COUNCIL

AGENDA

Meeting to be held

WEDNESDAY 16 NOVEMBER 2016

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

2. APOLOGIES

3. REQUESTS FOR LEAVE OF ABSENCE

4. CONFIRMATION OF MINUTES

Draft resolution

That the minutes of the Council meeting held 26 October 2016, and the extraordinary Council meeting held 3 November 2016, 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 ACCOLADE GROVE SOCIETY SUBCOMMITTEE

Bob Buchanan and Di Anderson will be in attendance to talk about the Pharazyn Street extension.

6.2 FEILDING COMMUNITY COMMITTEE

Representatives from the Feilding Community Committee will be in attendance to talk about Community Planning.

6.3 QUOTABLE VALUE

Simon Willocks from Quotable Value will be in attendance to present to Council on the district revaluations.

7. 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:

7.1 The Council by resolution so decides; and

7.2 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.

8. OFFICER REPORTS

8.1 FEILDING COMMUNITY COMMITTEE – COMMUNITY PLANNING


8.2 AGREEMENT TO FORM JOINT COMMITTEE WITH PALMERSTON NORTH CITY COUNCIL


8.3 C4 1523 ARAPATA ROAD BRIDGE S3A REPLACEMENT


8.4 MDC ROADING PROCUREMENT STRATEGY


8.5 ADOPTION OF COMMITTEE STRUCTURE


8.6 ADOPTION OF SCHEDULE OF MEETINGS


8.7 CREATIVE COMMUNITIES ASSESSMENT COMMITTEE


8.8 APPOINTMENTS TO COUNCIL ORGANISATIONS, COUNCIL CONTROLLED ORGANISATIONS AND JOINT COMMITTEES


8.9 ADOPTION OF CODE OF CONDUCT


8.10 ADOPTION OF STANDING ORDERS

9. CONSIDERATION OF LATE ITEMS

10. ADJOURNMENT

The meeting will be adjourned and reconvene at 7.00pm

11. NEW ZEALAND CITIZENSHIP CEREMONY

Twenty-six candidates to attend the Citizenship Ceremony to swear allegiance to the Queen of New Zealand before Her Worship the Mayor of the Manawatu District Council.

<table>
<thead>
<tr>
<th>NAME</th>
<th>NATIONALITY</th>
<th>FORM OF OATH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr Vaughn Leslie BEDSER</td>
<td>South African</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Elizabeth BEDSER</td>
<td>South African</td>
<td>Oath</td>
</tr>
<tr>
<td>Miss Lindsay BEDSER</td>
<td>South African</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr James Norman BLACK</td>
<td>British</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mrs Darryl Anne BLACK</td>
<td>British</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mr Homa CHHETRI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Diwash POUDEL CHHETRI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Anthony Uy CO</td>
<td>Filipino</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Carla Andrea Hagad CO</td>
<td>Filipino</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Kay Elizabeth COCKS</td>
<td>British</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Timothy Edward COCKS</td>
<td>British</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Dr Margaret Katherine HARTNETT</td>
<td>Australian</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mr Dirk JOCHEM</td>
<td>Dutch</td>
<td>Oath</td>
</tr>
<tr>
<td>Miss Sikhanyiso Angellah MOYO</td>
<td>Zimbabwean</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Mbuso MOYO</td>
<td>Zimbabwean</td>
<td>Oath</td>
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<tr>
<td>Mrs Siboniso MOYO</td>
<td>Zimbabwean</td>
<td>Oath</td>
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<tr>
<td>Mr Makhosi Donald MOYO</td>
<td>Zimbabwean</td>
<td>Oath</td>
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<tr>
<td>Mr Mthokozisi Arnold MOYO</td>
<td>Zimbabwean</td>
<td>Oath</td>
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<tr>
<td>Mr Richard Edwin PICKERING</td>
<td>Australian</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr William Angus PINTO</td>
<td>Zimbabwean</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Medina PINTO</td>
<td>Zimbabwean</td>
<td>Oath</td>
</tr>
<tr>
<td>Dr Vivien Kaye RODGERS</td>
<td>Australian</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Rudolf Albert SCHULZ</td>
<td>Australian/American</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mr Harmee Singh SIDHU</td>
<td>Indian</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Michelle Doreen STEWART</td>
<td>South African</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Neil Ross STEWART</td>
<td>South African</td>
<td>Oath</td>
</tr>
</tbody>
</table>

12. MEETING CLOSURE
Minutes of the first triennial meeting of the Council held on Tuesday 25 October 2016, commencing at 7.00pm 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 Michael Ford
Cr Hilary Humphrey
Cr Phil Marsh
Cr Andrew Quarrie
Cr Alison Short

APOLOGY: Cr Howard Voss

IN ATTENDANCE: Richard Templer (Chief Executive)
Shayne Harris (General Manager – Corporate and Regulatory)
Brent Limmer (General Manager – Community and Strategy)
Glenn Young (Acting General Manager – Infrastructure)
Frances Smorti (General Manager – People and Culture)
Wally Waitoa (Project Engineer Development)
Wiremu Greening (Project Engineer)
Rob Smith (Project Engineer)
Grant Stevenson (Project Engineer Roading)
Chris Henry (Building Services Team Leader)
Charly Talumepa (Caretaker / Cleaner)
Sue Cavanagh (Business Support Officer)
Sandra de Figueiredo (Business Support Officer)
Sonya Stevens (Business Support Officer)
Janine Hawthorn (Community Development Advisor)
Sue Williams (Business Support Officer)
Sue Gowan (GIS Officer)
Sue Hannah (Business Support Officer)
Paul Stein (Communications Advisor)
Danielle Balmer (Communications Officer)
Lorraine Thompson (Executive Assistant – Chief Executive and General Manager Corporate and Regulatory)
Leah Tombleson (Business Support Assistant)
Nichole Ganley (Business Support Officer)
Maria Brensell (Executive Assistant – Mayor)
Allie Dunn (Business Support Team Leader)

MDC 16/001 MEETING OPENING

The Manawatu District Council elected members were formally welcomed with a powhiri.
MDC 16/002 MAKING AND ATTESTING OF DECLARATIONS OF MAYOR AND COUNCILLORS

Her Worship the Mayor made and attested the declaration required under Clause 14 of Schedule 7 of the Local Government Act 2002 before the Chief Executive.

The members made and attested the declarations required under Clause 14 of the Local Government Act 2002 before Her Worship the Mayor.

MDC 16/003 APOLOGIES

RESOLVED

That the apology from Councillor Howard Voss be accepted.

Moved by: Councillor Alison Short
Seconded by: Councillor Shane Casey

CARRIED

MDC 16/004 ADJOURNMENT

RESOLVED

That the meeting be adjourned to reconvene on Wednesday 26 October 2016, at 8.30am.

Moved by: Councillor Barbara Cameron
Seconded by: Councillor Michael Ford

CARRIED

The meeting adjourned at 7.50pm.

Approved and adopted as a true and correct record:

__________________________________________  _______________________
CHAIRPERSON  DATE
Minutes of the reconvened first triennial meeting of the Council held on Wednesday 26 October 2016, commencing at 8.30am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:  
Mayor Helen Worboys  
Cr Steve Bielski  
Cr Barbara Cameron  
Cr Stuart Campbell  
Cr Shane Casey  
Cr Michael Ford  
Cr Hilary Humphrey  
Cr Phil Marsh  
Cr Andrew Quarrie  
Cr Alison Short

APOLOGY:  
Cr Howard Voss

IN ATTENDANCE:  
Richard Templer  
Crayne Harris  
Brent Limmer  
Glenn Young  
Frances Smorti  
Colleen Morris  
Wendy Thompson  
Cynthia Ward  
Tracey Hunt  
Rachel Carr  
Kirsten Price  
Michael Hawker  
Lorraine Thompson  
Janine Hawthorn  
Paul Stein  
Danielle Balmer  
Nichole Ganley  
Maria Brenssell  
Allie Dunn

MDC 16/005 MEETING OPENING

Her Worship the Mayor declared the meeting open.

MDC 16/006 APOLOGIES

RESOLVED

That the apology from Councillor Howard Voss be accepted.

Moved by:  Councillor Alison Short
MINUTES
MEETING
COUNCIL
WEDNESDAY 26 OCTOBER 2016
TIME
8.30AM

Seconded by: Councillor Barbara Cameron

CARRIED

MDC 16/007 EXPLANATION OF LEGISLATION AFFECTING MEMBERS

Report of the General Manager – Corporate and Regulatory dated 4 October 2016 that provided a general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting elected members.

RESOLVED

That the Council receives the general explanation of laws affecting elected members.

Moved by: Councillor Alison Short

Seconded by: Councillor Shane Casey

CARRIED

MDC 16/008 APPOINTMENT OF DEPUTY MAYOR

Report of the General Manager – Corporate and Regulatory dated 12 October 2016 that advised Council of the appointment of the Deputy Mayor and to provide the Council with background information on the powers under section 41A of the Local Government Act 2002 for the Mayor to appoint the Deputy Mayor.

RESOLVED

1. That the Council notes that under section 41A of the Local Government Act 2002 the Mayor has the power to appoint the Deputy Mayor.

2. That the Council notes that the Mayor has chosen to use her power to appoint the Deputy Mayor.

3. That the Council notes that the Mayor has appointed Councillor Michael Ford as the Deputy Mayor.

Moved by: Her Worship the Mayor, Helen Worboys

Seconded by: Councillor Steve Bielski

CARRIED

_Councillors Shane Casey, Alison Short and Barbara Cameron recorded their votes against the motion._

MDC 16/009 SETTING OF DATE OF FIRST MEETING OF COUNCIL

Report of the General Manager – Corporate and Regulatory dated 5 October 2016 that sought confirmation of the date and time of the first meeting of Council in accordance with Schedule 7, Clause 21(d) of the Local Government Act 2002.
RESOLVED

That the Council confirms that the first meeting of Council will be held on Wednesday 16 November 2016, at 8.30am.

Moved by: Her Worship the Mayor, Helen Worboys

Seconded by: Councillor Phil Marsh

CARRIED

MDC 16/010 ESTABLISHMENT OF COMMITTEES

Report of the General Manager – Corporate and Regulatory dated 14 October 2016 that advised the Council that Her Worship the Mayor had exercised her discretionary power in terms of Section 41A Subsection 3 of the Local Government Act 2002 to establish the committees of Council and advised of the appointment of Chairpersons to those committees.

RESOLVED

That the Council notes the Committee structure established by Her Worship the Mayor as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Planning and Policy Committee</td>
<td>Councillor Phil Marsh</td>
</tr>
<tr>
<td>Community Funding Committee</td>
<td>Councillor Hilary Humphrey</td>
</tr>
<tr>
<td>Audit and Risk Committee</td>
<td>Councillor Stuart Campbell</td>
</tr>
<tr>
<td>Hearings Committee</td>
<td>Councillor Howard Voss</td>
</tr>
<tr>
<td>Workshop Committee</td>
<td>Mayor Helen Worboys</td>
</tr>
<tr>
<td>Chief Executive’s Employment Committee</td>
<td>Mayor Helen Worboys</td>
</tr>
<tr>
<td>Nga Manu Taiko Manawatu District Council</td>
<td>(Committee to elect own Chairperson)</td>
</tr>
</tbody>
</table>

Moved by: Councillor Michael Ford

Seconded by: Councillor Steve Bielski

CARRIED

_Councillors Andrew Quarrie, Barbara Cameron, Alison Short and Shane Casey recorded their votes against the motion._

MDC 16/011 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 9.05am.

Approved and adopted as a true and correct record:
Minutes of an extraordinary meeting of the Council held on Thursday 3 November 2016, commencing at 8.33am 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 Michael Ford
Cr Hilary Humphrey
Cr Phil Marsh
Cr Andrew Quarrie
Cr Alison Short
Cr Howard Voss

IN ATTENDANCE:  Richard Templer  (Chief Executive)
Karel Boakes  (Acting General Manager – Corporate and Regulatory)
Brent Limmer  (General Manager – Community and Strategy)
Hamish Young  (General Manager – Infrastructure)
Frances Smorti  (General Manager – People and Culture)
Rachelle Johnston  (Consents and Monitoring Team Leader)
Wendy Thompson  (Principal Planning Adviser)
James Adamson  (Graduate Planner)
Michael Hawker  (Project Delivery Manager)
Joanna Saywell  (Utilities Asset Manager)
Darryl Black  (Corporate Projects Adviser)
Nichole Ganley  (Business Support Officer)
Lorraine Thompson  (Executive Assistant – Chief Executive)
Bill Jamieson  (Planning Officer)
Janine Hawthorn  (Community Development Advisor)
Colleen Morris  (Chief Financial Officer)
John Jones  (Roading Manager)
Rachel Raggett  (Executive Assistant – General Manager Community and Strategy)
Paul Stein  (Communications Advisor)
Danielle Balmer  (Communications Officer)
Maria Brenssell  (Executive Assistant – Mayor)
Allie Dunn  (Business Support Team Leader)

MDC 16/012 MEETING OPENING

Her Worship the Mayor welcomed everyone to the meeting.

MDC 16/013 MAKING AND ATTESTING OF DECLARATION OF COUNCILLOR HOWARD VOSS

Councillor Howard Voss made and attested the declaration required under Clause 14 of the Local Government Act 2002 before Her Worship the Mayor.

MDC 16/014 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 8.35am.
Approved and adopted as a true and correct record:

CHAIRPERSON

DATE
Feilding Community Committee - Community Planning

Purpose

To consider a request received from the Feilding Community Committee for Council’s consideration to fund the development of a community plan for Feilding in the 2016/17 financial year.

Significance of Decision

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

Recommendations

That Council considers the request from the Feilding Community Committee to fund the development of a community plan for Feilding in the 2016/17 financial year and considers the options available in order to make a decision.

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>✓</th>
<th>✓</th>
<th>✓</th>
<th>✓</th>
<th>✓</th>
<th>✓</th>
</tr>
</thead>
</table>

2 Background

2.1 Council received a request in 2015 for Feilding to be included in Council’s Community Committee policy as a community of interest to allow for a Community Committee to be established in Feilding in the future. Council agreed to this request and included Feilding as a community of interest in its policy.

2.2 A further request was received in 2016 for Council to call a public meeting and “test the waters” on the level of support to establish a Community Committee in Feilding.

2.3 A public meeting was held on 29 June 2016 where it was agreed to establish a Working Group to investigate further whether a Community Committee is an appropriate forum for Feilding:

- To encourage an active citizenship that works with Council in identifying the issues the community want to deal with; and
- to generate local solutions that will deliver economic, social, ecological and cultural wellbeing.

2.4 The Working Group met to consider the above and recommended “that the Manawatu District Council be asked to formally establish a Feilding Community Committee”.

2.5 Council accepted the Working Group’s recommendation and called a public meeting for 15 September 2016. The following 13 members were elected to the Committee:

- Gill Absolon
- Graham Christensen
- Heather Clark
- Sandra Crosbie
- Albert Dodunski
- Hilary Humphrey
- Kester Olivecrona
• Russell Parker
• Linda Poll de Honores
• Ihaia Raharuhi
• Vince Satherley
• Jason Smith
• Ellen Witt

2.6 The Committee held its first meeting on 6 October 2016 (copy of minutes attached).

3 Discussion and Options considered

3.1 One of the priorities for the Committee at its first meeting was to have a group discussion on the issues they saw that needed addressing in Feilding under the four wellbeings of economic, social, ecological and cultural. It was intended that this discussion would then form the basis on which the Committee could identify what its vision might be.

3.2 Following this discussion, the Committee felt that it was not in a position to identify its own vision until it knew what the community’s vision was. It had been noted that this could be identified through a community planning exercise for Feilding.

3.3 Community planning has been used in Manawatu, to support communities to develop a shared vision for their village. It provides a mechanism for collaboration between communities, council and other agencies to implement improvements.

3.4 The objectives of community planning are:

• To provide a pathway for village community’s vision and priorities to be reflected in Council’s workplans.

• To grow village community spirit, attract and retain residents.

• To enable village residents to create the community they want.

• To develop constructive working relationships.

3.5 The Community Development Adviser had explained at the meeting what was involved with community planning including a timeline based on what had been undertaken with the eight villages that have previously developed Community Plans.

3.6 It was noted that although there was no budget in the current Long Term Plan for a Community Plan for Feilding, the previous Council had signalled that this would be considered as part of the 2017/18 Draft Annual Plan once the Feilding Community Committee had been established.

3.7 At the time of considering a Community Plan for Feilding, Council was not aware of the level of interest within the community in establishing a Community Committee or how quickly it would take to establish this Committee and had therefore envisaged this happening in the later part of the current financial year.
3.8 The establishment of a community committee for Feilding therefore had happened more quickly than originally anticipated by Council.

3.9 The Feilding Community Committee consider that in order for it to be able to operate effectively and work with Council, that 2017/18 is too late to start a community planning process and feel that it needs to be done as a matter of urgency rather than delaying for a further 12-months.

3.10 The following recommendation was therefore passed by the Feilding Community Committee:

“That the Feilding Community Committee requests that the Manawatu District Council gives favourable consideration to providing sufficient funding in the current financial year to allow for a Community Planning exercise to be undertaken in Feilding in the new year.”

3.11 Based on previous expenditure, it is estimated that the cost for undertaking a community planning exercise for a community like Feilding would be in the vicinity of $50,000.

3.12 There is no funding within the existing Community Planning Development budget to accommodate this cost in the current financial year.

3.13 Council had planned to spend $150,000 on CCO investigations during 2016/17. This work is no longer intended to be carried out.

3.14 Should Council agree to the Feilding Community Committee’s request, then it is recommended that Council transfer $50,000 from the $150,000 budget for CCO investigations into the Community Planning Development budget. Council has the authority to do this.

4 Operational Implications

4.1 There are operating expenditure implications associated with this report which are referred to under financial implications below.

5 Financial implications

5.1 There is no budget to undertake a community planning exercise in Feilding in the current financial year. It is anticipated that this would cost in the vicinity of $50,000.

5.2 As mentioned above, should Council agree to the request from the Feilding Community Committee, then it has the authority to be able to make a decision to transfer funds from one budget into another.

5.3 The required $50,000 could therefore be transferred from the $150,000 CCO investigations budget to the Community Planning Development budget in order that a community planning exercise in Feilding can proceed in the 2016/17 financial year.

6 Statutory Requirements

6.1 There are no statutory requirements associated with this report.
7 Delegations

7.1 Council has the authority to make a decision on this matter.

8 Consultation

8.1 There are no consultation requirements associated with this report.

9 Cultural Considerations

9.1 There are no cultural considerations that need to be taken into account in relation to this matter.

10 Conclusion

10.1 The options available to Council are:

- Agree to the Feilding Community Committee’s request to undertake a Community Planning exercise in Feilding in the current financial year and give approval to the Community Planning Development budget to be exceeded by up to $50,000.

- Do not agree to the Feilding Community Committee’s request and confirm Council’s previous intention to consider funding the development of a Community Plan for Feilding as part of the Draft 2017/18 Annual Plan.

- Receive the request from the Feilding Community Committee and agree to consider the development of a Community Plan for Feilding as part of the 2018-2028 Long Term Plan.

- Do nothing.

10.2 Should Council agree to the first option, it would be intended to undertake this project in conjunction with the Hiwinui Community Plan which is scheduled to be undertaken in the new year to take advantage of potential economies of scale and savings by doing both plans concurrently as a joint project.

10.3 Representatives from the Feilding Community Committee will be in attendance at the Council meeting on 16 November 2016 to speak further to their request and to answer questions of clarification.

11 Attachments

- Feilding Community Committee Minutes – 6 October 2016
Feilding Community Committee meeting

6th October 2016, 7pm

Present
Hilary Humphrey (chair), Sandra Crosbie, Graham Christensen, Russell Parker, Heather Clark, Albert Dodunski, Jason Smith, Gill Absolon, Kester Olivecrona, Vince Satherley, Tania Vincent, Linda Poll de Honores

Also in attendance:
Her Worship the Mayor Margaret Kouvelis, Janine Hawthorn, Alison Short (MDC).

Apologies
Cr Tony Jensen, Ellen Witt, Ihaia Raharuhi

Minutes
Hilary Humphrey opened the meeting, welcoming everyone and thanking the Manawatu Community Trust for the use of their meeting room. Everyone was invited to introduce themselves and their interests, so as to make clear everyone’s strengths.

Sandra Crosbie (our treasurer):
- 4 generations living here in the Manawatu
- 20+ years as treasurer and executor,
- journalism (editor at the Feilding Herald)
- photography
- Council communications in Palmerston North
- teenage daughter interested in arts and dance, youth ambassador
- an interest in bylaws

Albert Dodunski
- has many years of experience teaching at different schools
- creating communities for the elderly, pensioner housing
- manager of Manawatu Community Trust
- health, wellbeing, relief of poverty, facilitation, researching the need for emergency housing
- (!) would like to coordinate with churches and the Health Centre
- transport for the elderly

Gill Absolon
- British born, has been here 45 years
- working on the community orchard at Timona Park
- 24 years as a community worker in Palmerston North, and 15 years as agency leader
- Funding applications
- submissions to councils
• Farmer in Bainesse till 2 years ago, suffers from glaucoma
• (!) would like to solve the littering problem at Timona Park
• (!) would like to improve public transport in Feilding

Vince Satherley
• Seventh Day Adventist, from Marton and Rotorua
• joiner and hands-on person
• (!) would like to identify community needs

Graham Christensen
• Married with two children and four grandchildren
• grows and shows roses
• November 19th – 20th: National Spring Rose Show and Convention, Feilding Civic Centre, Feilding. Hosted by the Feilding Rose Society.
• hydrolic engineer
• ill health 3 years ago and doesn’t drive
• Keep Feilding Beautiful
• Scout leader, youth projects
• (!) Menzshed
• (!) irrigation at Kowhai Park

Kester Olivecrona
• Born in the Manawatu, 18 years in Feilding
• Married 27 years, two children and a granddaughter
• Owns automotive shops
• interest in motorsport and driftcars
• Manfeild
• (!) interested in training young drivers
• The centenary next year for the MTA. MTA started in Feilding, now based in Wellington.

Russell Parker
• 64 years in Feilding
• married twice, three children, two grandchildren
• Electrician working for the powerboard
• custom advisory officer
• Racing at Manfeild
• lives at Manfeild
• Picks up litter at Kowhai Park daily
• Feilding Promotions
• golfer, coaches kids
• (!) would like to examine what youth in Feilding wants to do
• Menzshed
• Feilding Community Patrol
Heather Clark
- Fourth generation here
- education and teaching
- waste minimisation at schools (primary)
- Keep Feilding Beautiful
- Manchester House op shop
- elderly
- (!) her 12yo granddaughter feels intimidated walking by herself
- (!) youth needs to be informed and have their horizons expanded
- (!) what is Feilding going to do about empty shops?

Jason Smith
- had a Once Were Warriors upbringing
- married 27 years, three children, grandchildren
- insurance broker
- from Wairoa
- mathematician
- Feilding and District Promotions
- looking after troubled youth
- (!) wants to build a relationship with the local Iwi and engage them in Feilding developments
- (!) old evolve fitness centre as Feilding Youth Centre
- (!) information centre to promote tourism, with the urban movement from Auckland

Tania Vincent
- local iwi member
- (!) tourism is growing
- (!) need for youth to have somewhere to go

Ellen Witt (not present)
- parent and foster parent and grand parent
- Was a St John Youth member and met her husband Trevor there
- Feilding Lions
- President Feilding Multicultural Council, excursions and pot lucks
- Transitions Feilding, seed library
- exchange students
- Lifepoint Church
- many more things

Hilary Humphrey
- chairperson
- Manager of Eden Kindergarten
- access to wider networks and support
- (!) how to supply modelling behaviour for children

Linda Poll de Honores
- Married to a Peruvian for 14 years with a daughter of 13 years old
- Dutch, has been in New Zealand 36 years and in Feilding 10 years
- previously New Zealand enrolled nurse
- Adult Literacy tutor, Literacy Feilding committee member, basic computer course
- ESOL tutor for English Language Partners, English conversation class Mondays
- St John Youth leader
- Tutor in Street Latin dancing
- committee member Feilding Multicultural Council
- Justice of the Peace for New Zealand
- (!) would like to see a Youth Centre established in Feilding - previous history
  needed from others, Jackie Sayers, Ruth Dalzell, Youth Centre in Palmerston North run by the PN library.

Hilary wrote a cluster of ideas on the whiteboard and would like people to pick their **favourite 3 or 4 ideas or points**, to start developing a vision statement. Tania suggested we could hold a meeting at the Marae and be introduced to their 30 year strategic plan, so as to avoid duplication, and talk about the Iwi.

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<tr>
<th>Economic</th>
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<td>Youth centre for disengaged</td>
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We will have to approach the council for funding to run this committee and any projects to be decided on, by a motion in committee and presenting it at a forum run by the council.

To ask for the use of unoccupied facilities we will need to approach Parks and Properties (Doug Tate).

Her Worship Mayor Margaret Kouvelis spoke to us, she said that we are all motivated and able, it is necessary to understand the community first and align with existing projects already in the community.

- We should allow the Iwi to guide us, and to be informed about the Ngati Kauwhata Strategic Plan.
- We should invite Delia Mataki to talk to us about Whanau Ataahua beautiful families trust.
- Youth ambassadors have plans for a space for rangitahi (youth) to learn martial arts, developing civic respect and anti bullying.
- See Amy Walters “I can” “Where’s my job”
- Ron Tunnicliffe (Lion) of Feilding Community Patrol wants older volunteers
- Tackling poverty by addressing housing, iwi, the elderly, youth and under 5s (no child will be harmed in the Manawatu) and mental health - Catherine Cook leader DHB
- The Feilding Library is becoming the community living room.
- The Bhutanese refugees have requested aid for fundraising to acquire Minivans to allow for trips to Wellington for the elderly. They are grieving because of families divided and living in different countries, and the loss of their own familiar culture, and would like to have their own temple for Hindu rituals. Employing them to do planting in the various bufferzones around Feilding may be a good idea as they have backgrounds in horticulture. At least one can drive a bulldozer
- some information regarding Driver Training plans

Finance

Council does not provide funding to community committees to operate. The community committees need to be able to source their own funding to operate through sponsorship/donations or grants from third party funders. For example, Kimbolton Community Committee recently held a quiz night as a fundraiser which not only got the community together but it also made some funds for the Committee. Council does allocate each community committee $2,700 pa to be used as seed funding for specific projects which is mentioned in Council’s Community Committee policy. Anything in
addition needs to be requested through a submission to either Council’s Draft Annual Plan or Draft Long Term Plan or through third party funding. Jason had offered for the Feilding and District Promotion Inc to be the organisation which would apply for funding from third party funders on behalf of the Community Committee.

**Community Planning**

Janine briefed the committee on the community planning process which had been completed in eight communities in the district. She noted that it is intended to do a similar process in Feilding but that there was no funding available in the current financial year to do this. It has been requested for funding to be included in the Council’s draft 2017/18 Annual Plan. If approved by Council, this funding would be available from 1 July 2017. She noted that the community planning process takes approximately six months.

It was agreed that 1 July 2017 was far too late to start this process as the Feilding community needed to confirm its vision now in order for the Community Committee to be able to operate. This was seen to be a matter of urgency.

It was moved by Hilary and seconded by Russell:

**That the Feilding Community Committee requests that the Manawatu District Council gives favourable consideration to providing sufficient funding in the current financial year to allow for a Community Planning exercise to be undertaken in Feilding in the new year.**

Janine noted that she would take this request to the first ordinary Council meeting which will be some time in November. It was agreed that members of the Community Committee would attend the Council meeting as part of the Public Forum to speak to their request. Janine to advise the date of the meeting once it has been confirmed.


The next community committee meeting will be on the first Thursday of the month, 3 November 2016, 7pm at the Manawatu Community Trust meeting room, 100 Awahuri Road Feilding, The room will be open from 6pm for people to have a cup of tea and network.

Meeting closed 9.10pm
Council

Meeting of 16 November 2016

Business Unit: Community and Strategy
Date Created: 01 November 2016

Re-establishment of the Manawatu District Palmerston North City Joint Strategic Planning Committee

Purpose

To present a proposal to negotiate and sign an agreement with Palmerston North City Council to re-establish the Joint Strategic Planning Committee.

Significance of Decision

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

Recommendations

That the Chief Executive be authorised to prepare and sign an agreement with Palmerston North City Council to re-establish the Manawatu District / Palmerston North City Joint Strategic Planning Committee, based on the previous agreement dated 20 October 2015 and updates agreed in March 2016.

Report prepared by:
Allie Dunn
Business Support Team Leader - Corporate

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 August 2014, amendments were made to the Local Government Act 2002 requiring all joint committees to have an agreement that all committee members have entered into, prior to establishing the joint committee.

2.2 In October 2015, Palmerston North City and Manawatu District Councils signed an agreement specifying the number of members each Council may appoint, how the Chair and Deputy Chair would be appointed, the Terms of Reference, any responsibilities delegated to the joint committee, and procedures for how the agreement could be varied.

2.3 The agreement was subsequently amended in March 2016 to include mechanisms whereby both the Manawatu District and Palmerston North City Councils could make binding decisions with regard to the Central Economic Development Agency Limited (a jointly owned economic development CCO between Palmerston North City Council and Manawatu District Council).

3 Discussion and Options considered

3.1 Attached to this report is a draft agreement that has been based on the arrangements set out in the October 2015 agreement and including the update made in March 2016.

3.2 It is proposed that the Chief Executive be authorised to negotiate an agreement with the Palmerston North City Council to re-establish the Manawatu District / Palmerston North City Joint Strategic Planning Committee.

3.3 Once this agreement has been prepared and signed by the two Chief Executives on behalf of their Councils, both Councils would be asked to separately pass further resolutions establishing the Joint Committee and appoint members as appropriate.

3.4 In Clause 10 of the proposed agreement, the arrangement for sharing administrative support for the Joint Committee is outlined. During the 2013-2016 triennium, the Palmerston North City Council provided this support. Although the arrangement would see the Manawatu District Council providing this support for the 2016-2019 triennium, the Palmerston North City Council have offered to provide this support for a further triennium, if this was agreed by this Council.
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 unbudgeted financial implications associated with this report.

6 Statutory Requirements

6.1 Statutory requirements are set out under Schedule 1AA(5) and Schedule 7(30A) of the Local Government Act 2002 and are covered within this report.

7 Delegations

7.1 The Council has authority to make decisions in 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 to be taken into account for this matter.

10 Conclusion

10.1 The Joint Strategic Planning Committee was discharged at the local authority elections. This report proposes authorising the Chief Executive to negotiate and sign an agreement with Palmerston North City Council to re-establish the Joint Strategic Planning Committee.

11 Attachments

- Draft agreement to establish Joint Strategic Planning Committee
AGREEMENT IN RELATION TO THE RE-ESTABLISHMENT OF THE MANAWATU DISTRICT AND PALMERSTON NORTH CITY JOINT STRATEGIC PLANNING COMMITTEE

PARTIES:

MANAWATU DISTRICT COUNCIL

and

PALMERSTON NORTH CITY COUNCIL

DATED: …………………………………………………. 2016
Agreement in Relation to the Re-establishment of the Manawatu District and Palmerston North City Joint Strategic Planning Committee

Dated: ……………………………………. 2016

Parties:
1. Manawatu District Council (referred to as MDC)
2. Palmerston North City Council (referred to as PNCC)

Background
A. The Manawatu District and Palmerston North City Joint Strategic Planning Committee that existed during the 2013-2016 triennium was deemed discharged as at the local authority elections held 8 October 2016.

B. The Local Government Act 2002 (referred to as the Act) requires an agreement to be made between MDC and PNCC before any joint committee can be established or re-established.

C. MDC and PNCC now wish to record their agreement on matters required by the Act to be agreed upon before the Manawatu District and Palmerston North City Joint Strategic Planning Committee (referred to as the Joint Committee) can be re-established.

The Parties Agree:
1. The requirements and procedures, as set out in the following clauses, will apply for the re-establishment and operation of the Joint Committee.

2. The Joint Committee will be a joint committee as permitted by Clauses 30 and 30A of Schedule 7 to the Act and, as such, is deemed to be a committee of both the Manawatu District Council and the Palmerston North City Council (collectively referred to as the Councils).

3. The Terms of Reference of the Joint Committee are:
   a. To address strategic planning issues that impact on both Manawatu District and Palmerston North City, in particular issues relating to but not restricted to infrastructure, land use planning and economic development.

   b. To consider community planning and community outcomes implications. For the purpose of the Joint Committee’s Terms of Reference, “Strategic Planning Issues” mean those that are referred to the Joint Committee by either MDC and/or PNCC, taking an inter-regional perspective.

   c. To consider and promote the creation and growth of economic wealth for Manawatu and beyond, with particular reference to the activities of the Central Economic Development Agency Limited.

4. The Joint Committee will have recommending status only, other than the power:
   a. To appoint and discharge subcommittees and working parties as it considers appropriate, and to delegate any of its functions or duties to subcommittees so appointed; and
Agreement in Relation to the Re-establishment of the Manawatu District and Palmerston North City Joint Strategic Planning Committee

b. To make decisions on meeting procedures where such decisions are either required or permitted by Standing Orders or relevant legislation.

c. In relation to the Central Economic Development Agency Limited (CEDA), the Joint Strategic Planning Committee has the following functions, powers, and duties under the Local Government Act 2002 and/or the Companies Act 1993:

i. To adopt a policy that sets out the process for the identification, appointment and remuneration of directors;

ii. To appoint and remove a person or persons to be directors of CEDA;

iii. To approve the remuneration to be paid to directors of CEDA;

iv. To undertake performance monitoring of CEDA, as per section 65 of the Local Government Act 2002;

v. To agree with the Statement of Intent of CEDA or, if the Joint Committee does not agree, to take all practical steps to require a Statement of Intent to be modified, as per section 65 of the Local Government Act 2002.

vi. To receive the half yearly report of CEDA, as shareholder;

vii. To receive the Annual Report of CEDA, as shareholder.

5. The Joint Committee will comprise ten members, being:

a. The Mayor of MDC;

b. The Mayor of PNCC;

c. Four appointees of MDC; and

d. Four appointees of PNCC.

6. The Joint Committee will appoint and may remove a Chairperson and Deputy Chairperson, one of whom will be the Mayor or a Councillor of MDC and the other the Mayor or a Councillor of PNCC.

7. The quorum of the Joint Committee will comprise six members of the Joint Committee, including at least three elected members (the Mayor and/or other Councillors) from each of the Councils.

8. Each of the Councils will be responsible for the payment of travel expenses for their respective appointees.

9. Meetings of the Joint Committee will be held at intervals of three months. Other meetings may be held at other times as arranged.

10. The Councils will share administrative work associated with the Joint Committee on the basis that one Council is responsible for providing administrative services for the Joint Committee for a full triennium and the other Council for the following triennium. The changeover date for such administration will be the date of the local authority elections.
11. Meetings of the Joint Committee will be conducted according to the Standing Orders of PNCC, except as stated otherwise in this Agreement.

12. Elected members of either of the Councils who are not members of the Joint Committee are nonetheless entitled to receive meeting notices and agenda, and to attend and speak at Joint Committee meetings.

13. Clause 1.6 of the PNCC Standing Orders, which extends the right to vote to non-committee members where the committee has been approved for this purpose by the Councils, will not apply.

14. Recommendations made by the Joint Committee will be reported immediately to the Councils for adoption. Minutes of meetings of the Joint committee will be reported to the following ordinary meeting of the Joint Committee for confirmation as a correct record.

15. This Agreement may be varied when resolutions to that effect have been made and adopted by both of the Councils.

16. The Joint Committee will be deemed to be discharged as at the date of the next local authority elections but it will be recommended to both incoming Councils that a new joint committee be established according to the same or similar arrangements as set in this Agreement and as may be agreed upon by the Councils before any such new committee is established.

17. This Agreement comes into force immediately following the signing of this Agreement, at which time the respective Chief Executives for the Councils will report that this Agreement has been signed, enabling MDC and PNCC to then separately pass resolutions establishing the Joint Committee in accordance with the terms of this Agreement and, where applicable, appointing their members to it.

Signed by the Parties:

Signed on behalf of
Manawatu District Council

Dr Richard Templer
Chief Executive

Signed on behalf of
Palmerston North City Council

Paddy Clifford
Chief Executive
C4/1523 Arapata Road Bridge S3A Replacement

Purpose
The purpose of this report is to seek approval to award Contract 1523 for the replacement of Bridge S3A on Arapata Road at approximate RP 2km.

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

Recommendations
1. That Contract 1523 for Arapata Road Bridge S3A Replacement, Contract be awarded to Bailey Civil Ltd for the sum of One Million, One Hundred and Fifty Seven Thousand and Twenty Five Dollars and Thirty Cents excluding GST ($1,157,025.30 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 Asset Engineer

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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2 Background

2.1 This contract is for replacement of the Arapata Road Bridge S3A.

2.2 This Contract covers the construction of, but is not limited to:

- Felling and removal of trees
- Construct a stock proof “flood gate” fence
- Salvage existing temporary Bailey Bridge
- Demolition and Earthworks
- Construction of a Mechanically Stabilised Earth (MSE) Wall
- Rock armour layering
- Gabion Basket Construction
- Piling, steel casing and reinforcing (including all associated formwork)
- Construction of precast concrete wall abutments
- Supply and placement of 28m length steel bridge beams including precast concrete deck panels
- Drainage
- Utility Service Relocation
- Carriageway Construction including realignment of 60m of carriageway approach either end
- Guardrailing
- Roadmarking

Other Works:

2.3 Contract C/4-1523 is a measure and value contract with an expiry date of 100 working days following date of possession of site.

3 Discussion and Options considered

3.1 The Engineer's Estimate totalled $1,021,467.00. For this amount exceeding $500,000, Council’s procurement policy requires an open market competitive process.

3.2 Six contractors submitted tenders and were closed on Tenderlink electronic tender box on Friday 14th October 2016 at 4pm.
Phase 1: Attributes

3.3 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 (15%),
- Relevant Skills (5%),
- Methodology (10%)

**Total Attributes (40%)**

3.4 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 Assets Engineer)
- Andrew McMenamin (Principal Structural Engineer – GHD Ltd).

This process was completed on 28th October 2016.

3.5 Tenders were received from the following Contractors:

- Bailey Civil Ltd
- Brian Perry Civil Ltd
- Concrete Structures (NZ) Ltd
- Emmetts Civil Construction Ltd
- Fulton Hogan Ltd
- Riverside Construction Ltd

3.6 The non-price attribute scores ranged from:

23.70% – 28.95% (out of a possible 40%)

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

$0.00 - $89,378.36

Phase 2: Price Submission

3.8 The submitted tender price envelopes electronically opened by the Tenders Secretary at 3pm on 28th October 2016 gave the following range of tender prices:

$1,051,841.20 - $1,378,441.00

The Engineers Estimate was $1,021,467.00.

Adjustments taking into account the Supplier Quality Premium (SQM) and subtracting all schedule fixed amounts resulted in a total overall Adjusted Evaluation Price.

Range: $882,462.84 - $1,298,441.00
3.9 In accordance with New Zealand Transport Agency Procurement Manual under the Price Quality Method, the preferred tenderer is Bailey Civil Ltd. Their price of $1,051,841.20 is 2.9% over the Engineer’s Estimate of $1,021,467.00.

3.10 The total contract value will include a 10% contingency which will be added to the tendered price. This contingency sum will only be utilised, at the discretion of the Engineer to the Contract. The total amount for approval would be $1,157,025.30.

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 as a renewal of Emergency Works stemming from the June 2015 Storm Event for construction in the current 3 year funding block. It is funded from Emergency Works Renewal funding (100%).

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

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<td>RD 1018 005</td>
<td>Emergency Works Renewal</td>
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5.3 The total cost of restoring the flood damage caused by the June 2015 storm event is $6.125 million. The expenditure for 2015/16 financial year was $2.935 million, mainly on slip clearance and the construction of 31 retaining walls. This leaves a budget of $3.190 million for the 2016/17 financial year.

5.4 Three bridges were severely damaged. A temporary Bailey bridge is in place on Arapata Road. Reu Reu Bridge and Nannestad/Rongotea are passable but with restrictions. The physical works for these bridges are programmed for the 2016/17 Financial Year. The total estimated cost for replacing these bridges is $2.830 million. The balance of $0.360 million is for the construction of various retaining walls and ancillary works.

5.5 NZTA Financial Assistance Rate (FAR) rules state that, for any given financial year, a FAR of 53% will apply to Emergency Works up to 10% of the Maintenance Operations and Renewals Budget. For the 2016/17 programme this equates to approximately $1.19 million. After that the remaining $2 million will receive an enhanced FAR of 73%.

5.6 The cost of this project can be accommodated within the existing emergency works budgets.

6 Statutory Requirements

6.1 At the time of writing this report, a Resource Consent for construction work in the waterway, lodged with Horizons Regional Council is pending final approval. Signed approval is expected by the 9th November 2016.
7 Delegations
7.1 The Council has the authority to award this contract.

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 capacity in the Council’s budget (predominant percentage is subsidised Emergency Renewals) to accommodate the quoted price.

10.2 If approved, the work could begin in January 2016.

11 Attachments
   • There are no attachments.
MDC Roading Procurement Strategy

Purpose

The purpose of this report is to present the Manawatu District Council Roading Procurement Strategy for 2016/17 and 2017/18 financial years.

Significance of Decision

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

Recommendations


2. That the Council approves the use of shared in-house professional services subject to a forthcoming review.

Report prepared by:
John Jones
Roading Manager

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:

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2 Background

2.1 Council is required to develop a Procurement Strategy in accordance with the guidelines set out in the current edition of NZ Transport Agency’s Procurement Manual.

2.2 The New Zealand Transport Agency policy changes which came into effect on 1st July 2015 introduced new procedures for the way in which Council obtain and retain approval for claiming funding assistance for the delivery of in-house professional services.

2.3 This procurement strategy reflects the amendments to the Transport Agency’s policy. The changes affect procedures for the approval, delivery and accounting for professional services delivered in-house.

3 Discussion and Options considered

3.1 This procurement strategy sets out the strategic approach to procurement for Transportation for Manawatu District Council (Council) 2016-17 and 2017-18. A large portion of Council’s funding for transportation activities is financially assisted by the New Zealand Transport Agency (NZTA) and the LTMA requires that approved organisations (Manawatu District Council in this case) develop procurement procedures to obtain best value for money spent. This strategy therefore focuses on Council’s procurement of transportation related goods and services.

3.2 The objectives and outcomes in the procurement strategy are consistent with Council’s strategic and organisation-wide procurement policy as well as the NZTA requirements. The key outcomes are described in Section 2 and include:

- Operate and maintain local roads including streetlights, bridges, footpaths, traffic signals, sumps, berms, and bus shelters in line with the activity management plan.
- Monitor crash statistics to identify problem areas and determine solutions.
- Identify the impacts of land use on the transport network and identify where future upgrades need to occur on a just-in-time basis.
- Consider traffic implications of growth and development.
- Maintain pavements on a fit-for-purpose basis.

3.3 The objectives and principles of Council’s Procurement Policy in regard to sourcing products and services include;
To provide for the procurement of transportation related goods, works and services in a way that ensures best value for money, bought using commercially astute and appropriate processes

To ensure that procurement practices meet the requirements of good management.

To enable fair competition between suppliers

To encourage a competitive and effective market

Fit for purpose

Promote open and effective competition between capable suppliers

Follow public sector policy especially for fairness, efficiency and transparency

Have regard to health and safety, sustainability and environmental protection

Working collaboratively within Council and with other organisations

Take account of Whole of Life cost of supply arrangements

3.4 The Transport Agency (Planning & Investment) requires Council to manage its in-house service delivery in a way that ensures both efficiency and effectiveness. The Transport Agency (Planning & Investment) does not, and will not, specify how Council should structure or organise its self to do that, but it expects Council to be guided by the Standards NZ publication, Guide to Local Government Service Delivery Options (SNZ HB 9213:2003).

3.5 Currently Manawatu District Council’s Infrastructure Department is the entity responsibility for delivery of infrastructure, and services, and Manawatu District Council is the entity responsible for governance. This is documented in the following binding agreements;

- Memorandum of Understanding for Shared Services between Rangitikei and Manawatu District Council (September 2007).
- Framework for Service Level Agreement for Management and Physical Services between Rangitikei and Manawatu District Council (July 2008).
- Amendment to the 2007 Memorandum of Understand for Shared Services.

4 Financial implications

4.1 Professional services are integral to an activity approved under s20 of the LTMA. The Land Transport Management Act 2003, as amended from time to time. For Transport Agency funding purposes, these are treated as an input, and the cost is charged directly to the activity. They are services provided by a person (or persons) skilled in the particular field for which they are engaged.

4.2 Expenditure on in-house professional services is exempt from procurement procedure requirements where approved by the Transport Agency (Planning & Investment).

4.3 Outsourced professional services must be procured using an approved procurement procedure.

4.4 The cost of all activities advised to the Transport Agency (Planning & Investment), either when applying for funding approval or when claiming funding assistance for an approved activity, must be the full cost of the activity, including any professional services costs, regardless of whether the cost is an in-house cost or incurred through a contract with an external supplier.

5 Statutory Requirements

LGA 2002, s17A (5) states that if responsibility for delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity from that responsible for governance, the entity that is responsible for governance, must ensure that there is a contract or other binding agreement that clearly specifies—

a) the required service levels; and
b) the performance measures and targets to be used to assess compliance with the required service levels; and
c) how performance is to be assessed and reported; and
d) how the costs of delivery are to be met; and
e) how any risks are to be managed; and
f) what penalties for non-performance may be applied; and
g) how accountability is to be enforced.

Manawatu and Rangitikei District Councils may amend their general agreement for the delivery of management and physical services across both councils’ infrastructural services groups so that it:

- Incorporates the new procedures for the way in which Councils obtain and retain approval for claiming funding assistance for the delivery of in-house professional services.
- Details levels of service specific to the delivery of land transport professional services.
- Document the formal management structure for in-house operations

Council may carry out a review in conjunction with the consideration of any significant change to relevant service levels within 2 years before the expiry of any binding agreement relating to the delivery of that infrastructure, service or regulatory function, or at such other times Council considers desirable.

However, Council is not required to undertake a review to the extent that the delivery of that infrastructure, service, or regulatory function is governed by legislation, contract, or other binding agreement such that it cannot reasonably be altered within the following 2 years.

Council is also not required to undertake a review if Council is satisfied that the potential benefits of undertaking a review in relation to that infrastructure, service, or regulatory function do not justify the costs of undertaking the review.

6 Delegations

Council has the authority to decide matters relating to the Roading Procurement Plan.
7 Consultation

7.1 There are no community consultation requirements associated with this matter.

8 Cultural Considerations

8.1 There are no cultural considerations associated with this matter.

9 Conclusion


9.2 A review, in conjunction with the consideration of any significant change to relevant service levels, is required of Manawatu and Rangitikei District Council's current shared in-house professional services to ensure there is a contract or other binding agreement that clearly specifies—

a) the required service levels; and

b) the performance measures and targets to be used to assess compliance with the required service levels; and

c) how performance is to be assessed and reported; and

d) how the costs of delivery are to be met; and

e) how any risks are to be managed; and

f) what penalties for non-performance may be applied; and

g) how accountability is to be enforced.

10 Attachments

- MDC Roading Procurement Strategy
Adoption of Committee Structure

Purpose

To determine the membership, terms of reference and delegations of authority for each of the committees established by Her Worship the Mayor under Section 41A of the Local Government Act 2002.

Significance of Decision

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

Recommendations

That the Council adopt the following committee structure and membership, with associated terms of reference and delegated authority as outlined in Appendix 2 to the report of the General Manager – Corporate and Regulatory dated 28 October 2016:

1. **Audit and Risk Committee**
   Membership: Councillor Stuart Campbell (Chair) and Councillors Barbara Cameron, Hilary Humphrey, Phil Marsh, Howard Voss, Her Worship the Mayor and John Fowke (independent member)

2. **Chief Executive’s Employment Committee**
   Membership: Councillor Michael Ford (Chair) and all Councillors

3. **Community Funding Committee**
   Membership: Councillor Hilary Humphrey (Chair) and Councillors Barbara Cameron, Stuart Campbell, Shane Casey, Alison Short and Her Worship the Mayor.

4. **Hearings Committee**
   Membership: Councillor Howard Voss (Chair) and Councillors Shane Casey, Michael Ford, Hilary Humphrey, Alison Short and Her Worship the Mayor.

5. **Nga Manu Taiko Manawatu District Council**
   Membership: Councillors Stuart Campbell, Alison Short and Her Worship the Mayor plus one representative appointed by Tangata Whenua from each of the following Marae: Aorangi, Kauwhata, Kotuku, Parewahawaha, Poupatate, Te Au, Te Rangimarie, Taumata O Te Ra, Te Hiiri, Te Iwa, and Te Tikanga.
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>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>
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<tr>
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</table>

2 Background

2.1 At the reconvened first triennial meeting of Council, held 26 October 2016, Her Worship the Mayor established the committees of Council, and appointed the Chairpersons to those committees.

2.2 The Council is now asked to confirm the membership of each of those committees and adopt the terms of reference and delegated authority that will apply to each committee.

3 Discussion and Options considered

3.1 The following committees their Chairpersons were appointed by Her Worship the Mayor on 26 October 2016:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chairperson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Planning and Policy Committee</td>
<td>Councillor Phil Marsh</td>
</tr>
<tr>
<td>Community Funding Committee</td>
<td>Councillor Hilary Humphrey</td>
</tr>
<tr>
<td>Audit and Risk Committee</td>
<td>Councillor Stuart Campbell</td>
</tr>
</tbody>
</table>
3.2 It was noted that the membership of the Strategic Planning and Policy Committee, the Workshop Committee and the Chief Executive’s Employment Committee would each comprise Her Worship the Mayor and all Councillors.

3.3 Subsequently expressions of interest were given by Councillors for membership to each of the remaining committees. The proposed membership of each committee is outlined below:

**Audit and Risk Committee**

Chairperson: Councillor Stuart Campbell

Members: Councillors Barbara Cameron, Hilary Humphrey, Phil Marsh, Howard Voss, Her Worship the Mayor and John Fowke (independent member)

**Community Funding Committee**

Chairperson: Councillor Hilary Humphrey

Members: Councillors Barbara Cameron, Stuart Campbell, Shane Casey, Alison Short and Her Worship the Mayor.

**Hearings Committee**

Chairperson: Councillor Howard Voss

Members: Councillors Shane Casey, Michael Ford, Hilary Humphrey, Alison Short and Her Worship the Mayor.

**Nga Manu Taiko Manawatu District Council**

Chairperson: to be appointed by the committee

Members: Councillors Stuart Campbell, Alison Short and Her Worship the Mayor plus one representative appointed by Tangata Whenua from each of the following Marae: Aorangi, Kauwhata, Kotuku, Paranui, Parewahawaha, Poupatate, Te Au, Te Rangimarie, Taumata O Te Ra, Te Hiiri, Te Iwa, and Te Tikanga.

3.4 Attached in Appendix 2 to this report are the proposed Terms of Reference for each of the above committees, including a list of the committee members, the meeting cycle, the responsibilities of the committee and the powers delegated to each of those committees.

3.5 The quorum for meetings of Council and its committees will be the majority of the committee members, unless specified otherwise in the Terms of Reference.
Deputy Chairs of Committees

3.6 The Council has the option of either holding an election for the Deputy Chairperson of each committee at this meeting, or leaving the election of Deputy Chairs for each committee to undertake at its first meeting.

3.7 There are specific requirements around the voting system used for electing a deputy chairperson of a committee. The meeting is required to choose between two systems of voting (known as System A and System B), prior to undertaking the election.

System A

3.8 Under System A, there is a first round of voting for all candidates, and if no candidate is successful then there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. Further rounds are held as required and if two or more candidates tie for the lowest number of votes, the person to be excluded is resolved by lot.

System B

3.9 System B has one round of voting, and if two or more candidates tie for the most votes, the tie is resolved by lot.

3.10 Although the committees will be able to elect their deputy chairs at their first meetings, the deputy chairperson for the Workshop Committee will need to be elected by Council. This is because the Workshop Committee cannot make any decisions.

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 resource requirements are in accordance with existing budgetary allocation.

6 Statutory Requirements

6.1 The powers for the Mayor to establish committees and appoint chairpersons came into force as from 12 October 2013. These powers are set out in Section 41A of the Local Government Act 2002.

6.2 Section 41A states the following:

\[(3) \quad \text{For the purposes of subsections (1) and (2), a mayor has the following powers:} \]

\( a) \quad \text{to appoint the deputy mayor:} \)

\( b) \quad \text{to establish committees of the territorial authority:} \)

\( c) \quad \text{to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor:} \)
Section 41A further states the following:

(5) A mayor is a member of each committee of a territorial authority

(6) To avoid doubt a mayor must not delegate any of his/her powers under subsection (3)

Clause 31 of Schedule 7 to the Local Government Act 2002 sets outs the ability of the Council to set the membership of committees and subcommittees, and Clause 32 of Schedule 7 sets outs the ability of the Council to delegate authority to the committees and subcommittees.

Clause 25 of Schedule 7 to the Local Government Act 2002 sets out the choices for systems of voting that must be used for electing a Deputy Chairperson of a committee.

7 Delegations

7.1 The Council has the authority to decide the membership and delegate authority to the committees.

8 Consultation

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

9 Cultural Considerations

9.1 There are no cultural considerations associated with this matter.

10 Conclusion

10.1 The Council’s committees have been established in accordance with the mayoral powers as legislated and as exercised by the Mayor.

10.2 The legislation provides mayors with a discretionary power to:

- appoint the deputy chair;
- appoint committee chairs; and
- determine the number and terms of reference of council committees.

10.3 The Mayor does not have the discretionary power to determine the membership or the delegations of the Council’s committees. Recommendations are provided in this report for membership of each of the committees, and terms of reference including delegation of powers are outlined in Appendix 2 for adoption.
11 Attachments

- Committee Structure Chart
- Proposed Committee Terms of Reference and Delegations
Appendix 1: Manawatu District Council Committee Structure Chart
Appendix 2

Audit and Risk Committee

Subordinate to Council

Subordinate Committees -

Legislative basis Committee delegated powers by Council in accordance with Schedule 7, Clause 32, LGA.

Membership
Chairperson: Cr S Campbell
Deputy Chairperson: tba
Committee: Her Worship the Mayor H Worboys, Crs B Cameron, H Humphrey, P Marsh, H Voss, J Fowke (Independent member)

Meeting cycle At least four times a year. The Chair of the Audit and Risk Committee may convene additional meetings, as they deem necessary.

Termination date Next triennial general election for local government.

Review of decisions Refer to Section 25 of this Manual.

Responsibilities

1. Financial reporting including the following:
   a. long term planning including the financial strategy;
   b. appropriateness of accounting policies;
   c. annual report; and
   d. internal report (monthly and/or quarterly)

2. Risk management and the system of internal controls
   a. setting the Council’s appetite for risk;
   b. understanding the key risk areas including likelihood and consequences;
   c. effectiveness of internal controls; and
   d. fraud risk and procurement risk.

3. External audit
   a. relationship with auditor;
   b. understanding scope and engagement;
   c. review significant audit findings/recommendations; and
   d. monitor progress on recommendations.

4. Internal audit
   a. appointment and relationship with internal auditor;
   b. scope of work; and
   c. responses to internal audit recommendations.

Delegated authority None.

Limits to delegations -

Recommendations -
**Chief Executive’s Employment Committee**

<table>
<thead>
<tr>
<th><strong>Subordinate to</strong></th>
<th>Council</th>
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<tbody>
<tr>
<td><strong>Subordinate Committees</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Legislative basis</strong></td>
<td>Committee delegated powers by Council in accordance with Schedule 7, Clause 32, LGA.</td>
</tr>
</tbody>
</table>
| **Membership** | Chairperson: Deputy Mayor M Ford  
Deputy Chairperson: tba  
Committee: Her Worship the Mayor H Worboys and all Councillors |
| **Meeting cycle** | From time to time, as business requires. |
| **Termination date** | Next triennial general election for local government. |
| **Responsibilities** | All matters relative to the employment of the Chief Executive, including monitoring of performance. |
| **Delegated Authority** | Make decisions on the performance and remuneration of the Chief Executive.  
All employment conditions and appointments of the Chief Executive remains with Council. |
| **Limits to Delegations** | - |
| **Recommendations** | - |
Community Funding Committee

Subordinate to
Council

Subordinate Committees
-  

Legislative basis
Committee delegated powers by Council in accordance with Schedule 7, Clause 32, LGA.

Membership
Chairperson: Cr H Humphrey
Deputy Chairperson: tba
Committee: Her Worship the Mayor H Worboys, Crs B Cameron, S Campbell, S Casey, A Short.

Termination date
Next triennial general election for local government.

Meeting Cycle
From time to time, as business requires.

Responsibilities
1 Community Funding
   The consideration of all grants, trust fund applications and community rates support remissions.

2 Manawatu District Community Honours Awards
   The calling of nominations and selection of suitable candidates to receive awards under the Council’s community honours scheme.

Delegated Authority

Community Funding
3 Approve applications under the Community Development Funding and Regional Events Policy up to a value of $10,000.

4 Approve applications for representative grants up to a value of $2,000.

5 Approve the remission of rates in accordance with the Community Rates Support policy.

6 Approve applications to the Robert Dickson Educational Trust and Hook Bequest up to a value of $1,000 has been delegated to the Community Funding Committee Chairperson and the General Manager – Community and Strategy.

Manawatu District Community Honours Awards
7 Make decision on recipients of Community Honours Awards under the Community Honours Scheme.
<table>
<thead>
<tr>
<th>8</th>
<th>Authority to co-opt community representatives to the committee to assist with the selection process.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Limits to Delegations</strong></td>
<td>-</td>
</tr>
<tr>
<td><strong>Recommendations</strong></td>
<td>-</td>
</tr>
</tbody>
</table>
### Hearings Committee

**Subordinate to**

Council

**Subordinate Committees**

- 

**Legislative basis**

Committee delegated powers by Council in accordance with Schedule 7, Clause 32, LGA.

**Membership**

Chairperson: Cr H Voss  
Deputy Chairperson: tba  
Committee: Her Worship the Mayor H Worboys, Crs S Casey, M Ford, H Humphrey, A Short

**Meeting cycle**

From time to time, as business requires.

**Termination date**

Next triennial general election for local government.

**Review of decisions**

Refer to Section 25 of this Manual.

**Responsibilities**

1. Matters requiring a hearing or a related decision under the following Acts:
   - Resource Management Act 1991
   - Local Government Act 1974 & 2002
   - Dog Control Act 1996
   - Fencing of Swimming Pools Act 1987
2. Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council’s bylaws.
3. Other matters of a regulatory nature considered appropriate.
4. A hearing panel relevant to the hearing required will be made up of members assigned from the committee, as decided by the Chairperson of the Hearings Panel and General Manager – Corporate and Regulatory.
5. For an RMA hearing a commissioner external to the Hearings Committee may be appointed as outlined in 54.6
6. Hear and decide revocation of registration (S.120 (3)).

**Manawatu District Bylaws**

7. Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council’s bylaws.

**Delegated authority**

Health Act 1956

**Local Government Act 1974**

Powers to stop any road or part thereof in the District pursuant to Section 342(1)(a) of the Act.

**Fencing of Swimming Pools Act 1987**

Powers and functions under Section 6 and Clause 11 of the Schedule to the Fencing of Swimming Pools Act 1987, pursuant to Section 12.

**Dog Control Act 1996**

To hear and determine objections in accordance with the provisions of the Dog Control Act 1996.

**Local Government Act 2002**

In addition to the above, the Committee also has delegated authority under the Council’s Development Contributions Policy to:

- Consider and decide on applications for leave to apply for further review of remission decisions made by officers under delegated authority; and

- Consider and hear applications for further review of remission decisions where leave has been granted for the application to be considered and heard by the Committee.

**Limits to delegations**

Matters that must be processed by way of recommendations to the Council (under the First Schedule, RMA) including:

- Final consideration of, and making operative District Plans; and

- The decision to notify amendments to the District Plan, and making them operative.

**Recommendations**

-
Nga Manu Taiko Manawatu District Council Committee

**Subordinate to**
Council

**Subordinate Committees**
- 

**Legislative basis**
Committee delegated powers by Council in accordance with Schedule 7, Clause 32, LGA.

**Terms of reference**
To facilitate dialogue between the Manawatu District Council and Tangata Whenua with the representatives being responsible for representing and reporting the position of their respective bodies.

To identify issues and the processes for dealing with those issues.

Note (Council 9.2.1 14/12/10 minutes): The Committee request they be given the opportunity to appoint the Committee’s chairperson in future.

**Membership**

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
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<tbody>
<tr>
<td>Chairperson</td>
<td>Elected by the Committee</td>
</tr>
<tr>
<td>Deputy Chairperson</td>
<td>tba</td>
</tr>
<tr>
<td>Committee</td>
<td></td>
</tr>
<tr>
<td>• Three (3) appointed representatives of the Manawatu District Council being Her Worship the Mayor H Worboys, Crs S Campbell, A Short</td>
<td></td>
</tr>
<tr>
<td>• Twelve (12) Marae representatives, being one appointed representative by Tangata Whenua from the following Marae:</td>
<td></td>
</tr>
<tr>
<td>▪ Aorangi</td>
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<tr>
<td>▪ Kauwhata</td>
<td></td>
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<tr>
<td>▪ Kotuku</td>
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<tr>
<td>▪ Paranui</td>
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<td>▪ Parewahawaha</td>
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<td>▪ Poupatate</td>
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<td>▪ Te Au</td>
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<td>▪ Te Rangimarie</td>
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<td>▪ Taumata O Te Ra</td>
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<td>▪ Te Hiiri</td>
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<td>▪ Te Iwa</td>
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<tr>
<td>▪ Te Tikanga</td>
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</tbody>
</table>

And with each Marae representative having a deputy who will have attendance, speaking and voting rights when the appointed representative is unable to attend the meeting.

**Meeting cycle**
On the second Tuesday of every second month.

**Budget**
The budget for remuneration and other costs for the Committee to be within the Policy Development budget and defined therein as Nga Manu Taiko Manawatu District Council Committee.
<table>
<thead>
<tr>
<th><strong>Termination date</strong></th>
<th>Next triennial general election for local government.</th>
</tr>
</thead>
</table>
| **Responsibilities** | 1 To represent their Marae in a forum  
2 To liaise between their Marae and Council |
| **Delegated authority** | None |
| **Limits to delegations** | - |
| **Recommendations** | - |
### Strategic Planning and Policy Committee

<table>
<thead>
<tr>
<th>Subordinate to</th>
<th>Council</th>
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<tbody>
<tr>
<td><strong>Subordinate Committees</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Legislative basis</strong></td>
<td>The Council delegates these powers to the Committee in accordance with Schedule 7, Clause 32, LGA.</td>
</tr>
</tbody>
</table>
| **Membership**          | Chairperson: Cr P Marsh  
Deputy Chairperson: tba  
Committee: Her Worship the Mayor H Worboys and all Councillors |
| **Meeting cycle**       | The first Thursday of each month, and from time to time as business requires. |
| **Termination date**    | Next triennial general election for local government. |
| **Responsibilities**    | 1 Electoral and democratic functions of local government in the Manawatu district.  
2 Oversee, co-ordinate and direct the development of, and where appropriate, the review of:  
   - The Long Term Plan and Annual Plans  
   - Asset Management Plans  
   - Statutory policies  
   - The District Plan  
   - The Annual Report  
3 The development and review of policy.  
4 The promotion and marketing of economic and community development in the Manawatu district.  
5 General co-ordination of Council policy decisions.  
6 Consideration of all environmental and regulatory consents not otherwise delegated.  
7 To monitor and/or review the level of service provided to the community in respect of each significant activity and function undertaken by the Council on behalf of the community.  
8 Responses to government legislation proposals and policy issues.  
9 The formulation of proposals and priorities in respect of the development of community facilities. |
10 To deal primarily but not exclusively with matters of urgency where, in the opinion of
the Committee, it is necessary to act before the next meeting of the Council, provided
that any action taken under this provision is to be reported to the next subsequent
meeting of the Council.

Delegated Authority

Building Act 2004

11 Approve the Dangerous and Insanitary policies (S.132).

Expenditure contracts

12 Lump sum purchases over $500,000 by the Council of goods, works, or services
(includes unit rate contracts, measurement and value contracts, and cost
reimbursement contracts).

13 Continuing contracts over $10,000 per week for goods, works, or services (including
annual and local supply contracts).

14 Authority to accept tenders for operational services works over $500,000.

Matters deemed urgent

15 Delegated power to act in respect of any matters or matters deemed urgent by the
Mayor and the Chief Executive, in which event those matter(s) would be placed on
the next Strategic Planning and Policy Committee agenda and identified as such.

Road closures

16 The authority of the Council to act under the Transport (Vehicular Traffic Road
Closure) Regulations 1965 in the case of applications for road closures where
objections to the proposed closure are received (S.6).
### Workshop Committee

<table>
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<tr>
<td><strong>Subordinate Committees</strong></td>
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</tr>
<tr>
<td><strong>Legislative basis</strong></td>
<td>Committee delegated powers by Council in accordance with Schedule 7, Clause 32, LGA.</td>
</tr>
</tbody>
</table>
| **Membership** | Chairperson: Her Worship the Mayor H Worboys  
Deputy Chairperson: tba  
Committee: All councillors |
| **Meeting cycle** | The first and third Thursdays of each month, following the preceding Council or Committee meeting. |
| **Termination date** | Next triennial general election for local government. |
| **Purpose and responsibilities** | To brief members and provide structured opportunities to develop ideas relevant to future decisions so that good government of the district is fostered. |
| **Delegated authority** | None |
| **Limits to delegations** | The Committee is not entitled to make any resolutions or decisions in respect of any matter. |
| **Recommendations** | - |
Adoption of Schedule of Meetings

Purpose

To present for adoption the proposed schedule of meetings for the remainder of 2016 and the 2017 calendar year.

Significance of Decision

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

Recommendations

1. That the Council adopt the following schedule of meetings for the remainder of the 2016 calendar year:
   - Strategic Planning and Policy Committee: Thursday 1 December 2016, 8.30am
   - Community Funding Committee: Thursday 1 December 2016, 1.00pm
   - Nga Manu Taiko Manawatu District Council: Tuesday 13 December 2016, 6.00pm
   - Council: Thursday 15 December 2016, 8.30am

2. That the Council adopt the 2017 meeting calendar as set out in Appendix 1 to the report of the General Manager Corporate and Regulatory dated 28 October 2016.

Report prepared by:
Allie Dunn
Business Support Team Leader - Corporate

Approved for submission by:
Shayne Harris
General Manager - Corporate and Regulatory
1贡献给理事会愿景和成果

1.1关系到理事会成果，支持理事会愿景的解释：

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

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2背景

2.1《地方自治法》2002年要求理事会召开必要的会议来支持其区域的管理。一个基于理事会及其委员会的条款的计划表，附在本报告的附录1中。

2.2按法规定，该日程表的制定可以涵盖理事会认为合适的任何未来时期。该日程一旦采纳，如果需要也可进行修改。

2.3通知该日程表或任何对该日程表的修改，即为某次会议的通知。这可使理事会避免分别通知成员该次会议。

3讨论和考虑的选项

3.1会议必须根据《地方自治法》2002年，第7部分《地方自治官方信息和会议法案》1987年，和理事会的常规规则召开并进行。

3.2理事会必须在所指定的时间和地点召开会议。

3.3拟议的日程不包括MDC/PNCC联合战略规划委员会的会议日期。这些日期一旦该委员会成立，将进行的会。日期的制定与创意社区评估委员会的成立有关。这些日期将在该委员会正式成立后被安排。

3.4我们安排了1轮委员会和理事会会议于2016年12月。由于该区域计划审查听证会从2016年12月5日至9日，我们建议社区资金委员会的会议于12月1日举行。这将允许及时考虑社区荣誉提名，并于2016年12月中旬的荣誉颁奖前作出。

3.5区域事件资金申请的截止日期是3月30日，6月30日和9月30日。这影响了社区资金委员会的会议，其日期已经为第二星期二，而不是第一。

3.6审查和风险委员会的会议被安排在每季度报告的时间范围内。
You will also note that some meetings of Council and the Workshop Committee have been moved from the usual third Thursday of the month to either a Wednesday, or in one case, the fourth Thursday of the month. The reason for this is to accommodate Local Government New Zealand Zone 3 meetings, and Rural and Provincial meetings that are being held at that time. The May Council meeting and Workshop Committee have been moved to the fourth Thursday in order to accommodate the Annual Plan hearings scheduled that month.

**Operational Implications**

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

**Financial implications**

5.1 The resource requirements are in accordance with existing budgetary allocation.

**Statutory Requirements**

6.1 Clause 19 of Schedule 7 of the Local Government Act 2002 sets out the provisions for calling meetings. The meeting schedule for 2016 is proposed for adoption in accordance with Clause 19(6) as follows:

“(6) If a local authority adopts a schedule of meetings,—

(a) the schedule—

(i) may cover any future period that the local authority considers appropriate; and

(ii) may be amended; and

(b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.”

**Delegations**

7.1 The Council has the authority to adopt the schedule of meetings.

**Consultation**

8.1 The Council is required to give public notice of all Council and Committee meetings, to inform the public of upcoming meetings. The Council is also required to make available to the public, at least three days prior to each meeting, the agenda and associated reports that would be considered at the meeting. This is to enable members of the public to be informed about decisions that the Council proposes to make, to make their views known to Council members prior to the debate, and to request to speak during public forum at the meeting on matters of concern. Copies of the agendas and their associated reports are displayed in the Feilding Library, and at Council reception, at least three days prior to each meeting.

8.2 To enhance the community's ability to access the Council's meeting records, the agendas, reports and minutes are also published on the Council's website.
9 Cultural Considerations
9.1 There are no cultural considerations to be taken into account.

10 Conclusion
10.1 The proposed schedule for 2017 has been drafted in accordance with the meeting dates and times set in the Terms of Reference for each committee, with adjustments for the Community Funding Committee to take into account closing dates for applications for grants from the Regional Event Fund.

11 Attachments

- Schedule of meetings for 2017
# 2017 MDC Council and Committee Meetings

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<tr>
<th>Jan</th>
<th>Feb</th>
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- **Weekends & public holidays:**
- **Community Funding - 9.00am**
- **Ngā Manu Taiko - 6pm**
- **Council - 8.30am**
- **SP&P - 8.30am**
- **Workshop Committee - follows preceding meeting**
- **Annual Plan Hearings / deliberations**
- **Audit & Risk - 8.30am**
Council

Meeting of 16 November 2016

Business Unit: Corporate and Regulatory
Date Created: 31 October 2016

Creative Communities Assessment Committee

Purpose

To appoint Council members to the Creative Communities Assessment Committee.

Significance of Decision

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

Recommendations

That the Council appoints Councillors Barbara Cameron and Hilary Humphrey to the Creative Communities Assessment Committee.

Report prepared by:
Allie Dunn
Business Support Team Leader - Corporate

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:

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

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

2 Background

2.1 Each year Creative New Zealand provides Creative Communities Scheme funding to city and district councils throughout New Zealand to distribute in their area. The scheme supports more than 1,800 projects every year.

2.2 Each application goes to an assessment committee of people from the Council district who are appointed for their knowledge and experience of the arts and local communities. The committee is responsible for disbursing the allocated funds in accordance with Creative New Zealand Guidelines.

2.3 There are usually two funding rounds each year, with the committee meeting usually meeting in April and October to consider applications for funding.

3 Discussion and Options considered

Membership of Committee

3.1 Each Council that distributes Creative Communities Scheme funding is required to form an assessment committee to allocate the funding. The assessment committee is made up of councillors, iwi representatives and community representatives who are familiar with the broad range of local arts activity.

3.2 The Creative Communities Assessment Committee is an independent community committee, not a council committee. Its membership (apart from council representatives) is not decided by council officers or elected members, and decisions made by the committee do not need to be approved or confirmed by council.

3.3 Committee members are appointed or elected for a specified term of not more than three years. Members can serve a maximum of two terms.

3.4 The election of community representatives is done in a public and open way by the existing assessment committee after a public nomination process. The current iwi and community representatives have only served one term, so are eligible to put themselves forward for consideration for a further term.

3.5 The Manawatu District Council may appoint up to two councillors to the assessment committee. Councillors Barbara Cameron and Hilary Humphrey have expressed interest in being appointed as Council representatives.
3.6 One committee member must be appointed on advice from local iwi. The Manawatu district does not have an eligible community arts council that can have a representative on the assessment committee.

3.7 The Creative New Zealand guidelines propose that each year the assessment committee should elect a chairperson, noting that a person may serve a maximum of three consecutive years as chairperson.

Management of committee meetings

3.8 Although the assessment committee is not a committee of Council, the Creative New Zealand guidelines require the meetings to comply with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987. They recommend that assessment committees meet in private to consider applications and allocate funding.

3.9 Committee members must also comply with the Local Authorities (Members' Interests) Act 1968, which deals with issues of pecuniary interest in relation to matters discussed or voted on at meetings.

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. External appointments to the committee are currently paid a meeting allowance of $130 per meeting.

6 Statutory Requirements

6.1 The Creative New Zealand guidelines state that meetings of the Creative Communities Assessment Committee will comply with Local Government Act 2002 and Local Government Official Information and Meetings Act 1987 requirements for holding of meetings.

6.2 This means that:

- Meetings will be publicly notified (section 46 LGOIMA)
- Agendas and reports will be available to the public (section 46A LGOIMA)
- Members of the public may attend meetings (section 47 LGOIMA)
- Public may be excluded from parts of the meetings (section 48 LGOIMA)
- Public may inspect the minutes of the meetings (section 51 LGOIMA)
- Standing Orders apply to meetings (Clause 16, Schedule 7, LGA)
- Members of Council may attend meetings unless lawfully excluded (Clause 19, Schedule 7, LGA)
• Meetings must be held at times and places appointed (Clause 19, Schedule 7, LGA)
• Notice in writing must be given of meetings to members of Council (Clause 19, Schedule 7, LGA);
• Business cannot be transacted unless quorum present (Clause 23, Schedule 7, LGA)
• Decisions must be made by majority vote (Clause 24, Schedule 7, LGA)
• Chairperson must preside (Clause 26, Schedule 7, LGA)
• Minutes must be kept (Clause 28, Schedule 7, LGA)

6.3 Committee members must also comply with Section 6 of the Local Authorities (Members’ Interests) Act 1968 which prescribes how conflicts of interest must be dealt with.

7 Delegations

7.1 The Creative Communities Assessment Committee has the authority to make funding decisions without confirmation or approval by Council.

8 Consultation

8.1 The community representatives will be sought via a public nomination process, with representatives being elected by the committee from those nominees.

9 Cultural Considerations

9.1 Advice will be sought from Nga Manu Taiko Manawatu District Council for the appointment of the iwi representative on the assessment committee. The current iwi representative has only served one term so is eligible to serve a further term.

10 Conclusion

10.1 The Creative New Zealand guidelines require Council to appoint two members to the Creative Communities Assessment Committee. Councillors Barbara Cameron and Hilary Humphrey have expressed interest in being appointed as Council representatives.

11 Attachments

• There are no attachments.
Council Meeting of 16 November 2016

Business Unit: Corporate and Regulatory
Date Created: 31 October 2016

Appointments to Council Organisations, Council Controlled Organisations and Joint Committees

Purpose

To consider making appointments to Council organisations, Council controlled organisations, and joint committees.

Significance of Decision

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

Recommendations

1. That the Council makes the following appointments to external organisations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Proposed Appointment</th>
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<tbody>
<tr>
<td>Mana Whakahaere</td>
<td>Her Worship the Mayor, Deputy Mayor, Chief Executive and Councillor Shane Casey.</td>
</tr>
<tr>
<td>Camp Rangi Woods Trust</td>
<td>Two appointees</td>
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<tr>
<td>Central Economic Development Agency Electoral College</td>
<td>Her Worship the Mayor and two councillors</td>
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<tr>
<td>Manfeild Park Trust Electoral College</td>
<td>Her Worship the Mayor and Chief Executive</td>
</tr>
<tr>
<td>Manawatu River Leaders Accord</td>
<td>Her Worship the Mayor and one Councillor</td>
</tr>
<tr>
<td>Oroua Catchment Care Group</td>
<td>Two appointees</td>
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<tr>
<td>Heartland Contractors Ltd</td>
<td>Mayor, Deputy Mayor and Chief Executive.</td>
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<tr>
<td>Civil Defence Emergency Management Group</td>
<td>Her Worship the Mayor</td>
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<tr>
<td>Regional Transport Committee</td>
<td>Her Worship the Mayor</td>
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<tr>
<td>Zone 3 – New Zealand Local Government Association (LGNZ)</td>
<td>Mayor, Deputy Mayor and Chief Executive.</td>
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2. That the Council appoints the following Liaison Councillors for Community Committees:

<table>
<thead>
<tr>
<th>Community Committee</th>
<th>Liaison Councillor</th>
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<tr>
<td>Apiti Community Committee</td>
<td>Councillor Michael Ford</td>
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<tr>
<td>Cheltenham Community Committee</td>
<td>Councillor Alison Short</td>
</tr>
</tbody>
</table>
1 Contribution to the Council Vision and Council Outcomes

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

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

2 Background

2.1 Appointments to external organisations are usually made at the beginning of each triennium.

2.2 There are a number of external organisations to which the Council appoints directors. Some appointments are made because the Trust Deed or Terms of Reference of the
organisation specifically require the appointment of the Mayor or the Deputy Mayor, or an
elected member. Other appointments reflect the role of the organisation in the district.

3 Discussion and Options considered

Definition of External Organisations under the Local Government Act 2002

3.1 Section 6 of the Local Government Act 2002 defines three types of council organisation:

- Council Organisation – one or more local authorities control any proportion of
  voting rights to rights to appoint directors;

- Council Controlled Organisation – any organisation in which one or more local
  authorities control 50 percent or more of the voting rights to appoint 50 percent or
  more of the directors; and

- Council Controlled Trading Organisation – a council controlled organisation that
  operates a trading undertaking for the purpose of making a profit.

3.2 There are substantial additional governance and accountability requirements for control-
controlled organisations than for council organisations. The Local Government Act 2002
acknowledges this by allowing councils to exempt small organisations that are not council-
controlled trading organisations as council-controlled organisations.

3.3 If an organisation is a small organisation that is not a council controlled trading
organisation, Council, under Section 7(3) and (4) of the Local Government Act 2002, can
exempt that organisation by way of a Council resolution.

Proposed Appointments to External Organisations

3.4 Outlined below is a list of the external organisations to which the Council is asked to make
appointments. Also included is a commentary on the role of the organisations concerned.
The organisations are set out in the categories that they are defined by in the Local

Council Organisations

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<tr>
<th>Name</th>
<th>Commentary</th>
<th>Proposed Appointment</th>
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<tbody>
<tr>
<td>Mana Whakahaere</td>
<td>Established jointly by Ngati Kauwhata and Manawatu District Council to</td>
<td>Her Worship the Mayor, Deputy Mayor, Chief</td>
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<td>provide oversight and advocacy for the Oroua River’s ongoing management.</td>
<td>Executive and Councillor Shane Casey.</td>
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<td>Camp Rangi Woods Trust</td>
<td>Council appoints two of the six trustees of this organisation. Previous</td>
<td>Two appointees</td>
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<td>appointees were Mr J Baxter and Mr T Luttrell.</td>
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<tr>
<td>Central Economic Development Agency</td>
<td>Electoral College of six members with the primary role of recommending</td>
<td>Her Worship the Mayor and two</td>
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<td>Electoral College</td>
<td>to the Manawatu District Council and the Palmerston North City Council</td>
<td>councillors</td>
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<td>the proposed chairperson and directors for CEDA. Require the Mayor and two</td>
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<td>Councillors.</td>
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**Manfeild Park Trust Electoral College**

Previous councillor appointees were Councillor Short and Councillor Jensen

The Trust Deed sets out that the Mayor and Chief Executive are Manawatu District Council’s representatives appointed to the Manfeild Park Trust Electoral College.

Her Worship the Mayor and Chief Executive

**Manawatu River Leaders Accord**

Previous appointees were Her Worship the Mayor and Councillor Short

Her Worship the Mayor and one Councillor

**Oroua Catchment Care Group**

Previous appointees were Councillor Short and Councillor Jensen

Two appointees

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**Council Controlled Organisations**

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<th>Name</th>
<th>Commentary</th>
<th>Proposed Appointment</th>
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<tr>
<td>Heartland Contractors Ltd</td>
<td>A company wholly owned by the Manawatu District Council, established in 1995 as a local authority trading enterprise under the Local Government Act 1974. The business of the company was sold in March 2002 and no longer trades. The Council appoints all directors of the company. Exempt from requirements of a Council Controlled Organisation by resolution of Council on 21 July 2005 in accordance with section 7(3) of the Local Government Act 2002.</td>
<td>Mayor, Deputy Mayor and Chief Executive.</td>
</tr>
</tbody>
</table>

**Joint Committees established by statute**

<table>
<thead>
<tr>
<th>Name</th>
<th>Commentary</th>
<th>Proposed Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Defence Emergency Management Group</td>
<td>This group is established by the Civil Defence Emergency Management Act 2002 and remains in force in perpetuity. The Terms of Reference require the appointment of the Mayor.</td>
<td>Her Worship the Mayor</td>
</tr>
<tr>
<td>Regional Transport Committee</td>
<td>Membership of this Committee is specified by section 105(2) of the Land Transport Management Act 2003 and consists of two Regional Councillors, together with seven members representing the Territorial Authorities in the region (one from each Council), and one member representing the New Zealand Transport Agency. This Committee plans and promotes the establishment of an affordable, integrated, safe, responsive and sustainable land transport system in the region.</td>
<td>Her Worship the Mayor</td>
</tr>
</tbody>
</table>
Proposed Appointment for the transport system for the Manawatu-
Wanganui Region.

**Other Entities**

<table>
<thead>
<tr>
<th>Name</th>
<th>Commentary</th>
<th>Proposed Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 3 – New Zealand Local Government Association (LGNZ)</td>
<td>Membership of LGNZ is divided into zones and sectors. The member authorities of Zone 3 are: Central Hawke’s Bay District Council, Hastings District Council, Hawke’s Bay Regional Council, Horizons Regional Council, Horowhenua District Council, Manawatu District Council, Napier City Council, New Plymouth District Council, Palmerston North City Council, Rangitikei District Council, Ruapehu District Council, South Taranaki District Council, Stratford District Council, Taranaki Regional Council, Tararua District Council, Wairoa District Council, and Whanganui District Council.</td>
<td>Mayor, Deputy Mayor and Chief Executive.</td>
</tr>
</tbody>
</table>

**Appointment of Liaison Councillors to Community Committees**

Liaison councillors are appointed for each Community Committee established within the Manawatu District. The liaison councillors are not appointed as members of the committees, therefore the requirements around Council Organisations are not triggered. The liaison councillors are appointed as a contact point between the community committee and council and enhance communication between the entities. The protocol has been for each liaison councillor to be from a different community than the committee they were appointed to. Expressions of interest were received from Councillors for the following appointments:

<table>
<thead>
<tr>
<th>Community Committee</th>
<th>Liaison Councillor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apiti Community Committee</td>
<td>Councillor Michael Ford</td>
</tr>
<tr>
<td>Cheltenham Community Committee</td>
<td>Councillor Alison Short</td>
</tr>
<tr>
<td>Colyton Community Committee</td>
<td>Councillor Phil Marsh</td>
</tr>
<tr>
<td>Feilding Community Committee</td>
<td>Councillor Phil Marsh</td>
</tr>
<tr>
<td>Himatangi Beach Community Committee</td>
<td>Councillor Howard Voss</td>
</tr>
<tr>
<td>Hiwinui Community Committee</td>
<td>Councillor Barbara Cameron</td>
</tr>
<tr>
<td>Kimbolton Community Committee</td>
<td>Councillor Steve Bielski</td>
</tr>
<tr>
<td>Pohangina Valley Community Committee</td>
<td>Councillor Steve Bielski</td>
</tr>
<tr>
<td>Rangiwahia Community Committee</td>
<td>Councillor Hilary Humphrey</td>
</tr>
<tr>
<td>Rongotea Community Committee</td>
<td>Councillor Stuart Campbell</td>
</tr>
</tbody>
</table>
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 Part 5 of the Local Government Act 2002 establishes requirements for the governance and accountability of council controlled organisations and council organisations. The Local Government Act 2002 definitions of council controlled organisations and council organisations are set out in Appendix 2 to this report.

6.2 In section 57 of the Local Government Act, the requirements for appointment of directors are set out. These are:

57 Appointment of directors

(1) A local authority must adopt a policy that sets out an objective and transparent process for—

(a) the identification and consideration of the skills, knowledge, and experience required of directors of a council organisation; and

(b) the appointment of directors to a council organisation; and

(c) the remuneration of directors of a council organisation.

(2) A local authority may appoint a person to be a director of a council organisation only if the person has, in the opinion of the local authority, the skills, knowledge, or experience to—

(a) guide the organisation, given the nature and scope of its activities; and

(b) contribute to the achievement of the objectives of the organisation.

7 Delegations

7.1 The Council has the authority to make the appointments set out in this paper.
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 There are a number of external organisations to which the Council appoints directors. These appointments are reconsidered at the beginning of a new triennium. Recommendations are included for the appointment of Liaison Councillors to Community Committees, and also for appointment of elected members to certain external organisations. Where titles or roles have not been specified in the recommendations, the Council will need to decide who the appointees will be.

11 Attachments

- Appendix 1 - Policy on Appointment of Directors to Council Organisations and Council-Controlled Organisations
- Appendix 2 - Definitions of council controlled organisations and council organisations (Section 6 Local Government Act 2002)
APPENDIX 1

Directors – Appointment of, to Council Organisations and Council-Controlled Organisations, and Remuneration

Original Policy: Council – clause 03/81 – 24/6/03
Policy reviewed: Council – May 2009

Policy

Introduction

Part 1 of the Local Government Act 2002 identifies two types of organisations for which a local authority has governance responsibilities. Briefly, these organisations are described as:

- Council organisations (COs) – where one or more local authorities control one or more voting rights, or have the right to appoint one or more directors
- Council-controlled organisations (CCOs) – where one or more local authorities control 50% or more of the voting rights, or have the right to appoint 50% or more of the directors

Note: This policy uses the term “directors” to include trustees, managers, or office holders (however described) of the organisation, regardless of the term used by the individual organisation.

The Manawatu District Council has responsibilities for the following COs and CCOs:

Council Organisations

- Camp Rangi Woods Trust – appoints two of the six trustees of this organisation
- Feilding Promotion Inc – appoints two members to this organisation

Council-Controlled Organisations

- Heartland Contractors Ltd – a company wholly owned by the Manawatu District Council, established in 1995 as a local authority trading enterprise under the Local Government Act 1974. The business of the company was sold in March 2002 and no longer trades. The Council appoints all directors of the company.

- Feilding Civic Centre Trust - Manawatu District Council has agreed to lease the Feilding Civic Centre property in Stafford Street, Feilding to the Feilding Civic Centre Trust for a three-year term under certain terms and conditions. Terms of the Trust Deed provides for the appointment of all Trustees by the Council.

The Feilding Civic Centre Trust was exempted from being a Council-Controlled Organisation by resolution of Council on 21 July 2005, in accordance with section 7 (3) of the Local Government Act 2002.

- Manawatu Community Trust - Manawatu District Council has established a Manawatu Community Trust to better manage the Housing for the Elderly and Disabled portfolio, so
that it may better meet the needs of the community. Council considers that the Community Trust could potentially afford better opportunities to tenants and the wider community, going beyond just the provision of physical housing, to a broader concept of community health and wellbeing. The Trust was operational on 1 July 2008. Terms of the Trust Deed provide for the appointment of all five Trustees by the Council.

Each of these organisations delivers services, provides advice, or in some way supports the achievement of the objectives in the Council’s long-term council community plan.

The Local Government Act 2002 section 57 (2) requires that the Council may appoint a person as a director of a CO or CCO only if the council considers the person has the skills, knowledge and experience to:

- Guide the organisation, given the nature and scope of its activities
- Contribute to the achievement of the objectives of the organisation

The Council is required to adopt a policy setting out an objective and transparent process for identifying and considering the skills, knowledge, and experience required of directors of a CO or CCO, and their appointment and remuneration.

Skills

The council considers that any person that it appoints to be a director of a CO or CCO should as a minimum have the following skills:

- Intellectual ability
- An understanding of governance issues
- Either business experience or other experience that is relevant to the activities of the organisation (or both)
- Sound judgment
- A high standard of personal integrity
- The ability to work as a member of a team

Appointment Process

When vacancies arise in any CO or CCO the Council will follow the following process for appointing directors.

The council will decide in open council whether to advertise a particular vacancy or make an appointment without advertisement. When making this decision the council will consider:

- The costs of any advertisement and process
- The availability of qualified candidates
- The urgency of the appointment (eg an organisation CO or CCO that is without a quorum cannot hold board meetings).
Appointment by Advertisement

Where the Council decides to advertise a vacancy it will form an ad hoc committee to consider applications and make a recommendation to the council. The Mayor, or a councillor nominated by the Mayor, will chair the committee.

A shortlist of candidates will be prepared by the Mayor, the chairperson of the committee charged with responsibility for monitoring the CO or CCO, and the Chief Executive.

The shortlisted candidates will be interviewed by the relevant committee, and the committee will make a recommendation to Council.

Appointment without Advertisement

Where the Council decides not to advertise a particular vacancy it will refer the matter to the Council committee that is responsible for monitoring the CO or CCO.

The Council committee will consider the appointment at its next scheduled meeting. The committee will identify a shortlist of candidates whom it considers meet the above criteria and will forward those to council together with a report explaining why these candidates meet the criteria. The committee will make a recommendation.

Appointment via Electoral College

Where the council decides that an Electoral College is the most appropriate body for selecting trustees the Electoral College will adhere to the Council’s Appointment of Directors Policy where applicable.

CO application

The Electoral College will consider applications and make a recommendation to the council. The Council will make a decision on the appointment of at least one of the trustees prior to the appointment being formalised.

CCO application

The Electoral College will consider applications and make a recommendation to the council. The Council will make a decision on the appointment of at least 50% of the trustees prior to the appointment being formalised.

Electoral College Appointments

- Manfeild Park Trust Electoral College – (Mayor and Chief Executive)
- RNZAF Ohakea Visitor Centre Trust Electoral College (Ms Lorraine Vincent, Mrs Clare Hadley representing Manawatu District, Rangitikei District and Palmerston North City Councils)

Final Appointment

The Council will make a decision at a meeting with the public excluded for the reason of protecting the privacy of natural persons. Public announcement of the appointment will be made as soon as practicable after the council has made its decision.
An elected member who is under consideration to fill a particular vacancy may not take part in
the discussion or vote on that appointment.

Conflicts of Interest

The Manawatu District Council expects that directors of COs or CCOs will avoid situations where
their actions could give rise to a conflict of interest. To minimise these situations the council
requires directors to follow the current provisions of the New Zealand Institute of Directors Code
of Ethics (http://www.iod.org.nz/)

All directors are appointed at the pleasure of the Council and may be dismissed for breaches of
this code.

Remuneration

Remuneration of directors of COs or CCOs is a matter of public interest.

Where the Council is the sole shareholder in CCO the Council will set directors’ remuneration
either by resolution at the annual general meeting or will review salaries on an annual basis (for
those organisations that do not have such a meeting). In reaching a view on the appropriate level
of remuneration for directors of COs or CCOs the council will consider the following factors:

- The need to attract and retain appropriately qualified people to be directors of the
organisation
- The levels and movement of salaries in comparable organisations (the Council will retain
professional advice on salary levels and movements)
- The objectives of the organisation (in particular whether or not the organisation operates
on a charitable basis)
- The past performance of the organisation
- Whether the organisation is operating as a trading undertaking
- The financial situation of the organisation

In cases where the Council cannot exercise direct control, such as in an organisation where it is
one shareholder among many, it will conduct its own monitoring of salaries against the above
factors and will publicly disclose the name of any CO or CCO which it considers is not complying
with the above factors.
APPENDIX 2

Extract from Local Government Act 2002

6 Meaning of council-controlled organisation and council organisation

(1) In this Act, unless the context otherwise requires,—

council-controlled organisation means a council organisation that is—

(a) a company—

(i) in which equity securities carrying 50% or more of the voting rights at a meeting of the shareholders of the company are—

(A) held by 1 or more local authorities; or

(B) controlled, directly or indirectly, by 1 or more local authorities; or

(ii) in which 1 or more local authorities have the right, directly or indirectly, to appoint 50% or more of the directors of the company; or

(b) an entity in respect of which 1 or more local authorities have, whether or not jointly with other local authorities or persons,—

(i) control, directly or indirectly, of 50% or more of the votes at any meeting of the members or controlling body of the entity; or

(ii) the right, directly or indirectly, to appoint 50% or more of the trustees, directors, or managers (however described) of the entity

council-controlled trading organisation means a council-controlled organisation that operates a trading undertaking for the purpose of making a profit

council organisation means—

(a) a company—

(i) in which equity securities carrying voting rights at a meeting of the shareholders of the company are—

(A) held by 1 or more local authorities; or

(B) controlled, directly or indirectly, by 1 or more local authorities; or

(ii) in which 1 or more local authorities have the right, directly or indirectly, to appoint 1 or more of the directors (however described) of the company; or

(b) an entity in respect of which 1 or more local authorities have, whether or not jointly with other local authorities or persons,—

(i) control, directly or indirectly, of 1 or more of the votes at any meeting of the members or controlling body of the entity; or
(ii) the right, directly or indirectly, to appoint 1 or more of the trustees, directors, or managers (however described) of the entity.

(2) For the purposes of subsection (1), entity means any partnership, trust, arrangement for the sharing of profits, union of interest, co-operation, joint venture, or other similar arrangement; but does not include a company, or a committee or joint committee of a local authority.

(3) If a council organisation is not a company, references in this Act, in relation to the council organisation, to—

(a) equity securities include any form of voting rights in that organisation; and

(b) the directors and the board include trustees, managers, or office holders (however described in that organisation); and

(c) shareholders include any partners, joint venture partners, members, or other persons holding equity securities in relation to that organisation; and

(d) the constitution include any rules or other documents constituting that organisation or governing its activities; and

(e) subsidiaries include any entity that would be a council-controlled organisation if the references to "local authority" or "local authorities" in subsection (1) read "council-controlled organisation" or "council-controlled organisations".

(4) The following entities are not council-controlled organisations:

(a) a body corporate that carries on an electricity business (whether or not that business is its principal or only business) or a trust that is constituted for purposes which include owning or controlling, directly or indirectly, all or part of an electricity company that carries on that business; or

(b) an energy company within the meaning of the Energy Companies Act 1992; or

(c) a port company or subsidiary of a port company within the meaning of the Port Companies Act 1988; or

(ca) a company in which a port company (within the meaning of the Port Companies Act 1988) holds or controls 50% of the shares; or

(d) [Repealed]

(e) New Zealand Local Government Association Incorporated; or

(f) New Zealand Local Government Insurance Corporation Limited and its subsidiaries; or

(g) [Repealed]

(h) a company or other organisation (as defined in subsection (2)) of which the New Zealand Local Government Association Incorporated has control directly or indirectly by whatever means; or

(i) an organisation exempted under section 7.

(5) In this section, terms not defined in this Act, but defined in the Companies Act 1993, have the same meaning as in that Act.
Code of Conduct

Purpose
To present a draft Code of Conduct to elected members for consideration and adoption.

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

Recommendations
That the Council adopt the Code of Conduct for Manawatu District Council as set out in Appendix 1 to the report of the General Manager Corporate and Regulatory dated 7 November 2016, including a provision requiring elected members who are undischarged bankrupts to disclose that fact.

Report prepared by:
Allie Dunn
Business Support Team Leader - Corporate

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

| Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga. | The Manawatu will attract and retain residents. | Manawatu district develops a broad economic base from its solid foundation in the primary sector. | Manawatu and its people are connected via quality infrastructure and technology. | Manawatu’s built environment is safe, reliable and attractive. |

2 Background

2.1 All Councils were required by the Local Government Act 2002 to adopt a Code of Conduct as soon as practicable after 1 July 2003. Once adopted the Code of Conduct would remain in place and could only be amended or substituted by a vote of at least 75% of the members present in support.

2.2 This Council’s current Code of Conduct was adopted on 19 December 2013, replacing earlier versions.

3 Discussion and Options considered

3.1 The overall aim of a Code of Conduct is to set out agreed values, understandings and expectations about the manner in which members of the Council conduct themselves while acting in their capacity of elected members.

3.2 Attached to this report is a proposed Code of Conduct, based on the recently developed template provided by Local Government New Zealand. Also attached is a copy of the LGNZ Code of Conduct Guidelines.

3.3 The new Code of Conduct template has been designed to incorporate recent legislative change, new approaches to good governance and provide better advice for Councils having to deal with alleged breaches.

3.4 Its focus has been widened from controlling poor behaviour to promoting an inclusive and positive governance culture. The proposed Code of Conduct has four objectives:

- To enhance the effectiveness of the Council and the provision of good local government of the district;
- To promote effective decision-making and community engagement;
- To enhance the credibility and accountability of the Council to its communities; and
- To develop a culture of mutual trust, respect and tolerance between members of the Council, and between the members and management.

3.5 The proposed Code of Conduct includes a range of new features, which draw on good practice introduced by other Councils over the past decade. New features are:
Refinement of the principles including a new principle that highlights the importance of elected members “pulling their weight”;

Simplification of the roles and responsibilities section;

Encouragement for members to participate in activities to build and maintain collaborative and cooperative cultures within the Council;

A new process for investigating and assessing complaints, including a “materiality” test;

Additional guidance on penalties or sanctions;

Clarification that only complaints can be made by members and chief executives; and

A more empowering and less prescriptive approach.

3.6 In adopting a Code of Conduct, the Local Government Act 2002 requires Councils to consider whether or not its Code of Conduct will require its elected members who are undischarged bankrupts to disclose that fact (refer Clause 15(5), Schedule 7, Local Government Act 2002).

3.7 A provision has been included in the draft Code of Conduct for requiring elected members who are undischarged bankrupts to disclose that fact. If this Council does not wish to require its elected members to make this disclosure, the provision can be deleted from the draft Code of Conduct, and the Council will need to resolve that it will not require elected members to disclose that fact.

4 Operational Implications

4.1 There are no capital / operating expenditure 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 Clause 15, Schedule 7 of the Local Government Act 2002 sets out the requirements for the code of conduct that every Council must adopt:

“(2) The code of conduct must set out—

(a) understandings and expectations adopted by the local authority about the manner in which members may conduct themselves while acting in their capacity as members, including—

(i) behaviour toward one another, staff, and the public; and

(ii) disclosure of information, including (but not limited to) the provision of any document, to elected members that—
(A) is received by, or is in the possession of, an elected member in his or her capacity as an elected member; and

(B) relates to the ability of the local authority to give effect to any provision of this Act; and

(b) a general explanation of—

(i) the Local Government Official Information and Meetings Act 1987; and

(ii) any other enactment or rule of law applicable to members.

(3) A local authority may amend or replace its code of conduct, but may not revoke it without replacement.

(4) A member of a local authority must comply with the code of conduct of that local authority.

(5) A local authority must, when adopting a code of conduct, consider whether it must require a member or newly elected member to declare whether or not the member or newly elected member is an undischarged bankrupt.

(6) After the adoption of the first code of conduct, an amendment of the code of conduct or the adoption of a new code of conduct requires, in every case, a vote in support of the amendment of not less than 75% of the members present.

(7) To avoid doubt, a breach of the code of conduct does not constitute an offence under this Act.”

7 Delegations

7.1 The Council has the authority to decide this matter, noting that a vote of at least 75% of the members present in support is required to replace the current Code of Conduct.

8 Consultation

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

9 Cultural Considerations

9.1 There are no cultural considerations associated with this matter.

10 Conclusion

10.1 Over the past three years since the Council adopted its current Code of Conduct, there have been some legislative changes that need incorporating within the Council’s Code of Conduct. The template provided by Local Government New Zealand has been designed to incorporate those recent legislative changes, as well as new approaches to good governance and provides better advice for Council on how to deal with alleged breaches. It is recommended that the Council replace its current Code of Conduct with the new version set out in Appendix 1 to this report.
11 Attachments

- Draft Manawatu District Council Code of Conduct
- LGNZ Code of Conduct Guidelines
Adoption of Standing Orders

Purpose

To present draft Standing Orders for consideration and adoption.

Significance of Decision

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

Recommendations

1. That the Council retains the provision in Standing Order 18.1 that allows a Chairperson to exercise a casting vote in situations where there is an equality of votes.

2. That the Council retains the provisions in Standing Orders 12.7 – 12.16 that enables members to join meetings by audio or audio visual means.

3. That the Council retains Standing Order 21.2 Option A for the procedure for moving motions and amendments and removes Standing Orders 21.3 Option B and 21.4 Option C.

4. That the Standing Orders as set out in Appendix 1 to the report of the General Manager – Corporate and Regulatory dated 2 November 2016 and amended as set out above be adopted.

Report prepared by:
Allie Dunn
Business Support Team Leader - Corporate

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:

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>
</table>

2 Background

2.1 The Council is required by the Local Government Act 2002 to adopt a set of Standing Orders for the conduct of its meetings.

2.2 The Standing Orders must be consistent with relevant statutory provisions, most of which are contained in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

2.3 All members must abide by the Standing Orders adopted by Council.

2.4 Once adopted, the Standing Orders remain in place until replaced or amended via a vote of at least 75% of the members present.

3 Discussion and Options considered

3.1 The purpose of Standing Orders is to promote the constructive operation of the democratic process within the Council.

3.2 Standing Orders elaborate on the meeting procedures set out in the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 and the Resource Management Act 1991. They aim to ensure that basic elements of local democracy work well. These include elements such as:

- The right of the public to observe in an open and transparent manner the Council’s decision making processes;
- The provision of effective processes for elected members to carry out their governance responsibilities;
- The opportunities for all views to be heard, but in a way that promotes harmonious working relationships among elected members and between elected members and officers;

3.3 In particular, Standing Orders set out:

- Processes for the work of Council to be apportioned between committees;
• Processes for the Chief Executive to fulfil his statutory responsibility to provide advice to Council;

• Processes for individual elected members to put before the Council matters they believe should be addressed by Council; and

• Processes for other stakeholders to express their views to Council on matters they believe it should consider.

3.4 The Council’s current standing orders are the Model Standing Orders prepared by Standards New Zealand (NZS 9202:2003). These were adopted by Council in 2005.

3.5 Since that time, there have been changes in legislation that need to be reflected in Council’s Standing Orders. There was consideration given to whether a recommendation should be made to continue with an updated version of the Model Standing Orders, or whether to look at an alternative.

3.6 We have identified some limitations to using the Standards New Zealand version of Standing Orders. These limit the ability of Council to copy and distribute the standing orders, and to make the Standing Orders available to the public through its website.

3.7 Local Government New Zealand have developed a template for Standing Orders for use by local authorities. It is proposed that the Council replace its current Standing Orders with Standing Orders based on the LGNZ template. Amongst the differences from other Standing Orders are:

• The incorporation of legislative changes made since 2002;

• The introduction of a new structure to make it easier to find items;

• Greater use of “plain English” to increase readability; and

• Appendices that include guides designed to assist Chairs, members and officers to apply the standing orders.

3.8 The LGNZ template for Standing Orders contains three optional provisions. Elected members are given the option of whether to include all or any of the options prior to adoption. The options are:

• A provision for a casting vote by a Chairperson (SO 18.3);

• The option to join meetings by audio and audio-visual link (SO 12.7-12.16); and

• The choice of three different ways of dealing with motions and amendments (SO 21).

3.9 A description of each of these three options follows:

**Provision for Casting Vote by a Chairperson**

Standing Order 18.1 allows the Chairperson to exercise a casting vote in situations where there is an equality of votes. Incorporating a casting vote in Council’s standing orders is optional under clause 24(2) of Schedule 7 of the Local Government Act 2002.

If Council does not wish to include the ability for its Chairpersons to have a casting vote, then standing order 18.1 will need to be removed before adopting the standing orders.
The casting vote option has been included in the template to enable a meeting to conduct and conclude important business without the risk that a vote might be tied and as a result a significant statutory timeframe might be exceeded. For example, Councils must adopt a long term plan and an annual plan within defined statutory timeframes. If the vote is tied a casting vote may be the only way that the Council can avoid possible sanction for lateness in adopting the long term plan or annual plan and consequent delays in setting rates.

**Option to Join Meetings by Audio and Audio-Visual Link**

In 2014 the Local Government Act 2002 was amended to give Councils the option to include in their standing orders a provision to enable members to join meetings by audio or audio visual means.

These standing orders include this provision and if Council wishes not to make that option available to its members the specific standing orders (SO 12.7 – 12.16) will need to be removed before Council adopts the standing orders.

It is important to note that while this provision enables a member to take part in discussions and vote while joining a meeting electronically, the Act precludes them from being part of the quorum. Each meeting must still have the minimum number of members physically present to achieve a quorum for a meeting to proceed.

**Choice of Ways to Deal with Motions and Amendments**

One of the new features in the LGNZ template for standing orders is the ability to use different rules for speaking to and moving motions, with the intention of giving greater flexibility when dealing with different situations.

Standing orders 21.1 – 21.5 provide for three options. Option A repeats the provisions of the Model Standing Orders currently used by Council which limits the ability of members to move amendments if they have previously spoken. Option B provides more flexibility by allowing any member, regardless of whether they have spoken before, to move or second an amendment, while Option C allows further flexibility.

Option A is recommended to be adopted as the only option for dealing with motions and amendments. By limiting the proposing of further amendments to only those members who have not already spoken, or moved or seconded the motion or amendment to the motion under debate, the meeting will ultimately reach a decision as it will run out of people that can move further amendments. There is always flexibility for the Chairperson and the meeting to relax standing orders to allow for different situations that may arise occasionally. The proposed choice of ways to deal with motions and amendments seems to overly complicate a situation that in practice would seldom arise.

3.10 Although the LGNZ template Standing Orders attempted to simplify some of the wording of the Model Standing Orders, where a Standing Order reflects a statutory requirement we have retained the wording contained within the specific clause of the Act concerned.

3.11 We have also removed references to the Regional Council and Community Boards from the proposed Standing Orders, as these are not required for meetings of the Manawatu District Council.

3.12 The replacement of Council’s current Standing Orders requires a vote in favour by a minimum of 75% of the members present.
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 The requirements relating to adoption of Standing Orders are set out in Clause 27 of Schedule 7 of the Local Government Act 2002.

7 Delegations

7.1 The Council has the authority to make the decision in this matter.

8 Consultation

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

9 Cultural Considerations

9.1 The proposed standing orders provide recognition for inclusion of tikanga Maori for the opening of meetings.

10 Conclusion

10.1 The current standing orders used by the Council require updating to reflect amendments made to the Local Government Act 2002. The new LGNZ template for Standing Orders is proposed as the basis for Council’s standing orders to replace the Standards New Zealand version given the greater flexibility and reduced copyright restrictions associated with the LGNZ version.

11 Attachments

- Draft Standing Orders for Manawatu District Council
First Quarter Report to 30 September 2016

Purpose

To provide a summary to 30 September 2016 of the Council’s performance against the second year of the 2015/25 Long Term Plan.

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 First Quarter Report to 30 September 2016.

Report prepared by:
Colleen Morris
Chief Financial Officer

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:

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

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></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>
<td>Manawatu district develops a broad economic base from its solid foundation in the primary sector.</td>
<td>Manawatu and its people are connected via quality infrastructure and technology.</td>
<td>Manawatu’s built environment is safe, reliable and attractive.</td>
<td>Manawatu District Council is an agile and efficient organisation.</td>
</tr>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

2 Background

2.1 Quarterly governance reports provide interim updates towards end of year results to be published in the Annual Report 2016/17. The Annual Report accounts for how Council performed against the second year of the Long Term Plan 2015/25, including the Council’s financial performance and position, progress on major projects, levels of service performance and reasons for significant differences from what was planned.

3 Discussion and Options considered

3.1 This report is for information purposes. Any matters that require resolution would be reported separately to Council.

3.2 The new Health and Safety at Work Act came into force on 4 April 2016. Considerable time and effort has been put into educating staff, managers and contractors on their duties and responsibilities under the reformed legislation.

3.3 Health and Safety inductions have been completed for 25 people.

3.4 The following documents have been reviewed and updated to meet requirements of the new Health and Safety at Work Act: Health and Safety Committee Terms of Reference and Health and Safety Committee Operational Guidelines.

3.5 The following wellness initiatives, designed to support staff and promote wellness in the workplace, have been undertaken this quarter: hepatitis vaccinations, workstation assessments, drug and alcohol checks, and Stoptober (a smoking cessation support initiative).

3.6 A Health and Safety Adviser has been employed to assist with meeting requirements of the Health and Safety at Work Act.

4 Operational Implications

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

5.1 Any financial implications would be reported separately to Council.

6 Statutory Requirements

6.1 Quarterly governance reports provide an overview of results towards the Annual Report, which is audited against requirements of the Local Government Act 2002.

7 Delegations

7.1 The Council has authority to consider this matter.

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 report.

10 Conclusion

11 The quarterly reports are a mechanism of transparently reporting against progress towards achieving targets set in the Long Term Plan.

12 Attachments

- Quarter One Report
- Capital Expenditure Report
Key Indicators
For the period ended 30 September 2016

Key
- Annual Plan
- YTD Budget
- Actual - On Track
- Actual - Needs Monitoring
- Actual - Not achieving

Capital Expenditure
- $5.2m
- $8.1m
- $16.2m
- $24.4m
- $32.5m

Total Operating Expenses
- $12.3m
- $12.0m
- $24.1m
- $36.1m
- $48.2m

Loans Raised
- $0.0m
- $2.9m
- $5.9m
- $8.8m
- $11.7m

Total External Debt
- $0.0m
- $15.7m
- $31.4m
- $47.1m
- $52.6m

Key Performance Indicators

- Community Facilities
- District Development
- Emergency Management
- Environmental Services and...
- Governance and Strategy
- Roading
- Solid Waste
- Stormwater
- Wastewater
- Water Supply
- Total Council
Overall Council Summaries
For the period ended 30 September 2016

Operating Revenue - by activity

Operating Expenditure - by activity

Operating Revenue - by type

Operating Expenditure - by type

Key
- Annual Plan
- Year End Forecast
- YTD Budget
- YTD Actual - favourable OR unfavourable < 5% budget
- YTD Actual - unfavourable 5-15% budget
- YTD Actual - unfavourable > 15% budget
Overall Council Summaries
For the period ended 30 September 2016

Comments:
In June last year Council borrowed $10m to take advantage of favourable rates. As anticipated, these funds have been utilised in this quarter.

The capital expenditure forecasts includes the projects carried over from the 2015/16 year subsequent to the Annual Plan process.
Revenue is from rates and user fees and charges.

MAC revenue budget was conservative due to the capital project. The Makino was closed for the first month of the quarter.

No property sales transactions occurred this quarter and none are expected in the near future.

Expenditure is expected at planned levels for all activities for the year. The variances above reflect timing differences throughout the year.

Scoping work is being carried out for many of the projects and physical work will commence once scoping has been completed.

The MAC redevelopment was completed in July 2016, with final expenditure expected in November 2016.

No work has been planned for the South Street/Kawakawa Road land development (budget $459k).

The capital expenditure report contains a detailed list of the progress of projects.

Makino - Poolsafe re-accreditation has yet to be obtained following the redevelopment. Application is unable to be made until the project has been finalised. The customer satisfaction survey is scheduled for February/March 2017.

Libraries - The target of 12 issues per capita is not likely to be met with 2.22 issues per capita for the first quarter.

Ebooks and audiobooks will be actively promoted to help compensate and we will continue to promote the love of reading in our community.

(continued on page 15)
District Development
For the period ended 30 September 2016

Income is primarily from rates.

Expenditure is down compared to budget due to $40k lower support costs for the quarter.

Expenditure for the implementation of the village community plans has been prioritised for the next three years. Projects have now commenced.

Other projects, such as Community Development Fund, Community Committee Project Funds, Village Community Plans and the Spatial Plan were carried over from the previous financial year and are currently being carried out.

There is no capital expenditure for this activity.

Economic Development - The customer survey has yet to be carried out. The first reporting from funded Agencies is expected in March, for the six months ended 31 December.

Community Development - The customer survey has yet to be carried out. Reports from partnership funding have yet to be received.
Income is primarily received through rates. The budget includes a small allowance for unexpected events. No such events have occurred this quarter.

Planned capital expenditure for the year is $16k, for equipment renewals and will be spent later in the year.

Civil Defence - The community feedback survey has yet to be carried out.

Rural Fire - The customer survey has yet to be carried out. All rural fire callouts have been responded to.
Environmental Services and Monitoring
For the period ended 30 September 2016

Building Control revenue is greater than anticipated as a result of increased numbers of building consents applications.

Animal Control - a greater number of dogs were registered than anticipated.

Environmental Health - greater revenue due to the transition to the requirements of the Food Act 2014.

Animal Control - legal expense were lower than anticipated for this period.

Building Control - support costs are higher than budgeted due to additional time required to process the increased applications.

District Planning - the costs associated with Precinct 4, urban growth plan change for Pharazyn St are greater than anticipated.

Environmental Health - less staff time has been charged to this activity for this quarter.

There is no capital expenditure planned for this activity.

Animal Control - Targets not met relate to response times for service requests. 43 priority one requests (dog attacks or wandering stock), 58 priority two requests (roaming dogs) and 186 routine animal control issues requests were received. Agreed response times were met for 48%, 74% and 60% of the requests respectively. Technical and staff training issues have been identified with the reporting for responses to requests for service. The technical issues have been resolved and the staff training will be completed as soon as possible. This will ensure accurate reporting in the future.

(continued on page 15)
Income is received through rates.

Support services costs are lower than budgeted.

In 2015/16 the upgrade of the Council wing was planned. The purchase of furniture was delayed until July this year (totalling $13k).

There have been no breaches of the rating or debt limits set in the financial strategy. The limit for rates increases (as defined in the Financial Strategy) for the 2016/17 year is 5.9%. The rates set resulted in a 4.6% increase. The borrowing limit for the 2015/16 year is $74m. The proposed borrowing at the end of the year is $63m with actual borrowing to date is $53m.

The customer survey regarding opportunities for the community involvement in decision-making has yet to be carried out.
Revenue is received through rates and NZTA subsidy. The increase revenue reflects the subsidy received on expenditure.

The June 2015/16 flood put the 2015/16 programme behind schedule. Significant amounts were carried over to 2016/17 and projects are now being completed.

The capital expenditure report contains a detailed list of the progress of projects.

There are five measures that are not yet able to be reported against. No data is available from the Police Crash Analysis System. The surveys for the three measures relating to customer satisfaction have not yet been carried out. The sealing programme is expected to commence in November 2016.

The target of 90% response to service requests within agreed timeframe was not met for three measures:
- 75.9% for contracted service personnel on site for urgent requests (target within one hour)
- 40% of customers were notified when the road network has been reinstated (within one hour)
- 55.9% of non-urgent requests responded to, acknowledged and resolved within five days.
Last year Council started taking Budget Waste refuse through the transfer station and this was taken into account during the budget process. There is potential for the Budget Waste tonnage to grow during the 2016/17 year and increase revenue.

The variances above are timing differences and, in-line with previous years, expenditure is expected to increase in the summer months.

The main capital expenditure item budgeted for this activity is a Resource Recovery Centre. The construction estimates are higher than the budget. The business case is being re-assessed and this project is not likely to be completed this year.

The capital expenditure report gives more information on other items.

All targets have been met.
All revenue is sourced from rates.

Operational costs are below budget as there were fewer high rainfall events during the winter months.

Savings also made by bringing services in house, these weren’t budgeted. These savings are expected to be used during summer months for drain cleaning.

The capital expenditure report contains a detailed list of the progress of projects.

The projects relating to Turners Road have been deferred.

A total of 12 complaints relating to stormwater were received this quarter. This represents 1.8 complaints per 1,000 connections. The target is six complaints per annum per 1,000 connections. If this trend continues over the next three quarters the target will not be achieved.
Wastewater
For the period ended 30 September 2016

Revenue is from rates, tradewaste charges and volumetric charges.

Volumetric charges and trade waste are slightly higher than expected.

Bringing the reticulation team in-house has resulted in savings this quarter.

The capital expenditure report contains a detailed list of the progress of projects.

Final consent conditions for Feilding WWTP upgrade are still awaited, these determine design of irrigation. Some of the costs for irrigation have been deferred.

The Halcombe and Cheltenham WWTP discharge consent has been lodged, and we are waiting for feedback from Horizons.

A total of 24 complaints relating to wastewater services were received this quarter (2 odour, 7 systems faults and 15 systems blockages). The complaints relating to systems blockages represent 2.2 complaints per 1,000 connections. The target is six complaints per annum per 1,000 connections per category). If the trend continues for systems blockages over the next three quarters the target will not be achieved.

The target is less than six dry weather overflows per scheme. There have been four events in Feilding and one in Sanson. If the trend in Feilding continues over the next three quarters the target will not be achieved.
Water Supply
For the period ended 30 September 2016

Revenue is from rates and metered water.
Expenditure is at planned levels.
The capital expenditure report contains a detailed list of the progress of projects.
Work is in the design phase, the variance above will be rectified during the year.

Feilding WTP failed bacteriological compliance in September due to a five minute incident which is believed to have coincided with an equipment recalibration problem. Bacteriological compliance was achieved at Himatangi Beach WTP on the basis that sampling was at a frequency which demonstrated compliance with the pathway towards secure bore status as assessed by the District Health Board Drinking Water Assessor. Bacteriological compliance was not achieved at Rongotea WTP as sampling for water leaving the plant and in the reticulation system was taken in one sample, which while allowed by the Drinking Water Standards for NZ, also necessitated an additional sample on the same day, which was not taken.

(continued on page 15)
Health and Safety
For the period ended 30 September 2016

Events reported

<table>
<thead>
<tr>
<th>Events</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Incident</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Near miss</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Notifiable events this quarter
Notifiable: 0
Not Notifiable: 12

Training this quarter
No training has been carried out this quarter

Inductions this quarter
We have carried out 13 inductions during the quarter (12 staff and 1 contractor).

Hazards and injuries

<table>
<thead>
<tr>
<th>Period</th>
<th>New</th>
<th>Existing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Q2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Q3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Q4</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Serious</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Q2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Q3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Q4</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Status of hazards this quarter
Open: 0
Resolved: 0

Policy and procedures this quarter
During the quarter the Health and Safety Committee Terms of Reference and Operational Guidelines were reviewed and updated.

Wellness initiatives this quarter
These initiatives are designed to support staff and promote wellness in the workplace.
Initiatives undertaken:
- Hepatitis vaccinations for Infrastructure staff
- Drug and alcohol checks
- Workstation assessments
- Noise risk assessment

Communication and education this quarter
- Stoptober information was distributed to staff. This programme provides assistance to stop smoking.

Lost time (days) this quarter

- 0.5 days
Comments Continued

Community Facilities (from page 4)
Property - The customer survey has yet to be carried out. Hall usage is reported by the Hall Committees in their annual return in June 2017.

Parks and Sports Grounds - The customer survey has yet to be carried out.

Cemeteries - The customer survey has yet to be carried out.

Environmental Services and Monitoring (from page 7)
Building Control - Targets for building consents (BC) and code of compliance certificates (CCC) processing within the statutory timeframes were not met. 184 BCs, 271 CCCs and 77 fixed fee consents were received. Targets were met for 94%, 96% and 92% of the processes respectively. Delays are due to increased consent numbers and staffing constraints.

Environmental - The 90% target for responding to complaints received for other issues not endangering public health, was not met. 111 complaints were received with only 89% were responded to within 48 hours.

District Planning and Policy - Thirty nine non-notified resource consents were processed, with two being processed outside the target of 20 working days. Sixteen controlled activities resource consent applications were processed, with two being processed outside the target of 10 days.

Water Supply (from page 13)
Feilding achieved protozoa compliance throughout the quarter but is was not achieved for Sanson, Himatangi Beach and Rongotea. Waituna West has secure bore status and is not required to comply. The secure bore status at Himatangi Beach and Rongotea is pending.
## Capital Expenditure

**For the period ended 30 September 2016**

<table>
<thead>
<tr>
<th>Community Facilities</th>
<th>Actual YTD $000</th>
<th>Budget YTD $000</th>
<th>Variance YTD $000</th>
<th>Variance YTD %</th>
<th>Annual Plan Used $000</th>
<th>Annual Plan Commitments $000</th>
<th>Year End Forecast $000</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fielding Cemetery Extension</td>
<td>16</td>
<td>8</td>
<td>8</td>
<td>101%</td>
<td>273</td>
<td>6%</td>
<td>0</td>
<td>265</td>
</tr>
<tr>
<td>Holcombe Cemetery Extension</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>5</td>
<td>0%</td>
<td>0</td>
<td>34</td>
</tr>
<tr>
<td>Rongtea Cemetery - New Works</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>5</td>
<td>0%</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Cemetery Renewal Works</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>10</td>
<td>0%</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Community Planning - Renewal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>32</td>
<td>0%</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td>Fielding Little Theatre - Roof</td>
<td>0</td>
<td>5</td>
<td>(5)</td>
<td>-88%</td>
<td>20</td>
<td>0%</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Library Collection Purchases</td>
<td>39</td>
<td>49</td>
<td>(11)</td>
<td>-22%</td>
<td>197</td>
<td>20%</td>
<td>1</td>
<td>197</td>
</tr>
<tr>
<td>Library Review Project</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>285%</td>
<td>46</td>
<td>12%</td>
<td>0</td>
<td>35</td>
</tr>
<tr>
<td>Makino Redevelopment</td>
<td>994</td>
<td>1,044</td>
<td>(51)</td>
<td>-5%</td>
<td>62</td>
<td>106%</td>
<td>116</td>
<td>1,044</td>
</tr>
<tr>
<td>MAC New pool covers</td>
<td>0</td>
<td>31</td>
<td>(31)</td>
<td>-99%</td>
<td>31</td>
<td>0%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Convenience Renewals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>26</td>
<td>0%</td>
<td>0</td>
<td>26</td>
</tr>
<tr>
<td>Strengthen Earthquake Prone Buildings</td>
<td>21</td>
<td>15</td>
<td>6</td>
<td>40%</td>
<td>183</td>
<td>11%</td>
<td>57</td>
<td>183</td>
</tr>
<tr>
<td>Manfield Park Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>426</td>
<td>0%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Makino Park Growth</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>335</td>
<td>0%</td>
<td>0</td>
<td>30</td>
</tr>
<tr>
<td>Property Renewal Projects</td>
<td>0</td>
<td>15</td>
<td>(15)</td>
<td>-93%</td>
<td>99</td>
<td>0%</td>
<td>0</td>
<td>99</td>
</tr>
<tr>
<td>Vinegar Hill Toilets Renewer</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>-100%</td>
<td>0</td>
<td>n/a</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Parks and Reserves - Kozahal Park</td>
<td>4</td>
<td>7</td>
<td>(3)</td>
<td>-29%</td>
<td>123</td>
<td>4%</td>
<td>7</td>
<td>123</td>
</tr>
<tr>
<td>Parks and Reserves - New Projects</td>
<td>1</td>
<td>5</td>
<td>(4)</td>
<td>-77%</td>
<td>16</td>
<td>8%</td>
<td>0</td>
<td>37</td>
</tr>
<tr>
<td>Parks and Reserves - Refurbish Victoria Park</td>
<td>0</td>
<td>3</td>
<td>(3)</td>
<td>-100%</td>
<td>29</td>
<td>0%</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Parks Growth - Timona Park</td>
<td>10</td>
<td>169</td>
<td>(159)</td>
<td>-94%</td>
<td>175</td>
<td>6%</td>
<td>0</td>
<td>169</td>
</tr>
<tr>
<td>Parks and Reserves - Walkway / Linkages</td>
<td>62</td>
<td>55</td>
<td>7</td>
<td>13%</td>
<td>456</td>
<td>14%</td>
<td>0</td>
<td>456</td>
</tr>
<tr>
<td>Parks and Reserves - Playground Renewal</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>106</td>
<td>0%</td>
<td>0</td>
<td>106</td>
</tr>
<tr>
<td>Parks Renewal Projects</td>
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<td>0</td>
<td>0</td>
<td>n/a</td>
<td>36</td>
<td>0%</td>
<td>0</td>
<td>36</td>
</tr>
<tr>
<td>Fielding CBD Park Benches</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>41</td>
<td>0%</td>
<td>0</td>
<td>41</td>
</tr>
<tr>
<td>Kitchener Park Capital Works</td>
<td>16</td>
<td>30</td>
<td>(14)</td>
<td>-47%</td>
<td>51</td>
<td>31%</td>
<td>0</td>
<td>49</td>
</tr>
<tr>
<td>Makino Park Playground and Skate Park</td>
<td>0</td>
<td>47</td>
<td>(47)</td>
<td>-100%</td>
<td>99</td>
<td>0%</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Walkway Linking</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>-100%</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Railway Land Beautification</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>555</td>
<td>0%</td>
<td>26</td>
<td>580</td>
</tr>
<tr>
<td>Himatangi Beach Access Carpark</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>21</td>
<td>0%</td>
<td>0</td>
<td>21</td>
</tr>
<tr>
<td>Parks and Reserves - Renewal Projects</td>
<td>47</td>
<td>31</td>
<td>15</td>
<td>48%</td>
<td>207</td>
<td>21%</td>
<td>0</td>
<td>255</td>
</tr>
<tr>
<td>Parks and Reserves - Railway Reserve</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>n/a</td>
<td>371</td>
<td>1%</td>
<td>0</td>
<td>371</td>
</tr>
<tr>
<td>Parks - New Projects</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>7</td>
<td>0%</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Sanson Playground</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>156</td>
<td>0%</td>
<td>0</td>
<td>156</td>
</tr>
<tr>
<td>Londons Ford Toilet</td>
<td>33</td>
<td>0</td>
<td>32</td>
<td>-3%</td>
<td>57</td>
<td>56%</td>
<td>0</td>
<td>52</td>
</tr>
<tr>
<td><strong>Total Community Facilities</strong></td>
<td><strong>1,253</strong></td>
<td><strong>1,517</strong></td>
<td><strong>(264)</strong></td>
<td><strong>-17%</strong></td>
<td><strong>4,256</strong></td>
<td><strong>29%</strong></td>
<td><strong>284</strong></td>
<td><strong>4,545</strong></td>
</tr>
</tbody>
</table>

### Emergency Management

| Rural Fire - Equipment Renewal                                                      | 0               | 0               | 0                 | n/a             | 16                    | 0%                          | 0                       | 14    |
| Total Emergency Management                                                          | 0               | 0               | 0                 | n/a             | 16                    | 0%                          | 0                       | 14    |

**Notes:**

- The project brief is being developed.
- Work is being scoped for this project, and the brief is being developed.
- These works have been identified and are waiting for the contractor to carry out the work.
- This is the Himatangi Beach signage. Completion is expected prior to Christmas.
- This project will be undertaken as part of the Fielding Little Theatre strengthening project. This project will likely be a carry over, as the theatre will need to source additional third party funding.
- This is the content replacement budget. This funding is to develop options for the modernisation of Fielding Library and to undertake minor modernisation projects.
- On target to meet budget. Final expenses are due in November.
- The pool covers were replaced as a part of the redevelopment project.
- Developed design is underway for the Fielding Theatre. Completion of the project will be dependent on the Theatre seeking additional external funding.
- This funding is for the ongoing development of Kawakawa Rd / South St development. No expenditure is anticipated unless there is some interest in purchasing sections.
- This project is the Makino Precinct. Engagement with the community on this project is expected to commence early in the 2017/18 year. The balance of funding is expected to be carried over to coincide with additional funding in the 2017/18 year.
- This project is on hold with the work to be bundled as a complete package of works. An engagement plan is currently being prepared with a view to having a developed design completed in early 2017.
- Late costs associated with previous years project.
- Developed design has been completed. Developed design is planned for later this year with construction late in the 2017 year to coincide with additional funding in the 2017/18 year.
- Installation of new signage at Himatangi Beach is planned for early December.
- Work primarily carried out last year and will be completed in early 2017.
- Developed design for this project completed. Work to be procured along with the Fielding Cemetery Extension, with a view to construction occurring in early 2017.
- This project is a made up of Walkway Links (Railway to Johnston), Kozahal to Kitchener, and Stonebridge Reserve. Stonebridge reserve is 90% complete with the balance of works projected to be completed later this financial year.
- This project is made up of the Tangemoa playground, Timona Park playground and general playground renewals. Construction on Tangemoa playground has begun and is expected to be completed around Christmas. Timona Park is planned for 2017/2018 year.
- These are works underway and expected to be completed early in the New Year.
- This is the Kitchener Park Flood Protection work. Funds to date have including preliminary works undertaken by the Trust.
- Late costs associated with previous years project.
- This is the Greenspine project. This project is now going through a review of its developed design, with consultation occurring with NZTA and Kellafri. Construction is programmed for July 2017, a carry-over of the balance of funds may be required.
- Project planning is underway with construction planned for early 2017.
- This project includes the replacement of toilets at Raumai Reserve, fencing at Johnston and Timona parks, Makino Precinct Paths, and the refurbishment of Rongtea park. All of this work is expected to be completed in the 2016/17 year.
- The forecast includes funds carried forward from last year.
- This project is on hold with the work to be bundled as a complete package of works. Engagement with the community and a review of the detailed design is to be undertaken prior to Christmas 2016.
- This is funding for the Pohangina Domain and walkway. Work will be programmed with the community for in early 2017.
- Developed design and options for this project will be considered in the first half of 2017.
- This project is physically complete but has not yet been invoiced. The remaining funds will cover the shortfall for the development of Raumai toilets (budget in Parks and Reserves - renewal projects above.)

---

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**Governance and Strategy**

<table>
<thead>
<tr>
<th>Budget</th>
<th>YTD $000</th>
<th>Actual</th>
<th>YTD $000</th>
<th>Variance</th>
<th>YTD %</th>
<th>Commitments</th>
<th>Year End Forecast $000</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>13</td>
<td>2</td>
<td>13%</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The work to date is the replacement of the furniture in the Council Chambers and Committee Room. The budget was carried over from the 2015/16 year.

---

**Roading**

<table>
<thead>
<tr>
<th>Budget</th>
<th>YTD $000</th>
<th>Actual</th>
<th>YTD $000</th>
<th>Variance</th>
<th>YTD %</th>
<th>Year End Forecast $000</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>13</td>
<td>2</td>
<td>13%</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The budget represents carry overs from last year. No projects have been identified to date.

---

**Subsidised Bridge Renewals**

<table>
<thead>
<tr>
<th>Budget</th>
<th>YTD $000</th>
<th>Actual</th>
<th>YTD $000</th>
<th>Variance</th>
<th>YTD %</th>
<th>Year End Forecast $000</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>36</td>
<td>300</td>
<td>0</td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

-100%

Subsidised Bridge Renewals

- The programme has yet to start. Some pre-seal repairs have been done to date.

---

**Stormwater**

<table>
<thead>
<tr>
<th>Budget</th>
<th>YTD $000</th>
<th>Actual</th>
<th>YTD $000</th>
<th>Variance</th>
<th>YTD %</th>
<th>Year End Forecast $000</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>13</td>
<td>2</td>
<td>13%</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

-84%
### Wastewater

<table>
<thead>
<tr>
<th>Project</th>
<th>Actual YTD $000</th>
<th>Budget YTD $000</th>
<th>Variance YTD $000</th>
<th>Variance YTD %</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaring oxidation ponds</td>
<td>0</td>
<td>21</td>
<td>(21)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>Fielding WWTP Asset Renewal</td>
<td>340</td>
<td>278</td>
<td>62</td>
<td>22%</td>
<td></td>
</tr>
<tr>
<td>Fielding WWTP Upgrade</td>
<td>438</td>
<td>144</td>
<td>294</td>
<td>204%</td>
<td></td>
</tr>
<tr>
<td>Fielding WWTP - Irrigation</td>
<td>152</td>
<td>247</td>
<td>(95)</td>
<td>-39%</td>
<td></td>
</tr>
<tr>
<td>Fielding WWTP Growth</td>
<td>194</td>
<td>17</td>
<td>177</td>
<td>1017%</td>
<td></td>
</tr>
<tr>
<td>Fielding Wastewater Growth</td>
<td>146</td>
<td>218</td>
<td>(71)</td>
<td>-33%</td>
<td></td>
</tr>
<tr>
<td>Fielding WWTP Nursery New Work</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Desludging oxidation ponds</td>
<td>0</td>
<td>21</td>
<td>(21)</td>
<td>-100%</td>
<td>Sason ponds are to be de-sludged when there is suitable weather for access.</td>
</tr>
<tr>
<td>Fielding WWTP Asset Renewal</td>
<td>340</td>
<td>278</td>
<td>62</td>
<td>22%</td>
<td>Works include completion of milestone creation, installation of flow meter, completion of tanker drop-off area and sewer assessments.</td>
</tr>
<tr>
<td>Fielding WWTP Upgrade</td>
<td>438</td>
<td>144</td>
<td>294</td>
<td>204%</td>
<td>Design of effluent storage pond is underway. Clearing and stockpiling of suitable materials is underway.</td>
</tr>
<tr>
<td>Fielding WWTP - Irrigation</td>
<td>152</td>
<td>247</td>
<td>(95)</td>
<td>-39%</td>
<td>Irrigation contract and design is being finalised. The contractor has been appointed. Expenditure will be deferred until 2017/18 due to delays in receiving the resource consent conditions.</td>
</tr>
<tr>
<td>Fielding WWTP Growth</td>
<td>194</td>
<td>17</td>
<td>177</td>
<td>1017%</td>
<td>Grit removal chamber is in the design phase. Inlet screen completed.</td>
</tr>
<tr>
<td>Fielding Wastewater Growth</td>
<td>146</td>
<td>218</td>
<td>(71)</td>
<td>-33%</td>
<td></td>
</tr>
<tr>
<td>Fielding WWTP Nursery New Work</td>
<td>11</td>
<td>0</td>
<td>11</td>
<td>n/a</td>
<td></td>
</tr>
</tbody>
</table>
|### Water

<table>
<thead>
<tr>
<th>Project</th>
<th>Actual YTD $000</th>
<th>Budget YTD $000</th>
<th>Variance YTD $000</th>
<th>Variance YTD %</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Himatangi Sewerage New Work</td>
<td>12</td>
<td>0</td>
<td>(12)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>Cheltenham Wastewater Renewal</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Rongotei Wastewater Reticulation</td>
<td>124</td>
<td>62</td>
<td>61</td>
<td>98%</td>
<td></td>
</tr>
<tr>
<td>Ahawanui WWTP Renewals</td>
<td>0</td>
<td>3</td>
<td>(3)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>Kelvinbrand Wastewater Treatment</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Hakamore WWTP Renewals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Hakamore WWTP Discharge Consent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>District WWPS Telemetry</td>
<td>0</td>
<td>24</td>
<td>(24)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>### Total Waste</td>
<td>1,441</td>
<td>1,233</td>
<td>110</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>### Fielding WWTP Renewals</td>
<td>10</td>
<td>322</td>
<td>(312)</td>
<td>-97%</td>
<td></td>
</tr>
<tr>
<td>### Fielding Water Supply Growth</td>
<td>182</td>
<td>117</td>
<td>65</td>
<td>55%</td>
<td></td>
</tr>
<tr>
<td>### Fielding Water Pressure Zones</td>
<td>4</td>
<td>240</td>
<td>(237)</td>
<td>-98%</td>
<td></td>
</tr>
<tr>
<td>### Fielding Water Metering/Backflow</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>### Almadale WWTP Optimisations</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>### Water Supply New Works</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Himatangi Water Asset Renewals</td>
<td>23</td>
<td>54</td>
<td>(31)</td>
<td>-58%</td>
<td></td>
</tr>
<tr>
<td>### Himatangi Water Supply New Work</td>
<td>5</td>
<td>18</td>
<td>(13)</td>
<td>-73%</td>
<td></td>
</tr>
<tr>
<td>### Saron Water Asset Renewal</td>
<td>0</td>
<td>3</td>
<td>(3)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>### Saron WWTP New Works</td>
<td>10</td>
<td>337</td>
<td>(327)</td>
<td>-97%</td>
<td></td>
</tr>
<tr>
<td>### Rongotei Water Scheme</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>### Water Supply Unplanned Renewals - Villages</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>### Stanway/Hakamore WTP New Works</td>
<td>0</td>
<td>11</td>
<td>(11)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>### Stanway/Hakamore RWS Renewals</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>### Stanway/Hakamore RWS (Make and Capacity Improvements)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>### Waihau West RWS Renewals</td>
<td>0</td>
<td>23</td>
<td>(23)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>### Waihau West RWS Extension</td>
<td>0</td>
<td>9</td>
<td>(9)</td>
<td>-100%</td>
<td></td>
</tr>
<tr>
<td>### Total Water</td>
<td>499</td>
<td>1,358</td>
<td>(858)</td>
<td>-63%</td>
<td></td>
</tr>
<tr>
<td>Support Services and Other</td>
<td>Actual YTD $000</td>
<td>Budget YTD $000</td>
<td>Variance YTD $000</td>
<td>Variance YTD %</td>
<td>Annual Plan 2017 $000</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Motor Vehicle Renewals</td>
<td>68</td>
<td>97</td>
<td>(29)</td>
<td>-30%</td>
<td>191</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hardware</td>
<td>9</td>
<td>7</td>
<td>2</td>
<td>28%</td>
<td>191</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software - Document Management</td>
<td>70</td>
<td>152</td>
<td>(82)</td>
<td>-54%</td>
<td>608</td>
</tr>
<tr>
<td>Software Replacement</td>
<td>0</td>
<td>28</td>
<td>(28)</td>
<td>-100%</td>
<td>52</td>
</tr>
<tr>
<td>Establishment of the Three Waters Reticulation Team</td>
<td>19</td>
<td>19</td>
<td>n/a</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Infrastructure Refurbishment</td>
<td>6</td>
<td>0</td>
<td>6</td>
<td>-100%</td>
<td>23</td>
</tr>
<tr>
<td>General Renewals</td>
<td>0</td>
<td>6</td>
<td>(6)</td>
<td>-100%</td>
<td>0</td>
</tr>
<tr>
<td>General New Assets</td>
<td>7</td>
<td>7</td>
<td>(1)</td>
<td>-7%</td>
<td>23</td>
</tr>
<tr>
<td>Total Support Services and other</td>
<td>259</td>
<td>672</td>
<td>(413)</td>
<td>-63%</td>
<td>1,256</td>
</tr>
<tr>
<td>TOTAL CAPITAL EXPENDITURE</td>
<td>5,177</td>
<td>7,163</td>
<td>(1,985)</td>
<td>-28%</td>
<td>33,137</td>
</tr>
</tbody>
</table>

**Key:**
- Red: Greater than 15% of budget
- Yellow: Between 5-15% greater than budget
- Green: Less than 5% greater than budget

Unspent budget carried over from last year. The replacement programme is underway.

The renewal programme is underway. PC replacement scheduled for February and March 2017.

Project now underway and is scheduled for completion in December 2017. The unspent funds will be requested to be carried to the 2017/18.

Wall removal in Community and Strategy area. Two laptops purchased for new parks and property staff.