COUNCIL

AGENDA

Meeting to be held

WEDNESDAY 15 NOVEMBER 2017

8.30AM

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

Dr Richard Templer
Chief Executive
MEMBERSHIP

Chairperson

Her Worship the Mayor, Helen Worboys

Deputy Chairperson

Deputy Mayor, Michael Ford

Members

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

1. MEETING OPENING

Jocelyn Stevens, of the Life Point 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 19 October 2017 and the extraordinary Council meeting held 2 November 2017 be adopted as a true and correct record.

5. DECLARATIONS OF INTEREST

Notification from elected members of:

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

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

6. PUBLIC FORUM

6.1 FEILDING HIGH SCHOOL

Representative Grant recipient to assist with the costs associated with sending 23 of the High School’s under 15 year old male rugby players to compete in the Hurricanes under 15’s tournament held in Lower Hutt from 6 to 9 September 2017.

7. PRESENTATIONS

7.1 SMOKEFREE COLLECTIVE

Sally Darragh, Julie Beckett and Kerry Hocquard will be in attendance to talk about reducing smoking rates in the Manawatu and improving the health and wellbeing of the community.

7.2 PALMERSTON NORTH COMMUNITY SERVICES COUNCIL

Michelle Thompson and Fraser Greig will be in attendance to present the 2017 Social Wellbeing Forum report.
8. **NOTIFICATION OF LATE ITEMS**

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

8.1 The Council by resolution so decides; and

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

9. **MINUTES OTHER COMMITTEES**

9.1 **RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE INTERNAL AUDIT CHARTER**

Report of the General Manager – Corporate and Regulatory dated 10 November 2017

9.2 **RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE INTERNAL AUDIT SERVICE LEVEL AGREEMENT**

Report of the General Manager – Corporate and Regulatory dated 10 November 2017

9.3 **RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE INTERNAL AUDIT PLAN**

Report of the General Manager – Corporate and Regulatory dated 10 November 2017

9.4 **RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE REVIEW OF SENSITIVE EXPENDITURE**

Report of the General Manager – Corporate and Regulatory dated 10 November 2017

9.5 **RECOMMENDATIONS FROM AUDIT AND RISK COMMITTEE RE FIRST QUARTER REPORT TO 30 SEPTEMBER 2017**

Report of the General Manager – Corporate and Regulatory dated 10 November 2017

10. **OFFICER REPORTS**

10.1 **2016-17 PARTNERSHIP FUND ACCOUNTABILITY REPORT**

Report of the General Manager – Community and Strategy dated 26 October 2017. Representatives from Feilding and District Promotion will be in attendance to speak to their report.
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<thead>
<tr>
<th>10.2</th>
<th>COMMUNITY COMMITTEE MINUTES</th>
<th>122</th>
</tr>
</thead>
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<td>10.3</td>
<td>MAORI WARDS RESOLUTION</td>
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<td>INVESTMENT POLICY</td>
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<td>LIABILITY MANAGEMENT POLICY</td>
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</tbody>
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11. CONSIDERATION OF LATE ITEMS

12. MEETING CLOSURE
Minutes of a meeting of the Council held on Thursday 19 October 2017, commencing at 8.33am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Mayor Helen Worboys (Chairperson)
Cr Barbara Cameron
Cr Shane Casey
Cr Michael Ford
Cr Hilary Humphrey
Cr Phil Marsh
Cr Andrew Quarrie
Cr Alison Short
Cr Howard Voss

LEAVE OF ABSENCE: Cr Stuart Campbell

APOLOGY: Cr Steve Bielski

IN ATTENDANCE: Richard Templer (Chief Executive)
Shayne Harris (General Manager – Corporate and Regulatory)
Brent Limmer (General Manager – Community and Strategy)
Hamish Waugh (General Manager – Infrastructure)
Frances Smorti (General Manager – People and Culture)
Paul Stein (Communications Manager)
Danielle Balmer (Communications Officer)
Michael Hawker (Project Delivery Manager)
Janine Hawthorn (Community Development Adviser)
Tracey Hunt (Strategy Manager)
John Jones (Roading Manager)
Glenn Young (Utility Projects Manager)
Chris Pepper (Special Projects Manager)
David Rei-Miller (Asset Engineer)
Colleen Morris (Chief Financial Officer)
Ross Wheeler (Strategic Accountant)
Lorraine Thompson (Executive Assistant – General Manager Corporate and Regulatory)
Maria Brennssell (Executive Assistant – Mayor)
Nichole Ganley (Governance Support Officer)
Allie Dunn (Governance Team Leader)
Clint Ramoo (Audit New Zealand)
Chris Webby (Audit New Zealand)
Alistair Love (Audit New Zealand)

MDC 17/275 MEETING OPENING

Gavin Scott, of the New Life Church, opened the meeting in prayer.

MDC 17/276 APOLOGIES

RESOLVED

That the apology from Councillor Steve Bielski be approved.

Moved by: Councillor Howard Voss
MINUTES
MEETING
COUNCIL
THURSDAY 19 OCTOBER 2017
TIME
8.33AM

Seconded by: Councillor Michael Ford
CARRIED

MDC 17/277 REQUESTS FOR LEAVE OF ABSENCE

RESOLVED
That leave of absence be granted to Councillor Michael Ford for Wednesday 15 November 2017.

Moved by: Councillor Shane Casey
Seconded by: Councillor Phil Marsh
CARRIED

MDC 17/278 CONFIRMATION OF MINUTES

RESOLVED
That the minutes of the Council meeting held 21 September 2017 be adopted as a true and correct record.

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

MDC 17/279 DECLARATIONS OF INTEREST

Barbara Cameron – MidCentral District Health Board

MDC 17/280 PUBLIC FORUM - FEILDING HIGH SCHOOL GIRLS’ HOCKEY TEAM

Carla and Anna, members of the Feilding High School Girls’ Hockey Team thanked Council for its support through a Representative Grant that enabled them to compete at the National Secondary School Tier 3 Hockey Tournament held in Dunedin from 3 to 8 September 2017. They gave a presentation showing highlights from their trip and noted they finished in the top four in the secondary schools competition.

MDC 17/281 PUBLIC FORUM - JACK LEWER

Jack Lewer, recipient of a Representative Grant to compete at the IPC World Junior Athletics Champs held in Nottwil, Switzerland from 3 to 6 August 2017, thanked Council for its assistance towards him competing in the World Junior Athletics. He brought home a gold medal which he showed to the Council.

MDC 17/282 PUBLIC FORUM - EMILY SHEARMAN

Emily Shearman, recipient of a Representative Grant to assist with costs associated with her selection to represent New Zealand at the Junior World Track Cycling Championships
MINUTES
MEETING
COUNCIL
THURSDAY 19 OCTOBER 2017
TIME
8.33AM

held in Montichiari, Italy from 23 to 27 August 2017, thanked Council for its support and showed some photos from her trip.

MDC 17/283 PUBLIC FORUM - JAMES BEARD

James Beard spoke about his wish for a boundary change to bring part of the former Kairanga County into the Manawatu District. He noted that he would be working with Palmerston North City Council regarding possible boundaries for a rural ward for that Council, for their next representation review.

He then spoke about alternative routes for a cycleway between Manawatu District and Palmerston North, tabling maps of roads that could be used.

Her Worship the Mayor advised that both Palmerston North City Council and Manawatu District Council were working together on cycleway options.

MDC 17/284 PRESENTATIONS - MANAWATU CHAMBER OF COMMERCE

Amanda Linsley and Liane Anderson of the Manawatu Chamber of Commerce gave a presentation about the Manawatu Chamber of Commerce and the Work Ready Passport. Points covered in their presentation were the importance of collaboration, the Chamber’s mission and vision and the make up of the Manawatu Chamber of Commerce. They outlined the advocacy they had been undertaking, particularly relating to the Manawatu Gorge. They explained the Work Ready Passport which was an initiative to address skill shortages in the region by ensuring school leavers have the skills required by employers.

MDC 17/285 NOTIFICATION OF LATE ITEMS

There were no items of late business notified.

MDC 17/286 NGA MANU TAIKO RE URUPA FUNDING APPLICATIONS

Report of the General Manager – Community and Strategy dated 11 October 2017 presenting a recommendation of Ngā Manu Tāiko Manawatū District Council meeting held 10 October 2017 regarding the Urupā funding applications for the 2017/18 financial year. The Council discussed the possibility of delegating authority for decision making on these applications to the committee in the future.

_Councillor Ford left the meeting at 9.37am._

RESOLVED

That the Council grants the following applications for funding under the Private Cemetery / Urupā criteria:

- **Aorangi Urupā Management Committee** $2,054.00
- **Rongopai Urupā Committee** $453.90
- **Taumata o Te Ra Marae** $227.00
- **Te Tikanga Marae** $2,000.00
Moved by: Councillor Alison Short
Seconded by: Councillor Hilary Humphrey
CARRIED

MDC 17/287 ADOPTION OF ANNUAL REPORT

Report of the General Manager – Corporate and Regulatory dated 3 October 2017 seeking adoption of the Annual Report for the year ending 30 June 2017. It was noted that the Council was awaiting the Audit opinion, which meant the consideration of this item needed to be adjourned while awaiting receipt.

Councillor Ford returned to the meeting at 9.38am.

RESOLVED

That the item “Adoption of the Annual Report” be adjourned to be considered at 1.00pm on Thursday 19 October 2017.

Moved by: Her Worship the Mayor
Seconded by: Councillor Barbara Cameron
CARRIED

MDC 17/288 DELEGATION OF AUTHORITY – RESOURCE MANAGEMENT ACT CHANGES


RESOLVED

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Summary of functions / power delegated</th>
<th>Delegation</th>
</tr>
</thead>
</table>
| 87BA    | Boundary activities approved by neighbours on infringed boundaries are permitted activities | • Principal Planner  
• Senior Consents Planner  
• Planning Officer  
• Graduate Planning Officer |
| 87BB    | Activities meeting certain requirements are permitted activities | • Principal Planner  
• Senior Consents Planner  
• Planning Officer  
• Graduate Planning Officer |

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

MDC 17/289 SEDDON STREET URBAN RECONSTRUCTION STAGE 2

Report of the General Manager – Infrastructure dated 11 October 2017 seeking approval to award Contract C4/16043 for the urban reconstruction of Seddon Street (Southern and Link Portion), Feilding, being Stage 2 only, of a two stage urban reconstruction split over two financial years.

RESOLVED

1. That Contract C4/16043 for Seddon Street Urban Reconstruction, Feilding (Stage 2 – Seddon Street Southern and Link section) be awarded to Higgins Contractors Ltd for the sum of Three Hundred and Sixty Nine Thousand, Nine Hundred and Nine Dollars and Twenty Five Cents excluding GST ($369,909.25 excl GST).

2. That the Council notes that the contract attracts a subsidy from the New Zealand Transport Agency of $60,650.74 excluding GST, for a net total of $309,258.51 excluding GST.

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

Moved by: Councillor Michael Ford
Seconded by: Councillor Howard Voss

CARRIED

MDC 17/290 COMMUNITY COMMITTEE MINUTES

Report of the General Manager – Community and Strategy dated 3 October 2017 presenting minutes from recent meetings of Community Committees.

RESOLVED

That the Council receive the minutes of Community Committee meetings.

Moved by: Councillor Phil Marsh
Seconded by: Councillor Michael Ford

CARRIED

MDC 17/291 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.
MDC 17/292 MEETING ADJOURNMENT AND RECONVENING

Her Worship the Mayor declared the meeting adjourned at 9.59am.

The meeting reconvened at 1.00pm.

MDC 17/293 ADOPTION OF ANNUAL REPORT - CONTINUED

Report of the General Manager – Corporate and Regulatory dated 3 October 2017 seeking adoption of the Annual Report for the year ending 30 June 2017. Clint Ramoo along with Chris Webby and Alistair Love from Audit New Zealand, were in attendance to present the Audit opinion on the Council’s Annual Report. Clint Ramoo spoke about the report that would be provided for management comment, that would then be presented to the Audit and Risk Committee and then to Council for adoption. He then spoke on the following three items:

- Matters raised in 2016 audit;
- Revaluation of Property, Plant and Equipment; and
- Audit of Makino Aquatic Centre project.

Lastly he spoke about the process for the 2017 audit, noting they had some suggestions they would discuss with management. He advised they would be issuing an unmodified opinion on financial statements, however there would be a modification on the statement of service performance measures. It was noted that Audit New Zealand would be invited to attend the next meeting of the Audit and Risk Committee, scheduled for 10 November 2017.

RESOLVED

That the Council adopts the Annual Report for the year ending 30 June 2017.

Moved by: Councillor Alison Short
Seconded by: Councillor Howard Voss

CARRIED

MDC 17/294 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 1.13pm.

Approved and adopted as a true and correct record:
Minutes of an extraordinary meeting of the Council held on Thursday 2 November 2017, commencing at 10.33am 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 Michael Ford
Cr Hilary Humphrey
Cr Phil Marsh
Cr Andrew Quarrie
Cr Alison Short
Cr Howard Voss

APOLOGY: Cr Shane Casey

IN ATTENDANCE: Richard Templer (Chief Executive)
Colleen Morris (Acting General Manager – Corporate and Regulatory)
Brent Limmer (General Manager – Community and Strategy)
Hamish Waugh (General Manager – Infrastructure)
Frances Smorti (General Manager – People and Culture)
Stacey Bell (Economic Development Officer)
Michael Hawker (Project Delivery Manager)
Paul Stein (Communications Manager)
Allie Dunn (Governance Team Leader)

MDC 17/295 MEETING OPENING

Her Worship the Mayor declared the meeting open.

MDC 17/296 APOLOGIES

RESOLVED

That the apology from Councillor Shane Casey be accepted.

Moved by: Councillor Michael Ford
Seconded by: Councillor Hilary Humphrey

CARRIED

MDC 17/297 DECLARATIONS OF INTEREST

There were no declarations of interest.

MDC 17/298 ADOPTION OF RESOURCE MANAGEMENT FEES AND CHARGES

RESOLVED

1. That the Council adopts the proposed fees and charges under the Resource Management Act for:
   
   Boundary activities – lodgement fee $300
   
   Marginal or temporary activities – lodgement fee $300

2. That the adopted fees be effective from 2 November 2017.

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

CARRIED

MDC 17/299 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 10.40am.

Approved and adopted as a true and correct record:

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CHAIRPERSON                       DATE
Recommendations from Audit and Risk Committee – Internal Audit Charter

Purpose
To present recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the proposed Internal Audit Charter.

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

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

Report prepared by:
Allie Dunn
Governance Team Leader

Approved for submission by:
Shayne Harris
General Manager – Corporate and Regulatory
Internal Audit Charter
The mission of internal auditing is to provide an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal Audit at Manawatu District Council (“MDC”) is managed by the Internal Audit Coordinator who is the designated Head of Internal Audit (HIA) within the Council. The HIA is the top position within an organisation for internal audit activities, as defined in The International Standards for the Professional Practice of Internal Auditing (Standards) issued by the Institute of Internal Auditors.

1 Introduction

This Internal Audit Charter is a formal statement of purpose, authority and responsibility for the internal auditing function within MDC.

It establishes Internal Audit within MDC and recognises the importance of such an independent and objective service to the Council.

It outlines the legal and operational framework under which Internal Audit will operate.

It authorises the Head of Internal Audit to promote and direct a broad range of internal audits across MDC and, where permitted, external bodies.

2 Role and Authority

The HIA is authorised to direct a comprehensive program of internal audit work in the form of reviews, previews, consultancy advice, evaluations, appraisals, assessments and investigations of functions, processes, controls and governance frameworks in the context of the achievement of business objectives.

For this purpose, all members of Internal Audit are authorised to have full, free and unrestricted access to all functions, property, personnel, records, information, accounts, files, monies and other documentation, as necessary for the conduct of their work.

3 Objectivity, Independence and Organisational Status

Objectivity requires an unbiased mental attitude. As such, all Internal Audit staff shall perform internal audit engagements in such a manner that they have an honest belief in their work product and that no significant quality compromises are made. Further, it requires Internal Audit staff not to subordinate their judgment on internal audit matters to that of others.

To facilitate this approach, Internal Audit shall have independent status within MDC, and for this purpose shall be responsible directly through the HIA to the Audit and Risk Committee and administratively to the Chief Executive. Internal Audit shall be independent of the activities
reviewed, and therefore shall not undertake any operating responsibilities outside internal audit work. Neither shall Internal Audit staff have any executive or managerial powers, authorities, functions or duties except those relating to the management of Internal Audit. Internal Audit staff and contractors shall report to the HIA any situations where they feel their objectivity may be impaired. Similarly, the HIA should report any such situations to the Audit and Risk Committee.

The work of Internal Audit does not relieve the staff of MDC from their accountability to discharge their responsibilities. All MDC staff are responsible for risk management and the operation and enhancement of internal control. This includes responsibility for implementing remedial action endorsed by management following an internal audit.

Internal Audit shall not be responsible for operational activities on a daily basis, or in the detailed development or implementation of new or changed systems, or for internal checking processes.

4 Scope of work
The scope of services provided by Internal Audit shall encompass:

- The examination and evaluation of the adequacy and effectiveness of systems of internal control, risk management, governance, and the status of ethical behaviour.
- Ascertaining conformity with the goals and objectives of MDC.
- Assessment of the economic and efficient use of resources.
- The examination of compliance with policies, procedures, plans and legislation.
- Assessment of the reliability and integrity of information.
- Assessment of the safeguarding of assets.
- Any special investigations as directed by the Audit and Risk Committee.
- All activities of MDC, whether financial or non-financial, manual or computerised.

5 The scope of work may include

- **Assurance services** – objective examination of evidence for the purpose of providing an independent assessment on risk management, control, or governance processes for the organisation. Examples may include financial, performance, operational, compliance, system security, and due diligence engagements.

- **Consulting services** – advisory and related client service activities, the nature and scope of which are agreed with the client and which are intended to add value and improve an organisation’s governance, risk management, and control processes without the internal
auditor assuming management responsibility. Examples include counsel, advice, facilitation and training.

6  **Internal Audit Methodology**

Internal Audit shall use the most appropriate methodology for each internal audit engagement, depending on the nature of the activity and the pre-determined parameters for the engagement. Generally, internal audits will include:

- Planning.
- Reviewing and assessing risks in the context of the audit objectives.
- Examination and evaluation of information.
- Communicating results.
- Following up on implementation of audit recommendations.

7  **Operating Principles**

Internal Audit shall conform with:

- The Standards and Code of Ethics issued by the Institute of Internal Auditors.
- Where relevant, the Statement on Information Systems Auditing Standards issued by the Information Systems and Control Association.
- Relevant auditing standards issued by the Auditing and Assurance Standards Board.

8  **Internal Audit shall:**

- Possess the knowledge, skills, and technical proficiency essential to the performance of internal audits.
- Be skilled in dealing with people and in communicating audit issues effectively.
- Maintain their technical competence through a program of continuing education.
- Exercise due professional care in performing internal audit engagements.

9  **Internal Audit staff shall:**

- Conduct themselves in a professional manner.
- Conduct their activities in a manner consistent with the concepts expressed in the Standards and the Code of Ethics.
10  **Reporting Arrangements**

The HIA shall at all times report to the Audit and Risk Committee. At each Audit and Risk Committee, the HIA shall submit a report summarising all audit activities undertaken during the period, indicating:

- Internal audit engagements completed or in progress.
- Outcomes of each internal audit.
- Remedial action taken or in progress.

On completion of each internal audit engagement, Internal Audit shall issue a report to its audit customers detailing the objective and scope of the audit, and resulting issues based on the outcome of the audit. Internal Audit shall seek from the responsible senior executive an agreed and endorsed action plan outlining remedial action to be taken, along with an implementation timetable and person responsible. Responsible officers shall have a maximum of ten working days to provide written management responses and action plans in response to issues and recommendations contained in internal audit reports.

The HIA shall make available all internal audit reports to the Audit and Risk Committee. However, the work of Internal Audit is solely for the benefit of MDC and is not to be relied on or provided to any other person or organisation, except where this is formally authorised by the Audit and Risk Committee.

In addition to the normal process of reporting on work undertaken by Internal Audit, the HIA shall draw to the attention of the Audit and Risk Committee all matters that, in the HIA’s opinion, warrant reporting in this manner.

11  **Planning Requirements**

Internal Audit uses a risk-based rolling program of internal audits to establish an annual Internal Audit Plan to reflect a program of audits over a 12 month period. This approach is designed to be flexible, dynamic and more timely, in order to meet the changing needs and priorities of MDC.

The HIA through consultation with the Audit and Risk Committee Chair, Chief Executive and relevant senior executives shall prepare an annual Internal Audit Plan for review and approval by the Audit and Risk Committee, showing the proposed areas for audit. The annual Internal Audit Plan shall be based on an assessment of the goals, objectives and business risks of MDC, and shall also take into consideration any special requirements of the Audit and Risk Committee and senior executives.

The HIA will also prepare a 3 year Strategic Audit Plan to facilitate the monitoring of rotational audits.

The Internal Audit Plan may be adjusted based on receiving special requests from management to conduct reviews that are not on the plan, subject to approval by the Chief Executive and the Audit and Risk Committee.

12  **Quality Assurance & Improvement Program**

The HIA shall oversee the development and implementation of a quality assurance and improvement program for Internal Audit, to provide assurance that internal audit work conforms to the Standards and is focused on continuous improvement.
Co-ordination with External Audit
The HIA shall periodically consult with the external auditor, to discuss matters of mutual interest, to co-ordinate audit activity, and to reduce duplication of audit effort.

Internal Audit will make Internal Audit staff, and any relevant work papers or reports available to the External Auditor on request.

Review of Internal Audit Charter
The HIA shall periodically review (at least every two years) the Internal Audit Charter to ensure it remains up-to-date and reflects the current scope of internal audit work. Amendments should be approved by the Audit and Risk Committee.

Evaluation of Internal Audit
The HIA shall develop performance measures (key performance indicators) for consideration and endorsement by the Audit and Risk Committee, as a means for the performance of Internal Audit to be periodically evaluated.

Internal Audit shall also be subject to an independent quality review at least every five years. Such review shall be in line with the Standards of Professional Practice in Internal Audit and be commissioned by and report to the Audit and Risk Committee.

Conflicts of Interest
Internal auditors are not to provide audit services for work for which they may previously have been responsible. Whilst the Standards provide guidance on this point and allow this to occur after 12 months, each instance should be carefully assessed.

When engaging internal audit contractors, the Head of Internal Audit shall take steps to identify, evaluate the significance, and manage any perceived or actual conflicts of interest that may impinge upon internal audit work.

Instances of perceived or actual conflicts of interest by the Head of Internal Audit or Internal Audit staff and contractors are to be immediately reported to the Chief Executive and Audit and Risk Committee by the HIA.

Any changes to this Internal Audit Charter will be approved by the Audit and Risk Committee.

Approved: _________________________
Date: ____________________________
Designation: ______________________
Recommendations from Audit and Risk Committee – Internal Audit Service Level Agreement

Purpose

To present recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the proposed Internal Audit Service Level Agreement.

Significance of Decision

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

Recommendations

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

Report prepared by:
Allie Dunn
Governance Team Leader

Approved for submission by:
Shayne Harris
General Manager – Corporate and Regulatory
Internal Audit
Manawatu Wanganui Local Authority Shared Services Limited

Service Level Agreement

with

Manawatu District Council

for the provision of Internal Audit Services
2017-2020
1. **Overview of the agreement**

**Scope of Service and Purpose**

1.1 Manawatu Wanganui Local Authority Shared Services Limited (“MW LASS”) has been engaged to provide Manawatu District Council (“MDC”) with internal audit services as agreed by both parties.

1.2 The specific internal audit scope is governed by the MDC Internal Audit Charter as updated in September 2017, which both parties to this agreement acknowledge.

1.3 This agreement sets out the basis on which MW LASS will provide internal audit services to MDC, including the basis of charging for the service and service delivery review metrics.

1.4 This internal audit service level agreement is intended to facilitate the provision of a cost effective internal audit service to all participating councils of MW LASS.

1.5 Internal audit as defined by the Institute of Internal Auditors is as follows: “Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.”

**Applicable standards**

1.6 MW LASS will have due regard to the “International Standards for the Professional Practice of Internal Auditing” (the “Standards”) issued by the Institute of Internal Auditors (“IIA”). These standards define the way in which the internal audit function should be established and undertake its functions.

**Commencement date and duration**

1.7 The agreement covers a three-year period commencing 1 October 2017 for the provision of a minimum of 500 internal audit hours each year and ending 30 September 2020.

1.8 The service will be reviewed every three years.

1.9 Alterations or revisions to the Agreement may be suggested by either party at any time but will require the agreement of both parties before any formal written amendment may be made, apart from very minor or routine changes not affecting the substance of the agreement.

**Confidentiality and ownership of records**

1.10 All records, documentation and information accessed in the course of undertaking internal audit activities are used solely for the conduct of these activities. The Internal
Auditor and/or external service provider is responsible and accountable for maintaining the confidentiality of the information received during the course of their work, unless required to be disclosed to the external auditor or the Audit and Risk Committee.

1.11 Internal Auditors are governed by the Institute of Internal Auditors Code of Ethics which states that internal auditors shall be prudent in the use and protection of information acquired in the course of their duties and shall not use information for any personal gain.

1.12 All current audit files, working papers, reports and other documents specific to MDC will be held by the Internal Auditor in secure lockable cabinets or appropriately backed up to authorised and secure mediums at MW LASS. Access to these documents will be restricted to Internal and External Audit or other staff specifically authorised by MDC.

1.13 All audit files, working paper, reports and other documents specific to MDC shall remain the property of MDC. All archive material will be stored at a location authorised by MDC.
2. **MDC Responsibilities**

2.1 The Chief Executive is responsible for ensuring there are effective arrangements for governance, risk management (including advice about and scrutiny of key risks) and internal control.

2.2 In accordance with the agreed scope of services (see 1.1 above) MDC will:

- Appoint an overall sponsor for Internal Audit;
- Appoint a day-to-day contact point for Internal Audit;
- Assign an Engagement Sponsor for each internal audit review;
- Provide access to all necessary information, including records, documents and correspondence relating to the agreed audit activity, for which Internal Audit will have a duty to safeguard and handle appropriately;
- Allow access at all reasonable times to any land, premises or member of staff of MDC;
- Meet appointments, information requests and agreed deadlines for responses and recommendations, providing explanations concerning any matters relevant to the agreed audit activity;
- Agree a mechanism with Internal Audit for internal audit satisfaction surveys; and

2.3 MDC will deliver the above and day-to-day response levels in accordance with agreed indicative timescales as set out in Appendix A.

2.4 Responsibility for implementing the recommendations identified by Internal Audit rests with the management team of MDC.
3. **MW LASS Internal Audit Responsibilities**

3.1 The Internal Audit Coordinator will lead the provision of services to MDC.

3.2 In accordance with the agreed scope of work, Internal Audit will:

- Meet with the assigned Engagement Sponsor in advance of each engagement to discuss and subsequently agree a formal terms of reference (ToR) to include the following inter alia:
  - scope and limitations
  - approach
  - Internal Auditor or team
  - key contacts for the engagement
  - timetable for delivery
  - budget/fees

- Undertake their work using a risk based approach and prepare a working paper file supported by the required evidence to support the audit opinion.

- In the event of any unanticipated major systems weaknesses or significant control failures which make it impossible to meet all the Internal Audit objectives within the audit plan, this will be brought to the attention of the Internal Audit Sponsor (usually through the Chief Executive) at the earliest moment and the implications agreed in terms of the impact upon the audit plan or resources required.

- Meet with key contacts and/or Engagement Sponsor at the end of the fieldwork to confirm factual accuracy of the internal audit findings.

- Provide a draft report with details of findings, implications and proposed actions for review and agreement by the key contacts, before submission and agreement of the final report with the Engagement Sponsor.

- Hold update meetings on a sufficiently regular basis to provide the Internal Audit Sponsor with an update on the progress against the agreed scope of work.

- All reports should be circulated to the Internal Audit Sponsor for any further comments prior to distributing the final report.

- Provide written progress report against the Audit Plan for each Audit and Risk Committee meeting.

- In conjunction with the MDC day-to-day contact point, prepare a “recommendation tracker” report, highlighting progress with the follow up of internal audit recommendations (to be reviewed by the Audit and Risk Committee).

- Regularly liaise with the external auditors (as/when required).
3.3 The Internal Audit Coordinator has right of access to the Chief Executive and Chair of the Audit and Risk Committee. Any serious matters should be communicated to the Internal Audit Sponsor prior to being communicated to other parties.

3.4 Internal Audit will deliver the above and day-to-day response levels in accordance with the agreed indicative timescales as set out in Appendix A.

3.5 In conjunction with the Internal Audit Sponsor, support the development of an annual audit programme and Three Year Strategic Plan for MDC which provides, based on professional experience, an adequate spread of assurance. Such plans should be prepared by no later than July and be approved by the Audit and Risk Committee.

3.6 The annual plan should detail the projects to be completed during the year and the rationale for selecting each (if appropriate), the budgeted input for each project and expected review date.

3.7 MW LASS Internal Audit will deliver the above and day-to-day response levels in accordance with agreed indicative timescales as set out in Appendix A.
4. **Service performance and performance measurement**

4.1 As your Internal Audit service provider, we are committed to the successful delivery of an Internal Audit service that can be measured and assessed. We place a great deal of emphasis on feedback, and we gather this through:

- Independent client satisfaction surveys completed on an annual basis focusing on the quality of our delivery, service and our people; and

- Formal feedback from stakeholders such as the Audit and Risk Committee and key senior management on their perception of the Internal Audit service the Council is receiving.

4.2 The Internal Audit Coordinator will be accountable to the Chief Executive of MDC for the delivery of the responsibilities set out in Section 3 above. The Chief Executive and the Chair of the Audit and Risk Committee will also have the right of access to the Internal Audit Coordinator to discuss any matters in relation to the provision of the services as agreed therein.

4.3 In the event of any service delivery issues, they can be formally raised with the Internal Audit Coordinator’s Line Manager.

4.4 Upon receipt of the issue, the Internal Audit Coordinator’s line manager will seek to resolve the issue within 5 days of receipt. If the issue cannot be resolved, it will automatically be referred to the MW LASS Chief Executive by email with all relevant information, for resolution under the terms of the Service Level Agreement within 20 working days of referral.

4.5 If the matter still remains unresolved, it will be finally escalated to the MW LASS Board Chair.

4.6 The MDC Audit and Risk Committee will be responsible for agreeing the scope of services provided by the Internal Audit Service and for reviewing the Internal Audit Service’s performance.

4.7 An annual review meeting will be held at MDC to discuss and review formally the services being provided by the Internal Audit Service against the Service Levels set out in this agreement, overall satisfaction survey from engagement sponsors and recommend any improvements.
5. **Quality Assurance**

5.1 All internal audits are to be conducted in accordance with the Standards as published by the IIA.

5.2 As such, internal quality reviews are periodically conducted with independent assessment being sought at least once every five years.

5.3 If at any time, the Chief Executive and Internal Auditor cannot come to agreement on an internal audit conclusion; the matter will be referred to the MDC Audit and Risk Committee.

5.4 MDC reserves the right to request an independent peer review of any internal audit engagement. Such cost will be for MDC’s account, unless the findings of the independent review differ substantially with those of the internal audit report. In such cases, MW LASS will bear the cost of the review.
6. **Resources, fees and costs**

6.1 MW LASS shall employ resources (referred to as Internal Auditors) on behalf of MDC as deemed necessary to fulfil the work requirement set down in the approved audit plan, having due regard to the qualifications, competences and experience necessary.

6.2 The Internal Auditor charge out rate exclusive of GST is $90 per hour. This rate is designed to cover all costs, including internal quality reviews as required and excluding independent peer review charges (this is discussed in greater detail in Section 7) and costs directly associated with MDC, such as travel and accommodation. The charge rate will be increase annually in line with the LGCI as set by BERL.

6.3 In the event of any changes in scope, requiring amendments to budgeted audit input or due to reasons outside the control of MW LASS, such fees will be negotiated and agreed between the Internal Audit Coordinator and the Engagement Sponsor, and formally approved by the Internal Audit Sponsor.

6.4 Actual costs associated with an approved engagement of external specialists will be met directly by MDC.

6.5 An invoice will be generated monthly detailing the Internal Auditors’ actual hours worked and any disbursements incurred (i.e. travel).

6.6 In the event of a vacancy arising for the post of Internal Auditor, MW LASS will determine the process for filling the vacancy.

This agreement and associates Appendices sets out the entire basis on which the services set out in Section 1.1 will be provided by MW LASS to MDC.

Signed............................................
MW LASS Limited
Chief Executive

Signed............................................
Manawatu District Council
Chief Executive

TITLE............................................
DATE............................................
40 Bowen Street, Feilding

TITLE............................................
DATE............................................
135 Manchester Street, Feilding
## Appendix A – Service Levels

<table>
<thead>
<tr>
<th>Phase of internal audit activity</th>
<th>Internal Audit Service responsibilities</th>
<th>MDC responsibilities</th>
</tr>
</thead>
</table>
| Planning                         | • Planning meetings with the Engagement Sponsor will be held as mutually agreed.  
• Issue a draft Terms of Reference (ToR) within 5 days of the meeting. | • Engagement Sponsor to attend planning meetings on agreed date.  
• Agree the ToR within 5 days of receipt.  
• Distribute the ToR and book initial meetings with key stakeholders. |
| Fieldwork                        | • Complete fieldwork in accordance with the ToR during the agreed fieldwork period.  
• Conduct audit close-out meeting at agreed date (at end of fieldwork period) | • Where relevant, ensure information requested is available at the start of the audit and all required information provided is provided before the close-out.  
• Facilitate agreed attendance at the audit close-out. |
| Reporting                        | • Submit draft report to key contacts within 10 working days of the close out.  
• Submit final report to Engagement Sponsor within 5 working days of receipt of key contacts comment.  
• Agree report as final within 10 working days of submissions to the Engagement Sponsor. | • Agree draft report and provide key contacts agreed actions, owners and timescales within 10 working days of receipt of the draft report.  
• Engagement Sponsor to agree report as final within 10 days of submission. |
| General                          | • Telephone calls will be responded to by the end of the next working day.  
• Emails will be responded to within 2 working days. | |


### Appendix B – Key Contacts

#### Manawatu District Council

<table>
<thead>
<tr>
<th>Name and Designation</th>
<th>Relevance to service</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleen Morris</td>
<td>Day-to-day internal audit Liaison</td>
<td>06 323 0805</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td></td>
<td><a href="mailto:colleen.morris@mdc.govt.nz">colleen.morris@mdc.govt.nz</a></td>
</tr>
<tr>
<td>Richard Templer</td>
<td>Internal Audit Sponsor</td>
<td>06 323 0801</td>
</tr>
<tr>
<td>Chief Executive</td>
<td></td>
<td><a href="mailto:richard.templer@mdc.govt.nz">richard.templer@mdc.govt.nz</a></td>
</tr>
<tr>
<td>Stuart Campbell</td>
<td>Chair - Audit and Risk Committee</td>
<td>06 323 7204</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:stuart.campbell@mdc.govt.nz">stuart.campbell@mdc.govt.nz</a></td>
</tr>
</tbody>
</table>

#### MW LASS Internal Audit Service

<table>
<thead>
<tr>
<th>Name and Designation</th>
<th>Relevance to service</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luele Driescher</td>
<td>Appointed Head of Internal Audit</td>
<td>06 952 2940</td>
</tr>
<tr>
<td>Internal Audit Coordinator</td>
<td></td>
<td><a href="mailto:luele.driescher@mw.org.nz">luele.driescher@mw.org.nz</a></td>
</tr>
<tr>
<td>Shayne Harris</td>
<td>Internal Audit Coordinator’s Line Manager.</td>
<td>06 323 0000</td>
</tr>
<tr>
<td>Manawatu District Council General Manager – Corporate and Regulatory</td>
<td></td>
<td><a href="mailto:shayne.harris@mdc.govt.nz">shayne.harris@mdc.govt.nz</a></td>
</tr>
<tr>
<td>Craig Grant</td>
<td>MW LASS Chief Executive</td>
<td>06 9522 863</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:craig.grant@horizons.govt.nz">craig.grant@horizons.govt.nz</a></td>
</tr>
</tbody>
</table>
Recommendations from Audit and Risk Committee – Internal Audit Plan

Purpose

To present recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the proposed Internal Audit Plan.

Significance of Decision

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

Recommendations

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

Report prepared by:
Allie Dunn
Governance Team Leader

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

Internal Audit Plan 2017/18

September 2017
Internal Audit Plan Development 3
Internal Audit Plan for FY2017/18 6
Multi Year Plan and Rotational Audits 9
Internal Audit Plan Development

1

36
We set out in this document the detailed Internal Audit Plan for the year ending 30 June 2018, which has been developed through refreshing the Internal Audit Strategy and following the Internal Audit Approach as set out on the following page. We have looked to bring a fresh innovative approach to developing the plan and will adopt the same for each individual engagement.

**Strategy**

The approach to internal audit is not set in stone. Typically, core internal audit services would include a combination of controls based and risk based work covering the following:

- the adequacy of MDC’s internal control framework.
- the effectiveness of MDC’s risk management framework.
- compliance with applicable laws and regulations.
- compliance with MDC’s own policies and procedures.
- the adequacy and effectiveness of business processes, procedures and activities.

We have refreshed the MDC approach to Internal Audit. We believe that the internal audit strategy provides the right balance between potential areas of focus. The traditional internal audit role, focusing on governance, risk management and control over your enabling core business processes and systems, can assist management in *value protection*. However, focusing on the performance of business strategies, effectiveness of key initiatives and business risk management, for example, process and systems development, can assist management in delivering on its objectives, and forms a key role of *value enhancement*.

In developing the strategy, the following factors have been considered:

- Prior internal audits and existing assurance gained from other assurance providers;
- The maturity of systems and processes, and taking into account known issues;
- The expectations of the Audit and Risk Committee and Senior Leadership Team; and
- The most recent risk register of material risks.
Internal Audit is committed to taking an **innovative approach**, emphasising our partnership by leveraging MDC resources in delivering internal audits, bringing efficiencies through data where possible - enabling our internal audits, and being a positive catalyst for change with internal audit reports that go beyond delivering just findings but seek to tell the story and allows co-creating of recommendations.

We have worked closely with management to develop the Fy2017/18 Internal Audit Plan. The following details our approach:

1. **Material risks**
   - Obtain material risks reviewed by Senior Leadership team and Audit and Risk Committee

2. **Identify and prioritise internal**
   - Input from Chief Executive, Chief Financial Officer, Chair of Audit and Risk Committee derive a draft Internal Audit Plan

3. **Chief Executive Approval**
   - Reviews the Internal Audit Plan to ensure proposed engagements link to strategy and material risks, and will deliver value for MDC

4. **Audit and Risk Committee Approval**
   - Approves the Internal Audit Plan to ensure the programme of work aligns with Audit and Risk Committee expectations

Coverage of material risks

Focus on complex areas and leveraging MDC resources where appropriate

Internal Audit Plan reflects the internal audit strategy

Internal Audit Plan assists their governance role and aligns with risk appetite
Internal Audit Plan for FY2017/18
### Internal Audit Plan for FY2017/18

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Timing</th>
<th>Internal Audit Approach</th>
<th>Budgeted Hours</th>
<th>Internal Audit Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sensitive Expenditure</td>
<td>Q2</td>
<td>This will include compliance with policies, suspicious transaction analysis and compliance testing of a sample of transactions. Identified risk areas are travel and accommodation; entertainment and hospitality.</td>
<td>80</td>
<td>Value Enhancement</td>
</tr>
</tbody>
</table>
| Feilding Waste Water Treatment Plant Project | Q3     | A follow up review of the project to assess the extent to which previously reported findings have been addressed. The review will include an assessment:  
- Project management protocols  
- Motivation and authorisation of expenditure  
- Project procurement processes  
- Payments to contractors  
- Budget monitoring and reporting                                                                                                                                                                                                                                                                                                                                                                                             | 80            | Value Enhancement       |
| Solid Waste Procurement          | Q2-Q4  | A consultative engagement whereby Internal Audit will provide advice and support to facilitate the achievement of project objectives and the maintenance of appropriate project governance. Internal Audit will not assume any direct management responsibility in this role. A quarterly update will be provided in memo form to the Audit and Risk Committee.                                                                                                                                                                                                                                                                                                                                 | 90            | Value Enhancement       |
| Cyber Security                   | Q4     | A review to assess the adequacy and effectiveness of management controls over cyber security. The review will consider:  
- IT security architecture  
- Threat and vulnerability management  
- Privacy and data protection  
- Identity and access management  
- IT security management  
- Awareness and education                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 85            | Value Protection        |
## Internal Audit Plan for FY17/18

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Timing</th>
<th>Internal Audit Approach</th>
<th>Budgeted Hours</th>
<th>Internal Audit Strategy</th>
</tr>
</thead>
</table>
| Cash Handling                       | Q4     | Assess the design and operating effectiveness of key controls identified across the following cash handling processes:  
• point of sale/till application  
• receipting  
• cashing up and banking  
• physical security  
• reconciliations.                                                                                                                                                  | 80             | Value Protection        |
| Mt Lees                             | Q2     | A high level review of the management of the Mt Lees property and related lease.                                                                                                                                            | 35             | Value Protection        |
| Follow up                           | Q1-Q4  | Quarterly follow up on outstanding management actions and reporting to the audit committee thereon.                                                                                                                      | 20             |                         |
| Internal Audit Plan Development     | Q1     | Meeting with senior management, Chief Executive and Chair of Audit and Risk Committee to develop the Internal Audit Plan.                                                                                                  | 6              |                         |
| Audit and Risk Committee reporting  | Q1-Q4  | Quarterly meetings with the ARC Chair, attendance of the ARC meetings and preparation of the ARC report.                                                                                                                    | 16             |                         |
| and attendance                      |        |                                                                                                                                                                                                                       |                |                         |
| **TOTAL AUDIT INPUT 2017/18**       |        |                                                                                                                                                                                                                       | **512**        |                         |
### Multi Year Plan and Rotational Audits

<table>
<thead>
<tr>
<th>Audit/Review</th>
<th>Year last assessed</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rotational Reviews</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health and Safety</td>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
</tr>
<tr>
<td>IT Security</td>
<td></td>
<td></td>
<td>Q4</td>
<td></td>
</tr>
<tr>
<td>Procurement</td>
<td>2016/17</td>
<td></td>
<td>Q2</td>
<td></td>
</tr>
<tr>
<td>Antifraud Risk Assessment</td>
<td></td>
<td></td>
<td></td>
<td>Q3</td>
</tr>
<tr>
<td>Sensitive Expenditure</td>
<td>2013/14</td>
<td></td>
<td>Q2</td>
<td></td>
</tr>
<tr>
<td>Legislative Compliance</td>
<td>2016/17</td>
<td></td>
<td></td>
<td>Q2</td>
</tr>
</tbody>
</table>

**Programmed Assessments**

In addition to the above Rotational Audits, the Audit and Risk Committee has expressed interest in the following areas:

<table>
<thead>
<tr>
<th>Audit/Review</th>
<th>Year last assessed</th>
<th>2017/18</th>
<th>2018/19</th>
<th>2019/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash handling</td>
<td>2013/14</td>
<td></td>
<td>Q4</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Procurement Project</td>
<td></td>
<td></td>
<td>Q2-Q4</td>
<td></td>
</tr>
<tr>
<td>Feilding Waste Water Treatment Plant Project</td>
<td>2015/16</td>
<td></td>
<td>Q3</td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
<td></td>
<td></td>
<td>Q3</td>
</tr>
<tr>
<td>Audit/Review</td>
<td>Year last assessed</td>
<td>2017/18</td>
<td>2018/19</td>
<td>2019/20</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Programmed Assessments (continued)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mt Lees</td>
<td></td>
<td></td>
<td>Q2</td>
<td></td>
</tr>
<tr>
<td>Risk Management</td>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
</tr>
<tr>
<td>Business Continuity and Disaster Recovery Planning</td>
<td>2016/17</td>
<td></td>
<td></td>
<td>Q4</td>
</tr>
<tr>
<td>Parks and Property</td>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
</tr>
<tr>
<td>Project Management (Specific)</td>
<td></td>
<td></td>
<td></td>
<td>Q4</td>
</tr>
<tr>
<td>Native Plant Nursery</td>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
</tr>
<tr>
<td>Stakeholder Engagement</td>
<td></td>
<td></td>
<td></td>
<td>Q1</td>
</tr>
<tr>
<td>Contract Management</td>
<td>2015/16</td>
<td></td>
<td></td>
<td>Q3</td>
</tr>
</tbody>
</table>
Recommendations from Audit and Risk Committee – Review of Sensitive Expenditure

Purpose
To present recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the review of sensitive expenditure.

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

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

Report prepared by:
Allie Dunn
Governance Team Leader

Approved for submission by:
Shayne Harris
General Manager – Corporate and Regulatory
Manawatu District Council

Sensitive Expenditure

Internal Audit

October 2017
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<tr>
<th>Section</th>
<th>Page</th>
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</thead>
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<tr>
<td>Executive Summary</td>
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<td>Detailed Findings</td>
<td>5</td>
</tr>
<tr>
<td>Appendix</td>
<td></td>
</tr>
<tr>
<td>A – Distribution list</td>
<td>12</td>
</tr>
<tr>
<td>B – Ratings definitions</td>
<td>13</td>
</tr>
</tbody>
</table>
1 – Scope and Approach

Background
As required in terms of the proposed Internal Audit Plan 2017/18, we have performed a review of Sensitive Expenditure. The period covered by the review is July 2016 to August 2017.

As is the case with any public entity, MDC spends public money. Such spending is required to meet standards of probity and financial prudence that will enable it to withstand public scrutiny. Sensitive Expenditure is defined as spending that provides, has the potential to provide, or has the perceived potential to provide potential benefit to a staff member that is additional to the business benefit to the Council. It also includes expenditure by the Council that could be considered unusual given the Council’s purpose and/or functions.

Objective: To provide assurance on the adequacy and effectiveness of the managerial control environment surrounding sensitive expenditure.

Scope: A review of the measures in place to ensure the achievement of the control objectives surrounding policies and procedures, authorisation of sensitive expenditure, compliance with Council policies and procedures, accounting for GST and fringe benefits and the appropriateness of sensitive expenditure.

Approach: Gathered existing policies and procedures making comparison to better practice; assessed the extent to which policies and procedures have been communicated to staff; documented key risks in relation to specified objectives and performed a gap analysis; performed data analytics to select a judgemental sample for comparison to supporting documentation and verification of compliance with policy and delegated authority.
2 - Executive Summary

Report classification and conclusion

The control environment applicable to sensitive expenditure, as noted in the aforementioned scope, needs to be enhanced to provide management with the required degree of assurance that risk is being managed effectively.

Whilst management have adopted certain good practices to ensure the objectives relating to the control of sensitive expenditure are achieved, we have identified seven improvement opportunities, one of which has been assigned a high-risk rating, to assist management in enhancing controls over this area.

Key findings raised are summarised below:

<table>
<thead>
<tr>
<th>Area</th>
<th>Summary of key findings and recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and procedures</td>
<td>• Whilst policies and procedures are in place, certain best practice recommendations have been raised to enhance control over sensitive expenditure.</td>
</tr>
<tr>
<td></td>
<td>• The sensitive expenditure policy requires update to reflect current business practice.</td>
</tr>
<tr>
<td>Access</td>
<td>• Periodic Ozone user access reviews are not performed and as such inappropriate access rights may be in place compromising segregation of duties.</td>
</tr>
<tr>
<td></td>
<td>• There are a large number of users with privileged access – the appropriateness of access should be reassessed as part of the periodic access review.</td>
</tr>
<tr>
<td>Area</td>
<td>Summary of key findings and recommendations</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Gifts</strong></td>
<td>• The gift register does not appear to be utilised – there have been no gifts recorded for the period under review.</td>
</tr>
<tr>
<td></td>
<td>• An annual attestation of compliance with Council policies is not in place.</td>
</tr>
<tr>
<td><strong>Masterfile changes</strong></td>
<td>• Whilst master file changes to supplier details are independently reviewed, they are not consistently reviewed on a monthly basis.</td>
</tr>
<tr>
<td></td>
<td>• Information to support bank account changes is not in line with best practice.</td>
</tr>
<tr>
<td><strong>Reporting</strong></td>
<td>• A number of inconsistent cost applications were identified which would complicate reporting of sensitive expenditure.</td>
</tr>
<tr>
<td></td>
<td>• Formalised reporting in respect of sensitive expenditure is not in place – management should give consideration to this to increase transparency and facilitate monitoring of sensitive expenditure.</td>
</tr>
<tr>
<td><strong>Travel and hospitality</strong></td>
<td>• We identified one instance where expenditure incurred for meals appeared to exceed the Policy requirement of “reasonable”. Although the amount is not material, management may wish to consider revising the Policy to be more prescriptive.</td>
</tr>
<tr>
<td></td>
<td>• Farewells have not been approved in line with Sensitive Expenditure Policy requirements. The amounts claimed are not considered material and have been approved in line with ordinary delegated authority limits.</td>
</tr>
<tr>
<td></td>
<td>• Two instances were identified where personal loyalty cards had been swiped for Council related expenditure; staff should be reminded of the Policy.</td>
</tr>
<tr>
<td><strong>GST</strong></td>
<td>• Instances were identified where GST has been incorrectly claimed on allowances.</td>
</tr>
<tr>
<td></td>
<td>• Greater guidance in respect of accounting for GST should be included in the Purchase Order Policy.</td>
</tr>
</tbody>
</table>

**Disclaimer**

Whilst our report details those errors and weaknesses that came to our attention during our review of sensitive expenditure, based on limited sampling, the responsibility for the prevention and detection of irregularities and fraud rests with management. We have planned our review so that we have a reasonable expectation of detecting weaknesses and deficiencies in the sensitive expenditure process, however, our review should not be relied upon to disclose all irregularities and fraud which may exist.
## 4 - Detailed Findings

<table>
<thead>
<tr>
<th>Finding</th>
<th>Assessed Risk</th>
<th>Recommendations and Management Response</th>
</tr>
</thead>
</table>
| **4.1 Sensitive Expenditure Policy** | Moderate | • The Sensitive Expenditure Policy should be updated to reflect the changes in practice with regards to the Mayor’s credit card.  
• Consideration should be given to applying more prescriptive guidelines to expenditure where possible and defining the period for submission of claims to be reimbursed to staff.  
• A reporting framework should be defined for expenditure classed as “sensitive”. |

**Observations:**

Whilst the Sensitive Expenditure Policy largely follows the OAG Guidelines, certain better practice improvement opportunities and updates to the Policy to reflect current practice are suggested.

- The Sensitive Expenditure Policy currently states that the Mayor does not have a credit card whereas the Mayor does have a credit card with a $5,000 limit. We did confirm that this credit card is authorised by the Delegations Manual, it is therefore merely a policy update.

- A number of instances were identified where “reasonable” has not been defined in the Policy e.g. meal and accommodation charges. Our work identified an instance where charges incurred for meals and beverages arguably did not meet the requirement and would support the recommendation to be more prescriptive in the Policy where possible. An example would be to define the value allowed for meals and the acceptable “star – rating” of hotels. This recommendation is also supported by the OAG Guidelines.

- The acceptable period for submission of staff claims to be reimbursed has not been defined. It is suggested that a period of 30 days be specifically specified in the Policy to ensure timely submission.

- A specific reporting framework has not been defined for key Sensitive expenditure classed as “sensitive”.

**Management Response**

The Sensitive Expenditure Policy is currently being reviewed to cater for increased use of purchase cards and virtual cards. The Mayor’s card has now been included in the policy. We believe the policy provides suitable guidelines and will review the reporting framework within the next three months.
<table>
<thead>
<tr>
<th><strong>Finding</strong></th>
<th><strong>Assessed Risk</strong></th>
<th><strong>Recommendations and Management Response</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure. OAG guidelines and accepted better practice suggests that sensitive expenditure should be identified and reported on to ensure appropriate scrutiny. The following protocols are generally observed:</td>
<td></td>
<td>Action Date 31 December 2017</td>
</tr>
<tr>
<td>• Travel Expenditure – reported monthly to Executive Leadership with any international travel being reported to the Audit and Risk Committee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Koha/Donations – reported monthly to Executive Leadership and annually to the Audit and Risk Committee.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Disposal of assets to staff/councillors – reported to Executive Leadership (irrespective of value), and to the Council and Audit and Risk Committee where the original cost of the asset exceeds $10,000.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Breach of the Policy – Immediately if the breach is material to the Audit and Risk Committee or at the subsequent Audit and Risk Committee where the breach is not material.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More recently, it has however been noted that certain public sector entities are adopting a more rigorous approach and have included full disclosures of both the Chief Executive and Mayor’s credit card expenditure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Risk/Implication:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Policy not reflective of current practice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Expenditure may not be able to withstand internal/external scrutiny for a public sector entity.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 4.2 GST claimed on allowances

**Observations:**
The Purchase Order Policy does not provide guidance on when GST can be claimed and the IRD requirements to be met.

A number of instances were identified where GST has been incorrectly claimed on allowances to Councillors. Based on the data analytics performed, it appears that the effect of this is that input tax has been over claimed by approximately $199.

**Risk/Implication:**
Non compliance with tax laws.

<table>
<thead>
<tr>
<th>Assessed Risk</th>
<th>Recommendations and Management Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
<td>Management should update the purchase order policy to include guidance on GST.</td>
</tr>
</tbody>
</table>

**Management Response**

*It is acknowledge that an error had been made and GST was being claimed for Councillor’s communication allowances. This practice has now stopped and an adjustment has been made to prior GST returns.*

**Action Date**
3 October 2017

## 4.3 User access – Ozone

**Observations:**
A periodic access review has not been performed to ensure that all users with access to Ozone are active and have the appropriate access. We understand that the reports available to support such a review are cumbersome and that as such, a review has not been performed in some time.

We identified the following:
- Three users who were active Ozone users although they had left the employ of MDC. We confirmed that Active Directory (AD) user accounts have been suspended, meaning that they would not be able to access Ozone; there is therefore no risk of unauthorised access. A clean up should however be conducted periodically to remove these

<table>
<thead>
<tr>
<th>Assessed Risk</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>A user access review should be performed to remove duplicate and inactive accounts and to ensure that access awarded is appropriate. Given the large number of contractors with access to Ozone, it is imperative that this review is performed on at least an annual basis.</td>
</tr>
</tbody>
</table>

Management should further consider the number of privileged access rights awarded to ensure that access awarded remains appropriate and follows a least privileged approach. Management may also wish to
<table>
<thead>
<tr>
<th>Finding</th>
<th>Assessed Risk</th>
<th>Recommendations and Management Response</th>
</tr>
</thead>
</table>
| accounts.  
- There are a large number of users with privileged access on Ozone. This review did not consider a detailed assessment of the appropriateness of such access. We did however confirm that none of the privileged users appear to have delegated authority assigned in Ozone. | consider investing in a privileged user monitoring solution as part of the wider IT security strategy.  
Appropriate policies and procedures should be drafted to formalise the process surrounding access award and period access review. These documents should include reference to how privileged access is managed. | |

**Risk/Implication:**

- Compromised IT general control environment.

**Management Response**

*It is acknowledge that the full Ozone user access review had not been completed, although a partial review had started during the year.*

*A cyclical review will be initiated to ensure all group or individual profiles a reviewed annually. This review is to be carried out by the Accounting Operations Manager and will be reviewed by the Chief Financial Officer.*

*The Datacom Helpdesk requires access to enable them to assist us. We will review their access as a part of the cyclical review.*

**Action Date**

*Cyclical review to commence 1 November 2017*
### Finding: 4.4 Masterfile changes

#### Observations:
Whilst we acknowledge that Masterfile change records are reviewed by the Finance Team and appropriate segregation maintained, the reviews are not performed consistently.

We understand that the reviews should be performed on a monthly basis. At the time of our review in mid September, the last review had been performed at the end of July 2017. We also identified instances during the reporting period where two months were combined into a single review which increases exposure to financial risk.

No instances were identified in our sample where changes were not supported by documentation. We did however identify that certain of the documentation accepted to effect a Masterfile change to supplier information e.g. bank details were not appropriate. Generally accepted better practice is for all changes to bank information to be supported by a bank statement or cancelled cheque. Some organisations, due to heightened fraud instances reported of late, verify all bank account changes telephonically with the entity to further combat exposure to fraud.

#### Risk/implication:
Increased exposure to financial losses/fraud.

<table>
<thead>
<tr>
<th>Assessed Risk</th>
<th>Recommendations and Management Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
<td>Masterfile changes should be performed consistently on at least a monthly basis and supporting documentation required to effect changes to bank details enhanced.</td>
</tr>
<tr>
<td></td>
<td><strong>Management Response</strong></td>
</tr>
<tr>
<td></td>
<td><em>It is acknowledged that the masterfile review had not always been completed as scheduled.</em></td>
</tr>
<tr>
<td></td>
<td><em>The timing of this review has been reconsidered and a new process has been put in place to ensure masterfile changes will be reviewed prior to all major payment runs (being 5th, 14th and 20th of each month). This review will be carried out and evidenced by the Senior Finance Officer and the Accounting Operations Manager.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Action Date</strong></td>
</tr>
<tr>
<td></td>
<td>3 October 2017</td>
</tr>
</tbody>
</table>
### 4.5 Travel and hospitality

**Observations:**
Our sample identified an instance where an amount claimed for meals exceeded what is typically considered reasonable. An amount of $128 was claimed for dinner with a further amount of $72 being claimed for beverages. A second purchase order was raised and approved to cover the additional costs to be reimbursed to the staff member, and described as “accommodation cost” rather than meals.

We noted that there is inconsistent application of the Sensitive Expenditure Policy requirement that all farewells are to be approved by a General Manager. Whilst expenses incurred are not individually extravagant and in all cases represented eats for morning tea, the policy is prescriptive in this regard.

We further identified two cases where loyalty cards have been swiped for Council expenditure incurred on credit cards.

**Risk/implications**
- Non adherence to Sensitive Expenditure Policy.
- Expenditure may not be able to withstand internal/external scrutiny.

<table>
<thead>
<tr>
<th>Assessed Risk</th>
<th>Recommendations and Management Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moderate</td>
<td>Management should ensure that the Sensitive Expenditure Policy is recommmunicated to all staff to ensure consistent application of the Policy. Further recommendations have been addressed in 4.1.</td>
</tr>
</tbody>
</table>

**Management Response**
*In the instance mentioned, three staff were staying at the hotel and all meals and beverages were put onto one room. The cost is not considered unreasonable and is within the limits of the Sensitive Expenditure Policy.*

However, this highlights the need to ensure documentation is appropriately annotated with whose meal/drinks are being paid for.

*Currently the authority for farewell morning teas the often verbally given. Going forward the appropriate General Manager will approve the purchase order.*

*Staff and Councillors will be reminded of the policy not to use personal loyalty cards when purchasing goods. Council does have a Warehouse loyalty cards in its own name and benefits will only be used for Council purposes.*

**Action Date**
31 October 2017
<table>
<thead>
<tr>
<th>Finding</th>
<th>Assessed Risk</th>
<th>Recommendations and Management Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.6 Incorrect coding of expenditure</strong></td>
<td>Moderate</td>
<td>Management should consider improving guidance surrounding coding of expenditure to facilitate effective sensitive expenditure monitoring.</td>
</tr>
</tbody>
</table>

**Observations:**
Expenditure was found to be inconsistently coded across cost codes. General expenses coding is used excessively and there is inconsistent application of this code e.g. certain farewells and lunches are coded to General Expenses whereas others are coded to Cafeteria Expenses. Review of the general expense account identified reference to a variety of items, including asset purchases, repairs and maintenance, functions etc.

The following specific items were misallocated:
- 4 Koha payments totalling $600 coded to general expenses.
- $146 cost of meals coded to telephone costs.

**Risk/Implications**
Difficulty in monitoring sensitive expenditure.

**Management Response**
The Koha charged to general expenses was in July 2016. After this date all Koha has been charged to the Koha post code.

The level of “general expenses” is in excess of $600,000 for the 2016/17 financial year. This included airfares, consultants’ accommodation, and catering. Staff approving invoices will also be reminded of the need to ensure expenditure is charged to the appropriate activity.

As we are entering into the LTP budget round we will encourage staff to ensure they have appropriate post codes set up within their cost centres to reduce the need to use “general expenses”.

**Action Date**
20 October 2017 (when LTP budgets are opened for input by managers)
<table>
<thead>
<tr>
<th>Finding</th>
<th>Assessed Risk</th>
<th>Recommendations and Management Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.7 Gifts and compliance with policies</strong></td>
<td>Moderate</td>
<td>Management should consider the implementation of an annual attestation process utilising Microsoft Outlook capabilities, whereby staff are required to confirm compliance with Council policies and procedures. Specific policies may be highlighted to draw particular attention to those considered most significant e.g. gifts, fraud, conflicts of interest and sensitive expenditure.</td>
</tr>
<tr>
<td><strong>Observations:</strong></td>
<td></td>
<td><strong>Management Response</strong></td>
</tr>
<tr>
<td>Although Council is generally accepted to be an environment where gifts in excess of $50 are uncommon, there are no entries in the gifts register for the period under review. We confirmed that a “negative confirmation” is not required from staff and that reliance is placed on the General Managers to enforce this within their teams. We noted that new appointees are made aware of the MDC policies repository on Jarvis and that they are required to sign a confirmation of having read such policies. The Sensitive Expenditure Policy is not specifically listed in the list of key policies. An annual attestation process is not in place. Whilst an attestation process relies on staff being honest in their disclosures, it does serve as a means to remind staff of key policy requirements and a tool to facilitate appropriate action in cases where non-compliance is identified.</td>
<td></td>
<td>The last time People and Culture were notified of a gift was 2016. Often the value of a gift is not known (e.g. flowers or a gift basket) but it is assumed that it is under $50, which may not be the case. The Sensitive Expenditure Policy will be reviewed to state that all gifts are to be reported. A system will be set up within JARVIS to provide an easy process to do this and automatically report the gift to the appropriate General Manager for a decision how the gift is to be used.</td>
</tr>
<tr>
<td><strong>Risk/implications</strong></td>
<td></td>
<td><strong>Action Date</strong></td>
</tr>
<tr>
<td>Non-adherence to Council Policy.</td>
<td></td>
<td>30 November 2017</td>
</tr>
</tbody>
</table>
Appendix A - Distribution List

Richard Templer - Chief Executive Officer
Shayne Harris - General Manager - Corporate and Regulatory
Colleen Morris - Chief Financial Officer

For information
Stuart Campbell - Audit & Risk Committee Chair
Appendix B – Ratings Definitions

Overall report rating
The following rating definitions are used in assessing the control environment of the area subject to internal audit.

<table>
<thead>
<tr>
<th>The Internal Audit identified one or more of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cause for considerable concern</strong></td>
</tr>
<tr>
<td>• Significant control design improvements identified to ensure that the risk of material loss is minimised and functional objectives are met.</td>
</tr>
<tr>
<td>• An unacceptable number of controls (including a selection of both significant and minor) identified as not operating for which sufficient mitigating back-up controls could not be identified.</td>
</tr>
<tr>
<td>• Material losses have occurred as a result of control environment deficiencies.</td>
</tr>
<tr>
<td>• Instances of fraud or significant contravention of Council policy detected.</td>
</tr>
<tr>
<td>• No action taken on previous significant Internal Audit findings to resolve the item on a timely basis.</td>
</tr>
<tr>
<td><strong>Cause for concern</strong></td>
</tr>
<tr>
<td>• Control design improvements identified to ensure that the risk of material loss is minimised and functional objectives are met.</td>
</tr>
<tr>
<td>• A number of significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified.</td>
</tr>
<tr>
<td>• Losses have occurred as a result of control environment deficiencies.</td>
</tr>
<tr>
<td>• Little action taken on previous significant Internal Audit findings to resolve the items on a timely basis.</td>
</tr>
<tr>
<td><strong>No major concerns noted</strong></td>
</tr>
<tr>
<td>• Control design improvements identified, however the risk of loss is immaterial.</td>
</tr>
<tr>
<td>• Isolated or “one-off” significant controls identified as not operating for which sufficient mitigating back-up controls could not be identified.</td>
</tr>
<tr>
<td>• Numerous instances of minor controls not operating for which sufficient mitigating back-up controls could not be identified.</td>
</tr>
<tr>
<td>• Some previous significant Internal Audit action items have not been resolved on a timely basis.</td>
</tr>
<tr>
<td><strong>No or limited scope for improvement</strong></td>
</tr>
<tr>
<td>• No control design improvements identified.</td>
</tr>
<tr>
<td>• Only minor instances of controls identified as not operating which have mitigating back-up controls or the risk of loss is immaterial.</td>
</tr>
<tr>
<td>• All previous significant Internal Audit items have been closed.</td>
</tr>
</tbody>
</table>
**Issue ratings – individual controls**

The following ratings as defined are applied to all issues identified in the course of our internal audit work:

<table>
<thead>
<tr>
<th><strong>Extreme (E)</strong></th>
<th>A very serious weakness likely to compromise internal control or operational efficiency; immediate action required as key controls are ineffective. Issue resolution will be monitored by Audit Committee and executive management.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High (H)</strong></td>
<td>A significant weakness which could compromise internal control or operational efficiency and should be addressed as a matter of some urgency as soon as reasonably practicable (normally within 12 months). Issue resolution will be monitored by executive and senior management.</td>
</tr>
<tr>
<td><strong>Moderate (M)</strong></td>
<td>A weakness which could undermine the system of internal control or operational efficiency and requires improvement in the short term (normally within 12 to 24 months). Issue resolution to be monitored by senior management.</td>
</tr>
<tr>
<td><strong>Low (L)</strong></td>
<td>A weakness which does not seriously detract from the system of internal control or operational efficiency and is raised for management consideration only. If required, action should be taken within a specified period of time as determined by management and be monitored by the business.</td>
</tr>
</tbody>
</table>
Recommendations from Audit and Risk Committee – First Quarter Report to 30 September 2017

Purpose

To present recommendations of the Audit and Risk Committee meeting held 10 November 2017 regarding the first quarter report to 30 September 2017.

Significance of Decision

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

Recommendations

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

Report prepared by:
Allie Dunn
Governance Team Leader

Approved for submission by:
Shayne Harris
General Manager – Corporate and Regulatory
Attachment 1

Key Indicators
For the period ended 30 September 2017

Capital Expenditure

Loans Raised (excluding refinancing loans)

Total External Debt

Total Operating Revenue (excluding rates)

Total Operating Expenses

Key Performance Indicators

Key

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

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Page 1 of 15
Overall Council Summaries
For the period ended 30 September 2017

Operating Revenue - by activity

Operating Revenue - by type

Operating Expenditure - by activity

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 2017

Comments:
There was a breach in the Investment Policy in July. An early receipt of an NZTA claim caused the ratio of funds held with our transactional bank to exceed 40%.
Revenue is from rates and user fees and charges.

MAC swim programme revenue is lower than budget but is anticipated to rise over the summer months.

No property sales transactions occurred, therefore no gain on sale.

Rental relief has reduced income on Feilding Depot.

Additional instructor hours have been required at the Makino Aquatic Centre at the learn to swim pool. Depreciation charges are greater than budgeted. The final depreciation calculation are based on the final costings and more accurate useful lives.

A number of library subscriptions have been paid for at the beginning of the financial year.

Cemetery interment costs are ahead of budget. The cost is offset by greater fees being received.

The public convenience costs include $12k unbudgeted expenditure for the relocation of the Londons Ford toilets.

The capital expenditure report contains the progress of individual projects.

Makino - The customer survey has yet to be completed.

From 1 July to 30 September 2017 a total of 13,814 participants have taken part in water programmes at the Makino. This exceeds the annual target of 13,750. Swimming lessons and clubs have had the most participants with 5,091 and 3,037 respectively.

Libraries - Currently two issues per capita for the first quarter. The annual target is 12 issues per capita and is not expected to be achieved this year.

(continued on page 15)
District Development
For the period ended 30 September 2017

Income is primarily from rates.

Expenditure is on track.

There is no capital expenditure planned for this activity.

Economic Development - The customer satisfaction survey has not yet been completed. Reporting from agencies will be received later in the year.

Community Development - The customer satisfaction survey has not yet been completed. Reporting from agencies will be received later in the year.
Income is primarily received through rates.

The Civil Defence budget includes a small allowance for unexpected events. No such events have occurred this quarter.

There is no capital expenditure planned for this activity.

Civil Defence - The community satisfaction survey is yet to be completed.

Rural Fire - Rural Fire services transferred to Fire and Emergency New Zealand (FENZ) on 1 July 2017.
Building Control revenue is approximately $40k greater than anticipated as a result of increased numbers of building consents applications. This trend is likely to continue for the rest of the financial year.

Environmental health - manager certificate revenue and swimming pool inspection revenue will be received in the second quarter.

Building Control - support costs are higher than budgeted due to additional time required to process the increased applications. Contractor costs are funded by the additional building control revenue.

The District Plan project is $81k below current year's budget but spending will increase in the next quarter.

There is no capital expenditure planned for this activity.

Building Control - A new electronic building consent application and processing system was introduced on 1 August 2017. Technical officers are currently adapting to the new system and are also working with the paper system for applications received prior to implementation. In addition, we are experiencing an increased number of consents.

A total of 160 building consents, 289 code compliance certificates and 74 fast track building consent were issued in the first quarter. Of these 63%, 95% and 84% respectively were issued within the targeted timeframe.

(Continued page 15)
Income is received through rates.

Overhead costs are lower than budgeted for.

There is no capital expenditure planned for this activity.

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 2017/18 year is 5.9%. The rates set resulted in a 3.9% increase from last year. The borrowing limit for the 2017/18 year is $75.9m. The proposed borrowing at the end of the year is $66m. Borrowing to date is $59.6m.

The customer survey is yet to be carried out.
Roading
For the period ended 30 September 2017

Revenue is received through rates and NZTA subsidy. The increased subsidy is a result of the increased expenditure for repairs caused by the July 2017 storm. Work programme is ahead of budget due to the July 2017 storm event. Repair costs are estimated at $3.2m, part of which will be subsidised by NZTA. $1m has been spent to the end of September 2017. The capital expenditure report contains the progress of individual projects.

The measures 'not met' relate to achieving the agreed response times 90% of the time:
- 45.5% of contracted service personnel on site for urgent requests (within one hour)
- 50.7% of non-urgent requests were responded to, acknowledged and resolved within five days of receipt.

Under the contract non urgent works are programmed for repair within three months or as instructed by Council.

Several measures including crash data, customer surveys (3), footpath assessment and the Smooth Travel Exposure review do not have information available at this stage. These will be reported later in the year. The road sealing programme has not yet commenced.
Solid Waste
For the period ended 30 September 2017

Revenue is primarily from rates, gate takings at the transfer station and blue bag sales.

Expenditure is on track.

The capital expenditure report contains the progress of individual projects.

All targets have been met.

A mini digital film competition organised by Council and Horizons is scheduled to close in October 2017.

In the first quarter Zero Waste Education visited Manchester Street School twice, as well as Apiti and Oroua Downs with positive reports received from all schools.

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

Key

- On Track
- Needs Monitoring
- Not achieving
Stormwater
For the period ended 30 September 2017

All revenue is sourced from rates.

Expenditure is on track.

The capital expenditure report contains the progress of individual projects.

Design work underway, project is on track for Feilding growth works.

The forecast reflects the carry forward expenditure made subsequent to the Annual Plan process.

All targets have been met.

---

Key Performance Indicators

- $ millions
- 0% - 100%

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

Key

- On Track
- Needs Monitoring
- Not achieving
Wastewater
For the period ended 30 September 2017

Revenue is from rates, tradewaste charges and volumetric charges.

Expenditure is on track.

The capital expenditure report contains the progress of individual projects.

Feilding Wastewater Treatment Plant works are on schedule, Sanson works are on hold, pending the outcome of the centralisation proposal.

The forecast reflects the carry forward expenditure made subsequent to the Annual Plan process.

All targets have been met.

During the quarter there were no dry weather overflows and one wet weather overflow in Feilding. Response times were within the timeframe allowed.

In total 10 complaints have been received - odour (3), systems faults (6) and systems blockages (1). If this trend continues the number of complaints will be less than the targeted maximum.
Water Supply
For the period ended 30 September 2017

Revenue is from rates and metered water. The budget includes $210k subsidy for improvements to the Sanson scheme. This subsidy has not yet been invoiced.

Expenditure is on track. The capital expenditure report contains the progress of individual projects.

The capital expenditure report contains the progress of individual projects. A number of projects have been carried forward from last financial year. These include Feilding treatment plant renewals and the Sanson storage and treatment new works. This is reflected in the forecast figures.

The physical works programme is subject to the outcome of a new Water Strategy investigation.

Protozoa compliance was not achieved for Stanway-Halcombe and Sanson schemes. There are projects underway/planned to upgrade schemes to enable compliance.

In total 28 complaints have been received - clarity (10), taste (3), odour (4), pressure (2) and continuity of supply (9). If this trend continues the number of complaints will be less than the targeted maximum.
Health and Safety
For the period ended 30 September 2017

Notifiable events this quarter
Notifiable: 0  Not Notifiable: 29

Significant incidents this quarter
3 x verbal abuse to staff, police called
3 x rescues at the pool
1 x gas inhalation by contractor (notified to WorkSafe, but did not meet "notifiable" criteria).

Lost time (days) this quarter

Communication and education
Defibrillators in Feilding
Don't stand on your chair

Training and inductions
12 new staff inductions
Contractor management training
First aid training

Wellness initiatives
Hepatitis vaccinations
Workstation assessments
Drug and alcohol testing
Lung function testing

Injury type for the quarter

Rolling year injuries
Sprain/strain 13
Bruise 12
Other 11
Abrasion 7
Emotional 5
Laceration/cut 5
Fractured bone 3
Hyperventilation 2
Community Facilities

Library continued - In the first quarter the Library has hosted 295 programmes/events with 3,770 participants. The programme target of 920 events is likely to be achieved at year end. However we are unlikely to achieve the annual participant target of 20,200. We are purposely reducing participant numbers at events to mitigate issues that arose last year due to the variety of programmes and needs of user groups.

Property - The customer satisfaction survey is yet to be completed and hall usage will be measured at the end of the financial year.

Parks and Sports Grounds - The customer satisfaction survey is yet to be completed.

Cemeteries - The customer satisfaction survey is yet to be completed.

Environmental Services and Monitoring

Environmental - Of the 165 registered food and other premises, 23 were inspected in the first quarter. Approximately 13 premises per month are required to be inspected in order to achieve this target at year end based on the total number of registered premises.

District Planning - 45 non-notified resource consents were processed. 43 of these (96%) were processed within 20 days.

11 controlled activities resource consents were processed with none being processed within the 10 day target. Currently controlled activities are complex to process and we are reviewing the activities rules to enable us to process these within the targeted timeframe.
### Capital Expenditure
For the period ended 30 September 2017

<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>Commitments</th>
<th>Full Year Revised Budget $000</th>
<th>Annual Plan 2018 $000</th>
<th>Physical Completion</th>
<th>Year End Forecast</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>%</td>
<td>$000</td>
<td></td>
</tr>
<tr>
<td><strong>Community Facilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feilding Cemetery Extension</td>
<td>47</td>
<td>52</td>
<td>(5)</td>
<td>-10%</td>
<td>43</td>
<td>190</td>
<td>21</td>
<td>70%</td>
<td></td>
<td>190 The budget was revised from cemetery renewal works below. The project is expected to be completed with beam installation due in January when the ground is in a suitable condition The $21k is for RSA area extension and funded by growth from RSA.</td>
</tr>
<tr>
<td>Cemetery Renewal Works</td>
<td>1</td>
<td>7</td>
<td>(6)</td>
<td>-77%</td>
<td>0</td>
<td>11</td>
<td>121</td>
<td>0%</td>
<td></td>
<td>0 The project is to be undertaken as part of the Feilding Little Theatre strengthening project. Balance of funding to be carried over to the 2018/19 year, as the Theatre Trust needs to source additional funding.</td>
</tr>
<tr>
<td>Helcombe Cemetery Extension</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td></td>
<td>2 Ultrasound replacement project is underway, expected completion in October.</td>
</tr>
<tr>
<td>Feilding Little Theatre - Roof</td>
<td>0</td>
<td>20</td>
<td>(20)</td>
<td>-100%</td>
<td>0</td>
<td>20</td>
<td>20</td>
<td>0%</td>
<td></td>
<td>0 The project is underway as part of the Feilding Little Theatre strengthening project. Balance of funding to be carried over to the 2018/19 year, as the Theatre Trust needs to source additional funding.</td>
</tr>
<tr>
<td>Hiratangi Beach Hall Renewals</td>
<td>0</td>
<td>3</td>
<td>(3)</td>
<td>-107%</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0%</td>
<td></td>
<td>3 Internal replacement project is underway, expected completion in October.</td>
</tr>
<tr>
<td>Library Collection Purchases</td>
<td>48</td>
<td>50</td>
<td>(2)</td>
<td>-4%</td>
<td>12</td>
<td>199</td>
<td>199</td>
<td>30%</td>
<td>199 To be expended throughout the year.</td>
<td></td>
</tr>
<tr>
<td>Library Review Project</td>
<td>23</td>
<td>2</td>
<td>21</td>
<td>913%</td>
<td>9</td>
<td>59</td>
<td>64</td>
<td>31%</td>
<td></td>
<td>64 To be expended throughout the year as options are developed.</td>
</tr>
<tr>
<td>Makino Redevelopment</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>n/a</td>
<td>5</td>
<td>64</td>
<td>64</td>
<td>64%</td>
<td></td>
<td>64 This is the car park redevelopment between MDC and M&amp;C, the project is in detailed design stage with consultant. Project is on track.</td>
</tr>
<tr>
<td>MAC General Renewals</td>
<td>34</td>
<td>82</td>
<td>(46)</td>
<td>-60%</td>
<td>4</td>
<td>89</td>
<td>89</td>
<td>40%</td>
<td></td>
<td>89 Outdoor pool work delayed due to wet weather.</td>
</tr>
<tr>
<td>Public Convenience Renewals</td>
<td>0</td>
<td>3</td>
<td>(3)</td>
<td>-100%</td>
<td>17</td>
<td>26</td>
<td>26</td>
<td>0%</td>
<td></td>
<td>26 This is the balance to install public conveniences at Tangimannu. Project is scoped and underway.</td>
</tr>
<tr>
<td>Sanion Public Toilets</td>
<td>0</td>
<td>55</td>
<td>(55)</td>
<td>-100%</td>
<td>0</td>
<td>210</td>
<td>210</td>
<td>0%</td>
<td></td>
<td>0 Project is underway, consulting with the Community. Expected to be completed by December 2017.</td>
</tr>
<tr>
<td>Tangimannu Public Toilets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>58</td>
<td>58</td>
<td>58</td>
<td>0%</td>
<td></td>
<td>58 Project is underway, consulting with the Community. Expected to be completed by December 2017.</td>
</tr>
<tr>
<td>Strengthen Earthquake Prone Buildings</td>
<td>0</td>
<td>28</td>
<td>(28)</td>
<td>-99%</td>
<td>0</td>
<td>113</td>
<td>113</td>
<td>0%</td>
<td></td>
<td>113 Developed design is underway for the Feilding Theatre. Completion of the project will depend on the Theatre Trust seeking additional external funding. Balance of funding may potentially carry over to the 2018/19 year.</td>
</tr>
<tr>
<td>Manfield Park Development</td>
<td>1</td>
<td>105</td>
<td>(94)</td>
<td>-90%</td>
<td>0</td>
<td>420</td>
<td>420</td>
<td>0%</td>
<td></td>
<td>1 This project is for Kawakawa Rd / South St development. No expenditure is anticipated until auctions sell.</td>
</tr>
<tr>
<td>Makino Park Growth</td>
<td>0</td>
<td>84</td>
<td>(84)</td>
<td>-100%</td>
<td>0</td>
<td>335</td>
<td>335</td>
<td>0%</td>
<td></td>
<td>0 This project is for the Makino Precinct and is currently on hold, pending wider strategic conversations for the precinct.</td>
</tr>
<tr>
<td>Property Renewal Projects</td>
<td>3</td>
<td>24</td>
<td>(22)</td>
<td>-92%</td>
<td>15</td>
<td>71</td>
<td>107</td>
<td>4%</td>
<td></td>
<td>73 Clock tower lighting is underway as well as ground lighting, expected completion of this section is by early October.</td>
</tr>
<tr>
<td>Parks and Reserves - Knoll Park</td>
<td>15</td>
<td>24</td>
<td>(9)</td>
<td>-34%</td>
<td>1</td>
<td>106</td>
<td>138</td>
<td>10%</td>
<td></td>
<td>138 Technical drawings as part of design development are in progress. Project will be out for tender in October 2017.</td>
</tr>
<tr>
<td>Parks and Reserves - New Projects</td>
<td>6</td>
<td>8</td>
<td>(2)</td>
<td>-28%</td>
<td>0</td>
<td>16</td>
<td>16</td>
<td>38%</td>
<td></td>
<td>16 Mr Stewart project is complete, with additional projects underway.</td>
</tr>
<tr>
<td>Parks and Reserves - Refurbish Victoria Park</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>n/a</td>
<td>25</td>
<td>0</td>
<td>0</td>
<td>5%</td>
<td></td>
<td>5 This is the fitness stations, with costs to be invoiced to Rotary at project completion. Project is under construction with completion expected end of October 2017.</td>
</tr>
<tr>
<td>Parks Growth - Timora Park</td>
<td>1</td>
<td>12</td>
<td>(9)</td>
<td>-74%</td>
<td>0</td>
<td>48</td>
<td>48</td>
<td>0%</td>
<td></td>
<td>48 This is for the Simon St toilets that will be carried over until the next long term plan.</td>
</tr>
<tr>
<td>Parks and Reserves - Walkway / Linkages</td>
<td>16</td>
<td>82</td>
<td>(67)</td>
<td>-80%</td>
<td>0</td>
<td>732</td>
<td>732</td>
<td>1%</td>
<td></td>
<td>732 This is Greenspine and Rata St walkway. Design works have begun.</td>
</tr>
<tr>
<td>Parks and Reserves - Playground Renewal</td>
<td>0</td>
<td>8</td>
<td>(8)</td>
<td>-100%</td>
<td>0</td>
<td>8</td>
<td>8</td>
<td>0%</td>
<td></td>
<td>8 This is general playground renewals, project is in scoping stage.</td>
</tr>
<tr>
<td>Parks Renewal Projects</td>
<td>1</td>
<td>8</td>
<td>(8)</td>
<td>-100%</td>
<td>0</td>
<td>34</td>
<td>34</td>
<td>2%</td>
<td></td>
<td>34 Hiratangi Beach health clinic car park renewal works are in River stage. Contractor engagement is in progress.</td>
</tr>
<tr>
<td>Parks - Makino Precinct Growth</td>
<td>5</td>
<td>0</td>
<td>1</td>
<td>n/a</td>
<td>0</td>
<td>516</td>
<td>516</td>
<td>0%</td>
<td></td>
<td>0 The Makino Precinct project is currently on hold, pending wider strategic conversations for the precinct.</td>
</tr>
<tr>
<td>Kitchener Park Capital Works</td>
<td>0</td>
<td>35</td>
<td>(35)</td>
<td>-100%</td>
<td>0</td>
<td>35</td>
<td>35</td>
<td>0%</td>
<td></td>
<td>35 Awahuri Kitchener Park Trust flood protection works are being scoped and are in the design stage.</td>
</tr>
<tr>
<td>Johnston/Timona Park Redevelopment</td>
<td>0</td>
<td>8</td>
<td>(7)</td>
<td>-93%</td>
<td>0</td>
<td>8</td>
<td>8</td>
<td>0%</td>
<td></td>
<td>8 The pump track project is in the community engagement phase.</td>
</tr>
<tr>
<td>Makino Park Playground and Skate</td>
<td>0</td>
<td>10</td>
<td>(10)</td>
<td>-100%</td>
<td>0</td>
<td>40</td>
<td>40</td>
<td>0%</td>
<td></td>
<td>0 This project will be carried over to 2018/19 year.</td>
</tr>
<tr>
<td>Railway Land Beautification</td>
<td>22</td>
<td>409</td>
<td>(387)</td>
<td>-94%</td>
<td>6</td>
<td>1,255</td>
<td>961</td>
<td>2%</td>
<td></td>
<td>960 Part of the Greenspace project and is in the detailed design stage.</td>
</tr>
<tr>
<td>Parks and Reserves - Renewal Projects</td>
<td>3</td>
<td>0</td>
<td>51</td>
<td>n/a</td>
<td>0</td>
<td>84</td>
<td>84</td>
<td>37%</td>
<td></td>
<td>84 Part of the Greenspace project and is in the detailed design stage.</td>
</tr>
<tr>
<td>Parks and Reserves - Railway Reserve</td>
<td>0</td>
<td>92</td>
<td>(92)</td>
<td>-100%</td>
<td>0</td>
<td>369</td>
<td>369</td>
<td>0%</td>
<td></td>
<td>369 Part of the Greenspace project and is in the detailed design stage.</td>
</tr>
<tr>
<td>Sanion Playground</td>
<td>8</td>
<td>39</td>
<td>(31)</td>
<td>-80%</td>
<td>0</td>
<td>156</td>
<td>156</td>
<td>0%</td>
<td></td>
<td>156 Part of the Greenspace project and is in the detailed design stage.</td>
</tr>
<tr>
<td>Kitchener Park Toilets</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>n/a</td>
<td>0</td>
<td>111</td>
<td>111</td>
<td>1%</td>
<td></td>
<td>111 Detailed design work is being carried out with consultants to establish site and engineering requirements.</td>
</tr>
<tr>
<td><strong>Total Community Facilities</strong></td>
<td>257</td>
<td>1,249</td>
<td>(992)</td>
<td>-79%</td>
<td>215</td>
<td>5,438</td>
<td>5,131</td>
<td>3%</td>
<td></td>
<td>5,413</td>
</tr>
<tr>
<td>Description</td>
<td>Actual YTD</td>
<td>Budget YTD</td>
<td>Variance</td>
<td>Variance %</td>
<td>Commitments</td>
<td>Full Year</td>
<td>Revised Budget</td>
<td>Annual Plan 2018</td>
<td>Physical Completion</td>
<td>Year End</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>-----------</td>
<td>------------</td>
<td>-------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-------------------</td>
<td>-------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Revised Budget</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>%</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td></td>
</tr>
<tr>
<td>Total Stormwater</td>
<td>102</td>
<td>102</td>
<td>7</td>
<td>7%</td>
<td></td>
<td>2,808</td>
<td>2,808</td>
<td>2,884</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Asset Renewal Tangimoana</td>
<td>213</td>
<td>2,808</td>
<td>2,808</td>
<td>2,884</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater New Work Fielding</td>
<td>22</td>
<td>15</td>
<td>15</td>
<td>50%</td>
<td></td>
<td>673</td>
<td>673</td>
<td>673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Growth Fielding</td>
<td>70</td>
<td>72</td>
<td>(2)</td>
<td>(3%)</td>
<td></td>
<td>2,125</td>
<td>2,125</td>
<td>2,125</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Unplanned Renewals</td>
<td>42</td>
<td>673</td>
<td>673</td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Recovery Centre</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>0%</td>
<td></td>
<td>39</td>
<td>39</td>
<td>39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishment Mobile Recycling Centres</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>0%</td>
<td></td>
<td>39</td>
<td>39</td>
<td>39</td>
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<td></td>
</tr>
<tr>
<td>Total Solid Waste</td>
<td>16</td>
<td>71</td>
<td>71</td>
<td>71%</td>
<td></td>
<td>167</td>
<td>167</td>
<td></td>
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<tr>
<td>Solid Waste</td>
<td>24</td>
<td>29</td>
<td>29</td>
<td>40%</td>
<td></td>
<td>1,979</td>
<td>1,979</td>
<td>1,979</td>
<td></td>
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</tr>
<tr>
<td>Purchase of New Recycling Bins</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>0%</td>
<td></td>
<td>15</td>
<td>15</td>
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<td></td>
</tr>
<tr>
<td>Recycling Inventory</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0%</td>
<td></td>
<td>15</td>
<td>15</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Recovery Centre</td>
<td>65</td>
<td>65</td>
<td>65</td>
<td>0%</td>
<td></td>
<td>15</td>
<td>15</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Stormwater</td>
<td>20</td>
<td>39</td>
<td>39</td>
<td>39%</td>
<td></td>
<td>15</td>
<td>15</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater</td>
<td>22</td>
<td>42</td>
<td>42</td>
<td>42%</td>
<td></td>
<td>734</td>
<td>734</td>
<td>734</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Unplanned Renewals</td>
<td>12</td>
<td>22</td>
<td>22</td>
<td>22%</td>
<td></td>
<td>673</td>
<td>673</td>
<td>673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Growth Fielding</td>
<td>12</td>
<td>22</td>
<td>22</td>
<td>22%</td>
<td></td>
<td>673</td>
<td>673</td>
<td>673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater New Work Fielding</td>
<td>0</td>
<td>12</td>
<td>12</td>
<td>12%</td>
<td></td>
<td>673</td>
<td>673</td>
<td>673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Asset Renewal Tangimoana</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
<td>673</td>
<td>673</td>
<td>673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Unplanned Renewals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
<td>673</td>
<td>673</td>
<td>673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Stormwater</td>
<td>102</td>
<td>102</td>
<td>102</td>
<td>0%</td>
<td></td>
<td>2,808</td>
<td>2,808</td>
<td>2,884</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Roading**

CBD Redevelopment Projects
- 0: Construction started this quarter and is later than expected due to continuing wet weather.
- 0: Identified for Stafford St redevelopment in conjunction with Makino Precinct which is in 2018/19 programme and yet to be confirmed.
- 0: Will be used on Makoura Rd Stage 3 seal extension, due for completion January 2018. Projected overspend to be covered by surplus in other sub renewal budgets.
- 0: Pre-seal repairs nearly complete with re-seal season scheduled to start in October 2017 and be completed by February 2018, depending on the weather.
- 0: 800 Newnells Line and Mangaweka Bridge detailed business case to begin in October 2017 with completion in May 2018. Funding for Mangaweka Bridge detailed business case awaiting NZTA funding.
- 0: NZTA has indicated that funding may be available in the 2018-21 National Land Transport Programme for the Forde to Palermo North cycleway. If confirmed for this financial year the budget will be used for a detailed business case.
- 0: Phasoray St Stage 3 sealing completion. Port St East Stage 1 project to be tendered in October 2017. Both 2017/18 projects will be completed this financial year.
- 0: Construction started this quarter and is later than expected due to continuing wet weather.
- 0: Costs ahead of budget phasing due to carry over of street lighting work in Seddon St and Wellington St. Projected overspend to be covered by surplus in other sub renewal budgets.
- 0: Construction underway and progress has been weather dependant. Tangimoana Rd project has been scaled back.
- 0: Stage 1 LED installations ahead of schedule, stage two luminaries planned for October 2017 installation.
- 0: Wellington and Seddon St footpath costs are part of a budget carry over from 2016/17 projects and is nearing completion. Stage 2 Seddon St expected to start in October 2017.
- 0: Cole Rd completed, Makoura Rd Stage 3 started and due for completion in January 2018. Forecast overspend due to these commitments.
- 0: Construction underway and progress has been weather dependant. Tangimoana Rd project has been scaled back.
- 0: Stage-Specific LED installations ahead of schedule, stage two luminaries planned for October 2017 installation.
- 0: Wellington and Seddon St footpath costs are part of a budget carry over from 2016/17 projects and is nearing completion. Stage 2 Seddon St expected to start in October 2017.
- 0: Cole Rd completed, Makoura Rd Stage 3 started and due for completion in January 2018. Forecast overspend due to these commitments.
- 0: Construction underway and progress has been weather dependant. Tangimoana Rd project has been scaled back.
- 0: Stage-Specific LED installations ahead of schedule, stage two luminaries planned for October 2017 installation.
- 0: Wellington and Seddon St footpath costs are part of a budget carry over from 2016/17 projects and is nearing completion. Stage 2 Seddon St expected to start in October 2017.
- 0: Cole Rd completed, Makoura Rd Stage 3 started and due for completion in January 2018. Forecast overspend due to these commitments.
- 0: Construction underway and progress has been weather dependant. Tangimoana Rd project has been scaled back.
- 0: Stage-Specific LED installations ahead of schedule, stage two luminaries planned for October 2017 installation.
- 0: Wellington and Seddon St footpath costs are part of a budget carry over from 2016/17 projects and is nearing completion. Stage 2 Seddon St expected to start in October 2017.
- 0: Cole Rd completed, Makoura Rd Stage 3 started and due for completion in January 2018. Forecast overspend due to these commitments.
- 0: Construction underway and progress has been weather dependant. Tangimoana Rd project has been scaled back.
- 0: Stage-Specific LED installations ahead of schedule, stage two luminaries planned for October 2017 installation.
- 0: Wellington and Seddon St footpath costs are part of a budget carry over from 2016/17 projects and is nearing completion. Stage 2 Seddon St expected to start in October 2017.
- 0: Cole Rd completed, Makoura Rd Stage 3 started and due for completion in January 2018. Forecast overspend due to these commitments.

**Solid Waste**

Purchase of New Recycling Bins
- 0: 100 bins purchased in July dictated by demand. Next bulk purchase planned in March 2018.
- 0: Bin movements from inventory.
- 0: Investigation and design underway with funding required for 2017/18 year.
- 0: Investigation and design underway with funding required for 2017/18 year.
- 0: 120 Wellington and Seddon St footpath costs are part of a budget carry over from 2016/17 projects and is nearing completion. Stage 2 Seddon St expected to start in October 2017.
- 0: 20 Wellington and Seddon St footpath costs are part of a budget carry over from 2016/17 projects and is nearing completion. Stage 2 Seddon St expected to start in October 2017.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.
- 0: Allocated for renewals under the road maintenance contract, delays due to wet weather.

**Stormwater**

Stormwater Asset Renewal Tangimoana
- 0: Emergency pump upgrade works were required.
### Wastewater

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Variance</th>
<th>Commitments</th>
<th>Full Year</th>
<th>Annual Plan</th>
<th>Physical Completion</th>
<th>Year End</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
<td>%</td>
<td></td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Declining Cation Ponds</td>
<td>0</td>
<td>14</td>
<td>(14)</td>
<td>-100%</td>
<td>0</td>
<td>138</td>
<td>138</td>
<td>0%</td>
<td>138</td>
<td>Sanson works are on hold pending the centralisation proposal.</td>
</tr>
<tr>
<td>Fielding WWTP Asset Renewal</td>
<td>582</td>
<td>635</td>
<td>(53)</td>
<td>-8%</td>
<td>758</td>
<td>2,422</td>
<td>2,372</td>
<td>24%</td>
<td>2,422</td>
<td>Contract works on track.</td>
</tr>
<tr>
<td>Fielding WWTP Upgrade</td>
<td>213</td>
<td>225</td>
<td>(12)</td>
<td>-6%</td>
<td>246</td>
<td>900</td>
<td>900</td>
<td>21%</td>
<td>900</td>
<td>Works on schedule.</td>
</tr>
<tr>
<td>Fielding WWTP - Irrigation</td>
<td>548</td>
<td>120</td>
<td>429</td>
<td>357%</td>
<td>645</td>
<td>1,200</td>
<td>1,200</td>
<td>50%</td>
<td>1,200</td>
<td>Irrigation pests delivered and erected ahead of schedule.</td>
</tr>
<tr>
<td>Fielding WWTP Growth</td>
<td>69</td>
<td>21</td>
<td>48</td>
<td>121%</td>
<td>61</td>
<td>81</td>
<td>81</td>
<td>10%</td>
<td>83</td>
<td>Contractor ahead of schedule.</td>
</tr>
<tr>
<td>Fielding WWTP Wastewater</td>
<td>(17)</td>
<td>31</td>
<td>(40)</td>
<td>-154%</td>
<td>0</td>
<td>660</td>
<td>660</td>
<td>0%</td>
<td>660</td>
<td>Revised the work schedule to commence works in January 2018. Credit is an adjustment from previous financial year.</td>
</tr>
<tr>
<td>Fielding WWTP Harvey New Work</td>
<td>0</td>
<td>23</td>
<td>(23)</td>
<td>-100%</td>
<td>0</td>
<td>77</td>
<td>77</td>
<td>0%</td>
<td>77</td>
<td>No new equipment as yet required.</td>
</tr>
<tr>
<td>Fielding Reticulation Renewals</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>n/a</td>
<td>94</td>
<td>530</td>
<td>530</td>
<td>2%</td>
<td>530</td>
<td>Design and investigation work ahead of relating works, expected to commence in February/March 2018.</td>
</tr>
<tr>
<td>Wastewater New Connections</td>
<td>38</td>
<td>15</td>
<td>23</td>
<td>152%</td>
<td>8</td>
<td>60</td>
<td>60</td>
<td>63%</td>
<td>60</td>
<td>Current demand for Himatangi Beach connections, offset by contributions from property owners.</td>
</tr>
<tr>
<td>Sanson WWTP Renewals</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>12</td>
<td>Unplanned installation of a pump station Mt St Sanson.</td>
</tr>
<tr>
<td>Rongotai WWTP Renewals</td>
<td>0</td>
<td>165</td>
<td>(165)</td>
<td>-100%</td>
<td>0</td>
<td>198</td>
<td>198</td>
<td>0%</td>
<td>198</td>
<td>Physical works forms part of centralisation project in March/April 2018.</td>
</tr>
<tr>
<td>WW Unplanned Renewals/Villages</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Assured WWTP Renewals</td>
<td>0</td>
<td>5</td>
<td>(5)</td>
<td>-100%</td>
<td>0</td>
<td>20</td>
<td>20</td>
<td>0%</td>
<td>20</td>
<td>Legalisation works in progress.</td>
</tr>
<tr>
<td>Kimbolton WWTP Renewals</td>
<td>0</td>
<td>51</td>
<td>(51)</td>
<td>-100%</td>
<td>0</td>
<td>282</td>
<td>282</td>
<td>0%</td>
<td>282</td>
<td>Project on hold pending approval of centralisation project.</td>
</tr>
<tr>
<td>Feilding WWTP Renewals</td>
<td>0</td>
<td>25</td>
<td>(25)</td>
<td>-100%</td>
<td>0</td>
<td>104</td>
<td>104</td>
<td>0%</td>
<td>104</td>
<td>Project on hold pending approval of centralisation project.</td>
</tr>
<tr>
<td><strong>Total Wastewater</strong></td>
<td>1,467</td>
<td>1,329</td>
<td>128</td>
<td>10%</td>
<td>1,814</td>
<td>6,674</td>
<td>6,624</td>
<td>0%</td>
<td>6,688</td>
<td>Note: District Wide condition assessment budget $11,500</td>
</tr>
</tbody>
</table>

### Water

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Variance</th>
<th>Commitments</th>
<th>Full Year</th>
<th>Annual Plan</th>
<th>Physical Completion</th>
<th>Year End</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
<td>%</td>
<td></td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fielding WWTP Renewals</td>
<td>(27)</td>
<td>88</td>
<td>(115)</td>
<td>-130%</td>
<td>67</td>
<td>1,260</td>
<td>1,260</td>
<td>0%</td>
<td>1,260</td>
<td>Physical works programme subject to outcome of a new Water Strategy investigation. Approval to carry forward $133k from 2016/17 year is pending.</td>
</tr>
<tr>
<td>Fielding Reticulation Renewals</td>
<td>401</td>
<td>221</td>
<td>244</td>
<td>110%</td>
<td>636</td>
<td>1,053</td>
<td>1,053</td>
<td>4%</td>
<td>1,053</td>
<td>Contract works ahead of schedule.</td>
</tr>
<tr>
<td>Fielding Water Supply Growth</td>
<td>91</td>
<td>66</td>
<td>25</td>
<td>37%</td>
<td>61</td>
<td>390</td>
<td>390</td>
<td>21%</td>
<td>390</td>
<td>Approval to carry forward $123k from 2016/17 year is pending.</td>
</tr>
<tr>
<td>Fielding Water Pressure Zones</td>
<td>98</td>
<td>10</td>
<td>88</td>
<td>884%</td>
<td>38</td>
<td>100</td>
<td>100</td>
<td>98%</td>
<td>100</td>
<td>Contract works almost complete.</td>
</tr>
<tr>
<td>Fielding Water Metering/Backflow</td>
<td>0</td>
<td>11</td>
<td>(10)</td>
<td>-90%</td>
<td>0</td>
<td>43</td>
<td>43</td>
<td>0%</td>
<td>43</td>
<td>Cost are demand driven. No new equipment as yet required.</td>
</tr>
<tr>
<td>Water Supply New Connections</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>Cost are demand driven. Funded by connection fees received.</td>
</tr>
<tr>
<td>Hintatangi Water Asset Renewals</td>
<td>216</td>
<td>62</td>
<td>174</td>
<td>609%</td>
<td>147</td>
<td>50</td>
<td>50</td>
<td>71%</td>
<td>50</td>
<td>Approval to carry forward $106k from 2016/17 year is pending.</td>
</tr>
<tr>
<td>Hintatangi Water Supply New Work</td>
<td>1</td>
<td>25</td>
<td>(24)</td>
<td>-95%</td>
<td>47</td>
<td>291</td>
<td>291</td>
<td>5%</td>
<td>291</td>
<td>Investigation works in progress with physical works commencing in October 2017.</td>
</tr>
<tr>
<td>Sanson Water Treatment Plant New Works</td>
<td>48</td>
<td>88</td>
<td>(41)</td>
<td>-47%</td>
<td>318</td>
<td>351</td>
<td>351</td>
<td>3%</td>
<td>350</td>
<td>Bore completed, resevior and treatment under design.</td>
</tr>
<tr>
<td>Stanway/Kakaramea Water Treatment Plant New Works</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>n/a</td>
<td>6</td>
<td>350</td>
<td>350</td>
<td>5%</td>
<td>350</td>
<td>Capital works on hold pending Drinking Water Standards NZ outcome.</td>
</tr>
<tr>
<td>Stanway/Kakaramea RWS Intake and Capacity Improvements</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>n/a</td>
<td>0</td>
<td>240</td>
<td>240</td>
<td>5%</td>
<td>240</td>
<td>Capital works on hold pending Drinking Water Standards NZ outcome.</td>
</tr>
<tr>
<td>Water Supply Unplanned Renewals - Villages</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Waituna West RWS Renewals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Water Supply</strong></td>
<td>904</td>
<td>552</td>
<td>352</td>
<td>64%</td>
<td>1,341</td>
<td>4,130</td>
<td>4,120</td>
<td>0%</td>
<td>4,133</td>
<td></td>
</tr>
</tbody>
</table>

### Support Services and Other

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Variance</th>
<th>Commitments</th>
<th>Full Year</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$000</td>
<td>$000</td>
<td>%</td>
<td></td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td>$000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Renewals</td>
<td>(8)</td>
<td>150</td>
<td>(152)</td>
<td>-101%</td>
<td>0</td>
<td>257</td>
<td>257</td>
<td>0%</td>
<td>257</td>
<td>Credit is an adjustment from previous financial year. Delivery for two vehicles expected in October with two further vehicles waiting on delivery date confirmation.</td>
</tr>
<tr>
<td>Computer Hardware</td>
<td>9</td>
<td>45</td>
<td>(36)</td>
<td>-80%</td>
<td>0</td>
<td>192</td>
<td>192</td>
<td>5%</td>
<td>192</td>
<td>Continuing to investigate the best replacement tablets and our major spend will not occur until new device type has been selected. There will be some costs for hardware in October 2017.</td>
</tr>
<tr>
<td>Software - Document Management</td>
<td>59</td>
<td>64</td>
<td>(5)</td>
<td>-8%</td>
<td>261</td>
<td>257</td>
<td>257</td>
<td>90%</td>
<td>257</td>
<td></td>
</tr>
<tr>
<td>Software Replacement</td>
<td>0</td>
<td>13</td>
<td>(13)</td>
<td>-100%</td>
<td>0</td>
<td>52</td>
<td>52</td>
<td>0%</td>
<td>52</td>
<td>Demand driven and no demand for year to date.</td>
</tr>
<tr>
<td>Boiler Replacement</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>Credit is an adjustment from previous financial year.</td>
</tr>
<tr>
<td>Establishment of the Three Waters Reticulation Team</td>
<td>42</td>
<td>0</td>
<td>42</td>
<td>n/a</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>42</td>
<td>Cost is for a new Lite purchased for reticulation team.</td>
</tr>
<tr>
<td>Infrastructure Computers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>0</td>
<td>4 new computers purchased for new infrastructure roles.</td>
</tr>
<tr>
<td>General Renewals</td>
<td>3</td>
<td>6</td>
<td>(3)</td>
<td>-50%</td>
<td>0</td>
<td>23</td>
<td>23</td>
<td>11%</td>
<td>23</td>
<td>Acoustic sound dividers purchased for customer services team.</td>
</tr>
<tr>
<td>General New Assets</td>
<td>3</td>
<td>10</td>
<td>(7)</td>
<td>-63%</td>
<td>0</td>
<td>46</td>
<td>46</td>
<td>21%</td>
<td>46</td>
<td>Dividers screens purchased for finance and building administration team.</td>
</tr>
<tr>
<td><strong>Total Support Services and other</strong></td>
<td>128</td>
<td>268</td>
<td>(140)</td>
<td>-53%</td>
<td>284</td>
<td>832</td>
<td>832</td>
<td>0%</td>
<td>832</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CAPITAL EXPENDITURE**

<table>
<thead>
<tr>
<th>Description</th>
<th>$000</th>
<th>$000</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,485</td>
<td>5,442</td>
<td>(1,955)</td>
</tr>
</tbody>
</table>

- Greater than 15% of budget
- Less than Lite greater than LOS + Level of Service
- Less than Lite greater than LOS = Level of Service

NOTES:
2016-17 Partnership Fund Accountability Report - Feilding and District Promotion Incorporated

Purpose

To present for consideration the 12-month accountability reports from Feilding and District Promotion Inc. who had received partnership funding and entered into an agreement with Council for the period 1 September 2016 to 30 June 2017.

Significance of Decision

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

Recommendations

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

Report prepared by:
Janine Hawthorn
Community Development Adviser

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

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

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

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

2 Background

2.1 Council agreed in 2016 to enter into a contract of service with Feilding and District Promotion Inc. for the purpose of delivery of events, community and business services, and administering the Farmers Market in accordance with the agreed key reporting outcomes included in Feilding and District Promotion Inc.’s Strategic Plan.

2.2 The term of the contract of service is 22 months from 1 September 2016 to 30 June 2018, under the criteria and guidelines set out in the Community Development Funding Policy.

3 Discussion and Options considered

3.1 Organisations that receive partnership funding are required to submit to Council a 12-month accountability report during the term of the contract, providing a detailed account of how their organisation delivered on outcomes and key expectations outlined in their respective contracts of service for the reporting year.

3.2 Feilding and District Promotion Inc. has provided Council with an accountability report for the period 1 July 2016 to 30 June 2017.

3.3 Feilding and District Promotion Inc.’s key reporting outcomes that they need to report against are as follows:

Business Development Services ($30,800)

1. Business Awards ($15,000)

   - Event is effectively publicised and promoted utilising appropriate marketing methods that increase awareness and participation.

   - As a result of the Awards, excellent customer service experiences are identified and encouraged.

   - Event builds local business pride.

   - Event promotes business cooperation and provides a networking opportunity.
• Event raises the local, regional and national profile of local businesses, supporting economic growth.

• Event results in improvements in customer service, through assessment feedback and advice process.

• Nominations have increased from previous year.

• Award categories reflect customer service criteria across multiple sectors and judged accordingly.

• Nominee assessments are carried out by an independent, suitably qualified party and undertaken in a supportive, transparent and professional manner.

• Business community involvement and understanding of Awards purpose is improved.

• Awards presentation event attendance exceeds expectations – 450-500 guests – full attendance.

• Satisfactory feedback from businesses around nomination and judging process and awards event.

• Business Survey Satisfaction score exceeds 50%, set baseline and review to increase baseline.

• Success is measured by public feedback, surveys, social media activity relating to event, positive local and regional media coverage.

• Awards presentation event is a well-managed formal event that reflects the professionalism and customer service ethos.

• Where possible and appropriate local businesses, entertainers, caterers and other professionals will be utilised to support local business.

• Business Awards are delivered within set budget and costs are recovered by nomination fees, ticket sales and sponsorship.

• Annual Report content is prepared.

• Internal FDP event de-brief session held within 1 week of event for staff and volunteers involved.

2. Business Newsletter ($9,000)

• Satisfaction score through readership survey which also requests feedback on content.

• Business news verses local content. >50%, set baseline and review to increase baseline.

• District representative spread of news, business updates, community events and information
• Content is relevant, up-to-date and impartial, supporting local, district and regional business and community events and initiatives.

• Local businesses and community organisations actively provide content for newsletter.

• Newsletter is published bi-monthly, with the first edition in February, final edition in early December.

• All contributions are vetted and must align with the organisation’s vision and values and those of Manawatu District Council as service funder.

• Annual Report content is prepared.

• Internal FDP bi-annual review of newsletter content.

3. Feilding CBD Beautification ($5,000)

• On-going consultation with MDC staff and councillors as required.

• Facilitate an independent CBD stakeholder meeting concerning the future vision of the Feilding CBD.

• Stakeholders are informed of decision making and public consultation/submission opportunities regarding CBD issues and development plans.

• FDP identify and communicate with MDC what CBD beautification means for our organisation, businesses and the communities we represent in the years ahead - 2017-2022.

• Annual Report content is prepared.

4. Free CBD Parking Facilitation ($1,800)

• Business/public parking concerns are responded to and communication between effected/involved parties approached in a timely and professional manner.

• All new businesses are provided with free parking and designated long-term parking areas information to disseminate among staff members.

• Advertising, newsletter and new business/new resident packs are effectively used to promote the need and reasoning for free-parking availability.

• Conduct annual public free parking survey and publish responses in newsletter.

• Annual Report content is prepared.

Community Development ($15,000)

1. Community Liaison

• FDP provide assistance & referrals for individuals & community groups in a timely and professional manner.
• General public awareness has been increased about the availability and value of this community service.

• FDP have referred individuals and organisations onto MDC, CEDA & other outside agencies where appropriate.

• FDP actively refer individuals and groups seeking support and or services onto local business as required.

• FDP have actively engaged and connected community groups via FDP social media and other channels.

• FDP regularly communicate with MDC to ensure up-to-date knowledge of funding opportunities, timelines and application processes/criteria.

• FDP source in-house funding expert to assist Exec.

• In conjunction with MDC a publication is created for ‘How to- Apply for Funding for local community organisations.

• Facilitate a community organisation funding workshop.

• Annual Report content prepared.

**Tourism and Events ($94,700)**

1. Saleyard Tours ($3,700)

   • Tourist feedback mechanisms created and implemented.

   • Tour programme development/re-vamp.

   • Merchandising opportunities explored and guide training and succession plan developed.

   • Investigate/review promotional material.

   • Quarterly review of Saleyards tour programme – April / August / November 2017.

   • Advertising plan created for Saleyards Tours.

   • Future direction is to investigate expansion into a District ‘Pasture to Plate’ tour concept

   • Annual Report content prepared.

2. Local History / Heritage Promotion ($2,000)

   • Develop and plan towards launch of new history/heritage tour activity or event.

   • Update district heritage attraction publication.

   • Gather feedback via FDP survey and other mechanisms for reporting purposes.
3. Rural Day Event ($14,000)

- Rural Day promotes & celebrates the district’s rural lifestyle, enhances community pride & understanding of what it means to be a rural town.
- Rural Day public attendance is maintained and/or increased from previous years.
- Rural Day activities & entertainment provided are fun, interactive and ‘rural-focussed’ & encourage community & business participation.
- Event is effectively promoted utilising appropriate marketing methods that increase participation.
- All activities and entertainment comply with safety guidelines and quality standards set by FDP.
- Volunteers are briefed, coordinated & supported before, during & after the event.
- Public safety is maintained at all times & risk management assessments are prepared pre-event & plans put in place to identify & manage hazards.
- Council road closure applications are completed & filed in a timely manner, any relevant council by-laws or regulations are adhered to.
- Success is measured by public feed-back, surveys, social media activity relating to event, positive local/ regional media coverage.
- Where possible & appropriate local businesses, entertainers, caterers, other professionals will be utilised to support local business.
- Rural Day event is delivered within set budget & additional costs are recovered/off-set by market stall sales & sponsorship.
- An event de-brief session held within 1 week, minutes recorded for council reporting purposes.

4. Christmas Carnival & Parade / Living Christmas Event ($35,000)

- Christmas Parade and Living Christmas events promote and celebrate community pride and the spirit of Christmas.
- Christmas Parade and Living Christmas public attendance is maintained and/or increased from previous years.
- Float registrations are maintained and/or increased from previous years.
- Christmas floats are predominantly ‘community-focussed’ and not utilised to specifically promote business interests.
- Event is effectively publicised and promoted utilising appropriate marketing methods that increase participation.
• Christmas Floats and parade participants agree to and comply with safety guidelines and quality standards set by FDP.

• Volunteers are briefed, coordinated and supported before, during and after the event.

• Public safety is maintained at all times and risk management assessments are prepared pre-event and plans put in place to identify and manage potential hazards.

• Associated council road closure applications are completed and filed in a timely manner, and any relevant council regulations are adhered to.

• Carnival market stalls and entertainment is provided in a way that reflects the Christmas theme and enhances atmosphere of events.

• FDP staff work in collaboration with Lions Service Club to organise the parade and floats.

• Success is measured by public feedback, surveys, social media activity relating to event, positive local and regional media coverage.

• Where possible and appropriate local businesses, entertainers, caterers and other professionals will be utilised to support local business.

• Christmas Parade & Carnival and Living Christmas events are delivered within set budget and additional costs are recovered/off-set by market stall sales and sponsorship.

• Event de-brief session is held within 1 week of event taking place and minutes recorded for reporting purposes.

• The Living Christmas event encourages family and church involvement and is focussed around the Lighting of the Tree ceremony.

• Annual report content is prepared.

5. External Event Support & Opportunities ($40,000)

• FDP will identify on a quarterly basis externally organised events, projects and promotional opportunities that will be supported through this fund to ensure their local success and also determine the nature of this support.

• FDP will ensure relevant MDC staff are aware of these targeted opportunities and the support being offered through this funding.

• FDP will develop a set of criteria in conjunction with MDC which outlines the types of opportunities that will be supported to ensure such support maximises community and economic benefit, enhances recreation and retains or attracts new residents.

• Costs of external event support approved by FDP Exec & reported quarterly to MDC.

• Staff/volunteers will be offered training & professional development opportunities in event management, project management & marketing expertise.
Quarterly reports are prepared & submitted to MDC.

**Farmers Market ($14,973.89)**

1. Farmers Market Administration
   - A weekly Farmer’s Market is held every Friday in Manchester Square between 9am-1:30pm
   - Feilding Farmer’s Market weekly attendance is increased & measured by stallholder feedback, public surveys & increased revenue.
   - Stallholder registrations are maintained &/or increased annually, stalls are consistent & provide excellent variety & quality of local farm produce & other consumable products.
   - Farmer’s Market is effectively publicised & promoted utilising appropriate marketing methods that increase awareness & retail activity.
   - Stallholders, volunteers & entertainers agree to comply with safety guidelines & quality standards set by NZ Farmer’s Market, MDC & FDP.
   - Any volunteers are briefed, coordinated & supported before, during, after each market.
   - Public health & safety is maintained at all times & risk management assessments are prepared pre-event & plans put in place to identify & manage potential hazards.
   - Any associated council applications are completed & filed in a timely manner, relevant council by-laws & regulations are adhered to.
   - Farmer’s Market stalls & entertainment is provided in a way that reflects the farm fresh theme & enhances the overall atmosphere of the market.
   - Success is measured by public feedback, surveys, social media activity, & positive media coverage.
   - Management of the Farmer’s Market is delivered within set budget & additional costs are recovered/off-set by stallholder fees.
   - Regular Farmer’s Market Committee meetings are held during the year.
   - One community fundraising stall site is made available free of charge at each market, by prior arrangement & approval of FDP.
   - Monthly Reports are filed on Farmer’s Market with MDC.

3.4 As well as the above key result outcomes, a further $9,800 was included in the Partnership Grant to cover:
   - New resident packs ($6,000)
   - Street Banners ($2,300)
• Signage ($1,500)

3.5 It had been agreed shortly following the commencement of the contract for $3,800.00 tagged for street banners and signage to be used towards the cost of developing a Strategic Plan. Feilding and District Promotion Inc are currently working with Council’s Communications Staff on developing new resident packs.

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 amount of Partnership Funding allocated to Feilding and District Promotion Inc. for the 2016/17 financial year was $165,273.89 funded from the Community Development Fund.

6 Statutory Requirements

6.1 There are no statutory requirements relating to this paper.

7 Delegations

7.1 The Council has delegated authority to consider and receive this report.

8 Consultation

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

9 Cultural Considerations

9.1 There are no cultural considerations to be taken into account for this paper.

10 Conclusion

10.1 A copy of the 12-month accountability report and financial report from the Feilding and District Promotion Inc. is attached.

10.2 Representatives from the Feilding and District Promotion Inc. will be in attendance at the meeting to speak further to their report.

11 Attachments

• Feilding and District Promotion Inc. - 1 July 2016 to 30 June 2017
24th October 2017

The Chief Executive
Manawatu District Council
Private Bag 10 001
FEILDING 4743

Dear Richard,

FEILDING & DISTRICT PROMOTION INC. – REPORT ON KEY REPORTING OUTCOMES FOR MDC CONTRACTED SERVICES – 1 JULY 2016 TO 30 JUNE 2017

This is the first full financial year that Feilding & District Promotion Inc. ("FDP") has been operating under its revised structure and as a result the organisation has been financially conservative to ensure that budgetary constraints are met. During the latest financial year, we have sought to structure the organisation to better meet the needs of the Community and to provide efficient service delivery to MDC as our funder.

MDC is reminded that FDP remains in its infancy and there was appreciation at the time that funding was approved that some flexibility might be required throughout the financial year given we were commencing operation largely on the basis of a "best guess" budget. Essentially the agreement between FDP and MDC was that FDP would operate within certain agreed budgetary parameters, but that flexibility of funding arrangements could be discussed if that proved necessary. Fortunately, FDP has been able to achieve (most of) it’s Key Reporting Outcomes ("KROs") without recourse to additional funding.

Set out below is a summary of what has been achieved vis-à-vis the agreed KROs:

BUSINESS AWARDS

The Business Awards is now a biannual event. We note the many representatives from MDC at the awards evening on 30 September 2017, together with a broad representation of the District’s business community.

Whilst this year’s Business Awards sits outside the current financial year in relation to reporting (we will report more fully in the next financial year) at this stage FDP note that there were 620 attendees and over 300 nominated businesses, which shows excellent growth from previous Business Awards.

FDP are currently seeking and collating feedback as part of our post-event debrief. Social and traditional media engagement of businesses nominated, finalists and the winners has been overwhelmingly positive and displays a strong sense of local business pride. Existing category sponsors of this year’s Awards were contacted and have all expressed an interest in continued support for the next Awards in 2019.
BUSINESS DEVELOPMENT

MDC will likely be aware of the recruitment of Amanda Harris into the role of Business Development Manager for FDP. Amanda has concentrated on growing the membership of FDP’s Business Promotions group, and has achieved a growth of 118 current financial members, up from 80 when she first came on board. That growth reflects a reinvigoration of Business Promotions, with renewed confidence in FDP’s direction and activity in this area. Having these 118 businesses and organisations actively engaged, fosters connectivity between business owners and operators in our District. FDP have also worked hard to foster the development of positive working relationships with CEDA and the Chamber of Commerce.

Business After 5 events are gaining in popularity and more businesses are taking the opportunity to showcase what they do via this effective and social forum. All initiatives in this regard strengthen our wider business community and connect them to a sense of local pride and ownership. FDP is regularly receiving new membership enquiries from new business coming to town and has worked tirelessly to retain existing members and encourage returns. Notably, Manawatu District Council has recently signed on as a contra Business Promotion Member, acknowledging our Partnership Agreement and ongoing relationship.

Aside from encouraging professional networking, FDP are using BAS events to connect businesses with their local community. A number of recent BAS events have incorporated a community element. FDP have been approached by local schools and other community organisations and subsequently created the opportunity for them to network and showcase who and what they are all about in front of local businesses.

FDP staff feel very strongly about creating these opportunities and FDP’s role in this as an organisation. The responses we have received from businesses in attendance are that this is exactly why they belong to FDP as Business Members – to support and be seen as part of the wider community. After all without a vibrant community there are less customers to ensure local business sustainability and success.

To support this approach to BAS’s - out of such opportunities a number of positive things have occurred as a result. Bayleys Feilding have signed on as a key sponsor of Feilding Highschool Girls’ Hockey as a result of a BAS they both attended. More recently, Recreational Services have offered their time and expertise to assist Manawatu Riding for the Disabled with their facilities after meeting at the recent Business Awards. The owner of New Zealand Big Barrel Liquor also attended the Awards in support of his local team and has stated that he loved the evening and plans to return for the Christmas Parade with a float and a team of his Friesian Horses.

This is ‘grass-roots gold,’ local level business and community development at its best! It is the very ‘stuff’ that makes FDP truly proud of what they work so hard to achieve.

(a) Business Newsletter

MDC funding for the newsletter (previously known as the Bustle, but rebranded as “On Track” since our change in premise) ceased in February 2017 as had been agreed. Since that time the Newsletter continues to be published, but there are issues with securing enough partnership funding to enable publication to occur. There is high demand for “On-Track” to provide increased community content. This has necessitated a larger publication than was previously required (or demanded) by the Community. FDP has sold “On Track” advertising space, but this is (as yet) insufficient
to meet the full cost of publication. We note, however, that “On-Track” remains an essential conduit of communication between members of our wider community, local businesses and MDC.

On-Track is published bi-monthly with between 8-12 pages, full colour, printed locally and 1000 copies are distributed via mailout, email and hand-delivered to all CBD businesses. On-Track has received positive responses from the community and receives regular contributions. There has been a concerted effort to ensure that On-Track content reflects the broader Manawatu District.

A readership satisfaction survey has not been undertaken during the reporting period, as the publication quality, content and layout changed dramatically. A survey will be carried out after the final newsletter in Nov/Dec to gather readership feedback and plan for future editions.

(b) **Feilding CBD Beautification**

As a result of MDC’s implementation of an Earthquake Prone Building Working Group, FDP has elected not to progress any particular CBD beautification projects until the outcomes of that Working Group are known. FDP has (unofficial) representation on the Working Group and is therefore kept informed of the direction of the discussions being had, including the need for public consultation of various aspects of MDC’s Long-Term Plan (e.g. heritage and townscape). FDP envisages that beautification projects will be undertaken once decisions are made by the community and business (and building) owners on these important issues. Meanwhile, the funds allocated by MDC to such expenditure will be carried forward into the next financial year.

We also congratulate Keep Feilding Beautiful (and those at MDC who provide assistance to that organisation) on the recent announcement that Feilding again achieved the top honours as New Zealand’s most Beautiful Town.

(c) **Free CBD Parking Facilitation**

Free CBD Parking facilitation has been moved under the Business Promotion portfolio as it is an issue that directly concerns and effects Feilding CBD business owners, their staff and customers. In the previous 12-month reporting period, there have been less than 20 parking issues reported directly to FDP. Our staff work with local businesses to respond to these complaints, seek resolution and encourage a ‘business to business’ approach first and foremost.

Feilding is now well-known as a ‘free-parking’ destination due to prior campaigns and the obvious absence of parking metres. As such, FDP have shifted our focus on providing businesses with information and occasionally resolving reported parking issues.

FDP are making a concerted effort not to become the unofficial ‘parking police’ – it is detrimental to business relationships and our own organisation’s public relations. FDP feel it’s far more constructive to encourage business owners to meet in the first instance and form positive neighbourly relationships that avoid such conflicts.

A survey has not yet been carried out regarding free CBD parking during the reporting period. This will most likely be included in a broader survey at the end of 2017 (along with other areas), to avoid inundating our members with individual surveys.
CBD Afterhours Security Service Administration

CBD After-Hours Security Service Administration was transferred under the Business Promotion portfolio in April 2017, shortly after the new agreement was signed between FDP and MDC for this ongoing administration service. Prior to this date, staff undertook required duties to ensure reports were filed, guards directly monitored and communicated with and businesses were contacted when issues arose. MDC took over the contract with First Security towards the end of 2016, with the FDP administration service continuing until the new service agreement was signed in 2017.

On a daily basis FDP receives reports from First Security Guards (who continue to be housed in FDP office premises). Reports highlight any issues identified or attended to and those that require follow up with key-holders. Largely it is a well-appreciated service and businesses are grateful for the added security presence and monitoring.

CBD databases of emergency key holder after-hours contacts are held and updated on a regular basis. Security statistics are reported in the On-Track Newsletter and trends, concerns highlighted. Reporting occurred as per service level agreement and those reports have been filed with MDC Officers.

COMMUNITY DEVELOPMENT

(a) Community Liaison

FDP and Information Centre staff regularly provide assistance and referrals for individuals and community groups relating to event and project management, local networks, people, businesses, organisations and resources. Some of this support is received directly through the Information Centre staff - guidance and advice of local contacts and other resources for visitors and local people. People expect us to know what is going on and we work hard to ensure we can provide good advice and service.

FDP has acted as the ‘impartial hub’ of liaison for numerous individuals and community groups during the 12-month reporting period. People approach FDP for support when faced with organising an event or public project when they feel ‘out-of-their-depth’ or unsure of how to begin. All FDP staff connect community with the resources and advice they need on a daily basis.

Improved relationships with CEDA and Manawatu Chamber of Commerce has meant FDP staff are now familiar with their resources and functions and actively refer on to these organisations. FDP share community events, projects and initiatives on social media and website listings.

FDP also attend a number of community meetings and communicate with groups as required/resources allow (including but not limited to the following):

- Manawatu Welfare Committee
- Feilding Community Committee & Other Committees as able
- Manawatu Community Trust
- Feilding Health Care
- Manawatu District schools and ECE’s
- Iwi – Ngati Kauwhata Iwi Committee
• Manawatu Neighbourhood Support
• Local service clubs and their members
• Keep Feilding Beautiful
• Feilding & Manawatu Regional Police
• Churches, special interest clubs and societies
• Feilding Herald, Guardian, Media works and NZME and other media contacts sharing community news and events
• TeManawa, MHSS, Salvation Army and other community and social support services and agencies
• Manawatu Volunteer Resource Centre
• Manfeild
• Coach House Museum

Note: In future funding ‘expertise’ will be incorporated into a new role that FDP are currently recruiting for. To support education in this area FDP promoted an externally organised community funding workshop early in 2017, held in Palmerston North.

FDP STRATEGIC PLANNING

MDC has previously received FDP’s Strategic Plan 2017-2022 (dated 19 January 2017). As with all Strategic Plans this is a “living document”, which needs to be adaptive to changing requirements as and when they arise. That said, FDP has adhered to the direction set out in the Strategic Plan. There remain some areas within the Strategic Plan that are yet to be fully developed e.g. the BENCH Committee (as noted above vis-à-vis Feilding CBD Beautification), and the Tourism and Events Committee (although some initiatives currently sit under this Committee e.g. Leave the City, Love the Country, Farmers Market, as well as the public events that are being run). The Tourism and Events Committee requires further development and we anticipate this will occur in the next financial year.

Despite not as much progress being made as we would have hoped with some committee work, we are very pleased with the enhanced relationship we are developing with Iwi, which is beneficial to all in our District. FDP will continue to strengthen the relationship that has been fostered over the past 14 months.

Ngati Kauwhata have been actively involved in the blessing and official opening powhiri for our new premises, presenting FDP with a beautiful taonga of two carved Huia feathers as a symbol of our new relationship. FDP are awaiting on progress from the Iwi Committee who plan to contribute carved panels representing the different Manawatu hapu for our Information Centre entrance, as well as Maori cultural information.

The door has been opened, the people have been welcomed and our local Iwi relationship has begun. It is by no means limited to a particular group and FDP welcome all Iwi involvement in what we do for our community.
TOURISM AND EVENTS

(a) **Sale Yard Tours**

The tours are well managed between the Information Centre staff acting as booking and promotional agents and a committed group of volunteer retired farmers who act as our tour guides.

The total number of tours taken during the reporting period (June 2016-June 2017) were 41, consisting of a total 377 people. This consisted largely of pre-booked tours of small tourist groups, Service Clubs, schools and agricultural specialist tour groups. There is definite room for growth in this area.

A Free Tour Day was held on Friday 7th July with 21 people booked and more attending on the day. The wetter weather conditions that have persisted throughout this reporting period undoubtedly have had a significant effect on overall tour numbers.

Visitor feedback mechanisms on the Saleyard Tour experience remain at this stage anecdotal accounts from our volunteer guides, who report directly back to FDP. Work still needs to be undertaken to create and implement an actual tour survey.

In July 2017 TVNZ’s Adam & Eve presenters visited the Saleyards as part of their national ‘Car-Pie’ tour on their youth show. The resulting footage of their experience was posted online and received very good engagement. Eric Linklater as their host and did a superb job explaining the importance of the yards to our local economy, how to buy a sheep, how to tell a bull from a heifer, all whilst keeping a straight face.

The Saleyards Tours are advertised in the following areas:

- [www.feilding.co.nz](http://www.feilding.co.nz) website
- Friendly Feilding & District Facebook
- Showcase Manawatu Magazine – which is in all motel rooms throughout the Manawatu.
- CEDA’s – [www.manawatunz website](http://www.manawatunz website)
- NZ Tourism website and numerous other tourism webpage free listing
- Brochure Displays at Feilding & District Information Centre, Palmerston North i-SITE, Palmerston North Airport, billboard and Visitor Point displays, Coach House Museum and other local venue brochure displays.

The Information Centre have begun to expand on our local souvenir merchandise range. No specific Saleyards items have been added to date, though this is planned and farming/Kiwiana-related souvenirs have been organised and are selling well.

Our current volunteer guides are happy in their work, conduct a personalised and interesting tour and will identify potential new guides as and when required.

No further work has been undertaken to expand upon the existing Saleyards Tour package to date in relation to a ‘pasture to plate’ type concept. This is an area that needs to be progressed once suitable resources and expertise are available to FDP.
(b) **Local History/Heritage Promotion**

The existing Heritage Collection Brochure is in the process of being updated and re-printed, the current version is a popular guide for visitors to the Information Centre and identifies heritage museums and collections in the Manawatu District. Attractions highlighted also contribute to the overall production and display costs of this brochure.

FDP work with the Coach House Museum in promoting the museum as a key local heritage attraction to visitors, locals and schools to the Information Centre. FDP were involved in a recent Open Evening at the museum for teachers to grow local school visits.

Due to the amount of funding any further potential to develop and/or promote local history and heritage is extremely limited.

(c) **Rural Day Event**

In 2016 the new theme ‘Wild Wild West Rural Day’ was packaged with radio and newspaper advertising to reinvigorate public interest the existing event.

Rural Day was held in Manchester Square during the school holidays on 7th October 2016. This popular annual family event attracts thousands into town, particularly targeting children, grandparents and young families. It also has a business Gumboot Race competition which has become a hotly contended title. Businesses are encouraged to get in theme on the day with in-store displays, staff dress-ups and footpath sales tables. It is another way of aligning business activity with positive community outcomes.

Rural Day has traditionally been held on a Friday to coincide with Feilding’s award winning Farmer’s Market and Saleyard tour day. In doing so the event supports promotion and activity in both of these local attractions that FDP is involved with.

Rural Day is a celebration of our rural heritage and as such the Coach House Museum, Manawatu A&P Show, agri businesses and the local farming community collaborate to show ‘townies’ what is means to be rural. Interestingly the 2017 event attracted a lot of farming families and those with lifestyle blocks.

The day includes over 50 games, activities, rides, competitions, animal and farm displays, vehicle shows and all things farming. It is a feel-good community day with lots of light-hearted family action and fun.

Attendance figures in 2016 were crowd/media estimates in the thousands, and despite poor weather ‘liquid sunshine’, the day continued to be a success. Anecdotal/media feedback from the 2016 event was overwhelmingly positive with comments such as:

“Feilding is really cool and the rural day side of things is pretty exciting – it’s a really flash rural town”
– Jarod Rawiri, Shortland Street Actor – Auckland

The Wild Wild West pet photo competition (sponsored) was a new 2016 activity which was very popular and resulted in a lot of subsequent social media sharing of the event. This in turn helped to grow understanding and interest and undoubtedly contributed to the success and attendance levels of the event. This event was organised within the budget provided and there is room to expand on the activities, and ensure that future Rural Days have improved accessibility for low-income families, senior citizens and Early Childcare centres each year. In terms of people that this event attracts, there
is a large local Feilding community who attend, and the event is well attended by Palmerston North families.

The 2016 event involved a diverse range of community groups including; Feilding Scouts, FAHS Teen Ag and drama performance group, various early childhood educators, Feilding Girl Guides, Blind Foundation and the Steam Punk Society.

This event attracts a lot of activities that have repeat business sponsorship such as: Free morning tea for children, prizes and free give-aways which are popular with attendees.

It would be ideal going forward for FDP be able to put on a community event where all rides and activities were free - allowing accessibility and enjoyment for all. FDP continue to be reliant on MDC funding to ensure that Rural Day continues to be an iconic, free community event.

The 2018 event is scheduled for Friday 12th October 2018.

(d) Christmas Carnival and Parade/Living Christmas Event

The Christmas period festivities began with the second year of the Living Christmas event – which marked the lighting of the tree ceremony in Manchester Square. The concept of this event was to bring back the true meaning and significance of Christmas to the community. The highlight of the 2016 event was the lighting of the tree, this FDP Townscape $24 k project was funded primarily by Pub Charity ($19k) and the balance funded by FDP.

Community groups were again involved and in 2016 various churches, MHSS, service clubs and retirement homes, schools and clubs participated in entertainment and activities. The major gift under the tree was a car (donated by Automotive Direct) and given to a worthy Manchester House client in need.

For the first time, Food Truck Concept food truck catering was involved in the event to attract a wider audience from outside of Feilding. The food trucks have a very loyal following regionally and move throughout the lower North Island offering a variety of international food cuisine.

The weather did not help (yet again) providing a 15 minute torrential downpour mid-event. Though the entertainment carried on in despite of this challenge and the food kept flowing. Long tables were laid out along Manchester Square so that participants could enjoy and share their outdoor food experience. Christmas is all about sharing.

Crowd estimates were around 1500 people, with a constant flow through the event. Some participants came for specific aspects such as the living tributes – votive candles in bags, with messages to loved ones missing from their family Christmas. This event is themed as a more reflective, giving concept prior to the lead-up of Christmas Parade – which is all about merriment and celebration.

Disappointingly the weather prevented the Anglican choir from performing as planned.

2017 event will be held on Monday 18th December, this year as a post-Christmas Parade activity that coincides with the lighting of the tree (Christmas colours) and the announcement of the Business Promotion $10k Giveaway to a lucky local shopper.

The 2016 Christmas Parade continued to be regarded as the biggest and best in the Manawatu, attracting 10,000 people+ from around the wider region including Palmerston North City. The event
aims to include as many community groups, schools, businesses and organisations as possible to create an exciting programme with high levels of participation.

The 2016 event included a steam train ride from Palmerston North at minimal passenger cost due to FDP securing Pub Charity funding. There is no cost to community group involvement in the float parade. Floats were judged and the winning floats receive a trophy and prize sponsored by local businesses. There were over 95 food and craft stalls, over 64 community float registrations in 2016 compared with 60 floats in 2015.

So, this is a significant increase in registered stallholder and food stall activity, and a slight increase in float numbers. Though the standards of float presentation and effort made remains high and they are largely community driven.

The event is promoted throughout all available media – online and traditional.

The event was well managed in partnership with Manchester Lions and complied with all health & safety requirements.

Local business sponsor lollies, FAHS fundraising groups provide clean-up service, FDP volunteers help with set-up and pack down and safety as per every FDP event. Manchester Lions provide the manpower for the parade on the day and for this FDP are forever grateful for their support.

In 2016 the weather threatened cancellation just prior to the parade, however Feilding missed the worst and the sun came out, along with the crowds to enjoy this annual spectacle.

The 2016 event was the 24th event of its kind held in Feilding. The parade for 2017 is scheduled for Sunday 10th December.

External Event Support and Opportunities

Due to the conservative approach taken by FDP to its first full financial year, and the redevelopment of certain key events required to be delivered under its Agreement with MDC, the "opportunities" funds were not fully utilised. However, funds were applied to promotional support and related activity of the New Zealand Grand Prix held at Manfield, The Longest Lunch, and communication and promotional support activity for the Running of the Wools and coordinating a display site at the 2017 Central District Field Days.

FDP have continued to support local event organisers with providing skills and expertise around event management and promotion, volunteer resources, advice, information, local contacts and adding to/contributing to existing local event opportunities such as the following examples:

- Manawatu Writers Festival
- Evento Wearable Arts
- Aorangi Marae Quiz Fundraiser
- High Tea with the Top Twins -May 2017
- ANZAC Day & Remembrance Day
• Super Seniors Expo
• Fantasy in Lights
• Women’s Refuge
• White Ribbon Day
• Te Puanga Whakaari Theatre Productions
• Motor Vehicle Trade Association 100th Birthday
• Manawatu Art & Garden Trail

Major key external events FDP supported were as follows:

(a) Running of the Wools

This external event was part of the Hilux Rural Games and held in Manchester Square in Feilding in March 2017.

FDP supported the promotion of this event through various channels, working with event organisers. FDP communicated with business members likely to be affected by this event, sold merchandise on behalf of event promoters, arranged for free buses to collect rural schools to attend show, assisted with the event on the day, providing staff, volunteers and photography support.

FDP were also involved in the event debrief and received feedback directly from businesses and the wider community. There appeared to be an assumption from some members of the public that this was a FDP run event. While public feedback was largely positive, some local businesses were adversely affected, a few attendees were not entirely happy with the concept from an animal rights viewpoint and subsequently FDP had to deal with these issues.

Further discussions have been held with Rural Games organisers for the 2018 event and FDP’s ongoing involvement. Hilux Rural Games have indicated an interest in expanding the event activity in Feilding and wrapping additional events around the Running of the Wools, though it appears that they intend such events will be the responsibility of FDP alone.

(b) The Longest Lunch

The Longest Lunch event was established in January 2017, and was initiated from a discussion between FDP, an external Food Truck company and members of Feilding’s Historical Society. The initial concept was to create an event that celebrated Settlers Day, re-invigorating local interest in the early European settlement history of Feilding. This was to be an annual community event with a long picnic style lunch, with participants dressed in period costume, served by variety of international food trucks. It was to be held in Kowhai Park with musical entertainment and old-fashioned picnic games. The theme was to be reminiscent of historical picnic days and showcase early settler recreational activities.

Due to poor weather conditions the 2017 event was postponed from the intended Wellington Anniversary date of 23rd January and held the following weekend on 28th Saturday January. This meant that some activities planned were not available.

The day itself enjoyed beautiful weather and attracted a large continuous crowd of hundreds of people throughout the day from 10am – 6pm. Kowhai Park, with its recently redeveloped gardens, provided
the perfect setting and out of town visitors were notably impressed with the beauty and novelty of the event. The Longest Lunch received positive coverage in the media. It is planned to be held again on the Monday of Wellington Anniversary Weekend in 2018, taking into account recommendations from the event debrief held in 2017.

Funds for this event were put towards musical entertainment, staff coordination and volunteers, decorations and equipment. The Historical Society were grateful for the opportunity to be supported in their community cause of celebrating local history. Next year a gate counter will be used by volunteers to better record participant numbers, though due to the open nature of the event site with multiple entry points gaining an accurate head count is impossible.

(c) **Dave Dobbyn Concert**

Dave Dobbyn is an extremely popular NZ musician who visits Feilding annually on national concert tour circuit. FDP were involved in securing this Dobbyn concert (held on 20th April 2017 at the Feilding Civic Centre), and were the sole agents, selling over 400 tickets through our Information Centre, and promoting the event through FDP channels. It was extremely successful and sold out within a few weeks. FDP staff and volunteers supported on the night with ticketing, security and photography.

**Farmers’ Market Administration**

The Farmer’s Market continues to be a successful weekly event held in Manchester Square, Feilding. In 2016 the market were voted ‘People’s Choice’ - runners up in the Outstanding New Zealand Food Producer Awards. FDP continue to provide management of the market which includes, administration, stallholder fee collection, stall holder site audits, financial/budget control, marketing and advertising and promotions, market day operations, committee meetings, newsletters and surveys.

Customer count quarterly surveys were completed with positive customer numbers reported by Feilding Intermediate school students undertaking this survey for FDP. This is an important learning experience and partnership with the Taumata Learning Centre at FIS.

The market complies with all Farmer’s Market New Zealand guidelines. Feilding is represented in the Farmer’s Market NZ Executive team by FDP Project Manager Raewyn Loader. Wayne and Maureen Healey (Mauways) also represented Feilding up until the July AGM 2017, resigning thereafter.

The weather played havoc with the market in 2016. In particular, for the stall holders it presented huge challenges and reduced customer numbers and stall holder attendance - all reflected in their reduced profits. Discussions continue around the merits of alternative indoor venues, however the Chairman of the Farmer’s Market has reported discussions with MDC around the viability of permanent underground footing for gazebos. This is to ensure a more consistent customer base during colder, wetter winter months who are adversely affected by inclement weather.

There was an average of 23 stalls per week during winter despite the abysmal weather. Summer months saw a slight increase to 28 stalls per week, which can be attributed to poor summer weather. Maximum stall capacity are 35-36 onsite.

The market committee hold meetings with FDP staff to discuss future plans, issues and improvements. The management provided by FDP and in fact all New Zealand Farmer’s Markets is vital to each markets’ success. The market is reliant on strong management supported by a committee with representation of 50% stallholders and 50% local community volunteers from farming and business (non-stall holders).
Some of the more successful market promotions held throughout 2016 were:

- The 12th Birthday Celebrations held in April – free cake for customers
- Suzanne Prentice lunch appearance with the Manawatu Pipe Band – customer lunch prize
- Top Twins visited and had high tea for two with celebrity chef Hester Guy
- Kids Can Cook promotion
- Cake Decorating with Rosebowl Bakery
- Easter promotion – free eggs for customers

**New in Oct 2017:** Permanent band entertainment to add atmosphere has been established

**Information Centre**

Reporting occurred (as per funding relationship) to 28 February 2017. Those reports have been filed with MDC Officers. We also report directly to CEDA and we are fully compliant in this regard.

**Report Conclusion**

FDP trust that Manawatu District Council are reassured with the outcomes presented in this 12-month Accountability Report. FDP asserts that that funding received as part of our current Partnership Agreement has been well utilised to support community and business development outcomes that ensure Feilding and the wider Manawatu District is a great place to live, work, shop and play.

FDP as an organisation is evolving in what it does for our community and truly appreciates the funding support provided by MDC in achieving our strategic objectives.

Yours Sincerely,

Jason Smith
Chairperson
On behalf of the staff and Executive of Feilding & District Promotion Inc.
To the Committee of Feilding & District Promotion Incorporated

We have compiled the financial statements of Feilding & District Promotion Incorporated for the year ended 30 June 2017.

SCOPE
On the basis of information you provided we have compiled, in accordance with Service Engagement Standard No. 2: Compilation of Financial Information, the financial statements of Feilding & District Promotion Incorporated for the period ended 30 June 2017 as set out on the pages attached. These have been prepared in accordance with the financial reporting framework described in Note 1 to the financial statements.

RESPONSIBILITIES
You are solely responsible for the information contained in the financial statements and have determined that the financial reporting framework used is appropriate to meet your needs and for the purpose that the financial statements were prepared.
The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

NO AUDIT or REVIEW ENGAGEMENT undertaken
Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Atkins & Associates Limited
Chartered Accountants
FEILDING
20th October 2017

NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements.
# Feilding & District Promotion Incorporated

## Company Directory

As at 30th June 2017

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
</table>
| Registered Office | 10 Manchester Square  
Feilding 4702                                                             |
| Auditors        | Cotton Kelly                                                            |
| Accountants     | Atkins & Associates Limited  
93 Fergusson Street  
P O Box 37  
FEILDING  
Telephone (06) 323 9864  
Facsimile (06) 323 2041  
SIAtkins@xtra.co.nz |
| Bankers         | ANZ Bank  
25 Kimbolton Road  
FEILDING                                                      |
| Nature of Business | Feilding & District Promotions                                    |

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*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
Feilding & District Promotion Incorporated
Statement of Financial Performance - Community
For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVENUE</td>
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<tr>
<td>Less Expenses</td>
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<td></td>
</tr>
<tr>
<td>Seminars</td>
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<td>14</td>
</tr>
<tr>
<td>P.R.</td>
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<td>955</td>
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<td>Website</td>
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<td>Marketing &amp; Advertising</td>
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<td>Airport Lease</td>
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<td>Contractors</td>
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<tr>
<td>General</td>
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<td>800</td>
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<td>Printing &amp; Stationery</td>
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<td>Telephone</td>
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<td>Power &amp; Heating</td>
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<td>Functions</td>
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<tr>
<td>Total Expenses</td>
<td></td>
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<tr>
<td>SURPLUS/(DEFICIT) FROM TRADING</td>
<td></td>
<td>($19,239)</td>
</tr>
</tbody>
</table>

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
# Feilding & District Promotion Incorporated

## Statement of Financial Performance - Security

For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$</strong></td>
<td></td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Less Expenses</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Marketing &amp; Advertising</td>
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<tr>
<td>Patrol</td>
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<td>Admin</td>
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<td>Printing &amp; Stationary</td>
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<td>Wages</td>
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</tr>
<tr>
<td>Power &amp; Heating</td>
<td>94</td>
</tr>
</tbody>
</table>

**Total Expenses** | 30,565  

**SURPLUS/(DEFICIT) FROM TRADING** | ($3,804)  

---

**NOTE:** This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.
Feilding & District Promotion Incorporated  
Statement of Financial Performance - Townscape & EQPB  
For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
<td>$10,384</td>
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<tr>
<td><strong>Less Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Contractors</td>
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</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>$10</td>
</tr>
<tr>
<td>General</td>
<td>$39</td>
</tr>
<tr>
<td>Banners</td>
<td>$251</td>
</tr>
<tr>
<td>Projects</td>
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</tr>
<tr>
<td>Admin</td>
<td>$5</td>
</tr>
<tr>
<td>Printing &amp; Stationary</td>
<td>$5</td>
</tr>
<tr>
<td>Telephone</td>
<td>$58</td>
</tr>
<tr>
<td>Wages</td>
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<tr>
<td>Power &amp; Heating</td>
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</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$8,278</td>
</tr>
<tr>
<td><strong>SURPLUS/(DEFICIT) FROM TRADING</strong></td>
<td>$2,106</td>
</tr>
</tbody>
</table>

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
# Feilding & District Promotion Incorporated

**Statement of Financial Performance - Farmers Market**

**For the Year ended 30th June 2017**

<table>
<thead>
<tr>
<th>2017</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
<td>17,650</td>
</tr>
<tr>
<td>Site Fees</td>
<td>32,787</td>
</tr>
<tr>
<td>Donation</td>
<td>353</td>
</tr>
<tr>
<td>Brochures/Merchandise</td>
<td>69</td>
</tr>
<tr>
<td>Other Income</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>50,864</td>
</tr>
</tbody>
</table>

| **Less Expenses** | |
| Seminars | 929 |
| P.R. | 529 |
| Website | 495 |
| Marketing & Advertising | 15,001 |
| Contractors | 541 |
| Repairs & Maintenance | 148 |
| General | 2,131 |
| Decorations | 91 |
| Admin | 280 |
| Printing & Stationary | 144 |
| Telephone | 882 |
| Wages | 12,782 |
| Power & Heating | 595 |
| Staff Training | 537 |
| Entertainment | 1,285 |
| Functions | 137 |
| Donations | 167 |
| Activity/Attraction | 1,103 |
| **Total Expenses** | 37,779 |
| **SURPLUS/(DEFICIT) FROM TRADING** | 13,085 |

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
# Feilding & District Promotion Incorporated
## Statement of Financial Performance - Information Centre
### For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th>Revenue / Expenses</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
<td>89,599</td>
</tr>
<tr>
<td>Ticket Sales</td>
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<tr>
<td>Commission</td>
<td>3,211</td>
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<tr>
<td>Donation</td>
<td>4,601</td>
</tr>
<tr>
<td>Signage</td>
<td>2,238</td>
</tr>
<tr>
<td>Brochures/Merchandise</td>
<td>2,431</td>
</tr>
<tr>
<td>Credit Fees</td>
<td>753</td>
</tr>
<tr>
<td>Intercity Bookings</td>
<td>18,941</td>
</tr>
<tr>
<td>Interislander Bookings</td>
<td>11,064</td>
</tr>
<tr>
<td>TranzScenic Bookings</td>
<td>3,745</td>
</tr>
<tr>
<td>Blue Bridge Bookings</td>
<td>5,350</td>
</tr>
<tr>
<td>Naked Bus Bookings</td>
<td>868</td>
</tr>
<tr>
<td>Ticket Direct Income</td>
<td>35,659</td>
</tr>
<tr>
<td>Fax &amp; Other Services Income</td>
<td>76</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>238,340</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Less Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Seminars</td>
<td>136</td>
</tr>
<tr>
<td>Website</td>
<td>150</td>
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<tr>
<td>Marketing &amp; Advertising</td>
<td>1,732</td>
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<td>Contractors</td>
<td>8,198</td>
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<tr>
<td>Repairs &amp; Maintenance</td>
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<tr>
<td>General</td>
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<td>Projects</td>
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<td>Signage</td>
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<tr>
<td>Admin</td>
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<tr>
<td>Dinner</td>
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<td>Interislander Bookings</td>
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<tr>
<td>TranzScenic Bookings</td>
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<tr>
<td>Blue Bridge Bookings</td>
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<tr>
<td>Functions</td>
<td>51</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>248,231</td>
</tr>
</tbody>
</table>

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
Feilding & District Promotion Incorporated
Statement of Financial Performance - Information Centre
For the Year ended 30th June 2017

2017

$ (9,891)

SURPLUS/(DEFICIT) FROM TRADING

NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.
Feilding & District Promotion Incorporated
Statement of Financial Performance - Bustle Newsletter
For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
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<tr>
<td>MDC/CEDA</td>
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<tr>
<td>Marketing &amp; Advertising</td>
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<td>Admin</td>
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<tr>
<td><strong>SURPLUS/(DEFICIT) FROM TRADING</strong></td>
<td>($3,253)</td>
</tr>
</tbody>
</table>

NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.
# Feilding & District Promotion Incorporated

## Statement of Financial Performance - Business Awards

For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
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<tr>
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<tr>
<td>Repairs &amp; Maintenance</td>
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<tr>
<td>General</td>
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<tr>
<td>Wages</td>
<td>$549</td>
</tr>
<tr>
<td>Power &amp; Heating</td>
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</tr>
<tr>
<td>Functions</td>
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</tr>
<tr>
<td><strong>Total Expenses</strong></td>
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</tr>
<tr>
<td></td>
<td>$935</td>
</tr>
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</table>

**SURPLUS/(DEFICIT) FROM TRADING**

$16,735

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
## Feilding & District Promotion Incorporated
### Statement of Financial Performance - Saleyard Tours
#### For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
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<td>1,777</td>
</tr>
<tr>
<td>Power &amp; Heating</td>
<td>1</td>
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<td><strong>Total Expenses</strong></td>
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<td><strong>SURPLUS/(DEFICIT) FROM TRADING</strong></td>
<td>$5,768</td>
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</tbody>
</table>

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
# Feilding & District Promotion Incorporated

## Statement of Financial Performance - Heritage Tours

For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
<td>2,357</td>
</tr>
<tr>
<td>Brochures/Merchandise</td>
<td>261</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>2,618</td>
</tr>
</tbody>
</table>

| **Less Expenses**    |     |
| Signage              | 60  |
| **Total Expenses**   | 60  |

**SURPLUS/(DEFICIT) FROM TRADING**

$2,558

---

**NOTE:** This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.
# Feilding & District Promotion Incorporated

Statement of Financial Performance - Rural Day

For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
<td>16,501</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>400</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>192</td>
</tr>
<tr>
<td>Commission</td>
<td>226</td>
</tr>
<tr>
<td>Signage</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>17,359</td>
</tr>
<tr>
<td><strong>Less Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Seminars</td>
<td>33</td>
</tr>
<tr>
<td>Marketing &amp; Advertising</td>
<td>4,794</td>
</tr>
<tr>
<td>Contractors</td>
<td>527</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>337</td>
</tr>
<tr>
<td>General</td>
<td>1,226</td>
</tr>
<tr>
<td>Admin</td>
<td>192</td>
</tr>
<tr>
<td>Printing &amp; Stationary</td>
<td>68</td>
</tr>
<tr>
<td>Telephone</td>
<td>408</td>
</tr>
<tr>
<td>Wages</td>
<td>4,618</td>
</tr>
<tr>
<td>Power &amp; Heating</td>
<td>288</td>
</tr>
<tr>
<td>Road Closure</td>
<td>138</td>
</tr>
<tr>
<td>Donations</td>
<td>1,295</td>
</tr>
<tr>
<td>Activity/Attractions</td>
<td>1,406</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>15,330</td>
</tr>
<tr>
<td><strong>Surplus/(Deficit) From Trading</strong></td>
<td>$2,029</td>
</tr>
</tbody>
</table>
Feilding & District Promotion Incorporated
Statement of Financial Performance - Xmas Carnival & Parade
For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th>Revenue Description</th>
<th>2017 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC/CEDA</td>
<td>41,262</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>1,000</td>
</tr>
<tr>
<td>Site Fees</td>
<td>2,590</td>
</tr>
<tr>
<td>Commission</td>
<td>213</td>
</tr>
<tr>
<td>Donation</td>
<td>3,043</td>
</tr>
<tr>
<td>Signage</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>48,148</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Less Expenses Description</th>
<th>2017 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.R.</td>
<td>382</td>
</tr>
<tr>
<td>Marketing &amp; Advertising</td>
<td>7,861</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>115</td>
</tr>
<tr>
<td>Management Fees</td>
<td>4,500</td>
</tr>
<tr>
<td>General</td>
<td>1,396</td>
</tr>
<tr>
<td>Signage</td>
<td>297</td>
</tr>
<tr>
<td>Decorations</td>
<td>218</td>
</tr>
<tr>
<td>Admin</td>
<td>343</td>
</tr>
<tr>
<td>Printing &amp; Stationary</td>
<td>92</td>
</tr>
<tr>
<td>Telephone</td>
<td>446</td>
</tr>
<tr>
<td>Wages</td>
<td>2,696</td>
</tr>
<tr>
<td>Power &amp; Heating</td>
<td>124</td>
</tr>
<tr>
<td>Entertainment</td>
<td>4,930</td>
</tr>
<tr>
<td>Hire</td>
<td>1,200</td>
</tr>
<tr>
<td>Road Closure</td>
<td>247</td>
</tr>
<tr>
<td>Clean Up</td>
<td>348</td>
</tr>
<tr>
<td>Donations</td>
<td>829</td>
</tr>
<tr>
<td>Activity/Attraction</td>
<td>990</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>27,016</td>
</tr>
</tbody>
</table>

**SURPLUS/(DEFICIT) FROM TRADING**

$21,133

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.*
# Feilding & District Promotion Incorporated

## Statement Financial Performance - Event Support & Opportunity

For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017 $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
</tr>
<tr>
<td>MDC/CEDA</td>
<td>47,146</td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>208</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>47,353</td>
</tr>
</tbody>
</table>

| **Less Expenses** |         |
| Marketing & Advertising | 4,800  |
| Contractors          | 1,080   |
| Repairs & Maintenance| 40      |
| General              | 589     |
| Signage              | 376     |
| Decorations          | 642     |
| Admin                | 8       |
| Printing & Stationary| 124     |
| Telephone            | 224     |
| Wages                | 4,101   |
| Power & Heating      | 157     |
| Hire                 | 139     |
| Clean Up             | 359     |
| Functions            | 2       |
| Activity/Attraction  | 696     |
| **Total Expenses**   | 13,338  |

**SURPLUS/(DEFICIT) FROM TRADING**

$34,016

---

**NOTE:** This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.
Feilding & District Promotion Incorporated
Statement Financial Performance - Free Parking Facilitation
For the Year ended 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td>$</td>
</tr>
<tr>
<td>MDC/CEDA</td>
<td>2,124</td>
</tr>
<tr>
<td><strong>Less Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>General</td>
<td>7</td>
</tr>
<tr>
<td>Admin</td>
<td>0</td>
</tr>
<tr>
<td>Printing &amp; Stationary</td>
<td>0</td>
</tr>
<tr>
<td>Telephone</td>
<td>17</td>
</tr>
<tr>
<td>Wages</td>
<td>1,950</td>
</tr>
<tr>
<td>Power &amp; Heating</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>1,987</td>
</tr>
<tr>
<td><strong>SURPLUS/(DEFICIT) FROM TRADING</strong></td>
<td>$136</td>
</tr>
</tbody>
</table>

*NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.*
Feilding & District Promotion Incorporated

Statement of Financial Position
As at 30th June 2017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank - Main Account</td>
<td>8,731</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank - Reserves</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank - F&amp;D Promotions</td>
<td>131,319</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank - F&amp;D Promotions Savings</td>
<td>20,159</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST Refund Due</td>
<td>4,102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxation</td>
<td>59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>922</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stock on Hand</td>
<td>1,885</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>167,188</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NON-CURRENT ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Assets as per Schedule</td>
<td>4,604</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>4,604</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>171,792</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>31,671</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Pay Accrual</td>
<td>7,846</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>39,517</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>39,517</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>132,275</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Represented by;

**EQUITY**

Accumulated Funds | 84,980
Business Promotions | 24,023
Farmers Market | 23,272

**TOTAL EQUITY** | 132,275

The Financial Statements have not been audited. The accompanying notes form part of these Financial Statements and should be read in conjunction with the reports contained herein.

For and on behalf of the Board:

Director ____________________________ Director ____________________________

Date

NOTE: This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements and the accompanying Compilation Report.
# Feilding & District Promotion Incorporated

**Depreciation Schedule**

**For the Year ended 30th June 2017**

<table>
<thead>
<tr>
<th>Asset</th>
<th>Cost</th>
<th>Book Value 01/07/2016</th>
<th>Additions</th>
<th>Gain/Loss on Disposal</th>
<th>Capital Profit</th>
<th>---- Depreciation ----</th>
<th>Accum Deprec 30/06/2017</th>
<th>Book Value 30/06/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOTOR VEHICLES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ford Mondeo Stationwagen</td>
<td>10,000</td>
<td>538</td>
<td></td>
<td>12 24.0% DV 129</td>
<td>9,591</td>
<td>409</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>10,000</td>
<td>538</td>
<td></td>
<td>129</td>
<td>9,591</td>
<td>409</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PLANT &amp; EQUIPMENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Resin Plastic Chairs</td>
<td>182</td>
<td>10</td>
<td></td>
<td>12 15.0% DV 2</td>
<td>174</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File</td>
<td>170</td>
<td>10</td>
<td></td>
<td>12 15.0% DV 2</td>
<td>162</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brochure Stand</td>
<td>309</td>
<td>20</td>
<td></td>
<td>12 15.0% DV 3</td>
<td>292</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Stand</td>
<td>997</td>
<td>65</td>
<td></td>
<td>12 15.0% DV 10</td>
<td>942</td>
<td>55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stands</td>
<td>255</td>
<td>18</td>
<td></td>
<td>12 15.0% DV 3</td>
<td>240</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stands</td>
<td>1,233</td>
<td>210</td>
<td></td>
<td>12 11.4% DV 24</td>
<td>1,047</td>
<td>186</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>241</td>
<td>16</td>
<td></td>
<td>12 18.0% DV 3</td>
<td>228</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Table</td>
<td>243</td>
<td>28</td>
<td></td>
<td>12 14.4% DV 4</td>
<td>219</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Cabinet</td>
<td>232</td>
<td>28</td>
<td></td>
<td>12 15.0% DV 4</td>
<td>208</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Cabinet</td>
<td>222</td>
<td>21</td>
<td></td>
<td>12 18.0% DV 4</td>
<td>205</td>
<td>17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAIX System</td>
<td>2,295</td>
<td>55</td>
<td></td>
<td>12 36.0% DV 20</td>
<td>2,260</td>
<td>35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>989</td>
<td>29</td>
<td></td>
<td>12 50.0% DV 15</td>
<td>975</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desks &amp; chairs</td>
<td>1,330</td>
<td>656</td>
<td></td>
<td>12 13.0% DV 85</td>
<td>759</td>
<td>571</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Software</td>
<td>850</td>
<td>62</td>
<td></td>
<td>12 50.0% DV 31</td>
<td>819</td>
<td>31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staging</td>
<td>574</td>
<td>397</td>
<td></td>
<td>12 10.0% DV 40</td>
<td>217</td>
<td>357</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Model Sheep (3)</td>
<td>870</td>
<td>495</td>
<td></td>
<td>12 16.0% DV 79</td>
<td>454</td>
<td>416</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound System</td>
<td>2,120</td>
<td>397</td>
<td></td>
<td>12 40.0% DV 159</td>
<td>1,882</td>
<td>238</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Software (Lamberts)</td>
<td>8,092</td>
<td>2,023</td>
<td></td>
<td>12 50.0% DV 1,012</td>
<td>7,081</td>
<td>1,011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acer Travel Mate Laptop</td>
<td></td>
<td></td>
<td>1,260</td>
<td>2 50.0% DV 105</td>
<td>105</td>
<td>1,155</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Total</td>
<td>21,204</td>
<td>4,540</td>
<td>1,260</td>
<td>1,605</td>
<td>18,269</td>
<td>4,195</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>31,204</td>
<td>5,078</td>
<td>1,269</td>
<td>1,724</td>
<td>27,860</td>
<td>4,604</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.
1. **STATEMENT OF ACCOUNTING POLICIES**
   The financial statements presented here are for the entity Feilding & District Promotion Incorporated, a Society established under the Incorporated Societies Act 1908.

   These Financial Statements have been prepared as a Special Purpose report for The Feilding Club (Inc) for internal management purposes and to enable compliance with income tax obligations only. These Financial Statements should only be relied upon for the expressly stated purpose.

   The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on an historical cost basis have been used, with the exception of certain items for which specific accounting policies have been identified.

   Membership Subscriptions are recognised as revenue when received.

   Donations and Grants are recognised as revenue when received.

   The revaluation of Land & Buildings has been undertaken to approximate market values as at 31st January 2015.

(a) **Changes in Accounting Policies**
   As these are the first financial statements prepared for this client, there are no comparatives for the previous year and no accounting policies previously employed which could have changed.

(b) **Fixed Assets & Depreciation**
   The entity has the following classes of fixed assets:
   - Motor Vehicles
   - Plant & Equipment

   All fixed assets are recorded at cost or valuation less accumulated depreciation.

   Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007. The rates used are shown on the Schedule of Fixed Assets and Depreciation attached.

(c) **Goods & Services Tax**
   These financial statements have been prepared on a GST exclusive basis.

(d) **Income Tax**
   No provision for Income Tax has been made as there is no current or deferred tax payable.

(e) **Receivables**
   Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.

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**NOTE:** This Statement has been prepared without the performance of an audit or review engagement procedure and must be read in conjunction with the Notes to the Financial Statements, and the accompanying Compilation Report.
2. **AUDIT**
   These financial statements have not been audited.

3. **CONTINGENT LIABILITIES**
   At balance date there are no known contingent liabilities (2016:50). Feilding & District Promotion Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

4. **SECURITIES AND GUARANTEES**
   There was no overdraft as at balance date nor was any facility arranged.

5. **FIXED ASSETS**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Motor Vehicles</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At cost</td>
<td>10,000</td>
<td>-</td>
</tr>
<tr>
<td>Less Accumulated Depreciation</td>
<td>9,591</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>409</td>
<td>-</td>
</tr>
<tr>
<td><strong>Plant &amp; Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>At cost</td>
<td>56,834</td>
<td>-</td>
</tr>
<tr>
<td>Less Accumulated Depreciation</td>
<td>52,639</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>4,195</td>
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<td><strong>Total Fixed Assets</strong></td>
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<tr>
<td></td>
<td>$4,604</td>
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6. **CAPITAL EXPENDITURE COMMITMENTS**
   Feilding & District Promotion Incorporated has no planned capital commitments as at year end.
# Feilding & District Promotion Incorporated

**Financial Reports**

*For the Year Ended 30th June 2017*

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<td>Schedule of Fixed Assets and Depreciation</td>
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<td>Notes to the Accounts</td>
<td>19</td>
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</tbody>
</table>
Community Committee Minutes - November 2017

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

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

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

Report prepared by:
Allie Dunn
Governance Team Leader

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

1 Contribution to the Council Vision and Council Outcomes

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

| Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand |
|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| 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 Under the Council’s Community Committees Policy, a number of Community Committees were established as advisory bodies in their communities to assist the Council in its responsibilities to that community.

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

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

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

2.5 Their mission statement is: "Youth Inspiring Youth"

2.6 The Youth Ambassadors also:

- Work collaboratively to achieve positive outcomes for youth
- Have fun while being engaged in planning, leading and delivering community projects and events
- Are an advocate for our community, our youth and our region
- Participate in leadership roles
- Participate in voluntary activity
- Acquire the skills to influence decision-making

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

3 Discussion and Options considered

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

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

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

3.4 A copy of the minutes of the Manawatu Youth Ambassadors and the Community Committee meetings held recently are appended to this report and presented for information and receipt by Council.
4 Operational Implications
4.1 There are no capital / operating expenditure implications or maintenance costs associated with this report.

5 Financial Implications
5.1 There are no financial implications associated with this matter.

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

7 Delegations
7.1 The Council has authority to consider this matter.

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

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

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

11 Attachments
- Minutes from recent Community Committee and Manawatu Youth Ambassadors meetings
Chair – Alex  Minutes - Gabi

Apologies – Ella, Nelly, Melissa, Amber, Daniel

Inwards Correspondence
- Bronwyn Meads made contact regarding Rural Day on the 13th of October. This resulted in Alex, Melissa, Cassidy and Hannah running the photo booth at the event which was a success with younger children.
- Arohanui Hospice made contact regarding their Hearts and Homes Event; Mayor Helen Worboys and Shane Casey discussed that there is the option of Manawatu Youth Ambassadors pairing up with Service Club members. Arohanui Hospice requires help for security and parking at the homes. Alex is waiting to hear back from them regarding details.

Council Report – Cr Casey
- Shane Casey thanked those who attended the Shadow-A-Councillor day. He encourages all of us to attend when there is another opportunity to shadow a councillor.
- Provided feedback on the Synthetic Drugs evening; sad however positive that Feilding is ‘front-footing’ it, and being proactive.

General Business
Synthetic Drugs
- Council has set up a taskforce to get lots of ideas of what we can do as a community to deal with the issue of synthetic drugs.
- The three main taskforce ideas that have been or will be put into action immediately were
  1. Offering every school the opportunity to have police/ambulance officers/affected families to come in and give a talk to students in Year 7 or above (FAHS hasn’t responded to emails; Gabi will see Ms Ellery and Mr O’Grady about this)
  2. Running a ‘Whanau Day’ on the 12th of November to connect the community and show that we care; whether this goes ahead is dependent on responses from various service groups. The proposed plan is to walk Manchester St to Victoria Park where there will be free activities for families to participate in, possibly followed by a free afternoon pool session.
  3. Boosting signage/running a campaign. This will be kicked off with a new billboard being put up at the police station containing the message ‘Is Your Life Worth It?’
- Mayor Helen discussed that there are three main target groups; potential users, users and ex-users. She mentioned that we want to focus on preventing potential users from becoming users by making them comprehend how to say no and developing awareness of synthetic drugs.
- We need to think about what messages regarding synthetic drugs would mean something to young people. Any ideas can be sent to Shane or Mayor Helen please.
Possibility of a synthetic drugs emoji message competition being run on the MYA Facebook page; Mayor Helen will get back to us as to whether this should go ahead.

Youth Awards
- To be held Monday 30th October at 6.30pm (later time to suit families better)
- We need to get back to Shane regarding seating plan/layout
- MYA speakers organised; if anyone else is keen they should get in touch with Alex
- Rehearsal for speakers to be held on Thursday 26th October at 4pm in the MDC Council Chambers. Plants will be collected and ready to be tagged at this time also, so if anyone is available to help out it would be appreciated.
- Alex has organised photographers for the event
- Eric has offered to help with ushering
- Mayor Helen discussed the details of the event, such as how each category is sponsored and the prizes are provided by the sponsors. The sponsors are invited up onto stage to announce category winners.

Mental Health Week
- Facebook posts were successful
- Kelly from the District Health Board had provided pages of Mental Health service contacts which Alex suggested we should put up at some stage on our Facebook page
- Shane Casey mentioned online safety for MYA; we just need to have some boundaries like not getting involved with comments made on our posts by the public. If we have any concerns about comments we can contact him or Mayor Helen

Work Passport
- Helps people prove themselves to employers
- Lianne Anderson who has helped organise Work Passport is keen to hold an event similar to the Sort It Expo. This was discussed and we have decided that next year would be best – around the end of Feb or beginning of March. The idea would be to have a ‘speed-dating’ style (small groups and more personalised discussions)

MYA trip
- This has been put on hold until next year
- It was discussed that we could have a picnic/barbecue somewhere in Feilding, e.g. at Timona Park, for our last MYA meeting for the year.
Minutes
Bainesse/Rangiotu Community Committee Meeting
7pm 20th September 2017
Rangiotu Memorial Hall


Guests: Mayor Helen Worboys, Cr Barbara Cameron, Cr Andrew Quarrie, Janine Hawthorn (MDC), Cr C. Sheldon (Horizons Manawatu & committee member of Bainesse & Districts Community Development Trust)

Approx 10 Community Members also present.

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<th>No.</th>
<th>Item</th>
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<td>1</td>
<td>A quick Committee meeting held at 6.55pm in supper-room to ratify that the previous minutes have been read and confirmed. F.Reid/M.Starr Any business arising from previous minutes will be deferred until the next meeting in October. Meeting concluded at 6.57pm</td>
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<tr>
<td>1.1</td>
<td>Apologies</td>
<td>R.Taylor Moved T.Donaldson /Seconded Carried</td>
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<td></td>
<td>That the following apologies be accepted: P. Ware, V. Millard, D&amp;T. Halford, J.Taylor, R.Ervin M&amp;C Dee</td>
<td></td>
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</table>
| 1.2 | Mr Horsfall introduced the dignitaries, and also the 12 committee members. He outlined the purpose of the meeting, which was to engage community consultation as a base for the committee to instigate a strategic plan for the Bainesse/Rangiotu area. “Parking board” displays were utilised by those present, to document areas of concern within the district. 1. The guest speaker for the evening Mayor Helen Worboys addressed the meeting outlining the purpose of the Community Committee’s and the role the MDC has with the committee. It is a process where the community comes together to solve problems (copy attached).  

Cr B Cameron reiterated that the minutes from all community meetings are sent through to the MDC and the councillors get to read them, they are then posted onto the MDC webpage. | |
2. C. Sheldon representing the Bainesse & Districts Community Development Trust gave a 10 minute power point presentation, of where the Trust is in relation to the “City to Sea” 30km shared pathway. They are currently waiting for a feasibility/engineers report to be presented to the Trust.

The Trust acknowledged the generous support from the P. North City Council and the MDC for covering the cost of the feasibility study. Thanks to Colleen for a thorough presentation.

H. Worboys suggested, that when the feasibility report is available it would be advisable that the Trust gets on with strategic planning with the community eg. Toilets at the Marae – coffee cart vendor, bike hire, etc. because when the Government looks at the proposal, they can see infrastructure for the project.

There is also an Investment Fund that could assist with funding.

A. Quarrie suggested that the cycleway could be started at and around Bainesse School, and then work at filling in the gaps. Trust members pointed out it is more beneficial to start at P. Nth end where the majority of the population base is.

Mr E. Millard (Trust Chairman) suggested the Trust would like to get all funders for the project together so they tell the same story to all, and then some collaboration between the agencies could be formed.

3. Discussion was held regarding security within the district. It was agreed by all to re-instate the Rural Support network. Meeting to be organised, bringing in Council, FMG, Police.

4. Cr A. Quarrie addressed meeting regarding the funding structure for rural roading

5. H. Worboys invited the community to a meeting on Thursday 28th September at Bowen Street, St Johns Ambulance Hall. Meeting with Police to offer support for groups and services regarding issues facing young people.
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<tr>
<td></td>
<td>Meeting Closed</td>
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<td></td>
<td>Next Meeting</td>
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<td></td>
<td>Time 8.35pm</td>
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<td></td>
<td>18&lt;sup&gt;th&lt;/sup&gt; October at 7pm to be held at Rangiotu Hall</td>
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What is **community development**

Look up dictionary - Defined simply as "a process where community members come together to take collective action and generate solutions to common problems.

"It is a broad term given to the practices of civic leaders, activists, involved citizens and professionals to improve various aspects of communities, with the general aim of building stronger and more resilient local communities.

Community development promotes participative democracy, sustainable development, rights, economic opportunity, equality and social justice, pride and well being - through the organisation, education and empowerment of people within their own communities, whether these be of locality, identity or interest, in urban and rural settings".

Community development seeks to empower individuals and groups of people with the skills they need to effect change within their communities. These skills are often created through the formation of social groups working for a common agenda.

The community-led development approach focusses on communities as a whole, rather than just on specific programmes or activities.

The Manawatu District Council supports community-led development by providing support, advice and funding, but the key to the success of community development work is that it is led by the community.

Community Development is one of 2 areas that make up the activity of District Development within Council. Economic Development is the other area – although you could argue they work hand in hand.

Council’s definition of Community Development is “Partnering with community groups and not for profit organisations to encourage these groups strengthen the interests and values of our district’s residents by encouraging active citizenship in identifying the issues they want to deal with and to generate local solutions that will deliver economic, social, ecological and cultural wellbeing of our district.”

Our policies that support the Community Development activity have this definition underlining each policy.

The 2017/18 budget for Community Development is $1.1m The majority of which is made up of grants allocated to community organisations either through a Partnership Agreement, as an operational grant.

Or through the various grant schemes which includes funding for community projects such as your City to Sea Rail Trail or community events such as EVENTO, the Kimbolton Rural Sculpture Festival, Apiti Show, Light up Himatangi Beach Festival etc.

This budget also funds Community Committee Project Funding

Council currently has 15 active Community Committees with Colyton and Bainesse/Rangiotu recently established. These are driven by the community, supported by Council – I cannot
stress this enough – driven by the passionate people in each community – not by a group of people outside your community telling you what to do! That doesn’t work at all.

Each Community Committee has a liaison Councillor and a support staff member in Janine Hawthorne (our guru in Community Committees) - these 2 people are your direct link back into Council, giving the community easy access to Council resources, processes, knowledge and limited funding opportunities. Your community speaks to Council as one voice via your Community Committee.

Council provides a small amount of base project funding per year to each community committee. How this is spent is up to each Community Committee. Some use it as the base amount to seek additional sponsorship and outside grants for one off projects or activities. Others let it mount up until there is a significant amount to cover big projects.

Our 15 Community Committees are all in different stages of development and all have unique differences in what they focus on and promote. Each of our Community Committees are encouraged to go thru a Community Planning exercise where Council funds an independent facilitator, who takes the community thru the consensus process of identifying your vision for your community - what do you want to achieve short, medium and long term.

Community planning is a means of supporting your community to develop a shared vision for your village/area. It provides a mechanism for collaboration between communities, council and other agencies to implement improvements each community has agreed on.

Community planning involves a series of conversations around what do you want your community to look like, what do you want to change, improve or create and what are the steps required to achieve this. This process looks at all aspects of what makes up a great community – the physical stuff, the activities and events, business development opportunities, cultural aspects and desired services etc.

Having gone thru this process each community ends up with a Community Plan document to refer too. This means like all volunteer groups, as passionate people come and go over time for a variety of reasons, the community has a living master plan to work from and towards.

8 of our Community Committees have completed a Community Plan with another 3 in draft form ie Hiwinui, Tangimoana and Cheltenham. Feilding is the next community to go through community planning.

So tonight your community is embarking on an exciting journey, as you set up your own Community Committee and start the process, supported by Council.

This does not replace the great plans and initiatives your people already have in place, nor does it replace any specific groups you may already have established. They become part of the overall Master Plan and I suggest will make it easier to achieve them.

Your Community Community gives you a voice and a direct link into Council. I wish you well on this journey and I offer my support in any way possible.

Thank you
MINUTES OF THE RONGOTEA COMMUNITY COMMITTEE HELD IN
THE RONGOTEA COMMUNITY CENTRE ON THE 2nd October 2017

PRESENT: Margaret Giles, B. Procter, J. Cook, A. Gloyn, H. Wheeler, L. Berry, T. Ross & P. Gatchell

APOLOGIES: J. Hawthorn (MDC staff) M. Merritt

IN ATTENDANCE: Councillor(s) A. Quarrie, S. Campbell

MINUTES: The minutes of the previous meeting were confirmed.

M. Giles / H. Wheeler

MATTERS ARISING:

Cemetery shelter trees planted. Thank you 😊

Gazebo: M. Giles has had an offer of help with the painting. Awaiting warmer weather to begin.

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

Playground: No Dogs sign. Request is being processed.

Park over sign: Needed for the area by the dump station. In hand

Cherry Trees: A submission needs to be made April 2018 for the pruning of these trees.

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

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

Recyling Depot. A security camera & sign is needed here. Options are being investigated.

Action: S. Campbell

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

Action: S. Campbell to follow up

Trees at Severn St end of Medway Street. This is a safety issue as the trees reduce visibility. & are a traffic hazard. Job number 41327 Not done as yet

Drains: village drains are in need of spraying – especially those in Severn St, choked with agapanthus. Job number 41328

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

Pool update: requested by MDC as $18K has been earmarked for this project.

Action. A. Quarrie
Pot holes: Taikorea Rd near SH1. Job number 41833

INWARD CORRESP & OUTWARD CORRESP: Nil

GENERAL BUSINESS:

Walkway: Traffic plan is complete. Awaiting warmer weather

Neighbourhood Support: Groups are doing well

Gardens in the square: 4 replacement roses have been requested

Himatangi Beach: Speed restrictions on the beach will be signposted and patrolled.

Awahuri Rd to Feilding. An 80km speed restriction has been proposed for this piece of road. The document is out for consultation

Blocked Drain: on Rongotea Rd (approx 200metres west of the S bends & 1km past Oroua Rd) A blocked drain is causing water to flow across the road. This has caused at least 1 accident. To be rung in

Action: A. Gloyn

Roundabout: There has been a suggestion of steel silhouettes for the roundabout to go along side an old plough. Ideas for the silhouettes were

- a carthorse pulling a dray with a cream can on it,
- a bush scene with a horse pulling out a log,
- cow& calf, ewe and lamb,
- black shag

These are not the final choices; --just ideas.

Please come along to the community gathering & short meeting in December (see below) to have your say & meet locals

Upcoming events:

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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Fireworks</td>
<td>3rd November</td>
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<td>Xmas parade 1pm-</td>
<td>19th November</td>
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<td>with market stalls &amp; bouncy castle 12pm</td>
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<tr>
<td>Community gathering (refreshments provided)</td>
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<td>TKRC, 7:30pm</td>
<td>4th December</td>
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</table>
Meeting closed: 8:30pm

**Next meeting:** Monday 6th November 2017  7:30pm at Rongotea Community Centre
### Procedural Matters

Marty extended a welcome to all present.

**1.1 Apologies**

Apologies were received from:
- Brian Pinker, Brian Rosvall, Cr Phil Marsh, Cr Howard Voss, Cr Andrew Quarrie and Alec MacKay (PNSLC)

That the apologies be accepted.

Moved: Reuben
Seconded: Sue

**1.2 Minutes**

That the minutes from the previous meeting held on 5th September 2017 be accepted as a true and correct record.

Moved: Reuben
Could not be seconded due to shortage of members present who had attended last meeting.

**1.3 Matters Arising**

Nil

**1.4 Correspondence**

Inward
- emails – several from Creative Enterprise students re questions.
- Email – Rae Johnstone re dead baby seals on beach
- email – Janine Hawthorne re Speed Limit Bylaw Submissions
- email – Sue Smith re wave warning

Outwards:
- emails to Creative Enterprise students from Marty, Reuben and one forwarding feedback from Doug Tate on designs.

### Items for Approval/Information

**Mobil Alerting System**

Jeff Graham (Horizons) is working for the MDC to bring a mobil alerting system to the area. It is envisaged that the new system will be operational by November and will alert locals of any emergency in our area. It will work through your cellphone. For example, if there is a Tsunami warning for our area, your phone will emit a strong continuous...
noise, then show a written warning of the emergency. In the case of a Tsunami, we are advised to leave the village and meet at The Wines, Rangiotu Road. Once there we will be asked to fill out a registration form so we can be accounted for.

Everyone in the cellphone tower area with a cellphone will receive warnings if your cellphone is on the list of phones covered on the Ministry of Civil Defence website. You do not necessarily need an expensive phone, in fact some on the list can be purchased for as low as $70.

Large wave warnings – Jeff has also started notifying our Civil Defence team when large waves are predicted in this area. If your name is on the list to receive Community Committee minutes, this message will be emailed to you. Contact Chris on chrisandbrian@xtra.co.nz if you wish to add your email address to the listing.

Reuben queried as to whether overseas tourists staying at the Holiday Park would also receive a warning in their own language. Jeff advised that tourists will receive notice of the system when arriving in NZ.

Sue advised that our Civil Defence team needs new forms as the Red Cross forms are still being used for registration. Graham advised that they are in the process of developing new forms. George asked that forms be left both at The Wines and also at the Civil Defence Centre at the beach.

Neighbourhood Support

The coordinator of Neighbourhood Support, Gary Stoneley spoke to the meeting regarding the start-up of a neighbourhood support in Himatangi Beach. It is envisaged that a support system be put in place for the whole community and we need to look at simple ways to connect to each other. Starting with getting the names and details of people in each street.

George will be collecting and collating this material and he has set up a schedule to be filled in by locals showing who resides in each house etc. To make this work, it is important we get details from all residents and home owners – both permanent and part-timers. The privacy act will be enforced and we were assured by Gary that our private information would be perfectly safe. Neighbourhood Support aims to make our homes, streets, neighbourhoods and communities safer and more caring places in which to live. So let’s all get behind this and fill in the form – together we can make it work.

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<th>No.</th>
<th>Item</th>
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<tr>
<td></td>
<td>General Business</td>
<td>Sign at Intersection</td>
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<td></td>
<td></td>
<td>Reuben reported that he was working on this but having difficulty in finding the name of the person to contact.</td>
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<td></td>
<td></td>
<td>Janine offered to assist.</td>
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<td>No.</td>
<td>Item</td>
<td>Action (who)</td>
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<td>Reserve walkway fences</td>
<td>Reuben reported that the Fire Brigade had washed down all the walkway fences leading to the Reserve ready for painting. The PD workers will be available to paint them after the school holidays.</td>
</tr>
<tr>
<td>2.2</td>
<td>Finances</td>
<td><em>Currently a balance of $7,620 for projects in the 2017/2018 year.</em></td>
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</table>
| 2.2 | Community Plan Subcommittee Reports | **Village Entranceway**  
Marty reported on plans for the Village entranceway.  
Final presentation by Creative Enterprise students shall take place on Wednesday 11\(^{th}\) October in Wellington. A community Open Day shall be held in the community hall at a later date and their plans will be displayed for feedback from locals.  
Reuben advised that he had met with Doug Tate (MDC) and received feedback from him regarding the relativity of the plans. This feedback, although rather harsh, was forwarded to the students for their consideration.  
**Arts Grant**  
Cr Hilary Humphrey introduced herself and suggested that we may consider applying for an Arts Grant through the Creative Communities Scheme. If we have a project, we can apply to them for funding towards it. Next funding round is in March 2018 with decision in April 2018. Bring your ideas to our next meeting.  
**Moving of logs on the beach.**  
Query regarding the machinery moving logs on beach.  
Nothing to do with MDC so not sure who authorised this. Suggested that it would make good sense to dump the logs into the 'blow holes' in the sandhills to encourage sand/vegetation to fill in the holes.  
**Addition to Neighbourhood Support details.**  
Gary wanted mentioned that every incident needs to be reported to the police. If you have had items stolen (no matter how small) please report it. Drugs, domestic violence, abuse, vehicle mis-use etc all need to be reported. Funding is based on statistics so the incidents do need to be evidence reported. Policing of our area is calculated on this so it is up to you to report these incidents and ensure they are recorded. |
| 3 | Council Matters |  
| 3.1 | Councillor Update | Cr Humphrey advised that the Long Term planning is being strategized by new Councillors.  
Janine also reminded the committee that the balance of $7,620 we have for community funding plus the money set aside for signage needed to be spent before 30th June 2018. |
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<td>Marty advised that Reuben had been obtaining prices for BBQ’s so we could install one in the future. Prices for electrical services /bricklaying still to be obtained. This would use all the project money and we would have to get funding for balance. Janine reported that due to the Speed Limit Bylaw notice being received so near the cut-off date for submissions for the gazetting of our beach, the time frame has been extended up till next month. Unfortunately this will mean that no changes can be made before Christmas as originally planned. Only 4 submissions had been received to date.</td>
</tr>
<tr>
<td>3.2</td>
<td>Other Matters</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>Meeting Closed</td>
<td>8.52pm</td>
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<tr>
<td></td>
<td>Next Meeting</td>
<td>7th November 2017 at 7.30 pm in HB Community Hall.</td>
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</tbody>
</table>

**HB Christmas Parade** : Reminder that Murray and Marie Wilton from Property Brokers, will be organizing the Xmas Parade again this year. To be held on Saturday 9th December to follow on after Coast to Coast Bike Ride. Please contact them if you wish to be included.
Minutes
Cheltenham Community Committee Meeting
3rd October 2017 at 7.00pm

Cheltenham Hotel

Present: Councillor Alison Short, Keith Robertson, Dave Scott, Pauline Scott, Ian Corpe, Tammy Eckersley-Corbett and Kim Tennant.

Apologies: Michael Campion, Jacqui Campion, Matthew Corbett and Janine Hawthorn.

<table>
<thead>
<tr>
<th>NO.</th>
<th>ITEM</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>1</td>
<td>Confirmation of previous minutes</td>
<td>That the minutes from the previous meeting be accepted as a true and correct record</td>
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<tr>
<td></td>
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<td>Moved: Pauline</td>
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<td>Seconded: Dave</td>
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<tr>
<td>2</td>
<td>Council Liaison Report</td>
<td>Alison spoke about the road repairs in the area from the big snow – time and reinstatement of road will cost 3.5 Million.</td>
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<td></td>
<td>At the time when snow was on the ground $876,000 was spent in contractor time etc. The actual clean-up itself cost 500,000. 2.1 Million is still needed for the rest.</td>
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<td></td>
<td></td>
<td>The website to look at for the Manawatu Gorge can be found under NZTA Manawatu Gorge. There are 13 options up for discussion and anyone is invited to have their say.</td>
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<td></td>
<td></td>
<td>There are some speed limit reviews going on, which are also open for public comment too. One is about Himitangi Beach and the other is Awahuri Rd &amp; Kawakawa Rd – they are proposing to keep this at 80k.</td>
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<td>3</td>
<td>Treasurers Report</td>
<td>Balance of operating account is $417.52</td>
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<td>Flowers for Lauren were $115.00 (plus 15.00 delivery)</td>
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<td>We are just waiting for Council to put money in for power, and Farmsource have not paid yet.</td>
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<td>Raffle fetched $84.00</td>
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<td>4</td>
<td>Correspondence</td>
<td>Keith send an email to Janine regarding people counter and also asked if she had any contact details for traffic calming. She told him that rather than the committee contacting NZTA, it seems to be more effective for the MDC to follow up</td>
</tr>
</tbody>
</table>
MDC roading team to raise the issues with NZTA.

He also asked about green lines, flashing sign & speed reading around the 70k signs.

Keith said he had a look at the website he had been given, regarding cellphone coverage in the area, and discovered that it was more about broadband. So it looks like cellphone coverage in Cheltenham is not going to change any time soon!

### Matters Arising

<table>
<thead>
<tr>
<th>5</th>
<th>Hall</th>
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<tr>
<td>Hall was rented out twice, to Farmsource and the Dog Training group (Farmsource have not paid).</td>
<td>Keith to Action</td>
</tr>
<tr>
<td>Keith asked if everyone was in agreement with selling the old chairs, one we have newer ones? Tammy suggested putting them up for sale on a buy &amp; sell page.</td>
<td>Rec Services to install</td>
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<tr>
<td>Keith got a quote for a 90cm static mop for sweeping, everyone agreed to buy this.</td>
<td>Keith to follow up</td>
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<tr>
<td>Regarding the People Counter, Janine got the ok from Rec Services, for the toilets will be approx $160.00.</td>
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<td>Keith is still waiting for Rachel’s quotes for external pipe, floor coverings and urinal.</td>
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<th>Wall</th>
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<td>Memorial plaques from the school are finished and ready to go up.</td>
<td>Keith to Action</td>
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<td>Keith spoke to Nick about a plaque for Lauren. He thought it was a good idea, Keith said community would pay for it and he could make a donation if he wanted to. Keith felt that maybe this is all a bit soon, and will talk with him again later on.</td>
<td></td>
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<tr>
<td>Keith talked with man from Andersons. He said it might be better to get the plaques from overseas, with a bevelled edge, it would look nicer. Keith will find out if they can be done for much the same price as the other ones – If they can, should Keith go ahead and order? Keith felt we need a bit of a push on this matter, due to other projects it seems to have gone a little quiet.</td>
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<th>Almadale</th>
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<tr>
<td>Vegetation has been cleared from left hand side as you drive in &amp; getting ready to replant.</td>
<td>Keith to follow up</td>
</tr>
<tr>
<td>Keith says he needs to follow up – tables, signage and markers in the bush. He will ask Rachel is there is some recognised type of arrow.</td>
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<tr>
<td>Ian has kindly offered his labour.</td>
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</table>
Tammy mentioned the idea of metal seats.

Dave has agreed to cast some concrete tables, Keith was a little concerned about Dave’s workload. Keith showed us some photos of tables in Waiouru. Tammy thought they might get burnt. Keith thought we should just get a quote anyway from www.streetfurniture.co.nz.

Playground

Keith to Action

Jacqui has been in touch with the Church Man. Negotiations are ongoing. He is “hoping” that in next 1 or 2 months it would be sorted.

6 General Business

Keith to Action

Ladies & Partner Night - The guest speaker is unable to come on the 1st, so it is now going to be Weds 8th November.

Should we change the community meeting, due to the Melbourne Cup, to Tuesday 14th November? - All agreed to this.

Keith asked if everybody was happy with the Community Plan? We need to make sure before the next Planning Meeting on Sunday 29th October at 2.00 pm.

Parking Area across from Dairy – potholes etc. Ian though it should be tar-sealed, Keith is not so sure about this.

Alison asked about a temporary fix – grade it and get metal in. She said the community should not have to pay.

Keith asked if we should invite Gary Stanley from Civil Defence to the Planning Meeting? Alison thought it might be better to do a separate one.

Alison said that Janine is a good contact for Civil Defence, she has a lot of experience in this field.

Kim had a message from Delwyn Corbett to bring to the meeting. Delwyn is concerned about the moss on the footpaths in the village – it is dangerous and slippery. She asked if it is a Council thing or whether the residents are expected to get out and deal with it?

Keith to Action

Tammy asked if anyone knew that Delwyn is the Neighbourhood watch lady? Not many did know. Tammy suggested we invite her to a meeting at some point?

Alison Short to Action

Meeting Closed

8.40 pm

Next Meeting

Tuesday 3rd October 2017
FEILDING COMMUNITY COMMITTEE

FOLLOWING ARE THE MINUTES OF THE MEETING
HELD ON THURSDAY 5 OCTOBER 2017 COMMENCING AT 7.00pm AT THE FEILDING COMMUNITY TRUST CENTRE.

PRESENT: Jason Smith (Acting Chairperson/Secretary), Albert Dodunski, Ellen Witt, Laura Banks, Russell Parker, Ciara Funnell, Stan Moynihan, Graham Christensen, Gary Stonely and Gill Absolon.

IN ATTENDANCE: Brent Holmes (Roading Manager, MDC), Helen Worboys (Mayor, MDC) and Janine Hawthorn (Community Development Adviser, MDC) Paulette Hannett (Minute Secretary).

APOLOGIES: Nikki Speedy, Brad Farrier, Shane Casey, Phil Marsh, Hilary Humphrey

Moved Gill Absolon / Seconded Gary Stonely:
THAT the apologies be received. Carried.

MINUTES – Special Meeting 20 September 2017:
Correction – Ellen – Social – should read refuge for women and children in Feilding, not Refugee Centre. The meeting accepted the minutes subject to the above change.

MATTERS ARISING:
Facebook History – Nikki was to contact previous Chairperson and update Facebook page – this to be carried over to the next meeting.

Gill questioned Ciara’s suggestion of a monthly desk at the Library – this was clarified.

STRATEGY PLANNING AND VISION:
Nikki sent her suggestions to Jason who read them to the meeting as follows:

• “Keeping Feilding connected.
• Helping Feilding connect and collaborate to become a high functioning and sustainable community that thrives (or people thrive in).
• Create cohesion and collaboration between Feilding and it’s community to lead a strong voice to Council.
• Help Feilding to connect and collaborate to create cohesion between Feilding and its Community.” Nikki suggested a Workshop for those interested in finalising the words around the vision – eg cohesion, communication, collaboration, connectiveness.

It was agreed that -

Meeting to be held on 18 October 2017 at the Feilding District Promotions Office at 7.00 pm.
ROADING:
Albert presented a visual example of a problem roading area on screen - the intersection of West Street, Awahuri Road and South Street. Albert questioned what was the best process for this committee when we see hazard areas like this?

Brent Holmes, Council Roading Manager introduced himself to the meeting. He advised the following process –

a) Ring the Council.
b) Ask for a Customer Service Request and ask for a Job No.
c) This is then transferred to a paper system and is referred to the appropriate team.
d) An action plan is made including a potential timeframe.

If calling the Council back enquiring about that particular Customer Service Request, if the Job No. is quoted it can be identified where in the system that particular Request is. It is best if a collective committee request is made and is minuted as an action plan in the Community Committee Minutes.

Brent also reported that the Council is looking at improving the South Street / Awahuri Road / West Street intersection in the next financial year, with changes being made further up West Street as well. The Council is aware of the potential hazards for mobility scooter users, but he cautioned that for the improvements to be effective, it is up to the community to use the new safer route.

The number of stock trucks coming into Feilding via Awahuri Road is a contributing factor to the hazards and to road surface wear as well. Some form of island at that intersection may help. It was recognised that the closure of the Manawatu Gorge has contributed to more trucks travelling through Feilding.

Gill asked how the Council sets its priorities re roading work. Gill has concerns about pedestrians crossing the road, eg the Aorangi / Kimbolton Road roundabout. As there is now a larger elderly population and also disabled people, young parents with strollers etc, more priority needs to be given to pedestrians.

Brent replied –

- Pedestrian needs are a key priority to the Council.
- Our roads were all designed at different times.
- Road traffic is increasing all the time.
- Priorities relate to safety related matters and statistics.
- Footpaths are unsubsidised – Council is responsible for the full cost, roading is subsidised by NZTA.
- Council is working on the Green Spine - a dedicated cycle / walkway. Traffic lights were suggested, but would not be considered at this stage.
Brent asked for feedback on the pedestrian thresholds in the CBD, which are not legal pedestrian crossings but statistically have shown to be safer than legal pedestrian crossings. Some that have surface damage are being redone. There was discussion on how feasible it would be to place one on Aorangi Street. It was suggested that a visual queue be used, such as the one outside the Feilding High School on Churcher Street, which is very effective. Brent advised that they are in consultation with NZTA to see if something can be done in the next three year financial block.

Gary suggested the Council do a drive for the upcoming summer months to promote more people walking to reduce vehicle loading on roads. Individual schools have been successful with this, so could be promoted for the whole of Feilding. Janine advised that Sport Manawatu would be happy to assist with this type of promotion and would welcome an approach.

Graham expressed his concern regarding vegetation on footpaths and asked whose responsibility this was. Brent advised that if the offending vegetation comes from private property, the property owners should be approached initially, but if this has no effect, then Council would speak with the property owner and take any necessary action.

Ciara – enquired re the Lytton Street upgrade. When the road is resurfaced, it would be beneficial to have angle parking with no green verges to ease traffic flow around the school.

Jason – suggested big 40km signs be placed around school zones – Brent advised that school safety requirements are being looked into including electronic signs – and solar powered signs.

Ellen – reported near misses around the Feilding Medical Centre in Duke Street. Brent replied that there will be more signage in this area as it has been identified as a hazard area.

Gill – where the new Information Centre is in Aorangi Street is not easy to negotiate, including the bus stop / bus depot area. It is recognised by everyone that traffic needs to be slowed down on Aorangi Street.

Brent was thanked for his time reporting to the meeting.

COUNCIL REPORT:

Helen Worboys –

- A Long Term Plan is being formulated including reviewing Policies.
- Funding is being looked into including rate breakdown and differentials.
- District Plan Review is being discussed.
- Pharazyn Street – growth in that area.
- Synthetic Drugs Meeting –
  - approximately 100 people attended.
  - A Task Force was set up.
  - Speakers and the organisations they belong to identified.
  - A family affected by a recent tragic event are very supportive, with a daughter agreeing to be the Face of the Campaign.
Three things finalised:

- Invitation to all schools with Year 7 / 8 and older for speakers from the Police, St Johns and the family to speak to pupils.
- Visuals, billboards etc to be displayed, including the Health Centre visual display.
- Participation – reinvent the “Have a Go” Day, including a Hikoi.

- The TV1 Sunday programme were in attendance and while this will create awareness, it was felt it could have stifled some conversation and probably would not be invited in the future. Will be presented as part of a series.
- Citizenship Ceremony – Helen encouraged people to attend this very colourful and interesting ceremony where amazing life stories are told.
- Helen advised that the minutes from the Feilding Community Committee will go the a formal Council meeting, so need to be as up to date as possible and as they are a public document, will be available to the media – something to be aware of.

**GENERAL BUSINESS:**

**By-Laws Around Food Trucks:** Helen clarified -

a) Food Trucks are at the Feilding Event Centre on a Friday – this is private land, outside Council jurisdiction. The trucks only need to be Licenced as a food outlet.

b) There is concern about one truck which parks in town on a Friday and Saturday, blocking the public view to two food shops. There are no rules, regulations or conditions to stop this from happening and the Council can legally do nothing about it.

c) Food Trucks are trendy, but need to be looked at.

d) Council staff have been asked for recommendations on Food Trucks and also Easter Trading and a policy will be put together.

e) The Council will then go to the public with recommendations.

f) For the last quarter’s figures on growth, ahead on GDP – statistics on Fridays – hospitality is up 110% and liquor sales are the second highest.

**Neighbourhood Support** – Gary:

- Makino Road to Andrew Street is a concern to the top end of Port Street and a priority area to work on.
- Also Edinborough Street / Churchill Avenue where there are significant issues.
- There is a need for other agencies to be involved – a support boost.
- Albert advised that since a notice has been issued to neighbours of the Feilding Health Centre, there have been no further incidences of vandalism.

**Newcomers to Feilding**

Questioned whether there is a pack available – it was advised that there is a new pack being made up by Council which will come out soon, including promotion from the Multicultural Group.

The meeting closed at 8.10pm.
NEXT MEETING
THURSDAY 2ND NOVEMBER 2017 AT 7.00pm
AT THE FEILDING COMMUNITY CENTRE, AWAHURI ROAD.
MINUTES OF THE KIMBOLTON COMMUNITY COMMITTEE MEETING HELD ON MONDAY
9TH OCTOBER 2017 AT 7.30PM AT KIMBOLTON HALL


APOLOGIES: Stewart Morton, Mandy Corbett and Maxine & John Gerke.

The meeting opened at 7.30pm with a welcome by Rodney.

The Minutes of the meeting held on 14th August had been circulated and were agreed as a true record.

Matters Arising from the Minutes: Quiz Night very successful and made a profit of $1625.81

Financial Report: Maxine had prepared the accounts which were presented to the meeting. That the financial report be approved Prop Tony Waugh  Sec. Ian Mason AGREED

GENERAL BUSINESS: * Roading: Last Thursday Brent Holmes came up with Higgins and Rex Bisman to look at the project and met with Rodney and Tony Waugh. From this Tony reported that the first stage will be drains and channeling which will take three months. The second stage will be the footpaths, pavements and road itself (any street landscaping incorporated at this stage). They are now looking at costings to include beautification. The original plan has been redesigned to reduce costs and to re-incorporate car parking spaces. Tony had a copy of the plans which were passed around for perusal by the meeting. Tony proposed that when the work is ready we will have a public walkabout to discuss where the planter boxes etc. are to be placed. The plans are being finalized now and will be presented to MDC for perusal although the go-ahead has already been given as the project is included in the Long Term Plan and has already been budgeted for. When the full costings come in we will know how much money we have left to spend on the beautification side. Work will hopefully start very soon. We already have over $12000 set aside from our Community Fund money which we have re-tagged for the beautification project.

* Tony proposed that we write to Bruce Jensen and Rural Fuels asking for permission to install the farm scene artwork at the front of the concrete works. That Sarah writes to Bruce and Rural Fuels Prop. Tony  Sec. Neil Pearson  AGREED

* Helen Worboys and Cllr. Bielski gave a report from MDC.

* New Transfer Station system seems to be working well. If anyone discovers the bins full or rubbish has been dumped etc. they are to ring MDC on 3230000

* Apiti Lookout sign underway.

* John was concerned that fallen trees from the snow we had in July had been pulled on to the verges in Henderson Street and Lind Street and the branches were still there. Could MDC look at these and remove please?
* The damage caused to the spouting on the hall from the snow was repaired very quickly after our last meeting and thanks to MDC for this.

* Geoff Graham introduced himself and his new role working for Horizons but in the MDC, he is preparing Emergency Community Response Plans for each community in the Manawatu and explained about this role and how it affects all of us. He can be contacted at MDC.

* Tony announced the Poetry Pub Tour of New Zealand is being held at the Kimbolton Hotel on 28th October at 7.30pm all welcome.

There being no other business the meeting closed at 9.05

DATE OF NEXT MEETING MONDAY 11TH DECEMBER 2017 AT 7.30PM AT KIMBOLTON HALL

PLEASE BRING A PLATE TO SHARE IN OUR CHRISTMAS CHEER
Minutes
Bainesse/Rangiotu Community Committee Meeting
7pm 18th October 2017
Rangiotu Memorial Hall

Present: C Caffell, T Donaldson, G Dorn. A Halford, A. Horsfall (chairman), A Mitchell, M Starr, A Sterling (Secretary) , R Taylor, S Trethowan

Guests: Cr B Cameron, J Hawthorn, Cr H Humphrey, Cr A Quarrie, G Stoneley (District Coordinator of Manawatu Neighbourhood Support)

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<th>No.</th>
<th>Item</th>
<th>Action (who)</th>
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<tr>
<td>1</td>
<td>Procedural Matters</td>
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<tr>
<td>1.1</td>
<td>Apologies</td>
<td>That the following apologies be accepted: F. Reid, B. Law</td>
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<td></td>
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<td>Moved R Taylor</td>
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<td>Seconded T Donaldson</td>
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<td>1.2</td>
<td>Confirmation of Previous</td>
<td>That the minutes from the previous meeting held on September 20th 2017 be</td>
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<td></td>
<td>Minutes</td>
<td>accepted as a true and correct record.</td>
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<td>Moved A Halford</td>
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<td>Seconded M Starr</td>
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<tr>
<td>1.3</td>
<td>Matters Arising</td>
<td>Bainesse &amp; Districts Community Development Trust “City to Sea” shared</td>
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<td>pathway: The feasibility study, from the engineers has come back. The Trust,</td>
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<td>and the Community Committee maybe could in future share information and</td>
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<td>could meet once every quarter to discuss and plan common projects. Minutes</td>
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<td>also to be sent to the Trust chairman for his information.</td>
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<td>At the November meeting we are to set our meeting dates in conjunction with</td>
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<td>the Trust. The will be no December meeting</td>
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<td>2.3</td>
<td>Community Projects</td>
<td>The feedback from the poster boards from the open community meeting on 20.9.17</td>
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<td>was tabled. Has been recorded in the ‘Outstanding Tasks’ book.</td>
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<td>3</td>
<td>Other Business</td>
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<td>3.1</td>
<td>Upgrade to the Hall</td>
<td>The Hall committee have tried many times to gain funding from Council, and</td>
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<td>have in the past had a feasibility study completed ,which costed out repairs</td>
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<td>at $80,000 to the hall.</td>
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<td>Cr. B. Cameron is to meet with J Hawthorn and R Carr regarding hall improvements (Leaks, piles crumbling causing outside wall to sag, update kitchen). Funding could be available from Trust Power for these expenditures. Sec. to lodge an ‘Expression of interest’, letter to Trust power. After Rangiotu had major flooding issues in 2004 and 2015, Horizons became aware that Rangiotu Hall is the place residents go to in a CD emergency, therefore we need to keep the hall in good repair.</td>
<td>A Sterling to action</td>
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<td>3.2</td>
<td>Speed of traffic and safety around Bainesse School</td>
<td>J .Hawthorn outlined that there is to be an update to speed zones around schools on main roads, this project could take 6 months. School to do an NZTA survey, and then apply to council for flashing lights in the specified area of road around the school. C Caffell (School Principal) to contact the MDC roading engineer, to make time for a site visit. He will then let the Community know so we can support this project.</td>
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<td>3.3</td>
<td>Neighbourhood Support</td>
<td>Mr Horsfall introduced Mr Gary Stoneley District Co ordinator of Manawatu District Neighbourhood Support. Mr Stoneley outlined the structure of Neighbourhood Support. The Council operates resources, and the structure of this system, but needs people in each district to take charge. Starting with key people in the area (the committee members talking with residents and sharing the intent of this network. Each road, divided into cells of no more than 7 families, with a co-ordinator for each road, headed by the overall coordinator. He will then liaise with Civil Defence, Police, and Council. Committee members are to bring along any contact names from around neighbours. We will use the Christmas BBQ to recruit people to join Neighbourhood Support. Under the ‘Privacy Act’ all personal details to be confidential.</td>
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<tr>
<td>3.4</td>
<td>Pest Control</td>
<td>Sec. to contact Mr R Wilman, Horizons regarding pest control in the area. A Sterling to action</td>
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<td></td>
<td>Meeting Closed</td>
<td>8.36pm 15th November 7pm @ Rangiotu Hall</td>
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<td></td>
<td>Next Meeting</td>
<td>Approved and adopted as a true and correct record</td>
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<td>Chairman: Date:</td>
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APITI COMMUNITY COMMITTEE

MEETING AGENDA

Thursday 19 Oct 2017 at 7pm at the Apiti Tavern & Eatery

1. PRESENT: Councillor Michael Ford, Janine Hawthorn, Ken Thompson, Katherine Gillespie, Hilton Digby, Pat Prince, June Barratt, Murray Whitehead, Russell Knight, Julie O’Reilly, Felicity Reid, Errol McKay, Hendrik Engelbrecht, Rebecca and Dave Stewart, Toni Tibbits, Christine Lowe, Jock Bielski, Shirley Goodall, Jane Renwick

Guests: David McMillan MDC Waste Management, Jeff Graham Horizons Emergency Management.

APOLOGIES: Mark Dickins (Kimbolton Police), Hugh McIntyre, Jo Loveridge, Her Worship the Mayor Helen Worboys.

2. Minutes: Confirmation of minutes of the last meeting, action and matters arising

Mov:June Barratt, Sec: Felicity Reid.

3. Guests Speakers:

Dave McMillan MDC Waste Management speaking about the Apiti Mobile Recycling Container, MRC. Various sites have been assessed and feedback has been received from community members regarding these. Proposed site is now opposite the fire station, and immediate neighbouring properties have been approached about the proposed locations- no objections have been voiced. The plan is to seal the area that the bin is located to make the area easier to keep clean and tidy. There will be space for vehicles to turn around and clear access to the bin. Community ownership is vital for the bin to be successful. Dave stated that other areas with MRC in place are finding minimal problems with vandalism.

- Servicing will be done fortnightly or weekly depending on the demand.
- Cost will be in the general rates- and will not be targeted to this residents of this area.

Hilton Digby voiced concerns re the cost of the recycling bin, and the lack of demand for this in our area. Ken stated that he has had a number of community members giving positive feedback on the concept. A show of hands resulted in the majority being in favour of the concept of Apiti having its own MRC.

Dave stated that it is important to view the MRC as a recycling station as opposed to a dump. There will be no facility at the station for rubbish bags.

With Apiti School being an enviroschool, minimising waste to the landfill is important. The school is an avenue for community education
Murray- experience from Halcombe was bad with broken glass, abuse of the facility and overflow when bins were not emptied in time.

Dave replied that at this stage usage will have to monitored until the general emptying routine is sorted. He stated that having the MRC off the main road may decrease the abuse of the recycling. Positioning of the bin-hard against the boundary fence,

Domain proposed as a site but quickly ruled out due to it’s isolation and the increased risk of abuse

Ken called for a movement to be passed that a six month trial be put in place. Mov: F. Reid, Sec: H Engelbrecht. Vote taken and majority were in favour of the trial with one opposed.

M Ford commented that the Keep New Zealand Beautiful subscription paid for Feilding covers the whole district, so we have the opportunity for villages to be nominated for this award. Feilding has put in a bid to host the 2018 event.

**Jeff Graham-Horizons Emergency Management Officer.** Jeff has taken over part of the role that was previously done by Ross Brannigan.

Power Co. Jeff has gone to them and asked for assistance in providing generators for the more isolated areas in our district, Kimbolton, Rangiwahia, Apiti etc. He received a positive response from Power Co, and they have proposed to provide generators to Civil Defense posts as priority sites. Their long term plan for extremely isolated properties in the district is to provide battery bank, solar panels and generator so these properties can be self sufficient.

Community Response Plan: This is a flyer that is specific to our area and requires community involvement to identify the risks. Eg snow, slips, earthquake. It is identified that our location increases risks of isolation in a civil defense emergency.

The draft for Apiti Community Plan is in progress. This was passed out to the committee to look at. Katherine will email the draft plan to those who were at the meeting. This will also be available through the “Apiti Where’s That” Facebook page, Neighbourhood Support and on the Apiti School Community Blog. Feedback is welcome from all.

The question was raised regarding the Tavern as a CD post and how this is managed.

Jeff emphasised that personal preparedness is vital and that it is not expected that the CD centre play this role.

There were communication issues in the latest snow storm. Regular radio checks are going to be done through the council and Jeff has engaged with providers of transmission tower on Ridge Road to assess the system and work out what went wrong with the backup system in the snow storm. Jeff suggested that the community could purchase satellite phones which are now priced around $1600. It would be up to individual communities to fund and source and Ken stated that this could be funded by the committee.

Notes to be included in the CRP (Community Response Plan)
Communication on cell phone in emergency event needs to be kept to a minimal!

No photos shared, facebook updates etc. texting uses less energy than calls

New CD welfare kits are being worked on. A new process chart will be in the kit. This will provide a clear process of how to identify when to open the CD centre if no contact is able to had MDC. Welfare kits will have role cards with languards to be allocated to individuals who are at the CD Centre on the day.

Volunteers will be required to train up to be CD officials. Toni Tibbit expressed interest.

Jock thanked Jeff for his effort and acknowledged the huge job that Ross was doing with the area covered. (Katherine will write on behalf of the committee and thank Ross for his work)

Murray raised the question as to whether the community could have a defibrillator at the Apiti Tavern. Question was raised about the accessibility of the defibrillator at the Apiti Fire Station. (Katherine will talk with Fire Chief John Goodall re accessibility.)

4. Correspondence: In: New Bank account details
Out: Hall Inventory and Hall Report

New Stag Project bank account request

5. COUNCIL REPORT: Michael Ford:

6. MATTERS ARISING:

- **Christmas Event at the Tavern**: Ken will be away. June will be organising this with Hendrick for Sunday December 10th.
- **Domain entrance**: resurfacing has been done and the trees have been tidied up.
- **Remembrance garden**: work commenced, weeds have been sprayed
  No date set yet for planting working bee

Hilton shared that the section was originally where the church stood. Church section x3 were purchased by Marcus Cowan and the church piece was donated back to the community to remember the church. A “Gentleman’s agreement” was made, with the stipulation that there would be no gates and no planting of species that are harmful to stock.

The golden totara in the section was originally planted for the Armistice Day, 70th anniversary. It was planted near the hall but was moved to the church section due to its size.

- **General village maintenance**: Pat noted that branches broken in snow are still lying on the ground and dead branches in the trees that need to be taken care of. *The committee are encouraged to ring the council to report problems like this. Anyone can do this- make sure that you take a job number as this makes it easy to follow up each job. Manawatu District Council Ph 06 3230 000*
• **Kimbolton Sculpture festival:** Ken proposed the committee have a fundraising stall at the event, he is keen for the committee to be involved and to support the event. Suggestions food stall, “car boot sale” with good quality goods, spin the wheel, meat raffles etc.

Ken to check regulation re cooking at home and serving food at an event like this and also to check with the festival organisers.

7. **GENERAL BUSINESS:**

• **Apiti Stage Project** Ken gave a progress report. Letter has gone out. Feedback was that iron stag was not acceptable and please could the committee look at an alternative. Ken has found a replacement concrete possibility and feedback has been positive about the new sculpture medium. A 2nd committee bank account has been opened for those that don’t want to donate via the Give a Little page- no donations received in the account at this stage.

Hilton asked what would happen if the goal is not reached. Close records of all donations will be kept. If the goal is not reached, donors will be given the option to have their donation returned.

Ken to attend a Grant Application workshop on Nov 2nd. Felicity and Toni stated that they have had experience in applying for grants, Felicity to attend workshop with Ken.

• **Ideas for gaining sponsorship**- draw up a list of firms and organisations that we can ask for money. People allocated to approach different organisations- to avoid double ups. Important to have sales people approaching businesses. Michael Ford. Sales kit with tools for approaching businesses and offer two or three options of sponsorship.

Shirley suggested that we approach past residents of the district.

Jock suggested that the personal contact is really important for getting the concept across to people in the district.

Overseas investors might be keen to have name on plaques in nz! Give a little page to have this option added.

• Katherine suggested that a subcommittee be formed to take responsibility for seeking sponsorship etc.

Volunteers: Felicity, Hilton, June and Julie

Subcommittee will meet and determine a chairperson to whom Ken can pass information.

• **General:** Christine suggested more trees be planted along the roadside coming into the village” Ken to mention this to Peter Shaw
June suggested that the committee clean up the Apiti turn off corner on Rangiwahia Road to be tidied and brightened up. Jock questioned the legal implication of planting on the roadside.

- **Holly eradication:** Rebecca asked whether this has been discussed as it would take a community effort due to the spreading of seeds by birds. Jane is also keen for eradication. Hilton spoke of the wonderful bird life in the village and voiced his concern about taking food from native birds. He suggested planting alternative food sources prior to taking out the holly.

  It was suggested that for each holly bush removed, that the council provide 2 or 3 native plants to replace. Ken to talk to Peter Shaw.

- **Domain Gate:** Hilton asked about the widening of the entrance when surfacing is done.
  Ken to follow up on this.

- **Community Hall Use:** Hilton asked how often is the Apiti Community Hall has been used, and suggested that future committee meetings be held in the hall. Felicity expressed concern re. conflict of interest in regards to the meeting being held at the Tavern.

  All agreed that future meetings will be held at the Apiti Community Hall.

- **End of year meeting:** proposed for Thurs 14th December with end of year function Christmas drinks and nibble for committee members and partners. Clash with Ladies Christmas Function.

  Date now Thursday 7th December 7pm meeting at the hall.

  Michael Ford to chair the next meeting, as Ken is away November and December.

- **Committee Communications:** Request made to make sure that meetings are advertised in the printed school newsletter as well as the social media avenues and school community blog. Katherine agreed to do this.

**Meeting closed:** 9:10pm

**Next meeting:** Thurs 7th December 7pm at the Apiti Hall to be followed by Christmas supper at the Tavern.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Action (who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procedural Matters</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Apologies</td>
<td>Graham, Donna Carried</td>
</tr>
<tr>
<td></td>
<td>That the following apologies be accepted:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Janine Hawthorn, Rose Garforth, Maurice Bromley, Garry Young, Brent</td>
<td></td>
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<tr>
<td>1.2</td>
<td>Correspondence</td>
<td>Graham, Jody Carried</td>
</tr>
<tr>
<td></td>
<td>Inward: Advertising of Grants workshop - Distributed</td>
<td></td>
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<tr>
<td></td>
<td>Outward: Nil</td>
<td></td>
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<tr>
<td>1.2</td>
<td>Confirmation of Previous Minutes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>That the minutes from the previous meeting held on 27th Sept be accepted as a true and correct record.</td>
<td>Graham, Darrell Carried</td>
</tr>
<tr>
<td>1.3</td>
<td>Matters Arising</td>
<td></td>
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<td></td>
<td>Facebook Page: Jody</td>
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<td></td>
<td>General discussion about the Facebook page, please send through photos, please like them and send through information and events that we can advertise. We could include a timetable of what is going on at the hall. Events going on and photos. Jody will put up just about anything.</td>
<td>Darrell will talk to Brian Hills to find out when things are happening at the hall.</td>
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<td></td>
<td>Creative Communities Application – Mural. GC</td>
<td></td>
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<tr>
<td></td>
<td>Update on where we are was given</td>
<td></td>
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<tr>
<td>2</td>
<td>Items for Approval/Information</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Finances</td>
<td>We have $1700 available</td>
</tr>
<tr>
<td>2.2</td>
<td>Community Plan (where applicable)</td>
<td>Stu will talk to Janine about how to generate a</td>
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<td></td>
<td>Things are moving around roading around the school and village. This committee should be looking for funding for a long term community plan.</td>
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<tr>
<td>No.</td>
<td>Item</td>
<td>Action (who)</td>
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<tr>
<td></td>
<td>We should have a long term community plan based around long to medium developments for the village and community. Council can pay for consultancy to develop this and getting the ideas in.</td>
<td>community plan.</td>
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<tr>
<td>3</td>
<td>Other Business</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Subcommittee Reports</td>
<td></td>
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<td></td>
<td>Mural – Timeline established:</td>
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<td></td>
<td>Subcommittee formed: Graham (Chair), Peter, Rose, Judith, Darrell and Jill.</td>
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<td></td>
<td>The first job is to gather together and decide what we want.</td>
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<tr>
<td>3.3</td>
<td>Community Get Together</td>
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<tr>
<td></td>
<td>Discussion on the Community Get Together.</td>
<td>Donna and Jody will work out the costs and logistics of providing food for this events. Gra will investigate costs of other stuff ie entertainment.</td>
</tr>
<tr>
<td></td>
<td>We need to decide on a date and approach the school as a venue. Shared funding would be needed for the BBQ and food. The proposed date is Saturday 27\textsuperscript{th} or 28\textsuperscript{th} January 2018. Possibility of games and activities. Zorbish Question around costs? Proposal to provide basic funding for all residents to have a free food. Subgroup to make it happen Tania, Darrell, Donna, Jody, Stu, Jill,</td>
<td></td>
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<tr>
<td>3.5</td>
<td>Council Matters</td>
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<td></td>
<td>Fully immersed in the long term plan. Singapore airforce have finished exercising, although lots of other nations are involved 4 options are put before NZTA re the gorge. There is some concern around different councils not agreeing on a suitable solution. MDC will be waiting for NZTA’s decision. Some hopeful signs re cycleways from Palmerston North to Feilding. This is long overdue. MDC are continuing to push for movement on this. Investigations are ongoing around speed limits around the schools in the district.</td>
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<tr>
<td>No.</td>
<td>Item</td>
<td>Action (who)</td>
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<tr>
<td>-----</td>
<td>----------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 3.6 | ANY OTHER BUS.       | Possible Colyton Market?  
Is there interest in people being vendors for this? Possibility of a night market along the lines of Ashhurst  
More research is needed for this.  
There will be no December meeting, would subcommittees please organise their own groups as needed. | Jody to put on the facebook page a request for ideas around the possibility of a night market and points of difference. |
| 4   | Meeting Closed      | Time 19:58 p.m.  
29th November, 7:00 p.m, St Andrew’s Church. |
Māori Wards for Electoral Purposes

Purpose

To consider a proposal to establish one or more Māori Wards for electoral purposes in the Manawatū District.

Significance of Decision

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

Recommendations

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

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

OR

2B. That the Council resolves under Section 19ZD of the Local Electoral Act 2001 to hold a poll on the question of whether the Manawatū District should be divided into one or more Māori Wards for electoral purposes.

OR

2C. That the Council resolves that the Manawatū District NOT be divided into one or more Māori Wards for electoral purposes and that public notice of the right to demand a poll to countermand this resolution be given in accordance with Section 19ZA of the Local Electoral Act 2001.

Report prepared by:
Allie Dunn
Governance Team Leader

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

1.1 This paper is divided into the following parts:

- Background leading to the consideration of Māori Wards for the Manawatū District;
- Options for consideration: being either resolving to establish Māori Wards, resolving not to establish Māori Wards, resolving to hold a poll of electors, or doing nothing;
- Requirements for valid demand to hold a poll;
- Effect of poll; and
- Councils with Māori Wards.

2 Contribution to the Council Vision and Council Outcomes

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

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

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

3 Background

3.1 Every six years Councils are required by the Local Electoral Act 2001 to undertake a review of the Council governance structure to ensure fair and effective representation for individuals and communities. This is known as the Representation Review.

3.2 The Local Electoral Act 2001 also allows for the establishment of Māori Wards for election of Māori representatives to Councils. This process can be undertaken at any time, however any decision to establish Māori Wards for electoral purposes triggers a Representation Review to balance the representation for the General Wards. For this reason, the consideration of whether or not to establish Māori Wards for electoral purposes has been timed to fit in with the Representation Review that the Council is due to carry out.

3.3 For the establishment of any Māori Wards for electoral purposes to take effect for the 2019 local elections, the Local Electoral Act 2001 sets a deadline of 23 November 2017 for any such decision.

3.4 The following diagram illustrates the statutory timeline that is being followed:
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23/11/2017</td>
<td>Last day for resolution on Maori Wards: 15Z(3)(e)</td>
</tr>
<tr>
<td>30/11/2017</td>
<td>Last day for public notice of resolution 15ZA(3)(c)</td>
</tr>
<tr>
<td>21/02/2018</td>
<td>Closing date for valid demand to hold a poll 15ZC(4)</td>
</tr>
<tr>
<td>21/02/2018</td>
<td>Last day to hold poll 15ZC(5)</td>
</tr>
<tr>
<td>31/08/2018</td>
<td>Last day for resolution on district representation Schedule 1A</td>
</tr>
</tbody>
</table>
4 Discussion and Options considered

4.1 Council’s Marae Representative committee, Ngā Manu Tāiko Manawatū District Council, was asked in February 2017 to consider whether or not their members support the establishment of Māori Wards for electoral purposes.

4.2 At its meeting on 10 October 2017 the committee agreed that members would provide feedback from each of their marae by 5.00pm on 17 October 2017 and that should the majority be in favour of establishment of Māori Wards for electoral purposes, then members would support that view.

4.3 The committee also signalled their preference that if Māori Wards for electoral purposes were established, then the standing committee Ngā Manu Tāiko Manawatū District Council should be retained following the 2019 elections given its importance for liaison between Council and the people who have mana whenua.

4.4 From the twelve marae that are represented on Ngā Manu Tāiko Manawatū District Council, six of the marae supported establishing a Māori Ward for electoral purposes. Four marae did not support establishing a Māori Ward, and two marae had not provided a response.

4.5 The following diagram illustrates the decision-making process involved in considering whether or not to establish Māori Electoral Wards, and how this fits in with the process for undertaking a Representation Review:
The options before Council for consideration are detailed below:

**OPTION 1: COUNCIL RESOLVES TO ESTABLISH MAORI WARDS FOR ELECTORAL PURPOSES**

**4.7** Considerations for establishing Māori electoral wards are as follows:

- The Manawatū District Council is required to establish and maintain processes to provide opportunities for Māori to contribute to its decision-making processes and to consider ways in which it may foster the development of Māori capacity to contribute to these. Establishing a Māori Ward for electoral purposes could be seen as a reflection of the Treaty of Waitangi and its principles;

- Māori Ward representatives may better relate to and understand Māori communities, and provide the Council with a greater understanding of Māori issues and concerns; and

- Māori electoral wards may encourage more Māori to participate in Council by standing for office and voting at local elections.

**4.8** Should the Council decide to establish Māori Wards for electoral purposes in the Manawatū District, public notice of the decision will be given in the 23 November 2017 edition of the Feilding Herald. This public notice is required to detail the public’s right to demand a poll to countermand this decision. The closing date for a valid demand to hold a poll is 21 February 2018.

**4.9** The details relating to the number of Māori Ward members, and the name of the Ward, are matters that would be considered as part of the following Representation Review undertaken by the Council in 2018.

**OPTION 2: COUNCIL RESOLVES NOT TO ESTABLISH MAORI WARDS FOR ELECTORAL PURPOSES**

**4.10** Regardless of the guidance received from Ngā Manu Tāiko Manawatū District Council that they wished Council to establish Māori Wards for electoral purposes, the decision itself rests with Council.

**4.11** The Council can choose to resolve *not* to establish Māori Wards for electoral purposes.

**4.12** Should the Council decide to pass a resolution not to establish Māori Wards for electoral purposes, public notice of this decision will be given in the 23 November 2017 edition of the Feilding Herald. As set out in paragraph 4.8 above, the public notice would detail the public’s right to demand a poll to countermand this decision, and the closing date for such a demand would be no later than 21 May 2018.

**OPTION 3: COUNCIL RESOLVES TO HOLD A POLL**

**4.13** The third option open to Council is to resolve to hold a poll to see whether it should introduce Māori Wards for electoral purposes for at least the next two triennial elections.

**4.14** Those eligible to vote in the poll would be:

- All residential electors (electors who live in the Manawatū District, from both the General and Māori Parliamentary Electoral Rolls); and
• All non-resident ratepayer electors (electors who live outside of the Manawatū District but own property within the District).

4.15 Any poll would need to be held no later than 21 May 2018 to be able to take effect in time for the 2019 election.

4.16 The outcome of any poll would be binding on the Council for at least the next two local elections scheduled for 2019 and 2022.

4.17 The costs for holding a poll have not been estimated at this time.

OPTION 4: DO NOTHING

4.18 The fourth option open to the Council is to simply do nothing. The Council could receive this report for information, and not make any decision regarding establishing a Māori Ward for electoral purposes or not establishing such a ward, nor make a decision regarding holding a poll.

4.19 The effect of doing nothing would be the status quo of no Māori Wards for electoral purposes, unless at some stage a valid demand to hold a poll was received by the Council.

4.20 A demand to hold a poll can be submitted at any time of the triennium (but to be effective in time for the 2019 elections must be submitted by 21 February 2018). If any such poll resulted in the Council being required to establish Māori Wards for electoral purposes, then a Review of Representation to balance the representation of the General Wards would be required. For this reason consideration of whether or not to establish Māori Wards for electoral purposes is usually timed to coincide with the next required Review of Representation being undertaken by the Council.

REQUIREMENTS FOR A VALID DEMAND TO HOLD A POLL

4.21 The requirements for a valid demand are set out in section 19ZC of the Local Electoral Act 2001, and are summarised as follows:

• Must be made by notice in writing;

• Must be signed by 5% of electors of the Manawatū District – number of electors as at 2016 elections was 20,071 so this would require at least 1,004 valid signatures;

• Each signatory must be on the Council’s electoral roll, whether published or unpublished, and also includes those enrolled as a ratepayer elector, plus those enrolled as a parliamentary elector and confirmed by the Registrar of Electors that the address at which they are registered is within the district of the Council;

• Every elector signing the demand must state, against their signature, their name and the address for which they are qualified as an elector of the Council.

4.22 The Chief Executive is required to give notice to the Council’s Electoral Officer of any valid demand to hold a poll as soon as practicable, but no later than 21 May 2018. A poll takes place in a similar manner to the local elections, with voting papers delivered to every enrolled elector, with votes to be received by the specified deadline. The poll would be undertaken by Electionz.com, who are contracted to undertake electoral services for the Manawatū District Council. The outcome of any poll is binding on the Council.
4.23 Should a valid demand to hold a poll not be received, for example the required number of valid signatures not provided, then the resolution made by the Council that resulted in the demand being generated (either to establish Māori Wards or to not establish Māori Wards) stands.

**EFFECT OF POLL**

4.24 If the result of a poll requires the division of the district into one or more Māori Wards, then the district must be divided into those wards for the next two triennial general elections of the Council, and any associated election (e.g., elections to fill extraordinary vacancies).

4.25 The district would then remain divided into one or more Māori Wards until a decision or poll determines otherwise.

**COUNCILS WITH MAORI WARDS**

4.26 No city or district Councils currently have Māori Wards, however Waikato Regional Council and Environment Bay of Plenty Regional Council both have Māori constituencies, and the outcome of a poll held by the Wairoa District Council determined that their Council would have Māori Electoral Wards for the 2019 and 2022 elections. Palmerston North City Council will have Māori Electoral Wards for the 2019 and 2022 elections unless that decision is overturned by a poll.

4.27 Environment Bay of Plenty Regional Council’s constituencies were established by Parliament in 2000/2001. Environment Bay of Plenty Regional Council has three Māori constituencies, with population numbers of 19,300, 18,200 and 18,050 respectively, with one Councillor elected from each of these three constituencies. (11 Councillors elected from general constituencies).

4.28 Waikato Regional Council’s constituencies were established by Council resolution and took effect in the 2016 elections. Waikato Regional Council has two Māori constituencies, with population numbers of 32,890 and 29,250 respectively, with one Councillor elected from each of these two constituencies (12 Councillors elected from general constituencies). On Thursday 26 October 2017 the Council voted to retain its Māori seats.

4.29 Wairoa District Council held a Māori Representation Poll as part of their 2016 Local Authority Elections, to see whether it should introduce one or more Māori wards for at least its next two triennial elections. The outcome of this poll, which is binding, was that Māori Wards were approved for the 2019 and 2022 elections. Their Representation Review to be undertaken in 2018 will determine the General Ward structure and number of members to be elected by voters on the General Electoral Roll.

4.30 Palmerston North City Council resolved at its meeting held 24 October 2017 to establish Māori Wards for electoral purposes for the 2019 and 2022 elections. If no valid demand for a poll to countermand this resolution is received, then this decision will stand. The Palmerston North City Council’s Representation Review to be undertaken in 2018 will determine the General Ward structure and number of members to be elected by voters on the General Electoral Roll.

**5 Operational Implications**

5.1 The Council has a contract with Electionz.com to provide the Council with electoral officer functions, however any requirement to hold a poll would necessitate a separate contract for the poll being entered into.
6 Financial implications

6.1 Should the Council either resolve to hold a poll, or a valid demand to hold a poll be received by 21 February 2018, the Council’s Electoral Officer would be contracted to undertake the poll. The expected cost of any such poll has not been estimated at this stage, nor budgeted for.

7 Statutory Requirements

7.1 Parts 19Z to 19ZG of the Local Electoral Act 2001 set out the requirements for Council to follow when consideration is being given to the establishment of one or more Māori Wards for electoral purposes.

7.2 Section 4 of the Local Government Act 2002 sets out requirements related to the Treaty of Waitangi:

“4 - Treaty of Waitangi: In order to recognise and respect the Crown’s responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision-making processes, Parts 2 and 6 provide principles and requirements for local authorities that are intended to facilitate participation by Māori in local authority decision-making processes.”

7.3 These are detailed below:

- Part 2 – Section 14(1)(d) – a local authority should provide opportunities for Māori to contribute to its decision making processes.

- Part 6 - Sections 77 and 81 of the Local Government Act 2002 set out requirements for Council to take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga in its decision-making, to establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority; and to consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority.

7.4 The Resource Management Act 1991 was recently amended to enhance opportunities for iwi input to the Resource Management Act plan-making processes and introduced a new process for establishing agreements between tangata whenua (through iwi authorities) and councils, called Mana Whakahono a Rohe:iwi participation arrangements (Mana Whakahono a Rohe).

7.5 The intent of these changes is to facilitate improved working relationships between iwi and councils, and enhance Māori participation in resource management processes.

8 Delegations

8.1 The Council has the authority to decide whether or not to establish Māori Wards for electoral purposes.

9 Consultation

9.1 Guidance was sought from Council’s Marae Representative Committee, Ngā Manu Tāiko Manawatū District Council on whether they would like Council to establish a Māori Ward in
the Manawatū District for electoral purposes. An information paper was provided to the committee to its meeting on 14 February 2017, and also to their meetings held April, June and August.

9.2 Following a request from members, Information was also circulated to members at its June 2017 meeting detailing those Councils that currently had Māori Wards for electoral purposes. This paper also provided a breakdown for each of the Manawatū District Council’s electoral wards of the Māori Electoral Population and the General Electoral Population, and noted that given those population numbers, it was likely that there would be one districtwide Māori Ward, with one member, should Council agree to its establishment.

9.3 At its meeting held 10 October 2017, Nga Manu Taiko members discussed whether they wished the Council to establish a Māori Ward for electoral purposes. Members noted their expectation that if a Māori Ward was established, then the Marae Representative Committee, Ngā Manu Tāiko Manawatū District Council, would be retained given its importance for liaison between Council and the people that have mana whenua.

9.4 The committee also agreed to a process whereby each Marae would communicate whether or not they supported establishing a Māori Ward for electoral purposes, and the committee would support the majority outcome. From the twelve marae that are represented on Ngā Manu Tāiko Manawatū District Council, six of the marae supported establishing a Māori Ward for electoral purposes. Four marae did not support establishing a Māori Ward, and two Marae had not provided a response.

10 Cultural Considerations

10.1 Sections 77 and 81 of the Local Government Act 2002 set out cultural considerations that must be taken into account in the course of the decision-making processes undertaken by Councils.

10.2 Under Section 77 (c), if any option being considered by the Council involves a significant decision in relation to land or a body of water, then the Council must take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga.

10.3 Section 81 requires Council to establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority. The Act also requires Council to consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority, and to provide relevant information to Māori for these purposes.

10.4 The Resource Management Act was recently amended to facilitate improved working relationships between iwi and councils, and enhance Māori participation in resource management processes.

10.5 Given the Council’s obligations under the Local Government Act outlined in paragraphs 10.1 to 10.3 above regarding Māori participation, and the recent changes to the Resource Management Act, the option of establishing dedicated Māori representation warrants careful consideration.
11 Conclusion

11.1 In order for any proposed Māori Wards for electoral purposes to come into effect for the 2019-2022 triennium, a Council resolution to that effect must be made no later than 23 November 2017, and no valid demand received to hold a poll to countermand that resolution.

11.2 Assuming the Council resolves to establish Māori Wards for electoral purposes, and no valid demand is received from electors to hold a poll, then that decision is final and remains in force for the next two triennia (i.e. 2016-2022 and 2022-2025). After that a resolution under Section 19Z or a poll is required to discontinue Māori Wards for electoral purposes.

11.3 Should the Council resolve to hold a poll on whether or not to establish Māori Wards for electoral purposes, then that poll must be held as soon as practicable within the specified timeline set by the Local Electoral Act 2001. The outcome of that poll would be final and remain in force for the next two triennia.

11.4 Should the Council resolve not to establish Māori Wards, then a demand for a poll of electors can also be made.

11.5 Finally the outcome of the establishment of Māori Wards, once a poll or a resolution to establish or not to establish Māori Wards for the 2019 elections takes effect, cannot be overturned through the representation review consultation process.

12 Attachments

- There are no attachments.
Investment Policy

Purpose

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

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

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2 Background

2.1 The Local Government Act 2002 requires all local authorities to have an Investment Policy. The policy provides guidance for the Council on the approach it will take when managing investments on behalf of the community. The Investment Policy is one of a number of funding and financial policies that provide predictability and certainty about sources and levels of funding.

2.2 In September 2017 the draft Investment Policy was discussed at Council workshop. There were no major changes made to the existing policy. Minor changes included:

- Increase mix with transactional banker from 40% to 50%. As Council’s investments are not at level they previously were a higher threshold with our transactional banker, BNZ allow Council to receive unexpected monies without breaching the policy. For example, a receipt of over $1m from the New Zealand Transport Agency a week earlier than expected may put Council in breach of the policy.

- Increase mix with other institutions from 20% to 25% for the same reasons above.

- Updating equity investment information to reflect the current investments held.

- Remove reference to forestry investments as Council is no longer involved in the Gordon Kear Forest joint venture with the Palmerston North City Council.

- Minor changes to officers job titles.

2.3 Council will continue to take a risk averse approach to its investment activities. It will not undertake transactions where the level of return or benefit depends on an unacceptable level of risk. As a result, it is recognised that the level of risk generally means a lower level of return. The policy objectives are:

- To maintain the capital base of Council’s investment portfolio

- To ensure adequate funds are available when needed

- To optimise investment income while maintaining an appropriate level of risk.

3 Discussion and Options considered

3.1 Council has two options

- To adopt the draft Investment Policy

- Not to adopt the draft Investment Policy and refer it back to officers for further investigation and review.

4 Operational Implications

4.1 Operational implications have been discussed in paragraph 2.2.
5 **Financial implications**

5.1 There are no financial resource impacts associated with this decision.

6 **Statutory Requirements**

6.1 The Investment Policy is a requirement of Section 102 of the Local Government Act 2002. Section 105 of the Local Government Act outlines what must be included in the Investment Policy. The Investment Policy should be approved prior to the 2018-28 Long Term Plan adoption.

6.2 The Investment Policy is required to include;

- The mix of investments
- The acquisition of new investments
- An outline of the procedures by which investments are managed and reported
- An outline of how the risks associated with investments are assessed and managed.

7 **Delegations**

7.1 Only Council has delegated authority to adopt the Investment Policy.

8 **Consultation**

8.1 There is no legal requirement to consult on the draft Investment Policy. The Policy will be made available to the public.

9 **Cultural Considerations**

9.1 There are no cultural considerations associated with this decision.

10 **Conclusion**

10.1 The Investment Policy is a statutory requirement and should be adopted prior to the 2018-28 Long Term Plan.

11 **Attachments**

- The draft Investment Policy
Investment Policy
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<tr>
<td>Policy Section</td>
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<tr>
<td>Policy review due</td>
<td>November 2017</td>
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Investment Policy

1. Introduction

1.1. Council recognises its responsibility to manage its investments on behalf of the community. In accepting this responsibility, Council has taken a risk adverse approach to its investment activities. Council will not undertake transactions where the level of return or benefit depends on an unacceptable level of risk. As a result it is recognised that the lower level of risk generally means a lower level of return.

2. Investment Objectives

2.1. This policy’s objectives ensures the prudent management of Council’s funds:

- to maintain the capital base of Council’s investment portfolio
- adequate funds are available when needed
- optimise investment income while maintaining an appropriate level of risk

3. Investment Mix

3.1. Council has a number of diverse investments, which in some cases exist as a result of the passage of time and history rather than an explicit decision to be involved. Fundamental to this investment policy, Council will periodically review all investments to ensure that they fit with Council achieving its strategic objectives.

3.1.2. The following is the mix of investments available to Council.

3.2. Equity

3.2.1. Council currently holds shares in Heartland Contractors Limited, Civic Financial Services Limited, Manawatu-Wanganui LASS Limited, Central Economic Development Agency Limited and the Local Government Funding Agency Limited. If required in connection with the investment, the Council may also subscribe for uncalled capital.

3.2.2. Shares are held for strategic purposes that facilitate other activities within Council. Shares are not purchased solely for investment purposes.

3.2.3. The performance of these investments is reviewed regularly to ensure strategic and economic objectives are being met.

3.3. Treasury Investments

3.3.1. Treasury investments include government stock, local government stock, bank bonds, borrower notes and bank deposits.

3.3.2. The purpose of these investments is to:

- ensure Council’s specific reserves (separate and special funds) are backed up by realisable cash assets except where Council approves otherwise
• manage Council’s cash position in a manner that maximises interest returns and minimises operational cash deficits and the associated costs incurred
• invest surplus funds to maximise interest returns
• provide ready cash in the event of a natural disaster
• facilitate borrowing at lower interest rates

3.4. **Investment Properties**

3.4.1. Council has resolved that properties will only be acquired and held to assist in achieving the strategic objectives of Council. Accordingly, Council does not involve itself in acquiring properties purely for investment purposes.

3.5. **Community Loans and Advances**

3.5.1. Council has a moderate level of short and long-term loans to community organisations. While a return is received from a number of these investments, the main purpose for investing are the community benefits.

3.6. **Internal Loans**

3.6.1. Council is able to invest surplus funds and special funds in Council capital projects by way of internal loans, where it is financially advantageous to do so. Any internal loans must comply with the provisions in the Liability Management Policy as well as ensuring adequate liquid funds are held to cover Council’s operational obligations.

4. **Management of Risks**

4.1.1. Council’s main objective with all its investments is to preserve its capital base. Within that underlying principle, Council will endeavour to maximise investment returns after giving due consideration to the following:

4.2. **Credit Risk and Security**

4.2.1. Council maintains a policy of limiting treasury investments to government and local government bonds, and other organisations with a Standard and Poor’s credit rating of A- or above (or equivalent on other scales).

4.2.2. To assist in limiting our risk exposure, the maximum value of treasury investments which can be held with one particular organisation, is 25% of total investments or 50% with Council’s transactional banker.

4.2.3. Prior to approving the acquisition of non treasury investments, Council will assess the risks involved taking into account the organisation’s contribution to Council strategies, the interest rate charged, organisational financial stability and the ratio of the investment in individual organisations as a percentage of Council’s overall investment portfolio.

4.2.4. Any form of speculative activity is expressly forbidden.
4.3. **Liquidity Risk**

4.3.1. Adequate short-term or liquid treasury investments must be maintained to ensure operational obligations are able to be met as due.

4.3.2. Council is able to invest surplus funds or reserve funds in fixed term bonds when there is no short-term requirement for these funds.

4.4. **Interest Rate Risk Management**

4.4.1. Council has historically held investments to maturity. Inherent in this is the fact that opportunities to increase returns may be missed due to not having funds available at the right time. Without wishing to enter into any form of speculative investments, Council will investigate the use of interest rate management instruments where the use will enhance the returns on the investments. Council will only utilise such instruments after due consideration and consultation with Council’s external financial advisors. Council is able to invest surplus funds and special funds in Council capital projects by way of internal loans, where it is financially advantageous to do so. Any internal loans must comply with the provisions in the Liability Management Policy as well as ensuring adequate liquid funds are held to cover Council’s operational obligations.

5. **Acquisition and Disposal of Investments**

<table>
<thead>
<tr>
<th>Acquisitions/Disposal</th>
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<td>Treasury Investments</td>
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<tr>
<td>To be managed on a day to day basis by the Chief Financial Officer within approved limitations</td>
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<td>Equity Investments</td>
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<tr>
<td>The investment and disposal of equity investments are to be approved by Council.</td>
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<tr>
<td>Community Loans and Advances</td>
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<td>Any new community loans/advances and any changes to agreed terms are to be approved by Council. Loans/Advances are to be paid in accordance with the approved terms.</td>
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<tr>
<td>Internal Loans</td>
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<tr>
<td>To be managed on a day to day basis by the Chief Financial Officer within the parameters of this policy, the Liability Management Policy and Council loan approvals.</td>
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</table>

6. **Allocation of Income**

6.1.1. All incomes earned from the investment of special or trust funds are to be credited to those funds.
7. Management and Reporting

7.1.1. Investments will be managed by the Chief Financial Officer under delegated authority. Investments will be included in the quarterly report to Council following review and approval by the Executive Team.
Liability Management Policy

Purpose

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

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:

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2 Background

2.1 The Local Government Act 2002 requires all local authorities to have a Liability Management Policy. The policy provides Council with appropriate parameters to prudently manage borrowing activities and external liabilities. The Liability Management Policy is one of a number of funding and financial policies that provide predictability and certainty about sources and levels of funding.

2.2 In September 2017 the draft Liability Management Policy was discussed at Council workshop. Changes to the existing policy included:

- Change the borrowing limits to mirror Council’s external covenants set by the Local Government Funding Agency (LGFA). An appendix has been added to define the factors used in these calculations.
- Change the setting of the internal borrowing rate from the Annual Plan to the Long Term Plan.
- Change internal loan repayments from “at least quarterly” to monthly to reflect our current practice.
- Remove the references to loan redemption funds for internal loans as internal loans repay a portion of the loan monthly and Council no longer uses redemption funds.
- Refer to the LGFA in reference to borrowing in foreign currency.
- Minor changes to officers job titles.

2.3 The borrowing limit is determined by the measure below that yields the lowest figure.

- Net interest must not exceed 20 percent of total revenue
- Net interest must not exceed 25 percent of annual rates income
- Net debt must not exceed 175 percent of total revenue
- Available financial accommodation must not be less than 110 percent of external indebtedness

2.4 Council will continue to take a risk averse approach to managing the risks associated with its borrowing activities. Interest rates, liquidity and credit risks will be managed but not speculated on. This approach includes:

- Funding specific capital works on long-term assets
- Funding non-treasury investments
- Managing short-term deficits through overdraft facilities
- Use of hire purchase, credit, credit cards, deferred payment or lease arrangements in the ordinary course of Council’s business.
3 Discussion and Options considered

3.1 Council has two options

- To adopt the draft Liability Management Policy
- Not to adopt the draft Liability Management Policy and refer it back to officers for further investigation and review.

4 Operational Implications

4.1 There will be operating implications if the Liability Management Policy is breached and Council is unable to borrow the required funds.

5 Financial implications

5.1 There are no financial resource impacts associated with this decision.

6 Statutory Requirements


6.2 The Liability Management Policy is required to include;

- Interest rate exposure
- Liquidity
- Credit exposure
- Debt repayment

7 Delegations

7.1 Only Council has delegated authority to adopt the Liability Management Policy.

8 Consultation

8.1 There is no legal requirement to consult on the draft Liability Management Policy. The Policy will be made available to the public.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this decision.
10 Conclusion

10.1 The Liability Management Policy is a statutory requirement and should be adopted prior to the 2018-28 Long Term Plan.

11 Attachments

- The draft Liability Management Policy
Manawatu District Council

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Liability Management Policy

1. Introduction

1.1.1. This Liability Management Policy provides appropriate parameters for Council to prudently manage its borrowing activities and external liabilities.

1.1.2. Council is a risk-adverse entity that seeks to manage the risks associated with its borrowing activities. Interest rates, liquidity and credit risks will be managed but not speculated on.

2. General

1.1 The use of debt is seen as an appropriate and efficient mechanism for promoting inter-generational equity between current and future ratepayers, in relation to funding assets that have long economic lives and/or long-term benefits. Sometimes short-term debt is required to maintain Council’s liquidity.

2.1.1. Council will borrow to:

- fund specific capital works on long-term assets
- fund non treasury investments
- manage short-term deficits through overdraft facilities
- fund hire purchase, credit, credit cards, deferred payment or lease arrangements in the ordinary course of Council’s business

2.1.2. The Local Government Act 2002 prohibits Council from entering into borrowing arrangements denominated in any foreign currency.

3. Borrowing Mechanisms

3.1.1. Council is able to borrow through a variety of market mechanisms, which include:

- debt borrowing from the Local Government Funding Agency (LGFA)
- issuing of loan stocks and debentures
- facilities with banks
- community bonds
- overdraft facilities
- credit contracts, leasing arrangements, credit cards and trade creditors
- internal borrowing from the treasury fund

3.1.2. Before accessing any borrowing facilities, the size and nature of the project, cost of borrowing, Council’s debt maturity portfolio, terms and covenants, must be taken into account to determine the most appropriate source of funds.
3.1.3. Council’s primary source of borrowing will be from the Local Government Funding Agency (LGFA). This supports Council investment in the company as a shareholder and guarantor.

4. Security

4.1.1. Many of Council’s assets are not readily saleable so will be less attractive as security items. Council will offer security by way of a charge over our ability to levy rates, through a debenture trust deed.

4.1.2. As a matter of course, Council will not secure other assets unless circumstances show it to be appropriate (e.g. leased assets).

5. Management of Risks

5.1. Borrowing Limits

5.1.1. A number of industry benchmarks exist that give an indication of acceptable borrowing limits. For Council there is a trade-off between the strict application of these borrowing limits and the community’s desire for projects to proceed, particularly those of an urgent nature and for which the community is willing to pay. Council’s borrowing levels will be managed through a process of careful planning, constant review and these will be disclosed during the annual planning and reporting processes.

5.1.2. In managing debt, Council will adhere to the following limits:

- Net interest must not to exceed 20 percent of total revenue
- Net interest must not to exceed 25 percent of annual rates income
- Net debt must not to exceed 175 percent of total revenue
- Available financial accommodation must not be less 110 percent of external indebtedness

5.1.3. These limits are the same as the covenants used by the LGFA, Council’s prime source of debt. The terms used in the limits above are defined in the appendix.

5.2. Interest Rate Exposure

5.2.1. The Council’s ability to readily attract cost-effective borrowing is largely driven by its ability to maintain a strong balance sheet, as well as its ability to rate, manage its image in the market and its relationships with bankers and other financial institutions.

5.2.2. Council’s borrowing gives rise to direct exposure to interest rate movements in the market. Interest rate exposure can be managed by spreading the maturity dates of its borrowings to ensure that not all of its borrowings become exposed to the interest rate market at any one time. Council can manage interest rate risk by adjusting the average maturity of its borrowings and its mix of floating and fixed rate borrowings.
5.2.3. The quality of Council security offered to lenders has a direct impact on the interest rate charged.

5.2.4. Council will manage the maturity of its borrowings to ensure they are not exposed to refinancing a significant portion of its borrowings in any one year.

5.2.5. Where appropriate, Council will use both fixed and floating rates to manage the interest rate risk. Council can also use suitable interest rate hedging and interest rate management products. Council will not attempt to speculate on the movements of the financial markets.

5.2.6. The interest on internal borrowings will be charged monthly and will be based on the Council’s borrowing rate agreed in its Long Term Plan.

5.3. Liquidity and Credit Risk

5.3.1. Council’s liquidity and credit risk exposure is primarily our ability to pay borrowings as loans fall due. Council will only transact business with reputable creditworthy counter parties.

5.3.2. To manage liquidity risk, Council will adhere to the following limit:

5.3.3. Liquidity ratio greater than 1. A measure of greater than one to one ratio means there are sufficient realisable securities to cover current liabilities.

5.3.4. No more than 35% of Council’s net debt is planned to be refinanced in any financial year without pre-arranged facilities being in place. See interest rate exposure above.

5.4. Debt Repayment

5.4.1. The maximum term of any borrowings will be the expected life of the asset that is being acquired or constructed or thirty years, whatever is the least.

5.4.2. Council has a number of borrowing mechanisms available to it. These range from a table loan style where interest and principal are paid at the same time (similar to a residential mortgage) to fixed term stock where interest only is paid through the term of the debt and principal is only repaid at the end of the loan term.

5.4.3. In respect to internal borrowing, revenue will be applied each year to repay the principal outstanding over the life of the loan.

5.4.4. Loan repayments and borrowing charges are applied to the activity, which received the benefit of the borrowing.

6. Contingent Liabilities

6.1.1. From time to time, the Council may be asked to provide financial guarantees to community, sporting and non-profit organisations. Applications for guarantee support will be considered by Council if:
• the organisation will provide benefit to the Manawatu District
• the organisation furthers the strategic objectives of Council, and
• there are satisfactory projections of the financial strength and long-term viability of the organisation

6.1.2. The Council must pass a resolution to approve all financial guarantees. Management will monitor the guaranteed organisation’s ongoing performance through regular communications and by assessing their financial statements (at least annually).

6.1.3. Should it become apparent that a guarantee is at risk of being called on, the Council will take immediate action to minimise this risk. Should a guarantee be called, Council will take action to recover any money called on.

6.1.4. In addition to the guarantees mentioned above, in connection with its borrowing from the LGFA, Council may enter into the following related transactions to the extent it considers necessary or desirable:

- Contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA
- Provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself
- Commit to contributing additional equity (or subordinated debt) to the LGFA if required.

7. Approval of Borrowing

7.1.1. The Council will approve borrowings. This will normally be done for the borrowing requirement for each financial year during the annual planning process or by later resolution during the year.

7.1.2. A resolution of Council is not required for hire purchase and normal credit activities if:

- the period of indebtedness is less than 91 days or
- the goods or services are obtained in the ordinary course of operations, on normal terms, for amounts not exceeding in aggregate $100,000

8. Management and Reporting

8.1.1. Internal and external borrowings will be managed by the Chief Financial Officer under delegated authority. Borrowings will be included in the quarterly report to Council following review and approval by the Executive Team.
Appendix – Definitions

Annual Rates Income - Total revenue from funding mechanism authorised by the Local Government (Rating) Act 2002 (includes water by meter but not volumetric sewerage charges) plus any revenue from services provided to another Local Authority (includes revenue received from Rangitikei District Council for shared services).

Available financial accommodation - External indebtedness plus committed but undrawn financial accommodation available plus liquid investments.

External indebtedness - The total amount of indebtedness to any person in respect of money borrowed or raised or any other financial accommodations having a similar economic effect to borrowing or raising money, as shown in the Financial Statements. This excluded internal indebtedness, contingent liabilities and indebtedness resulting from unrealised losses on hedging instruments.

Financial Statements - The audited Financial Statements

Liquid investments - Cash plus securities or guaranteed investment issued by the NZ Government plus commercial paper or other debt securities which have a Standard and Poor’s long-term rating of A- or a short-term rating of at least A-1 plus deposit with a registered bank which has debt securities rating as above.

Liquidity Ratio - Current assets, excluding the current portion of assets held for sale divided by current liabilities, excluding current portion of term borrowings

Net debt - Total of all financial liabilities less liquid investment (as shown in the Financial Statements)

Net interest - Annual interest and financing costs incurred less interest income (as shown in the Financial Statements)

Total revenue - The total operating revenue for the financial year (as shown in the Financial Statements) but not including non-Government capital contributions such as developers contributions and vested assets.