



Eketāhuna Community Board

Notice of Meeting

A meeting of the Eketāhuna Community Board will be held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on **Monday 11 March 2024** commencing at **10:00am**.

Bryan Nicholson
Chief Executive

Agenda

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

A period of up to 30 minutes shall be set aside for a public forum. Each speaker during the public forum section of a meeting may speak for up to 5 minutes.

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

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

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

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

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

5.	Declarations of Conflicts of Interest in Relation to this Meeting's Items of Business	
6.	Confirmation of Minutes	5
	<i>Recommendation</i>	
	<i>That the minutes of the Eketāhuna Community Board meeting held on 12 February 2024 (as circulated) be confirmed as a true and accurate record of the meeting.</i>	
7.	Tararua District Council Report	
7.1	Tararua District Council Report	11
	<i>Recommendation</i>	
	<i>That the report of the Tararua District Council meeting held 28 February 2024 be received.</i>	
8.	Reports	
8.1	Management Report	17
8.2	Capital Programme Update	59
9.	Reports from Board Representatives Appointed to Organisations and Assigned Responsibilities	
10.	Correspondence	
10.1	Minutes - Eketahuna Our Town Committee	74
	That the minutes of the Eketāhuna Our Town Committee meeting be received.	
13.	Discussion Items	
	Upcoming consultation on draft Long-term Plan	
	Anzac Day preparations	
14.	Chairperson's Remarks	
15.	Items not on the Agenda	

16. Closure



Eketāhuna Community Board

Minutes of a meeting of the Eketāhuna Community Board held in the Eketāhuna War Memorial Hall, corner of Jones Street and State Highway 2, Eketāhuna on Monday 12 February 2024 commencing at 10:00am.

1. Present

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

In Attendance

Mrs A Small	–	Group Manager – Strategy and Community Wellbeing
Mrs A Dunn	–	Manager – Democracy Services
Ms G Nock	-	Strategy and Corporate Planning Manager
Ms F Chase	-	Facilities Manager
Mr N Brewin	-	Internal Communications and Compliance Lead

2. Apologies

There were no apologies.

3. Public Forum - Pauline Wilson

Pauline Wilson addressed the meeting on three matters.

The first matter was the responsibility for maintenance of the lime track and exercise equipment around the rugby grounds. In response it was noted that this was the responsibility of Eketāhuna Our Town Inc, and any concerns needed to be addressed with that body.

She then spoke about the absence from the community of Board Member Carew and noted that she did not believe it was physically possible to undertake the responsibilities of being an elected member while overseas and that other people in the community felt the same way that she did. In response it was noted that this matter was on the agenda for discussion at this meeting.

The final item she spoke about was the visual field available to the security

camera behind the service centre / library, noting that the recycling containers located behind the service centre / library partially obscured the view the camera had of the playground and swimming pool complex. In response the Board asked that officers provide a report to the next meeting of the Eketāhuna Community Board on the possibility of having the security camera better positioned to provide coverage of the playground and swimming pool complex.

4. Notification of Items Not on the Agenda

Nil

5. Declarations of Conflicts of Interest

Board member Carew – Leave of Absence Request

6. Confirmation of Minutes

That the minutes of the Eketāhuna Community Board meeting held on 11 December 2023 (as circulated) be confirmed as a true and accurate record of the meeting.

Chase/Long

Carried

7. Tararua District Council Report

7.1 Tararua District Council report

That the report from the Tararua District Council meetings held 20 December 2023 and 31 January 2024 be received.

Barclay/Long

Carried

8. Reports

8.1 Leave of Absence Request

Having declared a conflict of interest, Board member Carew took no part in the discussion of this item and did not vote.

The Eketāhuna Community Board considered the report of the Manager – Democracy Services dated 18 December 2023 that sought a decision from the Board regarding Board member Carew's request for an extended period of leave of absence without pay.

In general, Board members noted that they were happy to have Board member Carew join the meetings remotely, and noted that while overseas Board member Carew had been keeping connected with all the groups he was active in and was

still active in managing projects in the community.

It was noted that the Board did not have the ability to approve leave without pay, nor to force a by-election, and noted the cost of a by-election to fill any extraordinary vacancy was in the vicinity of \$17,000.

Concern was expressed that during campaigning for the 2022 election information should have been made available to voters of Mr Carew's intention to be overseas during a portion of the triennium to enable voters to make their choices fully aware of that intention.

That the report from the Manager - Democracy Services dated 18 December 2023 concerning the Leave of Absence Request be received.

Barclay/Long

Carried

That the Eketāhuna Community Board decline to grant leave of absence, requiring Mr Carew to either attend Board meetings via audio-visual means should Council be able to make arrangement for equipment to be available for this, or to be absent without leave. This would require an apology to be tendered to each meeting of the Board for consideration by the Board of whether or not to grant leave of absence from each meeting.

Gilmore/Long

Carried

8.2 Updated Code of Conduct for Elected Members

The Eketāhuna Community Board considered the report of Democracy Support Officer dated 1 February 2024 that provided an updated Code of Conduct for adoption.

That the report from the Democracy Support Officer dated 01 February 2024 concerning the Updated Code of Conduct for Elected Members be received.

Chase/Long

Carried

That the Eketāhuna Community Board adopt the updated Code of Conduct for Elected Members, as amended by the Tararua District Council at its meeting held 31 January 2024.

Long/Barclay

Carried

8.3 Eketāhuna Community Board - General Assistance Grants Scheme 2024

The Eketāhuna Community Board considered the report of the Manager – Democracy Services dated 10 January 2024 that sought discussion of advertising the availability of the General Assistance Grants Scheme for 2024 and inviting applications for funding.

It was noted that the Board would assist with communicating the availability of the fund within the community via their networks.

That the report from the Manager - Democracy Services dated 10 January 2024 concerning the Eketāhuna Community Board - General Assistance Grants Scheme 2024 be received.

That the Eketāhuna Community Board advertises the availability of the General Assistance Grants scheme for 2024 and invites applications for funding.

That the closing date for applications be 18 March 2024.

Carew/Chase

Carried

7.4 Management Report

The Eketāhuna Community Board considered the report of Democracy Support Officer dated 26 January 2024 that provided an update to the Board on key activities and items of interest as reported to the meeting of the Infrastructure, Climate Change and Emergency Management Committee held 13 December 2023.

That the report from the Democracy Support Officer dated 26 January 2024 concerning the Management Report be received.

Long/Barclay

Carried

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

Walk the New Highway event – Board member Carew thanked the organisers and volunteers for making the Walk the New Highway Event a great success.

Eketāhuna Our Town update – Board member Carew provided an update on the committee's last meeting, and noted their meetings for 2024 would start during February. It was asked that minutes from meetings of Eketāhuna Our Town be forwarded to the Manager – Democracy Services for inclusion in the Community Board agenda each month.

Waitangi Day commemoration – Board member Chase thanked Her Worship the Mayor, Councillor Gilmore and Chairperson McGhie for attending the Waitangi celebration. She noted that a small event for Matariki was being planned, and next year an event at Waka Park for Te Tiriti.

9. Correspondence

Nil

10. Discussion items

Waiwaka Bridge widening: it was noted that the request for widening of the Waiwaka Bridge, south of Eketāhuna, had been referred to the Road Safety Committee for discussion.

Upgrading pedestrian crossing in Eketāhuna: it was asked that the Council further a request from the Board to Waka Kotahi to upgrade the pedestrian crossing in Eketāhuna. The Board felt a raised crossing would improve the safety for pedestrians, but also new paint, trimming of the plantings and tidying up signs near the crossing would also help.

Safety of bridge in Bridge Street: the Board advised that the approach to the bridge in Bridge Street was unsafe due to the angle at which the road approached the bridge. There was currently no signage to warn motorists of the sharp angle or the need to reduce speed. The Board asked that improving the safety of the approach to this bridge be considered.

RSA member seeking permission to erect additional flagpole at the War Memorial Hall: permission had been sought to erect an additional flagpole to enable the Australian flag to also be flown at Anzac Day commemorations. It was noted that the cost of erecting the flagpole would be met by an RSA member, in memory of his late wife, and that a commemorative plaque would also be installed. However there was an issue with the type of paving surrounding the flagpoles which needed investigation.

That the Eketāhuna Community Board request permission from the Council for a second flagpole to be erected on the grounds at the War Memorial Hall, noting the costs would be met by a member of the RSA.

Long/Chase

Carried

ANZAC Day arrangements: Board member Carew reported on discussions held regarding arrangements for Anzac Day, noting that no hymn would be used in the service this year. The parade would be via the back road, and Chairperson McGhie was organising marshalls. Tens Transport division would lead the service, and noted that they had a new Warrant Officer who would be attending. Once finalised, the programme would be delivered to the Library prior to Anzac Day.

River Resource Use survey: Her Worship the Mayor noted a consultation exercise currently underway and encouraged Board members to submit. She also spoke about the public meeting being held in Eketāhuna on Tuesday 20 February, to provide information about the draft Urban Growth Strategy that was currently out for consultation. She noted that Council members would be attending, and encouraged Board members to also attend.

11. Chairperson's Remarks

Chairperson McGhie spoke about the Waitangi Day Commemorations held at Waka Park.

12. Items not on the Agenda

Nil

There being no further business the Chairperson thanked those present for their attendance and contributions, and declared the meeting closed at 10:59am.

Chairperson



Minutes of a meeting of the Tararua District Council held in the Council Chamber, 26 Gordon Street, Dannevirke on Wednesday 28 February 2024 commencing at 1:00pm.

1. Present

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

In Attendance

Mr B Nicholson	- Chief Executive
Mr R Suppiah	- Group Manager – Corporate and Regulatory
Mrs A Small	- Group Manager – Strategy and Community Wellbeing
Mr H Featonby	- Group Manager – Infrastructure
Mr P Wimsett	- 3-Waters Transition Manager
Mrs S Walshe	- Finance Manager
Mrs B Fowler	- Senior Financial Accountant
Mrs A Dunn	- Manager – Democracy Services

2. Council Prayer

The Mayor opened the meeting with the Council Prayer.

3. Apologies

That the apology for lateness from Cr A K Franklin be approved.

Mayor Collis/Gilmore

Carried

4. Public Forum

There were no requests for public forum.

5. Notification of Items Not on the Agenda

Nil

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

Nil

7. Confirmation of Minutes

That the minutes of the Council meeting held on 31 January 2024 (as circulated) be confirmed as a true and accurate record of the meeting.

Crs Chase/Wards

Carried

8. Community Boards and Community Committees Reports

8.1 Eketahuna Community Board minutes

That the minutes of the Eketāhuna Community Board meeting held 12 February 2024 be received.

Crs Gilmore/Johns

Carried

8.2 Explore Pahiatua Community Committee minutes

That the minutes of the Explore Pahiatua Community Committee meeting held 7 February 2024 be received.

Crs Johns/Gilmore

Carried

8.3 Dannevirke Community Board minutes

That the minutes of the Dannevirke Community Board meeting held 19 February 2024 be received.

Crs Wards/Peeti-Webber

Carried

8.4 Positively Woodville Community Committee minutes

That the minutes of the Positively Woodville Community Committee meeting held 13 February 2024 be received.

Crs Gilmore/Johns

Carried

9. Reports

9.1 Recommendation from Audit and Risk Committee re Adoption of Annual Report 2022-23

The Tararua District Council considered the recommendation from the Audit and Risk Committee's extraordinary meeting held 22 November 2023 seeking

adoption of the draft Annual Report for the year ending 30 June 2023.

The Finance Manager advised that approval from Audit New Zealand had been received this morning to adopt the Annual Report for 2022-23. She tabled a copy of the letter of representation from Audit New Zealand and advised that a copy of this as well as the Audit opinion would be circulated to elected members.

That the Mayor and Chief Executive be delegated the authority to make any minor changes requested by Audit New Zealand and to sign the Statement of Compliance and Responsibility that is contained within the Annual Report for the year ending 30 June 2023; and

That the 2022/23 Annual Report be adopted in accordance with Section 98 of the Local Government Act 2002.

Mayor Collis/Wards

Carried

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

The Tararua District Council considered the report of the Manager – Democracy Services dated 26 January 2024 that provided information on the requests for information received under the Local Government Official Information and Meetings Act 1987 over the preceding two months.

The Manager – Democracy Services highlighted the actions planned towards proactive release and publishing of Local Government Official Information, which would include publishing via Council's website the requests for information received, and the responses provided to those requests. It was noted that any personally identifying information would be redacted from requests and responses in compliance with the requirements of the Privacy Act 2020.

That the report from the Manager - Democracy Services dated 26 January 2024 concerning the Requests for Information under the Local Government Official Information and Meetings Act 1987 be received.

That the Council note the steps being taken towards proactive release and publishing of official information related to requests under the Local Government Official Information and Meetings Act 1987.

Mayor Collis/Gilmore

Carried

10. Correspondence

Nil

11. Portfolio Reports

- 11.1 **Akitio / Pongaroa** – Cr S M Wards spoke about the delivery of equipment to the one of the community hubs that had been established. She advised that she had travelled with members of the Civil Defence and Recovery teams, and spoke about the positive response received from the community, on the actions that took place following Cyclone Gabrielle. She noted that the community hub had been left well equipped to cope with any future events, and noted a generator would be provided in the future.
- 11.2 **Norsewood** – Cr S A Wallace reported on the community meeting held at Norsewood to discuss water supply concerns, noting that the meeting was very informative with good communications. He expressed the feeling that the people that wanted value from that meeting received that, and thanked the team that was in attendance. A commitment to hold a follow up meeting in three months' time was noted by Her Worship the Mayor.
- 11.3 **Cyclone Recovery Stakeholder Group** – Cr K A Sutherland advised that he attended the Cyclone Rooding Recovery Stakeholder Group meeting, noting there was a full team present including a representative from Waka Kotahi. He noted that discussions were positive around funding for cyclone recovery, and for the National Land Transport Programme ahead. He advised that he felt that it was good to have Governance representation at the meeting. He noted that the Queen Street Dannevirke intersection had re-opened ahead of schedule, acknowledged the great work that the Tararua Alliance team were achieving.
- 11.4 **Ngāti Kahungunu Kapa Haka Regionals** – Cr E L Peeti-Webber congratulated Ngāti Kahungunu ki Tāmaki-nui-a-Rua for the outstanding event, noting it was a huge event that brought many people to the area. She said that it was great to see some of Council's staff on stage as well. She commented that it was a great family event that included activities for children, and was very well organised.
- 11.5 **Woodville Horticultural Show** – Cr S M Gilmore congratulated the Woodville Horticultural and Industrial Society for their very well organised event, noting that it was their 140th, and advised that the event was very well supported.
- 11.6 **New Zealand Fire Service** – Cr E L Peeti-Webber spoke about the awards ceremony held to recognise the service of the community's volunteer members of the fire brigade, and her privilege to represent Her Worship the Mayor at the 60th year commemorations of Neville Jacobsen's service. She spoke about the trophy that had been created using floor boards from the old Dannevirke Fire Station. Following the ceremony there were other awards for service presented, and noted the many years of service by members of the volunteer fire brigade.
- 11.7 **Ngāti Kahungunu Kapa Haka Regionals** – Cr N L Chase congratulated Ngāti Kahungunu ki Tāmaki-nui-a-Rua for putting on the event. She noted that 13 teams had competed, which allowed four teams to go through to Te Matatini. She said it was good to see how busy the town was, and spoke about the honour

of having Paramount Chief Pa Ariki from Rarotonga attend the event. She then noted that 40th anniversary of Te Kōhanga Reo o Taniwaka 40th was today.

- 11.8 **Fuel Your Stoke event** – Cr S M Wards spoke about the Fuel Your Stoke event held in Pongaroa, a mutual event between the Rural Support Trust and the Council that was organised through Cyclone recovery funding. She advised the event was held in the Domain at Pongaroa and was very well attended. She thanked everyone involved in organising the event.

Councillor A K Franklin joined the meeting at 1:40pm.

- 11.9 **Meeting with Minister for Rural Communities** – Her Worship the Mayor provided an update on her meeting with Hon Mark Patterson, Minister for Rural Communities. She advised that they discussed the challenges being felt in rural communities, including regulations regarding Earthquake Prone Buildings, impacts of Forestry, limitations of connectivity, as well as the additional costs of traffic management for small towns located on State Highways. She advised that she had signalled to the Reserve Bank that the Tararua District would like its towns to be included in the cash trial. She formally acknowledged the workload upon Councillors, from so many meetings with large agendas of business to get through, and thanked everyone for the time committed to their role.

12. Mayoral Matters

Nil

13. Items not on the Agenda

Nil

14. Public Excluded Items of Business

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

Confirmation of Minutes of Public Excluded Session

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

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

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

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

Mayor Collis/Johns

Carried

The meeting went into public excluded session at 1:44pm, and resumed open session at 1:45pm.

There being no further business the Mayor thanked those present for their attendance and contributions, and declared the meeting closed at 1:45pm.

Mayor



Report

Date : 4 March 2024

To : Chairperson and Board Members
Eketahuna Community Board

From : Allie Dunn
Manager - Democracy Services

Subject : **Management Report**

Item No : **8.1**

1. Recommendation

- 1.1 *That the report from the Manager - Democracy Services dated 01 March 2024 concerning the Management Report be received.*

2. Reason for the Report

- 2.1 This report provides an update to the Board on key activities and items of interest as reported to the meeting of the Strategy, Growth and Planning Committee meeting held 13 February 2024, the Infrastructure, Climate Change and Emergency Management Committee meeting held 21 February 2024, and the Community Development and Wellbeing Committee meeting held 6 March 2024.

3. Background

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

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

4. District Strategy

- 4.1 Following the adoption of the District Strategy in 2023, extensive work is being undertaken to ensure effective implementation of the strategy across Council. The District Strategy proposes an ambitious outlook for the Tararua District for the ensuing 30-year period, therefore aligning all activities engaged in by Council to the strategy will support achievement of the specified goals.
- 4.2 As the District Strategy discusses the importance of measurement of performance and progress, a framework for monitoring and reporting is being developed that will ensure Council can effectively assess activities and performance over time. It is expected that this will support key decision making to be based on gaps in activity as well as success in meeting desired outcomes.
- 4.3 This work is being led by our Strategy and Corporate Planning Manager and is described in further detail in the 'District Strategy alignment to Council activities' report included with the Strategy, Growth and Planning Committee agenda.

5. Draft Urban Growth Strategy

- 5.1 A tremendous amount of work went into the development of the Draft Urban Growth Strategy. Following the adoption for consultation purposes by Council on 20th December 2023, consultation took place with the public from 5 February 2024 until 5 March 2024, seeking feedback on the strategy and the re-zoning recommendations.
- 5.2 The strategy sought to establish clear, effective direction for the management of projected residential, commercial and industrial growth within the Tararua District over the next 30 years and was developed to help Council understand the district's growth requirements, outline the challenges faced with increased housing demand, and provide recommendations for how meet those demands efficiently and effectively.

6. Policy and Bylaw reviews

- 6.1 Work continues on the policy and bylaw review framework to support a systematic review schedule for Council policies and bylaws. The framework has been updated to reflect the new committee dates and any progress with the updating of the respective policies and bylaws set for review. These will be cycled through their respective committees at their scheduled meetings dates.
- 6.2 The Strategy, Growth and Planning Committee has a greater number of bylaws aligned than policies, and as the aligned few policies remain current, there are none that have required review by the committee to date.

6.3 Extensive work has gone into preparing the Alcohol, Cemeteries, Public Places, and Keeping of Animals, Cats, Poultry and Bees bylaws, which were the first tranche to be reviewed by the Strategy, Growth and Planning Committee.

6.4 Consultation with the community on the draft bylaws has been scheduled to take place from early May until early June 2024.

7. Tararua District Reserve Management Plan

7.1 Work is progressing with the draft Omnibus Reserve Management Plan (RMP) being developed for the Tararua District.

7.2 The Plan will be comprehensive and split into two chapters, capturing all the Tararua District Reserves administered by the Council. One chapter will provide general reserve policies and the second chapter will outline specific information and policies on individual reserves agreed upon.

7.3 The draft RMP is expected to be discussed with Council at the March 2024 meeting.

8. Transport

8.1 Management Overview

We have hit the ground running in 2024 with several keys projects and activities starting while continuing to progress with others. Key projects we have started are the 2x Dannevirke roundabout safety improvement/rehabilitations, utilising the school holiday period to minimise disruption to the community. The reseal programme is expected to be completed by the end of March. We continue to make great progress on the Route 52 project and the cyclone recovery. Now with the contractor panel in place to provide extra resource, the team are focused on keeping up the momentum to utilise the cyclone funding as much as practically possible. Maintenance activities continue to be carried out such as the pre-reseal repairs which are nearing completion to keep ahead of the reseal team. Now the pavement maintenance team can focus on the high priority pavement maintenance repairs across the network. The heavy vegetation programme is programmed to begin in February.

8.1.1 There has been a fatality recorded this month on the network and this is being reviewed for any remedial actions that may be required.

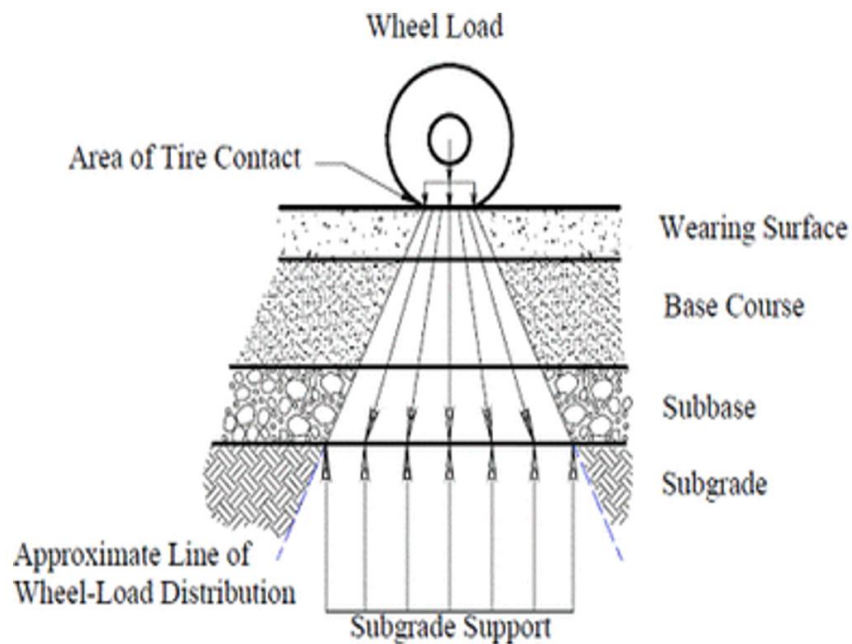
8.1.2 The workshop on the Infrastructure Strategy noted the requirement to focus on “Asset Preservation” and the following slide was discussed regarding the consumption of our pavement assets and included in our report as a discussion point on the changes in traffic on our network.

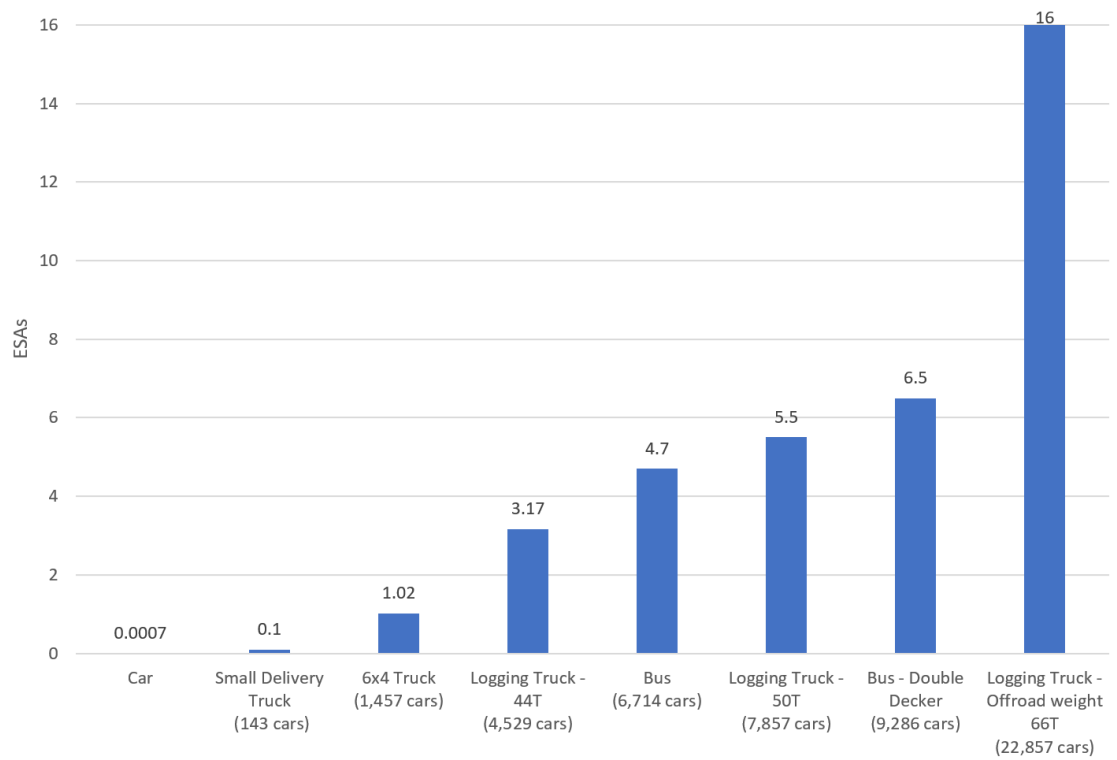
8.1.3 Safety and temporary traffic management has been a focus over the month with the safety of staff and road users an important aspect to be reiterated at the beginning of the year to ensure everyone is refreshed aware of its significance.

- 8.1.4 In conversations in previous meetings usage of the road network has been brought up a couple of times. The following explains the theory behind how roads are 'consumed' more by the heavier vehicles than the light ones.

As a vehicle travels over the road the loading of its weight gets transmitted into the different layers that make up the road. If any of the layers are substandard or have defects such as potholes that allow water in, then damage done by vehicles is exacerbated.

Research has defined a standard vehicle axle load and anything over that causes damage (8.2tons = 1 ESA). An ESA over 1 "consumes" the road structure with anything under 1 causing little to no damage.





Category	23-24 Budget \$	YTD Spend \$	Committed Forecast Spend	Unallocated / Unspent	Commentary
Transport - Maintenance	\$ 8,394,390.99	\$ 5,730,670.30	\$ 2,652,475.39	\$ 11,245.30	On target to spend road maintenance budget. We have reduced unsealed road metalling due to the weather and have forecasted for this to increase as we move into winter. However, unsealed road grading will continue. Road patch repairs such as stabilisation and dig out repairs are the priority in sealed pavement maintenance. 13,100m2 of patch repairs is forecasted over the next 3 months. These m2 quantities can be based on the type of repair that is required.
Transport - Renewals	\$ 7,423,484.04	\$ 1,697,196.84	\$ 5,709,074.73	\$ 17,212.47	The Stairs Street roundabout has been completed. The Queen Street roundabout planned to start on the 7th February with a road closure in place for 4 weeks. Closure on the Queen Street roundabout is longer than Stairs Street due to extra pavement repair work required. The reseal programme started after the Christmas break with 25% of the programme completed in January. Reseal programme forecast completion is end of March.
Transport - R52	\$ 5,093,229.20	\$ 1,497,698.57	\$ 3,582,429.11	\$ 13,101.51	The Route 52 project is on track to achieve its 2023/24 objectives. The project has gained another \$2m to progress additional slope stabilisation works and safety improvements, which will be completed in the early months of the 24/25 FY.
Transport - Recovery	\$ 35,448,089.12	\$ 13,260,226.85	\$ 14,928,898.17	\$ 7,258,964.10	Multiple High Complexity Designs are coming online, which will see acceleration of expenditure in the remaining months of 2023/24 FY. We are starting to discuss with NZTA the possibility of extending the 100% FAR for initial response into the 2024/25 FY.

9. 3-Waters

- 9.1 **Water Management.** Weekly meetings have occurred since December 2023 to review the supply and demand of water in each of the Tararua towns. It is very pleasing that Dannevirke has not had any water restrictions imposed this summer to date and Officers would like to thank the Dannevirke community for using water wisely. Increased demand in both Eketāhuna and Pahiatua have resulted in Level 1 restrictions, Woodville is presently at Level 2 due to increased demand and low river levels reducing available abstraction. Akitio remains on Level 5 restrictions and will do so until the end of the summer.

- 9.2 **Electronic Monitoring.** January saw the contract for the support of all Tararua's electronic plant monitoring systems transferring to Crossman Richards, the tender winner for the SCADA upgrade project. The operations team have been impressed by the level of service provided by the new supplier with an increase in data enabling better decisions to be made in a timelier manner.

Asset Management

- 9.3 The development of a road map to manage inflow and infiltration (I&I) has commenced. A TDC I&I Management – Current Situation Report with recommendations is expected to be delivered this month by AssetLife who have been contracted to support the 3 Waters Team on developing a I&I strategy.

Consents and Compliance

- 9.4 **Eketahuna Wastewater Treatment Site.** The Horizons Regional Council (HRC) Compliance Officer, the Team Leader Consents and Monitoring and local iwi conducted an inspection of the Eketāhuna Wetlands construction site on Tuesday 5th December 2023. This site compliance inspection arose from the Annual Compliance Report (2022 – 2023) which contained several Significant Non-compliances. These were in relation to the earthworks and the construction of the wetlands where a series of consent conditions were not met and HRC was not notified or consulted prior to the commencement of the work which started in January 2023.

A new set of consents was granted on 26 July 2021 for Eketāhuna's wastewater treatment to regulate the upgrade and operation of the wastewater treatment system – including discharges to air, water, land, and earthworks, utilising a series of conditions:

- That an RFP be prepared, and the treatment plant be upgraded.
- The works be completed within 18 months of the commencement of this consent (being January 2023).
- Vertical and surface flow wetland treatment be completed no later than 1 July 2024.
- That pipework be laid to a new discharge point and a discharge structure built.
- That the treatment process includes disinfection (UV) and measurement of the inlet and outlet flows.

The following areas of non-compliance were identified in the 2022/2023 Eketāhuna report:

- The treatment plant upgrade has not been completed within 18 months of the commencement of the consent as specified.

- Earthworks for the wetland treatment began on the 9 January 2023 and paused in May in line with consent requirements. However,
 - Twenty days prior to the earthworks commencing in January - a copy of the design and specifications of all works prepared by a qualified engineer and including an Erosion and Sediment Control plan should have been submitted to Horizons Regional Council - this was not done. In addition, Horizons Regional Council should have been notified in advance of the commencement of works, but this did not occur.
 - The discharge point has not been relocated within the specified timeframe.
 - The 'Recreational Use survey, pond leakage rate investigations and the impacts of Infill and Infiltration (due 2022) have not been completed. All investigations are now underway.
 - Not all sampling for macroinvertebrates and periphyton between January and April could be conducted due to Cyclone Gabrielle and other flood events which prevented samples from being taken at the specific sites with high river levels. Sampling January to April 2024 is currently underway.
 - The wastewater discharge from the Eketāhuna site exceeded Ammoniacal-Nitrogen, total suspended solids, dissolved reactive phosphates (DRP) and E. coli levels. Effluent breaches of this nature could result in prosecution and thus highlights a requirement for treatment prior to wetland discharge. Future treatment at the Eketāhuna site will need to effectively reduce these contaminants.
 - UV disinfection is not installed at Eketāhuna, consequently, E.coli counts are not acceptable.
 - Failure to continuously monitor dissolved oxygen (DO) in the ponds. The cost of implementing DO monitoring at Eketāhuna which is currently without a treatment process - would thus be reduced with facilities in place.
 - Non compliances have not been adequately notified to HRC. This is expected to be more effectively managed by implementation of resource consent and monitoring databases, CS-Vue and Water Outlook.

SCP Report Assessment / Site Visit

- 9.5 A further site visit was conducted on the 30 January 2024 to review the Erosion Sediment Control Plan (ESCP) provided by Tonkin and Taylor and to inspect the remedial works directed by HRC on the 5 December 2023. Further deficiencies were noted during this inspection and as a result HRC in consultation with iwi partners have issued TDC two abatement notices and two infringement notices:

First Abatement Notice, to be served under s322(1)(a) RMA requiring TDC to cease any further unauthorised works Land Disturbance at the Eketāhuna WWTP.

Second Abatement Notice, to be served under s322(1)(b)RMA will require TDC undertake ecological and cultural monitoring of the Makakahi River lead by Ngati Kahungunu Ki Tamaki Nui a Rua and Rangitane O Tamaki Nui-a-Rua; there will be additional conditions to this notice requiring TDC to allow the aforementioned Iwi to undertake cultural and ecological monitoring during the wetland construction and TDC will cover any fair and reasonable costs for this work.

First Infringement Notice, to be served under s9(2) RMA for the illegal use of land.

Second Infringement Notice, to be served under s15(1)(b) RMA for the unauthorised discharge of a contaminant (sediment) where that contaminant may enter water.

HRC advised TDC that any subsequent breach of the abatement notices would constitute further offending under the RMA that would result in further enforcement and potentially an escalation in the level of that enforcement.

10. Solid Waste

10.1 Operational Activities

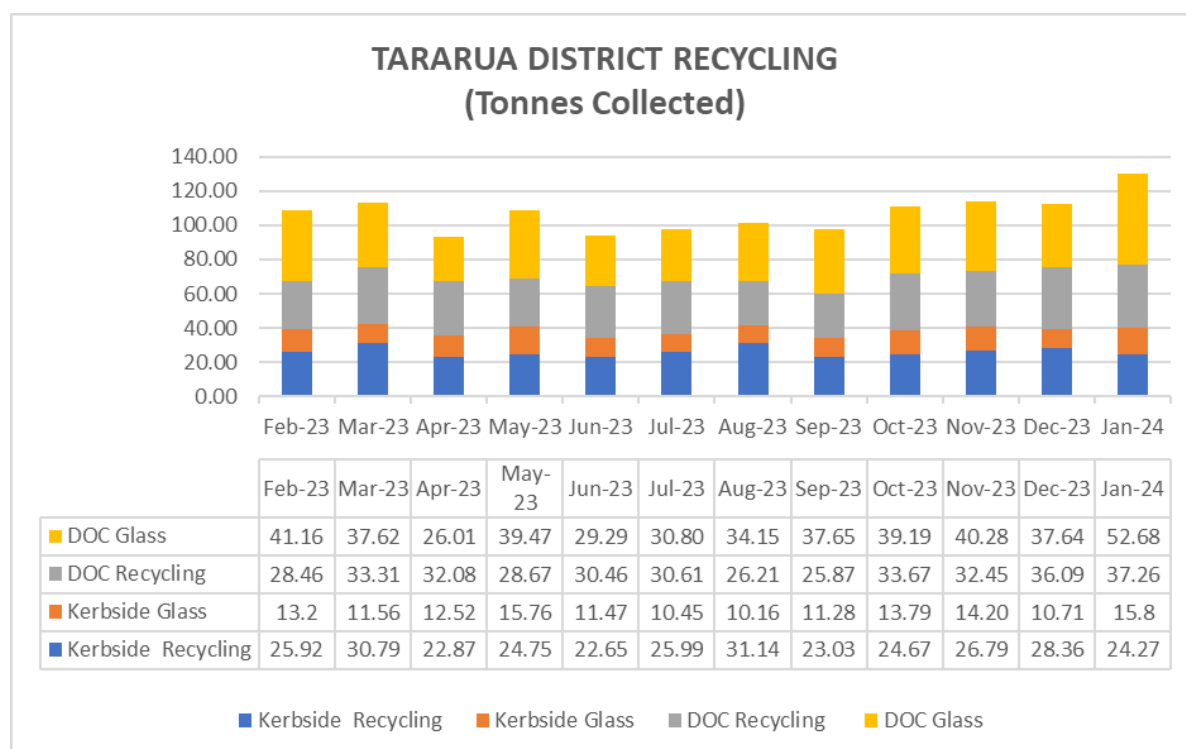
Budget/Activity	
Refuse Transfer Stations (RTS Sites)	<ul style="list-style-type: none"> - Transfer Stations continue to run smoothly, and on our way back to normal from extremely busy Christmas/New Year peak volumes. - Staff actively clearing stockpiles with outgoing loads of Green Waste, E-Waste, Gas Bottles, as well as brush cutting & spraying vegetation at all sites. - Health & Safety – Working with H&S Consultant to write our Traffic Management Plans, Risk Registers and Contractor Inductions. This is a work in progress, estimated completion date end of March. - Pahiatua RTS has had no further break ins since 23rd December, three separate offenders have now been charged. - Eketāhuna & Woodville RTS sites have had no activity during this period. - <u>DECEMBER:</u> Waste diverted from landfill 3,450kg Volume of contaminated recycling 1,580kg - <u>JANUARY:</u> Waste diverted from landfill 4,500kg Volume of contaminated recycling 2,640kg
Recycle Drop-off Centres	<ul style="list-style-type: none"> - Woodville Recycle Centre is proving to be a challenge with

Budget/Activity	
(DOC Sites)	<p>illegal rubbish dumping. Staff have cleaned this site many times over December/January. Installation of new cameras should combat this.</p> <ul style="list-style-type: none"> - All other Recycle centres going well.
Kerbside Recycling Services	<ul style="list-style-type: none"> - Services continue with no reported issues or complaints. - Participation rates in kerbside services have increased, but this is typical over peak periods. - Kerbside Glass collection for January was a record 15.80 Tonne.

10.2 Operational Projects

Project	Status	Estimated Cost	Expected Completion	Comments
Waste Management & Minimisation Plan Review			APR 24	Draft WMMP being presented to adopt then ready for public consultation

10.3 Waste Minimisation



11. Facilities

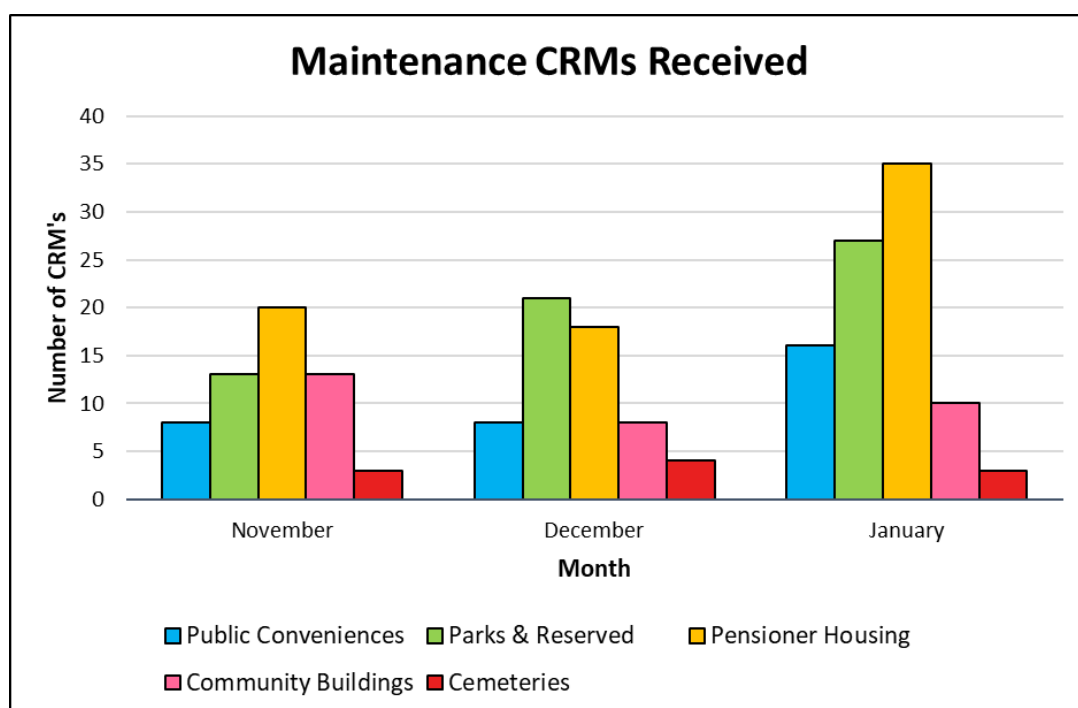
11.1 Parks and Reserves

11.1.1 For the last three months the weather conditions have been ideal for grass growth, causing grass to grow out of control and our contractors are mowing every 10 days in attempts to keep up with this. We are currently working with some of our contractors to provide some plants for gardens around the district. Overall, our parks and reserves are looking better, and we are working closely with our contractors to continue achieving this.

11.2 Maintenance CRMs

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

	Public Conveniences	Parks & Reserved	Pensioner Housing	Community Buildings	Cemeteries	Total
November	8	13	20	13	3	57
December	8	21	18	8	4	59
January	16	27	35	10	3	91



11.2.2 There is an increase in the number of CRMs received for January. The Facilities Team noticed a lot of maintenance complaints due to vandalism to our public conveniences and parks and reserves. Some of this is shown in the photos below. It is also worth noting that often multiple CRMs are received in relation to the same issue which causes the number of CRMs to look higher than the actual number of complaints.

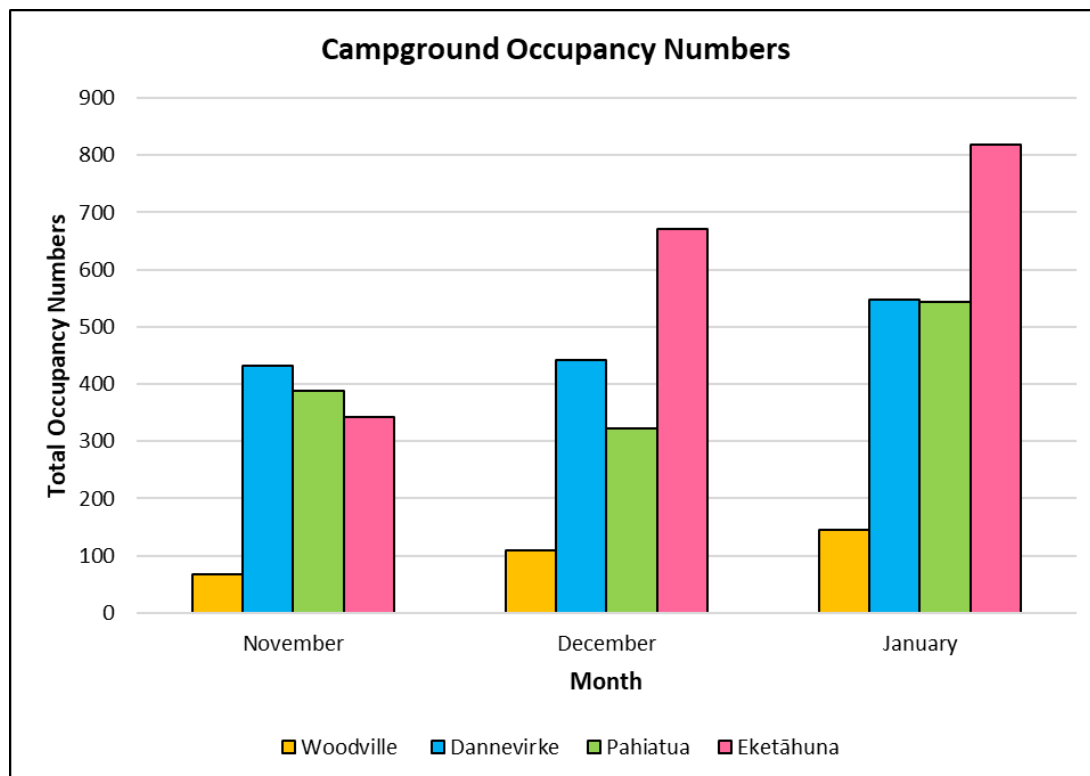
- 11.2.3 The Facilities Team works hard to get these issues remediated as soon as practicable; delays to some repairs are due to supply chain restraints causing delivery of parts delays. 98.3% of customer requests for Public Convenience were responded to within 48 hours.



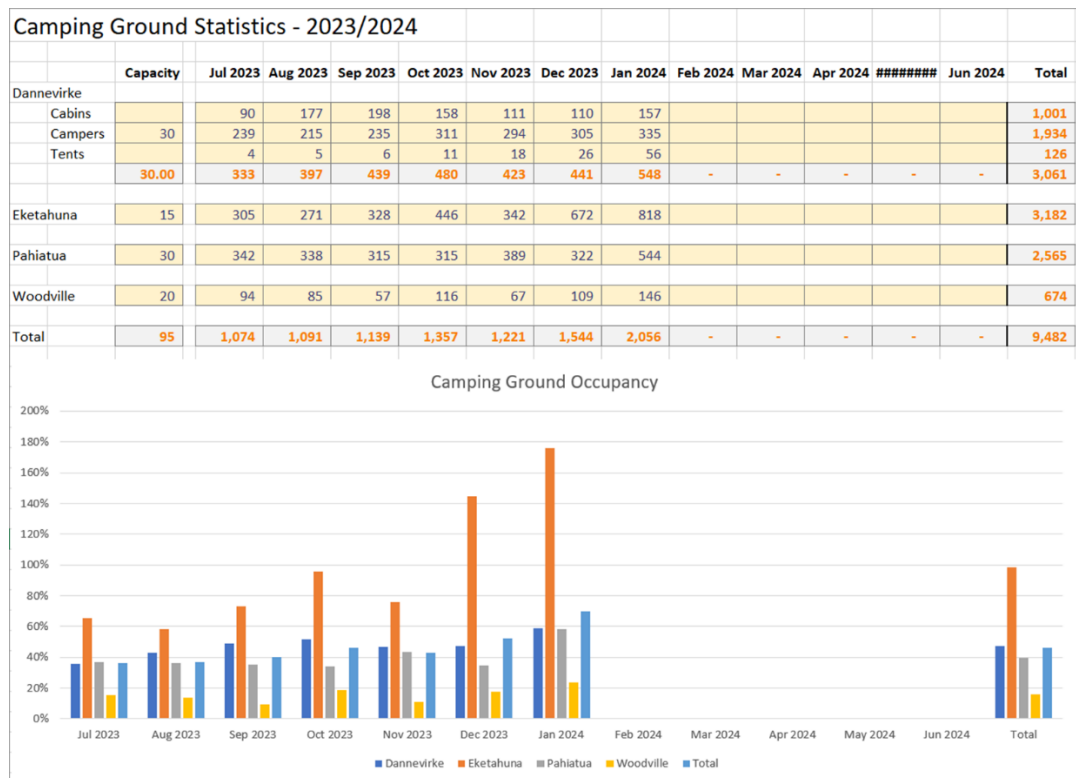
11.3 Campgrounds

- 11.3.1 Below are the occupancy numbers for the campgrounds across the district. These numbers reflect the period since the last report. The Facilities Team receives this information from each Campground Manager. This is a measure of the total number of people that stay in the campgrounds. Each figure equals 1 person for 1 night:

Campground	November	December	January
Eketāhuna	342	672	818



- 11.3.2 There is an increase in the number of stays in January. Campground managers commented that this was a very busy month and believe that Kiwis are choosing to holiday in New Zealand.
- 11.3.3 Eketāhuna Campground set their own fees. For cabins this is currently \$25.00 per adult, children are half price and under 4-year-olds are free. Tents cost \$10.00 and for powered sites 1 person costs \$15.00, 2 people cost \$25.00 and extra adults are \$10.00 each. These charges are per night.
- 11.3.4 The year-to-date campground occupancy numbers are as follows:



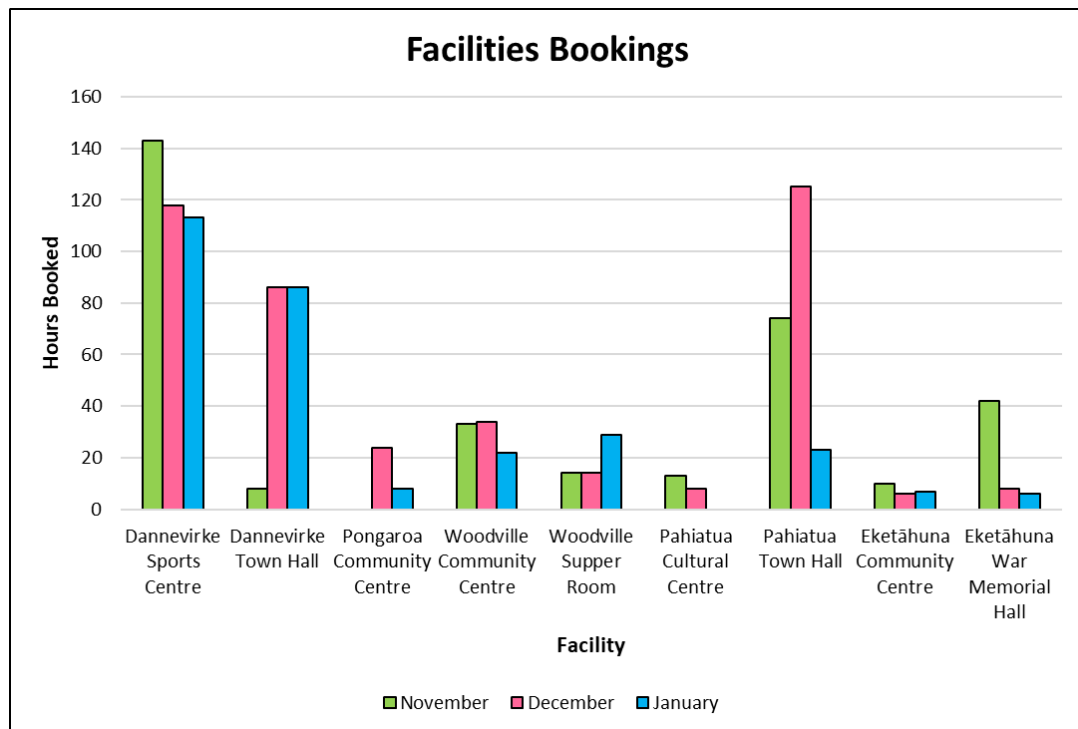
11.4 Playgrounds

- 11.4.1 A member of our staff is now registered as an Operational Inspector of Children's Playgrounds. This has enabled the inspection of playgrounds across the district to occur within Council and has highlighted some areas of concern, such as health and safety. The ability to inspect playgrounds by a member of the Facilities Team has allowed for issues to be identified and fixed efficiently. Playgrounds across the district, especially in Dannevirke, are being continuously vandalised leading to an increased number of repairs and part orders. Eketāhuna skate park is starting to show signs of wear and tear and we are having to start replacing parts as problems arise.

11.5 Community Buildings

- 11.5.1 Below are the total number of community facility bookings and hours:

Facility	November		December		January	
	Bookings	Hours	Bookings	Hours	Bookings	Hours
Eketāhuna Community Centre	3	10	1	6	1	7
Eketāhuna War Memorial Hall	7	42	4	8	4	6



11.6 Public Conveniences and Cleaning Services

11.6.1 PPCS carry out the district's cleaning. In January they reported that all public toilets, offices and libraries across were cleaned as per the daily schedule and issues were remedied. They noted that all halls were cleaned per schedule but recognised room for improvement. PPCS has experienced staff shortages which have impacted on service delivery, and they are in the process of recruiting more members. There were some reports of damage to public conveniences across the district and consumable theft. Routine maintenance event cleans were also carried out. These were scheduled cleans completed the same day after any event in a Community Hall.

11.7 Swimming Pools

11.7.1 On 22 January 2024 the Eketāhuna pool was broken into. This was an hour-long burglary in which petty cash, some hard drives, computer, safety equipment and other miscellaneous items were taken. There was also a lot of damage to the building. The pool was closed until the building was repaired and equipment replaced. The pool was back up and running and re-opened to the public on 29 January 2024.

11.7.2 Below are the total Swimming Pool attendance records:

Swimming Pool	Woodville	Pahiatua	Eketāhuna	Wai Splash, Dannevirke
November		Closed	Closed	3,961

December		Closed	Closed	3,046
January		2047 School Swim 450	611 (Opened 3 Jan)	

11.8 Cemeteries

11.8.1 Cemetery Enquiries Received:

The general nature of Cemetery enquiries is based around requests for information of plot ownership, plaque, and niche sizes for the columbarium walls, what spaces are available in certain areas/berms/walls near to loved ones, and enquiries into who is responsible for certain tasks within the cemeteries i.e., headstone maintenance. Below is the number of cemetery enquiries received:

	Enquiries (CRMs)	Enquiries (Inbox)	Ashes Interments	Burials
November	9	7	5	4
December	8	12	3	4
January	10	14	6	2

11.9 Land

11.9.1 Each parcel of land requires an annual land inspection and a lease fee review. The tender process for each parcel takes over a month to complete. We currently have 25 land parcels with no lease agreements in place.

11.9.2 The current expired leases roll over on a month-by-month basis. These will be the priority for the first half of 2024 to ensure all agreements are on our new Deed of Lease/License templates and out for tender in accordance with the Reserves Act 1977.

11.9.3 Below is a breakdown of the leases/licences:

	Total Number of Council Leases/Licences	Leases/Licences Active	Expired	Advertised	In Progress	Signed off/ Completed for the month
November	88	67	9	0	11	1
December	88	67	9	0	11	1
January	88	68	8	0	11	1

11.10 Pensioner Housing

- 11.10.1 We have upgraded two more pensioner housing units in the last few months due to the passing of one tenant and the flooding of another unit. The Facilities Team sent out Customer Service Satisfaction Surveys in January and the responses so far have been very positive. The results of this survey will be in the next report. Below are some photos of the upgrades:



- 11.10.2 Below is the current waiting list for those eligible for Pensioner Housing:

Town	Total Number of People	Meets Criteria	<i>Out of District</i>	<i>Two Bedroom</i>	<i>Has Pets</i>	<i>Under 65</i>
Eketāhuna	0					

12. Community Development

12.1.1 Eketāhuna Community Development Plan:

Initiate	Develop base	Gather ideas	Set priorities	Prepare draft document	Consult on Draft	Adopt and Present	Share Widely	Deliver Projects	Review and Refresh
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Community Development Staff met with members of the Eketāhuna Community Board, Eketāhuna Our Town Steering Committee, and Elected Portfolio Holders on 27 November 2023 to workshop the first few sections of the base document that will be used to gather ideas from the community.

This workshop included conversation on proposed community priorities, identification of active projects, acknowledgement of recently completed projects and discussion on other projects that might be included in the plan – i.e., projects

that have previously been consulted on and new projects that have been put forward by the community.

Outcomes of the meeting were:

- Representatives of various projects to complete the background information on the projects that are to be included in the plan or put forward for community during the idea gathering phase.
- Community Development Staff to draft the document in preparation for next phase of the development of the plan.

Community Development Staff and Elected Portfolio Holders will be meeting with the Chairperson of the Community Board to ensure that the community is well-supported with the development of the base document and feel confident to progress through to the next phase. i.e., gathering ideas from the community.

12.2 Fundraising Support

12.2.1 Community Fundraising Support – Statistics

Stats to date (1 July 2023 to 20 February 2024)*		
Number of funding appointments to support groups with their fundraising planning / grant applications	63 <i>39 -Dannevirke 20 - Woodville 1 - Norsewood 1 - Ormondville 2 – Pahiatua</i> <i>* Note: No funding appointments were available from 1 December 2023 - 22 January 2024 (due to Christmas/New Year shutdown and staff illness)</i>	
Number of upcoming appointments scheduled for fundraising support	3 <i>Note: A promotion of appointments is scheduled to go out in February</i>	
Number of community applications submitted with council support	9 supported: - 7 Submitted - 2 Drafted	Of the Submitted: 2 Declined 3 Partially Funded (Total \$53,000) 2 Pending
Total \$ amount applied for (does not include drafted applications)	\$211,000	

Number of community applications submitted without council support (following a fundraising training appointment)	<i>New measurement – will be captured through the survey when it launches and receives responses (see next item)</i>
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12.2.2 Community Fundraising Support – Survey

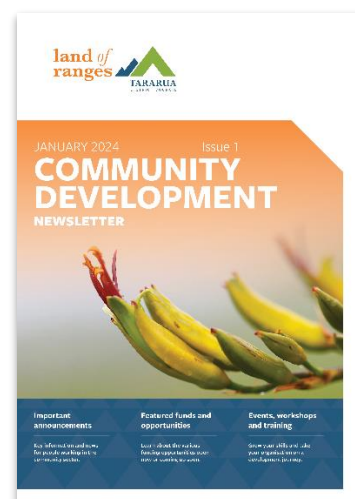
Community development staff have developed a survey for recipients of the fundraising support service. This will measure both the outputs of and satisfaction with the service. Responses will be used for the purpose of improving the service, and for council reporting and decision-making. The survey was sent to those who have had funding appointments in 2023/24 and is beginning to collect responses.

12.2.3 Community Fundraising Support – Newsletter

Community development staff are working on a digital newsletter that will focus on sharing funding and training opportunities to local community organisations and groups.

The newsletter will also share important announcements in the Community Fundraising Sector, as well as highlighting local examples of community change and community empowerment.

The first edition of newsletter is in development and is likely to launch in March 2024.



12.2.4 Council Funding Applications

Project	Amount	Fund	Status
Cyclone Gabrielle Recovery – Alternate Communications (Starlink)	\$8,196.00	Lottery Minister's Discretionary Fund	Granted (June 2023)
Waihi Falls Area Development (replacement toilets)	\$110,000.00	Tourism Infrastructure Fund	Confirmed in Principle (August 2023)
Cyclone Gabrielle Recovery – Social Recovery Event	\$25,000	Lottery Minister's Discretionary Fund	Granted (October 2023)

Project	Amount	Fund	Status
Programme			
DigitalSpaces / Cyclone Gabrielle Recovery – Mobile Community Hub	\$75,000	Lottery Minister’s Discretionary Fund	Granted (October 2023)
Cyclone Gabrielle Recovery – Akitio Cell Tower Back-up Generator	\$44,000	Lottery Minister’s Discretionary Fund	Granted (October 2023)
Cyclone Gabrielle Recovery – Mobile Generators for Community Hubs	\$30,600	Lottery Minister’s Discretionary Fund	Granted (October 2023)
TOTAL 2023/24 FY	\$ 292,796.00		

12.3 Community leadership – 80th Anniversary of Polish Children’s Arrival in Pahiatua

12.3.1 Community development staff have been extended a seat on the organising committee for the 80th Anniversary of the Polish Children’s Arrival in Pahiatua.

12.3.2 The commemorations will span over two days in November 2024, with Masters Hall available for overnight accommodations. There will be many activities, displays and events organised for visiting guests and the local community. Local schools, businesses and community organisations will be invited to participate in this significant event. This event will also seek participation from the NZ Polish Association and the 1st Battalion of the Royal New Zealand Infantry Regiment (RNZIR).

12.3.3 Work is also underway on an upgrade of the Polish Memorial and separately, a special project that is hoped to be unveiled over the two-day commemorations. Community development staff are supporting with these projects as required and where appropriate.

12.3.4 More details will be shared as this continues to develop.

13. Economic Development

13.1 Support for existing business

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



13.2 **Funding for future initiatives**

13.2.1 Lindauer Trail

Revocation discussions – Napier Road: Discussions have commenced with the Waka Kotahi revocation team and TDC Transport Manager around the hand back process of the decommissioned local road of the state highway. These discussions may include the completion of the on-road walking and cycling path to a heartland ride level. More details to follow as conversations progress.

13.2.2 MSD labour funding

Conversations are continuing to take place with MSD Palmerston North office around Cyclone Gabrielle employment funding that has been set aside for the next two years. The fund is a collaborative approach by MSD with Wairarapa and Tararua Districts. IN February a conversation commenced with Tararua Alliance facilitated by the Economic Development team to investigate funding around an inhouse traffic management service to build better in district resilience in this area.

Additional separate conversations have been held with Te Ahu a Turanga: Manawatū Tararua Highway and Tararua Alliance around supporting the Tararua Alliance with their roading contractor discussions while this highly skilled team are within the region.

13.3 **Business Relationships**

13.3.1 Agritourism workshop

Following the very successful 16 November Agritourism event early-stage discussions have commenced around possible collaboration with Destination Wairarapa and the Central Hawkes Bay who have recently rolled out similar engagements with their agriculture communities. Discussions are considering the possibility of improving our Economic Development working relationships with Central Hawkes Bay and the Wairarapa with initial steps being in the agriculture/tourism spaces where residents and visitors pass through our districts to encourage them to stop, stay and spend.

13.3.2 Operational meeting Economic Development counterparts

The latest operational Economic Development leaders meeting was held in mid-December with an enlightening presentation from FoodHQ. Additional meetings with Victoria are being followed up on to take place in 2024 to expand on the new direction of the organisation and possible opportunities for our agricultural community.

13.3.3 Energy Efficiency and Conservation Authority (EECA): Regional Energy Transition Accelerator (RETA) Presentation

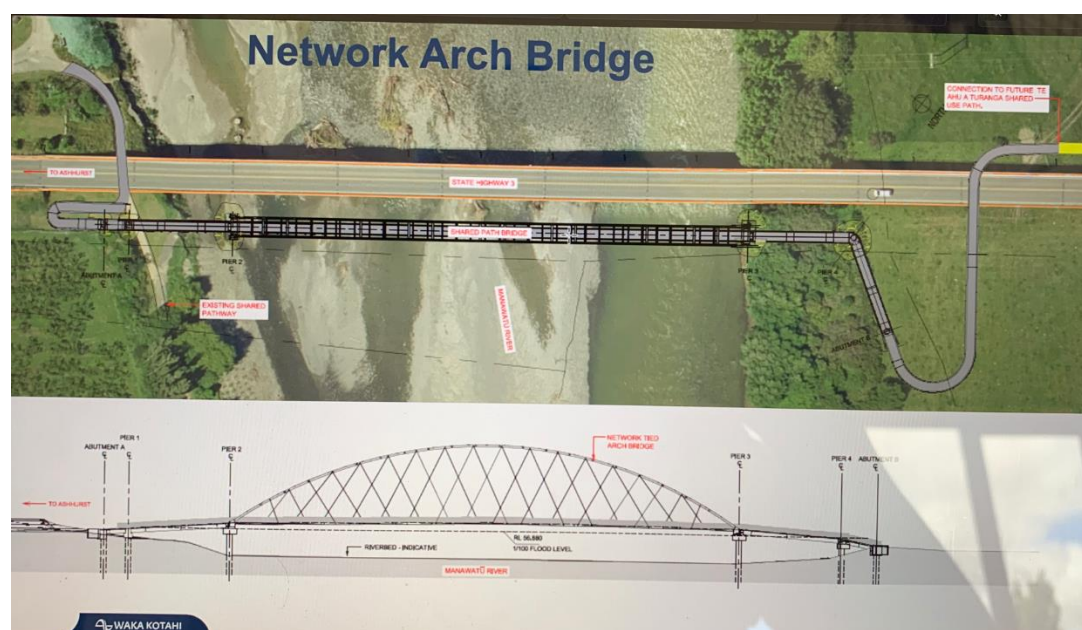
A gathering of Economic Development leads across the Manawatu-Whanganui region was held in early February called by Central Economic Development Agency (CEDA). The teams meeting delivered by EECA shared detail of the Regional Energy Transition Accelerator (RETA) programme. The programme is designed to develop and share an understanding of what is needed to decarbonise process heat. Seven programmes are already underway and EECA's new focus is now on our region. Consideration around attendees of business leaders to attend the first workshop(s) is set to be worked on with logistics around workshop locations to be discussed over the coming months.

13.3.4 Te Ahu a Turanga: Manawatū Tararua Highway: Shared Path Update

An early-stage design sharing meeting was held by Waka Kotahi around the latest thinking for the shared path bridge over the Manawatu River in mid-February. Originally planned to be a clip-on walkway to the original bridge this proposal was not able to progress. Images of the latest hoped-for design were shared at this discussion and an image of this structure is included below.

The latest Waka Kotahi thinking would see the shared path end to end not being completed until the end of 2025 and opening after the main road is commissioned.

Additional questions have been asked of the Waka Kotahi team around walker and river safety when crossing the existing road structure bridge to access the shared path while construction is taking place and answers to these questions are hoped for shortly. Additional sharing of this information to the wider community will be further developed by Waka Kotahi.



13.3.5 Te Āpiti Manawatu Gorge – Discovery Centres

13.3.6 A feasibility study has been completed by a contractor for the Te Āpiti Gorge Governance Group to look at discovery centres east and west ends of the old gorge road. Exact locations and specifications would be looked to be developed in later work programmes should these areas gain momentum. The possibility of the Discovery Centres being discussed as part of LTP processes at Horizons, PNCC and TDC were broached. The preliminary discussions to socialise these areas further will be discussed with the Council Leadership team.

A working group may be developed locally to prioritise projects in the Te Āpiti Masterplan so they can be assessed for further development and external funding opportunities considered.

13.3.7 Business support for Tararua company

In mid-February an approach from a large local business was received which has seen significant erosion to the riverbank that it backs onto. The repair costs of this damage caused by Cyclone Gabrielle have been shared with the Economic Development lead and have been built into consideration documents by the Recovery Manager for discussion with the Minister who visited the district in late February.

14. DigitalSpaces

14.1 Funding Statement

All development areas in this report for Tararua DigitalSpaces are funded through the Ministry for Business, Innovation and Employment's (MBIE) Provincial Growth Fund. This does not include the DigitalSpaces Trailer that is detailed in a separate report and is funded through partnerships with both MBIE and the Department of Internal Affairs.

14.2 Soft Relaunch

Through the latter part of 2023, Tararua DigitalSpaces has been joined by a new staff member Evan Morgan to cover Toni Chapman's secondment to the Recovery team. As part of the first assessments Evan has developed a soft relaunch of the service. In 2024 we have commenced the soft relaunch with:

- A brand update of the strapline to "Tararua DigitalSpaces – Meet Others & Collaborate". This has helped better define the hub's purpose within the district it serves.
- A logo re-brand, incorporating the new name change has been completed.
- Two billboards promoting the service have been designed to reskin two of the sides of the triangle advertising board in the car park next to the isite building. These signs are angled to attract passing workers entering the

district on SH3 from the Saddle Road and parking in the car park to recharge cars and looking for a workspace. As previously mentioned, all development areas for the Tararua DigitalSpaces are funded through the Ministry for Business, Innovation and Employment's (MBIE) Provincial Growth Fund, including the cost of the new signs.



- New marketing material has been developed with first distribution around the Woodville township completed.



14.3 Within the hub work room

- KVM (Keyboard, Video, Mouse) switches have been installed so users can easily access the dual monitors from their personal laptops. Previously, users could only access the monitors when using the DigitalSpaces computers. Anyone with a personal laptop was unable to connect to the screens.
- Desk mounted USB hubs have been installed to assist users with simple connection points.
- An advertising programme on www.sharedspaces.co.nz has commenced with a trial to assess potential for growth.
- Local photography is being installed to add colour to the space and workstations have been designated with names to simplify bookings of workstations when the need arises – i.e. “Te Āpiti Work Station”

14.4 Programme of events

- A 2024 programme of events has commenced with the launch of “An Introduction to Photoshop” lunch and learn online course. Initial registrations are looking very positive for this course. The course will be facilitated by Evan which will further strengthen the connection for attendees to the DigitalSpaces Activator.

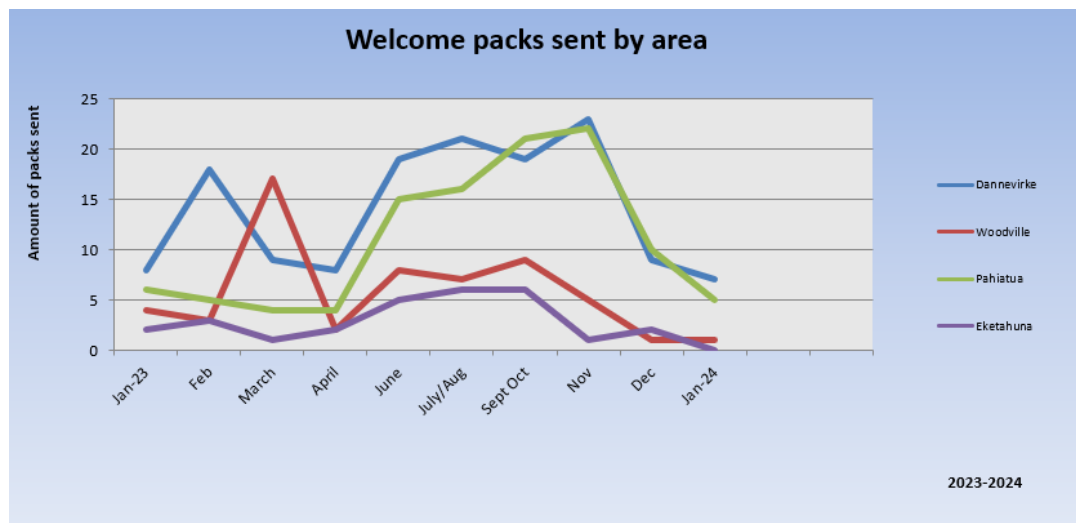
14.5 Looking to the future:

- A survey on what courses and economic development engagement local businesses would like to see for the coming year was released in February. The survey will be collaboratively circulated through the Dannevirke Chamber of Commerce, Pahiatua Business networks and sent to previous attendees of DigitalSpaces courses. It is anticipated that this survey will form one of the back bones of engagement with businesses that engage with the DigitalSpaces trailer in the future. Amendments to the content of the survey may be required to facilitate this use.
- The DigitalSpaces trailer build is progressing, and the activator is developing the design elements of the trailer. A full report on this is enclosed separately in this agenda pack.

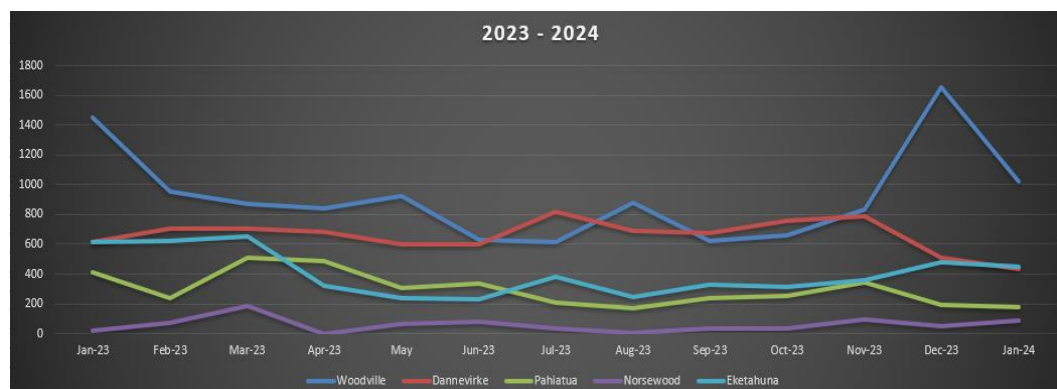
15. Tararua isite Visitor Information Centre (and Information Centres)

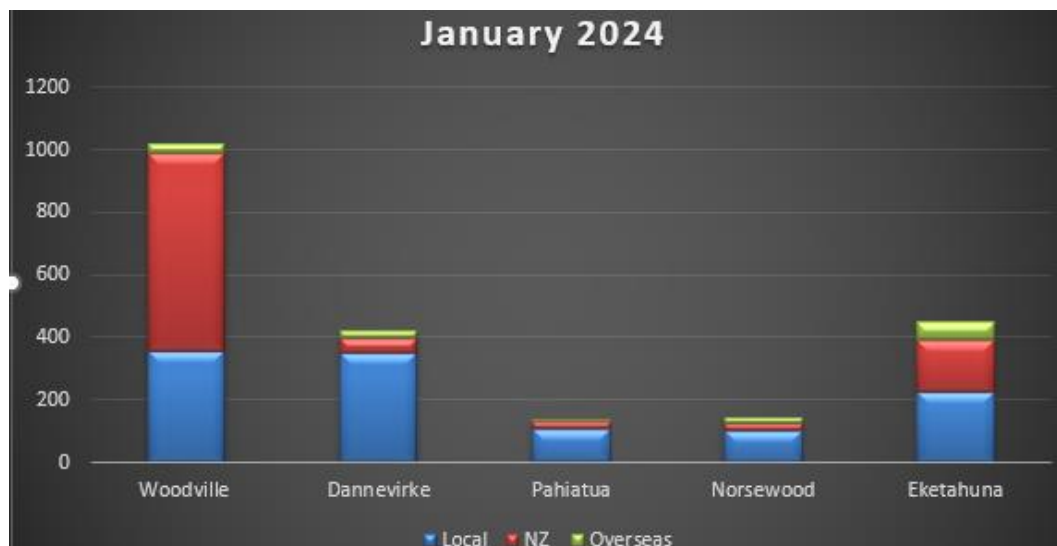
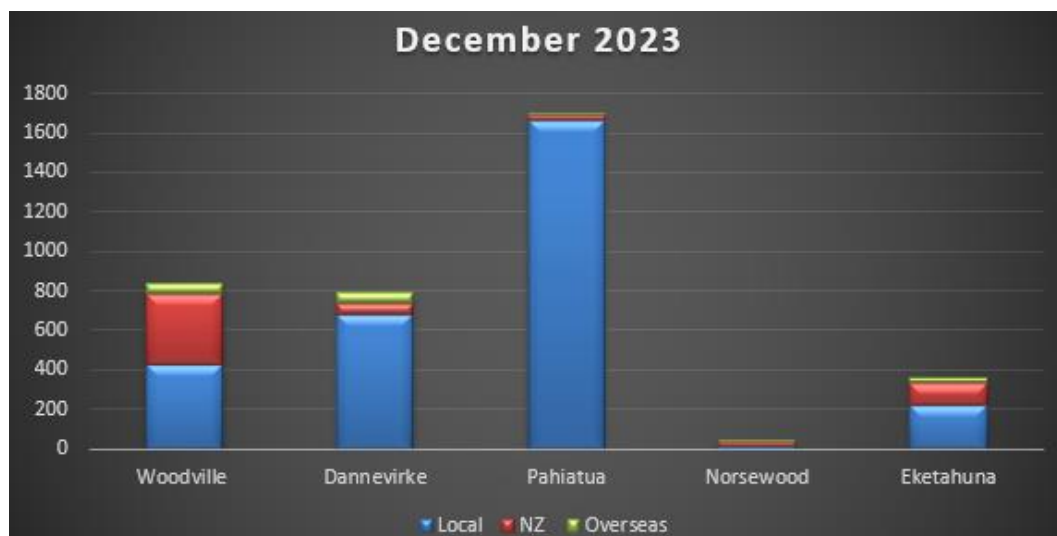
15.1 Welcome Packs

There were 72 Welcome Packs sent out from November 2023 to January 2024, with 14 being purchasers outside the district.



15.2 Tararua i-SITE and Information Centre enquiries





15.3 New Highway Walk

The Highway walk was a huge success, with over 1500 tickets sold and over \$45,000 raised for the Woodville Lions and Woodville School. Tickets were in hot demand and the site was overrun with enquiries.

15.4 Tourism operator evening

A networking evening was hosted by Te Tahua o Rangitāne, there were about 30 in attendance. The venue had been changed from the Dannevirke Holiday Park to Rangitāne Office due to thunderstorms. It was a great opportunity for those present to interact and find out more about each other. There was suggestion of organised tours for operators to explore what the district has to offer, and this will be discussed this year. The next operator evening will be held before winter.

15.5 Creative Communities Expo 2024

A new event is planned for April 2024 in Woodville. This is an opportunity for those who have received grants from Tararua District Creative Community Fund to showcase their project whether it is pottery, drumming, crafts or even performances. This event is also open to the public and will also promote the next funding round that is open during April 2024.

16. Communications

16.1 District Strategy – Thriving Together 2050

The team has been heavily involved in the production of the District Strategy – Thriving Together 2050. The comm's team has designed this document and have written the introduction to it.

16.2 Long Term Plan 2024 - 2034

The team has been assisting with the development of the Long-Term plan by writing and designing the Consultation Document and liaising with other departments within council to obtain information in support of this work. We are also developing the Long-Term Plan Consultation Plan.

16.3 Draft Urban Growth Strategy

Webpage creation and online feedback form has been created in support of the Draft Urban Growth Strategy consultation. A media release was drafted and published in support of the Strategy.

In addition, the team has been busy responding to comments and enquiries about the Draft Urban Growth Strategy on the Council Facebook page.

16.4 Website

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

The Communications Team is now utilising the Pagefreezer website archive platform and can view and use the webpage, as it appeared on any given date since archiving began in November 2023. This is necessary in accordance with our responsibilities within the Public Records Act 2005.

TDC website statistics 15 November 2023 – 15 February 2024. There were 86,963* TDC website visitors. This is an increase from the normal two-month average of around 17,000 visitors.

Top Pages for TDC: Living here/community information and property rates.

Tararua.com website statistics 15 November 2023 – 15 February 2024. There were 40,013* visitors to the Tararua.com website. This is an increase from the normal two-month average of around 8,000 visitors.

Top Pages for Tararua.com: Events and accommodation.

*Note: The rapid rise in visitor numbers on both the TDC and Tararua.com websites can be directly attributed to our Pagefreezer website archive platform which looks in many times per day for archive purposes. Communications are working on a solution to filter out the Pagefreezer IP addresses from the visitor totals.

16.5 Facebook

1 Facebook Live: (Dannevirke Impounded Water Supply) on 29 November – Approx 40 online attendees. 11 reactions, 12 comments and 5 shares.

Pagefreezer social media archive: The comms team are using a Pagefreezer social media archive platform in order to meet our Public Records Act 2005 responsibilities. This allows us to recall any comment, edit, hide or deletion made on our Facebook page.

136 new followers (as compared to 99 new followers reported in the last management report - 15 September to 15 November 2023).

110 new posts (as compared to 125 posts last period but noting we had the Christmas holiday). Created many resulting in significant engagement. Where possible, the team continues to provide answers to comments and questions on Facebook.

44 private message conversations which were all responded to, many resulting in CRM's.

Highest performing post was the Walk the future Te Ahu a Turanga – Manawatū Tararua highway with 132 reactions, 11 comments and 11 shares.

16.6 **Antenno**

Users: 903

Reports: 110 – Top 3 report topics: Roads/footpaths, water supply and Recycling (Dumped Rubbish) – ***Vandalism is also trending regularly***.

Notifications: 67 – Top 3 notification topics: Roadworks, Water Supply (Outage) and road closures.

16.7 **Media Releases, enquiries and mentions**

24 Media Enquiries were responded to by the team including Stuff.nz, Hawkes Bay Today and the Bush Telegraph.

11 Media mentions concerning Council were identified on Brand 24 and BuzzSumo media monitoring platforms – top topic was Dannevirke's fluoridated water (Fluoride Free NZ youtube channel and NZ Herald).

16.8 **Bush Telegraph**

We have produced 8 Bush Telegraph pages over the reporting period.

16.9 **Radio Adverts**

Our Bush Telegraph page is now being produced every fortnight. To cover non-publication weeks we have been utilising radio advertisement of 2 current topics per month which are advertised 40 times each on The Hits, Newstalk ZB and iHeart Radio (radio app with 5,500 subscribers). Using the app we get coverage on major radio stations such as Gold, Breeze, Hits Rock etc.

The 2 radio adverts in February have been Water Conservation and General Waste.

16.10 **Others**

- Created a Dannevirke Stanley Street Sign Boil Water Notice
- Published 8 new staff member Introduction.
- Published 3 Pānui Pulse newsletters.
- Published a 1-year anniversary Cyclone Gabrielle flipbook.
- Updates to 2 forms.
- Created a recycling one pager outlining new recycling changes.
- Created a new Mayors Task Force for Jobs certificate.

17. Regulatory – 1 July 2023 to 31 January 2024

17.1 Staffing

17.1.1 Due to filling a vacancy for a Senior Building Officer, Building Consent Processing is now provided mainly in house, with some consents and inspections processed by contractors.

17.1.2 We have filled a vacancy for an Animal Control Officer bringing the Animal Control team back to full strength with 3 Officers and one administrator.

17.2 Building Services

Building Consents

Table – Applications for Dwellings by Location

Location (Valuation Area)	Total 2019/20	Total 2020/21	Total 2021/22	Total 2022/23	From 1 July 2023
Eketahuna	1	13	1	3	0
Rural	0	7	0	2	0
Urban	1	6	1	1	0

Table – Building Consent and Inspection Statistics

Category	Total 2019/20	Total 2020/21	Total 2021/22	Total 2022/23	From 1 July 2023
No. of Applications Received	401	479	386	351	138
No. of Applications Processed	377	465	357	350	139
% Processed within Time	92.3%	73.5%	76%	93%	95%
Total Value	\$27.8M	\$38.7M	\$42.7M	\$46.5M	\$17M
No. of Inspections Requested	1,137	1,608	1,517	1670	575
No. of Inspections Performed	1,715	2,104	1,784	2,018	823

Table – Applications for Relocated Dwellings by Location

Location (Valuation Area)	From 1 July 2023
Eketahuna	0
<i>Rural</i>	0
<i>Urban</i>	0

Table - Building Packet and Lim Requests

	Total 2019/20	Total 2020/21	Total 2021/22	Total 2022/23	From 1 July 2023
Building Packets	151	295	353	138	128
LIMs	147	158	163	157	165

Earthquake Prone Buildings (EPB)

- 17.2.1 In total, 138 Properties have been sent EPB letters. To date, 26 of those properties are confirmed as not EPBs.
- 17.2.2 All properties identified as potentially earthquake prone, have had letters outlining the timeline for obtaining or providing an existing, engineering report, proving the strength integrity of the building meets minimum standards or better.
- 17.2.3 Priority building owners needed to provide Council an engineer's report by 1 February 2023 and non-priority building owners had until 1 July 2023, unless an extension was sought from council. Extensions can be provided for up to 12 months allowing time to obtain engineer reports. To date, 73 owners have been issued an extension.
- 17.2.4 Those owners who have not contacted council or sought an extension to obtain an engineering report, have had their buildings officially deemed earthquake prone and are required to display a notice issued by Council, in the window.

	Priority Building	Non-Priority	Total
Potentially EPB Letters Sent	103	35	138
Confirmed Not EPB	17	9	26
EPB Notices Issued	71	14	85
Extensions Granted	42	31	73

17.3 Animal Control

Annual Dog Registration

- 17.3.1 The new registration year has begun with invoices having been mailed in June. Out of a total of **6,652** (known) dogs in the Tararua District, **6525** are currently registered. This means **127** dogs are not registered (2%).

Dog Attacks

Table – Reported Dog Attacks by Type and Location from 1 July 2023

Location/Attacks on	Dogs	Poultry	Stock	Cat	People
Rural South Ward			1		
Road or No Property Address	6	2		2	
Urban South Ward	2				2

17.4 Environmental Health and Licensing from 1 July 2023

Food	Task
New Registration	1 new food registration
Food Verifications	18 food verifications - 1 unacceptable outcomes
Registration Amendment	6 amendments
Sight Inspection/Educational visits	17 visits
Health Licences	Task
Hairdresser	1 new registration
Health Complaints, Investigations/Advice	6
Offensive Trade	1 new registration
Nuisance Order Letter	2
Cleansing Order	0
Site Inspection for Health Licenses	27 Health License premises, 21 premises inspected, other 6 were offensive service providers that does not really require inspection. <ul style="list-style-type: none"> - 10 Hairdresser - 3 Barbershops - 5 camping grounds - 6 offensive trades - 3 funeral directors

Alcohol Licences

17.4.1 No licensing applications have required a public hearing. There have been no appeals to the Alcohol Regulatory Licensing Authority.

17.4.2 The following alcohol licensing applications have been received to date:

Table – Alcohol Licensing Applications to date:

Category	2020/21	2021/22	2022/23	From 1 July 2023
New Manager Cert	21	28	57	31
Renewal of Manager Cert	57	30	41	54
Special Licences	56	32	75	46
Temporary Authority	5	1	18	11
On/Off/Club New applications	2	2	12	10
On/Off/Club Renewal applications	26	16	23	18
Total Applications	167	109	226	170

Illicit Dumping

Table – Reported Illicit Dumping by Location

Location	Total 2020/21	Total 2021/22	Total 2022/23	From 1 July 2023
Ind/Com Sth Ward	2	5	13	5
Non Rateable	20	7	20	2
Rural South Ward	1	10	22	13
Road or No Property Address	74	9	15	2
Urban South Ward	5	7	33	10

Other Complaints

	Total 2022/23	From 1 July 2023
Noise	635	272
Abandoned Vehicles	71	54

17.5

District Planning

Resource Consents

Table – Applications for Subdivision by Location

Location (Valuation Area)	Total 2019/20	Total 2021/22	Total 2021/22	Total 2022/23	From 1 July 2023
Eketahuna	7	13	13	22	11
<i>Rural</i>	7	11	10	18	7
<i>Urban</i>	1	2	3	4	4

Table – Resource Consent Statistics

Category	Total 2019/20	Total 2020/21	Total 2021/22	Total 2022/23	From 1 July 2023
No. of Applications Received	101	135	184	191	100
<i>Subdivision</i>	85	121	146	126	67
<i>Land Use</i>	16	14	14	26	20
<i>Other</i>	25	17	24	39	13
No. of Applications Processed	104	154	192	178	43
<i>Subdivision</i>	74	123	158	124	30
<i>Land Use</i>	20	15	7	21	7
<i>Other</i>	10	16	27	33	6
% Processed within Time	92.2%	98.7%	97.5%	100%	100%

18. Library

18.1 Highlights for November and December

- 18.1.1 In November, Libraries Tararua ran its annual satisfaction survey receiving 488 responses. Though this is a 22% drop over the previous survey response efforts were made to encourage participation through targeted emails, hardcopy surveys website links and QR codes, and advertising in the Bush Telegraph . Survey Monkey is being utilised to collate responses and provide statistical analysis of the results, with the report scheduled completion in January.
- 18.1.2 Library staff met with Tararua REAP to explore support for the Chatterbox programme, emphasising the importance of early communication with children.. This aligns with Libraries Tararua commitment to literacy, complementing the 'Born Learning' programme launched last year.
- 18.1.3 Library staff are investigating the potential for a Storywalk in the District. There are successful examples available to view in the Manawatū and Hastings Districts. Storywalks promote outdoor exercise and literacy, merging storytelling with walking tracks.
- 18.1.4 Libraries Tararua participated in the Dannevirke "Christmas in the Park" engaging with parents and caregivers to promote the importance of early literacy. The Pahiatua Community Librarian also promoted the 'Reading together' programme at a local pre-school.
- 18.1.5 We received a resignation from the Customer Services Librarian in Eketāhuna effective from the end of the year. Advertising for the replacement began in the early new year, in the meantime other library staff will be filling the gap to ensure the service remains open for the community.
- 18.1.6 The winners of the annual Children's Book Awards quiz, Woodville School, received their prize at their final school hui for the year.



- 18.1.7 A craft table was available at each branch in the final week before Christmas for the making of decorations. The 'Elf on the Shelf' competition was held once again. Photos of the hilarious antics of Eke Elf were posted to our Facebook page to encourage our visitors to look out for him when they were next in their local branch. We also celebrated Hairy Maclary's 40th birthday.

- 18.1.8 STEAM into Reading – our annual children’s summer reading programme – introduced a new app, Beanstack, to log reading and challenges, promoting continued engagement during the break.
- 18.1.9 All our in-Library programmes resumed in February 2024. In Woodville, the final Little Ears session saw 25 tamariki and their parents/caregivers attend.



18.2 Branches

- 18.2.1 The JP Service Desk at Pahiatua Library proved invaluable, assisting 50 people in two months. Adaptations at Eketāhuna Library addressed health and safety needs. Both Library/Service Centres were busy with rates payments. Pahiatua Library entered the Christmas window decoration competition once again this year.



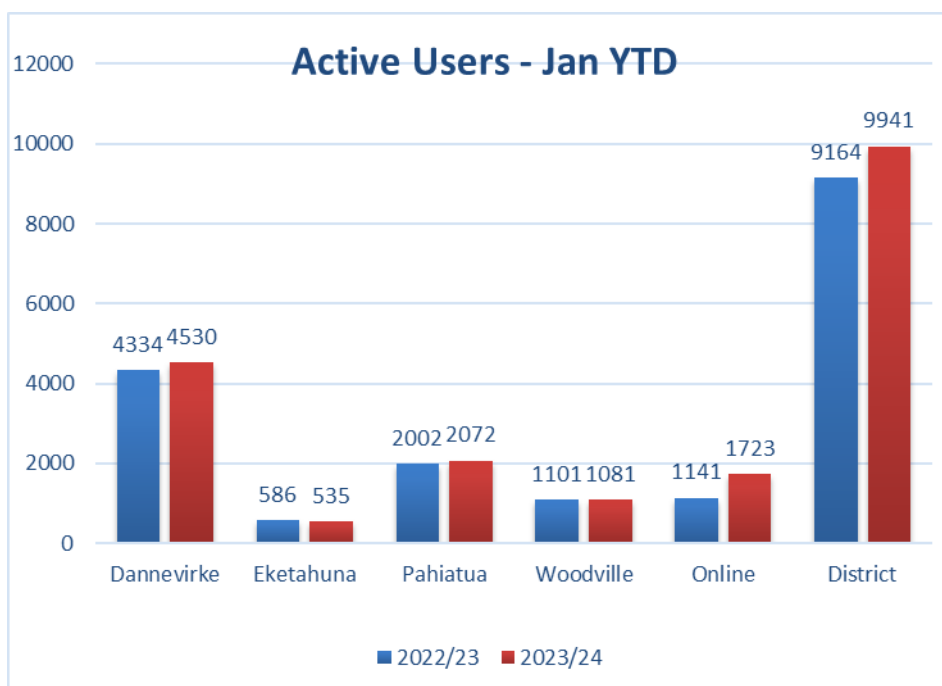
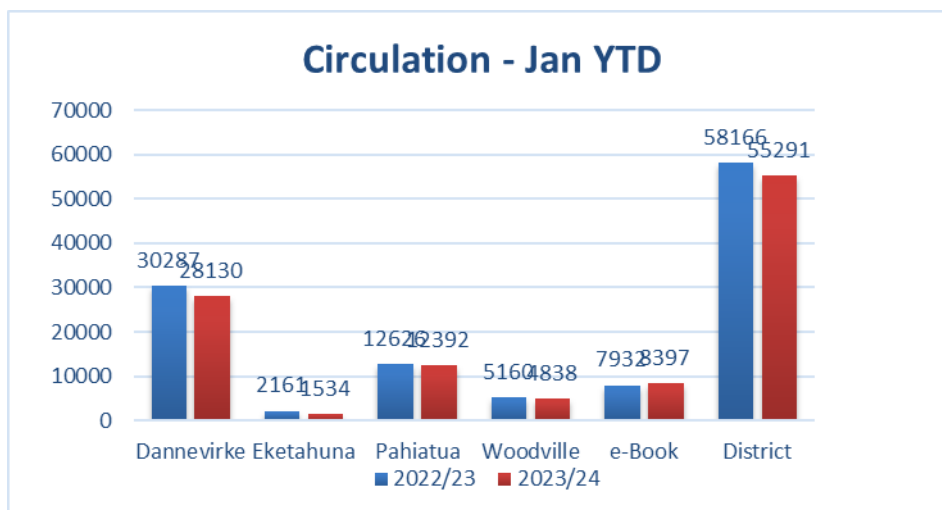
18.3 Planning

- 18.3.1 Next term will see the return of the popular Lego Robotics programme at Dannevirke Library.
- 18.3.2 The Marketing group will meet to plan the 2024 calendar of events including the in-Library programmes we run. This will be sent through to our Communications

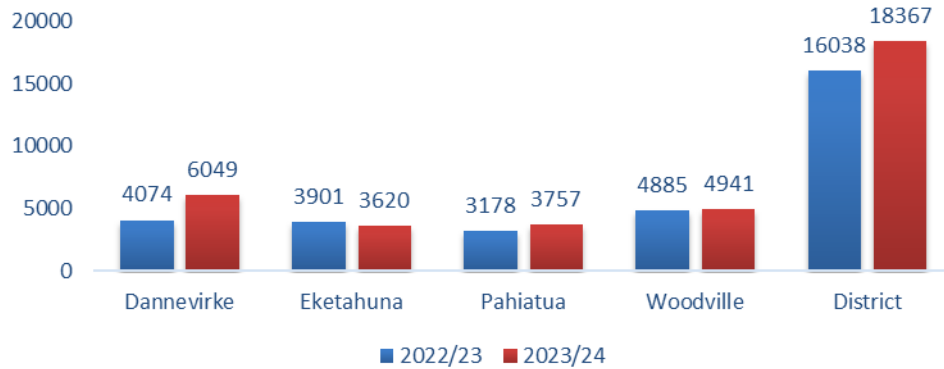
Team so they can plan the Council page and website updates to highlight our events.

18.4 Statistics

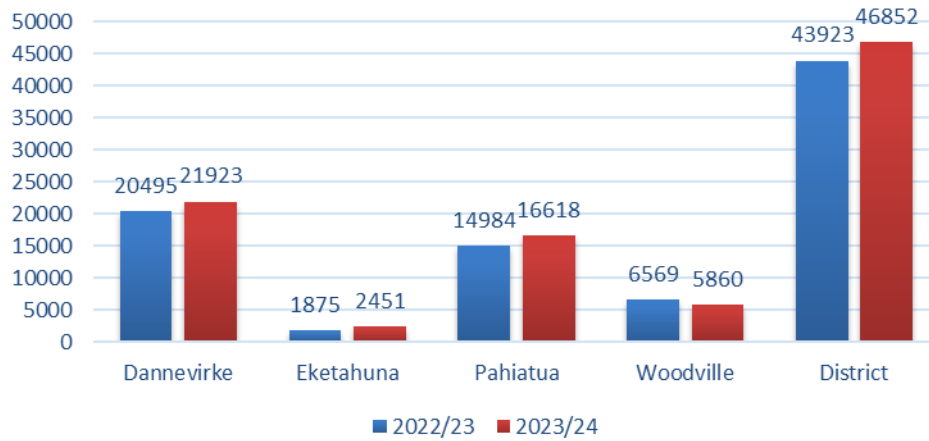
18.4.1 As at 31 Jan 2024



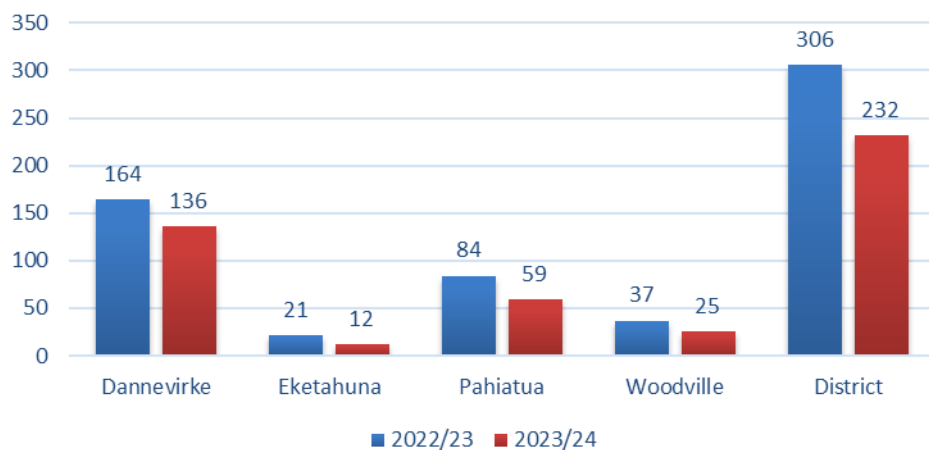
APNK Use (Sessions) - Jan YTD

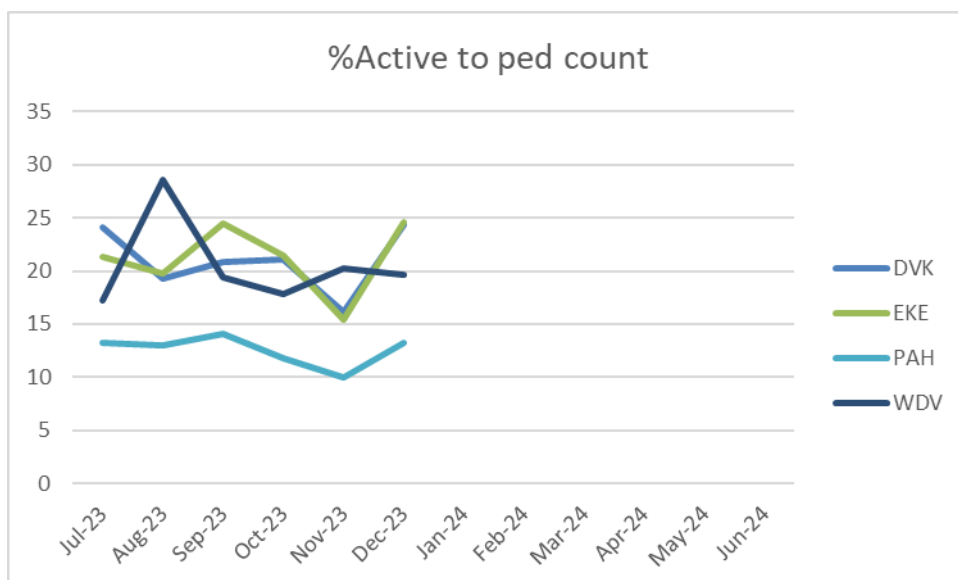
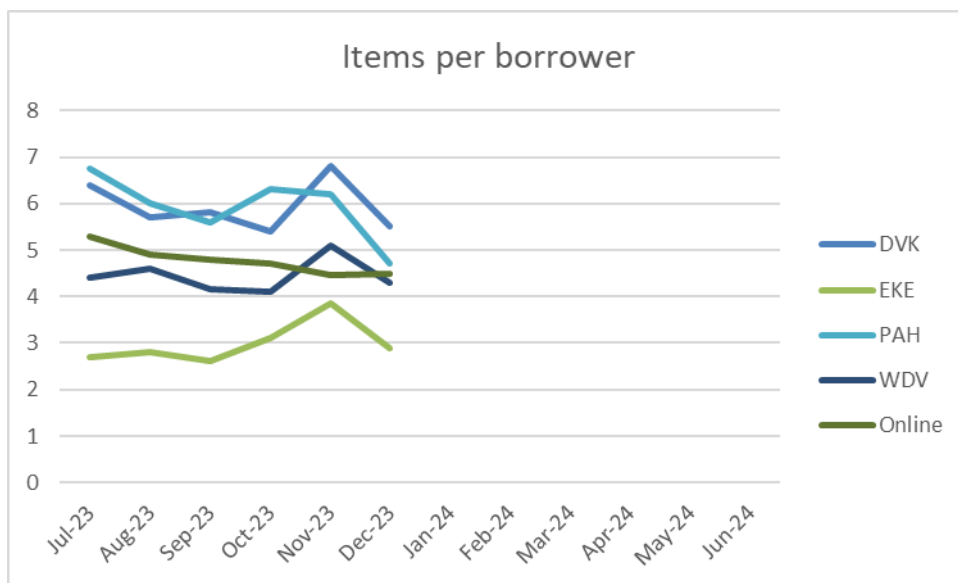


Pedestrians Jan YTD



New Members - Jan YTD





19. Customer Services

19.1 Statistics

November 2023

Total Calls
1667

Average Wait Time (Seconds)
21.08

Abandoned Calls
57

Average Talk Time (Seconds)
119.50

November 2022

Total Calls
2184

Average Wait Time (Seconds)
19.26

Abandoned Calls
72

Average Talk Time (Seconds)
105.65

December 2023

Total Calls 1183	Average Wait Time (Seconds) 14.77	Total Calls 1388	Average Wait Time (Seconds) 14.89
Abandoned Calls 25	Average Talk Time (Seconds) 120.26	Abandoned Calls 20	Average Talk Time (Seconds) 104.83

December 2022**January 2024**

Total Calls 1183	Average Wait Time (Seconds) 14.77	Total Calls 1388	Average Wait Time (Seconds) 14.89
Abandoned Calls 25	Average Talk Time (Seconds) 120.26	Abandoned Calls 20	Average Talk Time (Seconds) 104.83

January 2023**19.2 Customer Request Management (CRM) statistics**

In **November** a total of 743 CRMs were entered into the system compared with 664 in the same month last year. Afterhours received 342 calls, out of which 170 RFS were created. 57 Customers used the Antenno app to report an issue or to provide feedback.

November 2023		November 2022	
Top 5 Categories:		Top 5 Categories:	
Water Leak	44	Water Leak	29
Dog Enquiries – General Enquiry	28	Water Toby Damaged/Leaking/Needs Repair	25
Water Leak – Private Property	27	Dog Enquiries – General Enquiry	24
Dog Complaint – Wandering/Roaming	23	Noise - Bass/Stereo/Radio/Tv – 1st Call	22
Noise - Bass/Stereo/Radio/Tv – 1st Call	22	Pensioner Housing – Minor Maintenance	22

In **December** a total of 622 CRMs were entered into the system compared with 643 in the same month last year. Afterhours received 325 calls, out of which 127 RFS were created. 54 Customers used Antenno app to report an issue or to provide feedback.

December 2023		December 2022	
Top 5 Categories:		Top 5 Categories:	
Water Leak	38	Noise - Bass/Stereo/Radio/Tv – 1st Call	45
Noise - Bass/Stereo/Radio/Tv – 1st Call	26	Water Leak	45
Parks & Reserves Maintenance	21	Noise - Bass/Stereo/Radio/Tv – 2nd Call	35
Rural Surface Damaged, defect	19	Dog Enquiries – General Enquiry	25
Dog Enquiries – General Enquiry	18	Kerbside Recycling Collection	21

In **January** a total of 703 CRMs were entered into the system compared with 790 in the same month last year. Afterhours received 300 calls, out of which 144 RFS were created. 72 Customers used Antenno app to report an issue or to provide feedback.

January 2024		January 2023	
Top 5 Categories:		Top 5 Categories:	
Water Leak	53	Water Leak	51
Pensioner Housing – Minor Maintenance	35	Rural Slip or Washout	33
Kerbside Recycling Collection	29	Noise - Bass/Stereo/Radio/Tv – 1st Call	30
Parks & Reserves Maintenance	27	Water Toby Damaged/Leaking/Needs Repair	29
Water Toby Damaged/Leaking/Needs Repair	24	Dog Complaint – Wandering/Roaming	26

Attachments

Nil.

Report

Date : 6 March 2024

To : Chairperson and Board Members
Eketahuna Community Board

From : Allie Dunn
Manager - Democracy Services

Subject : **Capital Programme Update**

Item No : **8.2**



1. Recommendation









- 1.1 *That the report from the Manager - Democracy Services dated 01 March 2024 concerning the Capital Programme Update be received.*

2. Reason for the Report







- 2.1 This report is to provide an update on the capital programme and key project statuses as reported to the Infrastructure, Climate Change and Emergency Management Committee on 21 February 2024, and the Community Development and Wellbeing Committee on 6 March 2024.

3. Capital Portfolio Report – Infrastructure











4.	Portfolio Health Status	Forecast	General Comment
	 Green		<p>The LTP review is ongoing with projects and programmes forecasting to ensure alignment with our objectives and resources. We have inserted all projects through the prioritisation matrix enabling better oversight, decision making and resource allocation. The portfolio in general is making good progress and is picking up momentum as we address the programmes and projects interdependencies</p>

4. Portfolio Health Status		Forecast	General Comment
			and relation to the LTP.
Schedule	 Amber		The Dannevirke Impounded Supply projects, Route 52 and Wastewater Treatment plants are taking some corrective action and planning in order to progress. The associated projects financial year (FY) budgets has elevated the health status to Amber. However, it should be noted the remainder of the portfolio is in good health.
Budget	 Amber		The budgets continue to be revisited and is a focus for TDC to better forecast large projects and programmes over FYs. In particular with the LTP being considered.
Risk	 Green		Project risks are being mitigated effectively. We are working to capture these risks within all projects focusing primarily on the High Complexity projects.
Resourcing	 Amber		Resource constraints across the portfolio are being reviewed from a portfolio level and considered against the LTP programmes and projects.






Legend

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

5. Capital Portfolio Report – Facilities, Regulatory, District Support, Promotion, Economic Development

6.	Portfolio Health Status	Forecast	General Comment
	 Green		The portfolio of works does contain operational projects as well as capital. This is due to some of our key projects being of an operational nature. Following a review of the portfolio good progress has been made in establishing project momentum and informing the LTP.
Schedule	 Green		Within the portfolio only a minor number of projects have some risk to schedules, primarily across the facilities portfolio, largely due to resourcing both internal and external. Some of the projects in planning require additional time and resources allocated in order to ensure direction and create required momentum.
Budget	 Green		Projects are tracking to their associated budgets and have no significant adjustments identified.
Risk	 Green		Project risks are being mitigated effectively. We are working to capture these risks within all projects focusing primarily on the High Complexity projects.
Resourcing	 Amber		Resource constraints continue to happen across the portfolio. This is being addressed and is forecasted to change by the next committee report.

Legend

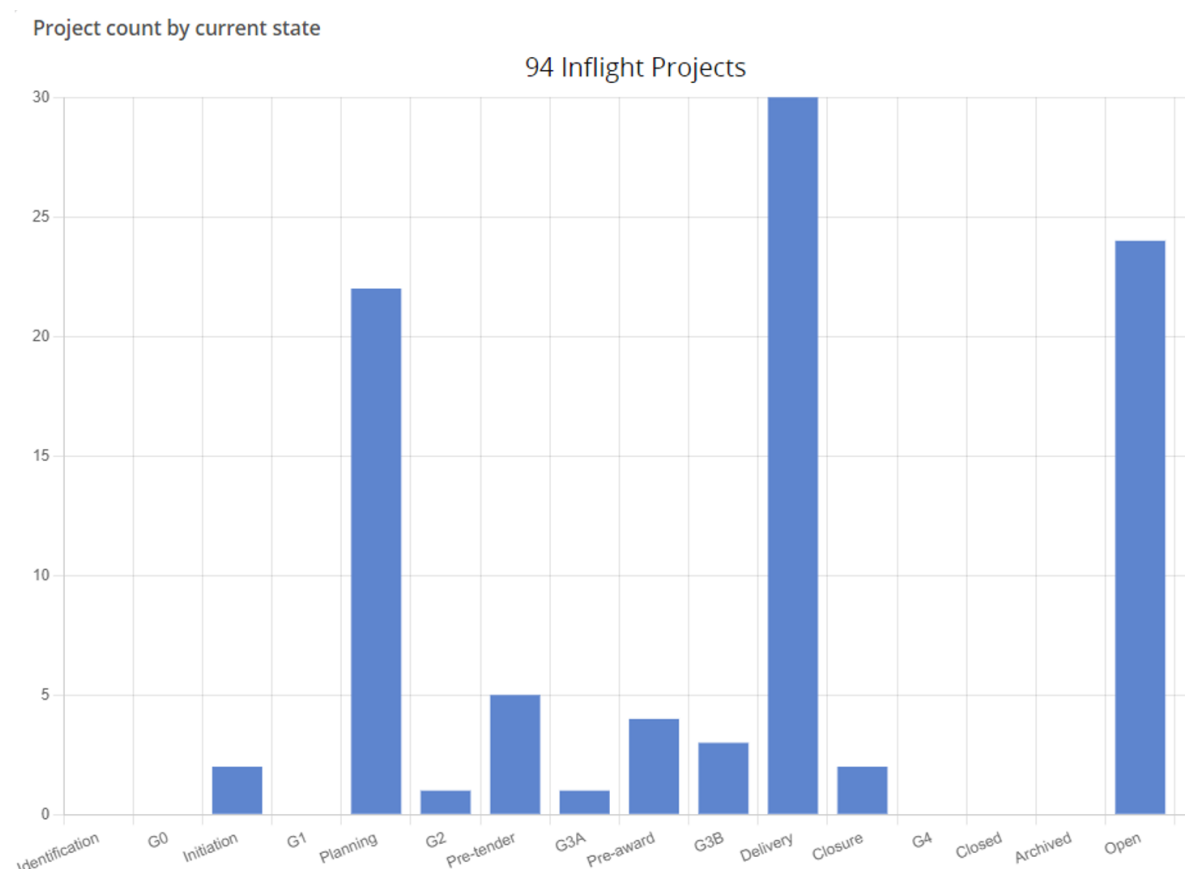
Status					
On track against baseline plan	 Green	Corrective action required	 Amber	Critical state - needs urgent attention	 Red
Forecast					
Green - the forecast for the next period is that this area will remain in a positive status or will improve from current reported state.					
Red - the forecast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



7. Project Count by Current State

Infrastructure

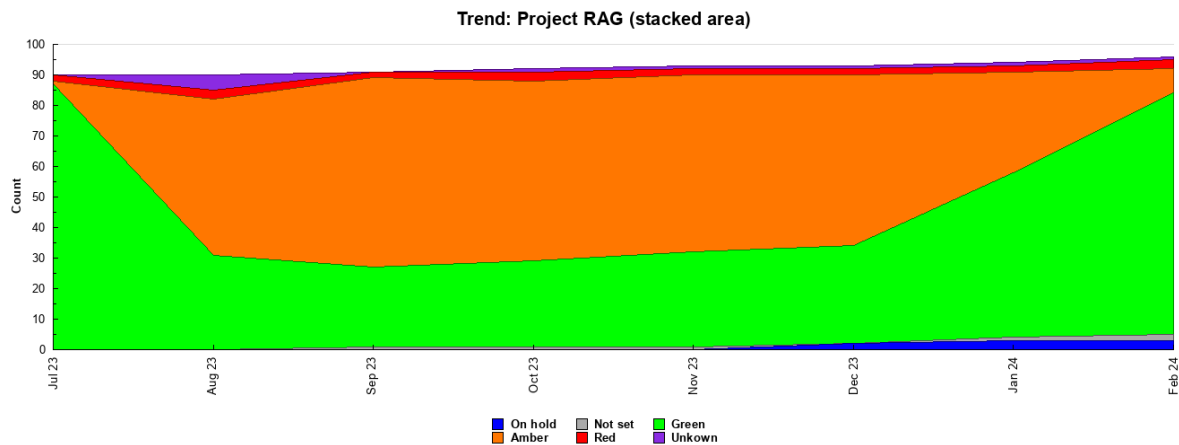
- 7.1 Our project management framework stipulates Gates for approval processes as depicted by G0, G1 etc. The Open section (on the right) is utilised for renewal projects or 'As Required'.



- 7.2 In order to ensure value for money a significant amount of time should be invested in the planning before these projects then move on to procurement. Time should then be afforded to ensure that our contracts are fit for purpose, agreeable and achievable with the resources we have available. It can be seen in the graph above that we are progressing the portfolio through the relevant stages and are ensuring greater oversight and insight of these works to stakeholders.

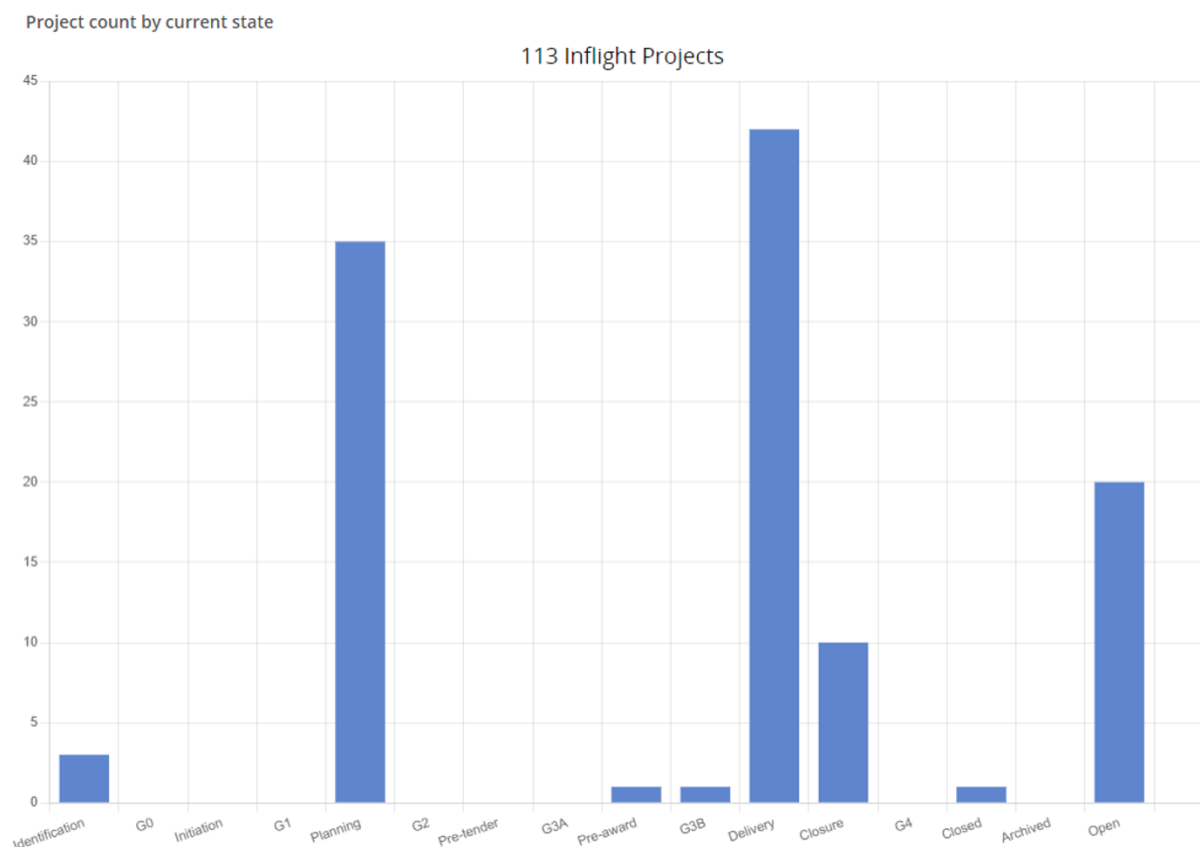
Capital Project status by overall Red, Amber, and Green - Infrastructure

- 7.3 Note the change in projects following the review and carry forward adoption indicates that the portfolio is making positive momentum.



8. Project Count by Current State - Facilities, Regulatory, District Support, Promotion, Economic Development

- 8.1 Our project management framework stipulates Gates for approval processes as depicted by G0, G1 etc. The Open / Closed section (on the right) are currently being utilised for renewal projects.



- 8.2 In order to ensure value for money a significant amount of time should be invested in the planning before these projects then move on to procurement. Time should then be afforded to ensure that our contracts are fit for purpose, agreeable and achievable with the resources we have available. It can be seen in

the graph above that we are progressing the portfolio through the relevant stages and are ensuring greater oversight and insight of these works to all stakeholders.

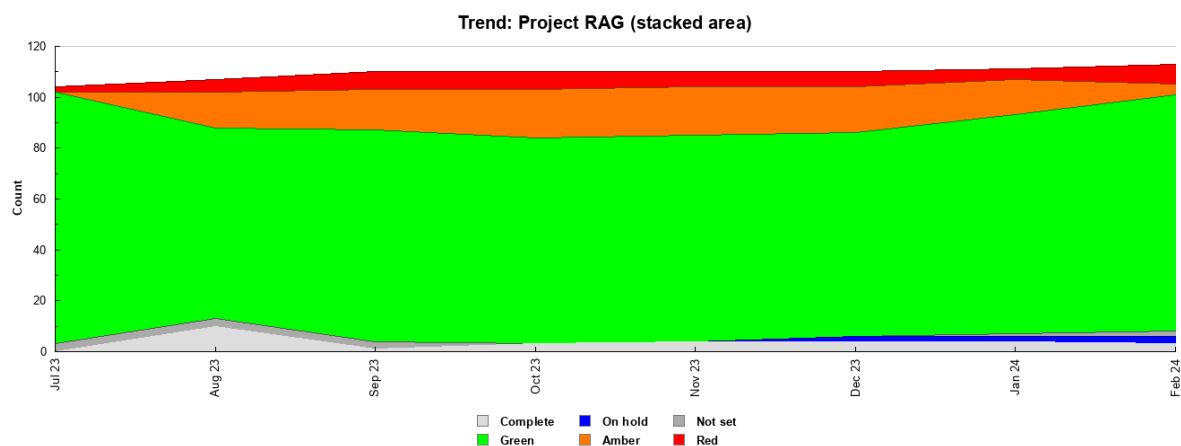
9. Project Updates

OFF TRACK	REVISED BUT ON TRACK	ON TRACK	COMPLETED
Project	Managed by	Comments	Status
Carnegie	Mike Dunn	We are working through a framework to gain the direction required to inform a consent for demolition of a heritage building. At this stage we have a Heritage assessment report being drafted to inform the process.	
Waihi Falls Toilet	Eugene Priest	All pre-conditions in the TIF funding approval letter have been met to enable an agreement. TIF have agreed to fund \$110k of this project with Council contribution now re-forecasted at \$26k - \$66k (subject to scope adjustments). Supplier has received all applicable permits to allow construction of new toilets at Waihi Falls.	
Dannevirke Barraud Street	Jeff Glynn	Following Council discussion regarding work required at Barraud Street Toilets the project was significantly reduced in budget requirement and is being scheduled for minor refurbishment.	
New Pahiatua Pool	Mike Dunn	Meeting with Bush Aquatic Trust to discuss actions and funding requirements. Funding shortfall identified and building consent timeline has been extended once. The building consent expires end of this calendar year and if this eventuates we will need to be reapply in full.	
Existing Pahiatua Pool reseal	Mike Dunn	Work completed - handrails, ladders and holes were patched. The pool is now operational and meets NZ standards.	
Cemeteries extensions	Eugene Priest	Tararua District Council reviewed the layout designs for the Dannevirke and Mangatainoka Cemeteries to provide guidance around their extension through the 2024-2034 Long Term Plan.	
MPI Emergency Hub Fund	Mitchell Guile	Final report being completed. All goods should have been receipted. Electricians and Building work complete. All through Sitesafe approved local contractors. Deliveries and installations should be complete (by 21 February) with maintenance plans signed by hall committees or Civil defence groups. Maintenance plans include a waiver explaining once signed the upkeep, replacement and ongoing costs of any equipment provided is the responsibility of said group. Chainsaw training for 8 x community members	

OFF TRACK	REVISED BUT ON TRACK	ON TRACK	COMPLETED
		has been completed. Inc providing said member with chainsaw and all relevant PPE. First aid training will be joint funded with reap through remaining budget.	
MPI NIWA Fund grant	Mitchell Guile	All approved payments made - 115. 4 did not make the extended deadline and therefore were unable to be paid their allocation. This equated to: \$18,211.18 Total funds distributed = \$981,788.82 We received 1 x enquiry regarding application status to find no record of their application. Overwhelmingly positive feedback. Final report in progress.	
District town signage	Mark Allingham (New)	A hand over of this project has occurred. We have compiled the project documentation to gain better situational awareness, and direction which will enable momentum of this work.	

Capital Project status by overall Red, Amber, and Green - Facilities, Regulatory, District Support, Promotion, Economic Development

9.1 Note the following graph continues to show positive momentum even with the inclusion of the carry forwards.



Attachments

1. SCADA_Telemetry Upgrade - Infrastructure Committee Report January 2024

- 2. [Download](#). Better Off Funding - Building Iwi Capacity February 2024
- 3. [Download](#). Better Off Funding - Digitisation of Council Records February 2024
- 4. [Download](#). Better Off Funding - PARS February 2024
- 5. [Download](#). Better Off Funding - Upgrading of Council owned reserves February 2024
- 6. [Download](#). Better Off Funding - Future Community Urban Design February 2024

Project name

SCADA/Telemetry Upgrade (Phase I)



Report date:	Start date:	Approved end date:	Projected end date:
Jan 2024	Mar 2023	Jun 2024	Jun 2024

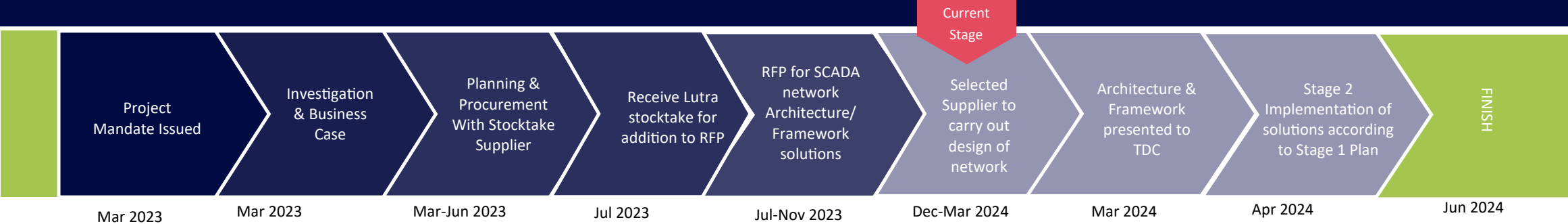
Purpose:	This project has been initiated to align and comply with new requirements for resource consent monitoring for compliance with NZ drinking water standards. This project will pull the different upgrade funding together to develop and rationalise SCADA and Telemetry framework, architecture, software and dashboarding that provides operational visibility across the entire TDC treatment and network systems. Stage 1 is to determine asset and system Stocktake, Framework, Architecture and system implementation to achieve operational visibility across the network.
Project team:	Senior Responsible Officer: Roger Earp Project Manager: Eugene Priest Project Engineer: Tom McAlevey
Key stakeholders:	Horizons, TDC, Public, & Contractors

Project budget											
THOUSANDS	0	8	16	24	32	40	48	56	64	72	80
Actual spend to date:	0										
Planned spend to date:	0										
Projected project budget:											78.5k
Approved project budget:											78.5k

Status update:		
	PREVIOUS STATUS	CURRENT STATUS
Overall:		Agreement has been signed by both parties and Phase I will be complete in this financial year.
Scope:		Pre-determined scope to be followed in Tender process with detailed solution provided by successful respondent.
Time:		No extra extensions to time since previous month.
Budget:		Projects District Telemetry Wastewater, District Water Telemetry and District Water Telemetry Development have been consolidated into one funding line for this project. (\$429,000)
Quality:		Quality laid out in NZ Standards & specifications.
Risks:		Delays in delivery could allow for risk of repeating system failures.
Opportunities:		No opportunities have arisen.
Health & Safety:		No health and safety items to be reported.
Resources:		Appropriate resources are available and workloads are currently sufficient.
Comms:		Due to interest in project we will be doing external and internal communications.

- Next steps:
- Delivery of Phase 1 to start
 - Site visits to commence to gather applicable data
 - 1st Workshop to be conducted

Project timeline:



Building Capacity with Iwi

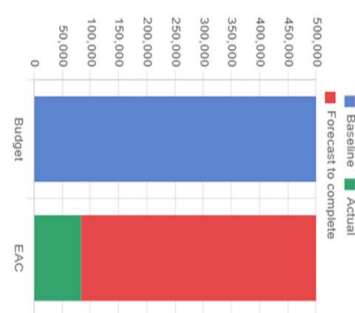
Project Dashboard

Project Manager:	Sue Lawrence
Business Owner:	Bryan Nicholson
Senior Responsible Officer:	Mika Dum
Start Date:	01-07-2023
Estimated Completion Date:	30-09-2025
Description:	<p>We have two Iwi partners in the district - Ngāi Kahungunu i Te Maki-nui-a-Rua and Rangitike o Te Maki-nui-a-Rua. Both Iwi have considerable resourcing constraints that have been exacerbated by Cyclone Gabrielle to support the workloads of not just Council but other government agencies. Both Iwi have decided independent of each other that the best use of this funding is to support funding of resources to assist with their resourcing challenges.</p>

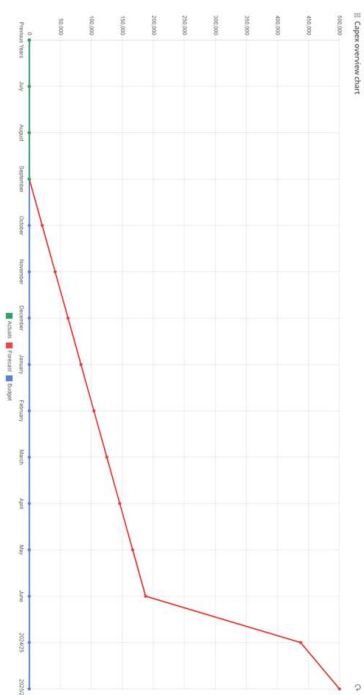
Status Information	Status	Comments
Overall	Green	<p>The agreements are in place with monthly meetings occurring and reporting in place.</p> <p>These meetings assist with relationship development and appreciation of workloads.</p> <p>The following breakdown is the functions that the funding will support:</p> <ul style="list-style-type: none"> • Facilitating and support the ongoing relationship with Taranaki District Council to introduce new and improved systems • Assess and triage all Council Resource Management Act Consents • To build and maintain a strong relationship with Council consenting teams • To support the implementation of an improved consenting and charging processes • Coordinate site visits especially those of cultural significance during consenting processes • Co-ordinate cultural activities associated with consenting • Engage with Council in environmental matters that require Iwi input
Scope	Green	
Time	Green	Agreements are in place and the requirements outlined are being met.
Budget	Green	The budget is fully allocated with 50% of the funding to each Iwi.
Quality	Green	n/a.
Risks	Green	Capacity has been identified as a key risk for this project. This has been reduced with TDC employing a new Project Manager to focus on the Better Off Funding Projects. Rangitike o Te Maki-nui-a-Rua have engaged a new staff member who is learning about the consent process.
Opportunities	Green	Regular meetings enables new opportunities for training and development to be discussed in QIS AC tags.
Health & Safety	Green	No issues.
Resources	Green	As identified in risks, no further issues/opportunities.
Comms	Green	As primarily an operational project this has yet to be confirmed.



Financial Summary



Whole of Life
Total budget:
\$500,000
Estimate at completion:
\$500,000
0%
Under budget



The Digitisation of Council Records and the introduction of E-Services

Project Dashboard

Project Manager:	Sue Lawrence
Business Owner:	Raj Supphak
Senior Responsible Officer:	Nile Dutt
Start Date:	01-07-2023
Estimated Completion Date:	30-06-2027
Description:	The Digitisation of Council Records and the introduction of E-Services

Status Information	Status	Comments
Overall	Green	A Project Management Plan (PMP) for the introduction of e-services is being developed. The other part of the project, the digitisation of Council records, is continuing with a dedicated resource in place.
Scope	Green	Current e-services scope to include: <ul style="list-style-type: none">Publicly accessible digital records (e.g. services)Digitisation of council records into an online archiveCemetery managementCommunity heritage databaseOnline planning applicationsComplaints online (CRM integration)Ideas onlineOnline paymentsBookings of facilities
Time	Green	Estimating the time required for all records to be digitised is challenging with an unknown number of documents within this scope to be scanned.
Budget	Green	Once the PMP is approved a number of Risks relating to the introduction of e-services will be added.
Quality	Green	Quality is being effectively managed.
Risks	Green	Once the PMP is approved a number of Risks relating to the introduction of e-services will be added.
Opportunities	Green	Opportunities may arise once the e-service budget costs are known. This may enable us to include more to the scope e.g. a digital interface for customers.
Health & Safety	Green	No concerns.
Resources	Green	Currently this project is adequately resourced.
Comms	Green	A comms plan is to be drafted concurrently with the PMP.

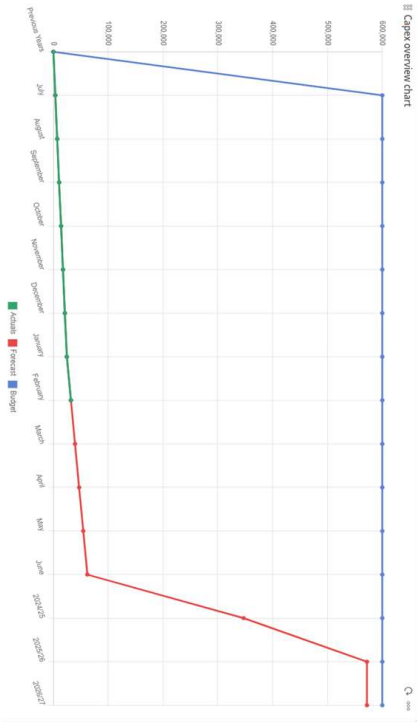
Schedule progress



Financial Summary



Capex overview chart



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

Project Dashboard

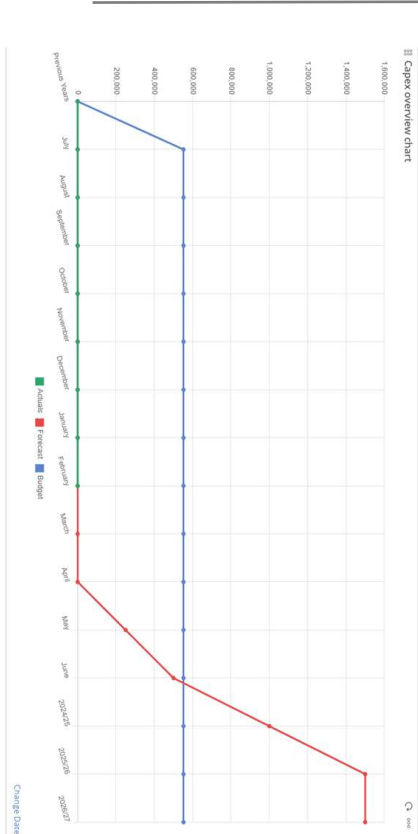
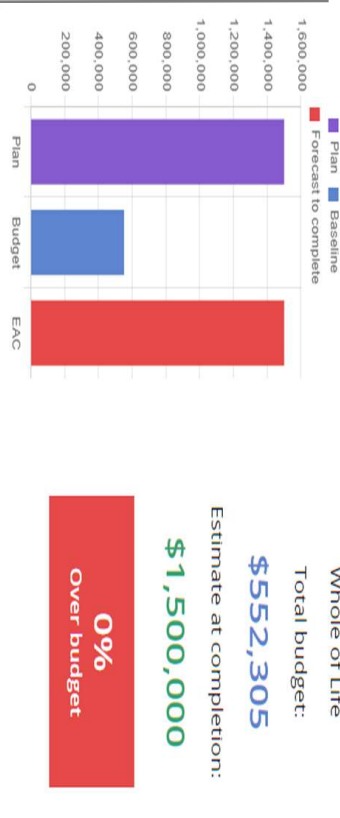
Project Manager	Sue Lawrence
Business Owner	Adrian Small
Project Sponsor	Adrian Small
Project Control Officer	01.07.2023
Start Date	01.07.2023
Estimated Completion Date	30.06.2027
Description:	<p>Tarana District Council's new, Active Recreation and Sports Strategy was adopted in September 2023. The Strategy will provide guidance to Taranaki District Council on the future direction of park, active recreation and sports in the Taranaki district over the next 15-20 years. The Strategy will also provide guidance to Taranaki District Council on the future direction of park, active recreation and sports in the Taranaki district over the next 15-20 years. Council will assess the relative merit or value of projects for financial support at key points in the investment planning cycle starting with the 2024-2024 Long term plan.</p>

Status information		Status	Comments
Overall		Green	<p>The Accounting Council's Pay, Active Recreation and Sports Strategy was adopted in 2016. The strategy sets out the vision and objectives for the Council's pay, active recreation and sports projects. The planning phase of this project needs to be done from now onwards with the works to be delivered in accordance with the strategy.</p> <p>This principles and criteria for investment are outlined in the Strategy will be used to assess the relative merit or value of projects.</p> <p>Projects identified in favour for further development :</p> <ul style="list-style-type: none"> • Investments in main playgrounds • Newer projects • Health and safety support • Comprehensive project support • Specialist project support • Bookishala project support • Village project support • Project support for the school walkways • Investment in Redemptive walkways • Major Project Co-funding investment
Time		Green	<p>All investment of \$500k in the playgrounds has previously been identified, as such to be included in the scope of work's costs and programs, if work to be completed and approved.</p> <p>Once the programme of work for the playgrounds is approved, the \$500k investment budget can be finalised. The remaining projects are to be finalised before the budget can be finalised.</p>
Budget		Green	
Risks		Green	N/A
Quality		Green	
Health & Safety		Green	No opportunities are currently identified
Resources		Green	No issues
Comms		Green	Contractor availability has been identified as a risk. No costs require priority.

Schedule progress

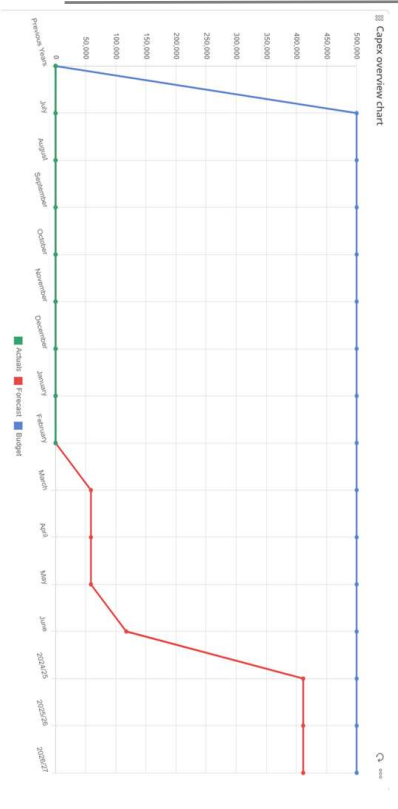
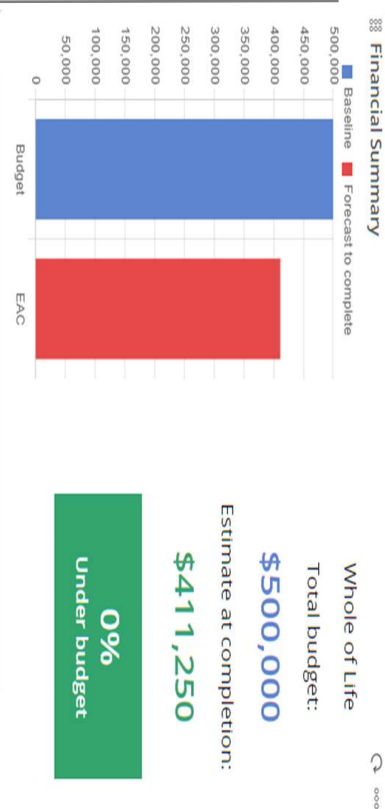


Financial Summary



Upgrade of Council owned Reserves

Project Dashboard	
Project Manager:	Sue Lawrence
Business Owner:	Adelle Small
Senior Responsible Officer:	Mika Dunn
Start Date:	01/07/2023
Estimated Completion Date:	30-06-2027
Description:	The Addington Council's Play, Active Recreation and Sports Strategy was adopted in September 2023. The Strategy will provide guidance to Tararua District Council on the future direction of play, active recreation and sport in the Tararua district over the next 10-30 years. The investment framework will assist with prioritisation of play, active recreation and sport projects. The principles and criteria would be used by Council to assess the merit or value of projects for financial support at key points in the investment planning cycle starting with the 2024-2034 Long Term Plan.
Status Information	Status
Overall	Green
Scope	Green
Time	Green
Budget	Green
Quality	Green
Risks	Green
Opportunities	Green
Health & Safety	Green
Resources	Green
Comms	Green



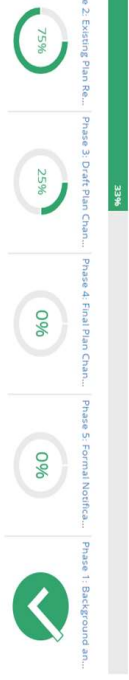
Future Community Urban Design

Project Dashboard

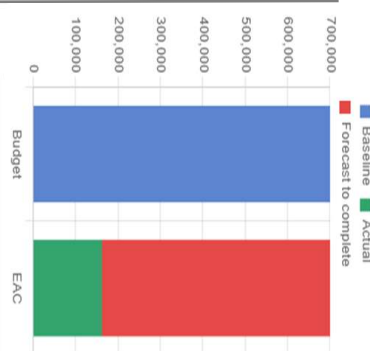
Project Manager:	Aimee Chantley
Business Owner:	Adele Small
Senior Responsible Officer	Sue Lawrence
Start Date:	01-07-2023
Estimated Completion Date:	30-06-2027
Description:	<p>The future community urban design project encompasses the development of 'Developing a Framework for the Future Community Urban Design Project' (Part A) and 'Developing a Framework for the Future Community Urban Design Project' (Part B). The objective of Part A is to develop a growth strategy for Torquay and to inform the District Plan. The objective of Part B is to develop a comprehensive plan that identifies investment opportunities and priorities for the public spaces of our town centre.</p>

Status Information		Status	Comments
Overall	Green		The Draft Urban Growth Strategy was adopted as a draft on 20th December 2021. Over the last month from 5th February - 5th March the draft strategy has been available for public comment, with feedback sessions hosted at each town centre. This has allowed the Council to take in feedback from the public and make changes to the strategy. The strategy will be adopted by Council in April. The recommendations will feed into the District Plan review.
Scope	Green		The scope for the Urban Growth Strategy includes requirements to support the District Plan Review. Moving on from the adoption of the Urban Growth Strategy in 2019, the scope for the strategy has been expanded to include the following: A risk that the overall funding could run on has been mitigated with frequent and regular meetings. The final delivery phase is currently expected to be two months behind the projected period.
Time	Green		
Budget	Green		Actual expenditure of \$162,178 is 23% of total budget, \$700,000.
Quality	Green		Deliverables and timeframes are identified in the contracts.
Risks	Green		Risks relating the development and adoption of the Draft Growth Urban Design have been closed.
Opportunities	Green		
Health & Safety	Green		Expert resources are currently contracted.
Resources	Green		
Comms	Green		Ongoing liaison with Comms team as required.

📅 Schedule progress



Financial Summary



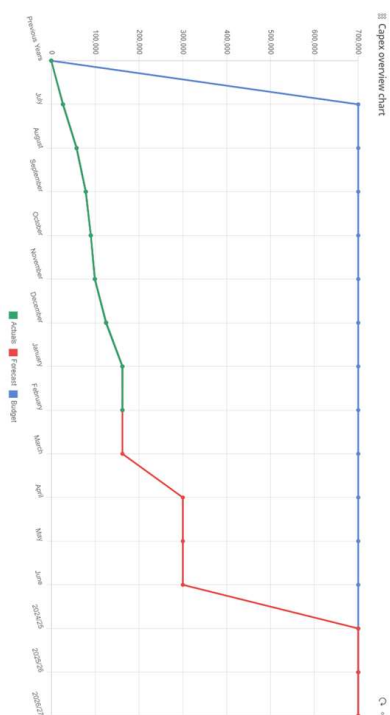
Whole of Life
Total budget:

Budget:

\$700,000

imate at completion:
\$700,000

0%
er budget



**Minutes of the 'Eketahuna Our Town' meeting held at Eketahuna St John's hall,
December 14th, 2023, at 7.00pm**

Present: Colin Fraser-Davies, Margaret Drysdale, Murray Sargison, Jules Burt, Everlyne Chase, Warren Chase, Terry Carew.

Apologies: Margaret Parsons

Conflict of interest declaration: Nil

Correspondence: Inward, Emails from Terry
Outward, Nil

Minutes of previous meeting: Read and confirmed as a true and correct record

Moved: Margaret Drysdale Seconded: Terry Carew

Matters arising: Nil Reports:

Financial report, presented by Murray Sargison

Moved: Murray Sargison Seconded: Everlyne Chase

Eketahuna Information Centre report, presented by Jules Burt

Moved: Jules Burt Seconded: Murray Sargison

Projects report:

Defibrillator: Terry to follow up on this.

Moved: Terry Carew Seconded: Murray Sargison

Town Map: Will start by getting a pad of 50 tear off maps to see how we go. Margaret to dig out info on who it was that gave us quotes for the maps

Moved: Colin Fraser- Davies Seconded: Margaret Drysdale

General Business:

Main Street Flags

Terry sent an email to Adele, colour orange across top and green, would be great to carry on through town, with a simple message, ie Eketahuna, Gateway to the Tararua's
We will still do the art submission competition as previously suggested

CCTV. Phase 3: Additional costing. Peter Winzett feels we need two more CCTV cameras at the water treatment plant to pick up registration plates etc. There is no further funding at this time.

Community Meeting re 10-yr plan:

On Friday 3rd November at Eketahuna War Memorial, Kimberly -TDC, Colin Young -TDC, members of the Eketahuna Community Board and members of Eketahuna Our Town met re the LTP/ 10 yr plan,
They discussed what projects (within the list) would be achievable/possible to undertake next year,
Improving pathways in town, Bridge St, Stanly St to fall from STP to LTP

Community brand, 'Kiwi Country' 80% our brand

It was a great meeting.

Next Community plan needs to be in a good draft form

Everlyne wants to formally apply for the Information Centre Co-Ordinator's position.

Margaret to send a letter to the owner of the old Fred West building beside the library.

'Eketahuna Our Town' New Year 2024

We will aim to raise the visibility of Eketahuna Our Town

People need to be aware that we have a process to follow and go through prior to obtaining funds, rather than having funds sitting in an account

We can send invites to those who seek changes or put ideas forward and encourage them to get involved with the projects they desire.

Terry gave feedback on the **Santa Cruise**, saying how well it all went and what an enjoyable day it was overall.

Everlyne also shared that the **Christmas Carols** evening was really good.

Meeting closed: 7:40 pm

Next Meeting: Thursday February 8th 7pm, at St Johns Hall Eketahuna.

Margaret Drysdale

Secretary

Colin Fraser - Davies

Chairperson