Minutes of a meeting of the Council held on Thursday 19 May 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 Tony Jensen  
Cr Andrew Quarrie  
Cr Alison Short  
Cr Howard Voss

LEAVE OF ABSENCE: Cr Albert James

IN ATTENDANCE: Richard Templer (Chief Executive)  
Shayne Harris (General Manager – Business)  
Brent Limmer (General Manager – Community and Strategy)  
Hamish Waugh (General Manager – Infrastructure)  
Colleen Morris (Principal Financial Adviser)  
Michael Hawker (Project Delivery Manager)  
Janine Hawthorn (Community Development Officer)  
Tracey Hunt (Strategy Manager)  
Sandra Crosbie (Communications Officer)  
Paul Stein (Communications Adviser)  
Raewyn Halls (Executive Officer to the Chief Executive)  
Tineke Naylor (Executive Officer to the Mayor)  
Allie Dunn (Business Support Team Leader)

MDC 16/333 MEETING OPENING

Rev Anne Bennett, of the Rongotea Uniting Parish, opened the meeting in prayer.

MDC 16/334 APOLOGIES

There were no apologies.

MDC 16/335 REQUESTS FOR LEAVE OF ABSENCE

RESOLVED

That the Council grant leave of absence as follows:

Councillor Alison Short: 25 May to 10 June 2016
Councillor Howard Voss: 1 June to 24 June 2016

Moved by: Councillor Shane Casey  
Seconded by: Councillor Jo Heslop

CARRIED
MDC 16/336 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Council meeting held 21 April 2016, and extraordinary Council meeting held 27 April 2016, be adopted as a true and correct record.

Moved by: Councillor Tony Jensen

Seconded by: Councillor Wayne Ellery

CARRIED

MDC 16/337 DECLARATIONS OF INTEREST

There were no conflicts of interest declared by members.

MDC 16/338 PUBLIC FORUM

There were no members of the public in attendance for public forum.

MDC 16/339 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 16/340 TANGIMOANA COMMUNITY COMMITTEE

Report of the General Manager – Community and Strategy dated 4 May 2016 seeking consideration of a deviation from Council’s Community Committee policy to allow for the continuation of the Tangimoana Community Committee in its current form, beyond the 2016 Local Government Elections.

RESOLVED

That Council agree to deviate from its Community Committee policy to allow the Tangimoana 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.

Moved by: Councillor Howard Voss

Seconded by: Councillor Shane Casey

CARRIED

MDC 16/341 DISTRICT PLAN REVIEW BUDGET

RESOLVED

That the Council agree to bring forward up to $151,000 from existing budget in 2016/17 to 2015/16 for the District Plan Review.

Moved by: Councillor Wayne Ellery
Seconded by: Councillor Alison Short

CARRIED

MDC 16/342 CAPITAL EXPENDITURE FOR IN-HOUSE RETICULATION SERVICE


RESOLVED

1. That Council approve unbudgeted capital expenditure of $538,000 in the 2015/16 financial year for the establishment of the three waters in-house reticulation service.

2. That Council approve new loan raising for $538,000 in the 2015/16 financial year to fund the capital expenditure required to establish the three waters in-house reticulation service.

Moved by: Councillor Barbara Cameron
Seconded by: Councillor Steve Bielski

CARRIED

Councillor Wayne Ellery recorded his vote against the motion.

MDC 16/343 CHANGE OF DIRECTORS FOR HEARTLAND CONTRACTORS LIMITED


RESOLVED

1. That Council approves the appointment of a Director to Heartland Contractors Limited without advertising.

2. That the Council appoints the Chief Executive, Richard Templer, as a Director of Heartland Contractors Limited.

Moved by: Councillor Jo Heslop
Seconded by: Councillor Howard Voss

CARRIED
MDC 16/344 PURCHASE OF ADDITIONAL MANAWATU-WANGANUI LASS LIMITED SHARE CAPITAL


RESOLVED

That Council approve the purchase of an additional $15,000 share capital in Manawatu-Wanganui LASS Limited.

Moved by: Councillor Tony Jensen
Seconded by: Councillor Howard Voss

CARRIED

MDC 16/345 ESTABLISHMENT OF AN AUDIT AND RISK COMMITTEE


RESOLVED

1. That the Council approves the establishment of an Audit and Risk Committee.

2. That the Council approves the following terms of reference for the Audit and Risk Committee:

   2.1 Membership shall be as defined in Clauses 3 and 4 of the report of the General Manager – Business dated 12 May 2016.

   2.2 The Audit and Risk Committee shall report to Council.

   2.3 The Audit and Risk Committee shall advise Council on all the following matters:

       1. Financial reporting including the following:

           I. long term planning including the financial strategy;

           II. appropriateness of accounting policies;

           III. annual report; and

           IV. internal report (monthly and/or quarterly)

       2. Risk management and the system of internal controls

           I. setting the Council’s appetite for risk;
II. understanding the key risk areas including likelihood and consequences;

III. effectiveness of internal controls; and

IV. fraud risk and procurement risk.

3. External audit

I. relationship with auditor;

II. understanding scope and engagement;

III. review significant audit findings/recommendations; and

IV. monitor progress on recommendations.

4. Internal audit

I. appointment and relationship with internal auditor;

II. scope of work; and

III. responses to internal audit recommendations.

2.4 The Audit and Risk Committee shall meet at least four times a year. The Chair of the Audit and Risk Committee may convene additional meetings, as they deem necessary.

2.5 The quorum of the committee shall be three members present at a meeting.

2.6 The Chief Executive is responsible for the operational reporting to the committee.

3. That Council approves the appointment of the following, as members of the Audit and Risk Committee.

Mayor Margaret Kouvelis and three councillors (to be appointed by the Mayor).

4. That the Council approves the appointment of an independent member of the subcommittee. That person to be selected by the Audit and Risk Committee.

Moved by: Councillor Tony Jensen

Seconded by: Councillor Wayne Ellery

CARRIED
MDC 16/346 AMENDMENT TO COMMITTEE TERMS OF REFERENCE

Report of the General Manager – Business dated 12 May 2016 proposing changes to the Terms of Reference of the Strategic Planning and Policy Committee and the Workshop Committee.

RESOLVED

1. That the Terms of Reference for the Strategic Planning and Policy Committee be amended to change the committee’s meeting cycle from “Following Council meeting on the third Thursday of each month ...” to “The first Thursday of each month ...”

2. That the Terms of Reference for the Workshop Committee be amended to change the committee’s meeting cycle from “The last Tuesday of each month” to “The first and third Thursdays of each month, following the preceding Council or Committee meeting.”

3. That the Schedule of Meetings for 2016 adopted by Council on 18 November 2015 be amended to reflect the changes to the meeting cycles for the Strategic Planning and Policy Committee and the Workshop Committee.

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

CARRIED

MDC 16/347 REMUNERATION AUTHORITY – SUBMISSION OF MEMBERS’ ALLOWANCE AND REIMBURSEMENT POLICY

Report of the General Manager – Business dated 3 May 2016 seeking adoption of an elected members’ allowances and expense reimbursement policy for recommendation to the Remuneration Authority.

RESOLVED

That the Council adopt the Elected Members’ Allowances and Expense Reimbursement Policy for recommendation to the Remuneration Authority as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Expense / Allowance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All elected members</td>
<td>Taxis</td>
<td>Council expects the use of taxis to be moderate, conservative and cost effective relative to other transport option. Wherever practicable shuttle or bus services are to be used in lieu of taxis.</td>
</tr>
</tbody>
</table>
## ELECTED MEMBERS’ ALLOWANCES AND EXPENSE REIMBURSEMENT POLICY

**1 JULY 2016 TO 30 JUNE 2017**

<table>
<thead>
<tr>
<th>Position</th>
<th>Expense / Allowance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All elected members</td>
<td>Expenses relating to travel and attendance at conferences / seminars / training programmes</td>
<td>Elected members may incur travel and accommodation costs while conducting Council business elsewhere in New Zealand. As a general principle, travel cost for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council.</td>
</tr>
<tr>
<td>All elected members</td>
<td>Exceptional circumstances for council related meetings.</td>
<td>Council may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.</td>
</tr>
<tr>
<td>All elected members</td>
<td>General community related expenses</td>
<td>From time to time elected members may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at commemorative events. The Chief Executive should previously approve such expenditure. The items should be appropriate to the occasion and expenditure should be moderate and conservative.</td>
</tr>
<tr>
<td>Councillors</td>
<td>Vehicle mileage</td>
<td>Vehicle mileage will be paid as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For visits to the Council office, members living more than 15 kilometres away from the Council office may claim the mileage allowances for distances travelled more than 30 kilometres in any one day.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: members living within 15 kilometres of the Council office will meet their own cost of getting to and from the Council office.</td>
</tr>
</tbody>
</table>
ELECTED MEMBERS’ ALLOWANCES AND EXPENSE REIMBURSEMENT POLICY

1 JULY 2016 TO 30 JUNE 2017

<table>
<thead>
<tr>
<th>Position</th>
<th>Expense / Allowance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>For other travel by members on Council business, no threshold distance will apply. Mileage will be paid up to the maximum rate per kilometre as set out in the current Remuneration Authority determination. Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Chief Executive.</td>
</tr>
<tr>
<td>Councillors</td>
<td>Communications Allowance</td>
<td>Councillors may claim an allowance in accordance with the following limits: • Personal computer: $150 • Electronic tablet: $150 • Printer: $40 • Mobile phone: $60 • Internet connection: $250 • Council related toll and mobile charges: $400 Note: the total allowance paid is not to exceed $1,050.</td>
</tr>
<tr>
<td>Mayor</td>
<td>Vehicle</td>
<td>The Mayor will be provided with a vehicle for Council business only</td>
</tr>
<tr>
<td></td>
<td>Telephone costs</td>
<td>Full payment by Council of a mobile phone including rental and all Council associated charges.</td>
</tr>
<tr>
<td></td>
<td>Stationery and consumables</td>
<td>Supply of reasonable amounts of paper and printer consumables for Council business.</td>
</tr>
</tbody>
</table>

 Moved by: Councillor Howard Voss
 Seconded by: Councillor Wayne Ellery
 CARRIED
MINUTES MEETING TIME
COUNCIL THURSDAY 19 MAY 2016 8.30AM

MDC 16/348 ELECTION 2016 – ORDER OF CANDIDATE NAMES ON VOTING PAPERS

Report of the General Manager – Business dated 3 May 2016 seeking a decision on the order in which the candidates’ names will be shown on the voting documents to be used at the 8 October 2016 elections.

RESOLVED

That the names of the candidates for election to the Manawatu District Council at the 8 October 2016 Local Government elections be arranged on the voting documents in random order, by surname.

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

CARRIED

MDC 16/349 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

MDC 16/350 PUBLIC EXCLUDED BUSINESS

RESOLVED

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

a) Confirmation of public excluded minutes

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 re Reappointment of Trustees to Feilding Civic Centre Trust; and Manawatu Community 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 exist, under Section 7 of the Local Government Official Information and Meetings Act 1987</td>
</tr>
</tbody>
</table>
General subject of each matter to be considered Reason for passing this resolution in relation to each matter Grounds under Section 48(1) for the passing of this resolution

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 Wayne Ellery

CARRIED

The meeting went into public excluded session at 9.34 am and resumed open session at 9.35 am. For items MDC 16/351 to MDC 16/353 refer to public excluded minutes.

MDC 16/354 MEETING ADJOURNMENT

The meeting adjourned at 9.36 am and reconvened at 7.30 pm.

MDC 16/355 NEW ZEALAND CITIZENSHIP CEREMONY

Twenty-four candidates attended the Citizenship Ceremony and swore 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 Corey Davis REGNERUS</td>
<td>American</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mr Suresh BHATTARAI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Ms Chitra Kala BISTA BHATTARAI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Ms Priyanka KARKI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Mon Maya BHATTARAI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Bhim Bahadur BHATTARAI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Ms Pinu BHATTARAI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Man Bir CHHETRI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Jit Maya BHATTARAI CHHETRI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Miss Roma PAUDEL CHHETRI</td>
<td>Bhutanese</td>
<td>Oath</td>
</tr>
<tr>
<td>Master Gopal CHHETRI</td>
<td>Bhutanese</td>
<td>No Oath (Minor)</td>
</tr>
<tr>
<td>Mr Alexandre Luiz BARRETO DE PAIVA</td>
<td>Brazilian</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Elisabete BUZAS STOWERS-HULL</td>
<td>Brazilian</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Jeremy Peter CROWLEY</td>
<td>British</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mr Craig Ian DAKIN</td>
<td>British</td>
<td>Affirmation</td>
</tr>
<tr>
<td>Mr Christopher Paul WHITMORE</td>
<td>British</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Cherrie LAWSON-WHITMORE</td>
<td>British</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Mirjana MOFFAT</td>
<td>Croatian</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Lars Rath PEDERSEN</td>
<td>Danish</td>
<td>Affirmation</td>
</tr>
</tbody>
</table>
MINUTES MEETING TIME
COUNCIL THURSDAY 19 MAY 2016 8.30AM

<table>
<thead>
<tr>
<th>NAME</th>
<th>NATIONALITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Mr Colin BROWN</td>
<td>Dutch</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Esmeraldo Frondarina DAGDAG</td>
<td>Filipino</td>
<td>Oath</td>
</tr>
<tr>
<td>Mr Eddie Santos IGNACIO</td>
<td>Filipino</td>
<td>Oath</td>
</tr>
<tr>
<td>Mrs Mary Grace Silvestre IGNACIO</td>
<td>Filipino</td>
<td>Oath</td>
</tr>
</tbody>
</table>

MDC 16/356 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 8.13pm.

Approved and adopted as a true and correct record:

____________________________________  __________________________
CHAIRPERSON  DATE