



Rangitikei District Council

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**Rangitikei**  
UNspoilt...

# Council Meeting Order Paper

**Thursday 1 October 2015, 1.00 pm**

**Council Chamber, Rangitikei District Council  
46 High Street, Marton**

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**Chair**

His Worship the Mayor, Andy Watson

**Deputy Chair**

Cr Dean McManaway

**Membership**

Councillors Cath Ash, Richard Aslett, Nigel Belsham, Angus Gordon, Tim Harris,  
Mike Jones, Rebecca McNeil, Soraya Peke-Mason,  
Ruth Rainey, Lynne Sheridan

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**Please Note:** Items in this agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.



# Rangitikei District Council

## Council Meeting

Order Paper – Thursday 1 October 2015 – 1:00 p.m.

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\* The public excluded minutes are provided to Elected Members as a separate document

\*\*The final drafts of the Annual Report and Summary Annual Report are provided to Elected Members as separate documents

# **1 Welcome**

## **2 Public forum**

## **3 Apologies/leave of absence**

## **4 Member's conflict of interest**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda

## **5 Confirmation of agenda**

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, ..... be dealt with as a late item at this meeting.

## **6 Confirmation of Minutes**

### **Recommendation**

That the Minutes and Public Excluded Minutes of the Council meetings held on 27 August 2015 be taken as read and verified as an accurate and correct record of the meeting.

## **7 Mayor's report**

A report will be tabled at the meeting.

File ref: 3-EP-3-5

### **Recommendation**

That the Mayor's report to Council's meeting on 27 August 2015 be received.

## **8 Adoption of Annual Report for 2014/15 (and Summary Annual Report)**

The two main components of the 2014/15 Annual Report were reviewed by the Finance/Performance Committee – the draft Financial Statements on 27 August 2015 and the draft Statement of Service Performance on 30 July 2015. An integrated document, including detailed notes to the Financial Statements, has been scrutinised by the Council's auditors during September, including a review of supporting records. In addition, a Summary Annual Report has been prepared. It is also subject to audit scrutiny.

The major issue to be resolved with Council's auditors was the financial treatment of the damage to the Council's roads as a result of the extreme rainfall event of 20-21 June 2015.

The agreed approach is to derecognise the roading assets by \$11.981 million, the amount estimated as the cost of repair. This amount appears as a charge in the statement of comprehensive revenue and expense and results in an operating deficit for the year. This derecognition will be reversed as the roading network is returned to its full service potential. This derecognition is also required to be taken into account in showing Council's performance for the balanced budget benchmark.

The results of monitoring progress towards the mandatory performance measures have been detached from the Statement of Service Potential and placed at the end of the full Annual Report document. While tested for reasonableness, these results lie outside the scope of the formal audit because the measures were not included in the 2014/15 Annual Plan.

The final audit drafts of the Annual Report and of the Summary Annual Report have been distributed to Elected Members with this Order Paper. Advice will be provided to the meeting of any changes made to either document prior to audit clearance being confirmed. The Audit Director will be present at the meeting to present her opinion.

Section 98(4) of the Local Government Act 2002 requires the Annual Report and Summary Annual Report to be publicly available within one month of adoption, and a copy must be sent to the Secretary for Internal Affairs, the Auditor General and the Parliamentary Library. In addition, two copies are required by the Legal Deposit Office in the National Library. Both documents will be uploaded to the Council's website and printed copies placed in the District libraries.

An index for the full Annual Report document will be added after adoption.

File ref: 5-FR-1

### **Recommendations**

1. That the Mayor and Chief Executive be authorised to sign the letters of representation addressed to the Council's auditor for the year ended 30 June 2015.
2. That the Annual Report 2014/15 (and the Summary Annual Report 2014/15) be amended by adding the final Audit opinion and that both be adopted as amended.

## **9 Administrative matters**

A report is attached.

File ref: 5-EX-4

### **Recommendations**

1. That the report 'Administrative matters – September 2015' be received.
2. That the Rangitikei District Council endorses the proposed amendments to the Triennial Agreement to help give effect to the Regional Growth Study by emphasising collaboration and co-operation between all councils within the Horizons region as



detailed in the letter dated 10 August 2015 from the Group Manager Corporate and Governance.

3. That consideration of the applications for rates remission (associated with the June 2015 weather event) be undertaken by a sub-group of Elected Members - being ....., with that consideration to occur after the Manawatu-Wanganui Regional Disaster Relief Trust has completed its process for the allocation of funding targeted at assisting rural property recovery, and that the sub-group present its recommendations to the Council meeting on 29 October 2015.
4. That Council adopts [without amendment/as amended] the interim guideline for flying drones in Council parks.
5. That two scholarships of \$1,000 each be made available to Rangitikei College and two to Taihape Area School, with His Worship the Mayor being invited to participate in the selection process.
6. That a report on options for rewarding excellence by the District's young people be provided to Council's meeting on 25 February 2016.
7. That any objections to the proposed road closures for the Hunterville Huntaway Festival, Marton Market Day, the Bulls Christmas Parade and the Taihape Christmas Parade be considered and determined by the Mayor, Deputy Mayor and Chief Executive.
8. That the proposed policies on remitting fees for exclusive use of community facilities and for building consents be adopted [without amendment/as amended].
9. That the 2015/16 Schedule of Fees and Charges be amended so that the separate hire of supper rooms in Bulls and Taihape, the Council chamber in Taihape, the foyer in Marton (with access to the kitchen) and the upstairs RSA room at Marton is at half the full hall hire rate.
10. That Council waives .....% [or up to \$.....] of the internal processing costs for the resource consent needed to secure metal as part of the preparation of the logging operations of the Te Rangi Pai Forest near Inland Road.

## **10 Extreme rainfall event, 20-21 June 2015**

A presentation will be made to the meeting covering the event, response and recovery.

## **11 Regional growth study**

A presentation will be provided to the meeting.

## **12 Pre-feasibility study of potential rural water supply scheme between Marton and Hunterville**

A presentation will be provided to the meeting.

### **13 Contract 1000 – Cleaning of Council Properties**

A report is attached.

File ref: 5-CM-1: C1000

#### **Recommendations**

1. That the report 'Award of contract 1000 – District-wide cleaning of Council buildings' be received.
2. That contract 1000 – District-wide cleaning of Council buildings – be awarded to PPCS (Professional Property and Cleaning Services) for a term of two years (1 November 2015 to 31 October 2017) for a sum of \$181,404.47 (inclusive of consumables) per annum, exclusive of GST.

### **14 Animal Control Bylaw Amendment – Turakina**

A report is attached.

File ref: 1-DB-1-9

#### **Recommendations**

1. That the report 'Animal Control Bylaw amendment – Turakina' be received
2. That Council adopts for consultation the amendments to the Animal Control Bylaw 2013 for Turakina and endorses the engagement plan for that specific consultation and for seeking expressions of interest for similar consultations in other small communities within the District.

### **15 Receipt of Committee minutes and resolutions to be confirmed**

#### **Recommendations**

1. That the minutes of the following meetings be received:
  - Turakina Reserve Management Committee, 6 August 2015
  - Turakina Community Committee, 6 August 2015
  - Marton Community Committee, 12 August 2015
  - Omatane Rural Water Supply Management Subcommittee, 12 August 2015
  - Finance/Performance Committee, 27 August 2015
  - Audit/Risk Committee, 1 September 2015
  - Bulls Community Committee, 8 September 2015

- Marton Community Committee, 9 September 2015 – *tabled if available*
- Assets/Infrastructure Committee, 10 September 2015
- Planning/Policy Committee, 10 September 2015

2. That the following recommendation from the Turakina Community Committee meeting of 6 August 2015 be confirmed:

**Resolved minute number 15/TCC/008 File Ref**

That the Council be advised of the concerns expressed by the Turakina residents regarding the rezoning from Rural Settlement to Residential, and requests that the Council consider re-zoning the entire village as Rural Living in the next District Plan review.

Ms Wallen / Mr Eagland

~~**Resolved minute number 15/TCC/009 File Ref**~~

~~\*That the Council be advised of the impact of the Animal Control Bylaw under Residential zoning, and that the Committee requests a special case be made for Turakina village, to align with the Rural Living provisions in the Animal Control Bylaw.~~

Ms Wallen / Mr Eagland

\*This recommendation is addressed in item 14 of this Council meeting agenda.

3. That the following recommendation from the Marton Community Committee meeting of 12 August 2015 be confirmed:

**Resolved minute number 15/MCC/063 File Ref**

That the Committee recommend that the proposed changes to the Policy be endorsed.

Ms Greener / Ms Pearson

4. That the following recommendation from the Bulls Community Committee meeting of 8 September 2015 be confirmed:

**Resolved minute number 15/BCC/039 File Ref**

That the Council investigate the feasibility of placing dog poo bags beside street side rubbish bins.

Ms Thorby / Mr Hammond. Carried

5. That the following recommendation from the Audit and Risk Committee meeting of 10 September 2015 be confirmed:

**Resolved minute number** 15/ARK/001 **File Ref** 3-OR-3-4

That the Audit/Risk Committee recommends to Council that the Committee's approved terms of reference be adopted subject to the addition of an annual review of its terms of reference and delegations.

His Worship the Mayor / Cr McManaway. Carried

6. That the following recommendations from the Policy/Planning Committee meeting of 10 September 2015 be confirmed:

~~**Resolved minute number** 15/PPL/086 **File Ref** 3-OR-3-5~~

~~\*\*That the Policy/Planning Committee recommends that Council approve the interim guideline for 'Flying drones on Council parks' pending the adoption of a formal policy on the matter~~

~~Cr Gordon / Cr Ash. Carried~~

~~**Resolved minute number** 15/PPL/088 **File Ref** 3-PY-1~~

~~\*\*That the Policy/Planning Committee recommends to Council the adoption of the Policy as amended on remitting fees for exclusive use of community facilities or for building consents~~

~~Cr Sheridan / Cr Ash. Carried~~

~~\*\*Both recommendations are addressed in item 9 of this Council agenda.~~

## 16 Public excluded

### Recommendation

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Item 1: Process in finalising tender for District-wide roading contract

Item 2: Annual performance review of the Chief Executive

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to this matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for passing of this resolution
<p>Item 1</p> <p>Process in finalising tender for District-wide roading contract</p>	<p>Briefing contains information which if released would be likely unreasonably to prejudice the commercial position of the person who supplied it or who is the subject of the information and to enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – <i>sections 7(2)(c) and (i)</i>.</p>	<p>Section 48(1)(a)(i)</p>
<p>Item 2</p> <p>Annual review of the Chief Executive's performance</p>	<p>Briefing contains information where the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons, and also to maintain the effective conduct of public affairs through the protection of members, officers or employees of any local authority for improper pressure or harassment – <i>section 7(2)(a) and (f)</i>.</p>	<p>Section 48(1)(a)(i)</p>

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

## 17 Late items

## 18 Future items for the agenda

## 19 Next meeting

Thursday, 29 October 2015, 1.00pm

## 20 Meeting closed

# Attachment 1

# Rangitikei District Council

## Council Meeting

Minutes – Thursday 27 August 2015 – 1:00 p.m.

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- Present:** His Worship the Mayor, Andy Watson  
Cr Dean McManaway  
Cr Cath Ash  
Cr Richard Aslett  
Cr Nigel Belsham  
Cr Angus Gordon  
Cr Tim Harris  
Cr Rebecca McNeil  
Cr Ruth Rainey
- In attendance:** Mr Ross McNeil, Chief Executive  
Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr George McIrvine, Finance & Business Support Group Manager  
Mrs Joanne Saywell, Assets Manager - Utilities  
Ms Denise Servante, Senior Policy Analyst  
Ms Katrina Gray, Policy Analyst  
Mrs Priscilla Jeffrey, Governance Administrator
- Also in Attendance:** Ms Michelle Fannin, Chair Taihape Community Board
- Tabled Documents:**
- |               |   |
|---------------|---|
| <b>Item 7</b> | Mayor's Report  |
| <b>Item</b>   | Document entitled 'Rates Winners and Losers', from Mr Robert Snijders |



## 1 Welcome

His Worship the Mayor welcomed everyone to the meeting.

## 2 Public Forum

Nil

## 3 Apologies/Leave of absence

### Resolved

That apologies for absence from Councillors Jones and Peke-Mason and for lateness from Councillor Sheridan be received.

Cr Belsham / Cr Harris. Carried

The meeting adjourned at 1.03pm/resumed at 1.52pm

## 4 Members' conflict of interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

## 5 Confirmation of order of business

His Worship the Mayor informed Council that there would be no change to the order of business from that set out in the agenda.

## 6 Confirmation of Minutes

Resolved minute number	15/RDC/246	File Ref
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That the Minutes and Public Excluded Minutes of the Council meetings held on 30 July 2015 be taken as read and verified as an accurate and correct record of the meeting.

Cr Sheridan / Cr Harris. Carried

## 7 Mayor's report

His Worship the Mayor spoke to his tabled report, highlighting the discussions with Chinese business leaders visiting the region in late September and the recent announcement from the Minister of Education on the Turakina Maori Girls College

**Resolved minute number**                      **15/RDC/247**                      **File Ref**                      **3-EP-3-5**

That the Mayor's report to Council's meeting on 27 August 2015 be received.

His Worship the Mayor / Cr McManaway. Carried

**Resolved minute number**                      **15/RDC/248**                      **File Ref**                      **3-EP-3-5**

That Council recognises the opportunity that the Chinese delegation visit brings to the District and is prepared to support it.

His Worship the Mayor / Cr McManaway. Carried

**Resolved minute number**                      **15/RDC/249**                      **File Ref**                      **3-EP-3-5**

That Council supports the Mayor traveling to Melbourne with the Mayor of Palmerston North to speak at the business summit and that the Mayor's costs for travel and accommodation be paid by Council.

Cr McManaway / Cr Harris. Carried

**Resolved minute number**                      **15/RDC/250**                      **File Ref**                      **3-EP-3-5**

That the Mayor makes a submission on Council's behalf to the Minister of Education advocating the continued operation of the Turakina Maori Girls College noting the Mayor's willingness to work alongside the School Board.

His Worship the Mayor / Cr Belsham. Carried

## **8 Administrative matters**

Mr McNeil spoke to his report.

His Worship the Mayor invited Ms Linda Holman, a member of the steering group preparing the Digital Engagement Plan, to give her perspective on the project. She noted that the CCTV network was a potential opportunity for free Wi-Fi in the CBD areas.

Elected Members sought clarification on the discussions leading to the seven-day make-over proposals and consultation with the community groups involved.

Councillor Ash left the meeting at 2.39pm / 2.40pm

His Worship the Mayor invited Ms Michelle Fannin, Chair of the Taihape Community Board, to speak to the Council on the Town Centre Plan and the proposed seven-day make over.

Ms Fannin advised that the Taihape Community Board was concerned about the process undertaken in establishing the seven-day makeover. The Board had a number of projects ready to proceed, including car-parking and planting, under the Town Centre Plan. However, the recommended sum of \$2,500 would not be enough to cover the costs of any of these projects. She suggested that the Council give the Taihape Community Board the \$10,000 allocated for the seven-day makeover so the community could proceed with identified projects. She also expressed concern with the lack of communication on the Seven-day makeover.

[NOTE: item 8 continued after item 10]

## **9 Regional growth study – proposed Council engagement**

NOTE: This item was deferred to the next meeting of Council.

## **10 Enviroschools**

Ms Helen Thomas, Environmental Educator – Regional Coordinator for the Enviroschools Programme gave a presentation on the results and outcomes of the 2014 nationwide Enviroschools census with qualitative data gathered from within the Horizons Region.

Enviroschools is a nationwide programme supported by local government throughout New Zealand. There were 42 Enviroschools in the Horizons Region: in the Rangitikei District five schools have recently become Enviroschools thanks to the Council's support (but too recent for them to be included in the 2014 Enviroschools census).

Enviroschools offers a process for both students and adults within a school or early childhood centre community to develop a connection with the environment and make educated decisions about their interactions with it. Projects range from waste reduction, food production, biodiversity, water quality, energy and eco-building.

His Worship the Mayor thanked Ms Thomas for her presentation.

Meeting adjourned at 3.28pm / 3.48pm

## **8 Administrative matters [continued]**

There was further discussion on the proposed seven-day make-over programme and the relationship with the funded MYD project for young people.

**Resolved minute number**

**15/RDC/251**

**File Ref**

**5-EX-4**

That the report 'Administrative matters – August 2015' be received.

Cr Aslett / Cr Rainey. Carried

**Resolved minute number**                      **15/RDC/252**                      **File Ref**                      **5-EX-4**

That, having regard for the view of the Taihape Community Board on the proposed seven-day makeover process, Council makes an initial grant of \$2,500 to the Board for local projects, and discusses with the Taihape Community Board the best approach for place-making involving the young people of Taihape with a delegation given to the Mayor, Chair of the Taihape Community Board and the Chief Executive to make a decision on this matter.

His Worship the Mayor / Cr Gordon. Carried

## **11 Rates winners and losers**

The Committee noted the tabled document from Mr Snijders and His Worship the Mayor advised that he would respond to him.

**Resolved minute number**                      **15/RDC/253**                      **File Ref**

That the document entitled 'Rates winners and losers' be received.

His Worship the Mayor / Cr Sheridan. Carried

Cr Ash left the meeting at 4.17pm/4.20pm

## **12 Ratana water supply upgrade – request for additional funding**

Mrs Saywell spoke to her report.

**Resolved minute number**                      **15/RDC/254**                      **File Ref**                      **6-WS-3-9**

That the report 'Ratana water supply upgrade – request for additional funding' be received.

Cr McManaway / Cr Rainey. Carried

**Resolved minute number**                      **15/RDC/255**                      **File Ref**                      **6-WS-3-9**

That Council approve additional funding of up to \$200,000 to be made available for the Rātana Water Treatment Plant for water softening.

Cr McManaway / Cr Rainey. Carried

### 13 Water mains investigation for Dixon Way/Mangaone Valley Road, Taihape – funding mechanism

Mrs Saywell spoke to her memorandum.

She explained that the fire-fighting consideration was good practice rather than a legal requirement.

**Resolved minute number** 15/RDC/256 **File Ref** 6-WS-3-10

That the memorandum 'Water Mains Investigation for Dixon Way/Mangaone Valley Road, Taihape – funding mechanism' be received.

Cr Aslett / Cr Rainey. Carried

**Resolved minute number** 15/RDC/257 **File Ref** 6-WS-3-10

That the preferred option of Council with respect to the future options for the supply of potable water to Dixon Way and Mangaone Valley Road, be the cost of renewal (i.e. stage 1 option 1 and stage 2 option A) and would be funded on a District-wide basis, with any upgrade funded equally by owners of affected properties.

Cr Belsham / Cr Gordon. Carried

**Resolved minute number** 15/RDC/258 **File Ref** 6-WS-3-10

That the Chief Executive arrange for consultation with connected (and potentially connected) properties in Dixon Way/Mangaone Valley Road over the options for the water supply to this area, taking into account Council's preferred option on the funding mechanism to be applied, with a report back by 30 November 2015.

Cr Belsham / Cr Sheridan. Carried

### 14 Receipt of Committee minutes and resolutions to be confirmed

Cr McNeil left the meeting at 4.53pm

**Resolved minute number** 15/RDC/259 **File Ref**

That the minutes of the following meetings be received:

- Finance/Performance Committee, 30 July 2015
- Taihape Community Board, 5 August 2015
- Hunterville Rural Water Supply Management Sub-committee, 10 August 2015
- Te Roopu Ahi Kaa Komiti, 11 August 2015
- Bulls Community Committee, 11 August 2015
- Assets/Infrastructure Committee, 13 August 2015
- Policy/Planning Committee, 13 August 2015

- Hunterville Community Committee, 17 August 2015

Cr Sheridan / Cr Aslett. Carried

**Resolved minute number**                      **15/RDC/260**                      **File Ref**

That the following recommendations from the Taihape Community Board be confirmed:

**15/TCB/065**

That the Taihape Community Board request that Council investigate improvements to drainage at Gumboot Park and then report back to the Board's next meeting.

Cr Aslett / His Worship the Mayor. Carried

**15/TCB/070**

That the Taihape Community Board request that Council engage with Kiwi Rail over the state of the fence line from the Kiwi Road bridge to Eagle Street, to either replace or pull down.

Cr Gordon / Cr Rainey. Carried

**Resolved minute number**                      **15/RDC/261**                      **File Ref**

That the following recommendations from the Assets/Infrastructure Committee be confirmed:

**15/AIN/071**

That the Assets/Infrastructure Committee recommends that Council award Contract C990 to Pipe Technologies Limited for the sum of six hundred and seventy thousand, one hundred and fifty three dollars and forty two cents, \$670,253.42, including \$100,000 contingency (excluding GST).

Cr McManaway / Cr Belsham. Carried

## 15 Public excluded

His Worship the Mayor advised that due to the number of Councillors not present and time constraints that the public excluded item 2 'Annual performance review of the Chief Executive' be deferred to the next scheduled meeting of the Council.

**Resolved minute number**      **15/RDC/262**      **File Ref**

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

I move that the public be excluded from the following parts of the proceedings of this meeting, namely:

Item 1: Kensington Road site

The general subject of the matter to be considered while the public is excluded, the reason for passing this resolution in relation to this matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of the matter to be considered	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for passing of this resolution
Item 1 Kensington Road site	Briefing contains information which if released would be likely unreasonably to prejudice the commercial position of the person who supplied it or who is the subject of the information and to enable the local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) – sections 7(2)(c) and (i).	Section 48(1)(a)(i)

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

Cr Belsham / Cr Rainey. Carried

**Resolved**

That the meeting move into open meeting.

His Worship the Mayor / Cr McManaway. Carried

**16 Next meeting**

Thursday 1 October 2015

**17 Meeting closed – 5.06pm**

Confirmed/Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Unconfirmed



# Attachment 2



**Rangitikei**  
UNEPF...  
UNEPF...

# REPORT

SUBJECT: Administrative matters - September 2015

TO: Council

FROM: Ross McNeil, Chief Executive

DATE: 22 September 2015

FILE: 5-EX-4

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## 1 Proposed amendment to the triennial agreement

1.1 The Regional growth Study places emphasis on local authorities within the Horizons region working collaboratively. To formalise that it is proposed to amend the Triennial Agreement between all councils within the Horizons region. The contents of such agreements are prescribed by section 15(2) of the Local Government Act 2002: they must include –

- a. protocols for communication and co-ordination among the local authorities;
- b. a statement of the process by which the local authorities will comply with section 16 in respect of proposals for new regional council activities; and
- c. processes and protocols through which all local authorities can participate in identifying, delivering, and funding facilities and services of significance to more than one district

1.2 The full Agreement is attached as Appendix 1. The proposed amendments (blue text) highlight collaboration and co-operation, and define, at a high level, the intended work programme for the councils. The amendments do not propose economic development as a new activity for Horizons (so section C of the Agreement is unchanged).

1.3 A recommendation for Council's endorsement to the proposed amendments to the Triennial Agreement is included.

## 2 Proposed remission of rates for land affected by natural calamity – 20-21 June 2015 extreme rainfall event

2.1 At its meeting on 30 July 2015, the Finance/Performance Committee resolved that the June 2015 rainfall event be deemed to fall within the scope of the

Council's rates remission policy for land affected by natural calamity. At its subsequent meeting, on 27 August 2015, the Committee adopted criteria for applying the policy for land affected by this incident.

- 2.2 Rate remission applications were invited from potentially affected ratepayers, with 45 applications received (covering 95 properties). The total rates payable for these properties in 2015/16 is just under \$514K.
- 2.3 After the call for rates remissions applications was made, the Government announced a further funding package, which includes funding specifically targeting the farming sector impacted by the June weather event. A total of \$1.28 Million is funding is available to support re-instatement of on-farm infrastructure, such as fencing and tracks, and re-establish productive capacity. Some 67.5% of that funding (\$864K) is available for allocation within the Horizons region (primarily Wanganui and Rangitikei Districts). The Ministry for Primary Industries is currently finalising the criteria for funding allocation, with the allocation process to be undertaken by the Regional Disaster Relief Trust.
- 2.4 Funding applications to support re-instatement of on-farm infrastructure have been received from affected property owners in the Rangitikei. Those applications will be submitted to the Regional Disaster Relief Trust, who are scheduled to meet on 5 October 2015 to assess those applications and allocate funding as appropriate.
- 2.5 In light of the imminent funding process to be undertaken by the Regional Disaster Relief Trust, it would be premature for Council to consider rate remissions ahead of that process. It is suggested that consideration of the rates remission applications received occur after the Trust has completed its funding allocations. This will enable Council to have regard to the level of financial support has been confirmed by the Trust in relation to properties seeking local rates relief.
- 2.6 Rates remissions will need to be confirmed by Council. However, the timing of the Trust's meeting means the earliest Council can confirm any remissions will be at its 29 October 2015 meeting. In light of this it is suggested that a sub-group of elected members, perhaps those with more detailed knowledge of the June event and its impacts, be charged with reviewing and assessing the rates remission applications and making a recommendation on rates remission to the next Council meeting.
- 2.7 It is intended to include information on rating impacts and likely rates remissions in the application to the New Zealand Transport Agency for additional funding assistance with the costs of repairing the roads. The rationale for this is that, if there is a shortfall beyond the current level of roading reserve, the additional rates burden will fall heaviest on rural properties, including those most affected by the June event.

### **3 Safety audit of Council's playgrounds**

3.1 Over the next three months, checks and maintenance will be undertaken at all Council's playgrounds as follows:

- all gates and fences to playground will be checked and repaired as required so that they are secure and gates are properly hinged and self-shutting;
- all shackles on playgrounds will be replaced with keyed shackles to save future theft and also to prevent a smooth surface so no injury can occur on the protruding part of the shackle;
- all bearings and other moving parts will be checked and greased as required, and worn bearings will be replaced;
- metal pipe caps will be put on the upright poles for the swings to prevent water rotting these structures;
- all worn parts on any item will be repaired or (if worn over 40%) replaced; and
- the digger at Taihape Memorial Park will be fixed to replace bearings and bushes.

3.2 A six-monthly check will then form part of the routine of the Parks & Reserves team. In addition, all play structures will be thoroughly cleaned to remove mould and lichen build up and re-mulching of playgrounds will be undertaken.

3.3 Advance warning will be provided about which playground is being worked on through the Council website, Council's Facebook page and the media. In some cases swings may need to be removed for repair.

### **4 MW LASS update**

4.1 Two recent newsletters provide insight into the achievements of the collaboration by councils within the Horizons region. The first (attached as Appendix 2a) summarises projects undertaken in the past year and notes the focus for this year on technology and collaborative planning. In addition, this newsletter highlights the appointment of an expert Health and Safety Coordinator, the spatial Shared Services Portal (which originated in a project to secure co-ordinated access to cemetery data within the region and is now becoming a national project), and the successful operation of Debt Management Central.

4.2 The August 2015 newsletter from Archives Central (attached as [Appendix 2b](#)) profiles the completion of cataloguing and scanning over 3,800 historical plans and photographs from the Rangitikei.

## **5 Adoption of interim guideline for flying drones in Council parks**

- 5.1 On 1 August 2015 the Civil Aviation Authority issued Rule Part 101 which regulates the flying of drones. Guidance from the Authority is that local authorities may give consent to flying drones in Council parks, but this must be within the requirements of Part 101. The base requirement is that drones must not fly above 120 metres and must at all times be within the light of sight of the operator.
- 5.2 However, Marton and Bulls and out to the coast are within the controlled airspace of Ohakea. Initial contact with the Base indicates that there will be a requirement for drone operators to contact Ohakea Air Traffic Control for clearance before flying drones in Council parks in these parts of the District.
- 5.3 A formal policy could not be adopted without a period of public consultation, given the Council's significance and engagement policy. However, adopting an interim guideline would provide some immediate clarity for people wishing to fly drones on Council parks: without this, such flying is illegal. At its meeting on 10 September 2015, the Policy/Planning Committee considered a draft interim guideline (attached as Appendix 3) and recommended it to Council for adoption.<sup>1</sup>
- 5.4 Ideally, there would be consistency of approach with neighbouring councils, and the development of a formal policy will have that objective in mind.

## **6 Town centre plan update**

### Taihape

- 6.1 The most recent meeting of the Taihape Memorial Park Users Group (on 22 September 2015) reached an accord over the nature of shared facilities (new changing rooms and toilets) on the Park. The Memorandum of Understanding has been signed by all user groups.
- 6.2 The Ministry of Education is developing shared community use agreements around the country and it is envisaged that such an agreement over Taihape Area School will be in place before the end of this year.
- 6.3 The Mayor and the Chief Executive have met with the Chair of the Taihape Community Board to discuss the best basis of Council support for the projects identified in the Town Centre Plan and the feasibility of involving local young people in the process. A further meeting is envisaged before the Board's meeting on 7 October 2015. The Board has previously asked that Taihape not

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<sup>1</sup> One further element has been added to section A-4(b): not to fly within 20 metres of overhead power lines.

participate in the proposed seven-day makeover process facilitated by Creative Communities.

- 6.4 The landscape mural painted by the Taihape youth is completed and has now been installed at the back of the decking beside the Library. The Mayor will be invited to an official unveiling.

#### Marton

- 6.5 A meeting was organised on 3 September 2015 by Andrew Shand (Rotary Club of Marton President) with the service clubs from Marton, interested parties and the Marton Town Centre Plan Steering Group to discuss whether the wider group wanted to endorse the seven-day makeover process with Creative Communities. While not unanimous, the group voted for endorsement.
- 6.6 The pathway project beside St Stephen's Church into Marton Park is now largely completed due to a working bee held at the end of August.

#### Bulls

- 6.7 Dates for the seven-day makeover process in Bulls have yet to be finalised. (The Bulls Community Committee agreed in principle to this process at its 11 August 2015 meeting.)
- 6.8 The cube project is ongoing and expected to be completed soon.

#### Hunternville

- 6.9 The Hunternville Town Centre Plan group remain committed to their place-making projects throughout the town, particularly heading into the warmer weather. The group has arranged for the perimeter fence of the playground to be painted and trees have been planted in the main street.

#### Turakina

- 6.10 The Turakina Community Committee requested further information about place-making initiatives before making a decision on participating in a one-day workshop run by Creative Communities. This information has been provided to the Committee for its 1 October 2015 meeting.

#### Mangaweka

- 6.11 The Mangaweka community considered the outcomes achieved in Hunternville and have expressed a strong desire to have a one-day workshop run by Creative Communities.

#### Ratana

- 6.12 The potential to have a one-day workshop run by Creative Communities was discussed at the Ratana Community Board's 18 August 2015 meeting.

## **7 Award of secondary school scholarships**

- 7.1 The draft work programme for economic development in the adopted 2015/25 Long Term Plan envisaged continuing the Rangitikei College scholarships (whose original purpose was to support the Board of Trustees to promote the College as the school of first choice for the southern Rangitikei) and extending the scholarships to the Taihape Area School. A provision of \$4,000 was included, allowing four scholarships of \$1,000 each. There was discussion over extending the scheme further to provide one scholarship to each of Nga Tawa and Turakina Maori Girls College for students who also live in the District, but this has yet to be formalised.
- 7.2 With the end of the school year approaching, Council needs to determine whether this is the approach to be taken or whether some amendment is preferable. Council may wish to reconsider, including whether the purpose of the scholarships remains valid, and whether the awards might usefully extend to recognising contributions made by young people to the District community. However, this will require some investigation by staff and may not lead to a change in approach. So it seems preferable to adhere to the arrangement in the draft work programme and, if Council so wishes, to provide an options report to Council's meeting in February 2016 to inform that broader reconsideration.

## **8 Proposed road closures**

- 8.1 There have been the following road closures proposed since Council's last meeting:
- a. Hunterville Huntaway Festival, 31 October 2015: 7.00 am to 7.00 pm, partial closure of Bruce Street;
  - b. Marton Market Day, 28 November 2015, 7.00 am to 7.00 pm: Broadway from High Street to Hopping Electrical and Follett Street from Broadway to Stewart Street;
  - c. Bulls Christmas Parade, 5 December 2015, 10.00 am to 2.00 pm: intersection of Bridge and High Streets and parts of High Street, Bridge Street, Daniel Street, Bull Street and Wilson Street. The organisers will make separate application to the New Zealand Transport Agency.
  - d. Taihape Christmas Parade, 5 December 2015, 10.00 am to 2.00 pm: partial closure of Kokako Street, Huia Street, Hautapu Street and Whio Street. The organisers will make separate application to the New Zealand Transport Agency.
- 8.2 The application for the Hunterville Huntaway Festival closure has already been advertised, with objections to be notified by 2 October 2015. The other road closures will be advertised shortly. Should there be any objections, it is

suggested that a decision is made by the Mayor, Deputy Mayor and Chief Executive.

- 8.3 A letter was received from Mrs Alison Bruce-Duncan regarding the advertised closure for the Targa Rally. It was referred to the rally organiser for reply and that (together with Mrs Bruce-Duncan's letter) is attached as [Appendix 4](#).

## **9 Proposed policy on remitting fees for exclusive use of community facilities and for building consents**

- 9.1 At its meeting on 30 July 2015, Council requested draft policy be prepared on reducing or waiving fees for (a) exclusive use of Council facilities and (b) internal consenting costs. Since March 2015, Council has considered all such applications on a case-by-case basis.<sup>2</sup>
- 9.2 The Policy/Planning Committee considered such policy at its meetings on 13 August 2015 and 10 September 2015 and at the latter meeting recommended the two draft policies (attached as [Appendix 5](#)) for adoption. The Committee's preference is for the policies to be applied by the Chief Executive with requests for greater reduction of fees being referred to Council for decision.

## **10 Fee discounts and waivers to non-profit community organisations**

- 10.1 The Marton and Districts Budget Service has requested a reduction of fees for hiring the Bulls Town Hall. The email from Christina Marcroft (attached as [Appendix 6](#)) outlines the circumstances.
- 10.2 The fee charged last year was \$13.30 per time, which was one tenth of the full fee for non-profit organisations for summer months (as provided in the 2014/15 Schedule of Fees and Charges). This year the Schedule of Fees and Charges removed the differential between summer and winter months and set a rate of one-fifth of the full fee for local, non-profit community organisations. So the current fee for the Marton and Districts Budget Service is \$27.40 per time.
- 10.3 For some time, no distinction has been made over different uses of this and other Council halls – i.e. use of the supper room in the Bulls Town Hall attracts the same fee as using this facility in conjunction with the auditorium. This avoids potential clash of uses but also potentially limits the availability of the facility. It is more logical for the separate hire of supper rooms in Bulls and Taihape, the Council chamber in Taihape, the foyer in Marton (with access to the kitchen) and the upstairs RSA room at Marton to be at half the full hall hire rate. If that is agreed to, the fee charged to the Marton and District Budget Service would reduce to \$13.70.

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<sup>2</sup> Council, 26 February 2015: 15/RDC/031 and 031



## **11 Waiver of resource consent fee to Te Rangi Pai Forestry**

- 11.1 Earlier this year, Council agreed to a Memorandum of Understanding with Te Rangi Pai Forestry and the Department of Conservation regarding the use of Inland Road for logging. The MoU included a provision that Council would negotiate access to its metal pits. That has been done, but the cost is substantial. As explained by Matthew Thomas in his letter of 15 September 2015 (attached as Appendix 7) Te Rangi Pai Forestry has identified a quarry site much closer to the forestry block and wishes to submit a resource consent for that. Preliminary investigation by the Council's Planner suggests that it will be a non-notified consent and that the costs will be internal processing only, potentially up to \$1,000.
- 11.2 If this arrangement for securing road metal had been foreseen earlier in the year, it (and the requested waiver of resource consent fees) would have formed part of the MoU submitted for Council's consideration.
- 11.3 A recommendation is included.

## **12 Staffing**

- 12.1 Kerry Parkins, Team Leader Financial Services, has resigned to take up a role in the private sector. Her last day with the Council will be 9 October 2015.
- 12.2 Advertising will commence shortly for a new role Team leader Information Services. This is an outcome of a recently completed information services strategy undertaken by the former Chief Information Officer at Napier City.
- 12.3 Within the Infrastructure Services Shared Services staff. David Miller has rejoined as Asset Management Officer – Roading, based in Marton. An appointment has yet to be made to fill the vacant role of Asset Manager – Roading).

## **13 Recommendations**

- 13.1 That the report 'Administrative matters – September 2015' be received.
- 13.2 That the Rangitikei District Council endorses the proposed amendments to the Triennial Agreement to help give effect to the Regional Growth Study by emphasising collaboration and co-operation between all councils within the Horizons region as detailed in the letter dated 10 August 2015 from the Group Manager Corporate and Governance.
- 13.3 That consideration of the applications for rates remission (associated with the June 2015 weather event) be undertaken by a sub-group of Elected Members – being ....., with that consideration to occur after the Manawatu-Wanganui Regional Disaster Relief Trust has completed its process for the allocation of funding targeted at assisting rural property recovery, and

that the sub-group present its recommendations to the Council meeting on 29 October 2015.

- 13.4 That Council adopts [without amendment/as amended] the interim guideline for flying drones in Council parks.
- 13.5 That two scholarships of \$1,000 each be made available to Rangitikei College and two to Taihape Area School, with His Worship the Mayor being invited to participate in the selection process.
- 13.6 That a report on options for rewarding excellence by the District's young people be provided to Council's meeting on 25 February 2016.
- 13.7 That any objections to the proposed road closures for the Hunterville Huntaway Festival, Marton Market Day, the Bulls Christmas Parade and the Taihape Christmas Parade be considered and determined by the Mayor, Deputy Mayor and Chief Executive.
- 13.8 That the proposed policies on remitting fees for exclusive use of community facilities and for building consents be adopted [without amendment/as amended].
- 13.9 That the 2015/16 Schedule of Fees and Charges be amended so that the separate hire of supper rooms in Bulls and Taihape, the Council chamber in Taihape, the foyer in Marton (with access to the kitchen) and the upstairs RSA room at Marton is at half the full hall hire rate.
- 13.10 That Council waives .....% [or up to \$.....] of the internal processing costs for the resource consent needed to secure metal as part of the preparation of the logging operations of the Te Rangi Pai Forest near Inland Road.

Ross McNeil  
Chief Executive

# *Appendix 1*

10 August 2015

RECEIVED

10 AUG 2015

To: RM  
File: 3-OR-3-11  
Doc: 15 0556

File ref: GGV 01 03  
CAG:SAB



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Dear Mayors and Chairs

### TRIENNIAL AGREEMENT AMENDMENT – ECONOMIC DEVELOPMENT

I refer to Michael McCartney's email, Economic Development Collaboration, dated 17 July 2015.

Under the provisions of the Triennial Agreement, Horizons Regional Council proposes to pick up a new activity called 'Regional Economic Development'. This proposed activity will be established on the basis that the signatories of the Triennial Agreement will participate in partnership.

It is further proposed that a schedule to the Triennial Agreement will form the terms of agreement between the signatories. The December 2013 Triennial Agreement would be amended as follows;

1. Insert a new bullet point to **A. General** on page 2: *Collaboration and cooperation between local authorities of the Region can more effectively grow the region's economy for the benefit of its communities.*
2. Insert a new bullet point to **B. Communication and Cooperation** on page 2: *Work together to achieve regional economic growth and development (refer to Appendix Two).*
3. Insert Appendix Two: *Collaboration and Cooperation for Regional economic growth and development.*

A proposed updated Triennial Agreement is included at Annex A which includes the proposed Appendix Two.

Councils are invited to respond to this proposal within 40 days. Any submissions and representations on this proposal will then be fully considered by the Regional Council. Final decisions (including considerations leading to the specific decision) will be communicated to signatories and to the next available Regional Chiefs meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Craig Grant'.

Craig Grant  
GROUP MANAGER CORPORATE AND GOVERNANCE

Kairanga

Marton

Palmerston North

Taihape

Taumarunui

Wanganui

Woodville



# **Triennial Agreement for the Manawatu-Wanganui Region**

**February 2014**  
**Amended July 2015**

# MANAWATU-WANGANUI REGION

## TRIENNIAL AGREEMENT

### PURPOSE

This Triennial Agreement (Agreement) is established under section 15 of the Local Government Act 2002 (LGA) (but also has relationships with sections 14 and 16). The purpose of this Agreement is to give effect to the principles of local government through the establishment of protocols for communication and coordination between the local authorities of the Manawatu-Wanganui Region. The Agreement gives particular effect to the promotion of desired community and local authority outcomes and objectives in such a way as to achieve sustainable development and promote the interests of the Region's communities. The Agreement also establishes the process for consultation on proposals for new Regional Council activities.

The Agreement is effective from 1 March 2014 until such time as the Agreement is either amended by the agreement of all parties or is renewed following the 2016 local authority elections and before 1 March 2017.

### PARTIES

The signatories to this agreement are:

#### **Principal Signatories:**

(those local authorities whose boundaries are completely or primarily encompassed within the Manawatu-Wanganui Region and who primarily identify with that Region).

1. *Horizons Regional Council (Manawatu-Wanganui Regional Council)*
2. *Horowhenua District Council*
3. *Manawatu District Council*
4. *Palmerston North City Council*
5. *Rangitikei District Council*
6. *Ruapehu District Council*
7. *Tararua District Council*
8. *Wanganui District Council*

#### **Non-primary Signatories:**

(those local authorities whose boundaries bisect the Manawatu-Wanganui Region but whose principal identification is with another Region).

1. *Taupo District Council*
2. *Waitomo District Council*
3. *Stratford District Council*

This Triennial Agreement is binding on all local authorities of the Manawatu-Wanganui Region. It is recognised that for Non-primary Signatories, the degree of involvement in the actions required under "B. Communication and Coordination" and "D. Form" will be in proportion to the degree to which these parties are affected by decisions, issues, proposals or other matters, as determined by the Non-primary Signatories.



## **AGREEMENT**

### **A. General**

Signatories to this Agreement agree to work together in good faith for the good governance of their localities and the Region.

Signatories to this Agreement recognise that:

- The communities within the Region are diverse and encompass a range of desired outcomes and objectives.
- Collaboration and cooperation between local authorities of the Region can more effectively promote social, economic, and cultural interests of communities in the Region, and maintenance and enhancement of the Region's environment.
- Collaboration and cooperation between local authorities of the Region can bring efficiencies in terms of planning, administration costs and consideration of decision-making and consultation requirements, increases available resources and promotes cooperative approaches in taking strategic judgements about the allocation of resources.
- Although collaboration and cooperation are outcomes that should be strived for, each local authority has the legislative mandate to govern their own area as appropriate.
- Collaboration and cooperation between local authorities of the Region can more effectively grow the region's economy for the benefit of its communities.

### **B. Communication and Coordination**

Signatories to this agreement will:

1. Hold a meeting of Mayors, regional Chairperson and their Chief Executive Officers every six months to review the performance of the Agreement as outlined under section D(1) of this Agreement;
2. Work together to develop a common process for promoting or achieving priorities and community outcomes, and making efficient use of resources, in accordance with section 14(e) LGA;
3. Develop joint approaches as required.
4. Provide for early notification (through the appropriate council or officer forum) of, and participation in, decisions that may affect other local authorities in the Region in accordance with the requirements of sections 77-89 LGA (decision-making and consultation). This will include distribution of draft documentation of major policy discussions and the development of consultation policies;
5. Apply a 'no surprises' policy whereby early notice will be given over disagreements between local authorities concerning policy or programmes before critical public announcements are made;
6. Use existing structures to pursue greater collaboration within the Region (refer to Appendix One);
7. Consider joint community consultation for issues affecting more than one authority.

8. Provide opportunities for other local authorities, whether party to this agreement or not, to work jointly on the development of strategies and plans for the achievement of identified outcomes and priorities.
9. [Work together to achieve regional economic growth and development \(refer to Appendix Two\).](#)

## **C. Proposals for New Regional Council Activities**

### **1. New Activities**

New activities for Horizons Regional Council may be proposed either by the Regional Council itself or by one or more constituent territorial authorities when they see an opportunity for the Regional Council to pick up new activities. The process for consultation on proposals for such activities shall be as follows:

- a. The affected parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).
- b. The Regional Council will inform all territorial authorities within the Region of:
  - the nature of the activity proposed to be undertaken;
  - the scope of the proposal (including size, districts covered and why); and
  - the reasons for the proposal.
- c. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.
- d. Final decisions (including considerations leading to the specific decision) will be communicated to the next available Regional Chiefs' meeting.

### **2. Significant New Activities proposed by Horizons Regional Council**

If the Regional Council or a Regional Council controlled organisation proposes to undertake a significant new activity, and these activities are already undertaken or proposed to be undertaken by one or more territorial authorities within the Region, section 16 of the Local Government Act will apply.

However, in the spirit of this agreement, the parties agree to an expanded consultation and communication process. The parties agree to discuss the issues involved at one or more of the existing forums, and to provide early drafts of proposals to affected councils for early comment in accordance with the requirements of sections 77-89 LGA (decision-making and consultation).

The parties also agree that prior to implementing the formal provisions of section 16 (2 and 3):



- a. The Regional Council will inform all territorial authorities within the Region of:
  - the nature of the activity proposed to be undertaken;
  - the scope of the proposal (including size, districts covered, and why); and
  - the reasons for the proposal.
- b. Territorial authorities will be given a reasonable period of time, but no less than 40 working days, to respond to any such proposal. The Regional Council agrees to fully consider any submissions and representations on the proposal made by territorial authorities within the Region.

Should the mediation processes outlined in section 16(4) be initiated, the parties agree to the following process. If no agreement on a mediator is forthcoming a mediator will be appointed by the president of the Manawatu District Law Society. If mediation is unsuccessful, any of the local authorities affected may ask the Minister of Local Government to make a binding decision on the proposal. The cost of mediation will be met equally by the parties that have agreed to the mediation.

#### **D. Form**

Consultation in relation to this agreement will take one or more of the following forms:

1. A meeting of Mayors, regional Chairperson and their Chief Executive Officers will occur at least once every six months to review the performance of the agreement and discuss outstanding issues. This meeting will occur as part of the regular Regional Chiefs' meetings and minutes of the review discussions will be distributed to each council within the Region. This does not preclude meetings being coordinated by councils on request. All public communications from these meetings shall be approved by all participants prior to their release.
2. Existing regional and sub-regional forums, such as Regional Chiefs' meeting.
3. Meetings between councils and meetings between staff as necessary to achieve communication and coordination on issues identified in the Agreement.
4. An annual report (July to June) provided to all interested local authority members within the Region at the Regional Chiefs' meeting scheduled during or about September each year.

#### **E. Agreement to Review**

The parties agree to review the terms of this Agreement within 40 working days of a request by one of the parties being made in writing to the local authority with delegated responsibility to service the Agreement. Such a request will be accompanied by a Statement of Proposal including outcomes sought and reasons for the proposal, and engage all affected parties in consultation.

## **F. Resolving Disagreement**

In the event of a disagreement over the actions taken to give effect to this agreement that cannot be successfully resolved by affected parties, the parties agree to refer the issue of disagreement to mediation.

## **G. Servicing**

Signatories agree that responsibility for servicing this agreement shall be carried out by Horizons Regional Council. Servicing involves:

- Providing those secretarial services required; and
- Acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the Agreement on a case by case basis and in a format agreed by affected parties.

## **H. Statutory Requirements**

This document is deemed to duly constitute fulfilment of section 15 of the Local Government Act 2002.

**Section 15** of the Local Government Act 2002 requires that:

1. Not later than 1 March after each triennial general election of members, all local authorities within each region must enter into an agreement containing protocols for communication and coordination among them during the period until the next triennial general election of members.
2. Each agreement must include a statement of the process for consultation on proposals for new Regional Council activities.
3. After the date specified in subsection (1), but before the next triennial general election of members, all local authorities within each region may meet and agree to amendments to the protocols.
4. An agreement remains in force until replaced by another agreement.

In addition, other sections of the Act also require collaboration:

### **Section 14(e)**

1. A local authority should collaborate and cooperate with other local authorities and bodies as it considers appropriate to promote or achieve its priorities and desired outcomes, and make efficient use of resources.

### **Section 16 – (summarised)**

1. If a Regional Council, or a Regional Council-controlled organisation, proposes to undertake a significant new activity, the Regional Council must advise all the territorial authorities within its Region and the Minister of Local Government of the proposal, include it in the draft Long Term Plan, and go through mediation if agreement is not reached.

## AUTHORITY

This Agreement is signed by the following on behalf of their respective authorities.

Council	Signature
Horizons Regional Council	Bruce Gordon Chairperson _____ Date:
Horowhenua District Council	Brendan Duffy Mayor _____ Date:
Manawatu District Council	Margaret Kouvelis Mayor _____ Date:
Palmerston North City Council	Jono Naylor Mayor _____ Date:
Rangitikei District Council	Andy Watson Mayor _____ Date:
Ruapehu District Council	Don Cameron Mayor _____ Date:
Stratford District Council	Neil Volzke Mayor _____ Date:
Taranua District Council	Roly Ellis Mayor _____ Date:
Taupo District Council	David Trewavas Mayor _____ Date:
Waitomo District Council	Brian Hanna Mayor _____ Date:
Wanganui District Council	Annette Main Mayor _____ Date:

## APPENDIX ONE

Existing structures that promote communication and collaboration include, but are not limited to:

Forum	Members	Comments
Regional Chiefs	<i>Horizons RC Horowhenua DC Manawatu DC Palmerston North CC Rangitikei DC Ruapehu DC Taranaki DC Wanganui DC</i>	
SOLGM – Society of Local Government Managers		
LGNZ Zone and sector meetings		
LAPRN Local Authorities Public Relations Network	Public Relations/ Communications practitioners from Manawatu-Wanganui Region	
	Planners from local authorities in Manawatu-Wanganui Region	COGS meetings coordinate with Regional Chiefs meeting dates.
	Meeting of revenue and rating managers from Manawatu-Wanganui Region	
	Meeting of electoral officers from Councils in this Region	
IPWEA (Institute of Public Works Engineering Australasia)		<a href="http://www.ipwea.asn.au/">http://www.ipwea.asn.au/</a>
Civil Defence and Emergency Management Group		
ALGIM – Association of Local Government Information Management		Mission is to provide leadership to Local Government in Information Management and Information Processes. <a href="http://www.algim.org.nz/">http://www.algim.org.nz/</a>
MW LASS Ltd – Manawatu-Wanganui Local Authority Shared Services Limited	<i>Horizons RC Horowhenua DC Manawatu DC Rangitikei DC Ruapehu DC Taranaki DC Wanganui DC</i>	

Forum	Members	Comments
Manawatu District and Palmerston North City Joint Strategic Planning Committee	<i>Manawatu DC</i> <i>Palmerston North CC</i>	

## APPENDIX TWO

### Collaboration and Co-operation for Regional Economic Development

The purpose of this Appendix is to describe how the district, city and regional councils (the Councils) in the Horizons (Manawatu-Wanganui) region will work together to achieve economic growth and development.

This Appendix is a demonstration of the Council's shared vision which is

To work collaboratively to grow the region's economy for the benefit of its communities.

#### *The agreement*

Notwithstanding the requirements of Sections 16 and 77-89 of the Local Government Act 2002, the parties agree:

- To use the Regional Chiefs Forum as a mechanism to formally discuss any issue relating to Economic Development.
- To work collaboratively to enhance opportunities for growth and development in the region.
- That the principle of a regional approach benefits all parties.
- To communicate openly about opportunities for growth whilst respecting commercial confidentiality.
- To make economic growth and development a priority and a standing item at their regular meetings, termed 'Meetings of the Regional Chiefs'.
- To review proposed works on an annual basis. Additional items may be added to this Appendix at any stage with the agreement of all parties.

#### *Works proposed this triennium*

In the 2015-16 financial year the parties will work collaboratively to implement the opportunities identified in the Manawatu-Wanganui Regional Growth Study released by central Government on 13<sup>th</sup> July 2015.

The work may include:

- Providing feedback on implementation from the Regional Chiefs to the Lead Team.
- Engaging both governance and staff in project teams that will be charged with identifying and implementing actions arising from the Regional Growth Study.
- Working with iwi and business leaders to aid implementation of the Regional Growth Study.

# *Appendix 2a*



# MANAWATU WANGANUI LASS LTD NEWSLETTER



AUGUST 2015 ISSUE #10

## ■ WHAT IS MW LASS?



MW LASS stands for Manawatu-Wanganui Local Authority Shared Services. This is an initiative of seven councils in the Manawatu-Wanganui Region. This includes the Ruapehu, Wanganui, Rangitikei, Manawatu, Tararua and Horowhenua District Councils, as well as Horizons Regional Council.

The aim of MW LASS is to find ways of working together to provide services to our communities more efficiently and effectively. MW LASS is overseen by eight directors, the Chief Executives of each of the councils and an external director, Craig O'Connell.

## ■ MESSAGE FROM THE EXECUTIVE OFFICER

**'Every accomplishment starts with the decision to try'.**

This newsletter is the first this financial year so I would like to focus on the accomplishments of the previous year. The Directors made a conscious commitment some 12 months ago to focus on the delivery of shared services over the delivery of shared procurement. The recent Directors strategy session reconfirmed this commitment and singled out three new shared service projects for the coming 12 month period. When I reflect on accomplishments of the past year, there are several notable projects that are either complete or in progress for completion. These projects include;

- Motor vehicle fleet management (e-road)
- Regional photography data capture (aerial photography of the region)
- Regional surveillance camera monitoring
- Regional debt management (establishment of Debt Management Central)
- Regional provision of insurance services (collective appointment of broker and renewal of insurance premiums)
- Regional rating data sales (sale of rating data)

The following projects were commenced and are nearing completion;

- Energy savings
- Development of a regional Information and Communication Technology (ICT) Strategy
- Regional management of the activities associated with the Hazardous Activities and Industries List (HAIL)
- Regional approach to management of the Health and Safety function
- Regional approach to enhanced capability and capacity of Councils' staff
- Regional approach to a staff regional attraction package

All in all, the past year has been a very busy period with a number of project teams actively involved in MW LASS initiatives. I would like to take this opportunity to acknowledge the efforts of those staff across the region who have contributed to the delivery of MW LASS shared services.

**Craig Grant**  
*Executive Officer, MW LASS*



*Craig Grant*

## ■ KEVIN ROSS BIO

Kevin joined the MW LASS Board as a Director when he took up the role of Chief Executive of Wanganui District Council in 2008.

"Working with other Councils in the region is the way to go on a variety of Council activities and projects. MW LASS provides an opportunity for Councils to work together where a business/commercial approach is desired. This is an area that will grow as Councils look to create more efficiencies for the communities they serve."

Despite advancing in years, Kevin continues to participate in sports and tramping activities with his family and is on the World Masters Board that will see 25,000 Masters athletes compete in Auckland during 2017.



*Kevin Ross*



## Strategic Thinking

The Board recently held its annual strategy session where it reconfirmed its commitment to the concept of shared services and collaboration as a means of driving greater benefits for rate payers. The Board recognised that benefits can be delivered in many ways, not just in the reduction of cost but also improving the quality of services. MW LASS is one of the key means of collaborating and delivering shared services. The Board has identified the top three priority projects for the coming year and there is a strong emphasis on technology and collaborative planning.

These key projects are;

1. Development of a regional 'Information and Communication Technology Strategy'
2. Development of a shared 'Building Authority'
3. Development of a shared 'planning and regulatory framework'



Craig O'Connell

## Health and Safety

Central Government is in the process of passing new legislation to enhance the employer Health and Safety requirements. In response to these pending legislative changes, MW LASS is to employ a shared Health and Safety Coordinator to work across many of the regions Councils. This challenging role will provide expertise, guidance and liaison with existing health and safety resources (including their committees) to ensure that all Councils achieve the necessary high standard of health and safety for staff and contractors.

The MW LASS project team has identified multiple opportunities for Councils to do better in this important activity, and intend this model of a shared resource to inspire other LASS' to follow suit. Charged with enabling greater efficiencies across the activity, reducing incidents and accidents, coordinating health and safety initiatives, and boosting employee participation across Councils, staff can expect to see and be more involved with taking our health and safety practices to a whole new level.

The new role will be located in the MW LASS Archives Central building in Feilding and will travel between participating Councils. This person will be one that staff and contractors become particularly familiar with.



Meredith Blackler

## Spatial Shared Services Portal

MW LASS Councils have been collaborating in a shared services project that focuses on the exchange of cemetery data from different council information systems. What the public would see is a 'one stop shop' for the regions cemetery information.

After identifying an inconsistent approach to the management of cemetery information held by each council, it was concluded that the best resolution option was to use the 'Linked Data' approach for sharing data. Linked data interlinks information resources on the Web without the limitations of traditional systems therefore, allowing users to query all publicly available cemetery information held by councils.

Experience gained by using the linked data approach instead of traditional methods, breaks down data silos and provides new ways of linking information that is accessible for communities to engage in council services. Adopting this approach establishes a future-proofed data asset that is open, standards compliant and provides the flexibility to grow.

This project has now progressed from a MW LASS initiative to an ALGIM project at a national level. Participants for the ALGIM project include other New Zealand councils and involvement from an academic institution and local authority in the UK. The benefit of this project being a national project is that the 'one stop shop' approach will mean the public will have access to cemetery data from across the country.

## Regional Debt Management

Debt Management Central (DMC) was established approximately 12 Months ago by MW LASS to provide a proactive and consistent approach to debt management across the regions Councils. It aims to work with customers, whether through a simple reminder or a managed payment arrangement, to reduce the total debt owing to Councils. DMC is now fully operational and exceeded its first year revenue target by 35%.

Recent process improvements will further enhance the ability of DMC to collect debt quickly and more efficiently. These process improvements will also provide our customers with additional payment options and will enable the consolidation of multiple debts.



Marty Boyce

## Hazardous Activities and Industries List

The Board identified an opportunity to improve the way the MW LASS partner councils implement the National Environmental Standard for Assessing and Managing Contamination in Soil to Protect Human Health 2011(NES). The NES involves councils identifying land used for activities and industries on the Hazardous Activities and Industries List (HAIL) and using that information to control land use in response to the requirements of the NES. A small team was tasked to identify the best way to address this issue.

The team recommended six projects established with the goal of achieving a common approach for:

1. Identifying and managing information about land used for hazardous activities and industries;
2. Positive communication with landowners and making information accessible to the public; and
3. Dealing with enquiries and implementation of the NES.

The Board gave these projects the green light in July. The projects will result in improved customer service and a reduction in legal liability for the MW LASS partners.

## MW LASS Directors



**Michael McCartney**  
Horizons Regional Council  
(Chairman)

**Ross McNeil**  
Rangitikei  
District Council

**Craig O'Connell**  
Independent Director

**Lorraine Vincent**  
Manawatu  
District Council

**David Clapperton**  
Horowhenua  
District Council

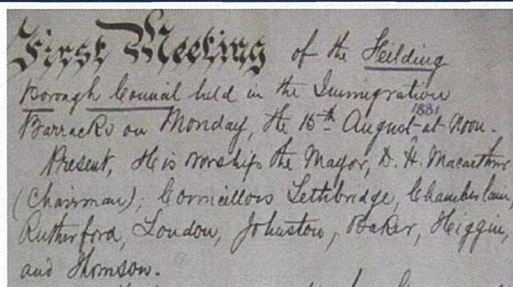
**Blair King**  
Tararua District Council

**Peter Till**  
Ruapehu  
District Council

**Kevin Ross**  
Wanganui  
District Council



# *Appendix 2b*



## WELCOME

Welcome to the Archives Central newsletter. This is a monthly update that lets you know what we are up to, the sorts of archives we hold in the stacks and a bit about the history of the region.

## HIGHLIGHTS OF THE MONTH

Over July we had:

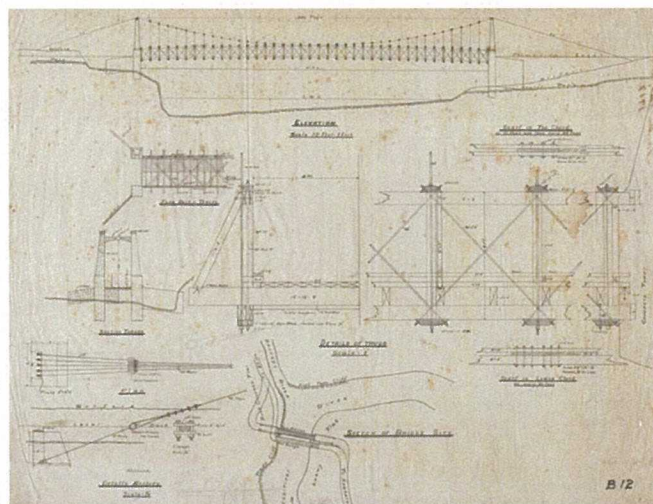
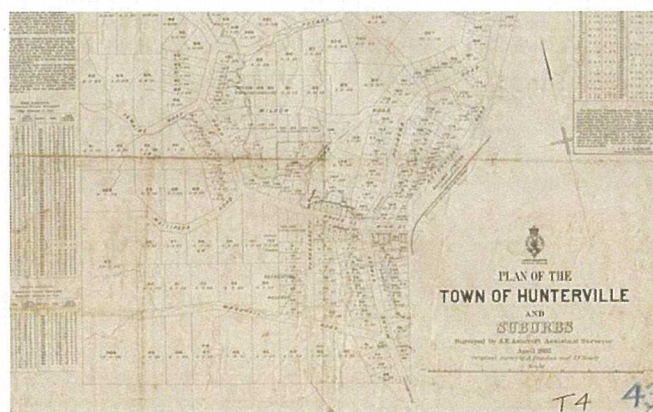
- 51 requests lodged with archives staff
- 1,942 unique visitors to the Archives Central website

## RANGITIKEI DISTRICT COUNCIL MAPS AND PLANS

Back in November the Rangitikei District Council transferred a large number of plan cabinets, containing all of their historic infrastructure maps and plans. This extensive collection includes:

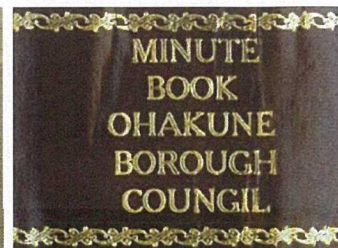
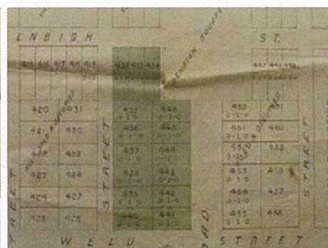
- Plans of bridges in the district from the 1890s to the 1990s
- Plans of council owned buildings
- Maps of the various villages and townships
- Aerial photos from the 1940s to the 1990s
- And much much more!

We are pleased to say that over 3800 plans have been catalogued and can now be searched on the Archives Central website.



STAFF ONSITE  
8.00am - 5.00pm Monday - Friday  
for enquiries

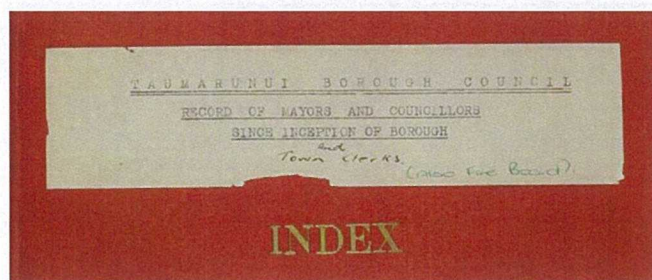
READING ROOM  
Open to Public 1.00pm - 5.00pm  
Tuesday to Friday



- Email: [enquiries@archivescentral.org.nz](mailto:enquiries@archivescentral.org.nz)
- Phone: (06) 952 2819
- Find us on Facebook. Search: Archives Central







Beattie, Bertram Andrew <i>decd</i>	Councillor 1912, 1913, 1915, 1915/17, 1917.
Burney, Gerald Joseph <i>decd</i>	Councillor 1913, 1914, 1917/19.
Brown, David Ralston <i>decd</i>	Councillor 1915/17, 1917/19, 1919/21. <i>Decd 10/1/61.</i>
Brew, Philip Charles <i>decd</i>	Councillor 1923/25, 1925/29, 1929/31.
Broad, Thomas <i>decd</i>	Councillor 1925/27, 1927/29.
Bolos, Cecil Augustus <i>decd</i>	Elected Councillor August 1925 to fill vacancy. Councillor 1925/27, 1927/29 (elected Dec. 1927 to fill vacancy). Mayor 1929/31, 1931/33, 1933/35, 1935/38.

## FROM THE STACKS – TAUMARUNUI BOROUGH - RECORD OF MAYORS AND COUNCILLORS

We get a number of requests each year for information on the elected representatives of the old counties and boroughs. These are from family members looking for details of their ancestors or historians researching local history.

Taumarunui Borough created the only example we have where all of the information on former elected members of the Taumarunui Borough and the Board of the Taumarunui Fire Board are consolidated into a single volume.

The early entries only record the names and years involved and whether the person in question is deceased. Later ones have a bit more information and include addresses, election dates and other short notes.

All in all a useful volume; it's a pity we don't have similar ones for each council.

## DID YOU KNOW?

### -Town Boards

Town Boards were an early form of local government that lingered on until 1989. They were an option for villages and towns that couldn't meet the population requirement for forming a borough.

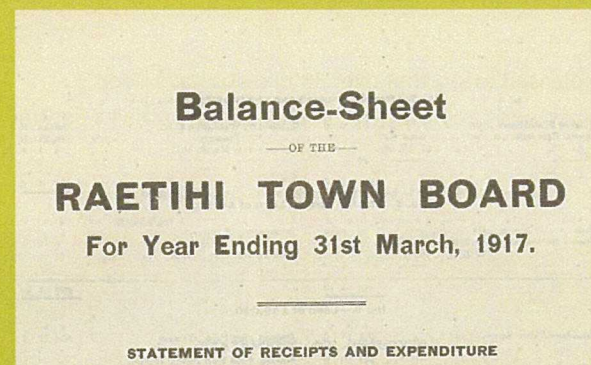
Unlike Borough Councils, Town Boards were not separate of the surrounding counties, which led to some arguments over jurisdiction. The government clarified this in 1906 with legislation that allowed Town Boards with a population of 500 or more to be completely independent – essentially mini boroughs.

Town Boards aimed to meet the aspirations of their citizens and many of them were responsible for building the first town sewerage and water systems. A number of them, such as Bulls, Mangaweka and Raetihi even built their own power stations to supply electricity.

In 1954 a small change in legislation turned the Boards into Town Councils, but this was a change in name only.

The responsibilities that Central Government placed on Town Councils steadily increased from the 1950s. The Councils found it increasingly difficult to meet requirements and they gradually amalgamated with their neighbouring County Councils.

In 1974 the Local Government Act amalgamated the last four Dependent Town Councils into their parent counties. The Independent ones continued for a few more years, with the last one disappearing in the local government reorganisation of 1989.





# *Appendix 3*

## Flying drones on Rangitikei District Council parks – interim guideline

### Introduction

New rules introduced by the Civil Aviation Authority (CAA) on 1 August 2015 prohibit people flying Unmanned Aerial Vehicles (UAVs), i.e. 'drones', over private land without the owner's permission. 'Private land' includes all land owned or administered by the Council.

The CCA has set general rules around the operation of drones, including height and control. There are financial penalties for breaches of these rules. Special requirements apply for controlled airspace. *This affects the south-west part of the Rangitikei, from Marton to the coast: this area falls within the Ohakea airspace, administered by Air Traffic Control at the RNZAF Ohakea Base.*

A policy will be developed in conjunction with RNZAF Ohakea and consulted on. This may be associated with an amendment to the Public Places Bylaw 2013. In the meantime, this interim guideline is being issued, to authorise those people who wish to fly drones on Council parks, to do so.

### Scope

This interim guideline covers all electric powered remote controlled model aircraft of the type commonly referred to as "drones" that are capable of vertical take-off and landing and small hand-launched gliders less than 1.5m wing span.

The guideline excludes the following:

- fixed wing electric-powered model aircraft greater than 1m wing span
- all fixed- winged model aircraft that are internal combustion engine (petrol) powered.
- gliders greater than 1.5 m wing span and bungee-launched gliders
- single rotor helicopters that are electric powered or internal combustion engine (petrol) powered
- jet powered models

The guideline relates to Council-owned or administered parks only. A location map will be associated with the guideline. All cemeteries are excluded, as are all roads (including those within any park) and road reserves.

The interim guideline has three parts

### A In-principle approval to use Council parks for flying drones – whole-of-District

1. Flyers are permitted to use any park owned or administered by the Council (as shown on the associated location map).<sup>1</sup>
2. This permission constitutes authorisation in terms of clause 6(1)(l) of Council's Public Places Bylaw.<sup>2</sup> but there remains the obligation under clause 6(1)(n), not to conduct any activity, including the playing of any game recklessly or in a manner which may intimidate, be dangerous or injurious or cause a nuisance to persons in the public place, or damage the public place.

<sup>1</sup> This does not include the sports field at Ratana Paa, as this is not owned or administered by Council.

<sup>2</sup> Except with the prior permission of the Council or an authorised officer a person shall not on any public place fly from or land any aeroplane including model aeroplanes, a hot air balloon or hang glider, parachutes or similar, except in an emergency.

3. Flyers will be expected to comply with the Office of the Privacy Commissioner guidance on preserving people's personal privacy by not flying over other people using the park or over adjoining private property.
4. Flyers will be expected to comply with the following code:
  - a. Be courteous of other park users, who often have visited the park for the quiet enjoyment of the park;
  - b. Do not fly –
    - over any parked vehicles or roads,
    - over a sports field if in use by others,
    - within of 20 metres of or over other users of the park (including other flyers of drones) or livestock,
    - within 20 metres of or be flown over a park building,
    - within 20 metres of overhead electrical lines,
    - during a fire ban period, or
    - over adjoining private property;
  - c. Cease operation if requested by a member of the public or Council staff.

**B Adherence to Civil Aviation Authority requirements – whole-of-District**

The requirements are set out in Rule Part 101. The basic requirements are that drones

- a. must not be flown above 120 metres,
- b. must remain within the line of sight of the operator (without the aid of any device such as binoculars or mobile phones),
- c. must not be flown within 4 km of any aerodrome, and
- d. must be flown in daylight hours only.

**C Specific authorisation from Ohakea Air Traffic Control - Marton, Bulls, Scotts Ferry, Koitiata, Ratana, Whangaehu, Turakina**

1. Anyone wishing to fly drones on Council parks in these locations **must** seek prior authorisation from Ohakea Air Traffic Control. This may be subject to amendment or withdrawal at any time because of aircraft movements in and out of the Base.
2. Council intends to develop a Memorandum of Understanding to facilitate these authorisations.

# *Appendix 4*





*"The Ultimate Road Race"*

7<sup>th</sup> September 2015

Mrs Alison Bruce-Duncan  
Pokaka  
Moawhango Valley Road  
RD2, Taihape 4792

Dear Mrs Bruce-Duncan

**Re: 2015 Targa NZ Proposed Road Closure**

We have to hand your letter sent to the Rangitikei District Council in relation to your objection to the proposed road closure for Targa NZ, and on behalf of Targa NZ I wish to apologise for any inconvenience that this proposed road closure may impose.

It is important that Targa NZ engages with the residents and community on any of the roads that we propose to close, and as such we undertake a comprehensive consultation process as follows:

- 3-4 months prior to the event a "proposed" road closure notice is distributed to all residents residing on the proposed road closure route.
- Council will advertise the proposed road closure calling for objections.
- On approval of the road closure from the council, 2-3 weeks before the event a second notice confirming the road closure is distributed to residents.
- Council will place a second advert confirming the road closure in the local paper.
- Targa NZ will also erect Road Closure signs/notices along the rally route.
- Targa NZ will also commence a radio advertising schedule.

I can advise that Targa NZ has not used these roads since 2013, but confirm that this same notification process would have been undertaken then.

For your information I have attached copies of the first Road Closure notice for both the Taihape North and Gentle Annie West stages.

Again I apologise for any inconvenience that our event may cause but trust that the above detailed level of notification satisfies your concerns.

Kind regards

Gary Upson  
**General Manager**

PO Box 72502, Papakura 2244, New Zealand  
Ph: 09 2988322, Fax: 09 2988266, E-mail: [info@targa.co.nz](mailto:info@targa.co.nz), Website: [www.targa.co.nz](http://www.targa.co.nz)

# *Appendix 5*

- (A) Policy on reducing or waiving fees for exclusive use of Council facilities (i.e. parks, halls and libraries)<sup>1</sup>

## Objective

To recognise in a tangible way the contribution made to the lives of District residents by a range of not-for-profit organisations or event organisers

### Council may reduce fees by 100% when

- the event is a community commemoration (such as Anzac Day).

### Council may reduce fees by 50% when

- the organisation has been established for less than twelve months, or
- the organisation/event organiser is predominantly young people (under 20 years), or
- the activity or event has free entry to residents of the District, or
- the organisation or event organiser has secured financial assistance from Council's Community Initiative Fund or the Events Sponsorship Scheme for the activity or event.

### Council may reduce fees by 25% when

- the activity or event commemorates the life or lives of individuals who have lived in the District and made a contribution to the community, or
- the organisation/event organiser can demonstrate hardship arising from loss of other sponsorship.

### Council will not reduce or waive fees when

- the organisation or event organiser is raising funds for another organisation, event or individual, or
- the activity or event is primarily for the organisation making the application and at which the community will not typically have a presence, or

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<sup>1</sup> **Note:** Local, community organisations are charged one-fifth of the hireage charges set for the Council's halls. Such automatic discounts do not apply to such organisations for exclusive use of other Council facilities, including parks.

- the fee is a refundable bond against damage or payment of remaining fees if not waived.

## **Application**

The Chief Executive is delegated to apply the policy on Council's behalf. Where a greater reduction in fee is requested than the thresholds allow, the application will be referred to the Council for a decision.

### **(B) Policy on reducing or waiving fees for internal consenting costs**

## **Objective**

To recognise in a tangible way the contribution made to the lives of District residents by organisations and businesses operating within the District.

### **Council may reduce fees by 50% when**

- the application is for an activity or facility on land which is receiving a rates remission or which would be likely to meet the criteria for a remission when the activity or facility is undertaken). specifically –
  - a community, sporting and other not-for-profit organisations qualifies for a rates remission., or
  - land deemed to have been affected by natural calamity.
- the application is for an activity or facility which is integral to a project accepted under the Council's Parks Upgrade Partnership Fund.

### **Council may reduce fees by 25% when**

- the application is for an activity or facility on land which is receiving a rates remission (or has received such a remission no more than two years previously or which would be likely to qualify for a remission when the activity or facility is undertaken), specifically –
  - a new type of business, or
  - an existing business which is expanding, or
  - Maori freehold land.

- the activity or facility commemorates the life or lives of individuals who have lived in the District and made a contribution to the community.

**Council will not reduce or waive fees when**

- the activity for which a consent is being applied for is confined to the organisation making the application and in which the community will not typically have a presence, or
- consenting fees have been waived or reduced under Council's rates remission policy – incentives to address earthquake-prone buildings, or
- the facility is primarily a private residence.

**Application**

The Chief Executive is delegated to apply the policy on Council's behalf. Where a greater reduction in fee is requested than the thresholds allow, the application will be referred to the Council for a decision.

Draft proposed for adoption

# *Appendix 6*

**From:** Glenys & Christina [<mailto:martonbudgetservice@gmail.com>]  
**Sent:** Thursday, 10 September 2015 3:10 p.m.  
**To:** Gaylene Prince  
**Cc:** Andy Watson  
**Subject:** Bulls Town Hall

Hi Gaylene,

I was called recently to inform us that the cost of hiring the Bulls Town hall has increased, and I'm contacting you to ask that the council considers allowing us to continue to use the supper room on the first and third Wednesday of each month at the current rate of \$13.30 per time.

We are very aware that this is a nominal cost, but would ask that you bear in mind that we are only using the supper room, and that we are a charity, doing very valuable work in the community and do not charge our budgeting clients for our services. Our presence in Bulls is a great advantage to clients from Bulls who do not have to travel to Marton for appointments, but it does cost this service in travel reimbursements for our budget advisors who staff the Bulls outpost.

Thank you for considering this matter.

Best regards  
Christina Marcroft  
Marton and Districts Budget Service

# *Appendix 7*



Te Rangi Pai Forest Limited,  
P.O. Box 181,  
**TAIHAPE 4742.**

15<sup>th</sup> September 2015

Rangitikei District Council,  
Private Bag 1102,  
**MARTON 4741.**

Dear Councillors,

We are applying to you for a waiver of Resource Consent costs, relating to the private upgrade of the public Inland Road found at the end of the Omatane North Road, Taihape.

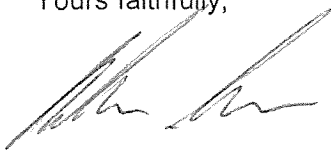
We are currently applying for Land Use Consent to extract and crush metal on private property approximately 3km drive from the planned road upgrade. There are only 3 households directly affected by the movement of metal on the roads.

As an alternative, Ruben Pokiha, has provided a costing of \$35.70/m<sup>3</sup> from a RDC metal access pit approximately 30 minutes drive away from the Inland Road. This is a considerably more costly exercise for the Te Rangi Pai Forest Company as well as the extra distance for approximately 1000 truck loads (over a 3 year period) of metal on the roads involved. There will be many households and much more road that will be directly affected by the movement of metal on country roads if we were to use this alternative. This alternative also provides for a larger carbon footprint.

Te Rangi Pai Forest Limited are planning to harvest their pine trees from 2020, timing of this will be market driven.

Bearing in mind Te Rangi Pai Forest Limited are upgrading a Council owned road out of their own resources, the Company would appreciate consideration through this process.

Yours faithfully,



.....  
**Matthew Thomas**  
**Secretary**  
**Te Rangi Pai Forest Limited**

# Attachment 3

# REPORT

SUBJECT:           **Contract 1000 – Cleaning of Council Properties**

TO:                 Council

FROM:             Gaylene Prince, Community & Leisure Services Team Leader

DATE:             23 September 2015

FILE:             6-CM-1-1000

---

## **1 Background**

- 1.1 Contract 911 – Cleaning of Council Properties expires at 31 October 2015. This contract is valued at \$161,728.00, plus GST, per annum. For the past three years, the purchase of materials (toilet paper and hand towels only) and extra cleans have taken the total contract payment to a range of \$228,000 - \$236,000 per annum.
- 1.2 In July 2015, Council carried out a review of the current procedures and delivery method as per Section 17A of the Local Government Act 2002.
- 1.3 At the Council meeting of 30 July 2015, it was resolved that tenders be sought for several geographically defined contracts, to commence 1 November 2015, and that tenders include prices for both including and excluding cleaning and stock consumables.

## **2 Process**

- 2.1 The process has been undertaken in accordance with Council's procurement policy.
- 2.2 A request for information was publically advertised in local newspapers and on TenderLink. Five submissions were received, and following evaluation, all five submitters were then invited to tender.
- 2.3 Three of these submitters choose to submit a tender, including the incumbent. The three tenderers were national companies. While these companies were interested in a district-wide contract, the tender documentation did allow Council staff the opportunity to assess the pricing structure, geographically and at all sites, for any large variances. There were none.
- 2.4 All three tenders were explicit that they would employ local persons. The non-incumbent tenderers also indicated that, as per Part 6A Employment Relations Act, staff currently working for the incumbent would be taken on if those staff elected to transfer.
- 2.5 The attributes were assessed in accordance with the Weighted Attributes method. The attributes and weightings were:

<b>Attribute</b>	<b>Weighting</b>
Relevant Experience	10%
Technical Skills	15%
Resources	10%
Management Skills	10%
Methodology	25%
Price	30%
<b>TOTAL</b>	<b>100%</b>

2.6 The tender evaluation team was:

Michael Hodder, Community & Regulatory Services Group Manager  
George McIrvine, Finance & Business Support Group Manager  
Gaylene Prince, Community & Leisure Services Team leader.

Each member considered and scored the proposals separately. Referee checks were also conducted.

2.7 The prices tendered were:

	<b>Tenderer One</b>	<b>Tenderer Two</b>	<b>Tenderer Three</b>
<b>Excluding Consumables</b>	\$156,255.47	\$171,354.00	\$222,869.24
<b>Including Consumables</b>	\$181,404.47	\$194,494.22	\$247,290.94

### 3 Outcome

- 3.1 Tenderer One and Tenderer Three scored higher in the non-price attributes than Tenderer Two. As the price made up the remaining 30%, Tenderer One scored higher overall.
- 3.2 Due to the consistent nature of the pricing of consumables by all three tenderers, and as the rates appear reasonable, the practical approach would be for the contract to include the supply of consumables.

#### **4 Recommendation**

- 4.1 That the report 'Contract 1000 – Cleaning of Council Properties' be received.
- 4.2 That Contract 1000 – Cleaning of Council Properties' be awarded to PPCS (Professional Property and Cleaning Services) for a term of two years (1 November 2015 to 31 October 2017) for a sum of \$181,404.47 (inclusive of consumables) per annum, exclusive of GST.

Gaylene Prince  
Community & Leisure Services Team Leader

# Attachment 4

# REPORT

SUBJECT:           **Animal Control Bylaw Amendment - Turakina**

TO:                 Council

FROM:             Katrina Gray, Policy Analyst

DATE:             17 September 2015

FILE:             1-DB-1-9

---

## **1 Introduction**

- 1.1 The Turakina Community Committee has raised a number of concerns about the Animal Control Bylaw and the residential zoning of the settlement (see [Appendix 1](#) for the Turakina map). The Turakina Community Committee has formally requested that the Animal Control Bylaw be amended to exempt the residential zoned properties in Turakina from compliance with the 'urban area' requirements (see [Appendix 2](#) for the letter from the Committee's Chair). It is also proposed that expressions of interest are sought during the consultation process from other similarly affected communities (Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku).

## **2 Background**

- 2.1 The Animal Control Bylaw was adopted on 7 October 2013. The purpose of the Bylaw is to control the keeping of animals within the District to ensure they do not create nuisance or endanger health, enable enforcement officers to manage animal nuisance and to regulate the slaughtering of animals in urban areas.
- 2.2 The Bylaw specifically restricts the keeping of specific animals in urban areas. Urban areas are defined to include properties zoned as residential, commercial and industrial under the operative District Plan. The small lots in Turakina are zoned as residential. Areas zoned as rural living or rural under the District Plan do not experience the same restrictions.
- 2.3 The specific restrictions in urban areas are as follows:

### Cats

- Maximum of 3 cats over three months old.

### Poultry

- Maximum of 12 poultry animals.

- Poultry house - separation of 10 metres from an existing dwelling and 2 metres from a property.
- No roosters in the urban area or within 100 metres of a boundary with an urban area.

#### Bees

- No keeping of bees if they are, or are likely to become a nuisance.
- Possible prescription of conditions relating to the location and number of hives.

#### Pigs

- No pigs in the urban area or within 25 metres of a boundary with an urban area.

#### Stock grazing

- Maximum stocking rate of 1 stock unit per 1000m<sup>2</sup> of pasture.

#### Animal slaughter

- No slaughtering of stock in urban areas or within 100 metres of a boundary with an urban area.

- 2.4 Note: there is the provision for an enforcement officer to give a written dispensation to allow the keeping of these animals. The dispensation will consider each situation on a case by case basis, and consider whether the neighbours have given their written approval.
- 2.5 The current method of enforcement for the Animal Control Bylaw is through a reactive, complaints-based process. Only those animals which have a complaint about them are taken enforcement action against. The enforcement officer is able to give a written dispensation for non-compliant animals, however, when considering the application for dispensation often requires the applicant to provide approval of potentially affected properties.
- 2.6 The Turakina Community Committee expressed concern about their 'urban area' status in the Animal Control Bylaw at their recent committee meetings. These concerns were raised in response to enforcement action taken in response to complaints received by Council about a rooster and pigs on two different properties in the area. Therefore, a meeting was held with some of the Committee members, the Mayor and staff. The Committee members raised concerns that that Turakina does not have the same character as other urban areas such as Marton, Taihape and Bulls, therefore, the same requirements regarding the keeping of animals should not apply. The Committee members considered that the Turakina community is more rural in character, therefore, the keeping of rural animals should be permitted.



### **3 Comment**

- 3.1 The Turakina Community Committee has raised a number of concerns and requested the Animal Control Bylaw be amended so that it does not need to comply with the urban area requirements. This amendment is highlighted as a tracked change in the Bylaw (see [Appendix 3](#)). It is proposed that the community have the ability to comment on whether all animals should become permitted, or whether there are animals which the community considers should be restricted. There are some animals, for example pigs and roosters that are more likely to have adverse effects on neighbours.
- 3.2 The zoning of the Turakina community as residential is not unique. Many of the District's other small communities are also zoned as residential, thus the urban area provisions of the Animal Control Bylaw apply. These communities include: Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku. It is proposed that during the consultation process residents from these communities have the opportunity to express their interest in altering the 'urban area' restrictions.

### **4 Consultation**

- 4.1 Section 156(1)(a) of the Local Government Act 2002 specifies that the Special Consultative Procedure must be used when a bylaw is considered to be significant when considering Council's Significance and Engagement Policy or there is likely to be a significant impact on the public.
- 4.2 Council's Significance and Engagement Policy specifies that significance is considered on a case-by-case basis. It is considered that the proposed changes will only affect the Turakina community, will not impact on Council's ability to deliver core services and will have low financial risks. Therefore, the decision is not considered to be significant and it is appropriate to consult directly with the property owners and occupiers of the Turakina community. The same would apply if expressions of interest were received from the other communities and Council decided it wished to undertake consultation on further proposed amendments.
- 4.3 A proposed Engagement Plan is attached as [Appendix 4](#). It is proposed that, due to the small size of the Turakina residential zone, all properties are able to be specifically engaged with. The consultation documents will be posted to all property owners in the residential zone and adjoining rural properties, with consultation documents also delivered to property occupiers where known. The consultation process and expressions of interest for the other communities will be publicly notified through public notices, the website and by directly engaging with community leaders.
- 4.4 The draft consultation documents are attached as [Appendix 5](#). The submission form for Turakina specifically allows residents to identify specific animals which they would like to see as permitted. The expression of interest form for people in other places leaves it open for submitters to comment on their specific situation.

## **5 Conclusion**

- 5.1 The Turakina Community Committee has raised a number of concerns about the restrictions placed on the Turakina community for the housing of animals and has formally requested an amendment to the Animal Control Bylaw.
- 5.2 It is proposed that consultation occurs with all affected property owners and occupiers to gain the whole community's view on the issue.
- 5.3 It is also proposed that expressions of interest from other similarly affected communities are sought during the consultation process, with the potential to undertake further consultation if sought by the members of the community..

## **6 Recommendation**

- 6.1 That the report 'Animal Control Bylaw Amendment - Turakina' be received.
- 6.2 That Council adopts for consultation the amendments to the Animal Control Bylaw 2013 for Turakina and endorses the engagement plan for that specific consultation and for seeking expressions of interest for similar consultations in other small communities within the District.

Katrina Gray  
Policy Analyst

# *Appendix 1*



# Rangitikei District Plan



10	10	10
10	118	10
10	10	10



Scale: 1:5,223

Cadastral Information  
is sourced from LINZ  
data. Crown Copyright  
Reserved.

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Turakina

## *Appendix 2*

## Turakina Community Committee

c/- Steve Fouhy - Chairperson  
133 Reynolds Road  
RD 11  
TURAKINA 4581

Ph: 06 342 6741  
Mob: 0274 445 941  
email: [stevefouhy@xtra.co.nz](mailto:stevefouhy@xtra.co.nz)

11 September 2015

His Worship the Mayor - Andy Watson  
Rangitikei District Council CEO - Ross McNeill  
Rangitikei District Councillors  
C/- Rangitikei District Council  
Private Bag 1102  
MARTON 4741

RECEIVED  
1 / SEP 2015  
To: RMcA, Wc, MH, JC  
File: 2-LP-3-13  
Doc: 15 0629

Dear Council Team

### Request to amend the RDC Animal Control By-Law 2013

The Turakina Community Committee hereby makes a specific request to the Rangitikei District Council, for the Turakina Residential Zone to be exempt from the Urban requirements of the RDC Animal Control By-Law 2013.

Thank you  
Yours sincerely

  
Steve Fouhy  
Chair - Turakina Community Committee

CC: Mayor, Andy Watson  
CEO, Ross McNeill  
Councillors, c/- Council office  
TCC Members

## *Appendix 3*

# **RANGITIKEI DISTRICT COUNCIL ANIMAL CONTROL BYLAW 2013**



## **1. TITLE**

- 1.1. This bylaw shall be known as the Rangitikei District Council Animal Control Bylaw 2013.

## **2. COMMENCEMENT**

- 2.1. This bylaw comes into force on 7 October 2013.

## **3. SCOPE**

- 3.1. This bylaw is made under the authority given by:
- a) Sections 145 and 146(a)(v) of the Local Government Act 2002; and

## **4. PURPOSE**

- 4.1. The purpose of this bylaw is to:
- a) Control the keeping of animals within the district to ensure they do not create a nuisance or endanger health;
  - b) Enable Enforcement Officers to manage animal nuisance in the urban area; and
  - c) Regulate the slaughtering of animals in urban areas.
- 4.2. This Bylaw does not apply to dogs, the control of which is provided for under the Rangitikei District Council Control of Dogs Bylaw and relevant legislation.

## **5. INTERPRETATION**

- 5.1. For the purposes of this bylaw, the following definitions apply:

ENFORCEMENT OFFICER means an authorised officer of Rangitikei District Council or an officer of the New Zealand Police.

HOUSEHOLD UNIT means all land and buildings within a single rating unit.

NUISANCE means any damage, excessive noise or odour, where an enforcement officer has received a complaint and upon investigation of the complaint, is of the opinion that the noise or odour is excessive or offensive.

POULTRY means caged or free range poultry, and includes chickens, peacocks, geese, ducks, turkeys and domestic fowls of all descriptions.



URBAN AREA includes any property zoned as Residential, Commercial and Industrial under the operative District Plan, but excludes the properties in Turakina zoned Residential (i.e. does not include Rural Living and Rural Zones).

STOCK means cattle, sheep, horses, deer, donkeys, mules, goats, pigs, alpacas, llamas, of any age or gender.

STOCK UNIT (SU) is taken to have the same meaning as in the Statistics New Zealand Glossary, i.e. one 55 kg ewe rearing a single lamb. Under this definition, for example, 1 hogget = 0.7 SU; 1 Jersey cow = 6.5 SU; 1 mature Red Deer stag = 1.5-2.0 SU

DISPENSATION means every dispensation under this Bylaw will be reviewed at least every three years.

## **6. KEEPING OF ANIMALS**

- 6.1. No person shall keep any animal in such a manner or in such conditions, which in the opinion of an enforcement officer, creates a nuisance or causes a threat to public health or safety.
- 6.2. It is the responsibility of any person keeping an animal to confine the animal within the boundaries of the premises where the animal is being kept, except where an animal is being led, driven, ridden or exercised.

## **7. CATS**

- 7.1. No person shall keep more than three cats over three months of age on any household unit in any urban area, unless given a written dispensation by an enforcement officer.
- 7.2. Clause 7.1 shall not apply to any veterinary clinic, SPCA shelter, or registered breeder as accredited under the Cattery Accreditation Scheme operated by the New Zealand Cat Fancy.

**Note:** Boarding or breeding establishments for more than 15 cats require resource consent under the operative District Plan.

## **8. POULTRY**

- 8.1. No person shall keep more than 12 head of poultry on any household unit in any urban area, unless given a written dispensation by an enforcement officer.
- 8.2. No poultry house shall be erected or maintained so that any part of it is within 10 metres from any dwelling in an urban area, or within 2 metres of any property boundary.
- 8.3. Every poultry house and poultry run shall be maintained in good repair, and in a clean condition free from any offensive smell or overflow, and free from vermin.

- 8.4. No person shall keep any rooster in any urban area, nor keep a rooster in such a manner that at any time the rooster can come within 100 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer

## **9. BEES**

- 9.1. The Council recognises that bees occupy a unique niche in the urban ecosystem and responsible bee-keeping can bring many benefits to the local environment.
- 9.2. Notwithstanding the above, no person shall keep bees in any urban area if in the opinion of an enforcement officer the keeping of bees is, or is likely to become, a nuisance or causes a threat to public health or safety.
- 9.3. An enforcement officer may prescribe conditions relating to the location and number of hives able to be kept on any premises or place within any urban area of the District.

## **10. PIGS**

- 10.1. No person shall keep pigs within any urban area, nor keep pigs in such a manner that at any time the pigs can come within 25 metres of a boundary with any urban area, unless given a written dispensation by an enforcement officer.

## **11. GRAZING STOCK IN URBAN AREAS**

- 11.1. No person shall keep stock at a stocking rate greater than 1 stock unit per 1000 square metres of grazeable pasture within any urban area, unless given a written dispensation by an enforcement officer.

**Note:** Refer to the Rangitikei District Council Stock Droving and Grazing Bylaw for regulations on the grazing of road reserves and movement of stock within the District.

## **12. ANIMAL SLAUGHTER**

- 12.1. No person shall slaughter any stock in any urban area, or within 100 metres of a boundary with any urban area.

**Note:** It is an offence under the Health Act 1956 to leave animals or animal carcasses in a state where they are offensive or injurious to health. It is an offence under the Resource Management Act 1991 to contaminate waterways with animal remains. It is an offence under the Biosecurity (Meat and Food Waste for Pigs) Regulations 2005 to feed pigs untreated meat or untreated food waste. It is an offence under the Rangitikei District Council Control of Dogs Bylaw to allow any dog to be fed or have access to any untreated sheep or goat meat.

## **13. OFFENCES AND PENALTIES**

- 13.1. Everyone commits an offence against this Bylaw who:

- a) Does, or causes to be done, or permits or suffers to be done, or is concerned in doing, anything whatsoever contrary to or otherwise than as provided for in this Bylaw.
- b) Omits, or neglects to do, or permits, or suffers to remain undone, anything which according to the true intent and meaning of this Bylaw, ought to be done at the time and in the manner therein provided.
- c) Does not refrain from doing anything which under this Bylaw they are required to refrain from doing.
- d) Permits or suffers any condition of things to exist contrary to any provision contained in this Bylaw.
- e) Refuses or neglects to comply with any notice duly given under this Bylaw.
- f) Obstructs or hinders any enforcement officer in the performance of any duty to be discharged by such officer under or in the exercise of any power, conferred by this Bylaw.
- g) Fails to comply with any notice or direction given in this Bylaw.

13.2. Any breach of this bylaw is an offence and liable to summary conviction and a fine not exceeding \$20,000, in accordance with Section 242(4) of the Local Government Act 2002.

## *Appendix 4*

# Engagement Plan

## Animal Control Bylaw Amendment - Turakina

### Project description and background

The Turakina Community Committee has expressed concerns about the Turakina community's inclusion as an 'urban area' as part of the Animal Control Bylaw 2013. The inclusion of Turakina as an 'urban area' places a number of restrictions on what, how many and setback distances for specified animals.

Due to the concerns raised by the community Council has approved a consultation process to allow the amendment of the Bylaw. The consultation process seeks the community's views on whether they would like Turakina to be removed from the 'urban area' classification, thus increasing flexibility for the number, location and type of animals permitted in the area. The consultation processes also allows consideration of whether the Turakina community would prefer some animals as permitted, while others remain excluded unless written dispensation is given by an enforcement officer.

The consultation process also seeks expressions of interest from other similarly affected communities (Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku) to establish whether they consider an amendment to the Bylaw would be useful in their community. Note: a secondary consultation process would occur if interest was expressed from other communities.

### Engagement objectives

The purpose of the engagement is to obtain the community's view of:

- If the Turakina community wants the classification of 'urban area' to be removed.
- If all animals should be permitted or if there are specific animals that the community would like to remain as restricted.
- If any other similarly affected communities would like Council to amend the Bylaw so they did not need to comply with the 'urban area' provisions.

### Timeframe and completion date

The period of community engagement will be 10 working days for written submissions, followed by oral submissions, analysis and reporting back to council for final adoption.

Key project stages	Completion date
Draft consultation documents and engagement plan prepared	24 September 2015
Documents approved for community engagement	1 October 2015
Turakina Community Committee alerted to Council decision on	1 October 2015

whether or not to consult on amending the bylaw	
Community engagement (written submissions for Turakina amendment)	5 October – 12pm 16 October 2015
Community engagement (expressions of interest)	5 October – 4pm 22 October 2015
Community engagement (oral submissions)	29 October 2015
<p>Oral and written submissions considered by Council, final decision on whether to amend the Bylaw made, amendments to Bylaw adopted if required.</p> <p>Responses to expressions of interest considered by Council, decision made about whether consultation will occur with other affected communities.</p>	29 October 2015 (depending on level of conflict).

### Communities to be engaged with

- Residential zoned land owners and occupiers of Turakina and adjoining rural properties.
- The communities of Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku.

### Engagement tools and techniques to be used

Engagement Spectrum position desired: Consult

Community group or stakeholder	How this group will be engaged
Property owners and occupiers	<p>Letter and submission form posted to each property owner (based on rates information) and occupiers (where known).</p> <p>Use of TCC members to help engage community.</p>
Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku)	<p>Website</p> <p>Public notices – Wanganui Chronicle, District Monitor, Central District Times.</p> <p>Direct engagement with key community members (e.g. Chairs of Community/Residents Committees/Boards, local Councillors, other influential community members) and interested parties.</p>



## **Resources needed to complete the engagement**

Resources beyond staff time required for this engagement are:

- Time from TCC members if willing.
- Public notices
- Printing costs

## **Communication planning**

### **Key messages**

- Which animals do you want to be permitted without the need for a written dispensation from an enforcement officer? - Turakina
- Do you want Council to consult with your community about amending the Animal Control Bylaw to remove the urban area restrictions currently in place? – Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku)

### **Reputation risks**

- Communities have a lack of trust and confidence in Council decision-making and that they have been listened to.
- Issue becoming controversial.
- Lack of clear communication about the proposed changes could result in the community expectations not being met i.e. they are not aware of the implications.

## **Basis of assessment and feedback to the communities involved**

Council officers will prepare a letter outlining the community's views, Council's response and any proposed changes to the Animal Control Bylaw. This letter will be sent to each person who made a submission, or depending on the outcome, each person in the residential zone in Turakina.

The feedback to the community will occur after Council has adopted changes to the Bylaw.

## **Project team roles and responsibilities**

<b>Team member</b>	<b>Role and responsibilities</b>
Michael Hodder	Project sponsor
Katrina Gray	Project leader
Katrina Gray	Community point of contact
Katrina Gray	Administration/public notices
Anna Dellow	Website

## *Appendix 5*



17 September 2015

File No: 1-DB-1-9

Name  
Address 1  
Town Postcode

Dear

## **Animal Control Bylaw Amendment 2015 - Turakina**

The Turakina Community Committee has expressed concerns about some properties in Turakina being included as 'urban areas' as part of the Animal Control Bylaw 2013. The areas which are classified as being in the 'urban area' are those zoned as Residential in the Rangitikei District Plan 2013 (see enclosed map showing the zoning of the township).

The inclusion of the residential zoned properties in Turakina as 'urban areas' currently places a number of restrictions on what, how many and setback distances for specific animals as follows:

### Cats

- Maximum of 3 cats over three months old.

### Poultry

- Maximum of 12 poultry animals.
- Poultry houses - minimum of 10 metres from any dwelling and 2 metres from a property.
- No roosters in the urban area or within 100 metres of a boundary with an urban area.

### Bees

- No keeping of bees if they are, or are likely to become a nuisance.
- Possible prescription of conditions relating to the location and number of hives.

### Pigs

- No pigs in the urban area or within 25 metres of a boundary with an urban area.

### Stock grazing

- Maximum stocking rate of 1 stock unit per 1000m<sup>2</sup> of pasture.

### Animal slaughter

- No slaughtering of stock in urban areas or within 100 metres of a boundary with an urban area.

Note: there is currently the provision for an enforcement officer to give a written dispensation. The dispensation will consider each situation on a case by case basis, and consider whether the neighbours have given their approval.

Due to the concerns raised by the Community Committee Council has approved a consultation process to allow the amendment of the Bylaw. The consultation process seeks your views on whether you would like Turakina to be removed from the 'urban area' classification, thus increasing flexibility for the number, location and type of animals permitted. The consultation processes also allows consideration of whether the Turakina community would prefer some animals to be permitted, while others remain excluded (unless written dispensation is given by an enforcement officer).

The specific questions Council would like feedback on are:

- 1 Do you think Turakina should be exempt from complying with the 'urban area' restrictions for the keeping of animals.
- 2 Are there some animals that you would like to see exempt, while others you would like to see restricted? Which animals are these?

A submission form has been enclosed for your convenience, please feel free to attach any relevant documentation. Submissions close noon **16 October 2015**. If you choose make a written submission you are also able to make an oral submission to Council. Oral submissions will be held in the Marton Council Chambers the afternoon of 29 October 2015. Please indicate on your submission form if you would like to attend to speak to your submission. I will be in touch to arrange specific speaking times.

If you have any questions, would like any parts of the Bylaw or amendment process clarified, please feel free to contact me on 0800 422 522.

Yours sincerely



Katrina Gray  
**Policy Analyst/Planner**

Encl. Submission form  
Postage paid envelope  
Animal Control Bylaw 2013  
Zoning map



Would you like to see the removal of the ability for an enforcement officer to prescribe conditions related to the number and location of bee hives in Turakina.

☐ Yes ☐ No

Comments:

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Would you like to see the removal of the limit on the number of grazing stock units permitted per property in Turakina? Currently there is a maximum stocking rate of 1 stock unit per 1000m<sup>2</sup> of pasture.

☐ Yes ☐ No

Comments:

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Would you like to see the removal of the restriction for slaughtering stock in Turakina (cattle, sheep, horses, deer, donkeys, mules, goats, pigs, alpacas, llamas)?

☐ Yes ☐ No

Comments:

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Would you like to see the removal of the setback requirements for poultry houses from dwellings and property boundaries in Turakina? Currently poultry houses are required to be setback 10 metres from an existing dwelling and 2 metres from a property boundary.

☐ Yes ☐ No

Comments:

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Do you have any further comments about the proposed amendments to the Animal Control Bylaw related to Turakina?

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*Attach additional information or pages if necessary*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# EXPRESSIONS OF INTEREST FORM

## Animal Control Bylaw Amendment



Name: \_\_\_\_\_

Organisation: (if applicable) \_\_\_\_\_

Phone: (day) \_\_\_\_\_

(evening) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### Which community are you submitting with regard to:

- |           |                       |                      |                       |
|-----------|-----------------------|----------------------|-----------------------|
| Crofton   | <input type="radio"/> | Koitiata             | <input type="radio"/> |
| Mangaweka | <input type="radio"/> | Mataroa              | <input type="radio"/> |
| Ohingaiti | <input type="radio"/> | Scotts Ferry         | <input type="radio"/> |
| Ratana    | <input type="radio"/> | Utiku                | <input type="radio"/> |
| Other     | <input type="radio"/> | Please specify _____ |                       |

**Would you like Council to consult your community about whether the area should be excluded from complying with all or some of the 'urban area' restrictions from the Animal Control Bylaw?**

☐ Yes

☐ No

Comments:

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Attach additional information or pages if necessary

**Expressions of Interest  
close at  
4pm on Thursday  
22 October 2015**

**Return this form, or send your  
written submission to:**

Expressions of Interest  
Animal Control Bylaw  
Rangitikei District Council  
Private Bag 1102  
Marton 4741

**Email:** [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

**Fax:** (06) 327 6970

**Any questions phone:**

Katrina Gray  
Policy Analyst/Planner  
0800 422 522

NOTE: If expressions of interest in favour of Council consulting about the removal of the 'urban area' restrictions further consultation with your community will occur.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Expressions of Interest – Amendment to Animal Control Bylaw 2013

Council wishes to seek the views of the following communities on potential amendments to the Animal Control Bylaw 2013

Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku.

Specifically:

Do you think Council should undertake consultation with your community about removing the requirement to comply with the 'urban area' provisions, increasing the flexibility about the types, number and locations of animals permitted without the need for a formal dispensation?

### Background

The Turakina Community has expressed concerns about Turakina's inclusion as an 'urban area' as part of the Animal Control Bylaw 2013. The inclusion of Turakina as an 'urban area' places a number of restrictions on what, how many and setback distances for specified animals. Turakina is included as an 'urban area' because the properties are zoned as residential under the operative Rangitikei District Plan 2013.

Due to the concerns raised by the community, Council has approved a consultation process to allow the amendment of the Bylaw. The consultation process seeks the community's views on whether they would like Turakina to be removed from the 'urban area' classification, thus increasing flexibility for the number, location and type of animals permitted in the area. The consultation processes also allows consideration of whether the Turakina community would prefer some animals as permitted, while others remain excluded unless written dispensation is given by an enforcement officer.

The main animals restricted are; cats, poultry (including roosters), pigs and bees. Stocking rates and animal slaughter are also restricted.

Expressions of interest are also sought from other rural communities which have residentially zoned properties – Crofton, Koitiata, Mangaweka, Mataroa, Ohingaiti, Scotts Ferry, Ratana and Utiku to establish whether they consider an amendment to the Bylaw would be useful in their community. A secondary consultation process would occur if there is interest from these communities.

### Further Information and Feedback

Further information can be found on the Rangitikei District Council website, from the Marton, Bulls and Taihape Libraries and the Council Office in Marton or you may ask for information to be sent to you by calling 0800 422 522.



Expressions of interest are invited until 4pm Thursday 22 October 2015. Written comments may be:

Posted to:

Rangitikei District Council  
Attn: Katrina Gray  
46 High Street, Private Bag 1102,  
Marton 4741

Emailed to: [info@rangitikei.govt.nz](mailto:info@rangitikei.govt.nz)

Dropped to: the Marton, Bulls or Taihape Libraries or Marton Council Offices.

If you have any questions or would like to make any verbal comments please contact Katrina Gray, on 06 327 0099 or 0800 422 522.

Ross McNeil

CHIEF EXECUTIVE

# Attachment 5

# Rangitikei District Council

## Turakina Reserve Management Committee Meeting

Minutes – Thursday 6 August 2015 – 7:00 p.m.

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8	Date of next meeting .....	4
9	Meeting closed .....	4

**Present:** Mr Steve Fouhy  
Mr Alistair Campbell  
Ms Laurel Mauchline Campbell  
Ms Denise Wallen  
Cr Soraya Peke-Mason

**Apologies:** Mr Durry Benton

Unconfirmed



## 1 Welcome

The Chairperson welcomed everyone to the meeting.

## 2 Apologies

**Resolved minute number** 15/TRMC/08 **File Ref**

That the apology for absence from Mr Durry Benton be received.

## 3 Confirmation of minutes

**Resolved minute number** 15/TRMC/09 **File Ref**

That the Minutes of the Turakina Reserve Management Committee meeting held on 4 June 2015 be taken as read and verified as an accurate and correct record of the meeting.

Mr Campbell / Ms Mauchline Campbell. Carried

## 4 Matters Arising

### Repairs to Spouting on Open Building

It was requested that the Council apprise the Chair on the status of the repairs to the building.

## 5 Council response to recommendations from the Committee

There were no recommendations from the Committee presented to Council's meeting on 25 June 2015.

## 6 Caledonian Society building on the Domain

The Committee noted the receipt of the letter from the Caledonian Society, formally requesting the consent of the Committee for the placement of a 6M container on the Domain (as raised at last meeting), and suggesting both parties enter into a formal Memorandum of Understanding regarding the condition for this.

**Resolved minute number** 15/TMC/10 **File Ref**

That the application for the placement of a 6M container on the Domain be approved, subject to receiving the draft Memorandum of Understanding from the Caledonian Society.

Ms Wallen / Ms Mauchline Campbell



## **7 Turakina Tartan on the Bus Shelter**

The Committee noted that the Caledonian Society had agreed that the painting of the Turakina Tartan on the Bus Shelter was feasible, and that Ms Mauchline Campbell had the design.

## **8 General business**

The Committee noted that the donated trees, four metre Cypress, had been chosen but not yet ordered.

It was requested that Mr Benton be added to the list of recipients of the Order Paper and to the Delegations Register.

## **9 Date of next meeting**

Thursday 1 October 2015, 7.00 pm

## **10 Meeting closed – 7.20pm**

Confirmed/Chair: \_\_\_\_\_

Date:

# Rangitikei District Council

## Turakina Community Committee Meeting

Minutes – Thursday 6 August 2015 – 7:30 p.m.

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9	General business.....	5
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11	Meeting closed .....	6

**Present:** Mr Steve Fouhy (Chair)  
Mr Alistair Campbell  
Mr Nick Eagland  
Ms Laurel Mauchline Campbell  
Ms Denise Wallen  
Cr Soraya Peke-Mason

**In attendance:** Mr Ross McNeil, Chief Executive  
Mrs Sandra Terewi, Whanganui CLAW Office (from 7.40pm)

Unconfirmed

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 1 Apologies

**Resolved minute number**                      **15/TCC/006**                      **File Ref**

That the apologies for absence from Ms Carol Neilson and Ms Shona Welsh be received

Ms Wallen / Ms Mauchline Campbell. Carried

## 2 Confirmation of minutes

**Resolved minute number**                      **15/TCC/007**                      **File Ref**

That the Minutes of the Turakina Community Committee meeting held on 4 June 2015 be taken as read and verified as an accurate and correct record of the meeting.

Mr Fouhy / Mr Campbell. Carried

## 3 Matters Arising

- **Turakina Valley Road**  
Due to the recent flooding, the Committee agreed that this matter be deferred to a date yet to be determined.
- **Turakina Primary School Friends and Whanau**  
The latest newsletter from this group had been circulated in the district and the Committee would be in contact with them.
- **Petition to the Long Term Plan**  
In discussion it was queried whether the petition to the Long Term Plan by Mr Turtle relating to footpaths should be acknowledged.

**Undertaking**                      **Subject**                      **Petition to the Long Term Plan**

Mr Ross McNeil would investigate and report back to the Committee on whether the Council had acknowledged Mr Turtle's petition to the Long Term Plan regarding footpaths.

## 4 Council decisions on recommendations from the Committee

There were no recommendations from the Committee presented to Council's meeting on 25 June 2015.

## 5 Rezoning of Turakina in the Operative District Plan – opinion from Community Law Office

The rezoning of Turakina in the Operative District Plan was well canvassed.

The Committee agreed to send a letter to the Council outlining the concerns raised by residents and requesting input from Council staff to assist in the writing of appropriate submissions. It also agreed to arrange a meeting of affected residents to discuss the matter. The Committee further agreed to send an email to the Chief Executive to set up an informal meeting with Council's Policy Staff as soon as practicable.

**Resolved minute number** 15/TCC/008 **File Ref**

That the Council be advised of the concerns expressed by the Turakina residents regarding the rezoning from Rural Settlement to Residential, and requests that the Council consider rezoning the entire village as Rural Living in the next District Plan review.

Ms Wallen / Mr Eagland. Carried

**Resolved minute number** 15/TCC/009 **File Ref**

That the Council be advised of the impact of the Animal Control By-Law under Residential zoning, and that the Committee requests a special case be made for Turakina village, to align with the Rural Living provisions in the Animal Control Bylaw.

Ms Wallen / Mr Eagland. Carried

Mrs Terewi left the meeting at 8.45pm

Mr McNeil left the meeting at 8.45pm

## 6 Council responses to queries raised at the last meeting

The Committee noted:

Long Term Plan – Consideration of the proposal regarding the footpaths on the seaward side of the road, as with other similar proposals in the Long Term Plan (and the use of the savings from the new roading contract), will be given at the Assets/Infrastructure Committee meeting in September. This is when the overall funding requirement on Council for repairs to roads from the 20-21 June 2015 extreme rain event will be known.

## **7 Management of Place-Making Initiatives in Turakina, Ratana and Mangaweka**

Councillor Peke-Mason would send an email to the Committee members with meeting dates to meet with Mr David Engwicht to discuss the place-making initiative. The Committee could not indicate their intentions until they were provided with more information.

**Resolved minute number**

**15/TCC/010**

**File Ref**

**1-CP-7-5**

That the report "Management of Place-Making Initiatives in Turakina, Ratana and Mangaweka" be received.

Ms Mauchline / Mr Fouhy. Carried

## **8 Parks Upgrades Partnership Fund**

The Committee noted that the Council had allocated up to \$50,000 per year in a fund for parks and reserve upgrades. The funding would be allocated to projects which contribute at least \$2(in cash or kind) for each ratepayer \$ so bringing in a total value of up to \$150,000 each year.

The allocation of funds would be undertaken in partnership with the community. Applications from the community for the funding would be open all year round and treated on a case by case basis. The projects would have an upper limit of \$45,000, with anything over this value considered through an Annual Plan process.

The projects would need to be consistent with the Parks and Reserves Management Plans and the Policy on Community Gardens.

## **9 Small Projects Grant Scheme**

The Committee noted the 2015/16 Small Projects Grant Scheme for Turakina Ward is \$671.00 and that the allocation of the Small Projects Grant Scheme is for the period 1 July 2015 to 30 June 2016. Any unspent funds at the end of this period cannot be carried over to the following financial year.

The Committee would place a notice in the School Friends and Whanau newsletter, calling for suggestions from the community for the use of this small fund.

## **10 General business**

The Committee extended its appreciation to Task Force Green workers availability to assist property owners clean up following the recent flooding.

The Committee requested that future issues of Order Papers go to every member and that extra copies were sent to the Chair for circulation to people attending the meetings.

## **11 Next meeting**

Thursday 1 October 2015, 7.30 pm

## **12 Meeting closed – 9.30pm**

Confirmed/Chair: \_\_\_\_\_

Date:

Unconfirmed



# Rangitikei District Council

## Marton Community Committee Meeting

Minutes – Wednesday 12 August 2015 – 7:00 p.m.

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**Present:** Ms Lorraine Pearson (Chair)  
Ms Carolyn Bates  
Ms Lynne Duncan  
Ms Jennifer Greener  
Mr Nathan Kane  
Ms Lani Peacock  
Council Nigel Belsham  
Cr Lynne Sheridan  
His Worship the Mayor

**In attendance:** Ms Cath Ash, Project Marton  
Mr Kevin Morris, Policy Analyst

Unconfirmed

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Apologies

**Resolved minute number** 15/MCC/059 **File Ref**

That apologies for absence from Ms Anne George and Mr Nick Kuyper be received.

Ms Bates / Ms Pearson

## 3 Confirmation of Minutes

**Resolved minute number** 15/MCC/060 **File Ref**

That the minutes of the Marton Community Committee meeting held on 8 July 2015 be taken as read and verified as an accurate and correct record of the meeting.

Mr Kane / Cr Sheridan

## 4 Matters Arising

Nil

## 5 Council Decision on Recommendations from the Committee

There were no recommendations requiring a Council decision.

## 6 Update from the Project Marton Co-ordinator

The Committee received an update from the Project Marton Co-ordinator.

## 7 Update on Town Centre Plan Project

Mr Morris spoke to his memorandum.

Mrs Pearson highlighted some of the discussions from a meeting held on 23 July 2015.

**Resolved minute number** 15/MCC/061 **File Ref** 1-CP-7-2

That the memorandum 'Update on the Town Centre Plans for Marton' be received.

Ms Bates / Ms Pearson

## **8 Arrangements for parks and town maintenance services**

The Committee noted that from 1 August 2015, the Council had assumed direct responsibility for providing these services. Mowing of parks and gardening will be undertaken by a small Council team, led by Athol Sanson, Team Leader for Parks and Gardening. It was also noted that separate contracts had been negotiated for sexton duties, CBD cleaning and urban berm mowing.

Mr Morris gave an update on the new arrangements for Parks and advised that he would invite Mr Sanson to a meeting.

## **9 Parks Upgrades Partnership Fund**

The Committee noted the consultation document associated with the draft 2015-25 Long Term Plan, What's the Plan, Rangitikei....?, outlined two options for the future upgrades to parks. Option 1 was to rely on community donated labour and materials for improving our parks. Option 2 was to make an annual provision of \$50,000 to upgrade facilities and equipment at our parks.

During submissions, there was a strong majority in favour of Council contributing funding to park renewals and upgrades and also a significant recognition of the value of community input. A substantial minority of submitters specifically suggested that a combination of both community and Council support was needed.

Council decided to allocate up to \$50,000 per year in a fund for park and reserve upgrades and had suggested that a 2:1 contribution from the community (in cash or in kind) to match Council's funding be appropriate. It had also agreed an upper limit to Council's contribution to each proposed upgrade of \$15,000, which would indicate that projects should be up to \$45,000 in total (cash and in kind contributions). Anything over this amount would be a significant upgrade for consideration through the Annual Plan process.

The Assets/Infrastructure Committee considered a process to allocate this funding at its meeting on 9 July 2015.

This process would be very much a partnership between Council and the community. It was likely that either a need, or a great idea, was identified in the community and someone from the community approach the Council to seek support. This could be at any time during the development of the project but it could be expected that if it concerned a Council-owned asset then Council would be engaged near the start.

The fund could be open for applications at any time and each application was treated on a case-by-case basis by the Assets/Infrastructure Committee.

The Committee also noted an application form was attached to the Order Paper. It took the form of an "expression of interest" which was developed in conjunction with Council staff. The contribution from the community would be to describe the project, the community support/consultation that has taken place and a fundraising plan and the contribution from Council staff would be to describe the fit with Council's current objectives in managing its parks and reserves.

The Committee could then take a view on whether it wished to support the project and to what extent. It would also give the Committee the opportunity to consider the phasing of these projects and to put a deadline for community fundraising to be completed.

The Assets/Infrastructure Committee would be unlikely to consider contributing to park upgrades which went against either:

- The objectives and/or action plan contained in the Parks and reserves management plan(s) or
- Council's intent to rationalise its parks and open spaces assets (fewer but better)

**Resolved minute number**

**15/MCC/062**

**File Ref**

That the information relating to the Park Upgrade Partnership Fund be received.

Ms Bates / Ms Pearson

## **10 Items noted for inclusion at the previous meeting**

- **Town signage on highways**  
Ms Pearson undertook to draft up a sign for the next meeting.
- **Seating at Hunterville and Barbecue Seating at Wilson Park**  
As members had viewed the wrong seating, these items would be postponed to the next meeting.

## **11 Volunteers Day in conjunction with Project Marton**

Ms Cath Ash confirmed a funding application had been submitted by Project Marton and that the decision would be known on 27 August 2015.

## **12 Photographs of play equipment**

The Committee agreed to defer the item to the next scheduled meeting of the Committee.

## **13 Council responses to queries at previous meetings**

The Committee noted the Council's response to proposed work on the fence at Wilson Park and the donation to the Flood Relief Fund.

## **14 Small Projects Grant Scheme (balance)**

The Committee noted that to date no funding from the Small Projects Grant scheme had been allocated for projects and the allocated funding was \$3,232.

## 15 Current infrastructure projects/upgrades and other Council activities within the ward

The Committee noted that no update had been provided regarding the 'Current Infrastructure Projects/Upgrades and other Council activities in the Marton Ward.

## 16 General Business

- **Rates Remission Policy Consultation**

His Worship the Mayor gave a brief outline of the proposed policy with examples.

**Resolved minute number**

**15/MCC/063**

**File Ref**

That the Committee recommend that the proposed changes to the Policy be endorsed.

Ms Greener / Ms Pearson

- **Criterion Site, Bulls**

A range of potential funding sources were being investigated for the proposed community facility on the site.

Concern was expressed regarding the ability of traffic to safely manoeuvre in and out of Dalziel Street.

- **Turakina Maori Girls College**

His Worship the Mayor advised that the Ministry of Education had proposed the closure of the Turakina Maori Girls College.

The Committee agreed that Ms Bates would write to the College to expressing its thoughts were with them.

- **Rangitikei College**

The Committee noted the new principal for Rangitikei College had been appointed and would commence in Term 4.

- **Bonny Glen / Marton Wastewater Treatment Plant**

The Committee received an update on the leachate issue associated with the Bonny Glen / Marton Wastewater Treatment Plant.

- **CBD Cleaning**

The Committee noted that a new contract was currently being negotiated for the Central/ Business District cleaning.

- **Roading**

The Committee noted that the cost of roading repair works was expected to be \$15-20 million following the flood damage in June 2015.

- **Trucks Transporting Waste to Bonny Glen**  
His Worship the Mayor advised that the Council could not specify the routes taken by heavy vehicles.
- **Emergency Management**  
His Worship the Mayor advised that the Council had conducted debriefs with staff, communities and councillors following the June 2015 weather event.
- **Crossing at Centennial Park**  
In discussion it was queried why Centennial Park crossing did not resemble a standard pedestrian crossing. Councillor Belsham undertook to investigate.
- **Frae Ona Park**  
Ms Bates advised that the Duck Sculpture had been installed and unveiled at the Frae Ona Park.
- **Task Force Green (assisting with June 2015 Flood Clean Up)**  
Mr Morris gave an update on the activities in cleaning up after the June weather event, and noted that the Task Force Green group were presently working in Whangaehu.
- **Waste Transfer Station**  
  
Mrs Pearson suggested that a regular time be set to allow Gold Card Holder to use the Waste Transfer Station facility at a discounted rate and that this suggestion be recommended to the Council.

## 17 Notification of Business for the Next Meeting

- Road Signage Proposal
- Hunterville Seating
- Play Equipment Photographs

## 18 Meeting Closed – 8.50pm

Confirmed/Chair: \_\_\_\_\_

Date:



# Rangitikei District Council

## Omatane Rural Water Supply Sub-Committee Meeting

Minutes – Wednesday 12 August 2015 – 3:07 p.m.

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7	Options for management of the Omatane Rural Water Supply Scheme .....	3
8	Members/Questions.....	4
9	Meeting Closed .....	4

#### Present:

Mr A McKay, Chairperson  
Mr N Gregory  
Mr D Hammond  
Mr L Kelly  
Mr A Ramsay  
Mr J Taylor

#### In Attendance:

Ms J Saywell, Utilities Asset Manager  
Mr A van Bussel, Operations Manager  
Cr R Rainey  
Cr A Gordon  
Mr M Thomas  
Ms R Baird, Administration

## 1 Apologies

That the apology for Mr Bird for absence be received.

Mr McKay/Mr Kelly. Carried

## 2 Confirmation of minutes

Mr McKay said he would like more written detail on the explanation given from Mr McIrvine regarding the financial statement.

*The scheme receives general rates which covers any council overheads charged to the scheme. Note these by accounting standards need to be shown as a cost against this activity and the other general ratepayers pick up this cost so there is no net cost to the scheme which effectively gets the services from council free including engineers finance insurance etc. Depreciation is not funded on the scheme assets.*

**Resolved minute number** 15/ORWS/006 **File Ref**

That the minutes of the Omatane Rural Water Supply Sub-Committee meeting held on 15 April 2015 be taken as read and verified as an accurate and correct record of the meeting, with the amendment of more detail in the financial report given by Mr George McIrvine.

Mr McKay/Mr Kelly. Carried

## 3 Matters Arising

Ms Saywell would follow up the schemes insurance and what they are covered for.

## 4 Water Manager's Report

Mr Hammond gave a verbal report and said he had cleaned the intake and fixed a break in the main line.

**Resolved minute number** 15/ORWS/007 **File Ref**

That the Water Managers Report, be received.

Mr Hammond/Mr Kelly. Carried

## 5 Scheme Overseer's Report

Mr van Bussel said there was nothing to report but had Horizons contact him as there was no signal coming from the flow meter. Mr van Bussel asked if any of the members were dialling in. Mr Kelly said they still do not have access into the Horizons website. Mr van Bussel said he would need to send Shane Gunn to look at the flow meter and he would need transport, Mr Kelly offered his four wheeler. Mr McKay said he would take Shane to the flow meter.

Mr van Bussel said the flow meter needs to be verified and the scheme would need to do a blue tick or a volumetric test. The members discussed this. Mr van Bussel said they could get Shane Gunn to do the volumetric test when he checks the flow meter.

## 6 Financial Report

Mr Kelly asked why the metered supply charge increased by \$7000.00. Mr Thomas noted that the increase would be due to the renewals on the capital expenditure which was \$6411.00. Ms Saywell said the software that is used may have noted that it is time for a renewal so has put an amount in the column. Mr Taylor asked what was the schemes cash balance, Cr Rainey said the balance goes into a general fund. Mr Taylor said the “book entries” are clouding the actual cash terms. The question was asked “is the scheme being rated for more than what is spent and does the balance roll over”. Cr Rainey and Cr Gordon would go and meet with Mr McIrvine the following day to ask the questions posed from the members, Mr McKay would try and meet with them too.

**Resolved minute number** 15/ORWS/008 **File Ref**

That the Statement of Operations for period ending 31 May 2015, be received.

Mr van Bussel/Mr Thomas. Carried

## 7 Options for management of the Omatane Rural Water Supply Scheme

Mr McKay said the members had met and discussed the options and had decided to stay with the current arrangements, but have decided to leave their decision until their queries about the financial report are answered. Mr McKay asked what is the minimum involvement that council could be involved with the scheme. Cr Rainey said that council could still charge the general rate on their behalf.

**Resolved minute number** 15/ORWS/009 **File Ref**

That the report “Options for management of the Omatane Rural Water Supply Scheme” be received and noted (as for the Council) constituting a review of delivery of services under section 17A of the Local Government Act 2002 (and potentially an approach applicable to the District’s other rural water supply schemes) and that the members have decided to continue the present arrangements to support the scheme until all members are satisfied with the outcome of the questions posed to the finance department.

Mr McKay/Mr Kelly. Carried

## **8 Members/Questions**

Mr Hammond advised the committee that he would be going off the scheme by winter next year. Mr van Bussel said the members may want to look at selling Mr Hammonds units. Mr Kelly said the scheme may work better with less people on it. Mr Gregory said the units could be offered to neighbouring properties.

Cr Rainey asked why the committee was considering staying with council if they have so many reservations. Mr Kelly said that for many years they have had a good relationship with council but need clarification on the financials.

## **9 Date of next meeting**

Wednesday 10 August 2016

## **10 Meeting Closed**

4:15pm

Confirmed/Chair: \_\_\_\_\_

Date: \_\_\_\_\_

# Rangitikei District Council

## Finance/Performance Committee Meeting

Minutes – Thursday 27 August 2015 – 9:30 a.m.

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**Present:** His Worship the Mayor, Andy Watson  
Cr Dean McManaway  
Cr Cath Ash  
Cr Nigel Belsham  
Cr Tim Harris  
Cr Rebecca McNeil  
Cr Ruth Rainey  
Cr Lynne Sheridan

**In attendance:** Mr Ross McNeil, Chief Executive  
Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr George McIrvine, Finance & Business Support Group Manager  
Ms Denise Servante, Strategy and Community Planning Manager  
Mrs Priscilla Jeffrey, Governance Administrator

**Tabled Documents:**

<b>Item 6</b>	Chair's report
<b>Item 7</b>	Further information from Rangitikei Heritage Group
<b>Item 8</b>	Taihape Shearers Sport Inc Project Report Form

## 1 Welcome

His Worship the Mayor welcomed everyone to the meeting.

## 2 Council Prayer

Councillor Ash read the Council prayer.

## 3 Apologies/leave of absence

**Resolved minute number** 15/FPE/046 **File Ref**

That apologies for lateness from Councillors Harris and Sheridan and for absence from Councillor Peke-Mason be received.

His Worship the Mayor / Councillor Rainey. Carried

## 4 Confirmation of order of business

His Worship the Mayor informed the Committee that there would be no changes to the order of business from that set out in the agenda.

## 5 Confirmation of Minutes

**Resolved minute number** 15/FPE/047 **File Ref**

That the Minutes of the Finance/Performance Committee meeting held on 30 July 2015 be taken as read and verified as an accurate and correct record of the meeting.

Cr Belsham / Cr Ash. Carried

## 6 Chair's report

His Worship the Mayor spoke to his tabled report.

**Resolved minute number** 15/FPE/048 **File Ref** 3-CT-14-1

That the Chair's report to the Finance/Performance Committee meeting on 27 August 2015 be received.

His Worship the Mayor / Cr McManaway. Carried

Cr Harris arrived 9.40 am



## 7 Consideration of applications to Community Initiatives Fund 2015/16 (round 1)

Cr Ash declared an interest with her role in Project Marton. The Chair ruled she could stay in the room and answer questions but not vote

His Worship the Mayor gave the Committee an overview of the process for considering the applications which had been separately circulated (together, for Committee members only, scoring sheets). He explained that all costs were shown: When staff reviewed applications, they excluded any ineligible costs (such as food and beverages).

Cr Sheridan arrived at 9.59am

His Worship the Mayor provided an opportunity for applicants to speak to the Committee on their particular project/event. Cr Ash spoke to the Committee on Project Marton and Mr Shane Ratima on the Hunterville Huntaway Festival (for the Events Sponsorship Scheme). The Committee noted the Rangitikei Heritage Group's written statement in lieu of attending and speaking to the Committee.

<b>Resolved minute number</b>	<b>15/FPE/049</b>	<b>File Ref</b>	<b>3-GF-8-3</b>
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That the report 'Consideration of applications for the Community Initiative Fund 2015/16' be received.

Cr Sheridan / Cr Belsham. Carried

<b>Resolved minute number</b>	<b>15/FPE/050</b>	<b>File Ref</b>	<b>3-GF-8-3</b>
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That the following Project Report Forms be received:

- Marton Country Music Festival Inc
- Turakina Caledonian Society
- Bulls & District Community Trust (Wearable Arts 2014)
- Bulls & District Community Trust (Rangitikei's Got Talent 2014)
- Taihape and Districts A&P Show
- Rangitikei College
- Pukeokahu Hall Committee
- Marton & Districts Historical Society
- Marton & Surrounds ICT Hub Charitable Trust
- Bulls & District Friendship Club Inc.
- Wanganui Area Neighbourhood Support
- Royal New Zealand Plunket Society Manawatu/Wanganui Area Inc
- Rangitikei Shearing Sports

Cr Sheridan / Cr Rainey. Carried

**Resolved minute number**                      **15/FPE/051**                      **File Ref**                      **3-GF-8-3**

That the Finance/Performance Committee does not consider the application from Project Marton for a celebratory volunteers event to be sufficiently different from the volunteers tea already part-funded through the MOU arrangements to be eligible for the Community Initiatives Fund.

Cr McManaway / Cr Harris. Carried

ABSTAINED Cr Sheridan

**Resolved minute number**                      **15/FPE/052**                      **File Ref**                      **3-GF-8-3**

That the application from Mataroa Cemetery Trustees which was received after the closing date of applications be considered by Finance / Performance Committee.

His Worship the Mayor / Cr McManaway. Carried

The Committee reviewed the proposed amounts to be granted.

**Resolved minute number**                      **15/FPE/053**                      **File Ref**                      **3-GF-8-3**

That the application from Rangitikei Heritage be fully funded.

Cr Belsham / Cr Ash. Carried

**Resolved minute number**                      **15/FPE/054**                      **File Ref**                      **3-GF-8-3**

That the Finance / Performance Committee approve the applications, listed below, and disperse the Community Initiatives Fund as outlined to successful applicants.

Royal NZ Plunket Society Manawatu/Whanganui Area	\$1,500
Pukeokahu Hall Committee	\$1,400
Rangitikei Heritage Group	\$1,504
Marton and Surrounds ICT Hub	\$4,000
Alzheimer's Disease and Related Disorders Society	\$800
Wanganui Neighbourhood Support Groups Inc	\$900
Project Marton Inc	\$0
Mataroa Cemetery Trustees	\$1,550

Cr Rainey / Cr McManaway. Carried

**Resolved minute number**                      **15/FPE/055**                      **File Ref**                      **3-GF-8-3**

That the unallocated portion of round 1 for the Community Initiatives Fund (\$8,346) be made available for round 2.

Cr Belsham / Cr Ash. Carried

## **8 Consideration of applications to Events Sponsorship Scheme 2015/16 (round 1)**

Cr Ash declared an interest with her role in Project Marton. Cr McNeil declared an interest in the Mudder with her role in Rangitikei Tourism. The Chair ruled they could stay in the room and answer questions but not vote

His Worship the Mayor noted that the process was the same as that used for applications to the Community Initiatives Fund.

Cr Sheridan left the meeting at 11.14am/11.18am

### **Motion**

That the Finance/Performance Committee suggested that \$2,634 be invested in promotional display materials as outlined in the report 'Consideration of applications for the Events Sponsorship Scheme 2015/16' that the organisers of sponsored events shall use as part of the sponsorship arrangement.

Cr McManaway./ Lapsed

**Resolved minute number**                      **15/FPE/056**                      **File Ref**                      **3-GF-8-3**

That the Finance/Performance Committee requests that the Chief Executive funds promotional display materials as outlined in the report 'Consideration of applications for the Events Sponsorship Scheme 2015/16' that the organisers of sponsored events shall use as part of the sponsorship arrangement to the extent of \$2,634 from a budget to be identified.

Cr McManaway / Cr Belsham. Carried

**Resolved minute number**                      **15/FPE/057**                      **File Ref**                      **3-GF-8-3**

That the Finance/Performance Committee approves the sponsorship of events listed below, and disperse the Events Sponsorship Scheme as outlined to successful applicants:

Rangitikei Tourism – The Mudder	\$643
Ratana Maramatanga Sports Club – 90 <sup>th</sup> Anniversary celebration	\$975
Marton Country Music Festival Inc – Country Music Festival 2016	\$2,250

Turakina Caledonian Games Society Inc – Caledonian Games 2016	\$2,563
Taihape Shearing Sports Inc – Taihape Shearing Event 2016	\$1,688
Rangitikei Shearing Sports – Rangitikei Shearing Event 2016	\$2,063
Taihape Area Show Jumping – Taihape Show Jumping Event 2016	\$1,500
Huntermville Huntaway Festival – Shemozzle 2015	\$3,000
Project Marton Inc – Rangitikei's Got Talent	\$2,143

His Worship the Mayor / Cr Sheridan. Carried

**Resolved minute number**                      **15/FPE/058**                      **File Ref**                      **3-GF-8-3**

That the Finance/Performance Committee requests that the Chief Executive identifies another budget to fund MarketView Event Reports associated with the accountability reports for the high profile and high profile/community events sponsored.

Cr Belsham / Cr McManaway. Carried

**Resolved minute number**                      **15/FPE/059**                      **File Ref**                      **3-GF-8-3**

That the unallocated portion of round 1 for the Events Sponsorship Scheme (\$1,177) be made available for round 2.

His Worship the Mayor / Cr Sheridan. Carried

The meeting adjourned at 11.58am / 1.04pm

**Resolved minute number**                      **15/FPE/060**                      **File Ref**                      **3-GF-8-3**

That the tabled Project Report Form from Taihape Shearing Sports Inc be received.

His Worship the Mayor / Cr Belsham. Carried

## **9 Financial report – draft full year 2014/15**

Mr McIrvine spoke to his report. The financial tables from the Annual Report had yet to be audited, but no substantial change was anticipated. The only uncertainty lay on the financial treatment of damage to Council's roads following the extreme rainfall on 20-21 June 2015, together with the costs to repair and the subsidy from the New Zealand Transport Agency. Mr McIrvine outlined discussions to date with the auditors on this.

The new internal Parks & Reserve team commenced after the end of the 2014/15 financial year, so has had no impact on the year's financial result.

**Resolved minute number****15/FPE/061****File Ref****5-FR-4-1**

That the report 'Financial report – draft full year 2014/15' be received.

Cr McManaway / Cr Sheridan. Carried

## **10 Discounted rates at the waste transfer stations for pensioners**

Consideration was given to a letter from Mrs Lorraine Pearson requesting a discount rate at the waste transfer stations for pensioners.

Main points raised in discussion were:

- an opportunity for Council to provide some assistance;
- a trial period the only way to find out the impact
- potential for manipulation;
- others on low income couldn't benefit;
- might be viewed as a precedent for similar discounts on other Council services

### **Motion**

That the Finance/Performance Committee asks the Chief Executive to thank Lorraine Pearson for her suggestion for discounted rates at the waste transfer station for pensioners, advising that Council has agreed to undertake a trial over three months offering a 50% discount on production of the Gold Card, such a trial to be reviewed after two months to assess the take-up, impact on revenue and any administrative issues, to inform a decision whether the discount should continue over a longer period.

Cr Belsham / His Worship the Mayor. Lost

## **11 Application of rates remission policy for land affected by natural calamity – June 2015 rainfall event – suggested criteria**

At its meeting on 30 July 2015, the Finance/Performance Committee resolved that the June 2015 rainfall event be deemed to fall within the scope of the Council's rates remission policy for land affected by natural calamity, and that the Chief Executive subsequently provide advice on the criteria to be used for rates remission. A draft set of criteria was provided for consideration.

Points in discussion:

- The criteria provided a framework.

- Farm tracks (including bridges) implied culverts.
- Application of the criteria would be a Council decision unless delegated.

**Resolved minute number**                      **15/FPE/062**                      **File Ref**                      **3-PY-1-18**

That the suggested criteria for applying Council's rates remission policy for land affected by natural calamity – 20-21 June 2015 extreme rainfall event' be received.

Cr Sheridan / Cr Rainey. Carried

**Resolved minute number**                      **15/FPE/063**                      **File Ref**                      **3-PY-1-18**

That the suggested criteria for applying Council's rates remission policy for land affected by natural calamity – 20-21 June 2015 extreme rainfall event be adopted without amendment.

Cr McManaway / Cr Harris. Carried

## **12 Late Items**

Nil

## **13 Future Items for the agenda**

Nil

## **14 Next meeting**

1 October 2015, 9.30am

## **15 Meeting closed – 1.51pm**

**Confirmed/Chair:** \_\_\_\_\_

**Date:**

# Rangitikei District Council

## Audit/Risk Committee Meeting

Order Paper – Tuesday 1 September 2015 – 1:15 p.m.

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**Present:** Mr Craig O'Connell (Chair)  
Cr Nigel Belsham  
Cr Dean McManaway  
Cr Lynne Sheridan  
His Worship the Mayor, Andy Watson

**Also present:** Cr Soraya Peke-Mason

**In attendance:** Mr Ross McNeil, Chief Executive  
Mr Michael Hodder, Community & Regulatory Services Group Manager  
Mr George McIrvine, Finance & Business Support Group Manager  
Ms Debbie Perera, Associate Director, Audit New Zealand  
Mrs Priscilla Jeffrey, Governance Administrator

**Tabled Documents:** **Item 2** Report, dated 1 September 2015, from His Worship the Mayor

## 1 Council Prayer

His Worship the Mayor read the Council prayer.

## 2 Welcome and introduction from the Mayor

His Worship the Mayor welcomed everyone to the meeting and thanked Ms Debbie Perera, Associate Director Auditor New Zealand, for coming.

His Worship the Mayor read his tabled report. In concluding, he welcomed the appointment of Craig O'Connell as Chair and believed his guidance and independence would be invaluable to the Council.

## 3 Apologies/Leave of Absence

Nil

## 4 Independent Chair's declaration and installation

Mr Craig O'Connell read the following declaration.

*I, Craig O'Connell, declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Rangitikei District, the powers, authorities, and duties vested or imposed upon me as the Chair of the Audit/Risk Committee of the Rangitikei District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.*

Mr O'Connell then took the Chair.

## 5 Confirmation of order of business

There was no change to the order of business. The Chair commented on the amount of information the Committee could be required to consider and suggested looking particularly at what could change and be improved on. This was the first of two meetings in 2015 and would be a learning process.

## 6 Review of the Committee's terms of reference

The Committee reviewed its terms of reference.

**Resolved minute number**

**15/ARK/001**

**File Ref**

**3-OR-3-4**

That the Audit/Risk Committee recommends to Council that the Committee's approved terms of reference be adopted subject to the addition of an annual review of its terms of reference and delegations.

His Worship the Mayor / Cr McManaway. Carried

## 7 Managing the Council's risk

Mr Hodder spoke to his report.

<b>Resolved minute number</b>	<b>15/ARK/002</b>	<b>File Ref</b>	<b>5-PO-1</b>
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That the report 'Managing the Council's risks' be received.

His Worship the Mayor / Cr Belsham. Carried

<b>Resolved minute number</b>	<b>15/ARK/003</b>	<b>File Ref</b>	<b>5-PO-1</b>
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That the risk management policy be adopted as presented.

His Worship the Mayor / Cr Belsham. Carried

<b>Resolved minute number</b>	<b>15/ARK/004</b>	<b>File Ref</b>	<b>5-PO-1</b>
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That a revised risk management framework be provided to the next meeting of the Audit/Risk Committee, taking into account

- a. the Committee's perspective on tables 1 and 2 in the risk management policy,
- b. the forecasting assumptions included in the 2015/25 Long term Plan
- c. closer definition of likelihood, consequence and effectiveness of current controls and systems.

Cr Sheridan / Cr McManaway. Carried

<b>Undertaking</b>	<b>Subject</b>	<b>Revised Risk Management Framework</b>
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The Chair to read and summarise the good practice guide *Audit committees in the public sector* published by the Office of the Auditor General in 2008 and the follow-up discussion paper *Making the most of audit committees in the public sector* released in 2014.

## 8 Audit for 2014/15

The Committee considered the interim management report from the Council's auditors including an extract from the Draft 2014/15 Annual Report relating to the following items:

- Whole of Council – Funding Impact Statement
- Statement of Comprehensive Revenue and Expense
- Statement of Changes in Net Assets/Equity
- Statement of Financial Position
- Statement of Cashflows
- Part of Note 14: *Roading impairment*

A draft management response was in preparation, but not yet at a stage where it could be tabled at the meeting.

The Committee also considered the draft arrangements letter from Audit New Zealand for the 2014/15 audit.

<b>Resolved minute number</b>	<b>15/ARK/005</b>	<b>File Ref</b>	<b>5-EX-2-4; 5-FR-1</b>
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That the Interim management audit report for 2014/15 be received.

His Worship the Mayor / Cr Belsham. Carried

<b>Resolved minute number</b>	<b>15/ARK/006</b>	<b>File Ref</b>	<b>5-EX-2-4; 5-FR-1</b>
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That the draft arrangement letter for the 2014/15 audit be received.

Cr Belsham / Cr McManaway. Carried

## 9 Audit management report on the 2015/25 Long Term Plan

Mr Hodder spoke to his memorandum.

<b>Resolved minute number</b>	<b>15/ARK/007</b>	<b>File Ref</b>	<b>1-LTP15-1-2</b>
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That the audit management report on the 2015/25 Long Term Plan be received.

His Worship the Mayor / Cr McManaway. Carried

<b>Resolved minute number</b>	<b>15/ARK/008</b>	<b>File Ref</b>	<b>1-LTP15-1-2</b>
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That the Audit/Risk Committee endorses the proposed responses to the audit management report on the 2015/25 Long Term Plan, and requests an update to the Committee's first

meeting in 2016 on progress with committed actions.

His Worship the Mayor / Cr McManaway. Carried

## 10 Legal compliance monitoring project

Consideration was given to the report by the Policy Analyst, Mr Stuart Hylton.

<b>Resolved minute number</b>	<b>15/ARK/009</b>	<b>File Ref</b>	<b>5-PY-1</b>
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That the Legal Compliance Project Report be received.

His Worship the Mayor / Cr Sheridan. Carried

## 11 Agenda planning

The Committee, with regard to its terms of reference, identified four topics it wished to consider during the next twelve months.

<b>Resolved minute number</b>	<b>15/ARK/010</b>	<b>File Ref</b>
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That in addition to monitoring the Council's approach to risk and considering reports from the Council's auditors, the key topics for the Assets/Risk Committee until the end of 2016 be:

- investigation into the establishment of an infrastructure services Council-Controlled Organisation;
- considerations for joint venture engagements;
- project management procedures;
- Internal Audit programme

and that the Committee requests the Chief Executive to arrange preparation of briefing papers for these topics, one for each meeting.

Cr Sheridan / Cr Belsham. Carried

## 12 Late items

Nil

## 13 Future items for the agenda

Nil

## 14 Next meeting

To be advised by the Chief Executive – potentially early December 2015

## 15 Meeting closed – 4.06 pm

Confirmed/Chair: \_\_\_\_\_

Date:

Unconfirmed

# Rangitikei District Council

## Bulls Community Committee Meeting

Minutes – Tuesday 8 September 2015 – 5:30 p.m.

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**Present:** Mr Hew Dalrymple  
Ms Sandra Boxall  
Ms Jane Dunn  
Mr John Guinan  
Mr Braden Hammond  
Ms Jodi Jamieson  
Mr Andy Walker  
Cr Tim Harris

**Apologies:** Ms Carol Lewis  
Mr Keith Scott

**In Attendance** Mrs Annabel Sidey  
Mr Kevin Otto, Warrant Officer, Ohakea  
Ms Jan Harris, Bulls and Districts Community Development Manager

Unconfirmed



## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Apologies

Nil

## 3 Confirmation of Minutes

Resolved minute number

15/BCC/038

File Ref

That the Minutes of the Bulls Community Committee meeting held on 11 August 2015 be taken as read and verified as an accurate and correct record of the meeting.

Ms Thorby / Mr Guinan. Carried

## 4 Matters Arising

Nil.

## 5 Council decision on recommendations from the Committee

The Committee noted that there were no recommendations from the Committee presented to the Council's 27 August 2015 meeting.

## 6 Council responses to queries raised at the previous meeting

The Committee noted the Council responses to the three queries raised at the previous meeting:

- a) Painting of lighting poles in the War Memorial area

Council's roading team was taking this up with Alf Downs (street-light contractor).

- b) Replacement town map at the Town Hall

Council's GIS officer was looking into this.

- c) Damage to equipment at Walker Park

The state of equipment at all Council parks was currently being audited. Two trees had been removed as they were in the power lines.

**Resolved minute number**                      **15/BCC/039**                      **File Ref**

That the Council investigate the feasibility of placing dog poo bags beside street side rubbish bins.

Ms Thorby / Mr Hammond. Carried

## **7 Small projects grant scheme**

The Committee noted the balance of the Small Projects Grant Scheme for the Bulls Ward remains at \$1,184, and that no funds had been allocated to projects to date.

**Resolved minute number**                      **15/BCC/040**                      **File Ref**

That \$113.00 of the Small Projects Grant Scheme fund be allocated to the purchase of eight sets of white solar lights for Christmas lighting in Bridge, High and Criterion Streets.

Ms Thorby / Mr Hammond. Carried

**Resolved minute number**                      **15/BCC/041**                      **File Ref**

That Ms Dunn investigate funding for the purchase of a further ten pavement seats.

Ms Jamieson / Ms Thorby. Carried

**Resolved minute number**                      **15/BCC/042**                      **File Ref**

That Ms Thorby and Ms Dunn purchase plants for pots with the \$70 voucher.

Ms Jamieson / Ms Thorby. Carried

## **8 Notification of items from previous meeting**

The Committee noted that three children were involved in the Youth Project under the Bulls Town Centre Plan.

The Committee noted that the DIY noxious weeds/brambles on State Highway 1 and State Highway 3 was a grey area with NZTA, noting that any clearing of weeds would be inside the 70 kilometre area. A working bee would be organised outside Walker Park to clear weeds on the left hand side of the Park.

## **9 Upgrade on Bulls Wastewater Upgrade Project Focus Group**

The Committee noted that the consent applications lodged with Horizons Regional Council were still on hold awaiting further information. Submissions had now closed on the limited-notified extension to the designation lodged with Rangitikei District Council. One submission in favour of the proposal was received. The decision was due by 16 September 2015.

## **10 Current infrastructure projects/upgrades and other Council activities in the Bulls Ward**

The Committee noted the update.

## **11 General business**

It was noted that the cross at the gaol site needed to be moved. Ms Thorby to discuss with the churches and ascertain whether the cross could be donated to one of them.

### **Mrs Sidey**

- Commented that the Wearable Arts was a great event.

The Committee noted that Ms Thorby, Mr O'Regan and Ms Harris would be on the Christmas Parade Committee.

### **Ms Thorby**

- Expressed concern regarding safe crossings for both traffic and mobility scooters. She had identified safe crossing locations. She advised that people in scooters needed to have safer crossing sites. It was suggested that "cats eyes" be installed on the streets to mark the safe areas.

### **Mr Otto**

- The Air Force was releasing houses for sale, however he was not sure of the figures at this stage.
- The Ohakea Air Force would be putting on an air show on 25 and 26 February 2016.
- The Ohakea base was holding a full exercise over two months in October/November 2015.

### **Mr Walker**

- Apologised for not being in attendance for the last two months.

### **Mr Hammond**

- Fire Service Ball reminder
- Car wash 19 September 2015 reminder
- National Commander coming, donations for car wash

- Won the UFBA National Fire Service Challenge and the National Championship for Fire Truck Driving held at Manfeild on 22<sup>nd</sup> August 2015.

## **12 Notification of business for the next meeting**

The Chair would invite Constable Rhys Brown to the next meeting.

Members were keen to be included in the email notification list to receive updates from Mr Alan Muntz, Rural Police Co-ordinator for Feilding, of people of interest to the Police.

## **13 Next meeting**

13 October 2015, 5.30pm

## **14 Meeting closed – 6.35pm**

Confirmed/Chair: \_\_\_\_\_

Date:

# Rangitikei District Council

## Assets/Infrastructure Committee Meeting

Minutes – Thursday 10 September 2015 – 9:30 a.m.

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**Present:** Cr Dean McManaway  
Cr Cath Ash  
Cr Angus Gordon  
Cr Tim Harris  
Cr Mike Jones  
Cr Ruth Rainey  
Cr Lynne Sheridan

**In attendance:** Mr Hamish Waugh, Infrastructure Group Manager  
Mr Michael Hodder, Community & Regulatory Services Group Manager  
Ms Carol Downs, Executive Officer/Governance Administrator  
Mrs Joanna Saywell, Asset Manager - Utilities  
Mr Reuben Pokiha, Roading Operations Manager  
Ms Gaylene Prince, Community and Leisure Services Team Leader  
Mr Athol Sanson, Parks and Reserves Team Leader

**Tabled items:** Item 6: Chairs report

## 1 Welcome

The Chair welcomed everyone to the meeting.

## 2 Council Prayer

Cr Rainey read the prayer.

## 3 Apologies/leave of absence

That the apologies for lateness from Cr Harris and apologies from His Worship the Mayor and Cr Belsham be received.

Cr Gordon / Cr Rainey. Carried

## 4 Confirmation of Order of Business

The Chair informed the Committee that there would be no change to the order of business from that set out in the agenda.

## 5 Confirmation of Minutes

Resolved minute number	15/AIN/077	File Ref
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That the Minutes of the Assets/Infrastructure Committee meeting held on 13 August 2015 be taken as read and verified as an accurate and correct record of the meeting.

Cr Jones / Cr Sheridan. Carried

## 6 Chair's Report

The Chair spoke to his tabled report.

Resolved minute number	15/AIN/078	File Ref
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That the Chair's report to the Assets/Infrastructure Committee meeting on 10 September 2015 be received.

Cr McManaway / Cr Gordon. Carried

## 7 Queries raised at previous meeting

### Overflow at Kaka Road, Taihape

This is a private property matter and the owner is being advised accordingly.

### Performance target for unsealed roads

The target set in the adopted Long Term Plan is for at least 75% of network to be re-metalled each year – reckoned as 12,000m<sup>3</sup>

### **Complete list of roads requiring maintenance during 2015/16**

The resal programme has been confirmed and could start in October 2015 weather permitting; it will be included on the September template for consideration at the next meeting.

## **8 Activity management templates**

The Committee received and discussed the activity management reports for August 2015 covering the following groups of activities:

### **Roading and Footpaths**

The Committee expressed its thanks to Mr Pokiha and his team during the recent flood event. In speaking to the activity management reports Mr Pokiha noted his report at item 10 on the agenda: the detail of emergency works wasn't evident on the template. He elaborated:

- Phase 1 of the clean-up from the June floods will be finished by the end of September.
- Phase 2 – issued a design instruction for the drop-outs to a number of consultants to look at what works need to be done.
- Phase 3 – construction – tentatively starting at end of October 2015.
- The only road remaining closed is Mt Curl. Work is being issued as packages in the form of either open tenders and offered to known contractors who can do this work.
- Agnew Road – aware of the question whether this road is unsafe for trucks, and that drivers would not go to the end of the road to pick up stock.
- Te Hou Hou Bailey bridge – this is on a monthly rental basis funded by emergency works funding.
- A “big picture” meeting will be held about this, including Horizons about its responsibilities for some of the drop outs etc. and others that have responsibility for these types of areas.

### **Water Supply**

### **Sewerage & the Treatment and Disposal of Sewage**

### **Stormwater Drainage**

Mrs Saywell talked to all these reports and highlighted:

- there is still an issue with being able to report on the mandatory performance measures in all the water areas.
- Clarified that Marton bridge valve work means looking at installing valves at each end of the bridges by the Marton Pool and on Calico Line – so if a water shut down is required it can be controlled at either end of the bridge lessening the effect on towns. This is also being considered for the Hunterville Rural Water scheme.
- Hunterville's dirty water was resolved within four days.
- Russell Street Stormwater – looking at alternative solutions to get an improvement for the kindergarten as earlier options were deemed too expensive.

<b>Undertaking</b>	<b>Subject</b>	<b>Provide expenditure to date</b>
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Mrs Saywell to arrange for the expenditure to date on the Russell Street stormwater issue and the sum carried forward into 2015/16 be provided to the Committee's 15 October 2015 meeting.



### Community and Leisure Assets

Points noted by Ms Prince included:

- Painting has been completed at the Bulls Goal.
- Marton's main swimming pool is now open, the learner pool will open on 30 September 2015.
- The contract with the Ratana Communal Board of Trustees had been amended to include Turakina litter bins and was expected to be finalised by 18 September 2015.

Mr Athol Sanson was introduced to the Committee. He has now been in his role as Parks & Reserves Team Leader for five weeks. The key focus for the new team has been on health and safety and training.

- Areas of focus for the team are sports fields, noting long term management plans will be developed, and trees – long-term care needs to be programmed.
- Queens Park in Hunterville – the Committee noted that any work done on this park needs to be in consultation with Hunterville Lions as they have done a lot of work previously in the Park.

Cr Harris arrived at 9.45 am

### Rubbish and Recycling

Mrs Saywell advised it was looking likely Council would not meet the targets for the waste to landfill; the reasons for the upward spike in July were not yet established. There needed to be a focus on what can be done to rectify this. It is envisaged that the Waste Minimisation Plan will be reviewed ahead of the statutory deadline (2018) – and, potentially, in collaboration with Manawatu, although bearing in mind the concessionary rates at Bonny Glen and the lack of kerb-side recycling in the District.

Cr Harris asked about the feasibility of 24/7 recycling at Bulls; he saw local residents were using the Sanson facility.

### Undertaking

### Subject Bulls recycling feasibility

Mrs Saywell to arrange for the feasibility of rearranging the recycling facilities at the Bulls waste transfer station so that the bins were accessible 24/7 at the fence line.

### Resolved minute number

15/AIN/079

### File Ref

That the non-financial reporting templates for Asset based groups of activities for August 2015 be received.

Cr Harris / Cr Sheridan. Carried

## 9 Resource consent compliance

Mrs Saywell spoke to her report, noting that the volumes of liquid to the Taihape wastewater scheme are too high to achieve compliance. This is being discussed with Horizons, with a view to changing the consent limits.

**Resolved minute number**                      **15/AIN/080**                      **File Ref**

That the report 'Consent Compliance – August 2015' to the Assets/Infrastructure Committee meeting on 10 September 2015 be received.

Cr Sheridan / Cr Rainey. Carried

## **10 Update on emergency works – Council roading network**

Mr Pokiha spoke to his report. He advised there were about 99 drop outs initially, which is now done to about 60.

**Undertaking**                      **Subject**                      **Mt Curl reconstruction design**

Mr Pokiha to arrange for the design of the reconstruction work proposed for Mt Curl Road to be presented to the Assets/Infrastructure Committee

**Undertaking**                      **Subject**                      **Jim Mastyanek to talk with AIN Committee**

Mr Waugh to arrange for Mr Jim Mastyanek, who is co-ordinating most of the major road reconstruction projects, to talk with the Assets/Infrastructure Committee.

**Resolved minute number**                      **15/AIN/081**                      **File Ref**

That the report 'Update on emergency works – Council roading network' to the Assets/Infrastructure Committee's meeting of 10 September 2015 be received.

Cr Gordon / Cr Sheridan. Carried

## **11 Progress update with access roads to Taihape Kindergarten (off Toroa Road) and Dudding Lake (from SH 3)**

The Committee noted both projects are programmed for October 2015.

## **12 Renewal of Marton wastewater treatment plant – update**

Mrs Saywell provided a verbal report. Mr Mullinger was having discussions with his Board. There have been a few volunteers for the focus group, it is hoped the group would meet before the end of September. Preliminary design had been done for the inlet but further work on this project was a matter for discussion with the focus group.

## **13 Hunterville Domain power supply**

Ms Prince spoke to her report. A second quote has now been received for this work at a reduced price of \$9,000. A price from a local electrician is now required. The Hunterville Rugby Club has offered to dig the trenches at no charge. Ms Prince advised there may be funding from external sources for this work and this is being checked. There is also funding

from insurance which should cover some of the reinstatement. Ms Price advised the swimming pool is not using the same power pole.

It is hoped that by the next Committee meeting the total cost to Council will be known.

**Resolved minute number**                      **15/AIN/082**                      **File Ref**

That the 'Hunterville Domain power supply' report be received.

Cr Harris / Cr Gordon. Carried

## **14 Community housing – progress update on actions from previous meeting**

Ms Prince spoke to her report, the draft Request for Expression of Interest which was based on the Whakatane District Council's document. Ms Prince has been in contact with some potential groups who may be interested in doing this work. She confirmed that residents have been informed about what is planned.

The EOI document would be out by the end of September. She assured the Committee that the Manawatu Housing Trust and Edale would be included among those invited to make an expression of interest. Following consideration of the EOIs submitted, there could be a call for tenders or negotiation with one or more potential providers.

The Committee asked what discretion would be allowed over demolition or construction of new housing. Mr Waugh noted that this was now the arrangement in Manawatu. It was envisaged that the EOIs would flag concerns about particular housing blocks (or exclude them from the submission).

**Resolved minute number**                      **15/AIN/083**                      **File Ref**

That the 'Community Housing' report and Request for Expression of Interest be received.

Cr Gordon / Cr Rainey. Carried

## **15 Late items**

Nil

## **16 Future items for the agenda**

None identified.

## **17 Next meeting**

Thursday, 15 October 2015

## 18 Meeting closed – 11.15am

Confirmed/Chair: \_\_\_\_\_

Date:

Unconfirmed

# Rangitikei District Council

## Policy and Planning Committee Meeting

Minutes – Thursday 10 September 2015 – 1:00 p.m.

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8	Legislation and governance issues .....	4
9	Bulls Multi-purpose Community Centre – project update including progress with the fundraising plan for the Bulls Multi-purpose Community Centre .....	5
10	Proposed policy on remitting fees for exclusive use of community facilities or for building consents – further consideration .....	5
11	Final report from Bulls and District Community Trust, Project Marton, Rangitikei.com and Taihape Community Development Trust for 2014/15 .....	5
12	Update on communications strategy .....	6
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**Present:** Cr Lynne Sheridan (Chair)  
Cr Cath Ash  
Cr Richard Aslett  
Cr Angus Gordon

**In attendance:** Mr Michael Hodder, Community & Regulatory Services Group Manager  
Ms Denise Servante, Strategy and Community Planning Manager  
Mr Johan Cullis, Environmental and Regulatory Services Team Leader  
Ms Gaylene Prince, Community Services Team leader

**Tabled items:** Item 8: An interim guideline on Flying drones on Council parks

Unconfirmed

## 1 Welcome

Cr Sheridan welcomed everyone to the meeting.

## 2 Apologies/leave of absence

That the apologies for from His Worship the Mayor, Cr Soraya Peke-Mason and Cr Rebecca McNeil be received

Cr Gordon / Cr Ash. Carried

## 3 Confirmation of order of business

The Chair informed the Committee that there would be no change to the order of business from that set out in the agenda.

## 4 Confirmation of minutes

Thanks to Cr Aslett for standing in as chair.

<b>Resolved minute number</b>	<b>15/PPL/082</b>	<b>File Ref</b>
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That the Minutes of the Policy/Planning Committee meeting held on 13 August 2015 be taken as read and verified as an accurate and correct record of the meeting.

Cr Aslett / Cr Ash. Carried

## 5 Chair's report

<b>Resolved minute number</b>	<b>15/PPL/083</b>	<b>File Ref</b>	<b>3-CT-15-1</b>
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That the Chair's report to the Policy/Planning Committee meeting on 10 September 2015 be received.

Cr Gordon / Cr Ash. Carried

## 6 Digital Engagement Plan

Ms Servante gave a PowerPoint presentation to the meeting on the draft plan – 'Rapiditikei'. The final Plan was due with the Ministry of Business, Innovation and Employment no later than 18 September 2015. It represented the second requirement in responding to the Government's programme for improved broadband and mobile coverage throughout the country. The plan outlined eight projects related to either business growth or community enablement that can be progressed alongside the development of new broadband infrastructure.

There had been a series of meetings with groups of stakeholders in Taihape and Marton to develop this plan; Linda Holman, one of the members of the Marton group, spoke during Council's meeting on 27 August 2015.

## 7 Activity management templates

The Committee received and discussed the activity management reports for August 2015 covering the following groups of activities:

- Community Leadership
- Environmental and Regulatory Services
- Community Well-Being

<b>Resolved minute number</b>	<b>15/PPL/084</b>	<b>File Ref</b>	<b>5-EX-4</b>
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That the activity management templates for Community Leadership, Environmental and Regulatory Services and Community Well-Being be received.

Cr Gordon / Cr Ash. Carried

## 8 Legislation and governance issues

Mr Cullis informed the Committee about the recently passed legislation which allowed pubs to be open during live broadcasts of the 2015 Rugby World Cup subject to provision of their noise management plans and notification to Council of their intention to be open during live games.

Mr Hodder spoke to other topics in his report. Most building owners had postponed steps to comply with the Council's earthquake-prone buildings policy because of the pending legislation – which, when enacted, meant the Council's policy lapsed. It was not known whether there would be any guidance on the size of pedestrian and/or vehicle movement to inform public consultation on identifying priority masonry buildings which could collapse onto streets.

The final gradings for food handling businesses were being issued. It was a requirement that they be visible at the entry. The two stage process had provided an opportunity for such businesses to improve their processes and this was evident in the final gradings issued

The Committee agreed with the proposed approach on flying drones on Council parks.

<b>Resolved minute number</b>	<b>15/PPL/085</b>	<b>File Ref</b>	<b>3-OR-3-5</b>
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That the report 'Update on legislation and governance issues' to the Policy/Planning Committee's meeting of 10 September 2015 be received.

Cr Gordon /Cr Ash. Carried



**Resolved minute number**                      **15/PPL/086**                      **File Ref**                      **3-OR-3-5**

That the Policy/Planning Committee recommends that Council approve the interim guideline for 'Flying drones on Council parks' pending the adoption of a formal policy on the matter

Cr Gordon / Cr Ash. Carried

## **9 Bulls Multi-purpose Community Centre – project update including progress with the fundraising plan for the Bulls Multi-purpose Community Centre**

A high-level project plan has been developed and is under discussion with Horowhenua District Council which has recently implemented similar projects.

There was brief discussion around how much detail is required for the Lottery funding application. The timeframe for submitting that will be the deciding factor for the whole timeframe.

## **10 Proposed policy on remitting fees for exclusive use of community facilities or for building consents – further consideration**

Mr Hodder spoke to his report.

**Resolved minute number**                      **15/PPL/087**                      **File Ref**                      **3-PY-1**

That the memorandum 'Proposed policy on remitting fees for exclusive use of community facilities or for building consents – further consideration' be received.

Cr Aslett / Cr Ash. Carried

The Committee wished the draft policy to reflect the comment in the memorandum about delegating the application of the policy to the Chief Executive with requests for greater reduction being referred to Council.

**Resolved minute number**                      **15/PPL/088**                      **File Ref**                      **3-PY-1**

That the Policy/Planning Committee recommends to Council the adoption of the Policy as amended on remitting fees for exclusive use of community facilities or for building consents

Cr Sheridan / Cr Ash. Carried

## **11 Final report from Bulls and District Community Trust, Project Marton, Rangitikei.com and Taihape Community Development Trust for 2014/15**

There was discussion around the Events Calendar.

**Resolved minute number**                      **15/PPL/089**                      **File Ref**                      **3-GF-10**

That the report “Final report from Bulls and District Community Trust, Project Marton, Rangitikei.com and Taihape Community Development Trust for 2014/15” be received.

Cr Aslett / Cr Sheridan. Carried

**Resolved minute number**                      **15/PPL/090**                      **File Ref**                      **3-GF-10**

That the Committee acknowledges the contribution from the Memorandum of Understanding partner agencies to the following Levels of Service from the Community Well-being Group of Activities as outlined in the 2014/15 Annual Plan:

- Up-to-date and relevant information for visitors and residents on a range of services, activities and attractions
- An up-to-date, relevant and vibrant on line presence with information about services, activities and attractions, the District lifestyle, job opportunities and social media contacts
- Attractive and vibrant towns that attract business and residents
- Appropriate range of well-used Council and community facilities and services
- Increased social capital/cohesion/resilience

Cr Gordon / Cr Sheridan. Carried

## **12 Update on communications strategy**

**Resolved minute number**                      **15/PPL/091**                      **File Ref**                      **3-CTY-15-1**

That the update on the Communication Strategy to the Policy/Planning Committee’s meeting of 10 September 2015 be received.

Cr Gordon / Cr Aslett. Carried

## **13 Update on the Path to Well-being Initiative**

**Resolved minute number**                      **15/PPL/092**                      **File Ref**                      **1-CO-4**

That the memorandum ‘Update on the Path to Well-Being Initiative and other community development programmes – August 2015’ be received.

Cr Ash / Cr Gordon. Carried

## **14 Late Items**

None

## **15 Future Items for the Agenda**

None

## **16 Next meeting**

Thursday 15 October 2015, 1.00pm

## **17 Meeting closed**

4.18 pm

Confirmed/Chair: \_\_\_\_\_

Date:

Unconfirmed