



## Notice of Meeting

A meeting of the Tararua District Council will be held in the Council Chamber, 26 Gordon Street, Dannevirke on **Wednesday 27 October 2021** commencing at **1.00pm**.

Bryan Nicholson  
Chief Executive

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## Agenda

1. **Present**
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.

<b>6.</b>	<b>Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business</b>	
<b>7.</b>	<b>Personal Matters</b>	
<b>8.</b>	<b>Confirmation of Minutes</b>	<b>5</b>
	<i>Recommendation</i>	
	<i>That the minutes of the Council meeting held on 29 September 2021 (as circulated) be confirmed as a true and accurate record of the meeting.</i>	
<b>9.</b>	<b>Any Matters Arising from the Minutes not otherwise dealt with in the Agenda</b>	
<b>10.</b>	<b>Community Boards and Community Committees Reports</b>	
<b>10.1</b>	<b>Woodville Districts' Vision</b>	<b>12</b>
	<i>Recommendation</i>	
	<i>That the reports of the Woodville Districts' Vision meetings held on 5 October 2021 (as circulated) be received.</i>	
<b>10.2</b>	<b>Pahiatua On Track/Explore Pahiatua</b>	<b>33</b>
	<i>Recommendation</i>	
	<i>That the reports of the Pahiatua On Track/Explore Pahiatua meetings held on 6 October 2021 (as circulated) be received.</i>	
<b>10.3</b>	<b>Dannevirke Community Board</b>	<b>43</b>
	<i>Recommendation</i>	
	<i>That the report of the Dannevirke Community Board meeting held on 4 October 2021 (as circulated) be received.</i>	
<b>10.4</b>	<b>Eketahuna Community Board</b>	<b>49</b>
	<i>Recommendation</i>	
	<i>That the report of the Eketahuna Community Board meeting held on 11 October 2021 (as circulated) 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.

<b>11.</b>	<b>Reports</b>	
<b>11.1</b>	<b>Housing Strategy 2021 Proposed Process for Conclusion</b>	<b>53</b>
<b>11.2</b>	<b>Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974</b>	<b>63</b>
<b>11.3</b>	<b>Road Closure Requested Under the Tenth Schedule of the Local Government Act 1974</b>	<b>75</b>
<b>11.4</b>	<b>Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974</b>	<b>81</b>
<b>11.5</b>	<b>Staff Report</b>	<b>93</b>
<b>12.</b>	<b>2022/2023 Draft Annual Plan</b>	
	<b>Recommendation</b>	
	<i>That the following Council workshop briefing sessions dates be confirmed for the purpose of undertaking the development of the 2022/2023 Draft Annual Plan.</i>	
	<ul style="list-style-type: none"> <li>• <i>10 November at 1.00pm</i></li> <li>• <i>23 and 24 November at 9.00am</i></li> <li>• <i>8 December at 9.00am</i></li> <li>• <i>26 January at 9.00am</i></li> <li>• <i>22 and 23 February at 9.00am</i></li> <li>• <i>9 March at 1.00pm</i></li> </ul>	
<b>13.</b>	<b>Portfolio Reports</b>	
	Councillors assigned the responsibility to undertake the portfolio for a specific activity can report back on any of these matters.	
<b>14.</b>	<b>Mayoral Matters</b>	
<b>15.</b>	<b>Items Not on the Agenda Accepted in Accordance with the Procedure Outlined as per Agenda Item 5</b>	
<b>16.</b>	<b>Public Excluded Items of Business</b>	
	<b>Recommendation</b>	
	<i>That the public be excluded from the following parts of the proceedings of this meeting, namely:</i>	
	<ul style="list-style-type: none"> <li>• <i>Eketahuna wastewater wetland land purchase</i></li> <li>• <i>Civic honour nomination</i></li> </ul>	
	<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>	

<b><i>General subject matter to be considered</i></b>	<b><i>Reason for passing this resolution in relation to each matter</i></b>	<b><i>Ground(s) under Section 48 (1) for the passing of this resolution</i></b>
<b><i>Eketahuna wastewater wetland land purchase</i></b>	<b><i>To protect commercial and industrial negotiations</i></b>	<b><i>Section (1)(a)(i)</i></b>
<b><i>Civic honour nomination</i></b>	<b><i>To protect the privacy of natural persons</i></b>	<b><i>Section (1)(a)(i)</i></b>

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

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

## **17. Closure**





Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 29 September 2021 commencing at 1.00pm.

## **1. Present**

Her Worship the Mayor - Mrs T H Collis, Crs E L Peeti-Webber (Deputy Mayor), A K Franklin, S A Hull, C J Isaacson, P A Johns, K A Sutherland, R A Treder and S M Wards.

### **In Attendance**

Mr B Nicholson	- Chief Executive
Mr R Taylor	- Manager - Democracy Services
Mr R Suppiah	- Group Manager - Corporate
Mr C Chapman	- Group Manager - Infrastructure
Ms T Love	- Group Manager - Operations
Mr M Maxwell	- Group Manager - Economic and Community Development
Mr P Wimsett	- Manager Strategy and Climate Change
Ms J McKenzie	- Manager - Facilities (until item 11.3)

Speaker in the public forum and representatives from Sport Manawatu and Bush Multisport Trust as outlined

## **2. Council Prayer and Tribute to the Late Harold Maxwell (Max) Cooper**

- 2.1 The Mayor opened the meeting with a Karakia/Council Prayer, and acknowledged the passing of Harold Maxwell (Max) Cooper through a tribute and mark of respect to his local government service to Eketāhuna County Council and Eketāhuna Community Board.

## **3. Apologies**

- 3.1 Nil

## **4. Public Forum**

### **4.1 Three Waters Reform**

- 4.1.1 Richard Parker spoke on his concerns and scepticism regarding the significant difference between Government's desktop assumption projections and those forecast by Council regarding the analysis of costs for the future delivery of Three Waters services to the community.

- 4.1.2 In speaking on that matter Richard Parker referred to a scaremongering approach being taken by Government, and emphasised the need for any decisions to be made democratically by Council in consultation with its communities rather than Government forcing implementation of an unacceptable proposed model.

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

- 5.1 Nil

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

- 6.1 Cr Peter Johns declared a potential conflict of interest regarding item of business 11.5 concerning Woodville Art and History Incorporated Society building lease at 42 Vogel Street in Woodville (as a volunteer worker associated with that project).

## **7. Personal Matters**

- 7.1 Nil

## **8. Confirmation of Minutes**

- 8.1 *That the minutes of the Council meeting held on 8 September 2021 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Crs Hull/Wards*

*Carried*

## **9. Any Matters Arising from the Minutes not otherwise dealt with in the Agenda**

- 9.1 Nil

## **10. Community Boards and Community Committees Reports**

- 10.1 **Pahiatua On Track**

- 10.1.1 *That the report of the Pahiatua On Track meeting held on 8 September 2021 (as circulated) be received.*

*Crs Peeti-Webber/Isaacson*

*Carried*

- 10.1.2 **Proposed Dog Park Exercise Area at Rotary Park in Pahiatua**

- 10.1.2.1 Ben Luders is to make a presentation to Pahiatua On Track regarding the proposal to provide a dog park exercise area at Rotary Park funded from private sponsorship.

**10.2 Eketāhuna Community Board**

**10.2.1 *That the report of the Eketāhuna Community Board meeting held on 13 September 2021 (as circulated) be received.***

***Crs Peeti-Webber/Isaacson***

***Carried***

**10.3 Dannevirke Community Board**

**10.3.1** There was no meeting of the Dannevirke Community Board held this month due to Covid-19 alert level three restrictions resulting in the cancellation of the scheduled meeting.

**10.4 Woodville Districts' Vision**

**10.4.1** There was no meeting of Woodville Districts' Vision held this month due to Covid-19 alert level three restrictions resulting in the cancellation of the scheduled meeting.

**11. Reports**

**11.1 Sport Manawatu Annual Report 2020/2021**

**11.1.1** Sport Manawatu Active Communities Manager Brad Cassidy and Tararua Recreation Advisor Leah Sole gave a presentation regarding activities and events held within the district through Sport Manawatu, including reference to the following matters:

- Introduction and background of new Tararua Recreation Advisor
- Partnership plan outcomes and highlights focussed on initiatives that enable the following objectives
- Tararua District exceeds the national average for physical activity
- People have the skills to safely and confidently cycle and walk on our active transport network and system
- Everyone is encouraged to be active by playing and being active in sport and recreation facilities across our district
- Sports and community sport events create social opportunities and economic impacts, and delivery of Tararua Sports Awards and involvement with Woodville Grand Prix Motocross event

**11.1.2** The team from Sport Manawatu is thanked for the activities and programmes they provide to support sport and physical recreation in the district.

**11.2 Bush Multisport Trust Annual Report 2020/2021**

**11.2.1** Bush Multisport Trust Chairman Duncan Elliot thanked Council for its ongoing support and the good relationship established to assist with maintaining this community facility.

11.2.2 Cr Raylene Treder in her role as Bush Multisport Facility Manager gave a presentation on highlights relating to the Bush Multisport complex, including reference to the following matters:

- Contract outcomes
- Maximising the number of sporting/non-sporting and community activities, and opening of Loose Parts Play Park
- Maintaining and enhancing the Bush Multisport Trust facility
- Ensuring Bush Multisport Trust is a financially sustainable organisation

11.2.3 Appreciation is conveyed to the team behind the Bush Multisport Trust complex for their commitment and work in facilitating the management of its operation.

### 11.3 Three Waters Reform

11.3.1 *That the report from the Chief Executive dated 22 September 2021 concerning the Three Waters Reform (as circulated) be received, and*

*That Council endorses the questions and concerns as per Attachment E of this report, and requests the Chief Executive to submit these to the Department of Internal Affairs and Local Government New Zealand on behalf of the Council, and*

*That Council requests the Chief Executive to report back to it when further information and guidance from Government, Local Government New Zealand and Taituara is received on the next steps to be taken regarding this matter.*

*Crs Johns/Sutherland*

*Carried*

11.4 Pahiatua Railcar Society Funding Request for the Purchase of Silverfern Railcars

11.4.1 *That the report from the Group Manager - Economic and Community Development dated 31 August 2021 concerning the Pahiatua Railcar Society funding request for the purchase of Silverfern Railcars (as circulated) be received, and*

*That Council, recognising this project aligns with the four wellbeing's in the Local Government Act and its Long Term Plan strategic objectives, agree to the funding request from the Pahiatua Railcar Society for \$60,000 in the form of providing a grant as assistance toward the cost of purchasing the Silverfern Railcars, and*

*That this funding be provided in the current financial year from the Heritage Reserve, with the Pahiatua Railcar Society requested to submit in writing six-monthly progress reports on this project for the information of the Economic Development and Marketing Committee.*

*Crs Hull/Treder*

*Carried*

**11.5 Woodville Art and History Incorporated Society Building Lease at 42 Vogel Street in Woodville**

11.5.1 Cr Peter Johns previously declared a potential conflict of interest regarding this item of business, and abstained from discussion and voting on the motion concerning that matter.

11.5.2 *That the report from the Manager Strategy and Climate Change dated 17 August 2021 concerning Woodville Art and History Incorporated Society building lease at 42 Vogel Street in Woodville (as circulated) be received, and*

*That Council congratulate Woodville Art and History and its volunteers for the success in fundraising and its efforts in bringing the former Library and i-SITE into a site suitable for an art gallery that Woodville and the district can be proud of, and*

*That the Chief Executive be authorised to provide a lease to Woodville Art and History Incorporated Society for a five-year period commencing 1 September 2021, with a rent holiday for the first twelve months, and at least a cost recovery basis for years two to five.*

*Crs Sutherland/Wards*

*Carried*

**11.6 Appointment of an Independent Commissioner for the Puketoi Wind Farm Application to Extend the Resource Consent Lapse Date**

11.6.1 *That the report from the Group Manager - Operations dated 16 September 2021 concerning the appointment of an Independent Commissioner for the Puketoi Wind Farm application to extend the resource consent lapse date (as circulated) be received, and*

*That pursuant to Sections 34A, 125 and 127 of the Resource Management Act 1991, Council delegate to Certified Independent Commissioner Paul Rogers the necessary functions, powers and duties to consider and determine the application from Mercury Energy to extend the lapse period for the resource consent and change or cancel consent conditions on application by the consent holder for the Puketoi Wind Farm.*

*Crs Johns/Treder*

*Carried*

**11.7 Council Controlled Organisation Exemption for Manawatu - Whanganui Local Authority Shared Services**

11.7.1 *That the report from the Group Manager - Corporate dated 13 August 2021 concerning a Council Controlled Organisation exemption for Manawatu-Whanganui Local Authority Shared Services (as circulated) be received, and*

*That Council provide an exemption to Manawatu-Whanganui Local Authority Shared Services from being a Council Controlled Organisation granted under Section 7(5) of the Local Government Act 2002 for the period of 1 July 2019 to 30 June 2022.*

*Crs Hull/Sutherland*

*Carried*

**11.8 Remissions of Excess Water Charges**

**11.8.1** *That the report from the Group Manager - Corporate dated 21 September 2021 concerning remissions of excess water charges (as circulated) be received, and*

*That the typographical error in the remissions of excess water charges policy be amended through paragraph 12.7 stating delegation is provided to management to approve remissions of up to 100% in accordance with the policy, thereby correctly reflecting Council's intent to provide such discretion for those decisions to be made by staff as an operational matter.*

*Crs Hull/Isaacson*

*Carried*

**11.9 Audit and Risk Committee**

**11.9.1** *That the report of the Audit and Risk Committee meeting held on 17 August 2021 (as circulated) be received.*

*Crs Wards /Johns*

*Carried*

**11.10 Staff Report**

**11.10.1 Mangaone Valley Road**

**11.10.1.1** Mangaone Valley Road is still closed due to a large dropout, and some enabling works are being undertaken to alleviate land movement.

**11.10.1.2** Geotechnical testing of the area will occur to assist in identifying repair options, and the intention is to initially open one lane until emergency works can be programmed early next year to restore the damaged section of the road.

**11.10.2 Dannevirke Water Supply**

**11.10.2.1** Splits have been identified in the liner of the Dannevirke impounded water supply resulting in the loss of water, and work is being undertaken to repair the damaged sections of the liner.

**11.10.3 Blockages in the Wastewater Networks**

**11.10.3.1** Wet wipes being disposed of down the toilet are causing blockages in the wastewater networks, including one at Ranfurly Street pump station in Dannevirke.

**11.10.4 Building Consents**

**11.10.4.1** The national shortage of building materials has resulted in the level of building consents received slowing as a consequence of its impact on the ability for some types of work to be undertaken.

**11.10.5 Staff Movements**

**11.10.5.1** It is noted that Council has experienced an annual staff turnover rate from 1 July 2021 of 9.4%.

11.10.5.2 Chief Executive Bryan Nicholson is requested to ascertain if information could be provided to compare this staff turnover rate to previous years.

**11.10.6 Power Outages Caused By Severe Wind Weather Event**

11.10.6.1 Discussion is to occur with Powerco regarding the lack of communication with its customers in the southern part of the district affected with power outages of one to three days caused by the severe wind weather event on 10 September 2021.

11.10.7 ***That the report from the Chief Executive dated 21 September 2021 concerning an update on key projects and items of interest to the Council (as circulated) be received.***

*Crs Franklin/Johns*

***Carried***

**12. Portfolio Reports**

12.1 Nil

**13. Mayoral Matters**

**13.1 Mayor and Councillors Report**

13.1.1 A copy of the Mayor and Councillors September report is tabled, and the information set out in that document is circulated for reference as an attachment to the agenda relating to these minutes.

13.1.2 Matters included in the Mayor and Councillors report are as follows:

- Passing of Harold Maxwell (Max) Cooper, JP retired
- Bead and proceed epic workshop on the seventeen United Nations sustainable development goals
- Opening of the Dannevirke Bowling Club season, Ross Shield tournament and Tararua College sporting highlights
- Infometrics Institute of Directors presentation by Brad Olsen to Chamber of Commerce after five's event
- Letters of support, condolences and visits
- Events attended by the Mayor
- Councillors portfolio reports
- Wairarapa Times Age column by the Mayor

**14. Items Not on the Agenda**

14.1 Nil

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 3.19pm.

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Mayor

**MINUTES OF THE WOODVILLE DISTRICTS' VISION ANNUAL GENERAL MEETING  
held on Tuesday 5 October 2021 at 7.00pm in the Sports Stadium, Woodville**

**PRESENT:**

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Merrill Hoare, Jo Field, Nicola Ngametua-Smith, Brent Tomlinson, Ian Daily, Evan Nattrass, Paul Tayler, John Preston, Peter Thornton, Kari Gray, Janice Wiri

**IN ATTENDANCE:** Councillor Raylene Treder, Councillor Peter Johns, Brooke Carter (DIA), Angela Rule (TDC)

**APOLOGIES:**

Peter & Stephanie Bonser, Chris Archer, Denise Quinney, Bruce Hutton, Doug Coutts, Malcolm Stuart, Turia Brackenbury, Dave & Carole Wilton, Kevin & Joan McIntyre, Val James

**V Tomlinson moved** that the apologies be accepted

**R McMillan/Carried**

**ITEMS NOT ON THE AGENDA:**

Nil

**CONFLICTS OF INTEREST:**

No new conflicts or potential conflicts of interest registered.

**MINUTES OF PREVIOUS ANNUAL GENERAL MEETING:**

**V Tomlinson moved** minutes to be taken as read

**P Tayler/Carried**

**CONSTITUTION:**

The Chair updated the meeting on the status of the draft Constitution. She noted that it does currently incorporate aspects of the proposed 'Incorporated Societies Bill' which is currently going through Parliament and for members to be aware of some specific changes.

**CHAIR'S REPORT:**

The Chair read out her Annual General Meeting report.

**V Tomlinson moved** her report be received

**B Tomlinson/Carried**

**FINANCIAL REPORT:**

The Treasurer noted that he was still awaiting the final financial report from the accountant's as they have only provided a draft copy so far. Currently the Treasurer is in dialogue with the accountant's regarding the formatting of the financial reports.

The Treasurer noted that he had provided the format that the financial statement should be in and they have not delivered on that. The statement produced was provided in the interim by the Treasurer.

**I Daily moved** that the financial statement provided by the Treasurer be accepted.

**G Haglund/Carried**

**ELECTION OF OFFICERS:**

The Chair sought nominations from the floor for the positions of Deputy Chair and Secretary.

**Deputy of Chair:**

**V Tomlinson** nominated Paul Tayler

**R McMillan/Carried**



**Secretary:**

**G Haglund** nominated Jane Hill, seconded by **E Natrass**

**V Tomlinson** nominated Nicola Ngametua-Smith, seconded by **P Tayler**

Councillor R Treder was announced as scrutineer by the Chair so a ballot could be undertaken.

N Ngametua-Smith won the votes.

**ELECTION OF EXECUTIVE COMMITTEE:**

The Chair sought nominations from the floor for Executive Committee Society members:

**V Tomlinson** nominated Janice Wiri

**R McMillan/Carried**

**V Tomlinson** nominated Jane Hill

**B Tomlinson/Carried**

**V Tomlinson** nominated Evan Natrass

**J Wiri/Carried**

**SUBSCRIPTIONS:**

**J Preston moved** subscriptions for 2021/2022 remain at \$5 per annum

**I Daily/Carried**

**APPOINTMENT OF CHARTERED ACCOUNTANT:**

**G Haglund moved** that Ask Away Accounting remain Woodville Districts' Vision accountant for the coming year.

**V Tomlinson/Carried**

**MEETING DATES AND TIMES:**

**V Tomlinson moved** that meetings continue to be held on the first Tuesday of every month at 7.00pm in the Sports Stadium supper room and that there are no general meetings in January 2022.

**Jane Hill/Carried**

**SIGNATORIES/PAYMENTS:**

**V Tomlinson moved** Chair, Secretary and Treasurer to be signatories for bank accounts and IRD. The previous signatory is to be removed and the Treasurer is to arrange changes as soon as possible for the new Secretary.

**B Tomlinson/Carried**

**OTHER:**

The Chair expressed thanks to departing secretary Jane Hill for her work during her term.

There being no further business the Annual General Meeting closed at 7.35pm.

### **Woodville Districts' Vision Chairperson's AGM Report – 5 October 2021**

First off, I would like to thank everyone for their ongoing support over the past year – one in which we have continued to deal with the flow on effects of a global pandemic. To date our town and wider district has been fortunate with no Delta cases.

I would like to thank Jane Hill, Secretary, Geoff Haglund, Treasurer and Rosie McMillan, Co-ordinator for their support, hard work and leadership over the past 13 months as we've worked in a slightly different style to help WDV support our community. Thank you to the WDV members for your input, patience, and support through this time of change. We have a wonderful town that we should always treasure.

Thank you to everyone who has given their time, support, input, participation and in some cases their 'blood sweat and tears' for events and functions over the past 12 months, including: Meet the Candidates, Mad Hatters Day, Armistice Day, Christmas Parade, Thank You to Essential Workers, Neighbours Day, Easter Gala, Community BBQ, Purple Poppy Day, ANZAC Day, Armistice Day, Mid-Winter Light and Matariki Festival, Welcome to Woodville Expo, and the four community discussions focused on community initiatives.

We have four amazing initiatives underway which all touch on education of our young ones, but eight of the clubs truly focus on our future generations. This is the area I am most proud of. Members of all ages are so important to our community, but our young ones hold a special place in my heart. The look on children's faces when they participate in fun activities without worries or cares is priceless. To see that makes the hours of meetings and small mountains of paperwork worth it.

There are simply too many people to thank in person, but I would like to give a special mention to the following.

- Ann-Marie Hapuka for leading the Kids Clubs Initiative and her team of supporters. Her ideas and true dedication have cemented some amazing things in our community.
- Mel Reiri for leading the Community Garden Initiative and all the volunteers she rallies. Our gardens are going to be such valuable assets in so many aspects of our community.
- Turia Brackenbury and Malcolm Stuart for their generosity and commitment to so many activities and functions within our community.
- Jo Field for coming to the rescue on so many occasions in so many ways.
- Nathan Cross and Brooke Carter from Department of Internal Affairs. This relationship is an important one for our community going forward due to the support and resources that they can offer.

We continue to see our town grow and change with more homes, new businesses, the construction of the new highway getting underway, and new community dynamics and increased diversity.

There are also changes in local government that could affect us all. This is why we need a strong united Woodville voice that is focused on the future and what we can achieve as a community. Coming together is not always easy, it takes consensus building, tolerance and compromise, but it is critical for the future of our town.

I am looking forward to the year ahead and the exciting things happening in Woodville. Like us, many other groups are struggling with volunteer numbers and participation, and given the uncertainty around COVID, it is more important than ever that we work together to support the Woodville community to become more connected, resilient and sustainable.

**WOODVILLE DISTRICTS VISION INC**  
**DRAFT FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

<b>INCOME</b>	Notes	2021 \$
Subscriptions		260.87
Donations & Grants		30000.00
Bank of New Zealand Interest (Net)		800.11
Tararua District Council Grant		40270.00
Reimbursements	1	469.57
Mad Hatters	2	378.26
Mad Hatters TDC contribution	2	780.00
<b>Total Income</b>		<b><u>72958.81</u></b>
 <b>LESS EXPENSES</b>		
Accountancy		434.78
Advertising		319.42
ANZAC & Armistic day		154.35
Christmas Parade		6352.14
Community BBQ		716.28
DIA Community Garden		234.76
DIA Kidz Club		244.20
Discretionary Grants	3	11203.75
Donations/Grants	4	3551.61
Event - 1950's		274.65
Event - Community Discussion		669.54
Event - Matariki		94.79
Gardening Railway		300.00
General Expenses	1	614.06
Insurance		275.00
Mad Hatters Day	2	3136.46
Meet the Candidates		250.13
Printing, Postage and Stationary		212.35
Repairs and Manitenance		0.00
Representitive costs	5	1800.00
Sculpture tree repair		2750.50
Website Fees		232.01
Woodville Wire		1155.86
<b>Total Expenses</b>		<b><u>34976.64</u></b>
 NET BUSINESS SURPLUS/(DEFICIT) BEFORE DEPRECIATION		 37982.17
Depreciation as per Schedule		<u>4744.00</u>
 NET BUSINESS SURPLUS/(DEFICIT) AFTER DEPRECIATION		 <u><u>33238.17</u></u>

## Statement of Financial Position

<b>Current Assets</b>	
BNZ Bank – Main Cheque Account	59592.20
BNZ Bank – Discretionary Account	9595.28
Petrol Vouchers	300.00
<b>Total Current Assets</b>	<b>69487.48</b>
<b>NON-CURRENT ASSETS</b>	
Fixed Assets as per schedule	18439.00
Investments	
#008 - BNZ Term Deposit	5764.64
#011 - BNZ Term Deposit	5578.30
#012 - BNZ Term Deposit	15118.36
<b>Total Non-Current Assets</b>	<b>44900.30</b>
<b>TOTAL ASSETS</b>	<b>114387.78</b>
<b>CURRENT LIABILITIES</b>	
Accounts Payable	419.85
GST Payable	3415.79
<b>TOTAL LIABILITIES</b>	<b>3835.64</b>
<b>NET ASSETS OVER LIABILITIES</b>	<b>110552.14</b>
<b>EQUITY</b>	
<b>Total Funds Employed</b>	<b>110552.14</b>

## NOTES:

1: A business in the community agreed to sponsor part of a community event, however WDV had already paid for the service, so the business was invoiced for the amount.

2: Mad Hatters received some revenue and sponsorship  
The cost of the event should consider this revenue

## 3: Discretionary Grants

WAW	1500.00
WDV Railway Trust	2135.00
Kohanga	425.00
Old Folks Hall	400.00
Te Ahu A Turanga Marae	3743.75
Girl Guides	3000.00
	<u>11203.75</u>

## 4: Donations / Grants

Woodville Radio	500.00
Rec Park Koha	20.00
Woodville Playcentre	2000.00
RSA Artwork - J Preston	510.74
Sports Stadium - Tables	520.87
	<u>3551.61</u>

## 5: Representative Costs

Chair - V Tomlinson (\$2000)	0.00
Treasurer - G Haglund (\$1800)	0.00
Secretary - J Hill (\$1800)	1800.00
	<u>1800.00</u>

**MINUTES OF THE WOODVILLE DISTRICTS' VISION MEETING**  
**Held on Tuesday 5 October 2021 at 7.50pm**  
**Sports Stadium, Woodville**

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**PRESENT:**

Vicky Tomlinson (Chair), Nicola Ngametua-Smith (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator), Merrill Hoare, Jo Field, Brent Tomlinson, Ian Daily, Evan Nattrass, Paul Tayler, Janice Wiri, Jane Hill

**IN ATTENDANCE:** Councillor Raylene Treder, Councillor Peter Johns, Brooke Carter (DIA), Angela Rule (TDC)

**APOLOGIES:**

Peter & Stephanie Bonser, Chris Archer, Denise Quinney, Bruce Hutton, Doug Coutts, Malcolm Stuart, Turia Brackenbury, Dave & Carole Wilton, Kevin & Joan McIntyre, Val James, Peter Thornton, John Preston

**V Tomlinson moved** that the apologies be accepted

**R McMillan/Carried**

**ITEMS NOT ON THE AGENDA:**

Nil

**CONFLICTS OF INTEREST:**

No new conflicts or potential conflicts of interest registered.

**MINUTES:**

**V Tomlinson moved** the minutes from 3rd August 2021 meeting to be taken as read

**P Taylor/Carried**

(NOTE: There were no minutes for September 2021 as there was no meeting due to COVID-19 restrictions)

**ACTION POINTS:**

Action points updated as per attached.

**EXECUTIVE REPORT:**

The Chair noted that a series of topics had been discussed within the Executive over email due to COVID-19 restrictions. The first meeting out of lockdown confirmed the points discussed and the decisions made.

**V Tomlinson** tabled the reports and **moved** they be taken as read.

**P Tayler/Carried**

**CORRESPONDENCE:**

IN:

9/8/21: Letter from Radio Woodville re grant for generator.

29/9/21: Letter from Radio Woodville giving thanks for the generous donation towards the purchase of the generator.

OUT:

3/8/21: Invitation to Council representatives for the event on 6th November. Sent from V Tomlinson on behalf of the events team.

3/9/21: Email discretionary grants ad to NZME

6/9/21: Email to WRAP for an update on the recreation and play park project

27/9/21: Letter emailed to Radio Woodville, attention Eric Bodell

27/9/21: Email to Bryan Nicholson at TDC regarding a matter in the Council papers stating WDV were consulted, V Tomlinson recommended it just be 'noted' not 'consulted' as WDV weren't consulted. The matter was regarding the Art and History Gallery extending their lease.

29/9/21: Email to T Brackenbury re an update on the SheMe shed.

**N Ngametua-Smith moved** the inwards correspondence be received and outwards is noted.

**V Tomlinson/Carried**

#### **REPORTS:**

##### **Financial:**

**G Haglund moved** the report August/September be received.

**J Hill/Carried**

NZME bill for the advertising of the Annual General Meeting for \$87.46

Tararua District Council bill for hall hireage \$150

**G Haglund moved** these accounts be paid.

**JField/Carried**

**V Tomlinson** noted the events team had a discussion re Christmas and could potentially need \$7k for the Christmas parade mainly due to traffic management fees. There will be an itemised budget available shortly for the treasurer.

#### **Chair's Report:**

The Chair noted there is no written report this month. She gave a verbal report regarding the Town Hui on 11/10/21 which is being supported by Tararua REAP, encouraging our local groups and networks in town to attend so that clarity can be set around different agencies available and also how we can work together and build those relationships and awareness for the better of our community.

#### **Council:**

Councillor Peter Johns presented his report:

- Council granted \$60k to Pahiatua Railcar Society to purchase three heritage silver fern rail cars, help get them restored and going which could be very beneficial for Woodville.
- Woodville Art and History: The Council has agreed to sign a five-year lease for the old I-Site Service Centre building, based on free rental for year 1 starting 1st October. Following that, a discussion will be had with Woodville Art and History regarding rate structure to ensure costs are covered for maintenance etc. No proposed opening date as yet.

Councillor Johns sought an update on the skate park initiative. He noted that the Council had given the group who had previously presented a list of tasks to complete, but Council was still awaiting an update. The meeting discussed the project and the need for it to keep moving forward and actions being taken.

**V Tomlinson moved** that WDV will approach WRAP re the Recreation and Play Park requesting an update on what actions have been undertaken to date so WDV can update Council members.

**B Tomlinson/Carried**

#### **Recreation and Play Park Quarterly Update:**

No update given as leads were not in attendance and no report had been submitted.

#### **Woodville Signs:**

The draft Woodville signs samples were made available to attendees, also the three different colour options were shown. It was noted that the signs had been presented to members of Woodville via the Woodville Wire publication. The Chair noted thanks to the Council team who worked on providing the samples.

Feedback was received regarding images on the signs. The purpose of the images on each sign is significant to the history of the town, keeping it timeless and relevant at the same time. The members agreed to review one picture - and have a new one re-submitted (of Fountaine Square).

**Three Waters Reform:**

Councillor Johns gave an overview of what the Government is currently proposing regarding the Three Waters Reform. Four entities across the councils would be established with Tararua being in entity 'C'. This covers the entire East Coast from Poverty Bay North Island down to Marlborough and Blenheim. No confirmation currently given for where the main office for entity 'C' would be based.

50% of the body that determines the directors will be Iwi and the other 50% will be elected members from the councils. All assets that each council has along with the debts will be handed over to the entity and will be run by the entity.

Meters would be put in and charged, similar to a monthly power bill. There are opt 'in' and opt 'out' options - each with potentially different consequences financially for ratepayers. The Council hasn't made any decisions yet and welcomes feedback and questions through its website.

**Constitution Update**

The Chair noted (as per the AGM) the aspects of the Draft Constitution that will impact on officer holders and that the new Executive Team will review the current status of the draft document at their first meeting.

**Community Initiatives Update**

The Chair noted that we now have four community initiatives. Those being - Woodville Kids Clubs (which have seven clubs within the club which is aimed at an afterschool club for kids that is done over the course of the year), Community Gardens, SheMe Shed, and Gymnastics. The Chair thanked Brooke Carter from DIA for her ongoing support.

**Community Hui**

The Chair encouraged everyone to attend the Town Hui set for Monday 11th October.

**Event 6th November**

The Chair noted that the Events Team held a decision regarding the Bobby Sox and Winklepickers event however due to the uncertainty of COVID-19 and what level we may or may not be at, this event will be cancelled.

Refunds will be organised for the people who have already bought tickets.

**There being no further business the meeting closed at 9.20pm.**

**Next General Meeting: 2nd November 2021 – 7.00pm**



Woodville Districts' Vision – ACTION LIST			As at: 5 October 2021		
#	Date of Meeting	Action	Owner	Due Date	Status/Update
1	7/7/2020 3/11/20	Clarification is sought from Richard Taylor, Governance Manager regarding <b>honorarium payments</b> .	V Tomlinson	TBA	Chair and Treasurer to follow up.  Chair and Treasurer agreed to defer until constitution has been finalised.
3	7/7/2020  6/4/20 3/4/20  3/8/21	A working party be established so the Society can move forward and lay the groundwork for a <b>new constitution</b> and community committee that is dynamic and engages with the community.	M Hoare/V Tomlinson	Ongoing  Ongoing  August 21	4/8: Discussion/decision on the constitution be held over to AGM. AGM: Chair of AGM advised that the 2018 constitution will be adhered to, after she took advice from CE of TDC and Governance Manager. 1/9: Working group to be reformed. The working group will follow the correct process going forward. V Tomlinson update: two meetings have been held; progressing well. New members invited. The new constitution will be circulated for discussion before holding a Special General Meeting to registering. 3/8 – V Tomlinson advised that the new draft constitution was almost complete and that after a discussion with the Executive a Special General Meeting should be called within the next three weeks (for a month's time – as per the current constitution).
9	7/7/2020 6/4/20 3/4/20 1/12/20	<b>Induction Pack</b> for new members to cover historic items and ongoing projects.	V Tomlinson	Ongoing	Chair and Secretary to produce. A draft has been produced. To be edited before circulating to members for review. On hold till some historic issues are resolved.
16	4/8/2020 6/4/20 3/4/20	Mayor to investigate whether <b>Chorus boxes</b> can be painted.	Mayor V Tomlinson		Noted in TDC meeting.  It is not a Chorus box; it belongs to Scanpower. L Gray-Stuart to make enquiries.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
	1/12/20			2021	Permission has been granted to paint boxes, in consultation with Scanpower. Chair to contact Scanpower to get details. Chair has spoken with Scanpower and they are happy for the box to be painted, in consultation with them. Chair suggested a competition with local school children. Matter to be further discussed in 2021. <b>V Tomlinson moved</b> that this item is managed by the Events Team. <b>Second: T Brackenbury/Carried</b>
18	4/9/2020	<b>Street Speakers</b> – discussions with Eric Bodell (Radio Woodville) and business owners required.	V Tomlinson	29/9/2020	Chair attended Radio Woodville meeting and discussed with members.
	6/10/20			Ongoing	Chair contacting business owners. Deferred to next meeting.
	3/11/20			March 2021	Chair recommended deferring until next year as some business owners are not in favour and new business owners are coming in. <b>V Tomlinson moved</b> deferring to early 2021 <b>Second: J Preston Carried</b>
	2/3/21		T Brackenbury		Item discussed at meeting. (Noted in minutes) V Tomlinson moved that this is now taken up by Events Team. Committee agreed.
	4/5/21			Aug 21	T Brackenbury volunteered to follow up. T Brackenbury noted that the Events Team has now taken up this action.
21	4/9/2020	<b>Gym Equipment</b> in Square requires maintenance. A Chapman to be approached for assistance.	V Tomlinson	6/10/2020	No action yet.
	6/10/20			2021	Ongoing discussions. <b>V Tomlinson moved</b> that the gym equipment be delegated to the Recreation and Play Park Sub-Committee <b>Second: M Stuart Carried</b>
	3/11/20				Replied: suggested December's meeting. Waiting for response.
24	6/10/20	<b>Invitation</b> to Colin Yonge and team to WDV meeting	V Tomlinson	4/12/20	

#	Date of Meeting	Action	Owner	Due Date	Status/Update
	3/11/20				Chair to meet with C Yonge. Report to come next meeting.
	4/12/20			Feb-21	Chair confirmed C Yonge will attend 2021 meeting as the feasibility study has just got underway (funded by Council).
	2/2/21			March 21	Chair advised C Yonge will attend the March meeting as the feasibility into the walkway was not yet finished.
	2/3/21			May 21	Chair advised that C Yonge is now leaving the Council, but also the study was not completed. M Maxwell from Council will present once report is completed, most likely May.
	4/5/21			TBA	4/5: The Chair noted that the feasibility study has now been put on hold by the Council as Councilors discuss it further. Mark Maxwell will update the Chair in due course.
	3/8/21			Ongoing	3/8: Councillor Johns updated the meeting. Please see minutes for full details.
25	2/2/21	<b>Recycling Centre Woodville:</b> Continued investigations into possible options of either moving it or reducing the disturbance to visitors using the camping grounds.	V Tomlinson	March 21	The Chair noted that options were still being considered and a possible interim solution, which she will be discussing with Council staff, is signage and or a gate to restrict the hours people can use the glass recycling section.
	2/3/21				On hold until TDC trial is complete
	4/5/21			TBA	Woodville Recycling Centre: There is some confusion regarding the black glass bins used in a trial. Some were taken away and some were left.
	6/7/21		Mayer-Gellis	6-July-21	Mayor Collis agreed to investigate and provide clarity.
	3/8/21			Ongoing	3/8: V Tomlinson advised update re bins, as per the flyer handed out to those who still had bins. All were collected.
	5/10/21				Work continues on recycling options.

#	Date of Meeting	Action	Owner	Due Date	Status/Update
27	4/6/21  1/6/21	<b>Concept Tree Sculpture:</b> With the return of the concept tree sculpture, the Chair asked members to think, over the next month, where an appropriate place is to house it permanently, given it is a WDV asset.	ALL	July 2022  May-24  Dec 21	5/10: Cnr Tredler confirmed that there will be an update in July 2022. 4/5: Discussion held. The Chair to approach the Medicine Depot to see if they are happy to display the tree until a permanent/semi-permanent home is agreed upon. This venue gives members of the public access to view it. 1/6: Tree is now at Medicine Depot till further notice. Review to be done in six months of location.
31	4/5/24 (added 4/6/24)  3/8/24  5/10/21	<b>Notice Board:</b> The Events Team to seek quotes for a sign, which will be hung on the fence of Woodville Animal Welfare.	Events Team	July 21   Aug-24 Oct 21	A quote has been received from Potter Interior Systems for a 1.2m x 2m safety glass noticeboard – \$1,100.00 plus GST (not including installation). <b>V Tomlinson moved</b> acceptance of the quote <b>C Archer/Carried</b> Chair to arrange for installation. 3/8: On track for installation in August. 5/10: The Chair noted a change (approved by Exec Team, in Exec Minutes) for backing material. Delay due to COVID. Expected in October.
33	6/7/21	<b>Rose Garden:</b> Discussion regarding watering the rose gardens: B Hutton has been hand-watering the garden and is happy to continue, or WDV to install underground irrigation or a hose. M Hoare mentioned that TDC is responsible for maintaining the rose garden and this has not been kept up to date. M Hoare (Beatification Team) to email Kelly Christenson.	Beatification Team	Aug 21 Oct 21	5/10: M Hoare advised that she had had a discussion with the relevant parties. Further update will be given at next quarterly report.
35	3/8/21	<b>Tree Sculpture:</b> Quotes are being sourced, Executive now re-engaging with Meridian.	WDV Exec	Oct 21	
36	3/8/21	<b>WDV Website/s:</b> Work required on WDV website.	WDV Exec	Oct 21	5/10: The Chair noted this will be an item for the new Executive Team to discuss going forward.

**Woodville Districts' Vision – Conflict of Interest Register**

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
Jane Hill	Co-founder of Woodville Wire	Yes	Exec Mtg 25/10/20	Disclosed at meeting, noted/recorded.	Jane will abstain from any votes related to Woodville Wire.
Geoff Haglund	Partner of D Quinney, person who gets paid for the delivery of the Woodville Wire	Yes	6/10/20		Geoff will abstain from any votes related to Woodville Wire.
	Currently undertakes business with one of the shortlisted accounting firms.	Yes	6/4/21	Disclosed at meeting, noted/recorded	Geoff abstained from voting on the shortlist of Accountants
Denise Quinney	Receives money from WDV, via the Woodville Wire Sub-Committee, for delivery of newsletter As at Aug 21 Denise no longer delivers the Woodville Wire	Yes	6/10/20 3 Aug 21		Denise will abstain from any votes related to Woodville Wire.
Natalie Burt	Partner of George who is coordinating the Traffic Management of Christmas Parade	Yes	6/10/20	Disclosed at meeting, noted/recorded.	Natalie will abstain from any votes when her husband is involved in that motion.
Vicky Tomlinson	Chair of Holy Trinity Anglican Church Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Vicky will abstain from any votes related to Holy Trinity Church.
Janice Wiri (became a member after 2/2/21)	Member of Holy Trinity Anglican Church, Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Janice will abstain from any votes related to Holy Trinity Church.
Merril Hoare	Member of Holy Trinity Anglican Church Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Merril will abstain from any votes related to Holy Trinity Church.

Name of Society Member	Description of interest	Has the Society been notified?	Date of disclosure	Steps taken by the society for dealing with the conflict	Society member action to address the conflict
Rev Rosie McMillan	Member of Holy Trinity Anglican Church, Vestry	Yes	2/2/21	Disclosed at meeting, noted/recorded.	Rosie will abstain from any votes related to Holy Trinity Church.
Turia Brackenbury	Chair of WRAP (formally known as WIFI)	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case-by-case basis.
Malcolm Stuart	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case-by-case basis.
Carole Wilton	Member of WRAP	Yes	2/2/21	Disclosed at meeting, noted/recorded	To be worked through on a case-by-case basis.

**MINUTES OF THE WDV EXECUTIVE COMMITTEE**  
**Held via email during August /September 2021 Covid-19 Lockdown Level 4**

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**PRESENT (online):**

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator)

**APOLOGIES:** Nil

Kids Club Competition

The Chair noted that prior to lockdown the Kids Club Lead and Sandy Keen from ACC were in discussions regarding activities to get young people to warm up (this was a main push for all our kids' clubs' sports/activities). In agreement with the Chair, members of the events team (verbally) they came up with a competition which asks kids to make a short fun creative video of warmups. This will be judged, and prizes awarded. The prizes are being sponsored via the Anglican Women's Group, but WDV is the lead. All supported this competition.

Keep NZ Beautiful Week

The Chair distributed an email received from Eve Robin from Tararua College regarding 'Keep NZ Beautiful Week'. The Chair sought comments/input/issues if WDV hosted the young ones who are helping to keep our town beautiful. Informal (verbal) conversations had taken place with some members of the events team, who were in agreement. The Chair noted that she had seen a local young person trying to get volunteers together for a 'Clean Up Woodville' day, via FB. If all in agreement, the Chair offered to approach her for her input. The Chair also noted the linkage into the 'Beautification Team' work already underway.

Discretionary Fund

The Chair asked if the Secretary could draft up an advert regarding the new approach of these funds for the Bush Telegraph.

Annual General Meeting

After online discussion between the Executive, the Chair proposed that the Executive invoke clause 15.1 (Matters Not Provided For) of the WDV Constitution and move the AGM to the first Tuesday in October (then have a general meeting following it). It was noted this would also allow more time for the accountants to work through the books. It is important to note that this clause would override clause 9.1 (AGM within 3 months of end of financial year) given our Constitution does not account for a global pandemic and we must adhere to Government legislation in relation to the pandemic. (Once the Government announcement was completed the Executive voted. A message was placed on the Electronic Board)

**V Tomlinson moved** that the WDV Executive invoke clause 15.1 (Matters Not Provided For) of the WDV Constitution and move the AGM to the first Tuesday in October (and have a general meeting to follow).  
**G Haglund/Carried**

Committee vs Board

The Chair noted that prior to lockdown this had been put on hold as the leads for it, Janice Wiri and Carole Wilton had been advised by TDC that the town only had till end of August. They felt this was not enough time for full consultation. They believe that to ensure informed votes can take place a greater spread of information is required.

The Chair recommends that this is noted on the action list so a greater lead in time can be had for the next round of consultation. The Executive team agreed.

Constitution

The Chair circulated the draft constitution document to the Executive Team for their information/initial feedback. She noted that the document was going to the Maori Language Commission to see where appropriate to incorporate Te Reo. The Chair noted that personal comments will be able to be made once it is circulated to the society for review.

Notice Board

The Chair noted that the suppliers of the Notice Board had been back in touch regarding another lining option, seeing that our board was not going to be in a covered area/space. There would be a \$200 increase to the price. The team discussed and agreed to get the better lining so it would last longer.

**V Tomlinson moved** that the better lining is purchased for the notice board and that the invoice is now paid. **G Haglund/Carried**

Radio Woodville

The Chair circulated a letter from Radio Woodville. They are seeking financial support for the purchase of a new generator.

**V Tomlinson moved** that WDV pay \$495.00 to Radio Woodville to purchase a new generator. **J Hill/Carried**

Community Initiatives

The Chair noted her discussion with Brooke Carter, DIA, prior to lockdown regarding updates on all the initiatives. Some concern was expressed regarding the SH-ME Shed. The Executive discussed the funding criteria and the requirements of spending the funds appropriately. It was agreed that the Chair would seek an update from the SH-ME Shed lead. The Executive noted that the final round will be held once out of lockdown.

Memorandums of Understanding – Community Garden and Tararua REAP

The Chair circulated two MoU's relating to the Community Initiatives – Community Garden (NZ Police) and Kids Clubs (Tararua REAP). The Executive reviewed them and agreed to them.

The Chair to sign and send back to respective organisations.

Woodville Recreation and Play Park

The Executive noted that it was a year since the new sub-committee was formed, however WRAP had expressed their desire to lead the project, which had been agreed. Given that it is now a year, little obvious work had been undertaken. The Executive agreed that an update was needed, especially if this was still to be completed by 2025 (Woodville 150yr Celebrations). The Chair to email WRAP Chair.

Community Hui/Meeting

Prior to lockdown the Chair had met with Claire Chapman and Turia Brackenbury regarding what services Tararua REAP can offer Woodville. The Chair noted that the discussion had worked its way round to the wider community. Claire advised that two facilitators were coming down in October to chair the REAP Strategic Session, and that if a town meeting was arranged, they could facilitate. It was proposed that a 'joint approach' was taken i.e., WDV and Woodville Lions Club. The Chair circulated the draft letter which outlines the proposed outcomes, which would be sent to all Groups/Clubs in Woodville. Posters would also go up to invite members of the public. The Executive were all in agreement.



**MINUTES OF THE WDV EXECUTIVE COMMITTEE**  
**Held on Tuesday 22 September 2021 at 11.00am**  
**Anglican Church Hall, Fox Street, Woodville**

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**PRESENT:**

Vicky Tomlinson (Chair), Jane Hill (Secretary), Geoff Haglund (Treasurer), Rosie McMillan (Coordinator)

**APOLOGIES:**

Nil

Invoices for Payment:

Reimbursement for community gardens purchase (from DIA funding).

NZME \$142.46 for advertising in the Bush Telegraph.

The Treasurer recommended that WDV's insurance liability cover be increased from \$1M to \$2M. The extra \$1M costs \$75.00 plus GST p.a. The quote for the total annual premium is \$402.50 including GST. Also, there is a new type of cover called statutory liability, which covers incorporated societies for unintentional breaches of acts of Parliament. This would cost \$150 plus GST for a \$500,000 limit.

**V Tomlinson moved** the cover be increased and that it is an item for discussion at October General Meeting. **J Hill/Carried**

Executive Meeting via Email (minutes dated August/September 2021):

The Executive discussed and agreed to confirm all previous decisions/discussion had during August/September 2021 in case anyone disputed that those decisions were not made according to the current Constitution.

As per the following headings (in the minutes dated August/September 2021) the Executive Committee is in agreement with those discussions and are now formalising the decisions made:

- Kids' Club Competition
- Keep New Zealand Beautiful Week
- Discretionary Grants Fund
- Annual General Meeting change of date due to Covid-19 Lockdown
- Committee versus Board
- New Constitution
- New Town Notice Board
- Request for funds from Radio Woodville
- Recreation and Play Park
- Community Initiatives
- Community Hut/Meeting

Grant Approval Radio Woodville:

Radio Woodville requested funding support to purchase a new generator, which was granted. The Secretary to write to Eric Bodell, Radio Woodville, requesting an update.

Community Initiatives:

"She-Me" Shed: A report has been received from Turia Brackenbury stating that a lease has been discussed with the Railway Preservation Trust to develop a shed on their premises. However, as the "She-Me" shed is not an entity yet, a lease agreement would need to be between WDV and the Trust. Further discussions will need to be held to rectify this. Any initiatives funded with DIA money are WDV initiatives until, at a mutually agreed time (at least 12-18 months away), they may separate and form their own entities.

The team also discussed the lack of diversity in the list of required equipment noted by the shed. Currently it looks more like a 'Menz Shed' list than an inclusive "She-Me" shed. The Chair is to seek clarification from the "She-Me" team.

Another community discussion will be held on Wednesday 29 September at 6.00pm after a sausage sizzle.

New Town Signs:

Final mock-ups have been sent from Angela Rule, TDC, and will be discussed at the next general meeting. Once WDV members have agreed on the final designs for the three signs, they will be approved for production.

"Jazz in the Park":

The Council has approached the Events Team with another 'Jazz in the Park' Event, currently set for Waitangi Weekend 2022. Once confirmed posters will be created for the event.

Annual General Meeting Agenda:

The team discussed the agenda for the Annual General Meeting, noting the roles for voting on.

It was agreed that a cuppa and biscuits will be served between the Annual General Meeting and the General Meeting.

The meeting closed at 11.55pm.

**WOODVILLE DISTRICTS VISION**

Treasurer's report 31 August 2021

<b>Discretionary Fund</b>		<b>Opening Balance</b>			<b>\$ 9,595.28</b>
			Income	Expenditure	
24/08/2021	Annual Funding EXCL GST		\$ 5,834.00		
31/08/2021	Interest		\$ 1.57		
			<b>\$ 5,835.57</b>	<b>\$ -</b>	
		<b>Closing Balance</b>			<b>\$ 15,430.85</b>
<b>General Working A/c</b>		<b>Opening balance</b>			<b>\$ 66,424.91</b>
			Income	Expenditure	
2/08/2021	JMJ Hill	Honorarium		\$150.00	
3/08/2021	JM Raroa	Rippa		\$5.00	
3/08/2021	SL Anderson	Rippa		\$10.00	
7/08/2021	VG Tomlinson	DIA - Garden*		\$94.24	
7/08/2021	Ann-Marie Hapuku	DIA - Kidz Club*		\$462.10	
7/08/2021	VG Tomlinson	DIA - Garden*		\$1,099.65	
20/08/2021	TDC	Funding	\$47,236.25		
24/08/2021	Disc Fund	Transfer		\$5,834.00	
31/08/2021	Radio Woodville	Grant		\$495.00	
31/08/2021	Potter interior systems	Notice board		\$1,713.50	
31/08/2021	Interest		\$12.60		
		<b>Closing Balance</b>	<b>\$47,263.85</b>	<b>\$9,848.49</b>	<b>\$ 103,840.27</b>
<b>Committed funds (Including GST)</b>					
ongoing	Secretary	Honorarium		0.00	
10/01/2022	GST to IRD			5,116.43	
ongoing	DIA Community Initiative - Kidz Club			7,837.77	
ongoing	DIA Community Initiative - Community Garden			10,036.14	
ongoing	DIA Community Initiative - SHIMME Shed			11,500.00	
ongoing	WDV Community Initiative -			11,500.00	
reserved	Rippa Rugby			30.00	
reserved	Balance of 2019/20 reserved funds			5,178.01	
		<b>Total Committed:</b>		<b>\$51,198.35</b>	
<b>Approved Projects (Balance)</b>		<b>Date Approved:</b>			
Recreation and Play Park (1000)		2/02/2021	1000		
Website Development (1,200)		4/06/2019	1200		
First Aid course		6/07/2021	3450		
Events 21/22		4/05/2021	3481.51		
		<b>Total Approved:</b>	<b>\$ 9,131.51</b>		
<b>Expected Projects</b>					
Tree sculpture repairs	Verbal Discussion		8336.92		
	<b>Total Expected:</b>		<b>\$ 8,336.92</b>		
<b>Accounts to be approved for payment on 7/9/2021</b>					
	<b>Total for Payment:</b>		<b>\$ -</b>		
<b>TOTAL AMOUNTS Committed / Approved / Expected / Received:</b>					<b>\$ 68,666.78</b>
<b>Potential Available General Funds 2021/22</b>					<b>\$ 35,173.49</b>
<b>Term Deposits #008</b>		Grant fr Meridian for	Walkway	\$ 5,764.64	
<b>#011</b>		Funds allocated to	150 Year celebration	\$ 5,578.30	
		<b>Total funds in reserve</b>		<b>\$ 11,342.94</b>	

**Notes:**

\* Items is for a reimbursement

**WOODVILLE DISTRICTS VISION**

Treasurer's report 30 September 2021

<b>Discretionary Fund</b>		<b>Opening Balance</b>			<b>\$ 15,430.85</b>
			Income	Expenditure	
		<b>Closing Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,430.85</b>
<b>General Working A/c</b>		<b>Opening balance</b>			<b>\$ 103,840.27</b>
			Income	Expenditure	
3/09/2021	JMJ Hill	Honorarium		\$150.00	
22/09/2021	NZME	Advertising		\$122.46	
22/09/2021	VG Tomlinson	DIA - Garden*		\$2,882.00	
29/09/2021	ST Lett	Error returned 1/10/21**	\$100.00		
		<b>Closing Balance</b>	<b>\$100.00</b>	<b>\$3,154.46</b>	<b>\$ 100,785.81</b>
<b>Committed funds (Including GST)</b>					
ongoing	Secretary	Honorarium		1,650.00	
10/01/2022	GST to IRO			4,724.53	
ongoing	DIA Community Initiative - Kidz Club			7,837.77	
ongoing	DIA Community Initiative - Community Garden			7,154.14	
ongoing	DIA Community Initiative - SHIMME Shed			11,500.00	
ongoing	WDV Community Initiative -			11,500.00	
reserved	Rippa Rugby			30.00	
reserved	Balance of 2019/20 reserved funds			5,178.01	
		<b>Total Committed:</b>		<b>\$ 49,574.45</b>	
<b>Approved Projects (Balance)</b>		<b>Date Approved:</b>			
	Recreation and Play Park (1000)	2/02/2021	1000		
	Website Development (1,200)	4/06/2019	1200		
	First Aid course	6/07/2021	3450		
	Events 21/22	4/05/2021	3481.51		
	<b>Total Approved:</b>		<b>\$ 9,131.51</b>		
<b>Expected Projects ***</b>					
	Tree sculpture repairs	Verbal Discussion	8336.92		
	<b>Total Expected:</b>		<b>\$ 8,336.92</b>		
<b>Accounts to be approved for payment on 5/10/2021</b>					
	TDC - Invoice 103907 - Hall Hire July		150		
	NZME - Advertising		87.46		
	<b>Total for Payment:</b>		<b>\$ 237.46</b>		
<b>TOTAL AMOUNTS Committed / Approved / Expected / Received:</b>					<b>\$ 67,280.34</b>
<b>Potential Available General Funds 2021/22</b>					<b>\$ 33,505.47</b>
<b>Term Deposits</b>					
#008	Grant fr Meridian for	Walkway		\$ 5,764.64	
#011	Funds allocated to	150 Year celebration		\$ 5,578.30	
	<b>Total funds in reserve</b>			<b>\$ 11,342.94</b>	

**Notes:**

\* Items is for a reimbursement

\*\* A member in error sent a payment to WDV.

\*\*\* Note that the Annual budget has not yet been considered.

## **PAHIATUA ON TRACK INCORPORATED**

Minutes of the Pahiatua On Track Incorporated Annual General Meeting held in the Pahiatua Service Centre Chamber, 136 Main Street, Pahiatua on Wednesday 6th October 2021 commencing at 7.00pm.

### **1. Present**

Committee Members: Louise Powick (Chairperson), Fiona Stokes, Jared Brock, Gerry Parker, Rhys Punler, John Arends, Ingrid de Graaf

Members of the Public: Mayor Tracey Collis, Cr Raylene Treader, Cr Alison Franklin, Stan Wolland, Stephanie Aspinall, Jordan Bennett

### **2. Apologies**

- 2.1 Karolyn Donald, Leeroy Harris

### **3. Confirmation of the Last Annual General Meeting Minutes**

- 3.1 **That the minutes of the Pahiatua On Track Annual General Meeting held on 7th October 2020 be confirmed as a true and accurate record of the meeting.**

**Fiona Stokes / Jared Brock**

**Carried**

### **4. Matters Arising**

- 4.1 Follow up of the transfer of the Wheel Park asset to Tararua District Council. This has now been removed from Pahiatua On Track assets and Pahiatua On Track are requesting confirmation from the Council they have picked this up.

### **5. Chairperson's Report**

- 5.1 Read by Louise Powick.  
**That the chairperson report as read by Louise Powick be accepted.**

**Gerry Parker / Ingrid De Graaf**

**Carried**

### **6. Reports from Umbrella Organisations**

- 6.1 **Carnival Park** – Report including Financial Statements prepared by Karolyn Donald.  
6.2 **Pahiatua Swimming Baths** – Report including Financial Statements prepared by Karolyn Donald.  
6.3 **Pahiatua Information Centre** – Report including Financial Statements prepared by Eleanor Bridge.

**That the umbrella organisation reports be accepted.**

**Jared Brock / Gerry Parker**

**Carried**

**7. Financial Report**

7.1 Report prepared by MCI and Associates along with the audit of the financial statements for the year ended 30 June 2021.

7.2 The committee note the achievement of an unqualified audit report.  
Suggestion of conflicts of interests to be called for and noted in the minutes.

7.3 **That the financial statements and auditor's reports be accepted.**

**Jared Brock / John Arends** **Carried**

7.4 **That Audit Plus be appointed as auditors for 2022.**

**Louise Powick** **Carried**

**8. Election of Executive Committee**

Louise Powick  
Fiona Stokes  
Gerry Parker  
John Arends  
Rhys Punler  
Ingrid de Graaf  
Leeroy Harris

8.1 **That the above persons be elected for the membership of the Executive Committee.**

**Fiona Stokes / Rhys Punler** **Carried**

**9. Election of Officers**

9.1 **That John Arends be nominated for the position of Deputy Chairperson.**

**Rhys Punler / Gerry Parker** **Carried**

**10. Meeting Fees**

10.1 **That the committee agree to keep the current meeting fees for Pahiatua On Track members at \$70.00 which includes two apologies per year. Fees for Treasurer and Secretary to be kept at \$150.00. That the Chairperson meeting fees remain at \$300.00. To be reviewed annually.**

**Rhys Punler / Ingrid de Graaf** **Carried**

**11. Society Membership**

11.1 **That Society membership remains at \$1.**

**Louise Powick** **Carried**

**12. General Business**

**12.1 Discussion of Pahiatua On Track change of society name.**

**That the name of the society be changed to:  
“Explore Pahiatua Incorporated”**

**Louise Powick**

**Carried**

The Annual General Meeting closed at 7.56pm.

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Chairperson Louise Powick

## **PAHIATUA ON TRACK CHAIRPERSON'S REPORT 2021**

Pahiatua On Track continues to promote Pahiatua, its people and activities in a variety of ways. Over the last 3 years this has included representation on the project team for the Main Street upgrade.

Pahiatua had known for many years that a Main Street upgrade was pending. As a committee we identified the opportunity to develop a strategy for our town that could give direction to the shape of the upgrade.

In 2015 work started with a consultant. The three key objectives were:

- Sustainability for Pahiatua and its businesses
- To create a unique identity and develop a sense of pride
- To celebrate our rich history and culture

We wanted to achieve:

- A reason for local and international people to visit Pahiatua
- A reason for travellers to stop and spend money
- To increase the number of businesses and the morale of shop owners
- To create a buzz within the business area
- A reason for people to relocate to Pahiatua for work and lifestyle
- An increased awareness of what facilities the town and surrounding areas offer
- To encompass and reflect the heritage and history of Pahiatua

As you are aware, Pahiatua is on state highway 2 and experiences high traffic flow, but unfortunately travellers did not stop.

The Explore Pahiatua brand was developed as an invitation to come and explore what Pahiatua has to offer. Four key categories were identified.

- Explore Community
- Explore Business
- Explore Recreation
- Explore our Journey

With the completion of the Main Street upgrade and continued promotion of Explore Pahiatua, the vision for our town is starting to become reality. The new design of the Main Street has created an attractive and vibrant town centre and it is evident both travellers and the local community are enjoying the new space.

Open lawn areas for informal picnics and community gatherings around the ANZAC Memorial and Sedcole Flagpole have been designed to be cognisant of heritage elements.



Small areas of parallel parking now link the centre of town and add visual interest to the Main Street. There is a centrally located seating space and stage for community events.

Planting in build outs treat stormwater and slow traffic to create safer crossing points. Tree uplighting increases safety and creates unique night-time character and electric vehicle charging stations encourage people to stop.

The challenge now, is to support retailers to capitalise on the renovated Main Street amid obstacles like earthquake-prone buildings and the mindset to shop in larger centres. With the establishment of the Pahiatua and Districts Business Group, this support network will bring benefits to all businesses in the community. Ingrid De Graaf has rejoined POT to lead the formation this new entity which replaces the Pahiatua Chamber.

Carnival Park continues to be a work in progress. Karolyn Donald has made good headway with DOC to get a community agreement in place for the native bush area. Once signed, this document will allow local people to restore the bush area and pay homage to its history.

Positive site testing has confirmed the new swimming pool will be built alongside the Wheel Park at Bush Multisports Park. CREATE has been contracted to design and manage the project. The initial plans for a seasonal pool have been superseded by a covered (Sprung) option to allow for 12 months use and better heating efficiency. Lack of Council support has drawn out this process and missed the opportunity for synergy that could have been achieved by working together.

The Bridge to the Brewery cycle/walkway almost spluttered into life when Council had a discussion with POT as part of a district-wide cycleway strategy. Once again, this has stalled, with no follow up conversations or direction from Council for this project.

Fiona Stokes has very capably stepped into the secretarial role this year and Gerry Parker continues to reliably carry out the treasury portfolio. A youthful boost to the committee was the addition of Leeroy Harris, a Tararua College student.

Thank you to all members for your contribution this year. Further promotion and rebranding of POT is required to lift the profile in the community and attract new members. New energy and enthusiasm is always welcome, with the intention of serving our community and working together for the benefit of Pahiatua and its people.

Farewell and thank you to Jared Brock who leaves the committee after 7 years. Your local knowledge and reasoned voice around the table has been a valuable asset for POT. To remember your time with us and the job that is not quite finished, please accept this memento of the Harvard Plane!

**Louise Powick**



## COMMUNITY COMMITTEE

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Service Centre, 136 Main Street, Pahiatua on Wednesday 6th October 2021 at 8.00pm.

### 1. Present

**Committee Members:** Louise Powick (Chair), Fiona Stokes (Secretary), Gerry Parker (Treasurer), John Arends, Rhys Punler, Ingrid de Graaf

**Members of the Public:** Mayor Tracey Collis, Cr Raylene Treder, Cr Alison Franklin, Stan Wolland, Jordan Bennett, Stephanie Aspinall

### 2. Apologies

2.1 Karolyn Donald, Leeroy Harris

### 3. Notification of Items Not on the Agenda

3.1 Gumboot Friday

### 4. Jordan Bennett - Tararua District Council Town Entrance Signage

4.1 Jordan Bennett addressed the committee in relation to the cultural representation photos on the town entrance signs.

An agreement was reached that Jordan will undertake further consultation with the Pahiatua Marae Committee and further options for the photos were discussed.

### 5. Confirmation of Minutes

5.1 That the minutes of the Pahiatua On Track meeting held on 8th September 2021 (as circulated) be confirmed as a true and accurate record of the meeting.

Fiona Stokes /Gerry Parker

Carried

### 6. Matters Arising

6.1 Following up on Ben Luders attending a Community Committee meeting.

**7. Tararua District Council Report**

- 7.1** Cr Alison Franklin and Mayor Tracey Collis reported on the Council meetings held in September. Focus has been on building an understanding of the Three Waters Reform and consultation. A workshop has been held about forestry in the district and carbon farming. A \$60,000 grant has been provided to the Pahiatua Railcar Society from the heritage fund for the purchase of Silverfern railcars.

**That the reports of the Tararua District Council meetings held on 8th and 29th September 2021 (as circulated) be received.**

**Gerry Parker / Rhys Punler**

**Carried**

**8. Correspondence**

There is no correspondence this month.

- 8.1 That Explore Pahiatua Incorporated share the PO Box address with the Pahiatua Business Group.**

**Fiona Stokes / John Arends**

**Carried**

**9. Financial Report**

- 9.1** Invoices to pay

CKS Audit	\$2760.00
NZME	\$425.12
Fishing Carnival	\$871.75
NZ Police (School Patrol)	\$536.00

- 9.2 That the financial report is received, and accounts approved for payment.**

**Gerry Parker / John Arends**

**Carried**

- 9.3** The Wheel Park project is completed, and the account is closed.

**10. Discretionary Grants**

- 10.1** NZ Police - \$575 - funding requested for the school patrol movie treat

**That Explore Pahiatua Incorporated approve a grant of \$536 to fund the school patrol treat.**

**Louise Powick**

**Carried**

**10.2 Pahiatua Fishing Carnival - \$871.75**

Funding requested for advertising of the Pahiatua Fishing Carnival, thank you notices and sign engraving

**That Explore Pahiatua Incorporated approve a grant of \$871.75 to fund the Pahiatua Fishing Carnival with Explore Pahiatua branding to be included in advertising.**

**Rhys Punler / Gerry Parker**

**Carried**

**11. Portfolio Reports**

**11.1 Swimming Pool**

Meeting tomorrow to progress the business case and look at options for outside management.

**11.2 Main Street Upgrade**

The Main Street upgrade project has a few loose ends to be tidied up. There was discussion on the traffic counter placed in the centre island of town. Louise Powick is to forward correspondence to Mayor Tracey Collis to follow up. Explore Pahiatua signage has been submitted to New Zealand Transport Agency.

**11.3 Harvard Slide**

Jared Brock has followed up with Jeremy at Jackson's and will continue to follow this up.

**11.4 Pahiatua Business Group**

Ingrid De Graf reported on the Pahiatua Business Group meeting held on 21st September. Ideas for Explore Christmas were discussed, and Ingrid has contacted local food retailers. The business group is looking into becoming an incorporated society. The first official meeting of the Pahiatua Business Group is to be held in February. Its next meeting is held on 12th October. Expenditure for the business group will need to be covered until meeting fees are established next year. Ingrid is to send an email to the committee outlining expenses required.

### **11.5 Carnival Park**

Horizons Regional Council would like to come and meet at Carnival Park with judges from the funding application to discuss further. There has been no movement on the Department of Conservation community agreement since the last meeting. A meeting is to be arranged with them.

### **11.6 Explore Christmas.**

Fiona Stokes reported on the Christmas Committee meeting held on 22nd September. The road closure application has been completed. Advertising is underway with the posters being developed by Tonia from Greenhouse Creative. Market stall applications are to open this month and the committee is looking at the layout for the new town centre. The next meeting is held on 7th October 2021.

## **12. Items Not on the Agenda**

### **12.1 Gumboot Friday**

Fiona Stokes spoke to the committee around planning of the Gumboot Friday community event. Rhys Punler has offered to help Fiona with this event and Explore Pahiatua Incorporated will cover the cost of advertising and barbecue supplies.

The meeting closed at 9.04pm.

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Chairperson - Louise Powick



## **Dannevirke Community Board**

Minutes of a meeting of the Dannevirke Community Board held in the Council Chamber, 26 Gordon Street, Dannevirke on Monday 4 October 2021 commencing at 1.00pm.

### **1. Present**

Board Members P F Walshe (Chairperson), T J Hynes (Deputy Chairperson), W R Macdonald, K P Spooner-Taylor and Cr E L Peeti-Webber (Council appointed Community Board member).

#### **In Attendance**

Mr R Taylor - Manager - Democracy Services

### **2. Apologies**

2.1 Nil

### **3. Public Forum**

3.1 Nil

### **4. Personal Matters**

4.1 Nil

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

5.1 Nil

### **6. Confirmation of Minutes**

6.1 *That the minutes of the Dannevirke Community Board meeting held on 2 August 2021 (as circulated) be confirmed as a true and accurate record of the meeting.*

*Hynes/Macdonald*

*Carried*

### **7. Matters Arising from the Minutes**

7.1 **Wackrow Memorial Youth Award** (Item 7.1)

7.1.1 Arrangements have been made to reschedule the Wackrow Memorial Youth Award presentation function, and this will be held tomorrow evening at 7.00pm in the Hub.

7.1.2 As Covid-19 alert level two restrictions apply the event is subject to compliance with the required protocols, and attendance is limited to a maximum of one hundred people

7.2 **Dannevirke Spring Festival** (Item 7.2)

7.2.1 Dannevirke Spring Festival calendar of events has been impacted due to Covid-19 lockdown and subsequent level two restrictions regarding the maximum size of public gatherings.

7.2.2 No events were held in September, but some parts of the programme are intended to proceed this month with consideration given to their arrangements.

7.2.3 Dannevirke Art Society is holding a mini art exhibition from 8 to 13 October 2021, with the venue changed to the former Baywide bank building on the corner of High and Barraud Streets.

7.2.4 Dannevirke Floral Art Group is holding its FloraNZa floral art exhibition on 16 and 17 October 2021 in the Rawhiti Lodge Hall.

7.2.5 Tararua Federation of Women's Institute has cancelled their craft show which was to be held this month, and the Alzheimers New Zealand Dannevirke memory walk has been postponed until a date to be determined early next year.

7.2.6 Chairperson Board Member Pat Walshe is coordinating the arrangements to promote the Board's Dannevirke market day held in High Street on 22 October 2021 (being the Friday prior to the public holiday for Labour Day).

7.2.7 There are various open days planned to be held on 16 October 2021, and board members are encouraged to support these and other events that will occur as part of the Spring Festival calendar for October and November.

7.3 **Community Forum Coffee Mornings** (Item 7.3)

7.3.1 The suggestion made at the Board's community forum coffee mornings to make disc golf equipment available in the Dannevirke Lower Domain is to be followed up to consider a trial and the cost involved.

7.3.2 Chairperson Board Member Pat Walshe will discuss the concern relating to High Street pedestrian crossings at the next Tararua District Road Safety Group meeting, along with the condition of footpaths poorly reinstated following the laying of broadband fibre in town.

7.4 **Food Secure Communities Project** (Item 3.1)

7.4.1 An update is to be requested from Emma Elliott regarding progress with undertaking the Food Secure Communities project for the Tararua District.

**8. Tararua District Council Report**

8.1 *That the minutes of the Council meetings held on 8 September 2021 (as circulated) and 29 September 2021 (as tabled) be received.*

*Macdonald/Spooner-Taylor*

*Carried*



## **8.2 Three Waters Reform**

- 8.2.1 Council has provided information to the community about the Government's Three Waters Reform and questions raised with them regarding that matter.
- 8.2.2 The community can share its thoughts with Council on the reform so it is able to carefully consider what is best for the district.
- 8.2.3 That engagement is a first step so that Council can understand the initial concerns of residents, and there will be formal community consultation undertaken after the Government releases more information prior to the end of this year.
- 8.2.4 At this time Council has not made any decision on its intentions regarding any particular direction to take in respect of the Government's proposal.

## **8.3 Dannevirke Water Supply**

- 8.3.1 Splits have been identified in the liner of the Dannevirke impounded water supply resulting in the loss of water, and work is being undertaken to repair the damaged sections of the liner.

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

### **9.1 Dannevirke Brass Band**

- 9.1.1 Board Member Kim Spooner-Taylor reported Dannevirke Brass Band held their Annual General Meeting, and this included a tribute to the late Gwen Fairbrother to acknowledge her support given to the band.
- 9.1.2 The band appreciate the support they receive from Council and the Board, and have developed a Facebook page and are updating their uniforms.
- 9.1.3 The band is holding an open day on 16 October 2021 from 10.00am to 12noon in the Band Rooms, and board members are invited to attend.

### **9.2 Tararua Emergency Management Committee**

- 9.2.1 Board Member Kim Spooner-Taylor reported on the Tararua Emergency Management Committee meeting held on 12 August 2021.
- 9.2.2 It is to be trialled splitting the Emergency Management Committee into two groups, being response and welfare. This will enable constructive planning for any future events is achieved easier with small groups, and annually the two committees shall come together for a combined hui.
- 9.2.3 Rural Support Trust is meeting increasing expectations regarding situations impacting on individual's mental health, and animal welfare situations are a high priority.

### **9.3 Tararua Community Youth Services**

- 9.3.1 Deputy Chairperson Board Member Terry Hynes reported Tararua Community Youth Services were able to provide support to youth throughout the period of Covid-19 lockdown, with them drawing on their previous experience of operating at that alert level.

- 9.3.2 Tararua Community Youth Services Annual General Meeting is held on 14 October 2021 at 12noon in their Gordon Street premises.
- 9.4 **Dannevirke Chamber of Commerce**
- 9.4.1 Deputy Chairperson Board Member Terry Hynes reported Dannevirke Chamber of Commerce held their Annual General Meeting last week. It is planning to arrange more after five's meetings to promote and profile the operations and activities of local businesses in the town.
- 9.5 **Dannevirke Community Vehicle Trust**
- 9.5.1 Deputy Chairperson Board Member Terry Hynes reported Dannevirke Community Vehicle Trust Annual General Meeting is held on 6 October 2021 at 7.00pm in the Tararua REAP meeting room.
- 9.5.2 The community vehicle service has currently been suspended due to changed Covid-19 alert levels, and consideration is to be given as to when the service will resume and be available for bookings.
- 9.6 **Dannevirke Information Centre**
- 9.6.1 Board Member Ross Macdonald reported Dannevirke Information Centre held their Annual General Meeting, and there were no changes to the membership of the management committee.
- 9.6.2 Dannevirke Information Centre is relatively quiet at this time in terms of business and visitors, and problems with the operation of the electronic information sign on the Town Hall were investigated and rectified.
- 9.7 **Dannevirke and District A and P Association**
- 9.7.1 Board Member Ross Macdonald reported Dannevirke and District A and P Association Annual General Meeting was rescheduled, and will be held on 14 October 2021 at 5.30pm in the A and P Showgrounds lounge.
- 9.8 **Wheel Park Project**
- 9.8.1 Board Member Cr Erana Peeti-Webber reported the feasibility study for the Dannevirke multisport complex is to be received this week and presented to Council to consider future intentions regarding that project.
- 9.8.2 This will enable Dannevirke Recreation and Play Committee to determine the direction for the way forward to plan the design and proposed location of the wheel park facility.

## **10. Correspondence**

10.1 *That the correspondence as listed be received.*

a) *Dannevirke Host Lions Club* **13 August 2021**  
*Re: Installation of electric barbecue at the Dannevirke Lower Domain*

b) *Dannevirke Chamber of Commerce* **24 August 2021**  
*Re: Dannevirke Christmas parade*

c) *Dannevirke Combined Indoor Bowling Clubs* **13 September 2021**  
*Re: Thanks for supporting IHC indoor bowling tournament*

d) *Senior Constable Maxine Walshe School Community Officer Tararua*  
*Re: School Patrol Treat 2021* **23 September 2021**

*Macdonald/Spooner-Taylor*

*Carried*

10.2 **Dannevirke Host Lions Club Electric Barbecue at the Dannevirke Lower Domain**

10.2.1 Deputy Chairperson Board Member Terry Hynes declared a conflict of interest concerning this item of business, and abstained from discussion and voting on the motion regarding that matter.

10.2.2 *That the Board confirm its intention to undertake as a joint local community project in conjunction with Dannevirke Host Lions Club the purchase and installation of an electric barbecue at the Dannevirke Lower Domain at an estimated cost of \$11,500 (GST inclusive), and*

*That the Board acknowledge the financial contribution of \$4,500 and voluntary labour provided by Dannevirke Host Lions Club to undertake this project, with the balance of the costs involved to be funded by the Board from its discretionary funds.*

*Macdonald/Spooner-Taylor*

*Carried*

10.3 **Dannevirke Police School Community Officer Tararua - School Patrol Treat 2021**

10.3.1 *That the sum of up to \$524.90 be granted from the Board's discretionary funds to acknowledge the work of Dannevirke South and Huia Range Schools children which operate their school patrols and act as road safety wardens, and*

*That this funding is made available to enable the annual school patrol treat to be provided through paying for swims, ice blocks and hire of the inflatable toy at Tararua Aquatic Community Trust swimming pool facility, and to purchase sausages, sauce and bread from New World for a barbecue lunch.*

*Hynes/Macdonald*

*Carried*

## **11. Chairperson's Remarks**

11.1 **Dannevirke 150th Anniversary**

11.1.1 Arrangements will need to be considered early next year for the community concert to be held as an event to recognise the occasion of Dannevirke's 150th anniversary.

- 11.1.2 This involves musicians Douglas Mews, Robert Ibell and Rowena Simpson who have toured extensively around New Zealand, and a date for arranging the community concert shall be determined and advised to them to enable the event to be confirmed.

## **12. Items Not on the Agenda**

### **12.1 Rumours of a Managed Isolation and Quarantine Facility in Dannevirke**

- 12.1.1 Rumours on social media that a Dannevirke motel had been purchased to establish a managed isolation and quarantine facility in Dannevirke are incorrect, and Hawke's Bay Today Dannevirke News reporter Leanne Warr has dispelled them following investigating that matter.

### **12.2 Carnegie Centre**

- 12.2.1 Demolition of the Carnegie Centre cannot proceed until consent is granted for that purpose, and as a heritage building the process will involve consultation with Heritage New Zealand in relation to Council's intentions.

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 2.00pm.

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Chairperson



## **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 October 2021 commencing at 10.00am.

### **1. Present**

Board Members C C Death (Chairperson), S C McGhie (Deputy Chairperson), T M Carew, D F Clifton and Cr R A Treder (Council appointed Community Board member).

#### **In Attendance**

Mr R Taylor - Manager - Democracy Services

Speakers as outlined in item 5 regarding parking on Alfredton Road

### **2. Apologies**

2.1 Nil

### **3. Personal Matters**

3.1 Nil

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

4.1 Nil

### **5. Parking on Alfredton Road (Brought Forward on the Agenda)**

5.1 Skye White spoke on her request submitted to the Board as correspondence in today's meeting agenda regarding concerns about the limited parking on Alfredton Road when picking up children from Eketāhuna School and attending events.

5.2 The current parking is only on Albert Street which is not nearly enough, and people are constantly parking on the berm along Alfredton Road near the Albert Street entrance.

5.3 This situation is a safety issue in respect of potential risks caused by the lack of parking, and also from a visibility perspective.

- 5.4 Skye White asked the Board to support seeking action from Council to turn some of the berm along Alfredton Road into car parks, and for a budget to be provided next year to enable that work to be undertaken as soon as possible.
- 5.5 Everlyne Chase also shared her concerns regarding the current lack of parking available on Alfredton Road in the vicinity of Eketāhuna School, and urged the Board to seek this situation be addressed to help bus drivers when transporting children in that area.
- 5.6 Skye White will provide letters from the Eketāhuna School principal and Board of Trustees adding further support to improve the availability of parking along Alfredton Road to ensure children can safely be picked up from Eketāhuna School.
- 5.7 Board members conveyed their support for options to be progressed to alleviate the concerns raised regarding parking arrangements on Alfredton Road by Eketāhuna School through making the berm area suitable for vehicles to park safely.
- 5.8 Deputy Chairperson Board Member Steen McGhie will speak on this matter at the forthcoming Tararua District Road Safety Group meeting this week.
- 5.9 A request will be made to include this matter on the agenda of the October 2021 Works Liaison Committee workshop briefing session if possible. Otherwise it be referred to the following month for discussion at their next meeting, with Council appointed Community Board member Cr Raylene Treder to outline these concerns for consideration and follow up.

## **6. Confirmation of Minutes**

- 6.1 ***That the minutes of the Eketāhuna Community Board meeting held on 13 September 2021 (as circulated) be confirmed as a true and accurate record of the meeting.***

***McGhie/Carew***

***Carried***

## **7. Matters Arising from the Minutes**

- 7.1 Nil

## **8. Tararua District Council Report**

- 8.1 ***That the minutes of the Tararua District Council meeting held on 29 September 2021 (as circulated) be received.***

***Clifton/Carew***

***Carried***

### **8.2 Three Waters Reform**

- 8.2.1 Council has provided information to the community about the Government's Three Waters Reform and questions raised with them regarding that matter.
- 8.2.2 The community can share its thoughts with Council on the reform so it is able to carefully consider what is best for the district.

8.2.3 That engagement is a first step so that Council can understand the initial concerns of residents, and there will be formal community consultation undertaken after the Government releases more information prior to the end of this year.

8.2.4 At this time Council has not made any decision on its intentions regarding any particular direction to take in respect of the Government's proposal.

### 8.3 **Power Outages Caused By Severe Wind Weather Event**

8.3.1 Discussion is to occur with Powerco regarding the lack of communication with its customers in the southern part of the district affected with power outages of one to three days caused by the severe wind weather event on 10 September 2021.

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

9.1 Nil

## 10. **Correspondence**

10.1 *That the correspondence as listed be received.*

*a) Skye White*

*20 September 2021*

*Re: Parking on Alfredton Road*

*b) Pūkaha National Wildlife Centre*

*Re: Sponsor a hectare acknowledgement certificate*

*c) Kerry and Loreen Cunningham*

*Re: Eketāhuna Camping Ground September report*

*Treder/McGhie*

*Carried*

### 10.2 **Pūkaha National Wildlife Centre**

10.2.1 Pūkaha National Wildlife Centre postponed its open day that was to be held on 17 October 2021, with the rescheduled date for this event being 13 February 2022.

10.2.2 Funding has been secured through Jobs for Nature to enable Pūkaha National Wildlife Centre to undertake pest management work towards establishing safe habitats for its native wildlife. This will be done in conjunction with support from local farmers having adjoining properties in the vicinity of that area.

## 11. **Chairperson's Remarks**

### 11.1 **Electric Vehicle Charging Station in Eketāhuna**

11.1.1 Agreement has been reached with ChargeNet New Zealand to occupy the road and footpath in Haswell Street to install as soon as practical an electric vehicle charging station facility in Eketāhuna.

**11.2 Armistice Day**

- 11.2.1 Arrangements are to be progressed for the Armistice Day service held in Eketāhuna on 11 November 2021.

**12. Items Not on the Agenda**

- 12.1 Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10.35am.

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Chairperson



## Report

Date : 20 October 2021

To : Mayor and Councillors  
Tararua District Council

From : Peter Wimsett  
Manager Strategy & Climate Change

Subject : **Housing Strategy 2021 Proposed Process for Conclusion**

Item No : **11.1**

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### 1. Recommendation

*That the report from the Manager Strategy and Climate Change dated 20 October 2021 concerning the Housing Strategy 2021 proposed process for conclusion (as circulated) be received, and*

*That Council agree the following process be followed to develop a Housing Strategy for the district:*

- a. Council considers a draft Housing Strategy at the Strategy and Policy Committee workshop on 10 November 2021.*
- b. Make any changes based on the above discussion and aim to present a draft for adoption at the Council meeting held on 24 November 2021.*
- c. Combine consultation with the District Strategy process or Annual Plan 2022/2023 process, whichever is the best solution.*
- d. Adjust the Housing Strategy to reflect the District Strategy, should that be necessary.*
- e. Ensure finalised Housing Strategy actions are confirmed where necessary in the Annual Plan (or Long Term Plan) process to reflect the resources actually possible in the short-term.*
- f. Undertake financial modelling for more pensioner units over the next few months, with a separate workshop discussion that leads to the 2022/2023 Annual Plan process.*

*And that Council note progress has been made through to stage 2 of the Infrastructure Acceleration Fund for the potential development of two identified areas in Pahiatua South and the former Pahiatua Hillcrest School site for development of new housing and infrastructure investment.*

## **Executive Summary**

The Council Housing Strategy is currently being drafted and will now be presented in November for Council consideration. This strategy is intended to provide guidance on the nature and extent of Council's ongoing involvement in the housing sector. While the strategy itself can be finalised at the discretion of Council, some items (such as increased resources) will need to be consulted upon and included for budgetary purposes in either an Annual Plan or Long-Term Plan. These planning processes can be used for community consultation and Council adoption where required, rather than a separate consultation process within ongoing Covid-19 restrictions.

In a development and linked to housing and growth, Council has been advised by Kainga Ora that Council's two Expressions of Interest for developing infrastructure in south Pahiatua and to the former Pahiatua Hillcrest School site can be fast-tracked to the second RFP-stage (request for proposal) of the Infrastructure Acceleration Fund. Grants applied for total \$8.5 million with a gross cost of \$12.2m. This will require Council to submit supporting documents by 17 December 2021 and will require considerable staff time. This is an exciting opportunity and could open up Pahiatua to further development and growth, while addressing flood zones and stormwater management.

Although not certain to be approved, it would showcase how smaller towns in New Zealand can help manage the national demand for more housing and give an alternative to big cities, as a new international trend, "urban-rural" drift, takes hold.

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

- To advise Council that it is intended for a draft Housing Strategy to be presented to the November 2021 Council meeting.
- To advise the progress through to stage 2 of the Infrastructure Acceleration Fund for two identified areas in Pahiatua.

### **3. Housing Strategy – Process and Issues**

#### **• Overall Strategy Development**

Council is preparing a Housing Strategy as part of an overall strategic development that includes the District Strategy (aspirational) and the Growth Strategy (how Council will meet the infrastructure and planning issues to support forecast growth).

The Housing Strategy is focused on the role Council will aim to play in the future provision of housing across the Tararua, and clearly define the current housing issues and the impacts these have on the wider community.

Council is developing a District Strategy to set the aspirational direction for the district's communities. This top-level strategy should drive all other Council strategy and policy development.

The District Strategy has been delayed by Covid restrictions on meeting numbers and the public being focused on the pandemic. Adopting the Housing Strategy now runs the real risk that it will not 'fit' with the subsequent District Strategy framework. We may have to run through an amendment type process and redo the Housing Strategy. While this is true for all strategy it is the Housing Strategy that is up for adoption now. The wording needs to be consistent otherwise confusion arises during consultation with the community and subsequent implementation by staff as to the linkages between strategies and plans.



- **The draft Housing Strategy progress**
  - A Housing Needs Assessment was completed by June that involved meeting many key community stakeholders across the district that are involved with community and private housing.
  - A discussion document was prepared drawing on the Housing Needs Assessment
  - Council had a workshop on the discussion document on 29 September. The workshop gave these directions:

- Increasing Council owned pensioner unit numbers – while continuing to be self-funding
- Move to being a proactive ‘enabler’ in housing development
- Not to be directly involved in providing social housing
- Not to be directly involved in development (a developer) in general housing

The indicated timeline was for a draft Housing Strategy to be on the Council agenda of 27 October for adoption. A consultation plan was to be included with the intention of seeking public feedback about the housing issues and the role that Council should undertake in response to them. This would then feed into the Annual Plan budget (for resourcing), and the Growth Strategy / District Plan review in terms of Council activities.

The Housing Strategy does not have a significant impact on the Growth Strategy / District Plan review as Council will not be a major factor in supply no matter what role is taken.

While shifting to being an enabler can and should influence the speed and location of some development this has to occur within the rules set by the District Plan. These rules will not change in the short-term.

#### • **Alignment of Consultation**

Given the difficulty with safe consultation during COVID-19, the housing strategy can still be adopted by Council and components that require community feedback can be included into the Annual Plan process. This will reduce confusion and align Council’s overall strategic focus.

If adopted now Council will need to consult with the public for feedback on many of the potential Housing Strategy actions. At the same time, Council is deciding how to proceed with the District Strategy. There will also be consultation in March / April 2022 on the Annual Plan (see #3 below). There is an opportunity to run some of the processes together to have clarity, maximise impact and minimise costs and time.

#### • **Resource Pressures**

Council is facing serious pressures on budgets and staff time. Inflation is significantly impacting many Council activities and threatening levels of service delivery. It is likely that Council will be faced with some very hard choices around service levels, risks, rates and aspirations in the 2022/23 Annual Plan process. The international energy crisis now gripping many countries in the face of strong post-COVID-19 recovery and growth is flowing through to New Zealand in very real ways.

As per the diagram above, the plan was to seek some additional resource to help deliver the Council Housing Strategy. The initial thinking was that this was to resource engaging with landowners, developers, iwi and other agencies.

A new staff resource to act as the key contact / coordinator for large development consents is also being envisaged.

Any new resource would be considered as part of the 2022/23 Annual Plan. We are already aware of numerous cost issues that will result in the Annual Plan being one that requires consultation. Council would be able to better consider the different priorities for new resources as part of the Annual Plan process.

The practical impact of this is that there is no real urgency in adopting a Housing Strategy right now, as there will be no additional resources until July 2022 at the earliest. Council staff noted the directions from the 29 September housing strategy workshop. Any development opportunities, such as the Infrastructure Acceleration Fund or specific proposals from Kainga Ora, can be brought to Council for action / decisions.

- **Pensioner Unit Increases**

The desire / direction to increase pensioner units quickly is not held up by delaying the Housing Strategy. The 2021 Long Term Plan has Council increasing the pensioner unit activity in year 5 (\$900,000 capital). Council can bring this forward and invest in more units in 2022/23 if it wishes to, as long as the activity continues to be self-funding. This was the direction from the workshop on 29 September – so this does not need the Housing Strategy to proceed.

What it does need is some modelling work to see if borrowing within the activity is financially feasible while still being self-funding. This will be an issue for the 2022/23 Annual Plan and can be consulted on as part of that. To be clear - if it is self-funding then Council does not need to consult on the issue (unless we are talking about a significant increase in units that has a material impact on Council debt levels).

The initial view is that it will require rent increases for the activity to remain prudently self-funding. Building and land costs have increased significantly – but this is what will be considered as part of the Annual Plan process.

Another issue that would be raised in the draft Housing Strategy is what is the objective for Council in expanding the number of pensioner units – and whether alternative options (such as funding support for Abbeyfield type developments) would be a more efficient way to achieve these objectives. Discussion on these issues can be done in the Strategy and Policy Committee workshop on 10<sup>th</sup> November.

#### **4. Suggested Process**

The District Strategy should be done first, or at least at the same time as the Housing Strategy. However, staff understand the need for Council to respond to the housing crisis in Tararua and that Government is incentivising progress through grant processes and direct intervention in the market by Kainga Ora and through Housing Urban Development.

Given the issues raised above the following as follows is raised as a possible way through:

- a. Council considers a draft Housing Strategy at the Strategy and Policy Committee workshop on 10<sup>th</sup> November.
- b. Make changes based on this and aim to present the draft for adoption at Council meeting on 24<sup>th</sup> November.
  - i. Combine consultation with District Strategy process or Annual Plan 2022/23 – whatever is the best solution.
  - ii. Adjust the Housing Strategy to reflect District Strategy, should it be necessary

- iii. Ensure finalised Housing Strategy actions are confirmed where necessary in the Annual Plan (or Long-Term Plan) process to reflect the resources actually possible in the short-term.
- c. Undertake financial modelling for more pensioner units over the next few months, with a separate workshop discussion that leads to the 2022/23 Annual Plan process.

## **5. Kainga Ora - Infrastructure Acceleration Fund**

- **Grant Application Made**

Consistent with Council's intent to help facilitate and address the current Tararua District housing shortage, and without expectation, Council registered its interest with Kainga Ora in August 2021 as part of the Infrastructure Acceleration Fund to develop two areas in Pahiatua. The applications totalled \$8.5 million, the majority for Pahiatua South. If successful, this will be another major project not currently in the Council work programme.

These locations are residential land in the south of Pahiatua and at the former Pahiatua Hillcrest School were selected because they met the criteria of funding for areas requiring Council infrastructure development to support development of more than 30 houses. The fund does not allow for infrastructure on private land which remains the responsibility of developers.

Most vacant residential areas in the district allow smaller numbers of infill housing, have existing Council infrastructure or would not meet District Plan requirements for infill housing. The Tararua has a large quantity of infill housing options within existing residential boundaries before town boundaries may need reviewing as part of future District Plan reviews.

Kainga Ora set out a two-stage process for applications:

- In stage one, all applicants were invited to provide an expression of interest (EOI) with high level information on the housing development and the eligible infrastructure projects enabling the housing development (Proposal).
- In stage two, following an assessment of the Proposal submitted at the EOI stage against the evaluation criteria, a reduced number of applicants have now been invited to submit a full proposal in response to an RFP (at which point a collective approach for applicants under the programme approach will be applied). Of the 200 applicants totalling \$5 billion of the \$1 billion fund, 80 have made it through to this 2<sup>nd</sup> stage.

Tararua District Council have now been advised that we meet the fast-track process, one of a small number of first-stage proposals that can progress quickly to final investment decisions. The timetable is that Council must submit a more detailed proposal on 17 December 2021.

The proposal will require installation of new water, stormwater, wastewater, roads, footpaths, streetlights and other infrastructure on Council land or with easements (not developers).

The Pahiatua South cost is estimated at \$10.6 million with \$7.7m grant, while Pahiatua was \$1.46m with \$0.77m grant. The balance of cost will have to come from Council, including options to use depreciation reserves for some works and will go through consultation once confirmed through the Kainga Ora process.

- **Pahiatua South**
  - Potential for up to 120 new house sites (600 square metre sections).
  - Cost estimate \$10.6m; suggested grant application \$7.7m.





- **Former Pahiatua Hillcrest School**
  - Potential for up to 50 new house sites (400 square metre sections).
  - Cost estimate \$1.46m; suggested grant application \$0.77m.



## 6. Conclusion

This suggested process will give some direction for Council around housing in the interim, while aligning strategic development and consultation processes.

It is exciting that Pahiatua may become eligible for infrastructure investment. This will reduce some risk associated with flooding and increasing climate risk for the town. It will also work in with iwi aspirations with the potential for Rangitāne o Tamaki nui-a-Rua Inc. to develop areas around the Marae and at their Treaty of Waitangi settlement land at the (beautifully sited) former Pahiatua Hillcrest School site.

## Attachments

Nil.



## Report

Date : 20 October 2021

To : Mayor and Councillors  
Tararua District Council

From : Hamish Featonby  
Asset Manager

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

Item No : **11.2**

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### **1. Reason for the Report**

- 1.1 Dannevirke Car Club has made application for a road closure for Otaria Road, Dannevirke on Saturday 11 December 2021. This closure has been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 13 September 2021.

### **2. Recommendation**

***That the report from the Alliance Asset Manager dated 20 October 2021 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and***

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

***Road name: Otaria Road, Dannevirke***

***Date of closure: Saturday 11 December 2021***

***Period of closure: 9.00am to 6.00pm***

### ***Conditions Applied to the Granting of this Road Closure***

- 1. That Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the road involved to determine its suitability for this purpose.***
- 2. That if Tararua Alliance identify the road as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw the road from the route of this event.***
- 3. That shortly after the event has been held the Tararua Alliance shall carry out a drive over of the road that was closed for this event to assess its condition.***

### ***Advisory Note***

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

### **Attachments**

- 1 [!\[\]\(4c660a3c4ce1da3313488b7854f55083\_img.jpg\)](#). Application for Temporary Road Closure- Dannevirke Car Club



## APPLICATION FOR TEMPORARY ROAD CLOSURE

To Tararua Alliance  
P O Box 7  
DANNEVIRKE 4942

Phone (06) 374-5431  
E-Mail [info@tararuadc.govt.nz](mailto:info@tararuadc.govt.nz)  
Website [www.tararuadc.govt.nz](http://www.tararuadc.govt.nz)

Application made under Tenth Schedule of the  
Local Government Act 1974

Date Received .....

Application Fee: **\$150.00**

Receipt No: .....

## THE APPLICANT

All contact details must be in New Zealand

Name of  
Applicant:  
*e.g. Club or  
Organisation*

Dannevirke Car Club Inc

Contact Person:

Daniel Feck

Mailing Address:

P O Box 74, Dannevirke 4942

Contact:

Daytime:

Mobile:

021374268 (anytime)

After Hours:

Fax:

Email Address:

[dannevirkecarclub@gmail.com](mailto:dannevirkecarclub@gmail.com)

Tararua District Council · Dannevirke · Woodville · Pahiatua · Eketahuna

26 Gordon Street PO Box 115 Dannevirke 4942 Tararua Tel: 06 374 4080 Fax: 06 374 4137 email: [info@tararuadc.govt.nz](mailto:info@tararuadc.govt.nz)

[illegible][illegible]

(Attach a separate sheet if required)

## ATTACHMENTS

The following documents are attached to this application: *(tick all enclosed)*

- ☒ Map/s of locations where road closure is requested
- ☐ Traffic Management Plan (including safety plan and emergency access arrangements) Traffic Management CHB have been asked to prepare TMP
- ☒ Copies of relevant insurance documentation
- ☒ Details of steps you will take to inform local landowners/residents of your event and access provisions
- ☒ Details of how your application will benefit the Tararua District
- ☐ Other documentation in support of your application

*(specify)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.

Under the Privacy Act 1993, you have the right to see and correct personal information the Council holds about you.

## CONDITIONS OF APPLICATION

The following standard conditions are attached to this application for road closure:

- ☐ Applications must be received not less than 16 weeks prior to the date of the proposed closure. An application fee of \$150 applies.
- ☐ The applicant will be liable for the cost of advertising associated with this road closure application. Under the terms of the Local Government Act procedure, the closure must be advertised prior to its consideration by Council, in order to allow an opportunity for public objection. Council will arrange the appropriate advertising in its standard format, and the costs will be passed on to the applicant.
- ☐ Council will consult with the New Zealand Police as required under the terms of the Local Government Act.
- ☐ This application, and any public or Police objections, will be considered at an ordinary meeting of the Tararua District Council. The Tararua District Council reserves the right to decline any application for road closure at its discretion.
- ☐ Should this application for road closure be approved, the following standard conditions will apply:
  - 1) That the Council's Alliance Manager or (nominee) in conjunction with the event organiser will assess within one week prior to this event, the condition of the roads involved and whether the pavement can cope with the event.
  - 2) That if the Alliance Manager (or nominee) identifies any road or roads as being unlikely to cater for the event without significant remedial work, then he has the discretion to request the organiser to withdraw such road/s from the route of this event.
  - 3) That within 48 hours after the event has been held, the Alliance Manager (or nominee) and event organiser shall jointly carry out a drive over of the roads that were closed for this event to assess their condition.
  - 4) That should the Council incur any additional maintenance costs as a consequence of this event being held, then these expenses shall be recovered from the rally organiser.
- ☐ Council further reserves the right to impose any other reasonable conditions in relation to a road closure as it deems appropriate.
- ☐ Successful applications will require a further advertisement to notify the public of the date and time of the road closure/s. This will again be arranged by Council on behalf of the applicant, and the actual cost passed on.



## SPECIAL CONDITIONS OF APPLICATION – MOTOR SPORT EVENTS

The following additional special conditions attached to this application for road closure apply to motor sport events within the Tararua District:

- ☐ Applications must be received not less than 26 weeks prior to the date of the proposed closure for motor sport events. The application fee of \$150 still applies.
- ☐ This Council has excluded or restricted the frequency of use for future motor sport events on certain roads in our District.

The following roads are excluded from use for motorsport events:

- Puketoi Road
- Bartons Line
- Whenuahou Road
- Saunders Road
- Pori Road
- Haunui Road
- Bowen Road
- Central Mangaone Road
- Mangaone Valley Road
- Central East Road
- Tawataia Road
- Pukehoi Road
- Kopikopiko Road

The following roads are restricted to use for motor sport events every three years at the discretion of this Council:

- Mangahei Road
- Blairgowrie Road

- ☐ The Council will charge a bond of up to \$2,000.00 per event to the organisers that is refundable provided no damage is caused to the roads used. The Alliance Manager (or his nominee) has been authorised to use their discretion to determine the amount of the payment required for this purpose, taking into account the size of the event and the extent of the routes included in the application seeking the proposed road closures.
- ☐ No motor sport road closures will be considered over the months of July, August, September and October inclusive.
- ☐ Organisers of events are advised that a charge for the inspections by Tararua Alliance may be made to cover the hours and kilometres involved with processing applications, and overseeing the event.
- ☐ Event Organisers must outline the potential tangible benefits to the District as part of their application.
- ☐ All residents/property owners on roads being the subject of applications for closure must be contacted by the applicant to inform them of the proposed event, and to obtain their agreement if they are satisfied that the intended closure is approved. A survey schedule containing these details will form part of any road closure application presented to the Council for its consideration. Where any person contacted by the applicant indicates their opposition to the closure sought, the applicant shall inform them of their right to forward a written objection to the Council that it will consider prior to deciding whether to grant the application.



Level 32, ANZ Centre  
23-29 Albert Street  
Private Bag 92055  
Auckland 1142, New Zealand  
Telephone +64 9 306 0350  
www.veroliability.co.nz

Insurance Certificate		
	Client ID	Agent No
Public & Products Liability	43826	8000014

We, the Insurers, Vero Liability Insurance Limited confirm that Public & Products Liability insurance has been effected on the following basis:

POLICY NUMBER	HO-LPL-6169522		
THE INSURED	Motorsport New Zealand Inc and Member Clubs in respect of Permitted Events Only		
BUSINESS DESCRIPTION	Administration, Governance and Regulation of Motor Sport in New Zealand		
POLICY PERIOD	From	4.00pm	1 February 2021
	To	4.00pm	1 February 2022
LIMIT OF INDEMNITY	\$ 10,000,000	any one Occurrence and for any one Period of Insurance in respect of Products Hazard	
EXCESS	\$ 3,500	per Occurrence	
POLICY WORDING	VL POL PL-082017		

This certificate is issued as a matter of information only and is subject to the terms and conditions of the issued policy.

Signed for and on behalf of Vero Liability Insurance Limited

A handwritten signature in black ink, appearing to read 'JCS'.

Authorised Officer  
JCS



29 January 2021

**Proposed Temporary Road Closure for Motor Show Event  
Saturday 11, 2021**

Dannevirke Car Club Inc. propose to close Otaria Rd on Saturday December 11, 2021.  
The event will only be run between the permitted road closure times.

To support our application for road closure and show we have been in contact and supplied you with all necessary information, we would appreciate it if you complete your details on the page below. Also please note down any suggestions you might have to help make the event benefit the community (eg BBQ ,fundraiser Rides in the cars etc).

Resident / Landowner	Contact Details	Signature
BERNARD DUNLOP	021 058 1102	TEXT + PHONED 31/8 ALL OK.
MICHAEL PHILIPS	027 359 7005	TEXT + PHONED 31/8 ALL OK.
HAMISH QUINTIVEN	027 486 6984	TEXT + PHONED 31/8 OK.



25 August 2021



**Re: Proposal to close Otaria Rd for motorsport event  
December 11, 2021.**

**Landowner/Resident contact**

- Contact has been made with the residents and landowners affected by our application for road closure. Please find attached sheet they were asked to initial to show we had been in contact. Some landowners were only able to be contacted by phone. We have left the attached letter with those we saw, and posted it to those who were phoned.
- A sign will be erected at the base of the road in November with details of the proposed road closure.
- Another letter will be delivered to all residents and landowners during November 2021 to remind them of the upcoming event, and will contain contact details for the person who will be able to help with any questions or requests leading up to, during, or after the event.
- Residents will be visited in the week preceding the event.

**Benefits to the Tararua District**

- Attract out of district visitors to the Tararua
  - Competitors, crew and helpers regularly come from all over the lower North Island.
  - Event spans the whole day so those involved will need to make use of local businesses – accommodation, food, etc.
  - Opportunity for TDC to target tourism advertising.
- Fundraising opportunity for local groups to supply on-site catering.
- Dannevirke Car Club keeps active and gives local motorsport enthusiasts a safe, appropriately organised event to participate in.



## Report

Date : 20 October 2021

To : Mayor and Councillors  
Tararua District Council

From : Hamish Featonby  
Asset Manager

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

Item No : **11.3**

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### **1. Reason for the Report**

- 1.1 Rotary Club of Pahiatua has made application for a road closure for Main Street, Pahiatua on Saturday 4 December 2021. This closure has been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 20 September 2021.

### **2. Recommendation**

***That the report from the Alliance Asset Manager dated 20 October 2021 concerning a road closure application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and***

***That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, Council closes the following road for the purpose of allowing the Rotary Club of Pahiatua to hold a market day and Christmas parade.***

***Road name: Main Street, Pahiatua***

***Date of closure: Saturday 4 December 2021***

***Period of closure: 3.00pm to 8.30pm***

### ***Conditions Applied to the Granting of this Road Closure***

- 1. That Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the road involved to determine its suitability for this purpose.***
- 2. That if Tararua Alliance identify the road as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw the road from the route of this event.***
- 3. That shortly after the event has been held the Tararua Alliance shall carry out a drive over of the road that was closed for this event to assess its condition.***

### ***Advisory Note***

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

### **Attachments**

- 1 [!\[\]\(448bd415caa8b52d2aeb4d58499267b2\_img.jpg\)](#). Application for Temporary Road Closure - Rotary Club of Pahiatua - 04 Dec 2021





## APPLICATION FOR TEMPORARY ROAD CLOSURE

To Tararua Alliance  
P O Box 7  
DANNEVIRKE 4942

Phone (06) 374-5431  
E-Mail [info@tararua.govt.nz](mailto:info@tararua.govt.nz)  
Website [www.tararua.govt.nz](http://www.tararua.govt.nz)

Application made under Tenth Schedule of the  
Local Government Act 1974

Date Received .....

Application Fee: \$150.00

Receipt No: .....

## THE APPLICANT

All contact details must be in New Zealand

Name of  
Applicant:  
e.g. Club or  
Organisation

Rotary Club of Pahiātua

Contact Person:

Glynis DE Castro

Mailing Address:

11 Ridge Rd Central, RD3 Pahiātua 4983

Contact:

Daytime: 06 376 7657 Mobile: 027 430 1778

After Hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address:

[glynisdecastro@gmail.com](mailto:glynisdecastro@gmail.com)

[illegible]

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## ATTACHMENTS

The following documents are attached to this application: *(tick all enclosed)*

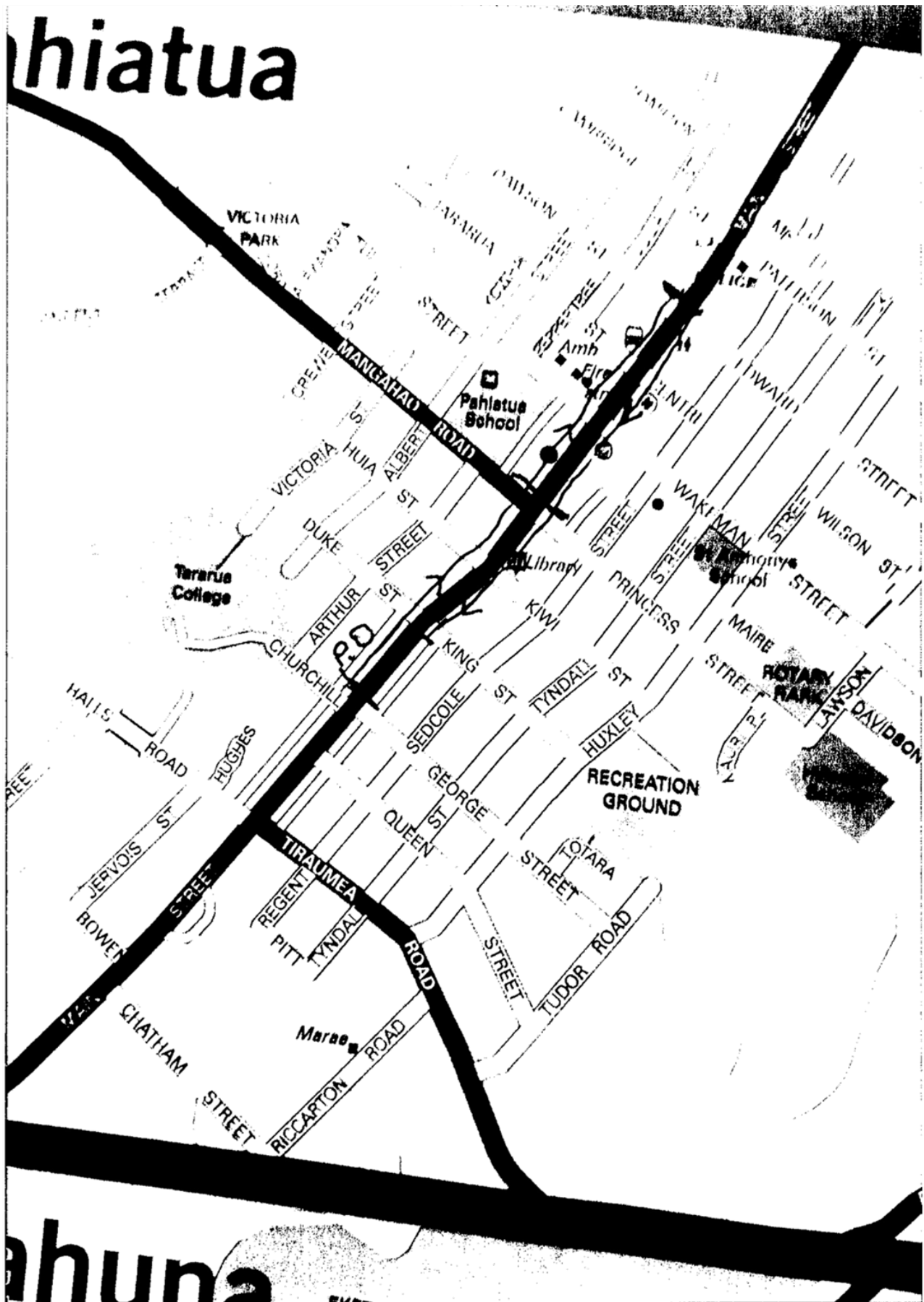
- ☒ Map/s of locations where road closure is requested
- ☐ Traffic Management Plan (including safety plan and emergency access arrangements)
- ☐ Copies of relevant insurance documentation
- ☐ Details of steps you will take to inform local landowners/residents of your event and access provisions
- ☐ Details of how your application will benefit the Tararua District
- ☐ Other documentation in support of your application

*(specify)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.

Under the Privacy Act 1993, you have the right to see and correct personal information the Council holds about you.



## Report

Date : 20 October 2021

To : Mayor and Councillors  
Tararua District Council

From : Hamish Featonby  
Asset Manager

Subject : **Road Closures Requested Under the Tenth Schedule of the Local Government Act 1974**

Item No : **11.4**

---

### **1. Reason for the Report**

- 1.1 Woodville Districts' Vision has made application for road closures on Saturday 11 December 2021. These closures have been requested under the Tenth Schedule of the Local Government Act 1974.
- 1.2 In accordance with the Act, consultation with the Police has been undertaken. The Police have indicated they have no concerns. No public objections have been received in response to advertising placed in the Bush Telegraph on Monday 27 September 2021.

### **2. Recommendation**

***That the report from the Alliance Asset Manager dated 20 October 2021 concerning a road closures application under the Tenth Schedule of the Local Government Act 1974 (as circulated) be received, and***

***That pursuant to Section 342 (1) (b) and the Tenth Schedule of the Local Government Act 1974, Council closes the following roads for the purpose of allowing Woodville Districts' Vision to hold a Christmas parade and Christmas festival event.***

***Road name: Vogel Street, Woodville***

***Date of closure: Saturday 11 December 2021***

***Period of closure: 11.30am to 12.30pm***

**Road name: Fergusson Street, Woodville**  
**Date of closure: Saturday 11 December 2021**  
**Period of closure: 10.30am to 12.30pm**

**Road names: Bowen, Ormond, Pollen and Ross Streets, Woodville**  
**Date of closure: Saturday 11 December 2021**  
**Period of closure: 7.00am to 3.00pm**

**Conditions Applied to the Granting of these Road Closures**

- 1. That Tararua Alliance in conjunction with the organiser will assess shortly prior to this event the condition of the roads involved to determine their suitability for this purpose.**
- 2. That if Tararua Alliance identify any road or roads as being in an unsuitable condition arising from this assessment then they have the discretion to request the organiser to withdraw such road from the route of this event.**
- 3. That shortly after the event has been held the Tararua Alliance shall carry out a drive over of the roads that were closed for this event to assess their condition.**

**Advisory Note**

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

**Attachments**

- 1. [Application for Temporary Road Closure - Woodville Districts Vision - 11 Dec 2021](#)**



## APPLICATION FOR TEMPORARY ROAD CLOSURE

To Tararua Alliance  
P O Box 7  
DANNEVIRKE 4942

Phone (06) 374-5431  
E-Mail [info@tararua.govt.nz](mailto:info@tararua.govt.nz)  
Website [www.tararua.govt.nz](http://www.tararua.govt.nz)

Application made under Tenth Schedule of the  
Local Government Act 1974

Date Received .....

Application Fee: \$150.00

Receipt No: .....

## THE APPLICANT

All contact details must be in New Zealand

Name of  
Applicant:  
*e.g. Club or  
Organisation*

Woodville Districts Vision

Contact Person: Vicky Tomlinson

Mailing Address: PO Box 49, Woodville.

Contact: Daytime: \_\_\_\_\_ Mobile: 022.6439419

After Hours: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: wdvdistrictsvision@gmail.com

(Attach a separate sheet if required)



## ATTACHMENTS

The following documents are attached to this application: *(tick all enclosed)*

- ☒ Map/s of locations where road closure is requested
- ☒ Traffic Management Plan (including safety plan and emergency access arrangements)
- ☒ Copies of relevant insurance documentation
- ☒ Details of steps you will take to inform local landowners/residents of your event and access provisions
- ☒ Details of how your application will benefit the Tararua District
- ☐ Other documentation in support of your application

*(specify)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide as much detail as you can about your proposed closure. Failure to supply adequate detail may result in your application being declined.

The information you have provided on this form is required so that your application for road closure can be processed under the Tenth Schedule of the Local Government Act 1974. The information will only be used for this purpose.

Under the Privacy Act 1993, you have the right to see and correct personal information the Council holds about you.

## CONDITIONS OF APPLICATION

The following standard conditions are attached to this application for road closure:

- ☐ Applications must be received not less than 16 weeks prior to the date of the proposed closure. An application fee of \$150 applies.
- ☐ The applicant will be liable for the cost of advertising associated with this road closure application. Under the terms of the Local Government Act procedure, the closure must be advertised prior to its consideration by Council, in order to allow an opportunity for public objection. Council will arrange the appropriate advertising in its standard format, and the costs will be passed on to the applicant.
- ☐ Council will consult with the New Zealand Police as required under the terms of the Local Government Act.
- ☐ This application, and any public or Police objections, will be considered at an ordinary meeting of the Tararua District Council. The Tararua District Council reserves the right to decline any application for road closure at its discretion.
- ☐ Should this application for road closure be approved, the following standard conditions will apply:
  - 1) That the Council's Alliance Manager or (nominee) in conjunction with the event organiser will assess within one week prior to this event, the condition of the roads involved and whether the pavement can cope with the event.
  - 2) That if the Alliance Manager (or nominee) identifies any road or roads as being unlikely to cater for the event without significant remedial work, then he has the discretion to request the organiser to withdraw such road/s from the route of this event.
  - 3) That within 48 hours after the event has been held, the Alliance Manager (or nominee) and event organiser shall jointly carry out a drive over of the roads that were closed for this event to assess their condition.
  - 4) That should the Council incur any additional maintenance costs as a consequence of this event being held, then these expenses shall be recovered from the rally organiser.
- ☐ Council further reserves the right to impose any other reasonable conditions in relation to a road closure as it deems appropriate.
- ☐ Successful applications will require a further advertisement to notify the public of the date and time of the road closure/s. This will again be arranged by Council on behalf of the applicant, and the actual cost passed on.

## **SPECIAL CONDITIONS OF APPLICATION – MOTOR SPORT EVENTS**

The following additional special conditions attached to this application for road closure apply to motor sport events within the Tararua District:

- ☐ Applications must be received not less than 26 weeks prior to the date of the proposed closure for motor sport events. The application fee of \$150 still applies.
- ☐ This Council has excluded or restricted the frequency of use for future motor sport events on certain roads in our District.

The following roads are excluded from use for motorsport events:

- Puketoi Road
- Bartons Line
- Whenuahou Road
- Saunders Road
- Pori Road
- Haunui Road
- Bowen Road
- Central Mangaone Road
- Mangaone Valley Road
- Central East Road
- Tawataia Road
- Pukehoi Road
- Kopikopiko Road

The following roads are restricted to use for motor sport events every three years at the discretion of this Council:

- Mangahei Road
- Blairgowrie Road

- ☐ The Council will charge a bond of up to \$2,000.00 per event to the organisers that is refundable provided no damage is caused to the roads used. The Alliance Manager (or his nominee) has been authorised to use their discretion to determine the amount of the payment required for this purpose, taking into account the size of the event and the extent of the routes included in the application seeking the proposed road closures.
- ☐ No motor sport road closures will be considered over the months of July, August, September and October inclusive.
- ☐ Organisers of events are advised that a charge for the inspections by Tararua Alliance may be made to cover the hours and kilometres involved with processing applications, and overseeing the event.
- ☐ Event Organisers must outline the potential tangible benefits to the District as part of their application.
- ☐ All residents/property owners on roads being the subject of applications for closure must be contacted by the applicant to inform them of the proposed event, and to obtain their agreement if they are satisfied that the intended closure is approved. A survey schedule containing these details will form part of any road closure application presented to the Council for its consideration. Where any person contacted by the applicant indicates their opposition to the closure sought, the applicant shall inform them of their right to forward a written objection to the Council that it will consider prior to deciding whether to grant the application.

Application for Temporary Road Closure – supporting documents

***Details of how your application will benefit the Tararua District***

The annual Woodville Christmas Parade is one of the most popular within the Tararua District. It is greatly supported by our local businesses and community. It benefits not only Woodville, but the wider Tararua District by increasing visitor numbers, and exposure, so has a positive economic flow on. The 2021 Christmas Parade will be supported again by the Lions Coast to Coast riders.

Given yet another COVID Lockdown this year, it is an opportunity for the community to re-connect. This continues to be one of the main priorities of the Executive of Woodville Districts Vision. We need to put the heart and connection back into our community and this Christmas parade continues to be a step in the right direction.

Thank you for your consideration of this application.

***Details of steps you will take to inform local landowners/residents of your event and access provisions***

As per the TDC documentation, they will notify road closures within the local newspaper (Bush Telegraph). We will also put an advert advertising the events, but less detail re the road closures.

We will also notify people via our local community newsletter, the Woodville Wire and on local radio. The immediately impacted people (as per the map) will be notified with a letterbox drop, so we can address any concerns/issues they may have and either mitigate them or manage them.

## General Liability - Summary of Cover

*This is a summary of the cover provided by your policy. Please refer to the policy document for the full terms, conditions, and exclusions relating to this insurance.*

**The Insured** Woodville Districts Vision  
**The Insurer** Lumley, a business division of IAG New Zealand Limited  
**Policy Number** 6000012469  
**Period of Cover** 24/10/2019 to 24/10/2020 at 4pm

**Policy Wording**  
Lumley Broadform Liability GL03108 LUM1015/3 03/18

### Covering – What is Covered

#### General and Product Liability

Lumley will indemnify the Insured for legal liability for Personal Injury or Property Damage that: (a) is caused by an Occurrence in connection with the Insured's Business; and (b) happens during the period of insurance

### Costs and Expenses

Lumley will pay Costs and Expenses necessarily and reasonably incurred to defend any civil legal action that if proven, would be covered under this Policy.

**Business Insured – Your Occupation**  
Community Organisation

### Limit of Liability – What You are Insured for

General Liability	Limit of Liability
Goods/Products	\$ 1,000,000
Costs and Expenses	\$ 1,000,000
Payable in addition to the Limit of Indemnity	

**Territorial Limits** New Zealand  
**Legal Jurisdiction** New Zealand

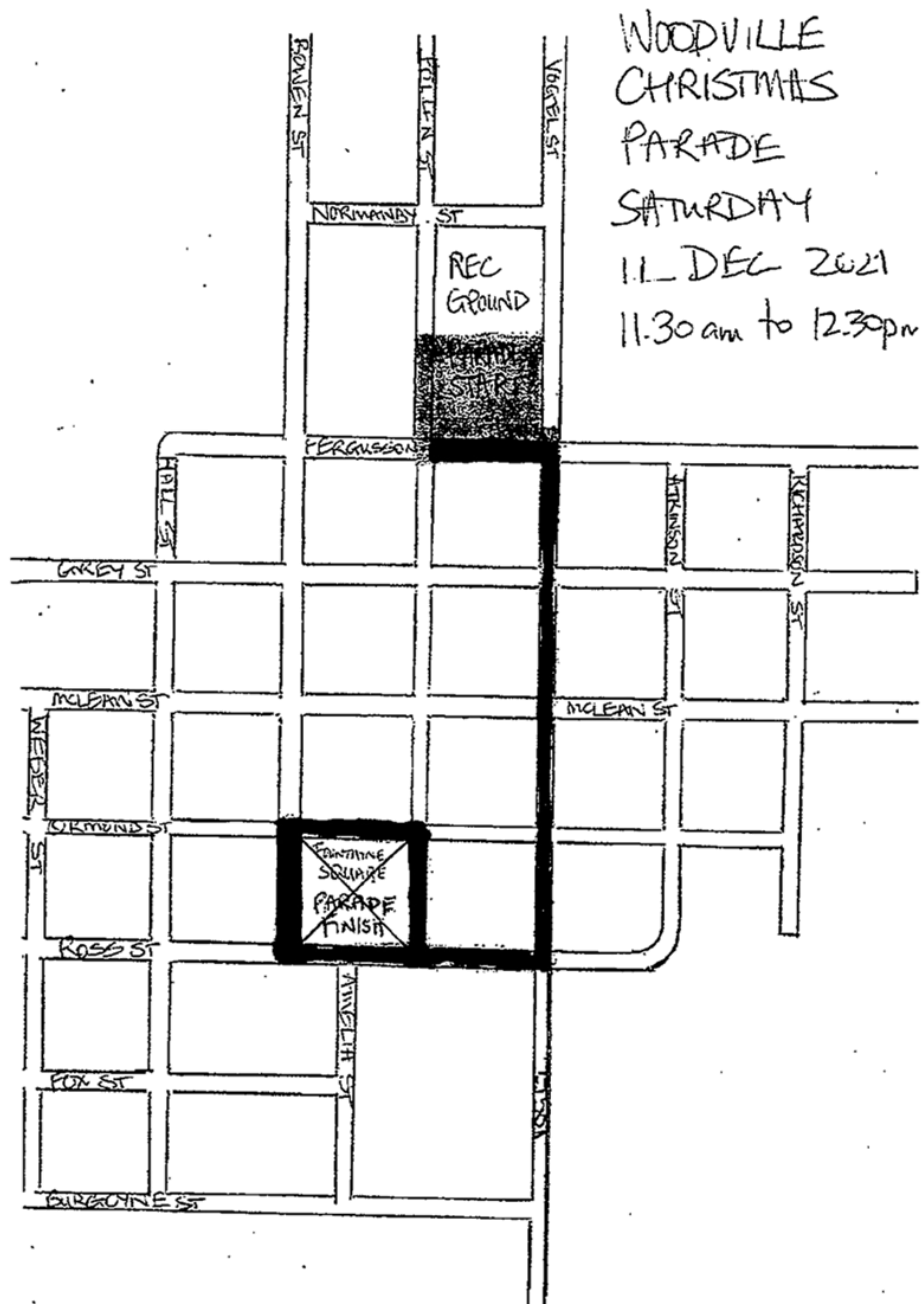
### Excess – Your Contribution to the Claim

In respect of each and every event other than as detailed below	Excess
Advertising Liability	\$ 500
Care, Custody or Control	\$ 1,000
Drones	\$ 1,000
Goods Lifted or Carried by Crane	\$ 1,000
Product Withdrawal Costs – New Zealand only	\$ 2,500
Property Being Worked On (if cover taken)	\$ 2,500
Service / Repair – Machinery	\$ 1,000
Service / Repair – Vehicle and Watercraft	\$ 2,500
Underground Services	\$ 1,000
Vibration and Removal of Support	\$ 2,500
	\$ 5,000

### Automatic Coverage Clauses

Advertising Liability	Sub Limit
Business Advice or Service	\$ 1,000,000
Business Travel to a Non-Territorial Country	Included
Care, Custody or Control	Policy Limit
	\$ 500,000

Drones	\$ 1,000,000
Goods Lifted or Carried by Cranes	\$ 250,000
Hot Work away from own Premises	Included
Innkeeper's Liability	Policy Limit
Landlord's Liability	Included
Lost or Stolen Keys	Included
Product Withdrawal Costs - New Zealand Only	\$ 100,000
Punitive or Exemplary Damages	\$ 1,000,000
Service/Repair - Machinery	\$ 250,000
Service/Repair - Vehicle and Watercraft	\$ 500,000
Tenants Liability	Included
Underground Services	Included
Vehicles/Mobile Mechanical Plant Liability	Included
Vibration and Removal of Support	\$ 500,000
Optional Coverage Clause	Sub Limit
Property Being Worked On	EXCLUDED









## Report

Date : 20 October 2021  
To : Mayor and Councillors  
Tararua District Council  
From : Bryan Nicholson  
Chief Executive  
Subject : **Staff Report**  
Item No : **11.5**

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### 1. Recommendation

- 1.1 *That the report from the Chief Executive dated 20 October 2021 concerning an update on key projects and items of interest to the Council (as circulated) be received.*

### Reason for the Report

This report is to update the Mayor and Councillors on key projects and items of interest over the period 22 September 2021 to 18 October 2021.

## Infrastructure Group

### General

Staff continue to work hard to deliver business as usual activities, to meet service level expectations of residents and other service users, as well as progress various projects and respond to central government changes.

The eight-week period, through August and September, for local government to assess and analyse Government's proposed three waters service delivery model before providing feedback has now ended. Feedback was sent to Hon Nanaia Mahuta, Department of Internal Affairs and Local Government New Zealand. The sector now awaits information from Government regarding further details, and possible changes, for the proposed model which will support engagement with communities and a recommendation to be provided on whether Tararua District Council should opt-in or opt-out. Whilst it is acknowledged that the status quo will not continue, due to significant changes in the legislation and regulation associated with three waters, there are significant questions and concerns about the proposed model that are currently unanswered.

Government's Water Services Bill *"will implement the Government's decision to comprehensively reform the drinking water regulatory system, with targeted reforms to improve the regulation and performance of wastewater and stormwater networks"*. Taumata Arowai have been established as New Zealand's water regulator and will administer the regulatory framework set out in the Bill. It is expected, but not yet quantified, that investment levels will need to increase to meet the requirements of the new Bill and Taumata Arowai's reporting needs, otherwise the risk of enforcement through fines will be high.

There are various projects underway to improve the understanding of Tararua's three waters infrastructure, with improvements to information on asset inventory, condition and performance expected. Projects will also determine gaps in what the district has now versus what will be required in the future (including estimated associated investment levels) to meet legislative requirements and to accommodate an increasing population. Whether Government's proposed reform goes ahead or not, Tararua will be in a better position to meet future requirements.

Renewing resource consents for wastewater discharge and water take will continue over the short-medium term. New wastewater discharge consents for Pahiatua and Eketahuna have, as anticipated, included far more stringent requirements for discharge quality and ongoing environmental monitoring than what was required in previous consents. This is expected to continue when other consents are renewed.

With so much work happening in the three waters space, across the country, the demand for staff and suppliers is extremely high. Currently Council has advertised positions for a Wastewater Treatment Team Leader, which is proving hard to fill and has been readvertised, and a Land Development Engineer. Additional roles will be advertised in the coming months.

## Transportation

### Operations and Maintenance

Unsettled spring weather creating damage and disruption to the road network during September, where the Tararua District saw wind gusts of around two hundred kilometres per hour. During the first half of the month the team responded to over 110 weather related incidents, including large fallen trees temporarily closing roads and surface flooding. Staff worked with Horizons Regional Council and Scanpower to respond effectively to the event, with field staff receiving positive feedback and gratitude from several residents for their quick response.

It was evident that the roadside tree removal project completed in 2019/2020, with funding from the Provincial Growth Fund, has resulted in a much more resilient route from Dannevirke to Waione via Weber. These sections of road have historically had numerous closures due to fallen trees, however this was minimal in the recent event.

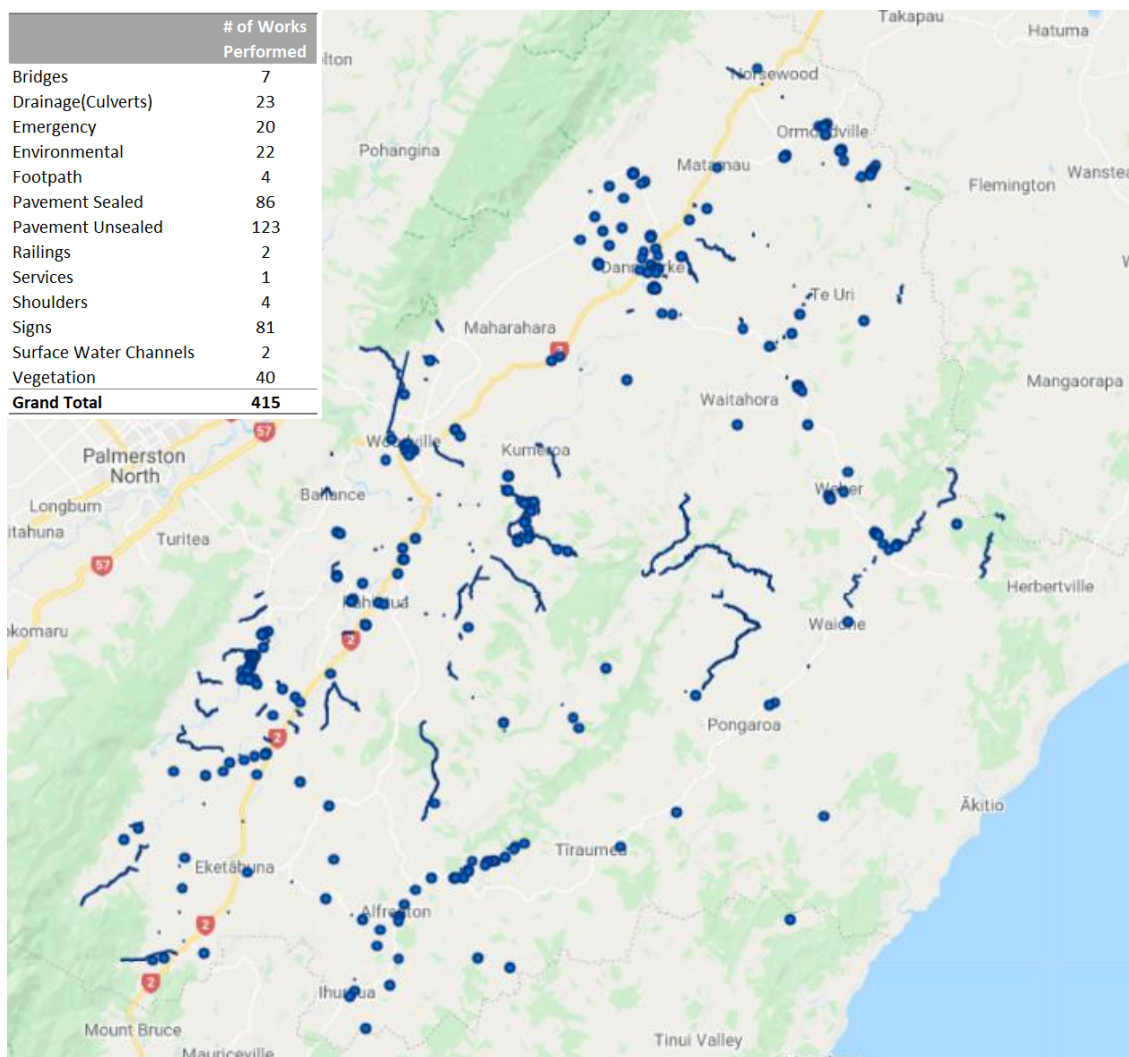


*Tree clearing during/following high wind*

Business as usual activities continued despite the disruption from weather events. Road inspectors and patrolmen travelled 3,477 km of roads, assessing, recording and repairing faults. The urban road sweeper truck covered 107km of our urban network.

Vegetation control is in full swing with spraying of urban and rural roadsides. Roadside trimming is being completed, with three hundred kilometres of the heavy vegetation cut programme already carried out – largely in the north of the district. The frequency of this activity has been increased, which will see a heavy vegetation cut completed at least every two years. Road users should see an improved level of service as a result of this.

A summary of works completed during September is shown below.



*Summary of completed works in September*

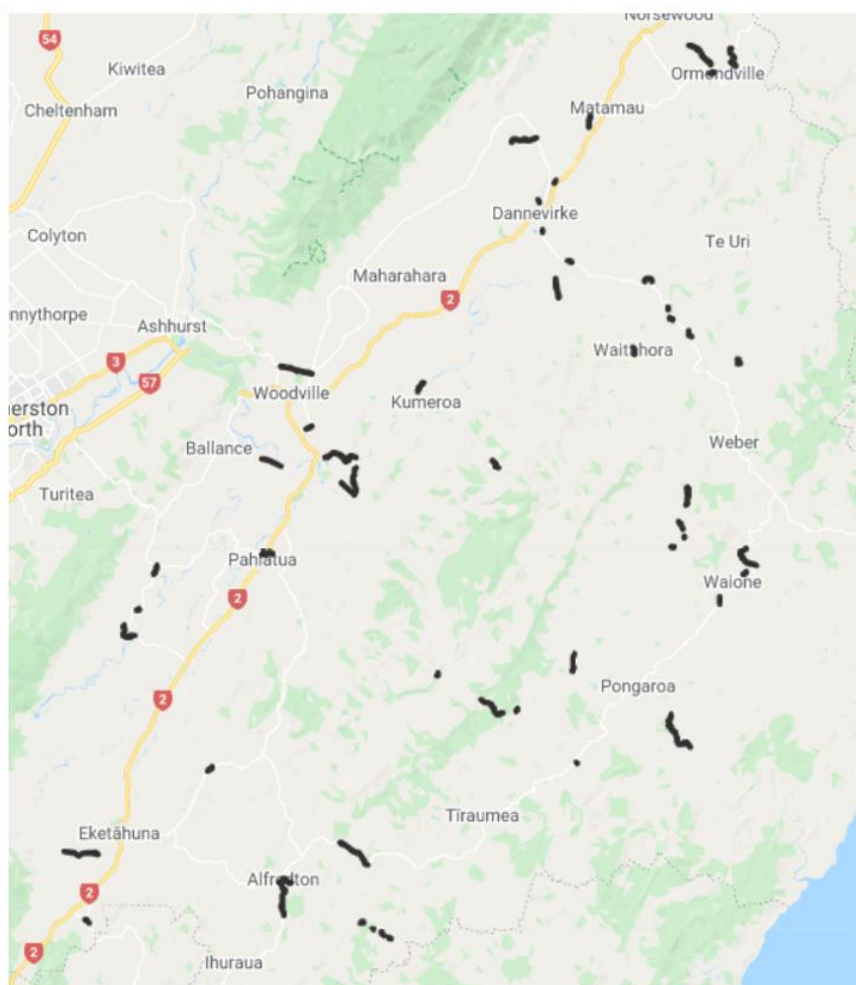
## Renewals and Improvements

Forward works programmes were reviewed following the most recent lockdown and the team is working hard to minimise the impact of lost time. The pavement resurfacing programme and pavement rehabilitation programmes are confirmed and investigation and design work underway. A significant portion of the pavement rehabilitation programme is on Nikau Road, which has deteriorated significantly following the closure of the Manawatu Gorge. Improvements will also be made on the route to improve safety and reduce the future rate of deterioration.

Investigation and design work also continues on the Huarahi Tuhono – Weber to Wimbledon (Route 52 upgrade) project, to support the continuation of physical works. Unsealed sections of this route are being prepared for sealing when weather allows, including site near Franklin Road and areas between Wimbledon and the boundary with Central Hawke's Bay.



Road Name	KMs of Sealing
052-0084	2.5
052-0093	0.8
052-0144	6
ALBERT ST (P)	0.2
ARMSTRONG RD	2.4
BLUFF RD	3.1
CASTLE HILL RD	1.8
COAST RD	3.9
EDWARD ST (D)	0.2
JACKSON RD	0.9
MANGAONE VALLEY RD	0.5
MANGATUNA RD	0.8
MATAMAU-ORMONDVILLE RD	0.4
MILLER ST	0.2
NIKAU RD	1.8
NORSEWOOD-ORMONDVILLE RD	2.4
OETE RD	1.4
OPAKI-KAIPARORO RD	0.5
OPORAE RD	1.7
OTANGA ST	0.3
OXFORD RD	2.6
PAHIATUA-PONGAROA RD	4.5
PARKVILLE RD	2.9
PATERSON ST	0.3
PRIEST RD (W)	0.5
PUKEATUA RD	1.6
RIMU RD	0.2
RUAWHATA RD	1.7
TAKAPAU-ORMONDVILLE RD	1.8
TARARUA ST	0.2
TATARAMOA RD	0.9
THOMPSONS RD	2.1
TOTARA RD	0.8
TOWAI RD	0.2
TUTAEKARA RD	1
WAIHI VALLEY RD	1
WAITAHORA RD	0.5
WEBER RD	2.4



**2021/22 pavement resurfacing programme**

## Emergency works

Over and above initial response to weather events, good progress continues to be made with planned emergency works sites. The large tie back wall on Ormondville TeUri Road, which included significant drainage improvements, is now complete. Testing and design work continues at the dropouts on Mangaone Valley Road, Arthur Street and Mangahei Road.

Work at the dropout on Mangaone Valley Road has continued to try and stabilise the surrounding land and prevent further movement. A spring was identified, which likely contributed significantly to the dropout being caused. Subsoil drainage improvements are expected to improve land stability, enabling the road to open to light vehicles while a permanent repair is designed and constructed.



***Ormondville Te Uri Tie back wall prior to sealing***



***Geotechnical testing at Mangahei Road***

### **3Waters**

#### **Reticulation Operation and Maintenance**

The team has been kept relatively busy responding to several leaking water pipes and tobs. It's positive that members of the public continue to call these into Council when they see them.

A blockage in the sewer main in Main Street, Pahiatua, was identified and investigated during September. Once the main was cleared, CCTV inspection was complete and confirmed that tree roots have entered the pipe at the lateral connections. No interfits were installed along this section when it was historically relined, allowing tree roots to get into the main. Periodic root cutting will be required until the main is replaced in the future.

An old wooden power pole servicing the wastewater pump station at the Ormondville fire station in Ormondville was identified as being at risk of collapse. Replacement of the pole has been arranged.

A crew will soon be working in Queen Street, Dannevirke, where they will be completing wastewater pipe repairs, manhole replacement and fixing tomos. These tomo repairs and manhole install must be done to enable access to the pipe for future relining. The sewer main is currently in poor condition with tree roots entering through cracks. The relining work is programmed for early in the new year once the water table recedes and weather is more suitable.

Six water meters are planned to be tested and, if required, replaced in the near future. These were identified as not functioning during the recent meter-reading round.

#### **Treatment Plant Operation and Maintenance**

Periodic heavy rainfall continues to put increased demand and pressure on several wastewater treatment plants, through the impact of inflow and infiltration, resulting in occasional overflows. While ongoing repairs and renewal to the wastewater reticulation network address some of this, anecdotal evidence suggests that a significant proportion of stormwater entering the wastewater network does so via residential connections and wastewater laterals (the pipe between the house and Council's main). This has been identified as a priority opportunity for improvement and will be a focus over coming years.

#### **Reticulation Renewals**

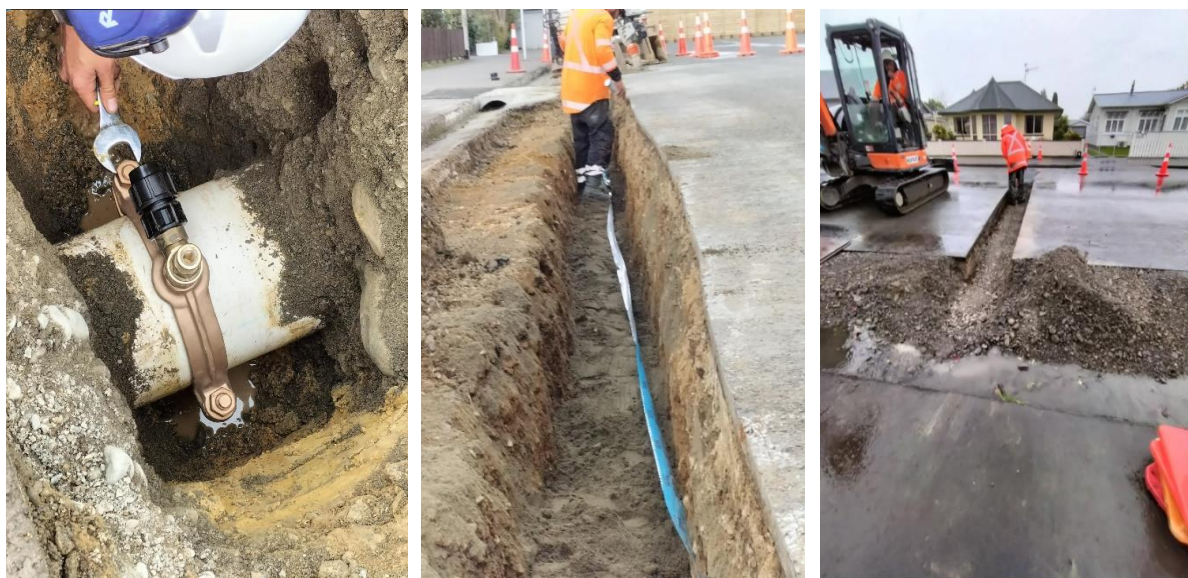
The watermain renewal in Swinburn Street, Dannevirke, has been cut-in, changed over and is now live. A lack of valves within the surrounding reticulation was identified during this project, so the opportunity was taken to install two extra sluice valves. These valves will help to minimise the number of affected properties during any future shutdowns.

The new main in Waterloo Street, between Swinburn Street and McPhee Street is being disinfected and tested. While awaiting test results from the laboratory, construction of the next section of new main, between McPhee Street and Allardice Street continues.





*Before (left) and after (right) of a new sluice valve being installed on the Swinburn street watermain*



*Installation of a tapping band (left), pipe bedding and warning strip (centre) and trench backfilling (right)*

## **Water Supply & Demand Management**

Whilst repairs to identified leaks have been completed at the Dannevirke impounded supply (raw water storage dam), it is believed there is still an additional leak. Staff are working with contractors to confirm and repair these as soon as possible. Unfortunately, this is a complex issue not easy to rectify and is taking longer than expected.

Initial works at the Pahiatua Weir, which supports Pahiatua's water system, have been completed. Staff have been working with Horizons Regional Council to ensure the immediate environmental concerns are alleviated, while minimising the risk on the water supply. Further investigation, design and construction is required for the weir, infiltration gallery, and embankments damaged during winter storms.

Staff have received several calls from residents around Norsewood and Ormondville concerned about their ability to secure water this coming summer.



These residents are typically rural and on their own water supply (i.e. rooftop into tank), but have called on the local fire brigade to top up their tanks in summers gone by, a service no longer being provided. Staff have also supported a number of people enquiring about the regulations to transport and supply others with water, who are typically referred to Ministry of Health's Guidelines for the Safe Carriage and Delivery of Drinking Water.

Improving water demand management for all seven of Council's water supply networks is an area of focus. Significant work has gone in to monitoring where treated water is going and further opportunities for improvement will be addressed. Anecdotally it is thought that a significant proportion of the water, in some schemes, is being used in rural areas historically and/or illegally connected to the networks. Addressing these and reducing the associated water consumption will reduce cost, will minimise the risk of water restrictions being applied to urban water users, and will support the township's populations to grow without risk of running out of water. Alternate/increasing water sources will also be investigated.

## Facilities

### Solid Waste

Procurement planning for Council's largest Waste and Recycling Services Contract is currently underway. This is planned to be advertised to the market in the coming months, for a contract start date on 1 July 2022.

### Cemeteries

Niches from the section of Columbarium Wall which collapsed at the Mangatainoka Pahiatua Cemetery have now been relocated to the Pahiatua Service Centre Meeting Chamber. Various staff volunteered to assist with the move, as well as a representative from the Pahiatua Marae who blessed the sites before and after the relocation was completed. A structural assessment of the remaining sections of wall has been completed and planning is underway for improvements to these, as well as replacement of the damaged wall.

### Land

As shared in August's Works Liaison Committee workshop the licence, land and property lease templates have been legally reviewed and updated. An internal review of Council's process was completed to ensure consistency and timeliness of securing new licences and leases.

The following have been assigned this month:

- Eketahuna Plunket Rooms Lease
- Dannevirke Aerodrome Lot 5 Lease
- Dannevirke Aerodrome Lots 2 and 3 Lease (transferred)
- Mangatainoka Recreation Reserve Licence (currently advertised)

### Parks & Reserves

Tackling spring vegetation growth is a key focus for parks and reserves contractors, with wet ground conditions requiring careful scheduling of mowing activities.

In addition to routine maintenance work at the Upper and Lower Domain, drains have been cleared and further storm blown branches have been removed. The deer fence that was damaged as part of the redwood limb falling has been repaired.



*Upper Domain Spring Garden Beds*

### **Campgrounds**

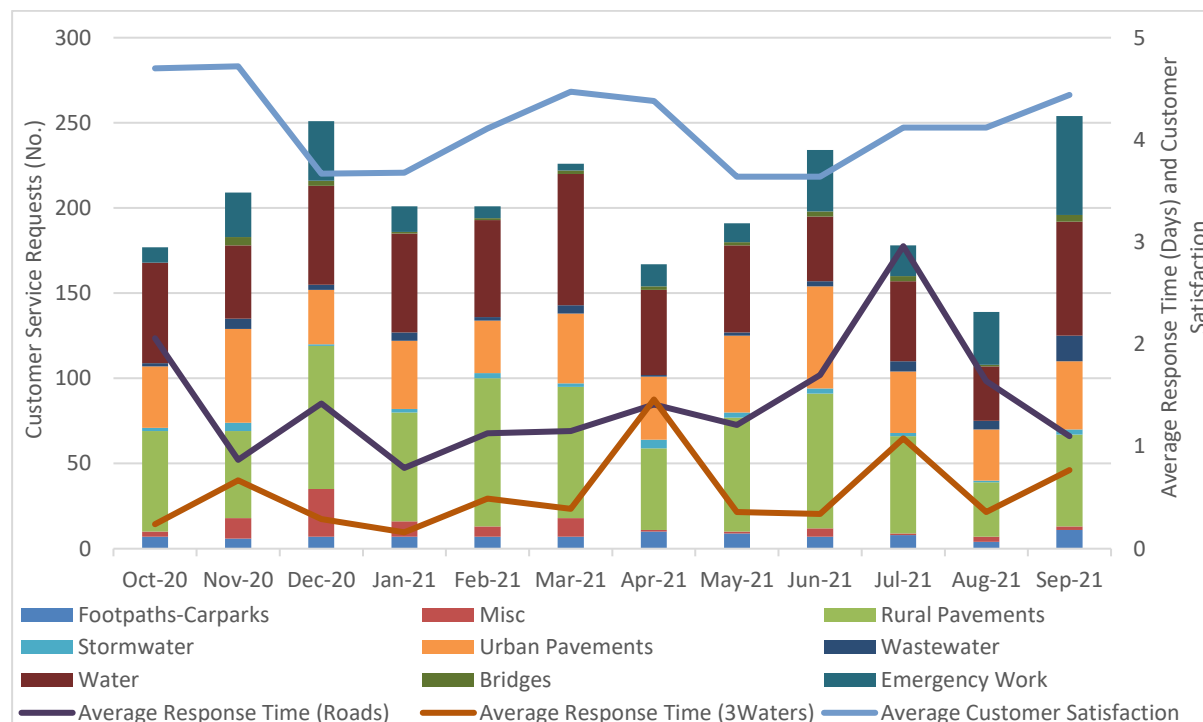
The building consent for the installation of the septic tank at Carnival Park Campground has been approved, currently awaiting approval from Horizons Regional Council. Once approval is received the tank will be installed without delay.

### **Public Buildings & Conveniences**

The District Cleaning Services Contract has been awarded to Professional Property Cleaning Services Ltd (PPCS), with their contract commencing on 1 October.

## Tararua Alliance

### Customer Management



### Performance Dashboard - September

KRA	Name	Frequency	Comments	
PEOPLE RESULTS	Alliance Team Safety	Monthly	14 Safe Behaviour Conversations (SBC) were reported, which is low due to lockdown	⚠️
	Workplace Health	6 Monthly	Loss time injuries (LTI) 0 Medical treated injuries (MTI) 0 Environmental incidents 0 Near Miss Reported 2	✅
CUSTOMER RESULTS	Timely Communications	Monthly	96% and 98% of customer requests were responded to for transportation and 3Waters respectively within three days	✅
	Effective Communication	Monthly	Customer satisfaction was 4.4 out of 5	✅
	Minimise Operational Impacts	3 Monthly	One compliment received, regarding rural grading	✅
SOCIETY RESULTS	Compliance with TMP	Monthly	<ul style="list-style-type: none"> <li>6 traffic management sites were audited</li> <li>9 Before-U-Digs were received and processed</li> <li>29 corridor access requests were received, processed and approved</li> </ul>	✅
	Zero Harm – Environment	Monthly	No environmental issues to report.	✅

## Other

Staff have been working with local iwi and arranged for a mobile vaccine centre to come to the Oringi business park over the coming weeks to assist with vaccinating staff for COVID-19, who otherwise would struggle to get to a medical centre during the week. They will visit Oringi for two consecutive Mondays and will return in early December for follow up vaccinations.

## Operations Group

### Regulatory

#### Building Services

##### Quality Management System

The building team held their monthly Building Consent Authority (BCA) Operational Meeting with Quality Manager, Steve Mazey. No significant changes have been made to the quality management system.

IANZ will be conducting an accreditation assessment between the 9<sup>th</sup> and 12<sup>th</sup> November, this is a bi-annual requirement to ensure that the BCA are following the correct procedures in the quality manual.

##### Building Consents

This month, Council received 34 building consent applications. Of those applications, 4 were for new dwellings. The total value of building work for consents issued was \$3.34m.

**Table – Applications for Dwellings by Location**

Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<b>Dannevirke</b>	<b>18</b>	<b>24</b>	<b>27</b>	<b>43</b>	<b>10</b>
<i>Rural</i>	<i>12</i>	<i>16</i>	<i>15</i>	<i>25</i>	<i>6</i>
<i>Urban</i>	<i>6</i>	<i>8</i>	<i>12</i>	<i>18</i>	<i>4</i>
<b>Woodville</b>	<b>12</b>	<b>7</b>	<b>13</b>	<b>12</b>	<b>3</b>
<i>Rural</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>6</i>	<i>1</i>
<i>Urban</i>	<i>8</i>	<i>3</i>	<i>9</i>	<i>6</i>	<i>2</i>
<b>Pahiatua</b>	<b>13</b>	<b>8</b>	<b>23</b>	<b>31</b>	<b>5</b>
<i>Rural</i>	<i>11</i>	<i>3</i>	<i>10</i>	<i>16</i>	<i>0</i>
<i>Urban</i>	<i>2</i>	<i>5</i>	<i>13</i>	<i>15</i>	<i>5</i>
<b>Eketahuna</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>13</b>	<b>0</b>
<i>Rural</i>	<i>3</i>	<i>2</i>	<i>0</i>	<i>7</i>	<i>0</i>
<i>Urban</i>	<i>0</i>	<i>3</i>	<i>1</i>	<i>6</i>	<i>0</i>
<b>TOTAL</b>	<b>46</b>	<b>44</b>	<b>64</b>	<b>99</b>	<b>18</b>

**Table – Building Consent and Inspection Statistics**

Category	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
No. of Applications Received	393	401	479	95
No. of Applications Processed	381	377	465	96
% Processed within Time	86.6%	92.3%	73.5%	69%
Total Value	15.8M	\$27.8M	\$38.7M	\$15.08m
No. of Inspections Requested	978	1,137	1,608	306
No. of Inspections Performed	1,375	1,715	2,104	452

### Staffing

Council have received resignations from the three remaining building officers, including the team leader. These positions will be covered in the interim by an external provider to continue Council's levels of service to the community. Council have been advertising for Building Control Officers at all levels over the last few months but have unfortunately been unsuccessful in its recruitment efforts. A vacancy for Team Leader Building Services will be advertised this week. The senior administrator position has been filled, as well as parental leave cover for the building consent administrator.

### Animal Control

#### Annual Dog Re-registration

Out of a total of 6,620 (known) dogs in the Tararua District, 6,028 are currently registered. This means 592 dogs are not registered (9%).

### Dog Attacks

**Table – Reported Dog Attacks by Type and Location**

Location	Dogs	Poultry	Stock	Cat	People	Total
Ind/Com Nth Ward						
Ind/Com Sth Ward						
Non-Rateable						
Rural North Ward			1			1
Rural South Ward	2					2
Road or No Property Address						
Urban North Ward						
Urban South Ward						
<b>TOTAL</b>	<b>2</b>		<b>1</b>			<b>3</b>

## Environmental Health and Licensing

### Alcohol Licenses

No licensing applications have required a public hearing.

There have been no appeals to the Alcohol Regulatory licensing Authority.

### Environmental Health

No actions of note for the Environmental Health team.

### Illicit Dumping

**Table – Reported Illicit Dumping by Location**

Location	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<i>Ind/Com Nth Ward</i>	10	16	11	6
<i>Ind/Com Sth Ward</i>	6	9	2	3
<i>Non-Rateable</i>	6	6	20	1
<i>Rural North Ward</i>	3	5	3	5
<i>Rural South Ward</i>	6	2	1	2
<i>Road or No Property Address</i>	91	105	74	5
<i>Urban North Ward</i>	4	6	7	3
<i>Urban South Ward</i>	8	3	5	1
<b>TOTAL</b>	<b>134</b>	<b>152</b>	<b>123</b>	<b>26</b>

## District Planning

### Resource Consents

**Table – Applications for Subdivision by Location**

Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<b>Dannevirke</b>	<b>22</b>	<b>18</b>	<b>44</b>	<b>48</b>	<b>31</b>
<i>Rural</i>	19	16	34	37	23
<i>Urban</i>	3	2	10	11	8
<b>Woodville</b>	<b>7</b>	<b>9</b>	<b>13</b>	<b>25</b>	<b>7</b>
<i>Rural</i>	4	2	6	15	6
<i>Urban</i>	3	7	7	10	1
<b>Pahiatua</b>	<b>13</b>	<b>15</b>	<b>22</b>	<b>35</b>	<b>17</b>
<i>Rural</i>	10	10	13	26	11
<i>Urban</i>	3	5	9	9	6



Location (Valuation Area)	Total 2017/18	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
<b>Eketahuna</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>13</b>	<b>5</b>
<i>Rural</i>	<i>4</i>	<i>6</i>	<i>7</i>	<i>11</i>	<i>3</i>
<i>Urban</i>	<i>1</i>	<i>0</i>	<i>1</i>	<i>2</i>	<i>2</i>
<b>TOTAL</b>	<b>47</b>	<b>48</b>	<b>86</b>	<b>121</b>	<b>60</b>

**Table – Resource Consent Statistics**

Category	Total 2018/19	Total 2019/20	Total 2020/21	From 1 July 2021
No. of Applications Received	72	101	135	60
<i>Subdivision</i>	<i>49</i>	<i>85</i>	<i>121</i>	<i>41</i>
<i>Land Use</i>	<i>23</i>	<i>16</i>	<i>14</i>	<i>19</i>
No. of Applications Processed	73	91	112	35
<i>Subdivision</i>	<i>52</i>	<i>73</i>	<i>104</i>	<i>32</i>
<i>Land Use</i>	<i>21</i>	<i>18</i>	<i>8</i>	<i>3</i>
% Processed within Time	98.6%	93.4%	91.1%	97.6%

## Programmes and Projects Office

### Aften Court Pensioner Units

**Purpose:** To increase the supply of pensioner units in Dannevirke by six. Improve Aften Court operating efficiencies. Decrease the housing shortage for pensioner units and boost employment as part of local Covid-19 Recovery Plan.

**Overall Status:** Building work in progress. Roofing completed before August lockdown. Despite not having oversight from a full-time project manager, construction has proceeded well. Due to numerous delays, expected completion date is March 2022 or later.

**Time Status:** August COVID-19 lockdown has delayed construction heavily, which has now resumed at Level 2 with COVID precautions in place. Ongoing material shortages will affect projected timeline considerably.

**Risk Status:** Material shortages risks continued delays to the timeline. Piping and wiring have been installed before completion of exterior. Poses some risk of theft/vandalisation of site.

**Next Steps:** Complete construction. Conduct formal handover of asset to Council.

### Dannevirke Dog Pound

**Purpose:** To improve the quality and efficiency of operation at the Dannevirke Dog Pound. To ensure the health and safety of both site users and impounded animals. To meet animal housing safety guidelines laid out by MPI and the SPCA.

**Overall Status:** Budget has been approved for flooring, security, ventilation, landscaping and water upgrades. Contractors have been engaged and will be followed up with to confirm timelines. Details still needed for security landscaping and barrier construction.

**Time Status:** Timeline for full project not yet confirmed. Flooring to be completed throughout November.

**Risk Status:** The COVID lockdown in August and subsequent outbreaks put timeline at risk. No work may take place above Level 2. Project has already suffered delays due to this and may be delayed again with further alert level increases.

**Next Steps:** Reconfirm scope of work with Working Group. Update project plan depending on outcome. Flooring upgrade completed. Reach out to previously engaged contractors to confirm availability. Begin procurement process for engineering and landscaping work.

### Dannevirke Water Treatment Plant Upgrade

**Purpose:** To upgrade the Water Treatment Plant in order to meet the National Drinking Water Standard of New Zealand. To ensure a high standard of service for the public.

**Overall Status:** The overall programme consists of upgrades to 3 Water Treatment Plants. The project is tracking positively, and the Alliance has proven valuable in the start-up of the Dannevirke Water Treatment Plant upgrade. Civil works and the upgrade design have now been completed and pre-commissioning is currently underway.

The project has had 2-week time impact following Covid-19 restrictions throughout August 2021.

**Time Status:** The timeframe is dependent on contractor availability and has been communicated to DIA for completion in March 2022. The project remains on schedule and is expected to be completed by the end of October 2021.

**Risk Status:** The current resurgence of Covid-19 and lockdown has added a delay of two weeks to the project, we have re-commenced under alert level 3. The project was able to recover 1 week lost due to the delay.

**Next Steps:** Pre-commissioning has started. FAT (Functional testing) has been pushed out to mid-September. Await the final commissioning of the plant from the Filtec team (October 2021). Await the handover to TDC operators (October 2021).

### Woodville Water Treatment Plant Upgrade

**Purpose:** To upgrade the Water Treatment Plant in order to meet the National Drinking Water Standard of New Zealand. To ensure a high standard of service for the public.

**Overall Status:** The overall programme consists of upgrades to 3 Water Treatment Plants. The civil works officially began at Woodville on 9th August 2021 and is expected to be completed by 14th October 2021 (Weather permitting). The installation of the upgraded equipment will start once the Dannevirke equipment has been installed (22 October 2021).

**Time Status:** The timeframe is dependent on contractor availability and has been earmarked for completion in March 2022. A resurgence of Covid-19 and lockdown has added a 3-week delay to the programme. The team was able to recover 1 week after being allowed to work under alert level 3.

**Risk Status:** Contractor availability, the current resurgence of COVID-19 and lockdown is the biggest threat to delivery. Also delays of certain filters and equipment shipped from overseas. These delays will have an impact on costs which will push the project over budget.

**Next Steps:** Obtain an engineer's sign off for the gabion retention wall currently being built. Expected commissioning date is end-November 2021. Equipment upgrade is scheduled for mid-October 2021. Electrical variations will increase plant performance.

### Eketahuna Water Treatment Plant Upgrade

**Purpose:** To upgrade the water treatment plant in order to meet the National Drinking Water Standard of New Zealand. To ensure a high standard of service for the public.

**Overall Status:** The overall programme consists of upgrades to 3 Water Treatment Plants. A design for Eketahuna Water treatment Plant has been submitted to TDC. TDC has assessed the design and we acknowledge that the design requires additional equipment to meet drinking water compliance if a long-term rain event does occur or flooding. A design option has been selected and approved by the principles group. The design requires significantly more funding but will prove to provide the infrastructure required in Eketahuna.

**Time Status:** A design option has been selected to ensure that the Eketahuna plant is upgraded to meet compliance. The end result will be a similar plant operation to Woodville which will ensure compliance to Drinking Water Standards in extreme weather events and the ability to future proof. The design process has been for peer review. The project is expected to conclude in March 2022.

**Risk Status:** Contractor availability, the current resurgence of COVID-19 and lockdown remains a threat to delivery. Long lead items put the timelines at risk. Delays to Dannevirke and Woodville WTP's due to Covid-19 has also negatively impacted the delivery of Eketahuna WTP upgrade. The biggest risk at this stage remains an increase to scope which is required to meet compliance.

**Next Steps:** Finalise plant upgrade design documentation. Finalise Civil Design– WSP Engineers have presented a draft (sign-off expected after WLC discussion). Peer review of design - Has been sent for peer review (feedback expected 15 October 2021). Finalise the budget for Eketahuna WTP upgrade.

### **Growth Management Strategy – Phase 1 - Assessment**

**Purpose:** To develop Phase 1 of the Tararua District Growth Management Strategy. The project will focus on the discovery and analysis of information, statistical modelling data in consideration of community aspirations and residential growth. The primary outcomes for the initial phase of the 3-year project will be: Assimilation of a detailed growth forecasting assessment for input to Phase 2 which will see the delivery of a draft spatial plan.

**Overall Status:** The project remains on schedule to deliver. A briefing was presented to the Works Liaison Committee in September and a workshop facilitated with Evergreen consultants to plan for the next tranche of Sprint activities. This tranche includes consolidation of information relating to: Land suitability and use assessments, land service capacity and completing a strategy development plan approach that considers intersection of the District, Growth, Housing, and Infrastructure Strategies.

**Time Status:** Phase 1 is anticipated for completion by June 2022 noting there are resource and key stakeholder dependencies.

**Risk Status:** Key risks concern the availability of expert support resources, sequencing of other Council strategies with the Growth Strategy.

**Next Steps:** The detailed project plan will be revised to reflect the scope and show the interactions with other Council strategic initiatives. District Strategy, District Plan and the Housing development strategy are underway. Presentation to the Strategy and Policy Committee is to be drafted for the November workshop. Collaboration with Horizons Regional Council and Central Hawke's Bay meetings will be facilitated by the project. Project plan, Gantt chart, work breakdown structure, product descriptions, critical path, key task management are ongoing. Information gathering relative to land suitability assessments will begin.

### Huarahi Tūhono – Weber to Wimbledon (Route 52 Upgrade)

**Purpose:** The Provincial Growth Fund funded upgrade of 26km of Route 52 between Weber and the Central Hawke's Bay boundary. To engage targeted workers to support the economy's recovery from Covid-19.

**Overall Status:** With bridge reports identifying that the bridges between Weber and the Central Hawke's Bay boundary are capable of supporting HPMV/50MAX vehicles, one of the larger financial risks has now diminished. With greater certainty over the budget, the engineering team have commenced on the "non-structural" bridge design work - abutment protection and general repairs and maintenance— from the bridges. The savings from not having to upgrade the bridges have been reallocated as contingency sum until the full list of minor bridge works is completed before it is reallocated to other activities throughout the site. Overall, of the 76 individual sites identified, progress of design is ahead of schedule.

**Time Status:** Work is on-track to meet the deliverables required for the next Provincial Development Unit payment (Dec '21).

**Risk Status:** We are focusing on refining the full scope of work across the entire 26kms which allows us to determine if the initial budget allocation across the 76 sites is appropriate. Preliminary designs for the 4 "Major Pavement Packages" which have a combined budget of \$3.1M are in advanced stages of design. We expect these to be completed by Dec '21 (ahead of schedule) which in turn will allow us to confirm the final budget allocation across the project.

**Next Steps:** Confirm suitability of local aggregate. Complete detailed designs and costings for Major Packages 1,2,3,4. Complete Section 1, 2 Isolated improvements (Wimbledon Gorge to Central Hawke's Bay boundary). Surface Franklin Road Area Wide Pavement Treatment. Due date for above works 15th Dec '21

### Dannevirke Service Centre Earthquake Strengthening

**Purpose:** To improve the seismic strength rating of the Dannevirke Service Centre building to meet the national building standard of 34%. To ensure a safe environment for staff and the public.

**Overall Status:** The building consent is 95% complete and staff relocation planning is in the first phase of planning. There will be disruption to the public via customer services potentially being moved, this will be communicated well in advance. Procurement is 50% complete to bring a contractor onboard for physical works.

**Time Status:** The RFT (Request for tender) went live in August, the end date for tenderers to respond is 22nd October. We have had site visits from potential contractors as per the procurement strategy. Once the RFT process has concluded we will have a better understanding of timeframes due to contractor availability and building material availability. Supply chain disruption to construction materials is currently being investigated.

**Risk Status:** Contractor availability, the current resurgence of COVID-19 and lockdown is the biggest threat to delivery as it has pushed out procurement.

The budget will need to be reassessed once the monitoring and control respondent has had an opportunity to scope project requirements– this is in process.

**Next Steps:** Feedback received is that the building consent will be issued in the coming weeks. The project plan will need to be updated to reflect construction dates and adjusted budgets. This will be done once a contractor has been onboarded. Tender evaluation will take place– it is expected that a contractor will be selected in early November 2021.

### **Pahiatua Town Hall Library Earthquake Strengthening**

**Purpose:** To improve the seismic strength rating of the Pahiatua Town Hall library to meet National Building Standards. To ensure a safe environment for staff and the public.

**Overall Status:** The Pahiatua Town Hall Library was identified in early 2021 as a building that required a seismic assessment to ensure continuous compliance with the National Building Standard around seismic strengthening. Council went out to procurement for the assessment and Strata Group Engineering submitted the successful quote. The detailed seismic assessment (DSA) was completed, and the building has been rated at 10% NBS (High-Risk) especially the Library area.

**Time Status:** We have provided the go ahead to the engineer to create the preliminary upgrade design for both a 34% and 67% NBS to determine which design package we will aim to build towards, upon which we would have 7 years to complete the actual strengthening work. The budget for this work was set in Year 2 of the Long Term Plan. The timeline below is indicative estimates at this stage and is expected to change once a decision has been reached around the preferred NBS%. The upgrade design is due on 15 October 2021.

**Risk Status:** Contractor availability, the current resurgence of COVID-19 and lockdown is the biggest threat to delivery. The budget will need to be reassessed once the upgrade design engineer has had an opportunity to scope project requirements. Construction materials are in short supply in New Zealand and will be managed according to stock availability.

**Next Steps:** Await upgrade design package – due 15 October. Report to Council to get a decision on % NBS to build towards. Pre– procurement planning. Create a Project Management Plan.

### **Dannevirke Multisport Complex**

**Purpose:** Complete a needs assessment to identify any lack or over supply of existing facilities (spaces and places) as well as identify existing and future community need for recreation and sport programmes or services. Complete a feasibility study to assess the viability of the proposal for a Dannevirke Multisport Complex.

**Overall Status:** Council initiated the Request for Quote process and have appointed the consultant (Global Leisure Group) to deliver the needs assessment and feasibility study. Community engagement workshops and one on ones have been completed. GLG have presented the draft report to the Council Executive Leadership Team.

**Time Status:** Additional time required to complete issues and options analysis and site analysis. Project still on track to be delivered on time. Below is updated timeline with consultant.

**Risk Status:** Lack of compromise either between sporting codes and/or community could cause project delay if resistant code were to not come on board and their involvement is seen as required.

**Next Steps:** GLG to review report with Mayor and Councillors. GLG then to finalise report for Sport NZ Peer Review (1 month to review). PMO to conduct project close out and planning for next stage of project.

### 3 Waters Systems Master Planning

**Purpose:** Develop a master planning framework to provide three waters infrastructure to continue servicing the existing community and to service growth.

**Overall Status:** The Request for Proposals was advertised during the first week of September.

**Time status:** The quantum of the work that has to be undertaken in the available timeframe is challenging.

**Risk Status:** The timeframe to complete the project by end of March '22 is compressed, and external suppliers may not have the necessary capacity to complete the work in time. It is possible that insufficient external capacity exists to complete the work by the end of March 2022.

**Next Steps:** Request for proposals close 8 October. Review tenders and award contract.

### Water Pipe Sampling and Testing

**Purpose:** Condition assessment of water supply pipes.

**Overall Status:** No issues identified – tracking accordingly.

**Time Status:** The project remains on target for completion by March 2022, currently estimated final reports will be released January 2022.

**Risk Status:** The project is reliant on updated technology now due to be released by the last week of October 2021. The fieldwork cannot be carried out under lockdown conditions while there are restrictions moving across Auckland level 3 to level 2.

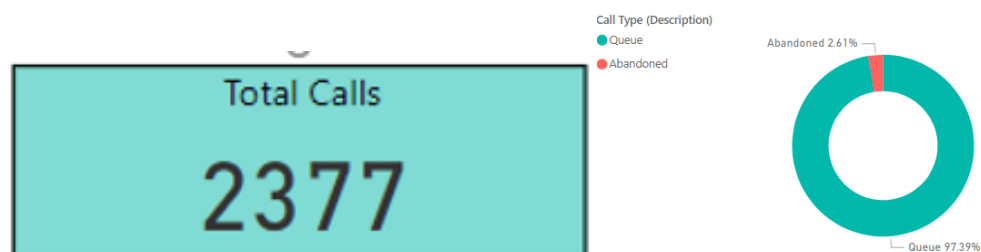
**Next Steps:** Programme due to commence 1 November — AC and metallic pipes. Survey completion Tuesday 16<sup>th</sup> November 2021. Data to be sent for analysis as collected.

## Customer Services

On 31 August 2021, the Tararua District went back into Covid level 3. This was similar to the Covid level 4 lock down as Customer Services still could not open the service centre doors.

There was a small increase in calls during Covid level 3. The enquiries received during Covid level 3, ranged from what services were available, to rates and rubbish and recycling.

On 8 September 2021, the Tararua District went into Covid level 2. This meant Customer Services could open their doors again, with restrictions. Customer Services, alongside the wider Council, are required to wear face coverings when about the office and keeping safe distances from each other. Our customers must now also wear a face covering unless they have an exemption, and they must sign in using the scanning system or manually. We have not had too much trouble enforcing this. We are slowly getting use to the new 'normal'.



CRM report	1 -30 September 2021	1-30 September 2020
Total CRMs entered (includes AH RFS)	596	569
Top 5 categories:	Noise – Bass/Stereo/Radio/TV 1 <sup>st</sup> call (35) Rural Fallen Tree (35) Building pack requests (31) Water leak (22) Water Toby Damage/Repair (29)	Noise – Bass/Stereo/Radio/TV 2nd call (37) Noise – Bass/Stereo/Radio/TV 1 <sup>st</sup> call (31) Building Pack Request (27) Dog enquiry (22) Roaming Dog (20)



## Library

### Alert Level 2 at the Tararua District Library

All Library sites re-opened on Wednesday September 8<sup>th</sup> with stringent measures in place to meet the Local Government guidelines at this Alert Level.

Around the country the Library community has expressed its concerns about the need to operate a partial service. We all follow the guidelines, and we all understand it's a necessary requirement. We also understand just how much we mean to our communities as the space they can go to without having anything asked of them, as the place to connect with others in the community, and as the place to enjoy a programme or two. The elderly of our community, in particular look to the Library to provide some social interaction. We are all hoping for a return to normal service soon.

The Tararua District Library thanked the community for adhering to the measures in place through the Council page of the Bush Telegraph. We have been impressed with the community's conduct this time around.

### Programmes

The 'Chill Out and Read' Children's Reading Programme has continued throughout this month. This is longer than normal to account for the time away from the classroom. Prizes will be awarded in the new term. All schools in the district bar Eketāhuna School have completed the programme. Eketāhuna School has chosen not to finish.

The children of Alfredton School had a Zoom session with Claire Mills, Eketāhuna Community Librarian as part of the programme. They were able to ask Claire questions about the Library and its services. From 13 September to 27 September, the Senior Librarian, Dannevirke Library held Zoom sessions with 19 classes from 5 schools. Content of the sessions included reading a story and screening a video tour of Dannevirke Library. Two of the challenges for the programme included "Book a Librarian" and "Visit a Tararua Library" so both were completed digitally via Zoom.

On 30 September, the Library's annual Year 7/8 quiz was held via Zoom. There were 8 teams from 4 Tararua schools. The winning team was from Ruahine School. The questions for this quiz relate to the winners of the annual Children's Book Awards. The Library team put together the questions that are asked based on the book they choose.

No other programmes are running in the Libraries at present.

### Housebound Service

In the initial phase of this new service, letters and emails have been sent to a targeted group advising them of the eligibility criteria and asking them to join if they wish to do so.

We have 3 people who have opted in at this stage. Our Outreach Librarian is working through their requirements for items before we go live with the service. In the background, the Community Library team is implementing their side of the service in preparation.

We have had one offer to volunteer as a courier from a patron who received a home delivery during Alert Level 3 last year. He was most impressed with the service so wanted to give back to the community in some small way.

Once the service is running well, it is intended to begin promotion to the wider community who are eligible. This service is run on an opt-in basis. In the future, we may see referrals from health providers coming through.

### Incidents

On September 10<sup>th</sup> a fierce wind caused a power cut at Pahiatua Library resulting in a switch to the UPS. This was found to have stopped working so a new one has since been installed.

On September 16<sup>th</sup> shortly after opening at 9am, a strong burning smell was noticed. A small fire was found in the light fitting at the entrance which resulted in melted plastic and toxic fumes being released. Luckily, the Property Contracts Supervisor was at the Service Centre so an electrician was arranged quickly, the library was closed for the morning to allow the light replacement to go ahead, and the fumes were dissipated. Normal service resumed after lunch without the Pahiatua Community Librarian.

### Planning

The school holiday programme theme is “Escape Rooms’ where children are set maths puzzles. Once they have solved all the puzzles, they are able to unlock a combination on a box of prizes. This programme was planned as a replacement for the ‘Maths is Fun’ programme normally run-in conjunction with Wairarapa REAP. The decision was made last year not to continue. This year’s programme is easily adapted to Alert Level 2 by not holding it in the Library.

The last piece of planning needed before the launch of the Housebound Service is being completed.

Delivery of the “Chill Out and Read” prize books and certificates is planned. Some deliveries will be delayed as Covid 19 has affected not only shipments into the country but also the ability of our suppliers in Auckland to send the goods as they are in lockdown.

### Council

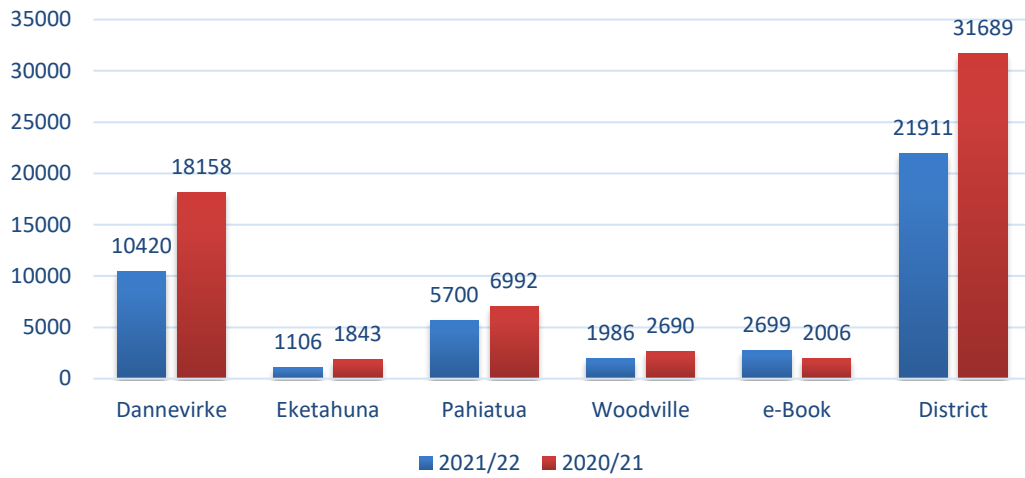
The southern branches have all received training in the new petty cash process this month. The EFTPOS machine at Woodville has had its name corrected to prevent the confusion some people have been experiencing.

Rates rebate forms have been available this month. The process is more streamlined than previous years. Both customers and staff have found it easier to complete them.

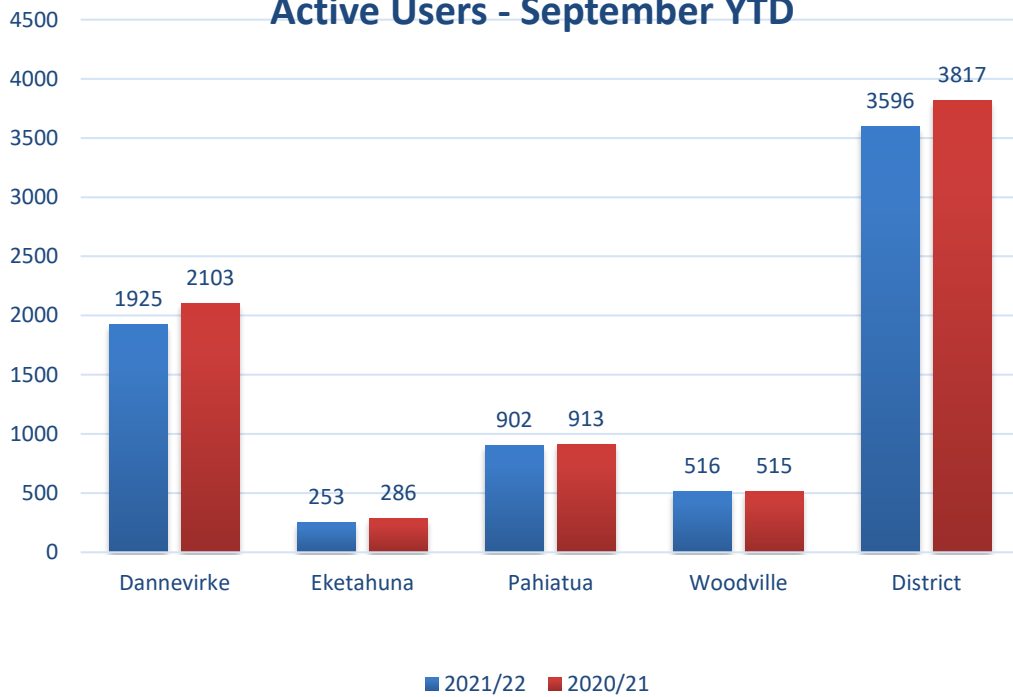
### Statistics as at 30 September 2021

NB: One week at Alert Level 3 – all libraries closed. The remaining 3 weeks at Alert Level 2 – reduced services available due to measures in place.

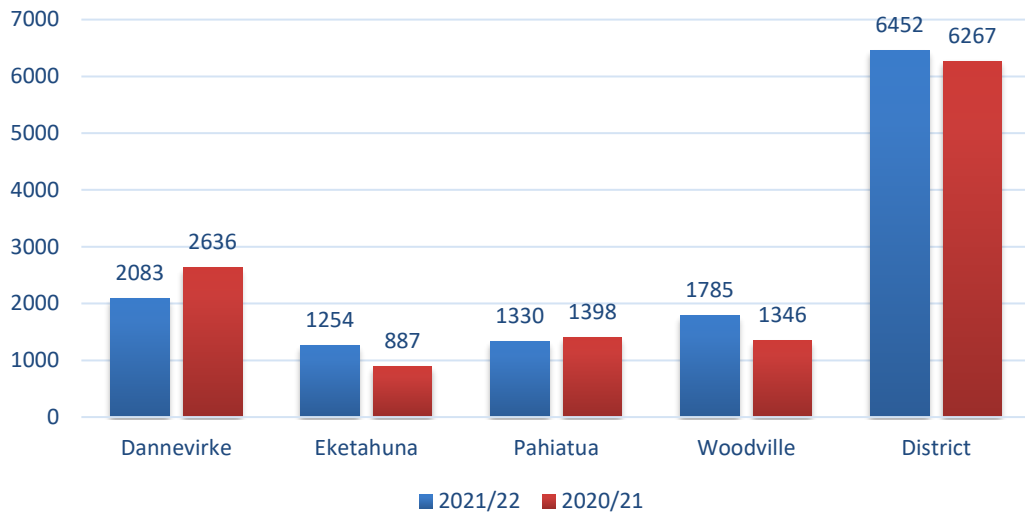
### Circulation - September YTD



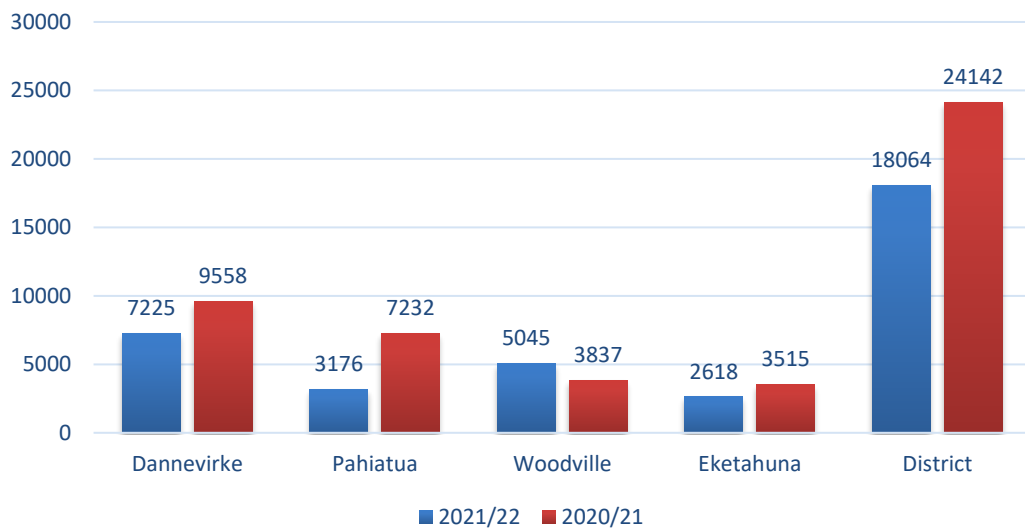
### Active Users - September YTD



### APNK Use (Sessions) - September YTD



### Pedestrians September YTD



## People & Capability Group

### Human Resource Management

#### Staff Movements from 1 September 2021

##### Recent Appointments

Role	Contract Type	Effective Date
Senior Administrator	Permanent	11 October 2021
GIS Manager	Permanent	1 November 2021
Helpdesk and IT Support	Permanent	1 November 2021
Helpdesk and IT Support	Permanent	1 November 2021
Business Analyst and Trainer	Permanent	1 November 2021
BI Developer and Database Administrator	Permanent	1 November 2021
Systems and Network Administrator	Permanent	1 November 2021
Building Records Administrator	Fixed Term	1 November 2021

##### Resignations

Role	Effective Date
Junior Survey and Design Engineer	24 September 2021
Senior Building Officer	22 October 2021
Building Officer	29 October 2021
Team Leader Building Services	29 October 2021

##### Current Vacancies

Role	Recruitment Stage
Risk & Assurance Advisor	Interview stage
IS Manager	Interview stage
Wastewater Treatment Team Leader	Unsuccessful – readvertised 15/10/21

Corporate Advisor / Legal Counsel	Interview Stage
Policy and Planning Advisor	Unsuccessful
Building Officer – All Experience Levels	Readvertised
Library Assistant	Advertised
Land Development Engineer	Advertised
Building Records Administrator – Fixed term	Interview stage – awaiting acceptance

### Career Development

The performance appraisal and development framework has been developed and is currently being implemented with all staff. The first part in this process is for setting goals and development actions, we have a lofty goal of trying to ensure this part in the process is completed for all staff by the end of October.

## **Economic and Community Development**

### **Woodville Community Led Development**

Angela and Mark attended a community event facilitated by Woodville Districts' Vision and Brook Carter from Department of Internal Affairs (DIA), where the fourth community led project was voted on and awarded DIA funding.

### **Business Support**

Three new entrepreneurs were supported in September, all from different towns across the district, and one returning for further information and support. We brought in the Regional Business Partners service for the latter client also to discuss Research and Development funding and Management Capability Development funding.

### **Mayor's Taskforce for Jobs (MTFJ)**

Five businesses were supported to employ a total of eight people Not in Education, Employment or Training (NEET's) in the month of September.

### **Te Ahu a Turanga: Manawatū Tararua Highway - Walkway from Roundabout to Hampson Street, Woodville**

Waka Kotahi are currently working through the design and property aspects of the Shared Use Path (SUP) connection from the roundabout to Woodville and it is programmed to be delivered before the opening of Te Ahu a Turanga: Manawatū Tararua Highway. An email to those effect dated 5 October 2021 from Waka Kotahi and a separate copy of a letter to Council CEO's dated 7 June 2019 has been prepared to be provided to Mayor Tracey for future reference. It is advised that ongoing discussions are had over the coming years to make sure pressure is politely applied at a leadership level.

### **Chorus Signage**

Chorus have agreed for Council to use it and we have made it available to Dannevirke Radio while reserving the right to use it to promote events.

## Communications

### Key Projects

Please refer to the Project Management Office report for updates on key projects.

### Business as Usual

- Coordination and design of the weekly Bush Telegraph page
- Sending out media release and responding to media enquiries
- Producing posts for Council's Facebook page on a range of issues (road closures, water supply shutdown, road construction notices, etc.) and responding to relevant comments and questions
- Writing articles and forewords, e.g.:
  - Foreword for Annual Report
  - Foreword for the TDC Health and Safety Strategy
  - Foreword for the TDC Code of Conduct
  - Article for Right Tree Right Place
  - Article for TDC website upgrade
  - Article for Tararua Walk / Cycle Guide
  - Article about Wet Wipes (and infographic)

### Items of Interest

#### Communication Planning Overview

The Communications Team have set up a system that provides an overview of all communication projects and activities that are on the table at any one time to enable better planning and coordination of communication activities. This is still a work in progress, and we will consider including it in future reporting.

#### District Strategy

Planning is underway for how the District Strategy will be communicated with public, including methods of engagement. Once the draft documents have been prepared, these will be presented to Works Liaison Committee.

In the interim, a small mention of the District Strategy was included in the district-wide Long Term Plan mail-out and links to a holding page: <https://tararuaadc.mysocialpinpoint.com.au/tararua2050>

This page has been viewed 142 times.



## Seismic Assessment Requests for Potentially Earthquake-Prone Buildings (letters to owners)

There have been delays in the sending of letters to owners of potentially earthquake-prone buildings. The send date was initially delayed due to insufficient staff resource to manage incoming enquiries with staff on leave for medical reasons. The recent resignation of Council's building officers has meant that this will need to be delayed again while a solution is sought.

## Review of Communication Process for Boil Water Notice Notifications

Council received a significant amount of community feedback regarding the communication of the precautionary boil water notices that were recently issued in Dannevirke and Eketāhuna. Following the feedback, Council committed to conducting a review of the communication process for these types of notifications. Upon completion, the review will be fed back to the community and a copy of results will be included in a staff report.

## Council Website

Council's revamped website is now online and will use the same address ([www.tararua.govt.nz](http://www.tararua.govt.nz)) as before. It includes increased security and is more intuitive, improving the experience for users to find the information they need. In addition, the new website has been optimised to use on a range of devices, from mobile phones to tablets and desktop monitors.

This went live on Tuesday 5 October 2021.

Although the new website is live, the communications team will be reviewing and updating the site as they receive feedback from staff and the public. Feedback is being received from the feedback forms located at the bottom of every page on the site.

The communications team has received 10 feedback forms to date (12 October 2021).

## New Zealand ShakeOut 2021

New Zealand ShakeOut, the national earthquake drill and tsunami hīkoi, is taking place Thursday 28 October at 9.30am. Planning for communication is complete and the action plan is underway to inform both Council staff and district residents. Engagement with schools is also being explored.

## Marketing and promotion support for community events and organisations

Event Name	Event Organiser
Spring Festival Garden Ramble	Independent
Spring Festival Events Programme	Dannevirke Community Board
Dannevirke Market Day	Dannevirke Community Board

## Publications

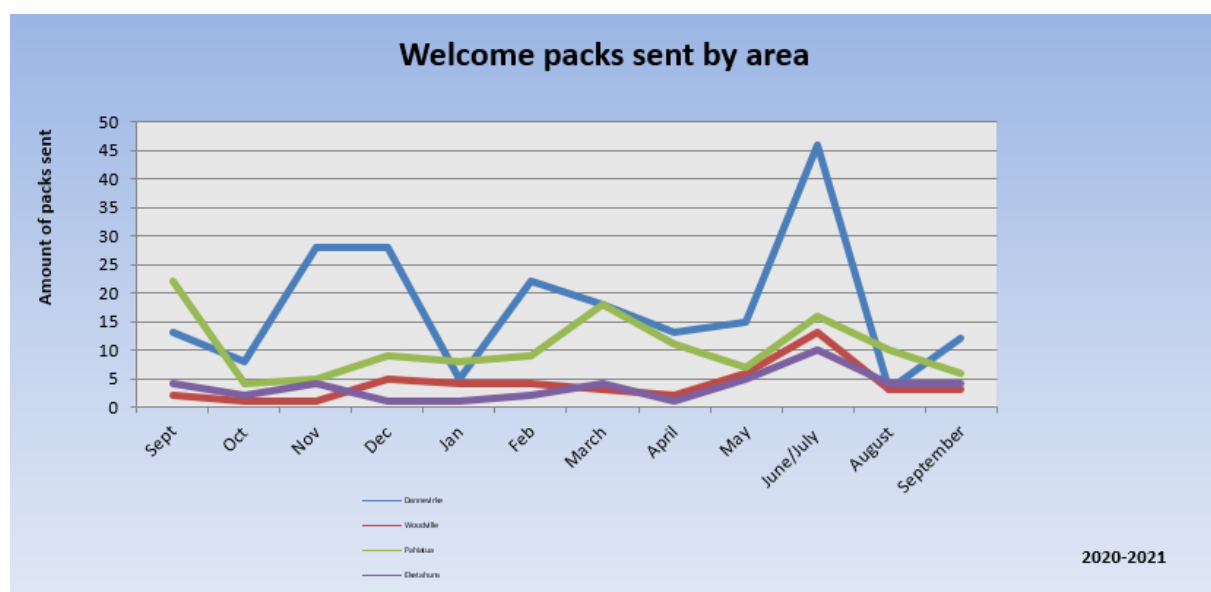
### In progress

- Annual Report 2020/2021
- Website Guidelines and Processes
- Council Form Creation and Updates

## Tararua i-SITE Visitor Information Centre

### Welcome Packs

There were 25 packs sent out during September 2021, 2 of these were sent to purchasers outside the Tararua District.



### Creative Communities Grants funding round

The next funding round has been extended to the end of October 2021 due to Covid restrictions. Creative Communities have announced an increase in funding to local authorities to assist arts projects to go ahead. It has been confirmed that \$1 million has been allocated as a top-up for the Creative Communities Scheme, to be distributed to 67 territorial authorities on a per capita basis by December 2021.

### Bobby Sox & Winklepickers/50's Festival

This event has been cancelled and will be held next year. Funds were paid over to Woodville Districts' Vision to enable them to refund.

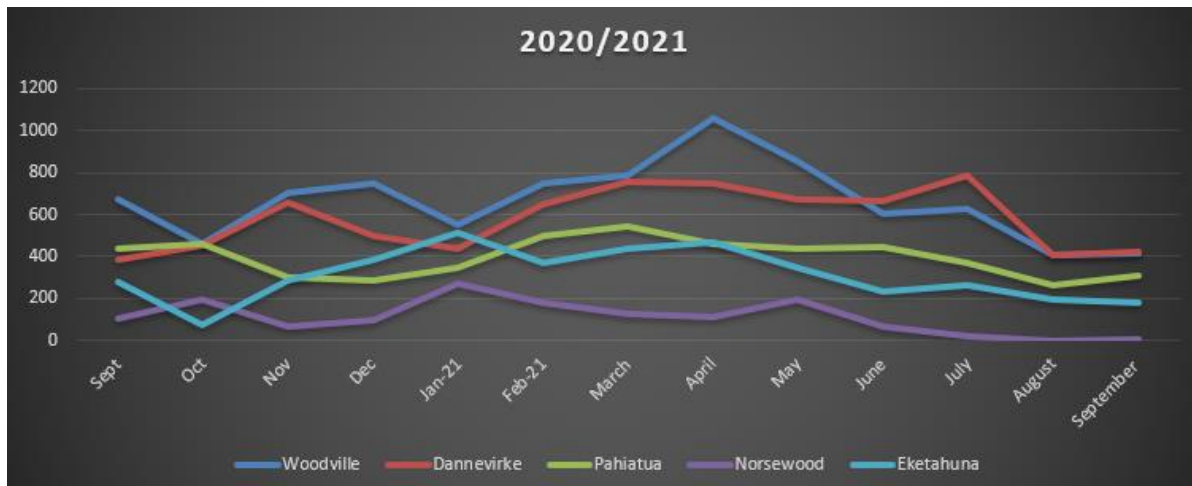
### i-SITE Training

Shanise has completed her National Certificate in Tourism – Visitor Information. Belinda and Toni are making good progress.

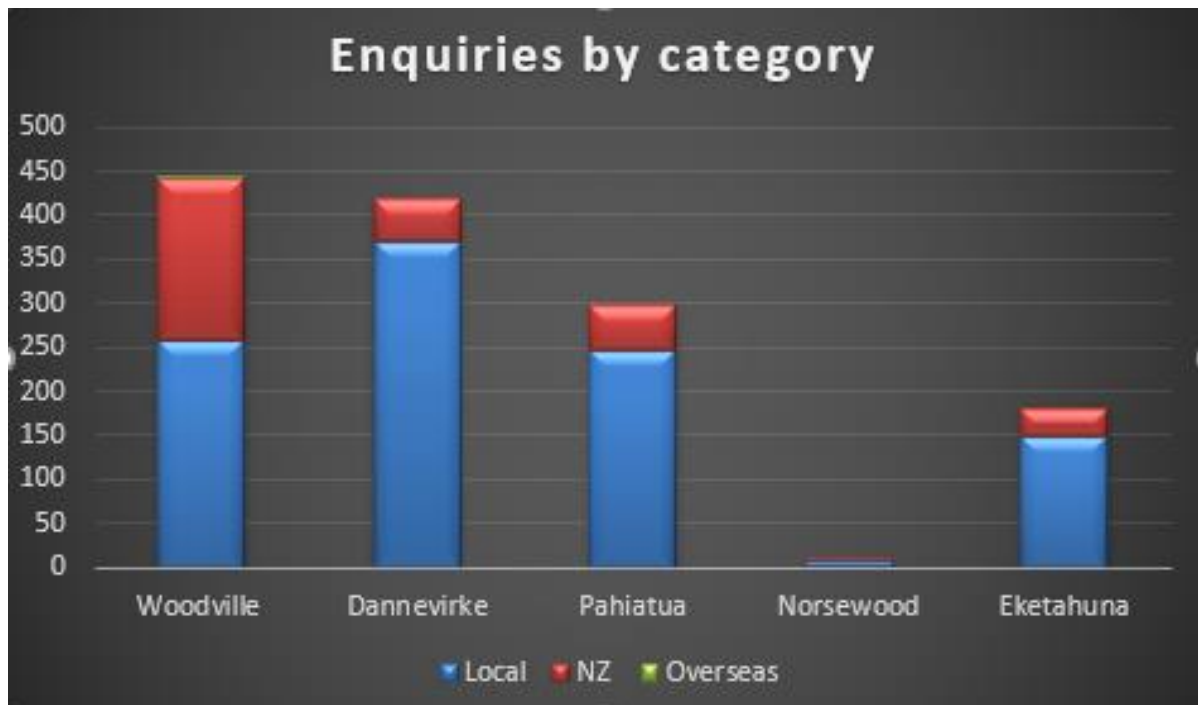
### Storage Shed

A storage shed has been installed in the back carpark at the i-SITE/Library building, all the event equipment and brochures/bags etc is now stored in there.

### Tararua i-SITE and Information Centre Statistics for September 2021



As expected, low numbers across the district owing to Lockdown restrictions.



## DigitalSpaces – Tararua Digital Hub

### Reporting a 9-Month Review After Opening

#### Improved Productivity of Local Businesses

The DigitalSpaces has improved local business productivity with trainings that relate to all business types across the district.

These trainings have built the confidence of business owners to do their business online by achieving small goals towards business efficiencies, including starting a Facebook page, how to make changes to their existing pages, getting advice about website development, poster development, logo design, and social media content.

One of the trainings, on Trip Advisor, was a popular training session and some businesses wanted one on one training to get it up and running. One of these businesses was the Dannevirke Museum of History. When having the one-on-one session with them we explored more ways for the business to have more of an online presence and to attract visitors/customers. We have also encouraged them to use our digital equipment to help with their digital engagement, so they are planning to use our cameras to video their 25th Anniversary Luncheon on the 13<sup>th</sup> of October.

Some feedback we have received from a business regarding training on social media:



Lorrie Harris <lorrie.h@arizto.co.nz>

To Digital Spaces



If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Wed 29/09/2021 9:41 AM

Hi Toni, with your help and the training that you gave me with my new Facebook business page was absolutely great. I am new to social media and have wasted so much time trying to work it and at times it has been very frustrating. I wished I had come and seen you a lot sooner. Now when I decide to do something on Facebook it is a lot easier and faster for me, and gives me more free time to get out and about and deliver my flyers.

Kind regards  
Lorrie Harris

#### Increased Usage

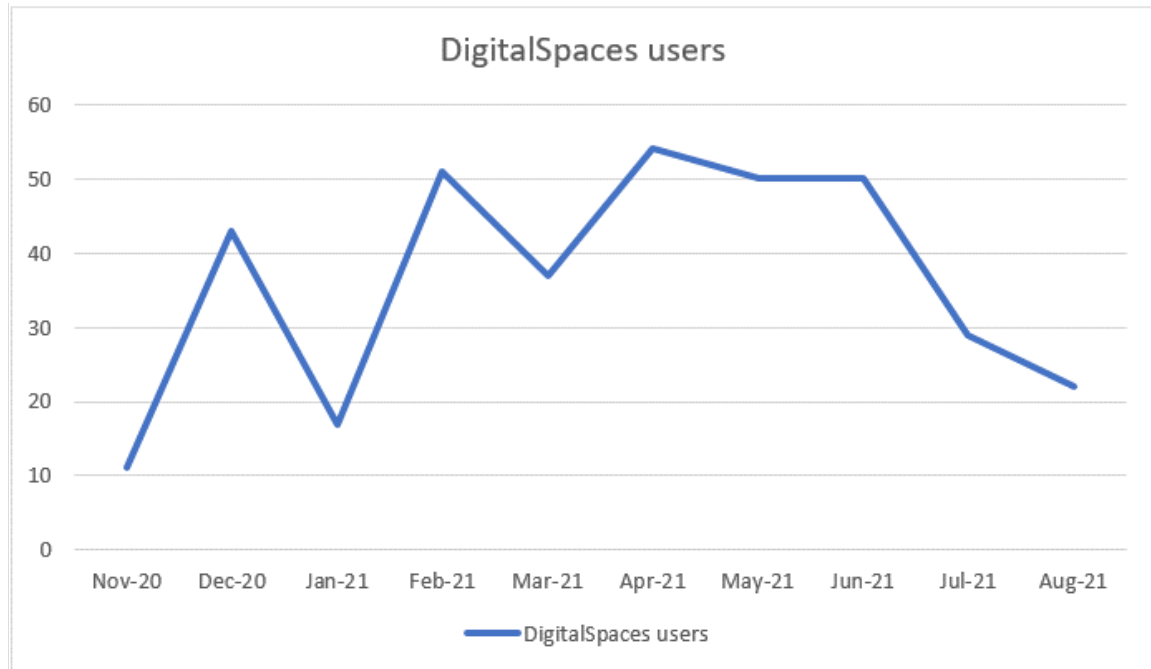
Knowledge of DigitalSpaces is becoming more widespread through our own digital presence and word of mouth. More businesses are coming into the site to request one on one help or attending different training sessions that suit them.

There are many sole traders in Tararua who contract to businesses and local government. Being able to utilise the coworking space and the Wi-Fi enables them to be central to their stakeholders while keeping operating costs low.

The usage of the DigitalSpaces had an increased trend over the summer months and appears to dip coming into winter. The large dip at the end is due to New Zealand going into Covid level 4 lockdown again.

The typical users of the DigitalSpaces are people who work for organisations that are not based in the district but have work that needs to be completed within the district.

The people who are attending the trainings are usually people who own a business in the district and want to learn something new to be more efficient in how they work. The different trainings attract different business as well, such as marketing and social media attracts new businesses and general admin trainings such as the excel features attracted more established businesses.



### Improved Amenity for Locals and Tourists

DigitalSpaces has become more popular for local small businesses who require information, computer stations or the use of the free Wi-Fi. With the latest lockdown fewer tourists are travelling around.

We have observed that there are people who live and work from their caravans or motorhomes, so we created a poster and posted messages to relevant Facebook groups notifying them of the services available here.

The first nine months of operating has been a period of promoting the facility, providing training and observing the usage so we can tailor future offerings and adjust our promotion of the facility accordingly.

### Digital Divide

When looking at the opportunity to bridge the digital divide, we look to also work with communities and non-profit organisations. This has been done by helping local community organisations such as Woodville Districts' Vision (a Community Committee) by providing information and digital knowledge on how to better communicate to their audience and achieve their audience engagement goals. With the size of the towns within our district the people who are involved with the community organisations may also operate SME's, therefore whatever capacity people work with us in, their new skills are transferable.

Tararua District Council has become aware of an unforeseen consequence of the proliferation of afforestation in the district – reduced cell phone connectivity from trees literally getting in the way. This may create an increased need for a connected workspace.

We haven't and cannot measure the number of people within the district that have no, or limited access to the digital world. We do know that people who come in to contact with the DigitalSpaces are increasing their digital literacy and building their confidence. With confidence SME owners will be more efficient using digital platforms within their business and this will overflow into their personal lives and likely benefit their families.

## **Next Steps for the DigitalSpaces**

### **Tararua Country Store**

One of the projects that the Council's economic development team want to research is a Tararua District online store. This will help local businesses showcase and sell their products online without having to set up a website themselves.

### **Young Enterprise Scheme**

The Young Enterprise Scheme is a great way to get high school students thinking about business ideas and entrepreneurship and provides students with the knowledge and power to start a business. DigitalSpaces is supporting this scheme by working with the regional YES co-ordinator, and meeting with schools to provide the information and support to get it off the ground.

### **Supporting businesses involvement with events**

The Woodville Motor Cross is an annual internationally recognised unique motor cross event. The focus of the 2022 event is more local business involvement. The organising committee have asked DigitalSpaces to help with the connection to local businesses as well as helping them develop social media content for the event.

### **For business-by-business entity**

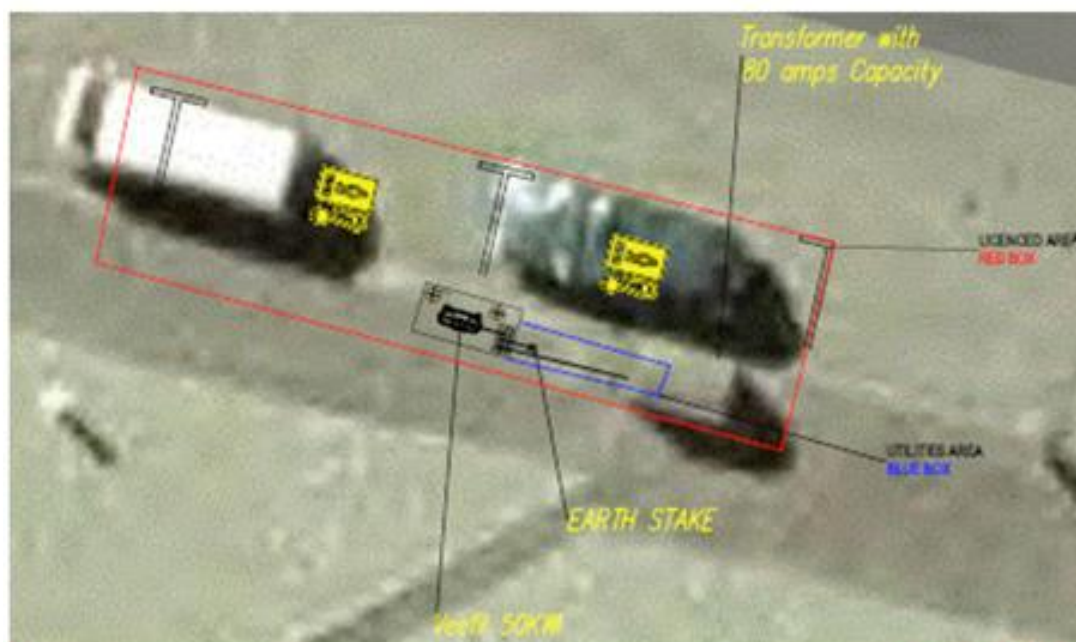
The economic development team at Tararua District Council are investigating a district-wide entity similar to a Chamber of Commerce that would provide support for town-based business groups, holding events such as Business After 5's (BA5s), a woman in business group, a Māori business network, entrepreneur nights with guest speakers/training sessions. This will improve business-to-business interaction. DigitalSpaces can help with the online presence that can provide connections and information for all businesses.

## Strategy and Climate Change

## Eketahuna Electric Vehicle Charging Station

We have reached agreement between Council and ChargeNet NZ on a license to occupy part of Haswell Street, Eketahuna.

ChargeNet NZ has now activated the project and subject to availability of contractors, supply chain and COVID-19.

**SCHEDULE 2 - PLAN**



## Climate Change

The recent UN International Panel on Climate Change (IPCC) The Physical Science Basis Report, August 2021, will feature shortly at the Glasgow COP26 (Conference of the Parties) climate change conference between nations.

What is not well known, or the implications understood is that aerosols, largely sulphur dioxide from coal and industrial processes, is significantly dampening the warming effects of greenhouse gases.

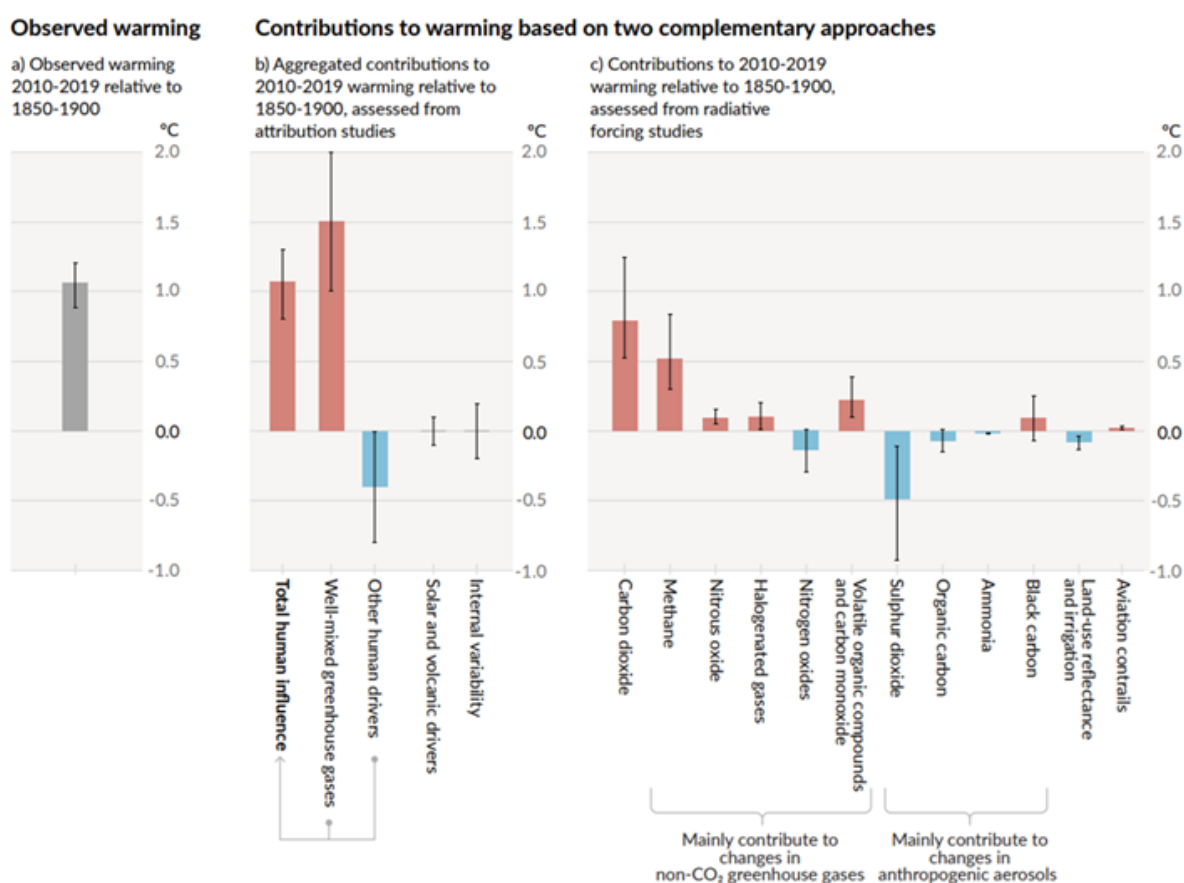
This means any attempt to reduce emissions also heats the planet. Sustainability strategies need to be considered in context of net earth energy gains. It will be interesting whether this is acknowledged at the conference.

## Human Emissions Affecting Temperature

See the graph below from the Physical Science Basis Report Summary for Policymakers IPCC AR6 WGI, Page 8

Red bars show the increase to earth's temperature, blue bars show the decrease in the earth's temperature. The grey bar is the net temperature increase of the extra energy being captured. The black vertical lines are the margin of error in the estimated effects.

### Observed warming is driven by emissions from human activities, with greenhouse gas warming partly masked by aerosol cooling



[https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC\\_AR6\\_WGI\\_SPM.pdf](https://www.ipcc.ch/report/ar6/wg1/downloads/report/IPCC_AR6_WGI_SPM.pdf)



## **Attachments**

Nil.