NGĀ MANU TĀIKO
MANAWATŪ DISTRICT COUNCIL

AGENDA

Meeting to be held

TUESDAY 13 DECEMBER 2016
6.00pm

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

Dr Richard Templer
Chief Executive
MEMBERSHIP

Chairperson
To be appointed

Deputy Chairperson
To be appointed

Members

Oriana Paewai – Aorangi Marae
Rose Tait – Kauwhata Marae
Maria Maraku-Harrison – Kotuku Marae
Piri-Hira Tukapua – Paranui Marae
Amiria Arapere – Parewahawaha Marae
Kipa Arapere – Poupatate Marae
Ted Devonshire – Te Au
Wiremu Kingi Te Awe Awe – Te Rangimarie Marae
Manurere Devonshire – Taumata O Te Ra Marae
Atiria Reid – Te Hiiri Marae
Kathryn Knowles – Te Iwa Marae
Aroha Paranihi – Te Tikanga Marae
Her Worship the Mayor, Helen Worboys
Councillor Stuart Campbell
Councillor Alison Short
ORDER OF BUSINESS

PAGE

1. KARAKIA

2. APOLOGIES

3. DECLARATIONS OF CONFLICTS OF INTEREST
   Notification from members of:
   3.1 Any interests that may create a conflict with their role as a committee
       member relating to the items of business for this meeting; and
   3.2 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

4. 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:
   4.1 The Committee by resolution so decides; and
   4.2 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.

5. PRESENTATIONS
   5.1 Feilding Wastewater Treatment Plant - Update on Construction of the
       Second Pond and Trial Irrigation

6. DISCUSSION POINTS
   6.1 Smokefree Outdoors Policy
   6.2 Role of Nga Manu Taiko Manawatu District Council (Taumata O Te Ra
       Marae)
   6.3 Marae based Tikanga and Reo Development for MDC Officers (Taumata O
       Te Ra Marae)

7. OFFICER REPORTS
   7.1 Appointment of Chairperson
   7.2 Creative Communities Assessment Committee Representative
   7.3 2017 Meeting Schedule

8. ITEMS OF INTEREST

9. CONSIDERATION OF LATE ITEMS

10. CLOSING KARAKIA

11. MEETING CLOSURE
Election of Chairperson

Purpose

To elect the Chairperson for Ngā Manu Tāiko Manawatū District Council.

Significance of Decision

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

Recommendations


2. That Ngā Manu Tāiko Manawatū District Council appoints ......................... as its Chairperson.

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

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

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

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

<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>
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</table>

2 Background

2.1 In 1998, at the request of a Tangata Whenua Representatives Group, the Marae Consultative Standing Committee was established. Its principal purpose is to liaise between Council and local Tangata Whenua. In late 2015, the committee was renamed “Ngā Manu Tāiko Manawatū District Council.”

2.2 One of the requirements of the Local Government Act 2002 is for all Council committees to be disestablished at the triennial local election.

2.3 Ngā Manu Tāiko Manawatū District Council was re-established following the 8 October 2016 local elections, under the Mayoral powers set out in section 41A of the Local Government Act 2002, with Her Worship the Mayor Helen Worboys and Councillors Stuart Campbell, Alison Short appointed as Council representatives on the committee.

3 Discussion and Options considered

3.1 Following the re-establishment of the committee, and the appointment of Council representatives to the committee, the Council confirmed the terms of reference for the committee. A copy of these are attached as Appendix 1 to this report.

3.2 As requested by the committee in December 2010, the election of the Chairperson of the committee is a matter given to the committee to undertake at its first meeting. The committee has not in the past elected a Deputy Chairperson, instead choosing to elect one at the time one is needed, and only to Chair that particular meeting.

3.3 There are specific requirements set out in the Local Government Act 2002 regarding the voting system used for electing a chairperson. The meeting is required to choose between two systems of voting (known as System A and System B) prior to undertaking the election.

**System A**

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

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

3.6 System B is the recommended system of voting, as this is a straightforward voting system. The Act requires the committee to decide which method of voting it will use prior to undertaking the election.

3.7 Until the Chairperson has been elected by the committee, the meeting will need to be chaired by an officer of the 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 report.

6 Statutory Requirements

6.1 Clause 25 of Schedule 7 to the Local Government Act 2002 sets out the choices for systems of voting that must be used for election a Chairperson of a committee. The committee must decide which system it will use prior to undertaking its election:

System A—

(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and

(b) has the following characteristics:

(i) there is a first round of voting for all candidates; and

(ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and

(iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and

(iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.

System B—

(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) has the following characteristics:
(i) there is only 1 round of voting; and

(ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

7 Delegations

7.1 Generally the Council has the power to appoint the Chairperson of its committees, and if that power is not exercised, then the committee has the authority to elect its Chairperson. A specific request was made by the committee in 2010 that the election of its Chairperson be a matter left for the committee to undertake.

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 The committee needs to make its decision in two parts. Firstly, deciding which system of appointment under the Local Government Act 2002 that it will use. Having made that decision, the committee can then call for nominations and undertake the election of its Chairperson.

11 Attachments

- Terms of Reference – Ngā Manu Tāiko Manawatū District Council
## Ngā Manu Tāiko Manawatū District Council Committee

<table>
<thead>
<tr>
<th>Subordinate to</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subordinate Committees</td>
<td>-</td>
</tr>
<tr>
<td>Legislative basis</td>
<td>Committee delegated powers by Council in accordance with Schedule 7, Clause 32, LGA.</td>
</tr>
<tr>
<td>Terms of reference</td>
<td>To facilitate dialogue between the Manawatu District Council and Tangata Whenua with the representatives being responsible for representing and reporting the position of their respective bodies. To identify issues and the processes for dealing with those issues.</td>
</tr>
<tr>
<td>Note (Council 9.2.1 14/12/10 minutes):</td>
<td>The Committee request they be given the opportunity to appoint the Committee’s chairperson in future.</td>
</tr>
<tr>
<td>Membership</td>
<td>Chairperson: Elected by the Committee Deputy Chairperson: tba Committee: Three (3) appointed representatives of the Manawatu District Council being Her Worship the Mayor H Worboys, Crs S Campbell, A Short Twelve (12) Marae representatives, being one appointed representative by Tangata Whenua from the following Marae: ▪ Aorangi ▪ Kauwhata ▪ Kotuku ▪ Paranui ▪ Parewahawaha ▪ Poupatate ▪ Te Au ▪ Te Rangimarie ▪ Taumata O Te Ra ▪ Te Hiiri ▪ Te Iwa ▪ Te Tikanga And with each Marae representative having a deputy who will have attendance, speaking and voting rights when the appointed representative is unable to attend the meeting.</td>
</tr>
<tr>
<td>Meeting cycle</td>
<td>On the second Tuesday of every second month.</td>
</tr>
<tr>
<td>Budget</td>
<td>The budget for remuneration and other costs for the Committee to be within the Policy Development budget and defined therein as Ngā Manu Tāiko Manawatū District Council Committee.</td>
</tr>
</tbody>
</table>
Representative on Creative Communities Assessment Committee

Purpose
To seek confirmation of the representative for Tangata Whenua on the Creative Communities Assessment Committee.

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

Recommendations

EITHER:

That Nga Manu Taiko Manawatu District Council re-appoints its current tangata whenua representative on the Creative Communities Assessment Committee.

OR

That members of Nga Manu Taiko Manawatu District Council discuss an iwi representative on the Creative Communities Assessment Committee with their respective hapu and come back to the February meeting of Nga Manu Taiko Manawatu District Council with a potential nominee for appointment.

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

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

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

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

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

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

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

3 Discussion and Options considered

Membership of Committee

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

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

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

3.4 One committee member must be appointed on advice from local iwi. The current iwi representative, Kim Savage of Parewahawaha Marae, is eligible to serve a second term and has confirmed she is willing to serve this second term, should Nga Manu Taiko Manawatu District Council support this. Alternatively members could discuss an iwi representative on the Creative Communities Assessment Committee with their respective hapu and come back to the February meeting of this committee with a potential nominee for appointment.

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

3.6 The Manawatu District Council may appoint up to two councillors to the assessment committee. Councillors Barbara Cameron and Hilary Humphrey were appointed as Council representatives by Council on 16 November 2016.

3.7 If there is an eligible community arts council in the district, that organisation is entitled to have a representative on the assessment committee. However the Manawatu district does not have an eligible community arts council.

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

Management of committee meetings

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

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

4 Operational Implications

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

5 Financial implications

5.1 There are no financial implications associated with this paper. External appointments to the committee are currently paid a meeting allowance of $130 per meeting.

6 Statutory Requirements

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

6.2 This means that:

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

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

7 Delegations

7.1 Nga Manu Taiko Manawatu District Council has the authority to confirm the iwi representative for appointment to the Creative Communities Assessment Committee.

8 Consultation

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

9 Cultural Considerations

9.1 Advice is sought from Nga Manu Taiko Manawatu District Council for the appointment of the iwi representative on the assessment committee. The current iwi representative, Kim Savage of Parewahawaha Marae, has only served one term so is eligible to serve a further term. Alternatively members could discuss an iwi representative on the Creative Communities Assessment Committee with their respective hapu and come back to the February meeting of Nga Manu Taiko Manawatu District Council with a potential nominee for appointment.

10 Conclusion

10.1 One member of the Creative Communities Assessment Committee must be appointed on advice from local iwi. Nga Manu Taiko Manawatu District Council has the option of either re-appointing the current iwi representative, Kim Savage of Parewahawaha Marae, to serve a second term or members could discuss an iwi representative on the Creative Communities Assessment Committee with their respective hapu and come back to the next meeting of Nga Manu Taiko Manawatu District Council with a potential nominee for appointment.
Attachments

- There are no attachments.
Meeting of 13 December 2016

Business Unit: Community and Strategy
Date Created: 24 November 2016

2017 Meeting Schedule

Purpose

To present for information the schedule of Ngā Manu Tāiko Manawatū District Council meetings arranged for 2017.

Significance of Decision

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

Recommendations

That Ngā Manu Tāiko Manawatū District Council note its meetings scheduled for 2017 as follows:

- Tuesday 14 February 2017, 6.00pm
- Tuesday 11 April 2017, 6.00pm
- Tuesday 13 June 2017, 6.00pm
- Tuesday 8 August 2017, 6.00pm
- Tuesday 10 October 2017, 6.00pm
- Tuesday 12 December 2017, 6.00pm

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

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

2 Background

2.1 At its meeting on 16 November 2016, the Council adopted a schedule of meetings for 2017.

2.2 The schedule includes meeting dates for Ngā Manu Tāiko Manawatū District Council, on the second Tuesday of every second month starting at 6.00pm. This is in accordance with the dates and times set in the Terms of Reference for this committee.

3 Discussion and Options considered

3.1 Any committee meetings of the Council must be called and conducted in accordance with the requirements set out in the Local Government Act 2002, Part VII of the Local Government Official Information and Meetings Act 1987, and the Standing Orders of the Council.

3.2 The Council is required to hold its meetings at the times and places that it appoints. The meetings have been scheduled to be held in the Manawatu District Council Chambers at this stage. However the meeting dates, times and venues can be amended if requested by the committee.

3.3 The dates scheduled for meetings of Ngā Manu Tāiko Manawatū District Council follow the same meeting night and time as previously followed for this committee.

4 Operational Implications

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

5 Financial implications

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

6 Statutory Requirements

6.1 Clause 19 of Schedule 7 of the Local Government Act 2002 sets out the provisions for calling meetings. The meeting schedule for 2017 is proposed for adoption in accordance with Clause 19(6) as follows:
“(6) If a local authority adopts a schedule of meetings,—

(a) the schedule—

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

(ii) may be amended; and

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

7 Delegations

7.1 The Council has the authority to adopt the schedule of meetings. A committee has the authority to call extraordinary meetings and to amend the dates scheduled for its meetings.

8 Consultation

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

8.2 To enhance the community’s ability to access the Council’s meeting records, the agendas, reports and minutes are also published on the Council’s website.

9 Cultural Considerations

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

10 Conclusion

10.1 The schedule of meetings for Ngā Manu Tāiko Manawatū District Council has been adopted by Council in accordance with the meeting dates and times set in the Terms of Reference for the committee. The meeting dates for 2017 are set out in this report for members’ information and noting.

11 Attachments

- There are no attachments.