COUNCIL

AGENDA

Meeting to be held

THURSDAY 14 DECEMBER 2017

8.30AM

In the Manawatu District Council Chambers,
135 Manchester Street, Feilding

Dr Richard Templer
Chief Executive
MEMBERSHIP

Chairperson

Her Worship the Mayor, Helen Worboys

Deputy Chairperson

Deputy Mayor, Michael Ford

Members

Councillor Steve Bielski
Councillor Stuart Campbell
Councillor Barbara Cameron
Councillor Shane Casey
Councillor Hilary Humphrey
Councillor Phil Marsh
Councillor Andrew Quarrie
Councillor Alison Short
Councillor Howard Voss
ORDER OF BUSINESS

1. MEETING OPENING

Wayne Jellyman, of the Salvation Army, will open the meeting in prayer

2. APOLOGIES

3. REQUESTS FOR LEAVE OF ABSENCE

4. CONFIRMATION OF MINUTES

Draft resolution

That the minutes of the Council meeting held 15 November 2017 be adopted as a true and correct record.

5. DECLARATIONS OF INTEREST

Notification from elected members of:

5.1 Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and

5.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members’ Interests) Act 1968

6. PUBLIC FORUM

6.1 COREY PERRETT

Recipient of a Representative Grant to represent New Zealand in the U21 Boys’ Team at the Indoor Cricket World Cup held in Dubai from 16 to 23 September 2017.

7. PRESENTATIONS

7.1 MANFEILD

Julie Keane will be in attendance to talk about the NZ Grand Prix.

8. NOTIFICATION OF LATE ITEMS

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

8.1 The Council by resolution so decides; and

8.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.
9. MINUTES OTHER COMMITTEES

There are no recommendations from committees for consideration by Council.

10. OFFICER REPORTS

10.1 COUNCILMARK PROGRAMME


10.2 PROPOSED ECONOMIC DEVELOPMENT STRATEGY – SUBMISSION DELIBERATIONS


10.3 HIMATANGI BEACH COMMUNITY PATROL


10.4 COMMUNITY COMMITTEE MINUTES


10.5 LONG TERM PLAN – DEVELOPMENT OF MAORI CAPACITY TO CONTRIBUTE TO DECISION-MAKING


10.6 LONG TERM PLAN – REVENUE AND FINANCING POLICY


10.7 DRAFT DISCUSSION PAPER ON REVIEW OF REPRESENTATION


10.8 UPDATE OF DELEGATIONS REGISTER


10.9 APPLICATION OF THE COMMON SEAL

10.10 **C4 17029 PORT STREET EAST ROADING AND SERVICES GROWTH FUNDING REQUEST**


10.11 **C4 1552 STAGE 3 MAKOURA ROAD SEAL EXTENSION AND SAFETY IMPROVEMENTS**


10.12 **C4 1526 NANNESTAD LINE BRIDGE REPLACEMENT – CONTRACT VARIATION**


11. **CONSIDERATION OF LATE ITEMS**

12. **MEETING CLOSURE**
Minutes of a meeting of the Council held on Wednesday 15 November 2017, commencing at 8.32am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Mayor Helen Worboys (Chairperson)
Cr Steve Bielski
Cr Barbara Cameron
Cr Stuart Campbell
Cr Shane Casey
Cr Hilary Humphrey
Cr Phil Marsh
Cr Andrew Quarrie
Cr Alison Short
Cr Howard Voss

LEAVE OF ABSENCE: Cr Michael Ford

IN ATTENDANCE: Richard Templer (Chief Executive)
Shayne Harris (General Manager – Corporate and Regulatory)
Brent Limmer (General Manager – Community and Strategy)
Hamish Waugh (General Manager – Infrastructure)
Frances Smorti (General Manager – People and Culture)
Tracey Hunt (Strategy Manager)
Michael Hawker (Project Delivery Manager)
Colleen Morris (Chief Financial Officer)
Paul Stein (Communications Manager)
Nichole Ganley (Governance Support Officer)
Allie Dunn (Governance Team Leader)

MDC 17/300 MEETING OPENING

Jocelyn Stevens, of the Life Point Church, opened the meeting in prayer.

MDC 17/301 APOLOGIES

There were no apologies.

MDC 17/302 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

MDC 17/303 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Council meeting held 19 October 2017 and the extraordinary Council meeting held 2 November 2017 be adopted as a true and correct record.

Moved by: Councillor Howard Voss
Seconded by: Councillor Phil Marsh

CARRIED
MDC 17/304 DECLARATIONS OF INTEREST

Councillor Barbara Cameron – MidCentral District Health Board and Community Response Forum for Ministry of Children

MDC 17/305 PUBLIC FORUM - FEILDING HIGH SCHOOL

Ngapuki and Zane from Feilding High School spoke on behalf of the Feilding High School’s under 15 year old male rugby players who were recipients of a representative grant to assist with the costs of competing in the Hurricanes under 15’s tournament held in Lower Hutt from 6 to 9 September 2017. They spoke about the planning for the trip and the fundraising they undertook, which along with the grant from Council, enabled them to attend the tournament. They thanked Council for its support.

MDC 17/306 PRESENTATION - SMOKEFREE COLLECTIVE

Julie Beckett (Public Health), Sally Darragh (Heart Foundation) and Kerry Hocquard (Cancer Society), gave a presentation about reducing smoking rates in the Manawatu and improving the health and wellbeing of the community. They outlined the harm from smoking, and the steps neighbouring Councils had undertaken regarding smokefree policies. They advised the smoking rates for the Manawatu Community were higher than the national average. They sought the opportunity to be part of a working group to support the Manawatu Community to become smokefree.

MDC 17/307 PRESENTATION - PALMERSTON NORTH COMMUNITY SERVICES COUNCIL

Fraser Greig, Michelle Thompson and Lyal Brenton of the Palmerston North Community Services Council presented the 2017 Social Wellbeing Forum report. They spoke about the 10th Annual Social Wellbeing Forum, held at Awapuni Function Centre and asked Council to look for issues within their report that could align with Council’s planning processes including the Long Term Plan to see where Council could offer support. They noted the common themes that came out of the forum - lobbying local and central government, education in schools around social issues, organisational culture, process and client care, and improving transport and public transport in the region. They supported the forum becoming a regional forum in the future, noting that most of the issues raised were regional issues. They advised that their students were focussing on the issue of Transport as this had a flow on effect on each of the themes.

MDC 17/308 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 17/309 RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE INTERNAL AUDIT CHARTER

Report of the General Manager – Corporate and Regulatory dated 10 November 2017 presenting recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the proposed Internal Audit Charter.
RESOLVED

That the Council adopts the Internal Audit Charter for the provision of the internal auditing function for the Manawatū District Council.

Moved by: Councillor Stuart Campbell
Seconded by: Councillor Barbara Cameron
CARRIED

MDC 17/310 CHANGE TO ORDER OF BUSINESS

It was agreed that item 10.1 “2016-17 Partnership Fund Accountability Report” would be taken as the next item of business.

MDC 17/311 2016-17 PARTNERSHIP FUND ACCOUNTABILITY REPORT

Report of the General Manager – Community and Strategy dated 26 October 2017 presenting for consideration the 12-month accountability reports from Feilding and District Promotion Inc. who had received partnership funding and entered into an agreement with Council for the period 1 September 2016 to 30 June 2017. Jason Smith and Jo Paton from Feilding and District Promotion were in attendance and spoke to their report. They acknowledged the volunteers that support their organisation. Updated financial papers were circulated to elected members and tabled at the meeting. The Auditors report would be circulated to Council as soon as it was received. Ihaia Raharuhi of Ngati Kauwhata spoke about the relationship being developed between Ngati Kauwhata and Feilding and District Promotion. It was suggested that Feilding and District Promotion discuss support for the Saleyards Tours with CEDA.

RESOLVED

That the Partnership Fund 12-month accountability reports, including the draft Audit report, for the period 1 September 2016 to 30 June 2017 from Feilding and District Promotion Inc. be received and noted.

Moved by: Councillor Barbara Cameron
Seconded by: Councillor Hilary Humphrey
CARRIED

The meeting adjourned at 10.04am and reconvened at 10.28am.

MDC 17/312 RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE INTERNAL AUDIT SERVICE LEVEL AGREEMENT

Councillor Cameron returned to the meeting at 10.29am.

Report of the General Manager – Corporate and Regulatory dated 10 November 2017 presenting recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the proposed Internal Audit Service Level Agreement.
RESOLVED

That the Council adopts the Internal Service Level Agreement for the provision of Internal Audit services by Manawatū-Wanganui Local Authority Shared Services Limited for the period 1 October 2017 to 30 September 2020.

Moved by: Councillor Stuart Campbell
Seconded by: Councillor Phil Marsh
CARRIED

MDC 17/313 RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE INTERNAL AUDIT PLAN

Report of the General Manager – Corporate and Regulatory dated 10 November 2017 presenting recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the proposed Internal Audit Plan.

RESOLVED

That the Council approves the Internal Audit plan for the 2017-18 year as set out in Appendix 1 to the report of the General Manager – Corporate and Regulatory dated 10 November 2017.

Moved by: Councillor Stuart Campbell
Seconded by: Councillor Howard Voss
CARRIED

MDC 17/314 RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE REVIEW OF SENSITIVE EXPENDITURE

Report of the General Manager – Corporate and Regulatory dated 10 November 2017 presenting recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the review of sensitive expenditure.

RESOLVED

That the Council receives the Sensitive Expenditure Internal Audit report dated September 2017 and notes the management response to recommendations and actions to be taken.

Moved by: Councillor Howard Voss
Seconded by: Councillor Barbara Cameron
CARRIED
MDC 17/315 RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE FIRST QUARTER REPORT TO 30 SEPTEMBER 2017

Report of the General Manager – Corporate and Regulatory dated 10 November 2017 presenting recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the first quarter report to 30 September 2017.

RESOLVED

That the Council receives the First Quarter Report and the Capital Expenditure Report for the period ended 30 September 2017.

Moved by: Councillor Stuart Campbell
Seconded by: Councillor Phil Marsh
CARRIED

MDC 17/316 COMMUNITY COMMITTEE MINUTES

Report of the General Manager – Community and Strategy dated 6 November 2017 presenting minutes from recent meetings of Community Committees and the Manawatu Youth Ambassadors.

RESOLVED

That the Council receive the minutes of Manawatu Youth Ambassadors and Community Committee meetings.

Moved by: Her Worship the Mayor Helen Worboys
Seconded by: Councillor Howard Voss
CARRIED

MDC 17/317 MAORI WARDS RESOLUTION

Report of the General Manager – Corporate and Regulatory dated 20 October 2017 presenting for consideration a proposal to establish one or more Māori Wards for electoral purposes in the Manawatū District. The Chief Executive gave a presentation outlining the options before Council, and went through questions and answers with the Council.

RESOLVED

1. That the Council receives the report of the General Manager Corporate and Regulatory dated 20 October 2017 regarding establishment of Māori Wards for Electoral Purposes.

2. That the Council resolves under Section 19Z of the Local Electoral Act 2001 that the Manawatū District be divided into one or more Māori Wards for electoral purposes and that public notice of the right to demand a poll to
countermand this resolution be given in accordance with Section 19ZA of the Local Electoral Act 2001.

Moved by: Councillor Alison Short
Seconded by: Councillor Hilary Humphrey

CARRIED

A division was called:

Voting for the motion: Her Worship the Mayor, Councillors Short, Marsh, Cameron, Humphrey and Casey

Voting against the motion: Councillors Voss, Bielski, Quarrie and Campbell

MDC 17/318 INVESTMENT POLICY


RESOLVED

That the Council adopts the Investment Policy as set out in appendix one of the report of the General Manager – Corporate and Regulatory dated 1 November 2017.

Moved by: Councillor Stuart Campbell
Seconded by: Councillor Barbara Cameron

CARRIED

MDC 17/319 LIABILITY MANAGEMENT POLICY

Report of the General Manager – Corporate and Regulatory dated 1 November 2017 presenting the draft Liability Management Policy for consideration and adoption. A correction was proposed to the wording in item

RESOLVED

That the Council adopts the Liability Management Policy as set out in appendix one of the report of the General Manager – Corporate and Regulatory dated 1 November 2017.

Moved by: Councillor Phil Marsh
Seconded by: Councillor Howard Voss

CARRIED

MDC 17/320 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.
MDC 17/321 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 11.37am.

Approved and adopted as a true and correct record:

---------------------------------------------  ---------------------------------------------
CHAIRPERSON                                    DATE
NZ GRAND PRIX MARKETING & ACTIVATIONS

Win the Ultimate New Zealand Grand Prix VIP Weekend for 2 worth $5,000 Promotion

A $5000 NZ Grand Prix promotion prize package has been pieced together that has become the cornerstone promotion for the Speed Works Motorsport Championship. The prize will include; Flights for 2 from Air New Zealand to Palmerston North, 2x night accommodation and all meals at the Coachman Hotel, transfers, VIP corporate tickets to the hospitality area, hot lap rides for two.

<table>
<thead>
<tr>
<th>Activations/Initiatives</th>
<th>Timing</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page Feature on speedworksevents.co.nz</td>
<td>Jun 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>Unique Feature on speedworksevents.co.nz</td>
<td>Jun 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>Listing on eventfinder.co.nz</td>
<td>Jun 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>Large-scale posters CRC Speedshow – ASB Show Grounds</td>
<td>Jul 2017</td>
<td>Complete</td>
</tr>
<tr>
<td>Promo Girls, iPad Activations, Traditional Entry – CRC Speedshow</td>
<td>Jul 2017</td>
<td>Complete</td>
</tr>
<tr>
<td>30 Sec TV Commercial – CRC Motorsport TV3</td>
<td>Sep 2017 – Jan 2018</td>
<td>Live</td>
</tr>
<tr>
<td>All Speed Works Club promotion themed around NZ Grand Prix</td>
<td>Jun 2017 – Jan 2018</td>
<td>Live</td>
</tr>
<tr>
<td>Crew Uniforms for all proceeding rounds feature NZ Grand Prix</td>
<td>Oct 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>40,650 Free Weekend Ticket codes sent to PNCC &amp; MDC rate payers</td>
<td>Nov 2017</td>
<td>Live</td>
</tr>
<tr>
<td>Branded FT40 at Palmerston North Airport</td>
<td>Oct 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>Localised Press Stories supporting Rate Payer Promotion</td>
<td>Nov 2017</td>
<td>Complete</td>
</tr>
<tr>
<td>Full Page Ad in every Speed Works Events Official Programme</td>
<td>Dec 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>NZ Grand Prix Branded Toyota Hilux from Manawatu Toyota</td>
<td>Oct 2017 – Feb 2017</td>
<td>Live</td>
</tr>
<tr>
<td>Blue September Charity Auction Prize x2</td>
<td>Sep 2017</td>
<td>Complete</td>
</tr>
<tr>
<td>Palmerston North Airport Billboard</td>
<td>Nov 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>State Highway 1 Billboard – Sanson</td>
<td>Nov 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>Live Activation at Speed Works Events Taupo Round</td>
<td>Dec 2017</td>
<td>Complete</td>
</tr>
<tr>
<td>Live Activation at Speed Works Events Christchurch Round</td>
<td>Jan 2017</td>
<td>Programmed</td>
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<tr>
<td>Live Activation at Speed Works Events Invercargill Round</td>
<td>Jan 2017</td>
<td>Programmed</td>
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<tr>
<td>Live Activation at Speed Works Events Hampton Downs Round</td>
<td>Feb 2017</td>
<td>Programmed</td>
</tr>
<tr>
<td>Live Activation at Speed Works Events Taupo Round</td>
<td>Feb 2017</td>
<td>Programmed</td>
</tr>
<tr>
<td>Manawatu branded FT50 entered in Grand Prix – Driven by Ken Smith</td>
<td>Feb 2018</td>
<td>TBC</td>
</tr>
<tr>
<td>Programmed media around the Ken Smith announcement</td>
<td>Dec 2017</td>
<td>TBC</td>
</tr>
<tr>
<td>Corporate Promotion at Manfield to promote ticket sales</td>
<td>Nov 2017</td>
<td>Complete</td>
</tr>
<tr>
<td>Feature stand at Business After 5 in Taupo</td>
<td>Oct 2017</td>
<td>Complete</td>
</tr>
<tr>
<td>Speedworks App launched to provide live streaming, live timing, and race commentary</td>
<td>Dec 2017</td>
<td>Live</td>
</tr>
<tr>
<td>Invite has been extended to Brendan Hartley to attend the NZ Grand Prix</td>
<td>Nov 2017</td>
<td>Complete/TBC</td>
</tr>
<tr>
<td>AA Member Promotion Digital (1M+) and AA Directions (600k+)</td>
<td>Jan 2018</td>
<td>Programmed</td>
</tr>
<tr>
<td>NZ Motor Caravan Association Digital Promotion (71k+)</td>
<td>Oct 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>MHFT.co.nz Feature</td>
<td>Oct 2017 – Feb 2018</td>
<td>Live</td>
</tr>
<tr>
<td>Ronald McDonald House Charities Member Campaign</td>
<td>Jan 2018</td>
<td>Programmed</td>
</tr>
<tr>
<td>Facebook and Instagram Geo-Targeted Campaign</td>
<td>Dec 2017 – Feb 2018</td>
<td>Programmed</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Status</td>
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<tr>
<td>--------------------------------------------------------------</td>
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<tr>
<td>Newspaper Advertising Manawatu and surrounding districts</td>
<td>Jan 2018</td>
<td>Programmed</td>
</tr>
<tr>
<td>Schools promotion – car in schools</td>
<td>Jan 2018</td>
<td>Programmed</td>
</tr>
<tr>
<td>Mayoral Welcome PN</td>
<td>Feb 2018</td>
<td>Programmed</td>
</tr>
<tr>
<td>Movie in the Square</td>
<td>Feb 2018</td>
<td>Programmed</td>
</tr>
<tr>
<td>Mayoral Welcome Feilding</td>
<td>Feb 2018</td>
<td>Programmed</td>
</tr>
</tbody>
</table>

**How can MDC help with New Zealand Grand Prix 2018**

- The MDC communications team can help promote continued awareness of the regional rate payers ticket give a way, continue support through MDC media publications and social media platforms promoting the event and future initiatives.
- Encourage friends and family to redeem their free ticket prior to 31 December.
- Help to achieve street closure in Feilding for a in town activation on the 9th of February 2018.
- Purchase some hospitality and show off this great event by hosting key stakeholders and VIP guests on the weekend.
- Encourage local businesses to support corporate hospitality options. (They need to support alongside Palmerston North businesses)
Council

Meeting of 14 December 2017

Business Unit: Chief Executive's Office
Date Created: 30 November 2017

CouncilMARK™ Programme

Purpose

To inform the Council that Manawatū District Council has joined the LGNZ CouncilMARK™ programme and that MDC will be assessed over two days in the first quarter of the 2019 calendar year.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

That the Council notes:

a) Manawatū District Council has joined the CouncilMARK™ programme,

b) That assessment for the programme will occur during the first quarter of the 2019 calendar year, and

c) That Councillors will be part of the assessment process.

Report prepared by:
Richard Templer
Chief Executive

Approved for submission by:
Richard Templer
Chief Executive
1 Executive Summary

1.1 Manawatū District Council has joined the LGNZ CouncilMARK™ programme. The CouncilMARK™ programme assesses almost all aspects of Council performance from Governance to Infrastructure to Financial Management and rates them from C to AAA. The results are made public. MDC’s assessment will occur in the first quarter of the 2019 calendar year.

2 Contribution to the Council Vision and Council Outcomes

2.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

<table>
<thead>
<tr>
<th>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</th>
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<th>Manawatu’s built environment is safe, reliable and attractive.</th>
<th>Manawatu District Council is an agile and efficient organisation.</th>
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</thead>
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3 Background

3.1 CouncilMARK™ is a system designed by the local government sector to show and grow the value of local government in New Zealand.

3.2 Launched in August 2016 CouncilMARK™ was established in response to reputation research which showed an opportunity for local government improvement. The programme was also developed in response to the Department of Internal Affairs proposed league tables for Territorial Authorities – which were not supported by the sector.

3.3 The programme measures indicators across:
- Leadership or ‘Leading locally’
- Finance or ‘Investing money well’
- Service delivery or ‘Delivering what’s important’
- Community engagement or ‘Listening and responding’

3.4 The programme highlights both the good and the areas for progress, and charts a way forward for local government improvement.

3.5 Participating councils are assessed by independent experts every three years, given an overall rating from triple AAA to C, and the results publicised.

3.6 Councils who have already been through the programme are:
- Waimakariri [AA]
- Hastings DC [A]
- Napier CC [A]
- Waikato RC [A]
- Matamata-Piako DC [BBB]
Councils who have recently joined the programme are:

- Bay of Plenty Regional Council
- Dunedin City Council
- Hauraki District Council
- Mackenzie District Council
- Tararua District Council
- Taupō District Council
- Manawatū District Council and more to come

4 Discussion and Options considered

4.1 Joining the CouncilMARK™ programme is an opportunity for MDC to have its performance externally assessed and to be benchmarked against all other Territorial Authorities in New Zealand. While external assessment of our performance could be achieved by engaging management consultants, there is no alternative method of benchmarking.

4.2 MDC will have completed its first annual plan and long term plan under new Governance and Management by January 2019 so it is considered a suitable time for review. Areas identified as needing improvement would then be worked on in the 2019/2020 financial year.

4.3 The alternative option is to not participate in the programme. The arguments against this are straightforward; (1) the information obtained by MDC will help us become more efficient and effective and (2) LGNZ needs the majority of Councils in NZ to join to ensure some alternative measure of performance is not imposed by Government.

5 Operational Implications

5.1 As the CouncilMARK™ programme provides organisations with the chance to assess themselves, we also have clear examples of what LGNZ and sector experts consider best practice. MDC will establish a project team, led by the CE, to conduct a self-assessment, identify our short comings and seek to address them during the course of 2018.

5.2 In this way we make our participation an exercise of continuous improvement rather than a one-off mark.

5.3 The assessment will take two days, but there will be a significant investment of time to improve MDC.
5.4 With the addition of the CouncilMARK™ programme to our employee Engagement survey we have two key methods of measuring our performance, external and internal, which will drive our strategic management changes.

6 Financial implications

6.1 The external cost of the programme is estimated at $18-22 000 and this has been included in the LTP.

7 Statutory Requirements

7.1 There are no statutory requirements.

8 Delegations

8.1 Committing MDC requires approval from the Mayor and CE, which was obtained.

8.2 The cost is within the CE’s financial delegation.

9 Consultation

9.1 External consultation is not required. Closer to the time we will consider appropriate information releases.

9.2 Key internal management staff have been briefed.

10 Cultural Considerations

10.1 There are no cultural considerations.

11 Conclusion

11.1 Because of the opportunity to benchmark ourselves against other TAs MDC has joined the CouncilMARK™ programme in order to enhance our efficiency and effectiveness.
Proposed Economic Development Strategy - Deliberations

Purpose

To consider submissions made on the Draft Economic Development Strategy.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

1. That public submissions on the proposed Economic Development Strategy be considered, and amendments to the draft strategy advised by Council.

2. That the Economic Development Strategy, incorporating changes agreed to by Council, be adopted by Council alongside a review period of twelve months; and,

3. That authority be delegated to the Chief Executive for inconsequential amendments to the text in addition to approval for amendments as directed by Council during deliberations.

Report prepared by:
Stacey Bell
Economic Development Adviser

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy
1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand

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2 Background

2.1 In 2014, Council initiated a review of its Economic Development activities. Part of this review included the development of an Economic Development Strategy.

2.2 The purpose of the Strategy was to articulate Council’s role in economic development and provide direction for Council funding decisions and advocacy.

2.3 Since 2014, significant work has been undertaken by Council to develop an Economic Development Strategy that reflects the District and the priorities of Council, with the initial draft Strategy released for public consultation between July and August 2014.

2.4 In 2016, Council in conjunction with Palmerston North City Council established the Central Economic Development Agency (CEDA) for the delivery of economic development services to the Manawatū region. With the establishment of CEDA and the timing of local body elections, adoption of the Strategy was deferred to after the local body elections of 2016.

2.5 With the new Council established, the Economic Development Strategy was presented to the new Council in March 2017 for further consideration.

2.6 Taking into consideration direction received through the workshop process, the final draft of the Economic Development Strategy was presented to Council on 21 September 2017 for approval for public consultation.

2.7 The Draft Strategy was released for public consultation over the period 2 October to 3 November 2017.

2.8 Five submissions were received in response to the draft Economic Development Strategy. A Hearing was held at the Strategic Planning and Policy Committee meeting on 7 December 2017. No submitters chose to speak in support of their written submissions.

3 Discussion and Options considered

3.1 A brief summary of the main points of submitters is included below with greater detail included within the attached table:

- Submission 001 (David Stroud) perceived a lack of emphasis on Tourism and links to service delivery from CEDA;
• Submission 002 from FoodHQ (Claire Massey) supported the emphasis on food research and innovation and requested the inclusion of FoodHQ as a key partner within section 7 of the Strategy;

• Submission 003 from Al Howie emphasised the need for Council to be commercial friendly. In particular, Mr Howie pointed out delays in the consenting process for commercial investors and the difficulty of getting consents to demolish buildings to enable commercial investment;

• Submission 004 from Mayor Grant Smith and Chief Executive Heather Shotter of Palmerston North City Council (PNCC) expresses support for the Strategy and confirms PNCC as a key partner in our Economic Development Goals.

• Submission 005 from Graeme Mathieson (on behalf of AgResearch) requests greater emphasis on, and protection for, the activities of AgResearch through District Plan measures and amendments to the wording of the strategy. AgResearch has been informed of the District Plan sectional review timetable. Graeme Mathieson also submitted a covering letter to accompany the submission for consideration.

• As indicated, a summary table is included in Annex A to this report. This table includes a summary of the submissions received and the decisions sought by submitters. It also includes information on potential implications from the decisions sought.

3.2 Based on the direction from Council during deliberations, Council has the option to either adopt the Economic Development Strategy subject to amendments agreed at the Council meeting on 14 December 2017, or defer the decision until the first Council meeting of 2018 scheduled for 22 February.

4 Operational and Financial Implications

4.1 There are no operating or financial implications associated with the above options. Any costs associated with this strategy have been accommodated within existing budgets.

5 Statutory Requirements

5.1 There are no statutory requirements associated with the Economic Development Strategy.

6 Delegations

6.1 Council has delegated authority to make a decision regarding this matter.

7 Consultation

7.1 While there is no statutory requirement for Council to publicly consult on the Economic Development Strategy, Council has released the draft Strategy for consultation on two occasions.

7.2 Initial consultation on the Draft Economic Development Strategy occurred in July-August 2014 with 15 submissions received. Accepted submissions from 2014 are retained.
7.3 Subsequent to review by the new Council, further public consultation was recommended and approved by Council. The summary of submissions included for consideration within this report reflect the latest public submissions on the draft Strategy received over the period 2 October to 3 November 2017.

8 Cultural Considerations

8.1 No submissions were received from Iwi in response to either public consultation period. However Council acknowledges the Māori economy as a key partner in achieving the goals of this strategy. Council supports the expansion of Māori enterprise through funding of CEDA to provide business support services. Engagement with Māori business by CEDA is specifically reported to shareholders in accordance with monitoring requirements included within the CEDA Statement of Intent (2017-2018).

9 Conclusion

9.1 These Council deliberations are to consider submissions received on Council’s draft Economic Development Strategy.

9.2 Five submissions were received. All submitters advised they did not wish to be heard in support of their submissions at the Hearing held on 7 December 2017. All submitters were advised of the Hearing date and invited to attend.

9.3 The final decision on the Economic Development Strategy can be made subject to amendments at the 14 December Council meeting, or deferred to 2018 at the Council meeting scheduled for 22 February.

10 Attachments

### Submission Number 001

| Submitter Details | David Stroud |

**Summary of Submission**
- Contends there is insufficient focus on tourism.
- Concerned the ‘how’ of growing Tourism is missing.
- Minimal link to CEDA as the agency responsible for promoting Tourism.

**Other suggestions arising from the Hearing**
N/A

**Additional requests**
Council makes amendments to the document to address key concerns.

**Implications**
Consistent with Tourism as a priority sector. No implications assessed.

**Officer Comment**
References to visitor/tourism included in the following sections: Foreword, Executive Summary, Our Economy 2017, Growing and diversifying priority sectors, Biosecurity and the environment, Opportunities and Biosecurity and the Environment.

Link to CEDA would be strengthened by amending the following sentence within ‘The Roles of our key partners’: Central Economic Development Agency – Promoting/enhancing the Manawatū brand to attract and retain new businesses, residents and visitors/tourists to the District.

### Submission Number 002

| Submitter Details | FoodHQ – Claire Massey |

**Summary of Submission**
- FoodHQ supports the focus on food/agriculture and innovation as central to the future success of the region.
- Highlights the role of FoodHQ as central to the success of the region.
- Highlights the importance of the partnership between Manawatu District Council and FoodHQ for achieving the goals of the strategy.

**Other suggestions arising from the Hearing**
N/A

**Additional requests**
That Council includes FoodHQ as a key partner on page 14.

**Implications**
Consistent with Tourism as a priority sector. No implications assessed.

**Officer Comment**
The addition of FoodHQ as a key partner is consistent with the objectives of the draft Strategy. Officers suggest the following addition to Growing business and employment ‘on page 15 to reflect the role of FoodHQ in economic development and the partnership between MDC and FoodHQ:

FoodHQ – ‘Food innovation gateway’ fostering new opportunities and growing business and employment through access to cutting edge food science, technology and innovation.’

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter Details</td>
<td>Al Howie</td>
</tr>
</tbody>
</table>

Summary of Submission

- Concerned that delays in granting consents to demolish buildings is holding up commercial development.
- Concerned about the sale of the Tennis Courts.
- Contends that the Feilding CBD has the potential to rival Palmerston North as a retail hub.

Decisions Sought in the Submission

Requests that Council be more commercial developer friendly.

Other suggestions arising from the Hearing

N/A

Implications

Local Government administration of Reserve Management Act (1991) and Building Act (2004) processes is a statutory requirement of Local Government. While Council endeavours to deliver professional and timely delivery of regulatory services, the Economic Development Strategy is not the appropriate mechanism for setting regulatory policy.

Officer Comment

No changes recommended.

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter Details</td>
<td>Palmerston North City Council (PNCC)</td>
</tr>
</tbody>
</table>

Summary of Submission

- Supportive of the MDC draft Economic Development Strategy and supporting analysis.
- Cites the vision and broad outcomes as entirely consistent with the PNCC draft Economic Development Strategy and CEDA’s Statement of Intent.
- PNCC looks forward to working with MDC and CEDA on implementing the actions agreed in CEDA’s Statement of Intent.

Decisions Sought in the Submission

None
Other suggestions arising from the Hearing

N/A

Implications

N/A

Officer Comment

Formally acknowledge the support of PNCC and confirm partnership intent.

<table>
<thead>
<tr>
<th>Submission Number</th>
<th>005</th>
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</thead>
<tbody>
<tr>
<td>Submitter Details</td>
<td>Mitchell Daysh Limited on behalf of AgResearch</td>
</tr>
</tbody>
</table>

Summary of Submission

Supports the draft Economic Development Strategy with the following amendments.

<table>
<thead>
<tr>
<th>Decisions Sought in the Submission</th>
<th>Officer Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amend the fourth paragraph of the ‘Our District’ section (p.4) to include: Similarly, there are a number of significant agricultural, horticultural and food research institutions clustered together in Palmerston North including AgResearch, (Grasslands Research Centre), Plant and Food Research, Fonterra Research Centre, Hopkirk Research Institute, Riddet Institute, Landcare Research, DairyNZ and Massey University. AgResearch’s Aorangi Research Farm is located near Palmerston North in the Manawatu District, and is a key field based research facility principally servicing scientists from Grasslands (but also scientists from other research organisations) for particular research projects and trials.</td>
<td>Support in part subject to the following amendments: ‘Similarly there are a number of significant agricultural, horticultural and food research institutions clustered together in the Manawatū Region.’</td>
</tr>
<tr>
<td>In the ‘Manawatu District 2028’ section (p.8), amend the second paragraph on page 9 as follows: The wider Manawatū is known as a world centre for agricultural and food research, innovation and security, whilst continuing its commitment to sustainability through its care of the rural landscape which the community values so highly. It is a hub for research and development, supported by dynamic private and public research institutes.</td>
<td>The replacement of ‘food’ with ‘agricultural and food research’ is consistent with the objectives of the strategy and is supported by Council Officers.</td>
</tr>
<tr>
<td>Amend ‘Land’ section (p.9) as follows: The New Zealand Government has had agricultural and food research and innovation as an important part of its framework for business growth. Central Government investment alongside our education and technology sector, have supported our region’s emergence as an agricultural and food research and innovation centre with considerable expertise in science, research and development.</td>
<td>Support with the following amendment: ‘The New Zealand Government has identified agricultural and food research and innovation as an important part of its</td>
</tr>
</tbody>
</table>
The agricultural sector continues to provide the backbone of our local economy. Agricultural research and technological improvements have driven greater productivity in the farming industry. This has provided incentives and greater opportunities to innovate and expand business development into local, regional and international markets.

Add the following sentence to the ‘Achieving our vision – Growing business and employment’ section (p14): Our District Plan will encourage new businesses and investment and adequately recognise, provide for and protect the ongoing operation and future development of key existing education, research and business activities within the District.

Growing and diversifying priority sectors - Agriculture section (p.13):

(i) Amend the second bullet point as follows:
Focus on improving links between research and business, and growing opportunities in agritechnology.

(ii) Add the following bullet point:
Safeguard the continued operation and future development of agricultural research facilities through appropriate District Plan provisions.

Officers support the amendment of (i) as requested.

Officers contend the EDS is not the appropriate mechanism for setting statutory policy and in particular the intention to protect specific industries. The request is more appropriately considered as part of the RMA Plan Change Process, specifically Rural Plan Change 53.

Amend the second ‘Opportunity’ (p.23) as follows: Engaging in higher-value economic activities a strong resource base linked to a buoyant local research and innovation system offer opportunities for enterprises to engage in higher value production.

Officers support the amendment for consistency with recommended amendments within the ‘Manawatū District 2028’ section.

**Other suggestions arising from the Hearing**

Expansion of The Aorangi Research Farm is currently not provided for as a permitted activity within the Manawatū District Plan. AgResearch seek to protect future operations and potential for expansion through District Plan provisions, which provide for research related activities to enable future development of the site. AgResearch’s submission seeks that the EDS encourages such initiatives in the District Plan as a tangible way of encouraging economic growth within the Manawatu District.
**Implications**

In part, the requested amendments are consistent with Agriculture as one of our key sectors, alongside the key role of innovation in supporting economic growth in the District and wider Region. While consistency between Council policies is important, the EDS is not the appropriate mechanism for setting District Plan Policy. A general statement of the consistency of zoning and provision of infrastructure to support economic expansion as included in ‘Achieving our vision’ (p.14) is considered appropriate. The submitter has been informed of the timetable for submissions on the District Plan – Rural Plan Change 53.

**Officer Comment (as above)**
Proposal to Grant a Lease to the Himatangi Beach Community Patrol

Purpose

To seek a Council decision on whether to approve a lease to the Himatangi Beach Community Patrol to occupy a portion of the Himatangi Beach Bowling Club Reserve at 30 Ruanui Street, Himatangi Beach (being Lot 369 DP 16536), subject to not receiving any sustained objections following public consultation.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

1. That Council grants a lease to the Himatangi Beach Community Patrol to occupy a portion of the Himatangi Beach Bowling Club Reserve at 30 Ruanui Street, Himatangi (being Lot 369 DP 16536) for a term of ten years, subject to not receiving any sustained objections following public consultation.

2. That subject to not receiving any sustained objections to the Proposal to grant a lease to the Himatangi Beach Community Patrol, Council specifically note that they have varied from the Community Leasing Policy by setting an annual Lease rental fee of $100 plus GST.

Report prepared by:
Kirsten Pike
Parks and Property Officer

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy
1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

<table>
<thead>
<tr>
<th>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</th>
<th>The Manawatu will attract and retain residents.</th>
<th>Manawatu district develops a broad economic base from its solid foundation in the primary sector.</th>
<th>Manawatu and its people are connected via quality infrastructure and technology.</th>
<th>Manawatu’s built environment is safe, reliable and attractive.</th>
<th>Manawatu District Council is an agile and efficient organisation.</th>
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<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</table>

2 Background

2.1 The Himatangi Beach Community Patrol has had a double garage donated to them for the purpose of housing their patrol vehicle and as a base for patrols including warden duties. They have been actively seeking a location for this building for some time and have now sought to obtain a lease at the Himatangi Beach Bowling Club Reserve as set out in this report. They have also requested that the lease be for a nominal annual rental.

2.2 In 2016 the Himatangi Beach Community Patrol secured funding from Council to purchase a community patrol vehicle. At the time it was stored temporarily at the Himatangi Surf Club. Since that time they have sought to find a more permanent facility to store the vehicle and to conduct their operations from, with the Surf Club no longer having any available capacity to house them.

2.3 Various options have been considered including a site in the vicinity of the Fire Station but none of the options have been shown to be viable with the exception of the site which is the subject of this report.

2.4 More recently, the applicant has been able to purchase a double garage from Brittons House movers for $1. Brittons have offered to move it onto the site for free provided the Community Patrol provides the concrete pad and allows sponsorship signage from Brittons. In an email dated 14 November 2017 the Community Patrol formally requested the lease of the land at the Bowling Club Reserve and advised that Brittons required that the garage be moved from their yard at Bulls within 130 days.

2.5 The garage is a colour steel shed being 48m² in area and of a conventional size and height. The proposed location is shown in Attachment A although the applicants have indicated that they can be flexible on its precise location within the Reserve.

2.6 The application does not offer a particular annual rental and seeks a lease “in perpetuity”. The Reserves Act 1977 does not provide for leases in perpetuity. The Community Leasing Policy provides a maximum term of ten years with a right of renewal for ten years. In subsequent discussions a nominal annual rental of $100.00 has been suggested, with a lease term of ten years.

2.7 In the event that the Council agrees to the lease, the applicant will need to comply with any requirements in relation to the District Plan and will need to obtain a Building Consent and pay
a development contribution. They have been advised of this. Conditions will also be placed around ensuring the building is painted and maintained during the duration of the lease period.

3 **Discussion and Options considered**

3.1 Council in 2013 adopted its Community Leasing Policy that sets the process and criteria for granting leases to community groups and organisations, such as this application.

3.2 The Community Leasing Policy sets seven criteria for Officers to consider prior to recommending to Council that a lease is granted.

3.3 The application from the Himatangi Beach Community Patrol has been considered by Officers against the seven criteria. The application is consistent with six of the seven criteria. The outstanding criteria relates to the ability of the leasee to fulfil its obligation to rent the site for a sum in accordance with the policy (being 5% of the value of the land which the building occupies). The annual rental under the policy would be $1,346 plus GST for a 50m² area. The policy makes no provision for a lesser annual rent and consequently officers are not able to make a recommendation in this regard. The Patrol have suggested a nominal rental figure however of $100.

3.4 The standard tenure for a lease in the policy is ten years plus a 10 year right of renewal. Longer periods may be considered where groups amalgamate or share facilities. There is no indication that this is relevant in this case and a longer period is not recommended. While the club have requested a lease in perpetuity, the Reserves Act 1977 does not provide for this.

3.5 Other options for Council to consider include:

- Declining to grant the lease;
- Giving approval in principle to grant a lease, with a final decision to approve the lease being made through another resolution of Council, following the required public notification process.

4 **Operational Implications**

4.1 There are no immediate operational implications, aside from Officer support in preparing and monitoring the lease.

5 **Financial implications**

5.1 There are minimal beneficial financial implications as a result of this decision other than the potential loss of the full annual rental should the Council choose to support the application.

5.2 There is a risk of Council setting a precedent in relation to the Community Leasing Policy, with other clubs and organisations paying rents in the thousands, that arguably provide a community goodwill portion as well.

6 **Statutory Requirements**

6.1 Council is required under section 119 of Reserves Act 1977 to publicly notify and consult with the community on its intention to grant a lease as proposed.
6.2 The proposed recommendation notes that approval is subject to no sustained objections to grant the lease being received. In the event that sustained objections result, Council must consider those objections in accordance with section 120 of the Reserves Act 1977.

6.3 Officers will make it a requirement of the Patrol Group to make contact with and discuss the proposal with all immediately surrounding neighbours of the reserve and the Bowling club during the public notification period.

7 Delegations

7.1 Council has authority to make this decision.

8 Consultation

8.1 If Council adopt the recommendation, a minimum period of four weeks public consultation will occur. Due to the timing provisions outlined within the Reserves Act, this notification period will not end until late February 2018.

8.2 In the event that any sustained objections result from the consultation period, a further report will be brought back to Council to hear the objections.

9 Cultural Considerations

9.1 There are no cultural considerations arising from this decision.

10 Conclusion

10.1 The proposed lease will, subject to the completion of statutory requirements, resolve a long standing issue for a well-intentioned and valued community organisation at Himatangi Beach. The site is well suited to the purpose and is not in demand from other potential tenants. It is recommended that the Council favourably consider the application subject to consideration of an appropriate annual rental.

11 Attachments

- Plan of proposed site of lease.
Council

Meeting of 14 December 2017

Business Unit: Community and Strategy
Date Created: 28 November 2017

Community Committee Minutes - December 2017

Purpose

To present minutes from recent meetings of Community Committees and the Manawatu Youth Ambassadors.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

That the Council receive the minutes of Manawatu Youth Ambassadors and Community Committee meetings.

Report prepared by:
Allie Dunn
Governance Team Leader

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy

1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

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</table>
2 Background

2.1 Under the Council’s Community Committees Policy, a number of Community Committees were established as advisory bodies in their communities to assist the Council in its responsibilities to that community.

2.2 The Community Committees are an informal link between the Council and the community whereby an exchange of information, opinions, proposals, recommendations and decisions can take place.

2.3 Community Committees are empowered to present comprehensive submissions to Council’s Long Term Plans and Annual Plans.

2.4 The Manawatu District Youth Ambassadors initiative was founded in 2012. They work together with Council on initiatives for youth in the community. The nominated Youth Ambassadors are aged between 12 to 24 years and were selected to represent their community by the Council.

2.5 Their mission statement is: "Youth Inspiring Youth"

2.6 The Youth Ambassadors also:

- Work collaboratively to achieve positive outcomes for youth

- Have fun while being engaged in planning, leading and delivering community projects and events

- Are an advocate for our community, our youth and our region

- Participate in leadership roles

- Participate in voluntary activity

- Acquire the skills to influence decision-making

2.7 A Liaison Councillor is appointed to each Community Committee, and to the Manawatu Youth Ambassadors. The role of the Liaison Councillor is to assist with advice on Council processes, and to provide updates on matters of interest.

3 Discussion and Options considered

3.1 Each active Community Committee has a Terms of Reference which includes how often the committee meets and its administrative procedures.

3.2 The Community Committees provide a copy of the minutes of their meetings to Council for information.

3.3 As part of their close working relationship with the Council, the minutes of Manawatu Youth Ambassadors meetings are provided for information.

3.4 A copy of the minutes of the Manawatu Youth Ambassadors and the Community Committee meetings held recently are appended to this report and presented for information and receipt by Council.
4 Operational Implications

4.1 There are no capital / operating expenditure implications or maintenance costs associated with this report.

5 Financial implications

5.1 There are no financial implications associated with this matter.

6 Statutory Requirements

6.1 There are no statutory requirements associated with this matter.

7 Delegations

7.1 The Council has authority to consider this matter.

8 Consultation

8.1 There are no community consultation requirements associated with this report.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this report.

10 Conclusion

10.1 Each Community Committee and the Manawatu Youth Ambassadors provide the Council with a copy of the minutes of their meetings. The minutes received recently are appended for Council information and receipt.

11 Attachments

- Minutes from recent Community Committee and Manawatu Youth Ambassadors meetings
Minutes
Tangimoana Community Committee Meeting
Monday 16th October 2017  McKelvie Hall

Present: Peter G., Margaret, Kelly, Sue, Russ, Alison MDC, Janine MDC, Andrew MDC

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Action (who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procedural Matters</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Apologies</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Correspondence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inward:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: Janine Hawthorne electronic Copy of Proposed Community Plan</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter: MDC confirmation code of compliance for work undertaken to Hall</td>
<td></td>
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<td></td>
<td>Outward:</td>
<td></td>
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<tr>
<td></td>
<td>That the inwards and outwards correspondence be approved.</td>
<td>Moved - Peter  Seconded - Kelly  Carried</td>
</tr>
<tr>
<td>1.2</td>
<td>Confirmation of Previous Minutes</td>
<td></td>
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<tr>
<td></td>
<td>That the minutes from the previous meeting held on 18 September 2017 be accepted as a true and correct record.</td>
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<tr>
<td>1.3</td>
<td>Matters Arising</td>
<td></td>
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<tr>
<td></td>
<td>Concerns were raised over a seeming lack of response from MDC infrastructure to the damage to the Pungu St pump enclosure</td>
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<td></td>
<td>Both Alison and Andrew expressed their frustration and undertook to get a response from Hamish within the week</td>
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<td></td>
<td>As a result of the intention to hold a full community meeting in December a “special” TCC meeting will be held to work through the detail on Monday the 6th of November</td>
<td>Alison/Andrew</td>
</tr>
<tr>
<td>2</td>
<td>Items for Approval/Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nil</td>
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<td>No.</td>
<td>Item</td>
<td>Action (who)</td>
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<tr>
<td>2.1</td>
<td>Finances</td>
<td>Peter/Brice</td>
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<td></td>
<td>Income:</td>
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<td></td>
<td>Expenditure:</td>
<td></td>
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<td></td>
<td>Nil</td>
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<tr>
<td></td>
<td>Balance: $</td>
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<td></td>
<td>Issues with account signatories must be addressed as moneys are growing that need banking</td>
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<tr>
<td>2.2</td>
<td>Community Plan</td>
<td></td>
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<td></td>
<td>Review of Community Plan Projects (what’s been completed, what’s been planned, timeline, issues, actions)</td>
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<tr>
<td></td>
<td>Draft community plan now available for discussion/consultation</td>
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<td></td>
<td>To this end a community meeting is proposed for the 9th of December at 12 midday – combining plan discussions with a BBQ</td>
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<tr>
<td>2.3</td>
<td>Community Projects</td>
<td></td>
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<tr>
<td></td>
<td>Progress on projects (what’s been completed, what’s been planned, timeline, issues, actions)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As we have been advised our funding needs to be at lease allocated to a project prior to June next year we are instructing MDC that is our intention to proceed with a major project improving/ extending the current system of walkways within the village</td>
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<tr>
<td></td>
<td>The scope and extent of the project will be discussed at the next meeting</td>
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<tr>
<td></td>
<td>MDC Community Project Funding Balance:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$6,696.19 as at 16.10.2017</td>
<td></td>
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<tr>
<td>2.4</td>
<td>Hall</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hall is being used more and more by the community with the local school now using the facility on a regular basis</td>
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<td></td>
<td>We have regular bookings for hire of the venue in the upcoming weeks/months</td>
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<tr>
<td>No.</td>
<td>Item</td>
<td>Action (who)</td>
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</table>
|     | The committee will seek pricing for a “controlled Key system” for securing the hall as we no longer have control over the keys that are currently distributed throughout the community  
   Kelly has suggested a working bee is going to be needed to go through all the donated ex-hire equipment that is now filling the stage | Peter |
| 3   | **Other Business**  |              |
| 3.1 | **Subcommittee Reports** |              |
|     | Russ – update for the committee on developments with the boat club and the boat ramp access road  
   Boat Ramp Funding standing at: $2500-$3000  
   Sponsorship has been acquired for materials equipment and machinery for the repair/upgrade of the access road – this work is to be carried out during the next summer season  
   The boat club has organised a community raft race for Saturday the 2\textsuperscript{nd} of December | |
| 4   | **Council Matters** |              |
|     | **Meeting Closed**  |              |
|     | **Next Meeting**    | Time 8pm     |
|     |                     | Monday 20\textsuperscript{th} November 7pm |
Minutes Hiwinui Community Meeting 17 October 2017

Meeting held at Hiwinui School began at 7.30pm with a welcome from A Wood (Chair) especially acknowledging the MDC Mayor, Helen Worboys, Alison Short, Barbara Cameron (Councillors) and Janine Hawthorn (MDC). Approximately 50 in attendance.

Minute Secretary: V Wood

Apologies: Angie Strawbridge, Graeme & Lynette Nicolls, Bruce Pearson, Anneliese Gilbert.

Moved and accepted by consensus

Purpose: To discuss the Hiwinui Community Plan

The Hiwinui Community Plan is a plan for the future of Hiwinui. All encouraged to voice opinions. Is an opportunity to change the document.

Janine presented the Document page by page:

The Foreword: sets the intention of the document

Paragraph 2: Change to read – ‘This document has been compiled by Boffa Miskell Ltd (Planning Consultants) in conjunction with the community .....’

Pg2: Map of area, history of district

Pg6: Hiwinui & its Community

Paragraph 4 – add word ‘primarily’ so sentence reads, ‘Houses are set primarily back from the roads ....’

Paragraph 5 – make clear Reids Line East road doesn’t have berms.

Pg9: Add (tidy up) Identified by the Community Committee who decided need to come to the Hiwinui community

Pg10: sets out the process

Pg11: Paragraph 1 - add words ‘for the future’, remove the word ‘change’. Sentence to read: ‘the reality or what it’s like now and their aspirations for the future.’

Pg12: Graphs based on feedback from Workshop 1 the higher number represents the number of comments received, the common theme both negative & positive

Pg15: The identified goals and areas for focus for Hiwinui include:

3rd Bullet point to read: ‘Improving the safety of existing roads for everyone ....’

Hiwinui Committee asks what does ‘around community’ mean? Does this give license for building roads?

Existing issues and constraints:

3rd Bullet point to read: ‘High speed roads make walking and cycling unsafe.’

The emerging opportunities for Hiwinui include:

2nd Bullet point to read: ‘To manage a plan for substantial growth and improve the infrastructure for existing rural residential areas’

Pg16: Concern expressed over Old Kips

Pg17: Green highlighted area is identifying area of the Hiwinui community based on Hiwinui School roll boundary. Proposed school enrolment zone goes to Spur Road, community boundary also includes Spur Road. Are people in these areas aware they are included in the Hiwinui Community boundary, do they consider themselves part of hiwinui?
Hiwinui School Principal, B Leigh informed that at present and in the past school has had children from these areas attend school. MDC has not insisted on boundary lines and would only do so for a targeted rate (eg: water).

Pg24: **Action/Idea:**
Community not happy with 800sq metre lots
Plan 53 on back burner re new consultation
Nodal Zone is as is. Any future debate up to community. Not a priority for MDC as council needs to confirm growth in Feilding first, this could impact on rural communities
A2 – under **First Action** - to read: ‘MDC to consult with the Hiwinui Community Committee and the Hiwinui community’
A3 - under **Who to Involve** - to read: MDC, Hiwinui School Board of Trustees on Behalf of Ministry of Education + Hiwinui community’

Pg25: under heading: Area of focus: Safe Movement for everyone to read:
‘we want our community to be a place where movement is safe for everyone and we can safely drive, walk or cycle to local places’
Action/Idea: Order to be:
**B1:** Continue to review the speed limits for Hiwinui - **Who To Involve/ First Action**  Remains the same)
**B2:** Develop a ‘Welcome to Hiwinui visual feature that can signal to drivers the point at which the community area starts, this could help to establish community identity and safety - **Who to involve** – include words ‘+ Hiwinui School’
**B3:** Investigate options to improve school entry and pick-up/drop off - **Who to involve**  Include words ‘+ Hiwinui School”
**B4:** work with MDC to progress the implementation of shared paths for walking and Cycling - **Who to involve** - include words ‘+ Hiwinui School’
**B5:** Identify safe locations along walking paths for viewing the landscape and consider locating seating here - **Who to involve** - include words ‘+ Hiwinui School’
**B6:** Investigate recreation/walking tracks across private land - **Who to involve**  - Include words ‘+ Hiwinui School’

**Timeline:**
Hiwinui Community Committee will liaise/communicate with community on any key projects. Some actions reliant on community input.

Chairperson, Arthur thanked Janine. Barbara congratulated Hiwinui, emphasising this is a living document, a large process and there has been good debate and discussion. Hiwinui School is a great base to connect.

**Funding:**
Hiwinui Community Committee has allocation of $2,700.00 for 2 years which has stockpiled. Can seek additional funding for major project, there is also opportunity for 3rd party funding from lotteries etc. Projects are not all about rate payer monies, could be manpower with working bees to create community connectiveness
General:

- Other rural areas have lighting and footpaths, but not Hiwinui who supply their own water and sewage requirements. Could MDC look into using some of our rates to pay for these. MDC website has comparison rural residential to town in Annual Plan.
- If community has a fundraiser does this have to fit MDC plan? Community Plan helps identify to MDC the communities plan, would need to go through MDC.
- Future planning for recycling.
- No rubbish collection for Watershed Road from school to Ashhurst-Bunnythorpe Road. There is no ‘turn around’ area and some of Ashhurst-Bunnythorpe Road covered by PNCC. Could put a submission to MDC Annual Plan.
- Arthur asked attendees to write names and email addresses very clearly so the Community Committee can communicate more accurately. MDC also sends out emails.

Meeting closed at 8.40pm with thanks to all attendees. Thanks also to the Mayor and Councillors for their support and especially to Janine for making herself available for support and enquiries.
# Pohangina Valley Community Committee Minutes

**31 October 2017 at 7.30pm**  
County Fayre, Finnis Road, Pohangina Village


<table>
<thead>
<tr>
<th></th>
<th>Procedural Matters</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>1.1 Apologies</strong></td>
<td><strong>That the following apologies be accepted.</strong> S Stevens, M Pratt, M Ellis, Cr A Short, J Graham, L Bowe and B Hyde.</td>
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</table>
|   | **1.2 Correspondence**                                                             | **Inward:**  
**That the following correspondence be accepted.**  
Email from S Kilmister, Feilding Herald offering to publish stories on community events, projects etc |
|   | **1.3 Confirmation Previous Minutes**                                             | **That the minutes from the previous meeting held on 27th August 2017 accepted as a true and correct record.** |
|   | **1.4 Matters Arising**                                                            | In future if community believes road closure signs which have been erected by council are not appropriate they should ring council to get clarification of the need for them to remain or be removed. |
|   | **2.1 Finances**                                                                  | **That the Financial Report showing a balance of $22461.50 be received.** |
|   | **2.2 Emergency Management**                                                      | J Barnett to arrange meeting with Jan McGaffin and G Stoneley to ensure continuity of Neighbour Support network following Jan’s departure from the Valley in December. |
|   | **2.3 PVCC and Election Protocols**                                               | J Barnett to set date for review of Community action Plan. Suggestion is to have this on the last Tuesday in January or March 2018. G Martin requested that the Agenda and minutes be distributed in PDF format. |
|   | **2.4 PVC Newsletter**                                                            | We can no longer get hard copies of the newsletter printed. Current recipients of hard copies have been contacted and the majority will now receive the newsletter by email. A hard copy will still be |
available at County Fayre. The newsletter is also available at www.pohangina.org.

| 2.5 | Pohangina Recreation Reserve | Meeting held with Carl Johnstone and Peter Shore and members of sub committee. Peter will produce development plan for the Recreation reserve for consideration by sub committee and PVCC. |
| 2.6 | Pohangina Wetlands | PVCT has formed a sub committee consisting of L Besley and J Culling with assistance from S Bielski to work with Gordon and Anne Pilone regarding community involvement with the Pohangina Wetlands. |
| 2.7 | Pohangina Village Information Kiosk/Bus Shelter | Renovation of Bus shelter has commenced. New roof has been installed. D Roberts understood no guttering is being installed because of aesthetic issues however believed guttering should be installed. J Barnett to discuss with C Pullar. |
| 2.8 | Pohangina Hall | Raywene Searle attended part of the meeting to hand over responsibility for running the Pohangina Hall to PVCC. Meeting arranged for 7th November. H McDonald, G Martin, R Galyer and J Barnett agreed to attend. R Galyer will bring bookings book. J Barnett to contact C Knight about meeting. |

### 3.0 General Business

| 3.1 | MDC | Cr S Bielski reported on MDC activities including
- Recent celebration of young achievers from the MDC region including one from Awahou School.
- Feilding has won the best town category for the 16th time. There is a village category which villages of the district could enter.
- Whanau Day to be held in Feilding. |
<p>| 3.2 | Walking/Cycle Track proposal | A community group has initiated a plan to develop a staged series of tracks from Piripiri bridge to the fern walk. A meeting with representatives from DOC and Horizons is being held in November. |
| 3.3 | Pohangina Village Vehicle Speeds | Speeding has continued through the Village 70kph area. S Bielski to discuss with Mark Dickens to see what can be done. |</p>
<table>
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<tr>
<th>3.4</th>
<th><strong>Bee Hives</strong></th>
<th>A resident has raised concerns about bee hives placed on the boundary of his property. S Bielski will investigate MDC rules regarding location of bee hives and report back to next meeting. Resident also had a concern about increased truck movements in the valley. To be discussed at next meeting.</th>
<th>S Bielski</th>
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<tr>
<td><strong>Meeting Closed</strong>&lt;br&gt;<strong>Next Meeting</strong></td>
<td>9.05pm&lt;br&gt;<strong>Tuesday 12&lt;sup&gt;th&lt;/sup&gt; December 2017 at 7.30pm at County Fayre.</strong></td>
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FEILDING COMMUNITY COMMITTEE

FOLLOWING ARE THE MINUTES OF THE MEETING HELD ON THURSDAY 2 NOVEMBER 2017 COMMENCING AT 7.00pm AT THE FEILDING COMMUNITY TRUST CENTRE.

PRESENT: Nikki Speedy (Chairperson), Jason Smith (Secretary), Graham Christensen, Gary Stoneley, Phil Marsh, Russell Parker, Hilary Humphrey, Gill Absolon and Stan Moynihan.

IN ATTENDANCE: Richard Templer (CE Manawatu District Council), Paulette Hannett (Minute Secretary).

APOLOGIES: Laura Banks, Albert Dodunski, Shane Casey, Ciara Funnell, Janine Hawthorn.

MINUTES – Meeting 5 October 2017:

MATTERS ARISING:

Task List:

1. Facebook History / Update – Nikki reported she has tried unsuccessfully to get in touch with Sandra Crosby. Gary offered to help Nikki with this.

2. Strategy Planning and Vision Meeting – held on 18 October 2017 – Nikki –
   a. the wording for future vision - “Keeping the Feilding Community Connected for the Benefit of All” was suggested. This wording was ratified by all in attendance at today’s meeting.
   b. Jason will type up bullet points from the meeting.
   c. The Strategic Plan to be discussed once Janine is back.

3. Roading – Phil reported that an overall discussion will be held by Council on points raised last meeting when Brent was in attendance, then Phil will get back to us.

4. Manfeild Signs – Stan expressed concern that the signs were not visible enough. It was agreed that only half the playground gate be opened to make access to Manfeild more obvious.

   a. Long Term Plan - Phil reported that the Long Term Plan is going forward, a skeleton plan should be available by the end of March 2018. There is a consultation process for all community groups who will be asked to a combined meeting where the Long Term Plan will be presented. This will cover all aspects and a budget will be created.
   b. Bylaws - It was suggested that Council inform what Bylaws are coming up, or any changes to Bylaws. Phil reported that Gaming Machines and Resource Management Act are currently being looked at.
   c. Committee Representation - Phil also advised that People First, an organisation who represent people with a mental disability, would like to be on our committee. It was agreed that a list be compiled of various groups who could be invited to our meeting, maybe two or three each month. Discussed later in the meeting under Strategy Planning and Vision.
   d. Young Achievers Award – part of Youth Ambassadors Manawatu – are being presented today.

Moved: Jason Smith / Seconded Graham Christensen:
THAT the minutes be approved. Carried.
STRATEGY PLANNING AND VISION:
Sub-Committee to Identify Focus Areas – Gill – to bring community groups in.

a. It was agreed that Janine be requested to attend our next meeting to discuss among other things, funding to cover the groundwork.
b. Also as Albert has resigned in the meantime, contact to be made with his replacement regarding the database and putting a list together. Albert had been working with an intern Charlene Elliott.
c. It was agreed the sub-committee comprise Gill as Chairperson, Gary, Russell and Jason. Meeting to be held at lunchtime on Tuesday 7th November 2017 at Gill’s residence, 69 Fairview Avenue, Feilding at 1.00pm.

GENERAL BUSINESS:

1. Email – Feilding Herald – Jason circulated an email he had received from Feilding Fairfax – he suggested we use the Herald to our advantage, but cautioned that content of articles when submitted, can be changed prior to publication.

2. Fruit trees planted about four weeks ago, have been uprooted at Timona Park. Appeared to be targeted and professionally done. The Police were not aware until it was reported in the newspaper.

3. Meeting Protocol – Gary:
   a. It was agreed that there be one speaker at a time, through the Chair.
   b. Suggested that introductions be made at the beginning of each meeting, especially when new people are in attendance.
   c. More agenda items – eg good news / past events / upcoming events etc. Phil advised that there is a minute template for community groups that should be used and one or two topics could be added to that template.

4. Albert Dodunski – has retired for a period of time so will not be attending meetings for some time. Stan agreed to pick up the key to the meeting room before 3.00pm on the day of each meeting.

5. Whanau Day – Gary felt it important that this committee have a presence at Whanau Day to be held on Sunday 12th November 2017 and asked committee members to promote the day when any opportunity arose. Nikki said she would endeavour to attend.

6. Most Beautiful Town – Russell reported that Feilding has won the award again and is to host the next Keep New Zealand Beautiful conference. The awards dinner may be held at Orlando Golf Club on Rangitikei Line with the Council Chambers holding the actual event. Russell reported that this year’s conference was very worthwhile with Doug Tait giving an amazing address.

7. Menshed – Russell reported this is progressing well.
   a. Completed two projects to date – Fishpond at Manchester St School and a new game for elderly people to play. They do not take on any project that would undercut a tradesperson, they just do projects on a social basis.
   b. Gear has been obtained from the Bunnythorpe Power Station and they are working on getting a deal for required machinery.
   c. There are 15 – 16 actual members now.
   d. Have not done any mentoring at this stage, but are working on a safety programme based on common sense.

8. Super Senior Expo – Gary reported:
   a. Approximately 460 people attended.
b. A debrief meeting has been held.
c. It was agreed this will be held again next year with a few changes including more stalls and more interactive stalls as well, and it will not be held during school holidays next time.
d. A lot of networking took place at the event.

9. **MDC Website** – Richard to check with appropriate people regarding updating the contacts under the Feilding Community Committees.

The meeting closed at 7.55pm.
MINUTES OF THE RONGOTEA COMMUNITY COMMITTEE HELD IN
THE RONGOTEA COMMUNITY CENTRE ON THE 6th November 2017

PRESENT:  Margaret Giles,  B. Procter, J. Cook, A. Gloyn,
L. Berry, T. Ross. B.Thatcher. M. Merritt & P. Gatchell

APOLOGIES: 

IN ATTENDANCE:  Councillor(s) A. Quarrie, S. Campbell, H. Voss, H. Humphrey &
Mayor H. Worboys

MINUTES:  The minutes of the previous meeting were confirmed.
M. Giles / B. Procter

MATTERS ARISING:

Gazebo:  Awaiting warmer weather to begin.

Playground Report: Existing bollards cut back to required height as requested by MDC staff.
Extra bollards will hopefully be installed by December.

Could we please have an update on the following requests

- Playground: No Dogs sign is needed  (from July 2017).
- Park over sign: Needed for the area by the dump station. (from April 2017)
- Trees at Severn St end of Medway Street. This is a safety issue as the trees reduce
visibility. & are a traffic hazard.  Job number 41327  (from August 2017)
- Drains: village drains are in need of spraying – especially those in Severn St, choked
with agapanthus.  Job number 41328
- Gardens in the square: 4 replacement roses have been requested

Recycling Depot. Unfortunately oil cans and a printer were dumped at the weekend.
A security camera & sign is needed here. Options are being investigated.

Action: S. Campbell

Submissions: A letter from MDC with outcomes from submissions in May is still expected.

Action: S. Campbell to follow up

Blocked Drain: on Rongotea Rd (approx 200metres west of the S bends & 1km past Oroua Rd)
A blocked drain is causing water to flow across the road. rung in & fixed, thank you

Long grass on footpath: 14-20 Tyne St. rung in.

Pot holes: Taikorea Rd near SH1. Job number 41833

Cherry Trees: After discussion, it was decided the pruning of the trees is a large job needing to
be done by professionals. A submission will be put to MDC in April 2018.

Pool Update: Fundraising continuing. Pool will open as usual weather permitting. Hopefully
Stage one of the upgrade will begin March/April 2018.

INWARD CORRESP  emails
- Whanau poster (from J. Hawthorn)
- Minute taking workshop (from J. Hawthorn)
- Feilding reporter, S. Kilmister

OUTWARD CORRESP: Nil
GENERAL BUSINESS:

Rocks for the roundabout: In hand. Action: L.Berry/J.Cook

Reserve Management Plan: Te Kawau Park is the only reserve in Rongotea. If you would like to have your say on any of the reserves within the district go to www.haveyoursay.kiwi.nz

NZ Citizens: Congratulations to Dharmesh and his wife who have just become NZ citizens.

Maori Ward: MDC have received a proposal to have a Maori ward. This will be considered before the next election.

Whanau Day: 12th November. This is a sponsored event. It also includes a task force going to schools to talk to pupils about how to say NO to drugs and where to get help from agencies etc.

Rural Games: Will be held in March in the Manawatu for the next 3 years. It is a free event.

This was previously held in the South Island and will bring a number of tourists to the district.

LTP: MDC staff will attend every community committee meeting to discuss this. There is a possibility that “live chat” will be set up for those who are unable to attend a meeting.

Horsetail Weed: This is a noxious weed. It is extremely hard to get rid of. Longterm weedkiller applied weekly can be successful. MDC would like a list of where it has been seen. Please contact Ashley Gloyn or Margaret Giles if you can add to the list. If you are unsure what it looks like “google images can help or Ashley can identify the weed for you. Please be vigilant.

Cole Rd: this is now sealed—Thank you

Thank you: MDC Recreational Services and MDC call centre, you are doing a great job.

Upcoming events:

Xmas parade 1pm-
with market stalls & bouncy castle 12pm 19th November
Community gathering (refreshments provided)
TKRC, 7:30pm 4th December

Community Gathering of the Te Kawau Districts 4/12/2017.
Everyone very welcome. If you are new to the village or the surrounding district do come along to meet the locals. There will be a free raffle ticket given out at the door. This will be drawn on the night.

“Be there to be in to win”.

Notices in the village: M. Giles, Facebook: T. Ross, Raffle tickets: P.Gatchell
Submissions for April 2018

Cherry Trees: A submission needs to be made for the pruning of these trees.

Rongotea Cemetery: Job no. 39585. A dish drain, placed outside the fence to catch water from the road will be installed. Metal is needed to provide off road parking at the cemetery.

   Action M. Giles to draw a diagram to go with a submission April 2018

Meeting closed: 8:55pm

Next meeting: Monday 4th December 2017 7:30pm at TKRC
MINUTES OF THE HALCOMBE COMMUNITY
HELD Monday 6 November 2017 7pm at the HALCOMBE TAVERN

PRESENT: Rachel Lane, Richard Bain, Alison Short, Vicki Powell, Alex Short, Shane Casey, Peter Beck, George Kereama, Jeannette Henderson, Teresa Hancox, Hank Kyper

1.1 APOLOGIES: Mel Henderson, Mayor Helen, Wayne Short, Ben Henderson,

1.2 CORRESPONDENCE INWARDS/OUTWARDS:

IN:

- Horizons – Control of magpies on Fergusson Road. The trap has caught one so far however they are yet to establish if this is the one doing the attacking.
- Janine Hawthorne – Minutes Taking Workshop 27th November 6.30-9.00
- Mobile Recycling Centre Flyer received from Dave McMillan to be sent out via email, FB and the Halcombe Herald.
- Gary Stoneleigh of Neighbourhood Support – Would like to attend on of our meetings.
- Sam Kilmister of Feilding Herald – request for articles.
- HCT – request for Trustee reimbursements be paid out of the pledged $4000.
- Ben Henderson – investigating cell phone coverage as his information is that Halcombe has been left off the list.
- Fence (Men’s toilets to Tennis wall) invoice received
- Invoice for signs (Water scheme AGM date changes) received
- Whanau Day Flyer – Sunday 12th November
- Brent Holmes – some costing guide information for CBD proposal
- Doug Tate – Manawatu District Reserve Management Plan + flyers
- Reply from Mayor Helen – re Kimber Street incident

OUT:

- Email to Mayor Helen – re Kimber Street incident
- Reply to Sam Kilmister asking if his email could be forwarded on to other groups within the area.
- Reply to Gary Stoneleigh – Dec meeting is ok.
- Rachel thanked the SHRWS Committee on behalf of the HCDG at the AGM.
1.2.1 **MINUTES of Last Meeting 2 October 2017:**

Approved

amend last minutes to read 4th September 2017 minutes were accepted

2. Items for Approval/Information

2.1 **FINANCIAL REPORTS:**

- The HCT would like HCDG to pay its ‘out of pocket’ expenses out of the pledged $4,000 that the HCDG is holding on behalf of the HCT until HCT has received its charities Commission key and opened its own bank account. The HCT requests the HCT Trustee reimbursements be paid out following the next HCDG meeting, and be deducted from the $4000. Jeanette (in her capacity as HCT Treasurer) will supply HCDG with Trustee invoices by way of accountability. **All in favour**

Halcombe Community Development Group Account (Westpac):

- **Opening Balance as at 1/10/17** $6,840.24
- **Deposits** = $75.36
- **Expenses** = $800.00
- **Closing Balance as at 31/10/17** $6,115.60
- **Unpresented cheques** =

Hall/Sports Ground Account (ANZ)

- **Opening Balance as at 01/10/17** $21,839.74
- **Deposits** = $
- **Expenses** = $
- **Closing Balance as at 31/10/2017** $21,839.74

See attached financials for details.

**COUNCIL REPORT:**

- Reseal and reconstruction of Halcombe Road between Knorp and Kimber Street, and through Halcombe Village will take place next week.
- Youth Achievers Awards – 3 students from Halcombe School received awards.
  - This year there was sponsorship for the awards
  - Guest Speaker was well liked
  - The event was well attended

3. Other Business
3.1 Community

- **ANZAC Day** – meeting to be rescheduled
- **Neighbourhood support** – Gary Stoneleigh to address HCDG at December’s meeting
- **Recycle Bins** – now installed. Feedback has been positive.
- **Whanau Day** – Sunday 12th November 2017
- **Have Your Say** – ‘Parks & Reserves’ leaflets handed out. Closing date 15th December 2017. The community is encouraged to submit. The HCDG will look to respond.
- **Home Fire Safety Check** – As part of the Station Officers course, Hank Kyper is offering free ‘Home Fire Safety Checks’. **Call Hank on 06 328 8837** to book. He will come to your house and carry out this **FREE check.** He has a check list that he will go through and advise on safety. If you have smoke alarms that need fitting, he is happy to fit them for you. These will **not** however be supplied. They will need to be purchased prior to Hank visiting.

3.2 Environment

**Walkway**

- Hebe’s along walkway have died
- Weeds need pulling & spraying – In the next Halcombe Herald, we will do a drive for “Friends of the walkway” to help take care of it on an ongoing basis so we are not just relying on working bees. Many people have mentioned they would like to help but are unable to make it to working bees but. Vicki will champion a ‘What’s to do’ list and her and Rachel will communicate it to the FotW group.

3.3 Village Heart

- Railway Gate – Richie to organise getting this picked up.
- CBD – Brent Holmes has responded with a unit cost to develop this area.

**Hall and Sports ground**

- Hall kitchen – Rachel is yet to hand over the plan to Mel.
3.4 Development

- **Recycling** - The new vehicle entrance has been completed.
  - One large sign will need to be installed on the top of the container after installation.
  - Flyer has been sent round to all residents
  - On trial for 6 months

- **Cell phone coverage/landline issues** – Ben Henderson investigating

- **Water** – Rachel thanked the Water Scheme Committee for a job well done.

- **Community Plan** – After feedback from residents, the committee took this time to discuss items to be worked on by the committee. We had a round table discussion and have planned a series of ‘Walk-about’s’ around Halcombe and area to assess the size of the job.
  - **Monday 13th November** - 7pm at the weigh station layby by Rangetikei river
  - **Monday 20th November** – 7pm at Halcombe Domain

3.5 OTHER ITEMS: No other items discussed

<table>
<thead>
<tr>
<th>MDC Action point</th>
<th>Transaction #</th>
<th>MDC department</th>
<th>Minutes date</th>
<th>Status</th>
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<tbody>
<tr>
<td><strong>Civil Defence strategy:</strong> Waiting for some form of communication back from Civil Defence re: the amended Civil Defence community plan Halcombe submitted over 3 years ago.</td>
<td></td>
<td>Civil Defence</td>
<td>Feb 2014 WIP – The new CD Emergency Management Officer, Jeff Graham has been in touch and a strategy templated forwarded to HCDG.</td>
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<td><strong>Fire Place in the Halcombe Hall:</strong> Awaiting response from MDC. Is it safe / can it be used?</td>
<td></td>
<td>Property / Hall</td>
<td>June 2016 (emailed rather than in minutes) ****</td>
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<td><strong>Payment Option – Capital Connection Fees:</strong> Awaiting response from MDC on whether capital connection fees for the likes of connection to Halcombe sewerage scheme could be added to rates and paid back over x number of years?</td>
<td></td>
<td>Infrastructure / Planning</td>
<td>Aug 2017</td>
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<td><strong>Tarseal between the bottom of Knorp St and the start of Hastings Street:</strong> Please can a job be logged for this to be redone as the surface is uneven and dangerous.</td>
<td>Roading</td>
<td>Sept 2017</td>
<td>No job # has been received however this is scheduled to be done.</td>
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<td>Kimber and Knorp Street sealing: What is the status of this as a letter received in March 2017 said these 2 streets are on the list for the next 3 year programme funding block, yet the AP{ submission said they are not to be sealed?</td>
<td>Roading</td>
<td>Oct 2017</td>
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<tr>
<td><strong>Water:</strong></td>
<td>Infrastructure / Water</td>
<td>Oct 2017</td>
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<tr>
<td>1. Did MDC, together with other District Councils with similar rural/trickle feed schemes, ever challenge the definitions within the Act?</td>
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<td>2. Why is MDC seeming to be ignoring the “COST EFFECTIVE” part of the Act? If a rule is in place but it doesn’t give consideration the type of the scheme we have nor take into consideration common sense and cost effectiveness, why can’t we proactively go to Central Government with a “Water Safety Plan” that works better for us?</td>
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<td>3. MDC is saying some part of the Act has been amended since the August 2016 Havelock North incident. Please can they clarify as it is our understanding (and that of Peter Wood) that NO PART OF THE ACT HAS BEEN AMMAENDED SINCE HAVELOCK NORTH?</td>
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**KEY:**

****Greater than 12 months since point raised

***9 months since point raised

**6 months since point raised

*3 months since point raised

WIP – Work in progress
DONE – Completed and will be removed from table next month.

Next Meeting Date: Monday 4th December 2017 at 7pm in the Halcombe Tavern
Present: Marty O'Fee (Chair), Reuben Ebrey, Chris Rosvall (Secretary), Brian Pinker, Hugh Swears, Sue Smith and Brian Rosvall.

In Attendance: Cnr Howard Voss, Cnr Andrew Quarrie, Janine Hawthorne (MDC) and Richard Marshall

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Action (who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Procedural Matters</strong>&lt;br&gt;Marty extended a welcome to all present.</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td><strong>Apologies</strong>&lt;br&gt;Apologies were received from: Cnr Phil Marsh, Alec MacKay (PNSLC)</td>
<td>Moved: Pinky Seconded: Sue</td>
</tr>
<tr>
<td></td>
<td>That the apologies be accepted.</td>
<td></td>
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<tr>
<td>1.2</td>
<td><strong>Confirmation of Minutes</strong>&lt;br&gt;That the minutes from the previous meeting held on 3rd October 2017 be accepted as a true and correct record.</td>
<td>Moved: Reuben Seconded: Sue</td>
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<td>1.3</td>
<td><strong>Matters Arising</strong>&lt;br&gt;Nil</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td><strong>Correspondence</strong>&lt;br&gt;Inward&lt;br&gt;• - emails – several from Creative Enterprise students&lt;br&gt;• - email – 17th Janine re Funding Workshop&lt;br&gt;• - email – 24th Janine Hawthorne re Minute workshop&lt;br&gt;• - email – 24th Maria Brenssell (MDC) re Xmas parade&lt;br&gt;• - email – 1 Nov Janine re Whanau Day &lt;br&gt;Outwards:&lt;br&gt;• 18th - letter to Creative Enterprise students from Marty.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Items for Approval / Information</strong>&lt;br&gt;Area behind public toilets – plans for development&lt;br&gt;Painting of the reserve fence walkway fences.&lt;br&gt;Reuben to chase up PD workers.&lt;br&gt;Completing of picnic area behind Hall / Surf Club – Moving tables in Park.&lt;br&gt;Rubbish bins and containers for over Xmas period</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td><strong>General Business</strong>&lt;br&gt;Development of area by Public toilets&lt;br&gt;No suggestions received to date from locals. Suggested we move the two seats from in front of the picnic area by the store into the area where the mini putt used to be. Require stain to be supplied by MDC for the tables by store and in our parks. Needs to be done before Christmas. Painting of Reserve walkway fences.&lt;br&gt;Reuben reported that the PD workers were working at schools during school holidays but would be attending</td>
<td>Doug/Rachel&lt;br&gt;Doug</td>
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<td>No.</td>
<td>Item</td>
<td>Action (who)</td>
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<td></td>
<td>to our fence painting as soon as they had the time free.</td>
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<td></td>
<td>Sign at Intersection</td>
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<td></td>
<td>Ongoing</td>
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<td></td>
<td>Rubbish Bins and containers in beach over Christmas holiday period</td>
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<td></td>
<td>Request to MDC for these to be supplied and emptied on a regular basis please. Recycling Bins for bottles are often overflowing before emptying. Reuben to oversee.</td>
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<td></td>
<td>BBQ for picnic area</td>
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<td></td>
<td>Pinky offered to get pricing on BBQ from a contact he has. To be compared with quotes we already have obtained before any purchase made.</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Finances</td>
<td>Currently a balance of $7,620 for projects in the 2017/2018 year.</td>
</tr>
</tbody>
</table>
| 2.2 | Community Plan Subcommittee Reports | Entranceway Design  
Marty reported on Massey Creative Enterprise student’s final presentations. The students did amazing presentations of their designs. Community needs to assess them as the cost of building and continued maintenance needs to be taken into consideration before a final decision made. Marty to obtain rest of models from students so an Open Day can be held in community hall, |
| 3 | Council Matters |   |
| 3.1 | Councillor Update | Reserve Management Plan – Coastal management review is underway with the closing date for submissions being the 15th December 2017. Discussion re proposed Speed limit change on our beach.  
Cnr Voss reported that Council has been busy with LTP and will be presenting the Long Term Plan at every Community Committee meeting in MDC area. Not just at two venues as in the past.  
Cnr Quarrie advised that the Rural Games shall be held annually in PNth and Feilding during next three years.  
Janine commented on the (now) quiet Hall we have. The Urinal has been fixed in mens toilet. Also, the Flying Fox will be fixed next week.  
Community Plan needs updating and sent to Janine. |
| 3.2 | Other Matters | MDC delegates were advised that Neil Finn and his son would be holding a concert in our community hall in January 2018.  
Bowling Club holding an open day on 25th Nov and inviting new residents to the village to have a bowl and BBQ  
Marie & Murray Wilton from Property Brokers organising Christmas Parade – Mayor is judging floats. |
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Action (who)</th>
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<tbody>
<tr>
<td></td>
<td>Richard Marshall has experienced problems with roaming dogs – this seems to be an ongoing problem here at the beach for most of us. Suggested we take photos of dogs concerned and contact MDC. Cnr Voss advised on the procedure necessary to get wardens to uplift dogs concerned. Diggers / Large trucks parked in parking area outside public toilets are causing damage to new roading. Chris voiced a big Thanks to MDC for resealing TeKiri street – It is now wider on the corners and safer. Also many many thanks for fixing the Hall urinals – so nice to be able to hear what is said at meetings. Thanks to Police for addressing the motor bikes on beach situation and taking the time to point out to riders, the appropriate places where they can take their bikes.</td>
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<tr>
<td></td>
<td>Meeting Closed Next Meeting</td>
<td>8:45pm 5th December 2017 at 7.30 pm in HB Community Hall.</td>
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</tbody>
</table>

**HB Christmas Parade**: Reminder that Murray and Marie Wilton from Property Brokers, will be organizing the Xmas Parade again this year. To be held on **Saturday 9th December** to follow on after Coast to Coast Bike Ride. Please contact them if you wish to be included.  
**Items for the November HB Press** need to be in to JD before 20th November preferably earlier to be sure space you require is available. Items of interest for HB residents – always welcome from Feilding & MDC - what’s on etc.
Present: Councillors Alison Short and Janine Hawthorn, Keith Robertson, Dave Scott, Pauline Scott, Ian Corpe, Tammy Eckersley-Corbett, Michael and Jacqui Campion and Kim Tennant.

Apologies: Matthew Corbett and Lesley Robertson.

<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Confirmation of previous minutes</td>
<td>That everyone received the minutes from the previous meeting and they be accepted as a true and correct record</td>
</tr>
<tr>
<td>2</td>
<td>Council Liaison Report</td>
<td>Alison said the Community Planning is being worked on and should be presented to Council next year.</td>
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<td></td>
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<td>Alison gave some Reserve Management Plan leaflets to Keith, saying it is a good place for people to give any feedback or ideas.</td>
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<td></td>
<td>Alison had talked to Brent Holmes regarding the gravel. He would try NZTA one more time, if there is no joy he will arrange for truck load of gravel, if PD boys will spread it out, he will arrange for compactor to come. He will talk to Joe about that.</td>
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<td></td>
<td></td>
<td>The moss on footpaths is Council's responsibility and it is on their spraying programme.</td>
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<tr>
<td>3</td>
<td>Treasurers Report</td>
<td>Council put money in for power.</td>
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<td></td>
<td>Balance of Cheltenham Hall account is $509.64</td>
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<td></td>
<td></td>
<td>Deposited 160.00 for Hirage</td>
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<td></td>
<td></td>
<td>Deposited 196.00 for Raffle</td>
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<td></td>
<td></td>
<td>Flowers for Lauren were $115.00</td>
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<td></td>
<td></td>
<td>Total – $10,946.60</td>
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<td></td>
<td>Pauline put in an application for Central Energy Trust, looking at getting a generator in for emergencies. They needed an audited report too, Pauline said it may have to wait as cut off time was this coming Friday. Pauline &amp; Janine would take a look at this after the meeting.</td>
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<td></td>
<td>Also got the bill for static mop.</td>
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<td></td>
<td>Keith gave the receipt for People Counter to Janine, which he had paid for.</td>
</tr>
</tbody>
</table>
### Correspondence

Keith had an email from Rachel, saying they will upgrade the toilets at the hall, sewage drainage pipe has been fixed. Trevor Hendry will be doing the work in about 2–3 weeks time.

Keith also had email from Janine regarding Minute Taking Training. Keith and Kim plan to go. It is to be confirmed for the 27th November.

Keith asked Janine about traffic calming options at entrance to village. It was passed on to NZTA, they are quite busy at the moment.

Emails between Keith and Rachel regarding Almadale, tables and freedom campers. They also mentioned a sign on the old pumphouse wall, like an aerial shot of walkways. Tammy said it would also need better markings.

Alison will find out cost of round tables that are concreted in.

Keith said he also mentioned the bench-seat overlooking the river.

Janine told us that Rachel has resigned from Council and will be leaving in December.

Keith also had email from Sam Kilmister, a reporter for the Feilding Herald. If we have anything interesting going on, he would like to hear about it.

### Matters Arising

#### Hall

Farmsource has finally paid their bill.

Dog people hired it for 6 periods.

Bought the Mop.

Counter was installed by Rec Services.

The People Counter average was about 87 people a day. That included the people from the Tour of Manawatu.

Ivan popped in, he has no windows yet, but has not forgotten about them.

#### Wall

Memorial plaques from the school are finished and ready to go up. Keith will wait till he has some more so that they can all be done at the same time. Diane Johnson is working on the history.

Nothing much has been going on with the Church. We can apply for grant for toilets, but won't bother getting quotes until we know we have got the land. Alison suggested that Keith contact church and ask if somebody
would be able to attend a meeting about this – Alison said she is happy to go along to this if it is on a day that she is available. Alison also suggested that Keith could say that his concern is getting a possible public toilet over there, into the Council's long-term plan and that he will need to indicate this by April/May, giving a time frame in which he needs to know by.

Ladies & Partner evening was a huge success, the guest speaker was very entertaining and would be a hard act to follow!

Michael thought that Sarah Goss might be a good person to ask.

The next ladies night will be February.

Keith asked Janine about Generator / Radios. The Ministry is saying that radios were at the school, but the school says they are not.

Keith asked Janine who is the best person to talk to at Council about the drainage around here? She said it is Glen Young, but he is on leave at the moment.

Keith would like to get somebody from Council to look at drains when Alan does his walk around. Janine suggested Ian Gilchrist. Keith hoped this could happen on 27th November and asked Janine if she could help arrange this?

6 **General Business**

Janine said the Community Plan should be here by our next meeting.

The next meeting is Tuesday 5th December.

Alison suggested we should “lighten-up” this next meeting as it is our last one before Christmas.

Michael suggested a dinner party, Tammy suggested a Pot Luck dinner. A Pot Luck dinner was agreed on at 7.00pm.

**Meeting Closed**

8.13 pm

**Next Meeting**

Tuesday 5th December 2017 at 7.00 pm
Minutes

Bainesse/Rangiotu Community Committee Meeting

15th November 2017 @ 7pm

Rangiotu Memorial Hall

Present: T Donaldson, G Dorn, A Halford, A Horsfall (Chairman), M Starr, A Sterling (secretary) R Taylor, S Trethowan, B Law, F Reid

Guests: Cr B Cameron, Cr A Quarrie, Cr P Marsh, Jeff Graham (Horizons, MDC Civil Defence)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Action (who)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Procedural Matters</td>
<td></td>
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<tr>
<td>1.1</td>
<td>Apologies</td>
<td>That the following apologies be accepted:</td>
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<tr>
<td></td>
<td></td>
<td>J Hawthorn, Paul Joseph (Area Engineer for Rivers)</td>
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<td></td>
<td></td>
<td>C Caffell</td>
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<td></td>
<td></td>
<td>R Taylor/B Law</td>
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<td></td>
<td></td>
<td>Moved/Seconded</td>
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<td></td>
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<td>Carried</td>
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<tr>
<td>1.2</td>
<td>Correspondence</td>
<td>Inward:</td>
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<td></td>
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<td>S Kilmister (email) Reporter Feilding Herald</td>
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<td>R Carr: MDC Property &amp; Parks office re; Hall management policy/ 2018 Asset management plan.</td>
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<td>Abi Wightman: DoC Community Ranger EoI form for Traps for ‘Predator free NZ’</td>
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<td>J Hawthorn: Minute taking training 27th Nov</td>
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<td></td>
<td>Outward:</td>
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<td></td>
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<td>Transpower: Ex of Interest re: funding</td>
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<td>That the inwards and outwards correspondence be approved.</td>
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<tr>
<td>1.2</td>
<td>Confirmation of</td>
<td>That the minutes from the previous meeting held on 18 October 2017 be accepted as a true and correct record.</td>
</tr>
<tr>
<td></td>
<td>Previous Minutes</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Matters Arising</td>
<td>Amendment: ‘The Community Committee to attend the Bainesse &amp; Districts Community Development Trust meetings, if and when the need arises.’</td>
</tr>
</tbody>
</table>

63
<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Action (who)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Hall: The application re our Expression of Interest to Trustpower for funding hall repairs has been accepted. Mr Horsfall will proceed with obtaining quotes for this project.</td>
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<td></td>
<td>MDC is funding approx. $2600.00 towards fixing the leaks in the roof. J Hawthorn (MDC) will be documenting the repairs that are required. Plans need to be finalized in the kitchen so quotes can be obtained. However, when the kitchen and supper room was added onto the hall, it was built along the boundary line. Investigation into this needs attention.</td>
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<td>E mail has been received today by the school, regarding flashing safety lights on road. As yet this has not been actioned.</td>
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<td>A. Sterling has contacted DoC regarding procurement of traps for rats and stoats. There will be approx. 20 traps available for this project.</td>
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<td><strong>Civil Defence:</strong> Chairman to approach a local resident to act as co-ordinator.</td>
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<td>3</td>
<td><strong>Other Business</strong></td>
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<tr>
<td>3.1</td>
<td><strong>Roading</strong></td>
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<td><strong>A complaint has been lodged:</strong> The area in front of the old Post Office where there is a large parking bay, local roading contractors are dumping metal and obstructing the area. In parts metal is over the grass and can no longer be mowed.</td>
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<td></td>
<td>Also the area on Rangiotu Road, where the drain is next to the Marae, there is a large drop off of several metres. This is a definite risk of death or injury to motorists.</td>
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<td>3.2</td>
<td><strong>Civil Defence</strong></td>
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<td></td>
<td>Jeff Graham (MDC Civil Defence Officer) addressed the meeting:</td>
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<td></td>
<td>A Community Response Plan is needed to be written up for our area, as hazards are unique/specific to each demographic. This document would have phone numbers, personnel to contact, natural hazards specific to our area, information for residents in an emergency etc. To be a Civil Defence centre, the building has to be up to speck.</td>
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<td>No.</td>
<td>Item</td>
<td>Action (who)</td>
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<td>The nearest Centre for Rangiotu residents to go is Longburn or Rongotea. Both these would be inaccessible in a flood which is the most common emergency event for Rangiotu. However, in the event of a civil emergency, there are procedures to declare any place as a civil defence centre. The chairman is to approach people in the district in regards to co-ordinating Bainesse/Rangiotu Neighbourhood Support/Emergency response. In a civil emergency where cell towers are overloaded, there is a system by which civil defence personnel can use their phones, thus getting vital information relayed through.</td>
</tr>
<tr>
<td>3.3</td>
<td>2018 Meetings</td>
<td>We will continue with monthly meetings in 2018 on the third Wednesday of each month, from February, through until November 2018.</td>
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<td>4</td>
<td>Council Matters</td>
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<td></td>
<td></td>
<td>Cr B Cameron gave a report of the MDC monthly meeting. Cr A Quarrie reported that the Council have expressed interest into cataloguing ‘Areas of significance during WW1&amp;’2. There would be signposts erected at these sites around the district. Rangiotu was one area that had a significant army camp in WW2. Photos and stories of these camps are presently being collated by the Bainesse &amp; Districts Community Development Trust.</td>
</tr>
<tr>
<td>Meeting Closed</td>
<td>Next Meeting</td>
<td>Time 8.35pm 21st February 2018 7pm @ Rangiotu Hall</td>
</tr>
</tbody>
</table>
Manawatu Youth Ambassadors

MINUTES

November 23rd 5.30pm-7.00pm

Chair – Alex
Minutes - Alex
Present – Eric, Hanna, Alex, Cr Casey, Mayor Helen
Apologies – Nelly, Cassidy, Sam, Melissa, Amber, Flint, Olivia

Inwards Correspondence

- Chanel Kells as a private message to the MYA public Facebook page asking how to join our organisation. Alex replied that we may be taking more ambassadors in 2018 and will advertise on our public Facebook page and can also private message her.

Council Report – Cr Casey

- Shane Casey thanked those who helped with Whanau Day and said how successful the day was. He felt it targeted the right people and many asked if this could be done again. He predicted about 150 people walked into Victoria Park from the square.
- He also is encouraging the YA’s to give feedback and have our say in the precinct 4 public consultation.

General Business

Young Achievers Debrief
- Survey to be sent out to schools
- We need to put together a run sheet while everything is still fresh on our minds
- Next year we need to check over slideshows, certificates, name pronunciation earlier.
- We need to meet with sponsors earlier to discuss their part in the evening and to check their attendance (also with guest speaker!)
- We need to update contact information with all schools for both office staff and the principals.

Reserves Review
- Along with precinct 4 the YA’s are hoping to submit response to the management plans on parks and reserves in the district (will be assembled at the next working group get together)

Thank You
- We will do a thank you on our public Facebook page to Photographic and Print Solutions for all of the printing, photocopying and laminating that they have kindly done at no charge for the group

Next Year
- We will join back once school has gone back in February
- We will have a look at numbers and most likely advertise for more YA’s
- We will relook the interview process and how we advertise
Christmas Function
- This will be organised at the working group meeting and/or on our private Facebook page, dates are to be confirmed via a poll on the private page.

Working group meeting 27\textsuperscript{th} November 5.30pm – 7.00pm @ Feilding Public Library
Development of Māori Capacity to Contribute to Decision Making Policy

Purpose


Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations


Report prepared by:
Janine Hawthorn
Community Development Adviser

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy
1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

<table>
<thead>
<tr>
<th>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</th>
<th>The Manawatu will attract and retain residents.</th>
<th>Manawatu district develops a broad economic base from its solid foundation in the primary sector.</th>
<th>Manawatu and its people are connected via quality infrastructure and technology.</th>
<th>Manawatu’s built environment is safe, reliable and attractive.</th>
<th>Manawatu District Council is an agile and efficient organisation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
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2 Background

2.1 The Manawatu District Council is required, under the Local Government Act 2002, to include in its Long Term Plan a Development of Māori Capacity to Contribute to Decision-Making Policy.

2.2 The purpose of the policy is to establish, maintain and foster processes to provide opportunities for Māori to contribute to Council’s decision making processes.

2.3 This policy in no way replaces Council’s statutory obligation to consult with Iwi Authorities under various legislation.

3 Discussion and Options considered

3.1 The current policy was last reviewed in 2015 for inclusion in the 2015-25 Long Term Plan and is now required to be reviewed as part of the 2018-28 Long Term Plan.

3.2 Council has sought feedback from Ngā Manu Tāiko Manawatū District Council on the existing policy. Ngā Manu Tāiko were taken through the policy at its last meeting on 10 October 2017 and have been given until 12 December 2017 to bring forward any proposed changes for consideration.

3.3 It had been noted at the 10 October meeting that some cosmetic changes were required to be made to the policy. These included the name change of the Committee as well as the establishment of Te Kaunihera Working Group. However, since the meeting on 10 October, Council has considered and adopted a recommendation from Ngā Manu Tāiko for the establishment of a Māori Ward in the Manawatū District for electoral purposes. Council is currently following a statutory process under the Electoral Act 2001. This recent decision to establish a Māori Ward needs to be reflected in the policy.

3.4 Attached is a revised copy of the policy being considered by Ngā Manu Tāiko when it next meets on 12 December 2017. The revised policy reflects the changes referred to in the previous paragraph. Also attached is a copy of the current policy for ease of comparison.

4 Operational Implications

4.1 There are no capital/operating expenditure implications or maintenance costs associated with this paper.
5 Financial implications
5.1 There are no financial implications associated with this paper.

6 Statutory Requirements
6.1 Section 81 of Part 6 of the Local Government Act 2002 refers:

“Contributions to decision-making processes by Māori

(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).

(2) A local authority, in exercising its responsibility to make judgments about the manner in which subsection (1) is to be complied with, must have regard to—

a. the role of the local authority, as set out in section 11; and

b. such other matters as the local authority considers on reasonable grounds to be relevant to those judgments.”

6.2 Section 8 of Schedule 10 of the Local Government Act 2002 refers:

“Development of Māori capacity to contribute to decision-making processes

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.”

7 Delegations
7.1 The Manawatū District Council has delegated authority to make a decision on this matter.

8 Consultation
8.1 There are no consultation requirements in relation to this report. However, Council is required to consult with the public on its Long Term Plan which would include the Development of Māori Capacity to Contribute to Decision-Making Policy.
9 Cultural Considerations

9.1 As mentioned previously, the Development of Māori Capacity to Contribute to Decision-Making Policy does not replace Council’s statutory obligation to consult with Iwi Authorities under various legislation.

10 Conclusion

10.1 At the time of preparing this report, Ngā Manu Tāiko Manawatū District Council was still yet to meet to consider the Development of Māori Capacity to Contribute to Decision Making Policy 2017. It is anticipated however that at the 14 December Council meeting Officers will be in a position to brief Council on the outcome of Ngā Manu Tāiko’s consideration of the proposed policy.

10.2 Council will then be in a position of considering the recommendation of Ngā Manu Tāiko and to make a decision at the 14 December meeting which will ensure that the policy can be included in the Draft 2018-2028 Long Term Plan for public consultation.

11 Attachments

- Development of Māori Capacity to Contribute to Decision-Making Policy 2015
- Development of Māori Capacity to Contribute to Decision-Making Policy 2017 (Proposed)
Manawatu District Council

Development of Maori Capacity to Contribute to Decision-Making Policy
Development of Maori Capacity to Contribute to Decision-Making

The Manawatu District is home to a number of Marae. In recognition of the important part they play within the community and because of a request from a Tangata Whenua Representatives Group, a Marae Consultative Standing Committee was established in 1998. Its principal purpose is to liaise between Council and local Tangata Whenua.

Membership of the Committee initially comprised one member from Aorangi, Kauwhata, Pareawahawa, Poupatate, Te Rangimarie, Taumata O Te Ra, Te Hiiri and Te Tikanga Marae, along with three elected members appointed by Council with the Chairperson being appointed by the Committee. The Marae of Kotuku and Te Iwa were added shortly after the Committee was established.

In May 2014, the Marae Consultative Standing Committee requested that Council give consideration to extending the membership of the Committee to include representation from the hapu of Ngati Te Au, Ngati Rakau (Motuiti Marae) and Ngati Turanga (Paranui Marae) as although they are located in the Horowhenua District, they have mana whenua status within the Manawatu District. This is a similar situation to Pareawahawa Marae which is located in the Rangitikei District but who have mana whenua status in the Manawatu District. Council accepted the Committee’s request and invited representation from the three suggested hapu. The hapu of Ngati Te Au and Ngati Turanga took up Council’s invitation and are now represented on the Marae Consultative Standing Committee.

A continuing focus for the Marae Consultative Standing Committee will be to ensure that all Maori of the district are represented, and are able to have a say in Council decision-making and that Council is liaising with the people who have mana whenua.

The Marae Consultative Standing Committee meets on a bi-monthly basis, with items of business reflecting the Council’s current activities and issues identified by committee members. The committee meetings provide a forum for regular communication and is one avenue for Tangata Whenua to have input into the council’s decision-making processes.

The Local Electoral Act 2001 provides for the establishment of Maori Ward(s). Consideration of the establishment of a Maori Ward in the Manawatu District is required to be done before 23 November, two years prior to the next election. The Marae Consultative Standing Committee has previously established a Maori Representation Working Party tasked with the purpose of providing input to the Manawatu District Council representation review by considering the usefulness of a Maori ward or wards for the purpose of achieving effective Maori contribution to decision making at Manawatu District Council.

The Working Party last met in 2011 and voted not to establish a Maori Ward at that time but will be revisited in the future.

The Marae Consultative Committee continues to represent the interests of Tangata Whenua – the people of the land, as well as those with mana whenua status within the Manawatu District and is inclusive of all Maori in our community.

This policy does not replace Council’s statutory obligation to consult with Iwi Authorities under legislation e.g. Resource Management Act.

Definitions

*mana whenua* means customary authority exercised by an iwi or hapu in an identified area.

*tangata whenua*, in relation to a particular area, means the iwi, or hapu that holds mana whenua over that area.
The District’s Marae location map is as follows:
Attachment 2
Proposed Policy

Manawatu District Council

Draft Development of Māori Capacity to Contribute to Decision-Making Policy 2017
Draft Development of Māori Capacity to Contribute to Decision Making Policy 2017

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2. Ngā Manu Tāiko Manawatū District Council ......................................................................................... 2
3. Te Kaunihera Working Group ............................................................................................................... 3
4. Māori Ward ........................................................................................................................................... 3
5. Statutory Obligation ................................................................................................................................. 4
6. Definitions .............................................................................................................................................. 4
7. Marae Location Map ............................................................................................................................... 5

Type of policy | Governance
---|---
Policy dated (adopted) | Policy date
Policy updated / Reconfirmed | October 2017
Policy Section |
Policy review due | 2020
1. **Introduction**

The purpose of the Development of Māori Capacity to Contribute to Decision Making Policy is to establish, maintain and foster processes that will provide opportunities for Māori to contribute to Manawatū District Council’s decision making processes.

The Manawatū District is home to a number of Marae. In recognition of the important part they play within the community and because of a request from a Tangata Whenua Representative Group, Ngā Manu Tāiko Manawatū District Council (previously known as Marae Consultative Standing Committee) was established in 1998.

In 2015, Ngā Manu Tāiko Manawatū District Council established Te Kaunihera Working Group as a means of working through specific outcomes. This Working Group reports directly to Ngā Manu Tāiko Manawatū District Council.

2. **Ngā Manu Tāiko Manawatū District Council**

2.1. **Purpose**

2.1.1. The principal purpose of Ngā Manu Tāiko Manawatū District Council is to liaise between Council and local Tangata Whenua.

2.1.2. Ngā Manu Tāiko Manawatū District Council represents the interests of Tangata Whenua – the people of the land, as well as those with mana whenua status within the Manawatū District and is inclusive of all Māori in our community.

2.1.3. A continuing focus for Ngā Manu Tāiko Manawatū District Council will be to ensure:

- that all Māori of the district are represented
- that all Māori are able to contribute to Council decision making
- that Council is liaising with the people who have mana whenua

2.2. **Membership**

2.2.1. Membership of Ngā Manu Tāiko Manawatū District Council comprises one member from Aorangi, Kauwhata, Parewahawaha, Poupatate, Te Rangimarie, Taumata O Te Ra, Te Hiiri, Te Tikanga, Kotuku and Te Iwa Marae and the hapū of Ngāti Te Au and Ngāti Tauranga, along with three elected members appointed by Council with the Chairperson being appointed by the Committee.
3. Te Kaunihera Working Group

3.1. Purpose

3.1.1. The purpose of the Te Kaunihera Working Group is to progress the framework and develop an action plan for the following outcomes:

Feilding Library
- Build and maintain relationship and profile of Tangata Whenua and Māori history, values and information.

Information Centre
- Ensure iwi / hapū / and Māori Institutions / networks are recognised in contact lists and profiled where appropriate, at the Library and Information Centre.
- Visual images that will draw visitors inside.

Town marketing of events
- Identify the current gaps i.e. Major Māori events not marketed, or opportunities for Iwi and wider Māori community participation in existing events.

Developing shared understandings between Manawatū District Council and Iwi
- Identify events and/or specific awareness training opportunities for the community and relevant organisations – including Manawatū District Council staff.
- Manawatū District Council corporate training, including understanding concepts such as rangatiratanga, manaakitanga, kaitiakitanga, wairua and ūkaipōtanga in relation to local government responsibilities.

3.2. Membership

3.2.1. The Working Group is made up of representatives of Ngā Manu Tāiko Manawatū District Council.

4. Māori Ward

4.1. Electoral Process

4.1.1. The Local Electoral Act 2001 provides for the establishment of Māori Ward(s).
4.1.2. At the time of adopting the Development of Māori Capacity to Contribute to Decision Making Policy for inclusion in Council’s Draft 2018-28 Long Term Plan, Council was progressing through the statutory requirements to publicly notify its intention to establish a Māori Ward in the Manawatū District. This public notice is required to detail the public’s right to demand a poll to countermand this decision. The requirements for a valid demand are set out in section 19ZC of the Local Electoral Act 2001.

4.1.3. If there is no valid demand received from electors to hold a poll, then Council’s decision to establish a Māori Ward is final and remains in force for the next two triennia (i.e. 2016-2022 and 2022-2025). After which time a resolution under Section 19Z of the Local Electoral Act 2001 or a poll is required to discontinue Māori Wards for electoral purposes.

4.1.4. Should a Māori Ward be established, Ngā Manu Tāiko Manawatū District Council will continue to be retained given its importance for liaison between Council and the people that have mana whenua.

5. Statutory Obligation

5.1.1. The Development of Māori Capacity to Contribute to Decision Making Policy does not replace Council’s statutory obligation to consult with Iwi Authorities under legislation e.g. Resource Management Act.

6. Definitions

kaitiakitanga means the exercise of guardianship by the tangata whenua of an area in accordance with tikanga Māori in relation to natural and physical resources; and includes the ethic of stewardship.

manaakitanga means hospitality, kindness, generosity, support - the process of showing respect, generosity and care for others.

mana whenua means customary authority exercised by an iwi or hapu in an identified area.

rangatiratanga means chieftainship, right to exercise authority, chiefly autonomy, chiefly authority, ownership, leadership of a social group, domain of the rangatira, noble birth, attributes of a chief.

ūkaipōtanga means recognition of origins.

tangata whenua, in relation to a particular area, means the iwi, or hapu that holds mana whenua over that area.

wairua means spirit, soul - spirit of a person which exists beyond death.
7. Marae Location Map
Draft Revenue and Financing Policy

Purpose

To seek Council approval of the Draft Revenue and Financing Policy to be included in the draft Long Term Plan 2018-28.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations


Report prepared by:
Tracey Hunt and Colleen Morris
Strategy Manager and Chief Financial Officer

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy

1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand

<table>
<thead>
<tr>
<th>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</th>
<th>The Manawatu will attract and retain residents.</th>
<th>Manawatu district develops a broad economic base from its solid foundation in the primary sector.</th>
<th>Manawatu and its people are connected via quality infrastructure and technology.</th>
<th>Manawatu’s built environment is safe, reliable and attractive.</th>
<th>Manawatu District Council is an agile and efficient organisation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
2 Background

2.1 The Local Government Act 2002 requires all local authorities to have a suite of funding and financial policies. The Revenue and Financing Policy is one of those policies. It outlines how the expenditure needs of Council activities are funded. The Revenue and Financing Policy is a critical component of the 2018 Long Term Plan. It must be adopted before the adoption of the Long Term Plan and feature in the Long Term Plan.

2.2 The Revenue and Financing Policy was introduced at the Workshop on the 20th of July 2017. This presentation outlined the legal requirements for the policy, the types of decisions that can be made and the policy review process. Councillors were given a worksheet at the end of this presentation which set out the existing funding splits, funding mechanisms and who benefits for each of Council’s activities. This worksheet helped to guide the discussion at a workshop in early August, where each activity was reviewed as per the process outlined in the Local Government Act 2002. This involved the following three steps:

1. Determining Council’s involvement in the activity
2. Identifying the most appropriate source of funding taking into account
   • Council Outcomes – what are the Council Outcome(s) the activity primarily contributes towards
   • User/Beneficiary Pays Principle - how the benefits of the activity are spread across the community or to particular groups or individuals
   • Intergenerational Equity Principle – who will benefit from the activity in the future and how costs should be shared between future and present generations
   • Exacerbator Pays Principle - are there parties whose actions or inactions contribute to the need for the activities
   • Costs and benefits of funding activities - are the funding sources for each activity efficient, transparent and accountable.
3. Consider the collated steps and identify any impacts on affordability.

2.3 At a follow-up workshop, held on the 31 August 2017, officers presented the findings of further investigation and modelling on the impacts of proposed changes to the funding split for the CBD redevelopment, Alcohol Licensing and funding options for increasing levels of service for Stormwater Management. Additional modelling was requested for Cemeteries, Animal Control, Alcohol Licensing, Property and officers also included a suggested change for District Planning and Policy.

2.4 Decisions were made on recommended changes to funding splits and funding mechanisms at the 15 November workshop.

2.5 As a result of the review, the following changes are proposed to the funding splits and funding mechanisms:
<table>
<thead>
<tr>
<th>Activity</th>
<th>Current Public</th>
<th>Current Private</th>
<th>Proposed Change Public</th>
<th>Proposed Change Private</th>
<th>Funding Mechanism</th>
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</thead>
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<tr>
<td>Community Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cemeteries</td>
<td>60%</td>
<td>40%</td>
<td>70%</td>
<td>30%</td>
<td>General Rate / Uniform Targeted Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User Fees and Charges [consents, infringements etc]</td>
</tr>
<tr>
<td>Property</td>
<td>50%</td>
<td>50%</td>
<td>70%</td>
<td>30%</td>
<td>General Rate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User Fees and Charges [leases and rent]</td>
</tr>
<tr>
<td>Regulatory Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compliance and Monitoring (was</td>
<td>95%</td>
<td>5%</td>
<td>90%</td>
<td>10%</td>
<td>General Rate / Uniform Targeted Rate</td>
</tr>
<tr>
<td>“Environmental Health and</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>User Fees and Charges [registration, licenses, permits, certificates etc]</td>
</tr>
<tr>
<td>Monitoring”)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol Licensing</td>
<td>50%</td>
<td>50%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consent and District Planning (was District Planning and Policy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consent Planning</td>
<td>80%</td>
<td>20%</td>
<td>70%</td>
<td>30%</td>
<td>General Rate (cv) / Uniform Targeted Rate</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>User Fees and Charges [consents, infringements etc]</td>
</tr>
<tr>
<td>District Planning</td>
<td>100%</td>
<td>0%</td>
<td>100%</td>
<td>0%</td>
<td>General Rate (cv)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Roading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feilding CBD Redevelopment</td>
<td>10%</td>
<td>90%</td>
<td>15%</td>
<td>85%</td>
<td>General Rate (cv)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Targeted Rate (cv) CBD only</td>
</tr>
</tbody>
</table>

2.6 Note that as a result of legislative changes the Emergency Management Group are no longer responsible for managing Rural Fire. As such, it is proposed that all references to rural fire in the Policy and in the table that summarises the funding splits be removed. No changes are proposed to the Civil Defence activity.

2.7 Council is consulting on a District-wide stormwater assessment as part of the Long Term Plan 2018. This project involves a full assessment of the stormwater networks in Feilding,
Tangimoana, Rongotea, Himatangi Beach, Sanson, Cheltenham and Halcombe. The purpose of this assessment is to determine an appropriate work plan and budget for increasing the stormwater level of service provided. Council’s preferred option is to introduce a targeted stormwater rate for those who will benefit from new stormwater schemes to be introduced through the implementation of the District-wide Stormwater Assessment. This rate will be harmonised across the District, with differentials based on the level of service provided in each scheme to ensure fairness. As a decision will not be made on this project until deliberations at the conclusion of the submission hearings, a note referencing this project in the Consultation Document will be included in the Draft Revenue and Financing Policy.

2.8 Other updates and minor amendments are proposed to the introductory text and the activity descriptions in the Policy. These changes are shown as tracked changes in Annex A to this report.

3 Discussion and Options considered

3.1 There are two options available to Council, as follows:


2. The Council may choose not to adopt the Revenue and Financing Policy. Council should be aware that this option will cause delay in the Long Term Plan schedule.

4 Operational Implications

4.1 There are no operational implications of proposed changes to the Revenue and Financing Policy.

5 Financial implications

5.1 Any financial implications in regards to fees and charges have been considered in the review of the Revenue and Financing Policy.

6 Statutory Requirements

6.1 The following sections of the Local Government Act 2002 are of relevance in the review of the Revenue and Financing Policy:

- Section 82 (Principles of Consultation)
- Section 102 (Funding and Financial Policies)
- Section 103 (Revenue and Financing Policy)
- Schedule 10 (Long-term plans, annual plans and annual reports).
7 Delegations

7.1 Council has delegated authority to approve the draft Revenue and Financing Policy for inclusion in the draft Long Term Plan 2018-28. Council will adopt the entire Long Term Plan for consultation on 29 March 2018.

8 Consultation

8.1 Council is required by statute to have a Revenue and Financing Policy. Section 102(4)(a) of the Local Government Act 2002 requires that a local authority consult on a draft policy in a manner that gives effect to the requirements of section 82 (Principles of Consultation) before it is adopted under section 102(1). A copy of the adopted policy must be included in the Long Term Plan proper.

8.2 Any significant changes to the Revenue and Financing Policy will be included in the Long Term Plan Consultation Document. Members of the public will be invited to submit feedback on the Revenue and Financing Policy as part of the general feedback on the Long Term Plan. Submitters was also be invited to speak to their submission at the Long Term Plan Hearings in May 2018.

9 Cultural Considerations

9.1 This report does not involve a significant decision in relation to land or a body of water or those matters of cultural importance to Maori specified in Section 77 of the Local Government Act 2002.

10 Conclusion

10.1 The Draft Revenue and Financing Policy has been reviewed as per the process outlined in the Local Government Act 2002. The key changes to funding splits and funding mechanisms have been summarised in Table 1 in Section 2.5 of this report. Additional changes to the introductory text and activity descriptions are marked as tracked changes in the copy of the draft Policy in Annex A to this report.

10.2 This report concludes the review process for this Policy. It is therefore recommended that Council approves the Draft Revenue and Financing Policy for inclusion in the draft Long Term Plan 2018-28.

11 Attachments

Manawatu District Council

Revenue and Financing Policy
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<table>
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<th>Type of policy</th>
<th>Governance</th>
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<tbody>
<tr>
<td>Policy dated (adopted)</td>
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<td>Policy date</td>
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<tr>
<td>Policy Section</td>
<td></td>
</tr>
<tr>
<td>Policy review due</td>
<td>November 2020</td>
</tr>
</tbody>
</table>
Revenue and Financing Policy

The Local Government Act 2002 requires Council to adopt a Revenue and Financing Policy. This policy outlines how the expenditure needs of Council activities are funded. Council has developed this policy as part of the 2018-28 Long Term Plan.

1. Process

1.1.1 There are three main steps for the development of the Revenue and Financing Policy.

a) Identify Activities

This step requires Council to determine the activities it will be involved with (e.g. community facilities, roading etc).

b) Analysis at activity level

Step two requires Council to identify the most appropriate funding sources for each activity. Council is required to consider:

- Council Outcomes – what are the council outcomes the activity primarily contributes toward
- User/Beneficiary Pays principle – how the benefits of the activity are spread – across the community or to particular groups or individuals
- Intergenerational Equity principle – who will benefit from the activity in the future and how should the costs be shared between present and future generations
- Exacerbator Pays principle – are there parties whose actions or inactions contribute to the need for activities
- Costs and benefits of funding activities distinctly from other activities – are the funding sources for each activity efficient, transparent and accountable.

c) Consideration of impact on affordability

In this step, Council must consider the collated results of Steps 1 and 2 and identify the impacts on affordability. Changes to the selection of funding mechanisms may be made dependent on this analysis summarised below and in the Funding Impact Statement (FIS), which discloses information about all of the funding sources.
2. **Funding of Operating Expenditure**

- General rates
- Targeted rates
- Lump sum contributions
- Fees and charges
- Interest and dividends from investments

2.1.1 Council may choose not to fully fund operating expenditure in any particular year if the deficit can be funded from operating surpluses in the immediately preceding or subsequent years. An operating deficit will only be budgeted when beneficial to avoid significant fluctuations in rates, fees or charges.

3. **Funding of Capital Expenditure**

3.1.1 Council funds capital expenditure from borrowing and then spreads the repayment of that borrowing over several years. This enables Council to match charges placed on the community against the period of benefits from capital expenditure.

3.1.2 Borrowing is managed within the framework specified in the Liability Management Policy. While seeking to minimise interest costs and financial risks associated with borrowing is of primary importance, Council seeks to match the term of borrowings with the average life of assets when practical.

3.1.3 Council’s overall borrowing requirement is reduced to the extent that other funds are available to finance capital expenditure. Such other funds include:

- Council reserves, including reserves comprising financial contributions under the Resource Management Act 1991
- Contributions towards capital expenditure from other parties such as Transfund (in relation to certain roading projects)
- Development contributions
- Annual revenue collected to cover depreciation charges
- Proceeds from the sale of assets
- Operating surpluses
- Any other sources
## 4. Summary Table

Table 1

<table>
<thead>
<tr>
<th>Activity</th>
<th>Funding Split</th>
<th>Funding Mechanism</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Public</td>
<td>Private</td>
</tr>
<tr>
<td></td>
<td>Public</td>
<td>Private</td>
</tr>
<tr>
<td><strong>Community Facilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cemeteries</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>UTR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>User Fees and Charges [interment, plots etc]</td>
<td></td>
</tr>
<tr>
<td>- Libraries</td>
<td>95%</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>UTR (Feilding 60%, Rural 40%)</td>
<td>User Fees and Charges [fines, fees internet etc]</td>
</tr>
<tr>
<td>- Makino Aquatic Centre</td>
<td>65%</td>
<td>35%</td>
</tr>
<tr>
<td></td>
<td>UTR (Feilding 60%, Rural 40%)</td>
<td>User Fees and Charges [admission, hireage, classes etc]</td>
</tr>
<tr>
<td>- Parks and Sportsgrounds</td>
<td>95%</td>
<td>5%</td>
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<tr>
<td></td>
<td>Targeted Rate (cv) / UTR</td>
<td>User Fees and Charges [ground fees and hireage]</td>
</tr>
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<td>- Property</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>General Rate (cv)</td>
<td>User Fees and Charges [leases and rent]</td>
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<tr>
<td>- Halls and Recreation Complexes</td>
<td>100%</td>
<td>0%</td>
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<tr>
<td></td>
<td>UTR</td>
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<td>- Public Conveniences</td>
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<td></td>
<td>UTR</td>
<td>n/a</td>
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<td><strong>District Development</strong></td>
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<td>- Community Development</td>
<td>100%</td>
<td>0%</td>
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<td></td>
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<tr>
<td>- Feilding CBD Security</td>
<td>20%</td>
<td>80%</td>
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<td>- Civil Defence</td>
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</tr>
<tr>
<td></td>
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<td>n/a</td>
</tr>
<tr>
<td><strong>Regulatory</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Animal Control</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>UTR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>User Fees and Charges [registration, impoundments, infringements etc]</td>
<td></td>
</tr>
<tr>
<td>- Building Control</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>General Rate (cv) / UTR</td>
<td>User Fees and Charges [building consents, warrants, infringements etc]</td>
</tr>
<tr>
<td>- Compliance and Monitoring</td>
<td>90%</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>General Rate (cv) / UTR</td>
<td>User Fees and Charges [registration, licences, permits, certificates etc]</td>
</tr>
<tr>
<td>- Consent Planning</td>
<td>70%</td>
<td>30%</td>
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<tr>
<td></td>
<td>General Rate (cv) / UTR</td>
<td>User Fees and Charges [consents, infringements etc]</td>
</tr>
<tr>
<td>Activity</td>
<td>Funding Split</td>
<td>Funding Mechanism</td>
</tr>
<tr>
<td>--------------------------------</td>
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</tr>
<tr>
<td><strong>Revenue and Financing Policy</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- District Planning</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Governance and Strategy</strong></td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Roading</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Feilding CBD Redevelopment</td>
<td>15%</td>
<td>85%</td>
</tr>
<tr>
<td>- Roading</td>
<td>55%</td>
<td>45%</td>
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<tr>
<td><strong>Solid Waste</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Solid Waste Collection and Disposal</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>- Kerbside Recycling Collection</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Stormwater</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Rural Land Drainage</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>- Urban Stormwater*</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td><strong>Wastewater</strong></td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Water Supply</strong></td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

* Note: Council is consulting on a District-wide Stormwater Assessment which seeks to increase stormwater levels of service in many of the Villages in the District. Council’s preferred option is for new LOS to be funded through a targeted rate for those who benefit from a stormwater scheme, harmonised across the District. Differentials will be used to ensure that those residents receiving a higher stormwater level of service pay slightly more than those receiving a lower level of service.
5. **Community Facilities**

5.1. **Cemeteries**

**Funding Analysis**

5.1.1 Cemeteries provide both public and private benefits. While the Burial and Cremation Act 1964 requires local authorities to provide cemeteries, public benefits include reduced risk to public health, provision of an important historical resource for the District and maintenance of human respect and dignity. Significant private benefits exist in the provision of individual gravesites as specific places for burial and remembrance within a well maintained and park-like setting. Certain groups or individuals may be excluded from these benefits due to cost. Benefits are ongoing to the community, families and individuals.

5.1.2 Income from cemeteries may not cover burial costs or contribute to ongoing maintenance and administration costs. Vandalism and the failure of families to maintain headstones are sources of exacerbator costs.

**Identified Funding Sources and Mechanisms**

Funding Split >>

| 70% Public | 30% Private |

5.1.3 The public expect provision of a cemetery service that everyone can use, while the individual or family meet the costs of burial. Council decided the most appropriate means to fund this activity is through a combination of a uniform targeted rate (district wide) (public funding) and user fees (private funding).

5.1.4 The use of these funding sources is transparent through the Annual Plan.

5.1.5 Recovery of exacerbator costs will be in full where possible.

5.2. **Libraries**

**Funding Analysis**

5.2.1 Libraries represent a collective community resource. Significant community benefits are associated with the provision of library services. These include Wi-Fi and internet access for digital literacy, opportunities, programmes and experiences that building and promote lifelong learning, access to written, recorded and digital information, important spaces for the community to use, displays and learning and storage facilities for important historical and community information.

5.2.2 Library services also provide private benefits through individual access to written and online educational resources, research materials and leisure time reading.
While the service is available to all, people can be excluded from its benefits through library hours, user charges and unavailability of particular books or resources.

5.2.3. Benefits accrue constantly to the community. Some benefits, such as capital expenditure on library facilities and books accrue over their expected lifetime. Additional costs to Council are caused through overdue, lost and damaged resources and the need for the Feilding Library building to comply with new earthquake prone building standards.

**Identified Funding Sources and Mechanisms**

Funding Split >>

| 95% Public | 5% |

5.2.4. Council decided the most appropriate means to fund this activity is through a combination of targeted rates (public funding) and fees (private funding). Due to the proximity of the library to Feilding residents, 60% of the expenditure will be recovered from ratepayers within the 2009 Feilding Differential Rating Area (FDRA), while 40% will be recovered from the remainder of the district.

5.2.5. The use of these funding sources is transparent through the Annual Plan and schedule of fees. Recovery of exacerbator costs, through fines and other charges, will be in full where possible.

5.3. **Makino Aquatic Centre**

**Funding Analysis**

5.3.1. The Makino Aquatic Centre provides public benefits such as:

- a safe, quality aquatic complex including indoor and outdoor swimming pools for water recreation
- Providing ‘Learn to Swim’, water confidence, recreation programmes and activities for all levels of ability year round
- Working with the District’s schools to deliver ‘Water Safety’ programmes
- contributing to community health and well-being
- adding to the attractiveness of the district for current and prospective residents
- two community meeting rooms
• Hosting Makino Aquatic Challenges and community events
• Hosting local, regional and national water events.
• Working with after-school and school holiday programme providers
• Providing advice and services to community pool providers throughout the District

5.3.2. The Makino Aquatic Centre is available to all and offers significant public benefit, whether members of the public choose to use the centre or not. Opening hours can exclude people from the venue. It also provides private benefits to individuals and groups such as providing supervised water play and swimming space, individual swim coaching, training, aqua fitness, relaxation, water confidence and water safety education. Council considers it is important that the Makino Aquatic Centre remains competitive with other pools in the region.

5.3.3. The benefits of the Makino Aquatic Centre are ongoing to the community and future generations. Vandalism and pool contamination cause additional costs to Council.

Identified Funding Sources and Mechanisms

Funding Split >>

| 65% Public | 35% Private |

5.3.4. Council decided the most appropriate means to fund this activity is through a combination of targeted rates (public funding) and user fees (private funding). Due to the proximity of the Makino Aquatic Centre to Feilding residents, 60% of the expenditure is recovered from ratepayers within the 2009 Feilding Differential Rating Area (FDRA), while 40% is recovered from the remainder of the district.

5.3.5. The use of these funding sources is transparent through the Annual Plan and schedule of fees and charges.

5.3.6. Recovery of costs for extra services, such as holiday programmes and swimming lessons will be in full from the participant.

5.3.7. Recovery of exacerbator costs (e.g. vandalism, pool contamination) will be in full where possible.

5.4. Parks and Sportgrounds

Funding Analysis
5.4.1 Parks and sports grounds, including open spaces, gardens, trees and playgrounds, provide significant public benefits, including:

- provision of quality, safe spaces for recreation and leisure
- community pride
- contributing to community health and well-being
- adding to the beauty of the district
- education on the natural environment, including types of plants and wildlife
- providing a walking and cycling network that links neighbourhoods, schools and community facilities

5.4.2 Parks and sports grounds provide some private benefits to individuals and groups, such as participation in leisure and recreation opportunities (e.g. flying kites, walking the dog, exercise). Parks and sports grounds are available the majority of the time. Benefits are ongoing to groups and individuals. Future generations will benefit in areas set aside for parks and sports grounds. It is difficult to exclude people from enjoying the benefits of these areas. Misuse and vandalism can cause additional costs to Council.

**Identified Funding Sources and Mechanisms**

| Funding Split >> | 95% Public | 5% |

5.4.3 Council decided the most appropriate means to fund the public portion of this activity is through a combination of uniform targeted rate (district wide) and a targeted rate (based on capital value with differentials) (public funding) and fees and charges as well as donations (private funding).

5.4.4 The use of these funding sources is transparent through the Annual Plan and schedule of fees.

5.4.5 Recovery of exacerbator costs (e.g. vandalism) will be in full where possible.

5.5 **Property**

**Funding Analysis**

5.5.1 Council owned houses, buildings and land throughout the district provide significant public benefits as these form part of Council’s asset portfolio. It also allows individuals, businesses and non-profit organisations the opportunity to rent or lease properties throughout the District. Council will only acquire and hold properties to
assist in achieving the strategic objectives of Council. Accordingly, Council does not involve itself in acquiring properties for investment purposes.

5.5.2 The benefits of Council owned property is on-going, as long as property asset facilities are well maintained, safe and meet quality standards. Non-payment of leases or rent is an additional cost to Council.

**Identified Funding Sources and Mechanisms**

<table>
<thead>
<tr>
<th>Funding Split</th>
<th>70% Public</th>
<th>30% Private</th>
</tr>
</thead>
</table>

5.5.3 Council decided the most appropriate means to fund this activity is through a general rate (based on capital value with differentials) (public funding).

5.5.4 The use of this funding source is transparent through the Annual Plan. Private funding (gathered through leases or rent) is used to off-set the cost of the properties.

5.5.5 Recovery of exacerbator costs will be in full where possible.

5.6 **Halls and Recreation Complexes**

**Funding Analysis**

5.6.1 Rural and community halls and recreation complexes provide significant public benefits through provision of multi-use venues for local communities and a hub for the community in the event of a natural disaster. Halls contribute to enhancing the community’s sense of social connectedness, cultural wellbeing and civic pride. Rural and community halls and recreation complexes provide private benefits through private events held in halls.

5.6.2 While halls are available to all, people can be excluded from its benefits through user fees, bookings and locked doors. Benefits are immediate and ongoing to individual communities and particular user groups.

5.6.3 Misuse and vandalism can cause additional costs to Council.

**Identified Funding Sources and Mechanisms**

<table>
<thead>
<tr>
<th>Funding Split</th>
<th>100% Public</th>
</tr>
</thead>
</table>

5.6.4 Council decided the most appropriate means to fund this activity is through a uniform targeted rate (district wide) (public funding). The use of this funding source
is transparent through the Annual Plan. Private funding (gathered through hall fees) is used at the discretion of the Hall Committee.

5.6.5 Recovery of exacerbator costs will be in full where possible.

5.7. Public Conveniences

Funding Analysis

5.7.1 Public conveniences provide significant public benefits such as maintaining appropriate standards in public health and meeting the expectations of residents and visitors. Council maintains public conveniences to ensure that they are clean, accessible and fit for purpose. Provision of public conveniences provides some private benefits, in the form of personal comfort.

5.7.2 These services are generally available to all, although people can be excluded through facilities being closed. Benefits are immediate to the individual and ongoing for the community. Vandalism can be a major source of exacerbator costs.

Identified Funding Sources and Mechanisms

Funding Split ➔

100% Public

5.7.3 The provision of public conveniences is an essential service for the community. Council policy seeks to encourage the use of public toilets to maintain community standards, hygiene and lessen anti-social acts. It is impractical to collect payment for the use of public conveniences without significant investment. Council decided the most appropriate means to fund this activity is through a uniform targeted rate (district wide) (public funding).

5.7.5 The use of this funding source is transparent through the Annual Plan.

5.7.6 Recovery of exacerbator costs will be in full where possible.

6. District Development

6.1 Community Development

Funding Analysis

6.1.1 The provision of funding and support for community organisations, individuals and community development initiatives is of significant public benefit to the district as a whole. Public benefits include the delivery of local projects, actions, events and
programmes to promote economic, social, ecological and cultural wellbeing in our District. Participants of the Community Planning programme are able to implement identified projects and actions. Funding is also made available for individuals and teams that will be representing the Manawatu District on the national and world stage, events organised by the community for the community and District, and to assist non-Council operated swimming pools with chemical costs where they are open for public use.

6.1.2 Most benefits occur in the year of expenditure. Others occur over a specific time period (e.g. surf patrol during summer) or are ongoing over several years.

Identified Funding Sources and Mechanisms

Funding Split >>

| 100% Public |

6.1.3 Grants benefit the whole district. Council decided the most appropriate means to fund this activity is through a general rate (based on capital value with differentials) (public funding). Extra funding may be given in the form of low interest loans or reserve funds.

6.1.4 These funding sources are transparent through the Annual Plan, Annual Report and contracts.

6.2 Economic Development

Funding Analysis

6.2.1 The whole community benefits from Economic Development. Council, together with the Central Economic Development Agency (CEDA) and partners, provide support to businesses, to enhance the economic potential and employment opportunities of the district, promote the district to potential investors and increase the pride and quality of life of all residents. Providing sufficient land with suitable zoning, infrastructure and services supports the expansion of economic activity and well-being in the District.

6.2.2 Benefits from Economic Development occur across the community now and in the future, depending on where funding support is applied. Public benefit is gained through funding actions to increase access to new markets and expand opportunities for growth and job creation, enhancing employment opportunities for existing residents as well as attracting new residents.

6.2.3 A healthy district economy is vital to the present and future viability of the community. Business support programmes, labour market analysis and efforts to improve pathways to employment will support business innovation, enhance the
prosperity of residents and ensure provision of skilled workers to expand local industry.

6.2.4. Some private benefits may accrue to private operators and businesses. It is difficult and illogical to recover the costs of these benefits, although indirect recoveries may occur through increases in the district’s value, increased business activity, new opportunities for district residents and attractiveness to potential investors. No actions/inactions that cause additional costs to Council were identified.

6.2.5. Benefits of Feilding CBD security services are greatest for those businesses within the defined CBD area, with reduced risk of burglary or vandalism. Residents and visitors also benefit from security services which keep the CBD attractive and safe.

Identified Funding Sources and Mechanisms

Economic Development

Funding Split >>

| 100% Public |

6.2.6. Council decided the most appropriate means to fund this activity is through the general rate (based on capital value with differentials) (public funding). Economic Development benefits the whole district and the community expects Council to be involved in economic development activities. Introduction of a charge for economic development funding is illogical, would exclude groups who most need support and defeats the purpose for which funding is set aside.

6.2.7. The use of this funding source is transparent through the Annual Plan.

Feilding Central Business District (CBD) Security

Funding Split >>

| 20% Public | 80% Private |

6.2.8. Council decided the most appropriate means to fund this activity is through the general rate (based on capital value with differentials) (public funding) and a targeted rate on the defined CBD area (based on capital value) (private funding).

6.2.9. The use of these funding sources is transparent through the Annual Plan and rising property values.

7. Emergency Management

7.1. Civil Defence

Funding Analysis
7.1.1 Civil Defence provides significant public benefits through:

- increased preparedness for natural disasters
- helping minimise the effects of a natural disaster on people and property
- giving peace of mind for residents
- providing a system for recovery following a natural disaster.

7.1.2 The system aims to protect the whole community, although some individuals may benefit more than others. These benefits occur now through preparedness, awareness, in the future through response, and recovery during and after an emergency.

**Identified Funding Sources and Mechanisms**

Funding Split >>

100% Public

7.1.3 Council decided the most appropriate means to fund this activity is through a uniform targeted rate (district wide) (public funding). It is impossible to identify those who use the service more than others and impractical to recover costs.

7.1.4 The use of this funding source is transparent through the Annual Plan.

7.1.5 Recovery of exacerbator costs will be in full where possible.

8. **Regulatory**

8.1. **Animal Control**

**Funding Analysis**

8.1.1 Animal Control provides some public good through enhancing public health and safety, controlling problem animals, and preventing nuisances, potential injury and distress. It ensures animal owners are educated about appropriate animal behaviour and are held accountable for dangerous animal behaviour. Benefits occur mainly in the short-term. Animal owners also receive significant private benefits, such as recovery of their animals if they stray and protection from dangerous animals. Council incurs significant extra costs due to people who fail to keep their animals under adequate control.

**Identified Funding Sources and Mechanisms**

Funding Split >>

40% Public  60% Private
8.1.2. Council decided the most appropriate means to fund this activity is through a combination of a uniform targeted rate (district wide) (public funding) and user charges (private funding).

8.1.3. Council believes it is appropriate for Animal Control costs to be split between ratepayers and animal owners. The community expects an animal control system to exist and to contribute towards the costs of policy, running the system and unidentified ranging costs. Individuals, particularly dog owners, receive private benefit from dog ownership and should therefore pay for legal registration of dogs under the Dog Control Act 1996. In the event the animal control system is required to control or recover an animal, it is fair that the animal owner should pay.

8.1.4. The use of these funding sources is transparent through the Annual Plan and schedule of fees.

8.1.5. Exacerbator costs will be recovered from animal owners.

8.2. Building Control

Funding Analysis

8.2.1. Public benefits of Building Control include planned development of the district, protection of the public and a consistency in building standards. Applicants for consents receive significant private benefits through meeting legislative requirements and community expectations. Private benefits may include increases in property values over time.

8.2.2. Benefits occur now and in the future, such as protection from poor building practices for future generations.

8.2.3. Non-compliance (e.g. applicant’s actions creating a need for extra inspections) can cause additional costs to Council.

Identified Funding Sources and Mechanisms

<table>
<thead>
<tr>
<th>Funding Split &gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>40% Public</td>
</tr>
<tr>
<td>60% Private</td>
</tr>
</tbody>
</table>

8.2.4. Council decided the most appropriate means to fund the public portion of this activity is through a combination of a general rate (based on capital value with differentials), a uniform targeted rate (district wide) (public funding) and user fees and charges (private funding).
8.2.5. The use of these funding sources is transparent through the Annual Plan and schedule of fees.

8.2.6. Recovery of the costs associated with extra inspections and other costs will be recovered in full where possible.

8.3. Consent and District Planning

Funding Analysis

8.3.1. District Planning provides both public and private benefits. The Resource Management Act 1991 requires development to conform to particular standards. Public benefits include safe and orderly development of the district, enhancement of public health and safety, consistent district standards for current and future generations, protection for the environment and opportunity for neighbours to comment on development proposals which exceed the norm. Applicants for consents receive significant private benefits through meeting legislative requirements and community expectations, monetary gain and increases in property values.

8.3.2. Non-compliance (e.g. applicants prolonging consent processes, extra inspections) can cause additional costs to Council.

8.3.3. Benefits occur now and in the future, such as through protection of the environment for future generations and developments that meet legislative standards.

Identified Funding Sources and Mechanisms

Consent Planning

Funding Split >>

70% Public 30% Private

8.3.4. Council decided the most appropriate means to fund the public portion of this activity is through a combination of a general rate (based on capital value with differentials), a uniform targeted rate (district wide) (public funding) and user fees (private funding).

8.3.5. The use of these funding sources is transparent through the Annual Plan and schedule of fees.

8.3.6. Recovery of costs such as extra inspections should be recovered in full. Other costs, including fees for additional professional advice, should be fully recovered where possible.
8.3.7 Council decided the most appropriate means to fund this activity is through the general rate (based on capital value with differentials) (public funding). The District Plan, monitoring the state of the environment and ensuring legislative compliance confer significant public benefits and public funding will meet the costs of the development and review of planning policies.

8.4. Compliance and Monitoring

8.4.1 Public benefits of Environmental Health include enhancing public health and meeting the community’s expectation for safe food and alcohol premises. Applicants for consents receive significant private benefits through meeting legislative requirements and community expectations. The consent provides a signal that food and licensed premises are of an acceptable standard to the consumer.

8.4.2 Benefits occur now and in the future.

8.4.3 Non-compliance (e.g. applications not meeting standards) may cause additional costs.

Identified Funding Sources and Mechanisms

8.4.4 Council decided the most appropriate means to fund the public portion of this activity is through a combination of a general rate (based on capital value with differentials), a uniform targeted rate (district wide) (public funding) and user fees (private funding).

8.4.5 The use of these funding sources is transparent through the Annual Plan and schedule of fees.

8.4.6 Legislation sets alcohol-licensing fees, which impacts on funding recoveries.

8.4.7 Recovery of the costs associated with extra inspections and exacerbator costs will be in full where possible.
8.4.8 Policy work in the alcohol licensing area such as delivery of education initiatives will be met via public funding. Likewise, Council involvement in checking general legislative compliance confers significant public benefits.

9. **Governance and Strategy**

**Funding Analysis**

9.1.1 Governance provides significant benefits to all district residents. Benefits may include organised development, maintenance of key infrastructure, response to local community needs, advocacy on community issues, and development of community pride and ownership.

9.1.2 Benefits occur now and in the future for district residents and ratepayers, particularly developing for future generations.

9.1.3 Councillors or Mayors who do not serve their terms, vexatious submitters and complainants have been identified as sources of exacerbator costs.

**Identified Funding Sources and Mechanisms**

Funding Split >>

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Public</td>
<td><img src="image" alt="100% Public" /></td>
</tr>
</tbody>
</table>

9.1.4 Council decided the most appropriate means to fund this activity is through a uniform targeted rate (district wide) (public funding). Of the available systems, use of a uniform targeted rate comes closest to ensuring all pay equally for Governance.

9.1.5 The use of this funding source is transparent through the Annual Plan.

10. **Roading**

10.1. **Feilding Central Business District (CBD) Redevelopment**

**Funding Analysis**

10.1.1 There are significant public benefits associated with the development of an attractive business centre. Feilding CBD provides the main retail business area in the Manawatu district. A redeveloped CBD contributes to a sense of civic pride, promotes the district, creates a positive atmosphere and is available to everyone. It helps maintain the attractiveness of the area for retail and provides business and employment opportunities.

10.1.2 CBD businesses clearly receive private benefits from upgrades to their street locations and services, drawing more customers and greater business.
10.1.3. Benefits are immediate and long-term, dependent on the life of the infrastructure. There were no examples of actions or inactions identified that cause additional costs to Council.

Identified Funding Sources and Mechanisms

Funding Split >>

| 15% | 85% Private |

10.1.4. Council decided the most appropriate means to fund this activity is through reserves or loans. These would be repaid over twenty years by a uniform targeted rate (district wide) (public funding) and by a targeted rate on the defined CBD area (based on capital value) (private funding).

10.1.5. The use of these funding sources is transparent through the Annual Plan and rising property values.

10.2. Roading Network

Funding Analysis

10.2.1. The roading and footpaths network provide significant public benefits to the community, including:

- connections to other transportation networks
- contributions to the social and economic well-being of the district
- access and mobility for people, goods and services
- locality and property identification
- separation of pedestrians from the main flow of traffic (i.e. footpaths)

10.2.2. Road users also receive significant private benefits, through use of roads and footpaths, access to locations, mobility, and identification of properties and maintenance of property values.

10.2.3. Benefits are immediate to road users and the community and long-term for future generations. Additional costs are caused to Council through examples such as use that goes beyond normal wear and tear (e.g. heavy vehicles, rally driving), vandalism, accidents and livestock movements.

Identified Funding Sources and Mechanisms
10.2.4. Council decided the most appropriate means to fund the public portion of this activity is through a combination of a targeted rate and a uniform targeted rate (district wide). The private component of the activity would be recovered through the New Zealand Transport Agency (NZTA) subsidy. The use of these funding sources is transparent through the Annual Plan.

10.2.5. Recovery of exacerbator costs (e.g. vandalism) will be in full where possible. The use of loans and reserves are to fund Capital projects as appropriate.

11. Solid Waste

11.1. Solid Waste Collection and Disposal

Funding Analysis

11.1.1. Recycling provides significant public benefits through:
- preserving the environment
- saving landfill space
- meeting community expectations for waste minimisation

11.1.2. Recycling provides some private benefit by way of reducing personal cost of solid waste disposal and private contributions to protection of the environment.

11.1.3. Benefits are immediate to the individual or business and long-term for the community in the future through environmental protection, extended landfill life and Council delivering on the objectives outlined in the Waste Minimisation Plan. Incorrect use of the recycling system can cause additional costs to Council. It is not practical to recover these costs.

11.1.4. Solid waste disposal provides public benefits through:
- maintaining a healthy and safe environment
- preventing health hazards for the public
- enabling appropriate disposal of solid waste in common locations

11.1.5. Private benefits of disposal services include provision of common locations for solid waste disposal by individuals or groups, health and environmental benefits.
11.1.6. Facilities are available to all. The level of user charges can exclude people from using this service. Inappropriate disposal of hazardous wastes (e.g. hot ash, mercury) and ‘fly-tipping’ cause additional costs to Council. Excessive packaging by manufacturers takes up valuable landfill space.

11.1.7. Solid waste collection provides public benefits through:

- preventing and avoiding health hazards
- keeping the district tidy and attractive
- creating a cleaner environment for current and future generations
- helping to reduce congestion at the landfill

11.1.8. Private benefits of solid waste collection include removal of household solid waste and reducing potential health risks from ‘stock-piling’ of solid waste and Council delivering on the objectives outlined in the Waste Minimisation Plan. Collection also saves residents time and costs of travelling to landfills and reduces litter on roadsides. As the volume of solid waste increases, costs increase. It is possible to exclude people from the service through the level of bag charges or non-provision of the service.

11.1.9. Benefits are ongoing and instant to users of the service. Inappropriate disposal of hazardous waste causes additional costs to Council.

Identified Funding Sources and Mechanisms

Funding Split >>

- 50% Public
- 50% Private

11.1.10. Council decided the most appropriate means to fund this activity is through a uniform targeted rate (district wide) (public funding) and fees (private funding).

11.1.11. The use of these funding sources is transparent through the annual plan, rates assessment and schedule of fees.

11.1.12. Recovery of exacerbator costs will be in full where possible.

11.2. Kerbside Recycling Collection

Funding Analysis

11.2.1. Kerbside recycling collection provides significant private benefit to Feilding residents and businesses by way of reducing personal cost of solid waste disposal and private contributions to protection of the environment.
11.2.2. Benefits are immediate to the individual or business and long-term for the community in the future through environmental protection and extended landfill life.

11.2.3. The incorrect use of the recycling system can cause additional costs to Council. It is not practical to recover these costs.

**Identified Funding Sources and Mechanisms**

Funding Split >> 100% Private

11.2.4. Council decided the most appropriate means to fund this activity is through a targeted rate (private funding) on those properties serviced by the Feilding kerbside recycling scheme.

11.2.5. The use of these funding sources is transparent through the Annual Plan.

12. **Stormwater**

12.1. **Rural Land Drainage**

**Funding Analysis**

12.1.1. Rural land drainage provides public benefits through managing risks from flooding, protecting the community (including people, property and community assets), maintaining the economic productivity of rural land and property values and encouraging residential development.

12.1.2. There are significant private benefits from rural land drainage. Each person connected to a service uses a proportion of the available capacity. Rural land drainage provides direct benefits to land owners through increasing the productive capacity of their land. It is difficult to exclude properties from being part of a rural scheme.

12.1.3. Benefits are ongoing.

12.1.4. Deliberate actions to restrict water flow and inadequate maintenance may cause additional costs to Council.

**Identified Funding Sources and Mechanisms**

Funding Split >> 100% Private
12.1.5. Council decided the most appropriate means to fund this activity is through targeted rates on areas serviced by individual schemes (private funding).

12.1.6. The use of this funding source is transparent through the Annual Plan. Loan funding over time will meet capital expenditure, such as expansions to the system.

12.1.7. Recovery of exacerbator costs will be in full where possible.

12.2. **Urban Stormwater**

**Funding Analysis**

12.2.1. Urban stormwater provides public benefits through managing risks from flooding, protecting the community (including people, property and community assets), maintaining the economic productivity of rural land and property values and encouraging residential development.

12.2.2. Urban stormwater provides significant private benefits to users with each connection using a proportion of the available capacity.

12.2.3. Benefits are ongoing. Incorrectly sized pipes installed by urban property owners cause additional costs to Council.

**Identified Funding Sources and Mechanisms**

Funding Split >>

<table>
<thead>
<tr>
<th>Public</th>
<th>Private</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>80%</td>
</tr>
</tbody>
</table>

12.2.4. Council decided the most appropriate means to fund this activity is through a combination of the general rate (based on capital value with differentials) (public funding) and targeted rates on areas served by the various schemes (private funding).

12.2.5. The use of these funding sources is transparent through the Annual Plan.

12.2.6. Over time capital expenditure, such as expansions to the system will be met.

12.2.7. Recovery of exacerbator costs will be in full where possible.

13. **Wastewater**

**Funding Analysis**

13.1.1. Wastewater services provide public benefits, including:
• a clean and healthy environment for present and future generations
• prevention of disease
• maintenance of public health standards.

13.1.2. A good quality and effective wastewater disposal system is a key service to attract people and businesses to the district and to help sustain economic growth. Scheme users receive significant private benefits from provision of a collective wastewater disposal scheme, including the removal of human waste and protection against disease. Services remain available assuming the system has not reached design limits. Theoretically, individuals can be excluded from the service through requiring payment or disconnection. Many rural and lifestyle properties have onsite wastewater disposal so do not directly benefit from Council’s reticulated wastewater network.

13.1.3. Benefits are immediate and ongoing to scheme users, and long-term for future generations. Illegal stormwater connections, modifications to housing, disposal of toxic substances and overloading Illegal stormwater connections, modifications to housing, disposal of toxic substances and overloading can cause additional costs to Council. The costs of providing and improving wastewater infrastructure in some areas of the District may be beyond the ability of the community to pay.

**Identified Funding Sources and Mechanisms**

Funding Split >> 100% Private

13.1.4. Council decided the most appropriate means to fund this activity is through targeted rates on areas serviced by individual schemes and user fees and charges (e.g. trade waste charges) (private funding).

13.1.5. The uses of these funding sources are transparent through the Annual Plan.

13.1.6. Loans and /or depreciation funding over time will meet capital expenditure, such as the renewal of pipes or expansions to the system.

13.1.7. Recovery of exacerbator costs will be in full where possible.

14. **Water Supply**

**Funding Analysis**

14.1.1. Water Supply provides public benefits, such as:
• availability of water for public health and services (e.g. fire-fighting) and recreational facilities (e.g. gardens, swimming pools)

• enhancing community well-being and economic development

• conveyancing system for wastes

14.1.2. It is not possible to reuse a unit of water without incurring extra costs. It is possible to exclude people from a water supply through disconnection and charges. The costs of providing and improving water supply infrastructure in some areas of the District may be beyond the ability of the community to pay.

14.1.3. There are significant private benefits attached to urban and rural water supplies. The benefits listed above also apply to private users. Water is a necessity of life and therefore individuals, businesses and farms receive direct benefits from water used. A good water supply contributes to personal health and well-being. Illegal connections, leaks, excessive use and deliberate or unintentional damage to infrastructure cause additional costs to Council. Over-extraction and the use of water resources may impact on the life-supporting capacity or mauri of ecosystems (e.g. river systems) and the environment generally.

14.1.4. Benefits are immediate and ongoing to scheme users and long-term for the district and future generations.

Identified Funding Sources and Mechanisms

Funding Split >>

100% Private

14.1.5. Council decided the most appropriate means to fund this activity is through targeted rates on areas serviced by individual schemes and user fees and charges (e.g. water meters) (private funding).

14.1.6. The use of this funding source is transparent through the Annual Plan.

14.1.7. Loans and/or depreciation funding over time will meet capital expenditure, such as the renewal of pipes or expansions to the system.

14.1.8. Recovery of exacerbator costs will be in full where possible.
Representation Review - Discussion Paper on Options

Purpose

To present a proposed discussion paper on communities of interest and community boards to form the basis of part of the process of community dialogue on the Council’s review of representation.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

That the Council approves the Representation Review Discussion Paper dated December 2017 for release for community feedback.

Report prepared by:
Allie Dunn
Governance Team Leader

Approved for submission by:
Shayne Harris
General Manager - Corporate and Regulatory

1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</td>
<td>The Manawatu will attract and retain residents.</td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>
2 Background

2.1 The Local Electoral Act 2001 requires Councils to undertake a review of representation every six years. The Manawatu District Council last reviewed its representation in 2012, with the results coming into effect for the 2013 election and is now due to undertake another such review. Where a Council is carrying out a review it must, before the end of August in the year preceding the elections:

- Review its membership and basis of election; and
- Notify the public of its resolution or set of proposals.

2.2 There is a formal process and timelines set by statute that the review needs to comply with. This process includes public consultation, and hearing of any submissions on the Council’s initial proposal. Should the Council decide to amend its initial proposal in light of submissions, there is a provision for appeals and objections to be made to the Council’s final proposal.

2.3 When Councils’ amended proposals are subject to appeals and objections the Local Government Commission then determines the Council’s membership and basis of election. There is no basis of appeal to the Commission’s decision, except to the High Court on a point of law only.

2.4 Related to the representation review is the establishment of Maori Wards for electoral purposes. The Manawatu District Council decided on 15 November 2017 that it would establish Maori Wards for electoral purposes, and public notice of this decision was given on 23 November 2017. The detailed arrangements of the number of wards, their names and boundaries, and the number of members, are all dealt with in the representation review process.

3 Discussion and Options considered

3.1 As set out above, the Representation Review is where the Council gives a detailed consideration of its arrangements for the number of electoral subdivisions (Wards), if any, that it may have. The Council then reviews the boundaries of any of these Wards, their names and the number of members to be elected.

3.2 The Council also reviews how it will elect members with the choices being at large (across the District), from Wards, or a mixture of some members from Wards and some at large.

3.3 Lastly the Council must consider whether or not it wishes to have Community Boards.

3.4 Following is a diagram outlining the timeframe and milestones for the representation review.
3.5 The representation review will include wide ranging community consultation, and this will start with seeking feedback from the community prior to developing an initial proposal, which would then be subject to a formal consultation process.

3.6 Attached to this report in Appendix 1 is a proposed discussion paper that is intended for wide circulation within the Manawatu community. The discussion paper will be part of the process of community dialogue, providing background to the representation review and information about communities of interest and community boards. The community will be asked to provide feedback to us by 23 March 2018 (a fourteen-week period of consultation).

3.7 The feedback provided by the community is an important part of the process. For each decision included in the initial proposal the Council needs to be able to document its reasoning for making each decision. The information received through community feedback will be able to be taken into account by the Council as it formulates its initial proposal during June and July 2018.

4 Operational Implications

4.1 There are no capital / operating expenditure implications or maintenance costs associated with this paper.
5 Financial implications

5.1 The undertaking of a representation review once every second triennia is provided for in the Council’s Long Term Plan.

6 Statutory Requirements

6.1 The following are the relevant sections of the Local Electoral Act 2001 relating to undertaking a review of representation:

- Sections 19H and 19J require each Council to review its membership and basis of election.
- Section 19M(1) requires public notification of each Council’s proposals.
- Section 19M(2)(d) states any person or organisation may lodge a written submission regarding a Council’s proposals.
- Section 19O allows anyone who lodged a submission and is not satisfied with the Council’s decision to then lodge a written appeal against the decision.
- Section 19P allows any person or organisation to lodge a written objection to any amended proposal.
- Section 19R requires the Local Government Commission to complete determinations before 11 April in the year of the triennial election.
- Sections 19T, 19U, 19V and 19W list the factors to be considered by Councils and the Local Government Commission.

6.2 With regard to community consultation, Section 78 of the Local Government Act 2002 requires Council to take the views of the community into account in relation to decisions as follows:

- A local authority must, in the course of its decision-making process in relation to a matter, give consideration to the views and preferences of persons likely to be affected by, or have an interest in, the matter.

7 Delegations

7.1 The Council has the authority to decide this matter.

8 Consultation

8.1 The discussion paper appended to this report is proposed to form the basis of preliminary dialogue with the community, prior to the Council formulating its initial proposal in mid-2018. Formal consultation will be undertaken with the community on Council’s initial proposal from 2 August to 3 September 2018. A formal hearing of any submissions is scheduled to take place on 20 September 2018, with the Council’s final proposal (including any amendments agreed to after considering submissions) due for adoption on 4 October 2018. Following the public notice of the Council’s final proposal, there will be a one month appeal period (if the final proposal differs from the initial proposal).
9 Cultural Considerations

9.1 There are no cultural considerations in relation to this matter.

10 Conclusion

10.1 The Council is required to undertake its six yearly review of representation and release its initial proposal for public consultation prior to 31 August 2018. Prior to developing its initial proposal for public consultation, it is proposed that an initial period of community dialogue take place to seek out the views of the community, to assist the Council in developing its initial proposal. A proposed information paper to form the basis of this community dialogue is attached to this report.

11 Attachments

- Proposed Discussion Paper on Representation Review
Representation Review Discussion Paper

We want to know what you think about Governance arrangements for the Manawatū District
Why are we doing this?
Every six years all Councils in New Zealand review their representation arrangements, following a process contained in the Local Electoral Act.

One of the principles that the Act is designed to implement is “fair and effective representation for individuals and communities”.

The Manawatu District Council will be reviewing its representation arrangements during 2018 according to the guidelines provided by the Local Government Commission:
1. Firstly the Council will identify communities of interest.
2. Next it will consider how best to provide effective representation for those communities, and this will include consideration of whether or not there should be community boards.
3. Lastly it has to consider the fairness of representation for electors such as the ratio of population for each elected member.

The purpose of this discussion paper is to provide some background information about “communities of interest” and “community boards”. We would like people to start considering how they think Council could best provide for fair and effective representation for individuals and communities and to tell us their views before Council starts formulating any specific proposals.

Current representation arrangements

The District is currently represented by a Mayor and 10 Councillors. The Councillors are elected from three wards.

The Northern Manawatu Rural Ward elects two Councillors, the Feilding Ward elects five Councillors and the Southern Manawatu Rural Ward elects three Councillors. There are no community boards.

Population / Member Ratios

One of the factors that the Council must consider when dealing with representation reviews is the ratio between the population of an area and the number of members elected to represent it.

The membership of wards are required to provide approximate population equality per member, within a range of +/- 10 per cent.

The population numbers used are estimates as at 30 June 2017 provided by Statistics New Zealand.

Using the updated population numbers provided, the Manawatu District’s Ward structure no longer complies so some change is likely to be required.

Options for representation

Councillors can be elected from Wards, from across the District as a whole, or from a mixture of both. Whether elected from Wards, or from across the District as a whole, all Councillors take an oath to act in the best interests of the Manawatu District. The Council recently agreed to establish a Māori Ward for electoral purposes. This is the same as the general electoral wards in that it allows a subset of our residents to vote for someone to represent them, but instead of being determined by geography (South, Feilding, North) it is determined by whether a resident is on the Māori electoral roll or the General electoral roll. This representation review is focussed on how Councillors are elected by residents on the General electoral roll.

Adopting a Ward-based system for electing Councillors can be seen to ensure fair representation across the District: giving comfort that elected Councillors would come from all parts of the District.

The “at large” option for electing Councillors can be seen to give a wider choice of candidates for electors to vote for rather than restricting them to voting only for candidates from one area of the District. It can also be seen to remove any perceptions of parochialism from Council deliberations.

A mixed system where some Councillors are elected from Wards, and some from across the District can be seen to provide a balance between representation of District-wide interests and local concerns.

When selecting the number of Councillors that will make up the Manawatu District Council the minimum number of members for a Council is 6 and the maximum number is 30. However if choosing a ward-based system, the number of Councillors needs to comply with the population:member ratio requirements. Manawatu District Council currently has a larger number of Councillors than one of its neighbouring Councils, the same number as another neighbouring Council, and a lesser number of Councillors than the other three neighbouring Councils (Tararua District Council = 8 Councillors; Horowhenua District Council = 10 Councillors; Rangitikei District Council = 11 Councillors; Whanganui District Council = 12 Councillors; and Palmerston North City Council = 15 Councillors).
The approximate ratio of elected members to population for each of these Councils is:

- Manawatu District Council: 1:2772
- Tararua District Council: 1:2171
- Horowhenua District Council: 1:3063
- Rangitikei District Council: 1:1274
- Whanganui District Council: 1:3512
- Palmerston North City Council: 1:5633

A smaller elected body can be seen to enable more efficient decision making, however on the other hand a larger elected body can be seen to provide better diversity of representation.

**Questions to ponder**

- Do you agree that the current Ward boundaries appropriately group communities of interest together?
- If not, what changes would you propose be made?
- Do you agree that we have the right number of elected members to represent the interests of our District?
- If not, what do you see as the right number of elected members?
- Do you agree that our Councillors should continue to be elected solely from Wards?
- If not, which of the following alternative methods of election would you prefer?
  - Election “at large” across the District;
  - A mix of some Councillors elected from Wards and some elected “at large” across the District

“Communities of Interest” and “Community Boards” – what are they?

**Community of Interest**

The Local Government Commission takes the following view:

“... that a community of interest is the area to which one feels a sense of belonging and to which one looks for social, service and economic support. Geographic features and the roading network can affect the sense of belonging to an area. The community of interest can often be identified by access to the goods and services needed for everyday existence ...”

Historically, communities of interest have been readily identified by access to services. In earlier years County Towns were a feature of local government in the Manawatu area delivering reserves and road maintenance among other services, at the local level. With advances in technology and economies of scale these services are now integrated across the District. Ease of movement around the District and centralisation of retail and other key services in the Feilding town centre have changed the way we view our community.

In its day to day operations the Council uses a wider view of the definition of community of interest than solely a geographical one. Some examples of communities with which the Council liaises are tangata whenua, through the Marae consultative committee known as “Ngā Manu Tāiko Manawatū District Council”. The focus of this committee is to ensure that all Māori of the Manawatu District are represented, and that Council is liaising with the people who have mana whenua. The Council also agreed to establish a Māori Ward for electoral purposes to enhance Māori participation in Council decision making. Other examples of communities the Council liaises with are the Arts, Health, Environmental Interest, Sports, Older Persons, Younger Persons through the Manawatu Youth Ambassadors and Business communities.

**Community Boards**

Community boards were created by the local government reforms in 1989. A community board is an elected body that works at a grass-roots level in the specific geographic area that they represent, termed a “community of interest”.

Many of the community boards that were created throughout New Zealand replaced the Borough Councils that were disestablished during the 1989 reforms. These community boards kept an overview of such things as the water and sewerage systems, libraries, community facilities within their specific community of interest.

**What does a community board do?**

The role of a community board is to:

- Represent, and act as an advocate for, the interests of its community; and
- Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- Maintain an overview of services provided by the territorial authority within the community; and
- Prepare an annual submission to the territorial authority for expenditure within the community; and
- Communicate with community organisations and specific interest groups within the community; and
- Undertake any other responsibilities that are delegated to it by the territorial authority.
Powers and function of Community Boards

Community Boards are not autonomous bodies. Their functions, duties and powers are delegated to them by the Council. They must operate within governing legislation, including processes contained in the Local Government Official Information and Meetings Act 1987 as well as the Local Government Act 2002. Usually community boards advise their Council of local concerns, overview any works and services in their area, make submissions in terms of their local needs and priorities for the Council’s Long Term Plans and establish contacts with local organisations and groups. They can work as the Council’s communication link with the local community, for example by providing a public forum opportunity at community board meetings where members of the community can come to speak about any issues.

Cost of Community Boards

The rules for payment of salaries and expenses to elected members, including community board members, are set by the Remuneration Authority. The remuneration level set for each community board is linked to the population the board serves and the Chairperson’s salary is set at twice that of a board member. As an indication, the members of a community board of a similar sized Council to Manawatu District Council are paid $6,046 each per year and the Chairperson of this Board is paid $12,092 per year. The funding for community board salaries comes from rates.

There would be some additional administrative costs in providing support to community boards that relate to support for the meetings, for example preparing and distributing agendas for the meetings, attending and minuting the meetings, and additional officer time in preparing reports for the meetings. There could also be a small cost to pay for the meeting venues, depending on where Community Boards decided to hold their meetings within their respective communities.

Questions to ponder

• How do you define your community of interest?
• Are there any changes you’d like to see made to the current governance arrangements?
• Do you think Manawatu District Council should have community boards?
• If yes, should they cover the whole district or just those communities that want them?
• If community boards are established, what should they do?

How the Council currently connects to the community

Community Planning Programme

One example of Council’s partnership with its communities is the Community Planning Programme in the Manawatu District. The Community Planning Programme supports communities to develop a shared vision for their village. It provides a mechanism for collaboration between communities, Council and other agencies to implement improvements.

The programme’s objectives are:

• To set clear strategic direction for villages, reflecting each community’s unique characteristics;
• To provide a pathway for village community’s vision and priorities to be reflected in Council’s and other agencies strategies and work plans;
• To grow village community spirit, attract and retain residents;
• To enable village residents to create the communities they want;
• To further develop constructive working relationships between councillors, village residents, businesses and Council staff.

Community Committees

A Community Committee is an advisory body established in the community to assist the Council in its responsibilities to that community. They are an informal link between the Council and the community, whereby an exchange of information, opinions, proposals, recommendations and decisions can take place. Community Committees are empowered to present comprehensive submissions to Council’s Annual Plans and Long Term Plans. A Community Committee Project Fund exists to allow Community Committees to undertake small-scale, discrete projects within their communities that are not currently included in Council’s contracts or levels of service and can be aligned to existing Community Plans.

Community Consultation

Manawatu District Council also frequently consults with the community on a wide range of initiatives, strategies and plans. Consultation involves sharing with the community and interested parties the action that Council intends to take and calling for public feedback on the proposals. Feedback is typically sought through a number of avenues including public meetings, via the community committee meetings, meetings with business and community groups and through written and oral submissions to Council.

Process for feedback

Please tell us what you think by Friday 23 March 2018.

You can forward your views to us by emailing submissions@mdc.govt.nz, by writing to Allie Dunn, Governance Team Leader, Manawatu District Council, Private Bag 10 001 Feilding 4743 or you can drop off your submission to the front counter at the Council’s Administration Building, 135 Manchester Street, Feilding.

We will then be able to take your views into account when Council formulates its initial proposal.

Formal consultation with the community on Council’s initial proposal will take place from 26 July 2018 to 27 August 2018. Council will then consider any issues raised through submissions prior to deciding on its final representation proposal in October 2018.
Delegation of Authority – Resource Management Act Changes and Update of Hearings Commissioners

Purpose

To delegate authority to Hearing Commissioners arising from recent amendments to the Resource Management Act 1991.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

1. That the Council delegates authority under the Resource Management Act 1991 as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary of functions / power delegated</th>
<th>Delegation</th>
</tr>
</thead>
<tbody>
<tr>
<td>357AB</td>
<td>Hear objection under section 357A(1)(f) or (g) of the Resource Management Act 1991.</td>
<td>• Hearing Commissioner</td>
</tr>
<tr>
<td>357C</td>
<td>Procedure for making and hearing objection under sections 357 to 357 B of the Resource Management Act 1991.</td>
<td>• Hearing Commissioner</td>
</tr>
<tr>
<td>357D</td>
<td>Decision on objections made under Sections 357 to 357B of the Resource Management Act 1991.</td>
<td>• Hearing Commissioner</td>
</tr>
</tbody>
</table>

2. That the Council appoints the following Hearings Commissioners pursuant to its powers under section 34A of the Resource Management Act 1991:

Marc Bailey     John Maassen
Philip Milne    Chris Mitchell
Pamela Peters   Robert Schofield
Gina Sweetman   Eileen von Dadelszen
David Wren      

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1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

<table>
<thead>
<tr>
<th>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</th>
<th>The Manawatu will attract and retain residents.</th>
<th>Manawatu district develops a broad economic base from its solid foundation in the primary sector.</th>
<th>Manawatu and its people are connected via quality infrastructure and technology.</th>
<th>Manawatu’s built environment is safe, reliable and attractive.</th>
<th>Manawatu District Council is an agile and efficient organisation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
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</tbody>
</table>

2 Background

2.1 Recent amendments to the Resource Management Act 1991 have made changes to the process for hearing objections to decisions.

2.2 From 18 October 2017 resource consent applicants or consent holders who wish to object to a decision can now request that their objection be heard by an independent commissioner, if that objection relates to a decision on an application or review described in section 357A(2)-(5) of the Resource Management Act 1991.

2.3 Confirmation was sought from Council’s appointed Independent Hearings Commissioners that they would be available for this additional role, should the need arise.

3 Discussion and Options considered

3.1 The following Independent Hearings Commissioners appointed by Council have confirmed their availability to hear objections relating to a decision on an application or review described in section 357A(2)-(5) of the Resource Management Act 1991:

Marc Bailey
Philip Milne
Pamela Peters
Gina Sweetman
David Wren

John Maassen
Chris Mitchell
Robert Schofield
Eileen von Dadelszen
3.2 A number of the Independent Commissioners previously appointed by Council advised that they were no longer available to act as an Independent Commissioner for the Council and these need to be removed from the Council’s current list.

3.3 It is proposed that Council’s list of approved Independent Commissioners be updated to remove those Commissioners that are no longer available, and that the new functions under the Resource Management Act 1991 to hear objections relating to a decision on an application or review described in section 357A(2)-(5) of the Resource Management Act 1991 be delegated to the appointed Independent Commissioners.

4 Operational Implications

4.1 There are no capital / operating expenditure implications or maintenance costs associated with this paper.

5 Financial implications

5.1 There are no financial implications associated with this paper.

6 Statutory Requirements

6.1 Clause 32 of Schedule 7 of the Local Government Act 2002 sets out the power for Council to delegate to a committee or other subordinate decision making body, member or officer of the Council. These delegation powers are in addition to any power of delegation a Council has under any other enactment.

6.2 Section 34 of the Resource Management Act 1991 sets out the power for Council to delegate any of its functions, powers or duties under that Act to a committee of the Council.

6.3 Section 34A of the Resource Management Act 1991 sets out the power for Council to delegate to an employee or a hearings commissioner any functions, powers or duties under that Act except for:

- The approval of a proposed policy statement or plan under clause 17 of Schedule 1; and
- The power of delegation.

6.4 Under the Resource Management Act 1991 section 357AB sets out that an objection under section 357A(1)(f) or (g) may be considered by hearings commissioner:

(1) An applicant for a resource consent who has a right of objection under section 357A(1)(f) or (g) (as applied by section 357A(2) to (5)) may, when making the objection, request that the objection be considered by an independent hearings commissioner.

(2) If a consent authority receives a request under this section, the authority must, under section 34A(1), delegate its functions, powers, and duties under sections 357C and 357D to 1 or more hearings commissioners who are not members of the consent authority.
7 Delegations

7.1 The Council has the authority to delegate any of its responsibilities, duties or powers, except:

- The power to make a rate; or
- the power to make a bylaw; or
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- the power to adopt a long-term plan, annual plan, or annual report; or
- the power to appoint a chief executive; or
- the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- the power to adopt a remuneration and employment policy.

8 Consultation

8.1 There are no community consultation requirements associated with this paper.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this paper.

10 Conclusion

10.1 Under the Resource Management Act 1991, Council is required to give delegated authority direct to employees and hearings commissioners, as the power to delegate to the Chief Executive does not include the power of sub-delegation.

10.2 Recent amendments to the Resource Management Act 1991 require delegation to independent Hearings Commissioners and it is proposed that the Council delegates the powers set out in this report, and confirms the updated list of independent Hearings Commissioners to which these powers can be delegated.
Application of the Common Seal

Purpose

To inform Council of documents that have been sealed under the Common Seal under delegation since the last schedule was prepared.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

That the following schedule of Sealed Documents be received:

<table>
<thead>
<tr>
<th>Date:</th>
<th>Document:</th>
<th>Party to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>14/08/2017</td>
<td>Warrant of Authority for new Building Officer Josh Borger</td>
<td>Warrant Issued to Officer</td>
</tr>
<tr>
<td>14/08/2017</td>
<td>Warrant of Authority for new Building Officer Kylie Trask</td>
<td>Warrant Issued to Officer</td>
</tr>
<tr>
<td>14/08/2017</td>
<td>Warrant of Authority for new Infrastructure Compliance Officer Penny Cowie</td>
<td>Warrant Issued to Officer</td>
</tr>
<tr>
<td>14/08/2017</td>
<td>Update Warrants of Authority for Animal Control Officer Mark Power</td>
<td>Warrant Issued to Officer</td>
</tr>
<tr>
<td>30/08/2017</td>
<td>Operative Plan Change 52 – Industrial Zone to Manawatu District Plan</td>
<td>Manawatu District Council</td>
</tr>
<tr>
<td>25/09/2017</td>
<td>Warrants of Authority for new Infrastructure Project Engineers Hau Liu and Tuumbi Tokode</td>
<td>Warrants issued to Officers</td>
</tr>
<tr>
<td>Date:</td>
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<td>Party to:</td>
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<tr>
<td>25/09/2017</td>
<td>Warrant of Authority for new Land Development Engineer Daniel Eason</td>
<td>Warrant issued to Officer</td>
</tr>
<tr>
<td>31/10/2017</td>
<td>Warrant of Authority for new Graduate Planner Kirk Lightbody</td>
<td>Warrant issued to Officer</td>
</tr>
<tr>
<td>6/11/2017</td>
<td>Warrant of Authority for new Armourguard Contractor Devon Johnson</td>
<td>Warrant issued to Officer</td>
</tr>
<tr>
<td>14/11/2017</td>
<td>Warrant of Authority for new Armourguard Contractor Fraser Wright</td>
<td>Warrant issued to Officer</td>
</tr>
<tr>
<td>20/11/2017</td>
<td>Warrant of Authority for new Infrastructure Compliance Officer Catherine Clement</td>
<td>Warrant issued to Officer</td>
</tr>
<tr>
<td>28/11/2017</td>
<td>Warrant of Authority for Community Facilities Manager Doug Tate</td>
<td>Warrant issued to Officer</td>
</tr>
<tr>
<td>4/12/2017</td>
<td>Warrant of Authority for new Compliance and Enforcement Officer Jenny Randall</td>
<td>Warrant issued to Officer</td>
</tr>
</tbody>
</table>

Report prepared by:
Nichole Ganley
Governance Support Officer
1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

**Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand**

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<tr>
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</tbody>
</table>

2 Background

2.1 The Mayor and Chief Executive have delegated authority to approve the affixing of the common seal to any document and to sign every document to which the common seal is affixed.

3 Discussion and Options considered

3.1 A list of documents to which the common seal has been affixed is reported for information to the Mayor and Councillors on a regular basis.

4 Operational Implications

4.1 There are no operational implications or maintenance costs associated with this matter.

5 Financial implications

5.1 There are no financial implications associated with this matter.

6 Statutory Requirements

6.1 There are no statutory requirements associated with this matter.

7 Delegations

7.1 The following delegations apply to the use of the Council seal and authority to sign:

“The Chief Executive will be responsible for custody of the Council’s seal. The seal may be attached to all documents which record the disposal or exchange of an interest in land (with the exception of residential tenancies) or other documents where it is appropriate to do so. It will be attached, however, only when:
• The Council or a committee has authorised the transaction involved; or
• The transaction involved has been authorised by an officer under delegated authority.

The Mayor and Chief Executive have delegated authority to approve the affixing of the common seal to any document and to sign every document to which the common seal is affixed. A list of documents to which the common seal is affixed shall be reported for information to the Mayor and Councillors from time to time.”

8 Consultation

8.1 There are no consultation requirements associated with this matter.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this matter.

10 Conclusion

10.1 A list of the documents to which the Common Seal has been affixed since the last report to Council is presented to Council for receipt.

11 Attachments

• None
Council

Meeting of 14 December 2017

Business Unit: Infrastructure
Date Created: 29 November 2017

Contract C4/17029 - Port Street East Roading Rehabilitation and Services Extension Growth, Precinct 4, Feilding

Purpose

The purpose of this report is to seek approval to award Contract C4/17029 comprising two separable construction portions (3 Waters and Roading Infrastructure) of Port Street East in Growth Precinct 4, Feilding.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

1. That Contract C4/17029 for Port Street East Roading Rehabilitation and Services Extension Growth be awarded to Higgins Contractors Ltd for the sum of Two Million, Nine Hundred and Seventy Six Thousand, Three Hundred and Fifty Nine Dollars and Eighty Cents excluding GST ($2,976,359.80 excl GST).

2. That the Council notes that this amount includes a 10% contingency, which can be utilised only upon the Engineer’s approval.

Report prepared by:
Brent Holmes
Roading Operations Team Leader

Approved for submission by:
Hamish Waugh
General Manager – Infrastructure
1 Executive Summary

1.1 Manawatu District Council proposes to construct Stages 1, 2 and 3 Trunk Infrastructure (Stormwater, Sewer and Watermains) and Stage 1 Urban Roading Infrastructure to cater for current and future growth to Port Street East within this sector of the Precinct 4 growth area.

2 Contribution to the Council Vision and Council Outcomes

2.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand

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3 Background

3.1 Port Street East is an integral part of the Precinct 4 urban development area, currently experiencing significant subdivision growth and lodgement of consent applications for further development.

3.2 Contract C4/17029 Port Street East comprises:

Separable Portion 1: Services Installation of deep trunk sewer and stormwater mains to cater for current uptake and projected growth, along the full extent of Port Street East (Stages 1, 2 and 3 - Pharazyn St to Makino Stream end) and a partial leg into Churcher Street as far as Astrada Court.

Separable Portion 2: Urban Profile Roading Reconstruction of Port Street East (Stage 1) comprising 400m in length west of Pharazyn Street to Oranga Lane, including watermain, streetlighting and utilities futureproofing.

3.3 Construction covers the construction of, but is not limited to;

Sewer:
Trunk sewer main work involving supply, excavation for, lay and backfill of mains varying from 225mm and 300mm diameter uPVC pipe.
Sewer main work involving supply, excavation for, lay and backfill of mains 150mm diameter uPVC pipe.
Connection of existing laterals.
Manhole construction involving supply, excavate for and construct 1050mm diameter Hyseal manholes.
**Stormwater:**

Pipe work involving supply, excavation for, lay and backfill of mains from 450mm to 1600mm diameter RCRRJ Class 2 pipe.

Manhole construction involving supply, excavate for and construct manholes varying from 1050mm to 3050mm diameter RC chambers.

Outlet headwall to Makino Stream involving supply and installation of headwall and flap gate.

Control of stormwater flows and groundwater.

**Roading and Services:**

Road construction from high crown rural to urban profile.

Construction of kerb and channel, footpaths, pram crossings and berms.

Installation of sumps, sump connections, novaflo drainage.

Installation of 150mm watermain and 50mm ridermain.

Installation of street lights and ducting.

Miscellaneous services relocation.

Sealing, road-marking and site reinstatement

Liaising with Service Authorities and Street Light Contractor for the installation/alteration to services.

4 Discussion and Options considered

4.1 The Engineer’s Estimate totalled $3,224,999.47. For this amount exceeding $500,000, Councils’ procurement policy requires an open market competitive process.

4.2 Two contractors submitted tenders and were closed at the Manawatu District Council tender box on 15th November 2017. The two tenderers were Higgins Contractors Ltd, and Tatana Contracting Ltd of Levin.

**Phase 1: Attributes**

4.3 Submissions were evaluated by staff from Manawatu District Council in accordance with the Price Quality Method, as set out in the New Zealand Transport Agency Procurement Manual. The ratio is 60% price and 40% attribute weighting.

- Relevant Experience (10%)
- Track Record (10%),
- Relevant Skills (5%),
- Resources (5%)
- Methodology (10%)

**Total Attributes (40)**
4.4 Evaluation of attributes were carried out by the Tender Evaluation Team (TET):

- John Jones (Roading Assets Team Manager and Qualified Tender Evaluator)
- Brent Holmes (Roading Operations Team Leader)
- Wiremu Greening (Utilities Operations Team Leader)

This process was completed on 24th November 2017.

4.5 Tenders were received from the following Contractors:

- Higgins Contractors Ltd
- Tatana Contracting Ltd

4.6 The non-price attribute scores ranged from:

30.66 – 32.69% (out of a possible 40%)

4.7 The Supplier Quality Premium (SQM) equated to a Price Quality advantage range of:

$0 - $108,613.87

Phase 2: Price Submission

4.8 The submitted tender price envelopes opened by the Tenders Secretary at 9.40am on 28th November 2017 gave the following range of tender prices;

$2,705,781.70 - $3,292,326.00

The Engineers Estimate was $3,224,999.47

Adjustments taking into account the Supplier Quality Premium (SQM) and subtracting all schedule fixed amounts resulted in a total overall Adjusted Evaluation Price. Range: $2,685,781.70 - $3,163,712.13

4.9 In accordance with New Zealand Transport Agency Procurement Manual under the Price Quality Method, the preferred tenderer is Higgins Contractors Ltd. Their price of $2,705,781.70 is 15% under the Engineer’s Estimate of $3,224,999.47.

4.10 The total contract value will include a 10% contingency, which will be added to the tendered price. This contingency sum will only be utilised only at the discretion of the Engineer to the Contract. The total amount for approval would be $2,976,359.80.

5 Operational Implications

5.1 There are no capital / operating expenditure implications or unbudgeted maintenance costs associated with this paper.
6 Financial implications

6.1 The project was earmarked in the Long Term Plan for construction in the current 3-year funding block. It is funded principally from budgeted Unsubsidised Growth funding (72.9%) along with supplementary funding from the renewal and maintenance activity budgets across Utilities and Roading.

6.2 The costs will be coded to the following GL categories.

<table>
<thead>
<tr>
<th>Council</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC</td>
<td>Utilities Growth – Water (5.6% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Utilities Growth – Stormwater (31.3% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Utilities Growth – Sewer (17.0% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Utilities Stormwater Renewals (13.8% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Roading Growth - (19.0% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Subsidised Roading Rehabilitation (7.2% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Subsidised Roading Drainage Renewals (1.5% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Subsidised Streetlight Renewals (0.6% of project value)</td>
</tr>
<tr>
<td>MDC</td>
<td>Unsubsidised Roading (Footpath, Kerb &amp; Channel) Renewals (4.0% of project value)</td>
</tr>
</tbody>
</table>

6.3 A total of 90.7\% of the work is unsubsidised. 9.3\% of the contract value qualifies for the NZTA subsidy rate (Subsidised Rehabilitation, Subsidised Drainage Renewals, Subsidised Streetlight Renewals) at 53\% for a value of $146,704.77 towards the project.

6.4 There is adequate capacity in the above budgets to accommodate the quoted price.

7 Statutory Requirements

7.1 There are no statutory requirements associated with this paper.

8 Delegations

8.1 The Council delegates authority to the Strategic Planning and Policy Committee to award contracts over $500,000.

9 Consultation

9.1 There are community consultation matters associated with this paper, noting this project is part of the Growth Precinct 4 consultation.
10 Cultural Considerations

10.1 There are no cultural considerations associated with this paper.

11 Conclusion

11.1 There is adequate capacity in the Council’s budget (predominant percentage is planned urban growth associated with Precinct 4) to accommodate the quoted price.

11.2 If approved, the work could begin in late January 2018 enabling completion by June 2018.

12 Attachments

1. Map Finder Diagram – Port Street East Construction zone
C4/1552 Stage 3 (of 3) Makoura Road Seal Extension and Safety Improvements, Apiti

Purpose

The purpose of this report is to seek approval to award the final portion (Stage 3) of Contract C4/1552 for the Road Safety Improvements of Makoura Road, Apiti.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

1. That Contract C4/1552 for Makoura Road Safety Improvements, Apiti (Stage 1, 2 & 3) be awarded to R & R McIntyre Contracting Ltd for the sum of One Million and Sixty Seven Thousand, Five Hundred and Forty Dollars and Twenty Cents excluding GST ($1,067,540.20 excluding GST).

2. That Council notes that Contract C4/1552 for Makoura Road Safety Improvements, Apiti (Stage 3 & Final) awarded to R & R McIntyre Contracting Ltd is for the sum of Three Hundred and Fifty Eight Thousand, Two Hundred and Ninety Five Dollars and Sixty Nine Cents excluding GST ($358,295.69 excl GST) and that this amount includes a 5% contingency, which can be utilised only upon the Engineer’s approval.

Report prepared by:
Brent Holmes
Roading Operations Team Leader

Approved for submission by:
Hamish Waugh
General Manager - Infrastructure
1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

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</table>

2 Background

2.1 A tendered contract C4-1562 for Stage 1 of the rural roading upgrade and seal extension of Makoura Road, near Apiti, was awarded by Council to R & R McIntyre Contracting Ltd in May 2016. Stage 1 was a measure and value contract. It began from Coal Creek Bridge S129B heading towards the Apiti sealed section.

2.2 R & R McIntyre Contracting Ltd had submitted a price 18% under the Engineer’s Estimate for Stage 1 and was accepted in accordance with New Zealand Transport Agency Procurement Manual.

2.3 Stage 1 was carried out to a high standard and achieved practical completion on 7th October 2016, $33k under the approved budget ($212,455.74 versus a tendered sum of $245,210.49). The contract involved rural stormwater drainage renewals, earthworks, excavation, metalling, residential and farm entranceways, minor geometric realignment and associated preparation of carriageway surface, and chipsealing.

2.4 The overall planned construction length across Stages 1, 2, and 3 is 5.5km, beginning at RP 6.980 (Coal Creek Bridge) and ending at RP 12.450km (seal section at Apiti end).

2.5 The principal reserved the right in the Stage 1 tender, a facility to directly negotiate (in subsequent stages 2 and 3) the remaining portion(s) of unsealed road construction, subject to satisfactory performance.

2.6 Stage 2 construction was later awarded during the 2016/2017 financial year with an additional 2.78km seal extension and drainage works undertaken from Makoura Lodge towards Apiti, following completion of Stage 1. Adverse weather affected Stage 2 and the work was undertaken in substantially trying conditions to a satisfactory level.

2.7 Stage 3 presented now, entails the final 1.3km of remaining unsealed length in order to complete the overall project and tie in to the sealed section at the Apiti end by the end of the 2017/18 season as projected in our LTP commitments.

2.8 There are significant cost efficiencies for the Manawatu District Council to continue using these sharp rates and alleviate the ongoing requirement for tender costs and plant. R & R McIntyre Contracting Ltd is willing to carry on under the same terms, conditions and very competitive financial rates as previously tendered, with a programme to have all works completed by February 2017 over the summer period.
3 Discussion and Options considered

3.1 The earlier submitted tender prices for Stage 1 were as follows:

<table>
<thead>
<tr>
<th>Engineer’s Estimate</th>
<th>R &amp; R McIntyre Contracting Ltd</th>
<th>Downer Ltd</th>
<th>Stringfellow Contracts Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$297,780.00</td>
<td>$245,210.49</td>
<td>$298,259.42</td>
</tr>
</tbody>
</table>

3.2 R & R McIntyre Contracting Ltd had submitted a price 18% under the Engineer’s Estimate for Stage 1 and was accepted in accordance with New Zealand Transport Agency Procurement Manual. Stage 2 was also awarded to R & R McIntyre Contracting Ltd transposing the same sharp unit construction rates from Stage 1.

3.3 R & R McIntyre Contracting Ltd is based in Apiti with strong family and business links across the northern region including their own metal source from the Oroua River close to the project, giving a distinctive competitive advantage. They have carried out substantial work for the Manawatu District Council over the last 10 years including a large share of recent June 2015 emergency recovery works. R & R McIntyre Contracting Ltd are an ideal candidate to negotiate further works on Makoura Road noting sharp construction rates submitted as a local area contracting and metal supplier and a solid reputation for taking substantial pride and ownership in their own Apiti community.

3.4 We highly recommend adding a contingency sum of 5% to the preferred quotation to cover any unforeseen circumstances encountered during construction. However, this contingency sum will not be the Contractor’s by right, but will be utilised only at the discretion of the Engineer to the Contract. The total amount for approval would be $358,295.69 excluding GST for the final stage of works.

4 Operational Implications

4.1 There are no capital / operating expenditure implications or unbudgeted maintenance costs associated with this paper.

5 Financial implications

5.1 The project was earmarked in the Long Term Plan for construction in the current 3-year funding block.

5.2 The costs will be coded to the following GL codes.

<table>
<thead>
<tr>
<th>Council</th>
<th>Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC</td>
<td>RD1009 001</td>
<td>Unsubsidised Unsealed Road Metalling - (55% of project value) $195,943.49</td>
</tr>
<tr>
<td>MDC</td>
<td>RD4022 001</td>
<td>Unsubsidised Seal Extension (15% of project value) $54,742.59</td>
</tr>
</tbody>
</table>

137
<table>
<thead>
<tr>
<th>Council</th>
<th>Job Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC</td>
<td>RD1034 001</td>
<td>Subsidised Rehabilitation (29% of project value)</td>
<td>$106,519.71</td>
</tr>
<tr>
<td>MDC</td>
<td>RD1030 001</td>
<td>Subsidised Drainage Renewals (1% of project value)</td>
<td>$1,089.90</td>
</tr>
</tbody>
</table>

5.3 The NZTA subsidy rate applies across 2 of the 4 categories (Subsidised Rehabilitation, Subsidised Drainage Renewals) adding up to a total eligible amount of $107,609.61. Thus, the NZTA contribution at 53% of $107,609.61 results in a subsidy value of $57,033.09 towards the project total value of $358,295.69. There is adequate capacity in the above budgets to accommodate the quoted price.

6 Statutory Requirements
6.1 There are no statutory requirements associated with this paper.

7 Delegations
7.1 The Council delegates authority to the Strategic Planning and Policy Committee to award contracts over $500,000. The overall construction cost for Stages 1, 2 and 3 totals $1,067,540.20 excluding GST.

8 Consultation
8.1 There are no community consultation matters associated with this paper.

9 Cultural Considerations
9.1 There are no cultural considerations associated with this paper.

10 Conclusion
10.1 There is adequate planned capacity in the Council’s budget to accommodate the quoted price.
10.2 If approved, the Contractor could seamlessly transition into Stage 3, enabling full completion of Stage 3 by end of February 2018 construction season, to meet Council’s LTP commitment on this project.
Council

Meeting of 14 December 2017

Business Unit: Infrastructure
Date Created: 22 August 2017

Contract C4/1526 Nannestad Line Bridge Replacement - Contract Variation

Purpose

The purpose of this report is to seek Council’s approval for an increase in contract scope and price.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

That Council approves the variation to Contract C4/1526 (Nannestad Line Bridge Replacement) of $219,790.41 plus GST over the original contract price of $451,300.00 plus GST, bringing the total contract price to $671,090.38 plus GST. This represents an increase of 48%.

Report prepared by:
Jim Mestyanek
Senior Project Engineer - Roading

Approved for submission by:
Hamish Waugh
General Manager - Infrastructure

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1 Executive Summary

1.1 The contract to replace the specified bridge was awarded in March 2016 but was immediately halted due to two issues with the resource consent. The key issues with the resource consent were in relation to technical design revisions and stakeholder engagement.

1.2 The project has been stood down for 18 months to allow sufficient time to resolve the two key issues. These have now been resolved and the contract works are ready to be restarted.

1.3 The revised contract price is $671,090.38, representing an increase of 48%.
1.4 Once approved, the work will begin in January 2018 and is expected to be completed by end of May 2018.

2 Contribution to the Council Vision and Council Outcomes

2.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand

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3 Background

3.1 The bridge was damaged beyond repair during the June 2015 Storm Event. Immediately the bridge was closed to heavy traffic and reduced to one lane for all other traffic. The alternative route is approximately 11km.

3.2 The original design for replacement was completed by Calibre Consulting Ltd in February 2016.

3.3 The Engineer’s Estimate was $495,548.80 plus GST. Council’s Procurement Policy allows a closed competitive process involving at least three known suppliers. Four suppliers were invited with three returned tender submissions. Tenders were evaluated using the Lowest Price Conforming Method.

3.4 On 17 March 2016, the contract was awarded to Bailey Civil Ltd for a price of $451,300 plus GST under the financial delegation of the Chief Executive.

3.5 Prior to lodging the resource consent application and prior to the award of contract, Calibre Consulting Ltd had consulted with Horizons Regional Council and received preliminary feedback that the consent was expected to be straightforward. Based on this and in the interests of time, Council decided to award the contract before the consent was formally granted. However, the consent was held up on two accounts: (1) The hydrology calculations contained an error which required redesign. (2) One of the three mandated iwi objected to Council’s approach to iwi and as an affected party, refused to approve of the proposed works.

3.6 Without a resource consent, no work was permitted to begin. Council was obliged to stand the contractor down, and the site was closed for over 18 months. During this period, the contractor required no compensation for stand down or loss of profit. In the meantime, engineers revised the design and Council staff engaged the iwi in further discussions.

3.7 In August 2017, Council struck an agreement with the iwi to allow for a paid iwi observer(s) during periods of excavation to produce a cultural report following the works in the streambed. This agreement has resulted in the granting of the resource consent.

3.8 The Engineer’s Estimate for the revised design is $784,762 plus GST.
The supplier’s revised price is $671,090.38 plus GST, which is considered acceptable. This revised contract price represents a contract variation of $219,790.41 plus GST over the original contract price of $451,300.00 plus GST, an increase of 48%.

Given that the initial damage to the bridge occurred over two years ago, it is very desirable that the bridge replacement occur during the 2017/18 summer construction season.

4 Discussion and Options considered

4.1 Council could decide to terminate the existing contract and advertise a new open competitive tender. This would take an additional two or three months before the work could begin which would likely result in missing the 2017/18 summer construction window. Bailey Civil Ltd has shown a significant amount of goodwill throughout this process and has worked with Council while the resource consent process had been concluded.

4.2 The most effective way to progress the work now is to retain the existing supplier and issue a contract variation order for the additional cost ($219,790.41 plus GST). It is both legal and appropriate do so for the following reasons:

4.2.1 The contract was originally bid using a robust competitive process in accordance with Council’s Procurement Policy with the best information available at the time.

4.2.2 *NZS 3910:2013 Conditions of Contract for Building and Civil Engineering Construction*, section 9.1.1 (a) permits the Principal to vary any contract to increase the quantity of work.

4.2.3 The need for the redesign was unforeseen.

4.2.4 The delay due to iwi objections was unforeseen.

4.2.5 The supplier has displayed ample goodwill, not claiming any compensation for frustration or loss of profit due to the stand down.

4.2.6 The supplier’s revised price is based on unit rates which compare well with the original rates. They reflect the normal adjustment for cost fluctuations applicable over the intervening 18 months (statistics published by NZTA).

4.3 The main reason for the increase in cost is the change in scope. This scope change included a significant amount of temporary earthworks to control potential erosion and sediment transport during rains. This was required for the resource consent. However, if the present fine weather continues over the post-Christmas period, then it is highly likely that these costs for temporary erosion control may be reduced by up to $100,000.

5 Operational Implications

5.1 This work is expected to be carried out within Council’s normal operating routines between January 2018 and May 2018. It will require a brief period of road closure, which will be adequately communicated in advance to local landowners and the wider public.
6 **Financial implications**

6.1 There are adequate funds in both Council’s Annual Plan budget and also NZTA’s approved budget for this work ($699,000). The expected Funding Assistance Rate will apply, as follows:

| Nannestad Line Bridge Replacement Total Cost | $671,090.38 |
| Local Share (27%) | $181,194.40 |
| NZTA Share (73%) | $489,895.98 |

7 **Statutory Requirements**

7.1 All statutory requirements have been satisfied. The project is clear to restart.

8 **Delegations**

8.1 The delegation for the initial contract fell to the Chief Executive. However, the revised contract value requires Council’s approval.

9 **Consultation**

9.1 Consultation with all affected parties has been completed.

10 **Cultural Considerations**

10.1 The mandated iwi with interests in this location are three: Ngati Raukawa (represented by Nga Kaitiaki O Ngati Kauwhata), Rangitane (represented by Tanenuiarangi Manawatu Incorporated), and Ngati Toa (represented by Te Runanga o Toa Rangatira Inc).

10.2 In the event of an archaeological discovery during construction works, Council and Council’s contractor will comply with standard protocols for such discoveries. These are stated in the resource consent conditions.

10.3 With respect to Ngati Kauwhata, Council has agreed to the following:

10.3.1 Manawatu District Council acknowledges, within its limited capacity to do so, that any agreement or support from Ngati Kauwhata for the granting consent APP-20162001036.00 will not impinge or undermine Ngati Kauwhata’s Treaty of Waitangi Claims (WAI 1461) in any way.

10.3.2 Manawatu District Council recognises Ngati Kauwhata’s “mana whenua” status with regard to consent APP-20162001036.00

10.3.3 Ngati Kauwhata has requested that a paid iwi observer be on site at all times during the actual stream or riverbed deviations and diversions.

10.3.4 Manawatu District Council has agreed to a lump sum payment of $8,750 plus GST for a cultural report following the completion of diversion or deviation work carried out.
10.3.5 Manawatu District Council accepts that the name Makahika Stream will be used in all formal documentation supplementary to any legal names that are used.

10.3.6 As a courtesy, Manawatu District Council will allow Ngati Kauwhata to review the habitat mitigation and planting plan required along the new stream alignment.

10.4 Council has agreed to the following with Tanenuiarangi:

10.4.1 Manawatu District Council will allow Tanenuiarangi to review the habitat mitigation and planting plan required along the new stream alignment.

10.4.2 Manawatu District Council will notify Tanenuiarangi should any archaeological discovery be made during excavation.

10.5 Ngati Toa has not responded to Council’s offer to have their voice heard in respect to the contract works. However, out of courtesy, Council will notify them in the event of any archaeological discovery during excavation.

11 Conclusion

11.1 The project has experienced several unforeseen delays but is now ready to be restarted.

11.2 We recommend that Council approves the variation of $219,790.41 plus GST for existing contract C4/1526, bringing the total contract value to $671,090.38 plus GST.

11.3 If approved, then the physical works can begin in early January 2018 and be completed by 31 May 2018.