



**RANGITIKEI**  
DISTRICT COUNCIL  
*Making this place home.*

# ORDER PAPER

## TE ROOPUU AHI KAA MEETING

**Date:** Tuesday, 12 December 2023

**Time:** 11.00am-1.30pm

**Venue:** Council Chamber  
Rangitikei District Council  
46 High Street  
Marton

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**Nga mema:** Ms Piki Te Ora Hiroa (Ngāti Whitikaupeka), Mr James Allen (Ngā Wairiki Ki Uta), Mr Chris Shenton (Ngāti Kauae/Tauira), Mr Thomas Curtis (Te Rūnanga o Ngāti Hauti), Ms Marj Heeney (Ngāi Te Ohuake), Ms Kim Savage (Ngāti Parewahawaha), Ms Leanne Hiroti (Ngā Ariki Turakina), Ms Moira Raukawa (Ngāti Tamakopiri), Mr Lequan Meihana (Rātana Pā), Mr Jordan Winiata-Haines (Ngāti Hinemanu/Ngāti Paki), Cr Gill Duncan, HWTM Andy Watson

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<b>Locations:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Marton</u>            Head Office            46 High Street            Marton         </td> <td style="width: 50%; vertical-align: top;"> <u>Bulls</u>            Bulls Information Centre            Te Matapihi            4 Criterion Street            Bulls         </td> </tr> <tr> <td style="vertical-align: top;"> <u>Taihape</u>            Taihape Information Centre            102 Hautapu Street (SH1)            Taihape         </td> <td></td> </tr> </table>	<u>Marton</u> Head Office 46 High Street Marton	<u>Bulls</u> Bulls Information Centre Te Matapihi 4 Criterion Street Bulls	<u>Taihape</u> Taihape Information Centre 102 Hautapu Street (SH1) Taihape	
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**Notice is hereby given that a Te Roopuu Ahi Kaa Meeting of the Rangitīkei District Council will be held in the Council Chamber, Rangitīkei District Council, 46 High Street, Marton on Tuesday, 12 December 2023 at 11.00am-1.30pm.**

## **Order Of Business**

<b>1</b>	<b>Karakia/ Prayer .....</b>	<b>4</b>
<b>2</b>	<b>Apologies .....</b>	<b>4</b>
<b>3</b>	<b>Public Forum .....</b>	<b>4</b>
<b>4</b>	<b>Conflict of Interest Declarations.....</b>	<b>4</b>
<b>5</b>	<b>Confirmation of Order of Business .....</b>	<b>4</b>
<b>6</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
	6.1 Confirmation of Minutes .....	5
<b>7</b>	<b>Follow-up Action Items from Previous Meetings .....</b>	<b>13</b>
	7.1 Follow-up Action Items from Te Roopuu Ahi Kaa Meetings .....	13
<b>8</b>	<b>Reports for Decision .....</b>	<b>15</b>
	8.1 Appointment of Chair and Deputy Chair of Te Roopuu Ahi Kaa .....	15
	8.2 Draft Terms of Reference for the Komiti.....	16
	8.3 Draft Significance & Engagement Policy, Incorporating Maori Capacity to Contribute to Decision-making .....	19
	8.4 Mayor's Report - November 2023.....	28
	8.5 Project Management Office Report - November 2023.....	40
<b>9</b>	<b>Reports for Information.....</b>	<b>79</b>
	9.1 Kaitakawaenga Maori Liaison Report December 2023 .....	79
	9.2 Draft- Rangitikei District Council Climate Change Strategy .....	81
<b>10</b>	<b>Discussion Items.....</b>	<b>94</b>
	10.1 Three Waters .....	94
	10.2 Climate Change Action Committee .....	95
<b>11</b>	<b>Meeting Closed. ....</b>	<b>96</b>

## AGENDA

### 1 Karakia/ Prayer

### 2 Apologies

### 3 Public Forum

### 4 Conflict of Interest Declarations

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

### 5 Confirmation of Order of Business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, [enter item number](#) be dealt as a late item at this meeting.

## 6 Confirmation of Minutes

### 6.1 Confirmation of Minutes

**Author:** Kezia Spence, Governance Advisor

#### 1. Reason for Report

1.1 The minutes from **Te Roopuu Ahi Kaa Meeting held on 08 August 2023** are attached.

#### Attachments

1. **Te Roopuu Ahi Kaa Meeting – 08 August 2023**

#### Recommendation

That the minutes of Te Roopuu Ahi Kaa Meeting held on 08 August 2023 [**as amended/without amendment**] be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

# MINUTES

## UNCONFIRMED: TE ROOPUU AHI KAA MEETING

**Date:** Tuesday, 8 August 2023  
**Time:** 11.00-1.30pm  
**Venue:** Council Chamber  
Rangitikei District Council  
46 High Street  
Marton

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**Tumuaki:** Mr Pahia Turia (Whangaehu)

**Tumuaki Tuarua:** Ms Piki Te Ora Hiroa

**Nga mema:** Mr James Allen (Ngā Wairiki Ki Uta) (Zoom)  
Ms Marj Heeney (Ngāi Te Ohuake)  
Ms Moira Raukawa (Ngāti Tamakopiri)  
Mr Lequan Meihana  
Ms Leanne Hiroti  
Cr Gill Duncan  
HWTM Andy Watson

**Manuhiri:** Mr Peter Beggs, Chief Executive  
Ms Katrina Gray, Senior Strategic Planner  
Mr Arno Benadie, Chief Operating Officer  
Ms Gaylene Prince, Group Manager- Community Services  
Ms Joanne Manuel, Manager Community Development  
Ms Bonnie Brown, Kaitakawaenga Māori Liaison  
Ms Kezia Spence, Governance Advisor

**Order of Business**

<b>1</b>	<b>Welcome/ Karakia</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Public Forum</b> .....	<b>3</b>
<b>4</b>	<b>Conflict of Interest Declarations</b> .....	<b>3</b>
<b>5</b>	<b>Confirmation of Order of Business</b> .....	<b>4</b>
<b>6</b>	<b>Confirmation of Minutes</b> .....	<b>4</b>
7.1	Follow-up Action Items from Te Roopuu Ahi Kaa Meetings .....	5
<b>8</b>	<b>Chair’s Report</b> .....	<b>5</b>
8.1	Chair's Report August 2023 .....	5
<b>9</b>	<b>Reports for Decision</b> .....	<b>5</b>
9.1	Mayor's Report - 25 July 2023 .....	5
<b>10</b>	<b>Reports for Information</b> .....	<b>6</b>
10.1	Whakamahere Haepapa Māori - Māori Responsiveness Framework .....	6
10.2	Pae Tawhiti Rangitīkei Beyond: Project Update.....	6
10.3	Project Management Office Report - July 2023 .....	6
<b>11</b>	<b>Discussion Items</b> .....	<b>7</b>
11.1	Climate Change Action Committee .....	7
11.2	Three Waters.....	7

## 1 Welcome/ Karakia

Mr Turia opened the meeting at 11.02pm.

## 2 Apologies

**Resolved minute number 23/IWI/011**

Apologies were received from Ms Savage and Mr Shenton.

Ms Piki Te Ora Hiroa/Mr L Meihana. Carried

## 3 Public Forum

## 4 Conflict of Interest Declarations

TRAK Member	Conflict of Interest Declared	Date
Mr Pahia Turia		
Ms Piki Te Ora Hiroa	Moawhango Marae Administrator Awarua 2C13J3 Land Trust Chairperson Tiikeitia Ki Uta Maori Ward Councillor Nga Iwi O Mokai Patea Services Trust Pou Whakahaere Mokai Patea Waitangi Claims Trust Iwi Negotiator	03 August 2023
Mr James Allen		
Mr Chris Shenton		
Ms Marj Heeney		
Ms Kim Savage		



Mr Thomas Curtis		
Ms Leanne Hiroti		
Ms Moira Raukawa	<p>Chairperson of Te Runanga o Ngati Tamakopiri</p> <p>Delegate on Te Maatuku/Iwi Maori Partnership Board for Ngati Tamakopiri</p> <p>Delegate on Nga Puna Rau o Rangitikei for Ngati Tamakopiri</p> <p>Delegate on Te Roopu Taiao for Ngati Tamakopiri</p> <p>Kaumatua for Taiao Roopu under Nga Puna Rau o Rangitikei</p> <p>Marae komiti member for Opaea and Kaiewe Marae</p> <p>Rate payer from Taihape</p>	20 July 2023
Mr Lequan Meihana		
Cr Gill Duncan	<p>Refer to information on Council's website:</p> <p><a href="#">Register of Members' Pecuniary Interests: Rangitikei District Council</a></p>	Jan 2023
HWTM Andy Watson	<p>Refer to information on Council's website:</p> <p><a href="#">Register of Members' Pecuniary Interests: Rangitikei District Council</a></p>	Jan 2023

## 5 Confirmation of Order of Business

## 6 Confirmation of Minutes

Resolved minute number 23/IWI/012

That the minutes of Te Roopuu Ahi Kaa Meeting held on 20 June 2023 **without amendment** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

Ms M Raukawa/Ms Piki Te Ora Hiroa. Carried

## 7 Follow-up Actions

### 7.1 Follow-up Action Items from Te Roopuu Ahi Kaa Meetings

Members were reminded that letters are required to be provided to Council before the next meeting.

**Resolved minute number 23/IWI/013**

That the report 'Follow-up Action Items from Te Roopuu Ahi Kaa Meetings' be received.

Mr P Turia/Ms Piki Te Ora Hiroa. Carried

## 8 Chair's Report

### 8.1 Chair's Report August 2023

Mr Turia spoke about the visit from elected members and senior staff at Ngā Wairiki Ngāti Apa which allows Council to better understand what iwi are doing.

Mr Benadie thanked Mr Turia for the opportunity.

**Resolved minute number 23/IWI/014**

That the 'Chair's Report –August 2023 be received.

Mr P Turia/Ms Piki Te Ora Hiroa. Carried

## 9 Reports for Decision

### 9.1 Mayor's Report - 25 July 2023

His Worship the Mayor spoke of the Local Government conference. His Worship the Mayor stated that this is the way for councils to connect straight through to parliament.

His Worship the Mayor acknowledged that this is Mr Beggs last meeting with Te Roopuu Ahi Kaa. Mr Beggs thanked the Komiti for furthering his knowledge and understanding of Te Ao Māori.

His Worship the Mayor discussed the Long-Term Plan and that one of the areas that he will advocate for his health in the district.

The Committee discussed that as part of the Long-Term Plan further consideration will be given to wastewater treatment plants and land based disposal. His Worship the Mayor acknowledged this but noted that this will not be a Council decision by 2025. There was discussion regarding reporting of infrastructure projects, and it was agreed that staff would not provide further reporting unless requested.

**Resolved minute number 23/IWI/015**

That the Mayor's Report – 25 July 2023 be received.

Mr P Turia/Mr L Meihana. Carried

## 10 Reports for Information

### 10.1 Whakamahere Haepapa Māori - Māori Responsiveness Framework

Ms Brown updated the Committee on the key aspects from her work programme from the past two months. The Committee discussed the need to review the iwi and Council priorities to ensure both parties are getting the most out of her role.

Mr Turia has requested that for the next Te Roopuu Ahi Kaa meeting that the pre hui start at 9.00am to discuss the shared priorities and key deliverables for the Kaitakawaenga Maori Liaison role.

**Resolved minute number 23/IWI/016**

That the report 'Whakamahere Haepapa Māori - Māori Responsiveness Framework' be received.

Ms M Heeney/Ms L Hiroti. Carried

### 10.2 Pae Tawhiti Rangitikei Beyond: Project Update

Ms Gray reported the next step in the project is for elected members at the Policy/Planning Committee meeting to deliberate on submissions, make edits to the document which will subsequently be presented to Council for adoption.

Ms Raukawa thanked Ms Gray for the work so far and the continued work with iwi on inclusion in the spatial plan.

His Worship the Mayor referred to the previous item regarding Ngati Waewae engagement with Rangitikei and Manawatū District Councils.

**Resolved minute number 23/IWI/017**

That the report 'Pae Tawhiti Rangitikei Beyond: Project Update' be received.

Ms Piki Te Ora Hiroa/Ms M Raukawa. Carried

### 10.3 Project Management Office Report - July 2023

The Committee discussed the review of CCTV noted in the report.

**Resolved minute number 23/IWI/018**

That the report 'Project Management Office Report - July 2023' be received.

Mr L Meihana/Ms M Heeney. Carried

## **11 Discussion Items**

### **11.1 Climate Change Action Committee**

No updates for the committee.

### **11.2 Three Waters**

No updates for the committee.

**The meeting closed at 12.20pm.**

**The minutes of this meeting were confirmed at the Te Roopuu Ahi Kaa Komiti held on 10 October 2023.**

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**Chairperson**

## 7 Follow-up Action Items from Previous Meetings

### 7.1 Follow-up Action Items from Te Roopuu Ahi Kaa Meetings

**Author:** Kezia Spence, Governance Advisor

#### 1. Reason for Report

1.1 On the list attached are items raised at previous Te Roopuu Ahi Kaa meetings. Items indicate who is responsible for follow up, and a brief status comment.

#### 2. Decision Making Process

2.1 Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision-making provisions do not apply.

#### Attachments:

1. **Follow-up Actions Register** [↓](#)

#### Recommendation

That the report 'Follow-up Action Items from Te Roopuu Ahi Kaa Meetings' be received.

## Current Follow-up Actions

Item	From Meeting Date	Details	Person Assigned	Status Comments	Status
1	20-Jun-23	Create a list of grey items with cost in a schedule so an approach can be made to TPK, plus bare minimum to be compliant, nice to do etc	Adina Foley / Pio Rowe	Seven out of nine quotes have been approved.	In progress
2	20-Jun-23	TRAK representation letters for this triennium, follow up on the missing ones.	Kezia Spence	There are still letters yet to be received for Chris Shenton, Thomas Curtis and Marj Heeney	In progress
3	11-Apr-23	Continue to approach Ngāti Waewae to progress a relationship between them and Council.	Bonnie Brown	A further letter is being sent to Te Kotahitanga o Ngāti Tūwharetoa from the Mayor asking for a meeting between them and Council.	In progress

## 8 Reports for Decision

### 8.1 Appointment of Chair and Deputy Chair of Te Roopuu Ahi Kaa

**Author:** Carol Gordon, Group Manager - Democracy & Planning

**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning

#### 1. Reason for Report

- 1.1 Following the resignation of Mr Pahia Turia as Chair of Te Roopuu Ahi Kaa it is now necessary for the Komiti to adopt a new Chair and Deputy Chair.
- 1.2 Currently Piki Te Ora Hiroa is the Deputy Chair, depending on who is appointed to the role of Chair it may be appropriate to also consider the role of Deputy Chair.

#### Recommendation 1:

That \_\_\_\_\_ be appointed as Chair of Te Roopuu Ahi Kaa.

#### Recommendation 2:

That \_\_\_\_\_ be appointed as Deputy Chair of Te Roopuu Ahi Kaa.

**8.2 Draft Terms of Reference for the Komiti****Author:** Carol Gordon, Group Manager - Democracy & Planning**Authoriser:** Kevin Ross, Chief Executive**1. Reason for Report**

- 1.1 At the previous Te Roopuu Ahi Kaa hui members requested an item be added to this agenda to allow discussion on the Terms of Reference for the komiti.

**2. Context**

- 2.1 The komiti has not reviewed its Terms of Reference for a number of years so it is timely to do this.
- 2.2 A draft Terms of Reference is attached to start these discussions (Refer to Attachment 1). It is anticipated the Terms of Reference will be the start of discussions about the future, the structure and framework of how the komiti, iwi and Council will work together.

**Attachments:**

1. **Draft Terms of Reference Te Roopuu Ahi Kaa - updated Dec 2023** [↓](#)

**Recommendation**

That draft Terms of Reference report be received.



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# Draft Terms of Reference

## Te Roopuu Ahi Kaa

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### Purpose

The purpose of Te Roopuu Ahi Kaa is:

- to develop and maintain a partnership with Tangata Whenua
- to be kept informed of issues of concern to Tangata Whenua and the Ratana Community
- to keep Council updated on any relevant matters relating to Tangata Whenua and the Ratana Community
- facilitate resolution in the best interests of the residents, ratepayers, and Tangata Whenua of the Rangitikei District.

### Objectives

- The Committee and Council:
  - Will work together to ensure that both Māori and the Council are aware of all relevant issues and that Tangata Whenua are able to participate in relevant decision making.
  - Will ensure that the protocols contained within the Memorandum of Understanding – Tutohinga, are exercised in the utmost good faith to ensure that the needs of both Māori and the wider community are met.
  - Will review the relevant processes of Council and make recommendations on steps to be taken to assist Council in carrying out its functions and responsibilities in a bicultural manner taking into account the principles of the Treaty of Waitangi.

### Representation

Māori of Rangitikei are represented on Te Roopuu Ahi Kaa by members of each marae within the Rangitikei District:

- Ngati Parewahawaha/Ngati Raukawa – one representative
- Nga Wairiki Ngati Apa – four representatives:
  - Nga Ariki
  - Kauangaroa
  - Whangaehu
  - Ngati Kauae/ Tauira
- Rātana Community – one representative
- Ngati Hauiti – one representative
- Ngati Hinemanu/Ngati Paki – one representative
- Ngati Tamakopiri – one representative

- Ngati Whitikaupeka – one representative
- Ngai Te Ohuake – one representative
- Ngati Rangituhia – one representative
- Rangitikei District Council Maori ward councillors that represent:
  - Tiikeitia ki Tai (Coastal) Ward (1 member)
  - Tiikeitia ki Uta (Inland) Ward (1 member)
- two elected members of the Rangitikei District Council.

Committee members are recommended to the Council from the various hapu and marae groups within the District and they represent iwi, hapu and marae within the Rangitikei as well as a representative from the Ratana community, identified as a special interest group within the rohe.

#### **Terms of Committee**

- Schedule 7, s. 31 (4) of the Local Government Act 2002 requires that at least one member of the Committee must be an elected member.
- Schedule 7, s. 30 (7) of the Local Government Act 2002 allows Council discretionary powers in relation to not discharging committees after each triennial election. In light of this, Council has resolved that Te Roopuu Ahi Kaa will not be discharged after each election and that it must recommend to Council, within three months of an election, members to the Committee. Schedule 7, s. 31 (5) does however allow, that if the Committee is not discharged under s.30 (7) Council may, after the next triennial general election of members, replace members of the Committee.

### 8.3 Draft Significance & Engagement Policy, Incorporating Maori Capacity to Contribute to Decision-making

**Author:** Carol Gordon, Group Manager - Democracy & Planning

**Authoriser:** Kevin Ross, Chief Executive

#### 1. Reason for Report

- 1.1 This report is provided to the komiti to seek their input into the Significance & Engagement Policy which will incorporate wording on Maori capacity to contribute to decision-making.

#### 2. Context

- 2.1 As part of the development of the 2024-34 Long Term Plan Council must review its Significance & Engagement Policy. This Policy is a device for letting the public know what decisions or matters the council and the community consider to be particularly important, how the council will go about assessing the importance of matters, and how and when the community can expect to be consulted on both.
- 2.2 The komiti was supposed to provide early input into the revision of this policy, but unfortunately the meeting this was scheduled for had to be cancelled due to lack of a quorum.
- 2.3 Due to the requirement to get the Policy review underway elected members and some community board and committee members went ahead with a planned workshop.
- 2.4 The attached draft is provided for the komiti to have input into (refer to Attachment 1). Please note this will be provided to Elected Members for their input early in the new year and will then be formatted prior to consultation.

#### 3. Development of Māori capacity to contribute to decision-making processes

- 3.1 A requirement under the Local Government Act is in relation to Māori capacity to contribute to decision making processes, the Act specifically says:

“A long-term plan must set out any steps that the local authority intends to take, having undertaken the consideration required by section 81(1)(b), to foster the development of Māori capacity to contribute to the decision-making processes of the local authority over the period covered by that plan.”

And Section 81 - Contributions to decision-making processes by Māori states:

*(1) A local authority must—*

*(a) establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority; and*

*(b) consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority; and*

*(c) provide relevant information to Māori for the purposes of paragraphs (a) and (b)*

3.2 The current section in the 2021-31 LTP is very outdated and needs to be re-written. The komiti are asked to provide input at the meeting on what they would like to see covered in this section.

**4. Impact on Strategic Risks**

4.1 There are no current impacts on strategic risks as the komiti is being asked for input into a Policy that is up for review.

**5. Mana Whenua Implications**

5.1 Any mana whenua implications will be considered as part of the development of the updated Policy.

**6. Statutory Implications**

6.1 This Policy is being reviewed alongside the development of the 2024-34 Long Term Plan.

**7. Decision Making Process**

7.1 The updated Policy will go out for simultaneous consultation with the Consultation Document for the 2024-34 Long Term Plan.

**Attachments:**

1. Rangitikei - Having your say - SE Policy Dec 23 for Te Roopuu Ahi Kaa [↓](#)

**Recommendation 1:**

That Draft Significance & Engagement Policy, Incorporating Maori Capacity to Contribute to Decision-making report be received.

**Recommendation 2:**

That the komiti provide input into the review of the Policy.

**DRAFT****Having your say**

participating in Rangitikei Council decision-making

**Rangitikei District Council  
Significance and Engagement Policy****What does this Policy (“Having your say”) cover?**

This Policy\* outlines how and when you can have input into the decision-making processes of the Council.

“Having your say”- covers two things.

**1. Significance**

This is the degree of importance of a decision based on its impact on:

- Rangitikei District as a whole
- people who are likely to be affected
- Council costs and/or the ability of the Council to deliver on the decision.

The Council must note that when making a decision, the degree of significance must be considered. If the decision is considered significant (and there are levels) there are certain procedures it must follow.

**2. How the Council will get your input to decision-making (participation)**

Participating in decision-making is either through (a) engagement or (b) consultation.

Engagement is where the Council provides opportunities for you to ‘have your say’ as an *input* to decision-making (ie before a draft or final decision is made).

Consultation is where the Council has already provided a *draft* decision (or has come up with options) and invites you to have your say through a formal process.

Some decisions, which are not considered significant, only require the Council to inform you about them.

*\*This Policy is required under the Local Government Act 2002 s76AA and is formally known as the Significance and Engagement Policy.*

### Part 1 - Significance

Significance means:

“...the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—

- (a) the district or region;
- (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so.”

When assessing the level of significance for all decisions, the Council needs to consider:

- the community impact/interest (can be district-wide or localised)
- the impact on Māori cultural values and their relationship to land and water
- the impact on future interests of the community and district
- the potential effects of climate change
- the level of financial consequences of the proposal or decision
- the Council’s ability to deliver on the decision.

The Council has three levels of significance:

- low (minor, short term)
- medium (moderate, mid-term)
- high (major and/or long term).

In general, the more significant an issue, the greater the need for engagement and/or consultation.

### Strategic assets

Under this Policy, the Council is required to let you know what are our strategic assets. Strategic assets are those things that the Council considers are necessary to provide for the well-being of Rangitikei District.

Rangitikei District Council's strategic assets are as follows.

- Sections of the roading network where:
  - loss of that section would create significant disruption (time for an alternative, number of vehicles affected)
  - there are no alternative routes
- Bridges
- Streetlights
- Wastewater network and treatment plants
- Water treatment, storage, and supply networks
- Stormwater networks
- Waste transfer stations
- Recreation facilities
- Community amenities
- Community housing *[list them by name here]*
- Libraries
- Cemeteries
- Administration building (Marton)
- Emergency Operation Centres *[list them by name here]*

### Part 2 - How the Council will get your input to decision-making (participation)

When the Council is seeking your input to decision-making, they are committed to:

- being clear about what you are being asked to contribute to
- being clear about how your input will be used to inform the decision
- being flexible about how your views can be shared
- ensuring we try and reach all affected people as best we can – particularly those who may find “having a say” more challenging than others
- using simple language and formats
- ensuring you have access to any documents or information needed
- ensuring elected members and staff are listening with an open mind to your views
- providing feedback, where feasible, on how your input was considered.

Participation in decision-making can be undertaken in several ways.

**District-wide or localised**

One of the significance considerations, is whether or not the impacts are district-wide or localised. So how participation will be invited depends on this.

Where the decision will have effects which are district-wide, the Council will invite people across the entire district to have a say.

Where the decision will have effects which are on or for a specific group of people (could be people who live in a specific place or people who have a specific interest), the Council will invite those people to have a say.

**Input of Māori to decision-making**

Council is committed to working with Māori to give effect to their role as tangata whenua and to enhance their ability to participate in the decision-making processes of Council.

While this is required under Clause 8 of Schedule 10 of the Local Government Act 2002, in Rangitikei we are committed to a working relationships with Māori that goes above and beyond that.

**TŪTOHINGA a memorandum of understanding (TMOU)**

Initially signed in 1998, (TMOU) recognises the fundamental role of Iwi in the District and the essential partnership between Iwi and the Rangitikei District Council. The key mechanism for delivering on the partnership is Te Roopuu Ahi Kaa, a standing advisory committee of the Council.

Tangata whenua of the District are represented on the Komiti, as is the Rātana Community. Komiti members are regularly briefed on Council matters and specifically offered a lead role in reviews of policies/statements of particular relevance to Māori. Members of the Komiti are also provided with a training budget in order to build capacity and capability among the group.

To give effect to the intent of the Memorandum of Understanding: TūtoHINGA, the Council and Te Roopuu Ahi Kaa are committed to looking for more effective ways to ensure that Māori are well informed, have an ability to have input into processes and, when they do so, understand the reasons for the Council's response.

Please go to Appendix 2 for more information.

**Engaging/consulting/informing**

Engagement is where the Council provides opportunities for you to 'have your say' as an *input* to decision-making (ie before a draft or final decision is made).

Consultation is where the Council has already provided a *draft* decision (or has come up with options) and invites you to have your say through a formal process.



This section of the Policy describes what each of these looks like for Rangitikei District Council.

### 1. Engagement

- (a) Seeking ideas/opinions (eg: surveys, drop-in sessions, social media, displays, stakeholder meetings)

This type of engagement would be used for:

- development of strategies/plans
- community facility or amenity improvements

- (b) Discussion and involvement (eg: hui/workshops, meetings, visits to community groups/schools/organisations)

This type of engagement would be used for:

- development of strategies/plans
- a new community facility or amenity such as a playground

- (c) Working in partnership/collaborating (eg: wānanga, working groups, joint project teams). This would include identifying alternative approaches and joint solution(s).

This type of engagement would be used for:

- Community-led development projects (e.g. parks upgrades)

### 2. Consultation

Consultation means the Council has come up with a draft and/or options to get feedback on. In other words, they have already made a decision and are now seeking community input into either (a) going ahead with or (b) amending that decision.

Consultation usually involves seeking submissions or formal feedback.

These submissions are considered by Council through a report that summarises the comments made.

The number of submissions for/against a decision will not be the only factor the Council takes into account when proceeding to a final decision.

*The Council must also consider evidence from their advisors. This evidence can be made up of a range of inputs – for example: technical/geological research, bigger picture issues such as government directives and funding challenges.*

#### Special Consultative Procedure (SCP)

Some consultations require us to use a Special Consultative Procedure (SCP).

This means the consultation process must include:

- a 'statement of proposal' (a summary of what is being consulted on)
- specific advice on how and where you can have your say.

An SCP must also allow at least one month for submissions to be received. Council may use a range of methods for encouraging submission (eg: drop-in sessions, social media, displays, stakeholder meetings, public meetings).

Submissions to an SCP must always be in writing – although you can dictate your submission to someone if need be.

An SCP must be used for the following:

- establishing a council-controlled organisation
- making, amending or revoking a bylaw which is of significant public interest or likely to have a significant impact on the public
- the Long Term Plan
- the Annual Plan (unless there are no significant or material differences to the long-term plan projections for that year)
- assessing Council's water and other sanitary services
- setting or changing charges under the Resource Management Act.

### 3. Informing

There are some decisions where the costs, time or resources involved in engagement or consultation processes would out-weigh the benefits of that decision.

These are always going to be decisions that are low in significance eg: office opening hours, upcoming legislative changes, road works, signage, dates for community events etc.

In these cases, the Council would generally inform the community using one-way communication such as letters, its website, flyers, news stories, advertisements, social media.

**Appendix – Development of Māori capacity to contribute to decision making – a summary of actions undertaken****Activity under the TŪTOHINGA Memorandum of Understanding**

A Māori community development programme was undertaken during 2011-2014, and provided for facilitated hui of iwi/hapū from the northern rohe to pre-caucus before Komiti meetings.

A budget is allocated for the Māori Community Development Programme and is to be distributed by the Komiti in accordance with its own processes. This programme is designed to increase the capacity of Māori to contribute to local decision-making, and strengthen relationships between iwi organisations/marae and Council (including through the development of individual MOU). As a result, Council developed a policy for unlocking Māori landlocked land and a policy to recognise iwi/hapū interests in Council owned land that is declared surplus.

The Memorandum of Understanding: TūtoHINGA is subject to review at the same time as each Representation Review. The last review was in 2019 with the final document approved on 17 December 2019.

DRAFT

**8.4 Mayor's Report - November 2023****Author: Andy Watson, His Worship the Mayor****CE Appointment**

This will form part of a Tabled Document.

**Zone 3**

Central Hawkes Bay hosted the recent Zone 3 meeting with Mayor Alex Walker and her staff having put together a very good package to support the agenda and highlight the region's hospitality.

Many of the presentations/speakers highlighted the trauma of Cyclone Gabrielle, the destruction and the cost of the rebuild including the 50/50 split between Local Government and Central Government on house buyouts.

The standout presentations for me were –

- A. Waka Kotahi's presentation on procurement. The Chief Executive Nicole Rosie opened the presentation with an emotional and genuine grieving for the damage from Cyclone Gabrielle. Interestingly, in the presentation there were a couple of references to Tier 2 and 3 roading contractors and how we can encourage the build-up of capacity and their use. The overarching plan was that the funding model for roading is broken and Government needs to rethink how this should happen in the future - something all of the sector agreed on.
- B. The second presentation was one given by Caroline Dumas DIA (Dept of Internal Affairs). Caroline has been appointed as the DIA Liaison to Zone 3. Caroline seems to be very senior in the DIA and reports directly to the Minister (whoever that may be). This is a welcome change in stance and an opportunity that I am very keen to progress.

At the time of writing this coalition talks from Government have still not been finalised so this part of my report is a placeholder where I will be able to name who the respective ministers will be. Of high interest to us will be the Ministries of Local Government, Transport, Agriculture/Forestry, Economic Development and Health. The sharing out of portfolios to the coalition parties will be an interesting process. Who would have guessed that Winston could have risen like a phoenix from the ashes and effectively dominate the formation of a Government.

**Local MPs**

I would also like to congratulate Suze Redmayne as our new National MP. The early engagement I have had with her and her support in dealing with a very difficult local case has been brilliant. We will be well served by Suze. Equally I have reached out to Adrian Rurawhe and Debbie Ngarewa-Packer to have early talks about Ratana before the birthday celebrations in January. We effectively have four representatives working for us in Wellington with Andrew Hoggard for ACT being on the List, Debbie taking Adrian's previous role as he moved to the List for Labour and Suze Redmayne.

**Rural & Provincial Sector Meeting with LGNZ along with the Future of Local Government 2-3 November**

The Rural & Provincial sector meeting, which I will focus, on welcomed Neil Holdom as the new Provincial Representative. He will undoubtedly bring a roading focus to LGNZ - something that certainly needs to happen and will be a huge benefit to the Rangitikei. I have worked with Neil for a

considerable amount of time on roading issues and I congratulate and welcome him on his new appointment.

The highlight to me of the sector meeting was a panel discussion comprised of Tim Hampton Treasury, Mark Maloney the Assistant Auditor General and Bruce Robertson an independent Risk & Assurance Chair. Their perspectives on the formation of Government and how Three Water reforms in particular should be handled within our Long Term Plans was fascinating. All of them said basically this will be the most challenging Long Term Plan they have ever seen with the uncertainty over Three Waters, RMA Reform, the new Government and affordability issues. Mark Maloney said that if we continue to put Three Waters into our budgets after 2025 we are breaking the law leaving us open to judicial review. Tim from Treasury said if we don't include it we could be well accused of breaking the law with regards transparency. The Local Government sector is split almost 50/50 on this issue. Our Council has made the decision to include Three Waters right through our Long Term Plan - something that I strongly support.

What the panel suggested is that there needs to be areal focus in the Consultation Document especially around risk to comply with Section 93(b) of the Local Government Act. This covers risk and affordability. Mark went on to note -

1. The need for high quality asset management plans.
2. That councils are poor at delivery with the national capex programme on average being delivered at only 80%. Our success rate falls well short of this. The risks associated with this will need to be documented.
3. That a position statement for each council is required within the Long Term Plan!!
4. Ideally within the Long Term Plan there needs to be a separate section on risks. We need to remember that this is the advice from the Auditor General's Office.

Bruce's comments were also interesting focussing on -

1. The need to develop alternative funding streams. This is of course easier said than being done. With our Council not having the benefit of funding streams associated with airports or ports and trying to develop a funding stream in terms of an industrial hub will be challenging for us.
2. Bruce said that focussing a Long Term Plan on rates affordability is not long term plan thinking! i.e. the issue here is a long term plan versus a cost of living issue.
3. This Long Term Plan must have a plan to plan for cohesiveness between governance and staff (this is something that our Interim Chief Executive Kevin has been spending quite a bit of time on).
4. Bruce's comment around annual plans being an inhibitor on long term strategies is in my opinion very very real.

The second topic that Rural & Provincial focussed on came from Ben Thomas, a specialist working on Government/Business Relationships in Wellington. He made a couple of comments that were very relevant –

1. Central Government's interaction with Local Government as a sector is by way of unfunded mandates (something that we know only too well).
2. An interesting comment – National in opposition has had a very small caucus with only a couple of people working in policy. He makes a point that it will take the Government a very long time to come up to speed. National will focus on regional deals that increase productivity, the GDP and deal with climate change.

**ITEM 8.4**

On 13 November 13 Horizons hosted a Freshwater Reform Meeting with the community at the Rangitira Golf Course. The Government has made a series of decisions that regional councils will have to enforce. These include the need for improvements in freshwater quality and will result inevitably in reductions of our beef and dairy herds, increased forestry and the reductions in rural water usage. These changes are far reaching with little recognition of the value of work that the agricultural sector, catchment collectives and voluntary groups have made which is disappointing. People are understandably nervous, lifestyles and the financial vulnerability to agriculture are leaving New Zealand export bases under threat. All of this happening without a social or financial evaluation is damning in my opinion.

On 4 November TUIA had their final Hui in Wellington. Unfortunately Matthew Coogan one of my two TUIA could not attend having come down with Covid. Bridget Watson my other TUIA and I were asked to be one of two presentations talking about our “TUIA journey together”. Bridget is a standout young Maori woman and she spoke emotively and well about her journey of discovery within TUIA and her progress towards fluency in Te Reo. This programme has benefitted me and I will look back on this as a highlight of the year and of my term in office.

The Rangitikei Business Awards were hosted recently by Marton Rotary and in particular Jasleen Saluja and Karan Singh. The awards have not been held for a considerable length of time and this has been absolutely a step in the right direction. We need to recognise not only the commercial successes but the involvement that our businesses have within our local communities and the support they provide.

The JBS Dudding Trust met recently and have given out around \$930,000 to organisations within our district. This is the highest amount that has ever been distributed by the Trust which is an outstanding result for our district. Many of our organisations would struggle without having support from the Dudding Trust as we have very few other significant funding opportunities available. I would love to be in the position at this meeting to be able to give an indication of who received what however the advice process out to the various recipients will take some time.

I have received a request from Aakiiyah Tihore (Attachment 1) seeking financial assistance for a Future Leaders Academy in Rarotonga in April 2024. Aakiiyah is a senior student at Taihape Area School and has been selected for one of only 40 spaces offered to students across New Zealand and Australia. The course fees total \$4500. Aakiiyah plans to work and fundraise to pay as much of the cost as possible but is looking for additional support from outside agencies. This is a fantastic opportunity for one of our local rangatahi who displays all the aspects of a future leader. Refer to Recommendation 2 below.

**Attachments:**

1. **Email from Aakiiyah Tihore regarding Future Leaders Rarotonga** [↓](#)
2. **Elected Member Attendance- November 23** [↓](#)
3. **Tabled document- Addition to Mayor's Report** [↓](#)
4. **Tabled document- Dudding Trust** [↓](#)

**Recommendation 1:**

That the Mayor's Report – 30 November 2023 be received.

## Mayors Engagement

November 2023

1	Attended monthly ELT meeting – Governors Q&A Attended Taihape Area School Scholarship Interviews Attended Rangitikei College Senior Prizegiving
2	Attended Future by Local Government 2 <sup>nd</sup> Hui in Wellington
3	Attended LGNZ Rural & Provincial Sector Meeting in Wellington
4	Attended TUIA End of Year Function Attended Rangitikei Business Awards
6	Attended Te Roopuu Ahi Kaa Workshop Attended online RTC Workshop Attended online Manawatu-Whanganui Disaster Relief Fund Trust AGM Attended Hunterville Rural Water Supply Sub Committee Meeting
7	Attended Zone 3 Co-Chair's online meeting with DIA Attended monthly RDC/Police catchup meeting Attended Bulls Community Van Reveal Attended GHD Melbourne Cup Function
8	Attended weekly LTP meeting with staff Attended new staff Whakatau Attended new staff Tipi Haere including Ratana 8 November celebrations Attended Taihape Community Board Workshop
9	Attended Council LTP and Assets/Infrastructure Workshop Attended Marton Civic Centre Working Group meeting
10	Attended weekly meeting with Interim Chief Executive Attended Zoom meeting with MoE/Taihape Area School Attended meeting with MP Suze Redmayne
11	Attended Bulls Rose Show Attended Marton Cenotaph for Armistice Day commemoration
12	Attended Kelvin Lehmstedt's Funeral Service
13	Attended weekly meeting with Interim Chief Executive Attended Horizons Freshwater Reforms meeting
14	Attended Regional Transport Matters   Regional Chiefs Matters Fortnightly meeting Attended SafePlus Assessment Focus Group Attended weekly meeting with Deputy Mayor
15	Attended Helen Gordon's Funeral Service

**ITEM 8.4**

16	Attended LGNZ Zone 3 Sector Meeting
17	Attended LGNZ Zone 3 Sector Meeting Attended Christmas Tree light up
20	Attended weekly LTP meeting with staff
21	Attended weekly meeting with Interim Chief Executive Attended weekly meeting with Deputy Mayor
22	Attended relationship meeting with Col Trevor Walker Waiouru Military Camp Attended Waka Kotahi Quarterly Regional Relationship meeting
23	Attended Council LTP Workshop
24	Attended Accelerate25 Lead Team Meeting
25	Attended Marton Market Day
27	Attended MTFJ Core Group Strategic Workshop Follow-up online Attended weekly LTP meeting with staff
28	Attended weekly meeting with Interim Chief Executive Attended weekly meeting with Deputy Mayor
29	Attended 1 <sup>st</sup> (NZ) Bde Capability Display and Dinner at Linton Military Camp
30	To attend Finance/Performance Committee Meeting To attend Council meeting



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**From:** Kia Tihore <[19013@tas.school.nz](mailto:19013@tas.school.nz)>  
**Sent:** Thursday, 2 November 2023 11:34 am  
**To:** Andy Watson <[Andy.Watson@rangitikei.govt.nz](mailto:Andy.Watson@rangitikei.govt.nz)>  
**Subject:** Future Leaders Rarotonga

58 Kaka Road  
Taihape

2 November 2023

Dear His Worship The Mayor,

Thank you for meeting with me on the 1 November 2023.

As discussed, I have been selected to travel to Rarotonga with Future Leaders Academy for seven days in April 2024. I am going to gain advanced leadership skills, planning and goal-setting skills, leading diverse groups of people, as well as experience travelling alone without my whanau. This is a fantastic opportunity that I am genuinely excited to be a part of and experience. I was honoured to be selected, as this course is open to students from all over New Zealand, Australia and the Pacific, and there are only 40 spaces available. I will be the first student from Taihape Area School to attend this course.

The course fees will cost \$4500 overall, excluding travel insurance, internal New Zealand flights, passport fees and incidentals. I plan to work and fundraise to pay for this unique experience; however, I would welcome any help from outside agencies. Any support would be greatly appreciated.

Please feel free to contact me if you have any further questions.

Yours sincerely,

Aakiiyah Tihore  
[19013@tas.school.nz](mailto:19013@tas.school.nz)  
0204 1738 190

Elected Members

Date	Meeting	HWTM	Wilson	Calkin	Carter	Dalgety	Duncan	Hiroa	Lambert	Loudon	Maughan	Raukawa	Wong	Notes
25-Oct-22	Council (Inaugural)	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
03-Nov-22	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
14-Nov-22	Creative NZ Committee	PR					PR							
16-Nov-22	Audit and Risk	PR	PR	AT		PR		PR		AT	AT			
21-Nov-22	HRWS	PR							PR		AT			
23-Nov-22	Finance/Performance	PR	PR	AP	PR	PR	PR	AP		PR	PR		PR	There was confusion re membership of the committee
23-Nov-22	Council	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	AP	PR	HWTM was late due to Council business
29-Nov-22	ERWS	AP									PR		AT	Meeting not held due to lack of quorum
29-Nov-22	Bulls													
30-Nov-22	Santoft DMC	PR		PR	PR									
01-Dec-22	Turakina CC	PR			PR									
12-Dec-22	Hunterville CC	PR				PR			PR					
13-Dec-22	TRAK	PR					PR							
14-Dec-22	Taihape CB	PR					PR						PR	
14-Dec-22	Marton CC													Meeting not held due to lack of quorum
15-Dec-22	Finance/Performance	PR	PR	PR	PR	PR	AT			PR	PR		PR	
15-Dec-22	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
20-Dec-22	Ratana CB	PR	AT		AT									
26 Jan-23	Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
01-Feb-23	Santoft DMC	PR		AT	PR									
08-Feb-23	Taihape CB	PR					PR	AT					PR	
08-Feb-23	Marton CC	CB	AB								AB			
09 Feb-23	Workshop	PR	AP	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	
09 Feb-23	Turakina CC	PR			PR									
13-Feb-23	Hunterville CC	CB				PR			PR					
14 Feb-23	Ratana CB	PR						PR						
16 Feb-23	Workshop	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	AP	PR	
22-Feb-23	Finance/Performance	PR	PR	AP	PR	PR				PR	PR		PR	
22 Feb-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	
1 Mar 23	Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	
07 Mar 23	ERWS	PR									PR		PR	
09 Mar 23	A&I Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
09 Mar 23	P&P	PR	PR				PR	PR	PR		AP			
13 Mar 23	HRWS	CB				PR			PR					
14 Mar 23	BCC	PR		PR	PR									
15 Mar 23	R&A	PR	PR	AT		PR		AP		PR				
15 Mar 23	Council	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	PR	
20 Mar 23	Youth	PR					PR						PR	
30-Mar-23	Finance/Performance	PR	PR	PR	PR	PR				AP	PR		PR	
30-Mar-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	
4-Apr-23	Ratana CB	CB						PR						
6-Apr-23	Turakina CC	PR			PR									
11-Apr-23	TRAK	PR					PR	PR						

11-Apr-23	Maori Rates Remission	PR					PR		PR					PR
11-Apr-23	Omatane RWS							PR						
12-Apr-23	Taihape CB	PR						PR						PR
12-Apr-23	Marton CC	CB	PR				AT					PR		
13-Apr-23	Assets/Infrastructure	PR	PR			PR	PR			PR	PR	PR		PR
17-Apr-23	Youth							PR						PR
17-Apr-23	Huntermville CC	CB	AT				AP			PR				
20-Apr-23	Workshop	PR	PR	PR	PR	PR	AP	PR	AP	PR	PR	AP	AP	PR
26-Apr-23	Council	PR	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	PR
27-Apr-23	Sport NZ RTF	CB	AT	PR	AT							PR		
27-Apr-23	Finance/Performance	CB	PR	PR	PR	PR	AP				PR	PR		PR
10-May-23	Bulls CC	AP				PR								
11-May-23	Annual Plan Hearings	PR	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	AP	PR
11-May-23	Annual Plan Hearings	PR	PR	AP	PR	PR	PR	PR	AP	PR	PR	PR	AP	PR
15-May-23	HRWS	PR					PR				PR			
15-May-23	Youth	PR					PR	AP						PR
18-May-02	Workshop	PR	PR	PR	PR	PR	PR	AP	AP	PR	PR	AP	PR	PR
24-May-23	Finance/Performance	PR	PR	AP	PR	PR					PR	PR		PR
24-May-23	Council	PR	PR	AP	PR	PR	PR	PR	AP	PR	PR	PR	PR	PR
1-Jun-23	Council	PR	PR	PR	PR	PR	PR	PR	AP	AP	PR	PR	AP	PR
6-Jun-23	ERWS	PR										PR		PR
6-Jun-23	ORWS	PR						PR						
7-Jun-23	Creative NZ Committee	CB						PR						
8-Jun-23	Turakina CC	PR				PR								
12-Jun-23	Huntermville CC	PR									PR			
13-Jun-23	Ratana CB	PR							AP					
14-Jun-23	Taihape CB	CB						PR	AT					AP
14-Jun-23	Marton CC	PR	PR									PR		
15-Jun-23	Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	AB	PR
15-Jun-23	Policy / Planning	PR	PR				AT	PR	PR	PR		PR		
19-Jun-23	Youth Council	PR						PR						PR
20-Jun-23	TRAK	PR						PR	PR					
22-Jun-23	R&A	PR	PR	AT		PR		PR	PR		PR			
22-Jun-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
29-Jun-23	Finance/Performance	PR	PR	PR	PR	PR	PR				PR	PR		PR
29-Jun-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
11-Jul-23	McIntyre Reserve	PR												PR
12-Jul-23	AIN Meeting	PR	PR			AP	PR	PR		PR	PR	AP		PR
12-Jul-23	Workshop	PR	PR	PR	PR	AP	PR	PR	PR	PR	PR	AP	AB	PR
12-Jul-23	Bulls CC	PR				PR							AT	
13-Jul-23	Workshop	PR	PR	PR	PR	AP	PR	AP	PR	PR	PR	PR	AP	PR
17-Jul-23	HRWS	PR					PR				PR			
19-Jul-23	SDMC	PR				PR								
25-Jul-23	Council	PR	PR	AP	PR	PR	PR	AP	PR	PR	PR	PR	PR	PR
3-Aug-23	Workshop	PR	PR	PR	PR	PR	PR	AP	PR	PR	PR	PR	AB	PR
7-Aug-23	HCC	PR					PR				PR			
8-Aug-23	TRAK	PR						PR						
8-Aug-23	Ratana CB	PR							PR					
9-Aug-23	Taihape CB	PR						PR						PR
9-Aug-23	Marton CC	CB	PR									PR		

10-Aug-23	AIN Workshop														Attendance not taken
10-Aug-23	P&P	PR	PR			AT	PR	PR	PR	AT	PR				
10-Aug-23	Turakina CC	PR			PR										
21-Aug-23	Youth Council	PR					PR							PR	
24-Aug-23	Workshop	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR(PM only)	AP	PR	
31-Aug-23	Finance/Performance	PR	PR	PR	PR	PR				PR	PR			PR	
31-Aug-23	Council	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	
7-Sep-23	Workshop	PR	PR	AP	PR	PR-AM only	AP	PR	PR	PR	PR	AP	PR	PR	
13-Sep-23	Bulls CC	CB			PR										
14-Sep-23	Workshop	CB	PR	AP	PR	PR	PR	AP	PR	PR	PR	PR	AP	PR	
21-Sep-23	RA Meeting	PR	PR	AP		PR		AB		PR	AT				
21-Sep-23	AIN Workshop	PR	PR		PR	PR	PR		AP	PR	PR			PR	
28-Sep-23	Finance/Performance	PR	PR	AP	PR	AP									
28-Sep-23	Council	PR	PR	AP	PR	AP	PR	PR	PR	PR	PR	PR	PR	PR	
5-Oct-23	Turakina CC	PR			PR										
9-Oct-23	Huntermville CC	PR				PR				PR					
11-Oct-23	Taihape CB	CB						PR						AP	
11-Oct-23	Marion CC	CB	PR												
12-Oct-23	AIN Meeting	PR	PR		PR	AP	PR		PR	PR	PR			PR	
12-Oct-23	PPL Meeting	PR	PR				PR	PR	PR		PR			AT	
26-Oct-23	Finance/Performance	PR	PR	AP	PR	PR				PR	PR			PR	
26-Oct-23	Council Meeting	PR	PR	AP	PR	PR	AP	PR	PR	PR	PR	PR	PR	PR	
30-Oct-23	Council Meeting	PR	PR	PR	AP	PR	AP	PR	PR	PR	AP	AP	AP	PR	
1-Nov-23	Creative NZ Committee	CB					PR								
6-Nov-23	TRAK Workshop	PR					PR	PR						PR	
6-Nov-23	HRWS	PR				PR			PR						
8-Nov-23	Bulls CC	CB			PR								PR		

Present (and is a member of the committee)	PR
Apology	AP
Absent - no apology received	AB
Not a member of the committee	
Not a member of the committee (but still attended)	AT
Not present as on Council business	CB
Attended via Zoom [this indicator is no longer used]	ZM

### CE Employment

I have asked for a late item for this meeting to confirm the appointment of Kevin Ross as our Chief Executive following the appointment committee's recommendation. Kevin was employed as an Interim Chief Executive on the basis that he wasn't interested in a long term position. As the appointment process rolled on I saw the possibility of asking Kevin if he could be interested in an extension of time as a Chief Executive not as an Interim.

Kevin's appointment will be for a period up to 2 years which suits him and from our point of view gives us time to understand what the future of Local Government is in respect of things like the RMA and Three Water reforms and gives him the time and authority to make any significant changes that the organisation needs.

Kevin has brought a change to the organisation in the time he has been with us - his honesty, commitment and skill has been a revelation. I believe that relationships between staff, the community and governors have improved significantly. I know that his appointment will be received well by all. It is a pleasure to welcome him here. I know that Kevin would prefer to just quietly slip into the organisation but it is important that some time soon we welcome him more formally.

### New Government

Finally Government has been formed and we know now at least who the respective ministers are. I list some of those that are of particular importance to us in the Rangitikei –

1. Chris Luxon – Prime Minister
2. Winston Peters - Deputy Prime Minister/Foreign Affairs
3. David Seymour - Deputy Prime Minister (in waiting)/Regulation Minister (noting the separation from Climate Change). He may well see taking the Deputy Prime Minister role in the last 18 months to be a win meaning he would be Deputy Prime Minister leading into the next election
4. Nicola Willis – Finance
5. Simeon Brown – Transport/Local Government/Energy
6. Chris Bishop – RMA Reform/Housing & Infrastructure
7. Louise Upton – Social Development
8. Mark Mitchell – Civil Defence/Police
9. Simon Watts – Climate Change (outside of cabinet)
10. Shane Jones – Regional Development
11. Judith Collins – Defence
12. Todd McLeay – Forestry/Agriculture/Trade
13. Dr Shane Reti – Health
14. Erica Stanford – Education
15. Paul Goldsmith – Treaty of Waitangi negotiations/State Owned Enterprises
16. Andrew Bayly – Small Business/Manufacturing

Some points that are notable for us –

1. Shane Jones – Regional Development  
He controls once again a fund, this time of \$1.2b and we have a number of connections and relationships with him. This is a huge plus for our industrial developments.
2. Todd McLeay – Forestry/Agriculture/Trade

Seen as a good operator. The advantage to us may well be that Andrew Hoggard, our List MP for ACT, is also his Associate Minister which may enable a Rangitikei focussed lens or at the least a portal to Todd.

3. Mark Mitchell – Civil Defence/Police  
Has spent time in our district to understand our needs and we have a relationship with him.
4. It is interesting that Simon Watts (Climate Change Minister) was the previous spokesperson on Local Government and sits outside of Cabinet. Maybe this reinforces the fact that Three Waters Reform and Climate Change is not considered to be a key Government initiative.
5. I know a number of these Ministers, however there are some that I will have to make a connection with such as Simeon Brown (Transport/Local Government/Energy). Hopefully I can use my roles within LGNZ to establish this relationship because roading is critical for us.

While we have these Ministers, it is noted that we still do not have clear direction. We need to realise that the National caucus has been light on numbers. Essentially they will have spent little time on policy work. They will need to establish their own relationships with officials in particular the DIA and MBIE, so progress in my opinion will take time. There has been a lot of work done by Local Government on the Future of Local Government saying that the funding model is broken. The solution being trumpeted is that a percentage of GST should be returned to the districts that generate it. I agree – a great direction in principle, but the reality is that for at least the next 3 years the Government purse strings can't be opened. As the cheese add says "Great things take time!!".

Mayor Andy Watson  
30 November 2023

**ADDITION TO THE MAYOR'S REPORT TO COUNCIL – 30 NOVEMBER 2023**

I have just received notification that all parties have received advice on their Dudding Trust applications so I am able to provide a snapshot of the grants allocated.

The Dudding Trust have approved a record sum of \$930,000 for our district.

As a community we are indebted to the Trust. These grants are significant for our district.

Highlights for this year include –

1.	\$15,000	Huntermville Huntaway Festival
2.	\$16,312	Mill Street Kindergarten Marton
3.	\$20,000	Jigsaw Family Support
4.	\$20,000	Marton Youth Trust
5.	\$35,000	Rangitikei District Libraries
6.	\$58,433	Marton Arts & Crafts
7.	\$175,000	Santoft Domain
8.	\$50,000	Tutaenui Stream Restoration
9.	\$93,810	Taihape Musicians Club
10.	\$50,000	St David's Church
11.	\$90,000	Various Rural Hall maintenance

## 8.5 Project Management Office Report - November 2023

**Author:** Adina Foley, Group Manager-Capital Projects

**Authoriser:** Kevin Ross, Chief Executive

### 1. Reason for Report

This is a monthly report on the most significant projects (based on budget) currently being delivered by Council's Project Management Office (PMO).

### 2. Notes for the Report

2.1 The colours in the report follow a traffic light system of **red**, **orange** and **green** to indicate health of the *overall project* as well as health in the categories: *H&S, Programme, Cost, Quality* and *Top 5 Risks*.

2.1.1 **Green – no / low concerns**

2.1.2 **Orange – some concerns**

2.1.3 **Red – significant concerns**

2.2 The top 5 risks are included in the report; further risks and their mitigations can be found in the work plan for each project. The risks are identified and are all actively managed by the PMO office, and the Project Manager assigned to the project. The risks get updated and new ones added when they have been identified. Any new risks that raise concerns will be brought back to Council as an update in the PMO report.

### 3. Projects Overview

#### Wastewater Projects

- 3.1 Marton to Bulls Wastewater Centralisation Project
- 3.2 Lake Waipu Improvement and Ratana Wastewater Treatment Project
- 3.3 Taihape Papakai Wastewater Pump Station
- 3.4 Taihape Wastewater Treatment Plant Upgrades and Consent

#### Water Projects

- 3.5 Marton Water Strategy

#### Community Facilities & Other Projects

- 3.6 Taihape Amenities Building
- 3.7 Marton Civic Centre
- 3.8 Taihape Town Hall / Civic Centre
- 3.9 Marton Industrial Park and Rail Hub



### Taihape Papakai Wastewater Pump Station

Pictures of the tank installation



ITEM 8.5

ITEM 8.5



#### 4. Miscellaneous Projects and Detailed Updates

##### 4.1 Taihape Town Hall and Library Redevelopment

- 4.1.1 The project work plan is attached to the PMO report.
- 4.1.2 Staff will go through each scope element during the council meeting to confirm or discuss the recommendation of the PMO.

##### Attachments:

1. **PMO report November - three waters projects** [↓](#)
2. **PMO report November - community facilities and other projects** [↓](#)
3. **PMO Project Work Plan - Taihape Town Hall and Library Redevelopment Nov 2023 incl. appendix** [↓](#)

##### Recommendation 1

That the report 'Project Management Office Report - November 2023' be received.

##### Recommendation 2

That the Project Work Plan for the Taihape Town Hall and Library Redevelopment will be endorsed **with/without (delete one)** amendment.

Project Name	Project Summary	Project Lead	Est Start Date	Est Finish Date	Health/ Safety	Programme	Cost	Quality	Top 5 Risks	Project Budget	Actual Spend to date	Iwi Consultation	Key Tasks Completed	Next Steps (November Update)
<b>Wastewater</b>														
<b>Marton to Bulls Wastewater Centralisation</b>	The purpose of the project is to improve the current Marton and Bulls wastewater network to become efficient, effective, and reliable wastewater collection, treatment and disposal services in a culturally sensitive and environmentally responsible manner that meets evolving regulatory requirements and ongoing sustainable compliance. The Marton to Bulls wastewater centralisation scope includes the construction of a wastewater pipeline from Marton Wastewater Treatment Plant to Bulls Wastewater Treatment Plant, development of best practical option for the discharge, consenting, upgrades of the treatment plants at Marton and Bulls if required	<b>Dave Te Maro-Geary</b>	Oct-20	Jun-28	No concerns to date	There is urgency around the delivery of the project. This project will span over numerous years due to its complexity.	The budget is \$25mil, however it is not possible yet to put confident costs against all the components of the project. There is a general expectation that the project will cost more than the current budget, especially if a large piece of land would have to be purchased.	No concerns to date.	1. Infringement notices, fines or Court Order by Horizons until project is completed due to slow progress 2. Unrealistic Expectations of what can be delivered 3. Budget not sufficient for scope 4. Land not available (if land discharge) 5. Long consenting periods & unrealistic consent conditions	\$ 25,000,000	\$ 7,939,896	Ongoing meetings set up with iwi. Iwi is a partner in this project.	Pipeline construction is mostly completed, except for three crossing which need to be designed, consented and implemented. Project Management delivered by PMO. Planner has been engaged. Wastewater and civil engineer has been engaged.	The project group, which is a collaboration between RDC, IWI, planner, wastewater and civil engineers, is meeting regularly and the planner has completed a consenting approach and timeline which was presented to the members of the Assets and Infrastructure Committee in October. Staff booked in to give a presentation at Horizon Regional Council's November public meeting. Work is being continued on design for remaining three stream crossing for the pipeline. Foundations to be confirmed following delayed Geotech investigation and build cost to be determined.
<b>Lake Waipu Improvement and Ratana Wastewater Treatment</b>	This project is a collaborative effort involving local iwi, RDC, HRC and the community of Ratana, and is partly funded (13.4%) by Ministry for the Environment (MfE). The project is to remove treated effluent from Lake Waipu and to dispose of it to land. The project started on 1 July 2018 with an agreement with the Ministry for the Environment (MfE) and has an estimated duration of 5 years. Construction will need to be completed by December 2024. The scope of this project includes purchase of land for disposing of treated wastewater (instead of discharge to Lake Waipu), the installation of irrigation equipment and an upgrade of the existing Rātana Pā wastewater treatment plant.	<b>Blair King</b>	Jul-18	Dec-24	No concerns to date	Construction will need to be completed by December 2024 which is a very tight timeframe.	No concerns to date - budget has been increased in September 2023	No concerns to date	1. Tight timeframe to complete project by December 2024. 2. Ongoing discharge to waterway/ Lake Waipu may be grounds for public notification of the consent application (or limited notification). 3. Unforeseen requirements/ consent conditions for RDC. 4. The approved budgets might not be sufficient to cover the full cost of the upgrade. 5. Funding by MfE is linked to milestones, if the project is delayed there is a chance of funding loss.	\$ 6,532,000	\$ 1,108,185	Regular meetings and updates via email / through hui. Iwi is on board with the project and its approach and supports the irrigation to land option.	Land has been found and purchased (an extra 4ha is in the process of being purchased). Pipeline design started and negotiation with affected parties are ongoing. Irrigation design started. Resource consent has been lodged. Time extension from MfE until December 2024 has been confirmed.	Onsite groundwater sample collection to be continued throughout the consenting period. Response to Horizons Section 92 request to be submitted in November (delays caused by pond sizing and location). Purchase process of extra section has started. Easement negotiations continued. Pump station, pond, pipeline and irrigation design to be finalised. Civil Contractor engagement will start once s92 response has been completed in the interim some products may be purchased and planning for civil works will continue.
<b>Taihape/ Papakai wastewater pump station</b>	Design and construction of a new wastewater pump station and rising main. Includes upgrade to power supply.	<b>Adina Foley / MDC</b>	Jan-23	Dec-23	No concerns to date	Construction is nearly completed. Commissioning expected in December 2023	No concerns to date. Tank design variation has potential savings	No concerns to date	1. Delays due to bad weather or supply chain challenges. 2. Poor communication to residents affected by road closures.	\$ 6,358,184	\$ 3,373,472	Updates via email and irregular meetings.	Rising main and gravity main construction complete on Papakai Rd and Huia Street. Pump station structures and pipework installation largely completed. Control Room installed. Fibreglass tanks installed. Final pipework connections being completed in next few days.	The variation for the tank material change has been finalised and confirmed \$243,000 savings on the bore drilling contract. A site meeting will be held on the 22nd November to detail the finishes with the contractor, parks team and friends of Taihape. (Including entrance upgrade, if required, fencing, parking, planting, contours, drainage). Work on controls and electrical commencing shortly with commissioning planned for before Christmas.
<b>Taihape Wastewater Treatment Plant Upgrades and Consent</b>	A new consent for the WWTP is required. Upgrades to the wastewater treatment plant are expected to be able to meet the new consent conditions. Two-staged consent with long term/short term approach. Best practicable option needs to be defined through thorough process for the long term consent. The Taihape WWTP has been non-compliant for the quality of the discharge for a significant time. Due to this concern a business case was brought to Council as part of the Annual Plan 2023-24 and Council approved an extra \$2,000,000 capital spend on improvements and upgrades to the treatment plant. This extra capital spend is in addition to the existing \$500,000 that has been included in the last LTP 2021-24 for processing a short-term 10 year consent for the WWTP before a long term solution can be investigated.	<b>Blair King / Adina Foley</b>	Jul-21	Jun-24	No concerns to date	No concerns to date	Sufficient budget has been included through the Annual Plan 2023-24.	No concerns to date	1. Infringement notices or fines by Horizons until discharge quality is much improved 2. Unrealistic Expectations of what can be delivered in the long-term 3. Long consenting periods & unrealistic consent conditions 4. Suitable land availability - size, topography and soil type (if long-term approach is discharge to land) 5. Capital budget availability for best practical long-term solution	\$ 2,500,000	\$ 619,218	Irregular meetings with iwi. Strong direction from iwi to work on land discharge.	Further funding for upgrades secured. Sludge survey completed. Multiple feedback from consultants received for WWTP upgrades and improvements. Theoretical land sizing calculation completed for discharge to land option. Contractor for improvement works has been engaged.	Short term solutions have been reviewed and confirmed internally to improve the water quality. Contractor has been engaged following September Council and they are preparing a programme for the works including further improvement suggestions. The same company has presented options to staff which could further improve the water quality to the end of the consenting time (which is 2027). A report will be brought to Council in December 2023. Due to time pressures a date for a hui was not able to be found, therefore a hui will be set up for early next year and in the mean time further updates will be send via email.
<b>Water (Drinking)</b>														
<b>Marton Water Strategy</b>	The Marton Water Strategy has been developed with a new bore as its foundation to replace the current source for potable water for Marton. It includes: - Construction of new raw water bore - Design of treatment plant refurbishment and consenting - Upgrades to existing treatment plant Once all the project is completed, Marton will be provided with pleasant tasting and smelling potable water that meets the NZ Drinking Water Standards. Staff will look at options for the use of the dams once Marton is drawing water from a bore. This will include looking at restoring flow to the Tutaenui Stream. All work is expected to be completed by the end of 2024.	<b>Eswar Ganapathi / MDC</b>	Jun-22	Dec-24	No concerns to date	The target completion of the end of 2024 is still expected to be achieved. However it has been challenging to engage a consultant for the treatment plant upgrade design. Due to further delays this is now expected February 2024.	No concerns to date	No concerns to date	1. Long consenting periods & unrealistic consent conditions 2. Challenges in the engineering consulting market making it difficult to secure contract for design in a timely manner 3. Cost overrun due to market escalations 4. Water take restrictions imposed by consent 5. Complexities of the treatment process pushing out budget	\$ 11,000,000	\$ 1,796,207	Initial discussion held with iwi, who are supportive of this alternative water source.	The production bore has been drilled to its final depth of 299m and production casing and screen installed. Bore development has been completed and the bore is producing good amounts of clear water. Some site clean up is taking place, now that that bulk of bore construction is completed.	Step testing and constant rate testing is scheduled to commence at the end of November. This will be a 1 day test to pump at various flow rates, followed by a 7 day test at a constant rate, of up to 60 litres per second. Other bores from the surrounding area will be used to monitor the effects of this constant rate test. This information can then be used to support the future resource consent application for bore abstraction. Unused bore casing materials will be sold to a buyer, that is yet to be identified. The optioning work with two engineering companies for the water treatment design is taking longer than hoped for and an engagement of one of the parties is now only expected by February 2024. This makes the programme more tight and it will be challenging to complete all works by the end of 2024.

Project Name	Project Summary	Project Lead	Est Start Date	Est Finish Date	Health/ Safety	Programme	Cost	Quality	Top 5 Risks	Project Budget	Actual Spend to date	Iwi Consultation	Key Tasks Completed	Next Steps (November Update)
<b>Community Facilities</b>														
Taihape Amenities Building / Ngā Awa Block	This project is to build a new sports and community group facility within Taihape Amenities Park with 4 changing rooms including toilets, showers. Staff were successful in applying for external funding: \$40,000 from Four Regions Trust and \$374,000 from the Lotteries Funding.	Adina Foley	Nov-20	Jul-23	No concerns to date	Construction has been completed.	Construction was completed within budget.	No concerns to date	1. Risk of lengthy process to achieve CCC	\$ 4,648,757	\$ 4,557,047	Discussions have been held with Ngāti Tamakopiri.	Practical Completion achieved. CPU (Certificate of Public Use) has been issued. Building has been officially opened August 12th.	Construction has been completed. Defects and minor repairs/fix ups to be completed November. Staff are closing out the project at the moment including handover to the operational team. Close out report with lessons learned to be prepared and shared with Council when ready. CCC expected to be achieved in December 2023 due to weather delaying the final item for CCC. Final invoicing to be completed in December 2023.
Marlon Civic Centre	The current Council civic buildings in Marlon are earthquake prone and are required to be strengthened to meet government legislation. Council purchased several heritage buildings in Marlon's town centre with the option to restore the buildings and use them as a replacement Civic Centre/library/community hub.	Eswar Ganapathi	TBC	TBC					Project is on hold as per Council resolution 23/RDC/176. Report to be brought back to LTP workshop with further information in September or October.	\$ 19,000,000	\$ 386,902	Meeting with Heritage NZ on 17 Oct 2023. Discussion was held with Property Brokers. Smaller Councillor working group has been formed and a couple of meetings were held.	Project has been put on hold as per Council resolution 23/RDC/176. Investigations are ongoing: 1. Alternative financing to develop buildings on High St/Broadway 2. What options would be within the LTP budget 3. Do minimum on 46 High St The working group met on the 12th October which reviewed again all options that have been presented to Council in the past. A second meeting was held on 9th Nov where a new design for a new build on 46 High Street was presented. Staff will be bringing a report to the December Council Meeting with a recommendation for next steps.	
Taihape Town Hall and Library Redevelopment	Council included costs for the refurbishment of the Taihape Town Hall within the 2021-31 LTP. Since the LTP was adopted, the Town Hall and Library has been closed due to the earthquake risk posed to staff and the public. Council approved the new budget for the Taihape town hall/civic centre, broadly outlined as option 1 in the key choices section of the annual plan 2023/24 consultation document, of up to \$14 million. Council will receive \$1,883,000 from better off funding towards the project as an offset to this budget.	Eswar Ganapathi	Feb-22	Dec-27					Project Scope and Project Work Plan to be finalised.	\$ 14,000,000	\$ 177,003	Iwi were an active part of workshop panel.	Public feedback workshop was held in Taihape on 3 October 2023. A separate workshop with staff was conducted on 25 Oct 2023. Procurement strategy workshop was conducted on 7 Nov 2023	The feedback received from the public user workshop is now available as a report. This has helped inform the scope, requirements and priorities for the redevelopment. The user group has been finalised by staff. This group will be involved throughout the design process to provide feedback. The project work plan has been completed and will be presented in the November 2023 Council meeting, for Council endorsement - see attached to the PMO report.
<b>Other &amp; Community-Led Developments</b>														
Marlon Industrial Park and Rail Hub	<ul style="list-style-type: none"> <li>The Marlon Rail Hub (MRH) is an RDC sponsored initiative to establish a rail hub in partnership with private investor(s). Scope includes a rail siding and log yard.</li> <li>RDC financial contribution is limited to \$9.85M (\$9.1M from central Government + \$0.75M from RDC). Additional private investment is required to fully fund the MRH.</li> <li>The MRH forms part of the Marlon Industrial Development Area (MIDA) of 65Ha parallel to Makiriri Road, adjacent to SH1. This land requires a District Plan change from rural to industrial. This has been challenged in the Environment Court.</li> <li>In late April 2023, the Environment Court found in favour of RDC. However, there are aspects of the Court decision provisions (conditions) that do not correctly reflect the Court proceedings. Hence the RDC view is the Court has erred.</li> <li>These provisions, as written, represent a significant barrier to any developer investing in the MRH.</li> <li>RDC submitted an appeal to the High Court which, in its judgement issued on 19 September, found in favour of RDC and returned the contested provisions back to the Environment Court for reconsideration.</li> <li>As with the original Environment Court process, it is not possible to forecast when this matter will be fully resolved by the Environment Court, but it is expected to be before year end.</li> <li>A private developer has made a conditional commitment to the project and is currently undertaking their due diligence exercise to determine the viability of the project.</li> <li>RDC is supporting the developer in their due diligence process. Forecast completion May 2024.</li> <li>A Variation (#2) to the central Government funding agreement has been approved. The variation revises milestone dates and deliverables to align with the expected Environment Court process and developers' due diligence exercise.</li> <li>Following approval of the variation, RDC has submitted an invoice to MBIE for a milestone payment of \$0.75M (note previous report indicated \$0.375M, but this was revised by Kanoa/MBIE).</li> <li>Requirements of the uncontested Court provisions are progressing. These "Stage 1" actions include development of a Comprehensive Monitoring Framework, Establishment of a Community Liaison Group, and preparation of an Ecological and Landscape Development Plan.</li> </ul>	Mark Barnes	Oct-20	Nov 2026 – as MBIE/RDC variation #2	No concerns to date	<ul style="list-style-type: none"> <li>Original target completion has been delayed due to the protracted and ongoing Environment Court process and the need to secure additional private investment.</li> <li>A variation to the central Government funding agreement has been approved which resets the programme to align with the potential developers' due diligence exercise.</li> <li>Forecast completion Nov 2026</li> </ul>	<ul style="list-style-type: none"> <li>To date \$1.137M has been drawn down from the central Government funding allocation of \$9.1M.</li> <li>Approval of the central Government funding agreement variation #2 (see Project Summary) enables RDC to claim a further \$0.75M. This claim has been submitted.</li> <li>Total monies received from central Government then becomes \$1.887M.</li> <li>Spend to date is \$3.127M. Hence RDC remains financially exposed to \$1.24M of spend. It is assumed this will be recovered from the central Government funding allocation but should be considered a risk.</li> <li>To date \$0.248M of the \$0.75M RDC budget has been spent.</li> <li>A further \$0.15M of the \$0.75M RDC budget has been allocated to support the potential developer in their due diligence exercise.</li> </ul>	No issues	<ol style="list-style-type: none"> <li><b>Risk:</b> The change in Government may adversely impact the continuation of central Government funding. <b>Impact:</b> RDC has a current cost exposure of \$1.24M (see Costs).</li> <li><b>Risk:</b> The Environment Court does not modify the contested provisions. <b>Impact:</b> The potential developer will not invest and so progress the project. The project cannot progress.</li> <li><b>Risk:</b> The potential developer due diligence exercise concludes that the project is not viable. <b>Impact:</b> Additional private funding is not forthcoming. The project cannot be progressed.</li> <li>The Environment Court provisions requires tree planting to the industrial zone to be completed in the first planting season after the zone change becomes operative. The operative date will be after the Environment Court process is completed (timeline unknown). <b>Risk:</b> The developer concludes the project is not viable. <b>Impact:</b> Once the zone change becomes operative, RDC are responsible for the perimeter tree planting, but the land is not owned by RDC. Mitigation: Zone changes operative date is an RDC decision.</li> </ol>	\$ 9,850,000	\$ 3,385,029	Discussions have previously been held with Ngā Wairiki Ngāti Apa who are supportive of the project.	<ul style="list-style-type: none"> <li>Central Government funding agreement variation #2 in place.</li> <li>\$0.75M claim submitted to MBIE/Kanoa.</li> <li>Private developers' due diligence process (forecast completion May 2024) progressing with RDC support.</li> <li>RDC have agreed to financially support the developer's due diligence process up to \$150K. Legal advice sought regarding the appropriate form of RDC/developer funding agreement.</li> </ul>	<ul style="list-style-type: none"> <li>Stage 1 Development tasks as defined in the Environment Court Provisions progressed.</li> <li>Finalise RDC/developer due diligence funding agreement</li> </ul>



*Making this place home*

**Rangitikei District Council  
Project · Work · Plan**

# Project Plan

## Taihape Town Hall and Library Redevelopment

**Endorsement by Elected Members is sought for:**

The Project Work Plan and its method; and that the project team proceeds to implementing the plan.

**Project Work Plan Decision:** \_\_\_\_\_ by Council in \_\_\_\_\_ 2023

**Project Sponsor:** Gaylene Prince  
**Project Director:** Adina Foley  
**Project Manager:** Eswar Ganapathi

# Taihape Town Hall and Library Redevelopment

## I. Version control

This document is a living document which will be reviewed regularly as part of the standard project management practice.

The table below outlines the versions and what areas were updated.

Version	Date	Extend of Review	Prepared by	Reviewed by
A	30/11/2023	Original draft	Eswar Ganapathi	Adina Foley

## II. Table of Contents

- I. *Version control*..... 2
- II. *Table of Contents*..... 2
- III. *Detailed Project Scope Statement* ..... 3
- IV. *Project Background*..... 6
- V. *Project Approach* ..... 6
- VI. *Procurement approach*..... 7
- VII. *Project Constraints and Priority*..... 11
- VIII. *Council Resolutions* ..... 12
- IX. *Stakeholders, Roles & Responsibilities* ..... 13
- X. *Budget*..... 15
- XI. *Timeline* ..... 16
- XII. *Risks* ..... 16
- XIII. *Communication Plan*..... 18
- XIV. *Issue Log* ..... 18
- XV. *Appendices*..... 19

# Taihape Town Hall and Library Redevelopment

## III. Detailed Project Scope Statement – What will the project do and not do?

### PROJECT PURPOSE STATEMENT

To redevelop, renovate, optimise and earthquake strengthen the Taihape Town Hall and community facilities, maintaining the iconic historic look of the façade and the location.

### PROJECT OBJECTIVES (in order of importance)

- 1) Earthquake strengthen and upgrade the town hall facilities
- 2) Improve the building to meet current structural, fire safety & accessibility code compliance
- 3) Enhance the overall public & staff user experience
- 4) Modify spaces to provide an inviting and flexible experience for a wide variety of facility uses
- 5) Provide meeting/conference facilities to make Taihape a business hub in the region
- 6) Reopen the civic heart of the town
- 7) To actively engage and work with Elected members, Iwi and Hapu, Stakeholders and the wider community to achieve the best outcome for the project within its defined limitations
- 8) To construct and implement the identified and necessary works in an efficient, cost-effective, reliable, and timely manner

### PROJECT SCOPE – informed by public feedback workshop

Space	Scope item description	Recommendation by PMO	Confirmed by Council
<b>Investigation &amp; Engagement</b>	Investigate and document the condition of the existing town hall structure	In Scope	
	Work with seismic strengthening specialist consultants/contractors to define the improvements required to bring the building to comply with a min. <b>80% NBS</b>	Preference PMO, to be discussed	
	Work closely with elected members and wider community confirming requirements for future proofing the facilities	In Scope	
	Conduct separate workshops with community and staff to collect feedback on expected improvements	In Scope	
	Identify and form a User Group which will act as the community representative during the design development stages	In Scope	
	Ensure regular communication over the duration of the project with all stakeholders including staff, elected members, iwi, interested parties and the community	In Scope	
<b>Procurement &amp; Construction</b>	Identify, shortlist and procure design consultants and contractor/s	In Scope	
	Ensure seamless handover to property and facilities team	In Scope	



# Taihape Town Hall and Library Redevelopment

	Manage the construction contract to ensure the project is effectively managed within agreed time, cost and quality parameters	In Scope	
<b>General Building Requirements</b>	Building Code Compliance, especially for accessibility and fire safety	In Scope	
	Strengthen the building to a minimum of 80%NBS	In Scope	
	Power Upgrade if required	In Scope	
	Efficient use of spaces with a desire to reduce costs where possible	In Scope	
	Remove first floor to reduce complexity of redevelopment and saving costs (retain existing floor space by extending ground floor behind library)	Preference PMO, to be discussed	
	Demolish and rebuild façade to look like it does now, to reduce complexity of redevelopment and saving costs	Preference PMO, to be discussed	
	Efficient heating/ cooling for the whole facility	In Scope	
	Flexible area access control	In Scope	
	Alarm systems	In Scope	
	CCTV system	In Scope	
	Accessible parking	In Scope	
	Adequate storage facilities in all areas	In Scope	
	Good free Wi-Fi connection	In Scope	
	Easy access to bathrooms from all areas	In Scope	
<b>Auditorium/Main Hall</b>	separate entrance to hall for events outside of open hours	In Scope	
	Display screens for presentations	In Scope	
	Sound system	In Scope	
	Good acoustics	In Scope	
	Ability to divide the space into smaller spaces	In Scope	
	Improved lighting	In Scope	
	Tables and chairs for meetings, events	In Scope	
	USB ports?	In Scope	
	Pin boards?	In Scope	
	Direct access to kitchen	In Scope	
	Access to second room (e.g. supper room)	In Scope	
Entrance / foyer / reception space	In Scope		
<b>Sports in the main hall</b>	basketball/badminton/netball/fitness classes	In Scope	
	high ceiling	In Scope	
	climbing wall	Suggested by community, to be discussed	
	non-slip/sprung flooring	Suggested by community, to be discussed	

# Taihape Town Hall and Library Redevelopment

	score board	Suggested by community, to be discussed	
<b>Stage</b>	changing rooms with mirrors, showers and bathrooms (could be the second room e.g. supper room) and direct access to stage	Suggested by community, to be discussed	
	Fly Tower for quick scene changes	In Scope	
	Curtains	In Scope	
<b>Learning Hub/ Library / staff area</b>	Weather protection for entrance area	In Scope	
	Printing facilities	In Scope	
	Flexible shelving – book, cd, DVD, newspaper, games display	In Scope	
	Space for activities	In Scope	
	Front desk library / information centre	In Scope	
	Exterior books drop off outside of open hours	In Scope	
	Open plan layout to oversee the whole library with minimal staff	In Scope	
	More natural light	In Scope	
	Staff office for 6 people	In Scope	
	Separate small staff meeting room for confidential conversations	In Scope	
	Separate staff bathroom	In Scope	
	Separate staff small kitchenette / lunchroom	In Scope	
	Spaces for 5 public computers	In Scope	
<b>Meeting rooms incl. chambers and business hub</b>	Various sizes of meeting rooms (minimum 1x for 30 people, a few smaller ones)	In Scope	
	Video conferencing facility	In Scope	
	Projector & Screens	In Scope	
	Water access	In Scope	
	Whiteboards	In Scope	
	Tables and chairs	In Scope	
<b>Other</b>	dedicated youth space	Suggested by staff, to be discussed	
	outdoor deck/garden	Suggested by community, to be discussed	
	better use of shed area	Suggested by community, to be discussed	
	Bar	Suggested by community, to be discussed	

**OUT-OF-SCOPE**

- Streetscape around the facility
- Complete demolition and rebuilt
- Change of location
- Heritage improvements
- Landscaping

## Taihape Town Hall and Library Redevelopment

### IV. Project Background

On 3 December 2021 Council received a series of Detailed Seismic Assessments for some of Council's buildings. The Taihape Town Hall received a rating of 10% NBS, which is a Grade E and equates to a very high risk to life-safety more than 25 times the risk relative to a new building. The decision was made to close the building for move staff out of the facility with immediate effect.

As an interim measure, the library was relocated to the BNZ building at the intersection of Hautapu Street and Tui Street in Dec 2021. The library and the staff have been operating under less than ideal conditions for the past two years. There have been numerous cries from the public and staff to kickstart the redevelopment works and to move back into a space that they have built an emotional connection with over a very long time.

Council included costs for the refurbishment of the Taihape Town hall within the 2021-31 LTP. Council approved the new budget of up to \$14million, broadly outlined as Option 1 in the key choices section of the annual plan 2023-24 consultation document. Council will receive \$1,883,000 from better off funding towards the project as offset to this budget. There are just two milestones specified for the BOF component of this project:

- Investigation and design with forecast completion by 31 December 2024 (for which \$250,000 of BOF has been allocated)
- Project commencement of potential refurbishment/new build with forecast completion by 31 December 2025 (for which \$1,633,000 has been allocated)
- The end date (specified in the Variation Agreement signed 7 July 2023) is 30 June 2027. This provides scope to extend the completion date noted above

### V. Project Approach

A public feedback workshop was conducted by The Integral Group Limited (TIGL) on 3<sup>rd</sup> October 2023 in Taihape to gather valuable input with regards to the future requirements of the Town Hall and what the priorities are. A sizeable amount of the community turned up for the event and made it a worthwhile exercise. We have since reviewed and collated all feedback from the community into a report. It is to be noted that a section of the community was in favour of a complete new-build (with re-erecting the same iconic façade) if it can be achieved with lesser cost and far greater certainty than trying to repair and retain the existing façade.

We have also had a separate feedback session with the staff in Taihape. Feedback gathered from these two sessions have largely been used to gauge the expectations from the staff and community and further helped in formulating the scope document for the project which are outlined below.

The key functions required in the upgraded facility have been identified and broad requirements for each of these spaces have been defined.

There are two main areas to be considered:

- **Auditorium/Main Hall** – the requirements are formed keeping in mind that this space shall be used for a wide variety of uses broadly classified under Community Events, Family Events, Exhibitions, Community Hub, Council Events, various Clubs and Sports
- Learning Hub / library / offices – this space is used for a large variety of activities, including but not limited to library users, youth, computer access, Wi-Fi connection, information services, business users, group meetings, play groups, hobby groups etc.

A community user group has been formed by Council staff as a representation of the community groups that use the facility. The Council had to consider a mix of individuals including current and possible future users

## Taihape Town Hall and Library Redevelopment

of the Hall and determine an appropriate size for the user group. The purpose of the user group will be to act as the voice of the community and facility users providing feedback during the design development phase around usability of the design. We expect their involvement to end when the design is completed. During the construction phase, progress updates at frequent intervals will be shared. Ultimately, the decision on design will rest with the Council.

### VI. Procurement approach

A procurement strategy workshop was conducted in November 2023, to brainstorm and identify the best possible approach to selecting and engaging the required technical consultants and contractors for the project.

The core parts of the procurement include:

- earthquake strengthening and structural construction
- design and professional services
- general construction and trades for the facility

Compared to a new-built on a greenspace, this project has a higher level of complexity such as unknown site/ground conditions, unknown structural conditions once work starts, reuse of existing layout, condition of electrical wiring, water and wastewater pipe conditions, etc.

These challenges need to be carefully considered in our procurement approach. The RDC procurement policy's intent is to give a fair chance to companies in the market, to make sure council received best value for money, to allow for innovation and futureproofing in our design and to spend public money wisely.

The procurement policy allows staff to look into innovative ways to approach the procurement of specialists and experts where there is a very limited options in the market and where the open tender process may not be the best approach to get good responses which are value for money.

The following are important considerations for a most efficient and practical engagement of the most suitable experts for the best possible project outcome:

- Specialist knowledge is required for the strengthening component of the scope
- There are no local commercial grade larger construction firms located in Taihape
- There are limited sub-contractors located in Taihape (e.g. plumbing, electrical, hydraulics etc.)
- The current market is still stretched, and a lot of construction and consultant companies are quite booked up which can result in poor tender responses
- A collaborative approach between design and construction results in more efficient construction and easier buildability, further can increase flexibility around changes when the work has started (e.g. when conditions of the current structure or the site are less optimal than expected)
- Early contractor involvement would also help to reduce risks for all parties involved and more accurate construction cost estimates

All of the above considerations are crucial to reduce costs and shorten construction timeframes where possible.

#### A. Required Suppliers

- Professional Services:
  - o Seismic Strengthening Specialist
  - o Geo Tech Engineer

## Taihape Town Hall and Library Redevelopment

- Structural Engineer
- Mechanical Engineer
- Hydrological Engineer
- Lighting / Sound Engineer
- Structural strengthening Expert
- Construction Contractor:
  - Main Contractors
  - Sub Trades:
    - Heating Ventilation & Air Conditioning (HVAC)
    - Roofer
    - Carpenter
    - Independent QS
    - Architect
    - Fire Engineer
    - Plumber
    - Electrician
    - Painters

### B. Early Contractor Involvement (ECI)

NZ Government Procurement shares the following guidelines around ECI :

<https://www.procurement.govt.nz/assets/procurement-property/documents/early-contractor-involvement-construction-procurement.pdf>

Early contractor involvement (ECI) is an approach to contracting that can complement either a traditional or novated design and build delivery model.

ECI can be used to gain early advice and involvement from a contractor into the buildability and optimisation of designs. It's suited to large, complex or high-risk projects because it affords an integrated team time to gain an early understanding of requirements, enabling robust risk management, innovation and public value.

ECI usually takes the form of a two stage approach to tendering.

#### - First stage tender

The first stage tender documents should contain sufficient project information to enable tenderers to submit a tender response which will typically include:

- construction methodology, programme, and approach to the project including sub-contractor management and health and safety
- a response on how realistic the client's budget ceiling is and initial thoughts on achieving this
- identification of initial risks and opportunities for design and construction
- proposals for working with the design team to provide buildability, value engineering and supply chain input to the development of the design to achieve the budget ceiling specified for the project
- details of the proposed project team, both for the second stage tender process and during construction
- fixed preliminaries (site running costs) and fixed margin (covering off site overheads and profit)
- schedule of rates for common building elements (where there is sufficient information to develop this)

## Taihape Town Hall and Library Redevelopment

- pre-construction services fee for providing input to the design and tender services during the second stage tender process (unless specified by the client).

The first stage tender documents should provide early design information (eg concept or preliminary) and an indication of the client's budget limit. The documents should also include a pre-construction services agreement (PSA) detailing the services required to be provided by the contractor during the second stage tender, eg buildability, value engineering and supply chain advice, and input to the design and tendering services.

The PSA will usually state that contract award will be conditional upon:

- satisfactory performance of the contractor during the second stage tender
- the contractor providing full cost transparency to the client through an open book approach
- agreement of a contract sum that is acceptable to the client (in public value terms), is below the specified cost ceiling, and without qualification.

Where the specified conditions are not met, the PSA will typically provide the client with the right to go back out to the market for tender. This ensures that competitive tension is maintained throughout the tender process. Where the contractor is not awarded the contract, it will be paid for its services in accordance with the PSA, to avoid any potential disputes over intellectual property.

Following the evaluation of the first stage tender proposals, a preferred contractor is appointed through execution of the PSA to go forward to the second stage tender process.

### - Second stage tender

The second stage tender will involve the contractor working with the design team to provide input to the design and develop its tender price on an open-book basis in line with the PSA. The second stage tender will conclude upon award of contract, or when the client notifies the contractor that it will not be awarding a contract due to certain conditions of the PSA not being met.

For a traditional delivery model, the client and contractor will jointly agree how the project is to be split into work packages. Once the design is complete for each package, the client and contractor will jointly tender each package to the market on an open-book basis. Once the client is satisfied that the packages represent public value and are within budget, the contractor is awarded the contract to proceed to build, typically based on a lump sum fixed price.

For novated design and build delivery models, the contract sum is essentially arrived at through a process of negotiation since the design will not be complete at the time of contract award. To ensure competitive tension, the process of negotiation is made on an open-book basis where the contractor's cost build-up for the project is fully transparent to the client's cost consultant. These costs can be subject to market testing to ensure that the total cost of the project represents public value. The contract may be awarded based on a lump sum fixed price where the client wants little or no involvement in the design process, and is willing to accept the risk premium that comes with design and build. Clients that want to be involved in a more collaborative arrangement with the contractor and its design team during the design phase to share any savings made through innovation in design, may choose to adopt a guaranteed maximum price arrangement.

### C. Design and Build Delivery Model

<https://www.procurement.govt.nz/assets/procurement-property/documents/design-and-build-delivery-model-construction-procurement.pdf>

In the design and build delivery model, the main contractor takes on the responsibility for both the design

# Taihape Town Hall and Library Redevelopment

and construction.

The client develops the functional and technical performance requirements for a facility and this information is used in the tender process, to invite contractors to submit proposals for design and construction. With the exception of relatively simple, straightforward projects, design and build projects typically require a comprehensive set of requirements documents to ensure that the completed facility meets the client’s expectations.

Benefits of integrated design and construction processes Design and build can provide certainty in cost, and cost benefits. Integration of the design and construction processes means value-for-money decisions can be optimised, since aspects of buildability will be key factors in design decisions. The design team can work with the contractor to consider the costs of constructing the range of proposed design solutions.

The contractor will also be able to bring their expertise, and that of the supply chain, to work with the design team in developing innovative design solutions that maximise project benefits. They may, for example, specify alternative products that meet the same performance requirements that the design team are looking to achieve, or source alternative products that have shorter lead times for delivery to speed up the programme.

### Speed of delivery

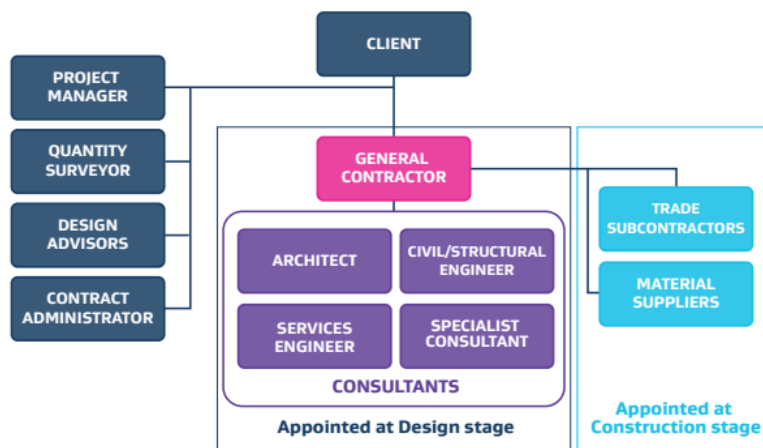
Design and build can enable an earlier on-site start date and an earlier completion date when compared to a traditional delivery model, through overlapping design and construction activities. However, compared to a traditional delivery model, extra time will be needed at tender stage. This includes sufficient time allowances for tenderers to prepare proposals for the design, and sufficient time allowances for the tender evaluation team to review and evaluate proposals, and to seek clarifications from tenderers.

### Level of design information provided at time of tender

The level of design information provided to the contractor at the time of tender will influence the contractor’s

#### Design and build delivery model contractual relationships

*This diagram shows a typical contractual arrangement for the design and build model.*



ability to realise the benefits a design and build delivery model is intended to bring. Tendering near-completed designs is not good practice. It limits opportunities for innovation and is likely to result in significant risk pricing as the contractor seeks to cover its risks for taking on responsibility for a design developed by others. Clients that use the design and build delivery model in this way are primarily using it as a way of transferring most of the project risk to the contractor, while limiting the contractor’s scope to manage this.

# Taihape Town Hall and Library Redevelopment

## VII. Project Constraints and Priority

The Theory of Constraints (TOC) was originally developed by Israeli businessman, Eliyahu M. Goldratt. The central idea is that there will always be at least one component in any system that will constrain or slow down processes. It is along the lines of the saying, “A chain is only as strong as its weakest link.”

The three most common constraints are scope, time, and cost. Together, these three constraints are known as the Triple Constraint. One of these constraints cannot be changed without impacting the other two. So there needs to be a way to balance and prioritise these three.



**Scope:** The scope should be well documented and clearly communicate what will and won't be included in the final product to reduce scope creep.

**Time:** The timelines need to be realistic. To create a realistic schedule, it is essential to look at the resources available, team member skills, and the amount of time it took to do similar tasks in a past project.

**Cost:** Every project has a budget. It is an estimate what the project will cost by analysing previous projects. If resources and time are limited, the budget needs to be adjusted to avoid overages.

For every project, it must be defined whether scope, time, or cost is most important. Then the other two constraints need to be aligned. For example, if the deadline is the highest priority and can't be moved, then cost and scope need to be adjusted to reflect what can be accomplished within the time constraint.

For this work plan the focus is on the main three constraints, **scope, time & cost**. These must be prioritised and labelled with either of the following (each one can only be used once):

- Must Meet
- Within acceptable limits
- Optimise

Constraint	Priority	Description	Metrics
<b>Cost</b>	Must Meet (suggestion by PMO)	Council approved up to \$14million in the annual plan 2023-24 consultation. Council will receive \$1,883,000 from better off funding towards the project as offset to this budget.	Total project spend to be less than \$14,000,000, ideally significantly less
<b>Time</b>	Within acceptable limits (suggestion by PMO)	Timelines mentioned in the Better-Off Funding to be met.	Design Completion by 31 Dec 2024 Project Completion by 30 June 2027
<b>Scope</b>	Optimise (suggestion by PMO)	Identified via feedback workshops	

Other constraints that can be considered:

**Quality:** The quality constraint is closely related to the Triple Constraint. Any change to scope, time, or cost might impact product quality. A change in quality expectations affects the project's scope, time, and cost.

**Risks:** Every project comes with risks. To manage risks as a constraint, a range of responses to potential risks that customers and stakeholders will tolerate needs to be defined.

**Benefits:** The projected benefits help to justify costs, resources, scope, and time needed to complete the project.



## Taihape Town Hall and Library Redevelopment

### VIII. Council Resolutions

The following Council resolutions have been made in relation to this project:

Resolved minute number 22/RDC/037	That considering the closure of the Taihape Town Hall due to an unfavourable seismic assessment, Council approves starting the Better Business Case analysis on the Taihape Town Hall Development in the 2021/22 financial year instead of waiting for year 4 as currently scheduled in the 2021-31 Long Term Plan. Cr C Raukawa/Cr G Duncan. Carried
Resolved minute number 22/RDC/069	That Council confirms that all three Northern Ward Councillors be appointed to assist the development of the Taihape Town Hall Development Business Case, using the Better Business Case model. HWTM/Cr G Duncan. Carried
Resolved minute number 23/RDC/076	That Council agree to reject the unsolicited offers to earthquake strengthen the Taihape Town Hall/Civic Centre and the Taihape Memorial Park Grandstand at this time. Cr D Wilson/Cr J Calkin. Carried
Resolved minute number 23/RDC/172	That Council approves the new budget for the Taihape town hall/civic centre, broadly outlined as option 1 in the key choices section of the consultation document, of up to \$14 million noting that Council is likely to receive \$1,883,000 for better off funding towards the project included in this budget. HWTM/Cr J F Wong. Carried
Resolved minute number 23/RDC/173	That Council directs staff to focus on the completion of this project ahead of the Marton civic centre and starts the design process as from 1st July 23 which is earlier than planned in the long term plan 2021-2031 HWTM/Cr S Loudon. Carried
Resolved minute number 23/RDC/173	That Council directs staff to focus on the completion of this project ahead of the Marton civic centre and starts the design process as from 1st July 23 which is earlier than planned in the long term plan 2021-2031 HWTM/Cr S Loudon. Carried
Resolved minute number 23/RDC/174	That prior to preparing tender documents the council engages with key users of the Taihape Town Hall and civic centre to clarify community needs regarding the design. Cr G Duncan/Cr J F Wong. Carried
Resolved minute number 23/RDC/175	That the design process calls for tenders to provide for the following elements <ul style="list-style-type: none"> <li>I) Earthquake strengthening of the town hall civic centre</li> <li>II) To meet compliance issues for the strengthened building</li> <li>III) To provide for efficient heating</li> <li>IV) To meet current fire standards</li> <li>V) To provide for power upgrade</li> <li>VI) To consider users expectations re design</li> </ul> Tenders will be considered for all or individual elements of the design. HWTM/Cr G Duncan. Carried

## Taihape Town Hall and Library Redevelopment

### IX. Stakeholders, Roles & Responsibilities

#### A. Stakeholder Register

Stakeholder	Influence (high / low)	Interest (high / low)	Requirements	Concerns	Strategies for Gaining Support
<b>Elected Members RDC</b>	<b>H</b>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Approve Budget and procurement</li> <li>✓ Endorse Project Work Plan</li> <li>✓ Receive updates on progress</li> <li>✓ Decision making power</li> </ul>	<ul style="list-style-type: none"> <li>✓ Financial</li> <li>✓ Regulatory Compliance</li> <li>✓ Cultural</li> <li>✓ Environmental</li> <li>✓ Reputation</li> </ul>	Regular updates on progress and next steps  Seek advice and expert knowledge to overcome issues which might arise throughout the project.
<b>Rangitikei District Council</b>	<b>H</b>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Compliance</li> <li>✓ Consenting Authority</li> </ul>	<ul style="list-style-type: none"> <li>✓ Regulatory Responsibilities</li> <li>✓ Building Code Compliance</li> </ul>	Regular Updates  Seek feedback on approach or planning
<b>RDC Property Team</b>	<b>H</b>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Operation of Town Hall and Library</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ease of operation</li> <li>✓ Low maintenance</li> <li>✓ Ability to manage the building with minimal staff</li> </ul>	Seek input from operations for best outcome
<b>Community</b>	<b>H</b>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Efficient outcome</li> <li>✓ End user requirements</li> </ul>	<ul style="list-style-type: none"> <li>✓ Emotional connection</li> <li>✓ Financial</li> <li>✓ User friendly</li> </ul>	Feedback discussion during design development and periodic updates during execution
<b>Media</b>	<b>L</b>	<b>L</b>	<ul style="list-style-type: none"> <li>✓ Sensitivity around wastewater</li> <li>✓ Interest in outcomes</li> </ul>	<ul style="list-style-type: none"> <li>✓ Cultural</li> <li>✓ Environmental</li> </ul>	Regular Updates
<b>Town Hall User Group</b>	<b>H</b>	<b>H</b>	<ul style="list-style-type: none"> <li>✓ Seeking feedback on requirements from various groups</li> <li>✓ Ongoing feedback to and from</li> </ul>	<ul style="list-style-type: none"> <li>✓ Useability of the spaces</li> </ul>	Regular meetings  Regular updates on progress

# Taihape Town Hall and Library Redevelopment

## B. Project Team

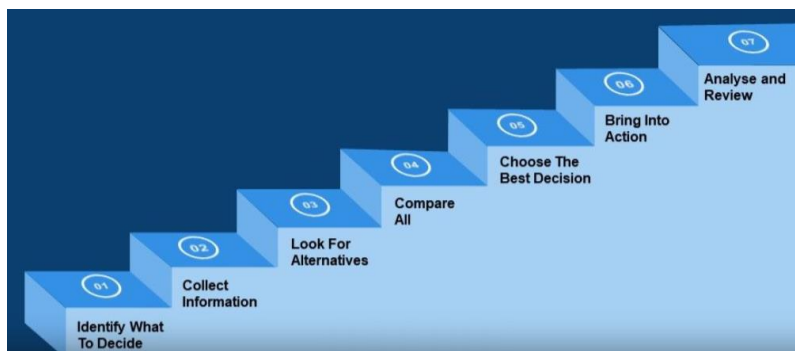
Name	Project Role (e.g. Sponsor, Project Manager, Designer etc.)	BAU Role
Kevin Ross	Project Sponsor	Interim Chief Executive
Gaylene Prince	Subject Matter Expert / internal client	Group Manager Community
Adina Foley	Project Director	Group Manager Capital Projects
Eswar Ganapathi	Project Manager	Senior Project Manager
Dianne Ritter	Project Assistance	Project Coordinator
Rhonda Morris	Communications	Communications Manager
TBC	Seismic Strengthening Expert	
TBC	Fire Engineering Expert	
TBC	Structural Expert	
TBC	Design Expert	
TBC	Construction Contractor(s)	
RDC operations Team	Final operational delivery	RDC operations Team (through shared Service)

## C. Project Team Charter – How will the people working on the project work together? What are the protocols for decision-making, conflict resolution and meetings?

<b>Who is client / customer for the project?</b>
Council as an entity, Iwi, Community and other stakeholders with interest in the redevelopment of the Taihape Town Hall and Library.
<b>Project Team Meeting Protocols</b>
<ul style="list-style-type: none"> <li>✓ Weekly Project Team Meetings</li> <li>✓ Monthly Project Control Group Meetings</li> <li>✓ Monthly updates to council via PMO report</li> <li>✓ Bi-monthly updates to the Assets and Infrastructure Committee via PMO report</li> <li>✓ Project Manager to take actions and complete actions.</li> <li>✓ Other meetings as required to enable the successful delivery of the project works.</li> </ul>
<b>Project Team Decision Making Process</b>

## Taihape Town Hall and Library Redevelopment

- ✓ Head Project Manager to make decisions within his/her authority and delegation.
- ✓ Head Project Manager to escalate anything relevant to Project Director.
- ✓ Project Director to escalate anything relevant to Project Sponsor.
- ✓ Project Sponsor to make decisions within his/her authority and delegation.
- ✓ Escalations are through Project Sponsor to RDC Chief Executive.
- ✓ Any further escalations are to the elected Council via the Mayor.



### X. Budget

Item	Value	% Confidence in estimate
<b>Funding</b>		
Rangitikei District council	\$12,117,000	100%
Better Off Funding	\$1,883,000	100%
<b>Total Funding</b>	<b>\$14,000,000</b>	<b>100%</b>
<b>Costs Estimates (will be more defined throughout the project)</b>		
Professional Fees & Project Management	\$2,140,000	25%
Fit Out (FFE / IT /AV)	\$850,000	25%
Consenting	\$110,000	25%
Construction (incl. external, site services, contingency)	\$7,672,000	25%
Miscellaneous	\$250,000	25%
Contingency and Cost escalation	\$2,978,000	25%
<b>TOTAL</b>	<b>\$14,000,000</b>	<b>25%</b>

# Taihape Town Hall and Library Redevelopment

## XI. Timeline

The overall program for the project is for all works to be completed and operational before December 2026.

Project Activities	Timing
Complete Project Work Plan	November 2023
Council endorsement	November 2023
Engaging with the User Group in framing the initial design requirements	January – February 2024
Finalising procurement strategy and identifying Professional service consultants and contractors	January – February 2024
Tender Process	March – April 2024
Tender Award by Council	April 2024
Design Development	May 2024 – March 2025
Building Consent	March – May 2025
Construction	May 2025 – December 2026
Handover to Property Team	December 2026 – March 2027

## XII. Risks

Probability / Impact / Ranking rated as: **Low** | **Medium** | **High**

Risk Response: Accept | Transfer | Mitigate | Avoid

Risk	Probability	Impact	Ranking	Risk Response	Actions
Structural uncertainties of the façade due to unknown details of existing fabrication	<b>High</b>	<b>High</b>	<b>High</b>	Avoid	Demolish and re-build façade in light weigh material
Structural uncertainties of whole building	<b>High</b>	<b>High</b>	<b>High</b>	Mitigate	Early appointment of seismic strengthening & structural specialists
Cost overrun	<b>Medium</b>	<b>High</b>	<b>High</b>	Mitigate	Early structural investigations by specialists and adoption of solutions and methods which reduce complexity, focus on scope
Unrealistic expectations and	<b>Medium</b>	<b>Medium</b>	<b>Medium</b>	Mitigate	Manage user expectations through

## Taihape Town Hall and Library Redevelopment

suggested requirements					clear messaging and regular updates, avoid scope creep
First Floor area adding complexity and cost to earthquake strengthening, fire proofing and accessibility	High	High	High	Avoid	Remove first floor and extend ground floor behind library instead
Divide within user group with competing requirements	Low	Low	Low	Transfer	Focus largely on their individual area of expertise while providing feedback
Lack of local large scale construction expertise in Taihape	High	High	High	Mitigate	Early contractor involvement (ECI) model of procurement

# Taihape Town Hall and Library Redevelopment

## XIII. Communication Plan

<b>Stakeholders</b>	Updates on any developments
<b>Key Messages (To Tell &amp; Listen For)</b>	<p>RDC acknowledge the work and feedback from the community for this project.</p> <p>RDC values the feedback from the community and will regularly engage with the user group that was put together by staff.</p> <p>RDC will redevelop the existing building, in the location where it is now, as efficiently as possible.</p> <p>Staff will be actively working on methods to reduce costs throughout the project.</p> <p>The building’s iconic look will be maintained by either restoring the façade or rebuilding the façade with the same look it has now.</p> <p>RDC acknowledges that currently having this significant building closed is challenging for the community and staff will work on the completion of the redevelopment, expediting it where possible.</p> <p>This project is a priority for RDC and has dedicated project support and a significant budget.</p>
<b>Tone &amp; Manner</b>	<p>Professional</p> <p>Open to advice and collaboration with stakeholders</p>
<b>Communication Method</b>	Email, Phone, council reports, face to face, regular meetings
<b>Actions</b>	Completed with urgency
<b>Responsible</b>	Project Team

## XIV. Issue Log

Date	Issue	Action

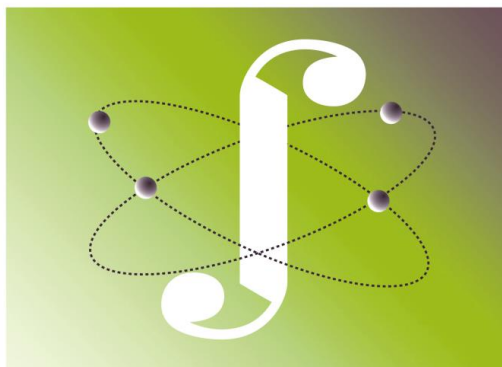
## Taihape Town Hall and Library Redevelopment

### XV. Appendices

Taihape Town Hall and Library Redevelopment - Public Workshop 03 October 2023 - Summary Report



# The *Integral* Group Ltd



## **Rangitikei District Council Taihape Town Hall and Civic Centre Public Workshop – Report V2**

Prepared by:  
Frank Aldridge - Director

**12 October 2023**

Commercial in Confidence

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## Table of Contents

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1.	Introduction.....	3
2.	Background .....	5
3.	Objectives.....	7
4.	Public Workshop Summary .....	8
5.	Hall uses and requirements .....	10
6.	Current constraints and solutions .....	12
7.	Priorities.....	13
8.	Next Steps .....	14

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## 1. Introduction

**Introduction** Rangitikei District Council (the Council) are undertaking a project to earthquake strengthen and upgrade the town hall facility in Taihape (Taihape Town Hall / Civic Centre). This is a significant project and the Council want to make sure they got input from the community from the outset. They also understand the importance of the Taihape Town Hall amongst the community.

As such, they have had an initial workshop with the community to get valuable input in regard to the future requirements of the town hall and what the priorities are.

It was acknowledged from the outset at the public meeting, that the Council will not be able to please everyone with every decision made as there will be differing requirements from different parts of the community. There are also financial constraints on the Council, which is under pressure from rising costs and a desire to keep rates down.

The Council have engaged The *Integral* Group Limited (TIGL) to assist with this process and procurement for the project. TIGL's role is to facilitate the process, assisted by subject matter and technical expertise provided by the Council.

We have done the following steps:

- initial discussions with RDC
- detailed discussions with RDC
- lessons learnt with architects on previous restrengthening projects
- Public Workshop

This report captures the findings and outcomes from the Public Workshop, it may not contain all comments verbatim but reflects the views of attendees.

The **Next Step** in the process is:

- Develop the procurement strategy to procure the component parts of the project

### Audience

The audience for this report is:

- Adina Foley – Project Manager
- the Council
- the Public

It will be used to progress the project through to the scoping stage.

*Continued on next page*

## 1. Introduction, Continued

### Roles

Those involved in this project and their role is outlined below:

Name	Position	Role
Mayor Andy Watson	Mayor	Governance
Northern Ward Councillors	Elected members	Representing the local community
Taihape Community Board	Community Board	Represent Taihape
Councillors - others	Elected Members	Governance
Kevin Ross	Acting CEO	Project Sponsor
Adina Foley	Group Manager - Capital Projects	Project Lead
Blair King	Engineer	Subject Matter Expert
Community		Users of the hall
Town Hall Users Group	Advisory Group (to be formed by staff)	Provide feedback throughout the design and build process
The Integral Group Ltd	Facilitator	Procurement specialists Facilitation

## 2. Background

### History

The history of this project includes:

- Council facilities housed in the Taihape Town Hall / Civic Centre complex include:
  - the library & information centre
  - Council offices
- the scope of this project is the Taihape Town Hall / Civic Centre complex - the whole building is earthquake prone and needs structural, safety and accessibility improvements to be able to be used again
- there is a need to understand and optimise the floor space of the complex to best deliver what the community needs
- the Annual Plan 2023-24 Consultation presented two options to the public with regard to the future design of the Taihape Town Hall / Civic Centre. This was just an artistic design to start the discussion and not the final layout.
- feedback from the community suggested that the Taihape Town Hall / Civic Centre should stay where it is and maintain the iconic look retaining the façade and shape
- the Annual Plan 2023-24 approved a total project budget of \$14,000,000 for the renovation, strengthening and bringing to code of the Taihape Town Hall - \$1.883 million is from Better Off Funding
- Resolution 23/RDC174 requests that staff engage with the users of the Taihape Town Hall
- the Taihape Town Hall:
  - is culturally and emotionally important
  - has been out of action for five years due to earthquake risk
  - is not classified as a heritage building, so the decision to keep it is community lead
- building costs are escalating at the moment, which has affected this project and other Council projects
- the Council will form a Town Hall Users Group to continue to provide feedback throughout the design and build process similar to the Amenities Building that has just been built.

### Lessons from other halls

The Council has been to visit other councils where they have upgraded town halls to look at how they balanced blending traditional values and facilities with modern connected growth.

These visits and discussions have provided valuable areas to consider.

*Continued on next page*

## 2. Background, Continued

### Key Areas of Use

The facility was once used and could be used again for:

- drama and performances
- exhibitions
- sports events & games
- community events
- family events (weddings, funerals etc)
- community hub – library, I-site
- clubs (bridge), dancing, youth groups
- Council events
- business hub - meetings, events & conferences

Significant parts of the existing town hall are:

- the stage
- façade
- supper room / kitchen
- mezzanine floor
- library, I-site and council chambers

To assist with the discussions a table was prepared outlining some of the key components and how straightforward / complex they are and why:

Area	Level of Complexity	Cost / Benefit	Reasoning
Mezzanine	Complex	High/Low	Makes structural requirements for hall greater Fire proofing Exit requirements
Supper room Kitchen	Medium	Medium/High	Medium sized room Kitchen facilities Versatility
Façade (upgrade)	Complex	High/Low	Difficult to upgrade Higher cost Not as safe and resilient
Façade (rebuild)	Simple	Low/High	Rebuild to look like the façade Safer and more resilient Less expensive More durable
Main Hall	Medium	Medium/High	Structural requirements Safe Usable

*Continued on next page*

### 3. Objectives

#### Workshop Objectives

The objectives agreed for the workshop were:

- document user requirements
- clarity of priorities and direction
- receive feedback on scope of the works
- share opinions of potential users of the town hall
- assist Council to design and build a fit for purpose facility that is utilised

#### Objectives going forward

The objectives for the overall project are:

- get the **optimal solution** for the community and the Council in terms of:
  - meeting statutory & legal requirements
  - meeting community needs
  - optimising floor space
  - value for money
    - optimising external funding
    - optimising funding across the district
    - best value for money spent on the facility
    - capital cost versus ongoing maintenance
- quality
- time
- community buy in and satisfaction
- utilisation of the facility
- integration with the library and community space
- to be congruent with Taihape community and culture
- set-up design, layout, materials and construction approach that are as efficient, flexible and future-proof as possible
- be consistent with the Council's long-term strategies for the District

## 4. Public Workshop Summary

- Introduction** During the workshop, the group was asked for their feedback on three key areas:
- hall uses and requirements
  - current constraints and solutions
  - top 3 priorities

Full details are captured in the subsequent sections below.

It is important to remember, that the information gathered and summarized, is based on the audience that attended the public workshop during the evening of October 3.

- Summary** There were some key themes discussed during the public workshop, in summary these are:

- key functionalities
  - areas for productions
  - space for exhibitions and community events
  - meeting rooms of various sizes
  - changing & dressing rooms
  - room for sports games
  - full kitchen / tea rooms
  - outdoor space
  - library and business hub
- key requirements
  - heating / cooling
  - better storage
  - increased capacity
  - flexible and versatile spaces
  - new technology including audio visual equipment
  - seating and tables
  - stage
  - toilets

The mezzanine had originally been thought to be a key area of concern for the community. The analysis of the workshop outputs shows the mezzanine wasn't front of mind when it came to a key need / requirement of the town hall. A key requirement for the hall though was increased capacity - it will be up to the Council and architects to decide on the best way forward to meet this need and utilise the footprint of the buildings.

*Continued on next page*



#### 4. Public Workshop Summary, Continued

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**Summary,**  
**cont.**

One area of concern during workshop discussions, was the issue of maintaining and strengthening the original façade.

It was outlined during the workshop that this option would bring significant cost due to the difficulties of upgrading it and it wouldn't be as safe or resilient, because of the building material and weight of the masonry.

To mitigate this, one option could be to rebuild the façade out of a different material, such as wood, and retain the look and appearance of the original façade. This is likely to be safer, more resilient, less expensive and more durable.

Overall, the engagement and feedback from the community on the night was positive and it was a worthwhile investment of time for everyone attending.

Going forward there is a clear need to optimise the floor space of the complex to best deliver what the community needs.

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## 5. Hall uses and requirements

**Introduction** The outputs from the workshop gives the Council an idea of what the community are looking for when it comes to the use and functionality of the Taihape Hall / Civic Centre.

There are many common themes across the needs and requirements.

Area	Types of Uses	Needs & Requirements	
Business Hub	<ul style="list-style-type: none"> <li>Floating / Flexi work area</li> </ul>	<ul style="list-style-type: none"> <li>desks / tables - hot desking</li> <li>screens</li> <li>furniture</li> <li>water cooler</li> <li>power &amp; USB points</li> <li>computer facilities</li> <li>heating / cooling</li> </ul>	<ul style="list-style-type: none"> <li>Wi-Fi</li> <li>quiet / private space / small offices – rooms</li> <li>printers / scanners</li> <li>larger tables</li> <li>whiteboards</li> </ul>
Community Hub	<ul style="list-style-type: none"> <li>Citizen's Assemblies</li> <li>Multi-Purpose Space</li> </ul>	<ul style="list-style-type: none"> <li>auditorium</li> <li>Wi-Fi</li> <li>screens</li> <li>sound systems</li> <li>ease of access &amp; use</li> </ul>	<ul style="list-style-type: none"> <li>meeting rooms</li> <li>heating / cooling</li> <li>supper room - external access</li> </ul>
Performances	<ul style="list-style-type: none"> <li>Shows</li> <li>Productions</li> <li>Concerts</li> </ul>	<ul style="list-style-type: none"> <li>changing / dressing rooms / mirrors</li> <li>staging - can be lower</li> <li>seating</li> <li>heating / cooling</li> <li>ability to close off areas - sliding doors</li> <li>lighting / sound system / AV media</li> <li>backstage access - equipment</li> </ul>	<ul style="list-style-type: none"> <li>kitchen</li> <li>more toilets</li> <li>good acoustics</li> <li>fly tower</li> <li>quick scene changes</li> <li>foyer space / reception space</li> <li>accessibility</li> <li>larger capacity</li> <li>decent curtains</li> </ul>
Exhibitions	<ul style="list-style-type: none"> <li>Flower Show</li> <li>Art Show</li> <li>Markets</li> </ul>	<ul style="list-style-type: none"> <li>sound systems</li> <li>better lighting</li> <li>heating / cooling</li> <li>storage</li> <li>tables &amp; plinths</li> </ul>	<ul style="list-style-type: none"> <li>power &amp; USB points</li> <li>pinboards</li> <li>room / hall for people to circulate</li> </ul>
Sports	<ul style="list-style-type: none"> <li>Basketball</li> <li>Badminton</li> <li>Indoor netball</li> <li>Fitness Classes</li> </ul>	<ul style="list-style-type: none"> <li>basketball court</li> <li>high ceilings</li> <li>meeting rooms</li> <li>climbing wall</li> <li>heating / cooling</li> <li>showers</li> </ul>	<ul style="list-style-type: none"> <li>changing rooms</li> <li>storage - nets, balls etc.</li> <li>speaker system</li> <li>non-slip flooring / sprung floor</li> <li>scoreboard</li> </ul>

*Continued on next page*

## 5. Hall uses and requirements, Continued

Area, cont.	Types of Uses	Needs & Requirements	
Community Events	<ul style="list-style-type: none"> <li>▪ TCDT</li> <li>▪ Older &amp; Bolder Agency</li> <li>▪ School Balls</li> </ul>	<ul style="list-style-type: none"> <li>▪ full kitchen</li> <li>▪ toilets</li> <li>▪ tables &amp; chairs</li> </ul>	<ul style="list-style-type: none"> <li>▪ storage</li> <li>▪ power &amp; USB points</li> <li>▪ outdoor space</li> </ul>
Family Events	<ul style="list-style-type: none"> <li>▪ Funerals / Wedding</li> <li>▪ Parties / Reunions</li> </ul>	<ul style="list-style-type: none"> <li>▪ sound &amp; lighting systems</li> <li>▪ heating / cooling</li> <li>▪ tables / chairs</li> </ul>	<ul style="list-style-type: none"> <li>▪ full kitchen</li> <li>▪ better access inside / internal ramps</li> <li>▪ toilets</li> </ul>
Clubs	<ul style="list-style-type: none"> <li>▪ School holiday programmes</li> <li>▪ Community Groups / Social Clubs</li> </ul>	<ul style="list-style-type: none"> <li>▪ storage</li> <li>▪ tables &amp; chairs</li> <li>▪ full kitchen &amp; accessible</li> <li>▪ heating &amp; cooling</li> </ul>	<ul style="list-style-type: none"> <li>▪ screens - to present</li> <li>▪ power &amp; USB points</li> <li>▪ meeting rooms - various sizes</li> </ul>
Council Events	<ul style="list-style-type: none"> <li>▪ Awards Nights</li> </ul>	<ul style="list-style-type: none"> <li>▪ tables &amp; chairs</li> <li>▪ full kitchen</li> <li>▪ toilets</li> </ul>	<ul style="list-style-type: none"> <li>▪ heating / cooling</li> <li>▪ storage</li> <li>▪ stage / raised area</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Council Chambers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wi-Fi</li> <li>▪ heating &amp; cooling</li> <li>▪ storage</li> </ul>	<ul style="list-style-type: none"> <li>▪ separate meeting room</li> <li>▪ video / Wi-Fi capability</li> </ul>
Library	<ul style="list-style-type: none"> <li>▪ Reading / Study Spaces</li> <li>▪ I-Site</li> </ul>	<ul style="list-style-type: none"> <li>▪ heating &amp; cooling</li> <li>▪ access to books, internet &amp; papers</li> <li>▪ space for activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ toilets (accessible)</li> <li>▪ deck outside</li> <li>▪ reception / booking desk</li> <li>▪ shelving - book displays</li> </ul>
Other		<ul style="list-style-type: none"> <li>▪ community garden</li> <li>▪ better use of area</li> <li>▪ outback (outside)</li> </ul>	<ul style="list-style-type: none"> <li>▪ disability parking</li> <li>▪ areas to decorate (holidays)</li> </ul>

## 6. Current constraints and solutions

**Introduction** During the workshop the community was asked to outline what they believed to be the current constraints of the town hall / civic centre and possible solutions.

Current Constraints	Solutions
Lack of heating / cooling	<ul style="list-style-type: none"> <li>▪ heat pump (multiple or ducted)</li> </ul>
Wiring	<ul style="list-style-type: none"> <li>▪ electrical upgrade</li> </ul>
Sheds at back	<ul style="list-style-type: none"> <li>▪ better use of outdoor space</li> <li>▪ communal area</li> <li>▪ community garden</li> </ul>
Size of Hall	<ul style="list-style-type: none"> <li>▪ portable wall / partitions - allows for large hall but can be separated / divided into smaller spaces</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>▪ better access</li> <li>▪ better location</li> <li>▪ full size - catering</li> </ul>
Supper Room Location	<ul style="list-style-type: none"> <li>▪ better flow between supper room &amp; hall</li> </ul>
Library / Learning Space	<ul style="list-style-type: none"> <li>▪ better flow into library</li> <li>▪ better positioning / more accessible</li> <li>▪ larger space</li> <li>▪ better facilities; toilets, printers, computers</li> </ul>
Office space / Business hub	<ul style="list-style-type: none"> <li>▪ linked near library</li> <li>▪ heating / cooling</li> </ul>
Information Area / Reception	<ul style="list-style-type: none"> <li>▪ welcoming</li> <li>▪ photo's &amp; displays of area / district</li> <li>▪ visible staff</li> </ul>
Flow and access between areas	<ul style="list-style-type: none"> <li>▪ better design</li> <li>▪ partitions / removable walls</li> <li>▪ multi use</li> </ul>
Hall is closed	<ul style="list-style-type: none"> <li>▪ upgrades</li> <li>▪ strengthening</li> <li>▪ build new with heritage retained</li> <li>▪ wooden façade (retain look but cheaper)</li> </ul>
Lack of Storage	<ul style="list-style-type: none"> <li>▪ increase storage</li> <li>▪ permanent hooks (lighting &amp; decoration)</li> </ul>
AV Media	<ul style="list-style-type: none"> <li>▪ new technology required</li> <li>▪ sound and lighting system</li> </ul>

## 7. Priorities

**Introduction** These are the priorities that were set out for the Town Hall / Civic Centre during the workshop.

The numbers below give an idea to the number of times these particular areas were mentioned.

Priorities	Count	Comments
Supper Room	8	External / Separate Access
Full kitchen	8	Easily accessed
Flexible Spaces	7	Multi-purpose library / offices (at front)
Storage	7	
Large Hall	7	Auditorium
Meeting rooms	7	Small & Large
Adequate Toilets	7	
Stage / Performance Spaces	7	
Technology	7	Lighting, Media, Sound System
Increased capacity	6	
Library / Information Centre	6	Combined
Changing / Dressing Rooms	6	
Tables & Chairs	6	
Façade	4	Rebuild in wood - retain the look
Heating / Cooling / Insulation	3	
Better accessibility	3	Internal ramps
High Ceiling	3	
Business Hub	2	
Council space	1	
Integrated Spaces	1	
Welcoming & Safe Spaces	1	
Support services	1	
Maintained facility	1	

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## 8. Next Steps

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### Introduction

The next steps for the Council will be:

- reviewing this report
  - refining requirements
  - setting up the Town Hall Users Group
  - complete project workplan
  - starting the procurement and design process
-

## 9 Reports for Information

### 9.1 Kaitakawaenga Maori Liaison Report December 2023

**Author:** Bonnie Brown, Kaitakawaenga- Maori Liaison

**Authoriser:** Carol Gordon, Group Manager - Democracy & Planning

#### 1. Community Kaupapa and Events

- 1.1 We took a cohort of staff to the Ratana for Te Raa o te Petekoha 1918 ki te pa o nga Ariki it was amazing, and we were lucky enough to stay on for the birthday of the tumuaki, we stayed behind for the hakari which was a very momentous occasion. It was a fantastic day.
- 1.2 I attended the Nga Puna Rau wananga which was fantastic Jono Naylor from Horizons attended the noho also and gave a korero on the direction of Horizons with the change of government. The korero was very positive and both councils are looking for alignment with Iwi.
- 1.3 RMMA (boxing) with Lucas Bush and Brett Harris who are locals from Marton to further support members of our communities that are working with “hard to reach” youth. Jo, Pio and I met with Sport Manawatu and the GM from Dannevirke District Council. The corporate fight night supporting is fully on track and is set for ANZAC 2024.
- 1.4 I have met with Monty Gurnick from Department of Internal Affairs, Kaitohutohu Hapori, Community Advisor. I have been linking him in with Marae and hoping we can get some funds for our rohe.
- 1.5 We were unsuccessful for Waitangi Day Funding so will apply again next round.
- 1.6 We had a large Citizenship Ceremony that was held at Te Matapihi, we would love for Iwi to be involved in these events in future and welcome whakapapa on the area to be told if that would be something Iwi would want to be involved in.

#### 2. Cultural Capability and Capacity Building

- 2.1 I am continuing to do inductions and training with staff, and it would be awesome if we could work in a collaboration with Iwi to deliver some local history to our new staff, so they understand the importance of our mahi to iwi. I continue to hui with Leon Tufuga from PNCC to whanaungatanga and strengthen relationships.
- 2.2 We have begun an internal community wellbeing group made up of the following staff Sharn Grant, Rhonda Morris, Kevin Ross, Carol Gordon, Jo Manuel and myself to embed Iwi alignment, engagement and partnership throughout the organisation. This is a very exciting piece of mahi.
- 2.3 We have made a Marae on the outside of my kuaha (door) and labelled the parts to familiarise staff with the words and will also be starting a tikanga within my office to familiarise staff with tikanga.

**ITEM 9.1**

2.4 I have finished my first year of my Masters in Applied Indigenous Knowledge and will be beginning my rangahau over Christmas. Carol has been very supportive of me during this kaupapa.

**3. Projects**

3.1 Raj Khadka has begun a strategy for the Solid Waste, parakore and recycling. We will be seeking advice and collaboration with Iwi on this project in the near future.

**4. Climate Change Strategy**

4.1 In the future we would like to work in collaboration with Iwi for this strategy.

**5. Correction of the Rangitikei Name**

5.1 I will be seeking support from Iwi and will gather the feedback and the support or non support of correcting the Rangitikei name to include a tohutoa.

**Recommendation**

That the 'Kaitakawaenga Maori Liaison Report December 2023' report be received.



**9.2 Draft- Rangitikei District Council Climate Change Strategy****Author:** Kezia Spence, Governance Advisor**Authoriser:** Katrina Gray, Senior Strategic Planner**1. Reason for Report**

- 1.1 Council is currently working on a Climate Change Strategy and Action Plan, which is being funded by the Better Off funding that Council received.
- 1.2 Attached for the Komiti is a copy of the draft strategy, the Komiti are asked to provide feedback at the meeting.

**Attachments:**

1. **Draft- Climate Change Strategy** [↓](#)

**Recommendation**

That the report 'Draft- Rangitikei District Council Climate Change Strategy' be received.

Sensitivity: General



## Rangitikei District Council Climate Strategy

Rangitikei District Council

Prepared for Rangitikei District Council  
Prepared by Beca Limited

24 November 2023



Sensitivity: General

**Revision History**

Revision N°	Prepared By	Description	Date
1	Alex McDonald	Draft for initial client feedback	7/11/2023
2	Alex McDonald	Updates following feedback workshop	23/11/2023

**Document Acceptance**

Action	Name	Signed	Date
Prepared by	Alex McDonald		23/11/2023
Reviewed by	John Lohrenz		24/11/2023
	Laura Robichaux		
Approved by	Rick Lomax		24/11/2023
on behalf of	Beca Limited		

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Sensitivity: General

| Introduction |

## Introduction

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This report presents an initial Climate Strategy for Rangitikei District Council (RDC). Beca Ltd (Beca) was commissioned by RDC to create a Climate Strategy for Council operations to guide climate action in a targeted and realistic way. The format for this document was agreed with the client project team in advance of the workshop, with content and themes developed through a client workshop and offline feedback to refine workshop detail. The version of the report is intended for internal use only, noting that RDC are expected to evolve this and brand the content aligned to RDC branding and accessibility policy.

This report is an initial Climate Strategy for RDC to review and develop, including utilising for further engagement with communities and key stakeholders to refine the approach and priorities for the district over the next few years.

## Contents

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Introduction.....	1
[Executive Message].....	2
Our Vision and Values.....	3
Our District .....	4
Our Community .....	0
Delivering and Tracking Our Progress .....	0
Our Responsibilities.....	6
END OF STRATEGY .....	8
Report Limitations and Disclaimers .....	9

## Key Terms

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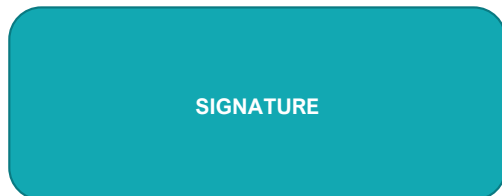
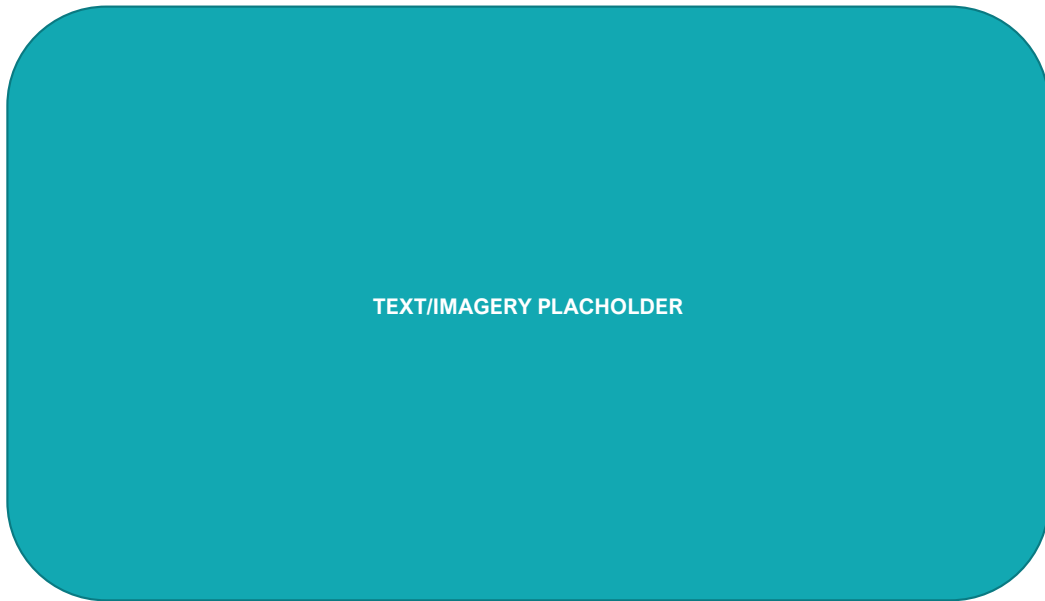
Term	Definition
<b>Adaptation</b>	Taking action to prepare for and adjust to both the current effects of climate change and the predicted impacts into the future.
<b>Carbon footprint</b>	A measure of the amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organization, or community.
<b>Decarbonisation</b>	The reduction or elimination of carbon dioxide emissions from a process or activity.
<b>Hazard</b>	The potential occurrence of climate-related physical events or trends that may cause damage and loss.
<b>Mitigation</b>	Taking actions to reduce emissions that cause climate change.
<b>Resilience</b>	The capacity or ability of a system or community to withstand or recover quickly from the impacts of a climate hazard.
<b>Risk</b>	The exposure of a system or community to a hazard.
<b>Vulnerability</b>	The degree to which a system or community is susceptible to, and unable to cope with climate hazards.

Sensitivity: General

[Executive Message]

[Executive Message]

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## Our Vision and Values

### Welcome to Rangitikei District Council's first Climate Strategy

*He oranga whenua,  
He oranga tangata,  
He oranga wairua,  
Thei Mauriora!*

*If our land is cared for,  
If our people are looked after,  
If the spirit is strong,  
We can build a better future for all,  
Let there be life!*

Climate change is one of the most tangible threats to our way of life that society will face in the coming decades. In order to respond to this, there is a role for Rangitikei District Council (RDC) to help the Council and our district decarbonise, adapt, mitigate and prepare for the coming challenges. This requires a collaborative approach including supporting the actions being taken at a regional level through the Horizons Regional Climate Change Risk Assessment and the Manawatū-Whanganui Climate Change Action Plan. As a Council we are still in the early stages of our climate journey, but we are committed to continuing to develop upon the positive steps that have already been taken by the Council and wider community, agricultural sector and businesses. Our ambition is to make practical progress towards positive climate action and support the movement towards a more resilient district and region. While the challenges we will face are daunting and will be felt inequitably across our community, we are also presented an opportunity to move towards an equitable, low carbon, resilient Rangitikei and act now for the benefit of the future of our district.

### Our ambition is to **play our part** in driving **adaptation** and **mitigation** initiatives both within RDC operations and the wider district, and to support and enable a **low carbon, resilient Rangitikei**.

Our ambition is guided by clarity that all climate action will require an integrated approach that considers sustainable outcomes for us as a council and district. This needs to be supported with practical, realistic and implementable set of actions to support our vision for the future of Rangitikei. Our goal is supported by six commitments:

#### Enabling a Low Carbon and Resilient District – Our district level commitments:

- We will support and **play our part** in the region to reduce emissions.
- We will actively promote adaptation planning for the district and support initiatives for a **resilient** economy.
- We will leverage climate thinking, building on efforts to date, to create an **inclusive, regenerative, circular** district.

#### We Play Our Part – Our Council commitments:

- We will adopt climate as a key lens in major Council strategic and investment **decision making**.
- We will integrate **emissions reduction** initiatives and **adaptation planning**.
- We will develop a plan to **reduce council emissions** and measure progress each year.

These commitments are supported by practical and implementable actions, outlined with indicative timeframes in our one-page Action Plan below.

Sensitivity: General

| Our District |

## Our District

The Rangitikei District covers a diverse landscape from the sand country of the south coast to the sprawling hills of the Upper Rangitikei. With a relatively small (but growing!) population compared to its size, our district is littered with exceptional natural features and opportunities to enjoy the outdoors. Our diverse terrain and environment supports a wide range of industries to complement our strong primary sector. The agricultural sector, especially sheep/beef and dairy, is a significant contributor to economic outcomes in the district.

While our close connections to the environment make Rangitikei a great place to live, we are also vulnerable to the impacts of climate change. Our coastal and river townships are vulnerable to rising sea levels and increased flooding. Our roading/transport and infrastructure networks are at risk of disruption and disconnection during severe storms. While efforts are already being made by agricultural communities to understand and adapt, these communities also remain at risk of the effects of climate change – impacting lives and livelihoods. The impacts of climate change are already being seen in Rangitikei, and in just the last five years we have experienced record temperatures and extreme flooding<sup>1</sup>. The disruptions to our people, economy and natural systems are already occurring and will worsen in the coming decades. The time for action is now, and we must develop the frameworks that will shape our response to the challenges and opportunities created by climate change. Our passionate and motivated community are already taking positive steps towards a resilient future, and we are committed to continuing to support the initiatives that are underway.

### What are we already doing?

#### LED STREET LIGHTING PROJECT

*NB - during the workshops / hui is was suggested that other projects could add to or replace these two named case studies. RDC should decide which and what number of cases studies are appropriate.*

#### SECOND PROJECT POP OUT – COMMUNITY PLANTING AT MARTON

### Potential Climate Change Impacts for Our Region by 2050

Identified in the Horizons Regional Council Climate Change Risk Assessment\*



\*Increases on 2017 baselines under RCP8.5 projections

<sup>1</sup> Rangitikei District Council (2023), *Pae Tawhiti Rangitikei Beyond: Community Spatial Plan*.



## Our Community

We all have a part to play in managing the future of our district, and we all have an opportunity to be climate leaders within our sphere of influence at home, at work, as business leaders and within our communities. Through targeted individual and collective action, we can have a huge impact on the future of Rangitikei for generations to come. As a Council, we are committed to continuing to work collaboratively with all partners and stakeholders for the betterment of the whole Rangitikei community, as we have done so through the engagement processes for *Pae Tawhiti*, our Community Spatial Plan. We will also collaborate with other Councils to work towards common goals for the wider region and our shared taonga.

### Partnering with Iwi

We are committed to continuing to work with and support iwi and hapū to achieve a shared vision for the future of the district; aligning RDC’s climate strategy with iwi/hapū plans for their Marae, communities and taonga. Further development of our approach to emissions reduction and adapting to climate change needs to provide for Māori aspirations through our ongoing partnerships with Ngā Puna o Rangitikei and Te Roopuu Ahi Kaa. Building on key engagements to-date, including recent engagements around Rangitikei’s Spatial Plan and 2023/24 Annual Plan, and the Manawatū-Wanganui Joint Climate Change Action Plan, our goal is for all iwi groups to be influential across all sectors in our district. Iwi have a unique perspective to offer in our climate journey, incorporating mātauranga Māori (Māori knowledge) and te ao Māori lens in decision-making processes with guidance from marae, iwi and hapu groups. This will help us to direct climate action in a targeted way to benefit our entire community.

### Stakeholders

In preparing our initial Climate Strategy we have provisionally identified the following partners and stakeholders (see right) as having an important voice in helping us to consider the priorities and actions we need to progress over the coming years, as we reduce carbon emissions and respond to the effects of climate change for our people, communities, and infrastructure. We have begun identifying key partners, groups, organisations and collaborators. We welcome you to get in contact if you would like to be included in future consultation on our climate response.

<b>Marae, Iwi and Hapu based in Rangitikei District</b>	Ngā Puna Rau o Rangitikei; Te Roopuu Ahi Kaa.
<b>Central and Local Government Partners</b>	Our partner district and city councils; Horizons Regional Council; Accelerate 24; Waka Kōtahi.
<b>Community &amp; Groups</b>	Rangitikei River Catchment Collective; Rangitikei Environment Group; Scott’s Ferry Residents Society; Koitiata Residents Committee.
<b>Business &amp; Industry Groups</b>	Federated Farmers; Manawatū and Whanganui Chambers of Commerce; Whanganui and Partners; Business Rangitikei; Beef + Lamb NZ; DairyNZ .

## Delivering and Tracking Our Progress

We will know if our climate strategy is effective by regularly tracking progress against the target outcomes of our Action Plan. Climate action needs to be dynamic and adaptable to changing economic, social, cultural and environmental conditions, and focused on achieving the following:

#### **We Play Our Part**

*Rangitikei District Council leads the way on climate action, and we hold ourselves accountable.*

#### **Enabling a Low Carbon and Resilient District**

*Our potential influence on climate outcomes for the District is maximised and Rangitikei businesses and communities feel empowered on climate action.*

Sensitivity: General

| Our Responsibilities |

## Our Responsibilities

Concerted effort and effective long-term planning is needed for RDC to meet our obligations and requirements under legislation, as well as contribute to positive outcomes of applying national guidance and policy. While this is an ever changing and evolving space, some of the key legislation and policy we need to consider at the time of this document are:

Legislation / Policy	Target / Requirement Set	Relevance to RDC
Te Tiriti o Waitangi (as enshrined into law)	To uphold Te Tiriti in all Māori–Crown engagements and processes. Uphold Māori rights and interests under Te Tiriti and ensure an equitable transition for Māori.	RDC should embed partnership in council-led climate action to uphold Te Tiriti principles and enable whānau, hapū and iwi to determine and deliver climate education, action and resilience at a local level.
Climate Change Response (Zero Carbon) Amendment Act 2019	Minister may request climate change adaptation related information from Councils, 'must comply' with request. National carbon targets; <ul style="list-style-type: none"> <li>All greenhouse gases (excluding biogenic methane) to net zero by 2050.</li> <li>Minimum 10% reduction in biogenic methane emissions by 2030, and 24-47% reduction by 2050.</li> </ul>	RDC will need to understand council's carbon footprint, set reduction targets, understand climate risks and implement adaptation plans.
Spatial Planning Act 2023	Regional Spatial Strategies (RSS) to consider climate mitigation and adaptation.	RDC can support Horizons Regional Council in RSS preparation and align district plans.
Natural and Built Environment Act 2023	Natural and Built Environment Plan to 'have regard to' National Emissions Reduction Plan and National Adaptation Plan.	RDC will need to understand climate risks to comply and stay up to date with legislative changes and developments.
Local Government Official Information and Meetings Act 2023	Natural hazard information to be provided in Land Information Memoranda.	RDC will need to prepare for changes from July 2025, align with Horizons Regional Council to ensure necessary information is available.
National Adaptation Plan (NAP)	Support all New Zealanders to adapt, live and thrive in a more damaging climate.	RDC must 'have regard' to the NAP in plans and should align climate strategies with NAP priorities using published guidance.
National Emissions Reduction Plan (ERP)	Support all New Zealanders to reduce emission from all aspects of the economy; from transport to industry, land use to energy. Local government clearly stated as a key agency in reducing emissions.	RDC must 'have regard to' ERP in plans and should align RDC plans with ERP targets.

It is also noted that there are a number of recent and emerging government strategies that could be reviewed to direct climate action based on updated recommendations or requirements. These include but are not limited to:

- Climate Change Adaptation Bill
- Te Rautaki Para | Aotearoa New Zealand Waste Strategy
- Equitable Transitions Strategy
- Circular Economy & Bioeconomy Strategy (under development)
- National Energy Strategy

Sensitivity: General

## Our Action Plan

Actions	Enabling Processes/Actions	Responsibility	Target Outcomes & Measures of Success
<b>We Play Our Part</b>			
1. Develop a register of key legislative and regulatory requirements for RDC.	<ul style="list-style-type: none"> <li>Continue to incorporate updates to climate legislative/policy responsibilities in Executive Leadership Team meeting agendas, and where required develop clear actions with delegation of responsibility.</li> <li>Continue to monitor developments in legislative requirements and central government guidance.</li> </ul>	Executive Leadership Team (ELT)	<ul style="list-style-type: none"> <li>Clearly defined roles and responsibilities and an understanding of RDC's position within wider national and regional initiatives.</li> </ul>
2. Integrate climate into long term planning and decision making	<ul style="list-style-type: none"> <li>Use the Climate Impact Lens to assess significant projects for their climate risks and opportunities for the 2024/34 Long Term Plan and post-plan development.</li> <li>Provide training to key staff on climate change (including effective use of the Climate Impact Lens).</li> <li>Incorporate climate impact considerations into decision making by adding a climate risk and carbon mitigation opportunities section to all Council papers from FY24.</li> <li>Involve iwi partners and local stakeholders in development of detailed climate response / actions, and in evolving this climate strategy over time.</li> </ul>	ELT, Democracy & Planning	<ul style="list-style-type: none"> <li>Major projects have this assessment before inclusion into the Long-Term Plan</li> <li>And projects continue to be assessed as they evolve into annual plans and investment.</li> <li>Long-term and annual planning processes consider climate impacts.</li> </ul>
<b>Adaptation</b>			
3. Integrate climate risk and adaptation in our processes	<ul style="list-style-type: none"> <li>Advocate for Horizons Regional Council to update district climate hazard maps</li> <li>Assess the climate risks associated with the location of any new Council projects.</li> <li>Review the natural hazards section of the District Plan and update where necessary by the end of FY25.</li> <li>Identify the risk associated with council infrastructure by completing a high-level screening of key climate risks and opportunities by FY25.</li> <li>Carry out district-wide surface flood modelling, building on ongoing work in the Tutaeuni catchment.</li> <li>Secure budget for additional climate-focused roles and expertise in RDC.</li> </ul>	Democracy & Planning, Assets & Infrastructure, Capital Projects	<ul style="list-style-type: none"> <li>A clear understanding of at-risk council assets and effective long-term plans to manage RDC's climate risk.</li> <li>Investment decisions are made based on a sound evidence base, resulting in best value outcomes for the district.</li> <li>Insurance and other associated costs rising are minimised through resilient assets and dynamic adaptation.</li> </ul>
<b>Mitigation</b>			
4. Develop a Council carbon footprint and set annual monitoring and reduction targets.	<ul style="list-style-type: none"> <li>RDC will develop a baseline council carbon footprint for emissions from Council buildings, assets, vehicles and purchased energy (i.e. Scope 1 &amp; 2 emissions) for the FY24 reporting year. By FY26 we will also include Scope 3 emissions in the Council carbon footprint (i.e. emissions from the Council's value chain, like employee commute, capital works and procurement activities).</li> <li>Climate change considerations will be progressively built into council procurement strategy from FY25.</li> <li>Continue to incorporate low-emissions vehicles into the council fleet as leases renew.</li> <li>Explore what central government funding opportunities are available to RDC to support mitigation initiatives during FY25.</li> </ul>	Democracy & Planning	<ul style="list-style-type: none"> <li>A clear understanding of the whole of RDC's footprint and opportunities for emissions reductions.</li> <li>A decarbonisation action plan to reduce council emissions.</li> </ul>
<b>Enabling a Low Carbon and Resilient District</b>			
5. Support community-led action on climate change.	<ul style="list-style-type: none"> <li>Develop a communications plan to share progress, case studies and lessons learned with the community (including through RDC website) to build momentum around a collaborative climate response, and community-led actions.</li> <li>Develop a programme or leverage others' work in the District to engage with youth and disadvantaged groups on climate issues.</li> <li>Explore opportunities to embed climate priorities in existing forums and oversight groups.</li> </ul>	Community, Democracy & Planning, ELT	<ul style="list-style-type: none"> <li>Our people are empowered to get involved in community-led climate action.</li> <li>An engaged and proactive community who are actively involved in climate initiatives.</li> </ul>
6. Partner effectively with iwi groups on climate action and management of natural hazards.	<ul style="list-style-type: none"> <li>Utilise existing forums to continue engaging with Te Roopuu Ahi Kaa, Ngā Puna Rau o Rangitikei, and other marae, iwi and hapu groups on climate issues and action.</li> <li>Collaborate with key stakeholder groups to increase resilience of significant sites and taonga to physical hazards.</li> <li>Explore opportunities to form a climate oversight group to partner with RDC on indigenous solutions to climate change in FY25/26.</li> </ul>	All departments	<ul style="list-style-type: none"> <li>Our iwi and hapū are able to fulfil their aspirations.</li> <li>Te ao Māori and mātauranga Māori will be embedded in district-level climate initiatives.</li> </ul>
7. Encourage innovation and the use of developing technologies in industry and employment.	<ul style="list-style-type: none"> <li>Building on existing community environmental initiatives, support regional / national initiatives that incentivise rural sector use of sustainable technologies and practices.</li> <li>Continue enabling the development of renewable energy projects within the district (e.g. wind and solar) where appropriate.</li> </ul>	Community, Democracy & Planning	<ul style="list-style-type: none"> <li>Rangitikei's rural sector is a leader in sustainable and high value primary production.</li> <li>Empowered and engaged rural communities who are passionate about going beyond compliance to support positive environmental outcomes.</li> </ul>
<b>Adaptation</b>			
8. Complete a Climate Change Risk Assessment for the district.	<ul style="list-style-type: none"> <li>Provide quality, accessible information about hazards, risks, and how the climate is likely to change to local industries to empower Marae, communities and individuals in for better decision-making and community-led adaptation initiatives.</li> <li>Engage with communities and businesses to improve understanding of climate risks and adaptation planning in the district.</li> <li>Support rural communities to become resilient to extreme and changing weather patterns (per Spatial Plan)</li> <li>Work with at-risk communities to develop adaptation plans in line with national and international guidance and best practice (beginning in FY25).</li> </ul>	Democracy & Planning	<ul style="list-style-type: none"> <li>A clear understanding of the most at-risk areas of Rangitikei, and a roadmap to increase resilience.</li> <li>Clear pathways and an understanding of community risk tolerance established to inform future adaptation actions.</li> <li>Maladaptation is avoided. An equitable transition to a more resilient district for all members of the community.</li> </ul>
<b>Mitigation</b>			
9. Develop a carbon footprint for the district.	<ul style="list-style-type: none"> <li>By FY27 develop a community carbon footprint for activities within the district.</li> <li>Explore if a district emissions reduction target should be set in alignment with national emissions reduction initiatives by FY27-28.</li> <li>Assess mode shift opportunities to expand walking, cycling and public transport provision within and between towns; including infrastructure for alternative fuels.</li> <li>Support community groups and businesses in their own emissions reduction journeys through effective communication and engagement.</li> </ul>	Democracy & Planning, Community	<ul style="list-style-type: none"> <li>Rangitikei District is proactively contributing to national and regional emissions reduction ambitions.</li> <li>Businesses are empowered to assess their own emissions and opportunities for reductions.</li> </ul>

RDC Draft Climate Strategy | 4702328-1998332593-88 | 24/11/2023 | 7

Sensitivity: General

| END OF STRATEGY |

END OF STRATEGY

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Sensitivity: General

| Report Limitations and Disclaimers |

## Report Limitations and Disclaimers

This report has been prepared by Beca Ltd (Beca) under Proposal for Climate & LTP strategy and services, dated 13 September 2023 (Agreement) between Beca and Rangitikei District Council (Client). Beca has been requested by the Client to provide a Draft District Climate Strategy relating to the Project.

The contents of the report are confidential and may not be used by the Client for any purpose other than in accordance with the stated Scope. This report may not be used or relied upon by any other party and Beca accepts no liability to any person other than to the Client for issues arising out of this report.

By relying on this report, the Client confirms that:

- a) Beca's duty of care is owed solely to the Client and no other person;
- b) Beca's liability to the Client in relation to this report shall be subject to the same limitation of liability provided in the Agreement. To the maximum extent permitted by law, the maximum aggregate of all liability of Beca to the Client whether in contract, tort or otherwise, shall not exceed the amount of the limit provided in the Agreement;

In preparing this report Beca has relied on key information provided by the Client and information readily available in the public domain.

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**ITEM 10.1**

## **10 Discussion Items**

### **10.1 Three Waters**

**Author:** Kezia Spence, Governance Advisor

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

- 1.1 It was requested during the 06 April 2021 meeting that this be added as a standing discussion item for future meetings.

#### **Recommendation**

If needed:

## **10.2 Climate Change Action Committee**

**Author:** Chris Shenton, TRAK representative

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

- 1.1 It was requested during the 12 October 2021 meeting that this be added as a standing discussion item for future meetings.

### **Recommendation**

If needed:

**11 Meeting Closed.**