COUNCIL

AGENDA

Meeting to be held

THURSDAY 18 AUGUST 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
   Pastor Kevin Barron of the Feilding Bible Chapel 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 21 July 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 DANE KEYES-KUMEROA

       Recipient of a Representative Grant towards the costs of representing the U18 Manawatu Hockey Representative Team at the National Tournament held in Invercargill on 10 to 17 July 2016.

   6.2 FEILDING HOST LIONS CLUB

       Representatives of the Feilding Host Lions Club will be in attendance to speak about the Makino Xtreme Concept Design and the location of the proposed walkway / cycleway.

   6.3 GARY BARNETT

       Gary Barnett will be in attendance to speak about the Feilding Library.

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 COMMUNITY FUNDING SUBCOMMITTEE – PRIVATE CEMETERY FUNDING APPLICATION


8.2 NGĀ MANU TĀIKO MANAWATŪ DISTRICT COUNCIL - URUPĀ FUNDING APPLICATIONS FOR THE 2016/17 FINANCIAL YEAR


9. OFFICER REPORTS

9.1 PARTNERSHIP FUND – LEVEL OF FUNDING FEILDING AND DISTRICT PROMOTION INC


9.2 CHANGE OF REPRESENTATIVES – NGA MANU TAIKO MANAWATU DISTRICT COUNCIL


9.3 ESTABLISHMENT OF A FEILDING COMMUNITY COMMITTEE


9.4 APPLICATION OF THE COMMON SEAL

Report of the General Manager – Corporate and Regulatory dated 1 August 2016

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:
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) Appointment of Independent Member to Audit and Risk Committee</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>
<tr>
<td>b) Feilding Civic Centre Trust – Trustee Vacancies</td>
<td>As above</td>
<td>As above</td>
</tr>
<tr>
<td>c) Central Economic Development Agency Limited - Shareholder Resolution</td>
<td>Section 7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.</td>
<td>As above</td>
</tr>
<tr>
<td>d) Strategic Property – Sanson</td>
<td>Section 7(2)(b)(ii) Protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or</td>
<td>As above</td>
</tr>
</tbody>
</table>
General subject of each matter to be considered

Reason for passing this resolution in relation to each matter who is the subject of the information.

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

Section 7(2)(h) Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.

Section 7(2)(i) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

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 21 July 2016, commencing at 8.35am in the Manawatū District Council Chambers, 135 Manchester Street, Feilding.

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

LEAVE OF ABSENCE: Cr Steve Bielski

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)
Darryl Black (Corporate Projects Adviser)
Stacey Bell (Economic Development Adviser)
Paul Stein (Communications Adviser)
Doug Tate (Community Facilities Manager)
Vicki Wills (Library Experience – Planning and Business Leader)
Adie Johansen (Aquatics Team Leader)
Kirsty Meads (Library Knowledge – Content Leader)
Allie Dunn (Business Support Team Leader)

MDC 16/379 MEETING OPENING

Martin Baldwin, Minister of the Feilding Baptist Church, opened the meeting in prayer.

MDC 16/380 APOLOGIES

There were no apologies.

MDC 16/381 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

MDC 16/382 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Council meeting held 23 June 2016, be adopted as a true and correct record.
Moved by: Councillor Tony Jensen
Seconded by: Councillor Jo Heslop
CARRIED

MDC 16/383 DECLARATIONS OF INTEREST

There were no conflicts of interest declared by members.

MDC 16/384 PUBLIC FORUM - CHRIS SMITHERS

Chris Smithers, a recipient of a Representative Grant to attend the New Zealand National Age Group Swimming Championships held in Wellington 18 to 22 April 2016, spoke about his experience at the championships and thanked Council for the grant towards the cost of his attendance.

MDC 16/385 NOTIFICATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 16/386 RECOMMENDATION FROM STRATEGIC PLANNING AND POLICY COMMITTEE – PROPOSAL TO GRANT LEASE TO MAKINO ROTARY CLUB

Report of the General Manager – Community and Strategy dated 11 July 2016 presenting for consideration and adoption the recommendation 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.

Councillors Tony Jensen and Barbara Cameron declared an interest, took no part in discussion and did not vote.

RESOLVED

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.

Moved by: Councillor Wayne Ellery
Seconded by: Councillor Howard Voss
CARRIED

MDC 16/387 RECOMMENDATION FROM STRATEGIC PLANNING AND POLICY COMMITTEE – PROPOSAL TO GRANT LEASE TO MANAWATU POTTERY SOCIETY

Report of the General Manager – Community and Strategy dated 11 July 2016 presenting for consideration and adoption the recommendation 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.
RESOLVED

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.

Moved by: Councillor Barbara Cameron
Seconded by: Councillor Shane Casey
CARRIED

MDC 16/388 CHELtenHAM COMMUNITY COMMITTEE

Report of the General Manager – Community and Strategy dated 7 July 2016 proposing 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.

RESOLVED

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.

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

MDC 16/389 ANNUAL REPORT ON DOG CONTROL TO 30 JUNE 2016


RESOLVED


Moved by: Councillor Tony Jensen
Seconded by: Councillor Andrew Quarrie
CARRIED

MDC 16/390 REVIEW OF SENSITIVE EXPENDITURE POLICY AND DELEGATIONS MANUAL

Report of the General Manager – Business dated 12 July 2016 seeking approval for the Mayor to be issued with a Manawatu District Council credit card.
Her Worship the Mayor vacated the Chair for the duration of this item, with Deputy Mayor Tony Jensen taking the Chair during this time.

RESOLVED

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.

Moved by: Councillor Barbara Cameron

Seconded by: Councillor Jo Heslop

CARRIED

Her Worship the Mayor resumed the Chair

MDC 16/391 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

MDC 16/392 PUBLIC EXCLUDED BUSINESS

RESOLVED

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</td>
<td>Section 7(2)(a) - protect the privacy of natural persons, including that of</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</td>
</tr>
</tbody>
</table>
General subject of each matter to be considered: Manawatu Community Trust

Reason for passing this resolution in relation to each matter: deceased natural persons

Grounds under Section 48(1) for the passing of this resolution: 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 9.36am and resumed open session at 9.38am. For items MDC 16/393 to MDC 16/395 refer to public excluded minutes.

MDC 16/396 MEETING CLOSURE

Her Worship the Mayor declared the meeting closed at 9.39am.

Approved and adopted as a true and correct record:

__________________________  ______________
CHAIRPERSON               DATE
Council

Meeting of 18 August 2016

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

Community Funding Subcommittee - Private Cemetery Application – Anglican Parish of the Oroua

Purpose

To present for consideration a recommendation of the Community Funding Subcommittee regarding a Private Cemetery application received from the Anglican Parish of the Oroua towards funding for maintenance of the private cemeteries located at St Michaels Anglican Church, Stanway and St Agnes Church, Kiwitea.

Significance of Decision

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

Recommendations

That the Council grants $1,000.00 to the Anglican Parish of the Oroua towards the maintenance of the private cemeteries located at St Michaels Anglican Church, Stanway and St Agnes Church, Kiwitea.

Report prepared by:
Allie Dunn
Business Support Team Leader

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

Meeting of 18 August 2016

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

Ngā Manu Tāiko Manawatū  District Council - Urupa Funding Applications

Purpose

To present for consideration and adoption recommendations of Ngā Manu Tāiko Manawatū District Council meeting held on 9 August 2016 seeking approval of the Urupā funding applications for the 2016/17 financial year.

Significance of Decision

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

Recommendations

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

- Te Hiiri Marae Committee - $1,695.00
- Rongopai Cemetery Committee - $907.50

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

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy
Community Funding Subcommittee - Partnership Fund Level of Funding Feilding and District Promotion Inc

Purpose

To present for consideration a recommendation from the Community Funding Subcommittee regarding the level of funding to be allocated to Feilding and District Promotion Inc for 2016/2017 and 2017/2018 financial years from the Partnership Fund.

Significance of Decision

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

Recommendations

That the Council allocate a grant of $165,273.89 per annum to Feilding and District Promotion Inc for 2016/17 and 2017/18 financial years.

That the Council redirects the following budgets for the first year of the grant:

<table>
<thead>
<tr>
<th>Budget</th>
<th>Allocation to Feilding and District Promotion Inc Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development Fund</td>
<td>$ 92,240</td>
</tr>
<tr>
<td>Representative Fund</td>
<td>$ 20,196</td>
</tr>
<tr>
<td>Community Committee Fund</td>
<td>$ 20,924</td>
</tr>
<tr>
<td>Economic Development Opportunity</td>
<td>$ 33,913</td>
</tr>
<tr>
<td>Total</td>
<td>$165,273</td>
</tr>
</tbody>
</table>

That Council notes that for the second year of the grant it will need to address funding sources as part of the Draft Annual Plan 2017-18 deliberations.

Report prepared by:
Michael Hawker
Project Delivery Manager

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

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

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 Community Funding Subcommittee at its meeting on 7 June 2016 agreed that there was a level of support for Partnership Funding for Feilding and District Promotion Inc to continue delivering a range of services and events to the community.

2.2 It was agreed that discussions with Feilding and District Promotion Inc representatives needed to be held in order to get a better understanding of what services and events Feilding and District Promotion Inc were seeking to deliver and at what cost in order to determine the level of funding required.

2.3 Since the 7 June 2016 Community Funding Subcommittee meeting, various discussions have been held between representatives from Feilding and District Promotion Inc, Community Funding Subcommittee members and Council Officers to determine what are the key Council requirements.

2.4 On 9 August 2016 the Community Funding Subcommittee received a proposal for consideration from Feilding and District Promotion Inc on the range of services and events it would like to deliver within the community including the costs. A copy of the proposal is attached.

2.5 The Community Funding Subcommittee considered the proposal provided by Feilding and District Promotion Inc and recommend to fund the full proposal at $165,273.89 per annum for the 2016/17 and 2017/18 financial years.

3 Discussion and Options considered

3.1 The District Development Activity funds Partnership agreements through the Community Development Fund. The amount of funding available from the Community Development Fund at 9 August 2016 is $90,240. This is insufficient to fund the full amount of the proposed Feilding and District Promotion Inc Partnership Agreement. The difference is $75,033.

3.2 The shortfall can be funded in the 2016-17 financial year by an overspend of the Community Development Fund or through redirection of budgets within the District Development Activity.
The following budgets have unallocated balances that can be directed towards total funding of a Feilding and District Promotion Inc Partnership agreement during 2016-17 financial year.

- The unallocated balance of the Community Development Fund is $90,240.
- The unallocated balance of the Representative Fund is $29,196.
- The unallocated balance of the Community Committee Fund is $25,924.
- The unallocated balance of the Economic Development Opportunity and Collaboration Fund is $35,000.

The following allocation of budget allows small amounts to be available.

<table>
<thead>
<tr>
<th>Budget</th>
<th>Allocation to Feilding and District Promotion Inc Partnership</th>
<th>Budget Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Development Fund</td>
<td>$90,240</td>
<td>$0</td>
</tr>
<tr>
<td>Representative Fund</td>
<td>$20,196</td>
<td>$9,000</td>
</tr>
<tr>
<td>Community Committee Fund</td>
<td>$20,924</td>
<td>$5,000</td>
</tr>
<tr>
<td>Economic Development Opportunity</td>
<td>$33,913</td>
<td>$1,087</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$165,273</td>
</tr>
</tbody>
</table>

The second year of funding (2017-18 financial year) can be considered during the deliberations of the Draft Annual Plan 2017-18.

Operational Implications

4.1 The operational implications for the current financial year are:

- The Community Development Fund will be closed to new applications for the remainder of 2016-17 financial year.
- The Representative Grant Fund will have a balance of $9,000 available for applications for the remainder of the 2016-17 financial year.
- There is a balance of $5,000 available for newly formed Community Committees (e.g. Colyton, Feilding) for the remainder of the 2016-17 financial year.
- The Economic Development Opportunity and Collaboration Fund would have $1,087 available for any opportunities during the 2016-17 financial year.

4.2 The amount to be used from the community committees fund is over and above the amount already allocated and/or carried forward for community committees for the 2016-17 financial year.
5 **Financial implications**

5.1 The total budget for the District Development activity does not change for the 2016-17 financial year due to the redirection of budgets to fully fund a Partnership Agreement for Feilding and District Promotion Inc.

6 **Statutory Requirements**

6.1 There are no statutory requirements relating to this paper.

7 **Delegations**

7.1 The Council has delegated authority for this report.

8 **Consultation**

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

9 **Cultural Considerations**

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

10 **Conclusion**

10.1 A grant for Feilding and District Promotion Inc of $165,273.89 for 2016/17 can be funded from unallocated balances of current budgets.

10.2 The source of funds for the 2017/18 financial year will need to be addressed as part of the Draft Annual Plan 2017-18 deliberations.

11 **Attachments**

- Partnership Fund – Level of Funding – Feilding & District Promotion
We refer to our previous submission of May 2016. We have amended our proposal for funding following discussions with Council Officers and are happy to now resubmit this for MDC’s consideration.

We set out below the various areas that our services cover. We understand that MDC is happy to provide funds in certain areas, but may require further consideration in other areas.

Overall, we are cognisant of further developing the newly strengthened relationship between FDP and MDC as this will be of benefit to both organisations and our wider community.

**Events**

Our understanding is that MDC are prepared to fund the following events:

- Rural day
- Christmas Carnival
- Sale Yard Tours
- Heritage Tours
- Business Awards

We understand that MDC prefers not to fund business related events as these ought to be subsidized by the business community itself and/or via CEDA (where appropriate).

FDP has made contact with the CEO of CEDA (Will Samuel) to progress discussion around a future working and funding relationship between the two organisations.

We note, simply for MDC’s information, that Business Promotions (a sub-committee of FDP) is working towards a self-funded model and whilst they are not there yet extensive work has been undertaken in this regard.

**Opportunities**

We would like to retain the ability to be able to respond quickly and effectively to any opportunities that may arise that will have a benefit to our community (i.e. that have either a community “feel good” factor and/or an economic benefit). The ability to develop such opportunities provides unique experiences for our community and can also serve as a point of distinction to attract those from other areas to Feilding and District.

Examples of opportunities that FDP has initiated/lead over the past 3 years are:

- 2012 Diamond Jubilee Royal Visit
- 2012 John Key Visit

KGH-235214-10-90-V2
- 2 -

- 2013 Where’s My Job
- 2013 Scout Jamboree Parade
- 2014 NZ Farmers Market Conference & Awards Dinner
- 2015 Joseph Parker Civic Welcome
- 2016 Dave Dobbyn Lunch at the Market

Examples of opportunities that FDP has assisted a third party organisation with over the past 3 years are:

- 2013 Oceania & World Cup Orienteering Opening Ceremony
- 2013 Turbo’s Day in Manchester Square
- 2013 Old Truckers Day Street Parade
- 2014 NZ Grand Prix Parade
- 2014 Manawatu Tattoo
- 2014 The Passchendaele Express Visit
- 2015 NZ Pipe Band National Championships
- 2016/15/14 Matariki Celebrations in the Square

Current opportunities include assisting with securing the Veteran Car Club Motorcycle Rally national event in Feilding next year, and working with local hapu/Iwi to integrate and develop cultural awareness/identity in the community.

We would like funds to enable us to seize opportunities as they arise. We note that should funds be not be utilized for such opportunities those funds will not be applied to any other FDP event/project cost. We conceive that MDC might agree that these funds might be replenished in a “revolving credit” type manner i.e. that the pool of funds is topped up after each opportunity so as to enable us to always be in the position of acting quickly as the need arises. We are hopeful that MDC can clearly see the rationale for this i.e. to avoid a situation where an opportunity cannot be developed due to having insufficient funds remaining in the “opportunities” kitty.

**Information Centre**

We are in preliminary discussion with both CEDA and Iwi regarding the future running of the Information Centre. It may be that we revert to MDC to discuss the funding of premise location and rental at a future date.

**Security Contract**

We understand that there may be a role for FDP as a conduit between the security firm contracted by MDC and subject businesses regarding security issues. There will be a requirement to maintain a database of all businesses, landlords, tenants etc., which can be utilized in various ways (e.g. Civil defence situations). We will separately negotiate this contract with MDC.

**Farmers Market**

The FM is looking to be self-funded within the next 3 years. Meanwhile, there is an additional cost to run the market, hence its inclusion in this proposal. At this stage
FDP is asking MDC to fund approximately 33% of the current cost of running the market.

**Community liaison/assistance**

Traditionally FDP has assisted other community groups (not for profits) with the completion of funding/grant applications to third party organizations e.g. Eastern and Central Trust. While we accept that MDC has an internal mechanism to provide guidance to such groups, our role has been the actual completion of paperwork for groups that may need guidance over and above that provided by MDC. This role is vital to the functioning of some of those groups. Assistance FDP has provided includes:

- Event Registration / What’s On/Town Signage/ Marketing/Posters
- Road Closures
- Special licences
- Referrals to local venues, businesses, Service Groups, Sponsors
- Ticket Sales
- Volunteers to assist

By FDP providing this service there is a direct saving to MDC i.e. MDC does not have to deal with these groups directly in an environment where community funding and requests for assistance has become more competitive.

We note that will continue to maintain a volunteer coordination database without recourse to MDC for funding.

**Bustle**

We understand that there has previously been an issue regarding some of the editorial content of the Bustle, which we believe will no longer be an issue given staffing changes. We believe the Bustle is a good conduit of communication between various sectors of our community as to what is on, and who (or what) is coming and going. From that perspective it serves to develop a sense of connectedness.

We are currently exploring options for sponsorship and/or partnership funding for the Bustle. We would like MDC to fund the Bustle at its current level for another 6 month while those options are being worked through and finalized.

**Conclusion**

We appreciate the clear indication received from MDC as to its continued support of FDP. We look forward to working in partnership with MDC moving forward.
<table>
<thead>
<tr>
<th>Business Development - Business Focus - More successful businesses in Feilding and District</th>
<th>Individual costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Awards</td>
<td>improve customer service</td>
</tr>
<tr>
<td>Bustle newsletter</td>
<td>Bi monthly newsletter to Feilding &amp; District</td>
</tr>
<tr>
<td>Community Development - Community Focus - The most vibrant community in NZ, attracting people to live, work, shop and play</td>
<td></td>
</tr>
<tr>
<td>Community Liaison</td>
<td>Assist community groups, source Funding, road closure etc.</td>
</tr>
<tr>
<td>Saleyards Tours</td>
<td>manage &amp; promote Tours</td>
</tr>
<tr>
<td>Heritage Tours</td>
<td>tours to locals, schools, visitors in CBD</td>
</tr>
<tr>
<td>Event support &amp; Opportunities</td>
<td>Making Opportunities happen, providing assistance for community events</td>
</tr>
<tr>
<td>New resident packs</td>
<td>information packs on living in F&amp;D</td>
</tr>
<tr>
<td>Banners</td>
<td>new/changing/maintain</td>
</tr>
<tr>
<td>Signage</td>
<td>functional/industrial areas/CBD parking</td>
</tr>
<tr>
<td><strong>Events</strong></td>
<td></td>
</tr>
<tr>
<td>Rural Day</td>
<td>country comes to town</td>
</tr>
<tr>
<td>Xmas Carnival &amp; Parade</td>
<td>organise carnival/manage float regos</td>
</tr>
<tr>
<td>Living Xmas</td>
<td>organise community event to celebrate meaning of Xmas (Part of Xmas Carnival)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Beautification - Physical Environment Focus - Keeping Feilding and District’s townscape beautiful**

| Street/Building Upgrade      | project management/ liaison w businesses/funding | $ 5,000.00 |
| Parking                     | promote free parking/ CBD monitoring/surveys | $ 1,800.00 |
| **Self Funding**            |                  | $ 6,800.00 |
| Farmers Market              | manage/grow/promote Market | 33% of costs | $ 14,973.89 |

**Total** | $ 165,273.89 |
Change of Representatives on Nga Manu Taiko Manawatu District Council

Purpose

To note and approve changes in representative and alternative representative for Te Rangimarie Marae on Nga Manu Taiko Manawatu District Council.

Significance of Decision

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

Recommendations

That the Council note and approve the change in representative on Nga Manu Taiko Manawatu District Council for Te Rangimarie Marae from Mary Jane Scott, to Wiremu Kingi Te Awe Awe, with Rebecca Hunt and Trieste Te Awe Awe appointed as alternates.

Report prepared by:
Allie Dunn
Business Support Team Leader

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

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

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

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

### Background

2.1 The membership of Nga Manu Taiko Manawatu District Council is made up of three elected members, and ten Marae representatives, being one appointed representative by Tangata Whenua from the following Marae: Aorangi; Kauwhata; Kotuku; Parewahawaha; Poupapate; Rangimarie; Taumata O Te Ra; Te Hiiri; Te Iwa; Te Tikanga; Paranui; and Te Au.

2.2 Each Marae representative also has a deputy who has attendance, speaking and voting rights when the appointed representative is unable to attend the meeting.

### Discussion and Options considered

3.1 Council has received advice from Te Rangimarie Marae that their representative, Mary Jane Scott, wished to stand down.

3.2 They advise that Wiremu Kingi Te Awe Awe will be their new primary member and that Rebecca Hunt and Trieste Te Awe Awe will be their secondary members, who will attend if Wiremu is unavailable.

### Operational Implications

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

### Financial implications

5.1 There are no financial implications associated with this paper. All resource requirements are in accordance with existing budgetary allocation.

### Statutory Requirements

6.1 Clause 31 of Schedule 7 of the Local Government Act 2002 sets out the requirements for appointing members of committees.
7 Delegations

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

8 Consultation

8.1 There are no consultation requirements associated with this paper.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this matter.

10 Conclusion

10.1 Following advice that Mary Jane Scott would be standing down from the committee, Te Rangimarie Marae advised Nga Manu Taiko Manawatu District Council that Wiremu Kingi Te Awe Awe would be their primary member with Rebecca Hunt and Trieste Te Awe Awe as the alternate members. Council is asked to formally adopt the change in membership.

11 Attachments

- There are no attachments.
Establishment of a Feilding Community Committee

Purpose

To consider the recommendation from the Feilding Working Group that the Manawatu District Council consider establishing a Feilding Community Committee.

Significance of Decision

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

Recommendations

That Council:

1. Confirms the establishment of a Community Committee for Feilding following the recommendation from the Feilding Working Group.

2. Calls a public meeting to appoint members on to the Feilding Community Committee in accordance with Council’s Community Committee Policy.

3. Appoints Councillor Tony Jensen as Liaison Councillor for the Feilding Community Committee.

4. Agrees to deviate from its Community Committee policy should a public meeting be held prior to 8 October 2016, to allow the Feilding Community Committee to continue beyond the 2016 Local Government Election, for a further three-year term thereby avoiding the need to hold a further 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 In August 2015 Council considered a request to include Feilding as a community of interest within Council’s Community Committee Policy to allow for a committee to be established in Feilding.

2.2 There was concern expressed by members of the community that the lack of a Community Committee in Feilding meant that there is a mutually beneficial opportunity that is not being taken up by the community.

2.3 Council considered the request and agreed to include Feilding as a community of interest within its Community Committee Policy with the timing of a public meeting to be discussed further with members of the community.

3 **Discussion and Options considered**

3.1 A public meeting was held on 29 June 2016 to gauge the interest of the community in establishing a Community Committee in Feilding which was attended by approximately 40 people.

3.2 There was mixed feeling at the meeting as to whether a Community Committee was the appropriate forum for Feilding with concern expressed that a Community Committee would potentially crossover the work of existing organisations operating in Feilding.

3.3 It was agreed to establish a Feilding Working Group which was tasked with investigating further the various options on whether a Community Committee was an appropriate forum for Feilding.

3.4 Draft Terms of Reference were established for the working group which had the following objectives:

- Identify the organisations that are currently working within Feilding to identify any gaps in representation.

- Consider options:
  - What would a community committee look like for Feilding?
  - Would it fill existing gaps?
• Would it crossover the work of existing organisations in Feilding.
• What would be the likely representation, would it cover all demographics within the community?
• Could it operate under Council’s current Community Committee Policy?

Discuss all options and make a recommendation to the Manawatu District Council on the best way forward by 31 December 2016.

3.5 The Working Group met on 2 August 2016 and after considering the options listed above, passed the following recommendation:

“That the Manawatu District Council be asked to formally establish a Feilding Community Committee”

3.6 A copy of the notes of the Working Group’s meeting is attached for Council’s information.

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 as should a Community Committee be established for Feilding, there is sufficient funding within existing budgets.

6 Statutory Requirements

6.1 There are no statutory requirements associated with this report.

7 Delegations

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

8 Consultation

8.1 Should Council agree to establish a Feilding Community Committee, a public meeting will need to be arranged. The meeting date will be publicised on Council’s website and Facebook page, in the District News as well as posters will be placed in the Library, Makino Aquatic Centre and the Council Offices advertising the meeting.

9 Cultural Considerations

9.1 There are no cultural considerations that need to be taken into account in relation to this matter.
10 Conclusion

10.1 Should Council accept the Working Group’s recommendation, it will need to call a public meeting in which to elect a Community Committee which is in accordance with its Community Committee Policy.

10.2 It is suggested that this public meeting be held as soon as practicable.

11 Attachments

- Notes from the Feilding Working Group - 2 August 2016
- Community Committees Policy
NOTES FROM A MEETING OF THE FEILDING WORKING GROUP
HELD IN THE MANAWATU DISTRICT COUNCIL OFFICES
ON TUESDAY, 2 AUGUST 2016 AT 5.30 PM

Present: Cr Tony Jensen (Chair), Ellen Witt, Graham Christensen, Russell Parker, Hilary Humphrey, Linda Poll de Honores, Heather Clark and Al Dodunski.

Also in attendance: Janine Hawthorn (MDC)

Apologies: Kirsten Harper, Gary Stoneley, Jason Smith, Mike Coley, Toni Ferris, Wayne Short and Her Worship the Mayor, Margaret Kouvelis.

Welcome: Cr Tony Jensen welcomed everyone to the meeting and noted that he would be chairing today's meeting.

Terms of Reference:

The Working Group worked their way through the draft Terms of Reference.

The purpose of the Feilding Working Group is to investigate whether a Community Committee is an appropriate forum for Feilding. The objectives were to identify the organisations that are currently working within Feilding to identify any gaps in representation, consider various options and to discuss all options and make a recommendation to Council.

The following discussion points were noted:

- All Community Committees are autonomous on what they want to do.
- It is important to understand crossovers so organisations can work together and to not go off in their own directions.
- Communication is the key.
- The Feilding Community Committee would need to go out an engage with the various groups within the community including Bhutanese, Maori, Youth, Elderly.
- A youth space is needed in Feilding similar to what is available in the Palmerston North City Library.
- Greenspace in Feilding – is it adequate, do we need more in the growth areas ie Pharazyn Street.
- Tree specimen guide in Feilding – could be a tourist attraction involving groups such as Transitioning Feilding and Keep Feilding Beautiful in pulling the guide together.
- Greenspine development – what is the next stage.
- 2 -

- What do youth want – representatives from Manawatu Youth Ambassadors to be invited to meeting.

- Council’s Parks and Property Staff to be invited to a meeting to talk about what Council’s plans are, in particular, for the Makino Precinct as well as other Parks and Reserves in Feilding.

- Important for Committee to know what plans Council already has in place in developing Feilding in order to be in a better position of knowing what could be added to.

- Feilding Square needs to be utilised more. May be look at having a big chess set as an idea.

- Installing a sense of pride in Feilding eg if you walk past rubbish pick it up.

- See if Council and the schools could get behind “working together to Keep Feilding Beautiful again”.

- See Feilding Community Committee as a logical link to Feilding and District Promotion Inc.

- Important to know that no group will be telling other groups what to do.

The Working Group members felt after further discussion that it was in a position to make a recommendation to Council.

**Moved: Russell Parker**  
**Seconded: Linda Poll de Honores**

That the Manawatu District Council be asked to formally establish a Feilding Community Committee.

**Carried**

Janine noted that the recommendation from tonight’s meeting will be put forward to Council’s 18 August 2016 meeting for their consideration.

Those present had all indicated their wish in being appointed to the Feilding Community Committee.

It was agreed that should Council accept the recommendation of the Working Party, that future meetings of the Feilding Community Committee be held on the first Thursday of each month with the next meeting tentatively set for 1 September 2016 at 5.30 pm in the Manawatu District Council Offices.

It was requested that Council’s Parks and Property Staff as well as representatives from the Manawatu Youth Ambassadors be invited to attend the first meeting.

There being no further business the Chair closed the meeting at 6.30 pm.
Purpose of this Policy

The purpose of the Community Committees Policy is to allow identified communities of interest within the Manawatu District to establish an advisory body in their community to assist the Council in its responsibilities to that community. They are an informal link between the Council and the community whereby an exchange of information, opinions, proposals, recommendations and decisions can take place.

The following are the communities of interest identified by Council. This however does not prevent other communities from being incorporated:

Apiti          Himatangi Beach    Rangiwahia
Cheltenham     Hiwinui           Rongotea
Colyton        Kimbolton         Sanson
Feilding       Pakihikura        Tangimoana
Halcombe       Pohangina         Waituna West

What is the Role of a Community Committee?

Community Committees are part of Community Development, which is a key contributor to achieving Council’s vision and outcomes and is part of the District Development activity within Council’s Long Term Plan.

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

Community Committees are empowered to present comprehensive submissions to Council’s Annual Plans and Long Term Plans. The submission to align ideas for future proofing the community and the identified community projects arising out of Community Plans to Council’s strategic direction.

How are Community Committees Supported?

A Council member is appointed as a Liaison Councillor for each Community Committee. The Liaison Councillor’s key role is to assist the Committee and advise on Council processes and to provide updates on matters of interest at a local, regional and national level.

Liaison Councillors are there to listen to the community’s concerns and to clarify the process of engagement with Council and to give guidance to where the Committee can seek help on specific issues. They are not the Community’s spokesperson.

Council’s Community Development Adviser is the Committee’s main point of contact and support from within Council.
How are Community Committees Appointed?

Each Community Committee will be established at a public meeting to be called by Council. The number of members to be elected to serve on the Committee shall, where practicable, be a minimum of seven and a maximum of 10 adults.

The term of the Committee shall coincide with Council’s term of office which is three years. Community Committees will therefore hold triennial meetings to re-elect their Committees following the Local Government Elections to be active.

Each active Committee is required to establish their own Terms of Reference based on a standardised template which would include when the Committee meets, how often and its administrative procedures.

Community Committee Project Fund

Council will provide annual funding to allow community committees to undertake small-scale, discrete projects within their communities that are not currently included in Council’s contracts or levels of service and can be aligned to Community Plans where a Community Plan exists. This annual funding is known as Community Committee Project Fund.

The Community Committee Project Fund has an annual budget to be distributed evenly amongst each of the Community Committees that are currently active. This funding is not available to those Committees that are in recess.

Each active Community Committee will be asked to submit a draft work programme by the end of December each year for the following financial year. This work programme lists projects in order of priority. Payment is upon receipt of invoices for agreed projects. Funds can be accumulated and carried over from one year to the next as long as they have been tagged for a specific project and must be used within the term of a Long Term Plan.

Hall Management

The Hall Management Policy will be incorporated into the Community Committee Policy once it has undergone a major review.
Council

Meeting of 18 August 2016

Business Unit: Corporate and Regulatory
Date Created: 01 August 2016

Application of the Common Seal

Purpose

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

Significance of Decision

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

Recommendations

That the following schedule of Sealed Documents be received.

<table>
<thead>
<tr>
<th>Date</th>
<th>Document</th>
<th>Party to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/06/16</td>
<td>Warrants of authority for new Infrastructure officers and a contractor:</td>
<td>Warrants issued to officers</td>
</tr>
<tr>
<td></td>
<td>• David Rei Miller</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Rob Smith</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Aaron Hatfull</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Rochelle Waugh</td>
<td></td>
</tr>
<tr>
<td>08/07/16</td>
<td>Third variation of project agreement between PNCC, MDC, Vision Manawatu,</td>
<td>Project variation agreement copy 1,</td>
</tr>
<tr>
<td></td>
<td>Destination Manawatu</td>
<td>2, 3 &amp; 4</td>
</tr>
<tr>
<td>14/07/16</td>
<td>Warrant of authority for new Senior Animal Control Officer – Robert</td>
<td>Warrant issued to officer</td>
</tr>
<tr>
<td></td>
<td>Peterson</td>
<td></td>
</tr>
<tr>
<td>21/07/16</td>
<td>Warrants of authority for new Infrastructure Officers:</td>
<td>Warrants issued to officers</td>
</tr>
<tr>
<td></td>
<td>• Philippa Nidd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Elysia Butler</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Cameron Brown</td>
<td></td>
</tr>
</tbody>
</table>

Report prepared by:
Raewyn Halls
Business Support Officer
1 Contribution to the Council Vision and Council Outcomes

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

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

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

2 Background

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

3 Discussion and Options considered

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

4 Operational Implications

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

5 Financial implications

5.1 There are no financial implications associated with this matter.

6 Statutory Requirements

6.1 There are no statutory requirements associated with this matter.

7 Delegations

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

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

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

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

8 Consulting

8.1 There are no consultation requirements associated with this matter.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this matter.

10 Conclusion

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

11 Attachments

- None