COUNCIL

AGENDA

Meeting to be held

THURSDAY 21 JULY 2016

8.30am

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

Dr Richard Templer
Chief Executive
MEMBERSHIP

Chairperson
Her Worship the Mayor, Mrs Margaret Kouvelis

Deputy Chairperson
Councillor Tony Jensen

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

1. MEETING OPENING

A representative of the Feilding Baptist 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 23 June 2016 be adopted as a true and correct record.*

5. DECLARATIONS OF INTEREST

Notification from elected members of:

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

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

6. PUBLIC FORUM

6.1 CHRIS SMITHERS

Recipient of a Representative Grant to attend the New Zealand National Age Group Swimming Championships held in Wellington 18 to 22 April 2016.

7. NOTIFICATION OF LATE ITEMS

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

7.1 The Council by resolution so decides; and

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

8.1 STRATEGIC PLANNING AND POLICY COMMITTEE – PROPOSAL TO GRANT LEASE TO MAKINO ROTARY CLUB


8.2 STRATEGIC PLANNING AND POLICY COMMITTEE – PROPOSAL TO GRANT LEASE TO MANAWATU POTTERY SOCIETY


9. OFFICER REPORTS

9.1 CHELTENHAM COMMUNITY COMMITTEE


9.2 ANNUAL REPORT ON DOG CONTROL TO 30 JUNE 2016


9.3 REVIEW OF SENSITIVE EXPENDITURE POLICY AND DELEGATIONS MANUAL


10. CONSIDERATION OF LATE ITEMS

11. PUBLIC EXCLUDED BUSINESS

COUNCIL TO RESOLVE:

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

a) Confirmation of minutes

That the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:
<table>
<thead>
<tr>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Grounds under Section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Confirmation of minutes re Appointment of Trustees to Manawatu Community Trust</td>
<td>Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons</td>
<td>Section 48(1)(a) - the public conduct of the relevant part of the proceedings would be likely to result in a disclosure of information for which good reason for withholding that information would exist, under Section 7 of the Local Government Official Information and Meetings Act 1987.</td>
</tr>
</tbody>
</table>

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

12. MEETING CLOSURE
Minutes of a meeting of the Council held on Thursday 23 June 2016, commencing at 8.30am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

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

LEAVE OF ABSENCE: Cr Howard Voss

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

MDC 16/357 MEETING OPENING

Her Worship the Mayor declared the meeting open.

MDC 16/358 APOLOGIES

There were no apologies.

MDC 16/359 REQUESTS FOR LEAVE OF ABSENCE

RESOLVED

That the Council grant leave of absence as follows:

Councillor Jo Heslop: 2 to 10 July 2016

Moved by: Councillor Steve Bielski  
Seconded by: Councillor Alison Short

CARRIED
RESOLVED

That the Council grant leave of absence as follows:

Councillor Steve Bielski 8 to 24 July 2016

Moved by: Councillor Shane Casey
Seconded by: Councillor Albert James

CARRIED

MDC 16/360 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the extraordinary Council meeting held 9 to 11 May 2016, and the Council meeting held 19 May 2016, be adopted as a true and correct record.

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

CARRIED

MDC 16/361 DECLARATIONS OF INTEREST

There were no conflicts of interest declared by members.

MDC 16/362 PUBLIC FORUM

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

MDC 16/363 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 16/364 RECOMMENDATION FROM COMMUNITY FUNDING SUBCOMMITTEE RE PARTNERSHIP FUND LEVEL OF ALLOCATION 2016

Report of the General Manager – Community and Strategy dated 13 June 2016 presenting for consideration and adoption the recommendation of the Community Funding Subcommittee meeting held on 7 June 2016 regarding the level of funding allocations for 2016 from the Partnership Fund.

The recommendation was brought direct to Council to enable the partnership agreement to begin from 1 July 2016.

RESOLVED

That the level of funding per annum be approved for the following organisation to provide services through a Partnership Agreement with Council for a two year period:
Te Manawa Services Charitable Trust (ICan Youth Action Group) - $22,349.00 pa.

Moved by: Councillor Barbara Cameron
Seconded by: Councillor Alison Short
CARRIED

MDC 16/365 RECOMMENDATION FROM NGĀ MANU TĀIKO MANAWATŪ DISTRICT COUNCIL RE NAMING OF TE AO MAORI SECTION OF FEILDING LIBRARY

Report of the General Manager – Community and Strategy dated 15 June 2016 presenting for consideration and adoption the recommendation of Ngā Manu Tāiko Manawatū District Council meeting held on 14 June 2016 regarding the naming of Te Ao Maori section of the Feilding Library.

RESOLVED

That the name “Te Ara o Tāwhaki” be adopted for Te Ao Maori section of Feilding Library.

Moved by: Councillor Alison Short
Seconded by: Councillor Barbara Cameron
CARRIED

MDC 16/366 MAKINO AQUATIC CENTRE REDEVELOPMENT – CARRY OVER OF FUNDS

Report of the General Manager – Community and Strategy dated 24 May 2016 seeking Council approval to carry over unspent funds from the 2015/16 financial year to the 2016/17 for the Makino Aquatic Centre Redevelopment.

RESOLVED

That Council carry forward funding from the 2015/16 financial year to the 2016/17 year, up to $2,100,000 of unspent funds from a total budget of $6,016,410 for the Makino Aquatic Centre Redevelopment project.

Moved by: Councillor Tony Jensen
Seconded by: Councillor Barbara Cameron
CARRIED
MDC 16/367 ADOPTION OF ANNUAL PLAN 2016-17


RESOLVED

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

2. That the Chief Executive be authorised to approve any final edits required to the Annual Plan 2016-17 in order to finalise the document.

Moved by: Councillor Andrew Quarrie
Seconded by: Councillor Wayne Ellery

CARRIED

MDC 16/368 RATES RESOLUTION


RESOLVED

That the Manawatu District Council, in pursuance of the exercise of powers conferred on it by the Local Government (Rating) Act 2002 and any other empowering provisions, resolves to set the following rates, on rating units in the district for the financial year commencing 1 July 2016 and ending 30 June 2017:

All rates and amounts expressed are inclusive of good and services tax.

The following differential categories are used for the General Rate, Roading Targeted Rate and Parks and Sports Grounds Targeted Rate charges.

<table>
<thead>
<tr>
<th>Differential Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Feilding Residential</td>
<td>Being all rating units situated within the 2009 Feilding differential rating area used solely or principally for residential or farming purposes or is vacant, but excluding those rating units included in Category 2 and 3.</td>
</tr>
<tr>
<td>2. Feilding Rural</td>
<td>Being all rating units situated within the 2009 Feilding differential rating area being properties zoned Rural 1, Rural 2 or Flood Channel 2 under the Manawatu District Plan.</td>
</tr>
</tbody>
</table>
3. Feilding CBD | Being all rating units situated within the 2009 Feilding Central Business differential rating area, not used solely or principally for residential purposes.
---|---
4. Rural | Being all rating units situated outside the 2009 Feilding differential rating area excluding those rating units included in Category 5 and 6.
5. Industrial and Commercial | Being all rating units zoned Industrial under the Manawatu District Plan and used solely or principally for commercial or industrial purposes excluding those rating units included in Category 3 OR all rating units in the Feilding differential rating area used solely or principally for conducting a business but excluding those rating units in Category 3.
6. Utilities | Being all rating units situated within the Manawatu District that have been identified by the Valuer General as infrastructure utility networks.

### A  General Rates

Under section 13(2) and 14 of the Local Government (Rating) Act 2002, a general rate is made on every rating unit, assessed on the capital value of all rateable land in the district and on a differential basis, in accordance with Council’s Funding Impact Statement:

<table>
<thead>
<tr>
<th>Differential Category</th>
<th>Differential</th>
<th>Cents in the $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Feilding Residential</td>
<td>1.00</td>
<td>0.10630</td>
</tr>
<tr>
<td>2. Feilding Rural</td>
<td>0.50</td>
<td>0.05315</td>
</tr>
<tr>
<td>3. Feilding CBD</td>
<td>2.25</td>
<td>0.23917</td>
</tr>
<tr>
<td>4. Rural</td>
<td>0.40</td>
<td>0.04252</td>
</tr>
<tr>
<td>5. Industrial and Commercial</td>
<td>1.60</td>
<td>0.17008</td>
</tr>
<tr>
<td>6. Utilities</td>
<td>1.60</td>
<td>0.17008</td>
</tr>
</tbody>
</table>

### B  Parks and Sports Grounds Targeted Rate

Under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, a targeted rate is made on every rating unit, assessed on the capital value of all rateable land in the district and on a differential basis, in accordance with Council’s Funding Impact Statement:

<table>
<thead>
<tr>
<th>Differential Category</th>
<th>Differential</th>
<th>Cents in the $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Feilding Residential</td>
<td>1.00</td>
<td>0.05665</td>
</tr>
<tr>
<td>Differential Category</td>
<td>Differential</td>
<td>Cents in the $</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------</td>
<td>---------------</td>
</tr>
<tr>
<td>1. Feilding Residential</td>
<td>1.00</td>
<td>0.10128</td>
</tr>
<tr>
<td>2. Feilding Rural</td>
<td>0.65</td>
<td>0.06583</td>
</tr>
<tr>
<td>3. Feilding CBD</td>
<td>2.75</td>
<td>0.27852</td>
</tr>
<tr>
<td>4. Rural</td>
<td>0.65</td>
<td>0.06583</td>
</tr>
<tr>
<td>5. Industrial and Commercial</td>
<td>1.50</td>
<td>0.15192</td>
</tr>
<tr>
<td>6. Utilities</td>
<td>1.75</td>
<td>0.17724</td>
</tr>
</tbody>
</table>

D Uniform Targeted Rates

Targeted rates for specified activities set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002 on every separately used or inhabited part of a rating unit.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Uniform Targeted Rate 2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>15</td>
</tr>
<tr>
<td>Cemeteries</td>
<td>23</td>
</tr>
<tr>
<td>Civil Defence</td>
<td>16</td>
</tr>
<tr>
<td>Governance and Strategy</td>
<td>187</td>
</tr>
<tr>
<td>Environmental and Regulatory Management</td>
<td>162</td>
</tr>
<tr>
<td>Local Halls and Recreation Complexes</td>
<td>36</td>
</tr>
</tbody>
</table>
E Makino Aquatic Centre and Library Targeted Rate

A targeted rate for the Makino Aquatic Centre and Library set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002 on every separately used or inhabited part of a rating unit, assessed on a differential basis described below:

- Within Feilding Differential Rating Area $266
- Outside the Feilding Differential Rating Area $188

F Feilding CBD Redevelopment Targeted Rate

A targeted rate for the Feilding Central Business District (CBD) Redevelopment set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

- 0.21967 cents in the dollar of capital value on all rating units situated within differential category 3 (Feilding CBD).

G Feilding CBD Security Targeted Rate

A targeted rate for Feilding CBD security, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

- $277.00 per separately used or inhabited part of a rating unit situated within differential category 3 (Feilding CBD).

H Kerbside Recycling Targeted Rate

A targeted rate for the kerbside recycling collection service, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

- $124.00 per separately used or inhabited part of a rating unit to which the kerbside recycling collection service is available, excluding vacant land.

I Ultra-Fast Broadband Targeted Rate

A targeted rate for the Ultra Fast Broadband in the industrial area, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

- $1,409.00 per separately used or inhabited part of a rating unit that is capable of being connected to this service as it runs past the rating unit.
J  Rural Land Drainage Targeted Rates

Targeted rates, based on land value, for properties that are part of the scheme, for the maintenance and development of land drainage schemes, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cents in $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bainesse drainage district</td>
<td></td>
</tr>
<tr>
<td>Bainesse Class A</td>
<td>0.000457</td>
</tr>
<tr>
<td>Bainesse Class B</td>
<td>0.000247</td>
</tr>
<tr>
<td>Bainesse Class C</td>
<td>0.000194</td>
</tr>
<tr>
<td>Makowhai drainage district</td>
<td></td>
</tr>
<tr>
<td>Makowhai Class A</td>
<td>0.000300</td>
</tr>
<tr>
<td>Makowhai Class B</td>
<td>0.000209</td>
</tr>
<tr>
<td>Makowhai Class C</td>
<td>0.000040</td>
</tr>
<tr>
<td>Maire drainage district</td>
<td></td>
</tr>
<tr>
<td>Maire Class A</td>
<td>0.000373</td>
</tr>
<tr>
<td>Maire Class B</td>
<td>0.000127</td>
</tr>
<tr>
<td>Maire Class C</td>
<td>0.000182</td>
</tr>
<tr>
<td>Maire Class D</td>
<td>0.000194</td>
</tr>
<tr>
<td>Oroua Downs drainage district</td>
<td></td>
</tr>
<tr>
<td>Oroua Downs Class A</td>
<td>0.000809</td>
</tr>
<tr>
<td>Oroua Downs Class B</td>
<td>0.000315</td>
</tr>
<tr>
<td>Oroua Downs Class C</td>
<td>0.000208</td>
</tr>
</tbody>
</table>

K  Stormwater Targeted Rates

Targeted rate for each rating unit differentiated in accordance to where in the district the land is situated set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

- Within Feilding Differential Rating Area: $105.00
- Zoned as Rongotea Village in district plan: $86.00
- Zoned as Sanson Village in district plan: $88.00

L  Water Supply – Urban

For rating units not charged for water by meter, a differential targeted rate for water supply, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

- Water Supply - Connected: $420.00
- Water Supply - Serviceable: $210.00
- Water Supply - Restricted: $336.00
**“Connected”** – A charge for each separately used or inhabited part of a rating unit that is connected to a Council operated water supply, excluding restricted service or extraordinary connection or those that have chosen volumetric charging.

**“Serviceable”** – 50% of the connected charge for each rating unit that is capable of being connected to the Council water supply as the supply runs past the rating unit.

**“Restricted”** – 80% of the connected charge for each separately used or inhabited part of a rating unit that is connected to a Council operated water supply, receiving a restricted service. This includes Mount Taylor and Sanson.

---

**M Metered Water Supply**

Rating units that have opted for water volumetric charging and extraordinary users of the water scheme under Council’s bylaw have their water consumption metered and charged quarterly based on the pipe size:

<table>
<thead>
<tr>
<th>Pipe Size</th>
<th>Every Three Months</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 mm to 20 mm</td>
<td>$156.00</td>
<td>$624.00</td>
</tr>
<tr>
<td>25 mm</td>
<td>$166.00</td>
<td>$664.00</td>
</tr>
<tr>
<td>32 mm</td>
<td>$166.00</td>
<td>$664.00</td>
</tr>
<tr>
<td>40 mm</td>
<td>$176.00</td>
<td>$704.00</td>
</tr>
<tr>
<td>50 mm</td>
<td>$176.00</td>
<td>$704.00</td>
</tr>
<tr>
<td>100 mm</td>
<td>$208.00</td>
<td>$832.00</td>
</tr>
<tr>
<td>150 mm</td>
<td>$228.00</td>
<td>$912.00</td>
</tr>
</tbody>
</table>

Should consumption exceed the water usage of 380 cubic meters within the rating year, an additional consumption charge of $1.35 per cubic meter will be charged.

**N Rural Water Supply Targeted Rates**

Targeted rates, set under section 19 of the Local Government (Rating) Act 2002, for the rural water supply treatment, reticulation and supply of water per unit allocated or supplied to each participating property in the following schemes.

- **Stanway/Halcombe** – per unit charge $ 253.00
- **Waituna West** – per unit charge $ 421.00
- **Kiwitea rural water** – per unit charge $ 230.00
- **Kiwitea rural water** – per additional unit supply $ 299.00

**O Wastewater Disposal Targeted rates**
A targeted rate, excluding properties where volumetric wastewater charges are applied, differentiated based on availability of service for the reticulation, treatment and disposal of sewage and trade effluent, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002, of:

- **Wastewater disposal - Connected**: $658.00
- **Wastewater disposal - Serviceable**: $329.00
- **Wastewater disposal - Restricted**: $526.00

<table>
<thead>
<tr>
<th>Category</th>
<th>Targeted Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five year term, 1 July 2013 to 30 June 2018</td>
<td>$2,384</td>
</tr>
<tr>
<td>Ten year term, 1 July 2013 to 30 June 2023</td>
<td>$1,392</td>
</tr>
<tr>
<td>Twenty year term, 1 July 2013 to 30 June 2033</td>
<td>$923</td>
</tr>
</tbody>
</table>

P Himatangi Beach Wastewater Scheme – Capital Contribution Targeted Rate

Where the ratepayer elected in the connection agreement to pay their capital contribution over a set term, a targeted rate, for the Himatangi Beach Wastewater Capital Contribution, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002.

Q Rongotea Water Supply – Capital Contribution Targeted Rate

Where the ratepayer elected in the connection agreement to pay their capital contribution over a set term, a targeted rate, for the Rongotea Water Supply Capital Contribution, set under section 16(3) and 16(4) of the Local Government (Rating) Act 2002.
Category | Targeted Rate
--- | ---
Three year term, 1 July 2015 to 30 June 2018 | $1,510
Five year term, 1 July 2015 to 30 June 2020 | $ 966
Ten year term, 1 July 2015 to 30 June 2025 | $ 564
Twenty year term, 1 July 2015 to 30 June 2035 | $ 374

**R** Instalment payment due date

Rates are to be set for the year commencing 1 July 2016 and ending 30 June 2017.

Rates will be payable in four instalments and must be paid by the due date. Payment can be made using on-line banking, direct debit, credit card through internet or at the Council Office situated at 135 Manchester Street, Feilding between the hours of 8.00am and 5.00pm, Monday to Friday.

If annual rates are paid in full by 25 November 2016, penalties charged for instalment one will be remitted.

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Instalment One</th>
<th>Instalment Two</th>
<th>Instalment Three</th>
<th>Instalment Four</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 August 2016</td>
<td>1 November 2016</td>
<td>1 February 2017</td>
<td>1 May 2017</td>
<td></td>
</tr>
<tr>
<td>Payment Due Date</td>
<td>26 August 2016</td>
<td>25 November 2016</td>
<td>24 February 2017</td>
<td>26 May 2017</td>
</tr>
<tr>
<td>Penalty Date</td>
<td>1 September 2016</td>
<td>1 December 2016</td>
<td>2 March 2017</td>
<td>1 June 2017</td>
</tr>
</tbody>
</table>

**S** Instalment Penalty

Under section 57 and 58(1)(a) of the Local Government (Rating) Act 2002, a 10% penalty will be added to any portion of the current instalment that remains unpaid after the due date.

**T** Additional Arrears Penalty

Under section 57 and 58 of the Local Government (Rating) Act 2002, an additional 10% penalty will be added in 1 July 2016 and 1 January 2017 to any rates remaining unpaid from previous financial years.

Moved by: Councillor Tony Jensen

Seconded by: Councillor Shane Casey

CARRIED
MDC 16/369 LOAN BORROWING 2016-17

Report of the General Manager – Business dated 7 June 2016 seeking approval to enable the Council to borrow to fund the programmes identified in the 2016/17 Annual Plan.

RESOLVED

1. That the Council authorises the Chief Executive to borrow up to $9,749,797 for the projects identified in the 2016/17 Annual Plan.

2. That the Council authorises the Chief Executive to borrow to refinance existing loan facilities as they fall due. Loans can only be refinanced within the terms of the original loan approval.

3. That the Council authorises the Chief Executive to negotiate and agree the terms, interest rate payable, type of loan facilities or issues of stock that make up the borrowing and to execute any agreements, documents and certificates in respect of such loans, facilities or stock on behalf of the Council.

4. That the borrowing be secured by a Debenture Trust Deed over all rates made from time to time by Council under the Local Government (Rating) Act 2002.

Moved by: Councillor Alison Short
Seconded by: Councillor Albert James

CARRIED

MDC 16/370 SETTING OF FEES AND CHARGES 2016-17

Report of the General Manager – Business dated 25 May 2016 seeking to set by resolution fees and charges for the period 1 July 2016 to 30 June 2017.

RESOLVED

That the Council approves the activity fees and charges for the financial year commencing 1 July 2016 and ending 30 June 2017, as detailed in Appendix 1 to the report of the General Manager – Business dated 25 May 2016.

Moved by: Councillor Shane Casey
Seconded by: Councillor Albert James

CARRIED

Councillor Wayne Ellery recorded his vote against the motion
MDC 16/371 MANAWATU COMMUNITY TRUST – STATEMENT OF INTENT 2016-17


RESOLVED

That Council receives the Manawatu Community Trust’s 2016/17 Statement of Intent for the year beginning 1 July 2016 and ending 30 June 2017.

Moved by: Councillor Alison Short
Seconded by: Councillor Jo Heslop

CARRIED

MDC 16/372 MANAWATU COMMUNITY TRUST REMUNERATION 2016-17


RESOLVED

That the annual remuneration pool payable to the Manawatu Community Trust for the period from 1 July 2016 to 30 June 2017 be set at $100,500.00 per annum and allocated to the Trustees as determined by resolution of the Trust Board.

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

CARRIED

MDC 16/373 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

MDC 16/374 PUBLIC EXCLUDED BUSINESS

RESOLVED

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

a) Appointment of Trustees to Manawatu Community Trust

That the general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:
MINUTES
COUNCIL
MEETING
THURSDAY 23 JUNE 2016
TIME
8.30AM

General subject of each matter to be considered
a) Appointment of Trustees to Manawatu Community Trust

Reason for passing this resolution in relation to each matter
Section 7(2)(a) - protect the privacy of natural persons, including that of deceased natural persons

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

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

Moved by: Councillor Tony Jensen
Seconded by: Councillor Albert James
CARRIED

The meeting went into public excluded session at 9.20am and resumed open session at 9.30am. For items MDC 16/375 to MDC 16/376 refer to public excluded minutes.

MDC 16/377 APPOINTMENT OF TRUSTEES TO MANAWATU COMMUNITY TRUST

Report of the General Manager – Community and Strategy dated 7 June 2016 seeking approval from Council to appoint two new Trustees to the Manawatu Community Trust.

RESOLVED

That the Council appoints Tony Murphy and Tyson Schmidt as Trustees to the Manawatu Community Trust for a period of three years, commencing 1 July 2016 and ending 30 June 2019.

Moved by: Councillor Shane Casey
Seconded by: Councillor Jo Heslop
CARRIED
MDC 16/378 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 9.31am.

Approved and adopted as a true and correct record:

______________________________  ______________________
CHAIRPERSON  DATE
Council

Meeting of 21 July 2016

Business Unit: Community and Strategy
Date Created: 11 July 2016

Strategic Planning and Policy Committee – Proposal to Grant Lease to Makino Rotary

Purpose

To present for consideration and adoption recommendations of the Strategic Planning and Policy Committee meeting held on 7 July 2016 seeking approval to grant a lease to the Makino Rotary Club to occupy the Kowhai Park Storage Shed, subject to not receiving any sustained objections following public consultation.

Recommendations

That Council grants a lease to Makino Rotary Club to occupy the Kowhai Park Storage Shed for a period of three years, subject to not receiving any sustained objections following public consultation.

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

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

Meeting of 21 July 2016

Business Unit: Community and Strategy
Date Created: 11 July 2016

Strategic Planning and Policy Committee – Proposal to Grant Lease to Manawatu Pottery Society

Purpose

To present for consideration and adoption recommendations of the Strategic Planning and Policy Committee meeting held on 7 July 2016 seeking approval to grant a lease to the Manawatu Pottery Society to occupy the Kowhai Park Centennial pavilion, subject to not receiving any sustained objections following public consultation.

Recommendations

That Council grants a lease to the Manawatu Pottery Society to occupy the Kowhai Park Centennial Pavilion for a term of ten years, subject to not receiving any sustained objections following public consultation.

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

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

Meeting of 21 July 2016

Business Unit: Community and Strategy
Date Created: 07 July 2016

Cheltenham Community Committee

Purpose

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

Significance of Decision

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

Recommendations

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

Report prepared by:
Janine Hawthorn
Community Development Adviser

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

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

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

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

2 Background

2.1 The Cheltenham Community Committee was formally re-established at a public meeting held in Cheltenham on 20 June 2016 after being in recess for several years.

2.2 The following nine representatives from the community have been elected to the Committee:

- Keith Robertson (Chairperson)
- Kim Tennant (Secretary)
- Pauline Scott (Treasurer)
- Michael Campion
- Ian Corpe
- Tammy Eckersley-Corbett
- Lauren McIntyre
- Lesley Robertson
- David Scott

2.3 Councillor Alison Short is the Liaison Councillor for Cheltenham.

3 Discussion and Options considered

3.1 Council’s current Community Committee policy states that all community committees’ term of membership shall generally coincide with local government terms of office i.e. three years.

3.2 The Council calls public meetings in each community in order to elect committees as soon as practicable after each local government election.

3.3 The next local government election is being held on 8 October 2016.
The Cheltenham Community Committee held its inaugural meeting on 6 July 2016 and have agreed to meet initially on a monthly basis. The Committee therefore would have only been operating for three months by the time of the next local government election.

4 **Operational Implications**

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

5 **Financial implications**

5.1 There are no financial implications.

6 **Statutory Requirements**

6.1 There are no statutory requirements associated with this paper.

7 **Delegations**

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

8 **Consultation**

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

9 **Cultural Considerations**

9.1 There is no cultural consideration required for this paper.

10 **Conclusion**

10.1 It has taken a considerable amount of effort and organisation in re-establishing the Cheltenham Community Committee. Given the short time since re-establishment, it would be counter-productive to put this community through the process of having to re-elect their Committee so soon after coming out of recess.
Annual Report on Dog Control to 30 June 2016

Purpose

To present the Annual Report on Dog Control for the period 1 July 2015 to 30 June 2016 to Council for adoption.

Significance of Decision

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

Recommendations


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

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

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 Section 10A of the Dog Control Act 1996 requires that the Council in respect of each financial year, report on the administration of its Dog Control Policy adopted under section 10; and its dog control practices.

2.2 The Council must give public notice of the report and within one month after adopting the report, send a copy of the report to the Secretary for Local Government.

3 Discussion and Options considered

3.1 Section 10A of the Dog Control Act 1996 states that the report must include:

(a) the number of registered dogs in the territorial authority district;

(b) the number of probationary owners and disqualified owners in the territorial authority district;

(c) the number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made;

(d) the number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made;

(e) the number of infringement notices issued by the territorial authority;

(f) the number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints; and

(g) the number of prosecutions taken by the territorial authority under the Dog Control Act.

3.2 The information required by the Dog Control Act 1996 is reported in the Annual Report on Dog Control to 30 June 2016, attached as Appendix 1 to this report.
4 Operational Implications

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

5 Financial implications

5.1 There are no financial implications associated with this matter.

6 Statutory Requirements

6.1 Section 10A of the Dog Control Act 1996 requires Council to adopt the annual report on dog control.

7 Delegations

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

8 Consultation

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

9 Cultural Considerations

9.1 There are no cultural considerations to be taken into account in association with this matter.

10 Conclusion

10.1 The report on Dog Control for the period 1 July 2015 to 30 June 2016 in Appendix 1 to this report sets out the information required by the Dog Control Act 1996 to be reported on, and is provided to Council for adoption.

11 Attachments

• Annual Report on Dog Control to 30 June 2016
PART 1 – Dog Control Policy and Practices

Dog Control in the District
The focus of dog control has been on responding to service requests and complaints within the timeframes set by Council through its Long Term Plan and Annual Plan.

Animal Control Officers have, in this period, made concerted efforts at being pro-active in the detection of offences. This was specifically targeted at dogs that were un-registered, and also dogs that were allowed to wander. This strategy significantly reduced both the instances of un-registered dogs and also wandering dogs. All properties known to have had or have dogs (not currently registered) were visited by members of the team to follow up on and ensure compliance with Council’s registration policy and legislative requirements.

Pro-active efforts were also made to ensure that all dogs were classified correctly in accordance with the provisions of the Dog Control Act 1996.

Six Animal Control Officers are employed by the Rangitikei District Council. A joint service agreement is provided in partnership with Rangitikei and the Manawatu District. A Senior Animal Control Officer is based between the two areas, two Animal Control Officers are based in Feilding, two in Marton and one in Taihape.

Animal Control Officers respond to priority one calls after hours. Priority One calls include dog attacks and secured wandering dogs.

Nuisance from dogs
Animal Control Officers have visited every property within the district known to have had a dog, and where none was registered. As a result and on locating dogs, owners were ultimately infringed if the dog(s) remained unregistered, and in some cases dogs were impounded. Animal Control maintain a list containing all dogs classified as menacing, this relating to classification by either the provisions of sections 33A and/or 33C of the Dog Control Act 1996. Physical checks have occurred within this period to ensure that all dogs classified as menacing, regardless of the reason why, comply with the requirements of the classification.

Prohibited public places, dog on leash areas and dog exercise areas
There are specific areas within the Manawatu District Council area designated for exercise, lead only and prohibited areas.

Animal Control Officers approach any breaches of these requirements in an educational manner, with any issue of infringements undertaken as a last resort.

There has been no need for infringement within this reporting period.
Fees for Dog Control and Registration

The registration fees for the 2015-16 financial year were made up as follows:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Discounted fee if paid by 1 August 2015</th>
<th>Standard Fee if paid after 1 August 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>General registration</td>
<td>$95.00</td>
<td>$143.00</td>
</tr>
<tr>
<td>Neutered / spayed</td>
<td>$61.00</td>
<td>$91.00</td>
</tr>
<tr>
<td>Working dogs / selected owners / gold card</td>
<td>$30.50</td>
<td>$45.50</td>
</tr>
<tr>
<td>Dangerous dogs and menacing classified under the Dog Control Act 1996</td>
<td>$143.00</td>
<td>$214.50</td>
</tr>
<tr>
<td>Disability Assist registration</td>
<td>No charge</td>
<td></td>
</tr>
</tbody>
</table>

Council’s approach to owners of unregistered dogs is that the Animal Control Officers conduct property inspections, owners are issued verbal or written warnings followed by the serving of an infringement notice, and as a final measure if absolutely necessary, impounding.

Classification of owners and dogs

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Number of Dogs as at 30 June 2015</th>
<th>Number of Dogs as at 30 June 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>General registration</td>
<td>738</td>
<td>764</td>
</tr>
<tr>
<td>Selected owners</td>
<td>1,915</td>
<td>1,909</td>
</tr>
<tr>
<td>Neutered dogs</td>
<td>2,134</td>
<td>2,262</td>
</tr>
<tr>
<td>Dangerous dogs</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Working dogs</td>
<td>2,090</td>
<td>2,026</td>
</tr>
<tr>
<td>Disability assist dogs</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Menacing dogs</td>
<td>110</td>
<td>104</td>
</tr>
<tr>
<td>Gold Card</td>
<td>-</td>
<td>2</td>
</tr>
</tbody>
</table>

Education relating to dogs

Manawatu District Council provides an education programme that is conducted in schools, pre-schools and Kohanga Reo on an annual basis. The goal of this programme is to deliver educational services to all schools within the district.

Animal Control Officers make themselves available to assist owners with help or advice on dog obedience and courses available. Animal Control Officers regularly provide advice and guidance in relation to specific behavioural matters.
### PART 2 – Statistical Information

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Registered Dogs</td>
<td>6,563</td>
<td>7,078</td>
</tr>
<tr>
<td>Total Probationary Owners</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Disqualified Owners</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Dangerous Dogs</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>- Dangerous by Owner Conviction Under s31(1)(a)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>- Dangerous by Sworn Evidence s31(1)(b)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>- Dangerous by Owner Admittance in Writing s31(1)(c)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Total Dangerous Dogs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Menacing Dogs</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>- Menacing under s33A(1)(b)(i) – i.e. by behavior</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>- Menacing under s33A(1)(b)(ii) by Breed Characteristics</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>- Menacing under s33C(1) by Schedule 4 Breed</td>
<td>61</td>
<td>62</td>
</tr>
<tr>
<td>Total Menacing Dogs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Infringement Notices issued</td>
<td>135</td>
<td>154</td>
</tr>
<tr>
<td>Total Complaints Received</td>
<td>1,277</td>
<td>1,021</td>
</tr>
<tr>
<td>Dog Attacks – People</td>
<td>19</td>
<td>10</td>
</tr>
<tr>
<td>Dog Attacks – Animals</td>
<td>42</td>
<td>34</td>
</tr>
<tr>
<td>Dog Barking</td>
<td>301</td>
<td>251</td>
</tr>
<tr>
<td>Dog Roaming</td>
<td>266</td>
<td>227</td>
</tr>
<tr>
<td>Dog Rushing/Aggressive</td>
<td>44</td>
<td>17</td>
</tr>
<tr>
<td>Property Inspections</td>
<td>141</td>
<td>97</td>
</tr>
<tr>
<td>Dog Found/Secured</td>
<td>148</td>
<td>149</td>
</tr>
<tr>
<td>Dog Registration/Request for Information</td>
<td>34</td>
<td>37</td>
</tr>
<tr>
<td>Miscellaneous Animal Complaint/Welfare</td>
<td>56</td>
<td>199</td>
</tr>
<tr>
<td>Total Prosecutions Taken</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Lou Farest-Harper

Acting Senior Animal Control officer
Council

Meeting of 21 July 2016

Business Unit: Business
Date Created: 13 July 2016

Sensitive Expenditure and Delegation of Authority

Purpose

To seek Council approval for the Mayor to be issued with a Manawatu District Council credit card.

Significance of Decision

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

Recommendations

1. That the Manawatu District Council approves the issuing of a Manawatu District Council credit card to the Mayor.

2. That the Manawatu District Council approves the amendments to the Sensitive Expenditure policy as outlined in Attachment 1 to the report of the General Manager – Business dated 13 July 2016 to allow the issuing of the credit card to the Mayor.

3. That the Manawatu District Council approves the amendments to the Delegations Manual, as outlined in Attachment 2 to the report of the General Manager – Business dated 13 July 2016 that authorise the Mayor to spend up to a $5,000 limit on the credit card.

Report prepared by:
Shayne Harris
General Manager - Business

Approved for submission by:
Shayne Harris
General Manager - Business

1  Background

1.1 The Chief Executive has requested that the Mayor be issued with a Manawatu District Council credit card, with a limit of $5,000.
1.2 The issuing of credit cards is controlled under the Council’s Sensitive Expenditure policy and the Delegations Manual.

1.3 In the Sensitive Expenditure policy a number of amendments are required if Council approves the Mayor having a credit card. In particular, under the “Application” provision, the policy now needs to apply to the Mayor and Councillors. This was not considered necessary in the past, but it is clear from the contents of the policy that the Mayor and Councillors should be included.

1.4 The other significant amendment to the policy is the changes made to section 5. These changes make it clear who has the responsibility for signing off on the expenditure incurred by the Mayor on the credit card.

1.5 In the Delegations Manual, section 5, “Financial Delegations” there needs to be added to the section the authority for the Mayor to expend up to the $5,000 credit card limit.

2 Discussion and Options considered

2.1 The current practice when the Mayor incurs out of pocket expense, is for the Mayor to have to make the payment out of her own account, then claim back the expense from the Council. This is not considered efficient, as any out of pocket expense could be charged direct to Council.

2.2 Council has two options:

2.2.1 Retain the status quo; or

2.2.2 Approve the Mayor have a Manawatu District Council credit card.

3 Operational Implications

3.1 There are no significant operational implications.

4 Financial implications

4.1 All financial expenditure must be within approved budgets. The required amendments to the Sensitive Expenditure and the Delegations Manual are proposed as part of this report.

5 Statutory Requirements

5.1 There are no Statutory requirements

6 Delegations

6.1 Delegated authorities need to be amended and the proposed changes are attached for Council approval.

7 Consultation

7.1 There is no consultation required
8 Cultural Considerations

8.1 There are no cultural consideration

9 Conclusion

9.1 If the Council adopts the proposed amendments to the Sensitive Expenditure Policy and the Delegations Manual, it is my view that the appropriate controls and delegations will be in place, for the Mayor to be issued with a Manawatu District Council credit card

10 Attachments

- Sensitive Expenditure Policy with tracked changes.
Sensitive Expenditure Policy

Original Policy Dated: 23 April 2012
Policy Updated/Reconfirmed: 08/05/2012 (U); 18/08/2015 (U)

Purpose

This policy addresses issues referred to in the Controller & Auditor-General’s good practice guide, ‘Controlling sensitive expenditure: Guideline for public entities’ (February 2007).

The purpose of this policy is to:

- set out clearly the principles and decision guidelines for sensitive expenditure
- set out clearly defined parameters for sensitive expenditure
- ensure that sensitive expenditure is assessed, authorised and reviewed consistently for all staff and elected members

Definitions

Conflicts of interest exist when staff duties or responsibilities to Council could be, or could perceived to be, affected by some other separate interest or duty. Conflicts of interest can have both legal and ethical dimensions.

Credit card has the normal meaning, but should be read as applying to vehicle fleet cards, purchase cards, and equivalent cards used to obtain goods and services before payment is made.

Proper and prudent behaviour, in relation to expenditure, includes identifying and managing conflicts of interest (or situations with the potential to be perceived as conflicts of interest); being fair, honest, transparent, circumspect, and careful to avoid undesired consequences; and being accountable for complying with organisational controls over expenditure.

Sensitive Expenditure is expenditure by Council that provides, has the potential to provide, or has the perceived potential to provide a private benefit to an individual staff or elected member, that is additional to the business benefit to Council of the expenditure. It also includes expenditure by Council that could be considered unusual for Councils purpose and/or functions.

Application

This policy applies to:
- the Mayor and Councillors of the Manawatu District Council
- staff of Manawatu District Council
- any contractor or consultant who agrees to be covered by this policy under the terms of their engagement agreement
- temporary staff supplied through an agency
- seconded personnel

All agreements relating to agency staff, seconded personnel, contractors and consultants should contain an express obligation on them to comply with policy.

This policy does not apply to:
- items of sensitive expenditure specifically provided for by employment agreements
• severance payments
• the tax implications, if any, of either private or organisational benefits obtained from sensitive expenditure
• Councillors, who are subject to provisions within the Local Authorities (Members' Interests) Act 1968, the Local Government Act 2002, and Manawatu District Council’s Code of Conduct for Elected Representatives

This policy should be read alongside the Council's Protection Disclosures policy.

Policy

1. Principles applicable to sensitive expenditure

Council is spending public money – it is not the property of staff or elected members to do with as they please. Consequently, all expenditure should be subject to a standard of probity and financial prudence that is to be expected of a local authority and be able to withstand public scrutiny.

Those standards apply the principle that expenditure decisions:

• have a justifiable business purpose.
• preserve impartiality.
• are made with integrity.
• are moderate and conservative, having regard to the circumstances.
• are made transparently.
• are appropriate in all respects.

In practice, an authorised staff member will make the decision on and/or payment for each item of sensitive expenditure. They will need to exercise careful judgement in accordance with these principles and this policy. This will always be about balance in the particular context. The principles must also be applied as a set as all are equally important.

2. Deciding when sensitive expenditure is appropriate

The quantity of money spent on an item of sensitive expenditure may be small relative to Council’s total expenditure. However, each sensitive expenditure decision is important, because improper expenditure could harm the reputation of, and trust in, the Council as well as local authorities in general.

In deciding what appropriate sensitive expenditure is, Council staff and elected members need to take account of both individual transactions and the total amount of sensitive expenditure.

Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, the entity could be criticised for extravagance and waste.

3. The responsibilities of the Mayor, Councillors and Executive Team

To be truly effective, this sensitive expenditure policy, procedures and other controls must be embedded in the Council’s values, practices and business processes. When this occurs, everyone at Council becomes involved in the proper and prudent management of sensitive expenditure.
Overall responsibility for this policy rests with those at the top of Council, the Mayor, Councillors and Executive Team. This group must make it clear to staff what is and is not acceptable sensitive expenditure. This group also must model those behaviours to the highest standard.

4. Good controls and judgement

Overall responsibility for this policy rests with those at the top of Council, the Mayor, Councillors and Executive Team. This group must make it clear to staff what is and is not acceptable sensitive expenditure. This group also must model those behaviours to the highest standard.

While the good controls at Council will assist good sensitive expenditure decisions, good judgement will also be required. This is because it is not possible or desirable to attempt to set rules for every possible situation that may arise. In the absence of a specific rule for a given situation, the Mayor, Councillors and the Executive Team are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.

The Mayor, Councillors and the Executive Team are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee’s remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

5. General controls for sensitive expenditure

Approval of sensitive expenditure

Approval of sensitive expenditure should be:

- given only where the person approving the expenditure is satisfied that a justified business purpose and other principles have been adequately met
- given before the expenditure is incurred, wherever practical
- made within delegated authority in accordance with the Delegations Manual and only where budgetary provision exists
- given by a person senior to the person who will not benefit or might be perceived to benefit from the expenditure, wherever practical. Where this is not possible, this fact should be recorded, and any such expenditure should be subject to some form of monitoring
- given only where the person approving the expenditure is satisfied the expenditure support the Council’s Vision and Values

In the case of the Executive Team the ‘one-up’ principle must be applied to the maximum extent possible. However, there will be some instances where an alternative approach will be required because there is no more senior person. In such instances, it is essential that there should be no reciprocal arrangement for approving sensitive expenditure. For the Chief Executive, the Mayor will sign off the credit card expenditure. The Mayor does not have a credit card.

In the case of the Mayor, the credit card expenditure will be signed off by the Chief Executive and the independent member of the Audit and Risk committee.

In the case of expenditure incurred by the Mayor or other elected officials (not explicitly approved by Council), this is subject to review by the Chief Executive for compliance with this policy.
Claims relating to sensitive expenditure

Claims relating to sensitive expenditure need to:

- clearly state the business purpose of the expenditure - where this is not clear from the supplier documentation supporting the claim, a written statement of the purpose should be included as part of the claim
- be accompanied by adequate original (not photocopied) supporting documentation, such as tax invoices or other validating documentation – credit card statements and EFTPOS receipts do not constitute adequate documentation for reimbursement
- document the date, amount, description, and purpose for minor expenditure (<$20) when receipts are not available
- be submitted promptly after the expenditure is incurred. Except in exceptional circumstances, this means within one month of the expenditure being incurred

The Mayor, Councillors and staff are, in accordance with the principles of this policy, required to exercise prudent judgement regarding all Council related expenditure.

6. Issue and operation of Council credit cards

Using credit cards is not a type of sensitive expenditure but is a common method of payment for such expenditure. This policy is designed to minimise the risks associated with their use namely:

- inappropriate business-related expenditure (in both quantity and type)
- to obtain cash for a business purpose, with subsequent expenditure being poorly documented or justified
- for personal benefit, by obtaining cash or paying for personal items

Eligibility for credit cards

The following sets out who is eligible for a credit card:

- the Mayor
- the Chief Executive and General Managers authorised under this policy
- the Chief Executive may approve the issue of additional cards to staff where that is appropriate. Before authorising the issuing of additional cards the Chief Executive must be satisfied that they are strictly necessary to cover either regular travel or are to be used for administrative efficiencies eg. payment of properly authorised purchases from overseas

Use of credit cards

- In approving the issue of a card, the Chief Executive will confirm the approved credit limit. The credit limit will be set based on the minimum amount necessary to enable the cardholder to undertake their Council duties. The credit card limit for the Chief Executive shall be set at $10,000 and $5000 for General Managers.
- The Chief Executive will be responsible for monitoring all credit card use on a monthly basis. The approval process must be structured in accordance with Section 5. The cardholder will
code items for posting in the accounting system. Credit card payments must be authorised like other invoices and in accordance with the Delegation Manual.

- On the card holder’s termination of employment the card will be returned to the Principal Chief Financial Adviser-Officer who will arrange with the bank to cancel the card, physically destroy the card and confirm this to the Chief Executive.

- The use of Council credit cards for private expenditure or credit is prohibited except in exceptional circumstances, where prior approval is required from the Chief Executive. In these rare cases, the expenditure is to be fully reimbursed to Council prior to the monthly credit card payment being due.

- All credit card transactions must be supported by original documentation to explain and collaborate transactions. The business reason and other parties (if any) must be recorded along with the purpose of the meeting for all entertainment and travel transactions.

Credit cards may not be used to obtain cash advances unless:
- cash is required in an emergency (usually related to travel on Council business).
- cash is required for official purposes (in rare circumstances) and there has been express prior approval. This approval process must be structured in accordance with Section 5 above
- the unauthorised use or the misuse of a Council credit card is treated as a serious misconduct that will result in formal disciplinary action being taken. For repeat offenders or where the breach of this policy is significantly serious, the card will be automatically cancelled and subject to procedures under Council’s Discipline Policy

Credit card payments over the internet need to reflect good security practice:
Credit card payments over the internet need to reflect good security practice, such as purchasing from only established reputable companies known to Council. The cardholder must keep a copy of any online order forms and invoice to support the payment.

Online purchases must comply with Council’s normal purchasing policies and controls.

7. Travel and accommodation expenditure

Principles
Elected officials and Council staff may need to incur travel and accommodation costs while conducting Council business elsewhere in New Zealand or overseas. The principles of a justified business purpose, moderate and conservative expenditure, are particularly relevant for travel and accommodation expenditure.

Travel and accommodation expenditure should be economical and efficient, having regard to purpose, distance, time, urgency and personal health, security and safety considerations.

Where travel arrangements are extended to accommodate personal arrangements, all costs in addition to those that would be expected for the business component of the trip are the responsibility of the staff member or elected official. Travel costs of accompanying spouses, partners, or other family members will be the personal responsibility of the staff member or elected official.

Air travel
To the extent practical, air travel is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible.
Discounted economy or economy class and/or a discount airline is to be the first choice for journeys where the uninterrupted flight time is at least four hours or less, except where the distance or hours travelled, work schedule on arrival, or personal health, safety or security reasons make business class preferable. In all circumstances, first class travel is prohibited.

Council payment for membership of airline travel clubs e.g. Koru Club requires the express approval of the Chief Executive. Membership must be supported by a clear business purpose and reviewed annually.

Air points (from loyalty schemes) accruing to staff and elected officials carrying out their official duties remain the benefit of the Council, provided the use of carriers supplying air points does not result in Council incurring additional costs. Air points may be used by individuals as a quid pro quo for time of travel outside work hours and in recognition that membership of air points is an individual choice. Staff are required to book travel through the centralised travel process administrated by Customer Services.

Meals and accommodation when travelling
To the extent practical, accommodation is to be booked well ahead of the actual travel date, so the expenditure is the most cost-effective possible. This must take into account the location of the accommodation relative to the event, the standard of the accommodation and security issues.

Where Elected officials and Council staff choose to stay privately and where this will not significantly result in extra travel or other costs being incurred, a daily allowance of $50 per night may be claimed to allow a gift or contribution to be given to the host.

Council will not reimburse mini-bar/video expenses.

All charges for business related telephone calls, faxes, email and internet access made by Council staff or elected official while travelling on Council business will be reimbursed. Council will also pay for one toll call home (10-15 minutes) each day while staff are travelling on Council business.

Accommodation ‘check out’ times are to be observed. In the absence of extenuating circumstances, any additional costs incurred as a result of failing to check out on time are the responsibility of the staff member or elected official.

Reasonable expenses will be met for unexpected events eg. overnight expenses due to a cancelled plane flight.

Where meals are required while travelling, ‘actual and reasonable’ meal expenses may be claimed which includes alcoholic drink (generally one or two drinks). Claims need to be supported by receipts. Separate meal expenses may not be claimed if a meal has been provided as part of the meeting, conference, training etc.

8. Motor Vehicles and Taxis
Council requires that the most economical type and size of rental car be used, consistent with the requirements (including the distance and number of people) of the trip. Rental cars are only available for business conducted outside the district. Any fines (parking or traffic offences) incurred while using a rental vehicle are the responsibility of the driver.

Private use of a rental car is only permitted in exceptional circumstances (such as reasonable weekend use when the driver is away from home and undertaking work for Council before and after the
weekend) and requires the express approval of a General Manager or Chief Executive. All additional costs as a result of private use are the responsibility of the employee or elected official.

Council expects the use of taxis to be moderate, conservative and cost effective relative to other transport options. Wherever practicable shuttle or bus services are to be used in lieu of taxis. Council funded taxis are not available for travel between home and office.

Taxi cards are only to be issued in an individual’s name and require the express approval of a General Manager or Chief Executive. All use of taxi cards/chits is to be transparent with the purpose of each trip recorded on the account.

Council vehicles (except those provided explicitly under a remuneration arrangement) are not available for private use. Any fines (parking or traffic offences) incurred while using a Council vehicle are the responsibility of the driver unless the fines relate to an aspect of the condition of the vehicle outside the driver’s control. Full details on the provision of use of Council vehicles are contained in the Council’s ‘Vehicle Policy’.

Generally, Council will not pay for travel by private motor vehicle where travel by other means is more practical and cost effective. Staff are expected to use a Council vehicle for Council business if one is available. Approval in advance via e-mail from the General Manager is required in all instances where reimbursement by Council is claimed. Where the General Manager has approved use of a private vehicle, mileage reimbursement for running costs will be made in accordance with the current Council ‘Vehicle Policy’. All reimbursement claims for use of a private motor vehicle must be made on Council’s expenses claim form located on the intranet (under Finance). Staff should attach the ‘approval e-mail’ to the expense claim.

The vehicle owner must ensure that they have appropriate insurance cover for the vehicle while it is being used on Council business. Any fines (parking or traffic offences) incurred while using a private vehicle on Council business are the responsibility of the driver.

Council vehicles may be provided explicitly under a remuneration arrangement. In most instances, Council vehicles will be attached to a particular position and not to an individual (and therefore will not be provided for explicitly under a remuneration arrangement). In those cases, the following provisions apply in addition to those in Council’s ‘Vehicle Policy’:

- a vehicle provided to the Chief Executive (or any replacement) require the express approval of the Mayor. This approval will confirm the capital expenditure amount
- vehicles (or replacements) provided to other staff require the express approval of the Chief Executive. In determining whether a vehicle is provided and the type of vehicle, the Chief Executive will consider specific industry practices, market requirements, the job function, and Council’s vehicle replacement policy
- Any fines (parking or traffic offences) incurred while using a Council vehicle provided under a remuneration arrangement are the responsibility of the driver unless the fines relate to an aspect of the condition of the vehicle outside the driver’s control

9. Tipping

The probity issue associated with tipping is that it is discretionary and usually undocumented expenditure. Tipping should not in any circumstances be extravagant. The principle of moderate and conservative expenditure is particularly relevant.
Council will not reimburse staff or elected officials for tipping while they are on business in New Zealand. Council will reimburse staff and elected officials for low to moderate tipping during international travel only in places where tipping is local practice.

10. Other travel issues

The use of communication technology
Council expects that the use of communication technology equipment eg. cell phones, telephones, email and internet access should be moderate. Reasonable private use to clear email and communicate with family members is permitted.

Private travel linked with official travel
Staff and elected officials with the express approval of the Chief Executive or Mayor (as applicable) may undertake private travel before, during or at the end of Council travel, provided there is no additional cost to Council and the private travel is only incidental to the business purpose of the travel.

Travelling spouses, partners, or other family members
As a general principle, travel cost for accompanying spouses, partners or other family members are a personal expense and will not be reimbursed by Council. In those rare instances where the involvement of a spouse directly contributes to a clear business purpose and pre-approval has been obtained from the Chief Executive, then Council may contribute to all or part of the additional costs.

The cost of stopovers
Council will only reimburse the cost of any stopover where they are pre-approved by the Chief Executive and have a clear business purpose.

11. Entertainment and hospitality expenditure

Entertainment and hospitality can cover a range of items from tea, coffee and biscuits to catering, such as meals and alcohol. It also includes non-catering related items, such as Council funded entry to sporting or cultural events.

Expenditure on entertainment and hospitality is sensitive because of the range of purposes it can serve, the opportunities for private benefit and the wide range of opinions on what is appropriate.

Business purposes of entertainment and hospitality
Five business purposes of entertainment and hospitality have been identified:

- building relationships
- representing the organisation
- reciprocity of hospitality where this has a clear business purpose and is within normal bounds – acceptance of hospitality is expected to be consistent with the principles and guidance for provision of hospitality
- recognising significant organisation achievement
- building revenue

In occasional circumstances, supporting the Council’s internal organisational development may also be a legitimate business purpose for moderate expenditure.

Given the many non-commercial functions of Council, there will only be limited justification for expenditure under some of the five purposes of entertainment and hospitality above, except in commercial business units.
The principles of a justified business purpose, moderate and conservative expenditure are particularly relevant to Council. Council requires tight control of expenditure and transparent reporting.

Entertainment and hospitality expenditure
Where practical, pre approval via email from the General Manager on all entertainment and hospitality expenditure is required. Approvals require clear documentation including the date, venue, costs, recipients and benefits derived and/or reasons for the event. The most senior person present should approve and confirm the expenditure as being appropriate.

12. Goods and services expenditure
Disposal of surplus assets
This section covers obtaining, disposing or using goods and services that are not covered by the terms and conditions of employment.

As part of normal business Council will from time to time dispose of assets. Typically, this is when the assets have become obsolete, worn out or surplus to requirements. Council’s disposals are intended to be both transparent and fair.

Council will not dispose of assets to staff or elected officials or related parties at a discounted rate if a greater net value is likely to be realised by an alternative method of sale.

The principles of preserving impartiality and integrity are particularly relevant. Council expects staff disposing of assets not to benefit personally from the disposal. All disposals are to be handled in a manner that ensures the staff’s personal judgement or integrity are not compromised.

To ensure transparency, fairness and receipt of best value for Council, the disposal of assets, which have become obsolete, worn out or surplus to requirements, shall normally be conducted on the open market or by way of trade-in on a replacement asset.

Where disposal to officers or elected officials is approved by the Chief Executive (or delegated by the Chief Executive), the following principles shall apply:

- Officers involved in disposing of the asset shall not benefit from the disposal
- All assets identified for disposal to officers shall be valued and subject to a tender or other process that is appropriate to the value of the asset
- Assets shall not be sold at a discounted rate to officers or elected officials if a greater value could be realised by an alternative method of disposal.

Gifts and Loyalty Rewards
For the purposes of this policy, ‘gift’ shall refer to any gift, loyalty reward or inducement.

A gift is usually given as a token of recognition of something provided by the recipient. The giving of gifts must be appropriate, transparent and reasonable.

The giving of gifts by Council requires the prior approval of the General Manager.

The receiving of a gift is not strictly ‘sensitive expenditure’; nevertheless, it is a sensitive issue. It is especially important that receiving a gift does not alter Council’s or a staff member’s decision-making, as this could be perceived as acting without impartiality or integrity.

Any Staff contractor, who works on behalf of Council, or elected member, shall not accept any gift, reward or inducements arising from any transaction on behalf of Council. They shall be viewed as
Council property and reported to the Chief Executive or General Manager and shall not be used for personal benefit or gain. This is to protect both the individual and the organisation from any perceived impartiality or potential inappropriate advantage.

The Chief Executive or General Manager shall consider the following points to determine the appropriate disposal of any gift, reward, discounts or inducements:

- If the value of the ‘gift’ is less than $100 for elected members, or less than $50 for staff, the Chief Executive/General Manager may allow the elected member/employee to keep the gift if considered appropriate.

- If the value of the gift is more than the value prescribed above, or is considered inappropriate for personal distribution (as above), the gift shall be registered with Human Resources. The Chief Executive/General Manager in conjunction with Human Resources may then distribute any such gifts including:
  - Internal staff rewards such as competition prizes where all staff have the opportunity of benefiting from the gift
  - Not for profit Community Groups and charity organisations
  - Discretionary allocation of a gift over $100/$50 to an elected member/staff member may be decided by the Chief Executive/General Manager. They will consider equity, association with provider and appropriateness of the person receiving the gift.

Under no circumstances should a gift be accepted from an organisation or individual who is involved in the process of negotiating or tendering for the supply of goods or services to the Council.

**Private use of Council assets**

Any physical item owned, leased or borrowed by Council is considered an asset for the purpose of this policy. This includes photocopiers, telephones, cell phones, laptops, IPads, cameras, means of accessing the Internet, and stationery.

The principles of transparency, moderate and conservative expenditure, are particularly relevant. Private use for personal purposes will only be permitted in limited circumstances. Staff should refer any proposed use to his/her General Manager to authorise private use.

Payment for the cost of personal use of assets is to be reimbursed to Council, unless the General Manager deems it is impractical or uneconomic to separately identify those costs. Staff should quote the correct GL code and make payment through Council’s Customer Services, attaching the receipt of payment to the account.

The use of Council assets in any private business that any employee or elected official may operate is strictly prohibited.

Staff provided with IT hardware and software to be housed at their place of residence to assist with Business Continuity Planning are permitted reasonable levels of private use of such equipment.

**Council use of private assets**

Council may decide that reimbursing staff for use of private assets is appropriate for reasons such as cost, convenience or availability. Council may also decide to do this in circumstances where it would not fully use an asset of the same type if it acquired it directly. Examples include private motor vehicles, private cell phones and private computers.

The main issue associated with Council’s use of private assets is the risk of the Council paying or reimbursing amounts that inappropriately benefit the staff member or elected official. Therefore,
approval by the General Manager is required. In assessing the request, the General Manager will pay particular attention to the principles of a justified business purpose and preserving impartiality and integrity.

Staff members must not approve or administer payments to themselves for the Council's use of their private assets.

**Private use of Council suppliers**
As staff may have access to some Council suppliers on the same basis as Council, they may receive preferential access to goods or services, and potentially at a preferential price, which is not available to the public (this is treated as private use of official procurement processes). The risk is that the availability of the discount to staff will influence the choice of Council suppliers. Council's selection of suppliers must be in Council's interest and decisions should not be affected by the availability or possibility of purchasing privileges for staff.

Staff may make use of any preferential access to goods or services through Council's suppliers under the following conditions:

- Prior approval of the supplier by a General Manager is required
- Staff involved in the selection of preferred suppliers require General Managers express approval for all orders
- All purchases are to be processed through the Council's purchase order system and coded to a specific GL number for reconciliation purposes
- All orders are to be issued on a cash sale basis only and the staff member must pay in full for the goods and services when invoiced from the supplier
- Council is not to be used as a source of credit
- Staff may not use Council purchasing privileges on behalf of any third party. This includes family members or friends

In rare circumstances, a Council order may cover expenditure with a personal component eg. Travel or accommodation booking. In this case, payment to Council for the personal component must be made on the confirmation of the cost or the receipt of the invoice from the supplier, whichever is received earliest.

Elected officials may have preferential access to goods or services through Council's suppliers on the same basis as staff, provided there is no real or perceived conflict of interest.

**13. Staff support and welfare expenditure**

**Clothing**
Other than approved corporate clothing as per Council's Corporate Uniform policy or health and safety-related clothing, staff will not be clothed at the Council's expense, when they are engaged in a normal business activity.

Council guidelines on the provision of subsidy on Council branded clothing are contained in the Council's 'Corporate Uniform Policy'.

**Care of dependants**
The Chief Executive may authorise in exceptional circumstances – such as when the staff member is unexpectedly required to perform additional duties at very short notice, or a dependant unexpectedly requires additional care that the staff member cannot provide because of the essential nature of their duties at the time – the reimbursement of actual and reasonable costs. In all other instances, care of dependants is to be treated a personal and private expense of the staff member.
Financing Social Club activities
Staff social clubs typically provide the opportunity for staff to have social interaction with both immediate work colleagues and other people in Council with whom they would not normally have contact. Social clubs may also assist staff to gain a better understanding of the wider roles and functions of Council and its business units.

Council may make a prudent and reasonable monetary contribution to a social club(s). The contribution may be in the form of an all-purpose grant towards the club’s annual budget or it may be a grant or subsidy for a specific event.

Before approving a grant to be made the Chief Executive must be satisfied that there is a justified business purpose for the contributions. This purpose would typically be connected with organisational development and staff welfare.

Farewells and retirements
Expenditure on farewells and retirements includes spending on functions, gifts and other items when staff are leaving or retiring from Council.

Expenditure on farewells and retirements should not be extravagant or inappropriate to the occasion. The principle of moderate and conservative expenditure is particularly relevant.

Expenditure on farewells or retirements is to be pre-approved by the General Manager or Chief Executive.

Sponsorship of staff or others
Staff taking part in an activity that is not part of their job, such as a sporting event, may be sponsored by Council through the provision of, or payment for, goods or services (for example, a t-shirt or an entry fee).

Sponsorship should have a justified business purpose. This could include publicity for the Council and its objectives and organisational development. The cost to Council must be moderate and conservative. If the sponsorship does not have a justified organisational purpose, the cost is a donation.

In normal circumstances, sponsorship will be provided through a social club rather than directly to the staff member.

Sponsorship of people who are not staff must be undertaken in a manner that is transparent. It is also preferable that, if non-staff are sponsored, the sponsorship is of an organisation they belong to, rather than directly of the individual.

14. Other types of expenditure

Donations
A donation is a payment (in money or by way of goods or services) made voluntarily and without the expectation of receiving goods or services in return.

Council requires donations to be:

- lawful in all respects
- disclosed in aggregate in the Council’s annual report
- made to a recognised organisation by normal commercial means (not to an individual)
- not in cash
The detailed policy and monetary limits are included in the Council ‘Grants Policy’.

**Koha**

Koha payments must be approved in accordance with the ‘Koha Policy’.

**Communications technology**

Communications technology, such as cell phones, tablets, IPads, laptops, telephones, email and internet access is widely used in the Council workplace. While some personal use of this technology may be unavoidable, excessive use incurs costs, including lost productivity to Council and the direct cost of the technology.

Council’s policies on general and personal use of communications equipment is contained within Council’s ‘Communication Technology Policy’.

Where it is administratively possible and cost effective Council will require reimbursement of personal use.
Financial delegations

55. Introduction

55.1 This section of the Manual sets out the delegations of financial responsibility to the Mayor, committees and to Council officers. The roles and responsibilities of elected members and officials within the financial management system are quite different. Members set and support the policy settings and officials implement the policy. The different roles are more specifically set out below.

55.2 In all cases, financial delegations are made only to enable the commitment or expenditure of funds provided for in the LTP or the Annual Plan.

56. Delegation

56.1 The Council makes the following delegations of financial powers pursuant to this Manual to the Mayor and Council committees (or specific committees, where named):

- In regard to matters within its jurisdiction, the authority to accept, negotiate or decline any contract for:
  - The purchase or supply of goods, services, plant, capital works or other assets (including real property);
  - The disposal of goods, plant, capital works, and other assets (excluding real property); and
  - The supply of Council services, where the total value of the lump sum contract or the annual value of the lump sum contract does not exceed the sum allocated in the LTP or Annual Plans.

- In consultation with the Chief Executive, the Strategic Planning and Policy Committee has authority to accept tenders for operational services works over $500,000.

- In regard to matters within its areas of responsibility, the Community Funding Subcommittee has the authority to:
  - Approve applications under the Community Development Funding Policy and Event Funding Policy up to a value of $2,000
  - Approve applications for representative grants up to a value of $500
  - Approve the remission of rates in accordance with the Community Rates Support Policy
  - Approve applications to the Robert Dickson Educational Trust and Hook Bequest up to a value of $1,000

- In regard to matters within its areas of responsibility, the authority to approve additional expenditure where that expenditure is able to be funded by additional income or reduced expenditure in its areas of responsibility and in doing so will better meet the objectives set in the LTP and Annual Plans.

- Where a contract recommended by the Chief Executive or any other manager is other than the lowest price offered consistent with any specification issued in regard to that contract the Strategic Planning and Policy Committee may accept, negotiate or decline the contracts where the price is other than the best price offered, without reference to the Council. The decision must then be reported to Council at the earliest opportunity.

- In regard to any matter within its jurisdiction, the authority to settle any claim for compensation where the amount proposed does not exceed the amount provided in any Council budget or, where no provisions for compensation has been allowed, an amount not exceeding $100,000.

56.2 The Council makes the following delegations of financial powers pursuant to the Manual to the Chief Executive:
• In regard to matters within his or her jurisdiction, the authority to accept, negotiate or decline any contract for:
  o The purchase or supply of goods, services, plant, capital works or other assets (including real property);
  o The disposal of goods, plant, capital works, and other assets (excluding real property); and
  o The supply of Council services,
  where the total value of the lump sum contract or the annual value of the lump sum contract does not exceed the sum allocated in the LTP or Annual Plans.

• The power to authorise any revenue and expenditure transactions (excluding sale of real property) included in an activity line in the Annual Plan.

• The power to call tenders, or quotations, or invitations to quote, in consultation with the appropriate General Manager, where the value of the goods, works or services proposed to be purchased or sold fall within his or her delegated authority.

• The authority to settle any claim for compensation where the amount proposed does not exceed the amount provided in any Council budget or, where no provisions for compensation has been allowed, an amount not exceeding $50,000.

• The power to authorise an officer to approve budget variances in an activity where that variance is able to be funded by additional income or reduced expenditure within the activity and in doing so will better meet the objectives set out in the LTP or Annual Plans.

• The authority to negotiate and agree the terms, interest rate payable by the Council, frequency of interest payments, timing of draw-downs, number of loans or issues of stock which make up the borrowing and all other terms and conditions of such loan or facilities of stock as may be necessary for the obtaining of such loan or facilities of stock, and to execute any agreements, documents and certificates in respect of such loans, facilities or stock on behalf of the Council.

• Within his or her jurisdiction and when allowed by law, the authority to set, vary or waive any fee or charge for a Council service or goods.

• The authority to approve the attendance of elected members at conferences and seminars, with expenses paid in terms of current Council policy (as with the Mayor).

• For the avoidance of doubt, those authorities set out at clause 57 which shows the delegation limits provided to staff of Council for particular activities.

• The power to sub-delegate any of these powers.

57. Transaction types

57.1 This Manual identifies four different categories of financial delegation that may be made. Each category of delegation conveys different powers, regarding each type of transaction, the timing of the transaction and in some instances, reporting requirements.

57.2 These categories include:

• The ability to enter into contracts
• Expenditure approval – operational matters
• Expenditure approval – extraordinary matters
• Payment signatory

57.3 Currently the Ozone system is used to control delegation within these categories. If a transaction exceeds a lump sum amount or the cost centre expenditure budget is exceeded (excluding payroll) the purchase order will automatically be referred up the organisational chart. The Chief Executive and General Managers are the only staff able to approve a budget over run.

57.4 In addition there are a number of payments made that are not expenditure to the Council and are only paying out of liability accounts as they fall due.