions. It was noted during discussion of the proposed response for matters raised regarding freedom camping in Herbertville, that the request for more rubbish bins was an operational matter that did not need to be addressed through the bylaw.

With regard to discussions about freedom camping in Akitio, concerns were noted about high water use during the peak summer season impacting on the town's water supply. It was noted that members of Council's Three Waters team had met with the Akitio Ratepayers Association who would be assisting with a stock take of water tanks for properties connected to the water supply.

That the report from the Policy and Planning Advisor dated 16 June 2025 concerning the Deliberations on Matters During the Proposed Freedom Camping Bylaw Consultation be received.

That the Tararua District Council note the matters raised through submissions on the proposed Freedom Camping Bylaw.

That the officer recommendations in this report in response to matters raised through submissions regarding prohibitions and restrictions in the proposed Freedom Camping Bylaw be made.

That changes and corrections to the bylaw as noted in sections 9 and 10 of this report are made.

Crs Johns/Wards

Carried

Cr M Long left the meeting at 10:13am.

9.2 Deliberations on Matters During Draft Reserve Management Plan Consultation

The Tararua District Council considered the report of the Facilities Manager dated 18 July 2025 that presented for consideration the results of the public consultation on the draft Reserve Management Plan and sought decisions on each of the matters raised through the consultation for application to the final

version of the Plan, for adoption at the 27 August 2025 Council meeting.

Mr Dafydd Pettigrew, of Xyst, was in attendance to answer questions relating to the draft Reserves Management Plan.

The meeting adjourned at 10:15am and resumed at 10:21am. Cr M Long returned to the meeting at 10:21am.

During discussion it was noted that the Facilities team were keen to work closely with the community and the Council's attention was drawn to the clause within the Plan that requires officers to engage with the entire community. From the submissions received, two changes had been made to the draft Plan. Officers spoke about the involvement of Council's iwi partners in developing the draft Plan and noted that this was a legal obligation of the Council. With regard to the clause in the Plan regarding renaming of reserves, it was noted that this clause provides a policy framework for officers in the event that there was a proposal to rename any reserve. It was highlighted that any renaming proposal would be undertaken in consultation with the community.

Cr A Franklin left the meeting at 10:40am.

In discussion, there was a suggestion that officer's recommendation 21 which outlined the requirement for officers to engage with the community be strengthened. However it was noted that there were multiple clauses throughout the Plan requiring consultation with the community.

Mr Pettigrew of Xyst Limited provided context for any requests for amendments, noting the prescriptive nature of legislation that covered the developing of a Reserves Management Plan. This involved two rounds of consultation, and following this, material changes could only be made in relation to matters raised through submissions.

In response to a suggestion that wherever iwi partnerships were mentioned within the Plan, that community groups be included in that wording, it was advised that the role of iwi holds a higher status through the Treaty of Waitangi, the Reserves Act and the Local Government Act. Where the Plan referred to iwi partnerships was within the section relating to manawhenua partnerships.

That the report from the Facilities Manager dated 18 July 2025 concerning the Deliberations on Matters During Draft Reserve Management Plan Consultation be received.

That the Tararua District Reserve Management Plan – Officers Responses to Submissions be received.

That the Officer recommendations in the Tararua District Reserve Management Plan – Officer Responses to Submissions for amendments to the draft Tararua District Omnibus Reserve Management Plan (RMP) be applied to the final version of the RMP for adoption by Council at its August 2025 meeting with

consideration given to strengthening recommendation 21 re communication, naming of reserves and the wording regarding iwi and community.

Crs Johns/Peeti-Webber

Carried

The meeting adjourned at 11:06am and resumed at 11:24am.

10.3 Reserve Management Plan - Land Status and Classification

The Tararua District Council considered the report of the Facilities Manager dated 24 July 2025 that sought confirmation of land to continue to be held under the Tararua District Reserve Classification report, and approve public notification of the proposal to declare and classify parcels of land in accordance with the Reserves Act 1977.

Officers advised of some minor amendments that were needed, which were as follows:

One parcel needed to be removed from the map ID 421598 as this was entered in error and was Ministry of Education land;

Associated townships on some of the listings needed correction due to incorrect labels;

Three parcels of Dannevirke domain need classification and inclusion in the maps.

It was noted that the classification process was an administrative process. It was suggested that a list of the parcels of land classified as reserve be provided to the Community Boards and Community Committees for their information.

That the report from the Facilities Manager dated 24 July 2025 concerning the Reserve Management Plan - Land Status and Classification be received.

That the Council:

Confirm 25 parcels of land that will continue to be held under the Local Government Act 2002 as described in Attachment B of the Tararua District Reserve Classification report, noting the corrections required as advised by officers.

Approve public notification of the proposal to declare and classify 3 parcels of land according to their primary purpose, pursuant to section 14(2) of the Reserves Act 1977 as described in Attachment C of the Tararua District Reserve Classification report.

Approve the classification of 152 parcels of reserve land pursuant to section 16(1) and 16(2A) of the Reserves Act 1977, as described in Attachment D of the Tararua District Reserve Classification report

Approve public notification of the proposal to reclassify 3 parcels of reserve land

pursuant to section 24(2)(b) of the Reserves Act 1977, as described in Attachment E of the Tararua District Reserve Classification report.

Crs Wallace/Johns

Carried

10.4 2024/2025 Annual Report on Dog Control Policy and Practices

The Tararua District Council considered the report of the Regulatory Services Manager dated 27 June 2025 that sought adoption of the Annual Report on Dog Control Policy and Practices as required under provisions of the Dog Control Act 1996. It was noted that in publication of the agenda, one of the tables within the report had moved so that it obscured some of the wording, and a copy of the report was circulated that showed the wording. In response to a question about whether any dogs that were suitable for rehoming had been euthanised in the past year, it was noted that there were none that had been euthanised that were suitable for rehoming.

That the report from the Regulatory Services Manager dated 27 June 2025 concerning the 2024/2025 Annual Report on Dog Control Policy and Practices be received.

Crs Sutherland/Gilmore

Carried

10.5 Regulatory Services Report 1 July 2024 to 30 June 2025

The Tararua District Council considered the report of the Regulatory Services Manager dated 30 June 2025 that statistical information for the year 1 July 2024 to 30 June 2025.

During discussion, concerns were noted regarding the Stop Plan Policy announced by the Coalition Government, and it was asked whether there was any opportunity for Council's concerns about the impact on the Tararua District from this policy to be raised to the Minister. It was noted that this policy impacted on the Council's ability to continue with rezoning to accommodate the expected demand for housing growth, and it was noted that it had been intended to programme for growth through the next Long Term Plan, noting the cost of providing infrastructure was a responsibility of the developer.

It was noted that there would be value in writing to the Minister to outline the issues faced by the Tararua District. Clarification was provided that the changes being proposed by the Government were to introduce a development levy, and there had been talk about introducing a targeted rate for the growth element. If this was introduced by the Government, then the Council would not be introducing these elements.

That the report from the Regulatory Services Manager dated 30 June 2025 concerning the Regulatory Services Report 1 July 2024 to 30 June 2025 be received.

10.6 **Cyclone Gabrielle Final Report and Transition Document**

The Tararua District Council considered the report of the Procurement Specialist dated 12 June 2025 that presented the final report concluding the Tararua District Cyclone Gabrielle Recovery Programme.

Representatives from the Manawatu-Whanganui Civil Defence Emergency Management office and the Rural Support Trust were in attendance.

Officers spoke about key achievements, highlighting the events held in collaboration with the Rural Support Trust, and working with the six marae and 13 Civil Defence groups.

In the Economic space, two reports had been funded one being a macro-economic report and the other a micro-economic report which provided information on the impact on the area and the recovery which highlighted ongoing recovery efforts needed going forward.

Representatives from the Rural Support Trust thanked the Council for their support and spoke about the learnings from the partnerships and networks that really helped achieve the outcomes they had. On the rural side, they noted that one of the big things was the ability to get into the rural communities and assist with hands on help. They noted the usefulness of the information received from surveys and the practical help provided.

Officers spoke about the assistance from Horizons Regional Council in the natural space and in the recovery side. The representative from the Manawatu-Whanganui Civil Defence Emergency Management office thanked the team, noting that the response and recovery had set a benchmark for other Councils to follow. She noted the model followed by Council's team had been shared with the Civil Defence team in Nelson who were following this model in their current response.

That the report from the Procurement Specialist dated 12 June 2025 concerning the Cyclone Gabrielle Final Report and Transition Document be received.

Mayor Collis/Wards

Carried

The meeting adjourned at 12:16pm and resumed at 12:50pm.

10.7 **Notification of Urgent Contestable fund recipients**

The Tararua District Council considered the report of the Community Engagement Officer dated 8 July 2025 that sought decisions on urgent contestable fund applications.

In response to a question about why one applicant had been allocated more

funding that what had been applied for, it was advised that this was due to the new criteria that had been adopted by the Council for international representatives.

That the report from the Community Engagement Officer dated 08 July 2025 concerning the Notification of Urgent Contestable fund recipients be received.

That allocation of Urgent contestable fund amount be taken from the total allocated for round 1 2025/26

<i>Applicant</i>	<i>Amount Requested</i>	<i>Amount Allocated</i>
<i>2001 - Mr Brodie Bennett</i>	<i>\$1,000</i>	<i>\$1,500</i>
<i>2002 - Dannevirke Bowling Club Woman's 4s Team</i>	<i>\$2,955.45</i>	<i>\$1,000</i>
<i>2004 - Mr Jamie Monaghan</i>	<i>\$2,250</i>	<i>\$1,500</i>
<i>2003 - Tararua Community Youth Services Charitable Trust</i>	<i>\$50,000</i>	<i>-</i>
<i>2005 - Jodie Kent</i>	<i>\$12,000</i>	<i>-</i>
<i>TOTAL</i>	<i>\$68,205.45</i>	<i>\$4,000</i>
<i>Amount remaining for round 1 2025/2026</i>		<i>\$46,000</i>

Crs Johns/Wallace

Carried

10.8 **Energy Efficiency and Conservation Authority Solar Renewable Energy Funding**

The Tararua District Council considered the report of the Community Engagement Officer dated 8 July 2025 that presented information on the funding opportunity available through Energy Efficiency and Conservation Authority's Community Renewable Energy Fund Programme and outlined the next phase of implementation.

It was noted that nominations had to be made to the Energy Efficiency and Conservation Authority today and information on successful applicants would be released once the Energy Efficiency and Conservation Authority had made their selection.

That the report from the Community Engagement Officer dated 08 July 2025 concerning the Energy Efficiency and Conservation Authority Solar Renewable

Energy Funding be received.

Crs Long/Wallace

Carried

10.9 Elected Members Allowances and Expense Reimbursement Policy

The Tararua District Council considered the report of the Manager – Democracy Services dated 30 June 2025 that provided information on the Remuneration Authority’s new Home Security System Allowance outlined in the recently released 2025-26 Local Government Elected Members Remuneration Determination.

That the report from the Manager - Democracy Services dated 30 June 2025 concerning the Elected Members Allowances and Expense Reimbursement Policy be received.

Crs Johns/Chase

Carried

10.10 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 10 July 2025 that provided information on requests for information received under the Local Government Official Information and Meetings Act 1987.

That the report from the Manager - Democracy Services dated 10 July 2025 concerning the Requests for Information under the Local Government Official Information and Meetings Act 1987 be received.

Crs Sutherland/Gilmore

Carried

11. Portfolio Reports

11.1 Cr S Gilmore: acknowledged the work of Positively Woodville for their work in beautification of Woodville, and with the flags recently installed in the main thoroughfare.

11.2 Cr S Wards: spoke about Ruralfest, that she had attended on behalf of the Council. She explained that the Ruralfest was a call to action in Parliament, that was attended by a mix of health representatives, as well as herself, and had a good attendance of Ministers including the Health Minister. The focus was on three – four key points that they discussed and sought an update on from the Ministers present. Key areas discussed were around workforce issues, rural – proofing and the importance for when decisions were made that it was harder and more expensive to deliver services in a rural setting. There was discussion around access to diagnostic services, suggesting a subsidy for accessing services outside of town.

- 11.3 Cr N Chase: spoke about her attendance at the Local Government New Zealand Conference and Te Maruata Hui with Māori elected members and iwi partners. She noted the experiences shared by other elected members and the address at the conference about the abuse of elected members, and the experiences of female elected members facing harassment and bullying in their roles. She spoke about the discussions on partnership with iwi and building relationships, and talked about other community groups with their histories and being able to build collaborative relationships with them as well and the success from building relationships and working in partnerships. She spoke about the updates on reforms that were proposed.
- 11.4 Cr S Wallace: spoke about his attendance at the Local Government New Zealand conference, noting the address by the Deputy Prime Minister who spoke about the cost pressures driving rates increases.
- 11.5 Her Worship the Mayor: spoke about attendance at the Local Government New Zealand Conference, noting there was lots of discussion about the proposed rates cap, and noted that although there was an affordability issue in the country, when talking about capping core services this would cause further issues. She noted the announcement by Minister Chris Bishop at the conference on the new Stop Plan Policy.

12. Mayoral Matters

- 12.1 Her Worship the Mayor noted the request for a letter to be sent to the Minister outlining the impacts on the Tararua District from the Stop Plan Policy.
- 12.2 Her Worship the Mayor acknowledged Chief Executive Bryan Nicholson's last meeting of the Tararua District Council. She spoke about his contributions to the Council, noting he joined the Council during the Covid period, dealing with lockdowns and also his leadership through Cyclone Gabrielle. She spoke about him as a steady hand providing good advice, and acknowledged his work and achievements, both locally and regionally.

In response the Chief Executive spoke about issues experienced with Infrastructure which had provided the opportunity to plan for the future. He spoke about how overall he felt the decisions made by the Council had been the right ones, and that the district was in a good space. He acknowledged the outstanding staff within the organisation and wished everyone the best for the future.

13. Items not on the Agenda

Nil

14. Public Excluded Items of Business

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

Confirmation of Minutes

Executive Search Evaluation

Approval of Loan Agreement – Repayment and Readvance of Pukaha Mt Bruce Board loan to Tu Mai Ra Investments Ltd Partnership

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

<i>General subject matter to be considered</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>Confirmation of Minutes</i>	<i>To protect commercial and industrial negotiations</i>	<i><Section (1)(a)(i)</i>
<i>Executive Search Evaluation</i>	<i>As above</i>	<i>As above</i>
<i>Approval of Loan Agreement – Repayment and Readvance of Pukaha Mt Bruce Board loan to Tu Mai Ra Investments Ltd Partnership</i>	<i>As above</i>	<i>As above</i>

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

s7(2)(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 Johns/Sutherland

Carried

Councillors S Gilmore and S Wallace recorded their votes against the resolution

The meeting went into public excluded session at 1:23pm and resumed open business session at 3:26pm.

15. Report of Public Excluded Decision released to Open Session – Approval of Loan Agreement – Repayment and Readvance of Pūkaha Mt Bruce Board loan to Tū Mai Rā Investments Ltd Partnership

The Tararua District Council considered the report of the Legal Counsel and Procurement Manager dated 28 July 2025 that presented to Council the draft loan agreement, deed of acknowledgement of debt and guarantee and indemnity documentation for Council's approval.

The report also explained the arrangements whereby the original loan to Pūkaha Mount Bruce Board would be repaid, and the Council would advance a loan to Tū Mai Rā Investments Limited Partnership, with security provided by Rangitāne Tū Mai Rā Trust in the form of a guarantee. It was noted that the repayment and advance of the loan would be book entries only and no money would change hands.

The Council were reminded of its previous resolution, made at its meeting held 25 June 2025, where the Council agreed in principle to the proposal to transfer the loan of \$1,000,000 to Rangitāne Tū Mai Rā Trust, and delegated authority to the Chief Executive 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 the Council in a public excluded report.

The Chief Executive was also directed to pursue security under any loan agreement, to ensure that the Council was in a better situation for recovering the \$1 million, and that there be regular reporting on the status of the loan.

Officers advised that negotiations had now concluded and the loan agreement was presented to Council for confirmation.

In discussion officers advised that interest on the \$1 million loan was not part of the deal. The original loan documents already had stepped repayment of the principal included, however that had been made clearer in the new loan documents.

With regard to the Deed of Acknowledgement of debt, this recorded the arrangement where the old loan would be repaid and the new loan advanced. Pūkaha Mount Bruce Board, Tū Mai Rā Investments Limited Partnership and Tararua District Council would sign that document.

It was explained that the loan agreement was the way that the loan would be advanced to Tū Mai Rā Investments Limited Partnership.

The Deed of Guarantee and Indemnity was the method of guaranteeing repayment of the loan which would be signed by Rangitāne Tū Mai Rā Trust as

guarantor.

It was advised that the risk of financial default under the original loan is what was being addressed through the new arrangement. The new arrangement would mitigate the Council's risk of loss of funds. All of the documents had been legally reviewed, and key clauses socialised with the entities involved. All parties were in agreement with the contents of the documents.

It was noted that the Guarantee and Indemnity would protect Council against any default.

With regard to the Council's Significance and Engagement Policy, it was advised that executing the loan agreements and supporting documents would not meet the threshold of a "significant" decision under Council's Significance and Engagement policy, as it is a restructuring of an existing arrangement. The cost to Council of \$146,000 through loss of interest revenue did not trigger the requirements to consult under the Significance and Engagement Policy. This means there is no consultation required with the community about the transfer of the loan.

Further, the restructuring of the loan would not have a significant impact on Council's finances. Council could investigate options for the treatment of the interest. It was noted that the loan agreement had a built in control that each year there would be a repayment made. A reporting requirement had been included for provision of the Annual Report of Tū Mai Rā Investments Limited Partnership to Council which will be built into Council's internal process.

With regard to the cost of foregoing interest of \$146,000 over the remaining term of the loan, a suggestion was made to reduce level of funding made available to the contestable fund, for example from \$100,000 to \$75,000, to recover some of this cost. It was advised that a report could be brought to Council on the suggestion of reducing the contestable fund and the options open to Council to account for the foregone interest. This report would consider the requirement to consult on any proposal.

Councillor S Wards left the meeting at 1:40pm.

In response to a question about whether it was usual for a Council to be lending funds to a commercial entity, officers advised that Council had previously made loans to commercial entities, however it was no longer usual for Council to do this. Following this arrangement, Council would not likely be entering other commercial loans or funding arrangements without consultation with the community. Council now had a contestable fund framework for investment and funding of community projects.

In response to clarification that was sought on the interest on the loan due for repayment in October, it was advised that the interest due under the previous loan's conditions had already been invoiced and is separate to the Deed of Acknowledgement before the Council at this meeting. Going forward there

would be no interest costs invoiced to Tū Mai Rā Investments Limited Partnership.

In conclusion it was noted that the focus was on correcting a previous investment to mitigate risks that had arisen associated with that previous investment. Officers went over the obligations set out in the loan agreement, and the guarantee. If there was a default in the future, the Council was able to demand repayment of the whole amount, and if that was not paid, then the Guarantor would be responsible for payment and default interest could be included in that event.

That the report from the Legal Counsel and Procurement Manager dated 28 July 2025 concerning the Approval of Loan Agreement - repayment and readvance of Pūkaha Mount Bruce Board loan to Tū Mai Rā Investments Limited Partnership be received.

That Council approves the loan agreement and related documents between Tararua District Council and Tū Mai Rā Investments Limited Partnership.

That Council delegates authority to the Chief Executive and Mayor to execute the loan agreement, and deed of acknowledgement of debt on behalf of Council by affixing the common seal.

Crs Johns/Sutherland

Carried

Crs S Gilmore, M Long and S Wallace recorded their votes against the motion.

That the Chief Executive be directed to provide a report to Council on the options available to recover the interest of the loan through the contestable fund.

Crs Sutherland/Chase

Carried

Cr M Long recorded his vote against the motion

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 3:27pm.

Mayor



Minutes of an Extraordinary Meeting of the Tararua District Council held in the Council Chamber, 156 High Street, Dannevirke on Wednesday 20 August 2025 commencing at 9:31am.

1. Present

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

In Attendance

Ms K Meerman - Project Director – Wairarapa+Tararua Local Water Done Well

Mr P Wimsett - Interim Chief Executive

Mrs K Tani - Group Manager – Strategy and Information

Ms T McDonald - Chief Financial Officer

Ms J Smith - Legal Counsel and Procurement Manager

Mr M Dunn - Three Waters Manager

Mrs A Dunn - Manager – Democracy Services

2. Welcome and Meeting Opening

The meeting opened with prayer.

3. Apologies

That the apologies from Councillor Peter Johns be accepted and leave of absence granted for the meeting.

Crs Wallace/Wards

Carried

4. Public Forum

4.1 Evan Nattrass

Mr Nattrass spoke, expressing his opposition to the proposed Local Waters Done Well proposal.

He spoke about the submissions made to Council in May against the proposed Local Waters Done Well, noting that those that spoke at the hearing were in objection to the proposal to join with Wairarapa Councils to create a new water organisation. He spoke about his concern about past decisions where state owned enterprises and local authority trading enterprises had ended up being privatised, and how through these debt levels had not reduced. He believed amalgamation of Councils was also not a solution, giving Auckland super city as an example. He spoke about looking after the more vulnerable people in the community, and his view that anything involving water meters and water rates would cost these people more if they had larger families.

He felt that just because we are being told we have to do something, this does not mean we should do it. He believed that the Council should stand up and resist the direction set by the Government. He felt that Council's resources should be kept within New Zealand, as if the proposed company goes ahead and it fails, he was concerned that it would be sold off to overseas interests and run for profit that would be taken out of New Zealand. He urged the Council to receive the report and leave it lying on the table for the new Council to look at after the election.

In response to clarification from the Mayor that legislation had been passed that prevented privatisation of the water organisations set up through the local water done well reforms, Mr Nattrass reminded the Council that the Government had the ability to change laws. The Mayor advised that she would ask the Chief Executive to forward to Mr Nattrass information on the legislation placed to protect against privatisation of the water organisations.

The Chief Executive provided clarification that there was a time limit to supply the Water Services Delivery Plan to the Department of Internal Affairs by 3 September 2025.

5. Reports

5.1 Local Waters Done Well - Water Services Delivery Plan Wairarapa + Tararua

The Tararua District Council considered the report of the Interim Chief Executive dated 15 August 2025 that sought the Council's approval of the attached Water Services Delivery Plan and agreement to formally submit the Water Services Delivery Plan to the Department of Internal Affairs.

Approval was also sought for unbudgeted expenditure to meet the establishment costs of the Water Services Organisation and delegation to the Chief Executive to prepare the Water Services Organisation constitution and shareholder agreement for approval by Council in September.

It was noted that the Government required submission of the Water Services

Delivery Plan to the Department of Internal Affairs by 3 September 2025.

The Interim Chief Executive spoke about the comprehensive planning that had been undertaken, that provided worst-case scenario modelling based on the Long Term Plan. He noted extensive technical assessments had been completed through hydraulic modelling, infiltration studies, leak assessments and full inspection of wastewater and stormwater infrastructure.

He spoke about the growth study that had been completed to inform where future growth should go from a planning perspective.

He outlined the concerns about affordability, noting that while the Council had developed a plan to meet all requirements (compliance, renewals, new service levels, and growth) the plan would be unaffordable for the district as a standalone entity. He noted the higher compliance standards being brought in by the Government that the Council needed to prepare for.

It was also noted that Local Water Done Well was a structural change that would change the way water would be delivered throughout New Zealand for decades to come.

He spoke about how the proposed joint Council-Controlled organisation represented the best available option, providing a mechanism to balance affordability with compliance requirements and an opportunity to minimise costs through scale and shared resources, providing access to low-cost capital with low interest costs.

The Interim Chief Executive introduced Katharine Meerman, the Project Director for the Wairarapa-Tararua Group.

Katharine Meerman provided a briefing on the shareholder agreement documents. She noted the draft plans had been sent to Department of Internal Affairs, and feedback had been received from the Department yesterday. There was nothing concerning in the feedback.

She provided an explanation of the voting controls that provided surety over cross-subsidisation issues. She explained the commitment agreement and how that signalled to the Government the Councils' commitment to the Water Services Organisation. It included principles of how the organisation would be established, and how it would be governed. On the pricing issue in particular, there were a number of agreements reached that go to pricing principles that will be included in the constitution. This included ring-fenced pricing for at least a nine year period.

The Interim Chief Executive spoke about how the Water Services Delivery Plan provided a starting point for the joint Council-Controlled Organisation to work with. The Water Services Organisation was required to start working on a strategy to bring all of the four Councils' work programmes together in a manner that would achieve efficiency. They needed a mechanism for balancing

affordability and compliance requirements. There will then be an opportunity to reduce costs through economies of scale and timing of works.

He highlighted that there was a risk of Government intervention, with a Cabinet decision that would impose Crown facilitators and Ministry water experts if the deadline for submitting a Water Services Delivery Plan was not met. Any such intervention would be at the cost of Council.

Questions for clarification were asked with the following responses provided:

Expected critical decisions to be made by the Council - In response it was advised that the next year would be the formation process with decisions still to be made. The joint Council-Controlled Organisation would become operational on 1 July 2026, but not fully operational until 1 July 2027. There was information to be transferred, centralising of asset management information, and consolidation of systems and strategies. The new Council Controlled Organisation would require a clear guide as to what it is required to be doing, and would be aligning work programmes and consolidation project work within the next five years. Standardisation of engineering design is currently being done to reduce costs.

What would be Council's influence over the capital expenditure programme – it was advised that the main task through transition would be to look at the capital expenditure programme. Once the entity was established the Council's influence would be through the appointments made to the stakeholders forum, who would be representing the Councils. The Councils would also have influence through the Statement of Expectations. Another area of influence would be through the people appointed as Directors to the Board. There would also be economic regulation of the Water Service Organisations through the Commerce Commission.

What would the points of influence be for Council around rephasing of capital works programmes – it was advised that the Council would have input to the strategy, and noted that the transition team would be working together over the next two years on prioritisation and phasing for a combined works programme ready to hand over to the new organisation.

What could future economic controls look like for affordability purposes – it was advised that the purpose of the regulation through the Commerce Commission was to ensure that sufficient investment was being undertaken, and people were receiving a good quality service for the cost. Affordability itself was not a regulatory focus. This was due to insufficient investment being undertaken in the past.

What would the impact of any future amalgamation of Councils be – it was advised that voting required unanimous decisions so there would still be that voting power. There would also be input at the Statement of Expectations development. Shareholding voting rights were based on the number of consumers in each area, which would be influential and there

would be a reset required as to that as a future possibility. The documentation will include a requirement for agreeing changes should there be major changes in the Councils that are party to the agreement.

What would the process be should an additional Council be proposed to join the Joint Council-Controlled Organisation – it was advised that the Water Services Delivery Plan was a one off regulatory hurdle which would not need to be repeated. Any other shareholder council that came along would be subject to the shareholder principles that are documented.

Was there any certainty with bipartisan agreements – it was advised that the previous Government had started the three waters reform process with its Affordable Water Reforms, with the current Government continuing reform through its Local Water Done Well scheme.

What was the source of the transition funding for the new entity – it was advised that the Department of Internal Affairs had made it clear that transition funding was necessary for the new entity. This was intended to be debt funded and transferred to the water services organisation once operational. It was noted that this had been included in the consultation on local water done well.

Who would be the sponsor for the project and what was the reason South Wairarapa District Council had been chosen as the lead Council – it was clarified that the sponsor would likely be the Chief Executive and the lead Council had been decided by the Chief Executives following an offer from South Wairarapa District Council to undertake this role. Note that this role involved the administrative work for the transition.

Clarification of the role of the project steering group, and decision-making around statement of expectations – it was advised that this related to the structure of the transition. Once the Water Services Organisation had been legally established, the stakeholder forum would then be established and they would drive the transition from that point onwards. Decisions would start to be taken by the stakeholder forum and the Board of Directors. It was advised that a new operating model was being adopted where you set the strategic direction and the operational decisions are made by the water services organisation. It is different through design of the reform process.

What would the transition reporting to the shareholder Councils look like – it was advised that this was to be determined through their planning – the Project Director would continue to report to the Chief Executives and would develop a programme of reporting to the four Councils as well as to the Board of Directors.

Was there any comment on affordability in the feedback from the Department of Internal Affairs – it was advised that this was noted in their feedback, but also noted that in the Masterton plan there was a significant investment that would be required in years 11 and 12 and the Department understood

the dynamics of the transition.

What the were the risks for Tararua District funding its own deficit in its infrastructure during the ring-fencing period, and then in nine years' time due to its voting power being forced to contribute to another district's capital project – it was advised there was a review to be participated in that would be subject to the Board's advice. Also, through the next five years the entity would be required to look at its pricing structure and standardise that, for example whether this was through fixed charges, volumetric charges, commercial rates. There could be options for part harmonisation of charges.

The Interim Chief Executive thanked Katharine Meerman, Project Director, for attending the meeting, noting that she was now due to attend the South Wairarapa District Council's meeting.

The meeting adjourned at 11:00am and resumed at 11:12am.

The Tararua District Council continued with questions for clarification to which the following responses provided:

Clarification was sought about what benefits there had been for the Council in collaborating early with other Councils – it was advised that this had resulted in funding from the Department of Internal Affairs of \$250,000 which had enabled the completion of this work to date.

What was the likelihood of lowering of rates to counter the cost of water – in response the Interim Chief Executive showed the calculations he had undertaken for the 2023-24 financial year. He noted that assurance for water staff being employed by the Water Services Organisation had been confirmed through the third reading of the legislation on 19 August 2025, noted that less time would be required to be spent by elected members on decision-making about waters, there would be a resolution of the debt issue, and in any climate event there would be choices around how to make repairs. There will be the ongoing cost of part ownership in a Council Controlled Organisation. Other direct costs, for example a portion of Council's audit costs and insurance costs would be transferred to the water services organisation.

Would the pricing principles be agreed by the Council or the entity – it was clarified that this would be a responsibility of the water services organisation.

What would the risk be for Councils that may later want to exit from the joint Council Controlled Organisation, noting that would require a unanimous decision, and what protections would there be should the Council not receive the benefits they had expected – it was advised that through the Commerce Commission, and there may be a financial sustainability driver. There would also be Council influence over the performance of the Board

and through the statement of expectations.

How would any projected surpluses be utilised – it was noted that any surpluses would be utilised for repayment of debt. It was further noted that funding of depreciation would no longer be required.

Who would carry the risk for any non-compliance with statutory requirements – it was advised that risk would be with the Council Controlled Organisation.

Was the population level of each area being factored in to provide fairness and equity across the district – in response it was advised that 0.8% growth had been modelled across the district. The averaging effects were in scaled wastewater charges as that was different to other councils, also Tararua District had school pan charges of 1:20 students and staff representing one toilet charge. There was also the Pongaroa water rural scheme, extraordinary water users and metered users. This meant there were different ways that this district made charges, all of which have made the averaging calculation very difficult, and has made calculating the number of connections complicated.

What would be the impact on smaller schemes such as Akitio and Pongaroa – in response it was noted that Taumata Arowai regulations relate to water supply size as a level of pragmatism.

Has the Council's pricing factored in such things as the amount of asbestos cement piping into the renewal assumptions – in response it was advised that this had been taken into account where main lines were being renewed.

Were there any guidelines for the level of remuneration of the skills-based Board – in response it was advised that the transition team had looked at some numbers, but had not yet gone to market. However averaging the cost of a professional Board over a larger number of connections would help absorb those costs.

In conclusion the Interim Chief Executive noted that both Tararua District and Masterton District Councils were currently making this decision, with the South Wairarapa District Council meeting about to start, and the Carterton District Council meeting scheduled to start at 2:30pm. He advised that if one of the Councils decided not to join the Wairarapa Tararua Water Services Organisation the Department of Internal Affairs would send assistance to the remaining Councils, with further decision-making by the remaining Councils and submission of a Water Services Delivery Plan required within the next 13 days, i.e. by 3 September 2025. It was highlighted that the date had been set by the Government and there was full awareness that this decision-making was taking place one month prior to the Council elections.

That the report from the Chief Advisor dated 26 July 2025 concerning the Local Waters Done Well - Water Services Delivery Plan Wairarapa + Tararua be

received.

That the Tararua District Council approves the Water Services Delivery Plan for Tararua District Council and a Wairarapa Tararua Water Services Organisation to be submitted to the Department of Internal Affairs.

That the Commitment Agreement be submitted to the Department of Internal Affairs as an appendix to the Water Services Delivery Plan.

That the Tararua District Council delegates to the Chief Executive the authority to make minor, final changes to the Water Services Delivery Plan, as required, prior to Chief Executive certification of the plan and submission to the Department of Internal Affairs.

That the Tararua District Council delegates to the Chief Executive the authority to prepare the Water Services Organisation Constitution and Shareholders' Agreement in line with the commercial agreements appended to the Commitment Agreement.

That the Tararua District Council notes that final form versions of the Constitution and Shareholders' Agreement will be brought back to the Council for approval in September 2025.

That the Tararua District Council approves \$1.25m of unbudgeted expenditure to meet Tararua District Council's share of the Water Services Organisation establishment costs as set out in the Commitment Agreement, and as included in the public consultation on this matter.

That the Tararua District Council authorises that the unbudgeted expenditure be capitalised and borrowed and transferred to the Water Services Organisation at go live as part of the Council's transfer of water-related debt.

That the Tararua District Council approves that the Water Services Organisation be legally established on or before 1 July 2026 and operational on or before 1 July 2027.

Crs Wards/Franklin

Carried

Cr M Long recorded his vote against the motion.

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 11:51am.

Mayor



Community Committee
committee@explorepahiataua.co.nz
www.explorepahiataua.co.nz

Minutes of the Explore Pahiataua Incorporated Society meeting held at the Tararua District Council Service Centre, 136 Main Street, Pahiataua on 6 August 2025 at 7pm

1. Present

- 1.1. Committee Members: Ali Romanos (Chair), Raylene Treder (Deputy Chair), Georgina Morrison (Secretary), Marie Kissick (Treasurer), Ingrid de Graaf, Anaissa Mandal
- 1.2. Public attendees: Emma Elliott, Priscilla O'Neale-Searancke, Chris Corlett

2. Apologies

- 2.1. James Devoe, Sanam Asalmani, Cr Alison Franklin, Cr Scott Gilmore.

3. Conflicts of Interest

- 3.1. Nil.

4. Notification of Items not on the agenda / General Business

- 4.1. Insurance discussion

5. Confirmation of Minutes

That the minutes of the Explore Pahiataua meeting held Wednesday, 2 July 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Carried

6. Matters Arising

- 6.1. Nil.

7. Correspondence

Inwards

- i. Invoices
 - 1. Robert Smith - Mowing for Polish Memorial
 - 2. Nova Energy
 - 3. Nova Energy
- ii. TDC
 - 1. Priscilla O'Neale-Searancke - Water Metering
 - 2. Mayor Tracey Collis: Sam the Trap Man visit
 - 3. Government's Plan Stop Policy Announced
- iii. IRD
 - 1. GST return due
 - 2. Direct Credit Notice
- iv. Innes Dean: Reporting Letter (Youth Centre)
- v. DIA
 - 1. Lottery Community Fund open
 - 2. Community Funding Clinics

- vi. Marie Kissick: Resolution re Main St Sale
- vii. Joy Kopa: Road Safety Views
- viii. Joni Self: Dog Park Views on owners
- ix. Debbie Stewart: Farming for Hospice
- x. Buy A Block for Swimming Pool
 - Bronze Block \$50
 - Scott & Jodie Walker
 - Linda and George Brooking
 - Silver Block \$100
 - Angela Rivers
 - Angelini family
 - Gold Block \$250
 - Ingrid de Graaf
 - Platinum Block \$500
 - Simon Walker

Outwards

- i. From Marie Kissick to Kawtar Tani (TDC) re grant money
- ii. From Marie Kissick to Joy Kopa Re: Road Safety Views

Action: Ali to message Council regarding resurfacing the grass berm on Princess St next to the dog park.

That the inwards be received and outwards noted.

Carried

8. Financial Report (Marie Kissick)

8.1. Current status

The balance of the main account is \$260,222.18. The reasons for the significant increase in the balance are:

- Proceeds from Youth Centre Sale – \$135,062.26
- Receipt of annual TDC grant – \$51,722.31
- GST – \$3,303.04
- Receipt of TDC funds for Pahiata Civil Defence – \$15,000.00

The balance of the Business Group account is \$760.78.

8.2. Invoices to be approved for payment on 20 August:

	Payee	Description	Amount
1.	Mitre 10	Down pipes and seedlings	\$56.54
		TOTAL	\$56.54

8.3. Invoices since last meeting for retrospective approval:

TDC	Advertising road closure for 2024 Christmas Parade	\$866.92
Nova Energy	Power for Youth Centre (final invoice)	\$47.99
Toki Mows	Quarterly lawn mowing at Polish memorial	\$400.00

8.4. As a reminder, the following amounts are tagged funds:

Project	Amount
Project	Amount
1. Harvard Playground	\$20,000.00
2. Carnival Park (originally \$9,289.33 but reduced by \$1,736.25 for Jan invoice, \$985 for seedlings, \$1,471.25 ABC invoice June, \$1,000 tree removal June '24, \$3,593 Weed Mngt June '25.) Reflects \$2,708.33 received from Carnival Park 26.6.25 for their share of weed mngt for FY25.	\$3,212.16
3. Bush Telegraph Advertising for FY26 (less payments to date)	\$6,466.08
4. Community garden operating costs for year ended June 2025	\$ 74.71
5. Lawnmowing for Polish memorial (until Nov 2025)	\$400.00
6. Discretionary funding for FY26	\$7,769.75
7. Civil Defence Group – funds for generator plug for Bush Multisports Park	\$15,000.00
8. Remainder of Stage purchase	\$9,627.16
9. Explore Christmas	\$10,000.00
TOTAL	\$72,549.86

Insurance: Marie and Ali met with Ceri Treder (Aon). Ceri has recommended increasing Contents Cover with the new stage, and also around public liability. Noted that we will wait until the stage arrives to ascertain the complexity of setting it up before we decide on the process for hiring out. There was discussion about Director/Officer Liability cover. Marie noted we would need to amend the constitution if this was to be pursued. Discussion as to wanting all necessary and adequate insurance. Keri is seeking further advice on this and to report back Marie.

A discussion was held around EPCC's responsibilities around Carnival Park. It was noted the EPCC is 5 years into a pest and weed agreement.

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

Carried

9. District Universal Water Metering Programme (Priscilla O'Neale-Searancke)

- 9.1. Priscilla explained that currently water is paid as a flat-fee equally between rate payers and the new system will be user pays, which helps users understand their use and it will help the Council locate current leaks. There will be a large amount of work to upgrade the infrastructure, which will start in Dannevirke. This is likely to take around 5 years and billing will not take place until everything is in place. A period of mock billing will occur, which will give households time to address leaks.

Ali thanked Priscilla for attending and she left the meeting at 7:22pm.

10. Community Garden budget for 2025/2026 (Emma Elliot)

- 10.1. Emma discussed her plans for the future and provided budget recommendations, including ensuring the shed can be used, potting mix, murals and finishing borders. Emma's request is for \$2,600

towards these items and infrastructure. Emma is planning for a Community Orchard and looking for land for this and other potential purposes.

- 10.2. **Action:** Emma to send Georgina food security plan.

That the Committee approve a budget for the Community Garden of \$2,600 and a reimbursement \$45.

Carried

11. Help-n-Hand discussion (Emma Elliott who was invited to speak to the Committee on this topic following discussion at the July meeting)

- 11.1. Emma reported that Help-n-hand was set up in the late 1990s to help with Tui Brewery staff who had been restructured. Despite losing their service contract with the Ministry of Social Development, Help-n-hand supplies food parcels, act as a food bank, and offer free clothing. The organisation supports people who have come out of prison and others who are in dire need. 187 food parcels were provided last year with financial support provided from the combined churches. Emma: "You can't address people's issues when their bellies are empty."
- 11.2. It was requested that Emma bring back more financial information to a future meeting to help the Committee understand how support might be directed.

Emma left the meeting at 8:15pm.

12. Meet the candidates night

- 12.1. The Committee discussed arranging supper for the meeting and booking the Community Church. It was noted it could be helpful to obtain questions beforehand.

13. Portfolio Reports

13.1. Pahiataua Districts Business Group (PDBG) (Ingrid de Graaf)

- No July event (after two events in June). Next event is a BA5 with Beale Trucking on the 13th August. Initial posts re event attracted a lot of FB interaction (more than usual for the PDBG) but now need to translate that into actual event attendance so will have another big marketing push.
- Still need to order flag as discussed at July meeting

13.2 Explore Pahiataua Marketing (Ingrid de Graaf)

- June Bush Telegraph - none, as we didn't have much going on
- July Bush Telegraph - advert for Meet The Candidates to be prepped once details are confirmed at August meeting
- Facebook - Anaissa to report
 - Proposing a calendar of yearly events for annual events e.g. Children's Day, Explore Christmas, and a monthly post rotating amongst all portfolios present
 - Advert for meet the candidates Sept 10
 - Post on local election and voting Sept 9 - Oct 11
 - Post for finalised Dog Park update

13.3 Explore Christmas

- First meeting held on 14 July
- Since that meeting, Sanam has confirmed she will join this subcommittee to replace Sarah Romanos
- Tasks assigned and slightly reshuffled to fit individual preferences
- Road closure underway with TDC but no response yet - need to check it has been received
- Some discussion around the poster for this year - trying to keep the design work within committee to save design costs
- The Explore Christmas sub-committee would like to confirm with the Explore Pahiata committee that the budget is set at \$10,000
- There was great excitement about the stage that Explore has purchased but questions around who will set it up on the day, hoping members of the Explore Pahiata committee can help. The sub-committee discussed who could help with the stage. It was suggested we ask James and Kody given they were great last year.

13.4 Community Garden (Emma Elliot)

- Great volumes of fresh vegetables were regularly delivered to Help N Hand throughout July. The sharing table there is 80% fresh fruit and veg. Pahiata Community Garden is one of four food donation streams to Help N Hand whilst the gate remains padlocked. Fence jumpers still evident but not a problem.
- Great attendance by volunteers at twice a month working bees, first and third Saturdays 9.30am -11.30am. Most are key holders.
- We have our first Knowledge Share workshop Saturday 9 August Brian will be pruning both young and mature fruit trees at two addresses in town. Can we ask for gold coin donation as part of our registration? advertising on Facebook imminent.
- Reveal date for mural still TBC

13.5 Road Safety Committee (Marie Kissick)

- Awaiting confirmation of the next TDC road safety committee meeting (although this may not be until after the election). Note that I was contacted by Joy Kopa from Positively Woodville to ask us to join with Positively Woodville in requesting that these meetings are held more regularly. To discuss with the council representative at the August Explore Pahiata meeting.

13.6 Civil Defence (Georgina Morrison)

- Heaters and generator arrived. Will be meeting with Raylene to help plan spending and preparation event.
- Could do a Chocolate Bar if you tune into the radio. George to talk to Chris at Radio Woodville.
- There will be a meeting of interested people to discuss using tagged funds

Action: George to talk to Peter about getting the cupboard moved

13.7 Harvard Playground Upgrade (James Devoe)

- Yet to hear from another playground designer if they can come to do another quote.

13.8 Cycleway project (Ali Romanos)

- Quote/estimate received for \$13,512.50 (incl GST) for RJM Contracting.
- Ali accepted for committee on this basis.
- Hopefully commencing 20th August.

- **Action:** Sanam to do H&S plan – Sanam to talk to Tararua District Council about what's required. The Carnival Park plan could be used as a base.
- **Action:** Ingrid is interested in Cycleway Project going forward and moving Explore Christmas to another person.

13.9 Carnival Park (Karolyn Donald)

- Horizon's funding was declined. They had huge demand for limited funds and gave very good feedback as to the reasons for not part funding as well as giving suggestions for our re-applying next year if we need to.
- We are back to the drawing board regarding funding for the removal of the exotic trees and this has now become relatively urgent as we have the seedlings that will need to be either planted or repotted into larger bags which will be a huge undertaking.
- Carnival Park BOM approved the \$2708.33 and forwarded payment to EPI 26.06.25
- Sam the Trapman's MPI event at Carnival Park was enjoyed by Richard Hansen and others judging by his verbal account. Richard said that Sam had good things to say about the condition of the Reserve. Pests were a significant topic discussed. Cats being the first mentioned and then Possums and the right trees to be hanging the traps on. It looks like we might need to move some of the ones in the Reserve to maximise their efficiency in keeping the possum population at bay. I am hoping to get some feedback from Sam in writing that we can use to promote the work we are doing.

13.10 Stage

- We should see the stage at the end of this month.

13.11 Youth Centre (Ali Romanos)

- **See annexures below for Ali's thoughts on spending.**
- There was a discussion about consultation with youth for funding options. This could look like a survey, online poll or going into schools.

Action: Marie to set up a separate bank account (fixed-term deposit) to ringfence the \$135,062.26 from the sale of the Youth Centre building.

13.12 Swimming Pool (Raylene Treder)

- Nothing to report.

Next meeting date: 3 September 2025 at Tararua District Council Service Centre, 136 Main Street, Pahiata

Meeting Closed at 9.02pm.

Ali Romanos (Chair): _____

Annexures

Ringfencing and investment of Youth Centre proceeds

Following sale of the Youth Centre building, the Committee has resolved to ringfence \$135,062.26, to be invested by the Treasurer in two fixed-term deposits.

The purpose of ringfencing these funds separately from Explore Pahiataua's main account, is to protect and promote their expenditure for youth-, tamariki- and rangitahi-centric projects and objectives, to promote youth wellbeing and hauora.

The Explore Pahiataua committee will retain its discretion for how such funds are ultimately utilised. We cannot predict the future, and there may come a time where it is appropriate to utilise these funds for general community benefit (for example, disaster or wartime relief, etc.) However, the committee considers it appropriate to mark the history, and guiding (but non-binding) parameters for expenditure:

- These funds were obtained from the sale of the Youth Centre building, which Explore Pahiataua (formerly Pahiataua On Track) purchased in 2004 with the benefit of grants and community fundraising.
- Between 2004 and 2024, Explore Pahiataua leased the building on favourable terms to Tararua Community Youth Services (TCYS), in a quasi-partnership to foster local youth services and support.
- In December 2024, TCYS was required to close its Pahiataua branch and vacate its lease. This was the result of central-government funding cuts to TCYS.
- As a result of the Youth Centre's closure, youth support and services have naturally reduced, with greater pressure on the schools.
- Following a public consultation period, in which no substantive written or oral submissions were received, the committee resolved unanimously to sell the building.
- Settlement occurred on 7 July 2025. After legal and agency fees, Explore Pahiataua received \$135,062.26.
- The committee will invest these proceeds in term deposits of differing lengths. This investment mix is designed to enable funds to be available when needed, while also ensuring the balance is prudently invested to obtain higher interest.
- The committee wishes for these funds to be utilised to support youth services and endeavours. We note the TCYS's sphere of activities, when operating locally, included driver-licensing support, NCEA educational support, holiday programmes, well-being and hygiene support (such as free-haircut days), and art and craft projects (such as the Oamaru stone-carving workshops).
- In line with Explore Pahiataua's general objectives, the committee envisages that funding should, in the first instance, be directed to benefit community over individual needs.
- The committee envisages funding may be applied to one-off or ongoing projects and services.
- The committee envisages funding should not be applied where there would be a duplication of local services. For example, the Youth Centre used to provide 'Kai Pai' food packages. However, such food packages are now already available from other community organisations.

- As noted, these parameters are non-binding. For example, the committee may, in future, consider it desirable to offer grants for individuals.

Xero Report

Cheque Account Reconciliation Summary

Explore Pahiataua (Incorporated)

As at 4 August 2025

Cheque Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
4 Aug 2025	Balance in Xero		260,222.18
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
4 Aug 2025	Statement balance (calculated)		260,222.18
29 Jul 2025	Imported statement balance		260,222.18
4 Aug 2025	Calculated balance out by		-
Balance in Xero			
4 Aug 2025			260,222.18
Statement Balances			
4 Aug 2025	Statement balance (calculated)		260,222.18
29 Jul 2025	Imported statement balance		260,222.18
4 Aug 2025	Calculated balance out by		-

Bank Statement

Explore Pahiata (Incorporated)
For the period 1 July 2025 to 4 August 2025
Cheque Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 Jul 2025						-	58,943.18
Statement Lines							
3 Jul 2025	Sanam A Selmani	3 Jul 2025	Sanam Meeting Fees	Yes	Bank Feed	(600.00)	58,343.18
3 Jul 2025	Anaissa Mandel	3 Jul 2025	Anaissa Meeting Fees	Yes	Bank Feed	(600.00)	57,743.18
4 Jul 2025	TARARUA DISTRICT COU	4 Jul 2025	0601	Yes	Bank Feed	51,722.31	109,465.49
7 Jul 2025	INNES DEAN LAWYER	7 Jul 2025	INNES DEAN 183 MAIN ST NET SALE PRO 0301 183 MAIN ST	Yes	Bank Feed	135,062.26	244,527.75
8 Jul 2025	Nova Energy	8 Jul 2025	Youth Centre Power	Yes	Bank Feed	(99.12)	244,428.63
18 Jul 2025	TARARUA DISTRICT COU	18 Jul 2025	0601	Yes	Bank Feed	15,000.00	259,428.63
20 Jul 2025	Bush Tele-de Lesseps	21 Jul 2025	Bush Telegra Advertising	Yes	Bank Feed	(538.84)	258,889.79
20 Jul 2025	Mitre 10 New	21 Jul 2025	Com Garden	Yes	Bank Feed	(703.73)	258,186.06
20 Jul 2025	Toki Mows	21 Jul 2025	Lawn Mowing Polish Memor	Yes	Bank Feed	(400.00)	257,786.06
25 Jul 2025	Taranua District Cou	25 Jul 2025	Exp Christma inv124086 Road Closure inv124086	Yes	Bank Feed	(866.92)	256,919.14
29 Jul 2025	I.R.D. 089-449-804	29 Jul 2025	D361166800# 30/06/2025 GST 9999 30/06/2025	Yes	Bank Feed	3,303.04	260,222.18
Closing Balance							
4 Aug 2025						-	260,222.18



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 11 August 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

Her Worship the Mayor Mrs T H Collis

Mrs A Dunn – Manager – Democracy Services
Mrs S Anthony – Democracy Support Officer

2. Apologies

There were no apologies.

3. Public Forum

Nil

4. Notification of Items Not on the Agenda

4.1 Eketāhuna Social Services Update

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

Nil

6. Confirmation of Minutes

The Board wished to acknowledge with appreciation the attendance of Tararua Alliance representatives at the Eketāhuna Community Board meeting held 14 July 2025, and requested that a Tararua Alliance representative is in attendance to provide an update to the Board on a six monthly basis where possible.

That the minutes of the Eketāhuna Community Board meeting held on 14 July 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Long/Barclay

Carried

7. Tararua District Council Report

7.1 Report from Tararua District Council

That the report from the Tararua District Council extraordinary meetings held 09 July 2025 and 22 July 2025, and the meeting held 30 July 2025 and be received.

Chase/Carew

Carried

8. Reports

8.1 Management Report

The Eketāhuna Community Board considered the report of the Democracy Support Officer dated 31 July 2025 that provided an update on key activities and items of interest over the period 9 June to 9 July 2025 as reported in a memo to the Infrastructure, Climate Change and Emergency Management Committee (ICCEM) as there was no ICCEM meeting held in July, and the key activities and items of interest reported to the Community Development and Wellbeing Committee held 6 August 2025.

A question was raised regarding the Memorandum of Understanding (MoU) for the hand backs of SH3, Gorge revocation and detour routes as to whether Tararua Alliance were satisfied that the NZTA funding for the roading was sufficient to avoid significant impact to ratepayers. It was advised that the MoU is yet to be finalised; Tararua Alliance and the Infrastructure Manager are part of the conversations with NZTA and have agreed with the amount of work that has been carried out. A success coming out of the process is that the NZTA funds go to Tararua Alliance and to the community via local contractors, as agreed at the beginning of the project.

It was noted that the statistics from the traffic volume counts from Saddle Road and Pahiatua Track were of interest with significant drops in usage since the opening of the new highway. It was advised that NZ Police are actively monitoring the speed on the new highway – Te Ahu a Turanga and are currently issuing on average 30 speeding infringement notices per day. A concern was raised regarding the lack of speed limit signs on the new highway and the Board agreed to send a letter to NZTA requesting more speed limit signage on the new

highway – Te Ahu a Turanga. There is electronic board signage on the highway which could be utilised. It was also noted that the speed limit would not be changed to 110km per hour due to the gradient.

The Board acknowledged the success of Tararua District Council and Tararua Alliance with the winning of recent awards for roading projects.

A concern was raised regarding the recent event opening of the Eketāhuna wetlands where it was noted that the Mayor, Councillors and Eketāhuna Community Board members had not been included in the invitations, and the Board wished to note their disappointment regarding this. Both Iwi were invited and attended. The Board requested that they be included in invitations to future engagements involving Eketahuna as this is an important part of their connection with the community and informing them.

Terry Carew left the meeting at 10.16am

A significant health and safety risk was identified following discussion regarding the current refuse bin at the Eketāhuna solid waste site which is too high for residents to reach to dispose of their rubbish, a step-up made up of pallets has been placed to assist, the pallets are uncovered and unstable. An urgent request was made to address this significant health and safety risk. It was noted that the worker at the site is very helpful.

A question was asked regarding the welcome packs for new residents, it was anticipated that the new Eketāhuna Community Board members would arrange a meeting with the new residents to welcome them and planning will begin soon. It was advised that all new residents will receive a welcome pack which will include the names of the newly elected board, and will include information about available services.

That the report from the Democracy Support Officer dated 31 July 2025 concerning the Management Report be received.

Barclay/Chase

Carried

That the Eketāhuna Community Board send a letter to NZ Transport Agency requesting additional speed indicator signs are added to Te Ahu a Turanga.

Barclay/Chase

Carried

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

Nil

Terry Carew returned to the meeting at 10.22am

10. Discussion Items

- 10.1 **Election FAQs** – a weblink was provided to Board members relating to Election FAQs available on the TDC website. It was requested that Board members utilise this link and direct the community to this information if they have any questions. It was also advised that the meet the candidates sessions are now advertised on the TDC website. It was reiterated that TDC does not arrange these sessions. Eketāhuna Our Town are proposing to hold an event to meet all candidates, this will be confirmed following their meeting on Thursday 14 August 2025; they are aiming to hold the event mid-September; Pahiatua Marae are also seeking to hold an event and were reminded to ensure they advise the Deputy Electoral Officer of the dates, times and venues for the events once set so these can be added to the TDC website. These events need to be arranged by community organisations and not Eketāhuna Community Board to ensure a fair process. The organisations can choose how they wish to run the event; there is some guidance on how to run these events available in the FAQs section of the TDC website.

General Assistance Grants Scheme – Board members are reminded to ensure they notify community groups about the availability of the funding. Closing date for applications is 22 August 2025.

11. Chairperson's Remarks

The Chair noted with appreciation that the potholes mentioned to Tararua Alliance at the previous meeting were fixed following the meeting.

12. Items not on the Agenda

- 12.1 **Eketāhuna Social Services** – Heartlands offers services from WINZ, IRD, and Community Law, and travel to Eketāhuna once per month. The Health Centre host Health Coaches for Te Kete Hauora, and also cervical smear testing and Tamariki health checks; these services are offered once per week. Driver training conversations are still being had to bring this service to Eketāhuna. It is the aim that the Health Centre will operate as a hub to provide additional services and so staff can go out to patients to improve their access to services.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:34am.

Chairperson



Dannevirke Community Board

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 156 High Street, Dannevirke on Monday 18 August 2025 commencing at 9:00 am.

1. Present

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

In Attendance

Her Worship the Mayor Mrs T H Collis

Mr P Wimsett	–	Interim Chief Executive (via Teams)
Mrs K Tani	–	Group Manager – Strategy and Information
Mrs A Dunn	–	Manager – Democracy Services
Mrs S Anthony	–	Democracy Support Officer

2. Apologies

There were no apologies.

3. Public Forum

3.1 Public Forum - Ken Stevenson

Ken Stevenson was in attendance and spoke of his concerns regarding Council spending in relation to the loan to Pukāha National Wildlife Centre – Mount Bruce. He asked for further information on the length of the term of the loan, the interest rate for the loan, and whether there was security against the loan. He expressed concern over the interest amount of \$146,000.00 and whether it was expected that this amount would be paid for by ratepayers.

He was provided with a printed copy of the current Dannevirke Community Board meeting's agenda which included the minutes from the Tararua District Council meeting held 30 July 2025 that provided further information in relation to the loan agreement. It was also responded that the Mayor would meet with him following the meeting to further address his questions or concerns due to his

 TARARUA DISTRICT COUNCIL

difficulty hearing responses to his questions during the meeting.

4. Notification of Items Not on the Agenda

Dannevirke Skate Park

5. Confirmation of Minutes

That the minutes of the Dannevirke Community Board meeting held on 21 July 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Hynes/Wallace

Carried

6. Tararua District Council Report

Report from Tararua District Council

The Dannevirke Community Board considered the report from Tararua District Council.

Further information was sought regarding the Energy Efficiency and Conservation Authority's Community Renewable Energy Fund Programme. It was advised that the Community Engagement Officer was involved in compiling a list of Halls for submission, with a focus on which Halls could be funded and why. A request was made for the Community Engagement Officer to provide a report to the Board to provide further information.

That the report from the Tararua District Council extraordinary meeting held 22 July 2025 and the meeting held 30 July 2025 be received.

Peeti-Webber/Walshe

Carried

7. Reports

7.1 Management Report

The Dannevirke Community Board considered the report of the Democracy Support Officer dated 12 August 2025 that provided an update on key activities and items of interest as reported at the Community Development and Wellbeing Committee meeting held on 6 August 2025.

In response to a question regarding feedback on the transition of the Dannevirke Information Centre to the Dannevirke Service Centre, it was advised that transition is complete. The Communications team publicised a list of services to the public, and there is currently a training plan in place to ensure services are fully integrated. It was noted that the Group Manager – Strategy and Information would request the Communications team compile any feedback received

regarding the transition and provide an update to the Board.

Board members acknowledged that the frontline customer service staff were very efficient and responsive. It was noted that often feedback is not received from officers following CRM submissions, and the Group Manager – Strategy and Information advised that this feedback would be taken back to the team to seek ways to improve.

That the report from the Democracy Support Officer dated 12 August 2025 concerning the Management Report be received.

Peeti-Webber/Walshe

Carried

7.2 Information Sign at Dannevirke Town Hall

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 11 August 2025 that provided an update on the outcome of discussions about the feasibility of continued use of the current digital sign at the Dannevirke Town Hall.

The Board spoke briefly of the history of the information sign and queried whether this could be taken for discussion to the Road Safety Committee, however, following further discussion it was noted that the sign is no longer operable nor compliant, therefore it was agreed that the digital information sign is no longer feasible and will need to be removed.

That the report from the Manager - Democracy Services dated 11 August 2025 concerning the Information Sign at Dannevirke Town Hall be received.

Wallace/Hynes

Carried

That the Dannevirke Community Board note that the continued use of the digital information sign located on the Dannevirke Town Hall is no longer feasible and that the digital sign will need to be removed from its current location.

Wallace/Christison

Carried

7.3 Response to Information Requests by Board Members

The Dannevirke Community Board considered the report of the Manager – Democracy Services dated 12 August 2025 that provided an update following the number of questions asked by members in relation to the information reports provided on the agenda.

A request was made for further information to be provided on the Aerodrome

Road rehabilitations to include the time and amount spent on this job, while noting the commercial sensitivity of revealing amount spent on this rehabilitation it was felt that ratepayers would be interested to know.

It was noted that the Smith Street speed sign has been installed however is not currently working due to issues with the electronics.

A comprehensive update was requested regarding the Carnegie Centre and whether this building can be retained. It was responded that a comprehensive report is currently being compiled to be put before Council which will outline all options investigated and provide further information. A date will be provided to the Board of when this is likely to be put before Council.

In response to questions regarding action for repair and replacement to be taken with the Dannevirke Impounded Supply, it was advised that this was going through a current process with land acquisition formalised, and was not involving the water entity.

That the report from the Manager - Democracy Services dated 12 August 2025 concerning the Response to Information Requests by Board Members be received.

Wallace/Peeti-Webber

Carried

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

- 8.1 **Chamber of Commerce** – The AGM was due to be held 18 August 2025 at 5:30pm. The next After Fives meeting is scheduled for Tuesday 26 August 2025 at Dannevirke Mitre 10.
- 8.2 **Dannevirke Community Vehicle Trust** - The AGM was held last week; the Trust has secured additional funding, the service is operating well and is well supported.
- 8.3 **Lamason Memorial Trust** – The Trust held a recent event to showcase to the community the Lamason-Buchenwald Memorial Project and seek funding. This was a very successful event. The Trust require a large amount of funding and donations have been received following the recent event held, including a donation received from an overseas organisation. Subject to funding and procurement of materials from Metalform for the project, the Memorial is hoped to be established in mid 2026.
- 8.4 **Dannevirke Brass Band** – A meeting was held last week; discussion was had regarding the letter from the TDC Chief Executive advising them to seek advice from Community Law regarding the historical agreement for ongoing funding. The Band have spoken to lawyers and were advised that further advice is being sought to see if the legal agreement can be changed. The Band is going well and their AGM is set to be held Saturday 6 September 2025 at 10:00am.
- 8.5 **Dannevirke Domain Rose Garden** – a working event was held on Sunday 17

August 2025 and was well attended by over 12 people. New plants were added to the garden including 40 lavender plants, 44 roses, and 8 hydrangea plants, and perennials are soon to be added.

- 8.6 **Dannevirke A&P Association** – The new committee has settled in with regular working bees set to be held. Usage of the grounds and facilities is increasing, with success and growth seen with the Sunday market.
- 8.7 **Dannevirke Multisport Park** – The Spring Swing Boxing fundraising event is set to be held Saturday 4 October 2025 with Boxers training three times per week for the event. The tickets will be available for purchase in the next couple of weeks, with tables and seating initially being offered to the Boxers, their supporters, families, and sponsors, before opening up to the public. No further progress can be made with the parks development until sufficient funds have been raised.
- 8.8 **Road Safety Meeting** – This is set to be held on 10 September 2025. Members are encouraged to contact the Dannevirke Community Board Chair to notify of items to take to the meeting.

9. Items not on the Agenda

- 9.1 **Dannevirke Skate Park** – this agenda item was brought forward following on from the Dannevirke Multisport Park report. It was raised that members of the community had spoken to Board members with concerns about the proposed location of the skate park. Views had been expressed that the proposed location was too close to the cenotaph and proposed Lamason Memorial, with an unpleasant visual aesthetic from the street. It was noted that the community members were not opposed to the concept, just the visual aesthetic streetwise and the location, and were threatening to protest if the current plan proceeds.

It was responded that this was disappointing and has potential to hold back the project. Members were reminded that a 5 year feasibility study was carried out for this project and the location was identified as the best visual standpoint for parents and children, where parents had the ability to supervise children on the playground and the skatepark at the same time. The location was proposed well before the rose garden or proposed Lamason Memorial came about. The RSA were consulted during the design process given the proximity to the Cenotaph and support was granted.

During the concept phase, multiple options were explored for the location, and many of the options presented challenges such as safety, access to wifi, toilets, water, lack of ability for parents to supervise, and lack of agreement from nearby residents. It was reminded that an event is scheduled to be held in the summer once plans are finalised. This will be a fun family event, with the planned location marked out with cones and the plans displayed, providing an opportunity for the community to attend and provide feedback. In the meantime the Deputy Mayor can be contacted to discuss concerns.

10. Correspondence

10.1 Correspondence

That the correspondence as listed be received:

- ☐ *Dannevirke Information Centre.*
- ☐ *Letter to KiwiRail re: Service Lane potholes*
- ☐ *Letter of thanks to True Honey Co Limited*
- ☐ *Letter of thanks to Kay Thomson*

Hynes/Peeti-Webber

Carried

11. Discussion Items

- 11.1 **Wackrow Memorial Youth Award** – The Board acknowledged the success of the youth nominated and the awards evening. The guest speaker was inspirational, noting her early education in Dannevirke and Wackrow nomination. The judging experience was a great opportunity for those involved and very satisfying. A suggestion was made to include information about each nominee on the awards night so the community are aware of their achievements.
- 11.2 **Elections FAQs** – The Board were provided the link to the TDC website for election related questions and were reminded to direct election questions from the community to the website.
- 11.3 **General Assistance Grants Scheme** – The Board were reminded to notify the community of the available funding which closes 29 August 2025, noting there are only a small amount of applications received to date.
- 11.4 **Flagtrax** – A question was asked as to whether a booking system had been set up for the allocation of flags for the new flagtrax system, and to consider sponsorship and purchase of Christmas flags to be ready for 1 December 2025. It was identified and agreed by the Board that the flags and booking system process is to be managed and operated by the Dannevirke Community Board, with Council staff informed of the process. Any request for this process to be managed and operated by Council staff needs to be made clear and must not be assumed.
- 11.5 **Market Day** – The Board Chair has led arrangements for Market Day for the last triennium and with the upcoming elections it was agreed by the Board that the incoming elected members of the Dannevirke Community Board commit to take over arrangements for future Market Day events. The Board also agreed to support new members during the transition if required.

That the newly elected Chairperson of the Dannevirke Community Board,

following the 2025 elections, act as Dannevirke Community Board convenor for the Flagtrax process, Spring festival and Market Day.

Wallace/Christison

Carried

12. Chairperson's Remarks

Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:09am.

Chairperson



Report

Date : 22 August 2025

To : Mayor and Councillors
Tararua District Council

From : Beth Fowler
Senior Financial Accountant

Subject : **12 Month Performance Report - Period Ending 30 June 2025**

Item No : **9.1**

1. Recommendation

- 1.1 *That the report from the Senior Financial Accountant dated 05 August 2025 concerning the 12 Month Performance Report - Period Ending 30 June 2025 be received.*

Executive Summary

2. Reason for the Report
3. Background

Detailed Report

4. Capital Expenditure Report
6. Dashboard High-level Analysis – Operating Performance
7. Explanation of Significant Operating Variances
8. Treasury Report
9. Summary of Service Performance Results
10. Debtors Report
11. Self-funded Activities Report
 - 11.1 Forestry
 - 11.2 Pensioner Housing
2. Reason for the Report
 - 2.1 The reason for this report is:

- For Council to receive and comment on the performance report for the 12 months ending 30 June 2025.
- To provide an indication of the year-end result.

3. Background

- 3.1 This report is for the 12 months of the 2024/25 financial year which covers the period 1 July 2024 to 30 June 2025.
- 3.2 The structure and content of this report is consistent with other quarterly reports. The purpose is to inform Council of the financial and non-financial performance and indicate expected year-end results.

4. Capital Expenditure Report

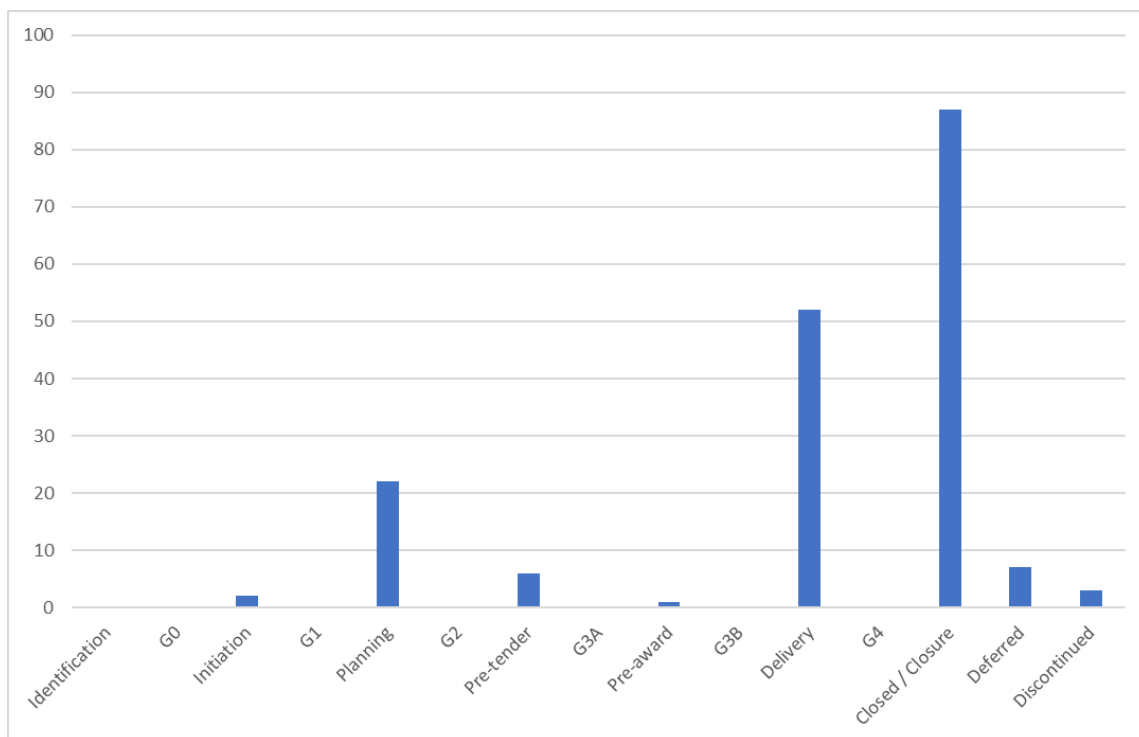
4.1 Summary

As of June 2025, we have spent \$46.379 million of our \$55.756 million annual budget.

This equates to 83.18% of budget spend with the remaining high value projects largely committed and will be evidenced in the Carry Forward report.

The budget for FY 24/25 consisted of:

- Carry forwards requested totalled \$2.757 million, and
- Large capital budgets that are worth noting here:
 - Cyclone Gabrielle Response and Recovery \$20.420 million
 - New Pahiatua Pool \$3.7 million (externally funded portion)
 - Dannevirke Impound Security of Supply \$5.037 million



Status	Total
Identification	0
G0	0
Initiation	2
G1	0
Planning	22
G2	0
Pre-tender	6
G3A	0
Pre-award	1
G3B	0
Delivery	52
G4	0
Closed / Closure	87
Deferred	7
Discontinued	3

Figure 1

Notable multi-year projects include:

- Route 52
- Dannevirke impounded supply
- Scada
- Dannevirke, Eketāhuna and Pahiatua wastewater programmes

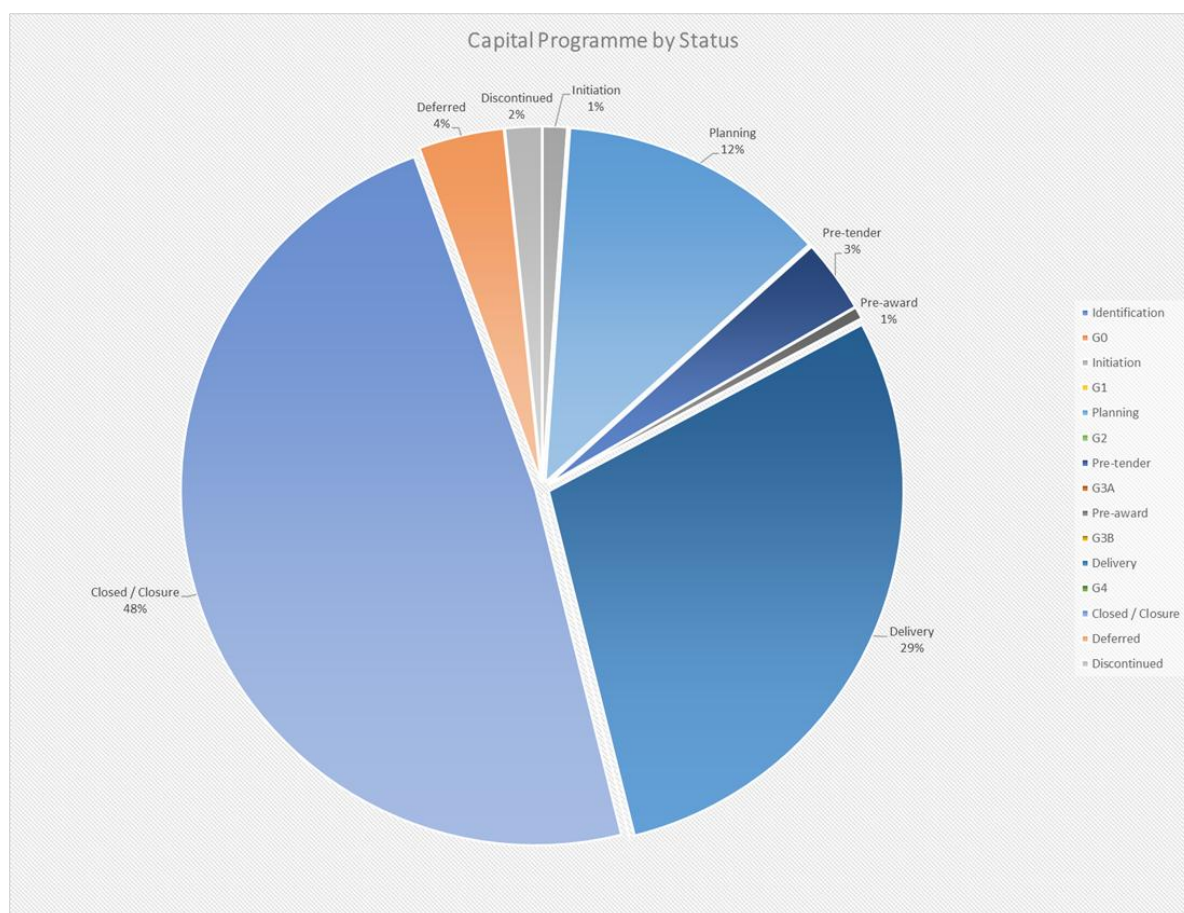


Figure 2

4.2 87 Completed and/or in Closure

In closure means that the project is finalising their close outs e.g. minor adjustments, hand overs and finalising invoices. High value/interest projects completed include:

- Route 52,
- Waihi Falls Toilet,
- Dannevirke Barraud Street Toilets,
- Dannevirke Wastewater (Dissolved Air Floatation – DAF) upgrade,
- Dannevirke Fluoridation Plant,
- Eketahuna Wetland,
- Eketahuna Water Reservoir Renewal,
- IOT Door Counters,
- Norsewood Water treatment upgrade,

- Digitisation of Council Records,
- Dannevirke Townhall,
- Pahiatua Town Hall Roof Renewal,
- Woodville wastewater headworks,
- Woodville Wastewater Pond 2 Liner Renewal, and
- Woodville Impound Supply PIC assessment.

4.3 52 in Delivery

Noted projects in delivery include:

- Dannevirke Impounded Supply programme,
- Infiltration and Inflow Strategy Implementation,
- Woodville wetland designs,
- Pahiatua wastewater programme,
- Eketahuna wastewater programme,
- District Water Security Systems,
- Cemetery developments,
- Telemetry / SCADA upgrades,
- Pahiatua Water Membrane Renewals and Modifications,
- Pahiatua Camping Grounds Carnival Park - Ablution Block Accessibility Upgrade,
- District Universal Water Metering,
- Akitio Water Concrete Tank Renewal,
- 3 Waters Infrastructure Enhancement Programme, and
- Alternative water source investigations.

4.4 29 in Planning and procurement

Planning status includes design works, approach, resourcing and procurement.

There are a number of large programmes of works with multiple interdependencies. High value programmes and projects to note are the:

- New Pahiatua Pool,
- District Backflow Strategy and Devices,
- District Water Network Development Extensions,
- Dannevirke Treated Water Reservoir,
- Woodville Water Reservoirs Renewal,
- Carnegie Hall,
- Pahiatua Water Treatment Plant Rising Main Renewal, and
- Dannevirke Pretreatment.

4.5 2 in Initiation through Identification

Note that projects in this area are moving forward into planning and delays in timeframe are primarily a result of resourcing constraints and competing priorities.

- Pahiatua Customer Services & Library Building Integration
- District e-Services and Web Platform (*outside scope of the Better Off Funding*)

4.6 7 Deferred

Investigations have been completed as a result of resourcing constraints and competing priorities the following have been identified for deferral.

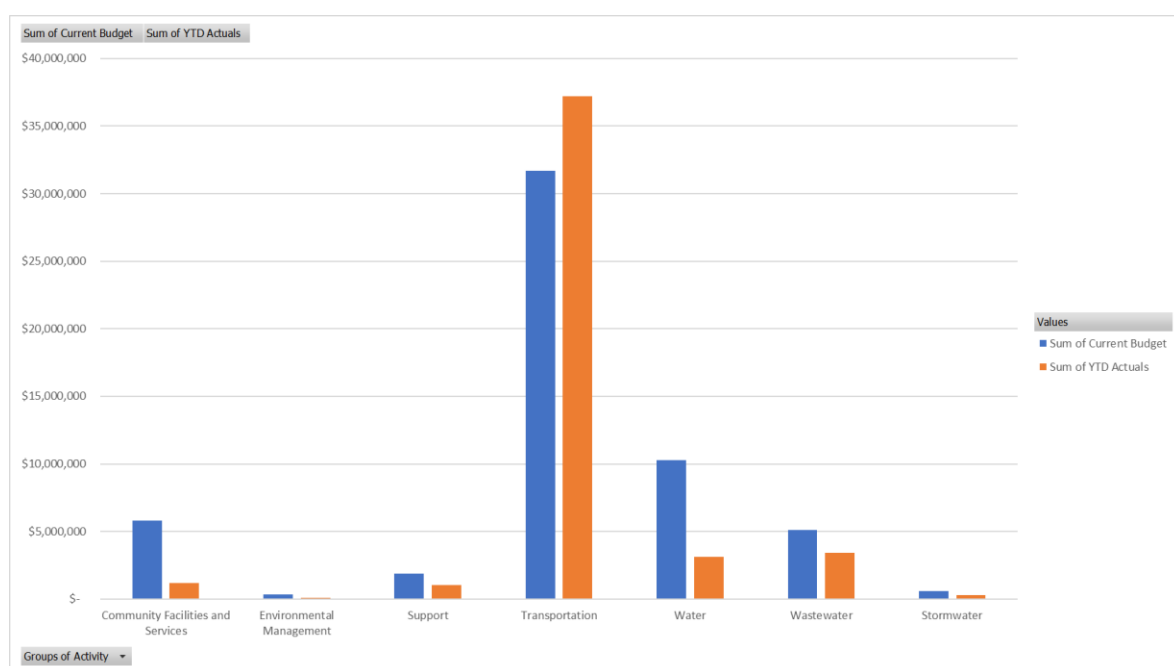
- Pahiatua Water Weir and Infiltration Gallery Investigation
- Pongaroa Water Network Upgrades
- Eketahuna Water New Bore Resource Consent
- Pongaroa Wastewater Wetland Resource Consent
- Woodville Water Alternate Source Resource Consent
- District Wastewater Generators and Emergency, and
- Pahiatua Renewal of Older Units

4.7 3 Discontinued

- Akitio Toilet – TIF Funding not available
- District Feasibility on Recovery and Organic Processing – Investigation

- District BI Project – Project successfully established. No longer required.

Budget vs Actual YTD by Group of Activity



Groups of Activity	Sum of Current Budget	Sum of YTD Actuals
Community Facilities and Services	\$ 5,828,413	\$ 1,184,258
Environmental Management	\$ 361,556	\$ 94,685
Support	\$ 1,878,281	\$ 1,049,019
Transportation	\$ 31,702,419	\$ 37,187,100
Water	\$ 10,276,355	\$ 3,122,033
Wastewater	\$ 5,124,551	\$ 3,444,055
Stormwater	\$ 585,346	\$ 297,234
Grand Total	\$ 55,756,921	\$ 46,378,385

Figure 3

4.8 The "Budget vs Actual YTD by Group of Activity" graph provides a visual snapshot of how the budget has been allocated and spent across various activity groups in Year 1 of the Long-Term Plan (LTP). As of now, we have reached 83.2% of the overall portfolio budget spent.

Key drivers of the spend include major projects such as Cyclone Gabrielle recovery funding, the Dannevirke Impounded Supply, and the new Pahiatua swimming pool. These initiatives account for a significant proportion of total expenditure and highlight the continued prioritisation of infrastructure resilience and community services.

4.9 Highlights by Activity Group

4.9.1 Transportation

This is a multi-year programme with substantial delivery aligned to the Cyclone Gabrielle recovery. While the graph may show a budget disparity, this reflects timing around finalising multi-year figures. The transportation team has performed strongly, delivering one of Tararua's largest undertakings, Route 52 and resourcing effectively throughout.

4.9.2 Water and Wastewater

This portfolio includes high-value, multi-year initiatives such as inflow and infiltration work, SCADA upgrades, the Dannevirke Impounded Supply, and wastewater improvements in Eketāhuna, Woodville, and Pahiatua.

Over the past six months, programme management has matured, particularly in the reticulation network, enabling improved coordination and delivery. Much of the budget impact is tied to the impounded supply project, where planning is now complete, and works are progressing toward delivery.

4.9.3 Stormwater

Progress has been made on developing comprehensive network models, with concept designs and engineers' estimates prepared to address key stormwater issues, particularly in Pahiatua and Woodville. These projects will be further developed for delivery in the next financial year.

4.9.4 Community Facilities and Services

Significant external funding, particularly for the new Pahiatua pool has influenced this group's financial profile. Despite challenges, the portfolio has achieved strong delivery performance across the district. As asset management planning continues to evolve, so too will delivery capability in this area.

4.9.5 Better Off Funding Programme

Projects such as Building Iwi Capacity, Digitising Council Records, introducing E-Services, Future Community Urban Design, and 3 Waters Infrastructure Enhancements are progressing on schedule and as planned.

We continue to apply a disciplined and evolving project management approach, which is enabling the successful delivery of a complex and ambitious programme. While a number of projects have experienced underspends, these have largely been driven by design complexities, project interdependencies, and constrained resourcing, all of which have been actively managed by the team.

4.10 Close out

As we close out the financial year, several key projects are being considered for carry-forward including:

- Dannevirke Impounded Supply

- Reticulation Network Developments
- New Pahiatua Pool
- Pahiatua and Eketāhuna Wastewater Programmes

These are strategic projects with long-term benefits, and our commitment to their delivery remains firm. Despite the limitations of a small team, we have taken a focused and structured approach to planning, ensuring resources are used effectively and that project momentum is maintained.

A detailed list of carry-forward projects and budget adjustments will be included in the upcoming Carry Forward Report. This is provided here as early context and for information.

Through a combination of rigorous planning, adaptive resourcing, and transparent reporting, we are delivering a significant body of work that reflects the maturity and capability of our organisation's delivery model. This strong foundation sets us up for continued progress in Year 2 of the LTP. High-level Analysis – Operating Performance

Executive Summary (Dashboard)

2025 4th Quarter Performance Report

Operating Performance

Summary Operating Performance (000s)

	2023/2024		YTD		Trend from
	YTD Actual	YTD Actual	Budget	Variance	previous quarter
Operating Revenue	\$ 94,832	\$ 91,785	\$ 80,058	● 11,727	↑
Operating Costs	\$ 68,056	\$ 44,430	\$ 44,413	● (17)	↑
Operating Result	\$ 26,776	\$ 47,355	\$ 35,645	● 11,710	↑

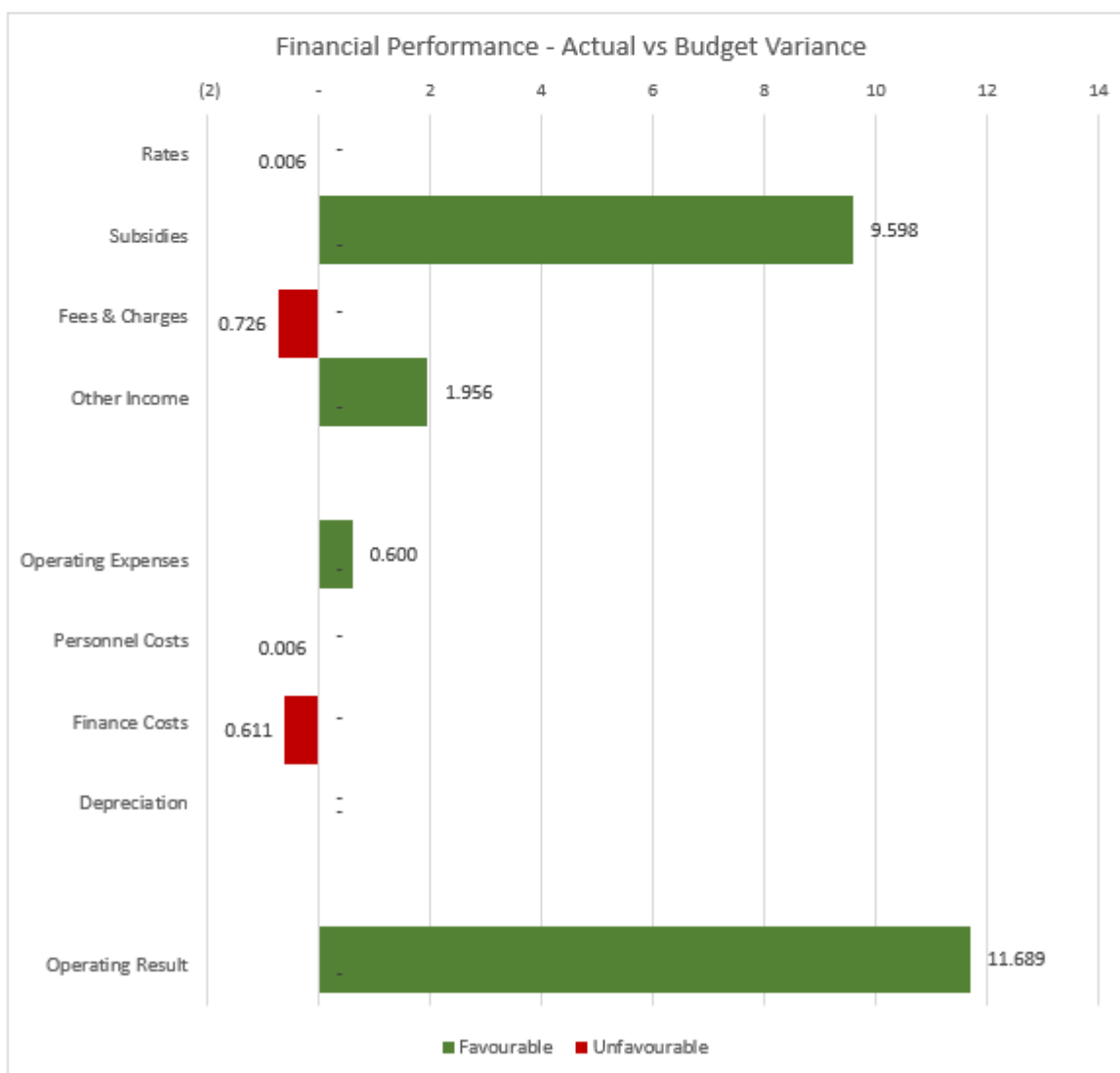


Figure 4

- 4.11 For the 12 months ended 30 June 2025, Council achieved a favourable operating result of \$47.355 million compared to a budget of \$35.645 million. This is because of higher-than-expected operating revenue received.
- 4.12 The operating performance dashboard (figure 5) shows most of the variance to budget is driven by external funding received for the year being more than what was budgeted. For the 12 months ended 30 June 2025 Council received \$11.727 million more revenue than budgeted, of which \$9.598 million is from subsidies received.
- 4.13 Operating costs incurred are more than budget by \$17,000.
- 4.14 The financial performance actual vs budget variance graph in figure 5 shows where costs incurred are more than budgeted. The main drivers are operating expenses and finance costs.
- 4.15 Operating expenses are the costs directly associated with the delivery of Council's operational services. Operating expenses as at 30 June 2025 is \$600,000 less than budgeted.
- 4.16 Finance costs are interest and other expenses incurred on borrowing and debt instruments. Finance costs as at 30 June 2025 is \$611,000 more than budgeted because of prefunding future debt maturities.
- 4.17 Staff costs cover the salaries and wages of Council employees. Staff costs for the 12 months ended 30 June 2025 are showing as on budget at year end, this is due to an end of financial year adjustment where officers transfer a portion of the Alliance personnel costs that relate directly to operations from contract costs to personnel costs. Prior to this transfer personnel costs were \$210,000 underspent due to vacant roles, this is offset by unbudgeted staff costs for those roles that are externally funded.

5. Detailed Explanation of Significant Operating Variances

	Revenue (\$000)						Expenditure (\$000)						Overall Result (\$000)	
	Budget	Actual	Variance	Prev result	Year end	Variance %	Budget	Actual	Variance	Prev result	Year end	Variance %	Net Variance	Report Item #
THRIVING DISTRICT														
Economic and Community Development														
Economic Development	1,061	1,065	4	⇒	✓	0%	417	301	116	↑	✓	28%	120	1
Community Development	594	867	273	⇒	✓	46%	446	894	(448)	↓	✗	-100%	(175)	2
IMPROVING OUR ENVIRONMENT														
Environmental Management														
District Planning	1,120	1,529	409	↑	✓	37%	815	1,148	(333)	↓	✗	-41%	76	3
Emergency Management	331	1,090	759	↓	⚠	229%	203	675	(472)	↓	✗	-233%	287	4
Waste Management	4,329	4,039	(290)	↓	✗	-7%	3,563	3,238	325	↓	✓	9%	35	5
Stormwater	929	1,023	94	↑	✓	10%	305	280	25	↓	✓	8%	119	6
Wastewater	5,864	6,279	415	↑	✓	7%	2,739	3,153	(414)	↓	✗	-15%	1	-
Water Supply	5,629	5,943	314	↑	✓	6%	2,832	3,392	(560)	↓	✗	-20%	(246)	7
CONNECTED COMMUNITIES														
Community & Recreation Facilities														
Animal Control	702	549	(153)	↑	✗	-22%	569	555	14	↓	✓	2%	(139)	8
Cemeteries	619	616	(4)	⇒	⚠	-1%	493	414	79	↓	✓	16%	76	9
Community Buildings	1,006	1,001	(5)	⇒	⚠	-1%	668	641	27	↓	✓	4%	22	10
Libraries	1,818	1,841	23	↓	✓	1%	816	710	107	↑	✓	13%	130	11
Parks & Reserves	2,385	2,708	323	↑	✓	14%	1,508	1,879	(371)	↓	✗	-25%	(48)	12
Pensioner Housing	699	782	83	↑	✓	12%	527	529	(1)	↑	⚠	0%	82	-
Public Conveniences	387	443	56	⇒	✓	14%	280	296	(16)	↓	✗	-6%	40	13
Swimming Pools	1,044	1,219	175	↑	✓	17%	691	685	6	↓	✓	1%	181	14
Regulatory Compliance														
Building Control	1,882	1,788	(94)	↑	✗	-5%	983	982	1	↓	✓	0%	(93)	15
Compliance & Monitoring	684	729	44	⇒	✓	6%	550	485	65	↑	✓	12%	109	16
Transportation														
Footpaths	966	791	(174)	↓	✗	-18%	207	393	(187)	↓	✗	-90%	(361)	17
Roading	40,579	48,476	7,897	↓	✓	19%	9,951	9,428	523	↑	✓	5%	8,420	
INTERACTIVE COUNCIL														
Governance & Community Engagement														
Customer Services	1,097	1,101	3	⇒	✓	0%	600	500	100	↑	✓	17%	103	18
Communications	478	479	1	⇒	✓	0%	478	490	(13)	↓	✗	-3%	(11)	-
Democracy Services	2,282	2,396	114	↑	✓	5%	1,885	1,716	168	↑	✓	9%	282	19
Support Activities														
Support Activities	1,592	3,360	1,768	↑	✓	111%	9,374	8,799	575	↓	✓	6%	2,343	20
Treasury	1,982	1,674	(308)	↓	✗	-16%	3,514	2,848	666	↑	✓	19%	358	21
Total Year to Date	80,058	91,785	11,727				44,413	44,430	(17)				11,710	

Figure 5

Legend for Variance Report (Figure 5)

Key for Previous Result

Worse



Similar



Better



Key for Year End Result

Unfavourable



To watch



Favourable



Much better than budget



Note:

- Variances equal to or less than 5% of what was budgeted at year-end are considered on target
- Variances greater than 5% but less than 10% of what was budgeted at year-end are considered minor
- Variances equal to or greater than 10% of what was budgeted at year-end are considered significant
- Where variances are higher than \$100,000, they are also explained in the report

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
1	Economic Development	<p>Overall, a net favourable variance of \$120,000 was achieved, with all business units performing above budget at year-end due to effective cost control. The strategic shift in focus for this activity contributed to operating costs being \$116,000 under budget, primarily driven by:</p> <ul style="list-style-type: none"> Unspent budgeted contract costs of \$56,000 related to the Te Awa Community Foundation, which were not incurred during the year. Unutilised Council grants and donations totalling \$55,000 that remained unspent at year-end. <p>Additionally, rates revenue exceeded budget by \$4,000, further contributing to the positive variance.</p>	✓	✓
2	Community Development	<p>This activity reflects a net unfavourable variance of \$175,000. Total revenue for the year exceeded budget by \$273,000, primarily driven by unbudgeted funding of \$260,000 received from the Mayor's Taskforce for Jobs (MTFJ). Of this, \$190,000 was spent on associated programme costs. The MTFJ funding is provided in two tranches, released upon Council's achievement of specified outcomes.</p> <p>Additional revenue included:</p> <ul style="list-style-type: none"> \$5,000 from Council-owned EV charging stations, and \$6,000 in Creative Communities Grants above the budgeted amount. <p>On the expenditure side, \$200,000 was allocated from reserve funds to support the Woodville Skate Park project—this was unbudgeted.</p> <p>Further unbudgeted community grants were made using funds held in Trust accounts, including:</p> <ul style="list-style-type: none"> \$28,000 to the Pahiatua and District Museum Society, and \$5,000 to the Dannevirke Gallery of History. 	✗	✓
3	District Planning	<p>This activity reports a net favourable variance of \$76,000. Total revenue for the year exceeded budget by \$409,000,</p>	✓	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<p>driven by several unbudgeted sources:</p> <ul style="list-style-type: none"> • Resource consent cost recovery revenue of \$160,000, which is not budgeted due to its variable nature. • Better Off funding of \$264,000 received for the Future Community Urban Design project. • Additional revenue of \$5,000 from Council-owned electric vehicle (EV) charging stations and \$6,000 in Creative Communities Grants above budget. <p>The total number of consents processed for the 12 months to 30 June slightly decreased compared to the previous year:</p> <ul style="list-style-type: none"> • 2025: 20 land use and 70 subdivision consents • 2024: 15 land use and 90 subdivision consents <p>This favourable revenue position was partially offset by the return of \$8,000 to the Department of Internal Affairs from the \$85,000 received for the Freedom Camping project. No extension was granted for the Freedom Camping Ambassador programme beyond the 2022/23 summer, requiring unspent funds to be returned.</p> <p>Operating costs exceeded budget by \$333,000, primarily due to higher consultancy expenses totalling \$294,000, broken down as follows:</p> <ul style="list-style-type: none"> • \$81,000 offset by corresponding cost recovery revenue • \$52,000 related to the District Plan review • \$226,000 incurred for the Future Urban Community Design project, which was originally expected to be completed in the 2023/24 financial year. These costs will be externally funded through the Better Off funding. 		
4	Emergency Management	<p>This activity reports a net favourable variance of \$287,000.</p> <p>Emergency management revenue exceeded budget by \$759,000, primarily due to the carry-forward of \$958,000 in unspent Cyclone Gabrielle funding from the prior year.</p>	✓	N/A

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<p>This funding was unbudgeted and includes grants from:</p> <ul style="list-style-type: none"> • Department of the Prime Minister and Cabinet: \$786,000 • Ministry of Social Development (MSD): \$107,000 • NZ Lottery Grants Board: \$65,000 (with associated spend reflected in capital budgets) <p>In addition, Council received \$66,000 in December from MSD for the Land Stability project.</p> <p>The favourable revenue result was offset by an unfavourable expenditure variance of \$472,000, relating to unbudgeted operational and programme costs for the Recovery Office. These costs are externally funded.</p>		
5	Waste Management	<p>This activity reports a net favourable variance of \$35,000.</p> <p>Revenue for the year was \$290,000 below budget, primarily due to lower-than-expected dumping fees across the district, which were \$445,000 under budget. All three transfer stations experienced reduced waste throughput compared to the previous year. This shortfall was partially offset by \$142,000 in higher-than-budgeted waste disposal levies received from the Ministry for the Environment (MfE) for waste minimisation initiatives.</p> <p>The reduction in waste volumes also led to a corresponding decrease in waste disposal costs, contributing to a \$325,000 favourable variance in operating expenditure. Key drivers include:</p> <ul style="list-style-type: none"> • \$208,000 in savings from reduced refuse disposal costs • \$159,000 in savings from lower carbon credit costs • \$192,000 net saving in recycling operations <p>These savings were partially offset by higher-than-budgeted costs, including:</p> <ul style="list-style-type: none"> • \$48,000 in additional MfE levy-funded work, funded from MfE revenue and associated 	✓	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<p>reserves</p> <ul style="list-style-type: none"> • \$37,000 increase in regional monitoring fees • \$62,000 over budget in refuse transport costs • \$37,000 in additional interest costs due to year-end financial adjustments <p>Waste volumes for the year were as follows:</p> <ul style="list-style-type: none"> • Refuse to CHB landfill: 2,652.42 tonnes (2024: 3,580.22 tonnes) • Kerbside recycling collected: 305.44 tonnes (2024: 317.23 tonnes) 		
6	Stormwater	<p>This activity reports a net favourable variance of \$119,000.</p> <p>Revenue was \$94,000 above budget, primarily due to a year-end adjustment as part of the Annual Report process recognising the stormwater vested asset at 42 Princess Street, Pahiatua.</p> <p>Operating expenditure was \$25,000 under budget, driven by:</p> <ul style="list-style-type: none"> • \$106,000 in savings from lower-than-budgeted contract drain maintenance costs. Offset by: • \$40,000 over budget in insurance costs, which were significantly higher than expected • \$42,000 in interest allocations from internal borrowings, posted as part of the Annual Report process. These interest costs are not budgeted by Council. 	✓	✓
7	Water Supply	<p>This activity reports a net unfavourable variance of \$246,000.</p> <p>Revenue was \$314,000 above budget, primarily due to Better Off funding received for the Waters Infrastructure Enhancement project. However, excluding this external funding, the activity would reflect an unfavourable variance of \$245,000.</p>	✗	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<p>A year-end adjustment was also made to recognise the vested water supply asset at 42 Princess Street, Pahiatua, contributing an additional \$57,000 in revenue.</p> <p>Revenue from metered water was \$298,000 below budget, despite an increase in consumption compared to the previous year which suggest consumption over 80m3 per quarter has been less than budgeted:</p> <ul style="list-style-type: none"> • 2025: 688,396 m³ • 2024: 546,568 m³ <p>The unfavourable result is further impacted by \$533,000 in interest allocations from internal borrowings, recorded as part of the Annual Report process. These interest costs are not included in Council's budget.</p>		
8	Animal Control	<p>This activity reports a net unfavourable variance of \$139,000, primarily driven by lower-than-forecasted dog registration revenue.</p> <p>Revenue from fees and charges was \$153,000 below budget, as the Long Term Plan had anticipated growth in the dog registration database and an increase in infringement and registration revenue. However, actual registrations fell short of expectations.</p> <p>This shortfall was partially offset by minor savings in contract and staff costs.</p>	✗	✓
9	Cemeteries	<p>This activity reports a net favourable variance of \$76,000, primarily due to unspent operational costs that had been budgeted for.</p> <p>Key contributors to the favourable result include:</p> <ul style="list-style-type: none"> • Interment contract costs were \$36,000 under budget, reflecting fewer burials than forecasted. • Maintenance costs were \$54,000 under budget, largely due to planned works at Old Gorge Cemetery not being completed. Tree-related events required reprioritisation of work to remove dead trees and reinstate the fence line to prevent neighbouring stock from entering the cemetery. <p>Interment numbers remained relatively the same year-</p>	✓	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<p>on-year:</p> <ul style="list-style-type: none"> 2025: 51 adult burials, 64 ashes 2024: 43 adult burials, 59 ashes 		
10	Community Buildings	<p>This activity reports a net favourable variance of \$22,000, primarily due to planned maintenance work that has not yet been carried out.</p> <p>Key drivers include:</p> <ul style="list-style-type: none"> Insurance costs were \$58,000 over budget <p>offset by:</p> <ul style="list-style-type: none"> \$66,000 in savings from lower-than-budgeted building maintenance costs. This relates to planned painting at the Dannevirke Town Hall. Upon going to market, it was identified that the budget was insufficient, and the unspent funds are proposed to be carried forward into the 2025/26 financial year to enable project completion. <p>Additional favourable variances include:</p> <ul style="list-style-type: none"> \$16,000 in unspent minor capital budgets, which are only utilised if required, \$25,000 in savings on cleaning costs, <p>These were partially offset by:</p> <ul style="list-style-type: none"> \$14,000 over budget in contract costs, \$14,000 over budget in energy costs, and other minor fluctuations across the activity 	✓	✓
11	Libraries	<p>This activity reports a net favourable variance of \$130,000, primarily driven by carried-forward external funding and underspent operational budgets, particularly in children's programmes and subscriptions.</p> <p>Key contributors to the variance include:</p>	✓	N/A

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<ul style="list-style-type: none"> \$24,000 in external funding carried over from the previous financial year for the Wayfinding Project, of which \$12,000 has been spent on associated costs \$27,000 in underspent subscription costs, with the budget reduced in the 2025/26 financial year \$17,000 in unspent energy costs, also reflected in a reduced 2025/26 budget \$12,000 in insurance savings \$20,000 in unspent consultant costs budgeted for the Integration of Services project \$22,000 in staff cost savings, due to vacant roles 		
12	Parks Reserves &	<p>This activity reports a net unfavourable variance of \$48,000, primarily driven by unbudgeted forestry and consultancy costs.</p> <p>Revenue Variances</p> <p>Overall, revenue performance was mixed across business units:</p> <p>Campgrounds: \$47,000 favourable</p> <ul style="list-style-type: none"> Includes a \$9,000 contribution from Pahiatua Carnival Park for the ablutions block upgrade \$38,000 higher-than-budgeted fees and charges <p>Domain Boards: \$253,000 favourable</p> <ul style="list-style-type: none"> \$217,000 revenue recognised for domain boards which is not budgeted by Council \$36,000 in unbudgeted lease revenue from Starlink for communications equipment at Woodville Domain <p>Forestry: \$56,000 favourable</p> <ul style="list-style-type: none"> Recovery of costs relating to the Kaiparoro 	✗	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<p>Forestry Block Operations claim settlement</p> <p>Parks & Reserves: \$31,000 unfavourable</p> <ul style="list-style-type: none"> \$50,000 in budgeted external funding for the Skatepark project not yet received Offset by the \$12,000 contribution from Positively Woodville for swing installation <p>Aerodrome: \$4,000 unfavourable</p> <ul style="list-style-type: none"> Slight shortfall in lease income <p>Expenditure Variances</p> <p>Expenses were overspent in several areas:</p> <p>Campgrounds: \$28,000 favourable</p> <ul style="list-style-type: none"> \$22,000 savings in consultancy costs (17A review) \$22,000 underspend in extraordinary maintenance \$5,000 underspend in minor capital <p>Offset by:</p> <ul style="list-style-type: none"> \$11,000 overspend in management fees due to increased rates and a late invoice from the 2023/24 financial year \$12,000 overspend in energy costs due to increased facility usage \$2,000 savings in employee costs <p>Domain Boards: \$278,000 unfavourable</p> <ul style="list-style-type: none"> Expenses recognised for domain boards, which are not budgeted by Council <p>Parks & Reserves: \$42,000 overspent</p> <ul style="list-style-type: none"> Unbudgeted consultancy costs incurred as part of the reserve management plan review <p>Forestry: \$52,000 overspent</p>		

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<ul style="list-style-type: none"> Unbudgeted costs related to the Kaiparoro Forestry Block Operations claim settlement 		
13	Public Conveniences	<p>This activity reports a net favourable variance of \$40,000, primarily due to unbudgeted revenue and underspent operational costs.</p> <p>The favourable result is largely driven by the final milestone payment of \$55,000 received through the Tourism Infrastructure Fund (TIF) for the Waihi Falls toilet replacement project. This funding was carried forward to the 2024/25 financial year to align with the project's completion in August 2024 and was not included in the original budget.</p> <p>Operating expenses were slightly over budget, with key variances including:</p> <ul style="list-style-type: none"> Insurance costs: \$5,000 over budget Cleaning and contract costs: \$36,000 over budget Energy and maintenance costs: \$14,000 under budget each Unbudgeted grant: \$7,000 paid to the Norsewood War Memorial Hall <p>The remaining variance is made up of minor ups and downs across the activity.</p>	✓	✓
14	Swimming Pools	<p>This activity reports a net favourable variance of \$181,000, primarily driven by \$174,000 in funding received from the Bush Aquatic Community Trust to support the new Pahiatua Pool project.</p>	✓	✓
15	Building Control	<p>This activity reports a net unfavourable variance of \$93,000, primarily due to lower building consent revenue and delayed subsidy claims for digitisation projects.</p> <p>Key revenue variances include:</p> <ul style="list-style-type: none"> Building consent fees: \$128,000 below budget Special inspection fees: \$94,000 below budget 	✗	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<ul style="list-style-type: none"> Building Warrant of Fitness (BWOFF) fees: \$13,000 below budget <p>These are demand-driven revenue streams, and actual activity was lower than forecasted.</p> <p>This is offset by external subsidy revenue of \$205,000 for the Digitisation of Building Records project was budgeted with a claim being lodged and recognised in the 2024/2025 financial year of \$127,000</p>		
16	Compliance & Monitoring	<p>This activity reports a net favourable variance of \$109,000, driven by higher-than-budgeted revenue from Environmental Health and Liquor Licensing fees, and underspent staff costs across the activity.</p> <p>Revenue Variance</p> <p>Environmental Health: \$14,000 favourable</p> <ul style="list-style-type: none"> Increased revenue due to more effective monitoring and enforcement <p>Liquor Licensing: \$25,000 favourable</p> <ul style="list-style-type: none"> Reflects the three-yearly cycle of licence renewals <p>Noise Control: \$4,000 favourable</p> <p>Expenditure Variance</p> <p>Environmental Health: \$14,000 favourable</p> <ul style="list-style-type: none"> \$5,000 underspend in minor capital and hardware \$6,000 savings in staff costs <p>Liquor Licensing: \$32,000 favourable</p> <ul style="list-style-type: none"> \$10,000 in budgeted legal fees not incurred \$19,000 savings in staff costs 	✓	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<ul style="list-style-type: none"> Remaining savings from minor operational costs <p>Noise Control: \$21,000 favourable</p> <ul style="list-style-type: none"> \$7,000 underspend in contract and consultancy costs \$5,000 savings in vehicle costs \$8,000 savings in staff costs 		
17	Transportation	<p>Overall, these two activities report a net favourable variance of \$8.059 million, primarily driven by unbudgeted revenue from Waka Kotahi subsidies and Route 52 development, alongside timing differences in expenditure.</p> <p>Footpaths is showing a net unfavourable variance of \$361,000, which is partly due to the \$174,000 capex subsidy that had been budgeted but not approved by Waka Kotahi, resulting in no capital works undertaken.</p> <p>In addition, as part of the Annual Report process:</p> <ul style="list-style-type: none"> \$45,000 of opening work in progress for Transport Choices was written off, due to the funding programmed being closed, and \$142,000 of interest allocations from internal borrowings was posted. These interest costs are not budgeted by Council. <p>Roading is showing a net favourable variance of \$8.420 million. This is largely due to the timing of NZTA subsidies for both operational and emergency works, reflected in both revenue and expenditure.</p> <p>Key contributors to the \$7.897 million favourable revenue variance include:</p> <ul style="list-style-type: none"> Vested assets contributed to \$196,000 in recognised revenue, \$1.338 million in unbudgeted revenue for the Route 52 development (final funds received with project completion), 	✓	N/A

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<ul style="list-style-type: none"> \$6.049 million in additional subsidies received for Cyclone Gabrielle (\$6.758 million) and the August 2024 weather event (\$1.928 million). Offset by the three-year National Land Transport Programme (NLTP) funding for works not yet commenced due to prioritisation of emergency recovery efforts, and additional revenue from petroleum tax and rates exceeding budget. <p>Key contributors to the \$523,000 unfavourable expenditure variance include:</p> <ul style="list-style-type: none"> \$84,000 in unbudgeted costs Laws Road diversion remediation, required to repair damage caused by the state highway diversion. Revenue for this work was received in the 2023/24 financial year. \$404,000 in Route 52 upgrade costs transferred from capex to opex (with corresponding revenue). Offset by unspent NLTP operational budgets, with a carry-forward request expected to ensure funding availability for completion. 		
18	Customer Services	<p>This activity reports a net favourable variance of \$103,000, primarily due to lower staff costs and unspent consultancy fees.</p> <p>Revenue for the year was on budget.</p> <p>The favourable expenditure variance includes:</p> <ul style="list-style-type: none"> \$47,000 in staff cost savings, resulting from vacant roles that were not filled during the 2024/25 financial year \$20,000 in unspent consultancy fees, originally budgeted for the Integration of Services project, which was completed in-house. There is potential for capital expenditure funding to be required at a later stage Remaining variance reflects minor ups and downs 	✓	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		across the activity		
19	Democracy Services	<p>This activity reports a net favourable variance of \$282,000, reflecting both revenue and expenditure variances.</p> <p>The favourable revenue variance (\$114,000) is due to a year end accrual journal as part of the Annual Report process. This ensures that all costs incurred during the 2024/25 financial year are appropriate recognised as revenue.</p> <p>Key contributors to the favourable expenditure variance (\$168,000) include:</p> <ul style="list-style-type: none"> • \$39,000 in unspent budget allocated for consultants, and • \$39,000 underspend in non-staff remuneration • \$32,000 personnel costs underspent due to vacancy for a portion of the year • \$21,000 underspend on subscriptions • \$12,000 underspend on the resident surveys • \$12,000 underspend in valuation fees (valuations required for the audit) • \$12,000 underspend on advertising with utilisation of the Council Bush Telegraph page being the preferred advertising method <p>This is offset by \$27,000 election costs incurred in the 2024/25 year, although budgeted for the 2025/26 year. This overspend will be reallocated to the election reserve which is rate funded over a three-year cycle.</p>	✓	✓
20	Support Activities	<p>This activity reports a net favourable variance of \$2.462 million, primarily driven by year-end adjustments processed as part of the Annual Report.</p> <p>Key contributors to the \$1.768 million favourable revenue</p>	✓	✓

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
		<p>variance include:</p> <ul style="list-style-type: none"> • \$1.992 million gain recognised on the sale of Birch North Forest, • \$74,000 net gain from the disposal of vehicles, and • \$60,000 in penalty revenue exceeding budget. <p>Offset by:</p> <ul style="list-style-type: none"> • \$36,000 fair value loss recognised on LGFA borrower notes, and • \$230,000 in recovery funding revenue budgeted under the Chief Executive activity but recognised under Emergency Management where the related costs were incurred. <p>Key contributors to the \$694,000 favourable expenditure variance include:</p> <p>This is driven by:</p> <ul style="list-style-type: none"> • \$312,000 underspend in employee costs (net of salary offset revenue), and • Lower operational expenditure across the support activities, mainly: <ul style="list-style-type: none"> • \$46,000 in unspent consultancy fees • \$22,000 in unspent contracting costs • \$74,000 savings in insurance premiums • \$42,000 in unspent maintenance cost <p>The savings in expenditure are offset by \$60,000 in interest allocations from internal borrowings, posted as part of the Annual Report. These costs are not budgeted by Council.</p>		

Report item # (refer activity dashboard)	Activity	Explanation	On Track for Year End	Reflected in 2025/26 Annual Plan
21	Treasury	<p>Overall, there is a net favourable variance of \$358,000, primarily driven by strong investment returns. However, this is partially offset by elevated finance costs due to rising interest rates.</p> <p>Council's investment income is \$1.183 million ahead of budget, driven by:</p> <ul style="list-style-type: none"> • Prefunding of debt: Investments made ahead of borrowing needs generated returns, • Interest on cash reserves: Higher cash balances earned more interest, • Interest rate swaps: Strategic use of swaps led to savings, and • Interest revenue charged on the Pūkaha loan. <p>However, this is partially offset by higher interest expenses. Interest costs are \$634,000 over budget due to increased borrowing levels, and rising interest rates.</p> <p>Costs relating to treasury advisory services and treasury management software are \$20,000 under budget. In addition, there is the interest allocations from internal borrowings (\$1.281 million favourable variance) and the interest rate swap valuation (\$1.497 million unfavourable variance) that are posted as part of the Annual Report process. These are year-end adjustments and are not budgeted for.</p>	✓	✓

6. Treasury Performance

Executive Summary (Dashboard)

2025 4th Quarter Performance Report

Treasury Performance

Summary Treasury Performance (000s)	YTD Actual	YTD Budget	Variance	Trend from previous quarter
Finance Costs	\$ 4,040	\$ 3,430	● (611)	↓
Total External Debt	\$ 79,999	\$ 78,182	● (1,817)	↑
Net Debt Position	\$ 74,953	\$ 71,141	● (3,812)	↓

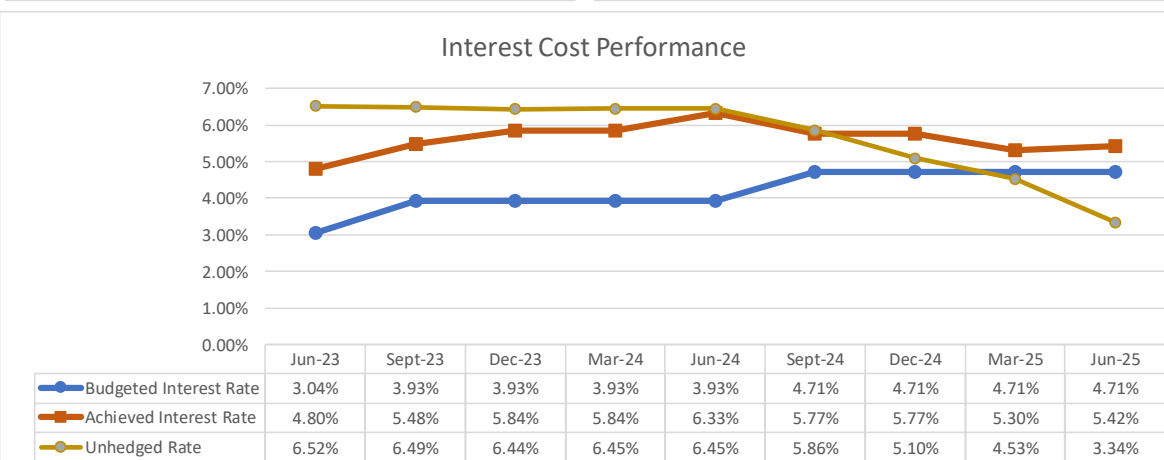
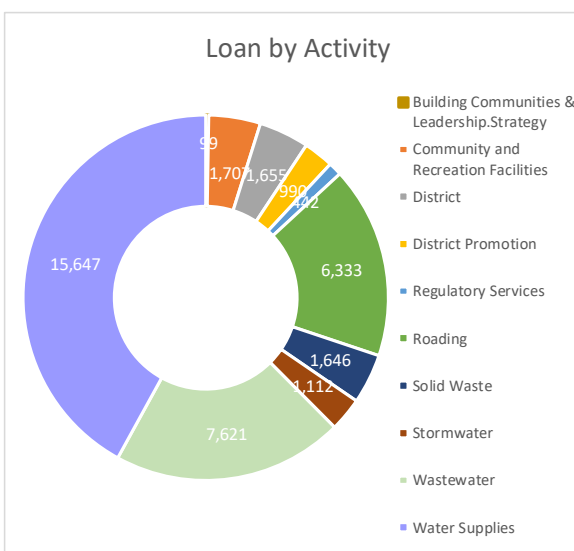
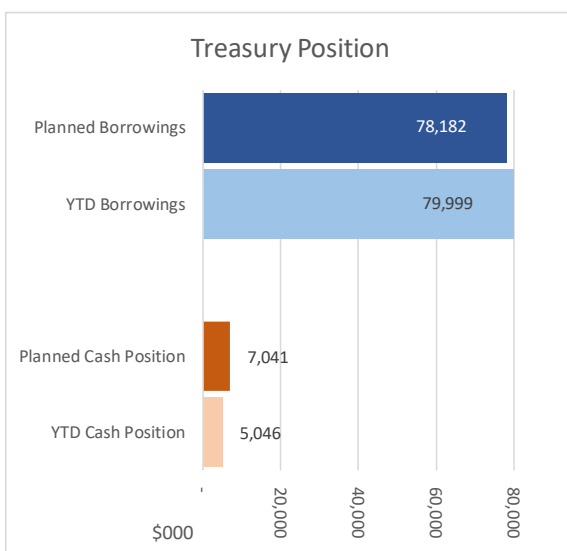


Figure 6

6.1.1 Finance continues to work with Council's treasury advisor to develop and implement strategies to manage interest rate risk and optimise funding in accordance with its finance strategies.

6.1.2 The focus continues to be managing interest rates and funding risk through forecasting debt levels and hedging strategies.

6.2 Current External Debt Position

The table below (figure 8) summarises Council's external debt position as at 30 June 2025 (all held with Local Government Funding Agency):

	Balance 1 April 2025	Drawn	Repaid	Balance 30 June 2025
Core debt	\$72,000,000			\$72,000,000
Prefunding	\$12,000,000	\$2,000,000	(\$6,000,000)	\$8,000,000
Short-term debt (commercial paper & MOCL facility)	\$0			\$0
Total debt	\$84,000,000	\$78,000,000	(\$6,000,000)	\$80,000,000

Figure 7

6.3 Current Financing Cost

Interest expense is \$611,000 more than budget. This is due to Council's effective interest rate of 5.42% being higher than the budgeted rate of 4.71%, and external borrowings with LGFA being \$1.817 million more than planned at 30 June 2025 (\$8 million has been earmarked to repay debt that will mature in April 2026).

6.4 Cash Flow Management and Liquidity

Council's cash position at year end was \$5.046 million, which is \$1.995 million higher than planned. This variance is primarily due to the maturity of investments at year end, and the timing of their reinvestment, resulting in a temporary uplift in available cash.

7. Summary of Service Performance Results

7.1 Summary of Results

During the recent Long Term Plan, Council reviewed its service performance measures as part of ensuring Council was reliably measuring its performance against the service levels within the Long Term Plan and that they aligned to our District Strategy.

In the 2021-2031 Long Term Plan Council had a total of 101 measure, 33 being what officers refer to as Council measures (these are measures that Council implemented in the LTP and actively measured by internal means i.e. number of CRMs, facility bookings etc), 27 Survey measures (these are conducted by way of a community survey conducted three times a year with 5 of these measures being conducted by Council specific survey where isolation of the survey to targeted groups is required), the last group officers refer to being mandatory of which there

was 41 (these measures as mandated measure by the Department of Internal Affairs).

The total measures increased in the 2024-2034 Long Term Plan to a total of 136 measures. 58 Council measures, 32 Survey measures and 41 Mandatory measures.

The table below highlights the performance for the period ending 30 June 2025:

Category	2024/25 measures			%	Last Year Results
	Council	Survey	Mandatory	(out of 131 measures)	(out of 101 measures)
Achieved / On Track	42	7	32	62%	62%
Not achieved / Needs Improvement	11	22	4	28%	38%
Not yet measured	-	-	5	4%	-
Not applicable	5	3	-	6%	-
Total	58	32	41	100%	100%

Figure 8

Excluding the 5 measures marked as not yet measured (explained below) or not applicable (these are measures that either aren't measurable until year 2 of the LTP or are baseline results which are to be the target for year 2 of the LTP) Council meets 69%. As can be seen in the above table (figure 9) this is a slight decrease from 70% at 31 March being met, and an increase from the 64% at 31 December, 65% at 30 September and 62% of measures being met at 30 June 2024.

7.2 Council and Mandatory Measures

7.2.1 Five of these mandatory measures are shown as not yet measured, these will be updated once officers have received the independent external report that is due end of August.

7.2.2 Department of Internal Affairs has released updated reporting requirements on mandatory drinking water measures, this was received after the adoption of the Long Term Plan. What this will mean is that in the Annual Report officers will include results against the measures as reflected in the Long Term Plan but will also present additional results to ensure reporting compliance with the updated reporting requirements.

7.2.3 Four of these measures are showing as not met and are detailed below:

In the stormwater activity there is one mandatory measure categorised as not met. This is for the number of complaints received by Council about the

performance of its stormwater system, expressed per 1,000 properties connected to the stormwater system – target was <9 and result achieved for the quarter is 11.01. There was a total of 56 CRMs of which 35 received for the year to date were in relation to the weather event in Pahiatua.

Two mandatory measure are not met in the water activity. One is the number of complaints over 1,000 connections to Council’s networked reticulation system for continuity of supply – target is <5 and result achieved is 8.70 compared to 11.84 in the previous year. A total of 43 CRMs for the year were received. 17 of these related to a scheduled water shutdown to allow for the completion of renewals to be carried out however the number of impacted households was greater than anticipated. The remainder of the CRM’s are for separate causes no linkages between them.

The other measure in the water activity relates to the number of complaints over 1,000 connections to Council’s networked reticulation system for water clarity where a total of 36 CRM’s have been received. Most of these complaints have been received because of a repair being required to the network or flushing that has occurred that has resulted in discoloration of water within the network.

The last measure categorised as not met is in the roading activity for the average quality of the ride on the sealed road network as measured by smooth travel exposure. Council’s target for this measure is >95% and the result Council achieved for this measure was 95%.

7.3 Community Survey Scorecard

7.3.1 Council has received the Residents Survey Final Report for 2025 which details out the key findings and overall results achieved for the year.

7.3.2 Council completed three waves of the Key Research community survey in 2025. A total of 459 residents completing these compared with 512 residents completing these in 2024.

7.3.3 Overall performance in this space continues the downward trend Council’s have been experiencing ours starting back in 2022 with top 3 responses provided relating to poor servicing/lack of judgment, more transparency/accountability and wasteful spending.

Some of the positives in this report are feedback that Council is doing well for the district during difficult times, acknowledging that Council has a large area with few ratepayers we are servicing, and that Council is getting better at communicating with residents.

7.3.4 Copy of the 2024/2025 Residents Survey Final Report is attached.

8. Debtors Report

8.1 Summary Update July 2025

- 8.1.1 Rates were set during the month of July and the rates invoice for the first instalment have now been mailed to ratepayers. The quarterly invoice for rates totalled \$11,310.533 (including GST). All ratepayers not in credit are currently debtors.
- 8.1.2 The rates arrears penalty of 10% has also been applied for those ratepayers with outstanding balances as at 11 July 2025. This added \$252,076 before adjustments.
- 8.1.3 Our current work priority is to set the new direct debit amounts for the year, in accordance with ratepayer instructions and give 30 days notice of the changes. This requires checking all ratepayers on agreements and their status to ensure the correct amounts are applied.
- 8.1.4 We are also encouraging early application of rates rebates.
- 8.1.5 Our current priority is keeping up with debt collection for those ratepayers on agreements and managing large unpaid amounts.
- 8.1.6 A property under a High Court order for its rating sale was deferred a month when the family presented a viable option for payment. This is currently being worked through by the family and Debt Management Central. It would be a good outcome if rating sale was unnecessary, and the rates cleared.

8.2 Rates Debtors as at 30 June 2025

- 8.2.1 Generally, rates debtors have been increasing between years at similar proportions to rates increases and penalties.
- 8.2.2 Penalties make up a significant portion of changes to arrears balances with two calculations of 10% per year.
- 8.2.3 The status of debtors is shown below, as at 30 June 2025:
 - 17 Ratepayers owe Council more than \$25,000 (inc. GST) on average each. This makes up \$1.07m of the gross rates debt balance of \$3.48m or over 30% of the total (\$1,069,651 of \$3,485,839). Many of these properties are in negotiation or undergoing the rating sale or abandoned land process.
 - 284 Ratepayers make up \$2.72 m or 78% of the outstanding balance. These are our key focus area for debt collection.
 - At 30 June 2025, 12.2% ratepayers are debtors owing more than \$10, being 12.2% or 1,293 out of our 10,582 ratepayers. This contrasts with the prior year, 30 June 2024, where 1,230 ratepayers owed >\$10 or 11.6%, an increase of 63 ratepayers. For those that likely have fallen behind by 1 instalment

(>\$1,000), the net number of ratepayers not paying on time has increased by 72 in number over the prior year.

- Rounding: 1,273 Ratepayers owing council less than \$10 have an average balance of \$0.17 cents totalling \$217 for that group. These skew the average result of \$1,358 noted below. These also correct where and when Direct Debits are recalculated on the first instalment.
- Each year a provision for doubtful debts is made so as to not overstate reported rates income. For the 30 June 2024 year, this was \$430,513. In addition, there are write-offs that should be done each year under statutory limitation (6 year) rules.

8.2.4 The following table shows the spread of ratepayers above certain thresholds:

Total of Rates Debt Balances Spreads at 30 June 2025

				Increase / Decrease from Prior Year:	
Rates Balances Greater than	No. of Ratepayers	Total Debt in Group	"Average" Rates Owed	No. of Ratepayers	Average Value of Rates in Group
= \$0 i.e. no debt	5,520	\$0			
> \$0 i.e. All	2,566	\$3,485,839	\$1,358		
> \$10	1,293	\$3,485,622	\$2,696	+63	12%
> \$100	1,110	\$3,474,715	\$3,130	+80	9%
> \$500	803	\$3,396,902	\$4,230	+43	12%
> \$1,000	621	\$3,261,164	\$5,251	+72	6%
> \$2,500	284	\$2,726,911	\$9,602	+31	10%
> \$5,000	135	\$2,183,428	\$16,174	+41	-8%
> \$25,000	17	\$1,069,651	\$62,921	No change	155

Figure 9

8.2.5 The following Debtor Graphs show the trends over each quarter of the last four years:

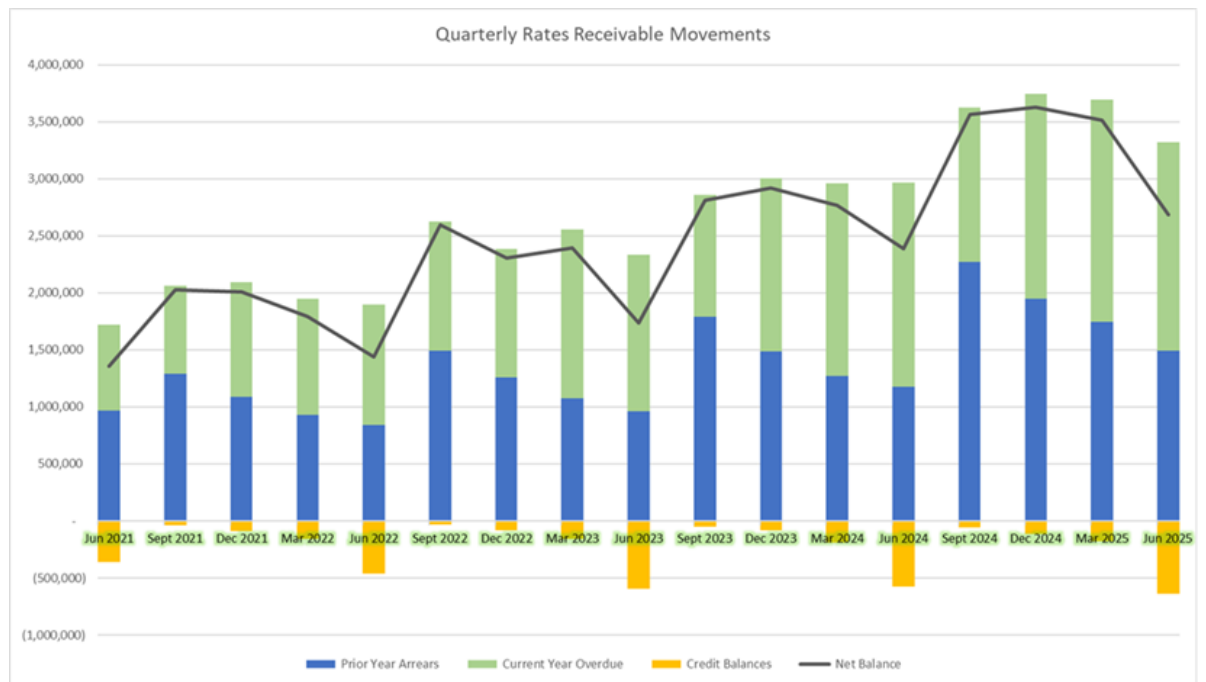


Figure 10

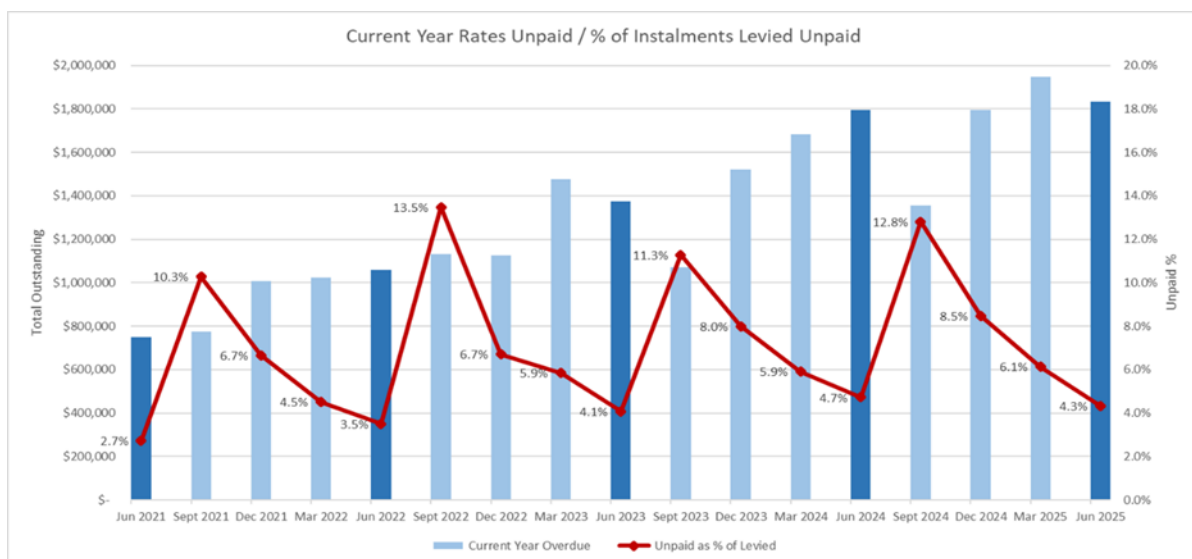


Figure 11

8.2.6 The following table in 8.2.8 (figure 12) gives the Rates Reconciliation for the Year.

8.2.7 This shows that we collected \$82,000 more than we required, before charging penalties.

8.2.8 A number of ratepayer accounts, 966, are above \$10 in credit averaging \$664 each. This is largely to be expected where there are weekly, fortnightly or monthly direct debits and payments are received over three months. This will be another area of focus as we prepare to calculate the direct debits changes for the first instalment over the coming few weeks for application in September 2025.

		Rates \$ Inc. GST	
Opening Balance 1/07/2024			
	Unpaid	\$	2,966,882
	In Credit*	\$	(576,670)
	Net Rates Debtor	\$	2,390,211
*Some Credits are always expected: DD's Anticipate Next Quarter Invoice			
Movements 2024/25			
Plus	Levied	\$	42,329,495
Less	Cash Received	\$	(41,758,075)
	Rebates Received	\$	(653,535)
	Total received	\$	(42,411,611)
Equals	Net Receipts before Penalties	\$	(82,116)
Plus	Penalties	\$	536,470 (\$400,000 Budget)
	Net debtor increase for year	\$	454,354
Closing Balance 30/06/2025			
	Net Rates Debtor	\$	2,844,565
Comprising			Change
	Unpaid	\$	3,485,839 17%
	In Credit	\$	(641,274) 11%
	Net Rates Debtor	\$	2,844,565 19%

Figure 12

8.2.9 Rates Trend of Rates Arrears by Years 2022/2023, 2023/2024, 2024/2025

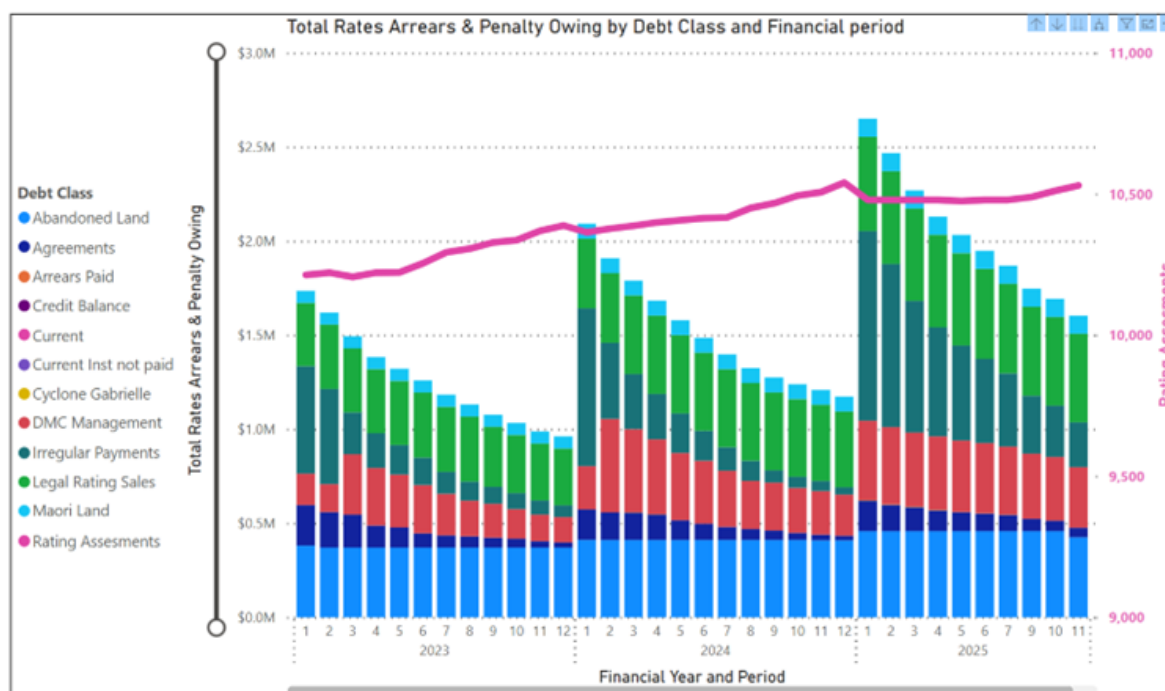


Figure 13

8.2.10 Rates Trend of Rates Levied and Payments Received by Years 2022/2023, 2023/2024, 2024/2025

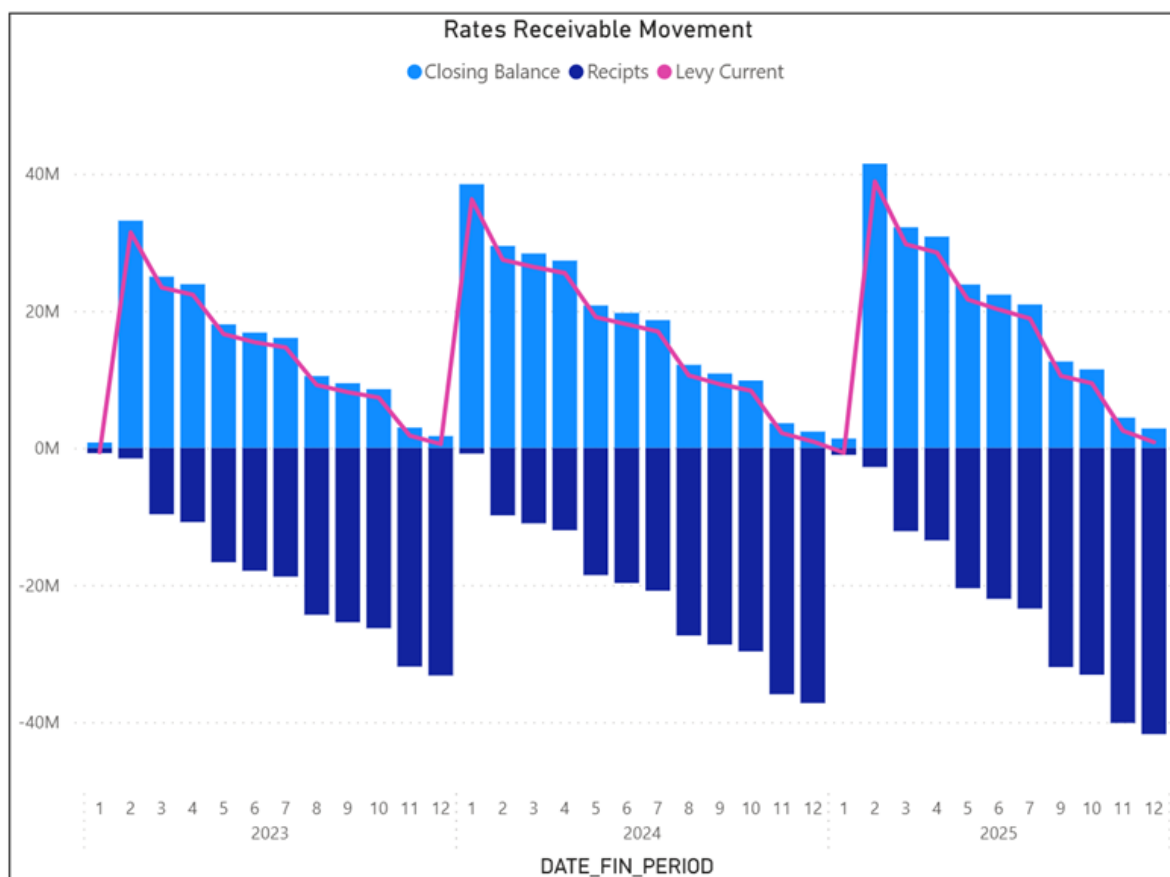


Figure 14

8.2.11 Rates Arrears and Penalties to Total Number of Rating Assessments by Years 2022/2023, 2023/2024, 2024/2025

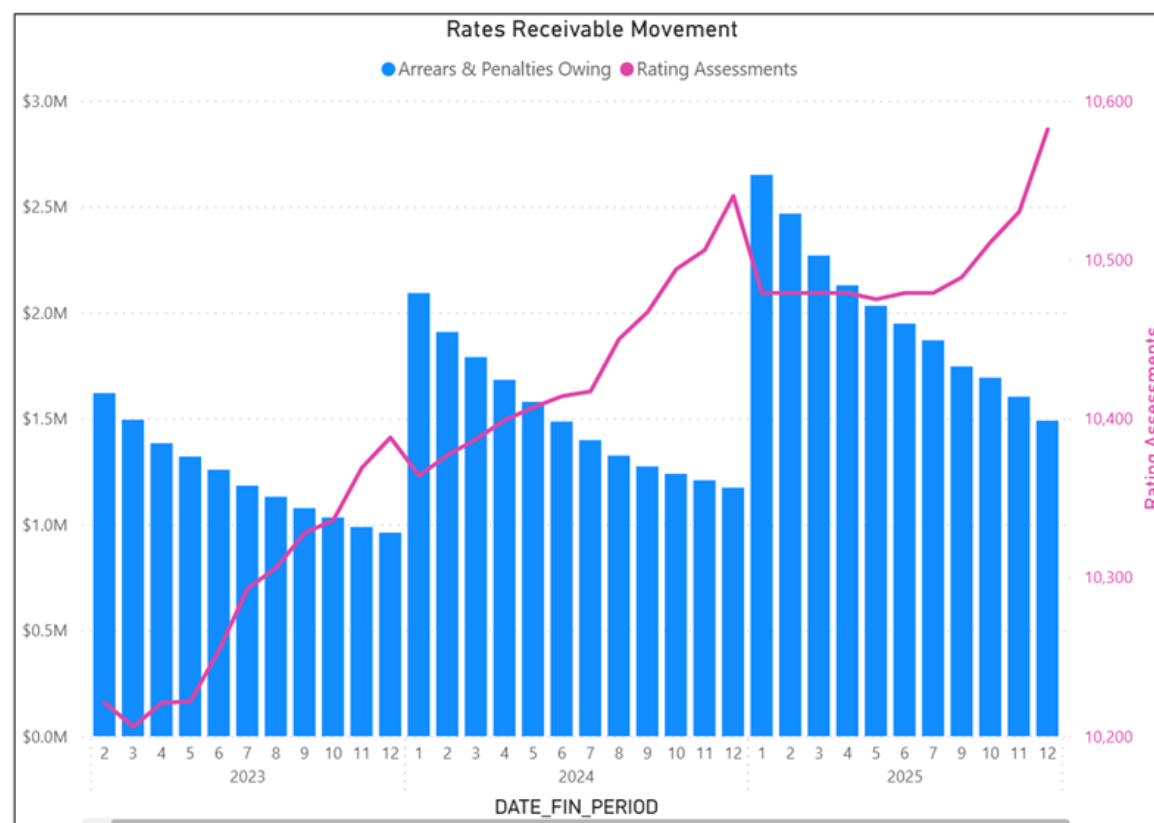


Figure 15

8.3 Rates Debtors with Debt Management Central (DMC)

8.3.1 DMC have managed a total of 785 rating units with a total of \$992,000 collected this rating year. 529 rating units with arrears were paid in full leaving 132 rating units with some arrears. Of the current rates placed with the DMC during 2024/2025 124 remained unpaid at 30 June 2025. See figure 16 below.

8.3.2 Rating sales: 1 rating sale was completed in May 2025 clearing rates, penalties and legal costs of \$45,000. We will continue to work with DMC with other rating units that are going through this process.

8.3.3 Abandoned Land: 6 rating units have had the process started for Abandoned Land and will continue through the process to being offered for sale in the 2025/2026 rating year.

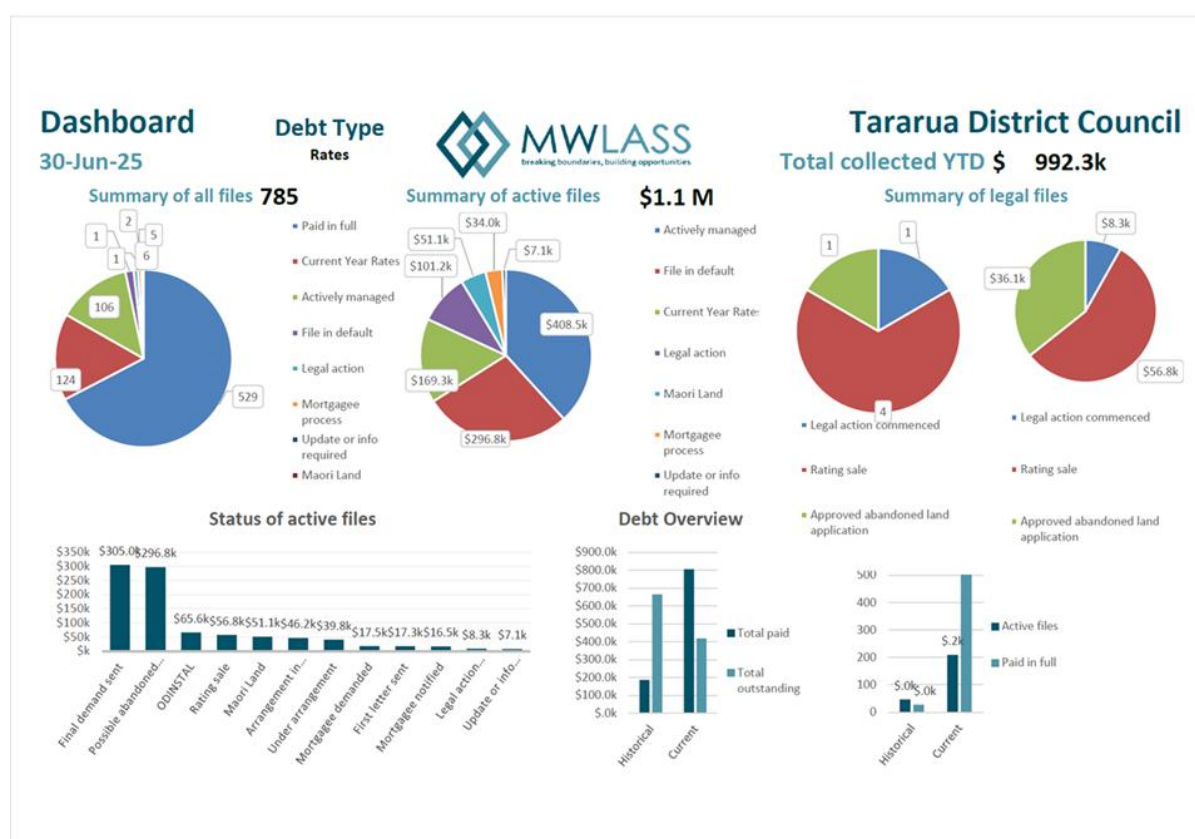


Figure 16

8.4 Progress Update on Direct Debit Issue

CREDIT HOUSEHOLDS

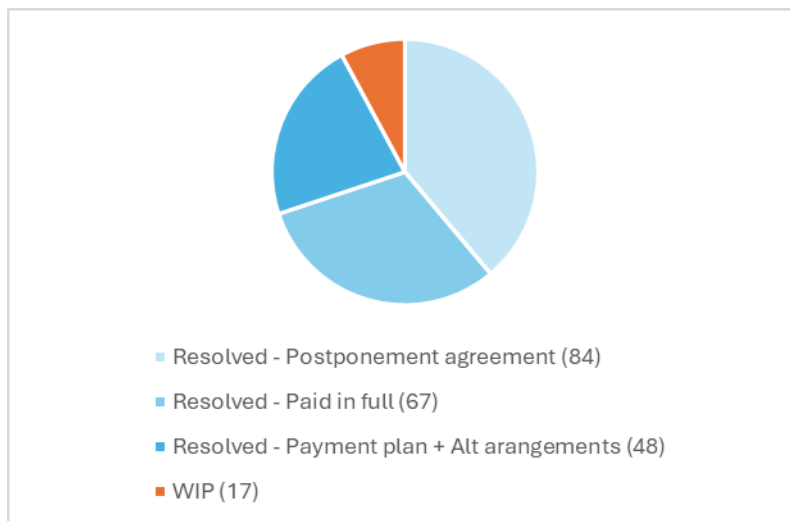
166 households – 100% resolved

	Number of households	\$ returned to household
Credit to rates	46	31,239
Refund	115	95,385
Split arrangement	5	10,317
Total	166	136,941

Figure 17

DEBIT HOUSEHOLDS

216 households – 92% resolved



	Number of households	\$ total
Postponement Agreement	84	171,178
Paid in full	67	91,436
Payment Plan + Alternative arrangements	48	82,957
WIP	17	48,241
Total	216	393,812

Figure 18

Analysis on debit households:

- Payment Plan + Alternative arrangements (48)

- Alternative arrangements: There are four households who did not want to choose one of the other options and have demonstrated their commitment to paying off their arrears. One will have paid in full by the end of July 2025. Two will have paid their arrears by the end of this
- calendar year.
- Payment plan: 44 households.
 - Paid in full by 30 June 2026 -10
 - Paid in full by 30 June 2027 - 12
 - Paid in full by 30 June 2028 – 22
- Work In Progress – (17)
 - 12 households have sought legal advice and have not yet opted to resolve their arrears

11 have advised Council they are with Community Law (CL)
CL have contacted us about 8 households requesting rates information over the last six rating years. We are unsure about the other 3 households.
1 household has advised they are seeking legal advice however we are unaware who from.
Of the remaining 5 households:

 - Two are refusing to pay the arrears
 - Two are proving difficult to connect with
 - One has repeatedly expressed to take the postponement option, however we have not received the signed agreement.

These households will be forwarded to DMC to manage. Their arrears balance related to the Direct Debit issue is now considered debt however it will not attract penalties. The three repayment options will remain open to these households (pay in full, payment plan, or postponement).

8.5 Accounts Receivable Debtors

- 8.5.1 The graph below in 5.3 shows the balances of the other debtors as at 31 December 2024, 31 March 2025 and 30 June 2025 and the table explains the details for each of the balances.
- 8.5.2 The closing balance owing at 30 June 2025 was \$2,249k with \$1,747k issued in June 2025.

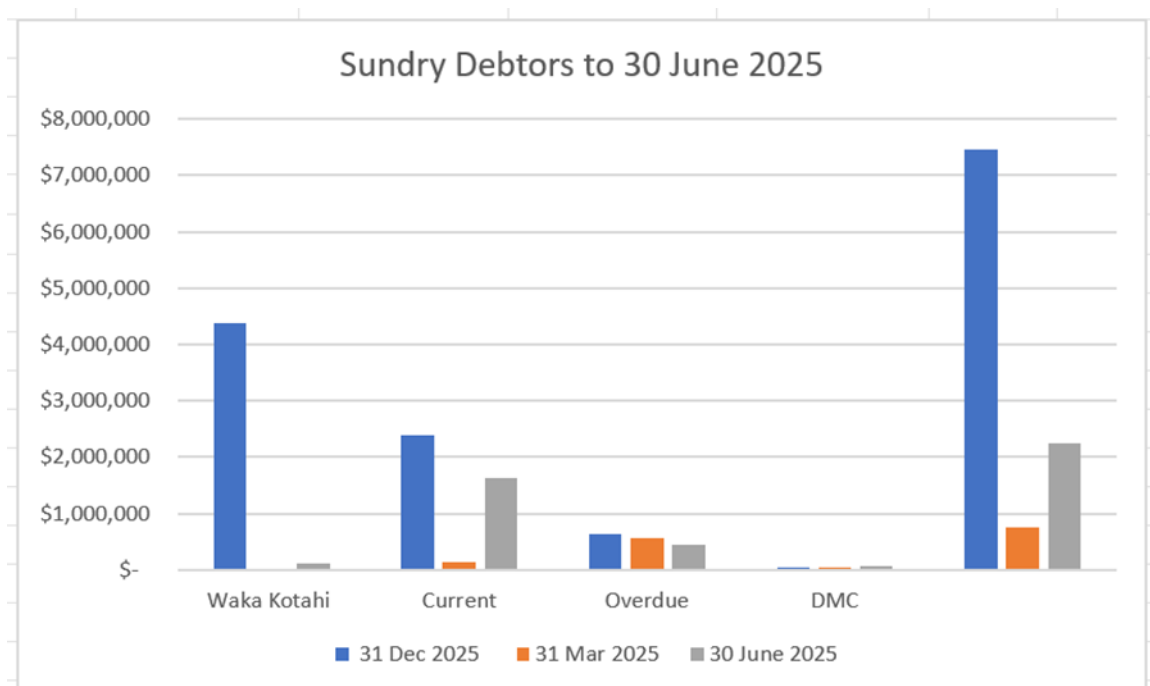


Figure 19

8.5.3 190 accounts with outstanding invoices past 60 days were placed with DMC up to 30 June 2025 for following up. 148 were paid in full by 30 June 2025. See graph 5.5 below.

8.5.4 Accounts Receivable Debtors with DMC

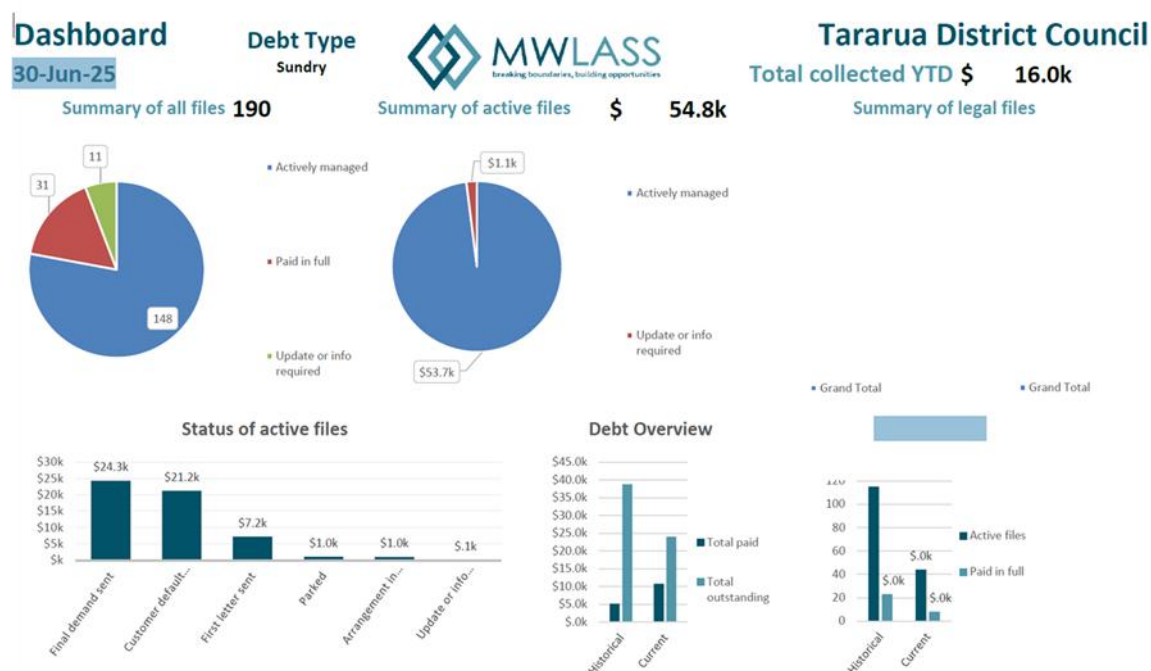


Figure 19

9. Self-funding Activities

9.1 Forestry – Summary for the 12 Months Ended 30 June 2025

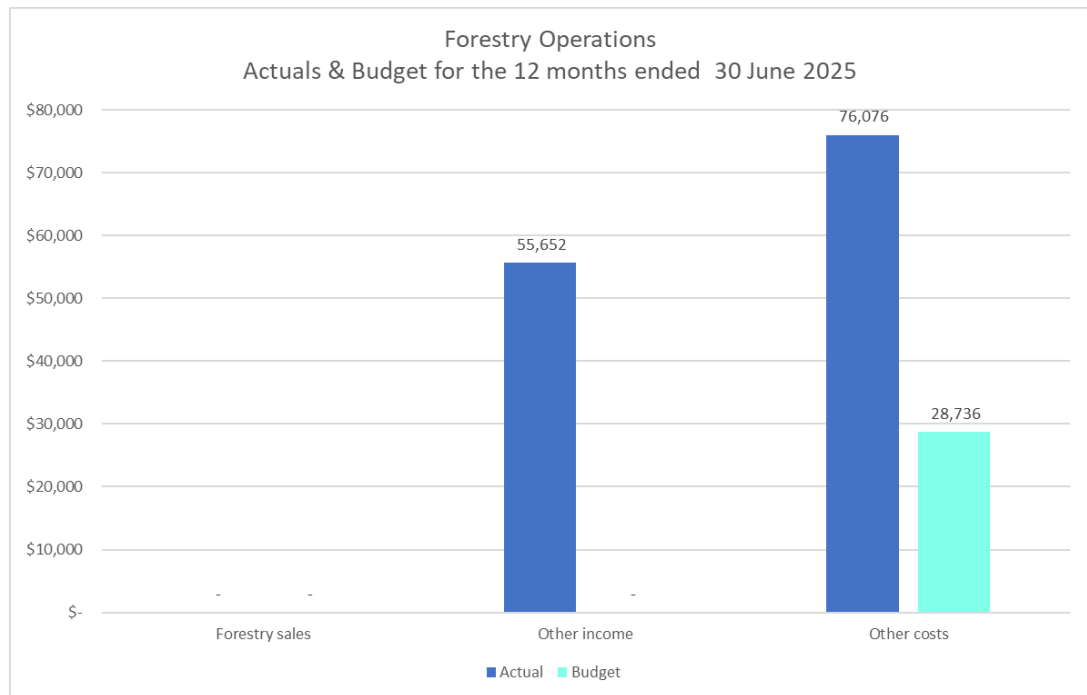


Figure 20

- 9.1.1 For the 12 months ended 30 June 2025 the forestry activity has made a loss of \$20,000.
- 9.1.2 Expenditure to 30 June totalled \$76,000 against a budget of \$29,000. This was attributed to the \$56,000 unbudgeted costs associated with the Kaiparoro Forestry Block Operations claim settlement, which has been recouped from our contractor.
- 9.1.3 Council completed the settlement of the sale of Birch North Forest on the 11 December 2024, receiving \$3,942,647.53. The intention is for these funds to be utilised for debt repayment, and at 30 June 2025 these have been receipted to the forestry reserve account pending the debt repayment. We are working with our treasury advisors on how best to action this.
- 9.1.4 Forestry is a self-funding activity, and at 30 June 2025 had a reserve balance of \$4,310,202 (without the sale proceeds this would be \$402,849).

9.2 Pensioner Housing – Summary for the 12 Months Ended 30 June 2025

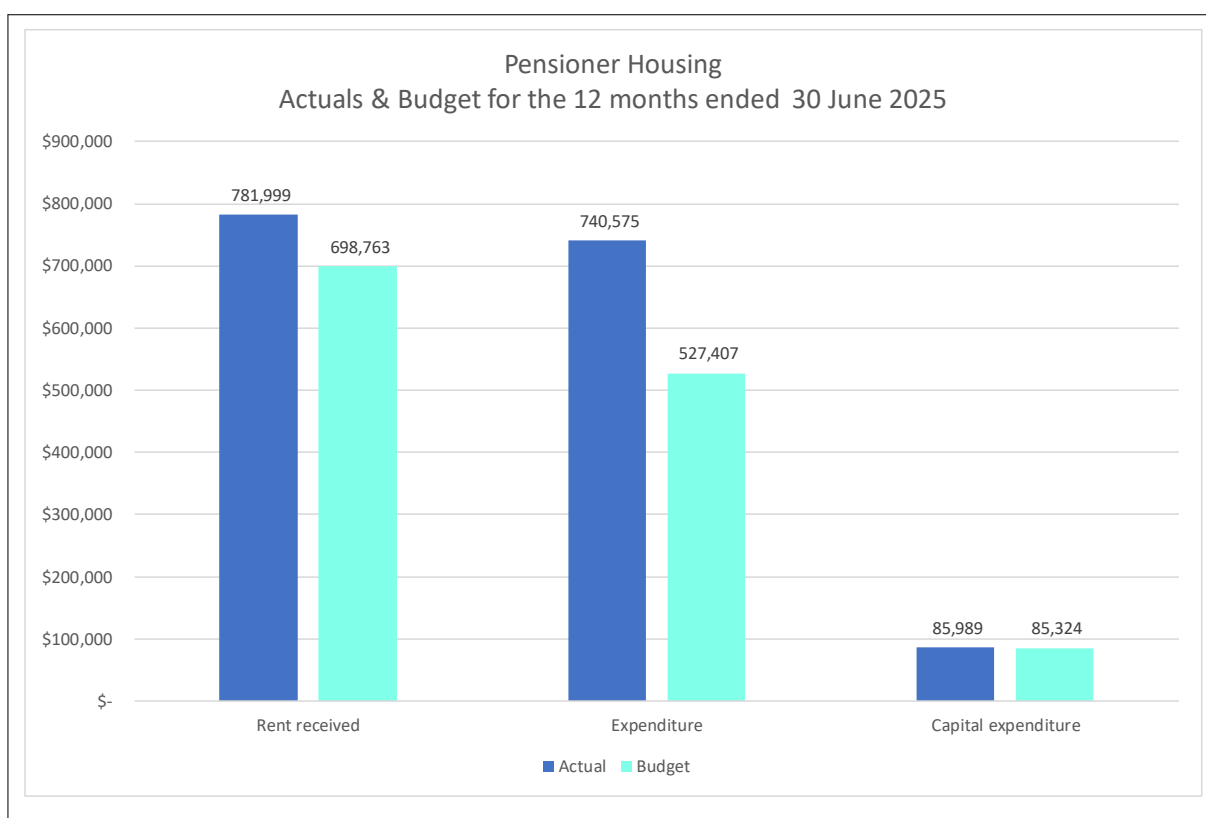


Figure 21

9.2.1 Operating Performance

For the 12 months ended 30 June 2025 the pensioner housing activity has made an operating surplus of \$41,000. Council budgeted for an operating surplus of \$171,000 for the period.

As shown in the graph (figure 18), total revenue received for the period is higher than budget by \$83,000. This is attributed to annual rent increases taking effect in the third quarter.

9.2.2 Capital Expenditure

Capital expenditure for the period totalled \$86,000 against a budget of \$85,000. This was refurbishment work required to be done at Elsinore Court flats due to a burst waterpipe.

9.2.3 Pensioner Housing Reserve

Pensioner housing is a self-funding activity. At 30 June 2025 the reserve was overdrawn by \$417,254 (based on actual revenue, expenditure, and capital renewals).

Attachments

Nil.



Report

Date : 22 August 2025

To : Mayor and Councillors
Tararua District Council

From : Beth Fowler
Senior Financial Accountant

Subject : **Draft Annual Report for the Year Ended 30 June 2025**

Item No : **9.2**

1. Recommendation

- 1.1 *That the report from the Senior Financial Accountant dated 14 August 2025 concerning the Draft Annual Report for the Year Ended 30 June 2025 be received.*
- 1.2 *That the Tararua District Council receive the draft Annual Report for the year ended 30 June 2025.*
- 1.3 *That the Mayor and Chief Executive be delegated authority to make any minor changes requested by Audit New Zealand and to sign the Statement of Compliance and Responsibility that is contained within the Annual Report for the year ended 30 June 2025.*

2. Reason for the Report

- 2.1 To present the draft Annual Report for the year ended 30 June 2025 and detail the process required to adopt the Annual Report.

3. Background

- 3.1 The Annual Report is prepared under section 98 of the Local Government Act 2002, and includes the provisions of schedule 10, part 3. It compares Tararua District Council's actual performance against what was planned in the Annual Plan 2024-2025 (Year 1 of the 2024-2034 Long Term Plan).
- 3.2 The Annual Report outlines how Council has spent money collected from ratepayers, residents, financial institutions, and government agencies, and includes both financial and non-financial information.

3.3 As well as reporting against the Council's key activities, performance indicators in the 2024-2034 Long Term Plan and subsequent Annual Plan 2024-2025, the Annual Report also reports against the Revenue and Financing, Liability Management, and Investment Policies.

3.4 The Annual Report (including the Audit Opinion) must be completed and adopted within four months after the end of the financial year – 31 October 2025.

4. Discussion and Options Considered

4.1 The Annual Report is externally audited by Audit New Zealand, on behalf of the Auditor General, as required by the Local Government Act 2002. The Annual Report is a key accountability document for the community.

4.2 At time of writing the report officers did not have the activity funding impact statements 2024/2025 results available in a presentation format for inclusion in the Annual Report. Officers will circulate these prior to the Council meeting on 27 August 2025.

4.3 Audit New Zealand are scheduled to commence the final audit of the Annual Report on 22 September 2025. An audit report will be prepared for inclusion in the Annual Report and is planned to be presented to Council for adoption prior to 31 October 2025.

4.4 The next step for officers is to finalise their review and close off for any final outstanding accounts to be recognised in the 2024/2025 Annual Report. This work will be done between now and 8 September when officers are required to provide to Audit New Zealand a draft Annual Report and all supporting documentation. Officers will circulate this updated draft to elected members and notify of any significant changes.

4.5 On 8 October officers along with Audit New Zealand will present to the Audit and Risk Committee an update on the Annual Report and progress on the audit to date. This is to then enable the Audit and Risk Committee to recommend to the incoming Council to adopt the Annual Report in line with the statutory deadline of 31 October 2025.

4.6 An audited summary of the information contained in the Annual Report will also be publicly available after the annual report is adopted.

5. Significance Assessment

5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

6. Statutory Requirements

6.1 Section 98 of the Local Government Act 2002 sets out the requirements for preparing and adopting the Annual Report.

- 6.2 The Annual Report (including the Audit Opinion) must be completed and adopted, by resolution of Council, within four months after the end of the financial year to which it relates – 31 October 2025.

7. Delegations

- 7.1 Under Clause 32 of Schedule 7 of the Local Government Act 2002, the Council is not able to delegate the authority to adopt the Annual Report.

8. Conclusion

- 8.1 The draft Annual Report for the year ended 30 June 2025 is presented to Council for review. Following the audit process, the final report is expected to be presented for adoption by Council on 31 October 2025.

Attachments

Nil.



Report

Date : 22 August 2025

To : Mayor and Councillors
Tararua District Council

From : Sarah Walshe
Finance Manager

Subject : **Finance and Performance Management Report**

Item No : **9.3**

1. Recommendation

- 1.1 *That the report from the Finance Manager dated 15 August 2025 concerning the Finance and Performance Management Report be received.*

2. Reason for the Report

- 2.1 To provide an update on matters relating to financial and service performance.

3. External Funding

- 3.1 Externally funded programs are reported on below in their whole of life funding as some of these projects are multiyear projects. 30 June 2025 Council had approval for a total of \$81.12 million in externally funded projects/recovery work. Of this a total of \$76.3 million relates to roading (Cyclone Gabrielle & Route 52). Council has received \$76.04 million and spent \$76.89 million as of 30 June 2025.

3.2 Cyclone Gabrielle Funding:

					Funds		
Cyclone Gabrielle	Description	Funder	End Date	Funding	Received	Spent	Comments
Recovery Funding - DPMC	Recovery Funding	DPMC	30/06/2025	900,000	900,000	804,981	Two tranches of funding.
Cyclone Gabrielle - NZTA	Roading repairs and reinstatement	NZTA	30/06/2025	56,326,591	51,728,155	52,250,760	Repairs & reinstatement underway - claim as expenditure incurred monthly and depending on timing between costs incurred and claim submitted there can be a time lag in receiving funds.
Land Stability Project	Land Stability Project	MSD	31/08/2025	72,000	66,086	11,228	Procurement process commenced March 2025, works anticipated June/July 2025
Sub total :				57,298,591	52,694,241	53,066,969	

3.3 Recovery Office

The Recovery Office was funded by external grants Council received of \$900,000 from the Department of Prime Minister and Cabinet to fund its operating costs. This funding was also used to pay the Rural Support Trust for its work in the Tararua as the Rural Recovery Lead for TDC's Recovery Programme as its funding from MPI has ended. At 30 June officers have accrued a repayment of \$95,000 of this funding with the recovery office winding up.

Better Off Funding	Description	Funder	End Date	Funding	Funds Received	Spent	Comments
Digitisation & E-Services	Digitisation of Council Records and ti	DIA	30/06/2027	600,000	332,759	332,759	Records digitisation started. Claim to June 2025 prepared and accrued into 2025.
Future Urban Design	Urban design and strategy	DIA	30/06/2027	700,000	563,550	563,550	Project Ongoing claim to June 2025 prepared and accrued into 2025.
TDC Play & Recreation Strategy	Implementation of strategy	DIA	30/06/2027	50,000	-	50,000	BOF Funding reallocated - project budget reduced. Unable to claim funding back until funds have been exhausted, transferred to payments in advance at year end.
Local Water Done Well	Investment in 3W Infrastructure & wa	DIA	30/06/2027	1,950,000	1,355,331	1,355,331	Reallocated BOF funding - new budget claim to June 2025 prepared and accrued into 2025.
Building Capacity - Iwi	Support funding of resources	DIA	30/06/2027	500,000	437,472	437,472	Project Ongoing, contract end date September 2025, claim to June 2025 prepared and accrued into 2025.
Sub total :				3,800,000	2,689,112	2,739,112	

3.4 Officers have included in the Annual Report an accrual for all outstanding costs, this is to reflect the revenue being recognised in the year in which it relates to. This claim has been submitted in August and expected to be received in September.

3.5 Other Funding

Other	Description	Funder	End Date	Funding	Funds Received	Spent	Comments
Fluoridation - Dannevirke Water Supply - MOH	MOH requirement for water treatmen	MOH	31/08/2024	542,100	489,893	524,239	Final report submitted with Invoice generated May 2025. Funding shortfall will be recovered in 2026 financial year.
Provincial Growth Fund R52	Route 52 Upgrade	MBIE	30/04/2024	15,900,000	16,579,997	16,769,240	Project completed, final claim is to be submitted in May 2025
Tourism Facilities Development Grant - MBIE	Freedom Camping 2022	MBIE	Date of final report	85,250	85,250	30,203	Bylaw development underway
Mayors Taskforce for Jobs	Community Employment Programme	MTFJ	30/06/2025	260,000	260,000	149,825	Project ongoing.
Creative Communities - Creative NZ	Creative Communities	Creative NZ	30/06/2024	20,000	26,196	22,693	Unspent funding to be carry forward
MSD Social Sector Recovery	Rural Recovery Initiatives	MSD	30/12/2024	106,736	106,736	-	Business case developed, verbal extension received until 30 June 2025.
Sub total :				16,914,086	17,548,072	17,496,200	

3.6 Projects Completed

PROJECTS COMPLETED	Description	Funder	End Date	Funding	Funds Received	Spent	Comments
Cyclone Gabrielle							
NIWE Farm Fund - MPI	NIWE time critical primary assistance for urgent repair and resilience works eg farm tracks, boundary fences, water infrastructure and floodgates.	MPI	31/01/2024	1,000,000	1,000,000	994,347	Project Complete, \$5,653 retained to cover staff costs
Social Recovery - Lotteries	Social recovery events	Lotteries	28/05/2024	3,000	3,000	2,679	Project Complete
Recovery Funding - DIA	Recovery Funding	DIA	30/06/2024	500,000	500,000	500,000	Project Complete
NIWE Rural Communities - MPI	Funding to assist isolated rural communities become more prepared and resilient for future weather events.	MPI	31/01/2024	250,000	250,000	241,312	Project Complete
Social Recovery - Lotteries	Social recovery events	Lotteries	30/10/2024	25,000	25,000	25,000	Project Complete
Akitio Cell Phone Tower Generator - Lotteries	Building Resilience	Lotteries	30/10/2024	44,000	44,000	44,000	Project Complete
Mobile Generators - Lotteries	Mobile Generators	Lotteries	30/10/2024	30,600	30,600	24,404	Project complete, \$6,196.00 returned as generators were less than originally quoted
Starlink Grant - Lotteries	Building Resilience	Lotteries	15/11/2024	8,196	8,196	8,024	Project completed
Technology Trailer - Lotteries	Mobile Digital Hub	Lotteries	6/10/2024	75,000	75,000	179,000	Project Complete
Technology Trailer - MBIE	Mobile Digital Hub	MBIE	1/05/2025	103,000	103,000	-	Contract variation - Digital Hub funding transferred to Mobile Digital Hub
MSD Social Sector Recovery Eastern & Central Community Trust	First Aid Training	MSD	30/06/2024	10,000	10,000	10,000	Project Complete
	Disability Ramp (Herbertville)	ECCT	30/06/2024	16,707	16,707	16,707	Project Complete
Better Off Funding							
Upgrading Council Reserves	Upgrading reserves	DIA	30/06/2027	-	-	-	BOF Funding reallocated - project suspended.
Other							
Food Secure Communities	Develop & implement a food secure com.	Lotteries	30/06/2024	50,000	50,000	50,000	Project extended to set up incorporated
IAF Pahiatua - Kainga Ora	New housing infrastructure	Kainga Ora	31/12/2029	880,000	880,000	1,347,295	Final milestone payment to be claimed in June (latest).
Tourism Infrastructure Fund	Waihi Falls - Installation of Permaloo	MBIE	30/06/2024	110,000	110,000	145,903	Project completed
Sub total :				3,105,503	3,105,503	3,588,671	

3.7 Staff Costs

Staff costs have been fully allocated against the external funding and are reflected in the spend totals and the corresponding funds to be received as well.

4. Treasury – Borrowing Headroom

- 4.1 Borrowing headroom is Council's ability to externally borrow funds (up to the maximum limit imposed in Council's Financial Strategy which can be found in the published Long-Term Plans).
- 4.2 Within the financial strategy Council sets what the self-imposed borrowing limits are to be for the Long-Term Plan. These are reported against annually in Council's published Annual Reports and are reviewed as part of the Long-Term Planning cycle every three years.
- 4.3 These self-imposed limits are guided by the LGFA (Local Government Funding Agency) debt covenants.
- 4.4 Council's borrowing limits were updated as part of the 2024/2034 Long Term Plan, and LGFA limits are as follows:

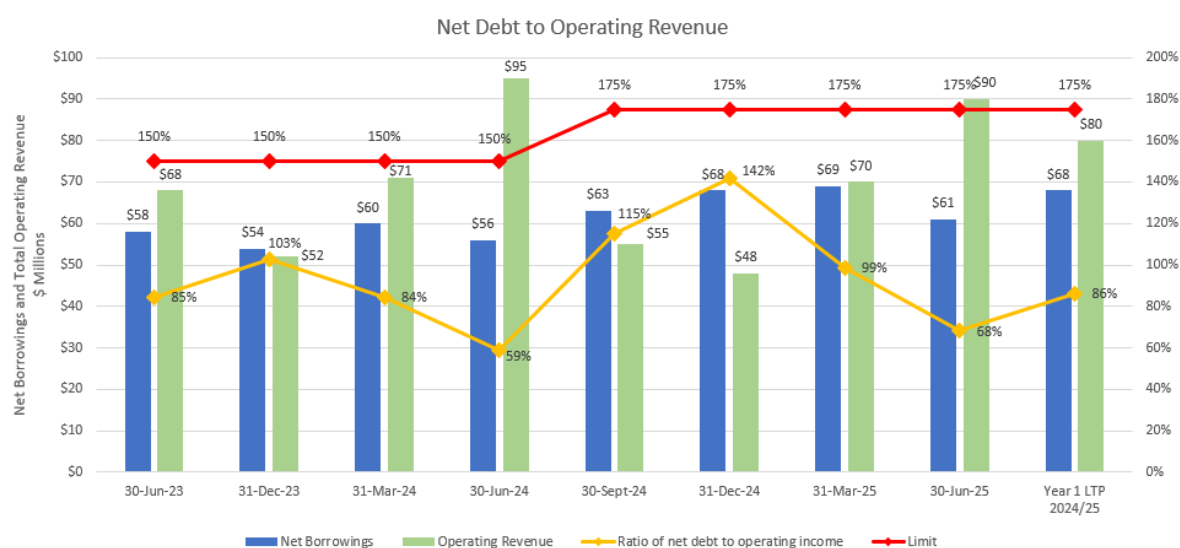
	Council's Limit 2024/2034 Long Term Plan	LGFA Limit
Net Debt as a Percentage of Revenue	< 175%	< 175%
Net Interest on External Borrowings as a Percentage of Total Revenue	< 10%	< 20%
Net Interest on External Borrowings as a Percentage of Annual Rates Income	< 15%	< 25%
Liquidity (External term debt + committed loan facilities + available liquid investments to existing external debt)	> 110%	> 110%

- 4.5 As previously reported, officers continually monitor Council's borrowing limits and look to provide an update to the Community on a quarterly basis as well as when any unbudgeted capital expenditure may be requested outside of an Annual Plan / Long Term Plan process.
- 4.6 Headroom update with borrowings that have occurred to 30 June 2025, compared to the 2023/2024 Annual Plan budgets are shown in the table below, along with the headroom as at 30 June 2025, year 1 of the 2024/2034 Long Term Plan, and year 1 of the 2024/2034 Long Term Plan with 80% capital program (capex) completion.

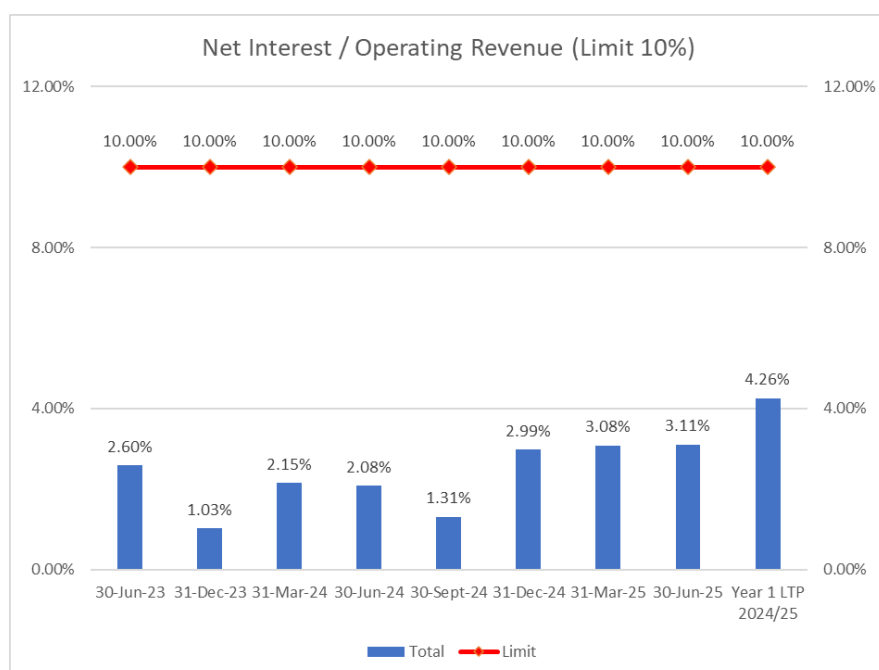
Councils Maximum Limits 2021/2031 Long Term Plan	Current Limits	Annual Plan 2023/24 \$000's	As at 30 June 2024 \$000's	As at 30 September 2024 \$000's	As at 31 December 2024 \$000's	As at 31 March 2025 \$000's	As at 30 June 2025 \$000's	As at 30 June 2025 %	Year 1 LTP 2024/25 \$000's	Year 1 LTP 2024/25 80% Capex \$000's
Net Debt as a Percentage of Revenue	< 175%	21,009	86,485	33,056	15,818	53,754	96,438	98.61%	70,824	74,574
Net Interest on External Borrowings as a Percentage of Total Revenue	< 10%	27,311	82,166	84,202	58,768	85,563	109,327	3.11%	80,280	80,280
Net Interest on External Borrowings as a Percentage of Annual Rates Income	< 15%	17,383	24,561	132,676	100,686	87,607	136,255	7.37%	150,209	150,209
Liquidity (External term debt + committed loan facilities + available liquid investments to existing external debt)	> 110%	6,506	9,143	4,243	7,694	10,188	14,111	129.40%	9,663	9,714

- 4.7 Officers also took the opportunity to reflect this data previously shared in graph format from feedback received and these graphs are displayed below:

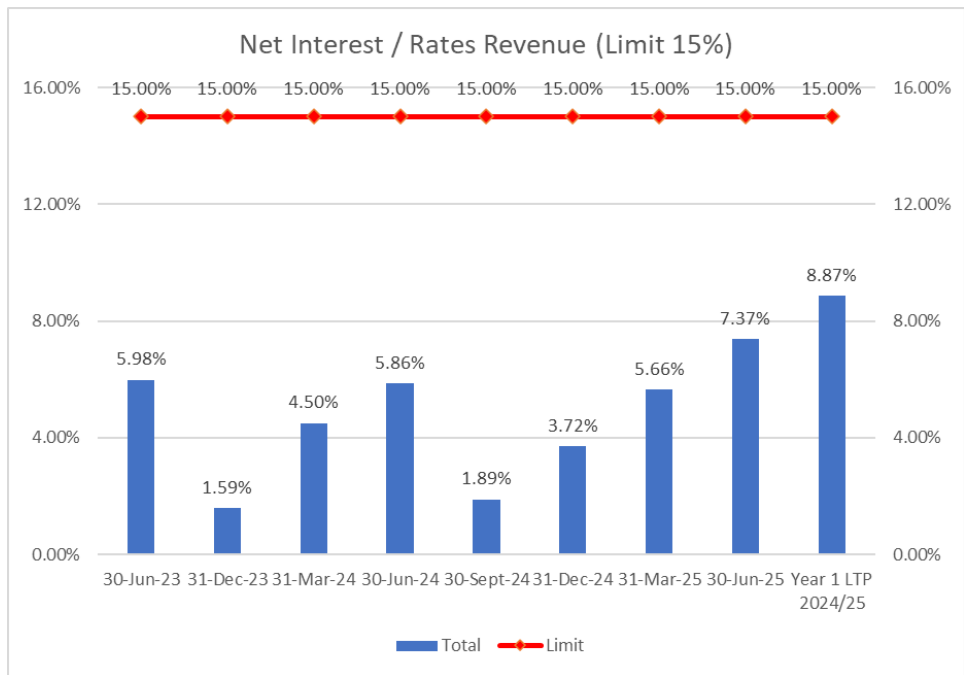
4.8 Net Debt as a Percentage of Revenue



4.9 Net Interest on External Borrowings as a Percentage of Total Revenue



4.10 Net Interest on External Borrowings as a Percentage of Annual Rates Income

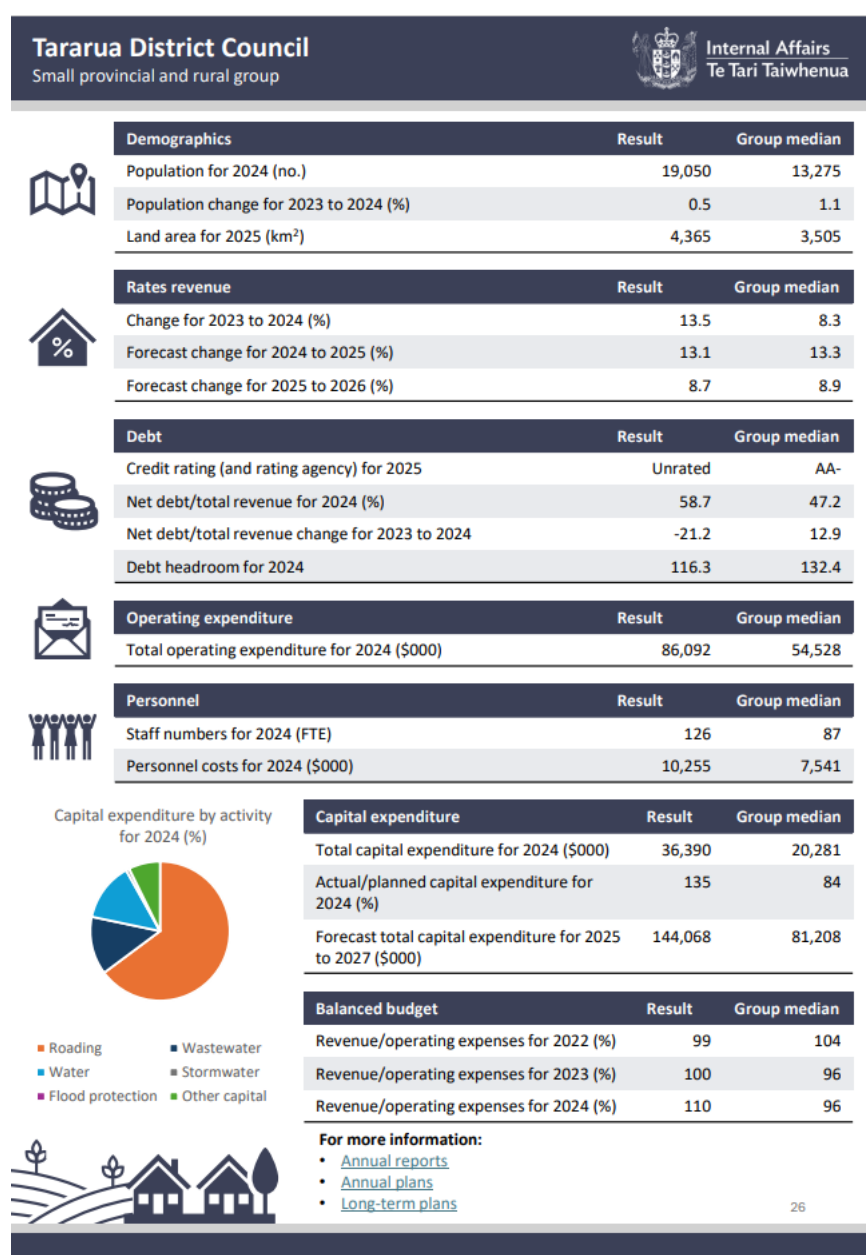


5. Council Borrowings

- 5.1 As stated in the 12 Month Performance Report within the treasury section, Council’s debt levels on 30 June 2025 were \$80 million. In the Long-Term Plan total debt was budgeted to be \$78.2 million.
- 5.2 As can be seen in figure 7 in item 6.2 Council has prefunded \$8 million of its borrowings. What this means is that Council has executed a funding strategy to borrow funds and hold these on a term investment for upcoming debt maturity (\$8 million prefunded for April 2026 debt maturity). This is done when it is favourable for Council to do so and is in accordance with its Treasury Risk Management Policy.
- 5.3 With Council’s prefunding removed, Council’s core external borrowings on 30 June 2025 would be \$72 million. This equates to \$6,504.07 of debt per rating unit (11,070).
- 5.4 On 30 June 2025 Council’s infrastructure assets had a valuation of \$1.14 billion. This valuation is completed externally by an expert in infrastructure valuations and is heavily audited. The infrastructure assets equate to \$103,022.31 per rating unit.
- 5.5 On 30 June 2024 Council’s borrowings were \$69.2 million of which \$41.742 million of this debt was associated to the three waters activities (60% of total debt).

6. Government Back to Basics – Local Government Performance Benchmarks

- 6.1 On 31 July 2025 the Department of Internal Affairs published key metrics on what the Government have said “show how much Councils are spending and what they are spending it on”. The key metrics published can be quickly compared to other Councils of similar size, and are readily available on the Department of Internal Affairs website ([Small-Provincial-Rural-Group-\(PR\)-July-2025.pdf](#)).
- 6.2 Tararua District Council was grouped in the small provincial and rural group, that is Councils defined with populations of fewer than 30,000 people and district councils. Our results can be seen below and see how they compare to the median of the group of Council’s we fall into.



- 6.3 What are these results telling us? For a small Council we are doing pretty well. Our capital expenditure and forecast is significantly greater than that of the median. With that also comes an increase in Council's borrowing requirements as can be seen in our results. This is consistent with our LTP investment requirements.
- 6.4 Our operating expenditure in 2024 is up significantly on the median and that is because of the amount of externally subsidised work we completed in the Cyclone Gabeille initial response and recovery during this time. Excluded from the benchmarks above is the increase in operating revenue we received that offsets the increase in costs.
- 6.5 Council's forecast change in rates revenue for the 2025/2026 & 2024/2025 years is slightly less than the median however noting that Council has had higher rate increases beginning in 2021/2022 as a result of low rate increases before where Council has had to 'catch-up'.
- 6.6 These metrics are calculated based off the rates revenue disclosed in Council's Long Term/Annual Plans, they do not include water meter revenue, remissions in rates or rates penalties which is why they differ to what Council states it's average rates increase is for the year.

7. Universal Water Meters

- 7.1 In the 2025/2026 Annual Plan Council signalled it would begin work on its Universal Water Metering capital project that was budgeted as part of the 2024-2034 Long Term Plan.
- 7.2 This project is a multi-year project that Council is looking to complete over a 4-5 year period. The purpose of the water meters is to assist in Council's wider water management strategy.
- 7.3 The implementation of the water meters will create a fairer way for water charging where users pay for what they use and not the current funding mechanism where everyone that is connected to our town water supply pays the same rate whether they use very little water or they use a lot of water. These water meters will allow for a user pay system.
- 7.4 The meters will also create awareness and drive behavioural change in water usage, help with identifying water leaks in private properties, the collection of data from these meters will help Council to accurately forecast infrastructure maintenance/ renewal, and help to reduce water usage overall to assist in compliance with Regional Council Consents council is required to hold in order to draw water from the river.
- 7.5 The project was budgeted to be funded through Council's Long-Term Plan, with the total cost estimated at \$4.98 million. It will be funded by a loan and repaid through rates over a 20 year term — not by individual up-front charges. This funding is already included in current budgets. All debt will be transferred over to the new water service delivery entity.

8. Update on Direct Debit Adjustment Project Costs

8.1 This report provides an update on the Direct Debit Adjustment project costs and the funding approach, giving elected members a clear view of the financial implications as the project progresses. It outlines the steps being taken to manage these expenses within the existing operational budget.

8.2 Cost Projections

We have incurred costs on the following basis:

- Project Management: External expertise was brought in to ensure effective planning, oversight, and progress tracking.
- Customer Services Support: Additional support was provided to handle the surge in enquiries related to this project while ensuring business-as-usual services continued without disruption. Proactive outreach to affected households was also included in this support.
- Communications: External crisis communications support was utilised to ensure that both project-related and standard communications maintained high quality without impacting daily operations.
- Recalculation Support: To prevent added strain on the rates team, Debt Management Central was engaged to handle recalculations as required.
- Legal Advice: Primarily sought in relation to the postponement policy to ensure compliance.
- System Advice: Secured to confirm that the Authority system could appropriately manage postponement processes and input the required amounts.
- Investigation and Report: Conducted to identify necessary improvements and provide assurance that appropriate measures are in place to prevent a reoccurrence of similar issues. Meeting of Finance and Performance Committee – 20 November 2024 Page 143

The total project cost, covering both realised and anticipated expenses, is \$185,000.

8.3 Funding Source and Budget Allocation

8.4 The project is being funded within existing operational budgets, with the primary funding source coming from a reduction in the staff training budget. We are assessing options to reallocate additional budget to cover potential overages, ensuring sufficient funding is in place to complete the project without compromising ratepayer service quality while continuing to deliver on the LTP.

9. District Plan

9.1 On the 15 July 2025 Government announced a Plan Stop Policy which has meant that Council's proposed District Plan Review 2024-2025 has had to be suspended.

- 9.2 Prior to this announcement Council was in the final stages of finalising the Draft District Plan Review documentation and we were anticipating getting the draft adopted for public consultation purposes on 27 August 2025 and initiating public consultation on 22 September 2025.
- 9.3 To date Council has incurred \$900,923.03 in external costs since 2021, and approximately \$85,000.00 in staff time, with a total project spend of approximately \$985,923.03.
- 9.4 Council has been fortunate in that it has been able to utilise the Better Off Funding Package to complete the Future Community Urban Design and some of the background data and reports required in this work were able to be utilised in the District Plan Review, this totals \$281,368.25 of which was fully offset by external funding.
- 9.5 Net cost to the ratepayer has incurred is \$704,554.78.
- 9.6 Not all has been lost with this work Council was able to complete the following items as part of this work and costs incurred:
- Growth Strategy 2023-2053 – we know where we want our town centres to grow and where we can grow;
 - Infrastructure Response to Growth Strategy;
 - We understand our natural hazard landscape
 - Flood Hazard Assessment for Tapuata Stream, Pahiatua
 - Liquefaction assessment – Tonkin and Taylor
 - We also start to appreciate climate change and we understand the deficiencies in some of our flood hazard modelling for example Woodville. This process is forcing us to resolve this and collaborate with Horizons.
 - Designations – Public Works of Local Authorities
 - Provisions of the Draft District Plan
 - We have strengthened our community and Iwi partnerships
 - We understand the aspirations and the issues that our communities are facing and obstacles – Mixed Use Rezoning to create greater flexibility for our Rural Town Centres and Villages
 - Legal environment that we are operating
 - TDC Urban Design Framework
 - TDC Urban Enhancement Strategy.
 - Draft Engineering Standards
 - GAP Analysis Regional Spatial Strategy

10. Fuel Costs

- 10.1 Officers were asked to compile Council's fuel costs dating back to the 2020/21 financial year, this is shown in the table below along with the average retail fuel prices for that year:

	Total Spend	% increase in fuel price
2020/21	90,070	26.50% (\$1.17 to \$1.48)
2021/22	133,696	100.00% (\$1.48 to \$2.96)
2022/23	195,203	-36.15% (\$2.96 to \$1.89)
2023/24	200,769	4.23% (\$1.89 to \$1.97)
2024/25	145,483	-5.58% (\$1.97 to \$1.86)

10.2 It is important to note that these fuel costs include fuel that has been purchased to run generators.

10.3 2023/2024 Cyclone Gabrielle impacted our district and saw an increase in fuel costs as a result of fuel required for generators for impacted areas of the District.

11. Stranded Overheads – Water Services Delivery Organisation

11.1 Internal charges for Council are costs that are charged to an activity from another activity of Council for example the water activity will have charges from the IT department or finance team as these departments support all activities of Council and are not reported on individually. This includes personnel costs.

11.2 Internal overheads for Council are the general costs needed to run the Council that do not belong to any one activity or department. These costs include electricity, office supplies, insurance costs, depreciation costs and maintenance costs.

11.3 How are these allocated to activities? The main two ways in which these costs are allocated to activities is by floor area each activity occupies and by employees namely the number of staff in each activity.

11.4 For the three water activities in the 2025/2026 Annual Plan these overheads total \$1,464,883 broken down as follows:

- Stormwater \$248,976
- Water \$639,512
- Wastewater \$576,395

11.5 The key drivers for these overheads include Asset management costs, IT charges, Finance costs, Human Resource costs, Chief Executive costs.

11.6 This compares with an estimate of direct and indirect staff costs of approximately \$1,550,000.

11.7 The overhead will reduce as direct staff working in the water services activities will transfer by agreement of the Chief Executives to the new water services organisation.

- 11.8 The original assessment was that 3.7% of staff would remain as potentially stranded overheads or five FTE's. This changes continually and will be reassessed as the changes take place.
- 11.9 The effect of this is likely to be spread over a two year or longer period as the functions and operations of water services are transferred to the new water services organisation.

Attachments

Nil.



Report

Date : 20 August 2025
To : Mayor and Councillors
Tararua District Council
From : Sarah Walshe
Finance Manager
Subject : **Amendment to 2025-2026 Fees and Charges**
Item No : **9.4**

1. Recommendation

- 1.1 *That the report from the Finance Manager dated 15 August 2025 concerning the Amendment to 2025-2026 Fees and Charges be received.*
- 1.2 *That the Council amends the Fees and Charges adopted on 25 June 2025 as follows:*
- 1.2.1 *Building Control – amend GoGet Administration Fee to read:*
GoGet Administration Fee – per consent application – actual cost
- 1.2.2 *Food Licences – add:*
Food Business Levy - \$66.13 (GST inclusive)

2. Reason for the Report

- 2.1 The purpose of this report is to request two amendments to Council's fees and charges effective from 1 September 2025.

3. Background

- 3.1 On 25 June 2025 Council adopted its fees and charges for the 2025-2026 financial year.

3.2 Once adopted, the Council is able to amend its Schedule of Fees and Charges by resolution. The exceptions to this are two types of fees where the Council is required to undertake a special consultative process prior to setting the fees by resolution. These are for fees set for administrative charges under section 36 of the Resource Management Act 1991, and also under section 205 of the Food Act 2014 to recover the direct and indirect costs of any of the following functions under that Act, being:

- Registration;
- Verification;
- Compliance and monitoring activities.

3.3 The first change requested is as a result of a change in the way that the building consent system provider charges Council for each consent application.

3.4 The second change requested is to bring in the food business levy that was brought into effect 1 July 2025 for all food businesses that are registered under the Food Act 2014 on behalf of the Ministry for Primary Industries, so that this required levy can be charged and passed on to the Ministry for Primary Industries.

4. Building Fees & Charges

4.1 Currently Council charges a GoGet administration fee of \$100.05 inclusive of GST for each building consent received.

4.2 Officers would like to change this fee to be actual costs incurred (in line with other fees and charges within this department).

4.3 Council has experienced a change in the way the supplier charges for each consent through the GoGet system. Fees are now being charged varying amounts that range from \$82.00 excluding GST to \$1,125.00 excluding GST per consent application depending on the value of the building consent being applied for.

4.4 If Council did not pass on the actual costs relating to the processing of a building consent, the shortfall would need to be funded from rates.

5. Food Licenses

5.1 The new annual Food Business Levy was approved by cabinet after public consultation, and came into force on 1 July 2025. It was introduced by regulations under the Food Act 2014 for domestic businesses.

5.2 From 1 July 2025 Council is required to charge a Food Business Levy on behalf of The Ministry for Primary Industries which is a new fee that is being phased in over three years (attached is an information sheet Council has received on it).

5.3 This fee was not included in Council's fees and charges that were adopted in June 2025, as a result officers are requesting the approval of this new fee to be charged to all food businesses that are registered under the Food Act 2014 of \$66.13 inclusive of GST (\$57.50 excluding GST) to be collected on behalf of the Ministry for Primary Industries.

5.4 This would enable the Council to comply with the requirement to collect this new levy on behalf of the Ministry for Primary Industries.

6. Significance Assessment

6.1 Both of these fee amendments are considered minor in nature and do not impact on any consultation process that has been undertaken for the Annual Plan.

6.2 There is no requirement for the Council to undertake consultation on these specific fees and charges. The Council has the ability to set these fees and charges by resolution.

7. Conclusion

7.1 Two amendments to the Council's fees and charges adopted in June 2025 are sought.

7.2 These amendments are to respond to firstly a change in the way the supplier of the building consent system charges for each consent through the GoGet system, and secondly a requirement to collect a Food Business Levy set by the Ministry for Primary Industries from all food businesses registered under the Food Act 2014 as from 1 July 2025.

Attachments

1 [!\[\]\(3cb60d42b10e53f9522bb0b392c1c4cd_img.jpg\) Business Flyer - Food Business Levy](#)



New Zealand Food Safety
Ministry for Primary Industries
Manatū Ahu Matua

The Food Business Levy

February 2025

Background

Through the careful and hard work of food producers over many years, New Zealand has a strong reputation for safe and suitable food. This strong reputation is underlined by a robust regulatory system, which is based on international best-practice and scientific evidence.

No matter how big or small the business, customers rightly expect that the food sold to them is safe and suitable. Our food safety system is critical to ensuring food businesses can deliver to those expectations everyday.

Food safety and suitability challenges have always existed, and the New Zealand food safety system adapts and assists businesses in managing these. Food businesses are also working in more innovative ways, trying new business models and production methods, and consumer preferences are diversifying. This has created new risks that need to be identified and managed by New Zealand's food safety system.



About the Food Business Levy

In 2024, the Government agreed to enhance core food safety services under the Food Act 2014 through the Food Business Levy.

Collectively, these food safety services will help food businesses and Local Councils improve the provision of safe food to New Zealanders. The levy will ensure regulatory support for innovation while strengthening the food safety system.



What will businesses get from the Food Business Levy?

- Better education and support to meet food safety and suitability requirements.
- Increased monitoring and taking prompt intervention to ensure the food safety system is working well.
- More support for providing a fair, consistent, and risk-appropriate level of verification, registry, and enforcement services to food businesses that do not follow the rules.
- Regular national campaigns to tackle systemic food safety or suitability issues.
- More effective, efficient, and up-to-date rules and standards with input from businesses.



Details about levy collection

The full Food Business Levy will be phased in over three years:

From 1 July 2025
to 30 June 2026 **\$57.50** (plus GST)

From 1 July 2026
to 30 June 2027 **\$86.25** (plus GST)

From 1 July 2027 **\$115.00** (plus GST)
per year

The Food Business Levy is an annual charge for registered food businesses operating under a food control plan or national programme, which will be billed by their relevant registration authority (your Local Council or the Ministry for Primary Industries). If you are a new business, the levy will be billed at registration. Otherwise, businesses will be charged annually.



In addition, Councils can recover administration costs of \$11 (plus GST) per invoice raised or at time of renewal/registration.

Role between Local Council and the Ministry for Primary Industries

MPI and all local councils are registration authorities under the Food Act 2024, and register food businesses operating under risk-based measures, these being:

- 1 National programmes
- 2 Food control plans (FCPs) – custom or template



For information about who does what between local councils and MPI, check the [Information for authorities that register food businesses](#) webpage on MPI's website.

NZFSME_90PG 02/25



For more information

Find out more online

[Food Act 2014 fees, charges, and levies](#)

or email

foodactlevies@mpi.govt.nz



Report

Date : 22 August 2025

To : Mayor and Councillors
Tararua District Council

From : James Single
Regulatory Services Manager

Subject : **2024/2025 Annual Report of the Tararua District Licensing Committee**

Item No : **9.5**

1. Recommendation

- 1.1 *That the report from the Regulatory Services Manager dated 29 July 2025 concerning the 2024/2025 Annual Report of the Tararua District Licensing Committee be received.*

Executive Summary

This report is for information purposes only.

The Council is required to report to the Alcohol Regulatory Licensing Authority (ARLA) each financial year on the proceedings and operations of its District Licensing Committee (DLC) and statistical information under section 199 of the Sale and Supply of Alcohol Act 2012 (SSAA).

The format for reporting to ARLA is now entered online. Additionally, the report must be received by ARLA before 30 September 2025 to provide them time to prepare submissions to Central Government.

The Tararua DLC report for the year 2024/25 is attached to this report for Council noting only. The report has been approved by the DLC Chair and has been forwarded to ARLA within the required timeframe, completing Council's responsibilities under the Act.

2. Reason for the Report

- 2.1 To inform Council of the annual report on the administration of alcohol licensing for the period of 1 July 2024 to 30 June 2025. This report is required under the requirements of the Sale and Supply of Alcohol Act 2012.

3. Statistical Information

- 3.1 Statistical and financial information for the reporting period is included in the report.

4. Significance Assessment

This item does not trigger Council's significance and engagement policy and it has no financial impacts on the approved Long Term Plan.

Attachments

- 1 [↓](#). Annual Alcohol Licensing Report 2024 - 2025 - Tararua District Licensing Committee



Annual Report 2024/25

Tararua District Licensing Committee

28 July 2025

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The following report is a summary of the activities of the Tararua District Licensing Committee ('the DLC'), as required by section 199(1) of the Sale and Supply of Alcohol Act 2012, for the reporting year of 1 July 2024 to 30 June 2025.



David Lea
Chairperson
Tararua District Licensing Committee



James Single
Secretary
Tararua District Licensing Committee

1. Overview

District Licensing Committee Structure and Personnel

Chairperson

David Lea

Deputy Chairperson

Kerry Sutherland (Councillor)

Members

Tracey Collis, Scott Gilmore, Alison Franklin

Secretariat and Support Staff

Bryan Nicholson Chief Executive Officer

James Single Regulatory Services Manager
(Secretary of the Tararua District Licensing Committee)

Heather Hood Alcohol Licensing Officer

Lizzen Nobathu Environmental Health Officer and Alcohol Licensing Officer

2. Contact List

Name	Role	Email	Phone
James Single	Secretary, DLC	james.single@tararuaadc.govt.nz	027 245 4178
Heather Hood	Alcohol Licensing Officer	heather.hood@tararuaadc.govt.nz	027 224 9702
Lizzen Nobathu	Environmental Health Officer	lizzen.nobathu@tararuaadc.govt.nz	027 350 7096
Generic Email		Alcohol-licensing@tararuaadc.govt.nz	06 374 4080

3. Questions Provided by the Alcohol Regulatory Licensing Authority

1: How many applications for new on-licences did your committee grant?

New On Licences - 3

2: How many applications for new on-licences did your committee refuse

Nil

3: How many applications for new off-licences did your committee grant?

New Off Licences - 3

4:) How many applications for new off-licences did your committee refuse?

Nil

5: How many applications for new club licences did your committee grant?

New Club Licences - 2

6: How many applications for new club licences did your committee refuse?

Nil

7: How many applications for new manager's certificates did your committee grant?

Manager Certificates New - 16

8: How many applications for new manager's certificates did your committee refuse?

Nil

9: How many applications for the renewal of licences did your committee grant?

On Licences renewals – 10

Off Licences renewals - 11

Club renewals - 12

Total = 33

10: How many applications for the renewal of licences did your committee refuse?

Nil

11: How many applications for the renewal of manager's certificates did your committee grant?

Managers' certificate renewals - 38

12: How many applications for the renewals of manager's certificates did your committee refuse?

Nil

13: What is the total number of on-licences in your licensing district?

Total On licences - 17

14: What is the total number of off-licences in your licensing district?

Total Off licences - 21

15: What is the total number of club licences in your licensing district?

Total Club licences - 21

16: Please comment on any changes or trends in the Committee's workload in 2023-24.

We are noting the continued decrease in all types of licensing applications this year. A couple of businesses have closed. We can only assume this has something to do with the current economic climate in the country.

17: Please comment on any new initiatives the Committee has developed/adopted in 2023-2024.

We are continuing to work with Police with combined controlled purchase operations however, it is becoming more difficult to get Police staff as their resources are stretched.

We have initiated public notifications of applications on our council website in addition to publicly notifying via our local community newspaper.

18: Has your DLC developed a Local Alcohol Policy?

No

19: If yes, at what stage is the policy?

N/A

20: If the answer to 19 is 'in force' what effect do you consider your Local Alcohol Policy is having?

N/A. We intend to develop a local alcohol policy next year.

21: If the answer to 19 is 'in force', is your Local Alcohol Policy due for review?

N/A

22: Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is, or is not, achieving its object. Note: the object of the Sale and Supply of Alcohol Act 2012 is that:

- a) the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and*
- b) the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.*

We believe that the object of the Act is being achieved in terms of processes and procedures that licensees and managers must undertake, to ensure the sale, supply and consumption of alcohol is undertaken safely and responsibly.

Controlled purchase operations with Police and regular compliance checks ensure processes by licensees and managers are undertaken to minimise harm caused by excessive consumption of alcohol.

23: What changes or trends in licensing have you seen since the Act came into force?

We have not observed any changes or trends in our district.

24: What changes to practices and procedures under the Act would you find beneficial?

Requirement for photo ID on Manager's Certificates would be helpful.
Clearer rules around remote sales.

4. Statistical Information

During the reporting period, the DLC issued 125 applications, being 58 less than the previous reporting period.

Below is a comparison of the applications issued in the previous four reporting periods.

Application Type	2021/22	2022/23	2023/24	2024/25
ON LICENCE new	1	6	5	4
ON LICENCE renewal/variation	1	12	7	8

OFF LICENCE new	1	4	6	3
OFF LICENCE renewal/variation	4	21	8	9
CLUB LICENCE new	0	0	1	2
CLUB LICENCE renewal/variation	8	27	5	9
Temporary Authorities	1	6	8	7
New Manager's Certificates	31	51	34	16
Manager's Certificates Renewals	31	27	53	35
Special Licences	32	52	56	32
TOTAL	110	206	183	125

The Committee did not refuse any new or renewal On, Off or Club licences.

The Committee did not refuse any new or renewal Manager's Certificate applications.

5. Annual Returns to the Alcohol Regulatory Licensing Authority

Tararua District Council Annual Return for the Year Ending 30 June 2025

On-licence, Off-licence and Club Licence Applications Received						
Application Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence new	0	1	3	0	0	4
On-licence variation	0	0	0	0	0	0
On-licence renewal	0	2	6	0	0	8
Off-licence new	0	0	3	0	0	3
Off-licence variation	0	0	0	0	0	0
Off-licence renewal	0	0	9	0	0	9
Club licence new	1	0	1	0	0	2
Club licence variation	0	0	0	0	0	0
Club licence renewal	9	0	0	0	0	9
Total number	10	3	22	0	0	35
Total fees payable to ARLA (GST incl)	\$172.50	\$1035.50	\$1138.50	-	-	\$1414.50

Annual Fees for Existing Licences Received						
Licence Type	Number Received in Fee Category – Very Low	Number Received in Fee Category – Low	Number Received in Fee Category – Medium	Number Received in Fee Category – High	Number Received in Fee Category – Very High	Total
On-licence	1	3	14	1	0	19
Off-licence	1	3	21	1	0	26
Club licence	19	3	1	0	0	23
Total Number	21	9	36	2	0	68
Total fees payable to ARLA (GST incl)	\$362.25	\$310.50	\$1863.00	\$172.50	\$0	2052.75
Total fees paid to ARLA (GST incl)						\$3467.25

Managers' Certificate Applications Received	
Application Type	Number Received
Managers' certificate new	16
Managers' certificate renewal	35
Total number	51
Total fees payable to ARLA (GST incl)	\$1466.25

Special Licence Applications Received			
	Number Received in Category – Class 1	Number Received in Category – Class 2	Number Received in Category – Class 3
Special licence	2	14	32

Temporary Authority Applications Received	
	Number Received
Temporary authority	7

Permanent Club Charter Payments Received	
	Number Received
Permanent club charter payments	-
Total paid to ARLA	\$5589.00

6. Current list of licensed premises

Premise Name	Type	Site Address
The Shed	CLUB	4 Edward Street, Pahiatua
Ruahine Ports	OFF	609 Tipapakuku Road, Dannevirke
Super Liquor Woodville	OFF	61 Vogel Street, Woodville
Catalyst Fruit Wines	OFF	84006 State Highway 2, Eketahuna
Black Dog Tavern	ON	835 Matamau Ormondville Road, Matamau
New World Dannevirke	OFF	8 Barraud Street, Dannevirke
Aotea Sports Club	CLUB	20 Makirikiri Road, Dannevirke
New Central Motor Inn	ON	63-65 Vogel Street, Woodville
Herbertville Inn	ON	12 Seaview Road, Herbertville
Herbertville Inn	OFF	12 Seaview Road, Herbertville
Post Office Hotel	ON	164 Main Street, Pahiatua
Post Office Hotel	OFF	164 Main Street, Pahiatua
Norsewood Golf Club	CLUB	35 Kopua Road, Norsewood
Club Hotel Pahiatua	ON	83 Main Street, Pahiatua
Im-Aim Thai Cuisine	ON	2 Barraud Street, Dannevirke
Café 88	ON	88-90A Vogel Street, Woodville
The Bottle-O Mangatera	OFF	389 High Street, Dannevirke
Mangatera Hotel	ON	391 High Street, Dannevirke
Mangatera Hotel	OFF	391 High Street, Dannevirke
Bush Multisport Facility Pahiatua	CLUB	57 Huxley Street, Pahiatua
Dannevirke Sports Bar	ON	2 Barraud Street, Dannevirke
Pongaroa Hotel	ON	10810 Route 52, Pongaroa
Pongaroa Hotel	OFF	10810 Route 52, Pongaroa
Seaview Takeaways	OFF	50 Akitio Esplanade, Akitio
Cape Turnagain Golf Club	CLUB	75 Seaview Road, Herbertville
Super Liquor Dannevirke	OFF	14 Miller Street, Dannevirke
The Bluemoon Authentic Cuisine	ON	84-92 Main Street, Pahiatua
High Street Bistro	ON	133 High Street, Dannevirke
Merrylees Hotel	ON	2 Hall Street, Dannevirke
Merrylees Hotel	OFF	2 Hall Street, Dannevirke
Tararua Club	CLUB	15 Tararua Street, Pahiatua
Eketahuna Club	CLUB	30 Herbert Street, Eketahuna
Makuri Country Club	CLUB	Makuri Domain Road, Makuri

Dannevirke Services & Citizens Club	CLUB	1 Princess Street, Dannevirke
Pahiatua Golf Club	CLUB	81221 State Highway 2, Mangatainoka
Pongaroa Golf Club	CLUB	4948 Pahiatua Pongaroa Road, Pongaroa
Woodville Bowling Club	CLUB	60 Fergusson Street, Woodville
Dannevirke Bowling Club	CLUB	19 Waterloo Street, Dannevirke
Dannevirke Squash Club	CLUB	38 Gregg Street, Dannevirke
Tararua Squash Club	CLUB	57 Huxley Street, Pahiatua
Eketahuna Inn	ON	2 Haswell Street, Eketahuna
Dannevirke Four Square	OFF	247-249 High Street, Dannevirke
Eketahuna Golf Club Inc	CLUB	30 Macara Street, Eketahuna
Eketahuna Rugby Football Club	CLUB	89 Alfredton Road, Eketahuna
Tui HQ	ON	5 Mara Street, Mangatainoka
Tui HQ	OFF	5 Mara Street, Mangatainoka
Akitio Boating Club	CLUB	53 Akitio Esplanade, Akitio
Big Barrel Pahiatua	OFF	163 Main Street, Pahiatua
New World Pahiatua	OFF	97 Main Street, Pahiatua
Woodville Four Square	OFF	90 Vogel Street, Woodville
Dannevirke Tennis Club	CLUB	9 Anderson Street, Dannevirke
Dannevirke Golf Club	CLUB	14 Tamaki River Road, Dannevirke
Pahiatua Bowling Club	CLUB	7A Paterson Street, Pahiatua
Eketahuna Bottle Store	OFF	27 Main Street, Eketahuna
Eketahuna Four Square	OFF	27 Main Street, Eketahuna
The Black Stump Cafe Dannevirke	ON	21 High Street, Dannevirke
Wimbledon Tavern	ON	6353 Route 52, Wimbledon
Wimbledon Tavern	OFF	6353 Route 52, Wimbledon
Big Barrel Dannevirke	OFF	145-147 High Street, Dannevirke





Report

Date : 14 August 2025

To : Mayor and Councillors
Tararua District Council

From : James Single
Regulatory Services Manager

Subject : **Council Enforcement Policy (3 year review)**

Item No : **9.6**

1. Recommendation

- 1.1 *That the report from the Regulatory Services Manager dated 04 August 2025 concerning the Council Enforcement Policy (3 year review) be received.*

Executive Summary

The attached Enforcement Policy is tabled as a courtesy for Council information only. This Policy does not require adoption as it is an internal policy. The Policy acts as a manual intended to provide Tararua District Council staff, tasked with enforcement responsibilities, direction on principles and procedures when undertaking enforcement duties.

2. Reason for the Report

- 2.1 The purpose of this report is to formally advise Council that the Enforcement Policy has undergone its 3 yearly review, as required under the policy.
- 2.2 This Enforcement Policy outlines the following:
- Provides Authorised Officers at Tararua District Council with an understanding of the enforcement policies and procedures to be adhered to while exercising their duties and obligations under specific Acts.
 - Provides understanding on how Tararua District Council, through enforcement, gives effect to the purpose and principles of the relevant

legislation, bylaws and the objectives of the Tararua District Council Operative District Plan (The Plan).

- Provides guidance on the range of compliance promotion and enforcement tools available to enforcement staff.
- Ensures a consistent and integrated approach to enforcement at Tararua District Council.
- Provides Council staff and all resource users a clear understanding of Council's enforcement process and what is expected when contraventions occur.
- Provides evidence to Courts of a fair and systematic process in place to determine the level of enforcement taken.
- Ensures Officers are well trained and appropriately warranted under the specific legislation in which they are operating.

3. Enforcement Responsibilities

- 3.1 As an agency having territorial authority responsibilities, Council has a broad range of environmental, planning, and development control responsibilities, including the statutory obligation to enforce its legal duties and responsibilities under the wide range of Acts it administers.
- 3.2 The reason Council is required to enforce these laws is essentially related to matters of health, safety and environmental protection. These are matters that Parliament has deemed to be of sufficient public interest to merit Government intervention. Council enforces the law to meet those undertakings through rules and resource consents.
- 3.3 Council Enforcement Officers are required to be warranted and understand the legal requirements of operating under relevant legislation.
- 3.4 A fair and systematic process outlining the enforcement process while incorporating an escalating enforcement approach is best practice within enforcement agencies.

Attachments

- 1 [↓](#). Policy - Enforcement -July 2025



Enforcement Policy

August 2025



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1 Introduction

This enforcement policy is intended to provide Tararua District Council (Council) staff tasked with enforcement responsibilities, direction on the principles and procedures to be adhered to when undertaking their duties under the various Acts and regulations Council administers.

While intended primarily for enforcement staff, this manual also provides other staff in Council with an understanding of the purpose and principles to be applied in monitoring and enforcing rules and regulations in Tararua District. It also provides insight into the range of enforcement tools available to Council and the selection processes undertaken to achieve desired outcomes.

This manual will be reviewed regularly and updated if and when required to reflect regulatory or procedural changes that may occur.

2 Purpose

The primary purpose of this policy is to:

- Help ensure that Council satisfies its statutory obligations as a regulator and administrator of legislation we are responsible for.
- Provide Enforcement Officers at Council with an understanding of the enforcement policies and procedures to be adhered to while exercising their duties and obligations under specific Acts.
- Provide understanding on how Council, through enforcement, gives effect to the purpose and principles of the relevant legislation, bylaws, and the objectives of the Tararua District Council Operative District Plan (The District Plan).
- Provide guidance on the range of compliance promotion and enforcement tools available to enforcement staff.
- Ensure a consistent and integrated approach to enforcement in Tararua District Council.
- Provide Council staff and all resource users a clear explanation of Council's enforcement process and what is expected when contraventions occur.
- Provide evidence to Courts that Council has a fair and systematic process in place to determine the level of enforcement taken.

This policy is general in nature and does not exhaustively list all considerations which may be relevant to Council decision-making when addressing breaches or considering enforcement action. This policy is not intended to confine, restrain or limit Council's discretion to take any action.

It is not intended that a departure from this policy, where Council considers it appropriate, in any way invalidates or otherwise calls into question the actions of Council's officers.

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3 Why Enforce?

Enforcement is an integral part of the implementation and administration of the law.

As an agency having territorial authority responsibilities Council has broad ranging environmental, planning, and development control responsibilities, including the statutory obligation to enforce its legal duties and responsibilities under the Acts it administers. We must ensure that we satisfy our regulatory responsibilities in the interests of all our community members.

The reasons Council is required to enforce the law are essentially related to matters of health, safety, and environmental protection. These are matters that Parliament has deemed to be of sufficient public interest to merit Government intervention. Council enforces the law to meet those undertakings through rules and resource consents.

The statutes under which the Council has duties and responsibilities for the enforcement of laws include, by way of example, the:

- Resource Management Act 1991
- Local Government Act 2002
- Local Government Act 1974
- Building Act 2004
- Sale and Supply of Alcohol Act 2012
- Dog Control Act 1996
- Impounding Act 1955
- Health Act 1956
- Transport Act 1962
- Land Transport Act 1998
- Land Transport (Road User) Rule 2004
- Hazardous Substances & New Organisms Act 1996
- Gambling Act 2003
- Prostitution Reform Act 2003
- Litter Act 1979
- Food Act 1981
- Food Act 2014
- Biosecurity Act 1993
- And various Regulations, Council plans and bylaws

The need to enforce compliance may arise following routine monitoring or investigation following receipt of a complaint.

Structured monitoring programmes allow Council to assess the degree to which people are complying with the terms of their resource consent or the rules allowing them to undertake specific activities and respond accordingly.

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Likewise, complaints investigation is a crucial function of Council in providing appropriate response to alleged breaches.

In both instances, the need to take enforcement action will arise because a breach of the legislation or a breach of a statutory consent has arisen.

We can broadly categorise enforcement mechanisms as being concerned with three interrelated outcomes, these are:

- Avoidance, mitigation or remedying of adverse effects;
- Compliance; and
- Deterrents and restitution.

Typically, the process of undertaking enforcement is a staged one of promoting awareness and providing assistance, warnings, issuing of enforcement notices (includes abatement notices), infringements and, where appropriate, prosecution. There can be no hard and fast rules however, because each case will need to be assessed on its facts.

The scope of the following sections is to discuss the broad outline of enforcement investigations and standard procedures required for successful enforcement action. The standardisation of forms and reporting is also designed to assist Enforcement Officers in generating a consistent approach to all enforcement investigations.

4 Enforcement Principles

4.1 Principles

The requirement to enforce compliance with the law is a mandatory obligation of most of the Acts Council administers. These Acts provide the specific legislative framework for Council to enforce the rules and regulations. While these Acts provide the enforcement tools, how Council chooses to enforce usually remains at its discretion. This is necessarily so when considering that compliance and enforcement is complex in law and usually complicated by many factors, all having a bearing one way or another on an appropriate response.

Although Enforcement Officers are given discretion regarding the enforcement option to take, the response must always be commensurate with the level of offending and provide consistency in approach. Because of its discretionary nature there will be occasions where, on the facts of a particular case, no action is taken. While every effort should be made to treat like cases alike, there will be situations where differences may occur. Any accusation of inconsistency can be minimised provided every decision is backed up by sound and defensible judgements.

To assist enforcement staff in selecting an appropriate response, regard must always be given to the underlying set of principles guiding the use of enforcement. These principles must be adhered to when carrying out monitoring, enforcement, or compliance promotion.

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4.2 Effect of Non-compliance

Council cannot authorise the continuation of an offence however any action taken will depend on the severity of the offence and the consequences on the environment, people, or property. The enforcement response should always be commensurate with the effects.

4.3 Administrative Efficiency

The Council will undertake its duties in a timely and professional manner, ensuring that at all times compliance and enforcement is done in as cost-efficient a manner as possible.

4.4 Objectivity

Council will ensure that all complaints or alleged breaches are investigated in an impartial and objective manner and free of improper interference or influence.

4.5 Fairness

Council will administer its enforcement responsibilities without fear or favour. There will be no bias or favour of any person or group including dog owners, those against whom complaints have been made, consent holders, resource users, complainants, or alleged offenders. Any Council response, including where enforcement action is necessary, will be applied consistently, impartially, and fairly across all sectors of our community.

4.6 Certainty

The Council will provide certainty and clarity about what is not acceptable behaviour and what is, and in instances of non-compliance the likely consequence. Decisions on enforcement action will be taken in a timely manner and without undue delay or interference.

4.7 Simplicity

It is not appropriate to put in place a system that is unduly bureaucratic. Any approach to enforcement of legal obligations, while remaining legally defensible, should be simple to administer and be understood by all staff, resource users and the public in general.

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5 General Provisions

5.1 Enforcement Officers

The Chief Executive (CE) has the authority to appoint Enforcement Officers under various Acts, including the Local Government Act 2002, Health Act 1956, Resource Management Act 1991, Litter Act 1979 and Hazardous Substances & New Organisms Act 1996. Duly appointed Enforcement Officers have authority to undertake all statutory enforcement functions and responsibilities provided for by those Acts.

5.2 Warrant of Appointment

Every Enforcement Officer in Council is to be issued a Warrant of Appointment. The warrant serves as the officer's written authorisation and evidence of identification. This warrant should be carried by the officer at all times, be produced upon initial entry to any property whether asked for or not, and upon any reasonable later request.

5.3 Surrender of Warrant

Every Enforcement Officer is to immediately surrender his/her warrant upon termination of employment at Council.

5.4 Powers of Entry for Inspection

The power granting an Enforcement Officer entry onto private land may differ with respect to obligations and duties required to be met, depending on the Act under which the power is exercised.

Power of entry to private property exists under the Building Act 2004 (Section 222), Resource Management Act (Section 332), the Local Government Act 2002, (Section 171), Hazardous Substances & New Organisms Act 1996 (Section 103), Health Act 1956 (Section 128) and the Dog Control Act 1996 (Section 14). It is the Enforcement Officer's responsibility to fully understand the obligations and duties contained in these Acts prior to exercising any entry onto private land.

Note: All Enforcement Officers in Tararua District Council will hold warrants issued pursuant to these Acts stating that the Enforcement Officer is authorised the power of entry under these sections.

When exercising authority to enter private land, the following must be undertaken:

- **In all cases** the Enforcement Officer must, upon entering the property, make every attempt to find the owner or occupier.

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- **In all cases** the officer is to show his/her warrant of appointment to the owner/occupier of the property to confirm identity and if the owner/occupier later asks to see the warrant again, the warrant should be shown.
- **In all cases** (when the owner is not available) following an inspection, a Notice of Inspection shall be written out with all relevant details, and the officer's business card should accompany the notice at all times.

Note: It is a statutory requirement for Council to advise the occupant(s) that their property has been subject to an inspection under Section 332(4) of the Resource Management Act 1991.

Officers can also use any assistance as is reasonably necessary to carry out this function. In the event that the owner or occupier refuses entry, the Enforcement Officer will contact the Regulatory Services Manager, or their Team Leader and inform them of the situation. The Police may be requested to accompany the Enforcement Officer on return to the property at a later time. In certain circumstances, the Council may apply to the District Court to issue a **"Warrant of Entry"** if the Enforcement Officer(s) is/are convinced that there will be evidence of an offence. A Constable is required to accompany the Enforcement Officer onto the site for the purpose of execution of the warrant.

5.5 Interviews

It is standard practice when conducting investigations to seek, where appropriate, an explanation from any person who is alleged to have committed an offence and/or relevant witnesses. A written record of the conversation should always be made at the time, or immediately after the conversation. A signed statement should be sought where appropriate. Whenever possible, it is useful to have another Enforcement Officer present when investigating an incident and/or utilise a recording camera if available.

The Enforcement Officer should seek an explanation to an offence and every opportunity to do so should be given.

Note: Section 178 of the Local Government Act, Section 22 of the Resource Management Act and Section 19(1) of the Dog Control Act specifically provide an Enforcement Officer the power to require a person suspected of committing an offence to provide certain information. Enforcement Officers need to familiarise themselves with these provisions.

If the person refuses to give their details, Police assistance should be requested and the Enforcement Officers' Manager notified.

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5.6 Documentary Evidence

Photographs, written statements, diary and file notes (including field records) are essential for the following reasons:

- They record what the Enforcement Officer observed, and any actions taken.
- They can form the basis for the brief of evidence that will be prepared in the event that the matter is taken through to a hearing.

They can be referred to when the witness gives evidence to refresh his/her memory (prosecution only). Notes can only be referred to if the note was taken at the time of the incident, or as soon as possible after the incident. If notes cannot be taken at the scene of the incident, they should be recorded when the officer returns to the car or as soon as practicable. This will ensure the notes can be referred to in Court if necessary.

In prosecutions it is not unusual for charges to be laid between five and six months after an incident because Council requires this much time to thoroughly investigate a matter. Once charges are laid, it may take a further 6 to 12 months to obtain a hearing date. Therefore, staff may have to give evidence 12 to 18 months (and sometimes longer) after the incident. This is why clear and comprehensive file notes must be kept at the investigation phase. Officers may produce a transcript of notes and interviews provided that the original handwritten notes are preserved intact for future scrutiny. Note the storage of any digital media should not include any compression or alteration of the captured image or transcript.

Generally, file notes should cover:

- The time of entry to inspect the property, the reasons for doing so and the duration of the inspection.
- Confirmation that the warrants were shown to the person(s) spoken to, or written notice of the inspection was left in a prominent place if the owner/occupier was not present. Where that occurs, the Officer should take a photo of the notice left in situ.
- The full names and addresses of all persons spoken to and a contact telephone number for each of them.
- Questions put to the interviewee, and the interviewee's response.
- Notes about the contact an Enforcement Officer has had with a complainant and/or person being investigated.
- Any explanation or reasons given by the person(s) spoken to.
- The Officer's observations.
- The weather on the day of the investigation, including whether it had been raining previously, etc. (This is important when dealing with discharges into or onto land that have found their way into a watercourse.)
- Reference to samples, sample labels and photographs.
- Matters relevant to chain of custody.

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Enforcement Officers should type a record when they return to the office after investigating a complaint. This should give a general overview of the investigation and expand or clarify any “shorthand” in handwritten notes.

5.7 Technical Instruments

Enforcement Officers are likely to use a variety of technical instruments in collecting samples and in carrying out field measurements. The admissibility of data generated by mechanical or computerised instruments is subject to the law of evidence. To be able to admit evidence collected by the use of an instrument, it is necessary to show the following:

- The instrument was used by someone qualified to use it;
- There was correct operation of the instrument; and
- It was in good condition for accurate work.

Note: It may be necessary to produce the manufacturer’s specifications for the instrument and give evidence that the instrument was regularly maintained and/or calibrated in accordance with the manufacturer’s specifications, or standard analytical methods or procedures.

If the instrument is complex and not frequently in use, evidence must be given showing that the instrument was constructed and/or programmed on scientific principles and is accepted as dependable for its purpose by the profession concerned in that branch of science. This sort of evidence can only be given by an expert. Advice should be sought from experts in Council if available, or externally if necessary, prior to the use of such instruments.

If there are any handwritten notes made recording results, these must be retained, even if later typed. Any original computer-generated printout should be retained.

5.8 Visual Observations, Photographs, Sketches and Measurements

Detailed visual observation is very important in prosecutions. Photographs should always be taken and every Enforcement Officer should carry a camera at all times. In certain cases, consideration should be given to aerial photographs, as this is often very useful for illustrating an overview of the situation. It is important to ensure that the date and time is recorded on all photographs. A sketch is helpful (e.g., identifying dumping points, waterways and the source of the discharge or the extent of an excavation). Global positioning system (GPS) units and 100 metre tape measures should be available to all enforcement staff.

Where photographs are taken, Officers must ensure that the photographs are retained securely and appended to the investigation file.

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5.9 Samples

Section 332(2) of the Resource Management Act provides that the Enforcement Officer may take samples of water, air, soil, or organic matter, and under Section 332(2A) may also take a sample of any substance that the Enforcement Officer has reasonable cause to suspect is a contaminant of any water, air, soil, or organic matter. Whenever possible, samples of the contaminant discharged will be collected and analysed so that evidence can be given of the effect of the contaminant on the environment. A visual observation on its own may not be sufficient to prove the substance is a contaminant as defined in the Resource Management Act.

The purpose of sampling is to identify the contaminant discharged and its likely effect on air, soil, or water quality. Hence, the receiving environment should also be sampled above and below the point of discharge. Make sure to establish the extent of any discharge as accurately as possible, including directions of flow and speed. If there are other possible sources of contamination (e.g., two drainpipes discharging into the same stream), samples should also be collected from these other sources to establish their effect on the receiving environment.

There are similar provisions relating to food samples under the Food Act.

5.10 Chain of Custody

The “chain of custody” refers to the passage of an exhibit, from where it was located until the time it is produced in Court as evidence (physical evidence such as samples, documents or photographs are referred to as “exhibits”). The chain of custody proves that an exhibit is, in fact, what it is alleged to be, i.e., what is produced in Court is precisely what was originally found at the scene and has not been contaminated. Accurate records relating to chain of custody must be maintained, where exhibits are secured as part of an investigation.

5.11 Service of Documents

It is important that the correct procedures are observed in relation to the service of documents under the specific Acts Council administers. The mode of service of documents under the Resource Management Act is clearly detailed in Section 352. In general, service of a document may be achieved through the following means:

- When the recipient is present, deliver personally to that person;
- Hand delivering any document to the usual or last known residence or place of business of the person (the letter box is acceptable). In some cases, delivery can be by facsimile;
- Send it to the actual or last known place of residence or business of the person;
- Send it to an email address that the person specified as an address for service; or
- Send it by any other manner that the Court may, on application to it, direct.

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Pursuant to Section 352(5) of the Resource Management Act, Section 66(2) of the Dog Control Act and Section 14(2) of the Litter Act where a notice or document is sent by post to a person, it shall be deemed, in the absence of proof to the contrary (e.g., registered post) to be received by the person at the time the letter would have been delivered in the ordinary course of the post.

Service on a body (whether incorporated or not) can be carried out by service on an officer on the board of that body, or on the registered office of the body.

Other Acts contain different requirements regarding service of documents, which must be observed.

5.12 Cost Recovery

Council may recover what is considered actual and reasonable costs incurred as a result of investigating breaches of an Act. By “actual and reasonable” it is intended to mean those costs directly associated with the non-complying activity. Costs that may be fairly recovered include, but may not be limited to:

- Staff time spent locating the activity and undertaking on-site inspection to identify/confirm breaches.
- Staff time spent determining culpability/responsibility for detected offences.
- Staff time spent in communicating and corresponding with persons/organisations responsible, including matters involving remedial or mitigation works.
- Staff time spent in travel to a site where an activity is subsequently found to be non-complying.
- Costs incurred through disbursements, such as costs of analysis.

These costs are incurred after a second or subsequent visit detects continuing non-compliance, or new offending.

Enforcement Officers should endeavour to recover all fair and reasonable costs associated with an investigation. Once a decision to take enforcement action is made however, Council is then limited in recovering costs under this Policy, as it excludes any activity not deemed to be an inspection, such as enforcement proceedings. In essence, Council cannot charge for time spent preparing infringement or abatement notices, or preparation of other enforcement proceedings. In these instances, Council must rely on costs awarded by the Courts at any later hearing.

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5.13 Receipt or Handling of Monies

No Enforcement Officer employed by Council shall accept or handle any fees or monies associated with their duties, including fines payments. Where any such attempt to give money to an Enforcement Officer is made, the Officer must decline to receive it and immediately report the attempt to their supervisor.

5.14 Disclosure of Information

If Council prosecutes, all file notes and other documents (other than correspondence and other communications between the local authority and its lawyer relating to the prosecution) are subject to disclosure under the Criminal Disclosure Act 2008.

For any action not subject to the Criminal Disclosure Act 2008, if the party against whom the action is taken makes a request under the Local Government Official Information & Meetings Act 1987, copies of documents on the local authority's file are required to be provided unless there are reasons for withholding the information under Sections 6 and 7 of the Local Government Official Information & Meetings Act.

As a general rule the exception will be disclosure of the names of complainants. The Council will not normally disclose the names of complainants under the provisions of the Privacy Act 2020, which authorises the right to withhold certain information.

All requests for disclosure of information are to be referred to the Regulatory Services Manager in the first instance.

5.15 Media Release

Only the Regulatory Services Manager, Group Manager Operations, or the Chief Executive have the authority to release information or otherwise make comment to the media. No other person should make comment to the media unless that person has express delegated authority to do so. Under no circumstances are Enforcement Officers to discuss enforcement issues with the media unless first consulting with the Regulatory Services Manager. If any staff member is approached for comment by the media, the employee should advise their supervisor as soon as possible.

In prosecutions before the Courts the rule of 'Sub Judice' applies. 'Sub Judice' means that while a matter is under judicial consideration public comment on the case is prohibited, as the matter has yet to be decided by the Court.

As the media often report about matters prior to the Court making a decision, any press releases about enforcement matters should be restricted to the simple fact that Council is undertaking enforcement action in respect of an alleged breach. Under no circumstance can

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any information be given that can lead to the identification of the names of the defendants, or other parties to proceedings.

6 The Enforcement Pathway

The following section outlines the enforcement pathway expected to be undertaken from discovery of an offence through to the decision to take enforcement action.

6.1 Response on Discovery of Offence

The response upon discovery of an offence will be largely dependent on several factors, including the need to deal with any ongoing adverse environmental effects, risk of continuing offending and the seriousness of the offence. It is expected that the response will take the following staged approach.

6.1.1 Response to Effects

Upon discovery, the initial response will be to assess the actual or potential effects, if any, resulting from the contravention. Significant adverse effects will require urgent intervention prior to any other action in order to address those effects. This may include:

- A full pollution prevention response (for RMA), defaulting directly to abatement notice, enforcement or interim enforcement order, in order to prevent further serious environmental damage from starting or continuing.
- An immediate closure in the case of a serious food hygiene risk.
- Seizure or destruction of an offending animal in the case of a dog attack.

6.1.2 Response to Offence

Following any urgent intervention to deal with effects, the next stage is to conduct investigations, including gathering evidence and explanations from alleged offenders. It is recommended, particularly with serious offences, that explanations and/or admissions be obtained by way of formal interviews conducted by the Investigating Officer.

In less serious matters, it will usually be sufficient to write to the offending party or parties requiring written explanation as to why the offence occurred and the circumstances behind it. The purpose of a formal letter is threefold:

- To advise that non-compliance has been detected and Council believes the recipient is responsible.
- To allow the recipient opportunity to consider the matter and propose remedies.
- To provide an explanation that will assist Council in determining an appropriate response to the offence.

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Regardless of the level of offending, a response should always be sought from an alleged offender. The exception to this would be matters of a very minor nature with very limited environmental or other detrimental effects, or the person has responded such that the effects are remedied, and it will not happen again.

Upon receipt of any explanation, the next and final stage is one of deciding on a response to the offence by determining the appropriate enforcement action (if any) through a sound decision-making process. The Enforcement Option Matrix will help guide an Enforcement Officer towards the correct level of response.

Note: Notwithstanding the above, Tararua District Council reserves the right to proceed directly to enforcement action, including prosecution, against parties where the circumstances support this.

6.1.3 Deciding the Enforcement Response

Making the correct enforcement response, often in the absence of complete information, requires considerable skill. It also requires a good knowledge or understanding of:

- The requirements, duties and transitional provisions of the various Acts and regulations;
- The rules and objectives of Council's plans and policy statements;
- The ability to investigate the Council database;
- Common sense in knowing when to apply an appropriate enforcement response;
- The ability to be decisive;
- Diplomacy and tact (particularly when informing someone that the Council will be taking further enforcement action); and
- Council's delegations register.

It is recognised that many of the attributes listed above can only be gained through experience in an enforcement role, however it is expected that Enforcement Officers will endeavour to familiarise themselves with the rules, regulations and databases operated by Council and avail themselves fully of training courses and other opportunities to upskill when available.

Aside from these attributes, deciding on the correct enforcement response also requires a clear understanding of the enforcement options that are available to officers and working through them to select the most appropriate for the offence given the circumstances. The following section outlines these various options.

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7 Enforcement Options

Enforcement Officers have a broad range of enforcement options available to them to resolve matters of non-compliance. Selecting the appropriate enforcement response will depend on such factors as the seriousness of the offence, the significance of adverse effect on people, and the interests of any potential victims and/or the environment. The following range of enforcement options is available to staff in response to detected offending.

Enforcement action (other than prosecutions) will be considered against a sliding evidential sufficiency threshold: namely that there are reasonable grounds to believe an offence has been committed (with a sliding scale, being that the more serious the enforcement tool, the greater the evidence of an offence been committed is required, up to 'beyond reasonable doubt').

7.1 Informal Options

Where an offence is admitted, minor and there are no adverse consequences for another person or the community, Council may consider informal options where it considers that there is a low risk of on-going non-compliance and formal enforcement action is not considered necessary.

7.1.1 Information/Advice

This type of response is appropriate for incidents of very minor non-compliance, the purpose being to notify that non-compliance exists and requiring the need for compliance to be observed. Correspondence should be in writing and copies placed on file to provide a record for future reference. The correspondence need not seek a written explanation but may include educational material.

7.1.2 Education

Education is a valid and useful tool for use in minor matters where the non-compliance was unintentional and educating the offender will achieve a desired outcome without the need for other enforcement action.

Education may extend to advising of the rules relating to the activity or providing understanding of the environmental effects resulting from their actions.

Council has a number of in-house resources and useful publications that may be used for this purpose such as environmental health information sheets.

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7.1.3 Warning Letter

A warning letter is formal notification that an offence has been committed. A warning letter is issued when the level of offending is such that other informal options are not appropriate, yet formal enforcement action is not warranted after working through the enforcement decision process and considering any responses from the person who may be warned.

When considering a warning, the Council will consider:

- i) The needs and interests of the person to be warned, their whānau and community;
- ii) The needs and interests of any person, their whānau and community harmed or affected by the person's behaviour; and
- iii) The wider public interest.

When issuing a warning, Council will consider the sufficiency of the available evidence, including to ensure that its process has complied with the principles of natural justice.

Copies of warning letters must be attached to any relevant files.

Council's approach to a warning may alter, where the warning may be given in lieu of issuing an infringement notice or pursuing an infringement offence, or where an informal approach has been adopted (see 7.1 above).

7.2 Formal Enforcement Options

When the offence is such that there is a real need to take action to avoid, remedy or mitigate adverse effects, ensure compliance, or provide deterrence and/or penalty, one or more formal enforcement responses is/are required.

7.2.1 Infringement Notice

An infringement notice is written notice that an offence is alleged to have occurred against an Act. The notice requires the payment of a fine (set fee), as provided for by an Act or regulation to which the breach is alleged to be against. Infringement Notices are issued in accordance with the Summary Proceedings Act, which determines the process.

The Summary Proceedings Act provides that a person subject to an infringement notice may elect to pay the fee, or have the matter heard in the Courts.

7.2.2 Abatement Notice

An abatement notice is a formal notice prescribed under the Resource Management Act that compels a recipient to act in some way as determined by the notice. The notice is issued when there is a requirement for someone to:

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- Cease or prohibit them from commencing an activity.
- Do something necessary to avoid, remedy or mitigate an actual or potential adverse effect on the environment.
- Comply with a resource consent, rule in a plan or regulation in order to avoid an adverse effect.

7.2.3 Enforcement Orders

An enforcement order is an order from the Environment Court directing a person to:

- Cease an unlawful or objectionable activity that is likely to have an adverse effect;
- Take action to ensure compliance, or avoid, remedy or mitigate any adverse effects; or
- Change or cancel a resource consent under certain circumstances.

An enforcement order may require the restoration of any natural and physical resource to the state it was before the adverse effect occurred. A person against whom an enforcement order is made shall comply and pay all the actual and reasonable costs and expenses of complying with the order unless the order directs otherwise (the application must include an application for Council costs). If a person fails to comply with an enforcement order, Council can carry out the required work and with the Court's consent, recover costs. Council may also charge that person. Failure to comply with an enforcement order is also an offence under Section 338 of the Resource Management Act.

The Council, under Section 317 of the Resource Management Act, must give a "Notice of Application" form to every person directly affected by the application within five (5) working days of applying for the enforcement order. The Judge, before deciding, will hear the applicant and anyone else who wishes to be heard. The Court will then either make an appropriate order or refuse the application.

The Court cannot make an enforcement order against a person who is acting in accordance with a rule in a plan or a resource consent if the adverse effects for which the order is sought were recognised at the time of approval, unless it was considered necessary to do so.

7.2.4 Interim Enforcement Order

The Council may also apply to the Environment Court Judge or a District Court Judge to make an interim enforcement order under Section 320 of the Resource Management Act if it considers other mechanisms to be too slow or an emergency works notice inappropriate. The Council's legal advisers will make the application on behalf of the Council. The Judge, if he/she so wishes, will issue an interim enforcement order without holding a hearing and without the necessity to serve a notice in accordance with Section 317 of the Resource Management Act.

The Judge shall instruct the Council to serve a copy of the interim enforcement order on the person against whom the order is made. A person against whom the order has been made,

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and who has not been heard by the Judge before the order was made, may apply as soon as practicable, after the service of the order, to the Judge to change or cancel the order. The Judge may confirm, change or cancel the interim enforcement order at any time.

The interim enforcement order is a quicker method of obtaining an enforcement order. It is time-saving in that the Judge should be readily available to hear such an application and make a decision without having to hear the other side. It is a form of an injunction that takes effect once it has been served. An interim enforcement order stays in force until an application for a full enforcement order is determined, or until cancelled by the Judge under Section 320(5) of the Resource Management Act.

7.2.5 Prosecution

Prosecution is an enforcement tool which, if a conviction is secured, would normally result in a penalty/sentence being imposed on the alleged offender. A prosecution can be seen to have a punishment, as well as a deterrent, dimension.

A prosecution should only be commenced if the matter warrants the intervention of the criminal law. If there is another way of dealing with a particular case that is likely to be effective, and is appropriate in the circumstances, it should be used.

For the avoidance of doubt, public safety is a key consideration when deciding which response is appropriate.

If there is a risk of physical harm, it will be rare that prosecution should not be pursued (provided of course that the Test for Prosecution is met).

Prosecutions will be initiated or continued when Council is satisfied that the Test for Prosecution is met.

There are two stages to the test:

1. The first stage is the Evidential Test: Is there enough evidence to prove the proposed charge beyond reasonable doubt?
2. The second stage is the Public Interest Test: Does the public interest require a prosecution to be brought?

Council will consider each aspect of the test separately and evaluate the evidence and information available to it in a thorough and critical manner. The evidence founding the prosecution should be available, admissible, credible and reliable.

In terms of the public interest test, Council will consider:

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1. How do the features of the offending weigh for or against prosecution?
2. How do the personal characteristics and circumstances of the suspect weigh for or against prosecution?
3. How do the interests of the victim(s) (if there are any) weigh for or against prosecution?
4. Are there any alternative methods of resolving the matter short of prosecution which are available and appropriate in the circumstances?

7.2.6 Water Shortage Direction

Council may issue a water shortage direction when it is considered that a serious temporary shortage of water exists in the district. A direction, once issued, will restrict or forbid the taking of water by users. Water shortage directions can only be issued for a period of 14 days but can be revoked, renewed or amended by a subsequent direction from Council. The process of public notification is well prescribed, and any subsequent deliberate contravention is a prosecutable offence.

7.2.7 Excessive Noise Directions

Under the Resource Management Act an Enforcement Officer or Constable, on request (from whom?) may issue an excessive noise direction, either orally or in writing, that requires a person to immediately reduce the excessive noise to a reasonable level. This direction is additional to any power under Sections 322 – 325 of the Act to issue an abatement notice for excessive noise.

The issue of a notice binds a person to cease or reduce the noise for a period of up to 72 hours. Contravention of the direction can result in seizure or incapacitation of the device causing the noise. Abatement Notices can also be issued under Section 338 of the RMA for repeat offenders.

7.2.8 Enforcement Orders and Notices

Some Acts administered by Council provide options for achieving compliance or to address an immediate issue. Examples include Notices to Fix under the Building Act, Cleansing Orders under the Health Act etc. In consultation with the Regulatory Services Manager, Enforcement Officers should consider any interim measures required to either achieve compliance or mitigate risk.

Enforcement Officers should always act appropriately and in a timely way, where they become aware of a matter which might cause harm to a member of community if not addressed. Any such matters should be reported immediately to the Regulatory Services Manager.

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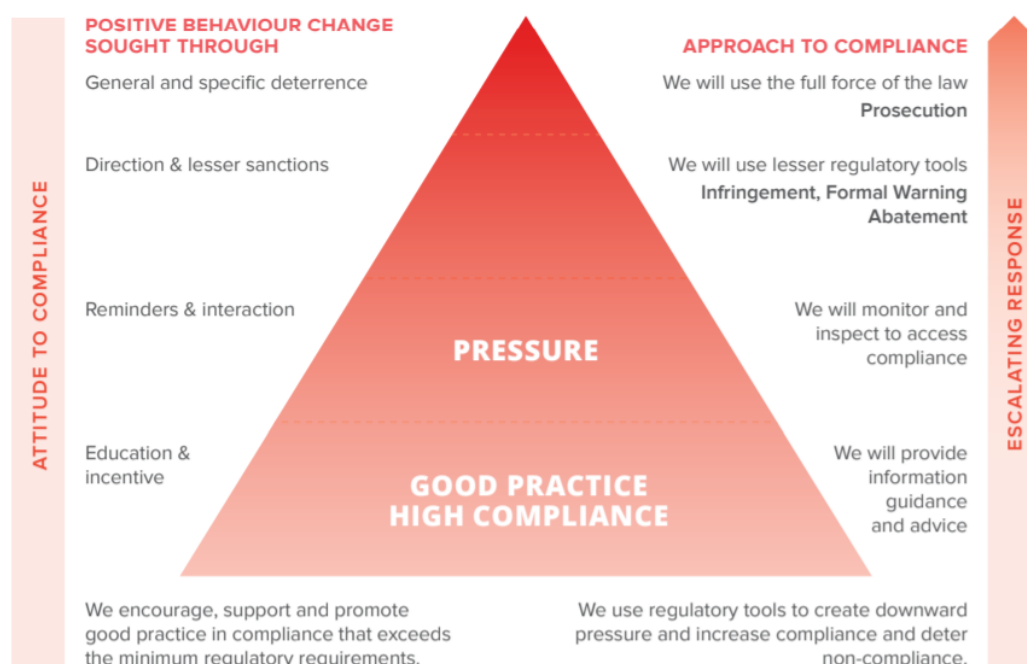
8 Selecting an Enforcement Response

Deciding on the appropriate enforcement response is often complicated by a range of factors. In order to make a sound and justifiable decision, it is essential that all relevant issues surrounding the matter are carefully considered prior to actual enforcement action being taken.

8.1 Selecting Enforcement Response

Deciding the appropriate enforcement response can be complicated and case specific. The “compliance pyramid” is a widely used model for achieving positive behaviour change and hold to account those responsible for breaches.

Where the circumstances warrant it, Council will increase the seriousness of its response, in the interests of those who are compliant and in the interests of those affected by the non-compliance.



8.2 Factors Requiring Consideration

Along with the principles set out in this document, the following are matters that need careful consideration prior to selecting a correct enforcement response. It must be remembered however, that this is not an exhaustive list and other factors may exist in certain cases.

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8.2.1 Circumstances

A key consideration for Council will be the seriousness of any alleged breach, including the significance of the actual or potential adverse effect on persons or the environment from the non-compliance. In considering seriousness, the actual or potential harm done to any victim or affected person, the environment, or the community, will be significant factors for Council when considering its enforcement approach. The particular enforcement tool used should support the victim's needs. Council may also consider these matters in relation to a strict liability offence, but only where it may give rise to a defence (i.e. total absence of fault).

Consider the sensitivity of persons and/or the receiving environment; magnitude of harm (to an individual or the community), environmental damage and whether the effects are temporary or ongoing, irreversible, or able to be mitigated. Question whether the activity, while providing a breach, is of such a minor nature or effect as to be de minimis and warrant no enforcement response.

Council will also consider factors including, but not limited to:

- i) The available penalties (which also assist in determining the seriousness of the offence);
- ii) Whether there is a risk that further offences may be committed or behaviour repeated, including actions taken to mitigate risk and remedy harm;
- iii) Whether there is previous history of offending, including a failure to act on previous warnings by Council, or a record of previous enforcement action undertaken;
- iv) Whether an alleged offence was committed wilfully, negligently, recklessly or deliberately, including if an offence was caused by an error of judgment or genuine mistake;
- v) The vulnerability of any victim;
- vi) Whether the victim accepts that the alleged offender has rectified the loss or harm that was caused;
- vii) The need for deterrence, along with Council's statutory objectives and enforcement priorities;
- viii) Tikanga (if relevant);
- ix) The New Zealand Bill of Rights Act 1990;
- x) How effectively the tool addresses the conduct; restores the parties; holds the suspect accountable and meets Council's enforcement objectives;
- xi) The need to access other remedies which are contingent on convictions being entered (for example, destruction of a dog or disqualification of a dog owner under the Dog Control Act).
- xii)

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8.3 Enforcement Options

Council has a number of options open to it when investigating or otherwise responding to issues of non-compliance. Broadly, those responses fall into three main categories:

- i) Informal actions, where a key focus is education on options to achieve compliance;
- ii) Directive actions, where we require improvement, or we need to take steps to mitigate risk;
- iii) Punitive actions, where there has been a significant breach and we need to hold people to account.

Below is a more detailed description of how Council might apply these actions.

8.4 Education and Incentive

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
EDUCATION AND ENGAGEMENT	To prevent further breaches, or to remedy or mitigate the effects of non-compliance, Council can provide information or guidance around rules and regulations or provide assistance to enable parties to achieve compliance.	This is a non-formal process and as such has no legal implications.	Education and other incentive-based interactions are reserved for dealing with cooperative parties, who are motivated to do the right thing but lack the knowledge or skills necessary to achieve and maintain compliance.

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8.5 Directive Actions

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
LETTER OF DIRECTION	To prevent further breaches, or to remedy or mitigate the effects of non-compliance, Council can give a written direction for a party to take or cease a particular action.	Such a direction is not legally enforceable.	Letters of direction should be reserved for dealing with cooperative parties, who are motivated to follow the direction, and where the breach is of a minor nature, consistent with a breach that would perhaps also receive a formal warning.
ABATEMENT NOTICE	An abatement notice is a formal, written directive. It is drafted and served by Council instructing an individual or company to cease an activity, prohibit them from commencing an activity or requiring them to do something. The form, content and scope of an abatement notice are prescribed in statute.	A direction given through an abatement notice is legally enforceable. To breach an abatement notice is to commit an offence against the RMA and makes liable parties open to punitive actions.	An abatement notice may be appropriate any time that there is a risk of further breaches of environmental regulation, or remediation or mitigation is required as a result of non-compliance.
ENFORCEMENT ORDER	Like an abatement notice, an enforcement order can direct a party to take particular action. However, an application for an enforcement order must be made to the Environment Court but can also be made during the course of an RMA prosecution.	A direction given through an enforcement order is legally enforceable. To breach an enforcement order is to commit an offence against the RMA and makes liable parties open to punitive actions.	An application for an enforcement order may be appropriate any time there is a risk of further breaches of environmental regulation, or remediation or mitigation is required as a result of non-compliance.



It is important to note that for every directive action, where a breach has been established, Council may also elect to take punitive action.

8.6 Punitive Actions

Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
FORMAL WARNING	A formal warning is documented by way of a letter to a culpable party informing them that an offence against the RMA has been committed, and that they are liable.	No further action will be taken in respect of that breach. However, the warning forms part of a history of non-compliance and will be considered if there are future incidents of non-compliance.	A formal warning may be given when: An administrative, minor or technical breach has occurred; and the environmental effect or potential effect, is minor or trivial in nature; and the subject does not have a history of non-compliance; and the matter is one which can be quickly and simply put right; and a written warning would be appropriate in the circumstances.

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Action	Description of Action	Potential impacts on the liable party	When might this action be appropriate?
INFRINGEMENT NOTICE	An infringement notice is a written notice which requires the payment of a fine. The amount of the fine is set in law. Depending on the breach the fine will be between \$300 and \$1,000 .	No further action will be taken in respect of that breach. However, the infringement notice forms part of the history of non-compliance and will be considered if there are future incidents of non-compliance.	An infringement notice may be issued when: There is prima facie (on the face of it) evidence of a legislative breach; and a one-off or isolated legislative breach has occurred which is of minor impact and which can be remedied easily; and where an infringement notice is considered to be a sufficient deterrent.
PROSECUTION	A prosecution is a process taken through the criminal courts to establish guilt or innocence and, if appropriate, the court will impose sanctions.	A successful prosecution will generally result in a conviction, a penalty imposed and consideration to costs of the investigation. A prosecution forms part of the history of non-compliance and will be considered if there are future incidents of non-compliance.	A prosecution may be considered appropriate when the factors referred to in this policy indicate that the matter is sufficiently serious to warrant the intervention of the criminal law.

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8.7 Legal Issues

8.7.1 Establish a Breach Exists

Determine that a clear breach of an Act, rule in a plan, consent or a Regulation has occurred in the first place.

8.7.2 Ingredients of Offence

Establish that all the ingredients of the offence are present and clearly able to be established. Assess what standard of proof is required – on balance of probabilities, or beyond reasonable doubt?

8.7.3 Limitation Periods

Determine when Council first became aware of the offence. Council must be careful to comply with any applicable limitation periods, including those set out in the Summary Proceedings Act and the Criminal Procedure Act.

8.7.4 Statutory Defences

Determine if they have a defence. In the Resource Management Act, statutory defences are provided for under Sections 340 and 341 for offences against the Act. The Litter Act and Food Act have similar provisions. Consider fully the availability and likely success of these as a defence in any enforcement proceedings.

8.7.5 Enforceability

Determine the enforceability of the condition or rule. It is not policy to proceed against anyone for a breach if the legality or certainty of meaning of the rule or condition is in any question.

8.7.6 Bias

Prosecutorial decisions should be made with a view to fairness and equitable criminal justice outcomes for all.

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8.8 Desired Outcomes

8.8.1 Outcomes

Determine if there is a desired outcome and whether the intended enforcement action provides the right tool to achieve the desired outcome.

8.8.2 Punitive or Deterrent Effect

Establish whether there is a need to provide an appropriate punitive or deterrent response for the level of offending.

8.9 Standard of Proof

There are two different standards of proof that require consideration in any enforcement decision process.

The standard of proof required for a prosecution is “beyond reasonable doubt”. A “reasonable doubt” is a doubt that would prevent a reasonable and just judge or jury from coming to a conclusion. In the case of an infringement notice the standard of proof for an Enforcement Officer is “has reasonable cause to believe”. In such cases any individual issued with an infringement notice still has the right of appeal to the District Court where any evidence would be weighed by the presiding Court Officers and a decision made.

The standard of proof for enforcement action less than prosecution, including an application for enforcement order or appeal against abatement notice is “on the balance of probabilities”. This means that once both sides have presented their evidence, the Judge will find for the party who, on the whole, has a stronger case.

Before any action is taken, the sufficient existence of these levels of proof must be established.

8.10 Deciding the Response

Once an interim decision has been made, it should be rechecked for consistency against the principles and policies outlined in this document. If at this stage the Enforcement Officer is satisfied that the response selected is appropriate, it is necessary to seek final approval from the Regulatory Services Manager prior to initiating any action. Once approval is gained, the matter should proceed as directed.

To be clear, prosecution decisions should be made independently from the investigator to minimise the impact of inappropriate conscious and unconscious bias in driving prosecution guidelines.

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8.11 Appeals

In order to comply with the rules of natural justice an appeals process must be available to those who have had action taken against them. The response to such an appeal will be dependent on the original action by the Council. The table below indicates the level of response that would normally be considered appropriate; **however, this is only for guidance and should not prevent an Officer adjusting their response to a specific case:**

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8.11.1 Appeals

Original Action Taken	Response(s)	Remarks
Warning letter	Discuss with alleged offender and explain the purpose of the letter. Note their appeal on file.	No elevation of response required.
Infringement fine	<p>Alleged offenders have their summary of rights printed on the infringement notice. These rights allow them to contact the Council and deny liability and/or explain the reason for the offence. The issuing officer should consider the appeal and decide on the most appropriate response, this could be:</p> <ol style="list-style-type: none"> 1. Reject the appeal and offer the alleged offender the opportunity for a Court hearing. If the alleged offender takes the option of a hearing this must be arranged by Council through the District Court and a Notice of Hearing issued to the alleged offender. 2. Consider forming a hearing panel of Councillors to hear the appeal who would then decide the best course of action. 3. Accept the appeal and cancel the Notice. 	<p>Ideally any appeals should be dealt with at this level as a Court hearing incurs additional cost for the Appellant and the Council.</p> <p>See Summary Proceedings Act 1957</p>
Abatement Notice	Any person on whom an abatement notice is served may appeal to the Environment Court or in writing to Tararua District Council	See s325 RMA
Enforcement Order	Any person who is affected by an enforcement order may apply to the Environment Court for it to be changed or removed	See s321 RMA
Prosecution	If a prosecution is being taken an appeal should be dealt with by the Court. This does not prohibit Council from taking into account any information provided by an offender which could have an effect on any outcome in Court	

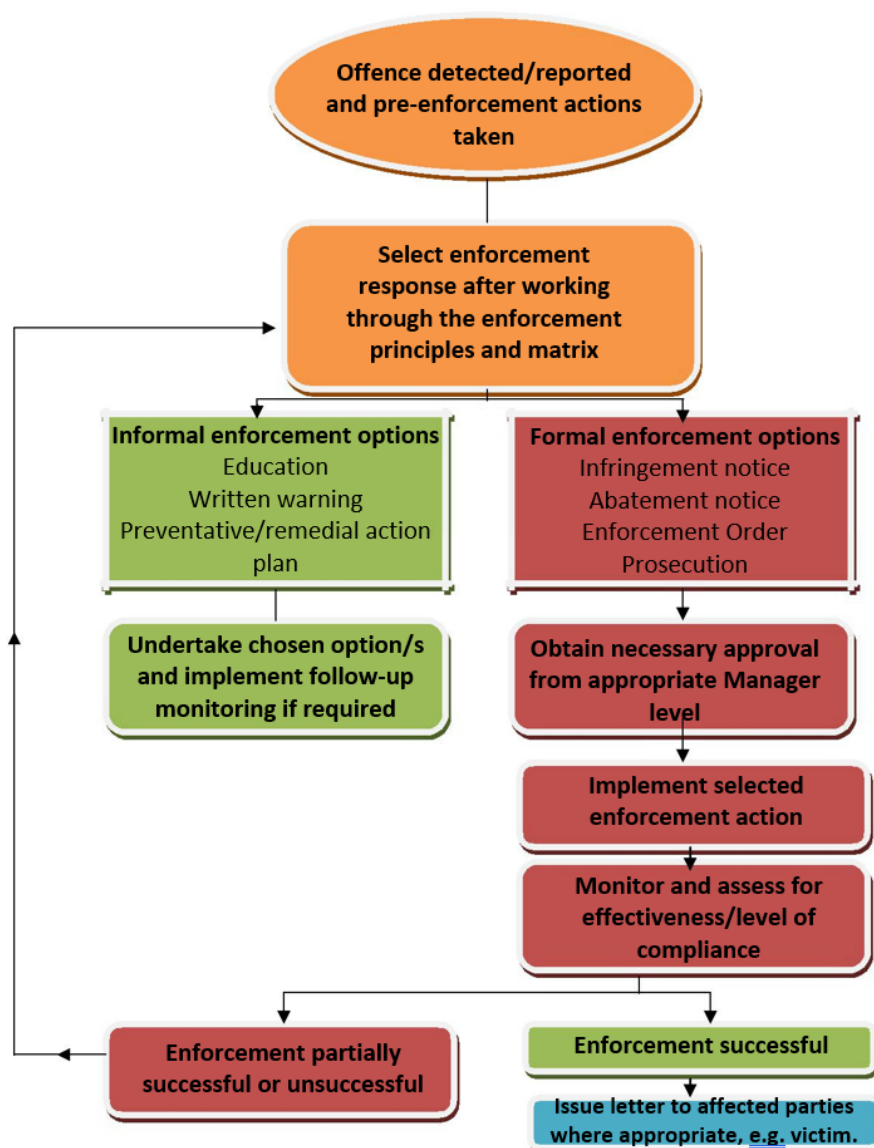
8.12 Evaluating Effectiveness

In order to develop an effective enforcement process in Council, all enforcement action undertaken by officers should be evaluated for effectiveness in achieving the desired outcome. In both successful and unsuccessful actions where further enforcement action was required, it is useful to examine what was effective or not, what could have been improved or changed to make the process more effective.

This information should be fed back to the Regulatory Services Manager to implement change if necessary.

The following diagram presents an overview of the enforcement selection process that should occur in deciding an appropriate response to detected offending.

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Report

Date : 22 August 2025

To : Mayor and Councillors
Tararua District Council

From : Angela Rule
Policy and Planning Advisor

Subject : **Adoption of Freedom Camping Bylaw 2025**

Item No : **9.7**

1. Recommendation

- 1.1 *That the report from the Policy and Planning Advisor dated 06 August 2025 concerning the Adoption of Freedom Camping Bylaw 2025 be received.*
- 1.2 *That the Tararua District Council's Freedom Camping Bylaw 2025 be adopted, with an effective date of 15 September 2025.*
- 1.3 *That the Chief Executive be delegated authority to make editorial and typographical amendments to the Freedom Camping Bylaw 2025 prior to publishing.*

2. Reason for the Report

- 2.1 To seek adoption of the Freedom Camping Bylaw 2025, following completion of the public consultation and decision-making on matters raised through submissions.

3. Background

- 3.1 **Approval to Develop Bylaw:** At its meeting held on 26 March 2025 the Council approved the development of a Freedom Camping Bylaw.
- 3.2 **Adoption of Draft and Statement of Proposal for Consultation:** At its meeting held on 30 April 2025 the Council adopted the proposed Freedom Camping Bylaw and the Statement of Proposal for consultation, pursuant to s83 and s86 of the Local Government Act 2002.

The Council determined, pursuant to s11 of the Freedom Camping Act 2011, that a bylaw is the most appropriate and proportionate way of addressing perceived problems identified for freedom camping in the Tararua District and is not inconsistent with the New Zealand Bill of Rights Act 1990.

3.3 **Consultation:** Consultation for this bylaw ran from 19 May to 24 June 2025.

3.4 **Hearing:** At the extraordinary Council meeting on 9 July 2025, Council heard from one submitter regarding the matters they raised in their submission on the proposed Freedom Camping Bylaw.

3.5 **Deliberations:** At its meeting held 30 July 2025, the Council deliberated on submissions to the proposed Freedom Camping Bylaw and approved all recommendations from officers.

4. Changes to Draft

4.1 The following table provides a summary of the amendments made to the proposed Freedom Camping Bylaw, as approved by the Council at its meeting on 30 July 2025.

Draft	Final
5.3 (d) Comply with the noise requirements set out in the operative District Plan.	Removed
S5.3 (m) Ensure that they do not behave in a manner which, in the opinion of an enforcement officer, causes a nuisance or unreasonable disturbance, through the creation of excessive noise, to other persons camping in the area or local residents.	S5.3 (l) Ensure that they do not behave in a manner which causes a nuisance or unreasonable disturbance to other persons camping in the area or local residents (including but not limited to the creation of excessive noise).
Prohibition of freedom camping in 50 and 70kmph speed zones as per Schedule 1.	Removed
	Paragraph numbering in section 8 corrected to add 8.2.
	Makotuku Domain removed from Schedule 2 as it operates as a camping ground with

	appropriate facilities and a fee for camping – so it is not covered by the Act.
	Mathews Park removed from Schedule 2 as a fee is charged for camping – so it is not covered by the Act.
	Addition of Fountaine Square, Woodville to Schedule 1 as a playground as it was omitted erroneously.

5. Error, Removal and Image Improvements

- 5.1 A minor error has been rectified to ensure the correct address is represented in Schedule 2.
- 5.2 45 Vogel Street, Woodville is identified alongside 43 Vogel Street. 45 Vogel Street is the location of the Tararua isite Visitor Information Centre, service centre, library and rear carpark for staff and Council vehicles which is locked outside normal business hours.
- 5.3 The image provided in the schedule is of 43 Vogel Street, which is a public carpark, with public toilets and electric vehicle charging stations. This is the intended location for the schedule.
- 5.4 The images of the reserves in Schedule 2 have been improved for clarity of area and location of area in district.

Attachments

- 1. [Freedom Camping Bylaw 2025](#)



Freedom Camping Bylaw 2025



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1. Freedom Camping Bylaw

- 1.1 This Bylaw is the Tararua Freedom Camping Bylaw 2025, made under sections 11 and 11A of the Freedom Camping Act 2011.
- 1.2 This Bylaw revokes Tararua District Council's Freedom Camping Policy (found in Schedule 2 of the Public Places Bylaw 2024) from 14 September 2025.
- 1.3 Compliance with this Bylaw does not remove the requirement to comply with all other acts, regulations, bylaws and rules, and directions of enforcement officers or other authorised persons. This includes but is not limited to restrictions on parking; using public places; lighting of fires; littering and excessive noise. Reference should also be made to Council's bylaws including the Public Places Bylaw; Alcohol Bylaw; Waste Minimisation and Management Bylaw; and Traffic and Road Use Bylaw.

***Explanatory note:** The provisions of this Bylaw only apply to areas under the control of the Tararua District Council. It does not apply to places managed as camping grounds; or to land owned or controlled by organisations other than Council (for example, the Department of Conservation, Land Information New Zealand and The New Zealand Transport Agency), or privately owned land.*

2. Commencement

- 2.1 This Bylaw comes into force on 15 September 2025.
- 2.2 This Bylaw applies to the district of Tararua District Council.

3. Purpose

- 3.1 The purpose of this Bylaw is to control freedom camping in the Tararua District in order to:
 - a) protect local authority areas;
 - b) protect the safety of people who may visit local authority areas;
 - c) protect access to local authority areas.

4. Interpretation

- 4.1 In this bylaw, all definitions in the Freedom Camping Act 2011 (and any subsequent amendments) apply and unless context requires otherwise:

Act means the Freedom Camping Act 2011.

Camping ground has the same meaning as in section 5(3) of the Act.



Chief Executive means the chief executive appointed by the Council under section 42 of the Local Government Act 2002.

Council means the Tararua District Council.

District means the district of the Council.

Enforcement officer means a person appointed as an enforcement officer under section 32 of the Act.

Freedom camp has the same meaning as in section 5 of the Act.

Local authority area/area has the same meaning as in section 6 of the Act.

Non-self-contained area means an area identified in Schedule 2 of the Bylaw: Non self- contained areas, in which freedom camping in a motor vehicle that is not self-contained and tents is permitted subject to restrictions and conditions.

Prohibited area means an area identified in **Schedule 1: Prohibited Areas**, in which freedom camping is prohibited.

Restricted area means an area identified in **Schedule 2: Restricted Areas**, in which freedom camping is permitted subject to restrictions.

Self-contained has the same meaning as in section 4 of the Act.

- 4.2 This bylaw contains explanatory notes, which are not part of the bylaw. Council may add, amend or delete explanatory notes at any time without amending the bylaw.

5. General Provisions for Freedom Camping

- 5.1 Freedom camping in a self-contained motor vehicle is permitted in any local authority area within the District unless it is prohibited or restricted in an area:

- a) under clause 6 or 7 of this Bylaw; or
- b) under any other legislation or Bylaw; or
- c) in the case of a self-contained motor vehicle, by the limit placed on the maximum number of people for which the vehicle is certified.

Explanatory note: Other legislation includes the Reserves Act 1977, which generally prohibits camping in reserves (pursuant to section 44) and provides for infringement notices to be issued. The Schedules to this Bylaw show areas where freedom camping is either prohibited or restricted, and also show areas of reserve land. The Schedules do not cover all reserves where freedom camping is either prohibited or restricted. For complete information about reserves see the Council's Reserve Management Plan.



5.2 Freedom camping using a motor vehicle that is not self-contained, a tent or a temporary structure, is permitted in a local authority area within the District, but only if:

- a) it is used in an approved non-self-contained / tent area as applicable (as indicated in Schedule 2), and carried out in accordance with any restrictions and conditions imposed under this Bylaw; or
- b) it is otherwise permitted under other legislation.

Explanatory note: Examples of other legislation that may allow for non-self-contained motor vehicles include: reserve management plans under the Reserves Act 1977, bylaws made under the Local Government Act 2002 (including Council's Traffic and Road Use Bylaw), or rules in a regional or district plan.

5.3 A person freedom camping in local authority areas (including in permitted and restricted areas) must:

- a) Not stay in the same area in the District for more than five (5) nights consecutively or cumulatively in any 30 day period;
- b) Leave the area in a clean and tidy state, free from damage;
- c) Not light any fires at the area;
- d) Not prevent others from undertaking legitimate activities in the area;
- e) Not restrict public access to public areas;
- f) Empty on-board storage tanks on a regular basis at a Council approved dump point;
- g) Dispose of solid waste in Council rubbish bins or at facilities marked for waste management;
- h) Use the public toilet facilities available, if no self-contained facilities are available on-board the vehicle;
- i) Park vehicles within existing marked parking spaces or within identified parking areas, whichever is present. Where marked parking spaces are present, only one vehicle per marked space is allowed;
- j) Legally park vehicles;
- k) Comply with any reasonable directions of an enforcement officer, including requests to view self-containment certificates and/or warrants;
- l) Ensure that they do not behave in a manner which causes a nuisance or unreasonable disturbance to other persons camping in the area or local residents (including but not limited to the creation of excessive noise);
- m) Not use public facilities to wash dishes; wash clothes; dry clothes; or bathe (except for facilities designated for that purpose).

5.4 Clause 5.3(a) does not apply where this Bylaw provides for a lesser period for a specific area.

5.5 Despite clause 5.3, a person may freedom camp contrary to these conditions if they have obtained consent from Council, granted under clause 8 of this Bylaw, and they comply with any conditions of that permit.



Explanatory Note: Public facilities include public toilets, water taps (except for collecting water), flora and fauna or/and structures e.g. fences, signs and bollards.

6. Prohibited Areas

- 6.1 A person must not freedom camp in any area identified in **Schedule 1: Prohibited Areas**.
- 6.2 Despite subclause 6.1, a person may freedom camp in any prohibited area if they have obtained the prior written consent of Council, granted under clause 8(1) of this Bylaw, and complies with any conditions on the consent.

7. Restricted Areas

- 7.1 A person may freedom camp in any area identified in Schedule 2: Restricted Areas but must comply with the restrictions listed for that area in Schedule 2.
- 7.2 Despite subclause 7.1, a person may freedom camp in any restricted area if they have obtained the prior written consent of Council, granted under clause 8(1) of this Bylaw, and complies with any conditions of that consent.

8. Prior Consent from Council

- 8.1 Council may grant consent to a person to freedom camp in any prohibited area, restricted area, or non-self-contained area, contrary to any prohibition, restrictions, or conditions that apply to that area under this Bylaw.
- 8.2 An application for consent must be made in writing to Council at least 20 days in advance of the date planned for freedom camping in the area.
- 8.3 Any application for a consent must provide sufficient detail about the proposed freedom camping, including why the freedom camping will not comply with one or more of the requirements or conditions of this Bylaw and what efforts will be made to otherwise comply.
- 8.4 If Council grants an application, it may impose any conditions it considers appropriate that are consistent with the purpose of this Bylaw.
- 8.5 If Council refuses an application, it must inform the applicant of the reasons for the decision.
- 8.5 An enforcement officer may revoke a consent given under clause 8(1) if any person breaches the conditions specified in the consent or the freedom camping covered by the consent otherwise breaches this Bylaw or the Act.



9. Temporary Closure of Freedom Camping Areas

- 9.1 Council may temporarily close any local authority area (or part of such area) in which freedom camping can be undertaken to some or all types of freedom camping where the closure is considered necessary to:
- a) repair damage that significantly affects the use of the local authority area or facilities in the area for freedom camping, or
 - b) prevent damage occurring where there is an immediate threat of damage that would otherwise require the Council to close the area to repair the damage; or
 - c) allow maintenance to be carried out on the local authority area or facilities; or
 - d) ensure public health and safety can be maintained by ensuring safe public access to and from temporary events and occasions.
- 9.2 Notice will be given of any temporary closure, and the removal of any closure, in any manner Council considers is appropriate to the reason for the closure. The publicity may occur before the closure, but only if that is reasonably practicable.

10. Relationship of Bylaw with treaty settlement legislation

- 10.1 This Bylaw does not limit or affect the rights of iwi entitlements under any legislation passed in order to give effect to settlements under the Treaty of Waitangi.

11. Offences

- 11.1 Section 20(1) and 20C of the Act specifies the infringement offences applicable to local authority areas, which include that every person commits an offence who –
- a) freedom camps in a local authority area in breach of any prohibition or restriction in this Bylaw that applies to the area; or
 - b) makes preparations to freedom camp in a local authority area in breach of any prohibition or restriction in this Bylaw that applies to the area.
- 11.2 For the purposes of section 20(1)(a) and (f) of the Act, any person who has obtained the prior written consent of the Council, granted under clause 8(1) of this Bylaw, and who complies with any conditions on the consent, is not acting in breach of any prohibition or restriction in this Bylaw.

12. Penalties

- 12.1 As specified in section 20E of the Act, every person who commits an infringement offence under the Act is liable to the infringement fine specified in regulations made under the Act.

This Bylaw was made by the Tararua District Council on 27 August 2025.



THE COMMON SEAL of the TARARUA DISTRICT COUNCIL was
hereto affixed by resolution of the said Council in the presence of:

_____ **Mayor**

_____ **Chief Executive**



SCHEDULE 1: PROHIBITED AREAS

Cemeteries

Freedom camping is prohibited at all cemeteries in order for visitors to access the area for the purpose of a cemetery.

Playgrounds

Freedom camping is prohibited at all playgrounds in order for visitors to access the area for the purpose of a playground.



Cemeteries

This prohibition is to protect access to parking for people visiting the cemetery and for funerals/interments to take place and to protect the environment and purpose of these specific reserves.

Alfredton Cemetery, Castle Hill Road, Alfredton

Alfredton Road Memorial, Alfredton Road, Eketahuna

Eketahuna Lawn Cemetery, Merchant Street, Eketahuna

Herbertville Cemetery, Seaview Road, Herbertville

Kaitawa Cemetery, Hinemoa Valley Road, Kaitawa

Kumeroa Cemetery, Cemetery Road, Kumeroa

Mangahao-Ballance Cemetery, Ballance Road, Pahiatua

Mangaoranga Cemetery, Mangaoranga Road, Eketāhuna

Mangatainoka Cemetery, Cemetery Road, Mangatainoka

Mangatera Cemetery, Cemetery, Dannevirke

Matamau Cemetery, State Highway 2, Matamau

Newman Cemetery, State Highway 2, Newman

Norsewood Cemetery, Odin Street, Norsewood

Old Gorge Cemetery, Napier Road, Woodville

Ormondville Cemetery, Norsewood-Ormondville Road

Pongaroa Cemetery, Urupa Street, Pongaroa

RSA Lawn Cemetery, Napier Road, Woodville

Settlers Cemetery, Dagmar Street, Dannevirke

Weber Cemetery, Weber Road, Weber

Woodville Cemetery, 16 Pinfold Road, Woodville



Playgrounds

Ormondville Playground, Terrace Road, Ormondville

Norsewood Waterwheel Park, Hovding Street, Norsewood

Baines Domain Playground, 11 Mangapuaka Road, Te Uri

Dannevirke Upper Domain Playground, Corner High Street and Christian Street, Dannevirke

Coronation Park Play Fort, Guy Street, Dannevirke.

Fontaine Square Playground, Woodville

Balance Playground, Gorge Road, Woodville

Carnival Park Camping Ground Playground, Glasgow Street, Pahiatua

Harvard Park Adventure Playground, Main Street, Pahiatua

Eketahuna Playground, Bridge Street, Eketahuna

Eketahuna Domain Fort, Alfredton Road (rugby grounds), Eketahuna

Pongaroa Community Hall Playground, 10797 Route 52, Pongaroa

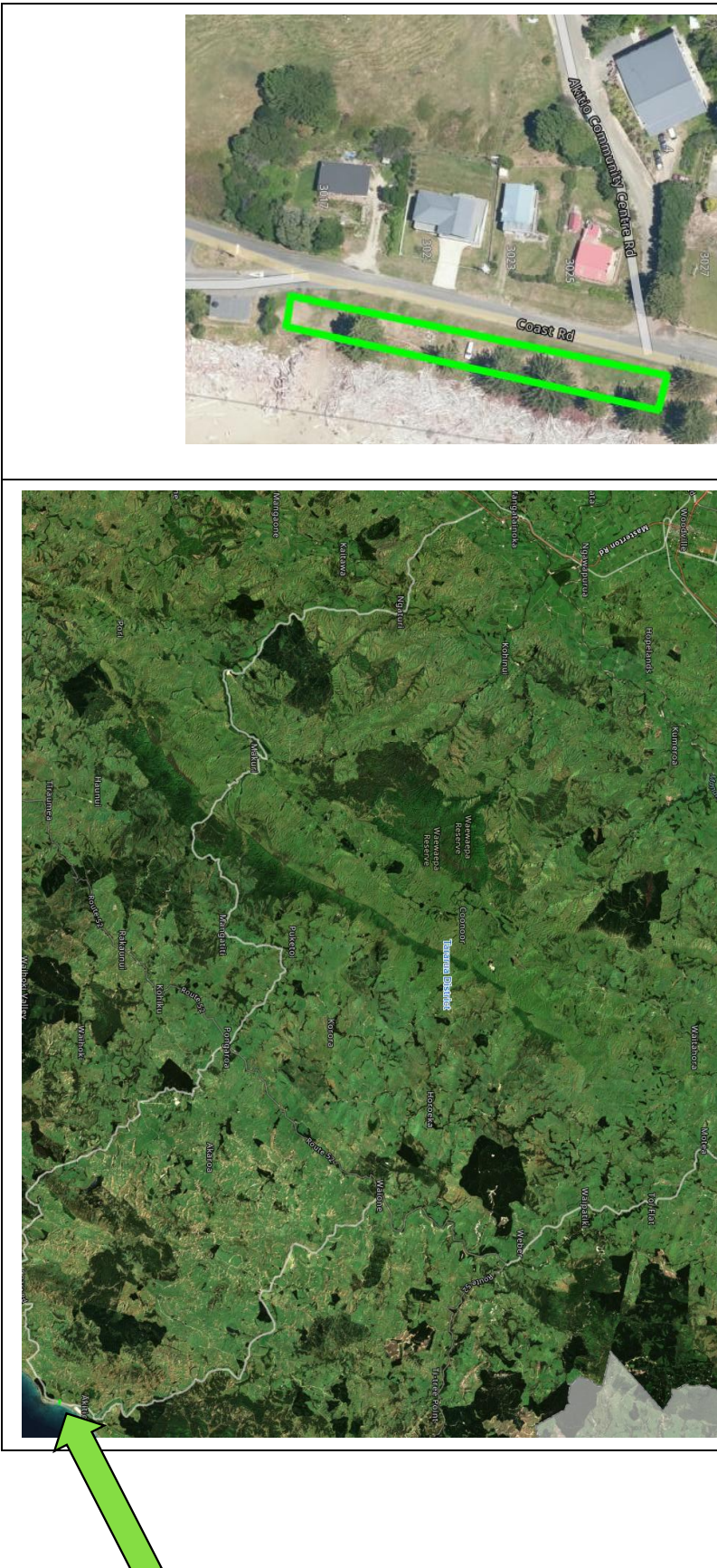
Pongaroa Playground, Corner Route 52 and Coast Road, Pongaroa



SCHEDULE 2: RESTRICTED AREAS

Area	Restriction
Ākitio Esplanade – Coast Road – By Freedom Camping Sign	Self-contained and non-self-contained Maximum length of stay 5 nights within a 30-day period.
Alfredton Community Centre & Domain	Self-contained and non-self-contained Max 5 nights within a 30-day period.
ANZAC Park	Self-contained and non-self-contained and tents Max 5 nights within a 30-day period.
Ferry Reserve, Woodville Part Section 19 Block XIV Woodville SD	Self-contained and non-self-contained Max 5 nights within a 30-day period.
Four Mile Bush Reserve	Self-contained and non-self-contained Max 5 nights within a 30-day period.
Makuri Domain Sections 162 town of Makuri	Self-contained and non-self-contained Max 5 nights within a 30-day period.
Mangatainoka Reserve	Self-contained and non-self-contained Max 5 nights within a 30-day period.
Ngapaeruru-Mangatoro Scenic Reserve	Self-contained only.
Pongaroa Domain Section 12 Pongaroa SBRN	Self-contained and non-self-contained Max 5 nights within a 30-day period.
41 Denmark Street carpark, Dannevirke	Non-self-contained - Max 1 night only in a 7 day period. Self-contained - Max 3 consecutive nights in a 7 day period.
Town Hall carpark, 156 High Street, Dannevirke	
43 Vogel Street carpark, Woodville	
Town Hall carpark, 9 Kiwi Street, Pahiatua	

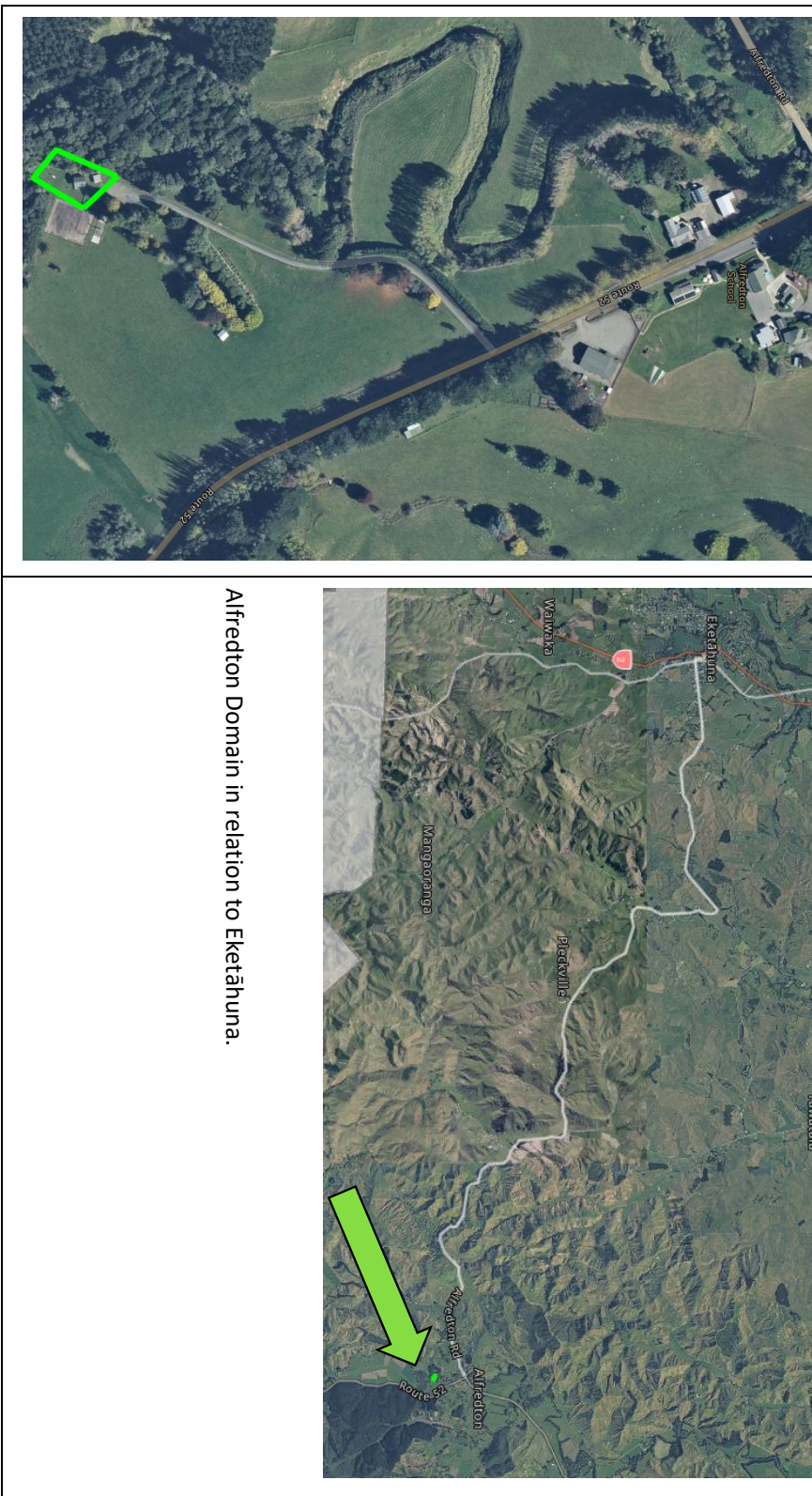
Ākitio Esplanade
Inside green area.



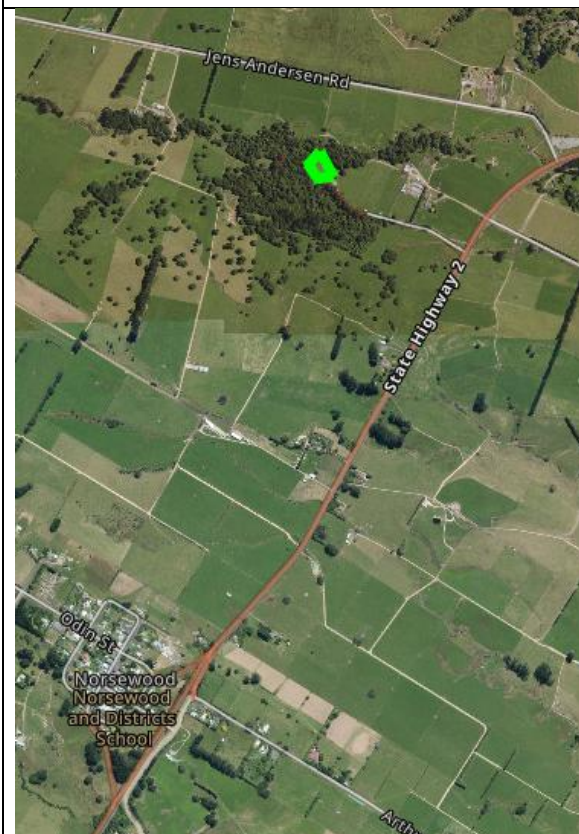


Alfredton Domain

Within green area (inside Section 222 Block XII Mangaone SD).



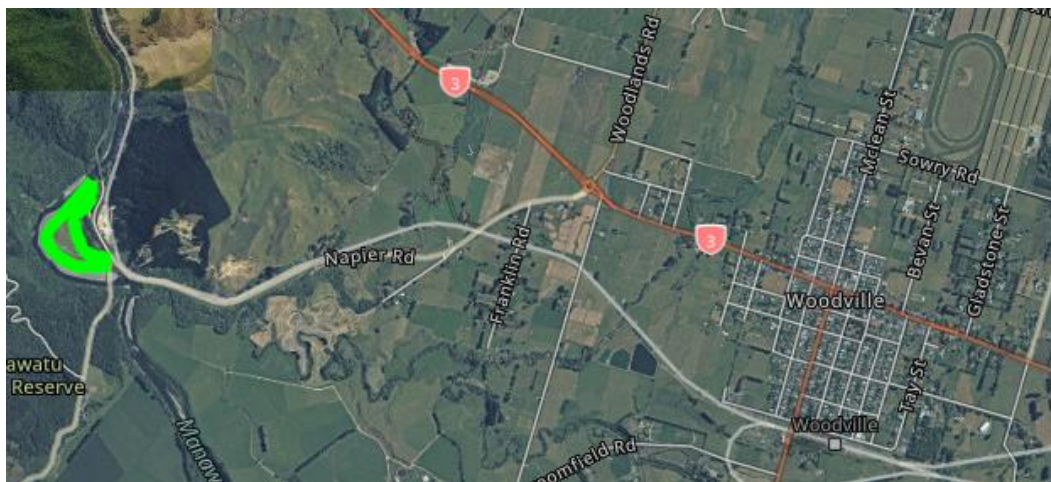
ANZAC Park, Anzac Park Drive, off State Highway 2, Norsewood
Section 185 Block V Takapau SD
Within green area.



ANZAC Park in relation to
Norsewood

Ferry Reserve, State Highway 3, Woodville

Pt sec 19 Blk XIV Woodville SD -pt in Wellington land dist at 17370/23-
Within green area.



Ferry Reserve in relation to Woodville.

Four Mile Bush Reserve, Coast Road, Pongaroa
Sec: 12 Blk: II SD: Owahanga
Within green area.



Pahiataua

Akitio

Four Mile Bush Reserve in relation to Pahiataua and Akitio.

Makuri Domain, Titoki Road, Makuri
Section 162 TN OF Makuri
Within green area.

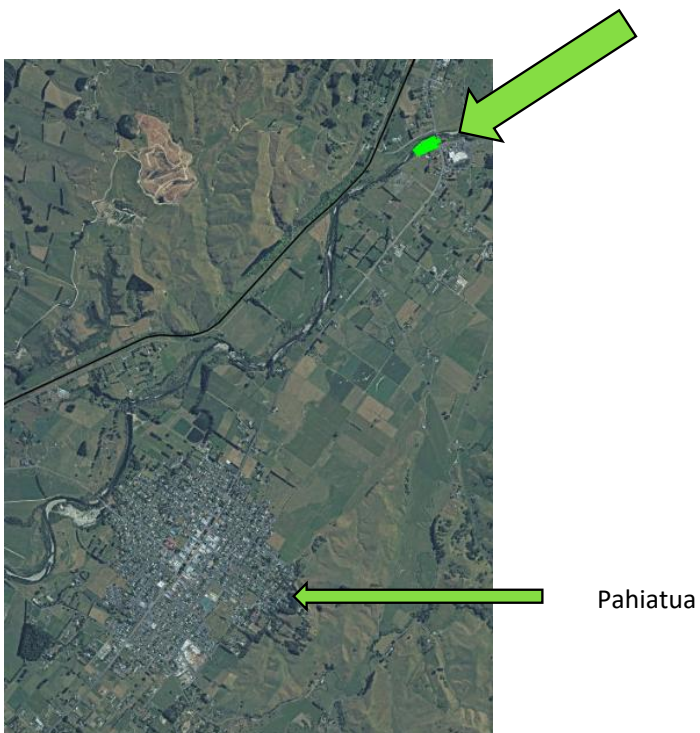


Pahiatua

Pongaroa

Makuri in relation to Pahiatua and Pongaroa.

Mangatainoka Reserve, State Highway, Mangatainoka
Section 90 Pahiatua VILL
Within green area.



Mangatainoka Reserve in relation to Pahiatua.

Ngapaeruru-Mangatoro Scenic Reserve

Section 21 Block V Mangatoro SD
Within green area.



Dannevirke

Ngapaeruru-Mangatoro Scenic Reserve in relation to Dannevirke.

Council Facilities Carparks

Within blue area.

41 Denmark Street, Dannevirke



Town Hall, 156 High Street, Dannevirke



43 Vogel Street, Woodville



Town Hall carpark, 9 Kiwi Street, Pahiatua





Report

Date : 22 August 2025

To : Mayor and Councillors
Tararua District Council

From : Angela Rule
Policy and Planning Advisor

Subject : **Water Supply Bylaw and Backflow Prevention Policy**

Item No : **9.8**

Recommendation

That the report from the Policy and Planning Advisor dated 24 June 2025 concerning the Water Supply Bylaw and Backflow Prevention Policy be received.

1. Reason for the Report

- 1.1 To provide information on the progress of the Water Supply Bylaw review and the development of the new Backflow Prevention policy.

2. Background – Water Supply Bylaw

2.1 Legislation

2.1.1 Local Government Act

S145 – The 2019 Water Supply Bylaw was made under this section which provides territorial authorities to make bylaws for its district.

S158 - new bylaws are to be reviewed no later than 5 years after the date on which the bylaw was made. Council's current Water Supply Bylaw was made (adopted) at the meeting of Tararua District Council on 26 August 2019.

S160A – A bylaw is revoked on the date that is 2 years after the last review date. Given that the 5-year review date for this bylaw would have been 26 August 2024, Council has until 26 August 2026 to adopt a reviewed bylaw.

2.1.2 Water Services Act

The proposed Water Services Bill, which is due to be enacted in Parliament in September 2026, sets out provisions by which the updates of water supply bylaws can be deferred, presumably so that effort on revising water supply bylaws that then need to be updated to align to other Councils under a CCO arrangement can be avoided.

On face value, the provisions of the Water Services Bill would not apply to Tararua District Council, meaning that an update to the bylaw is still required. However, the wording of the Bill is open to interpretation. On that basis, the proposed course of action is:

- To seek legal advice on whether Tararua District Council needs to update its water supply bylaw, based on the provisions of the Water Services Bill once enacted.
- In the meantime, complete a draft water services bylaw, noting that it will largely align to the Wairarapa Councils' Consolidated Bylaw, to which Tararua District Council would transition in any case. This will mean that either a draft bylaw is ready for consultation upon understanding the provisions of the Water Services Bill or can be used in future to create alignment with the Wairarapa Councils.

3. Status – Water Supply Bylaw

3.1 Key Changes

A specialist consultant and staff have communicated with the Wairarapa councils regarding their recently reviewed consolidated Water Supply Bylaw. Given the future direction of the Local Water Done Well and development of a water services entity with these councils, it is deemed prudent that Tararua District Council aligns its current review with the work the Wairarapa councils have already done.

A consultant has undertaken a comparison of the Wairarapa councils consolidated Water Supply bylaw, which identified strong overlaps with Tararua District Council's requirements. Therefore, bylaw drafting is underway based on the Wairarapa Councils consolidated bylaw.

The Wairarapa councils consolidated bylaw does not include a comprehensive backflow policy and code of practice. The consultant has reviewed a range of backflow policies across New Zealand and, working with a specialist backflow management consultant, has developed a backflow policy and code of practices based on the most appropriate parts of each.

3.2 Timeline

Officers are planning to conduct the special consultative procedure in accordance with S83 of the Local Government Act, in February 2026 in conjunction with the

Universal Water Metering project consultation. This is subject to change, depending on new Council meeting schedule.

September	October - December	January	February - April	May
Draft bylaw to ICCEM for feedback	<i>Election and induction period plus general holiday period</i>	Finalise bylaw and Statement of Proposal for consultation	Consultation Hearings Deliberations	Adoption

4. Background - Backflow Prevention Policy

4.1 Legislation

4.1.1 Water Services Act

The Water Services Act 2021 stipulates the obligations on water suppliers, such as Council, to protect drinking water quality for users. Section 27 describes the duty on water suppliers to protect against backflow, including:

1. If a drinking water supply includes reticulation, the drinking water supplier must ensure that the supply arrangements protect against the risk of backflow.
2. If there is a risk of backflow in a reticulated drinking water supply, the drinking water supplier may:
 - install a backflow prevention device and require the owner of the premises to reimburse the supplier for the cost of installation, maintenance, and ongoing testing of the device; or
 - require the owner of the premises to install, maintain, and test a backflow prevention device that incorporates a verifiable monitoring system in accordance with any requirements imposed by the supplier.

4.1.2 Building Act 2004

The Building Act 2004 requires buildings to be safe and sanitary and the occupants safeguarded from potential illness. Provision is made for backflow management in the Building Act in the following ways:

1. The Building Act requires an annually renewable Building Warrant of Fitness (for non-residential buildings) to ensure the specified systems stated in the compliance schedule are operating correctly. The compliance schedule includes any backflow preventers installed at the source of possible contamination.

2. The Building Act calls upon the Building Code in the Building Regulations 1992, specifically, Schedule 1, G12 Water Supplies regarding backflow prevention. The objective of G12 is to, among other things, safeguard people from illness or injury caused by contaminated water.

4.1.3 Health Act 1956

Section 23 of the Health Act defines duties of local authorities in respect of public health. It states that it is the duty of every local authority to improve, promote, and protect public health within its district. This includes making bylaws under and for the purposes of the Act or any other Act authorising the making of bylaws for the protection of public health.

4.1.4 Local Government Act 2002

Section 145 of the Local Government Act 2002 permits local authorities to make bylaws for its district for several reasons, including for protecting, promoting, and maintaining public health and safety. Further, Section 146 includes the provision of local authorities to make bylaws for the purposes of managing, regulating against, or protecting from, damage, misuse, or loss, or for preventing the use of the land, structures, or infrastructure associated with water supplies.

The Local Government Act also states it is an offence to pollute a public water supply and gives a council the power to stop the supply to respond to an event that may endanger public health.

5. Status – Backflow Prevention Policy

5.1 Policy Direction

5.1.1 Outcomes

- To protect public health and safety and meet relevant legislative requirements by effectively preventing backflow and appropriately managing situations where there is a risk of backflow occurring.
- To protect the integrity and quality of the Council's water supply networks by ensuring that unsafe water does not flow into them.

5.1.2 Scope

- All new and existing customers that will be or are currently connected to Council's public water supply schemes must comply with this policy.
- This policy sets out the approach Council will take to ensure contaminants from a private property are prevented from entering its water supply network at the point of supply.

- The policy does not address backflow requirements within buildings or structures on a customer's premises. This is the responsibility of the building owner under the New Zealand Building Code.

5.1.3 Matters

- Levels of risk and appropriate devices.
- Restricted supplies.
- Fire system connections.
- Role of Council (Local Water Done Well and building compliance).
- Role of property owner.
- Cost of backflow incidents.

5.2 Timeline

The policy has been drafted and is currently being reviewed by internal subject matter experts.

Anticipated timeline for policy project:

September	October - December	January - April	May
Draft policy and protocols to ICCEM for feedback	Election and induction period plus general holiday period.	Targeted stakeholder engagement.	Adoption (Reliant on Water Supply bylaw.)

Attachments

Nil.



Report

Date : 22 August 2025

To : Mayor and Councillors
Tararua District Council

From : Kawtar Tani
Group Manager - Strategy and Information

Subject : **Adoption of Urban Enhancement Strategy 2025-2050**

Item No : **9.9**

1. Recommendations

- 1.1 *That the report from the Group Manager - Strategy and Information dated 18 August 2025 concerning the Adoption of Urban Enhancement Strategy 2025-2050 be received.*
- 1.2 *That the Tararua District Council's Urban Enhancement Strategy be adopted, with an effective date of 15 September 2025.*
- 1.3 *That the Group Manager Strategy and Information be delegated authority to make editorial and typographical amendments to the Urban Enhancement Strategy prior to publishing.*

2. Reason for the Report

- 2.1 To seek adoption of the Urban Enhancement Strategy 2025-2050, following completion of the public engagement and consideration of matters raised through submissions.

3. Background

- 3.1 **Initiation:** Tararua District Council partnered with [Wayfinder Landscape Planning & Strategy](#) to develop an Urban Enhancement Strategy—a shared vision to enhance public spaces and create thriving, welcoming town centres. The Urban Enhancement Strategy builds on the foundation set by the Urban Growth Strategy and this initiative is made possible through [Better Off Funding](#).

- 3.2 **Initial public workshops:** Series of workshops run across the district in December 2024 to create the first draft of the strategy.
- 3.3 **Adoption for engagement:** At its meeting held on 28 May 2025 the Council adopted the proposed Urban Enhancement Strategy for public engagement.
- 3.4 **Public Engagement:** The public were invited to submit their feedback on the strategy from 30 May to 27 June 2025.
- 3.5 **Submissions:** Four submissions were received and were considered. Changes made to the draft strategy as outlined below.

4. Changes to Draft

- 4.1 The following table provides a summary of the amendments made to the draft Urban Enhancement Strategy following consideration of public submissions.

Summary of Submissions	Amendments made
Replace the introduction of Eketahuna on pages 92 and 93 with the introduction in the Eketahuna Community plan.	Updated introduction from community plan and referenced that is it extracted from the draft plan.
Do not like the plan for SH2 on western side...dangerous	No changes made. Any change to the roading alignment in Pahiatua would require much more extensive study with NZTA, which would include detailed safety audits. However, the idea of including the option as a vision is to plant the seed about investigating options.
Please put those dangerous vacant buildings to the top of your list.	Added in earthquake prone buildings according to latest data.
Road safety challenges not reflected.	Page 75 - reference to clock tower. Page 78 - updated text on map. Page 81 - no change as images included are about inspiration. Page 82 - change to describe banner mounts better.

Attachments

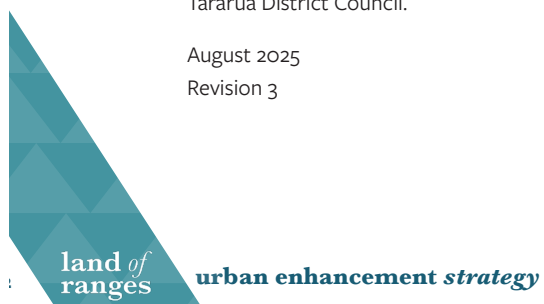
- 1 [↓](#). Urban Enhancement Strategy 2025-2050



Tararua District Council
Urban Enhancement Strategy
August 2025

This document has been
developed by Wayfinder
Landscape Planning &
Strategy Ltd on behalf of
Tararua District Council.

August 2025
Revision 3



TARARUA

D I S T R I C T

Tamaki-nui-a-Rua

Rangitāne-o-Tamaki-nui-a-Rua and Ngāti Kahungunu 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-a-Rua and Ngāti Kahungunu 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.



land of
ranges

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SECTION 1

INTRODUCTION



land of
ranges



INTRODUCTION

Tararua District is growing!

In response to this growth, in 2024 Council developed the Urban Growth Strategy. It sets the vision we have for growth, where we think it will occur, and provides recommendations for how Council can be ready. It's a key document that feeds into the consideration of our proposed new District Plan and our Long Term Plans.

One of the recommendations of the Growth Strategy was to consider how we should invest in the amenity and urban design of our towns to make them attractive places to be. This *Urban Enhancement Strategy* is the first step in considering such outcomes.

The focus is not just on what Council can do, but how the whole community might come together to enrich the places in which we work and live. The opportunities identified in this Strategy will require detailing and costing, and not all of them can be (or should be) funded by Council. It will be up to our communities to embrace the concepts outlined in this document, and work together to achieve them.

We look forward to working with the community to enrich our identity and enhance the liveability of our towns and villages.

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

***We are thriving, together.
Vibrant, connected
communities where
our land and waters are
nurtured and our people
flourish.***

Vision for the Tararua District, TDC

OVERVIEW

An urban enhancement strategy helps to influence and guide future urban development. It aims to support quality future development within our urban areas, attracting visitors, consumers, businesses, investors and residents, who all contribute to the overall vibrancy of the town and district.

Urban design is about both process and outcomes. About involving people and communities, iwi and all the diverse professionals and sectors that create the fabric of our urban areas. About creating places that we want to use and that work well, and that celebrate the natural environment, our built and cultural heritage, and strengthen both local and national identity. About promoting development that fits in with the street and the community.

This Urban Enhancement Strategy highlights the opportunities for the enhancement of our public spaces - how we can make them great places that we are proud of and want to spend time in.

But it can also be used for future development within our towns by developers, community, and council to ensure future development and enhancements are undertaken cohesively across the town. The Strategy can also provide a foundation for funding applications for individual projects or initiatives that align with the strategy.

It is intended that this document and supporting maps/resources are considered and interpreted in the context of other Council documents, guidelines, and plans that influence the urban environment.

The Urban Enhancement Strategy is not a blueprint and does not provide a definitive set of outcomes. Rather, the focus is on investigating what the current values are that people attribute to each place - what is it about these places that people are attracted to, why do they live or visit there.

With this knowledge, we can then consider what opportunities exist to expand or grow these values. How can we reinforce or enrich people's connection to such places, how can we develop identity?

This Strategy begins this process. It builds on feedback from the community through various engagement processes and begins to suggest some key directions. However its success will depend wholly on the communities within each place it investigates. It will be up to those communities to embrace the ideas and directions suggested, to come together to support their development.

“Urban Design – the design of the buildings, places, spaces and networks that make up our towns and cities, and the ways people use them.”

Ministry of Environment NZ, Value of Urban Design





THIS DOCUMENT

This document is designed to sit alongside our Growth Strategy, Urban Design Framework and our various other statutory documents (such as the District Plan). It provides an aspirational strategy for how we might collectively enhance our towns and villages.

The initial section of the document provides background information, including providing an overview of the community engagement that was undertaken to inform this strategy, and an introduction to national guidance on the enhancement of urban areas.

The document then focuses on Tararua by identifying the key pillars that will inform opportunities. These include factors such as identity and place - those things that make our towns and villages unique and enjoyable.

The last sections of the document then focus on each of the towns and villages. For each a brief history is provided and an examination of the key attributes of the town centres. A photo-board is also included that provides both existing and aspirational images that have guided the development of opportunities.

Under each of the five pillars, potential urban enhancement opportunities are identified. These have been developed to be unique to each town, although there are similarities across the district. These opportunities are then captured on a map and in imagery that demonstrates how they might be realised.

IMAGE: MILLA BOWIE

ENGAGEMENT

ENGAGEMENT PLAN

We identified early on that one of the key values in the development of the Urban Design Strategy was to include the people who will use the urban spaces in which this strategy will influence.

Initially, community board meetings were attended by a representative of the project team to introduce the committees and boards to the strategy at a high level. The meetings attended were in Norsewood, Dannevirke, Woodville, Pahiatua and Eketāhuna.

The community boards/committees were given the chance to provide initial thoughts on the project, including discussions around what methods of consultation would be best suited to the community as the project progresses.

Following these meetings, we ran three public engagement sessions to invite our community to contribute what they think will make our towns and villages great.

As this strategy was developed, it was shared with our elected representatives for their comment, and refined by various members of the council team.

ENGAGEMENT SESSIONS

Each session was run as a public drop-in session for the community to come along, learn about the strategy, and provide opinions on the future of their town by answering the following questions:

3. What do you value most about (town name) urban centre?

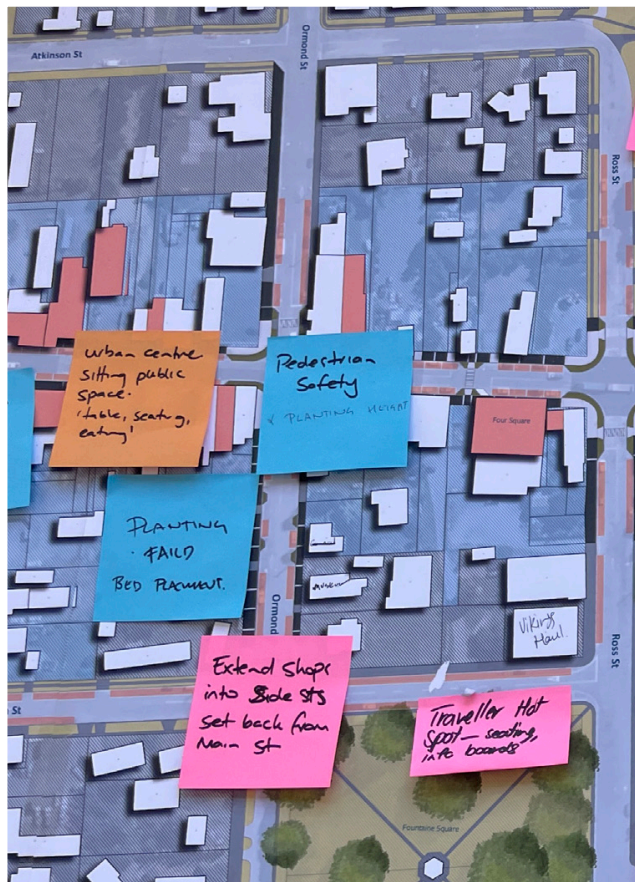
2. What aspirational change would you like to see in (town name) urban centre?

3. As an individual, community group, business, etc. How could you be involved to achieve desired change in (town name) urban centre?

Each question was answered by writing comments on post it notes and placed on the question or on a map of the town's urban centre. If individuals agreed with a comment that had already been added people were encouraged to add a sticker to reinforce support for this.

At all 3 sessions people naturally gravitated towards the map format and spent most of their time discussing opportunities for the town. Not all comments were related to urban design outcomes (for example, fibre connections) but all comments were recorded.





COMMUNITY PLANS

In addition to the engagement sessions, Council is in the process of supporting local communities in the Tararua District to develop Community-Led Development (“CLD”) Plans, that detail the community’s key aspirations, and the desired projects that will deliver outcomes for these aspirations. Plans also share a brief history, demographics, and key assets of the community.

The development of the CLD Plans is lead by each community. It is recognised that it can take a long time for CLD Plans to become an embedded practice and these plans may take various twists and turns as part of the journey. This is to be expected.

CLD is a widely supported practice, particularly among philanthropic (charitable) trusts and agencies. It demonstrates community collaboration and can assist in attracting funding for the various projects developed as part of the plan.

As of March 2025, the Norsewood and Pahiatua Community Plans have been finalised, with Woodville and Eketāhuna still in development phases with community.

It is considered that the CLD Plans, community priorities and outcomes are intrinsically linked to some of the outcomes identified in this document.

Tararua District Council has identified the following Community Outcomes:

-  **Social well-being outcome:**
To enable our people to achieve the goals that are important to them.
-  **Economic well-being outcome:**
A vibrant economy that enables a range of opportunities for our people.
-  **Cultural well-being outcome:**
Our people respect the beliefs, values, histories, and languages of our communities.
-  **Environmental well-being outcome:**
Our natural environment is healthy, resilient and cared for.



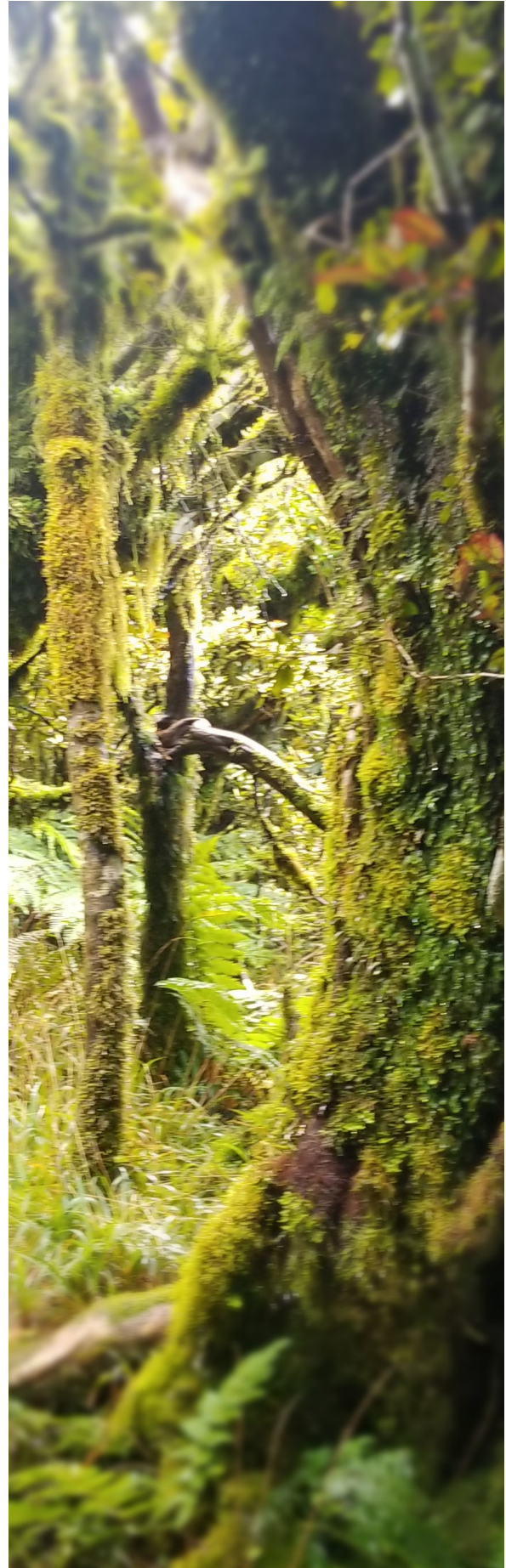
CULTURAL DESIGN

TE ARANGA DESIGN PRINCIPLES

Te Aranga Design Principles are a set of guidelines developed by Māori design professionals in response to New Zealand's Urban Design Protocol in 2005. These principles aim to ensure mana whenua (tribal authority) presence and participation in urban design projects, emphasizing Māori cultural values such as rangatiratanga (self-determination), kaitiakitanga (guardianship), and whanaungatanga (relationships). The seven principles are:

- ▲ **MANA:** Recognises and respects the status of iwi (tribes) and hapū (sub-tribes) as mana whenua, establishing a foundation for their values to influence the design process.
- ▲ **WHAKAPAPA:** Celebrates ancestral connections, enhancing a sense of place by incorporating Māori names and narratives into design elements.
- ▲ **TAIAO:** Focuses on protecting, restoring, and enhancing the natural environment, emphasizing the Māori worldview of humans as part of the natural world.
- ▲ **MAURI TU:** Ensures the health and vitality of the environment are maintained and enhanced, considering the life force of natural elements in design.
- ▲ **MAHI TOI:** Incorporates creative expressions of iwi and hapū narratives, reflecting cultural identity through art and design.
- ▲ **TOHU:** Acknowledges significant sites and cultural landmarks, reinforcing identity and connection to the land.
- ▲ **AHI KĀ:** Recognises the enduring presence and valued role of iwi and hapū within their ancestral lands, ensuring their continued engagement in the design process.

IMAGE: NICHOLAS GREEN



NZ URBAN DESIGN PROTOCOL

The New Zealand Urban Design Protocol (“NZUDP”) provides a platform to make Aotearoa New Zealand towns and cities more successful. It is not compulsory legislation or policy, but is a formal undertaking by a variety of signatories to support quality urban design outcomes. Tararua District Council is not currently a signatory, but the Council recognises the advice and recommendations that the protocol sets out.

Quality urban design is important because people’s lives are connected through common built environments. People live and work in buildings, use streets, public spaces, transport systems and other forms of urban infrastructure. Quality urban design creates places that work and places that people use and value.

Quality urban design values and protects the cultural identity of New Zealand towns and cities, reinforcing their distinctive identity and value. Alongside recognising Māori traditions and values, successful urban design and development also reflects all people who have made Aotearoa New Zealand their home. It fosters pride, engagement and stimulates creativity and opportunity. These are values that are shared by Rangitāne-o-Tamaki-nui-a-Rua and Ngāti Kahungunu Tāmaki-nui-a-Rua.

This Strategy considers the principles contained within the NZUDP. In particular, it recognises the seven essential design qualities that create urban design. These are outlined on the adjacent column:

- ▲ **CONTEXT:** Buildings, places and spaces are not isolated elements but part of a whole town. Urban environments are part of a constantly evolving relationship between people, land culture and the wider environment.
- ▲ **CHARACTER:** Towns have a distinctive character and culture that is dynamic and evolving. Buildings and spaces have the opportunity to be unique, appropriate to their location, whilst complementing their historic identity.
- ▲ **CHOICE:** People are diverse and seek choice within the urban form of towns. This includes choice of densities, building types, transport options and activities. Choice is complemented by flexibility.
- ▲ **CONNECTIONS:** Quality urban design recognises how all networks - streets, railways, walking and cycling routes, services, infrastructure and communication networks - connect and support healthy neighbourhoods.
- ▲ **CREATIVITY:** Creativity adds richness and diversity, turning functionality into memorability. Creative urban design supports a dynamic urban cultural life and fosters strong urban identities.
- ▲ **CUSTODIANSHIP:** Stewardship of towns includes the concept of kaitiakitanga, creating safe, environmentally sustainable and responsive urban environments.
- ▲ **COLLABORATION:** Towns are designed and grow incrementally as people make decisions on individual projects. Quality urban design requires good communication and engagement.



OTHER GUIDELINES

Tararua is not the first council to develop a strategy such as this - across Aotearoa New Zealand there are many examples of urban enhancement and liveability strategies, each tailored to their specific context and requirements. However, they provide a good reference for the types of opportunities we are seeking in our district.

A selection of particularly useful guidelines include:

- ▲ **CREATING GREAT STREETS:** An online publication by the New Zealand Transport Agency Waka Kotahi, this suite of materials provides a framework for developing well-functioning urban environments. In particular it includes the New Zealand Healthy Streets Design Check Tool which helps to identify issues and opportunities within our streets.
- ▲ **AUCKLAND DESIGN MANUAL:** Although focussed on urban enhancement of a big city, this manual provides a wealth of information in regard to wellbeing, health and safety. It includes methodologies for undertaking public realm design, especially those frequented by pedestrians.
- ▲ **TĀONE ORA URBAN DESIGN GUIDELINES:** Kāinga Ora's design guidelines have a focus on residential connection to urban places, with particular reference to Māori cultural design processes. They set out methodologies for identifying issues and opportunities that make our urban places desirable to live in.
- ▲ **CPTED:** The Ministry of Justice has developed national guidelines for Crime Prevention Through Environmental Design (CPTED). These include a focus on seven qualities of safer places.





SECTION 2

STRATEGIES

A stylized graphic of a mountain range at the bottom of the page. It features several white mountain peaks of varying heights against a teal background. The peaks are composed of geometric shapes, with some having internal patterns of smaller triangles. The text 'land of ranges' is positioned to the right of the mountains.

land of
ranges

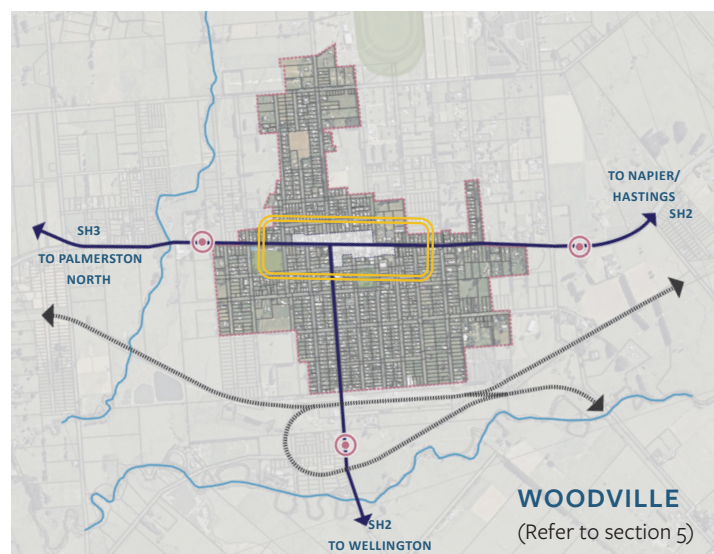
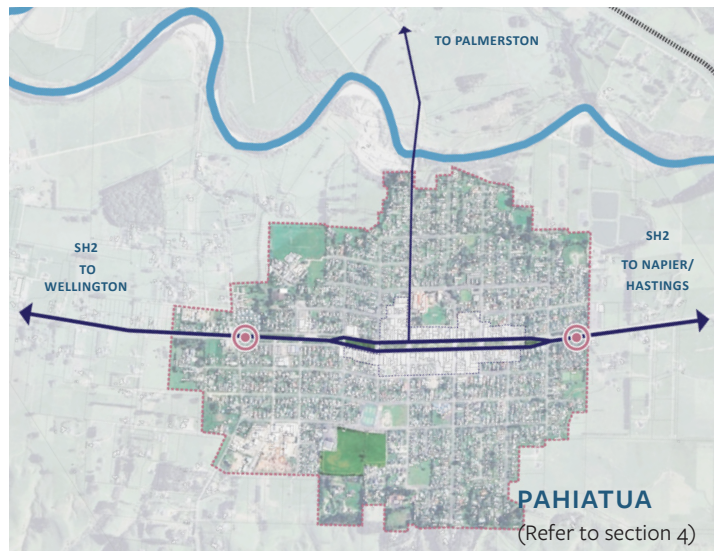
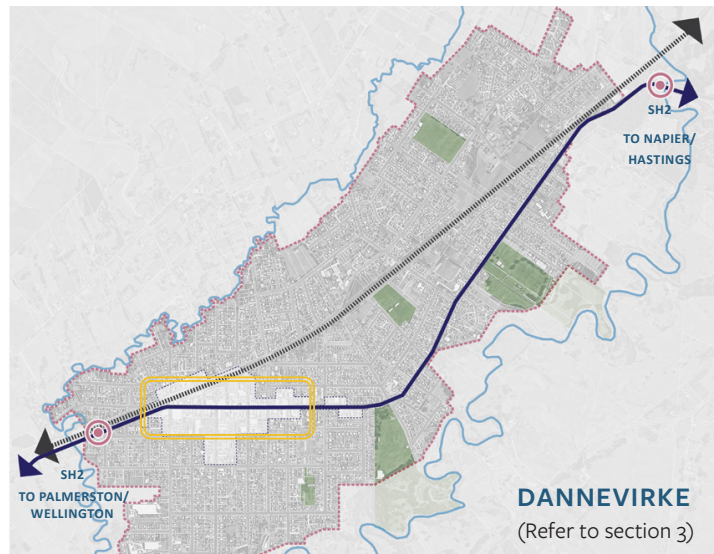
FOCUS AREAS

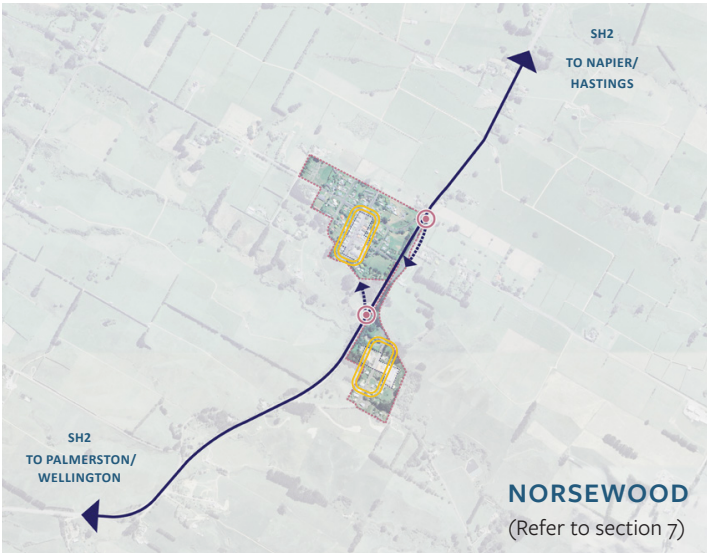
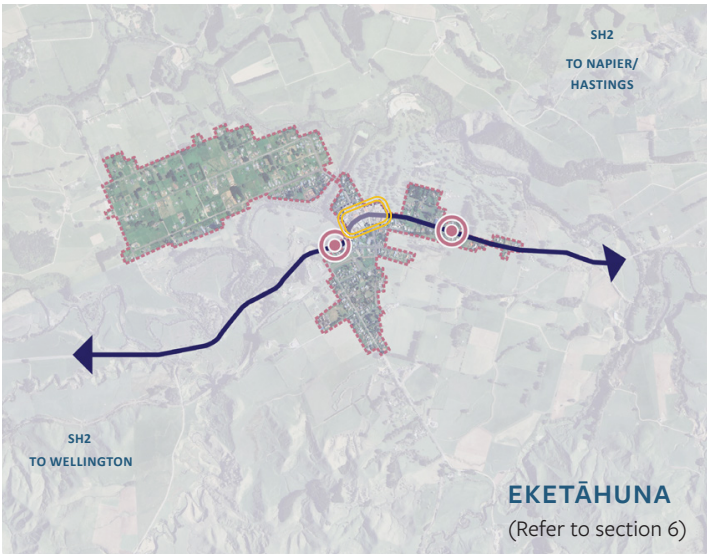
OVERVIEW

The Urban Enhancement Strategy has an overarching district-wide focus, ensuring there is a cohesive approach across urban spaces within the Tararua District. However the intent of the strategy is to focus on the urban centres of each town.

We spent time thinking about the identity and character of each town in isolation, and then how it contributes to the wider identity of the district as a whole. Many of the identified opportunities for each town are similar, but can be executed in different ways that are appropriate for each location.

There was no specific order or hierarchy to our process, and we often reconsidered ideas in one town when we had explored opportunities in another. However, for the purposes of consistency, throughout this document we refer to each of the towns in population order: Dannevirke, Pahiatua, Woodville, Eketāhuna and then Norsewood.







ASPIRATIONS

Throughout the consultation process there was a clear desire to strengthen each town's identity, reflecting on each of the town's history, and reinforcing gateways between different communities.

Along with this is the desire to create welcoming spaces for travellers that encourage people to stop and spend time in the towns, visit local businesses and spend time in quality public spaces. However this is also aimed at locals, improving spaces for lunch spots, events, and recreational opportunities.

The future opportunities and potential responsibilities for earthquake prone buildings is a concern across the district, and was focused on heavily at both Woodville and Dannevirke sessions. Both included discussions around the importance of 'saving' specific historic buildings, juxtaposed with open space and urban design opportunities if some buildings were removed.

All three towns recognised that to achieve desired change there was a shared responsibility including local businesses, council, community and volunteer groups (existing, and opportunities for new), community boards/committees, and developers. It was also considered that there was a desire for mana whenua and Pākehā to come together to reinforce cultural values, involve collaborative processes, and achieve high quality outcomes.

DANNEVIRKE

- ▲ Strengthen town's identity and character, including gateway to Hawke's Bay (art deco).
- ▲ Create a destination town, celebrates history, provides amenities.
- ▲ Opportunities for recreational enhancements and safety at the domain.
- ▲ Community gardens and orchards (planned for showgrounds).
- ▲ Consider accessibility (streets, play, recreation)
- ▲ Refurbish and secure the future of buildings (hall and cinema).
- ▲ Sufficient and safe parking.
- ▲ Public arts and cultural centre, and public arts including murals, sculptures, installations, etc. opportunity for arts and cultural trail.
- ▲ Removal of trees, and/or better tree planting. Improve street planting.
- ▲ Utilise rooftops with urban beehives, gardens, solar, rain harvesting.
- ▲ Increase green spaces and improve existing green spaces
- ▲ Potential town square, and event spaces (farmers market, music events, seasonal events).
- ▲ Road safety, speed limits, pedestrian crossings, raised table crossings, etc.
- ▲ Pedestrian connections from Main St through to the next block.
- ▲ Improved walkability and cycle connections.
- ▲ Create a strategy for earthquake prone buildings.
- ▲ Inner town living opportunities (mixed use developments).
- ▲ Cycle and walking tours, arts and history tours.
- ▲ Maintaining public spaces and amenities (rubbish, furniture, etc.).

PAHIATUA

- ▲ Strengthen town's identity and character.
- ▲ Celebrate the towns history.
- ▲ Promote sustainability within our town.
- ▲ Focus on community, people, and social outcomes.
- ▲ Creating an environment in which new businesses are welcomed to Pahiatua to support the economic growth and vibrancy of our town.
- ▲ Provide opportunities to attract new residents and visitors.
- ▲ Any street upgrades to align with the most recent Main Street upgrades.
- ▲ Opportunities for wider recreational enhancements such as cycle connectivity.
- ▲ Safety improvements around street crossings.
- ▲ Vibrant streets and public spaces.
- ▲ Encourage retail and food outlets within the Central Business blocks.
- ▲ Improvements and repairs to the Harvard Playground.
- ▲ Community gardens.
- ▲ Support high occupation of retail/commercial spaces.
- ▲ Consider accessibility (streets, play, recreation).
- ▲ Sufficient and safe parking.

WOODVILLE

- ▲ Identity focus around Woodville being a 'gateway' town between Tararua and Manawatu.
- ▲ Walkability, compact town centre and easy to walk along the main st. Walkways, enhanced connections, cycling.
- ▲ Community, people, 'this is home'.
- ▲ High quality urban spaces with better seating and table options, gardens and shade, eating spaces.
- ▲ Recreational opportunities and facilities (skate, dog park, community pool upgrade, tennis courts, basketball).
- ▲ Facilities and services that encourage people travelling through Woodville to stop (24/7 toilets, hospitality options, fuel, seating and tables for eating, information boards, etc.).
- ▲ Urban street upgrades – seating, lighting, planting, information boards. consistent across town, and strategies that can allow for town promotion and 'beautification'.
- ▲ Community spaces are important for events, opportunities for farmers market with public amenities near by (toilets, etc.).
- ▲ Main street road safety, including safer pedestrian crossings, traffic speeds, parking, trucks turning at the intersection with Vogel St and Mclean St (State Highways).
- ▲ Parking around school, restrict berm parking on side roads, drop off and pick up focus. Improved pedestrian crossing.
- ▲ Improved security, CCTV, surveillance, lighting.
- ▲ Opportunities to extend shops (commercial/retail) along side streets.
- ▲ Overland flow paths and surface flooding areas - opportunities to explore ecological and recreational opportunities, wetlands.
- ▲ High quality developments, town centre retirement living.
- ▲ Refresh murals and celebrate local culture and arts.
- ▲ Pākeha and Māori coming together.

EKETAHUNA

- ▲ Vibrancy and character.
- ▲ Safety and usability.
- ▲ Connectivity.
- ▲ Buildings.
- ▲ Planting and nature.
- ▲ Community involvement.
- ▲ Encourage travellers to stop.

NORSEWOOD

- ▲ Norwegian culture, and preservation of its history/town's history.
- ▲ Town identity, focal entrance icons (trolls), highway signage.
- ▲ Points of interest encouraging tourists to 'hang about'.
- ▲ Heritage trail.
- ▲ Create a welcoming, attractive space, that encourages people to visit.
- ▲ Centre street upgrades with urban furniture, street lights.
- ▲ Maintenance of gardens and council assets.
- ▲ Improved roads and parking for public facilities (cemetery, main st, etc.).
- ▲ Recreational opportunities at Mathews Park.
- ▲ Opportunities to develop Water Wheel Park, and review and improve playground/play areas including potential skate park.
- ▲ Improved surveillance and safety.
- ▲ Connectivity (infrastructure/fibre).



KEY PILLARS

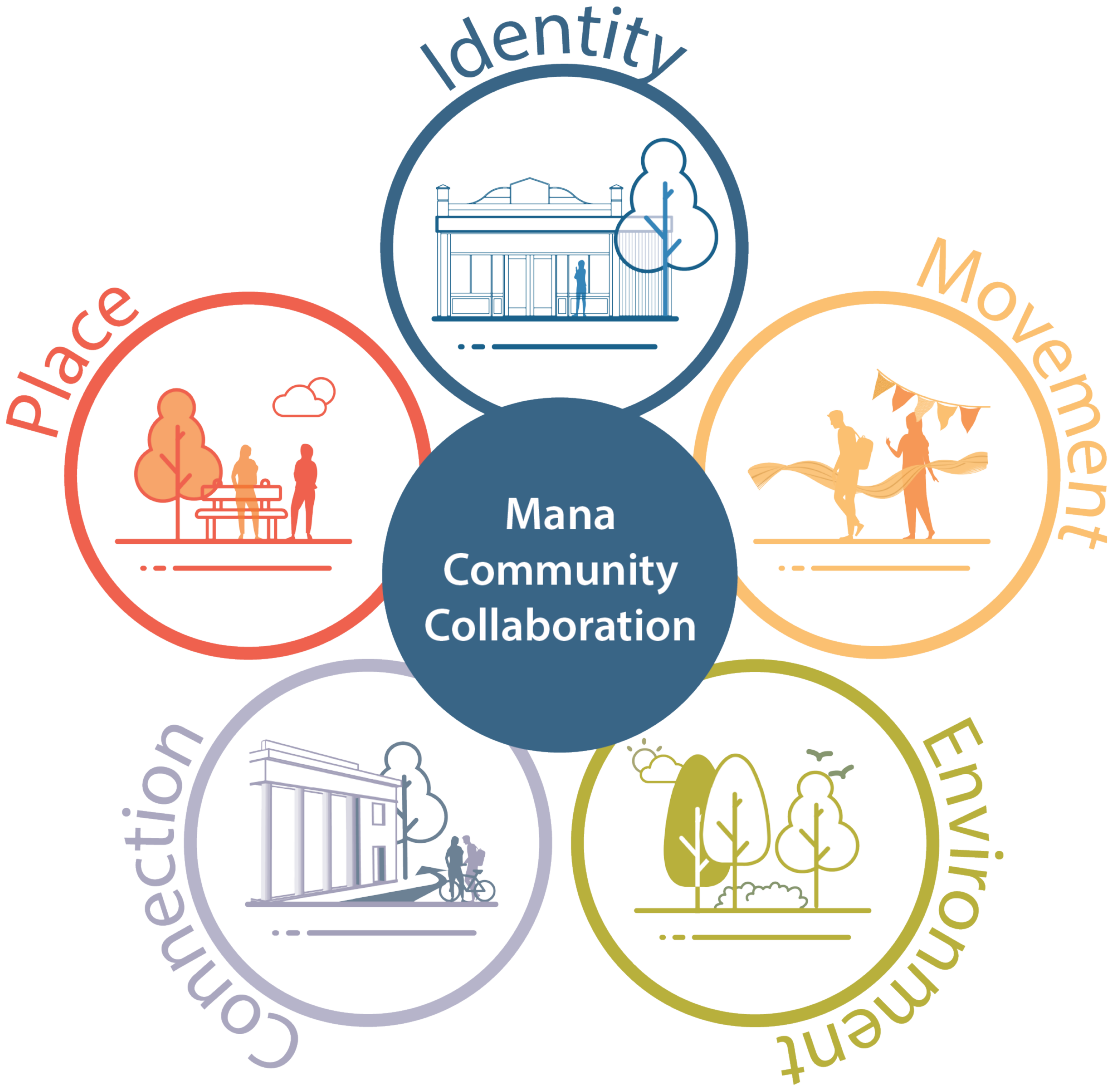
Following the initial phases of engagement, it was clear that at a high level the strategic approaches were similar across each town. This is encouraging - we are all one district and in that sense, one community.

However, each of our towns and villages has their own unique identities - the physical aspects of them that make them what they are and distinguishes them from each other. Our strategies for each town need to explore what we can do to together to enhance these values, to make our towns and villages even better places to be.

Achieving this requires a weaving together of the various Te Aranga Design Principles, the well-documented “7-C’s” of Urban Design Enhancement, and the overall wellbeing objectives of Council. The page opposite shows how we have weaved these together into five distinct pillars, with the following pages setting out what each of these mean.

At the core is mana and our community. The key to achieving the strategies is collaboration - everyone working together to achieve a common vision and outcome for our collective wellbeing.

TE ARANGA	URBAN DESIGN PROTOCOL
▲ MANA	▲ CONTEXT
▲ WHAKAPAPA	▲ CHARACTER
▲ TAIAO	▲ CHOICE
▲ MAURI TU	▲ CONNECTIONS
▲ MAHI TOI	▲ CREATIVITY
▲ TOHU	▲ CUSTODIANSHIP
▲ AHI KĀ	▲ COLLABORATION





IDENTITY

- ▲ Mahi Toi
- ▲ Creativity
- ▲ Sense of Place
- ▲ Uniqueness
- ▲ Personality
- ▲ Distinctness

Identity builds on our intertwined Māori and European history, and explores what makes the town or village different from others. Embracing identity brings people together, allowing them to celebrate what is special to them about the place in which they live.

Identity can cross many scales - and the opportunities for exploring what makes each town or village unique needs to also be in the context of what brings each of them together across the district, and the country.

Key opportunities for enhancing identity in our towns and villages include:

- ▲ The use of branding, colours, logos
- ▲ Uniformity in details and materiality (such as street furniture or paving materials)
- ▲ Expression
- ▲ Architectural style



MOVEMENT

- ▲ Ahi Kā
- ▲ Activity
- ▲ Life
- ▲ People
- ▲ Dynamic
- ▲ Engaging

Movement instills a sense of life, of people being within and occupying a place. People are attracted to movement, and often move towards it.

Movement does not need to only be about people. The presence of vehicles and animals both create a sense of occupation. Additionally, wind through trees, flags flapping, or even digital media can create a sense of movement.

Key opportunities for enhancing movement in our towns and villages include:

- ▲ Making places great for people to be in
- ▲ Using flags, banners, bunting
- ▲ Using lighting, digital media
- ▲ Introducing vegetation and habitat
- ▲ Having festivals, events, and activities
- ▲ Temporary installations of art, food, furniture



ENVIRONMENT

- ▲ Mauri
- ▲ Custodianship
- ▲ Taiao
- ▲ Healthy
- ▲ Vitality
- ▲ Landscape

Environment is the whole world around us, and in this Strategy it speaks to how our towns and villages connect with the natural environment and the landscape in which they are located.

This includes the promotion of planting (which provides a range of benefits beyond natural ecosystems), ideally designed to enhance identity, but also the consideration of viewshafts and/or the use of natural materials where appropriate.

Key opportunities for enhancing environment in our towns and villages include:

- ▲ Vegetation
- ▲ Introducing height and movement
- ▲ Creating natural habitat
- ▲ Using natural materials
- ▲ Natural stormwater mechanisms





CONNECTION



- ▲ Tohu
- ▲ Network
- ▲ Relationships
- ▲ Visibility
- ▲ Choice
- ▲ Conversation

Connection is how the activities and people within our towns and villages connect with each other. This can be through physical connection, such as barrier-free footpaths, or through visibility and openness (for example, across a street). It also includes how people enter and exit a space.

Good connections results from spaces that people can easily find their way through, how they get from one place to another. It may involve wayfinding, but in the first instance should be about instinct.

Key opportunities for enhancing connections in our towns and villages include:

- ▲ Sightlines
- ▲ Removing barriers
- ▲ Wayfinding, signage and gateways
- ▲ Multimodal transport opportunities

PLACE



- ▲ Whakapapa
- ▲ Character
- ▲ Context
- ▲ Home
- ▲ Liveability
- ▲ Safety

Place defines what makes our towns and villages desirable, liveable and safe. It's about ensuring that places are where people want to be, where they want to experience, and where they want to connect with each other.

A well designed place is somewhere people feel inherently comfortable, like their own home. With this comes a sense of ownership and respect.

Key opportunities for enhancing place in our towns and villages include:

- ▲ Focus on great spaces
- ▲ Quality urban furniture
- ▲ Clean, graffiti and rubbish free
- ▲ Connected to whanau, history, experiences
- ▲ Safe and secure



land of
ranges

SECTION 3

DANNEVIRKE

*land of
ranges*

DANNEVIRKE CONTEXT

HISTORY

Before European settlers arrived, the area around Dannevirke was inhabited primarily by Rangitāne iwi. Māori lived and traveled through the region, utilising its natural resources for food and materials. However, European settlers began arriving in the mid-19th century, and the landscape began to change dramatically.

The town of Dannevirke was officially established in the late 1800s, founded by Danish and Norwegian immigrants. These settlers were part of the New Zealand Company's attempt to bring European colonists to the country, specifically targeting Scandinavians due to their farming knowledge and work ethic. The town was named after the Danish "Dannevirke," which refers to a series of defensive walls in Denmark built during the Viking Age. This naming reflected the settlers' pride in their Scandinavian heritage.

In the late 1800s and early 1900s, Dannevirke grew as a rural service town. Its location along the main route between Wellington and the northern regions of the North Island made it an important stop for travelers, and it became a hub for the surrounding farming community. Much of the town's

development centered around agriculture, particularly sheep farming and the timber industry. These industries remained central to the town's economy throughout the 20th century.

The arrival of the railway in the 1890s was a significant development for Dannevirke, as it allowed for easier transportation of goods like timber and agricultural products to other parts of New Zealand. The town became a central point in the growing network of railways in the region. With the advent of the motor car, the town also saw the development of better road networks, linking Dannevirke more effectively to other key towns in the area.

Dannevirke maintains a strong Scandinavian heritage, which is still reflected in the town's architecture, local events, and even street names. The Dannevirke community celebrates its roots through various cultural events, including the Danish and Norwegian-themed festivals. One of the most significant features of this heritage is the Dannevirke Viking Settlement Memorial and the Norwegian and Danish Settlers Memorial in the town, which highlight the contributions of the early settlers.



TODAY

Today, Dannevirke is a small but vibrant town, serving as a rural service center for the surrounding farming community. The town has diversified its economy to include various industries, but agriculture and forestry remain central.

Dannevirke maintains its Scandinavian heritage, reflected in its architecture, street names, and cultural events. The Art Deco influence evident within the distinct architectural forms adds a 1930's twist, reflecting the period when Dannevirke's town center was transformed with Art Deco architecture. The character of the town is a mix of history that has embraced change, reinvention, and continues to looking forward and adapt.

Dannevirke is located on the Palmerston North-Hastings Road (State Highway 2), making it well-connected to other parts of the North Island. While Dannevirke is a small town, it attracts visitors thanks to its historical significance, rural charm, and proximity to outdoor activities. Dannevirke offers a range of modern amenities, including cafes, restaurants, a public library, and sporting facilities.

Agriculture remains the backbone of Dannevirke's economy, with the surrounding farms focused on sheep, dairy, and crop farming. Additionally, the timber industry and forestry have played an essential role, taking advantage of the region's natural resources. While the town's economy is predominantly based on these sectors, Dannevirke has also seen small growth in other industries, including retail, services, and tourism.



EXISTING MAPS

CONTEXT MAP



1 2 Areas identified as Urban Centre for Urban Centres Enhancement Strategy



BUILDING OCCUPATION MAP

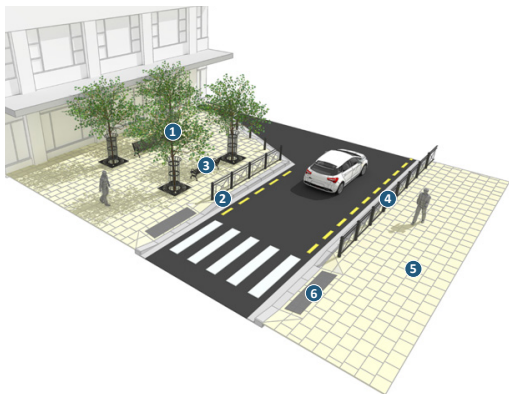


- Retail premise
- Office premise
- Large format retail
- Commercial agricultural / support
- Industrial
- Food / Restaurant
- Municipal / Bank / Community
- Accomodation Motel /Hotel
- Health - Gym / Dentist / Physio etc.

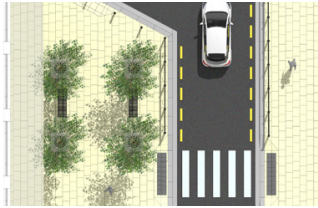
WARD & BARRAUD STREETS



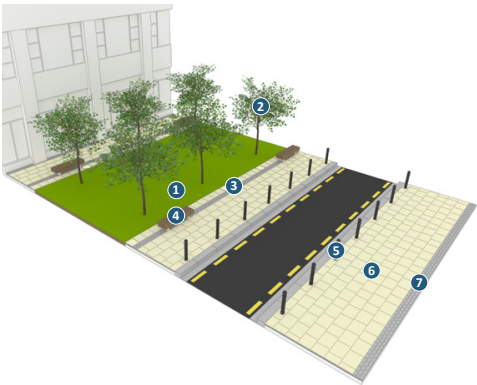
A EXISTING BARRAUD STREET



- 1 Street trees
- 2 Kerb precast units
- 3 Metal slatted seating
- 4 Balustrade barrier to road edge
- 5 Large light coloured concrete pavers
- 6 Tactile units for pedestrian crossing



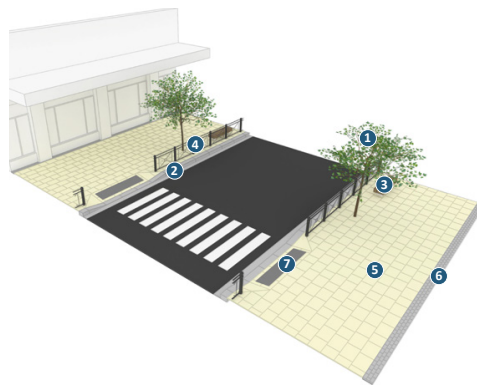
B EXISTING WARD STREET



- 1 Sunken lawn
- 2 Street trees clipped to shape
- 3 Small pavers containing furniture strip
- 4 Solid timber seating
- 5 Black bollards as barrier to road
- 6 Large light coloured concrete paver's
- 7 Small paver's as detail to building threshold



C EXISTING STREETSCAPE



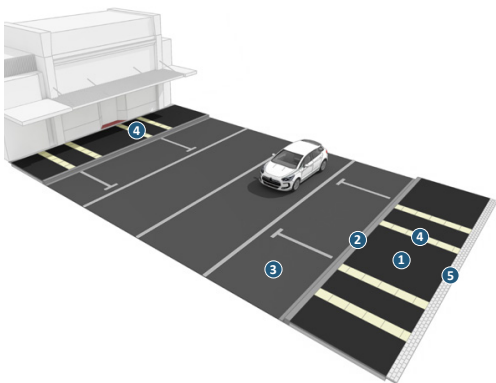
- 1 Street trees
- 2 Kerb precast units
- 3 Solid timber seating
- 4 Balustrade barrier to road edge
- 5 Large light coloured concrete pavers
- 6 Small paver's as detail to building threshold
- 7 Tactiles for pedestrian crossing



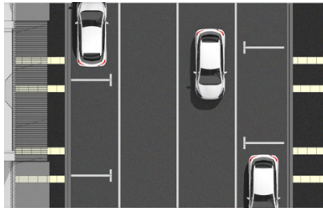
GORDON & ALLARDICE STREETS



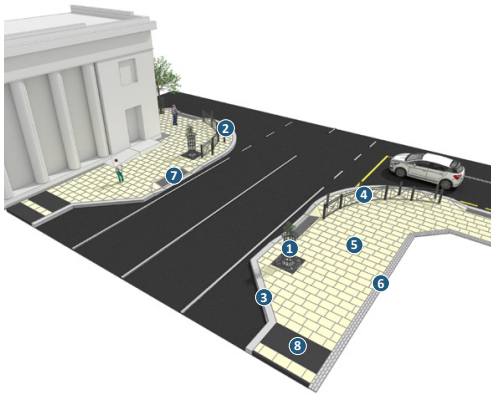
D EXISTING STREETSCAPE



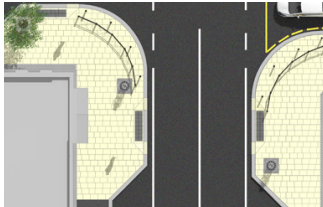
- 1 Asphalt pedestrian pavement
- 2 Concrete kerbs
- 3 Car parking
- 4 Light coloured concrete paving strips
- 5 Small pavers as detail to building threshold



E EXISTING INTERSECTION



- 1 Street trees with tree guards
- 2 Bollards
- 3 Concrete kerbs
- 4 Balustrade barrier to road edge
- 5 Large light coloured concrete pavers
- 6 Small pavers as detail to building threshold
- 7 Tactile units for pedestrian crossing
- 8 Asphalt pedestrian pavement



- Residential
- Mixed-use
- School
- Lawn
- Planting
- Tree planting
- Parking
- Concrete
- Asphalt
- Coloured Concrete Pavers
- Earthquake prone buildings

PICTURE BOARD

A selection of images that inspire the identity of Dannevirke.



urban enhancement strategy



POTENTIAL OPPORTUNITIES



IDENTITY

Dannevirke's streets were upgraded several years ago, and while it gave the town some refreshment, it retains a dark and somewhat tired look. In addition, the nordic theming doesn't align with the community aspirations for identity. There's no need (or budget) to replace the urban furniture, but there are opportunities for introducing new features that enhance the town with colour and vibrancy.

Key opportunities for ingraining the identity of Dannevirke include:

- ▲ Develop a brand or logo for the town that has a bright, refreshed appeal and connects with some of the Art Deco and Victorian styled buildings.
- ▲ Develop window stickers and/or posters for shops and public buildings to use to show their connection to the town.
- ▲ Remove the existing shields and nordic references and replace with artistic patterns reflecting the new brand identity.
- ▲ Refresh and repaint buildings in the town centre in a variety of pastel colours, reflective of many of the Art Deco buildings within the main street, or use more heritage colours for the iconic Elizabethan and Victorian buildings.
- ▲ Clean up and remove advertising signage and develop new signage rules that provides greater consistency, whilst allowing businesses to advertise and be seen.
- ▲ Review public artworks and installations, particularly murals (such as on The Warehouse) and refresh in alignment with the new branding and colours.



MOVEMENT

The town has a lot of vehicle movement and reasonable pedestrian activity. However the footpaths, particularly under the shop canopies, are dark. The trees are relatively static and there is limited ability to hang banners or celebratory items.

Key opportunities for enhancing movement in Dannevirke include:

- ▲ Use angled poles from buildings to create opportunities for banners, and/or consider how bunting or banners could be hung across the main street.
- ▲ Used closed shops for vibrant artworks that depict movement and interest.
- ▲ Consider the use of digital screens that show lifestyle content, or adaptive coloured lighting to highlight building features.
- ▲ Install daytime lighting under the shop canopies to help lighten the footpath environment.
- ▲ Utilise spaces left by removed earthquake prone buildings to create mini-nature reserves that bring movement, light and wildlife into the town centre without impacting other design outcomes.
- ▲ Develop green corridors that are visible from the Main Street that create a sense of depth to the town centre.





ENVIRONMENT

It's been challenging to establish a good tree network along Dannevirke High Street due to the high-vehicle movements. However, the current trees are pollarded quite low, and lack height to create a strong natural canopy. Additionally, planting at ground level is relatively limited.

Key opportunities for improving environmental values within the village include:

- ▲ Develop a unified planting palette for use in public (and potentially private) gardens and traffic islands, utilising exotic trees and native low ground covers that provide natural colour and brightness.
- ▲ Replace street trees with those that naturally grow tall and slender, allowing them to reach a strong height above the shop canopies.
- ▲ Install more ground level planting beds in locations that are not used by pedestrians.
- ▲ Install raised planter beds against the existing railings to help soften the hard spaces and lessen the harsh nature of the barriers.
- ▲ Reduce widths of side streets to create green pocket parks.
- ▲ Indicate key species to reflect a Nordic landscape:
 - ▲ Tulip trees (fastigiata - slimline variant)
 - ▲ Hebe (ground covers)
 - ▲ Libertia (NZ Iris)
 - ▲ Muehlenbeckia





CONNECTION

The key challenge for Dannevirke is maintaining active pedestrian linkages across the busy main street. Moving the highway has been considered, but this is a long-term strategy that is currently not feasible. However, we have considered a possibility in this strategy of creating a *Heavy Vehicle Bypass*, noting that this will require significant consultation and road upgrades.

Irrespective of the outcome of a bypass, creating greater sightlines across the road, even if crossing locations are more limited, will help bring the two sides together.

Key opportunities for connecting Dannevirke include:

- ▲ Create greater opportunities for people to access the car parking areas to the rear of the main street through creation of broad laneways with good visual connections (potentially as earthquake prone buildings are removed).
- ▲ Through enabling rear parking, reduce parking in the main street and widen footpaths in more places to allow more space for people to dine outdoors.
- ▲ Reduce side street widths in places (still promoting access to the rear) to provide green pocket parks.
- ▲ Produce guidelines for retailers to promote better use of the pavement space, reducing clutter and opening sightlines.



PLACE

As identified, the existing urban design of the town has a somewhat dark, hard character. There is little that can be done to change this physically, but there are opportunities for introducing historical narratives that draw attention and interest.

Key opportunities for enhancing place in Dannevirke include:

- ▲ Lift random pavers and replace with unique feature tiles, building narratives, providing pocket-size artworks, poetry or puzzles.
- ▲ Enable the rear laneways for people by encouraging buildings to have rear-doors, introducing lighting (including overhead festoons), sitting spaces and trees/ planting.
- ▲ Refresh and add history signs, including a focus on Māori narratives.
- ▲ Consider new street artworks and temporary artwork displays.
- ▲ Find opportunities for pop-up businesses and food trucks to integrate within the town centre, including within laneways or on temporary parking areas.
- ▲ Create temporary, moveable decks with planter boxes that can be used for temporary cafes or art displays.



OPPORTUNITIES:

- ▲ Create pocket parks in spaces left by demolished earthquake prone buildings
- ▲ Leave facades where possible to create interest and retain history
- ▲ Install temporary artworks on unused buildings
- ▲ Extend planting into the main street, adding artwork or signage
- ▲ Create sightlines to parking at rear of town





EXISTING SIDE ROADS:

- ▲ Limited planting - trees only
- ▲ Physical barriers/fencing
- ▲ Dominant road



OPPORTUNITIES:

- ▲ Narrow side roads to slow vehicles (also consider one way systems)
- ▲ Remove physical barriers
- ▲ Introduce ground level planting



EXISTING MAIN ROAD CROSSINGS:

- ▲ Fencing used as barriers
- ▲ Large spaces of paving not utilised by people
- ▲ Tree protectors dominate vegetation



OPPORTUNITIES:



- ▲ Raised planters behind barriers introduce planting
- ▲ Taller trees protected by raised planters, provide shade
- ▲ Trees limbed to provide pedestrian-vehicle visibility
- ▲ Pedestrian crossing reinforces connectivity, provides safety



EXISTING POCKET PARK:

- ▲ Trees dominated by hard materials
- ▲ Over-use of fencing

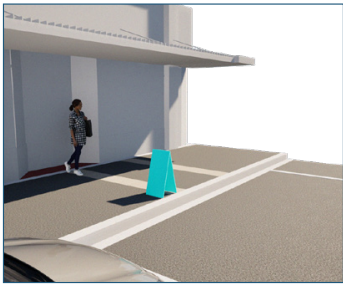


OPPORTUNITIES:

- ▲ Remove tree guards
- ▲ Install and extend ground level planting
- ▲ Soften seating
- ▲ Remove fencing



urban enhancement strategy



EXISTING MAIN ROAD CROSSINGS:

- ▲ Cold, bare space
- ▲ Dominated by advertising



OPPORTUNITIES:

- ▲ Create opportunities for people
- ▲ Planter boxes provide separation from road

DANNEVIRKE STRATEGY MAP







SECTION 4

PAHIATUA

land of
ranges

PAHIATUA CONTEXT

HISTORY

The area around Pahiatua was originally occupied by Rangitāne iwi, and later Ngāti Kahungunu also had connection to the region. The name “Pahiatua” is often translated as “place of gods” or “resting place of the gods,” though interpretations vary. The region was rich with seasonal hunting and food gathering due to its forested landscape and proximity to rivers.

Following the arrival of Europeans the town of Pahiatua was founded in 1881 within the densely forested area known as Forty Mile Bush. Initially a timber town, but once the bush was cleared it became a crucial service centre for dairy and sheep farming utilising the fertile lands of the surrounding region.

In the neighbouring settlement of Mangatainoka the Tui brewery was established in 1889 by Henry Wagstaff, drawn by the pure waters of the Mangatainoka River.

The railway reached Mangamutu in the 1890s, boosting the

economic development within the area. Pahiatua’s Main Street was originally planned to accommodate a railway line running down the center. However, the railway was routed through Mangamutu instead, leaving the central strip wide and creating the distinctive median we know today.

Mangamutu, just across the river from Pahiatua is home to Fonterra’s Pahiatua dairy plant, the origins of the dairy factory trace back to the establishment of the Tui Co-operative Dairy Company.

A notable event in Pahiatua’s history was the arrival of 733 Polish child refugees in 1944 during World War 2. The children were orphans or displaced due to the Soviet invasion of Poland, and were brought to New Zealand as part of a humanitarian efforts. Many of those children or their descendants remained in New Zealand. A monument commemorating the Polish children’s arrival stands in Pahiatua today.



TODAY

Today, Pahiatua remains a small, rural community with a population of around 2,500. The town centre continues to serve as an agricultural service center and heart of the community. The town continues to carry a distinct New Zealand service town character.

The rural surroundings, Tararua Ranges and the nearby Mangatainoka River provide a scenic backdrop to the town and offer nearby recreational opportunities including biking, walking, and trout fishing. Within the towns settlements are extensive recreational facilities including the Bush Multisport Park, that continues to be the main destination for sporting activities and events in the Tararua District.

Pahiatua town centre boasts a variety of local shops, cafes, and boutiques along Main Street, providing a charming small-town experience.

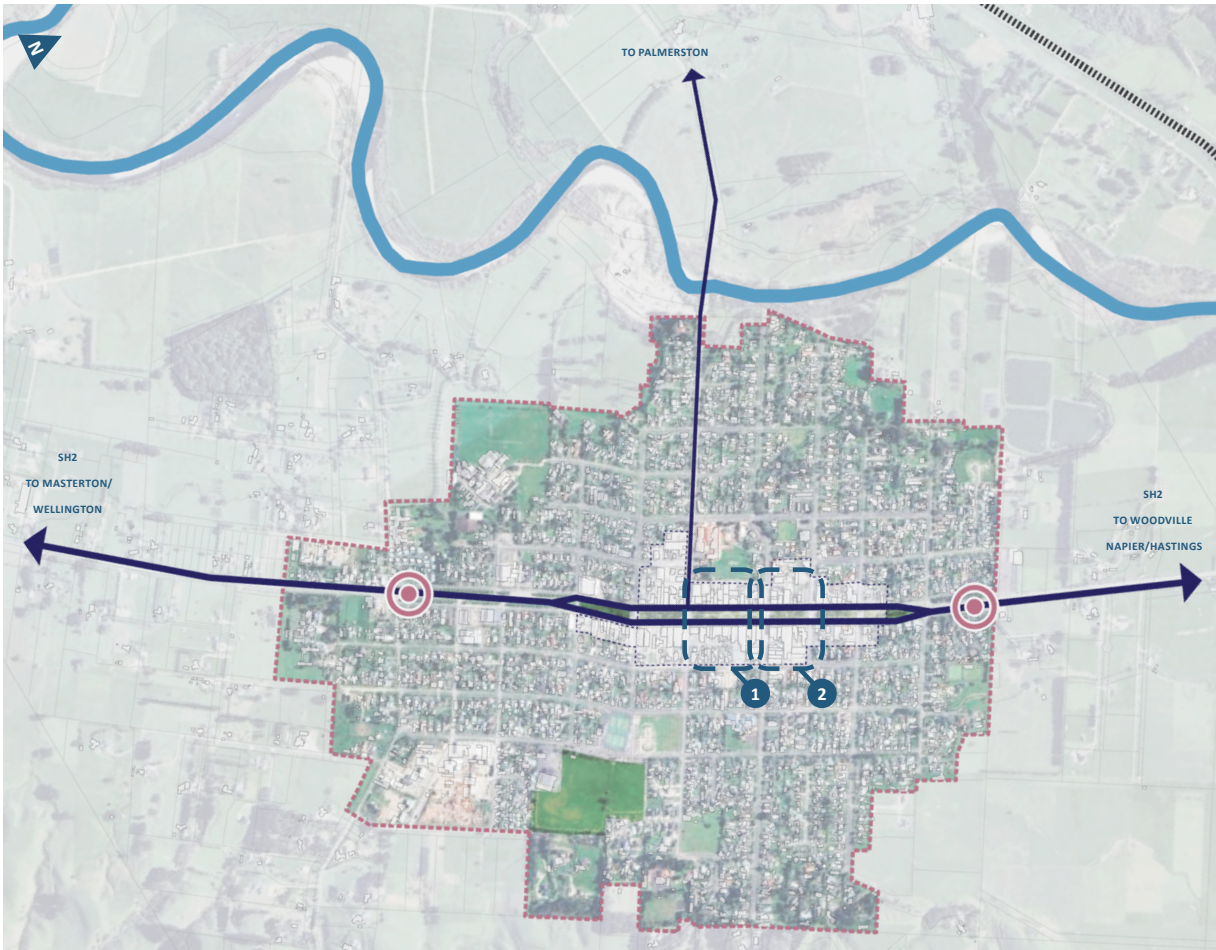
The distinctive central median, remaining from the originally planned railway that never eventuated is occupied by spaces for pedestrians, mature trees and planting, toilet facilities, and a children’s playground. In the playground is the iconic World War II Harvard aircraft replica that replaced the original aircraft in 2015.

In 2020 the town centre revisualisation was undertaken as part of infrastructure upgrades. A large section of Main Street and the median island was upgraded with plantings among the existing trees, biofilter gardens, urban furniture, lighting, and pathways connecting spaces for public events and gatherings.



EXISTING MAPS

CONTEXT MAP



1 2 Areas identified as Urban Centre for Urban Design Strategy

BUILDING OCCUPATION MAP



MAIN STREET



A MAIN ST UPGRADED



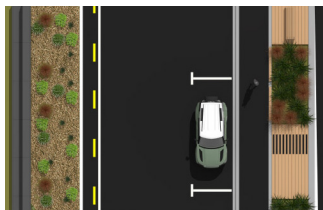
- 1 Planting central reserve
- 2 Concrete kerb
- 3 Timber boardwalk
- 4 Timber seating
- 5 Asphalt pavement
- 6 Planting



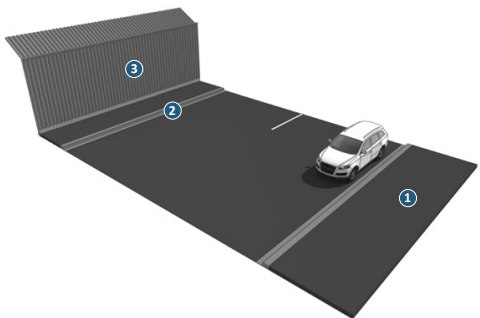
B MAIN ST CROSSING



- 1 Tactile & Directional units for pedestrian crossing
- 2 Native Planting
- 3 Exotic Planting
- 4 Concrete pavement threshold



C WAKEMAN STREET



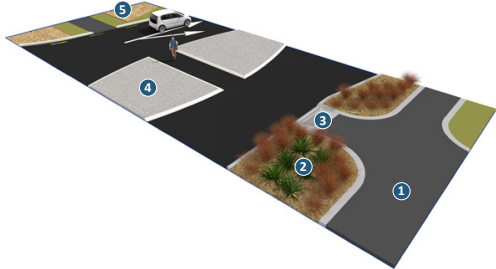
- 1 Asphalt pavement
- 2 Concrete kerb
- 3 Solid building facade



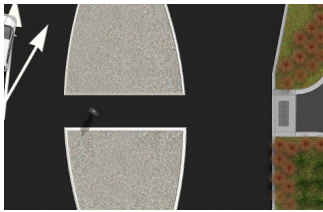
MAIN STREET



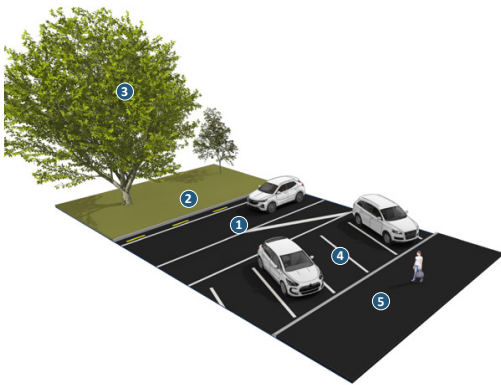
D RESERVE ISLAND CROSSING



- 1 Asphalt pedestrian pavement
- 2 Native planting
- 3 Concrete tactile to crossing
- 4 Loose gravel infill
- 5 Exotic high maintenance planting



E MAIN STREET



- 1 State Highway
- 2 Lawn
- 3 Arboretum style trees
- 4 Angle parking
- 5 Asphalt pavement

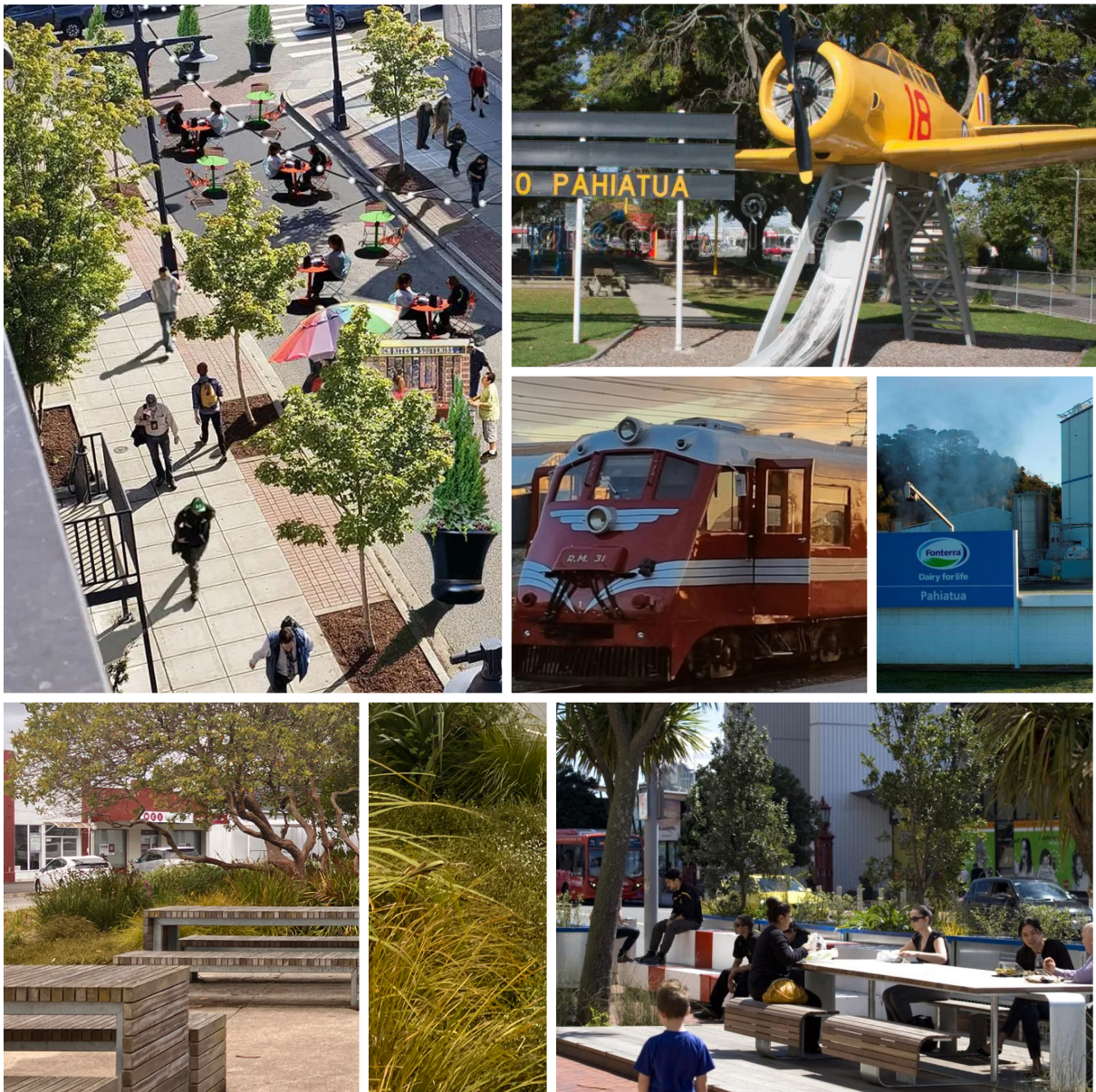


- Residential
- Mixed-use
- School
- Lawn
- Planting
- Tree planting
- Parking
- Concrete
- Asphalt
- Earthquake prone buildings

PICTURE BOARD

A selection of images that inspire the identity of Pahiatua





POTENTIAL OPPORTUNITIES

IDENTITY



The wide central median through the centre of town, dividing north and south bound carriageways contributes to this being one of the widest main streets in New Zealand. This also lends itself to the distinct character of the street, with wide open spanse of road and parking along with the green median scattered with mature trees.

The Main Street urban upgrades have also contributed to a new modernised character and identity for the town, which lends a design form for any future works within the main shopping areas.

Key opportunities for further reinforcing the identity of Pahiatua include:

- ▲ Develop a brand or logo for the town that has a bright, refreshed appeal and connects with icon forms that people associate with the town.
- ▲ Develop window stickers and/or posters for shops and public buildings to use to show their connection to the town.
- ▲ Clean up and remove advertising signage and develop new signage rules that provides greater consistency, whilst allowing businesses to advertise and be seen.
- ▲ Review public artworks and installations, and refresh in alignment with the new branding and colours.
- ▲ Repaint the main retail shops in bright, warming colours.

MOVEMENT



Key opportunities for enhancing movement Pahiatua include:

- ▲ Relocation of the State Highway to the western side of the median as a two way arterial route for through traffic, allowing for the eastern side to be more pedestrian focussed with slower moving vehicles.
- ▲ Promote activity within the central median, creating spaces that can be occupied by people for different activities and events.
- ▲ Encourage pedestrian flow between shops, the street, and the central median.
- ▲ Enhance and develop the median as a green corridor with different heights of trees and under planting, allowing for views across the main street .
- ▲ Opportunities for art and installations within the median and footpaths, building facades, etc.
- ▲ Integrating lighting, building on the recent lighting upgrades and incorporating overhead festoon lights in key public spaces.
- ▲ Create wider footpaths, particularly outside hospitality and retail shopping areas where tables, chairs, and umbrellas can be placed out on the street.





ENVIRONMENT

The central median contains an arboretum style selection of mature established trees offering a green corridor through the length of the Main Street. The new upgrades have established lower level native planting integrated beneath the existing mature trees reinforcing this green network.

Key opportunities for improving environmental values within Pahiataua include:

- ▲ Enhance and strengthen the median as a green corridor and space that people can occupy and enjoy for gathering, resting, walking between shops, etc.
- ▲ Incorporate sustainable urban drainage in any future street upgrades including raingardens and bio-filtration infrastructure.
- ▲ Build on and compliment the existing planting palette used within the urban upgrades and existing trees, particularly low level planting beneath existing trees.
- ▲ Indicative plants to reflect the towns existing plant palette:
 - ▲ Arboretum style specimen trees.
 - ▲ Muehlenbeckia.
 - ▲ ground covers and grasses.
 - ▲ raingarden planting.





CONNECTION

Currently State Highway 2 runs through the town forming Main Street, a key link between Wellington region and Hawke's Bay. The generous width and median of Main Street offers great opportunities to provide direct through traffic routes separate to local vehicle activities and pedestrian focused spaces.

Key opportunities for connecting Pahiatua include:

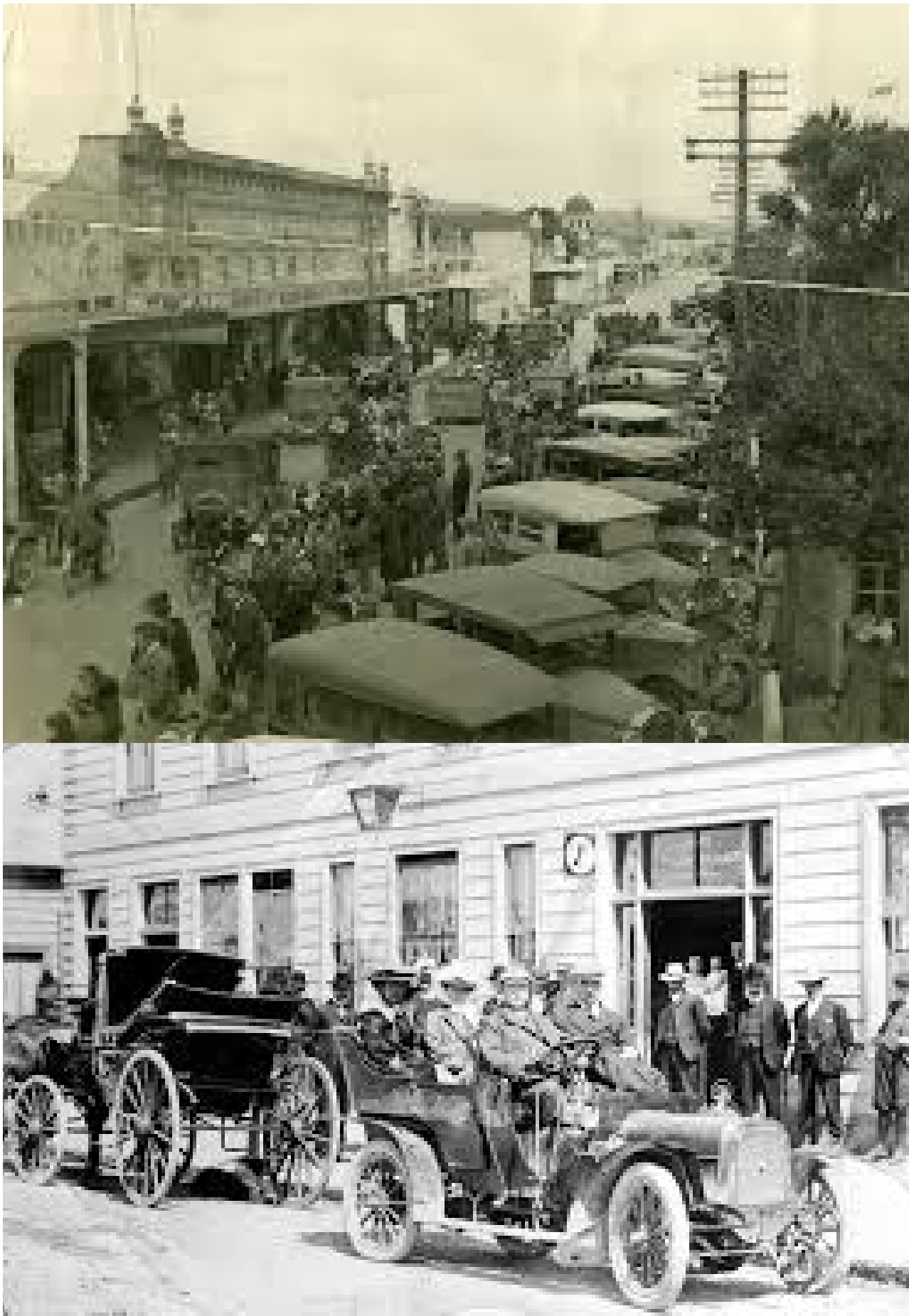
- ▲ Relocation of the State Highway to the western side of the median as a two way arterial route for through traffic, allowing for the eastern side to be developed for local traffic and those visiting the shopping area.
- ▲ Allow for parallel parking along the eastern side to encourage pedestrians to occupy the reserve without needing to cross the road.
- ▲ Establish safe pedestrian crossings connecting across Main Street, particularly on the eastern side where pedestrian movement is promoted.
- ▲ Consider traffic calming options on the eastern side including narrowing of road, and raised crossings.
- ▲ Allow for safe vehicle connections between the western and eastern roads.
- ▲ Retain sight lines between the eastern and western sides of the Main Street between trees, or by crown lifting existing tree canopies.
- ▲ Incorporate Wayfinding into the street network and key connections from the median and other public spaces through signage or directions on pathways.

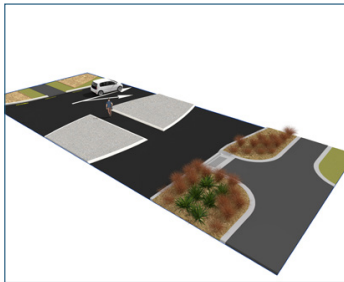


PLACE

Pahiatua's Main Street includes a range of retail and commercial offerings. While both are essential to service the towns community and wider agricultural services there is a divide between the two activities and how people interact with these shops.

- ▲ Encourage larger agricultural and rural services and commercial activities to the western side of Main Street, supported by the main through road and parking directly outside shops.
- ▲ Continue urban upgrades to include full median from the playground at the north end through to the south end.
- ▲ Develop shopping zone on the eastern side with a focus on pedestrians and spaces for people to occupy informally, or for gatherings, or events including pockets of open spaces, versatile platforms/seating, and lighting.
- ▲ Continuation of the street upgrades with quality urban furniture.
- ▲ Consider new street art and installations and communities involvement.
- ▲ Incorporate signage capturing history of Pahiatua, including cultural connection to place and narratives.





EXISTING RESERVE CROSSINGS:

- ▲ Wide crossing
- ▲ Dominant road

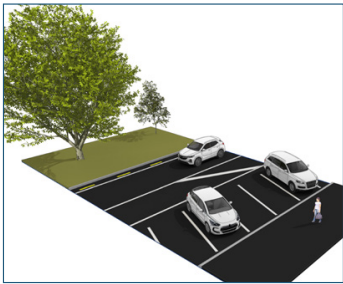


OPPORTUNITIES:

- ▲ State Highway moved to the western side of the median.
- ▲ Central crossing narrowed and given a higher pedestrian focus.
- ▲ Introduce ground level planting.



urban enhancement strategy



EXISTING MAIN ROAD:

- ▲ Wide roadway, State Highway
- ▲ Limited planting (angled, one side only)

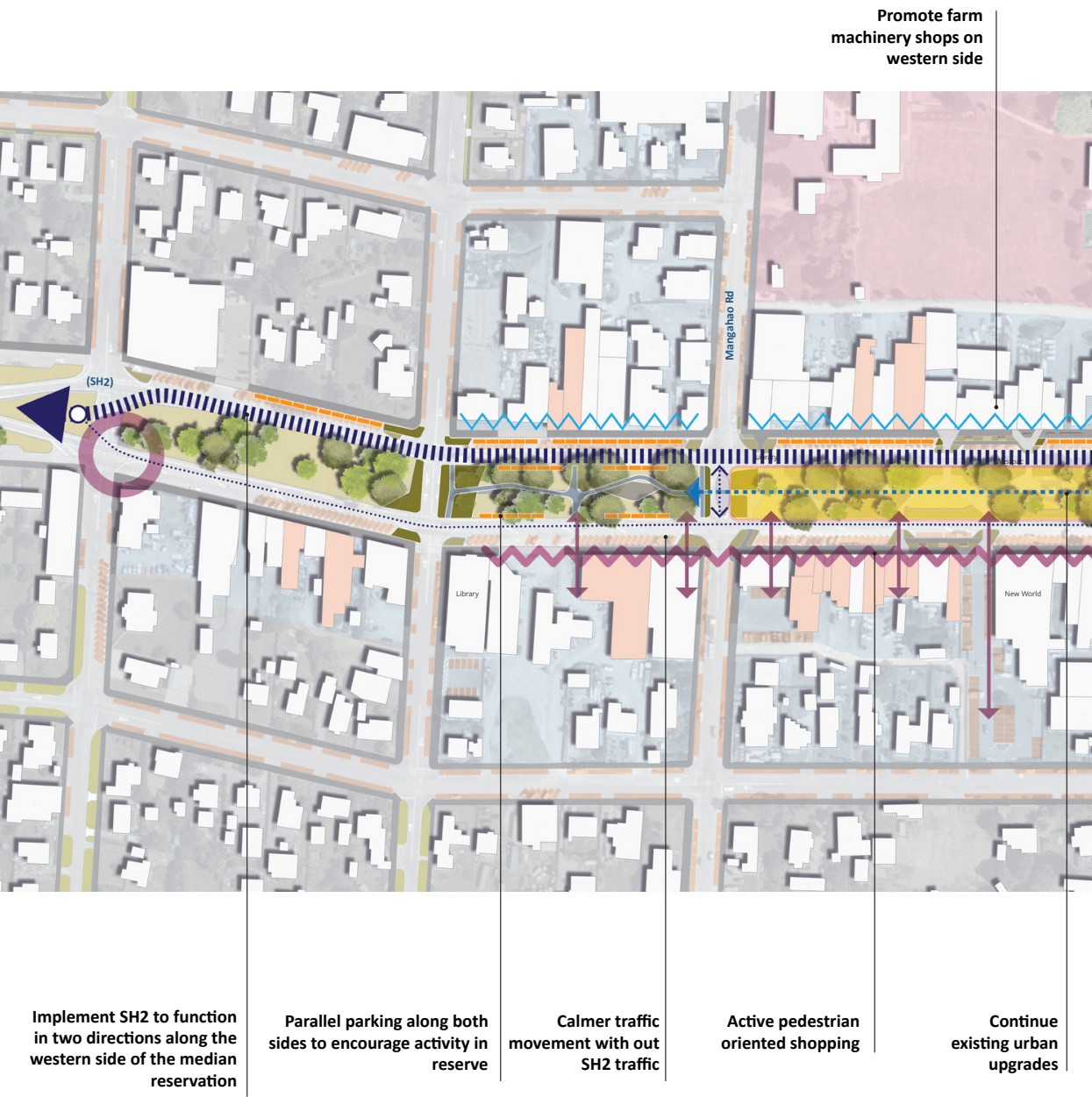


OPPORTUNITIES:

- ▲ State Highway moved to western side so eastern side becomes more locally focussed.
- ▲ Narrow road to slow vehicles.
- ▲ Continue the existing urban upgrades programme.
- ▲ Parking on central reserve to encourage pedestrian activity in the median.



PAHIATUA STRATEGY MAP





Narrow traffic cut
through for easier

Regular crossings into
reserve

- SH2 two directions
- Local traffic, slow speed environment
- Extension of existing upgrade projects
- Carparking
- Planting
- Pathways
- Upgraded urban area
- Active shop fronts
- Earthquake prone buildings
- Existing green spaces
- CBD Gateway



SECTION 5

WOODVILLE

WOODVILLE CONTEXT

HISTORY

Pre-arrival of European settlers, the area now known as Woodville was inhabited by Māori. The region was part of the traditional territory (rohe) of the Rangitāne iwi, who had a presence in the wider Manawatū area. Māori used the land for hunting, fishing, and farming, and the river provided a key connection through the Manawatū gorge.

European settlers began arriving in the mid-19th century, attracted by the fertile lands and proximity to the Manawatū River. In 1855, the New Zealand Company purchased land from Māori, and the area started to see the development of European-style farming.

Woodville's first major settlement was established by the Wellington-Manawatū Railway Company in the 1880s. The town developed as a service center for the surrounding farmland, with the construction of the railway line being pivotal. The railway allowed for the transportation of farm goods to larger cities like Wellington and Palmerston North, boosting the town's economy.

By the late 19th century, Woodville had grown into a thriving town. It was officially established as a town in 1879. The development of essential infrastructure such as schools, churches, and community halls strengthened the town's sense of identity and community.

The settlement's development was heavily influenced by agriculture, particularly dairy farming, which remains a key industry in the area today. The fertile soil of the region made it ideal for farming, and over time, the town became an important hub for both agriculture and forestry.



TODAY

Today, Woodville is a small but vibrant rural town with a population of around 4,000 people. It serves as a service center for the surrounding agricultural region, with dairy farming, sheep farming, and forestry being significant contributors to the local economy.

The town retains its historic charm, with quaint streets, and buildings reflecting its early European settlement, including old shops, and railway buildings.

Nestled near the foot of the Tararua Ranges and proximity to the Manawatū Gorge, a popular natural landmark, Woodville has a direct connection to the rugged, natural beauty of its surroundings. Additionally, in the 21st century extensive wind farms have been established along the Tararua Ranges, these are visible from the town and have become a part of the wider landscape in which Woodville is located.

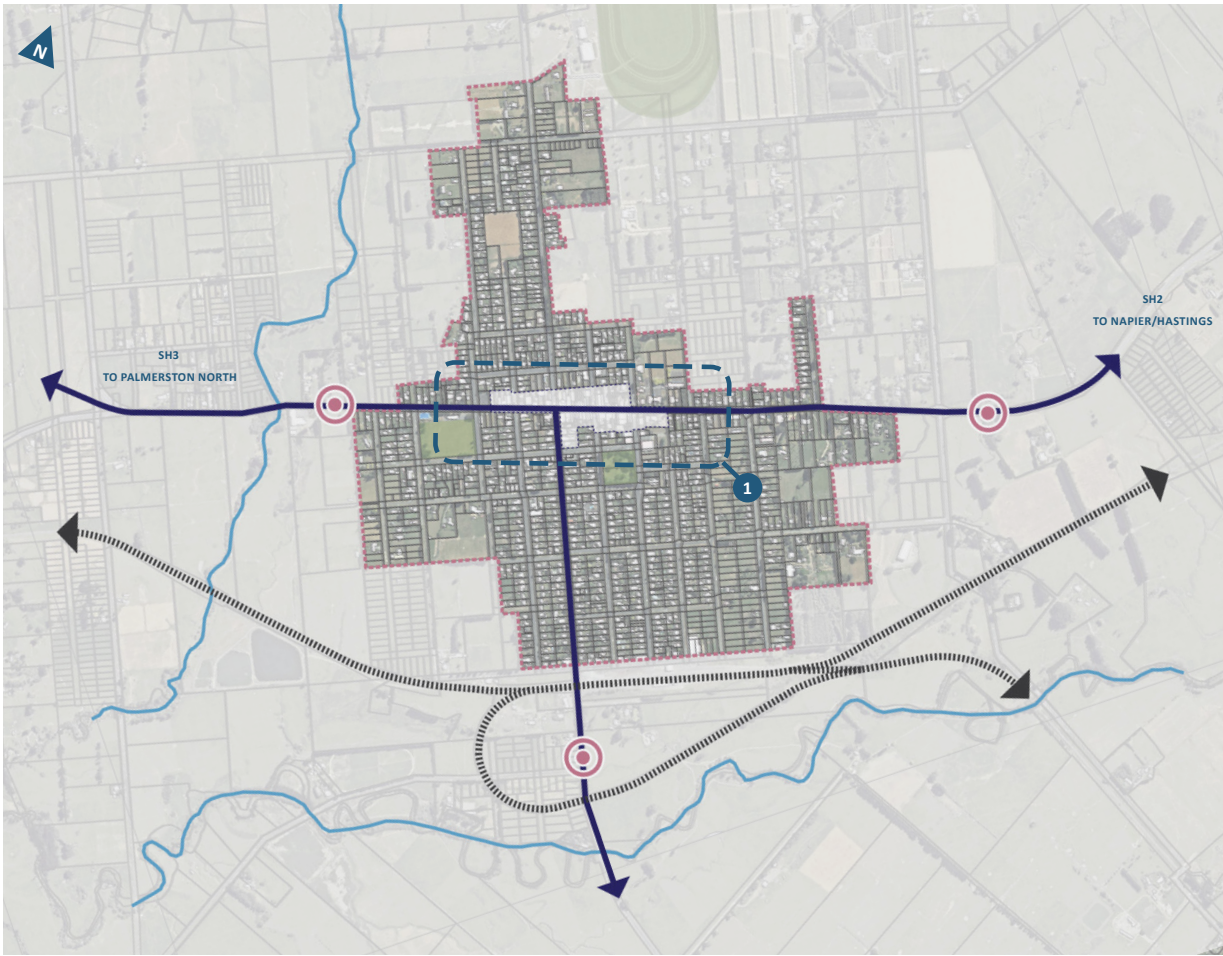
Within the heart of Woodville's township is the junction of State Highway 2 and 3 providing a key rest stop on the routes between Palmerston North or Wairarapa and Napier, making it a convenient stop for travelers. Many cafes and amenities offer options for those wanting to grab a bite, or a drink on their travels, welcoming visitors with a friendly smile and an invitation to slow down and enjoy the simple pleasures the town.

Throughout the year Woodville hosts a variety of events and local activities centered around agricultural shows, festivals, and other community gatherings. The town's history, particularly reflecting on European settlement, the railway system, and agricultural locality continues to be evident in the character of Woodville today.



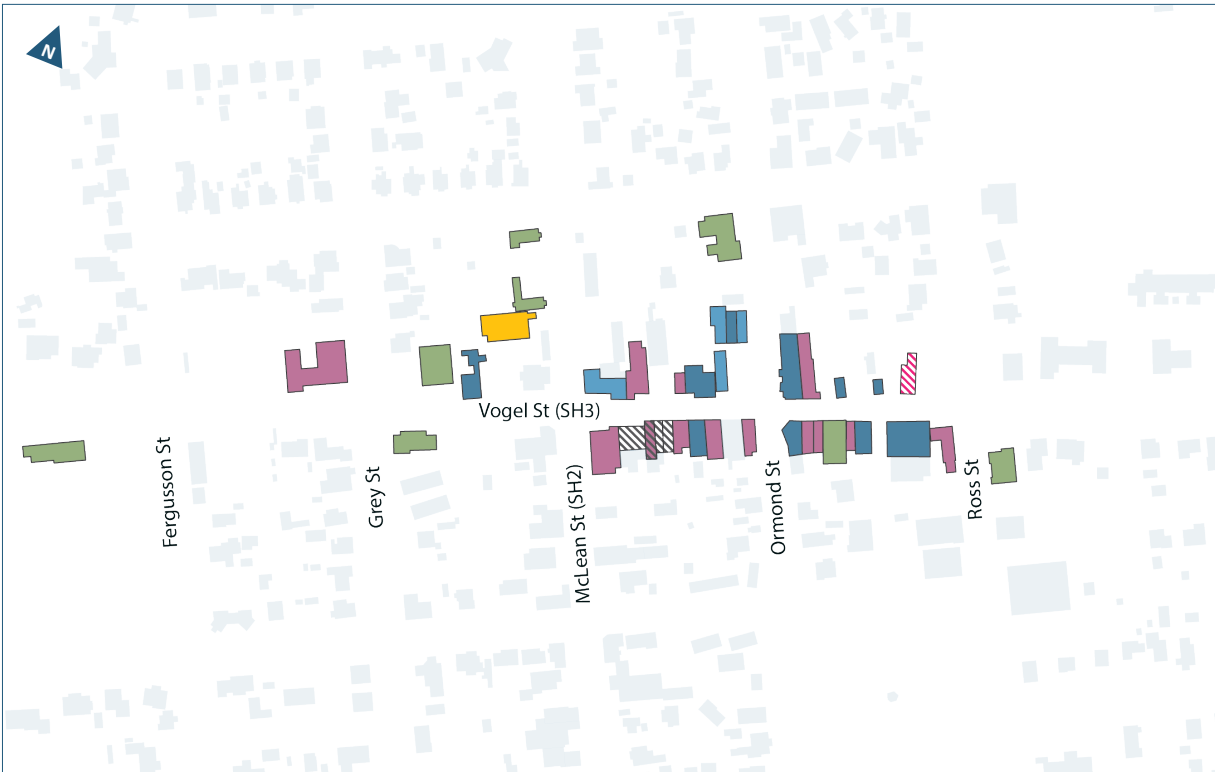
EXISTING MAPS

CONTEXT MAP



1 Area identified as Urban Centre
for Urban Design Strategy

BUILDING OCCUPATION MAP



- Retail premise
- Office premise
- Large format retail
- Commercial agricultural / support
- Industrial
- Food / Restaurant
- Municipal / Bank / Community
- Accommodation Motel / Hotel
- Health - Gym / Dentist / Physio etc.

1 WOODVILLE TOWN CENTRE





PICTURE BOARD

A selection of images that inspire the identity of Woodville.



urban enhancement strategy



POTENTIAL OPPORTUNITIES

IDENTITY



Woodville is located at the junction of two highways, and as such has become a recognisable break stop for people journeying, featuring a relatively high proportion of cafes and food shops. This is also reinforced by its walkability and village feel - despite the two sides of the main street being separated by a busy highway.

The town also has a strong connection to both the Tararua and Ruahine Ranges, and is located at the heart of what was once the 70-mile bush, near the eastern entrance to the Manawatū Gorge. Historically there has been a connection to the wind farms, but more recently locals have been seeking a new identity for the town.

Key opportunities for ingraining the identity of Woodville include:

- ▲ Develop a brand or logo for the town that connects it with the natural landscape of the Ranges, 70-mile bush and Manawatū Gorge.
- ▲ Develop window stickers and/or posters for shops and public buildings to use to show their connection to the town.
- ▲ Enhance the planting using predominantly native species to create a new, nature-focussed identity.
- ▲ Refresh and repaint buildings in the town centre using a small palette of bright colours that contrast well with dark trees and planting.
- ▲ Clean up and remove advertising signage and develop new signage rules that provides greater consistency, whilst allowing businesses to advertise and be seen.

MOVEMENT



The town has a lot of vehicle movement and reasonable pedestrian activity. Unlike Dannevirke, the shop canopies do not darken the pavements, and there is often good visibility into the shops and cafes themselves.

Key opportunities for enhancing movement in Woodville include:

- ▲ Create a series of “standard” Woodville banners that can be rotated throughout the year (mounted on existing and new mounts on light poles).
- ▲ Encourage cafes to utilise the pavement, including closing car parking spaces to allow them to extend seating into the street.
- ▲ Enrich the planting to provide movement of vegetation.
- ▲ Consider the installation of visible water features that reinforce the connection with nature and the Manawatū Gorge.
- ▲ A *Heavy Vehicle Bypass* already exists between the north and south, but an additional bypass could be considered north to west to reduce heavy vehicle movements in the town centre - however this would required additional consultation and road upgrades.





ENVIRONMENT

As already identified, a key strategic opportunity for Woodville is to enrich planting. Several traffic islands within the town already hint towards this outcome, but they lack a unified strategy, and there are few street trees.

To refresh the identity of Woodville, utilising planting that is reflective of wider natural landscape, especially that of the widely-recognised Manawātū Gorge and the 70-mile bush has the opportunity to create a truly unique rural town.

Key opportunities for improving environmental values within the village include:

- ▲ Develop a unified planting palette for use in public (and potentially private) gardens and traffic islands that provides a rich and dominating native vegetation framework to the town.
- ▲ Use clusters of street trees (rather than standard avenues) to reinforce a natural planting arrangement.
- ▲ Install more ground level planting beds, especially around cafe spaces.
- ▲ Introduce interpretative signs that tell narratives of the 70-mile bush.
- ▲ Indicate key species to reflect a Nordic landscape:
 - ▲ Podocarp trees (including beech, blue totara)
 - ▲ Chionochloa flavicans (native toe toe)
 - ▲ Red coprosma
 - ▲ Dense copses of lancewood, ti kouka
 - ▲ And a mix of similar native species, closely planted





CONNECTION

Similar to Dannevirke, a key challenge for Woodville is maintaining active pedestrian linkages across the busy main street - however the community are very keen to retain the highway through the town centre. Therefore, other methods of connection are needed.

Interestingly, there are only two formalised pedestrian crossings, so potentially an additional could be considered. Interestingly, the more commonly used public toilets are located some way back from the main street (in Fontaine Square) with no direct pedestrian linkage to Vogel Street.

Key opportunities for connecting Woodville include:

- ▲ Consider additional pedestrian crossing near to the centre of the town.
- ▲ Enhance the EV charging opportunities, and expand the public toilets on the Vogel Street to encourage visitors to the town centre.
- ▲ Create key gateways to signify the centre of town.
- ▲ If the recreation ground is developed for retail (in accordance with Council Urban Growth Strategy), extend urban design treatment of footpaths to ensure it connects with the town centre.



PLACE

Sadly, a number of buildings in Woodville are earthquake prone and are likely to need demolition in the future. As such, there is potential for the town to become fragmented with undeveloped sites. However, these could also be used as temporary (or even semi-permanent) spaces for enhancing the environmental strategies.

Key opportunities for enhancing place in Woodville include:

- ▲ Undertaking native planting on undeveloped or unoccupied sites - potentially considering species that can be used for Rongoa (Māori medicine) or foraging.
- ▲ Create a new urban furniture suite based on wood and natural materials.
- ▲ Use timber post and rail fences and timber bollards to contribute to the identity whilst providing safety outcomes.
- ▲ Consider new street artworks and temporary artwork displays.



OPPORTUNITIES:

- ▲ Create places to eat that reinforce a connection to nature
- ▲ Use pedestrian crossings to enrich native planting and enhance connections
- ▲ Use post and rail fencing for safety, and chunky timber seats to reinforce nature identity



EXISTING SH2/SH3 JUNCTION:

- ▲ Earthquake prone building
- ▲ Simple bollards
- ▲ Dominance of hard surfaces

OPPORTUNITIES:

- ▲ Remove building
- ▲ Install native planting area
- ▲ Replace bollards with post/rail fencing



OPPORTUNITIES:

- ▲ Earthquake prone building removed
- ▲ Planting installed to create pocket-park
- ▲ Natural water feature installed



WOODVILLE STRATEGY MAP







SECTION 6

EKETĀHUNA

land of
ranges



EKETĀHUNA CONTEX

HISTORY AND TODAY

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 Mellemkov (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 Pahiatua. 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.

Extracted from Eketāhuna Draft Community Plan

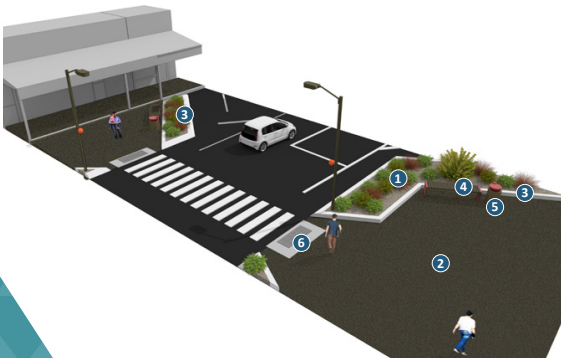


EXISTING MAPS

CONTEXT MAP



A TOWNCENTRE CROSSING



Existing Elements

- 1 Planting
- 2 Exposes aggregate pavement
- 3 Painted concrete kerbs
- 4 Corten Seat
- 5 Litter bin, clad timber recycled paling
- 6 Crossing tactile



1 TOWNCENTRE



B SH2 TOWNCENTRE



- Existing Elements
- 1 Asphalt pavement
 - 2 Central grass reserve

OCCUPATION



PICTURE BOARD

A selection of images that inspire the identity of Eketāhuna.





POTENTIAL OPPORTUNITIES

IDENTITY



Eketāhuna has established itself as a symbolic icon for kiwi, with its close proximity to the Mount Herbert Conservation Centre. The popular strapline 'Real Kiwi Country' remains a strong part of the identity of the town, strengthening its connection not only to the bird, but also to the way of life of rural New Zealanders.

Key opportunities for enhancing identity in Eketāhuna include:

- ▲ Enhance the existing yellow and black kiwi branding.
- ▲ Develop window stickers and/or posters for shops and public buildings to use to show their connection to the town.
- ▲ Reinststate the yellow and black bunting, and use the same bright colouring on the banner poles.
- ▲ Enhance the planting using predominantly native species to further reinforce the connection with nature.
- ▲ Expand the artworks and sculptures in the town beyond just the kiwi to focus on the wider countryside.
- ▲ Consider developing a materials theme, such as corten steel, that can be used for feature work across the town and in sculptures.
- ▲ Create a colour palette for buildings that is focussed on bright primary colours (especially yellow), and undertake painting of dark coloured or run-down buildings.

CONNECTION



One of the key challenges with creating a connected Eketāhuna is the width of the main street, and the separation of the eastern side with the western side (due to the Mākāhahi River). These are difficult to resolve physically, and so will need to be worked around.

- ▲ Install a second pedestrian crossing near the public toilets that encourages visitors to walk a circuit of town, or alternatively...
- ▲ ...consider moving the public toilets altogether, bringing them closer into the centre of town, and ensuring there is plenty of parking.
- ▲ Utilise a common planting theme and colour theme across the whole town so that it feels connected.



PLACE

Eketāhuna already has a number of great spaces that can be used by people, and many of the cafe's already occupy the footpaths. This activity is encouraged and should continue. In addition, the other opportunities identified, particularly planting, will help create a more people-friendly environment that encourages through-travellers to stop.



ENVIRONMENT

The town centre is predominantly a wide asphalted space with a few pockets of successful native planting where previous upgrades have taken place, yet a key element of the identity is the connection to kiwi and the surrounding native bush.

Key opportunities for improving environmental values within Eketāhuna include:

- ▲ Widen the planting beds, and create new ones, and plant with a bold mix of native species.
- ▲ Install tall street trees throughout the main street, ensuring they are limbed up to allow visibility.
- ▲ Introduce interpretative signs that tell kiwi narratives and great farming stories.
- ▲ Indicate key species to reflect a kiwi landscape:
 - ▲ Podocarp trees (including beech, blue totara)
 - ▲ Ferns
 - ▲ Muehlenbeckia & Libertia
 - ▲ Dense copses of lancewood, ti kouka
 - ▲ Hebe
 - ▲ A mix of similar native species, closely planted





MOVEMENT

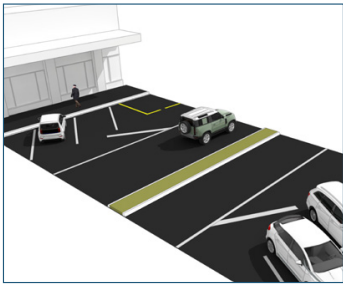
Being a State Highway, there is a relatively high level of vehicle traffic through the town centre, however the wide street and open visibility means that it remains reasonably safe for pedestrians to cross, even not at the crossing.

However, there could be improvements to the parking to allow greater visibility into the shops, and retaining the opportunity for shops to use the street as part of their retail space.

Key opportunities for enhancing movement in Eketāhuna include:

- ▲ Develop a theme of murals across the town, celebrating the identities of local people (famous or not) and using painting techniques that capture people undertaking activities or moving.
- ▲ Encourage occupation of sidewalks pushing-out level cafe occupation into the street.
- ▲ Install bunting or banners that move in the wind.
- ▲ Install planting that has movement and interest.





EXISTING:

- ▲ Angled car parking
- ▲ Wide roads
- ▲ Limited planting
- ▲ Steep pavement



OPPORTUNITIES:

- ▲ Vehicle parking re-orientated to allow footpath to widen.
- ▲ People given seating opportunities close to the street.

EKETĀHUNA STRATEGY MAP



Additional crossing
close to toilets

EV Charger within town

Street tree planting





SECTION 7

NORSEWOOD



land of
ranges



CONTEXT

HISTORY

Rangitāne-o-Tamaki-nui-a-Rua and Ngāti Kahungunu Tāmaki-nui-a-Rua have occupied this area for many years. The surrounding landscape remains significant, particularly the connection with the Ruahine Ranges and the many waterways around Norsewood.

The village as it is seen today was established in the 1870's by a group of Scandinavian settlers, predominantly from Norway, Sweden, and Denmark. They chose to name the town Norsewood as a nod to their Scandinavian heritage.

The government was actively encouraging European settlers to develop the country's land. The land around Norsewood was challenging, the dense forests of seventy mile bush, harsh winters, and an unfamiliar climate. Despite the challenges, eventually the land was cleared and farms were established.

Norsewood initially served as a logging outpost aimed at clearing the forest to facilitate the construction of a railway line and to support agricultural development in the region. The introduction of sawmills and other industries helped the town's economy grow, and it became known for its timber and farming. The village was officially surveyed in 1874, and in 1881, Norsewood was connected to the rest of the country by the railway line, which boosted its accessibility and allowed for better trade and communication.

TODAY

Today, Norsewood is a quiet rural community. While it retains a deep connection to its Scandinavian past, the village has modernized over the years. The main industries are still farming and agriculture, but Norsewood is also known for its picturesque setting and as a stop over for travelers exploring the wider Tararua and Hawke’s Bay area.

The Scandinavian influence is still evident, thanks to the early residents who were keen to preserve their cultural traditions, and how this has been carried through to modern day with names, the museum, architectural references, and events and celebrations focused on the Scandinavian heritage.

Norsewood is separated by State Highway 2 into the upper and lower sections. Upper Norsewood is the main area of settlement with the school and shops located along Coronation St.

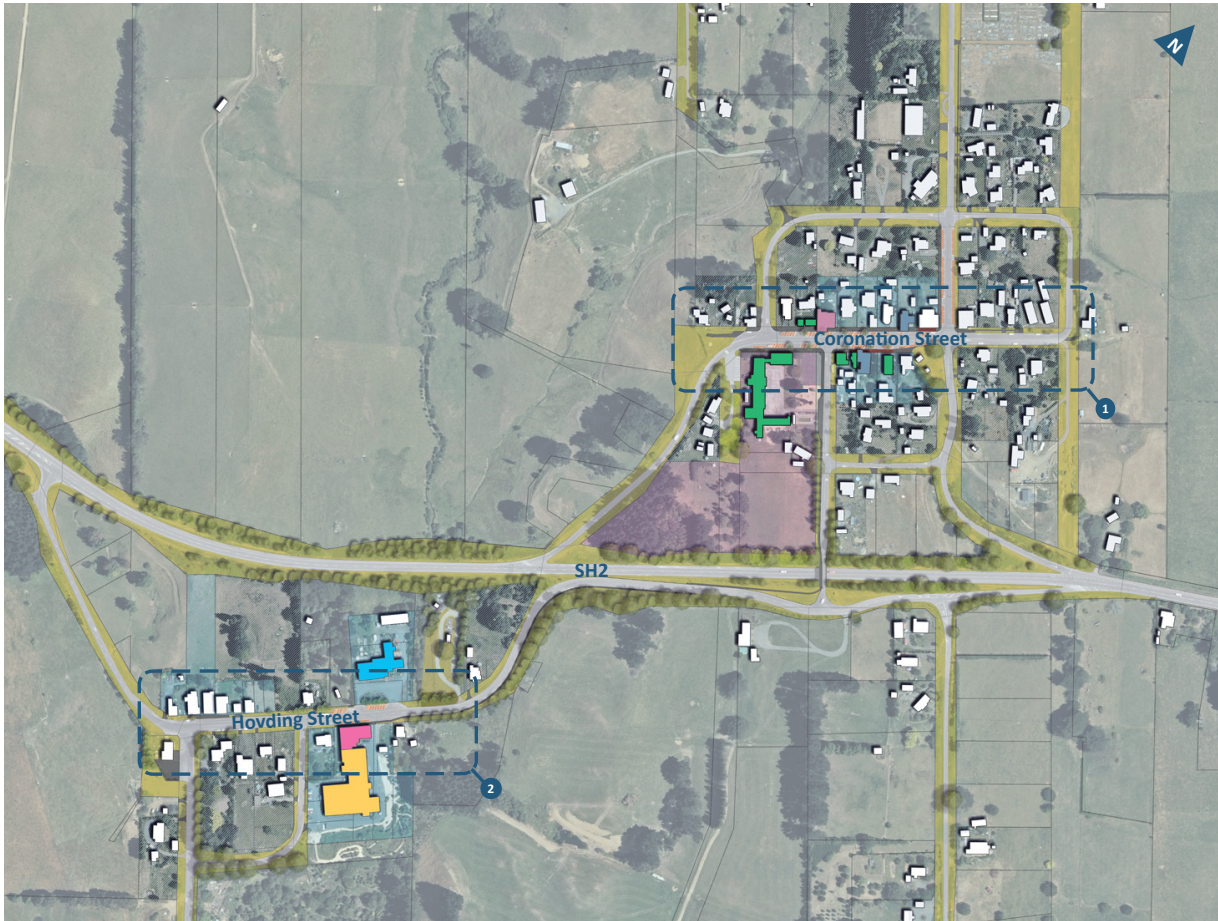
The street scape is characterised by the wide main street lined with a footpath either side, angled car parking and scattering of exotic specimen trees within the road corridor. Key features are the building facades reflecting the towns heritage.

There are few visible connections to the Māori cultural landscape values or history.

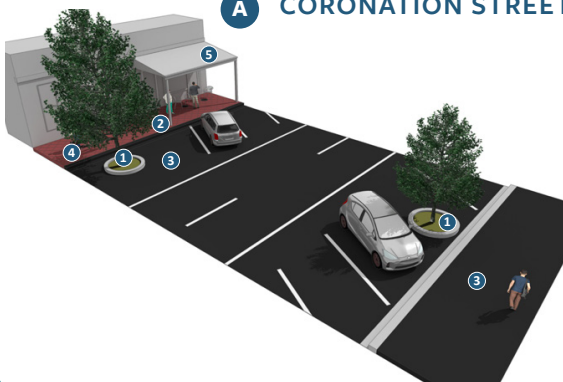


EXISTING MAPS

CONTEXT MAP



A CORONATION STREET

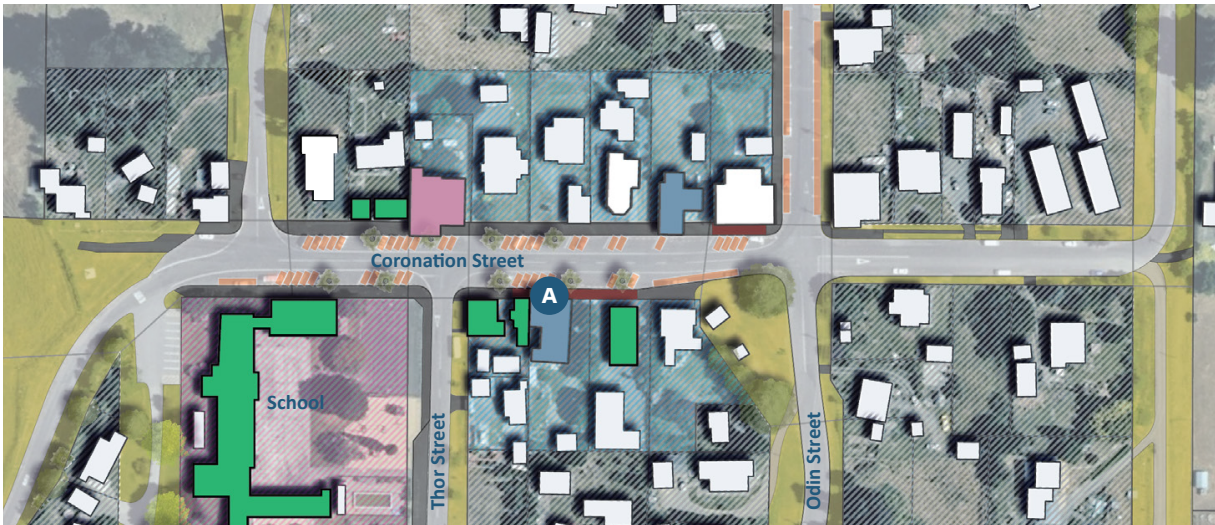


Existing Elements

- 1. Street tree planting between parking spaces
- 2. Red concrete paver's
- 3. Asphalt pavement
- 4. Street furniture
- 5. Adhoc Canopies



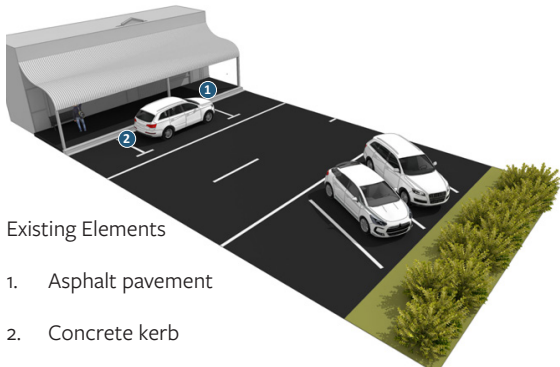
1 TOWNCENTRE - UPPER



2 TOWNCENTRE - LOWER



B HOVDING STREET



Existing Elements

- 1. Asphalt pavement
- 2. Concrete kerb

OCCUPATION

- Retail
- Industrial
- Food / Restaurant / Entertainment
- Community

- Residential
- Mixed-use
- School
- Lawn
- Planting
- Tree planting
- Parking
- Concrete
- Asphalt
- Earthquake prone building

PICTURE BOARD

A selection of images that inspire the identity of Norsewood, and its historical connection to Scandinavia.





POTENTIAL OPPORTUNITIES

IDENTITY



The Norsewood community indicated their strong desire to retain and connect with their Scandanavian past. This strong history, reflected in the village and street names is also evident in the annual activities that take place and the pride the community have in their museum and public art.

The key opportunities identified for enhancing the identity of Norsewood include:

- ▲ Develop a brand or logo for the town that references nordic symbologies in balance with Māori narratives.
- ▲ Develop window stickers for shops and public buildings to use to show their connection to Norsewood.
- ▲ Develop a “Norsewood Flag” based on the colours and patterns of Scandanavia together with Māori narratives.
- ▲ For commercial and public building upgrades, consider how these can be designed to blend both Scandanavian and New Zealand architecture.
- ▲ Repaint buildings in the town centre in a variety of bright colours, reflective of Scandanavian architecture.
- ▲ Develop a street furniture and materials palette and design based on the historical timber trades.
- ▲ Enhance and extend public art to reflect the history.

MOVEMENT



As well as being an attraction of the village, its quiet nature means there is relatively low movement of people and vehicles. Therefore it's necessary to think of other ways to enhance visibility of movement and human interactions.

Key opportunities for improving activity within the village include:

- ▲ Use more angled flag posts adorned with the Norsewood Flag to enhance movement.
- ▲ Install hooks across the street to allow for bunting to be installed for events and gatherings.
- ▲ Strengthen connections between shop entrances through sightlines and road patterning, potentially re-distributing parking spaces to give greater visual presence to door openings.
- ▲ Consider how to create more open views into the school so that the activity in the school adds life to the village.
- ▲ Re-distribute and upgrade public seating in places that are pleasant to sit but that promote interaction between pedestrians and people in vehicles.
- ▲ Bring more trees into the village centre that create movement in the wind and bring birds.





ENVIRONMENT

Asphalt and concrete are prominent surfaces within the village centres, despite its location in a wide, rural landscape. The visible presence of vegetation is also diminished by the use of deciduous trees in the road corridors, and the setting back of other vegetation deep into properties.

Key opportunities for improving environmental values within the village include:

- ▲ Develop a unified planting palette for use in public (and potentially private) gardens and traffic islands, utilising exotic trees and native low ground covers that provide a mix of Scandinavian and New Zealand planting styles.
- ▲ Extend planting further into the street and use more regular patterning to visually enhance amenity.
- ▲ Use feature rocks as a way to reference the prominent geology of Scandinavian landscapes and the Ruahine Ranges.
- ▲ Retain viewshafts to the wider landscape.
- ▲ Indicate key species:
 - ▲ White birch
 - ▲ Ferns
 - ▲ Grasses
 - ▲ Thyme



CONNECTION



As a village, pedestrian movement through is relatively uninhibited. However, a key issue is the distinct separation between upper and lower Norsewood and its physical separation from the SH2 corridor.

Key opportunities for improving connectivity within the village include:

- Strengthening viewshafts and pedestrian connectivity between the shops, museum and the village green on Thor Street.
- Introducing educational wayfinding and interpretative signage that guides visitors through the town, including visibly connected symbols.
- Graphically enhance the existing maps, referencing the branding, to help people find their way around.
- Enhance the entrance signage on SH2 to reflect the bright colouring and brand associated with the village identity, and include references to the shops, cafe and museum, perhaps including the village flag.
- Create gateway features that entice visitors.
- Provide bicycle stands and consider bike lanes on the entry roads from SH2.
- Install EV chargers on the main street.

PLACE



The village currently feels a little stark and dominated by vehicles. Additionally, while there is a strong online presence of the great Norsewood festivals, there is little physical reference to these in the village. However there is a strong sense of safety, a feeling you can easily leave your vehicle unlocked.

Key opportunities for enhancing place outcomes include:

- Widen the key footpaths to allow for outdoor tables by the cafes and for shop displays to spill outside.
- Strengthen sightlines across the street, removing barriers such as fences and introducing more permeable delineators (such as planter boxes).
- Enlarge the existing community notices board and relocate it to a more visible location.
- Consider opportunities for installing photo frames that can be updated with photos or posters of village events.
- Enhance the interpretative signs using the Norsewood branding, including photos of people undertaking activities and possibly audible narratives (push-button).



EXISTING:

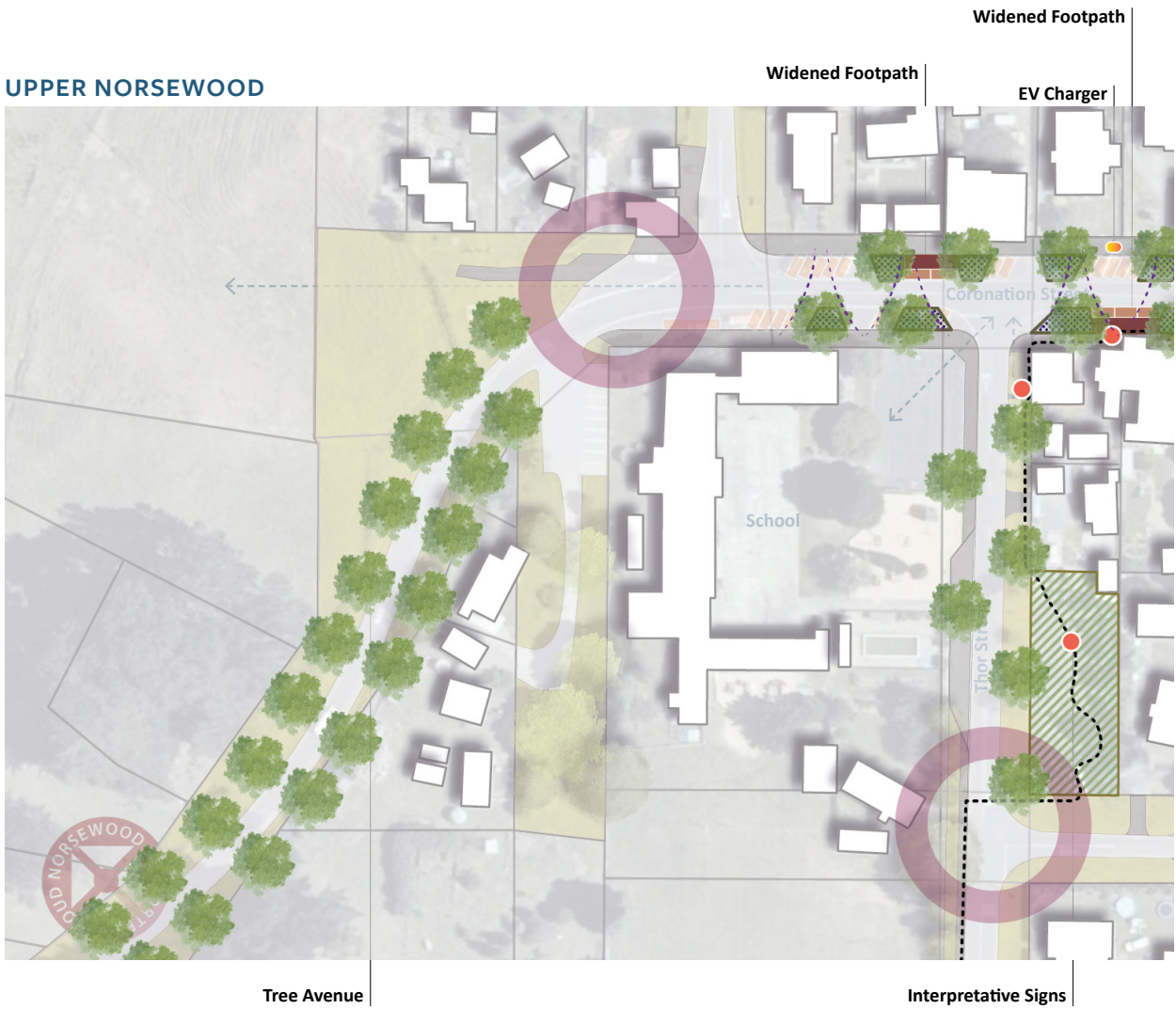
- ▲ Angled car parking
- ▲ Narrow footpath
- ▲ Single trees in planter boxes



OPPORTUNITIES:

- ▲ Vehicle parking re-orientated to allow footpath to widen.
- ▲ Planter boxes bring nature close to people, but allow access around them.
- ▲ Tree planter extended and enhanced with additional planting.
- ▲ Building painted bright colour reflecting Scandanavian architecture.
- ▲ Angled flags to create movement.
- ▲ Window sticker to reinforce love and connection to Norsewood.
- ▲ People given seating opportunities close to the street.

NORSEWOOD STRATEGY MAP







SECTION 8

NEXT STEPS

LOOKING FORWARD

SUMMARY OF RECOMMENDATIONS

This document has provided ideas and recommendations for potential upgrades, summarised as follows:

- ▲ **DANNEVIRKE:** Position the town away from its more traditional viking history and promote a bright identity through colour, light and vegetation. Demolish some earthquake prone buildings and use the spaces to create links to rear parking areas, opening visibility and creating depth to the town.
- ▲ **PAHIATUA:** Relocate the State Highway to the western side of the central median, and then on the eastern side develop a local shopping precinct with slower traffic, parking and good connectivity. Continue the landscape upgrading.
- ▲ **WOODVILLE:** Enhance the town with layers of native vegetation, linking to the historical 70-mile bush and as part of the gateway to the iconic Manawatū Gorge. Use spaces left by earthquake-prone buildings to create parks for resting and eating, and develop a larger EV and rest-break centre.
- ▲ **EKETĀHUNA:** Enhance the town with vegetation, particularly tall trees. Begin a mural campaign that focusses on painting local people undertaking various activities, and continue the theme of bright colours.
- ▲ **NORSEWOOD:** Build and grow its existing strong identity and connection to Norse history, reflecting this in colours, flags and branding to be used across the village. Enhance vegetation, develop wayfinding narratives and gateways.

WHERE NEXT

The strategies and ideas outlined are only the beginning. Further ideas will no doubt develop through the community coming together, and possibly some of the ideas in this strategy will be ruled out as not right. Ultimately, this document is designed to inspire support and provide a framework for thinking about how to get started.

Some of the ideas can be delivered as Council initiatives, and others can be done by the community, potentially without Council input. The outcomes that have been identified are based on preliminary investigations and ideas only, and they will need refinement through a consultative process.

A successful outcome of this strategy will be the coming together of communities to discuss the opportunities and identify which of them can be advanced. This will likely require fundraising activities, and it is recommended that this document is used to provide support to funding applications.

It's worth noting that some projects may require Council approvals, or upgrades to Council infrastructure (such as seating or traffic islands). The appropriate mechanism for achieving these outcomes is through the Long Term Plan process, which is open to public submissions and discussion.

In addition, achieving the greatest success will come through individual property owners contributing to the visions on their own buildings or land. This may include upgrades, painting or planting, as well as signalling and supporting community-wide initiatives.

The page opposite proposes a flowpath for how to deliver on the opportunities identified in this strategy.



1

URBAN ENHANCEMENT STRATEGY

This document contains all the background and context information supporting the Urban Enhancement Strategy. It is intended to provide a vision which inspires Council and communities and a set of opportunities which can be realised.

2

COMMUNITY ENGAGEMENT

On the back of this Strategy, and as part of the Community Plan process, the next step is for communities to come together with Council and agree what opportunities that have been identified could be delivered, as well as exploring other ideas that are engaging and promote liveable places.

3

IDENTIFY AND DETAIL PROJECT

Groups within the community are encouraged to identify a project (or projects) that they are keen to see delivered, and then spend time determining what exactly it might look like. This may include preparing brief written overviews, or providing simple plans that show locations or specific outcomes.

4

FUNDING

With the project parameters identified, it's possible to begin fundraising. This might include more traditional routes (such as community events), or through more formalised channels (such as organisations that support charitable outcomes). This document will be an important part of fundraising, as it outlines the vision and overall outcomes sought, as well as presenting a unified approach across both Council and community.

5

APPROVALS

Before a project can be delivered on the ground, it will be important to check that it doesn't need any resource consents or building consents or other approvals like corridor access requests, noting if on the main roads these could involve Waka Kotahi. This can be easily checked with Council, and if it is identified that the project aligns with this strategy, it is likely that fast-track and discounted processes may be possible.

6

INSTALLATION & CELEBRATION

With funding and approvals secured, there should be nothing stopping the project being installed! Gather as many of the community as possible to support the installation, ensuring good communication of timing and outcomes, and don't forget to celebrate its completion!

7

MAINTENANCE

Good projects consider how the outcomes will be maintained in perpetuity, so be sure to think about this during the detailing and have a plan in place. It may be that the project is temporary, so will need removing, or it may need safety inspections, cleaning or weeding. Make sure you have a good team of people who are willing to keep involved with the project long after it is completed.





Report

Date : 21 August 2025

To : Mayor and Councillors
Tararua District Council

From : Allie Dunn
Manager - Democracy Services

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

Item No : **9.10**

1. Recommendation

- 1.1 *That the report from the Manager - Democracy Services dated 07 August 2025 concerning the Requests for Information under the Local Government Official Information and Meetings Act 1987 be received.*

2. Reason for the Report

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

3. Background

- 3.1 The Local Government Official Information and Meetings Act 1987 makes provision for public access to Council information.
- 3.2 The Act also details requirements for how Council must deal with any requests for access to information that it holds.
- 3.3 Each month a report is provided to Council on the requests received. This report details a list of requests received over the preceding month to date, timelines associated with the requests, and the subject matter of the requests.

4. Discussion

- 4.1 Following are tables that detail requests that were received from the start of the preceding two months up to the date of completing the report. Under the Privacy Act 2020, details and information relating to individuals have been withheld.

Resolved Requests

Received	Responded	# Days	Requester	Subject
2/06/2025	13/06/2025	8	Individual	A complete list of all roads within the jurisdiction of your agency, as a Road Controlling Authority (RCA)
3/06/2025	4/06/2025	1	Individual	Request to speak in public forum re establishing community boards in Pahiatua and Woodville
5/06/2025	5/06/2025	0	Business Connect Support	Council fees 2025 for Food Business Registration and Alcohol Licensing
4/06/2025	3/07/2025	20	Taxpayers Union	Ratepayers Report 2023/2024 for financial year
8/06/2025	2/07/2025	16	Individual	Water Testing
9/06/2025	16/06/2025	5	Tararua Community Law	Privacy Request - Disputed Rates Debt (2017-2024)
9/06/2025	16/06/2025	5	Tararua Community Law	Privacy Request - Disputed Rates Debt (2017-2024)
9/06/2025	16/06/2025	5	Tararua Community Law	Privacy Request - Disputed Rates Debt (2017-2024)
13/06/2025	8/07/2025	16	Tararua Community Law	Privacy Request - Disputed Rates Debt (2017-2024)
16/06/2025	16/06/2025	0	Stuff	TDC and Pūkaha Mount Bruce Trust/Pūkaha

Received	Responded	# Days	Requester	Subject
				National Wildlife Centre information (Jan 2021-June 2024)
16/06/2025	2/07/2025	11	Individual	Process for holding public meetings in the Tararua District
17/06/2025	18/06/2025	1	Physicians and Scientists for Global Responsibility	Gene Technology Bill
18/06/2025	8/07/2025	13	Tararua Community Law	Privacy Request - Disputed Rates Debt (2017-2024)
19/06/2025	30/06/2025	6	Rapidqs	Construction related projects past five years with cost under \$500,000
20/06/2025	4/07/2025	9	Individual	List of Committees and Boards and Polling Results for Pahiatua and Woodville when Community Boards were disestablished
24/06/2025	24/06/2025	0	Individual	Information on drinking water, washing water, liquid waste water, solid waste water, waste composting systems
24/06/2025	4/07/2025	8	Individual	Information on public forum
25/06/2025	25/06/2025	0	Individual	Policies around the use of generative AI
25/06/2025	4/07/2025	7	Individual	Official minutes from public forum, committees and Boards
25/06/2025	4/07/2025	7	Individual	TDC meeting 25/06/2025 minutes, public forum recording and Pukaha

Received	Responded	# Days	Requester	Subject
				agreement
26/06/2025	30/06/2025	2	Individual	Information on Council approved and unapproved systems and methods for self delivery and self capture of water and compsing systems and methods for liquid and solid waste
1/07/2025	8/07/2025	5	Individual	Information on water and wastewater management options that require a consent
1/07/2025	2/07/2025	1	ACT Caucus Support Centre	EV Bus Cost on Road
2/07/2025	8/07/2025	4	Individual	Powers Delegated to Community Committees
9/07/2025	23/07/2025	10	Individual	Legal obligations for minimum and maximum distance for Councils point of supply
11/07/2025	23/07/2025	8	Individual	Request for property tender documents for 10813 Route 32 Pongaroa 4991
12/07/2025	5/08/2025	16	Individual	Rates by Zone Overview
14/07/2025	5/08/2025	16	Individual	Construction Projects Data request
16/07/2025	8/08/2025	17	Individual	Pukaha Loan Mt Bruce
6/08/2025	8/08/2025	2	Individual	Information Reports re Dannevirke Impound Supply
8/08/2025	8/08/2025	0	Individual	Recording of Election Candidates Meeting on 16 August 2025 in

Received	Responded	# Days	Requester	Subject
				Dannevirke Town Hall
8/08/2025	12/08/2025	2	Individual	Rates Invoice Justification and Related Documents

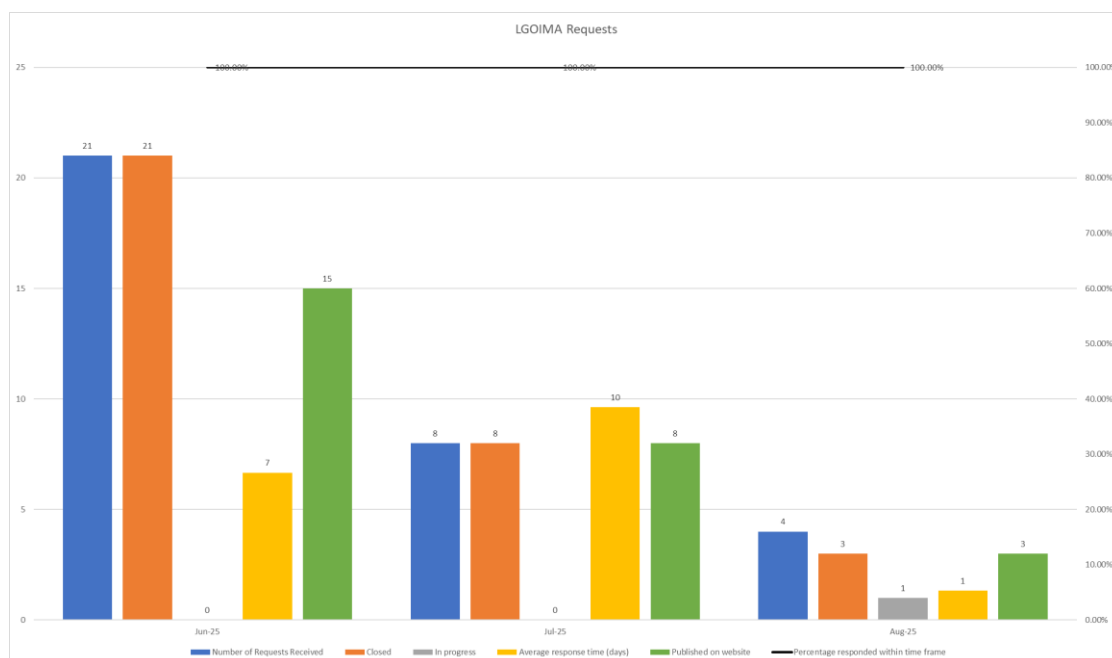
Requests pending response

There is currently one open requests pending response.

Received	Responded	# Days	Requester	Subject
20/08/2025			Office of Teanau Tuiono, Green List MP	Number of Road Cones Removed Resulting from submissions to the Road Cone Digital Hotline

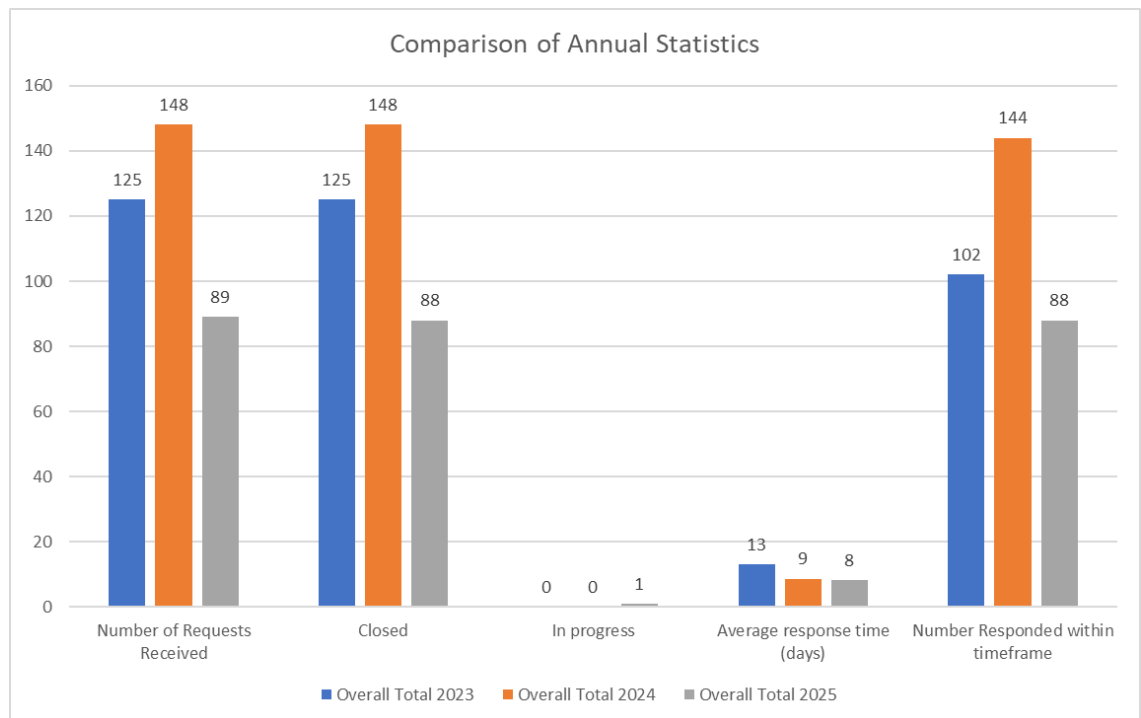
Status of Requests Received and Timelines for Response

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



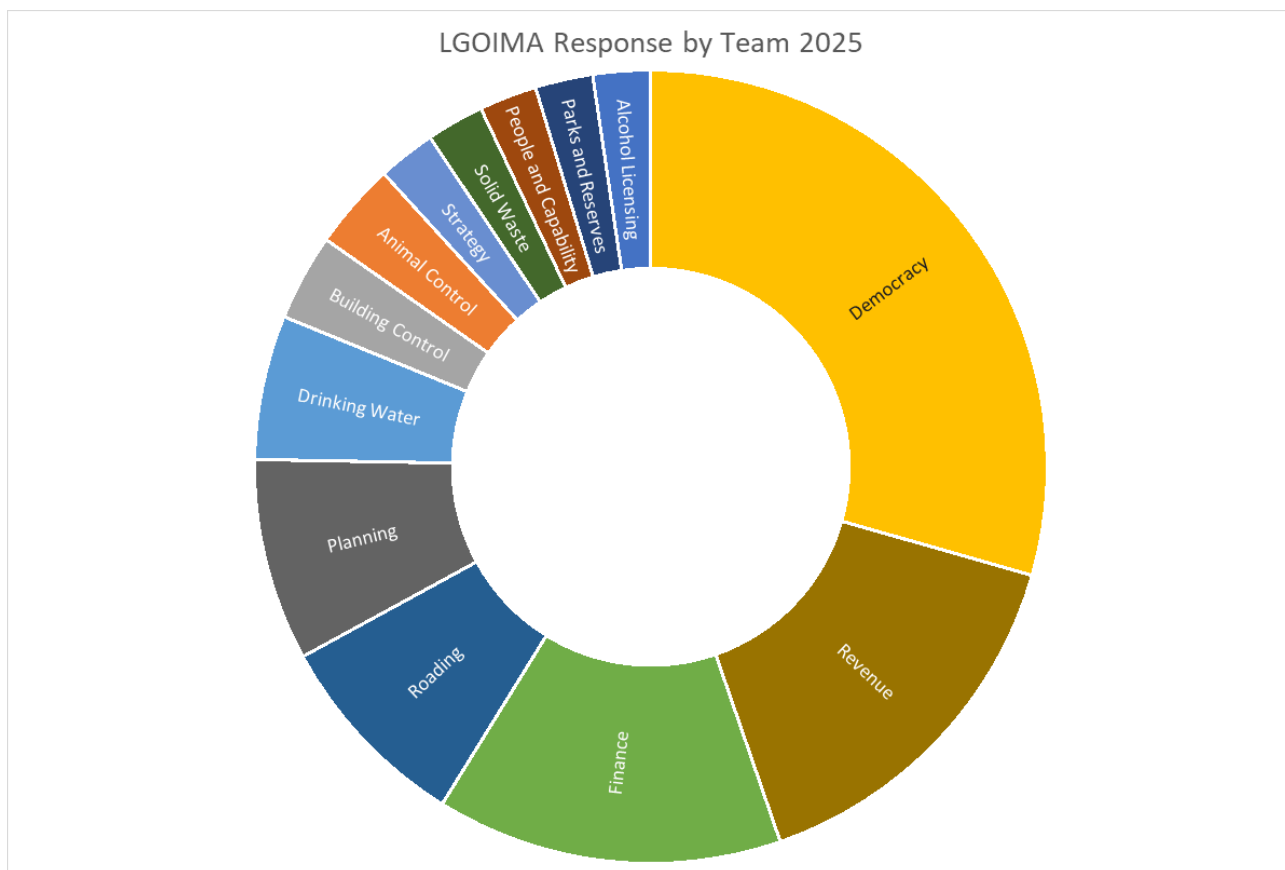
Statistics for Calendar Years 2023 and 2024 Comparative Data for 2025 to date

- 4.2 The following graph provides statistics relating to the requests for information processed during the year 1 January to date, compared against statistics for the previous two calendar years.



Assignment of LGOIMA Requests by Team

- 4.3 Each request for information is reviewed on receipt, and then assigned to the relevant team in Council to provide the information requested.
- 4.4 The following chart shows the spread of LGOIMA requests by the Activity the request relates to for the 2025 calendar year to date:



Proactive Release and Publishing of Local Government Official Information

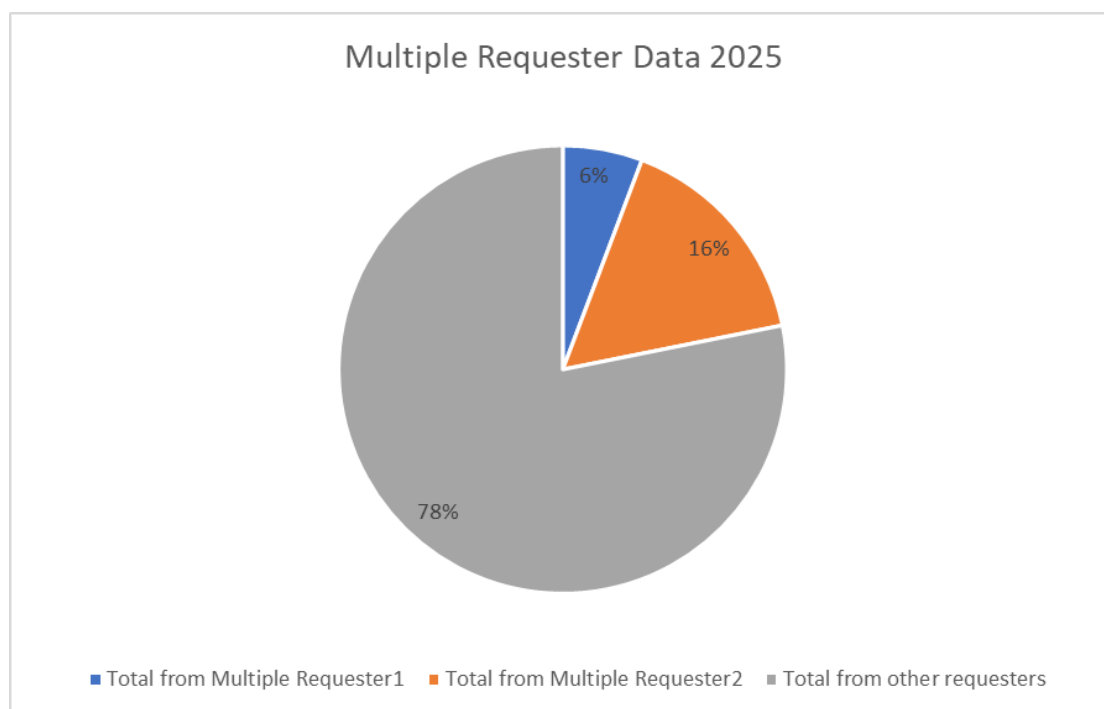
- 4.5 Proactive publishing of official information is an opportunity for Council to increase the transparency and accountability of its operations. The Office of the Ombudsman strongly encourages Councils to engage in effective proactive release of official information, and proactive release is in line with the purpose of the Local Government Official Information and Meetings Act 1987, which requires that information shall be made available unless there is good reason to withhold it.
- 4.6 Many of the requests for information responded to by Council could have an element of public interest, which means it would be appropriate to publish the information via Council's website when the information is released. For example, where there is a level of interest in the information, such as numerous requests for similar or related information. Also, whether public interest considerations such as transparency and accountability would be served by publication of the information.
- 4.7 Processes for proactively releasing information include the redaction of any personally identifying information from the request prior to publication.
- 4.8 The template used for acknowledging receipt of LGOIMA requests includes advice for the requester that their request and the response would be published on Council's website, and that any personal identifying information would be redacted from both the request and the response to ensure compliance with the Privacy Act 2020.

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

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

Multiple Requests from Individual

- 4.10 In 2024 we started receiving multiple requests from one individual, which saw a rise in the amount of officer time that needed to be diverted from their day-to-day responsibilities, to providing answers to the questions being asked.
- 4.11 Over 2024, one individual was responsible for 22.45% of the total number of requests for information processed in 2024 (33 out of 147 requests for 2024).
- 4.12 For 2025, we have another individual making multiple requests for information from the Council. To date this individual has been responsible for 16% of the total number of requests for information this year.



- 4.13 The Office of the Ombudsman provides guidance on dealing with multiple requests for information from a single person, allowing officers to consider aggregating multiple requests, and dealing with these as if they were a single request for information. The guidance also includes processes for charging for the provision of the information being requested, in order to recoup a portion of the costs incurred by the Council in providing the information being sought.
- 4.14 Due to the number of requests being received from the new multiple requester, we will initiate this process should the requester continue making multiple requests.

5. Statutory Requirements

- 5.1 The statutory requirements associated with access to local authority information, and the procedures for dealing with requests received for information held by local authorities, is set out in Parts 1, 2, 3, 4, 5 and 6 of the Local Government Official Information and Meetings Act 1987.
- 5.2 There are also requirements within the Privacy Act 2020 and the Information Privacy Principles within that Act to comply with.
- 5.3 As part of the requirements for providing access to local authority information, the Act sets out timeframes for:
- Making a decision on whether to grant a request and communicate that decision;
 - Making the requested information available, which can be at a later date, after the decision to grant has been made;
 - Transferring all or part of a request to another agency;
 - Extending timeframes for both transferring a request, and making a decision and communicating it.
- 5.4 The Office of the Ombudsman also publishes a Guide to assist local authorities in recognising and responding to requests for information. The processes outlined in this Guide are followed by officers in responding to requests.

6. Conclusion

- 6.1 This report presents data relating to requests for information under the Local Government Official Information and Meetings Act 1987 that have been received from 1 June 2025 to 21 August 2025.

Attachments

Nil.



Mayor Tracey Collis
26 Gordon Street
Dannevirke 4930
New Zealand
Email - tracey.collis@tararua.govt.nz

21 August 2025

Professor Vojtěch Aubrecht
Dean of Pilsen University
Pilsen
Czech Republic

Dear Professor Aubrecht

It is my privilege to invite you on behalf of the Tararua District, the community of Woodville and the Rinitawa Art and History Incorporated, to attend the **100th Year Commemoration of the Death of Gottfried Lindauer**, to be held in Woodville and Dannevirke, New Zealand, over the weekend of **20 -21 June 2026**.

This commemoration will include the opening of a special exhibition at the Rinitawa Gallery, a remembrance ceremony at Godfrey Lindauer's grave in the Woodville Old Gorge Cemetery and a family reunion of Lindauer descendants.

Your attendance would be a great honour for our community. It would also provide a wonderful opportunity to further strengthen the connection between Pilsen University, Woodville and the Tararua District, which began with your support through the "Artist in Residence" programme.

We do hope you are able to join us for this memorable occasion.

Yours sincerely

A handwritten signature in black ink, appearing to read "Tracey Collis".

Tracey Collis
Mayor
Tararua District

Tararua District Council • Dannevirke • Woodville • Pahiatua • Eketāhuna

26 Gordon Street PO Box 115 Dannevirke 4942 Tararua Tel: 06 374 4080 email:tracey.collis@tararua.govt.nz

