

**ORDINARY MEETING**

**OF**

**TAWA COMMUNITY BOARD**

**AGENDA**

**Time:** 7: 00pm  
**Date:** Thursday, 13 September 2018  
**Venue:** Tawa Community Centre  
5 Cambridge Street  
Tawa  
Wellington

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**MEMBERSHIP**

Jill Day  
Graeme Hansen  
Richard Herbert (Chair)  
Liz Langham  
Margaret Lucas (Deputy Chair)  
Jack Marshall  
Robyn Parkinson  
Malcolm Sparrow

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.*

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## **1 Meeting Conduct**

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### **1.1 Whakatauki**

A whakatauki will be read to open the meeting.

### **1.2 Apologies**

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### **1.3 Conflict of Interest Declarations**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### **1.4 Confirmation of Minutes**

The minutes of the meeting held on 9 August 2018 will be put to the Tawa Community Board for confirmation.

### **1.5 Tawa Community Board Service Award**

A Tawa Community Board Service Award may be presented.

### **1.6 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

### **1.7 Items not on the Agenda**

Any item not on the agenda may only be discussed if a motion to discuss the item is passed by a unanimous resolution of the meeting; and:

1. The item is a minor item relating to the general business of the local authority; and
2. The Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting but no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion; and
3. The Chairperson explains to the meeting why the item is not on the agenda and the reason why discussion of the item cannot be delayed.



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## 2. Oral Reports

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### ORAL REPORTS 13 SEPTEMBER

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#### **Purpose**

1. Oral reports provide an opportunity for Council officers, guests and Tawa Community Board members to share updates on relevant issues.
2. The following oral reports are scheduled to be delivered at this meeting:
  - a. Fire update report – Dean Tutton
  - b. Child Friendly Cities – Olivia Stevens
  - c. Kiwi Rail update – Grant Burton
  - d. Te Mahuri update – Liz Langham
  - e. Tawa Community Board members' updates.

#### **Recommendation/s**

That the Tawa Community Board:

1. Receives the information.
2. Thanks the presenters for their oral reports.

#### **Attachments**

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager





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### 3. Reports

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## **MERVYN KEMP LIBRARY AND TAWA COMMUNITY CENTRE QUARTERLY REPORT: JUNE 2018 - AUGUST 2018**

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### **Purpose**

This report provides the Tawa Community Board with an update on the activities of the Mervyn Kemp Library, Tawa Community Centre and Linden Social Centre.

### **Summary**

1. The Mervyn Kemp Library offers collections, information, outreach, class visits, preschool story times, holiday programmes and Baby Rock & Rhyme sessions.

### **Recommendation/s**

That the Tawa Community Board:

1. Receives the information.

### **Discussion**

Health and Safety – No major incidents to report.

### **Programmes and Events**

#### Child and Youth Programming –

- Baby Rock & Rhyme – this is held every Friday morning at 9.30am and is aimed at babies aged 0-2 years. Weekly attendance has grown from around 30 people to around 55.
- Pre-school story time – held every Monday morning at 10.30am and aimed at children aged 2-5 years. Total attendance for the quarter was 312.
- Preschool Kapa Haka – this is a new programme, implemented as part of the Deputy-Mayor's drive to grow Te Reo programming across the city. It is community run, with library support.
- Let's Go Lego—a new monthly afterschool session that is library run. This has been well attended, with approximately 40 children at both sessions

**@ Six Programming** – community-led programming occurs each Thursday evening from 6pm. Current programming includes sessions on writing, knitting, genealogy and a community story time. There is a family movie once a month.

**Tea & Tales** – the monthly book club is run on the first Tuesday of every month at 10.30am. An average attendance of 8 people at each session. Staff are visiting groups/clubs in the area to promote these sessions.

**IDEAs Programming** – this programme is run collaboratively by the library and the Tawa IDEAs group provides weekly numeracy and literacy sessions for adults with an intellectual disability. Robotics have been included into the offer for this group.

**iPad Borrowing Programme** – six iPads are now available for customers to lend from the Tawa library at a cost of \$5 for three weeks, half price for Community Card holders.

**U3A Sessions** – three U3A sessions are now held monthly in the library: Writing, Book Club and Ukulele.

**Stepping Up** – new monthly digital training courses for customers, run in conjunction with the 2020 Trust. These are free for customers and are targeted at customers with a limited digital skillset. These courses have high demand with six attendees per session.

**Crafter-school** – new programme for primary school aged children and their parents, who can complete a weekly crafting activity in the library. Demand has been high for this group.

**Robotics** – new STEAM programme for primary school children, limited to six per session, once a week. Students learn basic coding for a small robotic device such as a Sphero or M-Bot.

**Coding Club** – new programme for primary school aged children in partnership with Code Club Aotearoa. Up to ten children attend each Saturday, completing a course in Scratch coding. This is a pilot for all of Wellington City Libraries.

Response to new programmes has been positive.

#### 5. Library Statistics

	Issues	Visitors	New borrowers
<b>Quarterly figures:</b>			
June 2017 – August 2017	34630	27002	147
June 2018 – August 2018	33652	26835	129
<i>Variation</i>	<i>-2.8%</i>	<i>-0.6%</i>	<i>-12%</i>

#### 6. Other business

- Construction has begun on Waitohi (the Johnsonville Hub). The new hub (including the new library) is on track for a December 2019 opening.

#### 7. Community Centres Tawa and Linden

- Tawa Community Centre advocate hours have increased to 40 per week
- Work is underway in collaboration with the Community Services team to help activate the Linden Social Centre during afternoons

#### Centre Highlights

#### JUNE

- Ratepayers AGM
- 2nd Liaison meeting
- Spicer Landfill Liaison Meeting
- LandSAR AGM

#### **JULY**

- Dance Exams
- School holidays-had t/tennis, craft table and game set up for families. Was really appreciated by the ones who came in and utilised the space.
- Arthritis NZ held a day of free workshops
- 3rd Liaison Meeting

#### **AUGUST**

- 2 day new reflexology course
- 3d scan of the centres by Hampton Jones
- Historical Society AGM
- Community Liaison meeting on transmission Gully
- Refugee Drivers Training workshop
- Mayor in the Chair

Both centres, especially Linden, have seen a big increase especially over the weekends. The recurring trend of winter month's birthday parties has continued. There have also been a number of social bookings as well. Tawa has had an increased number of community free bookings, as we help support smaller non for profit groups such as Land SAR.

#### **Attachments**

Nil

Author	Chris Pigott, Team Leader Libraries and Community Spaces - North
Authoriser	Laurinda Thomas, Libraries and Community Spaces Manager Stephen McArthur, Manager Community Networks

## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

**Treaty of Waitangi considerations**

**Financial implications**

**Policy and legislative implications**

**Risks / legal**

**Climate Change impact and considerations**

**Communications Plan**

**Health and Safety Impact considered**

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## **RESOURCE CONSENT APPLICATIONS AND APPROVALS FOR 26 JULY TO 29 AUGUST 2018.**

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### **Purpose**

1. In accordance with an agreement reached with the Tawa Community Board, the purpose of this report is to advise the Board of all resource consents lodged, along with decisions made by Officers acting under Delegated Authority, on Land Use and Subdivision resource consent applications.

### **Recommendation**

That the Tawa Community Board:

1. Receive the information.

### **Background**

2. This report advises the Community Board of resource consents lodged and decisions made during the period 26 July to 29 August 2018.

### **Discussion**

3. For the period from 26 July to 29 August 2018, there were five applications received by the Council.

<b><i>Service Request</i></b>	<b><i>Address</i></b>	<b><i>Applicant</i></b>
<b>415968</b>	<b>27 Ranui Terrace</b>	<b>John Havler</b>
A land use consent for a new garage and associated earthworks.		
<b>417015</b>	<b>18 Westwood Road</b>	<b>Peter Sole</b>
A land use consent for earthworks.		
<b>417188</b>	<b>11 Kowhai Street</b>	<b>Negar Partrow</b>
A subdivision consent for a two lot fee simple subdivision and a land use consent for additions and alterations to the existing dwelling and for a new dwelling.		
<b>417356</b>	<b>6A Oxford Street</b>	<b>Wellington Water Limited</b>
A land use consent for earthworks relating to a new storm water pipe connection.		
<b>417308</b>	<b>18 Westwood Road</b>	<b>Debbie and Peter Sole</b>
A change of conditions application for a variation to a consent notice condition.		

4. For the period from 26 July to 29 August 2018, there were three applications approved under delegated authority.

<b>Service Request</b>	<b>Address</b>	<b>Applicant</b>
411431	8 Nathan Street	R & V Jones
Subdivision consent for a two lot fee simple subdivision.		
413584	180 Bing Lucas Drive	M & J Walsh
Change of conditions application relating to maximum building floor area.		
414346	4 Rimu Street	NZPlans Ltd & Hampton Hill School Trust
Outline Plan for an internal refurbishment.		

## Attachments

Nil

Author	Nicole Tydda, Business Services Manager
Authoriser	Bill Stevens, Resource Consents Team Leader David Chick, Chief City Planner

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## CURRENT OR UPCOMING COUNCIL CONSULTATIONS AND SURVEYS

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### Purpose

1. To provide the Tawa Community Board with an update on the current items Council is seeking public feedback on and to advise the Board on upcoming consultations or surveys the Council is undertaking

### Recommendation/s

That the Tawa Community Board:

1. Receive the information.

### Discussion

Council are seeking feedback on the following:

#### Current Consultations:

- Wakefield Park draft plan (closes 5.00pm 7 September 2018)
- Alcohol Control Bylaw – Proposed changes to the liquor Control Bylaw (closes 5.00pm 30 September 2018)

#### Upcoming consultations:

- Hataitai intersection traffic light proposal (start date 11 September 2018)

### Options

2. Should the Board wish to participate in the consultations, there is no requirement for the Board to formally ratify this.

### Attachments

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

## **SUPPORTING INFORMATION**

**Engagement and Consultation**

Not applicable

**Treaty of Waitangi considerations**

Not applicable

**Financial implications**

Not applicable

**Policy and legislative implications**

Not applicable

**Risks / legal**

Not applicable

**Climate Change impact and considerations**

Not applicable

**Communications Plan**

Not applicable

**Health and Safety Impact considered**

Not applicable



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## **TAWA COMMUNITY BOARD DISCRETIONARY FUND - END OF YEAR SUMMARY (2017/2018)**

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### **Purpose**

The purpose of this report is to provide the Tawa Community Board with a summary of Discretionary fund spending for the last financial year (2017-2018).

### **Recommendation/s**

That the Tawa Community Board:

1. Receive the information.

### **Background**

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$10,000 exclusive of GST per annum.
3. At every Board meeting, the board decide whether to make any payments from its Discretionary Fund for projects that directly benefit residents or organisations in Tawa. The payments are authorised by passing a resolution stating the amount of the payment/s, what the payment/s is to be used for and who it is they are going to.

### **Discussion**

### **Next Actions**

2. For the remainder of 2018/2019 financial year it is proposed to bring a written report to each Community Board meeting showing spend to date and making recommendations for payments to be resolved for that month based on the previous financial year's spend.
3. An example of such a report is included in this agenda.

### **Attachments**

Attachment 1. Tawa Community Board Discretionary Fund end of year financial report [↓](#) 

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Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Not applicable

### **Treaty of Waitangi considerations**

Not applicable

### **Financial implications**

Proactively manage the process of the Tawa Community Board Discretionary fund

### **Policy and legislative implications**

Not applicable

### **Risks / legal**

Not applicable

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable

Tawa Community Board - Discretionary Fund 2017/18 (to 30 June)  
Please note that figures here have been stated exclusive of GST where possible.

**Discretionary Fund 2017/18 - Financial results up to 30 June**

As at 30 June 2018, including passed resolutions, the available balance of the Fund is \$0.00.

<b>Starting balance of Fund</b>	<b>10,863.00</b>			
Purchases made in the current financial year (2017/18)	- 268.88	Please refer to Note A		0
Resolutions from meetings in 2017/18 financial year	- 6,406.38	Please refer to Note B		0
Internal printing and design costs incurred in 2017/18	- 3,228.11	Please refer to Note D		0
<b>Available balance of 2017/18 Fund</b>	<b>1,459.63</b>	<b>Balance to be split: \$250 donation to Pest free, \$250 to Menz shed &amp; remaining \$959.63 to b</b>		0
2016/17 year end Ac 0	- 500.00	Please refer to Note C		0

A copy of the statement of financial performance has been included as an Appendix to this report.

\* **Note A:** Charges incurred during financial year (excludes printing and design costs - See note D)

\* **Note B:** Relates to resolutions passed during the current financial year

\* **Note C:** Relates June 2017 Accruals. Note that there is still a \$500 accrual from 30 June year end for Teardrop banners Since this was accrued last year, This accrual basically offsets the actual amount that was spent on the banners this year (\$830). So a net impact of \$330 is seen in this years financials with regards to the banners.

\* **Note D:** These costs relate to creative services recharges.

**Note A: Purchases made in 2017/18** **268.88**

Transaction Date	Item Description	Amount	Additional Commentary
6/09/2017	Catering cost	35.13	Petty Cash Margaret Lucas
19/11/2017	Healthy Futures' water kit	150.00	
30/11/2017	Food for Junior community awards	83.75	
		<b>268.88</b>	

**Note B: Resolutions from meetings in 2017/18 financial year** **6,743.79**

Resolution Date	Item Description	Amount	Additional Commentary
1/06/2017	Tear Drop Banners	830.00	Towards the cost of purchasing tear drop banners for advertising/promoting Tawa Community events <i>(June 2017 Accrual)</i>
1/09/2017	Tawa Borough Scholarship Trust Donation	100.00	
1/09/2017	Hanging baskets change over in November	1,500.00	WCC Tawa Community Board Discretionary Fund Tawa Business Centre
1/09/2017	Tawa primary schools' Citizenship Awards	90.00	Supply and apply vinyl names to 7 shileds
1/09/2017	Tawa primary schools' Citizenship Awards	405.00	Citizenship Awards - trophies
1/09/2017	Tawa primary schools' Citizenship Awards	120.00	Billboard for Citizenship awards
1/09/2017	BBO supplies for fair	81.60	
1/10/2017	Linden Centre Pot Luck Dinner	250.23	advertising extra food items for the Linden Community Centre – Mid Winter pot luck Dinner.
1/10/2017	Pest Free Tawa - Rotary Club of Tawa Donation	500.00	
1/10/2017	Redwood School	180.00	The Hub open day activities for kids
1/05/2018	Sound system hire	240.00	Tawa Community Civic Awards

Printed on 6/09/2018 at 8:35 a.m.

1/05/2018	Certificates	-	Tawa Community Civic Awards	
1/05/2018	Food	86.96	Tawa Community Civic Awards	
1/05/2018	Frames	50.00	Tawa Community Civic Awards	
1/05/2018	Donation to singers	50.00	Tawa Community Civic Awards	
1/05/2018	Photographer	360.00	Tawa Community Civic Awards	
1/11/2017	Greenacres School	200.00	Garden compost tumbler	
1/06/2018	Menzshed Donation Donation	250.00		
1/06/2018	Pest free Tawa - Donation	250.00		
1/06/2018	Tawa Borough Scholarship Trust Donation	959.63		
	Billboard for TCB	240.00	2 x \$120	
		6,743		

**Note C: June 2017 Accruals**

Resolution Date	Item Description	Amount	Commentary
8 June 2017	Tear Drop Banners	500.00	Towards the cost of purchasing tear drop banners for advertising/promoting Tawa Community events <i>(June 2017 Accrual)</i>

**Note D: Internal printing and design costs incurred in 2017/18**

Transaction Date	Item Description	Amount	Details
30/11/2017	Creative services Recharge J005010	406.00	Primary Schools Citizenship awards
31/12/2017	Creative services Recharge J005036	375.10	Tawa Community Board Service Awards
31/12/2017	Creative services Recharge J005237	1,559.68	Tawa Community Board Christmas newsletter
30/04/2018	Creative services Recharge J005952 - Flyer Design and printing	887.33	Tawa Community Civic Awards

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## **TAWA COMMUNITY BOARD DISCRETIONARY FUND - MONTHLY ALLOCATIONS (SEPTEMBER 2018)**

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### **Purpose**

1. To approve by resolution the spending of the Tawa Community Board Discretionary fund for September 2018.

### **Recommendation/s**

That the Tawa Community Board:

1. Receives the information.
2. Approves funding of \$1500.00 for the Tawa Primary Schools Citizenship Awards.
3. Approves spending of \$40 for spring into Tawa stand hire fee.

### **Background**

2. The Tawa Community Board's Discretionary Fund is administered by Wellington City Council and is approximately \$10,000 exclusive of GST per annum.
3. At every Board meeting, the Board decide whether to make any payments from its Discretionary Fund for projects that directly benefit residents or organisations in Tawa. The payments are authorised by passing a resolution stating the amount of the payment/s, what the payment/s is to be used for and who it is they are going to.

### **Discussion**

4. In September 2017 the following was spent from the Tawa Community Board Discretionary fund.
  - Tawa primary schools' Citizenship Awards
    - \$90.00 (Supply and apply vinyl names to 7 shields)
  - Tawa primary schools' Citizenship Awards
    - \$405.00 (Citizenship Awards – trophies)
  - Tawa primary schools' Citizenship Awards
    - \$120.00 (Billboard for Citizenship awards)
5. Discussion at the last Tawa Community Board meeting indicated \$1500 should be resolved for payments relating to the Tawa Primary School Citizenship Awards. It is worth noting this is higher than the actual spend incurred in September 2017.
6. Should the Board wish to spend additional funds, they are able to add this to the recommendation at the meeting.
7. The Board is not required to pass these recommendations if they do not wish to.
8. In preparation for October 2018, the Board is advised that the following was spent from The Tawa Community Board Discretionary fund

- 
- Linden Centre potluck dinner 250.00
  - Pest free Tawa – Rotary Club of Tawa donation \$500.00
  - Redwood school - \$180.00
9. A further report will be bought to the next meeting for the month of October.

**Attachments**

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Not applicable

### **Treaty of Waitangi considerations**

Not applicable

### **Financial implications**

Proactively manage the process of the Tawa Community Board Discretionary fund

### **Policy and legislative implications**

Not applicable

### **Risks / legal**

Not applicable

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable





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## **FORWARD PROGRAMME**

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### **Purpose**

1. To provide the Tawa Community Board with a draft work programme for its amendment and approval.

### **Recommendation/s**

That the Tawa Community Board:

1. Receive the information.
2. Approve its current draft work programme subject to any alterations, additions or deletions deemed necessary.

### **Discussion**

<b>Thursday, 14 October 2018</b>
<ul style="list-style-type: none"><li>• Oral Reports:<ul style="list-style-type: none"><li>○ Policing in Tawa Update Report (alternate standing item)</li><li>○ Tawa Community Board Members Reports (standing item)</li><li>○ Chris Moore – WREMO update</li><li>○ Salvation Army foodbank – Nathan and Jessica Bezzant</li></ul></li><li>• Written Reports:<ul style="list-style-type: none"><li>○ Resource Consent Applications and Approvals Report (standing item)</li><li>○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>○ Forward Programme (standing item)</li><li>○ Tawa Community Board Discretionary Fund Update (standing item)</li></ul></li></ul>



<b>Thursday, 8 November 2018</b>
<ul style="list-style-type: none"><li>• Oral Reports:<ul style="list-style-type: none"><li>○ Fire Update (alternate standing item)</li><li>○ Tawa Community Board Members Reports (standing item)</li><li>○ Tawa Primary Citizenship awards – Councillor Malcolm Sparrow</li></ul></li><li>• Written Reports:<ul style="list-style-type: none"><li>○ Resource Consent Applications and Approvals Report (standing item)</li><li>○ Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)</li><li>○ Forward Programme (standing item)</li><li>○ Tawa Community Board Discretionary Fund Update (standing item)</li><li>○ Traffic in Tawa – Future awareness of impacts in Tawa</li></ul></li></ul>



<b>Thursday, 6 December 2018</b>
<ul style="list-style-type: none"><li>• Oral Reports:<ul style="list-style-type: none"><li>○ Policing in Tawa Update Report (alternate standing item)</li><li>○ Tawa Community Board Members Reports (standing item)</li></ul></li></ul>

- Written Reports:
  - Resource Consent Applications and Approvals Report (standing item)
  - Upcoming Areas of Consultation, Engagement or Surveys (if any) (standing item)
  - Forward Programme (standing item)
  - Tawa Community Board Discretionary Fund Update (standing item)

## Attachments

Nil

Author	Ryan Wilson, Elected Member Support Advisor
Authoriser	Penny Langley, Democracy Services Manager

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No consultation or engagement is required.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations associated with this report.

### **Financial implications**

There are no financial implications associated with this report.

### **Policy and legislative implications**

There are no policy and legislative implications associated with this report.

### **Risks / legal**

There are no risks or legal implications associated with this report.

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable