COUNCIL

AGENDA

Meeting to be held

THURSDAY 21 APRIL 2016

8.30am

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

Please Note
The Strategic Planning and Policy Committee
will convene immediately following the
conclusion of the Council meeting

Shayne Harris
Acting Chief Executive
MEMBERSHIP

Chairperson

Her Worship the Mayor, Mrs Margaret Kouvelis

Deputy Chairperson

Councillor Tony Jensen

Members

Councillor Steve Bielski
Councillor Barbara Cameron
Councillor Shane Casey
Councillor Wayne Ellery
Councillor Jo Heslop
Councillor Albert James
Councillor Andrew Quarrie
Councillor Alison Short
Councillor Howard Voss
ORDER OF BUSINESS

1. MEETING OPENING

Pastor Ian Thompson, of The Hub Church, will open the meeting in prayer

2. APOLOGIES

3. REQUESTS FOR LEAVE OF ABSENCE

4. CONFIRMATION OF MINUTES

Draft resolution

That the minutes of the Council meeting held 17 March 2016, and extraordinary Council meeting held 30 March 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 KYLE BROWN

Recipient of a Representative Grant to attend the Junior Touch Rugby Nationals held in Christchurch on 11 February 2016 as a member of the Manawatu U15 boys Touch Team.

6.2 FEILDING HIGH SCHOOL TRACK AND FIELD TEAM

Recipient of a Representative Grant to attend the 2015 New Zealand Secondary Schools Track and Field and Road Athletic Championships held in Timaru from 4 to 6 December 2015.

6.3 STEP ’N THYME

Recipients of a representative grant to attend the Nationals for Leisure Marching held in Invercargill in March 2016.

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:
The Council by resolution so decides; and

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. MINUTES OTHER COMMITTEES

8.1 RECOMMENDATION FROM STRATEGIC PLANNING AND POLICY COMMITTEE – LOCAL ECONOMIC DEVELOPMENT SERVICES


9. OFFICER REPORTS

9.1 HIWINUI COMMUNITY COMMITTEE


9.2 MAKINO AQUATIC CENTRE REDEVELOPMENT – APPLICATION FOR FUNDING

Report of the General Manager – Community and Strategy dated 1 April 2016

9.3 RISK APPETITE STATEMENT


9.4 ADOPTION OF FOOD ACT 2014 FEES AND CHARGES


9.5 ELECTED MEMBERS REMUNERATION 2016-17 – SUBMISSION TO REMUNERATION AUTHORITY


9.6 LGNZ CONFERENCE AND AGM 2016


9.7 APPLICATION OF THE COMMON SEAL


10. CONSIDERATION OF LATE ITEMS
11. PUBLIC EXCLUDED BUSINESS

COUNCIL TO RESOLVE:

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

a) Confirmation of public excluded minutes
b) Reappointment of Trustees to Feilding Civic Centre Trust
c) Manawatu Community Trust Trustee Vacancies

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

<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Grounds under Section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Confirmation of minutes for Feilding Civic Centre Trust Trustee Vacancies, Review of Three Waters Reticulation and Appointment of Chief Executive</td>
<td>Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons; and Section 7(2)(i) – enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</td>
<td>Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.</td>
</tr>
<tr>
<td>b) Reappointment of Trustees to Feilding Civic Centre Trust</td>
<td>Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons</td>
<td>As above</td>
</tr>
<tr>
<td>c) Manawatu Community Trust Trustee Vacancies</td>
<td>As above</td>
<td>As above</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

12. MEETING CLOSURE
Minutes of a meeting of the Council held on Thursday 17 March 2016, commencing at 8.30am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Mayor Margaret Kouvelis (Chairperson)
Cr Steve Bielski
Cr Barbara Cameron
Cr Shane Casey
Cr Wayne Ellery
Cr Jo Heslop
Cr Albert James
Cr Tony Jensen
Cr Andrew Quarrie
Cr Alison Short
Cr Howard Voss

IN ATTENDANCE: Lorraine Vincent (Chief Executive)
Shayne Harris (General Manager – Business)
Brent Limmer (General Manager – Community and Strategy)
Hamish Waugh (General Manager – Infrastructure)
Michael Hawker (Project Delivery Manager)
Janine Hawthorn (Community Development Officer)
Vicki Wills (Corporate Projects Officer)
Doug Tate (Community Facilities Manager)
Karel Boakes (Business Liaison Manager)
Laurie Franks (Environmental Health Officer)
Paul Stein (Communications Adviser)
Sandra Crosbie (Communications Officer)
Colleen Morris (Principal Financial Adviser)
Tracey Hunt (Strategy Manager)
Allie Dunn (Business Support Team Leader)

MDC 16/248 MEETING OPENING

Archdeacon Wendy Scott, Rural Dean of Oroua Anglican Parish and Reverend John Merriman, of St Johns Feilding, opened the meeting in prayer.

MDC 16/249 APOLOGIES

There were no apologies.

MDC 16/250 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

MDC 16/251 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Council meeting held 18 February 2016 be adopted as a true and correct record.

Moved by: Councillor Tony Jensen
Seconded by: Councillor Jo Heslop

CARRIED

MDC 16/252 DECLARATIONS OF INTEREST

There were no declarations of interest.

MDC 16/253 PUBLIC FORUM - FEILDING HIGH SCHOOL NATIONAL RUGBY CONDORS 7’S TEAM

Dan Paki, Coach of the Feilding High School National Rugby Condors 7s Team introduced Jack Kinder and Drew Wild, two members of the Feilding High School National Rugby Condors 7s Team that received a Representative Grant from Council to attend the National Secondary School Championships for 7’s Rugby held at Kelston Boys High School in Auckland in December 2015. Jack and Drew thanked Council for the support given to the team, and showed Council the trophy that they won. They offered the trophy to Council to display for the next month, and also offered the services of the team to assist Council or the community.

MDC 16/254 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 16/255 DRAFT 2016-17 ANNUAL PLAN AND CONSULTATION DOCUMENT


RESOLVED

1. That in accordance with Section 95 of the Local Government Act 2002, Council adopts the draft Annual Plan 2016-17 Supporting Information for consultation.

2. That in accordance with Section 95 of the Local Government Act 2002, Council adopts the draft Annual Plan 2016-17 Consultation Document for consultation.

3. That the Chief Executive be authorised to approve any final edits required to the draft Annual Plan 2016-17 Supporting Information and Consultation Document in order to finalise the documents.

Moved by: Councillor Tony Jensen

Seconded by: Councillor Jo Heslop

CARRIED

MDC 16/256 DISTRICT PLANNING PROPOSED FEES AND CHARGES 2016-17


RESOLVED


Moved by: Councillor Howard Voss
Seconded by: Councillor Shane Casey

CARRIED

MDC 16/257 PROPOSED ANIMAL CONTROL FEES 2016-17


RESOLVED

That the Council adopt the 2016 – 17 Animal Control Fees as detailed in the schedule below:

<table>
<thead>
<tr>
<th>Schedule: 2016/17</th>
<th>Dog Registration Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General registration</td>
</tr>
<tr>
<td></td>
<td>Discounted fee if paid by 1 August 2016 $ 97.00</td>
</tr>
<tr>
<td></td>
<td>Standard fee if paid after 1 August 2016 $ 145.50</td>
</tr>
<tr>
<td></td>
<td>Neutered/spayed Discounted fee if paid by 1 August 2016 $ 62.00</td>
</tr>
<tr>
<td></td>
<td>Standard fee if paid after 1 August 2016 $ 93.00</td>
</tr>
<tr>
<td></td>
<td>Working dogs / selected owners/gold card Discounted fee if paid by 1 August 2016 $ 31.00</td>
</tr>
<tr>
<td></td>
<td>Standard fee if paid after 1 August 2016 $ 46.00</td>
</tr>
<tr>
<td></td>
<td>Dangerous and menacing dogs classified under the Dog Control Act 1996 Discounted fee if paid by 1 August 2016 $ 145.50</td>
</tr>
<tr>
<td></td>
<td>Standard fee if paid after 1 August 2016 $ 218.00</td>
</tr>
</tbody>
</table>

Disability Assist Registration no charge

Note: Infringements may be issued for all outstanding registrations after 1 September 2015
<table>
<thead>
<tr>
<th>Other Charges</th>
<th>2016/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement tag</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>Application for preferred owner status/multi dog permit</td>
<td>$ 61.00</td>
</tr>
<tr>
<td>Exemption for distance to boundary for kennels</td>
<td>$ 61.00</td>
</tr>
<tr>
<td>Exemption for dog use at special/public events in dog prohibited areas</td>
<td>$ 310.00</td>
</tr>
</tbody>
</table>

### Impounding fees (during business hours)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livestock - cattle/horses (per head)</td>
<td>$ 127.00</td>
</tr>
<tr>
<td>Livestock - sheep/pigs (per head)</td>
<td>$ 31.00</td>
</tr>
</tbody>
</table>

### Dogs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>First impound</td>
<td>$ 127.00</td>
</tr>
<tr>
<td>Second impound</td>
<td>$ 178.00</td>
</tr>
<tr>
<td>Third impound</td>
<td>$ 229.00</td>
</tr>
</tbody>
</table>

### Impounding fees (after hours: Mon - Fri 5pm - 8am and weekends)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livestock</td>
<td>actual costs based on hourly rate per officer (including travel costs)</td>
</tr>
<tr>
<td>Dogs</td>
<td>$ 135.00</td>
</tr>
</tbody>
</table>

### Release fee (after hours: Mon - Fri 5pm - 8am and weekends)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livestock</td>
<td>actual costs based on hourly rate per officer (including travel costs)</td>
</tr>
<tr>
<td>Dogs</td>
<td>$ 135.00</td>
</tr>
</tbody>
</table>

### Sustenance fees (per head, per day)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livestock (excluding pigs and calves)</td>
<td>$ 15.00</td>
</tr>
<tr>
<td>Pigs and calves</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>Dogs</td>
<td>$ 21.00</td>
</tr>
</tbody>
</table>

### Other charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Transport of stock to pound</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Microchip dogs</td>
<td>$ 41.00</td>
</tr>
<tr>
<td>Housing dog at other facilities</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Barking dog collar hire</td>
<td>Bond $100, $15 per week</td>
</tr>
</tbody>
</table>
Animal Bylaw

<table>
<thead>
<tr>
<th>Application</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for more than 12 poultry</td>
<td>$107.00</td>
</tr>
<tr>
<td>Application for bees in urban areas</td>
<td>$107.00</td>
</tr>
<tr>
<td>Application for pigs in urban areas</td>
<td>$107.00</td>
</tr>
</tbody>
</table>

Hourly officer rates

<table>
<thead>
<tr>
<th>Officer</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control Officer</td>
<td>$135.00</td>
</tr>
<tr>
<td>Senior Animal Control Officer</td>
<td>$155.00</td>
</tr>
</tbody>
</table>

Moved by: Councillor Tony Jensen
Seconded by: Councillor Wayne Ellery

CARRIED

MDC 16/258 REMISSION OF RATES CHARGED TO COMMUNITY, SPORTING AND OTHER ORGANISATIONS

Report of the General Manager – Community and Strategy dated 3 March 2016 presenting for consideration and adoption the Remission of Rates Charged to Community, Sporting and Other Organisations which had been reviewed and amended by the Community Funding Subcommittee following public consultation.

RESOLVED

That the Remission of Rates Charged to Community, Sporting and Other Organisations, as amended by the Community Funding Subcommittee, be adopted to form part of Council’s Rates Remission and Postponement Policies.

Moved by: Councillor Barbara Cameron
Seconded by: Councillor Albert James

CARRIED

MDC 16/259 CENTRAL ECONOMIC DEVELOPMENT AGENCY LTD – TERMS OF REFERENCE AND DELEGATION OF POWERS TO JOINT STRATEGIC PLANNING COMMITTEE

Report of the General Manager – Community and Strategy dated 9 March 2016 proposing mechanisms whereby both the Palmerston North City Council and the Manawatu District Council can make binding decisions with regard to the Central Economic Development Agency Limited through the Joint Strategic Planning Committee.

RESOLVED

1. That the terms of reference of the Manawatu District and Palmerston North City Joint Strategic Planning Committee (Joint Committee) be amended to include the following:
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.

2. That the Joint Committee be delegated the following functions, powers, and duties:

   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.

   (v) To agree with the Statement of Intent of CEDA or, if the 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.

   (vi) Receive the half yearly report of CEDA, as shareholder.

   (vii) Receive the Annual Report of CEDA, as shareholder.

3. That the Chief Executives prepare a report proposing the content for a directors appointment and remuneration policy, to be based on the present policies of the Councils but modified to meet the specific requirements of CEDA, including the continuation of the present role of the Electoral College.

4. That the Agreement in Relation to the Reestablishment of the Joint Committee be amended so that clause 3 will include the amendment with regard to the terms of reference of the Joint Committee and clause 4 will include the additional delegated powers given to the Joint Committee.

Moved by: Councillor Alison Short

Seconded by: Councillor Barbara Cameron

CARRIED

MDC 16/260 EMERGENCY WORKS PROGRESS REPORT

Report of the General Manager – Infrastructure dated 8 March 2016 updating Council on progress that had been made on the restoration of the roading network
following the June 2015 storm event and seeking additional funding for completion of work in the current financial year.

RESOLVED

1. That the total Emergency Works budget for Roading asset repairs following the June 2015 flooding event be increased from $2,750,000 to $6,100,000.

2. That Council approve an additional local share of $614,000 in the 2015/16 financial year to be funded from the Roading separate fund.

Moved by: Councillor Shane Casey
Seconded by: Councillor Steve Bielski

CARRIED

MDC 16/261 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

The meeting adjourned at 9.19am and resumed at 11.21am.

MDC 16/262 PUBLIC EXCLUDED BUSINESS

RESOLVED

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

a) Feilding Civic Centre Trust Trustee Vacancies

b) Review of Three Waters Reticulation

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

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<tr>
<th>General subject of each matter to be considered</th>
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<th>Grounds under Section 48(1) for the passing of this resolution</th>
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<tbody>
<tr>
<td>Feilding Civic Centre Trust Trustee Vacancies</td>
<td>Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons</td>
<td>Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would</td>
</tr>
</tbody>
</table>
### General subject of each matter to be considered

- **a)** General subject of each matter to be considered

- **b)** Review of Three Waters Reticulation

### Reason for passing this resolution in relation to each matter

- **a)** Reason for passing this resolution in relation to each matter

- **b)** Section 7(2)(i) – enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

### Grounds under Section 48(1) for the passing of this resolution exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.

- **a)** As above

- **b)** This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

**Moved by:** Councillor Howard Voss  
**Seconded by:** Councillor Albert James  
**CARRIED**

The meeting went into public excluded session at 11.24am and resumed open session at 11.53am. For items MDC 16/263, MDC 16/264, MDC 16/265 and MDC 16/266 refer to public excluded minutes.

### MDC 16/267 FEILDING CIVIC CENTRE TRUST TRUSTEE VACANCIES


**RESOLVED**

That Council reappoints the Trustees for a further term as per Council’s Appointment of Directors Policy.

**Moved by:** Councillor Tony Jensen  
**Seconded by:** Councillor Wayne Ellery  
**CARRIED**
MDC 16/268 REVIEW OF THREE WATERS RETICULATION

Report of the General Manager – Infrastructure dated 7 March 2016 presenting for consideration options resulting from a service delivery review for the delivery of the water reticulation maintenance services (Water Services) from 1 July 2016.

RESOLVED

That Council deliver the Three Waters reticulation operations and maintenance function of the Water, Wastewater and Stormwater activities on an ‘in-house’ basis from 1 July 2016 replacing the existing contracted out model.

Moved by:  Councillor Wayne Ellery
Seconded by:  Councillor Albert James

CARRIED

MDC 16/269 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 11.55am.

Approved and adopted as a true and correct record:

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CHAIRPERSON                                       DATE
Minutes of a meeting of the Council held on Wednesday 30 March 2016, commencing at 2.00pm in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Mayor Margaret Kouvelis (Chairperson)
Cr Steve Bielski
Cr Barbara Cameron
Cr Shane Casey
Cr Wayne Ellery
Cr Jo Heslop
Cr Albert James
Cr Tony Jensen
Cr Andrew Quarrie
Cr Alison Short
Cr Howard Voss

IN ATTENDANCE: Shayne Harris (General Manager – Business)
Allie Dunn (Business Support Team Leader)

MDC 16/270 MEETING OPENING

Her Worship the Mayor declared the meeting open.

MDC 16/271 APOLOGIES

There were no apologies.

MDC 16/272 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

MDC 16/273 DECLARATIONS OF INTEREST

There were no declarations of interest.

MDC 16/274 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 16/275 PUBLIC EXCLUDED BUSINESS

RESOLVED

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

a) Appointment of Chief Executive

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

a) Appointment of Chief Executive

Reason for passing this resolution in relation to each matter

Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons

Grounds under Section 48(1) for the passing of this resolution

Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as specified above.

Moved by: Councillor Barbara Cameron

Seconded by: Councillor Howard Voss

CARRIED

The meeting went into public excluded session at 2.02pm and resumed open session at 2.19pm. For items MDC 16/276 and MDC 16/277 refer to public excluded minutes.

MDC 16/278 APPOINTMENT OF CHIEF EXECUTIVE

RESOLVED

That in accordance with Section 42 of the Local Government Act 2002 the Manawatu District Council appoint Richard Templer as its Chief Executive for a period of five years commencing 9 May 2016 and finishing 8 May 2021.

Moved by: Councillor Tony Jensen

Seconded by: Councillor Jo Heslop

CARRIED
MDC 16/279 APPOINTMENT OF ACTING CHIEF EXECUTIVE

RESOLVED

That Shayne Harris be appointed as Acting Chief Executive of Manawatu District Council for the period 9 April 2016 to 8 May 2016.

Moved by: Mayor Margaret Kouvelis

Seconded by: Councillor Wayne Ellery

CARRIED

MDC 16/280 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 2.31pm.

Approved and adopted as a true and correct record:

__________________________________________
CHAIRPERSON

__________________________________________
DATE
Strategic Planning and Policy Committee - Local Economic Development Services

Purpose
To present for consideration and adoption recommendations of the Strategic Planning and Policy Committee meeting held on 17 March 2016 proposing options about future funding and delivery of local economic development services.

Recommendations

1. That Council agrees to contribute $80,000 per annum of existing funding currently used to purchase Information Services to the Central Economic Development Agency for the provision of Information Services in the Manawatu District.

2. That Council agrees to contribute $23,000 per annum of existing funding currently used towards renting a building to the Central Economic Development Agency as a contribution towards accommodation costs.

3. That Council agrees to administer the current Central Business District Security service at a cost of approximately $79,000 per annum.

4. That Council agrees to transfer $100,000 per annum of existing funding used to purchase events and other local economic development services to the Community Development Fund for events and local economic development services that meet the criteria of Community Development Funding Policy.

5. That Council agrees to transfer $77,000 per annum of existing funding into the internal Economic Development Opportunity and Collaboration budget to be used on any opportunities, shared projects, local services and or further support for the Central Economic Development Agency.

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

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

Purpose

To consider a deviation from Council’s Community Committee policy to allow for the continuation of the Hiwinui Community Committee in its current form, beyond the 2016 Local Government Elections.

Significance of Decision

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

Recommendations

That Council agree to deviate from its Community Committee policy to allow the Hiwinui Community Committee to continue in its current form beyond the 2016 Local Government Election, being held on 8 October 2016, for a further three-year term thereby avoiding the need to hold a public meeting to elect a new Committee.

Report prepared by:
Janine Hawthorn
Community Development Adviser

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

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

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

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

**2 Background**

2.1 The Hiwinui Community Committee was formally re-established at a public meeting held in Hiwinui on 15 March 2016 after being in recess for several years.

2.2 The following 10 representatives from the community have been elected to the Committee with the School Principal appointed ex officio due to the important link that the community has with the school:

- Arthur Wood (Chairperson)
- Kate Nielsen (Secretary)
- Sean Hurley (Treasurer)
- Cameron Burton
- Pam Eastcott
- Bruce Pearson
- Phil Pirie
- Dave Stewart
- Ange Strawbridge
- Johanna Wood
- Brenda Leigh (School Principal ex officio)

2.3 Councillor Barbara Cameron is the Liaison Councillor for Hiwinui.

**3 Discussion and Options considered**

3.1 Council’s current Community Committee policy states that all community committees’ term of membership shall generally coincide with local government terms of office i.e. three years.
3.2 The Council calls public meetings in each community in order to elect committees as soon as practicable after each local government election.

3.3 The next local government election is being held on 8 October 2016.

3.4 The Hiwinui Community Committee held its inaugural meeting on 22 March 2016 and have agreed to meet initially on a monthly basis. The Committee therefore would have only been operating for six months by the time of the next local government election.

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 There are no financial implications.

6 Statutory Requirements

6.1 There are no statutory requirements associated with this paper.

7 Delegations

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

8 Consultation

8.1 There is no consultation required in relation to this matter.

9 Cultural Considerations

9.1 There is no cultural consideration required for this paper.

10 Conclusion

10.1 It has taken a considerable amount of effort and organisation in re-establishing the Hiwinui Community Committee. Given the short time since re-establishment, it would be counter-productive to put this community through the process of having to re-elect their Committee so soon after coming out of recess.
Makino Aquatic Centre Redevelopment - Application for Funding

Purpose

To seek a resolution of Council to apply to Pub Charity for funding of $60,666 towards furniture for the Makino Aquatic Centre Redevelopment Project.

Significance of Decision

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

Recommendations

That Council apply to Pub Charity for funding of $60,666 for the purchase of furniture for the Makino Aquatic Centre Redevelopment Project.

Report prepared by:
Doug Tate
Community Facilities Manager

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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</tr>
</tbody>
</table>

2 Background

2.1 The Makino Aquatic Centre Redevelopment is a project identified in Year 1 of the 2015 – 2025 Long Term Plan. A tender recommendation for Contract C4/1515 for the construction of the redevelopment Makino Aquatic Centre was accepted by Council at its August 2015 meeting.

2.2 As part of the funding structure for the project, additional third party funding would be sourced. Council has been successful in its endeavours to source additional third party funding to date for the project, having raised some $1.4million.

2.3 By way of early notice, Councillors have been updated in workshop of Officers intentions to seek this Council resolution to apply to Pub Charity for funding.

2.4 This funding application is the final application to be made towards the redevelopment project, which is for the purchase of new furniture for the new pool hall, reception area and outdoor area.

3 Discussion and Options considered

3.1 Sourcing additional third party funding towards the project is a core part of the business case for the Makino Aquatic Centre Redevelopment Project.

3.2 If funding is unsuccessful, the scale and scope of the proposed furniture purchase will either have to be reduced or funding sought from another third party.

3.3 Another option for Council to consider, rather than seeking third party funding could be to increase Councils rated contribution to the project budget by $60,666. This would see an additional rate increase of $.66c for the urban rate and $.33c for the rural rate required.

4 Operational Implications

4.1 The provision of suitable furniture following the completion of the redevelopment is a key component in the overall project. While suitable budget exists for basic levels of furniture provisions, this funding will provide the opportunity to purchase additional furniture for the main pool hall, area immediately outside the outdoor pool and in the reception area.
5 Financial implications

5.1 This funding has been anticipated in the overall funding plan for the Makino Aquatic Centre Redevelopment Project.

6 Statutory Requirements

6.1 There are no specific statutory requirements

7 Delegations

7.1 The Third party funder requires a resolution of Council to make this application. Council cannot delegate this requirement.

8 Consultation

8.1 There are no consultation requirements in making this decision.

9 Cultural Considerations

9.1 There are no cultural requirements in making this decision.

10 Conclusion

10.1 The application for funding to Pub Charity is a core funding requirement of the Makino Aquatic Centre Redevelopment project funding plan. If third party funding is not sought, the scale and scope of furniture purchased will either have to be reduced or funded through rates.
Council

Meeting of 21 April 2016

Business Unit: Community and Strategy
Date Created: 31 March 2016

Risk Appetite Statement

Purpose

To present for adoption the Council’s Risk Appetite Statement.

Significance of Decision

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

Recommendations

That the Risk Appetite Statement be adopted.

Report prepared by:
Michael Hawker
Project Delivery Manager

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:

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</table>

2 **Background**

2.1 The Council seeks to continuously improve its risk management capability, processes, and tools.

2.2 The Risk Management Standard defines as the effect of uncertainty on objectives.

2.3 The uncertainty may be positive (an opportunity to achieve an objective) or negative (a threat to not achieving an objective).

2.4 Risk is only relevant in relation to the achievement of objectives.

2.5 Risk Appetite is the amount of risk an organisation is willing to take in pursuit of its strategy. It is a conscious and collective choice to accept loss-reward trade-off in attempting to achieve objectives.

2.6 A Risk Appetite Statement is a tool that is used to:

- Guide decision-making
- Assist staff in assessing options
- Prioritise internal controls for risks and the audit programme to assess those controls.

3 **Discussion and Options considered**

3.1 Council reviewed the draft Risk Appetite Statement at a Workshop held on 30 March 2016, covering objectives to achieve Council outcomes and using a risk appetite scale to determine how much risk is tolerable in pursuing each objective.

4 **Operational Implications**

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

5 **Financial implications**

5.1 There are no unbudgeted financial implications associated with this matter.
6 Statutory Requirements
6.1 There are no statutory requirements associated with this paper.

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

8 Consultation
8.1 There are no consultation requirements for this matter.

9 Cultural Considerations
9.1 There are no cultural considerations to be taken into account.

10 Conclusion
10.1 That Council adopt the Risk Appetite Statement to support its decision-making and option assessment.

11 Attachments
- Risk Appetite Statement
Risk appetite is the level of risk we are willing to accept in the pursuit of our strategic objectives. Our aim is to consider all options to respond to risk appropriately and make informed decisions that are most likely to result in successful delivery whilst also providing an acceptable level of value for money.

The acceptance of risk is subject to ensuring that all potential benefits and costs are fully understood and that appropriate measures to manage risk are established before decisions are made. We recognise that the appetite for risk will vary according to the activity undertaken and hence different appetites and tolerances to risk apply.

Specifically, our approach is to minimise exposure to financial and compliance risk, whilst accepting and encouraging an increased degree of risk in other areas in pursuit of our strategic objectives as illustrated in the diagram and statements below.

We at Manawatu District Council (MDC) expect all decision-makers to take the following into account:

<table>
<thead>
<tr>
<th>MDC Strategic Objectives</th>
<th>Averse</th>
<th>Minimalist</th>
<th>Cautious</th>
<th>Open</th>
<th>Hungry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build people and culture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achieve purposeful growth and development</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Achieve service levels</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Achieve strategic organisational transformation</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Maintain public confidence</td>
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<td></td>
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<tr>
<td>Deliver work programmes</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Maintain legal compliance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operate within financial targets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Operate within financial targets** – The Council has no appetite for risk in maintaining its long term financial viability and its overall financial strength. It will not trade-off this objective for gains in other objectives. It aims to achieve its strategic and financial objectives subject to the following criteria:

- The Council sets a balanced overall budget and GM’s must then contain net expenditure within approved levels;
- To hold rate increases to the Local Government Cost Index (for the previous year), plus four percent in any one year; and
- The Council’s maximum level of debt servicing is set at 10% of planned revenue.

**Maintain Legal Compliance** – The Council recognises the need to place high importance on compliance, regulation and public protection and has no appetite for breaches in statute, regulation, professional standards, ethics, bribery or fraud. But it is prepared for minimal risk to seek benefits where aspects of compliance are negotiable.

**Deliver Work Programmes** – The Council accepts a cautious level of risk to deliver its complete work programme but only when non-delivery can be limited and any benefits heavily outweigh any non-delivery.

**Maintain Public Confidence** – It is regarded as important that the Council maintains public confidence in its actions and performance, however it is prepared to defend actions with a good reward despite negative response. Hence it has set a cautious appetite for risk in the conduct of any of its activities that puts its reputation in jeopardy but where it can justify the reward from those activities.

**Achieve Strategic Organisational Transformation** – The environment the Council works in is continually changing through both its internal operations and the services it provides. Change projects provide the Council with an opportunity to be an agile and effective Council and also to establish benefits for the longer term. The Council recognises that this may require high levels of risk and is open to accepting the risk subject to always ensuring that impacts are appropriately managed.

**Achieve Service Levels** – The Council is open to a high level of risk arising from the nature of the Council’s business operations and service delivery to deliver an appropriate level of service at value for money, whilst managing any impact.
Manawatu District Council – Draft Risk Appetite Statement

**Achieve Purposeful Growth and Development** – The Council has a continuing obligation to invest in the development and growth of the District in a purposeful and planned manner. To achieve progressive and innovative development the Council has an **open risk appetite** whilst ensuring that benefits are assessed and risks are fully scrutinised and appropriately treated before developments are authorised.

**Build People & Culture** – The Council recognises that its staff are critical to achieving its objectives and therefore the support and development of staff is key to making the Council an enjoyable and safe place to work. It has a **very high appetite** for decisions that involve staffing or culture to support transformational change and ensure the Council is continually improving even if there is a chance of failure.
Adoption of Food Act 2014 fees and charges

Purpose

To seek adoption of the Food Act 2014 fees and charges.

Significance of Decision

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

Recommendations

That Council adopt the following Food Act 2014 fees and charges with an effective date of 22 April 2016:

<table>
<thead>
<tr>
<th>Function</th>
<th>Fees (inclusive GST)</th>
<th>Timing of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td>$233 fixed fee</td>
<td>Payable on application for registration</td>
</tr>
<tr>
<td>Application for registration of Food Control Plan based upon a template or model issued by MPI of a business subject to a National Programme</td>
<td>Based on: 1.5 hour EHO (@$138/hr) 0.25 hour admin (@$104/hr)</td>
<td></td>
</tr>
<tr>
<td><strong>Renewal of Registration</strong></td>
<td>$164 fixed fee</td>
<td>Payable on application for registration</td>
</tr>
<tr>
<td>Application for renewal of registration</td>
<td>Based on: 1 hour EHO (@$138/hr) 0.25 hour Admin (@$104/hr)</td>
<td></td>
</tr>
<tr>
<td><strong>Amendment to Registration</strong></td>
<td>$138/hr for every hour of processing time by EHO</td>
<td>Invoiced to applicant upon issue of registration. Payable within 20 working days of issue of invoice.</td>
</tr>
<tr>
<td>Amendment to registered food control plan based on a template or model issued by MPI or to registration of a business subject to a National Programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Verification</strong></td>
<td>$138/hr</td>
<td>Invoiced to applicant upon issue of registration. Payable within 20 working days of issue of invoice.</td>
</tr>
<tr>
<td>Verification including site visits and compliance checks with food plans. Also covers any follow up verification site visits to check remedial actions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Function

<table>
<thead>
<tr>
<th>Compliance and Monitoring</th>
<th>Fees (inclusive GST)</th>
<th>Timing of payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Complaint driven investigation resulting in issue of improvement notice by food safety officer</td>
<td>$138/hr</td>
<td>Payable within 20 working days of issue of invoice.</td>
</tr>
<tr>
<td>• Application for review of issue of improvement notice</td>
<td>$138/hr</td>
<td></td>
</tr>
<tr>
<td>• Monitoring of food safety and suitability</td>
<td>$138/hr</td>
<td></td>
</tr>
</tbody>
</table>

| Premises transitioning to Food Act 2014                     | Food hygiene registration payment will be transferred to the Food Act registration on a pro rata basis | Payable on application for registration |

---

Report prepared by:
Karel Boakes
Business Liaison Manager

Approved for submission by:
Shayne Harris
General Manager - Business

---

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 The new Food Act 2014 provides the Council with the ability to fix fees to recover the direct and indirect costs of Council’s functions under the Act.
2.2 Prior to fixing fees under the Act, the Council is required to consult on the proposed fees using the special consultative procedure of the Local Government Act 2002 (LGA).

2.3 Council approved the proposed fees and charges for consultation at the Council meeting on 18 February 2016.

2.4 The special consultative procedure period ran between 19 February 2016 to 21 March 2016.

2.5 No submissions were received during the consultation period.

3 Discussion and Options considered

3.1 The proposed fees are as follows:

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<td></td>
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3.2 The fee structure will ensure the recovery of costs incurred by Council in performing their functions for the period 22 April 2016 to 30 June 2016.

3.3 This timeframe covers the interim period prior to the adoption of the Annual Plan 2016/2017. From the 2016/2017 year onwards it is anticipated fees and charges for food premises related activities under the FA2014 will be included in Council’s annual fees and charges consultation process.

4 **Operational Implications**

4.1 The fees and charges public information and council systems will need to be updated.

5 **Financial implications**

5.1 There are no financial implications to consider.

6 **Statutory Requirements**

6.1 There are no further statutory requirements to consider.

7 **Delegations**

7.1 Council has delegated authority to adopt the proposed Food Act 2014 fees and charges.

8 **Consultation**

8.1 All existing food businesses will be advised of the new fees and the effective date.
9 Cultural Considerations

9.1 There are no cultural considerations to consider.

10 Conclusion

10.1 That Council adopt the proposed Food act 2014 fees and charges with an effective date of 22 April 2016.

11 Attachments

- No attachments.
Elected Members Remuneration 2016-17 - Submission to Remuneration Authority

Purpose

To present to Council options for remunerating positions of additional responsibility for submission to the Remuneration Authority.

Significance of Decision

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

Recommendations

That the Council propose the following positions to receive additional payments for submission to the Remuneration Authority for approval:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Position Description</th>
<th>Estimation of extra time involved in carrying out the additional responsibilities</th>
<th>% Additional Pay recommended above base Councillor rate</th>
</tr>
</thead>
<tbody>
<tr>
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Report prepared by:
Allie Dunn
Business Support Team Leader - Corporate

Approved for submission by:
Shayne Harris
General Manager - Business
1 Contribution to the Council Vision and Council Outcomes

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</table>

2 Background

2.1 Since December 2002, the responsibility for setting remuneration for elected members of Councils has sat with the Remuneration Authority.

2.2 An amended system was established by the Remuneration Authority in 2013 which provides for a formal review of Council’s remuneration setting arrangement on a three yearly basis, with only exceptional matters dealt with on an annual basis.

2.3 The process is that the Remuneration Authority sets the base remuneration for Mayors and Councillors, and also sets a pool of funds available to recognise additional responsibilities undertaken by some councillors, for example the role of the Deputy Mayor, and Committee Chairpersons. They then seek Council’s input on the levels at which positions of additional responsibility are remunerated, position descriptions for these roles, plus an estimation of the additional time these roles involve above that of a Councillor with additional responsibilities.

2.4 The Remuneration Authority is now seeking Council’s submission on the distribution of the pool of funds available to recognise additional responsibilities. This submission is due by 13 May 2016.

2.5 We also need to provide with that submission details of the vehicle provided for Mayoral use to enable the Remuneration Authority to ensure the correct adjustment to the Mayoral remuneration for the 2016-17 determination (e.g. full private use, Council use only).

2.6 The consideration of Council’s recommendation on its Members’ Allowance and Reimbursement Policy will be undertaken as a separate step, and will be reported to Council at its May meeting. The following diagram illustrates the steps and timeframe that apply to the process, leading to the gazetting of the Remuneration Authority’s Determination by 30 June 2016.
2.7 The determination that will be issued by the Remuneration Authority in June for the period from 1 July 2016 will remain in place until 30 June 2017. They advise there will be no adjustment made at the time of the Council election in October 2016. However if the incoming Council changes the committee structures or other remuneration arrangements, these will need to be submitted to the Remuneration Authority to be dealt with by way of an amended determination.

3 Discussion and Options considered

Remuneration Levels set by the Remuneration Authority for 2016-17

3.1 The Mayor and Councillors 2016-17 Base Remuneration has been set by the Remuneration Authority at the following levels:

**Remuneration levels 2016-17:**

Comprising:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor’s salary</td>
<td>$100,194</td>
</tr>
<tr>
<td>Councillor base salary</td>
<td>$27,675</td>
</tr>
<tr>
<td>Councillor base salary (x 10)</td>
<td>$276,750</td>
</tr>
<tr>
<td>Plus additional sum available for recognising additional responsibilities (Councillor base x 2)</td>
<td>$55,350</td>
</tr>
<tr>
<td>Total</td>
<td>$432,294</td>
</tr>
</tbody>
</table>

3.2 The Councillors base remuneration has been increased by 2.5% over the previous year's rate.

Reducing the Gap Between Councillor base salary and Chairpersons salaries

3.3 In its 2013 determination the Remuneration Authority set a cap on the payments to individual councillors for additional duties, limiting these to 40% for Deputy Mayor and 25% for Councillors with additional responsibilities such as chairing committees. They
have now removed these limits. This means that if Council wished to consider setting a
higher premium for the Deputy Mayor and Committee Chairperson positions, then they
would be able to.

3.4 Recently Councillors asked that options be explored for aligning the Chairpersons salaries,
and reducing the gap between Councillor base salaries and Chairpersons salaries. Paying
a higher premium for roles of additional responsibility would be counter-productive to
this ideal as this would widen the gap between the Councillor base salary and the salaries
paid to positions of additional responsibility.

3.5 One way to reduce the gap between the Councillor base salary and Chairperson salaries
would be recognise other positions of additional responsibility, thereby lifting the level of
remuneration for some other Councillors. Examples are the role of the Deputy
Chairperson, and the role of the Hearings Committee members.

3.6 Another option is to reduce the level of additional payments made to recognise roles of
additional responsibility. This would mean continuing to recognise the additional work
undertaken by some roles, but recognising this at a lower percentage rate than currently.

**Hearings Committee Members**

3.7 Under the current provisions, Hearings Committee members are eligible for payment of
an hourly rate for time they spend in certain types of hearings. The types of hearings are:

a) a hearing arising from a resource consent application made under section 88 of the
RMA; or

b) a hearing arising from a notice of requirement given under section 168 of the RMA; or

c) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing
referred to in paragraph (a) or (b); or

d) a hearing relating to a request for a change\(^1\) to a district or regional plan or policy
statement under clause 21 of Schedule 1 of the RMA;

e) a mediation hearing in the Environment Court as part of an appeal from a decision of
a local authority; or

f) a hearing on an objection against a charge fixed by a local authority under section 36
of the RMA.

3.8 The Remuneration Authority is aware of the additional work that is undertaken by elected
members participating in District Plan Hearings. Although Hearings Committee members
are entitled to be paid an hourly rate for the time spent in specific types of Resource
Management Act hearings, the time spent in other hearings (such as Dog Classification
Objection Hearings and District Plan Hearings) does not qualify. The Remuneration
Authority advise that at this time they are not making any changes to the provisions for
payment for elected members participating in district planning hearing processes in this
determination, however they have agreed with LGNZ to set up a working group to find a
solution that will be permitted under the legislation. They expect that their 2017-18
determination would address this.

---

\(^1\) Private Plan Change request
Position Descriptions

3.9 The Remuneration Authority requires Council to provide information about each position recommended for additional payments. The following table lists possible descriptions for the additional responsibilities over and above the basic councillor role for consideration by Council.

3.10 A position description for Hearings Committee members is included, as the level of preparation and amount of time involved in participating as a Hearings Committee member is greater than that of a Councillor with no additional responsibilities, and could be used to recognise the additional non RMA-hearings committee work that does not receive additional payment.

3.11 Draft descriptions of all the positions of additional responsibility undertaken by Councillors are listed below:

<table>
<thead>
<tr>
<th>Role</th>
<th>Position Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor</td>
<td>Responsibility to assist and deputise for the Mayor in a range of civic, regional and national forums. Chairing of Council meetings in the absence of the Mayor.</td>
</tr>
<tr>
<td>Committee Chairperson</td>
<td>Responsibility for chairing of committee meetings and efficient running of the committee. Liaison with stakeholders appearing before the committee.</td>
</tr>
<tr>
<td>Deputy Chairperson</td>
<td>Responsibility for chairing of committee meetings in the absence of the chairperson.</td>
</tr>
<tr>
<td>Councillor</td>
<td>Responsibility to prepare and participate specifically in those committees they are members of, and prepare and participate in the work of other committees where they have a specific interest in particular matters coming before those committees. Attend meetings of Community Committees in a liaison role between the Community Committees and the Council.</td>
</tr>
</tbody>
</table>
Additional Time

3.12 Once Council has identified the positions that it wishes to recommend for additional payments, the Council needs to provide an estimation of extra time involved in carrying out the additional responsibilities.

3.13 The estimation of extra time involved in undertaking the additional work could be correlated to the percentage chosen as the additional responsibility factor.

3.14 To assist with consideration of options, the following table sets out incrementally rates of additional factor responsibility and the resulting salary that would apply.

<table>
<thead>
<tr>
<th>Additional Responsibility Factor</th>
<th>Resulting Salary</th>
<th>Difference to fund from Additional Responsibility Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>$41,513</td>
<td>$13,838</td>
</tr>
<tr>
<td>45%</td>
<td>$40,129</td>
<td>$12,454</td>
</tr>
<tr>
<td>40%</td>
<td>$38,745</td>
<td>$11,070</td>
</tr>
<tr>
<td>37%</td>
<td>$37,915</td>
<td>$10,240</td>
</tr>
<tr>
<td>35%</td>
<td>$37,361</td>
<td>$9,686</td>
</tr>
<tr>
<td>30%</td>
<td>$35,978</td>
<td>$8,303</td>
</tr>
<tr>
<td>25%</td>
<td>$34,594</td>
<td>$6,919</td>
</tr>
<tr>
<td>23%</td>
<td>$34,040</td>
<td>$6,365</td>
</tr>
<tr>
<td>20%</td>
<td>$33,210</td>
<td>$5,535</td>
</tr>
<tr>
<td>18%</td>
<td>$32,657</td>
<td>$4,982</td>
</tr>
<tr>
<td>15%</td>
<td>$31,826</td>
<td>$4,151</td>
</tr>
<tr>
<td>10%</td>
<td>$30,443</td>
<td>$2,768</td>
</tr>
<tr>
<td>5%</td>
<td>$29,059</td>
<td>$1,384</td>
</tr>
<tr>
<td>0%</td>
<td>$27,675</td>
<td>0</td>
</tr>
</tbody>
</table>

**OPTION 1 – STATUS QUO**

3.15 The current system sees the following premiums paid to recognise additional responsibilities. Note when Council agreed this system in 2013, there was no requirement provide an estimation of extra time involved in carrying out the additional responsibilities.

<table>
<thead>
<tr>
<th>Position</th>
<th>Additional Responsibility Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor and Chair of Strategic Planning and Policy Committee</td>
<td>40% above base salary of Councillor with no additional responsibilities</td>
</tr>
<tr>
<td>Community Funding Subcommittee Chairperson</td>
<td>25% above base salary of Councillor with no additional responsibilities</td>
</tr>
<tr>
<td>Hearings Committee Chairperson</td>
<td>20% above base salary of Councillor with no additional responsibilities</td>
</tr>
</tbody>
</table>
3.16 Applying the above formulas to the newly set base rate for Councillors gives the following outcome:

<table>
<thead>
<tr>
<th>Position</th>
<th>Additional Responsibility Factor</th>
<th>Resulting Salary</th>
<th>Difference to fund from Additional Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor and Chair of Strategic Planning and Policy Committee</td>
<td>40%</td>
<td>$38,745</td>
<td>$11,070</td>
</tr>
<tr>
<td>Community Funding Subcommittee Chairperson</td>
<td>25%</td>
<td>$34,594</td>
<td>$6,919</td>
</tr>
<tr>
<td>Hearings Committee Chairperson</td>
<td>20%</td>
<td>$33,210</td>
<td>$5,535</td>
</tr>
<tr>
<td><strong>TOTAL EXTRA TO FUND</strong></td>
<td></td>
<td></td>
<td><strong>$23,524</strong></td>
</tr>
</tbody>
</table>

**OPTION 2 – REDUCED PREMIUM AND ALIGNMENT OF CHAIRPERSON SALARIES**

3.17 The following option proposes aligning the Chairpersons’ salaries and reducing the additional responsibility factor, to reduce the gap between Chairpersons’ remuneration and that of a Councillor with no additional responsibilities.

<table>
<thead>
<tr>
<th>Position</th>
<th>Additional Responsibility Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor and Chair of Strategic Planning and Policy Committee</td>
<td>37% above base salary of Councillor with no additional responsibilities</td>
</tr>
<tr>
<td>Community Funding Subcommittee Chairperson</td>
<td>23% above base salary of Councillor with no additional responsibilities</td>
</tr>
<tr>
<td>Hearings Committee Chairperson</td>
<td>23% above base salary of Councillor with no additional responsibilities</td>
</tr>
</tbody>
</table>

3.18 Applying the above formulas to the newly set base rate for Councillors gives the following outcome:

<table>
<thead>
<tr>
<th>Position</th>
<th>Additional Responsibility Factor</th>
<th>Resulting Salary</th>
<th>Difference to fund from Additional Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor and Chair of Strategic Planning and Policy Committee</td>
<td>37%</td>
<td>$37,915</td>
<td>$10,240</td>
</tr>
<tr>
<td>Community Funding Subcommittee Chairperson</td>
<td>23%</td>
<td>$34,040</td>
<td>$6,365</td>
</tr>
<tr>
<td>Hearings Committee Chairperson</td>
<td>23%</td>
<td>$34,040</td>
<td>$6,365</td>
</tr>
<tr>
<td><strong>TOTAL EXTRA TO FUND</strong></td>
<td></td>
<td></td>
<td><strong>$22,970</strong></td>
</tr>
</tbody>
</table>
OPTION 3 – REDUCED PREMIUM FOR CHAIRPERSON SALARIES

3.19 The following option proposes reducing the additional responsibility factor, which has the effect of reducing the gap between Chairpersons’ remuneration and that of a Councillor with no additional responsibilities.

<table>
<thead>
<tr>
<th>Position</th>
<th>Additional Responsibility Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor and Chair of Strategic Planning and Policy Committee</td>
<td>37% above base salary of Councillor with no additional responsibilities</td>
</tr>
<tr>
<td>Community Funding Subcommittee Chairperson</td>
<td>23% above base salary of Councillor with no additional responsibilities</td>
</tr>
<tr>
<td>Hearings Committee Chairperson</td>
<td>18% above base salary of Councillor with no additional responsibilities</td>
</tr>
</tbody>
</table>

3.20 Applying the above formulas to the newly set base rate for Councillors gives the following outcome:

<table>
<thead>
<tr>
<th>Position</th>
<th>Additional Responsibility Factor</th>
<th>Resulting Salary</th>
<th>Difference to fund from Additional Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Mayor and Chair of Strategic Planning and Policy Committee</td>
<td>37%</td>
<td>$37,915</td>
<td>$10,240</td>
</tr>
<tr>
<td>Community Funding Subcommittee Chairperson</td>
<td>23%</td>
<td>$34,040</td>
<td>$6,365</td>
</tr>
<tr>
<td>Hearings Committee Chairperson</td>
<td>18%</td>
<td>$32,657</td>
<td>$4,982</td>
</tr>
</tbody>
</table>

TOTAL EXTRA TO FUND $21,587

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 The Council has budgeted $397,000 in the draft Annual Plan 2016-17 to meet Council’s obligations for remuneration of elected members. Of this budget, $376,944 is to meet the base Councillor salaries and the Mayor’s salary that has been fixed by the Remuneration Authority. This leaves $20,056 available for recognising roles of additional responsibility. To exceed this amount would require an increase in the budgeted amount in Council’s Annual Plan.
6 Statutory Requirements

6.1 The remuneration of elected members is governed by statute via the Local Government Act 2002. Part 1 of Schedule 7 of the Local Government Act 2002 sets out the requirements around the remuneration of members.

6.2 Section 6 of this part sets out the mandatory criteria that the Remuneration Authority to determine remuneration, allowances and expenses payable to mayors, deputy mayors, committee chairs and members of Councils.

6.3 Section 7 of this part sets out the mandatory criteria that the Remuneration Authority must have regard to in determining remuneration.

6.4 Section 9 of this part sets out the requirement for the Remuneration Authority to deliver to the Minister of Local Government a copy of every determination it makes under clause 6 and to publish each determinate in the Gazette within 14 days of delivering it to the Minister.

6.5 Section 19 of the Remuneration Authority Act 1977 applies to determinations made and those determinations made under this Act remain in force until superseded by a further determination.

7 Delegations

7.1 The Council has the authority to make recommendations to the Remuneration Authority on levels of remuneration, however the authority to approve the remuneration levels sits with the Remuneration Authority.

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 The Remuneration Authority is seeking Council’s submission on how it proposes to recognise roles of additional responsibility. The Council needs to decide which positions it wishes to recommend additional pay for, provide a position description for each of those roles, and an estimation of the additional time involved in undertaking those duties. Finally the Council needs to recommend the percentage of additional pay for each of those positions. This information will then be submitted to the Remuneration Authority for approval.

11 Attachments

- Remuneration Authority Form A – Proposed positions and remuneration
- Remuneration Authority Form B – Information about each position recommended for additional payments
FORM A
Proposed positions and remuneration

Name of Council:

Please complete this form listing all the positions you propose, and attach a completed Form B for each position with additional responsibilities.

<table>
<thead>
<tr>
<th>Name of Position</th>
<th>Number of positions</th>
<th>$ amount for additional responsibilities</th>
<th>Total remuneration per position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor or Chair</td>
<td>1</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Remuneration Authority March 2016
## FORM B

Information about each position recommended for additional payments

| NAME OF COUNCIL |  |
| POSITION TITLE |  |
| NUMBER OF POSITIONS WITH THAT TITLE |  |
| POSITION DESCRIPTION | Specify additional responsibilities over and above the basic councillor role - covering duties, delegations, deputising and reporting obligations |
| ADDITIONAL TIME | Estimation of extra time involved in carrying out the additional responsibilities |
| BASE COUNCILLOR SALARY | The 2016 base councillor salary for your council $ |
| RECOMMENDED ADDITIONAL PAY | Amount recommended for additional pay $ |
| TOTAL REMUNERATION | $ |
LGNZ Conference 2016

Purpose

To confirm representation to Local Government New Zealand (LGNZ) Conference and Annual General Meeting (AGM) 2016.

Significance of Decision

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

Recommendations

That Her Worship the Mayor Margaret Kouvelis, Deputy Mayor Tony Jensen, Councillors Barbara Cameron, Alison Short and Howard Voss and Chief Executive Richard Templer attend the 2016 Local Government New Zealand Conference in Dunedin.

Report prepared by:
Tineke Naylor
Executive Officer for the Mayor

Approved for submission by:
Shayne Harris
Acting Chief Executive
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*

| 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 Registrations are now being called to attend the LGNZ Conference and AGM being held in Dunedin from 24 to 26 July 2015.

3 **Discussion and Options considered**

3.1 Council has in the past sent the Mayor, Chief Executive and selected councillors. Council is now being asked to confirm who those representatives will be for 2016.

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 arising from this report. Attendance at the conference is budgeted for each year in the Council’s annual plan.

6 **Statutory Requirements**

6.1 There are no statutory requirements associated with this matter.

7 **Delegations**

7.1 The Council has authority to make this decision.

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 is asked to approve the appointment of representatives to attend the LGNZ Conference and AGM 2016. Appointing delegates to attend the AGM will enable participation in any discussion or poll votes that may be undertaken.
Application of the Common Seal

Purpose

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

Significance of Decision

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

Recommendations

That the following schedule of Sealed Documents be received.

<table>
<thead>
<tr>
<th>Date</th>
<th>Document</th>
<th>Party to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/2016</td>
<td>Warrants of authority for newly appointed Environmental Health officer – Laurie Franks</td>
<td>Warrants issued to officer</td>
</tr>
</tbody>
</table>

Report prepared by:
Allie Dunn
Business Support Team Leader

Approved for submission by:
Shayne Harris
General Manager - Business
1 Contribution to the Council Vision and Council Outcomes

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

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

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

2 Background

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

3 Discussion and Options considered

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

4 Operational Implications

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

5 Financial implications

5.1 There are no financial implications associated with this matter.

6 Statutory Requirements

6.1 There are no statutory requirements associated with this matter.

7 Delegations

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

“The Chief Executive will be responsible for custody of the Council’s seal. The seal may be attached to all documents which record the disposal or exchange of an interest in land (with the exception of residential tenancies) or other documents where it is appropriate to do so. It will be attached, however, only when:

- The Council or a committee has authorised the transaction involved; or
- The transaction involved has been authorised by an officer under delegated authority.

50
The Mayor and Chief Executive have delegated authority to approve the affixing of the common seal to any document and to sign every document to which the common seal is affixed. A list of documents to which the common seal is affixed shall be reported for information to the Mayor and Councillors from time to time.

8 Consultation

8.1 There are no consultation requirements associated with this matter.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this matter.

10 Conclusion

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

11 Attachments

- None