



STRATEGIC PLANNING AND POLICY COMMITTEE

AGENDA

Meeting to be held

THURSDAY 17 MARCH 2016

8.45am

(or following the conclusion of the preceding Council meeting)

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

A handwritten signature in black ink, appearing to read 'L. Vincent', is positioned above the name of the Chief Executive.

Lorraine Vincent
Chief Executive

MEMBERSHIP

Chairperson

Councillor Tony Jensen

Deputy Chairperson

Councillor Howard Voss

Members

Her Worship the Mayor, Margaret Kouvelis

Councillor Steve Bielski

Councillor Barbara Cameron

Councillor Shane Casey

Councillor Wayne Ellery

Councillor Jo Heslop

Councillor Albert James

Councillor Andrew Quarrie

Councillor Alison Short

ORDER OF BUSINESS

PAGE

1. MEETING OPENING

2. APOLOGIES

3. REQUESTS FOR LEAVE OF ABSENCE

4. CONFIRMATION OF MINUTES

5

Draft resolution

That the minutes of the Strategic Planning and Policy Committee meeting held 18 February 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. 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:

6.1 The Council by resolution so decides; and

6.2 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.

7. PRESENTATIONS

9.15am FEILDING CIVIC CENTRE TRUST

9.30am FEILDING PROMOTION INC

10.30am SPORT MANAWATU

10.45am MANAWATU COMMUNITY TRUST

11.00am AWAHURI FOREST KITCHENER PARK TRUST

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10. AUDIT AND RISK	
No items to report	
11. CONSIDERATION OF LATE ITEMS	
12. MEETING CLOSURE	

MINUTES	MEETING	TIME
STRATEGIC PLANNING AND POLICY COMMITTEE	THURSDAY 18 FEBRUARY 2016	9.35AM

Minutes of a meeting of the Strategic Planning and Policy Committee held on Thursday 18 February 2016, commencing at 9.35am in the Manawatu District Council Chambers, 135 Manchester Street, Feilding.

PRESENT:	Cr Tony Jensen Mayor Margaret Kouvelis Cr Steve Bielski Cr Barbara Cameron Cr Shane Casey Cr Wayne Ellery Cr Jo Heslop Cr Albert James Cr Andrew Quarrie Cr Alison Short Cr Howard Voss	(Chairperson)
IN ATTENDANCE:	Lorraine Vincent Brent Limmer Hamish Waugh Michael Hawker Doug Tate Glenn Young Joanna Saywell John Jones Wiremu Greening Paul Stein Sandra Crosbie Wendy Thompson Cynthia Ward Colleen Morris Tracey Hunt Tineke Naylor Allie Dunn	(Chief Executive) (General Manager - Community and Strategy) (General Manager – Infrastructure) (Project Delivery Manager) (Community Facilities Manager) (Utility Projects Manager) (Utility Asset Manager) (Roading Asset Manager) (Project Engineer) (Communications Adviser) (Communications Officer) (Principal Planner) (Senior Policy Planner) (Principal Financial Adviser) (Strategy Manager) (Executive Officer – Mayor) (Business Support Team Leader)

SPP 16/106 MEETING OPENING

Councillor Jensen declared the meeting open.

SPP 16/107 APOLOGIES

There were no apologies.

SPP 16/108 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of absence.

MINUTES	MEETING	TIME
STRATEGIC PLANNING AND POLICY COMMITTEE	THURSDAY 18 FEBRUARY 2016	9.35AM

SPP 16/109 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the Strategic Planning and Policy Committee meeting held 17 December 2015 be adopted as a true and correct record.

Moved by: Councillor Wayne Ellery

Seconded by: Councillor Howard Voss

CARRIED

SPP 16/110 DECLARATIONS OF INTEREST

There were no declarations of interest.

SPP 16/111 NOTIFICATION OF LATE ITEMS:

There were no late items notified for consideration.

SPP 16/112 MANAWATU DISTRICT PLAN REVIEW – WORK PROGRAMME

Report of the General Manager – Community and Strategy dated 28 January 2016 presenting for information the Work Programme for completing the Manawatu District Plan Review by 2017. The District Plan is required to be reviewed every 10 years pursuant to sections 73 and 74 of the Resource Management Act 1991 (RMA) and in accordance with the First Schedule process.

RESOLVED

- 1. That the Strategic Planning and Policy Committee receive for information the Manawatu District Plan Work Programme.**
- 2. That the Strategic Planning and Policy Committee note that community consultation undertaken as part of the Manawatu District Plan Review will be consistent with Council's Significance and Engagement Policy and the Community Engagement Guide and in accordance with the First Schedule to the Resource Management Act 1991.**

Moved by: Councillor Alison Short

Seconded by: Councillor Howard Voss

CARRIED

The meeting adjourned at 9.50am for a tea break and reconvened at 10.31am.

SPP 16/113 PRESENTATION – SPORT MANAWATU

Brad Cassidy - Active Communities Manager introduced the new Manawatu Recreation Advisor - Jess Gates. She spoke about her background and advised that

MINUTES	MEETING	TIME
STRATEGIC PLANNING AND POLICY COMMITTEE	THURSDAY 18 FEBRUARY 2016	9.35AM

she was currently working on the Run, Ride, Slide kids triathlon being held on 17 March 2016 at Timona Park in Feilding.

Brad Cassidy advised that he was liaising with the Community Facilities Manager on events for the rest of the year, noting that there was a focus on the events being held in the Manawatu District.

Following questions from the Council, Her Worship the Mayor thanked Brad Cassidy and Jess Gates for attending the meeting.

SPP 16/114 2015/2016 WATERMAIN RENEWALS PACKAGE 3 WEST STREET – TENDER RECOMMENDATION

Report of the General Manager – Infrastructure dated 10 February 2016 recommending the award of the Package 3 West Street Watermain Renewals to Higgins Contractors Ltd for the sum of \$669,604.00 (excl. GST), inclusive of a Contingency Sum of \$62,000.00.

RESOLVED

That Package 3 West Street Watermain Renewals be awarded to Higgins Contractors Ltd for the sum of \$669,604.00 (excl. GST), inclusive of a Contingency Sum of \$62,000.00.

Moved by: Councillor Howard Voss

Seconded by: Councillor Wayne Ellery

CARRIED

SPP 16/115 AUDIT AND RISK - SECOND QUARTER REPORT TO 31 DECEMBER 2015

Report of the General Manager – Business dated 2 February 2016 providing a summary to 31 December 2015 of the Council's performance against the first year of the 2015/25 Long Term Plan.

RESOLVED

That the Strategic Planning and Policy Committee receive the second quarter report for the period ending 31 December 2015.

Moved by: Councillor Howard Voss

Seconded by: Councillor Shane Casey

CARRIED

SPP 16/116 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

MINUTES	MEETING	TIME
STRATEGIC PLANNING AND POLICY COMMITTEE	THURSDAY 18 FEBRUARY 2016	9.35AM

SPP 16/117 MEETING CLOSURE

The meeting closed at 11.55am.

Approved and adopted as a true and correct record:

.....
CHAIRPERSON

.....
DATE

Strategic Planning and Policy Committee

Meeting of 17 March 2016

Business Unit: Community and Strategy
Date Created: 02 March 2016



Feilding Civic Centre Trust - 6 month Report

Purpose

To present for consideration Feilding Civic Centre Trust's 6-month Report for the period ending 31 December 2015.

Significance of Decision

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

Recommendations

That the Strategic Planning and Policy Committee receives Feilding Civic Centre Trust's 6-month Report for the period ending 31 December 2015.

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

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 As noted in the Feilding Civic Centre Trust's documents, Manawatu District Council established the Trust for the following purposes:

- For the promotion of any purpose or purposes within the Manawatu region for the advancement of education particularly in the arts, culture, environment, recreation and sport and the fostering of a sense of community;
- Engendering a feeling of regional pride through strategies reflecting the positive image within the Manawatu Region;
- Creating an awareness of the arts, culture, environment, recreation and sport of the Manawatu Region;
- Encouraging participation of the community of all ages and persuasions including youth and amateur in the arts, culture, environment, recreation and sport;
- To manage, control, develop, promote, market, enhance and maintain the Civic Centre for the use and enjoyment of the Manawatu community and the wider New Zealand community.

3 Discussion and Options considered

3.1 The Feilding Civic Centre Trust provides Council with six-monthly and 12-monthly updates on activities which is consistent with reporting from Council's other contracted service providers.

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 The Strategic Planning and Policy Committee has delegated authority to receive the 6-month report from Feilding Civic Centre Trust.

8 Consultation

- 8.1 There is no consultation required for this paper.

9 Cultural Considerations

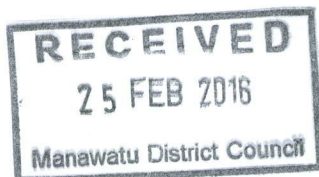
- 9.1 There is no cultural consideration required for this paper.

10 Conclusion

- 10.1 A copy of the 6 month report for the period ending 31 December 2015 is attached.
- 10.2 Representatives from Feilding Civic Centre Trust will be in attendance at the meeting on 17 March 2016 to speak further to their report.

11 Attachments

- Feilding Civic Centre Trust 6 month Report to 31 December 2015



Feilding Civic Centre Trust Board

6 monthly Report

Up to 31st December 2015

IN DOC No	129929
FILE No.:	9/2051

I am pleased to report to the council on the past 6-month's activities for the Civic Centre Complex.

The booking calendar over this period has been busy seeing December being extremely busy with the local Schools end of year prizegiving/productions.

We have a range of regular users which use the complex each month throughout the year. This six months report shows all the bookings so that it can be fully understood as to the total usage of our facility.

These are:

- | | |
|-------------------------------|-------------------------------------|
| • Zumba | Every Tuesday and Thursday night. |
| • Tempo Dance Studio | Every Wednesday Nights |
| • Feilding Badminton | Every Tuesday and Thursday nights. |
| • Spotlight Theatre | Every Tuesday and Thursday nights. |
| • CFL Health & Fitness | Monday and Wednesday evenings |
| • Oroua Badminton Association | weekly |
| • Probus Club of Makino | 2 nd Tuesday every month |
| • Makino Magic Toast Masters | Every fortnight |
| • Feilding Indoor Bowls | Twice a week days vary |

July 2015

- | | |
|---|---|
| • Chilli Wind | 2 nd |
| • Primary ITO | 3 rd |
| • ACT Market | 4 th |
| • Spot Lights Theatre Concert | 3 rd and 4 th |
| • NZ Meat workers Union | 6 th |
| • Feilding Indoor Bowls | 12 th 19 th 20 th |
| • Primary ITO | 15 th |
| • Private Meeting Booking | 15 th 20 th |
| • Feilding Prayer Meeting | 19 th |
| • Worksmart | 20 th -24 th and 27 th -30 th |
| • Step N Thyme Matching | 20 th 27 th |
| • Feilding Districts Steam Rail Society | 25 th |
| • Dance unlimited | 26 th |
| • Youth Fitness Class | Tuesday and Thursdays |
| • YMCA Basketball | Every Wednesday for term 3 |

Repairs and Maintenance:

- Heating installation in the Foyer

- Cleaning of the stadium floor
- Exit lights in Stadium Replaced
- Minor water damage in the cedar room ceiling from heavy rain repaired

August 2015

- | | |
|---|---|
| • ACT Market | 1 st |
| • Feilding Indoor Bowls | 2 nd |
| • Work Smart | 3 rd – 7 th |
| • Step N thyme marching | 3 rd |
| • YMCA Basketball | Every Wednesday term 3 |
| • Youth Fitness | Tuesdays and Thursdays |
| • Blue light Disco | 7 th |
| • Harbour City Coins | 10 th |
| • Feilding High School Basketball | 10 th 17 th 24 th 31 st |
| • Private Meeting Booking | 12 th 17 th 19 th |
| • Kitchen Booking | 13 th 20 th 25 th 27 th |
| • NZ Blood Service | 18 th |
| • NZ meats Workers Union | 18 th |
| • Central PHO | 21 st |
| • Dance Unlimited | 22 nd |
| • Feilding Intermediate cultural Festival | 26 th |
| • Hub Church | 30 th |

Repairs and Maintenance:

- Mesh covers to be fitted to the badminton lights.

September 2015

- | | |
|-------------------------------|--|
| • NZ Blood Service | 1 st |
| • MDC | 1 st |
| • Youth Fitness | Tuesday and Thursdays |
| • YMCA Basketball | Every Wednesday Term 3 |
| • ACT Market | 5 th |
| • Child's birthday party | 6 th |
| • Dance Unlimited | 6 th 13 th |
| • Harbour City Coins | 7 th |
| • Feilding Business awards | 9 th - 12 th |
| • Work Smart | 14 th – 18 th 21 st -25 th 28 th – 30 th |
| • Step N thyme | 14 th |
| • Kainui Cluster | 16 th |
| • Aerodrome AGM | 19 th |
| • Manawatu Knights Chess Club | 23 rd |
| • Kitchen Hire | 24 th |
| • Private booking | 5 th 16 th 21 st 26 th 30 th |

Repairs and Maintenance:

- Nil

October 2015

- | | |
|---|---|
| • Work Smart | 1 st – 2 nd |
| • Coach Hose Museum | 2 nd |
| • Youth Fitness | Tuesdays and Thursdays |
| • Harbour City Coins | 5 th |
| • Step N Thyme marching | 5 th |
| • St Brigids indoor bowls | 6 th |
| • Bird Show | 10 th |
| • YMCA Basketball | Every Wednesday Term 3 |
| • Young Achievers Award | 14 th 16 th |
| • Northern Indoor Bowls | 15 th |
| • Watson Real Estate | 15 th |
| • Feilding & Districts Steam Rail Society | 17 th 31 st |
| • MDC Flood meeting | 17 th |
| • Oroua Badminton country Schools | 20 th |
| • Private Meeting Booking | 14 th 19 th 20 th 21 st |
| • Te Kura-a-iwi O Ngati Kauwhata | 23 rd |
| • Private badminton booking | 27 th |
| • Goldco International Ltd | 28 th |
| • Pamir Rugs | 30 th -31 st |

Repairs and Maintenance:

- Chair storage cupboard requires improved circulation as mould is damaging the chairs. We have placed vents in the doors to improve ventilation.
- The strapping on insulation batts in the concert chamber ceiling has been repaired.

November 2015

- | | |
|------------------------------|---|
| • Pamir Rugs | 1 st |
| • Harbour City Coins | 2 nd |
| • St Brigids Indoor Bowls | 3 rd |
| • Feilding Craft Market | 5 th – 8 th |
| • Work Smart | 9 th – 13 th 16 th – 20 th 23 rd – 27 th 30 th |
| • Step N Thyme Marching | 9 th 16 th 21 st |
| • Private meeting booking | 11 th 18 th 25 th |
| • Feilding Brass Concert | 14 th |
| • Dance Unlimited | 15 th |
| • NZ Blood Service | 16 th 17 th |
| • Northern Indoor Bowls | 19 th |
| • Pahiatua Repertory Society | 22 nd – 28 th |
| • Dance Unlimited | 29 th 30 th |

Repairs and Maintenance:

- Cable that attaches the badminton lights snapped. This is in the process of being repaired.

December 2015

• Kitchen hire	1 st
• Work Smart	1 st – 4 th 7 th – 11 th 14 th – 18 th
• St Brigids Indoor Bowls	1 st
• Dance Unlimited	1 st – 6 th
• Private Meeting booking	2 nd
• Eden Kindergarten Christmas Concert	2 nd 3 rd
• Manchester Street School Cushion concert	2 nd
• Mt Biggs Production	7 th
• Feilding Intermediate production	8 th
• St Joseph's School Prize giving	9 th
• Lytton Street School Prize giving	10 th
• Spot Light Theatre Concert	11 th -13 th
• Harbour City Coins	14 th
• Feilding Intermediate Prize giving	14 th
• Manchester Street School Prize giving	15 th 16 th
• Taonui School prizing Giving	15 th
• North street School Prize giving	16 th
• Private meeting Booking	16 th
• Rotary Christmas Carols	17 th 19 th 20 th

Repairs and maintenance:

- Nil for the month.

Complex bookings over the next 6 months are again busy seeing our regular users continue to do so and some big events planned to be held in the complex which includes:

- Weddings
- Young Farmers Regional Finals Competition
- Feilding High School Ball
- Dancing With the stars
- Stars Search Manawatu
- ANZU Op Shop Fashion Parade
- Feilding Brass
- Manawatu Avicultural Society
- ANZAC Concert
- Seniors Blue light Dance
- Badminton competitions

We also have a large range of smaller bookings and bookings coming in every day.

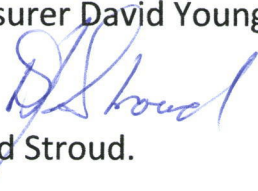
The Trust is very active in working on plans for the upgrade of the foyer which includes the redesigning of the Men's & Woman's Toilets as well as providing access from the Stage to the Cedar Room and repositioning the Managers office downstairs. This will be presented to the Council in due course.

We have welcomed Johanna Wood who is joining us as an advisory Trustee at our monthly meetings.

Since the last report we have had our manager Lesley Chapman resign from her position. She wanted to return to Auckland to rejoin her family. Since then we have appointed a new manager.

Her name is Carla Bennett and she is fitting in to the business of the Civic Centre very well.

I would like to once again publicly thank the Trust our new manager and our volunteer treasurer David Young for their work and support.



David Stroud.

Chairman.

Strategic Planning and Policy Committee

Meeting of 17 March 2016



Business Unit: Community and Strategy
Date Created: 02 March 2016

Feilding Promotion - Annual Accounts to 30 June 2015 and 6-month Report to 31 December 2015

Purpose

To present for consideration Feilding Promotion's Annual Accounts for the year ending 30 June 2015 and the 6-month report for the period ending 31 December 2015.

Significance of Decision

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

Recommendations

That the Strategic Planning and Policy Committee:

- 1 Receives Feilding Promotion's Annual Accounts for the year ending 30 June 2015.
- 2 Receives Feilding Promotion's 6-month Report for the period ending 31 December 2015.

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

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 Council has a service agreement with Feilding Promotion. The service agreement covers the following areas:

- Key Result Areas: these are aligned with Council's outcomes
- Accountability arrangements: business planning; operational procedures; and reporting requirements back to Council
- Assessment of Feilding Promotion's performance against the Key Result Areas

3 Discussion and Options considered

- 3.1 The Feilding Promotion annual accounts were not available at the time of presenting their 12-month report on 18 November 2015. This was due to recent key personnel changes within the organisation which resulted in a delay in the accounts being finalised and audited. The annual accounts have since been audited and are now presented to the Strategic Planning and Policy Committee for their formal receipt.
- 3.2 Feilding Promotion's 6-month report to 31 December 2015 is attached which reports against the key result areas.

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 The Strategic Planning and Policy Committee has delegated authority to receive the annual accounts and 6-month report from Feilding Promotion.

8 Consultation

- 8.1 There is no consultation required for this paper.

9 Cultural Considerations

- 9.1 There is no cultural consideration required for this paper.

10 Conclusion

- 10.1 Representatives from Feilding Promotion will be in attendance at the meeting on 17 March 2016.

11 Attachments

- Feilding Promotion Annual Accounts to 30 June 2015
- Feilding Promotion 6 month Report to 31 December 2015

INDEPENDENT AUDITOR'S REPORT

To the Members of the Feilding Promotion Incorporated

We have audited the financial statements of Feilding Promotion Incorporated on pages 2 to 10, which comprise the balance sheet as at 30 June 2015, and the statement of profit and loss, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

The Executive Committees' Responsibility for the Financial Statements

The Executive Committee are responsible for the preparation and fair presentation of these financial statements in accordance with the special purpose framework for use by For-Profit Entities published by the New Zealand Institute of Chartered Accountants; and for such internal control as the Executive Committee determines are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing (New Zealand). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Feilding Promotion Incorporated.

Basis for Qualified Opinion on Financial Position and Financial Performance

Control over income from Information Centre Sales and Committee and Project Income, prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph the financial statements present fairly, in all material respects, the financial position of Feilding Promotion Incorporated as at 30 June 2015, and its financial performance for the year then ended in accordance with the special purpose framework for use by For-Profit Entities published by the New Zealand Institute of Chartered Accountants.

Emphasis of Matter

We draw the readers' attention to note 3 in the Notes to the Financial Statements which discloses that Feilding Promotion Incorporated has been advised by Manawatu District Council that they will be ceasing contract funding at a point yet to be advised on or after 31 March 2016. With no date yet confirmed and no decisions on the future of the organisation yet made the going concern assumption has continued to be adopted. Our opinion is not qualified in respect of this matter.



Cotton Kelly

24 December 2015

FEILDING PROMOTION INCORPORATED
ANNUAL REPORT
FOR THE YEAR ENDED 30 JUNE 2015

FEILDING PROMOTION INCORPORATED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

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FEILDING PROMOTION INCORPORATED

BUSINESS DIRECTORY AS AT 30 JUNE 2015

Location of Business: PO Box 463
Feilding 4740

Bankers: ANZ
Feilding

Auditors: Cotton Kelly
Palmerston North

Accountants: AllanMcNeill
Feilding

AllanMcNeill
Chartered Accountants

FEILDING PROMOTION INCORPORATED

STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015	2014
		\$	\$
INCOME			
FP contract		234,645	229,370
Information centre contract		78,107	76,764
Security contract		77,362	76,026
Information centre sales		4,339	5,480
Information centre commission	8	17,883	18,049
Commission	11	30,853	32,176
Service contract		21,060	21,060
Interest		1,025	754
Donations		150	-
Committee Income	12	71,081	75,679
Project Income	7	83,073	89,116
TOTAL INCOME		<u>619,578</u>	<u>624,475</u>
Less Cost of Sales and Projects			
Opening Stock		2,296	2,327
Committee Expenses	12	123,288	148,440
Project Expenses		64,418	98,672
Purchases - Information Centre		11,326	6,427
		<u>201,328</u>	<u>255,866</u>
Closing Stock		3,062	2,296
Cost of Sales		<u>198,266</u>	<u>253,571</u>
TRADING INCOME		<u>421,312</u>	<u>370,904</u>

Refer accompanying notes and auditor's report.

AllanMcNeill
Chartered Accountants



FEILDING PROMOTION INCORPORATED

STATEMENT OF PROFIT AND LOSS FOR THE YEAR ENDED 30 JUNE 2015

	Note	2015	2014
		\$	\$
LESS OVERHEADS			
Accident Compensation levies		831	931
Audit fees		3,100	2,500
Bad debts		1,654	-
Bank charges		1,507	1,362
Communication costs		1,601	1,750
Contractors		2,585	-
Depreciation		5,951	3,928
Electric power		3,264	3,219
Equipment		4,167	3,692
Fringe benefit tax		2,600	1,755
General expenses		2,462	1,319
Honorarium		2,356	2,300
Insurance		2,149	1,701
Interest			
Interest - Inland Revenue		-	104
Internet Charges		2,303	1,662
Loss on sale fixed assets		291	-
Petty Cash		1,757	1,558
Phone - Mobile		1,429	537
Phone - Tolls		2,273	1,416
Prior year RWT not recoverable		-	1,298
Rent property		21,060	21,060
Repairs and maintenance		2,560	3,643
Salaries and wages		243,878	220,392
Security Expenses		70,084	76,748
Staff expenses		4,865	5,256
Stationery		9,263	9,306
Storage		1,616	1,061
Vehicle expenses		4,352	3,175
Total Overheads		399,956	371,672
NET SURPLUS (DEFICIT)		\$21,356	\$(768)

Refer accompanying notes and auditor's report.

AllanMcNeill
Chartered Accountants



FEILDING PROMOTION INCORPORATED

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2015

	2015	2014
	\$	\$
EQUITY AT START OF PERIOD	51,332	52,100
Net Surplus (Deficit)	21,356	(768)
Total recognised revenue and expenses	21,356	(768)
EQUITY AT END OF PERIOD	<u>\$72,688</u>	<u>\$51,332</u>

Refer accompanying notes and auditor's report.

Allan McNeill
Chartered Accountants



FEILDING PROMOTION INCORPORATED

BALANCE SHEET AS AT 30 JUNE 2015

	Note	2015	2014
		\$	\$
EQUITY		<u>\$72,688</u>	<u>\$51,332</u>
CURRENT ASSETS			
ANZ - Main Account		12,995	78,058
ANZ - Reserves		85,410	11
Float - Bookings Travel		250	310
Accounts Receivable		24,075	577
GST Balance		9,219	7,691
Stock on hand		<u>3,062</u>	<u>2,296</u>
		135,010	88,942
NON CURRENT ASSETS			
Fixed Assets As per Schedule (at Book Value)	2	<u>7,972</u>	<u>14,214</u>
TOTAL ASSETS		<u>142,982</u>	<u>103,156</u>
CURRENT LIABILITIES			
Accounts Payable		59,561	41,459
Holiday pay accrual		<u>10,733</u>	<u>10,365</u>
		70,294	51,824
TOTAL LIABILITIES		<u>70,294</u>	<u>51,824</u>
NET ASSETS		<u>\$72,688</u>	<u>\$51,332</u>


Executive Committee

24-12-15
Date

Executive Committee

Date

Refer accompanying notes and auditor's report.

AllanMcNeill
Chartered Accountants

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015****1 STATEMENT OF ACCOUNTING POLICIES**

These are the financial statements of Feilding Promotion Incorporated.

Feilding Promotion Incorporated is an Incorporated Society established under the Incorporated Societies Act 1908.

These financial statements are a special purpose report. They have been prepared in accordance with the Special Purpose Framework for use by For-Profit Entities (SPFR for FPEs) published by the New Zealand Institute of Chartered Accountants.

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

Fixed Assets and Depreciation

Fixed assets are recorded at cost less accumulated depreciation. Depreciation is calculated based on the applicable Inland Revenue rates.

Inventories

Inventories are valued at the lower of cost, on a FIFO basis, and net realisable value.

Accounts Receivable

Accounts receivable are stated at their estimated realisable value.

Investments

Investments are stated at cost.

Goods and Services Tax

Financial information in these accounts is recorded exclusive of GST with the exception of receivables and payables, which include GST. GST payable or receivable at balance date is included in the appropriate category in the Balance Sheet.

Changes in Accounting Policies

There has been a change in framework but that impact of the changes have resulted in no changes to the prior year comparatives.

2 FIXED ASSETS SUMMARY

2015	Cost	Accum Depn	Depn	Book Value
Motor Vehicles	10,000	9,292	224	708
Plant & Equipment	55,580	48,316	5,727	7,264
	<u>\$65,580</u>	<u>\$57,608</u>	<u>\$5,951</u>	<u>\$7,972</u>
 2014				
Motor Vehicles	10,000	9,068	294	932
Plant & Equipment	56,586	43,304	3,634	13,282
	<u>\$66,586</u>	<u>\$52,372</u>	<u>\$3,928</u>	<u>\$14,214</u>

AllanMcNeill
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FEILDING PROMOTION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

3 EVENTS OCCURRING AFTER BALANCE DATE

Manawatu District Council contract funding (disclosed as FP Contract, Security Contract, Information Centre Contract and Service Contract) is only guaranteed to 31 March 2016 with a new Council Controlled Entity - "Central Economic Development Agency " being established with Palmerston North City Council. No decision has yet been announced on the future of the Feilding Information Centre or on what the future of Feilding Promotion would look like should this contract income source cease.

4 CONTINGENT LIABILITIES

There are no contingent liabilities at year end (30 June 2014: \$Nil).

5 CAPITAL COMMITMENTS

There are no capital commitments at year end (30 June 2014: \$Nil).

6 RELATED PARTIES

Monty Marsden, member of the Townscape committee and the executive is a director of Fauldings Electrical & Sound Service Ltd who provide sound equipment for Feilding Promotion events.

Adam Dekker, Chairman of the Townscape committee and member of the Strategic Team and Executive is a director of PAK Holdings that trades as Humphries Construction who have provided labour, industry expertise and their purchasing power for townscape projects and are a sponsor of the Business Awards.

Helen Worboys was the manager of Feilding Promotion and was hired as a consultant for the BEAR project.

John Cotton, Executive Committee member and owner of Photographic Solutions provided services to Feilding Promotion.

7 SELF FUNDING PROJECT BALANCES

	2015	Income	Expenses	Net
Business Promotions		50,207	30,512	19,695
Farmers Market		32,866	33,906	(1,040)
		<u>\$83,073</u>	<u>\$64,418</u>	<u>18,655</u>
	2014	Income	Expenses	Net
Business Promotions		43,985	52,556	(8,571)
Fireworks		10,687	15,343	(4,656)
Farmers Market		34,444	30,773	3,671
		<u>\$89,116</u>	<u>\$98,672</u>	<u>\$(9,556)</u>

AllanMcNeill
Chartered Accountants



FEILDING PROMOTION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

8 INFORMATION CENTRE COMMISSION

	2015	Gross Income	Payments	Commission
Fees		332	-	332
Event Ticket Sales		57,113	54,740	2,373
Intercity Bus		30,306	26,728	3,578
Interislander		19,405	17,161	2,244
Tranzscenic trains		3,929	3,475	454
Ticketing Direct		42,427	35,054	7,373
Blue Bridge		6,931	6,252	679
Naked Bus		6,330	5,339	991
Centrepont		165	305	(140)
		<u>\$166,938</u>	<u>\$149,054</u>	<u>\$17,884</u>

	2014	Gross Income	Payments	Commission
Fees		664	-	664
Event Ticket Sales		39,807	36,850	2,957
Intercity Bus		32,131	26,760	5,371
Interislander		13,291	11,800	1,491
Tranzscenic trains		5,008	4,482	526
Ticketing Direct		58,368	53,475	4,893
Blue Bridge		10,994	10,514	480
Naked Bus		9,042	7,375	1,667
Centrepont		-	-	-
		<u>\$169,305</u>	<u>\$151,256</u>	<u>\$18,049</u>

9 GRANTS RECEIVED

	This Year	Last Year
Pub Charity Inc - Christmas Parade	<u>3,500</u>	<u>-</u>

10 LEASE AGREEMENT

The Manawatu District Council holds a lease agreement with the landlord of the building on behalf of Feilding Promotions and pays the lease accordingly. The agreed lease payment amounts to \$21,060 exclusive of GST per annum during the year ended 30 June 2015 (2014; \$21,060 per annum) being both an expense to Feilding Promotions for the lease and income from the Council. This results in a net effect in the Statement of Financial Performance. The photocopier lease is paid directly by Manawatu District Council.

AllanMcNeill
Chartered Accountants



**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

11 COMMISSION

2015

Insurance scheme	4,000
Event commission	7,500
Management fees	16,000
Saleyard tours	3,353
	<u>\$30,853</u>

2014

Event commission	10,195
Management fees	16,000
Saleyards tours	5,982
	<u>\$32,176</u>

12 OPERATIONAL COST DRIVERS

	2015	Income	Expenses	Net
Community development		2,235	20,520	(18,285)
Townscape		2,187	11,627	(9,440)
Community promotions		19,399	36,763	(17,364)
Other		-	11,204	(11,204)
Business awards		47,260	43,173	4,087
		<u>\$71,081</u>	<u>\$123,287</u>	<u>(52,206)</u>

	2014	Income	Expenses	Net
Community development		1,070	33,835	(32,765)
Townscape		7,875	21,717	(13,842)
Community promotions		14,033	24,338	(10,305)
Other		-	10,933	(10,933)
Business awards		52,701	57,618	(4,917)
		<u>75,679</u>	<u>148,441</u>	<u>\$(72,762)</u>

FEILDING PROMOTION INCORPORATED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

13 EQUITY AND RESTRICTED RESERVES

	2015	2014
Accumulated funds	30,575	28,462
Business promotions	29,662	9,967
Farmers market	<u>12,451</u>	<u>12,903</u>
	<u>72,688</u>	<u>51,332</u>

Restricted reserves are net trading positions of the self funding project.

AllanMcNeill
Chartered Accountants

10



Feilding Promotion Inc.

Six monthly Report July 1st 2015 to 31st December 2016

Feilding Promotion continued to deliver on all key result areas.

In September 2015, the Manager and Accounts persons were replaced and the number of casuals and part time staff were reduced significantly. One of our contract casuals via Destination Manawatu, was re-employed as our full time Information Centre leader, to provide continuity and stability to this important role.

Due to the uncertainty regarding Feilding Promotion's future, budgets were reviewed and changes made to ensure there was funding to continue the work of the various volunteer committees for prioritised projects and events. However, planning of annual projects and events passed the end of March 2016 has not been able to start, again due to uncertainty around the funding and the unknown future of Feilding Promotion.

Key Result Area:

A quality events programme enhances the wellbeing of Manawatu residents and creates opportunities for social connection

The following is managed by the Feilding Information Centre team:

- Event organisers are encouraged to register their events. These are posted on Eventfinder (national event register), the Feilding website and linked to Destination Manawatu.
- Local events are promoted on the noticeboards at 2 entranceways into Feilding.
- A list of upcoming events are collated weekly and submitted to the Feilding Herald and Guardian newspapers for free What's On advertising.
- Upcoming events are promoted in the business newsletter The Bustle
- Event posters are displayed on the Manchester Square noticeboard and the foyer at the IC.
- A previous sponsorship arrangement with the Guardian newspaper was renewed to allow greater media coverage of Feilding events & activities to the wider Manawatu region, in return for Our IC being an agency to collect Guardian advertising forms from the public.

Feilding Promotion managed, supported and assisted with a number of key events:

Saleyards Tours

Ongoing: these tours attract many international tourists and continue to be popular with locals and national visitors. The Tours are promoted by brochures and listed on national tourism and local websites. 4 volunteer retired farmers act as tour guides each Friday. There were 19 tours taken with a total of 390 people attending. Large groups came from Kapiti College, Palmerston North schools, Massey University, Japanese students via the Feilding High School and the South Taranaki Seniors Club.

Rural Day

The 2015 Rural Day was a great success with feedback this was the best Rural Day ever! 'The day the country comes to town' included farmyard animals on display, shearing and dog trialling demos, free morning tea for the pre-schoolers, children's competitions and entertainment. Estimated over 5000

people enjoyed a fun, free day in the town centre. The event relies heavily on volunteers and the generosity of the Manawatu A&P Show personnel, adding to Feilding's unique identity as a rural destination.

Christmas Carnival

The annual Christmas Carnival and Parade was another successful community event organised in conjunction with Manchester Lions. F P's role is to organise and manage the advertising and publicity, the stalls and floats registrations, arrange the stall site and float order plans, secure funding and sponsors, organise trophies and certificates for winning floats, sell train tickets, liaise with the CBD businesses to participate in the day, find and brief volunteers to help with crowd control and liaise with the Lions Club and Feilding Steam Rail volunteers, then organise the debrief. Stalls, steam train rides and live entertainment kept the crowds amused until the 67 floats in the Parade came thru town. Estimated over 10,000 people in the CBD spending and enjoying the town.

Manawatu Garden Festival

FP is working with the Garden Festival volunteer committee for the May 2016 event. This includes assisting with funding applications, road closure, providing connections for sponsorship, publicity and business involvement. The financials for the 2015 event were finalised and audited.

Evento

FP helped promote and assisted at Evento 2015 with sponsors on the corporate table and managed the ticket selling via the IC. Currently in discussion with Evento organisers about assistance FP can provide for the 20th event in August 2016.

Boots'n'All Mini World Cup

In conjunction with the Feilding Saturday Morning Rugby Club, F P organised a very successful final day of junior rugby for the season at Victoria Park. Guest celebrity ex All Black Glen Osbourne and Turboman were helicoptered onto the ground for an official welcome, prior to the rugby playoff to find the winning countries in each grade. The end of season prize giving followed on stage in the Manfeild Stadium.

Matariki Festival

Assisted organisers with logistics, advertising and sponsorship with 600 people attending, showcasing local schools and community groups

Business Awards Dinner 2015

F P organised another successful Excellence in Business Awards Dinner in September 2015. Attended by 350 guests, the theme was 'The Great Gatsby' and was hosted by Blair Strange and Will Hall, national TV celebrities. The Dinner received positive media coverage with plenty of photos and stories in the local and regional newspapers.

Living Christmas

This was a new event initiated by Feilding Promotion, aimed at bringing the community together to celebrate the meaning of the Christmas spirit in our community. 17 community groups participated with entertainment, displays and stalls. Around 200 people attended with excellent feedback about the desire to continue this event and grow it.

Key Result Area:

Feilding's Farmer's market to continue to incubate new businesses and attract weekly shoppers while being developed to become a regional attraction

Farmers Market

- Ongoing: weekly management of the Farmers Market and its publicity campaigns via newspaper and 8 radio stations.
- Stallholder numbers and the range of produce/products available continues to rise with the additional of 4 new stallholders
- The Market celebrated Christmas with it's 'Have Xmas Dinner on us' promotion with stallholders donating products to make up dinner. A lucky local shopper won the prize.
- Held annual meeting of the Feilding Farmers Market & Market Awards with Mauways stall taking out the overall winner.
- 2 stallholders received NZ Food Awards 2015
- 2 stallholders attended the NZFM 2015 conference.
- A Market Audit was carried out to ensure stallholders comply with the NZ FM rules on authenticity. A review of the Market Management based on the audit findings was started.

Key Result Area:

Feilding Promotion enables business connectedness by providing an umbrella organisation, creating communication channels, events and information

Ongoing communication

Regular updates of events and information are made available via the Feilding website, business newsletter (The Bustle), efaxes to businesses and the national Eventfinder website.

Information Centre

Our Information Centre team continued to provide services for both locals and visitors. As well as responding to specific enquiries, the team manage and update the Feilding website content and the Facebook page. We register, collate and promote events, clubs and organisations, update and maintain local brochures and information sheets, manage bookings for the weekly Saleyards Tours and prepare promotional material for magazines, maps and media as well as identifying every opportunity to promote Feilding and District to the world.

The Feilding Facebook page was revamped and now has regular postings. Facebook is used to promote local events and promotions.

All accommodation providers were contacted with website information updated and refreshed. The Home page is constantly being updated as are the local clubs and organisation listings.

MONTH	LOCAL		NATIONAL		INTERNATIONAL		TOTAL		CALL IN		MAIL		PHONED		WEBSITE		TOTAL	
	14/15	15/16	14/15	15/16	14/15	15/16	14/15	15/16	14/15	15/16	14/15	15/16	14/15	15/16	14/15	15/16	14/15	15/16
July	722	560	196	102	21	14	939	676	617	481	143	140	185	195	9540	12396	10485	13212
August	772	540	163	106	16	42	951	688	609	419	135	135	207	134	10300	11464	11251	12152
September	760	612	172	143	36	49	968	804	682	512	144	116	142	176	11700	12034	12668	12838
October	754	856	189	236	43	57	986	1149	693	680	127	227	163	224	12000	11817	12983	12948
November	694	1327	124	200	17	74	835	1601	653	1085	47	254	159	262	12600	12987	13459	14588
December	647	1120	329	160	24	88	1000	1368	629	813	32	268	138	287	13500	13213	14299	14581
TOTALS	4349	5015	1173	947	157	324	5679	6286	3883	3990	628	1140	994	1278	69640	73911	75145	80319

The statistics show a 7% increase in international visitors, a 6% increase in website usage with an overall increase of 6.45%. The website stats include the hits on the Feilding Saleyards and Farmers Market pages on the Tourism NZ website.

Key Result Area:

Business and economic development is supported by activities undertaken in collaboration with other agencies, including Vision Manawatu.

Business Communication

The business newsletter (The Bustle) is circulated to over 1200 businesses, schools, media, agencies and interested personnel. The newsletter provides regular updates of what is happening within the business community, the ongoing work of F P, opportunities for businesses to grow and participate in various business development activities, campaigns and promotions and community events. The CBD businesses are hand delivered their newsletters allowing opportunity for one-on-one communication. The newsletter is supported by regular emails, faxes and regular memos.

Business after 5.30's – networking opportunities

6 Business After 5.30 functions were organised and hosted by the following businesses: Business Promotions & the Turbo's, Bus trip to Hansens Café Kimbolton, Apiti Hotel, and Cheltenham Hotel, Feilding Golf Club, Aroha B&B & KFB, Beauchamps Funeral Home and the Business Christmas function held at Central ITM

Business Promotion Scheme

92 businesses participated in the successful 'Shop to Win' Christmas promotion with a local shopper winning the car and presents. A bonus of this promotion was the 9 weekly major prize draws which held the shoppers interest.

Ongoing recruitment of new businesses into group.

Ongoing radio advertising promotes Feilding as the place to visit, shop and do business.

Excellence in Customer Service

The 215 businesses nominated in the annual Business Awards were judged on their customer service. This included marks and comments for access, presentation, displays and signage as well as a telephone call and personal visit. The judging reports are returned to the businesses for use as a tool with their staff, to improve overall customer service delivery. The annual Awards Dinner recognised over 100 businesses, employers and employees for their outstanding customer service, along with building owners and developers, who contribute to our vibrant and attractive town centre's image.

Colonel Feilding's Gateway

While this project made some small progress, there is an urgency to complete this important economic development initiative, as a 'lure' into the CBD for the thousands of visitors that come to Manfeild each year. A fundraising plan was formulated and some funds have been secured. Resource consent was approved, but we are still working closely with Council staff, engineers, timber experts and construction personnel to sign off the Building Consent.

CBD Business Stats for the 6 months July to December 2015

- 9 New businesses opened
- 4 Businesses closed
- 5 Businesses changed ownership
- 8 Businesses relocated

Key Result Area:

Marketing of the district is undertaken in alignment with the Regional Development Strategy and in collaboration with other partner agencies including Destination Manawatu.

Ongoing Initiatives

- Airport Signage – F P funds and manages a wall space inside the city airport, promoting Feilding as a great place to shop, work, live and visit.
- Generic advertising promoting Feilding as a great place to shop and do business is funded and managed by our Business Promotions Scheme and Farmers Market.
- F P manages the publication of our local heritage collections brochure, bookings and promotion of Saleyards Tours and manages the weekly Farmers Market.
- F P provides advice and support to event organisers and local community groups wanting to undertake various projects and/or activities.

Leave the City, Love the Country

Surveys were completed for qualitative data on how to attract visitors to come to Feilding and District from the Wellington area, to experience what we have to offer. F P is now working with local operators to implement 2 specific packages – a rural experience and motorsport.

- In conjunction with local Rugby Clubs and supported by the Mayor, Feilding Promotion submitted a request for Feilding to be included in the successful World Cup All Black's home tour. This was unsuccessful.

Key Result Area:

Website requirements are reviewed annually and web presence is updated accordingly.

The Feilding website is updated regularly and events are entered as they are registered with us. There was a 6% increase in website usage, including hits on the Feilding Saleyards and Farmers Market pages on the Tourism NZ website.

All accommodation provider were contacted and details updated.

The A-Z databases of businesses, clubs and organisations continues to be updated as changes are advised.

The Feilding website address is being promoted on a new sign on the front straight at Manfeild
The Feilding Facebook page was updated and is now used regularly to promote events and activities.

Key Result Area:

Feilding Promotion is an active contributor to a vibrant CBD physical environment, encouraging business and economic growth.

Repairs

The 'free parking while you shop' signs around the CBD were replaced.

The Welcome to friendly Feilding signs at Halcombe Hill and South Street were repainted in a shared project with Keep Feilding Beautiful.

The noticeboard in Fergusson St was repaired and is now being used to promote upcoming events

CBD Security

F P manages the nightly CBD foot patrol which checks all buildings doors & windows then patrols on alert for suspicious behaviour.

Data collated daily and businesses advised of any security breaches and risks.

Month	Suspicious Behaviour		Insecure Premises		Alarm		Damage		Fights		Burglary	
	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
July	2	0	21	29	3	3	2	1	0	0	1	0
August	6	0	20	32	6	7	3	1	2	0	1	0
September	1	0	16	24	11	0	5	0	0	1	0	0
October	3	0	12	39	7	2	3	2	0	1	0	0
November	6	2	17	33	4	2	9	1	0	0	0	1
December	0	0	16	28	9	3	4	3	2	2	0	0
TOTAL	18	2	102	185	40	17	26	8	4	4	2	1

- Manage and maintain the CBD database of all businesses, including empty premises for after-hours emergency contacts. Regular report updates provided to Police and Fire services
- CCTV camera proposal for CBD developed further and made submission to LTP process.
- F P identifies and notifies Council of any maintenance issues in the CBD
- All 'free parking while you shop' hanging signs are being repainted and repaired
- F P manages the 'free parking while you shop' marketing initiative, encouraging businesses to park in the all-day car parks provided, leaving all internal CBD carparks free for customers.

Colonel Feilding's Gateway

While this project made some small progress, there is an urgency to complete this important economic development initiative, as a 'lure' into the CBD for the thousands of visitors that come to Manfeild each year. A fundraising plan was formulated and some funds have been secured. Resource consent was approved, but we are still working closely with Council staff, engineers, timber experts and construction personnel to sign off the Building Consent. This will also add significantly to our collection of public art works.

Feature lighting

F P secured \$19,000 grant from Pub Charity to install feature lighting in Manchester Square for the festive season, however due to the short timeframe to install the permanent lighting, this project is expected to be complete within the next 6 months.

Volunteers repaired the old Christmas light frames with new LED lighting cable for Kimbolton Road centre poles.

Key Result Area:

Feilding Promotion enables and facilitates engagement between the business community and Council.

- Regular management meetings between F P and Council
- Points of interest or affecting the business community are raised in the monthly business newsletter The Bustle.

Key Result Area:

Feilding Promotion advocates for and on behalf of the business community

- F P assists building owners with Earthquake Prone Building matters
- F P is investigating CCTV and security options on behalf of the business community
- F P manages and seeks solutions for issues raised by the business community
- F P met with Labour MP Jacinda Adhern to discuss the issues of small businesses and rural communities

Key Result Area:

Feilding Promotion coordinates volunteers to continue to provide support for its activities

As a non-profit, community based organisation, F P is reliant on a strong volunteer base to achieve its goals and objectives. The number of volunteers varies depending on the amount of events, projects and activities being done at any one time.

F P currently has a volunteer base of around 80 people who assist with events, projects, Farmers Market, F P Executive and various committee teams

Key Result Area:

Feilding Promotion regularly and transparently report on ratepayer funded services and activities

- F P reports twice yearly to Council with written and verbal reports against our KRA's
- Regular meetings are held between F P and Council management personnel.
- Minutes are recorded of all F P Executive and F P committee and project team meetings.

Financial

The annual accounts for the 2014/2015 year were finalised and audited ready for the AGM in February 2016.

A statement of financial position as at 31st December for Feilding Promotion is attached.

Prepared by

Helen Worboys

Interim Manager

FEILDING PROMOTION INC**Cash Flow - Monthly (Excl GST) DEC 2015****FP Funded****Using Budget: Budget from July 2015 to June 2016 (01/07/15)**

	Dec 2015	YTD Actual	Budget
<u>Income</u>			
Community Development	1,163.43	1,548.22	0.00
Townscape	0.00	19,000.00	21,000.00
Business Awards	1,000.00	41,920.51	0.00
Information Centre	13,502.21	94,633.13	138,960.00
Community Events	1,742.02	15,318.55	0.00
Funding MDC/IC/Security	0.00	167,735.00	335,470.00
Other FP Income	73.92	31,829.78	49,095.00
	<hr/>		
Total Income	17,481.58	371,985.19	544,525.00
<u>Less: Expenses</u>			
Community Development	1,399.71	6,745.64	30,700.00
Security	5,247.75	27,400.34	78,700.00
Townscape	48.29	2,987.47	57,000.00
Business Awards	210.00	41,401.49	0.00
Information Centre	36,061.13	137,738.02	203,257.00
Community Events	3,193.34	8,743.62	20,000.00
FP Administration	13,019.02	81,585.21	143,900.00
Finance	1,100.00	3,291.96	13,500.00
KFB	0.00	3,985.61	0.00
	<hr/>		
Total Expenses	60,279.24	313,879.36	374,158.60
	<hr/>		
Operating Profit (Loss)	(42,797.66)	58,105.83	(2,532.00)

Strategic Planning and Policy Committee

Meeting of 17 March 2016



Business Unit: Community and Strategy
Date Created: 02 March 2016

Sport Manawatu - 6 month Report

Purpose

To present for consideration Sport Manawatu's 6-month Report for the period ending 31 December 2015.

Significance of Decision

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

Recommendations

That the Strategic Planning and Policy Committee receives Sport Manawatu's 6-month Report for the period ending 31 December 2015.

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

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 Sport Manawatu's 1 July 2013 to 30 June 2016 Service Agreement with the Manawatu District Council and the Palmerston North City Council outlines a number of targets that are reported against annually.
- 2.2 Sport Manawatu also provides a 6-month report to Council which gives an update and highlights specific outcomes for the Manawatu District.

3 Discussion and Options considered

3.1 The highlights included in the 6-month report are:

- Sport Manawatu continues to deliver the SportStart programme – which is improving the physical literacy teaching in our primary schools with two new schools on board Tangimoana and Hiwinui.
- 132 Manawatu district children and their teachers have received cycle safety training from Sport Manawatu and Bike NZ. Programmes have been delivered across the rural spread of the Manawatu district, including Colyton, Kimbolton and Apiti.
- Major sporting events such as the Secondary Schools Cycling Nationals, once again delivered an economic impact of over \$500,000 to the region.
- The kids touch rugby competition grew with over 490 participants.
- A Sport Manawatu information evening was held, encouraging sports to come along and see what Sport Manawatu has to offer and how they can assist their club.
- The annual awards season took place over September and October, with the Manawatu district taking out some key awards.

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 The operational grant made to Sport Manawatu as part of the Service Agreement is in accordance with existing budgetary allocation.

6 Statutory Requirements

- 6.1 There are no statutory requirements associated with this paper.

7 Delegations

- 7.1 The Strategic Planning and Policy Committee has delegated authority to receive the 6-month report from Sport Manawatu.

8 Consultation

- 8.1 There is no consultation required for this paper.

9 Cultural Considerations

- 9.1 There is no cultural consideration required for this paper.

10 Conclusion

- 10.1 Representatives from Sport Manawatu will be in attendance at the meeting on 16 March 2016 to speak further to their 6-month report to 31 December 2015.

11 Attachments

- Sport Manawatu 6 month Report to 31 December 2015



MANAWATU DISTRICT COUNCIL

6 MONTHLY REPORT

MANAWATU DISTRICT COUNCIL SIX MONTH REPORT

2015 / 2016

INTRODUCTION

Sport Manawatu's role is to help the Manawatu region to achieve its vision of having a connected, vibrant and thriving region through the mediums of sport and active recreation. This report presents our progress over the last 6 months, highlighting specific outcomes for the Manawatu District Council.

HIGHLIGHTS

- Sport Manawatu continues to deliver the SportStart programme – which is improving the physical literacy teaching in our primary schools with two new schools on board Tangimoana and Hiwinui.
- 132 Manawatu district children and their teachers have received cycle safety training from Sport Manawatu and Bike NZ. Programmes have been delivered across the rural spread of the Manawatu district, including Colyton, Kimbolton and Apiti.
- Major sporting events such as the Secondary Schools Cycling Nationals, once again delivered an economic impact of over \$500,000 to the region.
- The kids touch rugby competition grew with over 490 participants.
- A Sport Manawatu information evening was held, encouraging sports to come along and see what Sport Manawatu has to offer and how they can assist their club.
- The annual awards season took place over September and October, with the Manawatu district taking out some key awards.

FEILDING JUNIOR TOUCH: 493 PARTICIPANTS IN AN ONGOING EVENT

Sport Manawatu continues to facilitate the junior touch module in Feilding. Thursday nights at Victoria Park saw an overwhelming 493 players (52 teams) participate, an increase of 40 kids across all grades from 12 district schools. Sport Manawatu collaborated with Touch Manawatu and Feilding Saturday Morning Rugby to ensure the competition was well organised and professionally run.

SPORTSTART: A WORLD CLASS PHYSICAL LITERACY PROGRAMME IN MANAWATU SCHOOLS

This professional development and resource package is gaining significant traction in the Manawatu District. Kimbolton School now has the programme embedded in their curriculum, while Hiwinui and Tangimoana Schools respectively started in term 3, 2015.

The next school to implement the programme is Colyton. The Recreation Advisor is delivering a half day workshop to all the teachers prior to term one commencing, and will assist in their planning for their school sports programme. Lytton Street School has also shown interest in the programme and will be attending the next full day workshop.

PRIMARY SCHOOL DEVELOPMENT: DIRECT ENGAGEMENT WITH OVER 600 PRIMARY SCHOOL CHILDREN

Sport Manawatu has identified that many primary school teachers are not overly confident in the delivery of physical education and sports in primary schools. The team at Sport Manawatu continue to provide assistance to teachers, developing plans to ensure that school children in the Manawatu have access to quality sporting opportunities through their schools. Some examples of this work include:

- Delivering a SportStart after School workshop to all Hiwinui teaching staff in addition to assisting with planning the 2016 school sports syllabus ensuring Sportstart was incorporated into the programme. 96 primary school children will benefit from the programme.
- 493 primary school children participated in the junior Touch competition held at Victoria Park.
- The Active Transport Advisor delivered Learn to Ride Cycle Skills programme to 132 school children.

KIWISPORT ASSISTANCE

Sport Manawatu continues to administer the KiwiSport Regional Partnership Fund, which has assisted regional sport organisations to provide opportunities for thousands of school-aged children. The KiwiSport Fast Fund administered by Sport Manawatu is available for junior based programmes (of up to six to eight weeks duration) up to a total of \$3,000.

Projects during this reporting period have included:

- YMCA Central Sports Stars - Te Kura O Kauwhata – 60 participants
- Lytton Street School Fun Football for the Little People – 183 participants
- Oroua Badminton Association Oroua Country Schools Cluster Badminton Coaching Initiative – 97 participants
- Oroua Badminton Association Oroua Country Schools Cluster Badminton Coaching Initiative (Second Project) – 89 participants
- Lytton Street School Fun Football for the Little People – 277 participants

The 2016 Secondary School Ring-Fenced Funding was allocated \$73,354 which was distributed for 12 projects reaching 2,868 students. Local schools to benefit from this funding include:

- Feilding High School Travel Assistance - 700 participants
- Feilding High School Coach Coordinator – training 85 coaches influencing 700 participants

ADULTS ARE MORE ACTIVE, MORE OFTEN

The Recreation Advisor along with the Regional Capability Advisor hosted an information evening at the Sport Manawatu Feilding office in July. Six sports and one high school attended this information evening.

It was a great opportunity for the clubs and schools to receive first-hand information directly from Sport Manawatu staff, along with strengthening relationships and links with the clubs and schools.

Active Families: Getting Manawatu Teens Active!

The GRx Active Families programme is a community based health initiative designed to increase physical activity in children and young people aged 4 – 17 years of age including other Whānau/family members. The programme provides support, guidance and opportunities for participants to create healthier lifestyle changes through regular physical activity and healthy eating. This is achieved through education, nutritional guidance, goal setting and ongoing support. Each programme provides support for a minimum of 35 children and young people and their families for a period of up to 12 months.

Due to the influx in Active Families referrals in the Feilding district, the Active Families Advisor along with the Manawatu Recreation Advisor met with staff from Feilding Intermediate School to discuss the potential of hosting Active Families and Active Teens at the school. This was a huge step in Active Families and Active Teens programmes being held outside Palmerston North for the first time.

GREEN PRESCRIPTION: GETTING MANAWATU ACTIVE!

The Green Prescription programme or (GRx) is about engaging those most in need into sustainable physical exercise and giving them the skills and educational advice to make healthy nutrition and lifestyle choices. Community classes are offered in Feilding which run for four 10 week cycles throughout the year.

SOME FACTS ABOUT GRX IN THE FEILDING:

- Thirty Nine GRx participants graduated from the programme during this reporting period, are have successfully linked into sustainable physical activity.
- Manawatu District participants continue to benefit from health education and nutritional guidance via GRx phone-support.
- Sport Manawatu continues to link participants in with Evolve Gym and the Makino Aquatic Centre to deliver the GRx programme.

One component of the GRx programme is to support sustained positive health outcomes for participants upon graduation from the programme. Education on the opportunities available in the community is the key to supporting this outcome and is achieved through collaboration with local health agencies, sports clubs and recreation providers. Promotion of local sports clubs and local parks and reserves including walk, tramp and cycle tracks throughout the district is a continued focus.

GREEN PRESCRIPTION SUCCESS STORY:

MAKELESI ULU'AVE

"I remember very clearly the day when I first met Makelesi. I was visiting her at the Ruahine Medical Centre when she called her practice nurse. We had a brief discussion over the phone before agreeing to meet shortly after to register her to start the GRx programme in Feilding" (comments Katrina Gemmell, GRx Advisor, Sport Manawatu).

"My weight and health were reasons why I got involved with the GRx programme. I was exercising maybe one time per week, I was unfit, over eating and seeming to be sick the majority of the time" (Makelesi).

After successfully completing the ten week GRx community programme in Feilding Makelesi has completely transformed her way of living. "I now exercise most days and consciously choose healthy food options. From attending the weekly classes I learnt a lot, which focused on changing my life for the better". Makelesi has already lost an impressive amount of weight due to the changes that she has made and has noticed that she has "more energy and is not getting sick as often".

"I have been enjoying Aqua Aerobics the most as it is not painful on my legs. Through the weekly classes I have also learnt how to use a resistance band and I now regularly use it on a daily basis". It appears that exercise is just part of Makelesi's life now. She has identified with exercises that she enjoys which means she is more motivated to keep doing it.

When asked what her future goals are in regards to exercise she replied with: "I plan to focus on my weight loss through maintaining my adopted healthy eating choices and exercise".

"Makelesi's journey of positive lifestyle change has been great to have been a part of. She has truly put a huge amount of work into making the changes and as a result she looks terrific! Well done my friend – you have become an inspiration for many. Keep up the awesome work!"



MANAWATU IS THE BEST PLACE IN NEW ZEALAND TO RIDE A BIKE.

LEARN TO RIDE: GIVING KIDS THE SKILLS TO CYCLE SAFELY IN THE MANAWATU.

In an effort to ensure the Manawatu is New Zealand's best place to ride a bike, Sport Manawatu partners with Bike NZ to deliver Learn to Ride skills sessions in Manawatu Schools. Recreation Advisor Shaun Whenuaroa partners with Sport Manawatu's Active Transport Advisor to deliver these sessions.

In the past six months, over 132 Manawatu kids and their teachers received cycle safety instruction including helmet fitting, cycling skills, the cycling road code, and practical safety when riding on the road. The Active Transport Advisor has engaged students and staff from Kimbolton, Colyton and Apiti Schools.

New Zealand Schools Cycling Championships.

This annual event based in the Manawatu hosted 643 riders (including 132 teams), coaches and supporters from throughout New Zealand, boosting a total direct economic impact to the region of over \$500,000.

Day three of the championships saw the points race held at the Manfeild race track. We were fortunate enough to have Mayor Margaret Kouvelis and some Pathway to Podium athletes attend a corporate function during the day where people were able to mix and mingle while observing some outstanding NZ youth cyclists in action.

FEILDING FESTIVAL OF CYCLING

The Manawatu Recreation Advisor once again assisted Bike Manawatu organise the Feilding Festival of Cycling. The event attracted over 200 registered participants from the wider Manawatu region.



THE SPORT SECTOR IS ABLE TO BUILD ITS CAPACITY AND CAPABILITY WHILST BECOMING MORE SELF-SUSTAINING.

Clubs and Sport Providers: Liaising with clubs who deliver to over 1500 local sports enthusiasts.

A major focus in the past six months has been to improve the consistency in which we engage local sporting clubs and groups. Since July 2015, the Manawatu Recreation Advisor has carried out club visits within the Manawatu District. Sport Manawatu uses these visits as an opportunity to analyse any challenges the club may be facing, provide appropriate advice as well as access the clubs participation numbers. Clubs we have been working with include:

- Touch Manawatu
- Feilding Old Boys Oroua Netball and Rugby
- Manawatu Lawn Mower Racing Club
- Feilding Junior Netball
- Feilding Golf Club
- Feilding Amateur Athletics Club
- Feilding Moa Harrier Club
- Feilding Cricket Club
- Feilding Badminton Club
- Manawatu BloKart Club
- Feilding Saturday Morning Rugby
- Feilding Tennis Club
- Oroua Badminton Association
- Bike Manawatu

CREATING QUALITY COACHES: GRASSROOTS COACHING COURSES

In the past six months, Sport Manawatu has rebranded the Generic Entry Level Coaching course as the “Grassroots Coaching Course”. This aims to form a stronger brand and marketing image as well as increase course registrations among new and current coaches.

COACH DEVELOPMENT

Sport Manawatu works directly with over 30 Regional Sports Organisations and Clubs to develop coaches who can improve the quality of sport for participants, and make it more likely for children to stay involved in sport as they grow older. There are a number of standard areas where we support sports with coach development. These include: course promotion, facility use and equipment, organisational guidance and advice. In addition to each of the sports or clubs we engage with, Sport Manawatu staff provides specific areas of support to coaches and volunteers.

- CoachPlus Lunch Meetings: Our CoachPlus networking group provides an opportunity for coaching coordinators and other influential coaches from different sports codes to meet, upskill, discuss common challenges and hear about different initiatives that are happening in sport. The Manawatu Recreation Advisor presented at the second CoachPlus lunch held at Sport Manawatu.
- A new facebook page has been set up as an information hub through Sport Manawatu where coaches discuss issues with other coaches and post informative articles for others to read.
- The Manawatu Recreation Advisor attended the Sport NZ Connecting Coaches conference in Auckland in December with the aim of bringing back and sharing the knowledge and experienced gain to local coaches.

CAPABILITY WORK WITH CLUBS AND SPORT PROVIDERS

Advice and guidance is offered to all sports clubs in our region along with other forms of support. Sport Manawatu encourages clubs to undertake a Warrant of Fitness (WoF) to assess their strengths and weaknesses. The Club WoF asks a number of questions within six broad areas of club capability; Leadership, Planning, Customer Focus, Sport Delivery, People Management and Sport Management. The community sport team then provide recommendations for the club to increase their capability and guide the club through implementing these recommended changes.

VOLUNTEER RECOGNITION: ACKNOWLEDGING THOSE AT THE HEART OF SPORT IN THE MANAWATU

Sport in New Zealand relies on over 750,000 volunteers who work a combined total of 50 million hours to help make sport accessible and affordable for all. A big part of what we do at Sport Manawatu is based around helping these “Sport Makers” continue to do what they do, but we also play an important role in recognising and rewarding these important members of our community. Some examples of this include:

- In June, Sport Manawatu staff delivered over 500 muffins to volunteer coaches and referees at local sports parks as a way to say ‘thank you’ for the countless hours they put into youth sport in our region. Some of the facilities covered in the Manawatu region were Timona Park (Junior Soccer), Victoria Park (Junior Rugby) and Feilding High School (Junior Netball).
- Sport Manawatu organised the Annual Grassroots Sports Awards to recognise and celebrate sport volunteers in our region. A total of 35 nominations from the Manawatu region were received for the various categories.

APPENDIX OF ADDITIONAL INFORMATION

CENTRAL ENERGY TRUST MANAWATU SPORTS AWARDS

The Central Energy Trust Manawatu Sports Awards is organised by Sport Manawatu and is one of the biggest events on the Manawatu sporting calendar. The awards recognise and celebrate the achievements of athletes, coaches, officials and administrators. In addition, the annual event encompasses all sports and personalities, ranging from the local sporting hero to the elite professional in the Manawatu region.

Category winners are listed below:

2015 Manawatu Sportsperson of the Year
Aaron Smith (Rugby)

2015 Manawatu Sportsman of the Year
Aaron Smith (Rugby)

2015 Manawatu Sportswoman of the Year
Georgia Barnett (Hockey)

2014 Manawatu Junior Sportsman of the Year
Campbell Stewart (Cycling)

2015 Manawatu Junior Sportswoman of the Year
Michaela Drummond (Cycling)

2015 Masters Sportsperson of the Year
Vanessa Story (Athletics)

2015 Manawatu Official of the Year
Mike Ryan (Bocce)

2015 Manawatu Administrator of the Year
Alan Adamson (Athletics)

2015 Manawatu Coach of the Year
Mike McRedmond (Cycling)

2015 Disabled Sportsperson of the Year
Monique McEwen

2015 Manawatu Team of the Year
Manawatu Turbos (Rugby)

2015 Manawatu Personality of the Year
Peter Lampp (sports reporter)

2015 Legend of Sport Inductee
Farrah Palmer (Womens Rugby)



Above: Aaron Smith

SECONDARY SCHOOL SPORTS AWARDS

The Smokefree Secondary School Sports Awards were again held at the Awapuni Race course on 28 October. There were 140 student nominations from 49 sporting codes, while 100 New Zealand representatives from the Manawatu region were also recognised at the awards.

The Supreme winners were Campbell Stewart from PNBHS and Michaela Drummond from PNGHS.

2015 Supreme Male Sportsperson – Campbell Stewart (PNBHS, Cycling)

2015 Supreme Female Sportsperson – Michaela Drummond (PNGHS, Cycling)

2015 Official of the Year – Aydin Partidge-Long (PNBHS)

2015 Team of the Year – Palmerston North Girls High Senior Squash team

SPORT MANAWATU GRASSROOTS SPORTS AWARDS 2015

The 2015 Sport Manawatu Grassroots Sports Awards saw 266 volunteer and 38 club nominations for the awards. In addition, 1500 volunteer Thank You E-Cards were sent out during the nomination period to recognise people who had given their time voluntarily to grassroots sport in our region.

Category winners are listed below:

2015 Sports Club of the Year – Manawatu Badminton Association

2015 Sport Maker of the Year (regional winner) – Shaun Palmer (Football)

2015 Sport Volunteer – Behind the Scenes Award – Marilyn Dolan

2015 Sport Volunteer – Frontline Award – Shaun Palmer (Football)

2015 Sport Volunteer – All Rounder Award – Mark Anderson (Marist Rugby)

2015 Club Event of the Year Winner – Feilding Moa Harriers Club (Feilding Marathon)

2015 Participation Initiative of the Year – Manawatu Badminton Association

2015 Athlete Development of the Year – Palmerston North Squash Gym

2015 Fundraising Initiative of the Year – Special Olympics Manawatu

2015 Best Presented Club of the Year – Marist Junior Rugby (Rugby)

2015 Sports Partner of the Year – Finest Batch Bakery (Pahiatua)

THE DISTRICT COUNCIL IS ABLE TO ACHIEVE ITS STRATEGIC ASPIRATIONS BY WORKING COLLABORATIVELY WITH THE SPORTS SECTOR THROUGH ONE REPRESENTATIVE ORGANISATION.



Club Event of the Year – Feilding Harriers Moa Club.

Sport Manawatu is committed to working closely with council to better understand its aspirations and to identify opportunities to collaborate and leverage the resources of both organisations. Sport and active recreation is an essential part of making the Manawatu a great place to live, and Sport Manawatu is well placed to assist council in developing action plans to better utilise the power of sport and recreation to improve the health and wellbeing of our community.

SHORT SPORT REPORTS

Each month Sport Manawatu compiles a “Short Sport Report” to council outlining all relevant activity that Sport Manawatu has been a part of within the district. The report provides brief snippets of our activities and wider issues so council staff and councillors have an overview of what is happening in regards to Sport and Recreation within their community, and the on-going work that Sport Manawatu is involved in.

REGULAR NETWORKING

Sport Manawatu staff regularly engages with council staff through formal and informal communications. These relationships has progressed significantly, with the Manawatu Recreation Advisor forming and maintaining positive relationships with both council staff and councillors alike.

PRESENTATION TO COUNCIL

Sport Manawatu enjoys the opportunity offered by council to present and speak to our reporting, as well as our submissions to draft annual plans. We enjoy being able to directly communicate with council on matters of importance and hope that the information we submit is of use to the council in its decision making processes.

REGIONAL DEVELOPMENT STRATEGY

Sport Manawatu is taking a lead on two of the sixteen goals in the Regional Development Strategy, namely being the best place to ride a bike in New Zealand, and having the highest involvement in Sport and Active Recreation in New Zealand.

LEISURE AND RECREATION ACTION PLAN

Sport Manawatu appreciates the opportunity to collaborate with Manawatu District Council in developing the Leisure and Recreation Action Plan (Parks and Sports Grounds project). We view this project as a great way to better engage with the community and prioritise the best use and maintenance of the region's leisure and recreational assets.

COMMUNITY FACILITY STRATEGY

Sport Manawatu propose to lead and co-ordinate the development of a Regional Sports Facilities Plan and wish to partner with our respective local authorities, including Manawatu District Council.

The Regional Sport Facility Plan will provide a quality framework for Councils as well as regional and local sporting organisations. At a recently held forum involving Presidents and CEOs from Regional Sporting Organisations the general consensus was that there is a real need for work to be done in this area to provide sound rationale for decision making.

The purpose of a regional plan is to:

- Enable better decision making about sport facilities, spaces and places.
- Provide rationale for investment into priority facility projects to renew, replace and replenish facilities so they are future-proofed, fit for purpose and well-used.
- Foster local collaboration between private providers, community and schools to ensure planning and development is coordinated and aligned.
- Support better use of facilities, spaces and places through the provision of great sporting opportunities.

Sport Manawatu is looking forward to developing this strategic project alongside Manawatu District Council with the intention of future proofing sport and active recreation opportunities for community in our region.

THE SPORT SECTOR HAS ACCESS TO UP TO DATE, SPECIALIST, RELEVANT, INFORMATION AND ADVICE.

Sport Manawatu is open from 8am to 5pm weekdays providing somewhere that people can go for advice and information related to the sports sector. The Sport Manawatu website also has an abundance of useful information.

Our organisation provides relevant training and development opportunities for those working in the sector (both paid and volunteer) through specialist workshops, forums and e-newsletters. The Regional Sports Conference held in May at the Sport and Rugby Institute is an example of Sport Manawatu bringing together a number of expert presenters on a variety of topics and making them accessible to those involved in the sports sector in Palmerston North for minimal cost. We also hold regular forums for coach development officers and workshops on other relevant topics throughout the year.

DID YOU KNOW?

- The Sport Manawatu website receives over 6000 hits each month.
- Sport Manawatu produces a quarterly e-newsletter that is distributed to 102 key administrators in clubs around our region and provides relevant information on club development.
- Sport Manawatu regularly meets with regional coaching coordinators and paid administrators to up-skill and advise them.
- Our CoachPlus newsletter provides the latest coach development information to over 400 grassroots coaches around the Manawatu.

www.sportmanawatu.org.nz

The Sport Manawatu website is the go to place for clubs and other sporting organisations looking for information on what's happening in sport in the region, and resources to improve their capability. The website contains a "resources for running sport" section which contains relevant advice specially put together by our community sport team to enable clubs to operate effectively and efficiently.



HEAD OFFICE

Sports House, 50 Queen Street
PO Box 797, Palmerston North 4440

FEILDING OFFICE

131 Manchester Street
Feilding 4702

TARARUA OFFICE

40 Denmark Street
PO Box 115, Dannevirke 4930

Strategic Planning and Policy Committee

Meeting of 17 March 2016

Business Unit: Community and Strategy
Date Created: 02 March 2016



Manawatu Community Trust - 6 month Report

Purpose

To present for consideration the Manawatu Community Trust's 6-month Report for the period ending 31 December 2015.

Significance of Decision

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

Recommendations

That the Strategic Planning and Policy Committee receives the Manawatu Community Trust's 6-month Report for the period ending 31 December 2015.

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

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 The Manawatu Community Trust was established in July 2008. The Trust operates as a Council Controlled Organisation (CCO) – an organisation in which the Council owns or controls at least 50 percent of the voting rights or has the right to appoint at least 50 percent of the directors or trustees. CCOs operate at arm's length from the Council.

3 Discussion and Options considered

3.1 Every year the Manawatu Community Trust provides the Council with a completed Statement of Intent. The Statement of Intent sets out Manawatu Community Trust's:

- Vision
- Mission
- Overall objectives, including:
 - The promotion of any purpose or purposes within the Manawatu District for the relief of poverty and for the benefit of the residents of the Manawatu District.
 - The promotion and provision of housing for the elderly and disabled residents of the Manawatu District.
 - The promotion of health services for the residents of the Manawatu District.
 - The promotion of wellbeing services for residents of the Manawatu District – these services shall include services promoting the improvement of the lifestyle, health and welfare of residents in the Manawatu District and creating a sense of community for the benefit of the residents of the Manawatu District.
 - To accept gifts and grants of whatever description, provided that any private benefit conferred on any individual is incidental to the above purposes.
- Membership of the Trust
- Performance targets and other measures by which the performance of the Trust may be judged in relation to its objectives, including:

- A housing portfolio that provides a modern, healthy living environment for the elderly and the disabled.
- Be responsive to urgent maintenance requirements or resident health and safety needs.
- Maintain a high occupancy level.
- Facilitate the construction of the Integrated Family Health Centre complex in Feilding
- The Manawatu Community and Development Research Project funded by the Department of Internal Affairs is managed by the Trust.
- The Trust will comply with current accounting policies.

3.2 The 6-month report reports against the performance measures and targets as set out in the Statement of Intent.

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 The Strategic Planning and Policy Committee has delegated authority to receive the 6-month report from Manawatu Community Trust.

8 Consultation

8.1 There is no consultation required for this paper.

9 Cultural Considerations

9.1 There is no cultural consideration required for this paper.

10 Conclusion

10.1 Copies of the Trust's 6-month report and financial report for the period ending 31 December 2015 are attached for the Committee's information.

- 10.2 Representatives from Manawatu Community Trust will be in attendance at the meeting on 17 March 2016 to speak further to their report.

11 Attachments

- Manawatu Community Trust 6 month Report to 31 December 2015
- Manawatu Community Trust Financial Report to 31 December 2015

STATEMENT OF INTENT REPORTING

Manawatu Community Trust

PERIOD ENDING 31 DECEMBER 2015

Performance targets and other measures by which the performance of the Trust may be judged in relation to its objectives:

Objective: The promotion and provision of housing for the elderly and disabled residents in the Manawatu District

1. A housing portfolio that provides a modern, healthy living environment for the elderly and the disabled

Baseline from last year: 4 flats upgraded and 4 refurbished

Measure: Carry out refurbishment or upgrade on flats to ensure that they meet appropriate standards

Target: 4 flats per annum.

Management Comment:

Four flats have been refurbished, these being Fitzroy 24, 30 & 31, Puriri 7. Other work carried out was the internal painting and minor repairs to 2 Flats at Shelton Place 10 and 7.

2. Be responsive to urgent maintenance requirements or resident health and safety needs

Baseline from last year: Monthly average of requests for maintenance 23.8

Measures: 1. Maintenance requirements requests are responded to within 48 hours.

2. Resident safety needs are responded to within 12 hours.

Targets: 1. Average monthly requests 25

2. Response times are met.

Management Comment:

1. Average monthly requests till 31 December 2015 were 25.

2. Response times have been met.

3. Maintain a high occupancy level

Baseline from last year: 94%

Measure: Annual average occupancy level

Target: 95% per annum.

Management Comments:

The Average occupancy level for Jul 2015 – Dec. 2015 was 93%

A number of flats, where long term tenants were accommodated, were vacated in the first 6 months with either the tenant moving to a rest home or through death. Many of these flats needed a great deal of work thus needing to remain vacant for longer than normal.

Objective: The promotion of health services for the residents of the Manawatu District

4. Facilitate the construction of the Integrated Family Health Centre complex in Feilding

Baseline from last year: All lease agreements in place. Construction commenced 13 April 15.

Measure: Code of Compliance Certificate and/or Code of Public Use issued

Target: Construction of the Integrated Family Health Centre is completed by 28 February 2016 in Feilding.

Management Comment:

Construction was recorded at 72% complete on the 15 December 2015. Comment was made by the site foreman that construction was where they wanted it to be. The project also remained on budget.

Objective: The promotion of wellbeing services for residents of the Manawatu District – these services shall include services promoting the improvement of lifestyle, health and welfare of residents in the Manawatu District and creating a sense of community for the benefit of the residents of the Manawatu District.

5. The Manawatu Community and Development Research project funded by the Department of Internal Affairs is managed by the Trust

Baseline from last year: Community and Social Services reports completed in draft.

Measure: Project progress reports are produced, published and shared with key stakeholders including the Manawatu Community Trust Board. Three Educational Training seminars offered.

Target: Research completed and training seminars held by 29 January 2016.

Management Comment:

1. *Three training workshops were held for social service organisations. 1. An information session on services to be offered from Feilding Health Care. 2. A presentation on Whanau Ora Navigation Services. 3. Supervision workshop conducted by Karen Shephard.*
2. *The final draft of the report was produced for editing and publishing.*

Objective: *Comply with all legislative and regulatory provisions relating to its operations and performance.*

6. The Trust will comply with current accounting policies

a. Ensure that a positive financial return on investment in line with the nature and condition of the trusts' assets is achieved for re-investment and repayment of Capital Loans.

Baseline from last year 2014 - 46.46% of rental income was spent on capital improvements.

Measure: Actual percentage of rental income for the year spent on capital improvements and major maintenance

Target: The level of rental income for the year to be spent on capital improvements and major maintenance to be 50%

Management Comment.

The level of rental income spent on Capital work and major maintenance was 17.08%.

This expenditure is lower than planned to ensure that reserves were retained for any event which may have not been foreseen in the construction of the Feilding Health Care Project.

b. Provide financial Reporting to the Manawatu District Council as required.

Baseline from last year: Annual report presented 23 September 2014. 6th monthly report presented 19 March 2015.

Measure: Each report is prepared and presented before due date.

Target: Report as at 31 June 2015 and as at 31 December 2015 reported by 31 September 2015 and 31 March 2016 respectively.

Management Comment:

The copy of the 12 Month report was submitted to council by 25 September 2015 and presented on Thursday 15 October 2015.

c. Maintain the percentage of consolidated Trust funds in relation to total assets be no less than 60%

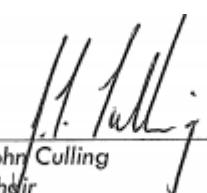
Baseline from last year 2014 – 89%

Measure: Actual percentage as evidenced in the annual financials as at the 30 June 2016.

Target: The percentage of consolidated trust funds in relation to total assets be no less than 60%

Management Comment:

The percentage of consolidated trust funds in relation to total assets is 71.87%

Signed 
John Culling
Chair

Profit & Loss

Manawatu Community Trust 1 July 2015 to 31 December 2015

31 Dec 15

Income**1. Rents Received**

Clevely - Rental Income	59,005
Rental Income	641,718
Total 1. Rents Received	700,723

2. Interest Received

Interest Income	14,304
Total 2. Interest Received	14,304

3. Grants & Donations**Grants****Central Govt grants**

DIA - Community Research & Dev	32,247
Grant Income	6,540
Total Central Govt grants	38,787

Total Grants**38,787****Grants and Donations**

Central Energy Trust Grants	486,708
Donation Income	11,030
Total Grants and Donations	497,738

Total 3. Grants & Donations**536,525****4. Other Income**

Meeting Room Income	1,030
Project Mobility	390
Sundry Income	260
Total 4. Other Income	1,680

Total Income**1,253,232****Gross Profit****1,253,232****Less Operating Expenses**

Trustee Wages	42,616
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Administration Expenses

Accounting Fees	6,004
Audit Fees	13,202
Bank Charges	16,662
Insurance - Professional Indemnity	682
Office Telephone	923
Trustee Expenses	893

FIFHC expenses

FHC - Accounting fees	5,221
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Profit & Loss

31 Dec 15

FHC - Audit fees	4,261
FHC - Cleaning	210
FHC - Clevely - Building Maintenance	682
FHC - Clevely - Cleaning	157
FHC - Clevely - Electrical works	140
FHC - Clevely - Heating	1,643
FHC - Clevely - Plumbing	1,817
FHC - Clevely Wing - Grounds Maintenance	8,213
FHC - Clevely Wing - Insurance	3,970
FHC - Computer costs	37
FHC - Feilding Health Care - Insurance	9,605
FHC - Fire Security and Contingency	2,065
FHC - General Expenses	586
FHC - Office Electricity	216
FHC - Office Telephone	802
FHC - Photocopier lease contract (Ricoh)	412
FHC - Photocopies	181
FHC - Postage and Stationery	15
Total FIFHC expenses	40,234
Office expenses	
Computer Costs	126
Fees for processing documents (Government. Charities, Council...)	51
Fundraising expenditure	100
General Trust Expenses	350
Meeting Room Expenses	157
Office Electricity	425
Total Office expenses	1,209
Postage & stationery	
Photocopies	221
Postage & Stationery	132
Total Postage & stationery	353
Project Mobility Expenses	
Scooter Repairs	113
Small Equipment - Mobility	630
Total Project Mobility Expenses	743
Research & Development expenses (excl salary)	
R & D - Photocopies lease contract and Photocopies	181
R & D - Project Graphics, artwork	200
R & D Office Electricity	216
R & D Office Expenses	605
R & D Office Telephone	835
R & D Petrol & Oil	640
R & D Postage & Stationery	96
R & D Registration & WOF	43
R & D Workshops	434
Total Research & Development expenses (excl salary)	3,249

Profit & Loss

31 Dec 15

Vehicle expenses	
Petrol & Oil	832
Vehicle Insurance	263
Vehicle Maintenance	360
Total Vehicle expenses	1,455
Total Administration Expenses	85,609
Advertising and marketing costs	
FHC - Media & Marketing	712
Total Advertising and marketing costs	712
Depreciation	
Depreciation	214,728
Total Depreciation	214,728
Employee costs	
Accident Compensation Levies	1,477
R & D Salaries	28,998
Staff other payments	1,000
Wages & Salaries	74,982
Total Employee costs	106,458
Finance expenses	
Interest Expenses	58,401
Total Finance expenses	58,401
Operating Expenses	
Housing	
HOUSING - Cleaning	3,001
HOUSING - Electricity	1,126
HOUSING - Horizons Rates	9,541
HOUSING - Insurance (P & C Brokers)	40,645
HOUSING - Insurance Premium	466
HOUSING - Rates	91,936
HOUSING - Rubbish Removal	4,611
HOUSING - Water Rates	15,912
General expenses	
General Office Expenses	810
HOUSING - General Expenses	1,855
Total General expenses	2,665
Maintenance	
HOUSING - Building Maintenance	23,272
HOUSING - Electrical works	10,348
HOUSING - Grounds Maintenance	12,879
HOUSING - Plumbing	30,825
Total Maintenance	77,324
Major maintenance	
HOUSING - External Painting	813
HOUSING - Internal Painting	5,664
HOUSING - Refurbishment	486

Profit & Loss

	31 Dec 15
Total Major maintenance	6,962
Total Housing	254,190
Total Operating Expenses	254,190
Total Operating Expenses	762,714
Net Profit	490,517

Balance Sheet

Manawatu Community Trust As at 31 December 2015

31 Dec 2015

Assets

Bank	
FIFHC - Business Savings	195,214
FIFHC - Current Account	91,734
FIFHC - Fundraising	4,397
MCT - B.Savings Account	231,713
MCT - Current Account	127,163
MCT - Renovations	1,822
R & D PettyCash	112
Total Bank	652,157
Current Assets	
Accounts Receivables	
GST	198,634
Prepayments	17,448
RWT receivable	17
Trade Debtors	3,746
Total Accounts Receivables	219,845
Total Current Assets	219,845
Fixed Assets	
Fixed Assets	17,475,889
Total Fixed Assets	17,475,889
Total Assets	18,347,891

Liabilities

Current Liabilities	
Current portion of term loans	
ANZ Bank loan	180,000
Manawatu District Council loans	221,911
Total Current portion of term loans	401,911
Employee Entitlements	
Accrued salary/wages	2,380
Annual Leave Entitlement	3,085
PAYE Accruals	6,999
Total Employee Entitlements	12,464
Trade and other payables	
Accounts payables	675,033
Income in Advance	48,347
Tenancy Bonds	693
Other creditors	

Balance Sheet

	31 Dec 2015
Sundry Expenditure Accruals	21,027
Total Other creditors	21,027
Total Trade and other payables	745,100
Total Current Liabilities	1,159,475
Non-Current Liabilities	
MidCentral Health Board - Cleverly Deferred Settlement	590,000
Retentions - Feilding Integrated Family Health Centre	120,397
Non-current portion of loans	
ANZ Bank loan - non-current portion	1,305,000
Manawatu District Council Loan A	308,358
Manawatu District Council Loan B	765,147
Manawatu District Council loan non-current portion	2,277,962
Total Non-current portion of loans	4,656,467
Total Non-Current Liabilities	5,366,864
Total Liabilities	6,526,339
Net Assets	11,821,552
Equity	
Current Year Earnings	490,517
Retained Earnings	11,331,035
Total Equity	11,821,552

Manawatu Community Trust
Notes to the Financial Statements
For the six months 30 June 2015

1. Statement of Accounting Policies

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Revenue

Grants

Council, government, and non-government grants are recognised as revenue when the funding is received unless there is an obligation to return the funds if conditions of the grant are not met ("use or return condition"). If there is such an obligation, the grant is initially recorded as a liability and recognised as revenue when conditions of the grant are satisfied.

Sale of goods

Revenue from the sale of goods is recognised when the goods are sold to the customer.

Sale of services

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

Donated assets

Revenue from donated assets is recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the value of the asset is readily obtainable and significant.

Interest

Interest revenue is recorded as it is earned during the year.

Employee Related Costs

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries, and leave entitlements

Performance payments are recorded when the employee is notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

Advertising, Marketing, Administration, Overhead, And Fundraising Costs

These are expensed when the related service has been received.

Lease Expense

Lease payments are recognised as an expense on a straight-line basis over the lease term.

Bank Accounts And Cash

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks.

Debtors

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Investments

Investments comprise investments in term deposits with banks, listed bonds, and listed shares.

Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered, it is written down to the expected recoverable amount.

Property, Plant And Equipment

Property, plant and equipment consist of rental accommodation available for the elderly and disabled and an integrated health centre in Feilding. The Trust also provides a community health centre. This has been classified as property plant and equipment rather than investment property as it is held to meet service delivery objectives rather than to earn rentals or for capital appreciation.

Land is measured at fair value, and buildings are measured at fair value less accumulated depreciation. All other asset classes are measured at cost less accumulated depreciation and impairment losses

Revaluation

Land and buildings (operational) that are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from the assets' fair value and at least every three years.

The carrying values of revalued assets are assessed annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

Revaluations of property, plant, and equipment are accounted for on a class –of-asset basis.

The net revaluation results of revaluing are credited or debited to the asset revaluation reserve in equity. Where this would result in a debit balance in the asset revaluation reserve, this balance is recognised in the Statement of Financial Performance.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that the asset will provide future economic benefits or service potential to the Trust and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement of Financial Performance. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant and equipment are recognised in the Statement of Financial Performance.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land (which is not depreciated), at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The residual value and useful life of an asset is reviewed and adjusted, if applicable, at each financial year end.

The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Buildings	5 to 100 years	(1%-20%)
Plant and equipment	3 to 10 years	(10-33%)

Impairment Of Assets

Property, plant, and equipment assets subsequently measured at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicated that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written-down to the recoverable amount. The total impairment loss is recognised in the Statement of Financial Performance. The reversal of an impairment loss is recognised in the Statement of Financial Performance.

Creditors And Accrued Expenses

Creditors and accrued expenses are measured at the amount owed.

Employee Costs Payable

A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date. A liability and expense for long service leave and retirement gratuities is recognised when the entitlement becomes available to the employee.

Income Tax

The Manawatu Community Trust has been granted charitable status by the Inland Revenue Department, and therefore is exempt from income tax.

Tier 2 PBE Accounting Standards Applied

The Trust has applied tier 2 PBE IPSAS 17, property, plant and equipment standard for the 2015 year. No other Tier 2 Accounting Standards were applied in the preparing its financial statements.

Strategic Planning and Policy Committee

Meeting of 17 March 2016



Business Unit: Community and Strategy
Date Created: 03 March 2016

Manawatu Community Trust's draft 2016/2017 Statement of Intent

Purpose

The purpose of this report is to formally present the Manawatu Community Trust's draft 2016/2017 Statement of Intent to Council's Strategic Planning and Policy Committee for review and comment.

Significance of Decision

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

Recommendations

The Strategic Planning and Policy Committee receive and comment on the Manawatu Community Trust's draft 2016/2017 Statement of Intent for the year 1 July 2016 to 30 June 2017.

Report prepared by:
Vicki Wills
Corporate Projects 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

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 The Manawatu Community Trust is a Council Controlled Organisation (CCO) and is required under the provisions of the Local Government Act 2002 to present a draft Statement of Intent to Council each year for Council to comment on and provide feedback.

3 Discussion and Options considered

3.1 The Trust's 2016/2017 draft Statement of Intent document was presented to Council at their 29 February 2016 workshop for review and comment.

3.2 As indicated at the 29 February 2016 workshop we are now formally presenting the Trust's draft 2016/2017 Statement of Intent for comment and review in accordance with Local Government Act 2002.

3.3 The Strategic Planning and Policy Committee have the opportunity to review and make comment on the content of this draft to ensure that the draft Statement of Intent contains:

- The objectives of the Trust
- Statement of the board's approach to governance of the Trust
- Nature and scope of activities to be undertaken by the Trust
- The ratio of consolidated shareholder's funds to total assets, and the definitions of these terms
- The performance targets and other measures by which performance of the group may be judged in relation to its objectives

3.4 Note that any changes to the content of the draft Statement of Intent requested by the Committee will be formalised in writing to the Trust so that they can make the necessary amendments before Council formally adopts the Trust's completed 2016/2017 Statement of Intent at 19 May 2016 Council meeting.

4 Operational Implications

4.1 No operational implications.

5 Financial implications

5.1 No financial implications.

6 Statutory Requirements

6.1 Local Government Act 2002 Part 5 Section 64 and 65

6.2 Local Government Act 2002 Schedule 8 - Statements of Intent

7 Delegations

7.1 Council has delegated authority to the Strategic Planning and Policy Committee to decide on this matter.

8 Consultation

8.1 Not applicable.

9 Cultural Considerations

9.1 Not applicable.

10 Conclusion

10.1 That the Strategic Planning and Policy Committee has the opportunity to make comment on the content of this draft to ensure that the finalised 2016/2017 Statement of Intent reflects the Trusts objectives, publicly states the activities and intentions of the Trust for the coming year.

11 Attachments

- Manawatu Community Trust 2016-17 Draft Statement of Intent

Draft STATEMENT OF INTENT
Manawatu Community Trust
2016/2017

PURPOSE

The purpose of this statement of intent is to

- (a) state publicly the activities and intentions of this council-controlled organisation for the year and the objectives to which those activities will contribute; and
- (b) provide an opportunity for shareholders¹ to influence the direction of the organisation; and
- (c) provide a basis for the accountability of the directors² to their shareholders for the performance of the organisation.

This Statement of Intent covers the year 1 July 2016 to 30 June 2017

OBJECTIVES OF THE COUNCIL CONTROLLED ORGANISATION

1. Section 59 of the Local Government Act 2002 provides:

Principal objective of a council-controlled organisation

- (1) The principal objective of a council-controlled organisation is to

- (a) achieve the objectives of its shareholders, both commercial and non-commercial, as specified in the statement of intent; and
- (b) be a good employer; and
- (c) exhibit a sense of social and environmental responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so; and
- (d) if the council-controlled organisation is a council-controlled trading organisation, conduct its affairs in accordance with sound business practice.

- (2) In subsection (1)(b), good employer has the same meaning as in clause 36 of Schedule 7 of the Local Government Act 2002.

¹ 'Shareholders' include any partners, joint venture partners, members or other persons holding equity securities in relation to the organisation. In this case the shareholders will be the Mayor and the Councillors of the Manawatu District Council.

² 'Directors' and the 'Board' include trustees, managers or office holders (however described in the organisation).

NATURE AND SCOPE OF ACTIVITIES

Nature

The Nature of the Trust is to promote and provide housing and wellbeing services that are relevant and meet long term community needs.

Scope

The Trust is a robust, professional, and viable organisation that is providing a modern healthy living environment, up to date, good quality, sustainable housing and health facilities that address the needs of the community to enhance the long term wellbeing of Manawatu residents.

OBJECTIVES OF THE MANAWATU COMMUNITY TRUST

The objectives of the Manawatu Community Trust as identified in its Deed of Trust are:

1. Any charitable purpose within the Manawatu District
2. To create a fund to be used for:
 - 2.1 The promotion of any purpose or purposes within the Manawatu District for the relief of poverty and for the benefit of the residents of the Manawatu District.
 - 2.2 The promotion and provision of housing for the elderly and disabled residents of the Manawatu District.
 - 2.3 The promotion of health services for the residents of the Manawatu District.
 - 2.4 The promotion of wellbeing services for residents of the Manawatu District – these services shall include services promoting the improvement of the lifestyle, health and welfare of residents in the Manawatu District and creating a sense of community for the benefit of the residents of the Manawatu District.
 - 2.5 To accept gifts and grants of whatever description, provided that any private benefit conferred on any individual is incidental to the above purposes.

GOVERNANCE

Five Trustees have been appointed by the Manawatu District Council to the Trust with terms as set out below.

- **John Culling**, Chairperson reappointed for 3 years from 1 July 2014 to 30 June 2017
- **Mary Ann Baskerville-Davies**, reappointed 3 years from 1 July 2014 to 30 June 2017
- **Rod Titcombe**, appointed 2 years from 1 July 2014 to 30 June 2016
- **Colin McJannett** reappointed, 3 years from 1 July 2015 to 30 June 2018
- **David Broderick**, resigned on 31 August 2015

The Trust meets on a regular basis with the Trust Manager to conduct the Operational business of the Trust.

ESTIMATE OF THE AMOUNT OR PROPORTION OF ACCUMULATED PROFITS AND CAPITAL RESERVES THAT IS INTENDED TO BE DISTRIBUTED TO THE SHAREHOLDERS

The Trust uses accumulated profits and capital reserves for the development of and to increase assets, therefore there are no accumulated profits and capital reserves intended to be distributed to the shareholders.

PERFORMANCE TARGETS AND OTHER MEASURES BY WHICH THE PERFORMANCE OF THE TRUST MAY BE JUDGED IN RELATION TO ITS OBJECTIVES:

1. A housing portfolio that provides a modern, healthy living environment for the elderly and the disabled

a. Refurbishments

Objective: The promotion and provision of housing for the elderly and disabled residents in the Manawatu district

Baseline: from year ending June 2015: 7 flats upgraded and 1 refurbished

Measure: Carry out refurbishment or upgrade on flats to ensure that they meet appropriate standards

Target: 8 flats per annum.

b. Additional Housing Stock

Baseline: Nil

Measure: Investigate the cost of developing the vacant land in Corrick Court for additional housing.

Target: Plan to provide for at least 12 additional units.

2. Be responsive to urgent maintenance requirements or resident health and safety needs

Objective: The promotion and provision of housing for the elderly and disabled residents in the Manawatu district

Baseline: from year ending June 2015: Monthly average of requests for maintenance 24.5

Measures: 1. Maintenance requirements requests are responded to within 48 hours.
2. Resident safety needs are responded to within 12 hours.

Targets: 1. Average monthly requests 25
2. Response times are met.

3. Maintain a high occupancy level

Objective: The promotion and provision of housing for the elderly and disabled residents in the Manawatu district

Baseline: from year ending June 2015: 94%

Measure: Annual average occupancy level

Target: 95% per annum.

4. Facilitate the construction of the Integrated Family Health Centre complex in Feilding

Objective: The promotion of health services for the residents of the Manawatu District

Baseline: Construction completed 26 February 2016. Certificate of Public Use issued 26 February 2016. Centre fully operational

Measure: Code of Compliance Certificate issued

Target: Code of Compliance issued by July 2016. Clevely wing tenanted by May 2017

5. The Manawatu Community and Development

Objective: The promotion of wellbeing services for residents of the Manawatu District – these services shall include services promoting the improvement of lifestyle, health and welfare of residents in the Manawatu District and creating a sense of community for the benefit of the residents of the Manawatu District.

a. Community Development Research Project funded by the Department of Internal Affairs is managed by the Trust

Baseline: from year ending June 2015: Community and Social Services reports completed and distributed. Contract concluded.

Measure: N/A

Target: N/A – As contract has concluded.

b. Community Partnership

Baseline: Act on a recommendation from the research around the need for the provision of emergency housing.

Measure: Partnership agreed to

Target: To investigate the financial viability of a partnership with another agency of developing a plan for the provision of emergency housing.

ACCOUNTING POLICIES

Objective: Comply with all legislative and regulatory provisions relating to its operations and performance.

The Trust will comply with current accounting policies;

a. Ensure that a positive financial return on investment in line with the nature and condition of the trusts' assets is achieved for re-investment and repayment of Capital Loans.

Baseline: from year ending June 2015 - 41% of rental income was spent on capital improvements.

Measure: Actual percentage of rental income for the year spent on capital improvements and major maintenance

Target: The level of rental income for the year to be spent on capital improvements and major maintenance to be 45%

b. Provide financial Reporting to the Manawatu District Council as required. The Trust will apply the PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector).

Baseline: from year ending June 2015: Annual report presented 24 September 2014. 6th monthly report presented 19 March 2015.

Measure: Each report is prepared and presented before due date.

Target: Report as at 30 June 2016 and as at 31 December 2016 reported by 30 September 2016 and 31 March 2017 respectively.

- c. Maintain the percentage of consolidated Trust funds in relation to total assets be no less than 60%

Baseline: from year ending June 2015 – 71%

Measure: Actual percentage as evidenced in the annual financials as at the 30 June 2016.

Target: The percentage of consolidated trust funds in relation to total assets be no less than 60%

Strategic Planning and Policy Committee

Meeting of 21 April 2016

Business Unit: Community and Strategy
Date Created: 03 March 2016



Awahuri Forest Kitchener Park Trust's 6-month Report

Purpose

To present for consideration Awahuri Forest Kitchener Park Trust's 6-month Report for the period ending 31 December 2015.

Significance of Decision

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

Recommendations

That the Strategic Planning and Policy Committee receives Awahuri Forest Kitchener Park Trust's 6-month Report for the period ending 31 December 2015.

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

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 The objectives of the Awahuri Forest Kitchener Park Trust are:

- To assist in the ecological restoration, management and enhancement of the land at Kitchener Park and for this purpose to maintain a five year plan which, with an annual budget, will be made available to the Settlor for its approval prior to the commencement of each financial year;
- To steer and co-ordinate the raising of funds to assist the restoration, management, enhancement, promotion and further development of the land at Kitchener Park;
- To encourage community access to Kitchener Park, and foster knowledge of and interest in the ecological restoration activity at Kitchener Park;
- To ensure the continued protection and restoration of Kitchener Park where possible and restore biodiversity values;
- To create a safe haven for native plant and animal species, controlled for plant and animal pests;
- To collaborate with other relevant organisations and individuals to reintroduce locally extinct or threatened plant and animal species, to ensure their long term survival;
- To develop self-sustaining threatened species populations which will act as source populations for the creation of future community restoration projects in the Manawatu District;
- To care for some special collections, including the podocarp, epiphyte and lichen collections presently established at Kitchener Park;
- To support scientific and historic research of the Kitchener Park ecosystem or components thereof;
- To educate the general public, especially school children, about the need to conserve and protect native forest environments in New Zealand.

3 Discussion and Options considered

- 3.1 The Awahuri Forest Kitchener Park Trust provides Council with six-monthly and 12-monthly updates on activities which is consistent with reporting from Council's other contracted service providers.

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 The Strategic Planning and Policy Committee has delegated authority to receive the 6-month report from Awahuri Forest Kitchener Park Trust.

8 Consultation

- 8.1 There is no consultation required for this paper.

9 Cultural Considerations

- 9.1 There is no cultural consideration required for this paper.

10 Conclusion

- 10.1 Representatives from Awahuri Forest Kitchener Park Trust will be in attendance at the meeting on 17 March 2016 to speak further to their report.

11 Attachments

- Awahuri Forest Kitchener Park Trust 6 month Report to 31 December 2015

AWAHURI FOREST – KITCHENER PARK TRUST**Attachment 1****REPORT TO MANAWATU DISTRICT COUNCIL****MARCH 2016**

The Trustees are pleased to present the report of the Awahuri Forest-Kitchener Park Trust, covering the six month period July 2015 – January 2016.

1. TRUSTEES: The Trust Deed requires half the trustees to step down at the 18-month stage of the 3 year term. Three trustees opted to do this, and made themselves available for re-selection: **Dennis Emery, Chris Symonds and Geoff Lovegrove** were re-appointed by the Council to serve a further three year term from 16 January 2016. We have valued the addition of Aaron Madden (Biodiversity Coordinator with Horizons Regional Council) as an advisory trustee. Aaron brings a rich vein of knowledge and advice to our deliberations. The current Trustees are:

Mr Geoff Lovegrove (Chairman)
Mrs Jill Darragh
Mr Dennis Emery
Mrs Wendy Knight
Mr Chris Symonds
Mr Aaron Madden

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04 MAR 2016

Manawatu District Council

IN DOC No 129989

FILE No.: 2/8216

2. MEETINGS: Trustees have continued to meet on the first Tuesday of each month at the Community Housing Trust Boardroom, and site meetings have also been held at the Park itself. Regular attendees at these meetings includes:

- The six trustees
- Council officials including Colleen Morris, Doug Tate and Rachel Carr (earlier: Shannon Quirk)
- Hon Curator Gavin Scott
- "Friends Of The Forest" coordinator Nook Yule

3. SUPPORT: The Trust is grateful for the ongoing support it has received from the District Council, mainly in the form of financial management, secretarial / minute-keeping services, and support services from council officers. We have also appreciated the support and guidance of the Mayor and elected Councillors. We are fortunate to have the support of local volunteers including Ian Butcher, Fraser Robinson and Graham Dixon, who continue to provide assistance with large machinery, tree trimming, mulch, and pest control.

4. FINANCES: For 2015-2016, the operational grant is \$75,000. A small amount of additional funding has been provided from donations through various sponsorship streams. An additional grant of \$50,000 was included on the Council's Long Term Plan, for further investigative work to prevent further damage from flooding in the future. At this midway point in the financial year, we appear to be tracking well with our operational funding. Some supplementary grants include:

- \$18,500 from He Tini Awa trust for planting and maintenance of Awahuri road site
- \$500 from Eastern and Central Community Trust for a school newsletter.

5. HONORARY CURATOR: The Trust has appreciated the work of its Honorary Curator, **Gavin Scott**, who has continued his long-term and ongoing commitment to the development of the Park. We value the time and energy Gavin brings to the Park, and wish to record our thanks for his dedication and his work. Gavin has overseen a range of workers in the Park, including local iwi, police diversion, volunteers and placed workers (eg WINZ).

support and proposing further activities to publicise the work of the park and its amenities. However, none of the proposals can proceed with any confidence while the park remains in its present state.

15. EDUCATION PROGRAMMES: We are initiating a programme involving students from local schools in the work of the park. Curator Gavin Scott is currently liaising with Feilding High School, Lytton Street and North Street Schools, to develop suitable programmes to link with the schools' environmental studies.

16. CONCERNS: Members of the Trust remain very concerned at the inconsistent level of support from Council staff. We are aware of recent staff changes and we believe we have been patient as we await action on several projects. However, the park has been unavailable to the public for too long as we wait for decisions to be made in a number of areas. These include:

1. Permanent repairs to the path from Rata Street to Awahuri Forest-Kitchener
2. Resolving the legal issues regarding access from the north (just apologise to the land owner for past errors of judgement and get on with sorting out the problems)
3. The Trust has been set up as a CCO (Council Controlled Organisation). This needs to be properly defined, as the Trust currently has little authority to make decisions or to carry out any significant work. Are we "**Council**" **Controlled** or "**Council Official**" **Controlled**? Decisions are made by council employees for work to be carried out at Awahuri Forest-Kitchener Park that we do not know about, and would not have authorised.
4. Delays in having urgent work attended to bring frustration to all parties. Eight months after the June floods, there are no signs that access can be restored. Paths and boardwalks should have been reinstated as a matter of urgency within months.
5. The Blame Game is also a matter of concern to the Trustees. No-one seems to want to take responsibility, blaming previous council staff, and contractors when things go wrong or projects are stalled.
6. The Council has created our Trust to look after the best interests of Kitchener Park, yet there appears to be little willingness to allow the Trust to actually do its work. There must be a better way to ensure the trust has the **autonomy**, the **authority** and the **resources** to operate. A "low trust" model does not serve the best long term interests of Awahuri Forest-Kitchener Park well at all.
7. Trustees, and the Hon Curator, are being blamed by the public for the present state of the paths and boardwalks. Our responses since June, that this is on the hands of the Council, are difficult to maintain.
8. Priority needs to focus on flood control – our most urgent and p[re]ssing challenge.

17. THE FUTURE: Our last report listed many of the plans and aspirations Trustees hold for the Park. We continue to hold the view that these ideas are more than just pipe dreams, as the Park has the potential to become a major point of interest for local residents and visitors to the Manawatu. The past year has brought a great deal of frustration and anxiety to all members of the Trust, but our hopes for Awahuri Forest-Kitchener Park remain high.

18. RECOMMENDATIONS:

- 1 **That the Council review the current status of the Awahuri Forest-Kitchener Park Trust, with a view to finding a solution to the current problems including (a) delays in actioning programmes, and (b) a lack of autonomy for the Trust to operate.**
- 2 *(a repeat of a recommendation made mid 2015 but not actioned by Council):* **That Council instruct its officers to support the Trust in its endeavours to develop and maintain the Park.**

For the Trust



G T Lovegrove, QSM, JP
Chairman
March 2016

Chris Symonds, Trustee

Jill Darragh, Trustee

Dennis Emery, Trustee

Wendy Knight, Trustee

6. WEATHER EVENTS: The flood of 20 June 2015 brought considerable damage to a large section of the Park, and the recovery process has been both frustrating and slow. Major damage was sustained to several sections of the park, including the original boardwalk, trees and new planting areas, paths and stopbanks. This was a major event, bringing more damage in places than the severe flood of February 2004. Trustees reaffirm the need for substantial **Council and Community Commitment** for the protection of the Park from further inundation by flood waters.

7. BOARDWALK IMPROVEMENT: A Transpower grant of \$200,000 over three years still has some unspent funds remaining, and it is disappointing to report our frustration that this work seems to have stalled over the past six months. Council staff are unable to identify exactly how much has been spent, and although we believe that approximately \$37,000 remains unallocated, we have been unable to tap into this for urgent boardwalk improvement and signage work. Secondly, since the major damage to the existing boardwalk in June, there has been a series of delays in sourcing funding to effect repairs, and then once approved, having the work completed by the contractor. We believe this should have been achieved many months ago, but there is a long way to go. The boardwalk is a disgrace and an embarrassment, and we hesitate to bring visitors to the Park while it remains in its present state. We believe that recent changes in council staff may bring about an improvement in the rate of progress; however, we also believe that systems need to be improved, and greater autonomy given to the Trust to carry out necessary work.

8. ACCOMMODATION: It is pleasing to report some progress in the provision of accommodation and facilities at the park. The additional container has now been placed on site, and a deck built to provide extra space for our workers and volunteers. We have also purchased a new portaloos toilet and water tank, which are being installed early in 2016.

9. SECURITY: The Park has been targeted on several occasions by vandals. Attempts to break into the containers have resulted in costly repairs. Although little of value was stolen, the break-ins have brought frustration and additional cost to the Trust. We have recently approved the purchase and installation of a basic CCTV camera to record future attempts. The Trust is conscious of the need to secure this facility, and is investigating the installation of a security fence and gates (approx \$40,000), around the buildings and yard, to further protect our valuable asset.

10. AMENITIES: In our previous report, we expressed the hope that we would have power to the park by the end of 2015. We have secured the funding, and we have been awaiting the removal of a large macrocarpa tree before this project can be advanced. We anticipate an early completion to this project.

11. SHELTER: Proposals to install a short term (8-10 years) man-made shelter along the western boundary, to provide shelter for newly planted shelter trees, will depend on additional charitable funding. We remain optimistic that this can be achieved in the near future.

12. FLOOD DAMAGE MITIGATION: The Trust has recently decided to engage the services of **Boffa Miskell Limited**, to further investigate the best options to reduce the risk of damage to the Park from future flooding. This investigative work will be funded from the Council grant mentioned previously. We believe it may also be possible to restrict damage by incorporating an adjacent property in the flood control plan for the area, and we propose to facilitate a broader discussion on this issue once the Boffa Miskell work has been completed.

13. EXPERTISE AND KNOWLEDGE: The Trust is fortunate in having a wealth of academic expertise available to it, and willing to spend time in the Park. During the period we have welcomed some eminent scientists and key figures to the Park, including:

- Hon Nick Smith, Minister for the Environment, who gave us some valuable insight knowledge
- Jill Rapson, Plant Ecologist, Massey University
- Scientists from Germany and USA – expertise on unique insect life, plant species, and fungi
- Local knowledge and historic information: Ngati Kauwhata

14. PUBLIC SUPPORT: We are grateful for the high level of support we receive from the public. A good number of visitors to the park have returned to offer assistance with a range of activities, and our support group, **"Friends of the Park"** (coordinated by **Nook Yule**) is gaining momentum in seeking further public

Strategic Planning and Policy Committee

Meeting of 17 March 2016



Business Unit: Community and Strategy
Date Created: 8 March 2016

Local Economic Development Services

Purpose

The purpose of this report is to present to Council options about future funding and delivery of local economic development services.

Significance of Decision

The Council's Significance and Engagement policy is not triggered by matters discussed in this report. This matter has been consulted on during the Long Term Plan 2015-25.

Recommendations

That the Strategic Planning and Policy Committee recommend:

1. That Council agrees to contribute \$80,000 per annum of existing funding currently used to purchase Information Services to the Central Economic Development Agency for the provision of Information Services in the Manawatu District.
2. That Council agrees to contribute \$23,000 per annum of existing funding currently used towards renting a building to the Central Economic Development Agency as a contribution towards accommodation costs.
3. That Council agrees to administer the current Central Business District Security service at a cost of approximately \$79,000 per annum.
4. That Council agrees to transfer \$100,000 per annum of existing funding used to purchase events and other local economic development services to the Community Development Fund for events and local economic development services that meet the criteria of Community Development Funding Policy.
5. That Council agrees to transfer \$77,000 per annum of existing funding into the internal Economic Development Opportunity and Collaboration budget to be used on any opportunities, shared projects, local services and or further support for the Central Economic Development Agency

Report prepared by:
Tracey Hunt
Strategy 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

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 Manawatu District Council has historically purchased the bulk of its economic development services from external providers. Council commits \$359,000 per annum towards local economic development services. Generally, local economic development services purchased include:

Service	Cost
Local Events, Regional Event Support, Publicity and Promotion, Business Liaison and Support, Business Networking and Events, Volunteer Coordination	\$177,000
Information Services	\$80,000
Central Business Security	\$79,000
Building Rental	\$23,000
Total	\$359,000

- 2.2 Council also provides an additional \$390,000 per annum to Destination Manawatu and Vision Manawatu in exchange tourism and promotion and general economic development services.
- 2.3 In 2014 Manawatu District Council embarked upon a review of its economic development activity. It was seeking to improve economic development and tourism in the district. The review comprised the creation of an economic development strategy and the review of the economic development services delivered.
- 2.4 Palmerston North City Council joined the Manawatu District Council in the service delivery component of the review. The Councils have a long partnership of joint funding tourism and economic development services.
- 2.5 As a result of the review and community consultation the Councils have established a single Central Economic Development Agency (CEDA).

- 2.6 CEDA operates as a Council Controlled Organisation (CCO). After much consideration the Councils decided a CCO the best form of organisation to deliver the specialist economic development and tourism services the Councils seek. A CCO structure enables the Councils to set the direction for the CCO through a Statement of Intent and monitor progress through detailed reporting. A CCO provides the Councils with a high level of accountability for ratepayer funds and the ability to appoint a board with specialist skills. CCOs can also attract funding from sources other than ratepayers.
- 2.7 Numerous economic development opportunities have been identified for the Manawatu region by the Councils and also Central Government. The goals identified in both Councils' Economic Development Strategies are complemented by those in the Regional Growth Strategy, Central New Zealand Agribusiness Strategy and transformational projects like FoodHQ.
- 2.8 High calibre, experienced CCO board members with specialist skills in economic development have been appointed to CEDA and are now tasked with realising the full economic development potential of the Manawatu region.
- 2.9 The Councils have held numerous joint workshops and have broadly agreed on the range of joint services CEDA will provide for both Councils. The details of these services and funding levels are currently being finalised and will eventually form the Contract for Service. The funding that Manawatu District Council and Palmerston North City Council have contributed towards tourism and promotion and general economic development services will be transferred to CEDA.
- 2.10 Both Councils have acknowledged that a range of local economic development services will still need to be delivered by or on behalf of the Councils in addition to services purchased from CEDA. The following sections of this report discuss options for the future funding and delivery of local economic development services. These options involve the redistribution of funding and procurement of services. There are no anticipated reductions in levels of service or total funding.

3 Discussion and Options considered

- 3.1 At workshop held in February 2016 Council considered options for future funding and delivery of local economic development services. The table below summarises the proposed options for future funding and service delivery. Further detail is provided below.

Provider	Service	Funding
CEDA	Information Services	\$80,000
	Building Rental	\$23,000
	Regional Event Support, Publicity and Promotion, Business Liaison and Support, Business Networking and Events	Funded through other avenues
Manawatu District Council	Central Business District Security	\$79,000
	Internal Economic Development Opportunity and Collaboration budget	\$77,000
External Contractors and Community Groups	Local Events and Services	\$100,000
Total		\$359,000

Services that CEDA will provide

- 3.2 Although details are still being finalised CEDA will be responsible for the provision of Information Services in the district. The Council will contribute \$80,000 towards this service.
- 3.3 The Council will also make a \$23,000 contribution towards CEDA's accommodation costs.
- 3.4 In addition to the funding noted in the table above Council will provide CEDA with Regional Event Support Funding \$62,500 and funding currently used to fund Destination Manawatu and Vision Manawatu for tourism and promotion and general economic development services \$390,000.
- 3.5 In total Council is proposing to contribute \$555,500 to CEDA in exchange for services in 2016-17.

Services that Manawatu District Council will provide

- 3.6 It is proposed that Manawatu District Council take over the administration of the current Central Business Security service (\$79,000). Provision of a security service in the Central Business District is provided through a security firm and funded via a targeted rate on businesses located in this area. Council will also contribute to Promotion and Publicity of the District through its current communication channels.
- 3.7 To ensure that the Council has the flexibility to respond to any economic development opportunities, or be involved in shared projects, local services and or further support to CEDA it is proposed that \$77,000 of existing funding be redirected to the Council's internal Economic Development Opportunity and Collaboration budget.

External Contractors and Community Organisations

- 3.8 Council also considered the future funding and delivery of local events such as Rural Day, Feilding Christmas Carnival and Parade, Farmers Market and Sales Yard Tours, Business Awards Feilding. These events provide enjoyment, a sense of pride and economic and social opportunities for residents and visitors. It is important to the Council and the community that a range of local events continue to be provided.
- 3.9 While the continuation of existing events is important Council envisaged that these will be complemented by a range of new events. For example Farmers Markets held in the villages throughout the district and other events and celebrations that further progress the goals identified in the Village Plans.
- 3.10 Any additional local economic development services required could also be procured via external contractors or community organisations.
- 3.11 To ensure funding is available for the provision of local events and local economic development services it is proposed that \$100,000 of the existing funding be added to the Council's existing Community Development Fund. The allocation of the funds for events and any local economic development services will be determined by the Community Funding Subcommittee.
- 3.12 It is proposed that remaining service regarding volunteer coordination become the responsibility of those organisations that require volunteers.

- 3.13 There are a number of possible **advantages** associated with the option of increasing the Community Development Funds and contracting services.
- 3.14 The Community Development Fund is Council's most suitable existing mechanism for the administration of additional funding. The Community Funding Subcommittee oversees the allocation of funding and processes and procedures are already in place.
- 3.15 The Community Funding Policy guides the allocation of the Community Development Funds. The purpose of the policy is broad enough to accommodate the provision of a wide range of community and local economic development services and local events.
- 3.16 The policy ensures a fair and transparent application and allocation process is applied to every application. Applications are considered by elected members appointed to the Community Funding Subcommittee and recommendations are then forwarded to full Council for final approval.
- 3.17 This option provides service delivery flexibility and opportunities for external contractors and community organisations. External contractors and community organisations could potentially apply to run a single event or multiple events over 1 -3 year contracts. Funding via application provides an equal opportunity for all external contractors to apply - this potentially could attract applications from new contractors that Council has not worked with before and also applications from existing external contractors, community organisations and service groups. The Council's Procurement Policy would be used as an additional guide for appointment.
- 3.18 There are also a number of possible **disadvantages** associated with the option of increasing the Community Development Funds and contracting services.
- 3.19 There is some uncertainty about the additional demand for the Community Development Funds. A low demand may result in unspent budget at the end of financial year. Additional promotion about the Community Development Funds will assist to mitigate this disadvantage.
- 3.20 Council will be relying on the availability and expertise of external contractors and community groups to provide local economic development services and local events that are of importance to the community.
- 3.21 Funding via application is by nature a more competitive process. The application process may be a barrier for volunteer groups that currently provide events or events assistance. This could be mitigated by collaboration between groups, the assistance of an event coordinator or local service group.

4 Operational Implications

- 4.1 Increasing the Community Development Funds may result in additional demand for funding and administration time and cost required to process and consider applications.
- 4.2 Additional Council resource will be required to administer the Central Business District security contract, however the additional resource is estimated to be minimal.

5 Financial implications

- 5.1 All funding options discussed in this report are within existing budgets. No additional funding is required.
- 5.2 Any future changes to funding will be signalled through Council's 2017-18 Annual Plan or 2018-28 Long Term Plan.

6 Statutory Requirements

- 6.1 Consultation requirements as per the Local Government Act have been undertaken as part of the Council's Long Term Plan.

7 Delegations

- 7.1 The Strategic Planning and Policy Committee's terms of reference include the responsibility for making recommendations to Council regarding "The promotion and marketing of economic and community development in the Manawatu district."

8 Communication

- 8.1 Changes in funding for service providers can be unsettling. Communication with service providers has been held throughout the review process as information has become available. To avoid any further uncertainty Council officers will meet with service providers to outline the proposed changes in this report.

9 Cultural Considerations

- 9.1 There are no cultural considerations associated with this matter.

10 Conclusion

- 10.1 The Council has completed a review of its economic development activity and as a result is proposing several changes to the funding and delivery of local economic development services.
- 10.2 Options discussed in this report involve the redistribution of current funding and procurement of services. There are no anticipated reductions in levels of service or total funding.

Strategic Planning and Policy Committee

Meeting of 17 March 2016

Business Unit: Community and Strategy
Date Created: 29 February 2016



Sectional District Plan Review - Proposed Plan Change 60-Designations

Purpose

The purpose of this report is to seek approval to publicly notify Proposed Plan Change 60 in accordance with Clause 5, of Schedule 1 of the Resource Management Act (1991) ("the Act").

Significance of Decision

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

Recommendations

That the Strategic Planning and Policy Committee approve Proposed Plan Change 60 for public notification under Clause 5 Schedule 1 of the Resource Management Act 1991.

That the General Manager – Community and Strategy be authorised to make minor amendments to Proposed Plan Change 60 prior to public notification.

Report prepared by:
Wendy Thompson
Principal Planning Adviser

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

1 Executive Summary

1.1 Proposed Plan Change 60 involves updating the Designations Schedule in Appendix 7A to give effect to the changes sought by Requiring Authorities. The proposed changes include the removal of designations no longer required, modification of existing designations and the addition of seven new designations. The seven new designations are:

- Manawatu District Council – Newbury Line Bore

- Manawatu District Council – Awa Street Pump Station and Treatment Plant
- Manawatu District Council – Campbell Road Bore
- Manawatu District Council – Rongotea Water Treatment Plant
- Manawatu District Council – Himatangi Beach Sewage Treatment Plant
- Ministry of Education – Hato Paora College
- Ministry of Education – St Joseph's School

- 1.2 Rules 2.8 and 1.2.4 are also being reviewed and a proposed a new chapter which provides for Requiring Authorities Designations, will be inserted into the Manawatu District Plan.

2 Contribution to the Council Vision and Council Outcomes

- 2.1 Relationship to the Council Outcomes that underpin the Council's Vision:

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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.
✓	✓		✓	✓	

3 Background

- 3.1 Proposed Plan Change 60 – Designations seeks to review and update Rule 2.8 Designations, Rule A1.2.4 – Public Works Designations and Outline Plans of the Manawatu District Plan, and in particular, Appendix 7A – Schedule of Designations.
- 3.2 Clause 4 of the First Schedule of the Resource Management Act 1991 sets out the Designation 'roll-over' process and applies when completed as part of a Sectional District Plan Review process.
- 3.3 The changes are necessary as these Rules and Appendix 7A of the Operative District Plan have been in place for more than ten years. Council is required to commence a review of the provisions within the District Plan that have been operative for more than 10 years, pursuant to Section 79 of the Resource Management Act 1991.
- 3.4 A Requiring Authority means a Minister of the Crown, Local Authority or an approved Network Utility Operator. When land is designated in the District Plan, a Requiring Authority can carry out works without the need to obtain any further approvals under the District Plan - with the exception of activities that are not specified in the designation purpose.
- 3.5 Proposed Plan Change 60 gives effect to the Clause 4 process.

4 Discussion and Options considered

- 4.1 The accompanying Section 32 report identifies that Proposed Plan Change 60 is the most efficient and effective means of meeting the purpose of the RMA 1991.

5 Operational Implications

- 5.1 There are no capital/operating expenditure implications or maintenance costs associated with this topic.

6 Financial implications

- 6.1 The resource requirements are in accordance with existing budgetary allocation.

7 Statutory Requirements

- 7.1 The statutory requirements under the Resource Management Act 1991 are being followed.
- 7.2 Section 32 of the Act requires local authorities to prepare a report summarising the evaluation of alternatives, benefits and costs of the Proposed Plan Change and reasons for that evaluation. As Proposed Plan Change 60 does not propose any new objectives, policies or rules, a full assessment of the plan change is not required against Section 32 of the Act.
- 7.3 Minor amendments to Proposed Plan Change 60 may be required as a result of any feedback obtained between this report being approved for notification and subsequent public notification. Minor amendments may also be necessary arising from the legal review being undertaken.

8 Delegations

- 8.1 Council has delegated authority to the Strategic Planning and Policy Committee to decide matters relating to the notification of Proposed Plan Change 60.

9 Consultation

- 9.1 All Requiring Authorities were contacted in September 2012 and advised of the pending review of Appendix 7A – Schedule of Designations, and the associated roll-over process.
- 9.2 It was hoped that Plan Change 60 would be notified in June 2013 however this did not occur. The Council sent a further letter to the Requiring Authorities in November 2013 to provide them a second opportunity to notify Council of any changes/modifications to their existing designations.
- 9.3 The Proposed Plan Change 60 will be notified in accordance with Schedule 1 of the Resource Management Act 1991.

10 Cultural Considerations

- 10.1 Consultation is being undertaken with Tangata Whenua.

11 Conclusion

- 11.1 Proposed Plan Change 60 seeks to amend the Designations Schedule (Appendix 7A) of the Manawatu District Plan in accordance with the process relating to the roll-over of designations under Clause 4, First Schedule to the Resource Management Act 1991.
- 11.2 Proposed Plan Change 60 involves updating the Designations Schedule in Appendix 7A to give effect to the changes/modifications sought by Requiring Authorities. The proposed changes include the removal of existing designations no longer used, the modification of existing designations and the notification of seven new designations.
- 11.3 An evaluation under Section 32 of the Act has been undertaken which is appropriate to, and in accordance with, the Clause 4 process. It is considered that Proposed Plan Change 60 is the most appropriate method to meet the purpose of the Act and accords with the prescribed Clause 4 process.

12 Attachments

- Proposed Plan Change 60 - Section 32 Report
- Proposed Plan Change 60 - Chapter 9
- Set of Designation Maps showing the location of New, Existing (Modified) and Existing (unchanged 'rollover') Designations in the Manawatu District

Strategic Planning and Policy Committee

Meeting of 17 March 2016

Business Unit: Infrastructure
Date Created: 09 March 2016



Churcher Street Port Street East Trunk Sewer Precinct 4 – Trunk Sewer Stage 1 (C4/1561)

Purpose

The purpose of this report is to recommend the award of the Churcher Street Port Street East Trunk Sewer Precinct 4 – Trunk Sewer Stage 1 (C4/1561) contract to Blackley Construction Ltd. for the sum of \$639,083.27 (excl. GST), inclusive of a Contingency Sum of \$90,000.00.

Significance of Decision

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

Recommendations

That the Churcher Street Port Street East Trunk Sewer Precinct 4 – Trunk Sewer Stage 1 (C4/1561) be awarded to Blackley Construction Ltd. for the sum of \$639,083.27 (excl. GST), inclusive of a Contingency Sum of \$90,000.00.

Report prepared by:
Michael Taylor
Project Engineer

Approved for submission by:
Hamish Waugh
General Manager - Infrastructure

1 Contribution to the Council Vision and Council Outcomes

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

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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 Council has identified the Pharazyn Street area (Precinct 4) as a key residential growth area to the north of Feilding. There is current demand for infrastructure services in this area and the provision of a trunk sewer will provide the primary backbone of the core infrastructure that is required to accommodate the existing and future growth.

3 Discussion and Options considered

3.1 Various design options have been considered for this project. This sewerage project has been initiated prior to the provision of enhanced Roading, water and stormwater services as the alignment and depth of the sewer is challenging in Precinct 4.

The provision of a trunk sewer allows property owners to proceed with plans for subdivision and land development. Current subdivision developments are awaiting the provision of these services for connection. The recommended tender is the first stage of a sewerage system that extends from the current urbanised area of Feilding, to the bottom of Precinct 4. Future staged sewerage growth works will be required to ultimately service the whole precinct.

Another viable option for provision of sewerage to service Precinct 4 would be to install localised sewer mains and pump systems to keep pace with developments as they occur. This would require less capital expenditure in the short term. It has been concluded however, that the provision of a system that is designed with future growth in mind is preferential over systems that are designed in response to development that has already occurred. This also prevents ad-hoc private development which is usually problematic to incorporate into future designs and provides consistence for all future developments.

The recommendation in this report is in accordance with the MDC Procurement Policy.

4 Operational Implications

4.1 Installation of a trunk sewer prior to substantial residential development could mean that there are maintenance costs that would not otherwise be incurred. These maintenance costs, if they were required, would be relatively minor. The required maintenance activity would be to periodically flush the new line with water until such time as there was sufficient development to allow the new line to self-cleanse as designed.

5 Financial implications

- 5.1 The Engineer's estimate for this project is \$725,843.25 (excl. GST) inclusive of an amount for contingency. This is within the approved budget for this project in the 2015/2016 financial year.

There were two tenders received, as follows:

\$545,800.00 - Core Infrastructure

\$549,083.27 - Blackley Construction Ltd

The above prices are exclusive of GST and do not include the sum for contingency.

6 Statutory Requirements

- 6.1 There are no statutory requirements associated with this report.

7 Delegations

- 7.1 The Strategic Planning and Policy Committee has delegated authority to award this contract.

8 Consultation

- 8.1 This work and budgets contained therein were publically consulted on during the consultation process for the 2015-25 Long Term Plan.
- 8.2 Directly affected residents will be consulted with prior to and during construction works.

9 Cultural Considerations

- 9.1 No cultural considerations are specifically relevant for this project.

10 Conclusion

- 10.1 The recommendation is to award the contract to Blackley Construction Ltd. for \$639,083.27 (inclusive of a \$90,000 contingency sum and exclusive of GST). This price is \$3,283.27 more than the lowest price.

Blackley Construction Ltd have successfully and recently worked in the Manawatu on related projects. The price submitted by Blackley Construction Ltd represents good value for money for Council and as a contractor, they provide a low risk to Council in terms of their ability to construct a deep sewer in difficult conditions. This is particularly relevant given the tight construction timeframe and the necessity to complete this project prior to the winter months. Blackley Construction Ltd has the resources, management and health and safety systems to successfully deliver this project and their track record provides confidence that the project will be completed on time, on budget and as per the specification.

There is a contingency sum of \$90,000.00 included in this recommendation, which represents approximately 14% of the contract price. This is slightly higher than usual, and

has been chosen due to the complexities and risks of excavations up to 4m deep in a public road.

11 Attachments

- Diagram – extent of new trunk sewer – Churcher Street, and Port Street East, Feilding

Extent of new trunk sewer – Churcher Street, and Port Street East, Feilding

