



Rangitikei District Council

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Rangitikei
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Council Meeting Order Paper

Thursday 1 December 2016, 1pm

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

Website: www.rangitikei.govt.nz

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Chair

His Worship the Mayor, Andy Watson

Deputy Chair

Councillor Nigel Belsham

Membership

Councillors Cath Ash, Richard Aslett, Jane Dunn,
Angus Gordon, Dean McManaway, Soraya Peke-Mason, Graeme Platt,
Ruth Rainey, Lynne Sheridan, Dave Wilson

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 December 2016 – 1:00 p.m.

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Note: Applications to Council's Community Initiatives Fund and Events Sponsorship Scheme are provided as a separate document.

1 Welcome

2 Council prayer

3 Public forum

Scholarship winners from Rangitikei College will be in attendance.

4 Apologies/Leave of absence

5 Members' 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.

6 Confirmation of order of business

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.

7 Confirmation of minutes

Recommendation

That the Minutes of the Council meeting held on 3 November 2016 be taken as read and verified as an accurate and correct record of the meeting.

8 Mayor's report

A report will be tabled.

File ref: 3-EP-3-5

Recommendation

That the Mayor's report and schedule of engagements to Council's meeting on 1 December 2016 be received.

9 Submissions to proposed speed limit change around Kauangaroa

The submissions received are attached. Tim Matthews will make an oral submission.

10 Finalising Council's governance arrangements for the triennium

A report is attached.

File ref:

Recommendations

11 Community Committees and Reserve Management Committees

A report is attached

File ref:

Recommendations

12 Administrative matters

A report is attached.

File ref: 5-EX-4

Recommendations

- 1 That the report 'Administrative matters – November 2016' be received.
- 2 That Council endorses the Mayor's submission to the Minister for Communications strongly supporting the Commerce Committee's proposal (in its interim report of 3 November 2016) to grant statutory rights of access to use existing electricity works (e.g. power poles) for deploying fibre optic cable.
- 3 That Council endorse the Mayor's submission to the New Zealand Fire Service Commission on the funding of Fire and Emergency New Zealand in 2017/18.
- 4 That Gill Duncan, Julie Oliver, Pam Bradley, Tam Hiscotte and Winona Folau be confirmed as community members of the Creative New Zealand Assessment Committee alongside those confirmed by Council at its meeting on 3 November 2016.
- 5 That the Marton Wastewater Treatment Plant Advisory Group be re-established for the 2016-19 triennium with its community members being.....
- 6 That, in terms of section 327A of the Local Government Act 1974, the building line restriction(K37764) imposed on 13 Follett Street (lot 1 DP 18638) on 22 November 1955 by the Marton Borough Council be cancelled and the notice of cancellation be sent to the District Land Registrar.
- 7 That, having regard for its policy on Incentives to address earthquake-prone buildings, Council approves, in support of the proposed retail redevelopment by Alistair Verschoor at 104-106 Hautapu Street, Taihape, a waiver of% of rates for months from the start of demolition, a waiver of% for months from completion of the new building on that site and a remission of Council consent charges up to \$.....

- 8 That a waiver of% be approved for the building consent application to be submitted by the Taihape Historical Society for the construction of a pool shed at their site in Huia Street, Taihape.
- 9 That a waiver of \$..... be approved (in addition to the discount applicable to community organisations) for the use of the Bulls Town Hall Supper Room by the Bulls and Districts Historical Society for the launch of 'Slices of our lives'.

13 Top ten projects

A memorandum is attached.

File ref: 5-EX-4

Recommendation

That the memorandum 'Top ten projects – status, November 2016' be received.

14 Schedule of meetings Council, Community Boards and Council Committees 2017

A draft schedule is attached.

File: 2-EP-1-1

Recommendation

That the draft schedule of meetings of Council, Community Boards and Council Committees for 2017 be adopted [as amended/without amendment], with subsequent amendments confirmed by Council.

15 Deliberations report - draft Local Easter Sunday Shop Trading Policy

A report is attached.

File ref: 3-PY-1-25

Recommendations

- 10 That 'Deliberations report- draft Local Easter Sunday Shop Trading Policy' be received.
- 11 That Council adopts a Local Easter Sunday Shop Trading Policy permitting trading on Easter Sunday throughout the District to take effect from Easter Sunday 2017.

Or

That Council adopts a Local Easter Sunday Shop Trading Policy permitting trading on Easter Sunday only in Bulls and Taihape wards to take effect from Easter Sunday 2017.

Or

That Council provide for a further period of consultation on the draft Local Easter Sunday Shop Trading Policy in early 2017, which could lead to implementing such a policy for Easter Sunday 2018.

16 Community Initiatives Fund

A report is attached.

File ref: 3-GF-8-3

Recommendations

- 12 That the report 'Consideration of applications for the Community Initiative Fund 2016/17 – Round One' be received.
- 13 That the following Project Report Forms be received:
 - Pukeokahu Hall Committee – Running costs / Toilet upgrade
 - Taihape and District Museum and Historical Society – Newspaper Binding
 - Marton Samoan Rugby Team – New Uniforms
- 14 That the Finance / Performance Committee approve the applications, listed below, and disperse the Community Initiatives Fund as outlined to successful applicants.

• Diabetes NZ – Marton Support Group	\$
• Marton Rugby – New Juniors Uniforms	\$
• Turakina Nga Hara Trust – Ngahere Restoration Project	\$
• Rangitikei Netball Centre – New Uniforms	\$
• Project Marton – Future Living Skills	\$
• People First – Rangitikei Self Advocacy	\$

17 Events Sponsorship Scheme

A report is attached.

File ref: 3-GF-11-3

Recommendations

- 1 That the report 'Consideration of applications for the Events Sponsorship Scheme 2016/17 – Round Two' be received.
- 2 That the following Final Written Reports be received:
 - Marton Jaycees Inc – Marton Christmas Parade 2015
- 3 That the Finance / Performance Committee approve the sponsorship of events listed below, and disperse the Events Sponsorship Scheme as outlined to successful applicants:

• Marton Jaycees – Marton Christmas Parade	\$
• Parklee Bullride Club – Bullrides in Hunterville	\$

- Mangaweka Community Committee – The Long Twilight Dinner \$

18 Tender for reconstruction work at Majuba Bluff

A report is attached.

File ref: 6-RT-5-18

Recommendations

- 1 That the report 'Contract 1038 Turakina Valley 3 Flood Damage Repair - Majuba and Drysdale' be received.
- 2 That Council approves the awarding of Contract 1038 for Turakina Valley 3 Flood Damage Repair to Downer Limited Ltd, for the sum of \$693,317.22 excl GST.

19 Roothing Procurement Strategy 2016/17/-2017/18

A report is attached.

File ref: 3-PY-1-7

Recommendations

- 1 That the report 'Endorsement of Rangitikei District Council Roothing Procurement Strategy 2016/17/-2017/18' be received.
- 2 That Council endorses the Rangitikei District Council Roothing Procurement Strategy for 2016/17/-2017/18.
- 3 That Council approves the use of shared in-house professional services subject to a forthcoming review.
- 4 Update on the interim arrangements pending recruitment of Youth Development Coordinator

20 Update on the interim arrangements pending recruitment of Youth Development Coordinator

A report is attached.

File ref: 4-EN-12

Recommendations

- 1 That the memorandum "Update on the interim arrangements pending recruitment of Youth Development Coordinator" be received.

21 Considerations for management plan for Marton B and C Dams

A memorandum is attached.

File ref: 1-CP-4

Recommendations

1. That the memorandum 'Considerations for a Management Plan for Marton B and C Dams' be received.
2. That Council endorse the principle of allowing public access to Marton B & C Dams provided that it does not jeopardise the security of the water supply and that measures are in place to protect people from hazards associated with the operation of the dams.
3. That a detailed management plan for Marton B and C Dams be prepared for consideration by Council at its meeting on 30 March 2017, including estimated costs of allowing and maintaining public access to the area.

22 Results of survey of preferred location of rubbish bins

A report is attached.

File ref: 3-CT-13-4

Recommendations

1. That the report 'Number and Location of Rubbish Bins within the District – Feedback from Community Board's and Community Committee's' be received.
2. That the changes requested by the Community Boards and Community Committees on the location of rubbish bins be implemented.

23 Receipt of Committee minutes and resolutions to be confirmed

Recommendations

1. That the minutes of the following meetings be received:
 - Erehon Rural Water Supply Management Sub-Committee, 9 November 2016 *to be tabled if available*
 - Ratana Community Board, 9 November 2016 *to be tabled if available*
 - Taihape Community Board, 10 November 2016
 - Creative Communities Assessment Committee, 23 November 2016 *tabled if available*
 - Omatane Rural Water Supply Management Sub-Committee 23 November 2016 *tabled if available*

24 Public excluded

Recommendation

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

Item 1: Property Issues

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 Property Issues	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)	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.

25 Late items**26 Future items for the agenda****27 Next meeting**

Thursday 15 December 2016, 1.00 pm

28 Meeting closed

Attachment 1

Rangitikei District Council

Council Meeting

Minutes – Thursday 3 November 2016 – 1:00 p.m.

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Present:	His Worship the Mayor, Andy Watson	
	Cr Nigel Belsham	
	Cr Cath Ash	
	Cr Richard Aslett	
	Cr Jane Dunn	
	Cr Angus Gordon	
	Cr Dean McManaway	
	Cr Soraya Peke-Mason	
	Cr Graeme Platt	
	Cr Ruth Rainey	
	Cr Lynne Sheridan	
	Cr Dave Wilson	
In attendance:	Mr Ross McNeil, Chief Executive	
	Mr Michael Hodder, Community & Regulatory Services Group Manager	
	Mr George McIrvine, Finance & Business Support Group Manager	
	Ms Katrina Gray, Policy Analyst	
	Ms Samantha Kett, Governance Administrator	
Tabled documents:	Item 7	Mayor's Report – Mayor's Meetings and Engagements
	Item 9	Committee structure and governance arrangements for the 2016-2019 triennium – Possible Council Roles and Creative New Zealand Assessment Committee nominees.
	Item 12	Updated induction timetable – Updated induction timetable

1 Council Prayer

Cr Aslett read the Council Prayer.

2 Public Forum

Nil

3 Apologies/Leave of Absence

That the apology for leaving early from Cr Peke-Mason be received.

Cr Sheridan / Cr Gordon. Carried

4 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.

5 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.

6 Minutes: Council Meeting, 20 October 2016

Resolved minute number **16/RDC/279** File Ref

That the minutes of the Council meeting held on 20 October 2016 be taken as read and verified as an accurate and correct record of the meeting.

Cr Ash / Cr McManaway. Carried

7 Mayor's Report

His Worship the Mayor tabled a list of his meetings and engagements for October 2016 and gave a brief verbal report. He spoke to Council about the huge workload that they were faced for the triennium and the way that the proposed portfolio structure (to be discussed in item 9) would work.

Resolved minute number **16/RDC/280** File Ref **3-EP-3-5**

That the Mayor's report to Council's meeting of 3 November 2016 be received.

His Worship the Mayor / Cr Belsham. Carried

8 Standing Orders and Order of Business for the 2016-2019 Triennium

Mr McNeil and Mr Hodder spoke briefly to the report highlighting the main changes to the Standing Orders proposed by Local Government New Zealand from the Standards New Zealand ones.

Council discussed the addition of the Standing Order around the Mayor/Committee Chair having a casting vote.

Resolved minute number **16/RDC/281** **File Ref** **3-OR-3-4**

That the report on Standing Orders and Order of Business for the 2016-19 triennium be received.

Cr Aslett / Cr Peke-Mason. Carried

Motion

That Council replace its Standing Orders by adopting those proposed by Local Government New Zealand with the following changes:

- new 19.12: Members are to remain seated unless making a point of order; and
- new 21.6: For Te Roopu Ahi Kaa a member may address the chairperson in English or Māori, but a speaker making extensive use of Māori is to provide a translation at the meeting; and
- amending 10.2: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd; and
- correcting the numbering in section 14; and
- between section 17 and 18 including the provisions of Appendix G from the previous Standing Orders, modified to refer to 'District Iwi and the Maori community at Rātana' with cross-reference to section 14; and
- new Appendix 12: Recordkeeping for Council proceedings, with cross-references in sections 20.11 (Objecting to words) and 27.2 (Matters recorded in minutes).

Cr Sheridan / Cr Belsham.

Amendment

amend 18.3 to read 'Chairperson has **NO** Casting Vote'.

Cr Aslett / Cr Ash. Lost

Resolved minute number **16/RDC/282** **File Ref** **3-OR-3-4**

That Council replace its Standing Orders by adopting those proposed by Local Government New Zealand with the following changes:

- new 19.12: Members are to remain seated unless making a point of order; and
- new 21.6: For Te Roopu Ahi Kaa a member may address the chairperson in English or Māori, but a speaker making extensive use of Māori is to provide a translation at the meeting; and
- amending 10.2: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd; and
- correcting the numbering in section 14; and
- between section 17 and 18 including the provisions of Appendix G from the previous Standing Orders, modified to refer to 'District Iwi and the Maori community at Rātana' with cross-reference to section 14; and
- new Appendix 12: Recordkeeping for Council proceedings, with cross-references in sections 20.11 (Objecting to words) and 27.2 (Matters recorded in minutes).

Cr Sheridan / Cr Belsham. Carried

The resolution to adopt Standing Orders was passed unanimously.

9 Committee structure and governance arrangements for the 2016-2019 triennium

His Worship the Mayor spoke briefly to the report highlighting the need to share the huge workload facing Council this triennium around all Councillors and tabled a memorandum on the proposed structure of the portfolio work for the triennium.

Council discussed the need for all Councillors to be fully aware of what they are undertaking when accepting a portfolio of work for the triennium and the pressures they all face with commitments outside of Council.

His Worship the Mayor informed Committee that there would be the opportunity for Council to consider assigning additional portfolios at a later date.

Mr McNeil spoke to the item on proposed secretarial services for Community Committees. Councillors were not comfortable with the broadness of the phrase '...level of support..' and suggested that it be focused to secretarial services. Council also expressed concern around the potential cost of offering this service to Community Committees. Mr McNeil undertook to provide a report to the 1 December 2016 meeting of Council around the potential costs associated with this service.

Resolved minute number **16/RDC/283** **File Ref** **3-OR-3-4**

That the report 'Committee structures and governance arrangements for the 2016-19 triennium be received.

Cr Ash / Cr Peke-Mason. Carried

Resolved minute number **16/RDC/284** **File Ref** **3-OR-3-4**

That Council endorses the criteria for establishing successful specialised standing committees as being

- (i) committee membership open to all members of the Council,
- (ii) committee meetings being at the same frequency as Council or at intervals consistent with Council's needs,
- (iii) the committees having the maximum legal delegations; and
- (iv) the committees collectively covering the full scope of Council's business.

Cr McManaway / Cr Rainey. Carried

Resolved minute number **16/RDC/285** **File Ref** **3-OR-3-4**

That Council notes the Mayor's decision for the broad delineation of the three specialised standing committees in the 2013-16 triennium continuing for the 2016-19 triennium as Finance/Performance; Assets/Infrastructure; Policy/Planning; and Audit/Risk, and endorses continuing the purpose statements, detailed terms of reference and delegations agreed for these committees in the 2013-16 triennium.

Cr Belsham / Cr McManaway. Carried

Resolved minute number **16/RDC/286** **File Ref** **3-OR-3-4**

That the Council notes the Mayor's decision to establish (and chair) a separate Hearings Committee to meet on an as-required basis only to determine panels for hearings under the Resource Management Act and to conduct hearings as required by other enactments.

Cr McManaway / Cr Gordon. Carried

Resolved minute number **16/RDC/287** **File Ref** **3-OR-3-4**

That the Council notes the Mayor's decision that the chairs of the four specialist standing committees in the 2016-19 triennium will be:

Finance/Performance	Cr Belsham
Assets/Infrastructure	Cr McManaway
Policy/Planning	Cr Gordon
Audit/Risk	Mr Craig O'Connell

Cr Peke-Mason / Cr Rainey. Carried

Resolved minute number **16/RDC/288** **File Ref** **3-OR-3-4**

That the Council notes the Mayor's decision that the deputy chairs of the four specialist standing specialist committees in the 2016-19 triennium will be:

Finance/Performance	Cr Sheridan
Assets/Infrastructure	Cr Rainey
Policy/Planning	Cr Aslett

Cr McManaway / Cr Belsham. Carried

Resolved minute number **16/RDC/289** **File Ref** **3-OR-3-4**

That the Council notes the Mayor's decision that the allocation of portfolios in the 2016-19 triennium will be:

Ohakea	Cr Platt
Criterion Site	Cr Dunn
Shared Services	Cr Belsham / Cr McManaway
Southern Sport	Cr Sheridan
Samoan Community and Youth Development	Cr Ash
Marton Building (Civic Centre)	Cr Wilson
Iwi Interests	Cr Peke-Mason
Heritage and Tourism	Cr Aslett
Northern Sport and Taihape Building	Cr Gordon / Cr Rainey

Cr Ash / Cr McManaway. Carried

Resolved minute number **16/RDC/290** **File Ref** **3-OR-3-4**

That Council notes the above portfolios and recommends that subsequent portfolios, including Environment and Housing, be considered at a future meeting.

Cr Ash / Cr Gordon. Carried

Resolved minute number **16/RDC/291** **File Ref** **3-OR-3-4**

That the full Council conduct any reviews of the Chief Executive's performance with the review process being managed as a specified additional responsibility by Cr Peke-Mason.

Cr Sheridan / Cr Belsham. Carried

Resolved minute number **16/RDC/292** **File Ref** **3-OR-3-4**

That the authority to set the remuneration for the independent Chair of the Audit/Risk Committee lie with the Chief Executive, within an annual cap of \$10,000.

Cr Rainey / Cr Ash. Carried

Resolved minute number **16/RDC/293** **File Ref** **3-OR-3-4**

That Council confirms for the 2016-19 triennium the existing terms of reference and delegations for Te Roopu Ahi Kaa, the Maori Land Rates Remission Sub-committee, the Creative Communities Assessment Committee, the Sport New Zealand Rural Travel Fund Assessment Committee, the reserve management committees at Turakina and McIntyre, and the rural water supply management sub-committees at Hunterville, Erewhon, Omatane and Putorino.

Cr Aslett / His Worship the Mayor. Carried

Resolved minute number **16/RDC/294** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium His Worship the Mayor and Councillor Ash be the Rangitikei District Council's representatives on Te Roopu Ahi Kaa.

His Worship the Mayor/ Cr McManaway. Carried

Resolved minute number **16/RDC/295** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium His Worship the Mayor (as Chair), Councillor Belsham and Councillor Rainey be Council's members on the Māori Land Rates Remission Committee.

Cr McManaway / Cr Gordon. Carried

Resolved minute number **16/RDC/296** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium His Worship the Mayor and Councillor Aslett be appointed to the Creative New Zealand Assessment Committee, together with Katarina Hina (representing Te Roopu Ahi Kaa) and confirms the nominations received for the community representatives following public advertisements as Ron Bush, Raewyn Turner, Anne George, Regan Barsdell, Marion McPhee, Paul Marcroft, with the Chair being appointed annually by the Committee.

Cr Rainey / Cr Ash. Carried

Resolved minute number **16/RDC/297** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium the Sport New Zealand Rural Travel Fund Assessment Committee comprise His Worship the Mayor, Councillor Wilson and Councillor Gordon, with Gordon appointed as Chair.

Cr Rainey / Cr McManaway. Carried

Resolved minute number **16/RDC/298** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium Councillor McManaway be the Rangitikei District Council's representative on the Hunterville Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).

Cr Belsham / Cr Aslett. Carried

Resolved minute number **16/RDC/299** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium Councillor Gordon be the Rangitikei District Council's representative on the Erewhon Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).

Cr McManaway / Cr Rainey. Carried

Resolved minute number **16/RDC/300** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium Councillor Rainey be the Rangitikei District Council's representative on the Omatane Rural Water Supply Management Sub-Committee in addition to His Worship the Mayor (ex officio).

Cr McManaway / Cr Gordon. Carried

Motion

That Council invites members of the newly formed Community Committees to consider and recommend on any changes (and preferred level of support) for Council to consider at its meeting on 25 January 2017.

Cr Belsham / Cr McManaway.

Amendment

...procedural assistance for Council to consider at its meeting on 25 January 2017.

Cr Platt / lapsed

Amendment

...secretarial services) for Council to consider at its meeting on 25 January 2017.

Cr Peke-Mason / Cr Aslett Carried

Resolved minute number **16/RDC/301** **File Ref** **3-OR-3-4**

That Council invites members of the newly formed Community Committees to consider and recommend on any changes (and preferred level of secretarial services) for Council to consider at its meeting on 25 January 2017.

Cr Belsham / Cr McManaway. Carried

Resolved minute number **16/RDC/302** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium the following be appointed liaison councillors for community committees, with His Worship the Mayor appointed ex officio:

Turakina:	Cr Peke-Mason	and Cr Sheridan
Bulls:	Cr Dunn	and Cr Platt
Marton:	Cr Sheridan	and Cr Wilson
Hunterville:	Cr McManaway	and Cr Rainey

Cr Gordon / Cr Wilson. Carried

Resolved minute number **16/RDC/303** **File Ref** **3-OR-3-4**

That for the 2016-19 triennium the following be appointed liaison councillors for reserve management committees, with His Worship the Mayor appointed ex officio:

Turakina: Cr Peke-Mason
McIntyre: Cr McManaway

Cr Belsham / Cr Rainey. Carried

10 Council appointments to Community Boards in the 2016-19 triennium

Resolved minute number **16/RDC/304** **File Ref** **3-OR-3-4**

That the report 'Council appointments to Community Boards in the 2016-19 Triennium' be received.

Cr Aslett / Cr Sheridan. Carried

Resolved minute number **16/RDC/305** **File Ref** **3-OR-3-4**

That the three Taihape Ward Councillors are appointed to the Taihape Community Board on a rotating basis so that:

Councillor Gordon and Councillor Rainey are members from November 2016 to October 2017;

Councillor Gordon and Councillor Aslett are members from November 2017 to October 2018;

Councillor Rainey and Councillor Aslett are members from November 2018 to October 2019;

and that, at its inaugural meeting, the Taihape Community Board be asked to allow the third Taihape Ward Councillor not formally appointed in any year to the Board to have speaking (but not voting) rights at any meeting of the Board during that year.

Cr Aslett / Cr Rainey. Carried

Resolved minute number **16/RDC/306** **File Ref** **3-OR-3-4**

That Councillor Peke-Mason be appointed to the Ratana Community Board.

His Worship the Mayor / Cr Rainey. Carried

Resolved minute number **16/RDC/307** **File Ref** **3-OR-3-4**

That both Community Boards be invited, at their first meetings, to consider and recommend on any changes to their delegations (and preferred level of support) for Council to consider at its meeting on 25 January 2017.

His Worship the Mayor / Cr Aslett. Carried

Cr Ash 2.30pm / 2.33pm

11 Council appointments to other organisations 2016-2019

A report is attached.

Resolved minute number **16/RDC/308** **File Ref** **3-EP-2**

That the memorandum 'Council appointments to other organisations in the 2016-19 triennium' be received.

Cr Belsham / Cr McManaway. Carried

Resolved minute number **16/RDC/309** **File Ref** **3-EP-2**

That His Worship the Mayor be appointed as the Rangitikei District Council representative to the Regional Transport Committee and that Cr Belsham be appointed as the alternate.

Cr McManaway / Cr Ash. Carried

Resolved minute number **16/RDC/310** **File Ref** **3-EP-2**

That His Worship the Mayor (Marton) and Chalky Leary (Rural) be appointed as the Rangitikei District Council representatives to the John Beresford Swan Dudding Trust Advisory Committee.

Cr Aslett / Cr McManaway. Carried

Resolved minute number **16/RDC/311** **File Ref** **3-EP-2**

That His Worship the Mayor be appointed as the Rangitikei District Council representative to the Marton Edale Home Trust Board.

Cr Aslett / Cr McManaway. Carried

Resolved minute number **16/RDC/312** **File Ref** **3-EP-2**

That Cr Aslett be appointed as the Rangitikei District Council representative to Rangitikei Tourism.

Cr Rainey / Cr Ash. Carried

Resolved minute number **16/RDC/313** **File Ref** **3-EP-2**

That Cr Wilson be nominated as the Rangitikei District Council representative to Board of Directors, Sport Wanganui.

Cr McManaway / Cr Dunn. Carried

Resolved minute number **16/RDC/314** **File Ref** **3-EP-2**

That Cr Peke-Mason be appointed as the Rangitikei District Council representative to Electoral College for the Whanganui Regional Museum.

Cr Belsham / Cr Gordon. Carried

Resolved minute number **16/RDC/315** **File Ref** **3-EP-2**

That His Worship the Mayor, Andy Watson, be appointed as the Rangitikei District Council representative to Civil Defence Emergency Management Group, Governance Body.

Cr Rainey / Cr Peke-Mason. Carried

12 Updated induction timetable

An updated induction timetable was tabled at the meeting.

Meeting adjourned for afternoon tea 3.04pm / 3.19pm

13 Administrative Matters

Mr McNeil spoke briefly to the report.

Council adopted a round-table approach when dealing with the percentage weighting for non-financial attributes for the sale of the Bulls Information Centre Site. Each Councillor gave a percentage they were comfortable with and an average of these numbers was taken. Several Councillors believed that more emphasis should be placed on the non-financial attributes, while others believed that Council needed to get the best price possible for the

site to offset the amount of ratepayer funding to go into the Bulls Multi-Purpose Community Centre.

Council discussed potential lower-cost alternatives for the ongoing maintenance of the former Taihape College.

Resolved minute number **16/RDC/316** **File Ref** **5-EX-4**

That the report 'Administrative matters – October 2016' be received.

Cr Peke-Mason / Cr Belsham. Carried

Motion

That applying the Disposal of Surplus Land and Buildings Policy to the pending sale of the Bulls information Centre site, 113 Bridge Street, Council sets the weighting of the non-financial attributes at 40%.

His Worship the Mayor / Cr Rainey.

Amendment

...30%.

Cr Ash / Cr Wilson. Carried

Resolved minute number **16/RDC/317** **File Ref** **5-EX-4**

That applying the Disposal of Surplus Land and Buildings Policy to the pending sale of the Bulls information Centre site, 113 Bridge Street, Council sets the weighting of the non-financial attributes at 30%.

His Worship the Mayor / Cr Rainey. Carried

Cr Sheridan and Cr Platt voted against

Resolved minute number **16/RDC/318** **File Ref** **5-EX-4**

That under Council's rates remission policy providing for remission of rates on the grounds of disproportionate rates compared to the value of the property or other extenuating circumstances, a remission of 50% of the fixed charges for two years from 1 July 2016 be granted to PGG Wrightson in respect of their property at 2 Rimu Street, Marton.

Cr Belsham / His Worship the Mayor. Carried

14 Top Ten Projects – status update, October 2016

Resolved minute number 16/RDC/319 **File Ref** 5-EX-4

That the memorandum 'Top Ten Projects – status update, October 2016' be received.

Cr Gordon / Cr Peke-Mason. Carried

15 Affixing of Council Seal and Making the District Plan Change Operative

Ms Gray spoke briefly to the report providing additional background information on the Plan Change and the process that has been undertaken to get to this point.

Resolved minute number 16/RDC/320 **File Ref** 1-PL-2-8

That the memorandum 'Affixing of Council Seal and Making the Rangitikei District Plan Change 2016 Operative' be received.

Cr Aslett / Cr Belsham. Carried

Resolved minute number 16/RDC/321 **File Ref** 1-PL-2-8

That Council approves the Rangitikei District Plan Change 2016 and affixes its seal in accordance with Clause 17 of Schedule 1 of the Resource Management Act 1991.

Cr Belsham / Cr Wilson. Carried

Resolved minute number 16/RDC/322 **File Ref** 1-PL-2-8

The Rangitikei District Plan Change 2016 is publicly notified on 5 November 2016 to become operative on 14 November 2016.

Cr Aslett / Cr Sheridan. Carried

Cr McManaway 4.26pm / 4.31pm

16 Marton Park management plan

Ms Gray spoke briefly to the report.

Council expressed its gratitude to Ms Gray for the work that has gone into the completion of the Marton Park Management Plan.

Resolved minute number **16/RDC/323** **File Ref** **6-CF-1-10**

That the report to Council 'Marton Park Management Plan – Deliberations and Adoption' be received.

Cr Sheridan / Cr Dunn. Carried

Resolved minute number **16/RDC/324** **File Ref** **6-CF-1-10**

That Council adopts the Marton Park Management Plan without amendment-

Cr Belsham / Cr Ash. Carried

Resolved minute number **16/RDC/325** **File Ref** **6-CF-1-10**

That the Chief Executive be delegated the authority to waive internal consenting costs for resource consents and building consents for approved projects on Marton Park.

Cr Sheridan / Cr Peke-Mason. Carried

17 Receipt of minutes from the last meeting in the 2013-16 triennium of Council

Resolved minute number **16/RDC/326** **File Ref**

That the minutes and public excluded minutes of Council's meeting on 29 September 2016 be received.

Cr Ash / Cr Sheridan. Carried

18 Receipt of Committee minutes and resolutions to be confirmed

Resolved minute number **16/RDC/327** **File Ref**

That the minutes of the following Committees be received:

- Ratana Community Board, 16 August 2016
- Finance/Performance Committee, 29 September 2016
- Taihape Community Board, 5 October 2016
- Turakina Reserve Management Committee, 6 October 2016
- Turakina Community Committee, 6 October 2016
- Hunterville Rural Water Supply Management Sub-committee, 17 October 2016

Cr Belsham / Cr Ash. Carried

Resolved minute number **16/RDC/328** **File Ref**

That the following recommendation from the Taihape Community Board, 5 October 2016 be confirmed:

16/TCB/045

That the Taihape Community Board recommend to Council that the speed limit be reduced to 50km on the residential sections of Dixon Way, Mangaone Valley Road and O'Taihape Valley Road.

Cr Sheridan / Cr Wilson. Carried

Resolved minute number **16/RDC/329** **File Ref**

That the following recommendation from the Taihape Community Board, 5 October 2016 be accepted:

16/TCB/050

That the Taihape Community Board do not support future action to demolish the Taihape Conference Hall.

Cr Sheridan / Cr Aslett. Carried

Resolved minute number **16/RDC/330** **File Ref**

That the following recommendations from Hunterville Rural Water Supply Management Sub-committee 17 October 2016 be confirmed:

16/HRWS/025

That the Hunterville Rural Water Supply Management Sub-Committee recommends to Council that it amend the Rural Water Supply Policy by:

1. Making it clear that the onus is on the property owner to; a) provide 48 hours supply of water stored on-site in peak period, b) inform any tenants that the water is not for human consumption, and c) provide access for repair or maintenance work to be carried out by authorised organisations or individuals.
2. Removing the sentence within point 6.1 Subdivisions ("Such approval will not, however, be unreasonably withheld.").

Cr McManaway / His Worship the Mayor. Carried

19 Late Items

Nil

20 Date of next meeting

Thursday 1 December 2016, 1.00 pm

21 Meeting closed – 4.41pm

Confirmed/Chair: _____

Date: _____

Attachment 2

Received by Email to DS
11/11/16 Sat 3:51pm

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11 NOV 2016

To: LH
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SUBMISSION ON:

RANGITIKEI DISTRICT COUNCIL

Proposed Speed Limit Bylaw Amendment 2016

Kauangaroa Road

SUBMITTER:

Tim Matthews

316 Ohaumoko Road

R. D. 7

Wanganui 4577

Phone: 06 342 7783

Email: matthews.tj@xtra.co.nz

DATE: 10 November 2016

Hearing: I may be able to present in person on 1 Dec 2016 if not still shearing.

Please contact closer to Hearing date for confirmation.

SUBMISSION:

I disagree with the proposed reduction in speed limit to 80 km/h for an 800 m portion of Kauangaroa Rd, and Kumiti and Pah Rds.

1. The proposal is unnecessary, not regularly enforceable, overscale for the problem that may exist, and an abuse of the Bylaw mechanism, and based on inadequate investigation and analysis.
2. There are better methods to ensure safety of residents and road users that have not been considered for the stated problem.
3. I use Kauangaroa Road most days, and have travelled the road for nearly 60 years, and have not experienced a situation requiring a speed limit reduction.
4. I have yet to encounter a traffic situation that could be ameliorated by lowering the speed limit. I have had to avoid people walking on the road, stock and vehicles on the roadway and previously children near the road. In addition there is presently logging traffic on Kumiti Road, in addition to milk tanker traffic and school bus loading and unloading. All of these "hazards" have been present in varying degrees in past years, yet as most rural drivers will attest, are common on our rural roads, which all have a speed limit of 100 km/h.
5. My understanding is that there are 12 houses/residences in the subject area. Currently 10 of these are occupied and 6 are grouped around /opposite the Marae. The school was closed about 26 years ago, and many of the residents are older, and without school age children.
6. The Marae is used relatively often but has plenty of off-road parking, even for big funerals, iwi events and other cultural activities. Occasionally funerals involve many people on the road moving to and from the two urupa that exist. These bigger events happen perhaps two or three times a year.
7. Most of the time the road is deserted, but there can be pedestrians, stock, tractors, farm-bikes or cycles present and motorists should take the usual precautions and expect these as locals do. Visibility is good for all of the subject area, with a minimum of 150 m even at the eastern end where turns are tighter.
8. The road surface was reconstructed in late 2014 and drainage, culverts, and alignment upgraded. Unfortunately after the June 2015 flood damaged the road and berms just east of Pah Road some poor quality and inadequate seal patches were made which now force vehicles towards the centreline, and narrow the effective width of the carriageway. If the road was restored properly to its former specification, safety would be improved.
9. In fact safety could be improved for pedestrians by widening the threshold slightly outside the white line on one side of the road to enable pedestrians and cyclists to use the side of the road safely. This could be done while repairing the flood damaged area.
10. The fact remains that the situation does not justify a reduction in speed limits. The numbers of people (or entrances to house units) are insufficient to meet the LTSA thresholds for action, and it would appear that the consultants have had to stretch the speed reduction area into Wanganui District at the western end of the bridge to

accommodate the 800 m minimum length for speed controls under LTSA rules. The two houses at the eastern end should not trigger the requirements either.

11. My understanding is that historically about 600 vehicles per day use the road. That is a considerable number who might be inconvenienced by an unnecessary speed restriction.
12. Further, the Wanganui District Council is required to be advised by the RDC that a speed limit is proposed for the area. Enquiries have revealed that neither the local Wanganui Rural Community Board representative nor its Chairman have been consulted regarding this proposed speed change. Have the residents of the Wanganui District been consulted properly regarding the proposal? While the residents have the opportunity to request a lower speed limit, other road users, wider community and special interest groups such as Police or Automobile Association can also have a say.
13. The information that Council has provided is sparse. It appears to have engaged GHD Consultants from Palmerston North to provide the details needed to satisfy the requirements of the Land Transport Rule 54001. The findings are inconclusive.
14. In 2.1 it estimated the mean speed as 80 km/h, and the 85th percentile as "closer to 90 to 100 km/h". Were any speed readings made on calibrated instruments on the single day (12 Aug 2016) reported? Where are the individual vehicle speeds tabulated and the statistical analysis that gives an unscientific answer of 90 to 100 km/h? One with any statistical training would expect an 85th percentile figure to be say 91.6 km/h over a sample of 106 vehicles – not what is opined in the report. It is difficult to accurately estimate speeds without special equipment, and observations that "traffic does not appear to slow down " are merely opinion without basis. Of course, if drivers only appreciate the settlement as rural open road, with little hazard possibility, they will not slow below the open road limit, and the writer notes (2.2) "... the settlement has a strong rural feel about it".
15. The Development Survey Findings also appear erroneous (2.3 and Appendix A). See Tables SLNZ 4 to 11. The number of dwellings and accesses appear overstated, pedestrians and cycles have sufficient space on the new road formation, and parking should be rated 0, and the rating should be 3.0 or less, not 4.0 units per 100 m. There are only 10 occupied households at present, and their occupation would be at the lower threshold of development intensity as measured by the Setting of Speed Limits 2003 process.
16. I have reproduced relevant sections of the LTSA Speed Limits Policy from Schedule 1 of Setting of Speed Limits 2003 below:

2.2 Rural speed limit (100 km/h) The general rural speed limit is 100 km/h. A rural area is land outside towns and cities. The level of roadside development is at a minimum. Land use includes:
 - agriculture;
 - market gardening;
 - forestry;
 - reserves;
 - small settlements.

Houses in rural areas will generally be set back some distance from the road. There will be little kerbing and no footpaths unless installed for a specific reason (eg, a school remote from a residential area). Street lighting will generally not be provided but, if present, it will be only at specific community facilities or used as intersection indicator lighting.

In situations where the safe operating speed is below 100 km/h due to the road geometry or other limitations on the roadway, drivers should be made aware of the need to reduce speed. This can be achieved by means of warning signs, delineation and by the physical nature of the road itself. Using derestriction signs should also be considered as an alternative to using 100-km/h signs. **Generally, it is not appropriate to install a lower speed limit.** (*My emphasis*)

2.7 80-km/h speed limit A speed limit of 80 km/h may be installed in the situations described below.

- On lengths of arterial road through rural land within a large urban traffic area. In this situation, there should be good reason to reduce the speed limit from 100 km/h. Examples include high traffic flows (more than 10,000 vehicles a day) with a significant mix of local and through traffic; frequent turning movements; or considerable cycle, school or pedestrian traffic).
- In rural areas where there is significant activity generated by adjacent land uses, for example, rural selling places or “lifestyle” blocks.
- In small rural settlements where a 70-km/h speed limit is not warranted, but where local residents are obliged to use the road as part of their daily activity, due to the historical development of the area. An example of this would be where a primary school is across the main road, or along the road from the main part of the settlement. In all circumstances, an 80-km/h speed limit should not be posted over short lengths of road (see Table SLNZ1). The road should have consistent geometric features over the whole length of the speed restriction to reinforce its arterial route aspect.

My Comment: It would appear that the Kauangaroa situation does not meet these requirements for an 80 km/h speed restriction.

17. Crash History. This is not helpful either. I am not aware of any unreported accidents in the survey zone.

18. Special Traffic Conditions

- (a) The marae is largely self contained and not a factor, as its entrance is off Kumiti Road, and adequate parking is available for most occasions during the year.
- (b) The Kumiti Road / Kauangaroa Road intersection is used for school bus loading and unloading, and trans-shipping school children between the Fordell primary school bus and the secondary school bus to Wanganui. The loading / unloading occurs on Kumiti Road, after the buses have used the intersection width to turn around. Several cars meet the buses there too. This occurs without incident while schools are operating.

- (c) Kūmīti Road has been generating forestry traffic for about 2 years but is nearing the end of harvest, again without reported conflicts at Kauangaroa.

19. General Road Conditions. The Kauangaroa Road was recently reconstructed and is the most modern RDC road in the locality, although poor flood repairs have reduced its effective width near Pah Road. Visibility is very good with more than 300m available over most of the relevant length reducing to about 150 m at the eastern end. That could be improved by better vegetation control of small trees on the road boundary. Small scale signage could alert traffic to the presence of the settlement, but the "gating" proposed is unnecessary and overkill. That solution is expensive and causes problems for over-dimension vehicles, and also slows stock movement along the road, causing unnecessary motorist frustration.
20. Other District 80 km/h areas. These are only in the major settlements of Marton and Bulls, where there is significantly more traffic, more pedestrians, cycles and general development. It is entirely out of character to put Kauangaroa Road in the same company – the District would become a laughing stock.
21. Other Solutions.

- (a). Engineering. Provide a wider (1.0 or 1.5m) hard-surfaced or sealed berm along side one traffic lane as part of the required final flood repairs. Also substantially trim or remove roadside vegetation at the eastern end to improve visibility. Location or warning signs may also help but "gating" is overkill.
- (b) Special Events traffic control, or speed restriction or temporary signs when a marae event occurs, probably under the control of the marae committee.
- (c) Traffic speed enforcement by Police to target high end offenders.

The solution proposed by the Council is unnecessary, probably "ultra vires", expensive and requires policing that will never be maintained beyond an initial "blitz", as we have seen with the Mangamahu Bridge speed restriction. Let's use some common sense to deal with the perceived problem and get a better solution.

Thank you for the opportunity to make this submission.

Tim Matthews

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- 9 NOV 2016

To: LT
File: 1-08-1-7
Doc: 16-0761



Rangitikei
UNDISPUTED...

SUBMISSION FORM

Proposed Speed Limit Bylaw Amendment 2016

Kauangaroa Road

Please print clearly

Submissions close at 12 noon on 11 November 2016.

Return this form, or send your written submission to:

Speed Limit Bylaw Submission
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

Oral submissions

Oral submissions will be held at the Marton Council Chambers on Thursday 1 December 2016.

If you wish to speak to your submission, please tick the box below.

☐ I wish to speak to my submission

Ten minutes are allowed for you to speak, including questions from Elected Members. If you have any special requirements, such as those related to visual or hearing impairments, please note them here:

Privacy

All submissions will be public, please tick this box if you would like your name withheld ☐

Name: Char Purohita

Organisation: (if applicable) _____

Property Address: 1023 Kauangaroa Rd.

Postal Address: 42 Ridgway St

Wanganui

Phone: (day) _____ (mobile) 0273081715

Email: charmaine.ap@hotmail.com

Do you agree or disagree with the proposed reduction in the speed limit from 100km/h to 80km/h along Kauangaroa Road, starting from the west of the Whangaehu River Bridge, running east 800 metres along Kauangaroa Road, 50 metres down Kumuiti Road and the whole of Pah Road?

☒ Agree/Disagree

Please explain:

Attach additional information or pages if necessary

Signed: [Signature] Date: 5/11/16

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- 9 NOV 2016

To: LH
File: 1-58-1-7
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Rangitikei
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SUBMISSION FORM

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you have any special requirements, such as
those related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please tick
this box if you would like your name
withheld ☐

Name: Andy Hamilton

Organisation: (if applicable) _____

Property Address: 1023 Kauangaroa Rd

Postal Address: 42 Ridgway St

Wanganui

Phone: (day) _____ (mobile) 02724599140

Email: Onescurtainservice@windonlive.com

Do you agree or disagree with the proposed reduction in
the speed limit from 100km/h to 80km/h along
Kauangaroa Road, starting from the west of the
Whangaehu River Bridge, running east 800 metres along
Kauangaroa Road, 50 metres down Kumuti Road and the
whole of Pah Road?

☒ Agree ☐ Disagree

Please explain:

Attach additional information on pages if necessary

Signed: [Signature] Date: 5-11-16



SUBMISSION FORM

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Privacy

All submissions will be public, please tick this box if you would like your name withheld ☐

Name: Kararo Hina

Organisation: (if applicable) Ngā Whānau ki Uta

Property Address: All hāpai areas

Postal Address: P.O. Box 560 Kōwhiri Rd.

Phone: (day) 9653801 (mobile) 0293890610

Email: _____

Do you agree or disagree with the proposed reduction in the speed limit from 100km/h to 80km/h along Kauangaroa Road, starting from the west of the Whangaehu River Bridge, running east 800 metres along Kauangaroa Road, 50 metres down Kumuiti Road and the whole of Pah Road?

Agree/Disagree

Please explain:

I submitted on behalf of the
Māori and Iwi

Attach additional information or pages if necessary

Signed: [Signature] Date: 14. Oct 2016

Doc: 15-1-98
File: 1-38-1-7
To: K9
21 Oct 2016
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SUBMISSION FORM

Proposed Speed Limit Bylaw Amendment 2016

Kauangaroa Road

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written submission to:

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Rangitikei District Council
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Fax: (06) 327 6970

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submission, please tick the box below.

☐ I wish to speak to my submission

Ten minutes are allowed for you to speak,
including questions from Elected Members. If
you have any special requirements, such as
those related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please tick
this box if you would like your name
withheld ☐

Name: MARGARET FILLER

Organisation: (if applicable) _____

Property Address: 1006 B KAUNGAROA RD

Postal Address: _____

Phone: (day) 063427737 (mobile) _____

Email: _____

Do you agree or disagree with the proposed reduction in
the speed limit from 100km/h to 80km/h along
Kauangaroa Road, starting from the west of the
Whangaehu River Bridge, running east 800 metres along
Kauangaroa Road, 50 metres down Kumuiti Road and the
whole of Pah Road?

☒ Agree/Disagree

Please explain:

OUR DRIVE IS JUST AFTER A
SMALL CORNER/HILL AND
CARS COME AROUND/DOWN
QUITE FAST IT WILL BE GOOD
WITH A REDUCED SPEED.

Attach additional information or pages if necessary

Signed: M. Filler Date: 18/10/16

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17 OCT 2016

To: LH
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Doc: 16-184



Rangitikei
SUPPORT...

SUBMISSION FORM

Proposed Speed Limit Bylaw Amendment 2016

Kauangaroa Road

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Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

Oral submissions

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Thursday 1 December 2016.

If you wish to speak to your
submission, please tick the box below.

☐ I wish to speak to my submission

Ten minutes are allowed for you to speak,
including questions from Elected Members. If
you have any special requirements, such as
those related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please tick
this box if you would like your name
withheld ☐

Name: KAREN MATTHEWS

Organisation: (if applicable) N/A

Property Address: 982 KAANGAROA ROAD

Postal Address: P.O. Box 7 WHANGANUI

Post code - 4577

Phone: (day) mobile (mobile) 02102336997

Email: No

Do you agree or disagree with the proposed reduction in
the speed limit from 100km/h to 80km/h along
Kauangaroa Road, starting from the west of the
Whangaehu River Bridge, running east 800 metres along
Kauangaroa Road, 50 metres down Kumuiti Road and the
whole of Pah Road?

☒ Agree ☐ Disagree

Please explain:

I agree with the proposed
reduction of speed from 100km/h
to 80 km/h along Kauangaroa
Road past my property.

Thank you's.

Attach additional information or pages if necessary

Signed: Karen Matthews Date: 13 Nov 2016

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17 OCT 2016

To: LH
File: 1-PS-17
Doc: 16-2683



Rangitikei
UNPOWERS...

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Kauangaroa Road

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Marton 4741

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Fax: (06) 327 6970

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If you wish to speak to your
submission, please tick the box below.

☐ I wish to speak to my submission

Ten minutes are allowed for you to speak,
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you have any special requirements, such as
those related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please tick
this box if you would like your name
withheld ☐

Name: Rawinia Woon

Organisation: (if applicable) —

Property Address: 398

Postal Address: Kauangaroa Rd
R. D. 7, Wanganui

Phone: (day) 06-3427665 (mobile) —

Email: —

Do you agree or disagree with the proposed reduction in
the speed limit from 100km/h to 80km/h along
Kauangaroa Road, starting from the west of the
Whangaehu River Bridge, running east 800 metres along
Kauangaroa Road, 50 metres down Kumuiti Road and the
whole of Pah Road?

Agree/~~Disagree~~

Please explain:

Reduced speed limit would
contribute to the safety of
pedestrians & cyclists, there
being no footpaths or extra
road width. Also adds to
safety of anyone moving stock.
'One accident in past
ten years' & does not

Attach additional information or pages if necessary

Signed: R. Woon Date: 14/10/2016

account for the 'near misses' with stray animals on the road. A contributing factor to this, is much of the roadside fencing is not fully stockproof.

A reduced speed limit would give some help for motorists & motor cyclists.

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14 OCT 2016

LH

1-DB-1-7

16 1682



Rangitikei
UNDISPUTED...

SUBMISSION FORM

Proposed Speed Limit Bylaw Amendment 2016

Kauangaroa Road

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those related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please tick
this box if you would like your name
withheld ☐

Name: Tom CLOKE

Organisation: (if applicable) Road Transport Assoc

Property Address: _____

Postal Address: Po Box 66

Nor Plymouth

Phone: (day) _____ (mobile) 0274-464892

Email: TCLOKE@RTANZ.CO.NZ

Do you agree or disagree with the proposed reduction in
the speed limit from 100km/h to 80km/h along
Kauangaroa Road, starting from the west of the
Whangaehu River Bridge, running east 800 metres along
Kauangaroa Road, 50 metres down Kumuti Road and the
whole of Pah Road?

Agree/~~Disagree~~

Please explain:

Attach additional information or pages if necessary

Signed: [Signature]

Date: 11/10/16

RECEIVED

11 Oct 2016

10 October 2016

Katrina Gray
Rangitikei District council
Private Bag 1102
Marton 4741

To: L.H.
File: 1-DB-1-7
Doc: 16-1067

Dear Katrina

Amendments to the Speed Limit Bylaw: Rangitikei District – Kauangaroa Road,

Thank you for your letter dated 5 October 2016 inviting the NZ Transport Agency (Transport Agency) to comment on the proposed speed limit changes to roads in the Rangitikei District. Thank you also for providing the requested survey forms and other information including crash history.


The Transport Agency has now reviewed the proposals and accordingly, I can now confirm that the Transport Agency is of the view that there is adequate justification to support the proposal.

Kauangaroa Road

The Transport Agency supports the proposed change in speed limit with consideration of the recent consultant (GHD) recommendations. The proposed speed limit reflects the road environment. And the proposed speed limits meet the Land Transport Rule: Setting of Speed Limits 2003.

Thank you for consulting with the Transport Agency on this matter. If you require any additional information or wish to discuss the above, please contact Paul Murphy on (06) 953 6053.

Yours sincerely



Alan Catchpole
Acting Planning & Investment Manager, Palmerston North

Attachment 3

Report

Subject: Finalising governance arrangements for the 2016-19 triennium

To: Council

From: Michael Hodder, Community & Regulatory Services Group Manager

Date: 24 November 2016

File: 3-OR-3-7

1 Membership of standing committees

- 1.1 At its meeting on 3 November 2016, Council noted the Mayor's decision to continue the Assets/Infrastructure, Finance/Performance, Policy/Planning and Audit/Risk Committees, together with their chairs and deputy chairs.¹
- 1.2 Council now needs to determine the membership of these Committees. The Mayor is ex officio a member of all Council committees; he has informally indicated his view that the Chairs of the Assets/Infrastructure, Finance/Performance and Policy/Planning Committees should be members of the Audit/Risk Committee along with himself.
- 1.3 At the combined hui with Te Roopu Ahi Kaa on 1 November 2016, the Mayor indicated a desire to see the Komiti have a representative at the Assets/Infrastructure Committee, with full voting rights. This proposal follows discussion with the Komiti last triennium, although at that time whether such representation would be on one standing committee or more than one was not explored. It is open to Council to determine whether to invite representation from the Komiti on the Finance/Performance and/or Policy/Planning Committee. Remuneration would be on the same basis as attending a meeting of Te Roopu Ahi Kaa.²
- 1.4 The purpose statements, detailed terms of reference and delegations were provided to the previous meeting.

2 Portfolios

- 2.1 At its meeting on 3 November 2016, Council also noted the Mayor's decision on allocating portfolios. The motivation in doing this was to help spread the Council's

¹ Exceptionally, no deputy chair appointment has been made to the Audit/Risk Committee. In the absence of the independent Chair, the meeting would be chaired by the Mayor or, in his absence, the Deputy Mayor.

² This is currently \$150.00 (11/RDC/069). Mileage is paid on the same basis as for Councillors.

workload (particularly the Mayor's) and ensure strong liaison with community interest groups in addition to what Council staff are doing. While a number of councils have allocated portfolios for a while (and a few use them instead of specialist standing committees), it is a new arrangement for the Council and so it is desirable to consider the scope of these roles and the relationship with the Mayor. To be effective, the portfolio holder must be up-to-date with present developments and ensure awareness of community thinking (and feeling) on the allocated topic(s) and Council's approach.

- 2.2 During the last triennium, the Mayor was generally the only elected official to make comment to the local media. Under the portfolio system, the relevant portfolio holder would normally make public comment, and take a lead in engagement with the community and business. However, the Mayor will continue to take an interest in all portfolio matters; he will normally take the lead when it is a question of negotiating with or advocating to other local authorities, peak sector bodies or central government executives and Ministers.
- 2.3 There are two critical relationships – with Council staff and with the Mayor. It will be important to liaise with relevant Council staff (to avoid duplicated effort or contradictions) and the Chief Executive will provide guidance on this: portfolio holders have no authority to require staff assistance without this guidance. It is not expected that the portfolio holder will regularly consult with the Mayor about how to proceed but it is essential that the Mayor is informed of any sensitivities.
- 2.4 At each monthly Council meeting, the Mayor is able to update other Elected Members (and the wider community) about his activities and concerns. Committee Chairs do likewise. It seems logical that portfolio holders have a similar opportunity (and obligation) to provide a brief summary of the work they have been doing.
- 2.5 At the 3 November 2016 meeting, it was agreed that subsequent portfolios, including environment and housing (not just Council's community housing), be considered at a future meeting. These are both topics which come within the ambit of the Policy/Planning Committee and that could be the appropriate forum to have a broad discussion of both topics to see what projects might emerge which could usefully be progressed with a portfolio responsibility.
- 2.6 It is not proposed at this time to recommend to the Remuneration Authority that additional payments be made to portfolio holders, partly because the amount of work cannot yet be quantified (an important consideration for the Authority) and partly because any such payments would have to be made within the limits prescribed by the Authority. This could be achieved only by reducing additional payments currently made to the Deputy Mayor, Committee Chairs and Committee Deputy Chairs. Council could reconsider that position in (say) June 2017 following a survey which asked each portfolio holder to state the amount of time spent in this role.

3 Recommendations

- 3.1 That the report 'Finalising governance arrangements for the 2016-19 triennium' be received.
- 3.2 That, in addition to Cr McManaway(Chair) and Cr Rainey (Deputy Chair), the membership of the Assets/Infrastructure Committee comprise:and His Worship the Mayor (ex officio).
- 3.3 That, in addition to Cr Belsham(Chair) and Cr Sheridan (Deputy Chair), the membership of the Finance/Performance Committee comprise: and His Worship the Mayor (ex officio).
- 3.4 That, in addition to Cr Gordon (Chair) and Cr Aslett (Deputy Chair), the membership of the Policy/Planning Committee comprise:and His Worship the Mayor (ex officio).
- 3.5 That, in addition to the independent Chair, the membership of the Audit/Risk Committee comprise the Chair of Assets/Infrastructure Committee, the Chair of Finance/Performance Committee, the Chair of Policy/Planning Committee, the Deputy Mayor (if not a Committee Chair),..... and His Worship the Mayor (ex officio).
- 3.6 That Te Roopu Ahi Kaa be invited to nominate a representative with full voting rights on
- 3.7 That each portfolio holder on the allocated topic(s)
- i. is the Council spokesperson within the District,
 - ii. takes a lead in engagement with the community and business,
 - iii. liaises with relevant Council staff as suggested by the Chief Executive,
 - iv. keeps the Mayor informed of any sensitivities, and
 - v. provides a brief summary of developments, concerns and opportunities to each monthly meeting of Council.
- 3.8 That the Chief Executive arrange a survey of workload incurred by portfolio holders in June 2017, with the results taken into account when considering a revised proposal to Remuneration Authority on payments for additional duties.

Michael Hodder
Community Services Group Manager

Attachment 4



Memorandum

To: Council

From: Michael Hodder

Date: 23 November 2016

Subject: Community Committees and Reserve Management Committees for the 2016-19 triennium

File: 3-OR-3-4

1 Formation of new committees

1.1 The outcome of the electoral process for the four Community Committees and two Reserve Management Committees is as follows¹:

- **Turakina Community Committee**

Duran Benton
Laurel Mauchline Campbell
Alastair Campbell
Tina Duxfield
Hayley Grant
Carol Neilson
Anita Oliver

- **Bulls Community Committee**

Lynette Andrews
Tyrone Barker
Nigel Bowen
Tricia Falkner
Matthew Holden
Annabel Sidey
(Julie Toomey) 9=
(Glenda Raewyn Turner) 9=
(Perrin Turner) 9=
Russel Ward
Vicky Whiteman

¹ For the Bulls Community Committee and the McIntyre Reserve Management Committee public meetings were called and a secret ballot of nominations carried out because the number of nominations exceeded the size of these committees as approved by Council. In all other cases, the number of nominations was within the prescribed range. It was not necessary to call a public meeting to secure additional nominations so a committee could be formed.

- **Marton Community Committee**
Carolyn Bates
Lyn Duncan
Jennifer Greener
Pip Hancock
Donna Harris
Belinda Harvey-Larsen
Lynda Hunter
Wendy Wagner
- **Hunternville Community Committee**
Sandra Carroll
Maureen Fenton
Trevor O'Connor
Jean Signal
Lynette Thompson
Erina True
Jane Watson
- **Turakina Reserve Management Committee**
Duran Benton
Alastair Campbell
Laurel Mauchline Campbell
Murray Richardson
- **McIntyre Reserve Management Committee**
Richard Goodwin
Angus Gordon
Alexander McIntyre
Christine McKay
Jack Potaka Baker
Stuart (Andrew) Ramsay

1.2 In the case of the Bulls Community Committee, as evident in the list above, three people tied for the ninth available position in the secret ballot. As the election process for community committees and reserve management committees generally follows the process in the Local Electoral Act 2001, a decision could be made by lot². However, it is open to Council to vary the size of any of its committees, and it may wish to do that in this case. (This was done for the Bulls Community Committee in the 2013-16 triennium.)

1.3 Except for the McIntyre Reserve Management Committee, dates for the inaugural meetings for these committees have been notified to all members (and respective Ward Councillors).

² Local Electoral Regulations 2001, clause 79(5).

2 Administrative processes

- 2.1 At the end of the last triennium, the Marton Community Committee recommended that procedural guidelines be provided for the new committees. This document has been prepared for inclusion in the agendas for the initial meetings of these committees. A final draft is attached (as [Appendix 1](#)) for consideration and comment – particularly by those Elected Members who have previously attended community committee meetings. This draft is included in the agenda for the initial meetings of the four community committees (5-8 December 2016): any changes desired by Council will be tabled at these meetings.
- 2.2 The Standing Orders adopted by Council at its meeting on 3 November 2016 automatically apply to all Council committees. The Chairs of each Community Committee will be provided with a printed copy of these at the initial meetings.

3 Meeting frequency

- 3.1 During the last triennium, the Bulls and Marton Community Committees met each month, while the Turakina and Hunterville Community Committees met on alternate months. That was also the practice for both Community Boards. However, on alternate months, the Taihape Community Board met as a workshop. This did not have an advertised agenda and was not serviced by Council staff. Any agreements reached at these workshops were brought to the next formal meeting of the Board for ratification.
- 3.2 This seems a good model for the Community Committees in the 2016-19 triennium. If agreed to, it will be incorporated into the terms of reference for these committees. The cycle of these meetings would be February, April, June, August, October and December.

4 Secretarial support

- 4.1 At its meeting on 3 November 2016, the Council resolved to invite members of the newly formed Community Committees to consider and recommend on any changes (and preferred level of secretarial services) for Council to consider at its meeting on 26 January 2017. Council wanted to know the realistic options, the costs and to understand the services provide to Community Boards.
- 4.2 Minutes of the bi-monthly meetings of both Community Boards are taken by Council staff. In addition, the Chief Executive or a senior manager attends these meetings to provide advice and support. Costs for these services (and time to prepare special reports relating to an issue for either Board) are met by the respective communities through a targeted rate. It is not practicable to separate out these specific costs from the overheads charged to each Board. However, the estimated costs for 2015/16 is \$1,250 for Ratana and \$2,500 for Taihape.
- 4.3 Providing secretarial services to community committees would ease workload for the members and ensure consistency and timeliness of minutes. It means providing a suitable person at one meeting on alternate months (assuming adoption of the Taihape Community Board approach) – potentially between one and three hours,

depending on the length of the meeting and its distance from Marton – and finalising the minutes in the next few days. This is likely to work out as 10 hours during the month when the committees meet.

4.4 There are two options to provide secretarial services for the four community committees:

- Recruit someone to provide these services for all four committees, paying an agreed hourly rate and mileage. While a suitable person would quickly grasp the Council's requirements for minute-taking, this approach has the disadvantage of having minimal connection with the Council. Council would need to have a backstop (potentially a member of the Policy Team) in case of illness etc. The likely annual cost for this option is between \$1,200 and \$1,500. These costs would be funded through the Uniform Annual General Charge.
- Share the work around the Council Policy team. In practice this would mean each participating team member attending one committee meeting on alternate months. There would be no budgetary impact as the cost of work of the Policy team is spread as an overhead. This option has the advantage of (obviously) being connected with Council, being available immediately, and having the capacity to provide an alternative person at short notice. If this option were adopted, it would be prudent to review after six months to be sure that it is not becoming an impediment to other work expected from the team.

4.5 Given the low cost, it seems preferable to provide this level of additional support from the first meeting of each community committees. It would be desirable to review the arrangement after six months to be sure that the estimated time requirements are roughly correct and it is not becoming an impediment to other work expected from the Policy team.

5 Combined meeting for the draft Annual Plan consultation

5.1 It is envisaged that the consultation document for the 2017/18 Annual Plan will be adopted at Council's meeting on 23 February 2017, so formal public engagement will occur during March. This would be an ideal opportunity to have a combined meeting/workshop of the four community committees, potentially early evening on Tuesday 7 March 2017. It is included on the provisional meeting calendar.

6 Recommendations

6.1 That the memorandum 'Community Committees and Reserve Management Committees for the 2016-19 triennium'

6.2 That, having regard for the quality of votes cast in the secret ballot for the final position on the Bulls Community Committee, Council

EITHER

requests the Mayor to determine the matter by lot

OR

agrees that the Committee may have two more members than provided in the terms of reference so long as all members remain on that Committee.

- 6.3 That for the 2016-19 triennium, community committees meet formally on a bi-monthly basis, with the option of holding informal workshops at other times, and that this is reflected in each committee's terms of reference.
- 6.4 That for the 2016-19 triennium, Council authorises the Chief Executive to provide staff secretarial services to the bi-monthly meetings of each community committee, subject to the outcome of a review conducted in June 2017.

Michael Hodder
Community & Regulatory Services Group Manager

Appendix 1

Memorandum

To: Community Committees

From: Samantha Kett

Date: 24 November 2016

Subject: Guidance for Community Committees

File: 3-CC-1-5

1 Purpose of the Community Committee

- 1.1 The purpose of Community Committees is to provide a local link and point of contact for Council liaison with the community, and provide for the exchange of information, communication, and to assist with the Council's consultative processes.
- 1.2 Community Committees are also charged with the delegated authority for the annual allocation of \$1.00 per rateable property for "defined small local works".
- 1.3 Community Committees also help to ensure that any minor remedial or renewal works are brought to Council's attention through the Request for Service procedure in the appropriate manner, through promoting the use of the Request for Service procedure and advising community members on how to use the Request for Service procedure. It is not the role of the Committee to provide details of a Request for Service through their minutes, this needs to be done through direct contact with Council staff.

2 Terms of Reference

- 2.1 Committees will generally follow the Terms of Reference as listed below:
 - The term of membership of each Committee shall generally coincide with Local Government terms of office, i.e. three years. The Committees shall be disestablished at each triennial election, the same as all other Committees of Council. The Council will call public meetings in each Ward in order to elect Committees as soon as practicable after each general Local Government election.
 - Each Committee will have power to co-opt other members, either from the public generally or representatives of specific community interest groups.
 - One/Two liaison Councillor(s) is/are to be appointed by the Council to serve on each Committee, in order to provide a formal link with the Council at an elected member level.
 - Committees will have sole discretion as to when the Committee meets, how often, and its administrative procedures.
 - The minutes of Committee meetings shall be made and maintained in accordance with the requirements set out in Rangitikei District Council's

Standing Orders, adopted 3 November 2016, and any subsequent amendment, having regard for current statutory provisions for recordkeeping. Council staff will aid in the preparation of minutes to this standard.

3 Meeting Frequency

- 3.1 Meetings will generally be held bi-monthly.
- 3.2 Committees can elect to hold informal workshop sessions at any point. These meetings will not be publically advertised and staff will not prepare an order paper for these workshop sessions. Workshop sessions may be held to discuss information relating to an item identified for a future agenda or to prepare a submission to any of Councils public consultation processes. Workshop sessions are discussion opportunities only, no decisions can be made at these sessions.
- 3.3 The Committee can elect to amend the date or time of any meeting.

4 Role of the Chair

- 4.1 The Chair of a Community Committee is appointed at the first meeting of the triennium.
- 4.2 It is the role of the Chair to ensure that meetings are productive and processes are followed.
- 4.3 Community Committees provide a link between Council and the community, and it is the Chair's role to ensure that the issues facing the community are brought to Council's attention through the correct avenues. The Chair can request at any time any item to be included on the agenda for a meeting of the Committee.
- 4.4 It is also the role of the Chair to obtain purchase order numbers from the Governance Administrator for the purchase of any goods or services through the Small Projects Grant Scheme from any of Council's suppliers. This means that invoices are sent directly to Council.

5 Role of the Secretary

- 5.1 At the start of the triennium, the Committee should elect a Secretary to take notes at the meetings and provide a set of minutes to the Governance Administrator as soon as possible after the meeting.
- 5.2 Details of the required format for minutes of Community Committees are attached In Appendix 1.

6 Role of Committee Member

- 6.1 The role of a Committee member is to engage in productive discussion during meetings and act as a liaison for the rest of the community with Council.

- 6.2 Committee members should bring to the Chair's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion.

7 Small Projects Grant Scheme

- 7.1 Community Committees are provided with an allocation for defined small local works. This grant is known as the Small Projects Grant Scheme and is funded through rates on a \$1 per rateable property basis. Committees are given an annual allocation and can carry-over up to 100% of that years allocation to the following year, but no more than that.

- 7.1 The objective of the Scheme is to allow Community Committees to fund purchases of small items or additional services which are not included in Council's operating budgets and which will benefit the local community. Examples would be signage, park furniture, plants, paint, a leaflet or other publication or an event, including implementing community-led place-making initiatives identified as priorities through the Town Centre Plan process (or some similar community consultation).

- 7.2 Proposed expenditure must be approved —

- by resolution at a publicly notified meeting (and at a time when the public is not excluded from proceedings), or
- (for urgent matters) by documented communication to all Committee members and appropriate staff for discussion and tabled at the next available meeting so that a clear audit trail is evident.

- 7.3 Where the proposed expenditure will be paid to a community organisation, Council's reporting requirements for its Community Initiatives Fund must be met.

- 7.4 The delegation does not extend to proposed expenditure which –

- provides training or conference attendance for one or more members, or
- constitutes an additional payment to an individual or organisation for goods or services subject to a contract with the Council, or
- exceeds the annual allocation.

Any such a proposal must be referred to Council for decision.

- 7.5 If expenditure is to be through one of Council's suppliers, the Secretary will need to contact the Governance Administrator who will supply a purchase order number for the expenditure. Committee members can also opt to pay for materials etc. themselves and be reimbursed. In this case the details of the reimbursement will need to be provided to the Governance Administrator to action.

Samantha Kett

4-4

Appendix 1

Format of Minutes for Community Committees

1 Noting Attendance

1.1 The attendance of Committee members, including the Mayor and those liaison Councillors appointed to the Committee, need to be noted at the start of the meeting. The presence of any Council staff or other Elected Members also needs to be noted.

1.2 Apologies for absence or lateness from Committee members should be noted at the start of the meeting. This needs to be in the form of a resolution and be moved/seconded:

“That the apologies for absence/lateness from ... be received.”

1.3 The presence of other attendees needs to be noted where they address the Committee.

2 Late Items

2.1 At the start of the meeting there is an item for late items to be accepted to the meeting. A late item is an item that is identified after the agenda for the meeting is created but cannot wait to be discussed at the next scheduled meeting.

2.2 The item needs to be presented to the Committee, along with an reason why it cannot wait until the next scheduled meeting, to be accepted into the agenda. A recommendation needs to be passed to allow the item to be considered at the meeting.

2 Recommendations

2.1 Recommendations provided in the agenda need to be moved and seconded by Committee members, and passed by a majority of the members present to become a resolution.

2.2 It is preferable that the Committee deals with every recommendation in the agenda, particularly when the recommendation is to receive a report.

2.3 Resolutions from the Committee need to follow a prescribed format:

2.3.1 Resolutions to Council:

“That the XX Committee recommends to Council...”

2.3.2 Resolutions on the Committees Small Projects Grant Scheme:

“That the XX Committee approves a grant of \$XX to XX from the Small Projects Grant Scheme allocation”

- 2.4 Any committee member can move a motion. They must gain a seconder before it can be discussed by the Committee and put to a vote.

3 Requesting Information

- 3.1 If the Committee requires further information on an item, or another issue that relates to an item on the agenda, it needs to be clear in the notes from that item exactly what information is being sought. Staff will endeavour to provide a memorandum to the next meeting with the information requested, or an update on progress with securing the information required and a timeframe for providing it to the Committee.

4 Items for a Future Agenda

- 4.1 The Committee cannot discuss or make recommendations on issues that do not form items on the agenda for that meeting and have not been accepted at the start of the meeting as a late item.
- 4.2 If the Committee wishes to discuss an issue within the Community, an item will be placed at the end of the agenda where future items for the agenda can be identified. This allows staff to provide the Committee with any information necessary and allows the Community the opportunity to attend the meeting if they are interested in the item.

5 Providing Council with Minutes

- 5.1 Minutes need to follow the prescribed format and be with the Governance Administrator within three working days of the meeting. This is to ensure that the minutes are included in the order paper for Council's next meeting.

Attachment 5



Rangitikei
"RECESSLY..."

REPORT

SUBJECT: **Administrative matters – November 2016**

TO: Council

FROM: Ross McNeil, Chief Executive

DATE: 23 November 2016

FILE: 5-EX-4

1 Post Kaikoura earthquake building evaluations

- 1.1 Following the severe earthquake at 12.02 am on 14 November 2016 centred on Kaikoura, Council staff assessed roads and infrastructure and carried out visual inspections of Council's buildings. With one possible exception, they found no issue needing more expert consideration. The Marton Pool was closed as a precautionary measure but opened that afternoon.
- 1.2 The possible exception is the Taihape Pool to confirm that there are no issues around the learners' pool where substantial strengthening was done last year. That further inspection has been carried out and there are no new cracks or unexpected water loss.

2 Submission to Telecommunications (Property Access and other matters) Amendment Bill

- 2.1 This Bill, introduced into Parliament on 29 June 2016 and referred to the Commerce Committee, aimed to simplify property access requirements in providing fibre installations, a pre-requisite for faster broadband. Difficulties were being experienced with shared driveways and apartment buildings. The Committee called for submissions by 10 November 2016, with its report due in Parliament on 5 December 2016. .
- 2.2 However, on 3 November 2016, the Committee issued an interim report proposing to introduce a new subpart of part 4 to the Bill as introduced to encourage the deployment of fibre as widely as possible. This new subpart set out provisions granting statutory rights of access to use existing electricity works (e.g. power poles) for deploying fibre optic cable if that is more cost-effective than trenching.
- 2.3 From Council's perspective this proposed amendment to the Bill is a significant step forward in achieving greater access to faster broadband. Accordingly, the Mayor wrote to the Minister for Communications strongly supporting the new

provision. The letter (attached as Appendix 1) was drafted to align with similar letters from civic leaders in the Horizons region as part of the regional collaboration over digital enablement.

- 2.4 A recommendation is included for Council to endorse that action.

3 Submission to consultation paper on funding Fire and Emergency New Zealand in 2017/18

- 3.1 During October the New Zealand Fire Service released a public consultation paper on how it proposed to fund the new Fire and Emergency New Zealand during 2017/18.

	Proposed 2017/18 levy	Difference
Residential	10.60 cents per \$100 insured (insured amounts capped at \$100,000 for residential buildings and \$20,000 for contents) Maximum levy payable per house is \$106 and \$21.20 for personal property	An increase of 3.0 cents per \$100 insured (a maximum increase of \$30.00 per annum for residential buildings and \$6.00 per annum for contents)
Non-residential	10.60 cents per \$100 insured (uncapped)	An increase of 3.0 cents per \$100 insured (e.g. an additional \$3,000 per annum for those with insurance of \$10 million)
Vehicles (less than 3.5 tonnes)	\$8.45 (flat rate)	An increase of \$2.37

- 3.2 This is an interim arrangement because information to enable accurate assessment of a levy on material damage insurance is not yet available. However, it remains the intention for that to be the basis in 2018/19 although it will also be subject to prior public consultation. So Council will want to make a further submission at that time. A very different approach which might more fairly represent the services provided by FENZ could be to set a rate on all rateable property on the basis of capital value minus land value. This would require Local Government New Zealand to engage with the sector and, if there was a reasonable consensus to this approach, with the Fire Service Commission.
- 3.3 The net operating cost to Council (i.e. excluding overheads) for rural fire in 2015/16 was \$112,725. This expenditure will cease from 2017/18. The 2017/18 levy proposals, if implemented, would cost Council about \$39,000. Whether the levy which Council pays from 2018/19 is more than this will depend on what the rate is (and whether there are any differentials or

exemptions for below-ground infrastructure or for commitments under the Local Authorities Protection Programme). The Government is aiming to spread the costs of the new agency as widely as possible, while avoiding any additional appropriation.

- 3.4 The closing date for submissions. is 30 November 2016. The submission sent to the Fire Service Commission is attached as Appendix 2.

4 Creative New Zealand Assessment Committee

- 4.1 At its meeting on 3 November 2016, Council confirmed the nominations of six community representatives to the Creative New Zealand Assessment Committee but noted that there were several others to be finalised.
- 4.2 These are Gill Duncan, Julie Oliver, Pam Bradley, Tam Hiscotte and Winona Folau. A recommendation to confirm these five people as members is included.

5 Marton Wastewater Treatment Plant Advisory Group

- 5.1 This group was established last triennium and, as with other Council committees, needs to be re-established by the current Council to continue. In doing that, Council may wish to change the membership of the group.
- 5.2 The community members appointed last triennium were: Campbell Bary, Gordon Gunn, Geoff Mills, Chris Shenton, Robert Snijders, Bruce Thomson. His Worship the Mayor as a member of the group, with support from the Chief Executive, the General Manager – Infrastructure, the Utilities Asset Manager and the Utilities Operations Manager.

6 Refurbishment of the old BNZ building, 12-14 High Street, Marton - update

- 6.1 At its meeting on 3 November 2016, an update was provided on the situation with the refurbishment of the old BNZ building (at 12-14 High Street, Marton). At that time, the requested plan of work showing what additional work and systems will be undertaken/installed so that the building is as close as is reasonably practicable to meeting the building code requirements had not been provided.
- 6.2 That plan of work has not yet been received. The owner is not permitted to allow the use of the downstairs apartment until this matter is resolved.

7 Update on former Taihape College site, 55 Rauma Road

- 7.1 The remaining facilities at the former Taihape College site are currently used by a number of community groups and maintained by agents appointed by the Ministry of Education. The Ministry has proposed issuing a licence to occupy

this site to Council which would then assume responsibility for managing the land and buildings and the tenancies. That licence would have an initial term of twelve months but after that would be on month-by-month basis, reflecting the fact that the site is in a disposal process.

- 7.2 The Mayor and the Chief Executive met on 14 November 2016 with the current occupiers of the facility to discuss their long-term objectives in the light of the expected significant additional costs associated with the desired continued use of the facility and Council accepting the proposed licence to occupy. Almost all groups currently using the facilities were represented at the meeting – the exceptions being taekwondo and soccer.
- 7.3 The meeting was informed of Council's earlier calculations that those costs were estimated as being \$18,000 initially¹, with ongoing annual costs of \$39,000 – most of which was maintaining the extensive grounds. The buildings had been under maintained and needed to be at the required standard (especially regarding fire safety) so that Council could issue a building warrant of fitness (which is currently lacking).
- 7.4 The group was doubtful whether the facilities at Rauma Road could be met as part of the building projects planned on the Town Hall site and/or associated with the amenity block to be located on Taihape Memorial Park – in particular because of the floor area available at Rauma Road. They understood that Council would not necessarily get a chance to bid for the property if it became part of the compensation in the Treaty claims process.
- 7.5 The group accepted that
- Council needs to sign the proposed licence to safeguard the present use of the buildings;
 - Council would draft a model of 'reasonable costs' having regard for its current charging structure on halls – i.e. electricity and water being paid by the user groups with consideration of variable rates between casual and permanent users;
 - Council would check the feasibility of fencing off some of the area for grazing so that ground maintenance costs would be lower; and
 - there had been considerable volunteer involvement with the site so far and that was scope for volunteer assistance in tidying up the site
- 7.6 Council will also consider the potential fit between the facilities in Rauma Road and what might be developed on the Town Hall site and/or Taihape Memorial Park.

¹ This is to satisfy fire protection requirements, undertake basic repairs to broken windows, guttering etc., and tidy up the grounds around the buildings, in particular overhanging trees.

- 7.7 A further meeting of the user group will be arranged before Christmas. They are keen to manage the hall collectively rather than have Council do this on the same basis as for other halls. The objective for this meeting is to reach a consensus from which a recommendation can be made to Council on the proposed licence to occupy.

8 10 Eagle Street, Taihape

- 8.1 A contract has been let for the removal/demolition of the house and other buildings on the site, at a price of \$25,585 (plus GST). The intention is that the site will be vacant by 16 December 2016.

9 MW LASS update

- 9.1 Attached (as [Appendix 3](#)) is the October 2016 newsletter from Archives Central. This issue features the photograph albums from the Rangitikei County Council and the first decade of the Rangitikei District Council, including albums from the County Engineers. They have yet to be scanned.
- 9.2 The shared insurance cover was renewed for two years with the rates locked in prior to the Kaikoura earthquakes. Work is being done on loss modelling and resilience: this will improve our understanding about the scale of the risk and the cover really required.

10 Rates Rebate (Retirement Village Residents) Amendment Bill 2016

- 10.1 This private member's Bill (Hon Ruth Dyson) has had its first reading (on 9 November 2016) and been referred to the Local Government and Environment Committee with submissions closing 12 January 2017. If enacted as drafted, it would ensure that residents of retirement villages with occupation right agreements would be able to claim a rates rebate, even though the payment made is to the retirement village owner. The one instance of this in the Rangitikei District is at the Edale Aged Care Centre in Marton, where the occupation right agreement includes payment, as village outgoings, "all rates, levies, charges, assessments and fees payable to any government, territorial or local authority in respect of the Village and the Land".
- 10.2 The Government supports the proposal in principle, but sees more detailed consideration will be needed during the Select Committee stage.

11 Request for picnic table and bench on Council land by Countdown car park

- 11.1 Leeson Sewell from the Marton Pharmacy has written asking that Council put a park bench and/or picnic table in the Council land by the Countdown car park off Stewart Street. The letter (written on behalf of a few other businesses in

the area) is attached (as [Appendix 4](#)) together with an aerial map. The Marton Borough Council acquired this site in 1974.

- 11.2 The Parks and Reserves team maintain this area and report the area is quite popular. The benches removed from Broadway as part of the placemaking initiative are in storage and one of these will be placed in this area.

12 Removal of building line restriction – 13 Follett Street, Marton

- 12.1 In 1955 the Marton Borough Council imposed a building line restriction on this property, foreshadowing the construction of the extension of Stewart Street through Marton Park. However, the road has never been extended and Marton Park remains a recreational facility for the community. Stewart Street has access to Signal Street so there is no need for the building line restriction to remain on the title. Section 327A of the Local Government Act 1974 allows the Council to determine that a building line should be cancelled, with such a decision being notified to the District Land Registrar or the Registrar of Deeds, as appropriate. Legal costs for removing the restriction are borne by the property owner.
- 12.2 A copy of the survey plan is attached as [Appendix 5](#). A recommendation to authorise the cancellation of the building-line restriction is included.

13 Proposed road closures

- 13.1 There have been no further requests for road closures since Council's last meeting.

14 Redevelopment of 104-106 Hautapu Street, Taihape

- 14.1 Alistair Verschoor has written to the Council about his proposed redevelopment of 104-106 Hautapu Street, Taihape (currently the location of Taihape Hardware Sports and Furniture. He proposes a rebuild on the site to house five or six new retail businesses. His letter and an aerial view of the site are attached as [Appendix 6a](#) and [Appendix 6b](#).
- 14.2 He asks for a remission of rates for up to two years together with waiving of application and consent fees. This year's rates are \$5,408 on a rateable value of \$425,000. Mr Verschoor estimates the rateable value of the proposed development would be \$1.5 to \$2.0 million.
- 14.3 The proposed development meets the criteria of Council's policy on incentives to address earthquake-prone buildings (attached as [Appendix 6c](#)). The first buildings were on the site by 1924; Council's building files show considerable modifications being made since then; part is considered earthquake-prone. While the premises are rarely open now, with a long-standing closing-down sale, they would ordinarily attract considerable foot traffic.

- 14.4 The policy allows Council to waive rates for up to six months during demolition and rebuilding, and for up to three years after the rebuild is complete. In addition, Council may waive up to \$5,000 in internal consent costs. A recommendation is included.

15 Request for waiver of all fees

- 15.1 There have been three new requests for waiver of all fees (consents/facilities) requiring referral to Council.

Taihape Historical Society

- 15.2 The Society proposes to construct a pole shed to cover some of its tractors, implements etc. The consent application has not yet been lodged but the fee for this type of building is likely to be between \$700 and \$800. The Society's application is attached as Appendix 7.

Bulls & District Historical Society

- 15.3 The Society requests waiver of hireage charges in the Bulls Town Hall Supper Room for the launch of 'Slices of life' (about residents of Bulls) on 11 December 2016, 2.00 to 4.00 pm. The Society's application is attached as Appendix 8. The fee payable is \$20.00 – local non-profit community organisations are charged one fifth of the total fee payable. In addition there is a key deposit of \$50.00 refunded on return of the key to Council.
- 15.4 Recommendations are included for both applications

16 Service request reporting

- 16.1 The summary reports for first response and feedback (requests received in October 2016) and resolution (requests received in September 2016) are attached for information, as Appendix 7.

17 Health and Safety update

- 17.1 Sylvie Hickton has written a continuous improvement plan for the Council over the next 24 months.
- 17.2 The Rangitikei Environment Group has employed Farmsafe for health and safety compliance; the Council will provide Traffic Control Plans support.
- 17.3 The Parks & Reserves Team Leader has been assisting the placemaking groups with hazard identification.

18 Staffing

- 18.1 Linda Holman has started working one day a week with the Information Services team in addition to her two days a week in the Governance Administrator role
- 18.2 Anna Dellow has accepted a permanent role as Records Officer.
- 18.3 Ellen Webb-Moore started on 21 November 2016 in the second Policy/Planner position.
- 18.4 Mike Lamb will commence as full-time IT support on 5 December 2016.
- 18.5 Yvonna Paulo has been appointed part-time Library Assistant, particularly to provide weekend cover.
- 18.6 Interviews are being held for a Building Control Officer position, to cover the impending vacancy from the retirement of Robbie Walker.
- 18.7 Sylvie Hickton has resigned from her role with MW LASS as Health & Safety Adviser.

19 Recommendations

- 19.1 That the report 'Administrative matters – November 2016' be received.
- 19.2 That Council endorses the Mayor's submission to the Minister for Communications strongly supporting the Commerce Committee's proposal (in its interim report of 3 November 2016) to grant statutory rights of access to use existing electricity works (e.g. power poles) for deploying fibre optic cable.
- 19.3 That Council endorse the Mayor's submission to the New Zealand Fire Service Commission on the funding of Fire and Emergency New Zealand in 2017/18.
- 19.4 That Gill Duncan, Julie Oliver, Pam Bradley, Tam Hiscotte and Winona Folau be confirmed as community members of the Creative New Zealand Assessment Committee alongside those confirmed by Council at its meeting on 3 November 2016.
- 19.5 That the Marton Wastewater Treatment Plant Advisory Group be re-established for the 2016-19 triennium with its community members being.....
- 19.6 That, in terms of section 327A of the Local Government Act 1974, the building line restriction(K37764) imposed on 13 Follett Street (lot 1 DP 18638) on 22 November 1955 by the Marton Borough Council be cancelled and the notice of cancellation be sent to the District Land Registrar.
- 19.7 That, having regard for its policy on Incentives to address earthquake-prone buildings, Council approves, in support of the proposed retail redevelopment

by Alistair Verschoor at 104-106 Hautapu Street, Taihape, a waiver of% of rates for months from the start of demolition, a waiver of% for months from completion of the new building on that site and a remission of Council consent charges up to \$.....

- 19.8 That a waiver of% be approved for the building consent application to be submitted by the Taihape Historical Society for the construction of a pool shed at their site in Huia Street, Taihape.
- 19.9 That a waiver of \$..... be approved (in addition to the discount applicable to community organisations) for the use of the Bulls Town Hall Supper Room by the Bulls and Districts Historical Society for the launch of 'Slices of our lives'.

Ross McNeil
Chief Executive

Appendix 1

From the
Office of the Mayor

Rangitikei
UNSPOILT...



9 November 2016

Hon Amy Adams
Minister for Communications
Private Bag 1888
Parliament Buildings
WELLINGTON 6160

Via email: select.committees@parliament.govt.nz

Dear Minister

**SUBMISSION TO TELECOMMUNICATIONS (PROPERTY ACCESS AND OTHER MATTERS)
AMENDMENT BILL**

Thank you for the opportunity to make a submission on this important development to support the deployment of fibre in rural New Zealand.

The Rangitikei District Council strongly supports the new provision to provide a statutory right of access to private land to deploy, maintain and upgrade fibre on existing electricity infrastructure.

We support the new provision taking place within the current framework that appropriately balances the right of access with protection of private property rights.

We acknowledge that there will be requirements to ensure:

- That any new infrastructure will be subject to enforceable open access obligations.
- That private landowners, on whose land these works are located, will receive a statutory right to a breakout point and fibre to the premise.

We understand that there must be limits to this latter requirement. Feedback from our stakeholders and residents (given the limited time available to us for consultation) suggests that 500m is an appropriate distance.

Thank you again for the opportunity to make a submission. We look forward to your response in due course and also to engaging on other aspects of the rural broadband and mobile blackspot rollout as recently announced. The deployment of this critical infrastructure in our District is central to our communities' future economic and social wellbeing.

Yours sincerely

Andy Watson
Mayor of Rangitikei

Appendix 2

23 November 2016

File No: 3-OR-3-5

Hon Paul Swain
Board Chair
New Zealand Fire Service Commission
P O Box 2133
Wellington 6140

By email: levyconsultation@fire.org.nz

Dear Paul

Funding fire and emergency services in 2017/18

Thank you for the opportunity to comment on the Commission's thinking about the levy to apply in 2017/18.

The Council thinks the proposal to make a levy on fire insurance contracts and motor vehicle insurance is a reasonable approach for this first year, taking into account that responding to fires and vehicle crashes constitutes much of the work currently performed by fire brigades and rural fire forces. We agree that more work is needed before a levy is set on material damage insurance. However, we question why the levy on non-residential buildings is not capped: this is not discussed in the consultation paper, but the Commission evidently knows the potential impact since it has estimated the levy take on this basis.

The Council urges careful consideration to setting a levy on material damage insurance; we are glad to see that it is not proposed as part of the funding mechanism for 2017/18. Like many other territorial authorities, we have substantial below-ground infrastructure (water, wastewater and stormwater reticulation) which is too extensive for Council to self-insure. At present, Rangitikei District Council is a member of the Local Authority Protection Programme, and it may be that this mutual fund will be viewed as outside the scope of material damage insurance. However, not all territorial authorities are members of this Programme and have taken insurance cover for below-ground infrastructure: we suggest that the Commission exempt such assets if a levy is to be set on material damage insurance.

The paper notes that the transition costs are a repayable capital injection and that the Crown may make a capital contribution of up to \$10 million to fund activities such as rescues and responding to floods. The Council believes that there should be much more appropriation funding provided for Fire and Emergency New Zealand. There is a high public good in the work done by FENZ and we think it is unnecessarily complex (and contentious) to attempt to relate

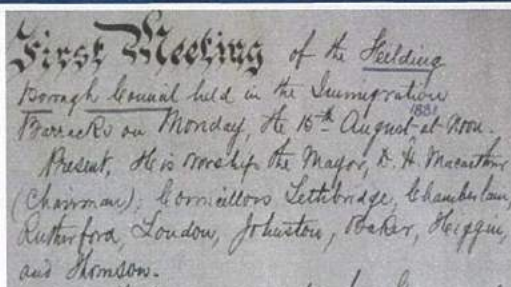
the costs of FENZ to other mechanisms which individuals and businesses use to provide some financial security

Yours sincerely

Andy Watson
Mayor the Rangitikei District

DRAFT

Appendix 3



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 held.

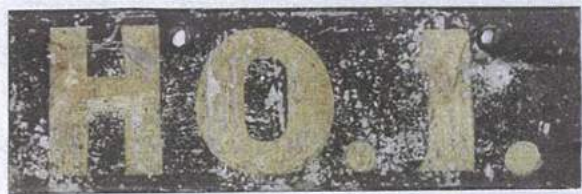
HIGHLIGHTS OF THE MONTH

Over September we had:

- 68 requests lodged with archives staff
- 1,898 unique visitors to the Archives Central website

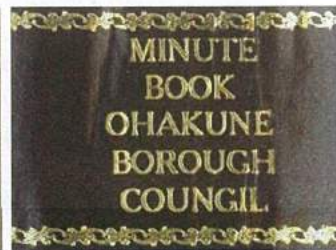
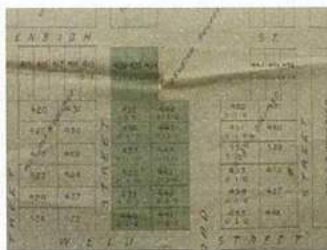
A recent transfer from Horowhenua District Council includes:

- Centenary medals (1985)
- Centenary ties (1985)
- First Horowhenua Number Plate (circa 1912)
- Levin Borough Common Seal Stamp
- Levin Borough tea cup and plates
- Horowhenua County Common Seal Stamp
- Centenary video tapes (1985)
- Video tape of first District Council meeting (1989)



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
- Phone: (06) 952 2819
- Find us on Facebook. Search: Archives Central



FROM THE STACKS – RANGITIKEI COUNTY COUNCIL PHOTO ALBUMS

The Rangitikei District Council has numerous photo albums, loose prints and negatives in their archives collection. Included in that are several Engineer's albums from the 1950s to the 1980s which provide an interesting view of engineering work carried out by the County.

These two photos here are a good example from 1950. They are part of a set that document the construction of a new Pukeroa Bridge.

In the 1940s the existing bridge was old and needed replacing. A visit in 1947 found a suitable site near the old bridge. Work then started in 1949 with the creation of formwork for the concrete piers and continued through to completion of the bridge in 1950. Photographs were taken throughout the construction process.

The photos in these albums are not presently listed on the Archives Central database and form part of what are known as "accessions" - unprocessed archives that still require cataloguing work.

DID YOU KNOW? -Shared Services

The history of local government is one of constant change. Some was driven by the community demanding exciting new services like water, sewerage, roading, libraries etc. Some was driven by evolving Central Government requirements.

This gradual expansion of local government services and functions put a great strain on some of the smaller councils, particularly in areas like Town Planning that required specialised knowledge.

Private sector consultants provided some of the required expertise, but support was also contracted from some of the larger councils - in the Manawatu Wanganui Region this was generally from either the Palmerston North or Wanganui City Council.

A more radical step was taken by the Raetihi Borough Council and the Waimarino County Council in 1985. They both had buildings in Raetihi and decided to save money by combining their offices.

Archives Central itself is the latest examples of shared services, with seven councils storing their archives in one facility.

File No. 78/34	
Part 6	
PALMERSTON NORTH CITY CORPORATION	
SUBJECT	
TOWN	PLANNING
LEVIN	BOROUGH

Appendix 4

18 November 2016

To Whom It May Concern

I am writing on behalf of a few businesses who are located near the piece of bush area by the countdown car park, we believe it is council land, its always tidy and maintained however unused,we were wondering if you would consider putting a park bench/picnic table or both there for the surrounding businesses staff as well as the local Te kotuku Hauora staff who are currently having to sit on the concrete slabs which is situated by the countdown car park,we feel it would be well used especially at lunch times by the surrounding businesses. We hope you consider this for us.



Many Thanks

Gleeson Sewell

Marton Pharmacy

292 Broadway

Marton

063270050

9 Stewart Street, Marton

Print Date: 21/11/2016
Print Time: 8:59 PM



Scale: 1:753
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1802717.36874359, 5561873.2918468
1802856.62929041, 5562045.8235114

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
It is made available in good faith but its accuracy or completeness is not guaranteed.
All excavations near council assets to be undertaken with due care. Contractors will be liable for damages.
If the information is relied on in support of Resource Consent it should be verified by independent survey.

Appendix 5



COMPUTER FREEHOLD REGISTER UNDER LAND TRANSFER ACT 1952



Search Copy

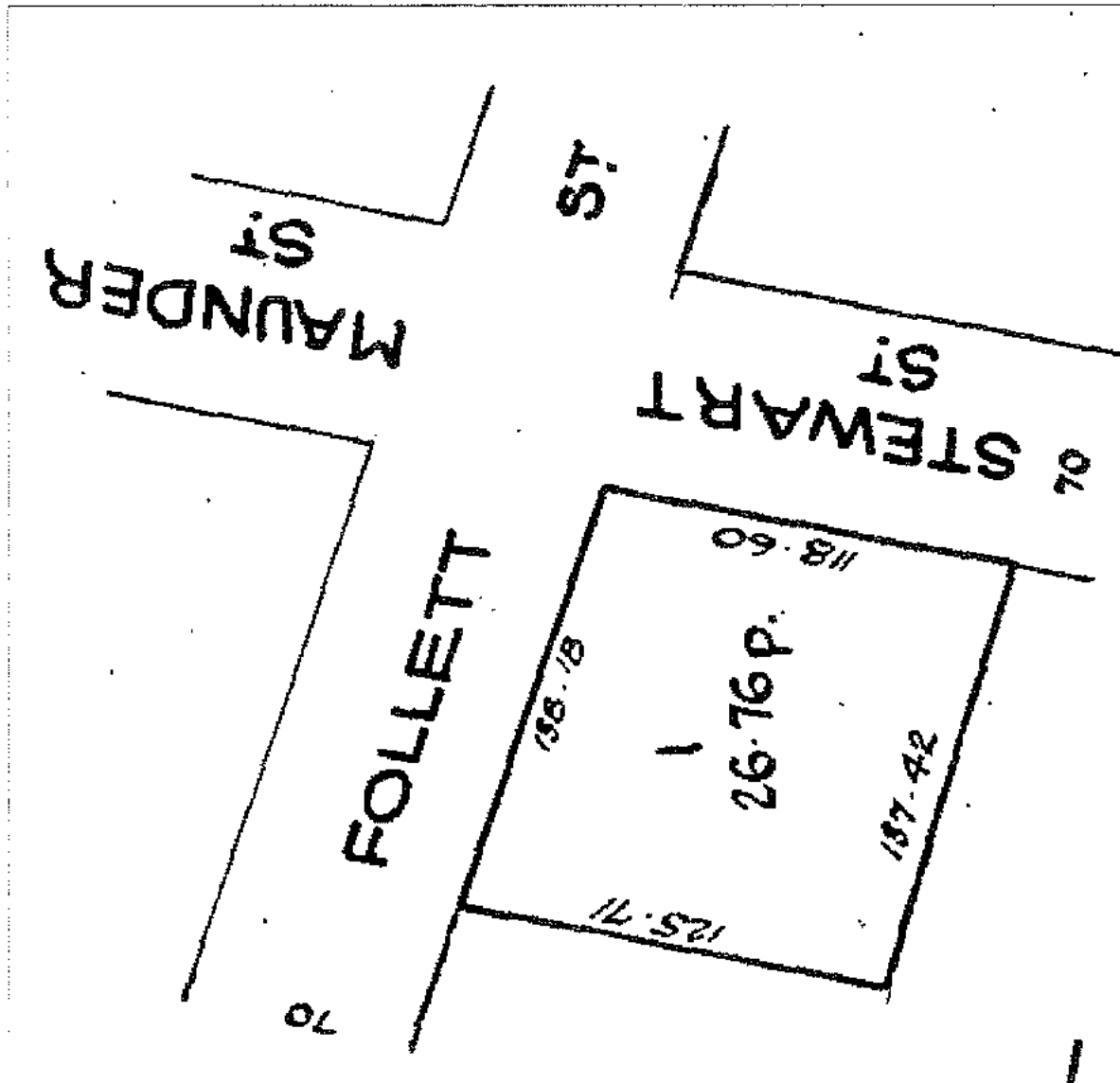
R. W. Muir
Registrar-General
of Land

Identifier **WNF1/863**
Land Registration District **Wellington**
Date Issued 15 February 1968

Prior References
WN4/264

Estate Fee Simple
Area 677 square metres more or less
Legal Description Lot 1 Deposited Plan 18638
Proprietors
Allan Denis Muir

Interests
K37764 Building Line Restriction



IN THE MATTER of "The Public Works
Act 1928 and of "The Land
Transfer Act 1952"


K37764 BLR

- AND -

IN THE MATTER of Certificate of
Title VOLUME 4 FOLIO 264
Wellington Registry.

THE MARTON BOROUGH COUNCIL being the local authority having
control of the roads or streets in the Borough of Marton
by resolution declares that the provisions of Section 128
of the Public Works Act 1928 shall not apply to the side
of the streets known as Follett Street and Stewart Street
adjoining ALL THAT piece of land containing THIRTY-NINE
DECIMAL TWO SEVEN PERCHES (0 acres 0 roods 39.27 perches)
situate in the Borough of Marton being part of Block III.
Rangitoto Survey District, being also Lot 55 on Deposited
Plan Number 14 and being all the land comprised and
described in Certificate of Title VOLUME 4 FOLIO 264,
Wellington Registry SUBJECT TO the condition that no.
building or part of a building shall at any time be
erected on the said land within a distance of thirty-three
(33) feet from the centre line of the said portion of the
said roads or streets or either of them.

I HEREBY CERTIFY that the foregoing is a true and
correct copy of the Resolution passed by the Marton Borough
Council on the 22ND day of NOVEMBER. 1955.


.....
Town Clerk

I, CHRISTINA JOHNSON of Marton, Widow being the owner of

[illegible]

Witness *Kathleen*
Occupation *Solicitor*
Address *Marta*

	6	39	170	170
	7	14	1560	1560
	8	12	750	750
	9	15	1100	1100
250.990	0	20	1200	1200
	1	37	1200	1200
Inc. 214990	2	10	1480	1480
			me	700
			650	
Total No.	14	2	32	32
	32	15	2	8
	96344	29165	45135	350
	9500	4000		

K 37764

186

Particulars entered in Register-book



Vol. 4 fol. 264
29th day of November 1955 at 1:54 p.m.
A.L.R.

Plan 18638

4/264

Pending 6 T from
Perry W & P.

Affects Plan 18638.

Noted on ET 18638.

Set
16.12.55

LAND & DEEDS	
Name:	H. M. M. M. M.
From:	Perry W & P.
29 NOV 1955	
Time:	1.54 p.m.
Fee: £	12/-
Abstract No.	5433



Appendix 6a

Introduction

This application is for the redevelopment of 104 – 106 Hautapu Street Taihape. This site has had a vacant building for approximately 10 years and unfortunately has added no value to the main street of Taihape. With the redevelopment of this site it will provide modern retail accommodation that is lacking in the main street of Taihape. This redevelopment will be the first major development in many years and will have a positive effect on the town and local community. With Taihape not known as a destination we want to draw on the traffic of State Highway One and have it become the place of choice to stop during a journey by offering a wide range of refreshments.

Reason for application

This redevelopment is no different from the majority developments in that the initial phase will produce a negative cash flow that could restrict the potential of the site. We are looking for assistance from the Rangitikei District Council to help reduce this burden so that this development can proceed. Upon taking ownership of the site the building will be demolished as part of the building is below the current building code and is an earthquake risk. We are seeking a rates holiday for a period of up to 24 months, plus the waiving of application and consent fees.

Benefits to Taihape & Rangitikei District Council

With so many empty sites along the main street of Taihape which is typical of many rural New Zealand towns that are struggling to survive in the current economic environment. The benefits of this development proceeding for Taihape and the Rangitikei District Council are enormous.

- The building will consist of 5 or 6 new retail sites in modern attractive accommodation.
- It is envisioned that the new tenants will be new businesses to Taihape, bringing new families into the town that has suffered from a declining population for the last two decades.
- The retailers will be focused on the hospitality industry drawing on one of Taihape largest assets, State Highway 1.
- We will be attracting tenants from an ethnic background that will add diversity to the local population and keeping in with mix of contemporary New Zealand.

- After the construction period the benefit to the Rangitikei District Council is that the rateable value of the new building will be in the region of \$1.5 - \$2 million.
- The business owners and staff will require accommodation for living, creating more demand for residential housing within Taihape that has had a little growth in the residential property market over the past 10 years. This could lead to housing development opportunities.

The building

Construction of the building will be a single storey precast concrete tilt slab. The design will try to blend in with the current veranda on Hautapu Street to give a continuous coverage of the footpath. The building will be built on the boundary of the footpath with the front window and doors set back 2 metres allowing a space for alfresco dining that is still within the boundary of the site. Frontage of the building will be glass to give maximum light and modern look and appeal. Each tenancy will occupy an area of between 80 – 100 square metres, giving site coverage between 500 – 600 square metres. Parking for tenants and staff will be at the rear of the building with access from Tui Street. Additional car parking for customers can also be made available in this area. Below is an example of the style of building that could occupy 104 – 106 Hautapu Street.



Types of tenants

The types of tenants we are seeking will be new businesses that will compliment the existing businesses within the hospitality industry already in Taihape. Below are examples of the types of tenants that may suit.

Pizza, Kebabs, Bagels, Hot Roast, Southern Fried Chicken, Fish and Chips, Ice Creams, Indian Takeaway, Pita Pit, Tank, Thai Takeaway, Bakery.

Appendix 6b

104-106 Hautapu Street, Taihape

Print Date: 25/11/2016
Print Time: 10:02 AM



Scale: 1:449
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1840026.04759284, 5604248.05578961
1840109.05236896, 5604350.89146359

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
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If the information is relied on in support of Resource Consent it should be verified by independent survey.

Appendix 6c

3 Incentives to address earthquake-prone buildings

3.1 Introduction

Council recognises the value of addressing earthquake-prone buildings, either by strengthening them or by rebuilding following demolition. While there will be varying views over the respective value of preserving heritage compared with creating a new structure, Council's concern is that such sites remain viable business entities. Council recognises that strengthening all or part of heritage buildings or retaining the street façade as part of a replacement building helps retain townscape character.

This policy applies to

- a) all buildings originally constructed prior to 1945 in the commercial zones of the District where the businesses operating within them (currently or projected) depend on the presence of a significant number of public customers or employees to be viable; and
- b) any other commercial or industrial building where the businesses operating within it (currently or projected) depends on the presence of a significant number of public customers or employees to be viable, for which the owner provides evidence of a professional assessment that the building is earthquake prone (i.e. below the 33% threshold of the New Building Standard).

This policy does not apply to any earthquake-prone building for which the Council has provided grants and/or waiver of fees equivalent to (or exceeding) financial assistance available within this policy. Where that assistance is less, the policy will be applied on a pro rata basis.

This policy does not apply to any demolition, strengthening or rebuilding for which building consents were issued prior to this policy being adopted.

3.2 Remission during building work

A full remission of rates will be granted for up to six months during the period when

- a) the building is strengthened; or
- b) the building is demolished, and a new building is erected on the site; *or*
- c) the building is demolished, the site is cleared and (in consultation with the Council) set out for passive public use, and a new building is erected on another site within the commercial area of that town

The site must be unoccupied other than by contractors undertaking the building work.

Application for this remission must be made no later than three months before the intended strengthening and demolition. The application must include documentation which gives evidence of

- a) *either* the proposed strengthening work and the time envisaged for that work to be done,
- b) *or* the proposed demolition and rebuilding and the time envisaged for that work to be done.

Approval of this remission will be associated with a waiver of all District Council consent costs up to a maximum of \$5,000 (plus GST). This excludes any government levies and charges, which will remain the responsibility of the property owner.

If the proposed strengthening or demolition/rebuilding is not achieved within the time noted in the application, or as otherwise mutually agreed, Council will reverse the remission and may recover part or all of the waived fees.

3.3 Remission following completion of building work

A full remission of rates will be granted for a maximum of three years for a property containing one or more earthquake-prone buildings once a Code Compliance Certificate has been issued for *either* the strengthening of such earthquake-prone buildings *or* the erection of a new building on a site previously occupied by one or more earthquake-prone buildings *or* the erection of a new building on another site in the commercial zone of that town provided that the use of the former site is consistent with the provisions of the District Plan, irrespective of whether the owner retains the site, transfers it to another entity or (at no cost) vests that site in Council.

Application for this remission must be made no later than three months after the issue of the Code Compliance Certificate.

This remission is available only to the owner of the site when the strengthening or new building work was undertaken.

Appendix 7

November 10, 2016

The Mayor and Rangitikei District Councillors
Rangitikei District Council
Marton

To Mr Andy Watson and Councillors

Re: Taihape Historical and Museum Society

The Taihape Museum is in the process of building a covered area to store some of our early tractors, implements and other items which will preserve them for future generations. Understandably finance is limited and the Museum Society would be most grateful if the Council could waive the building consent fee, as we are caretakers of the community's historic assets. We hope to have this project started early in 2017.

Please do not hesitate to contact the writer if you require any further information.

Regards
Trevor Prime - Chairman
Taihape Historical and Museum Society

contact: Trevor Prime
661 Torere Road
RD3
Taihape 4793

phone: 06 3881467
mob: 0274498725

Appendix 8

BULLS & DISTRICTS HISTORICAL SOCIETY (INC)



15th November 2016

Gaylene Prince
Rangitikei District Council
Marton

Dear Gaylene,

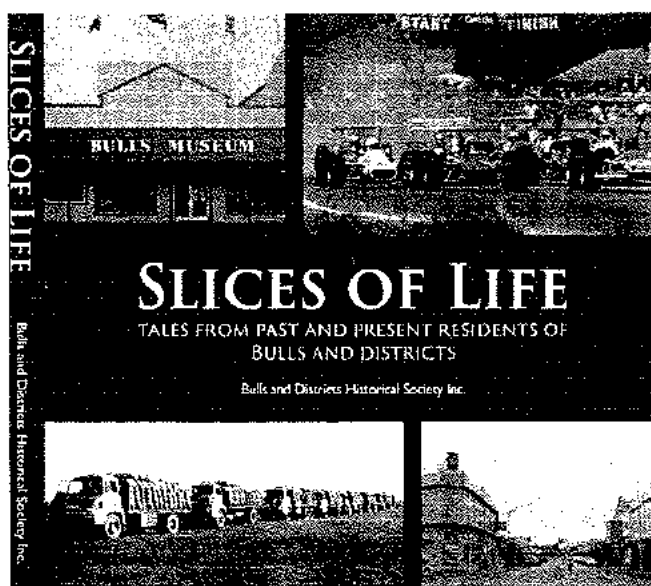
The Bulls and Districts Historical Society have booked the Bulls Town Hall supper room for Sunday 11th December between the hours 2-4pm.

This is to promote our book launch "Slices of Life" a local publication on past and present personalities in our area.

As this is a fundraiser for the Bulls Museum, would council consider waiving any fees associated with hireage for this event please?

It is our intention to invite those who have their stories printed in this publication and any members of the local community who are interested.

Regards,
Helen Cooper



A community owned and run museum
81 High Street, Bulls, New Zealand
Operates daily between 10am-3pm or by arrangement
President: Keith Scott 063221225

Attachment 6

Memorandum

To: Council

From: Ross McNeil

Date: 24 November 2016

Subject: Top Ten Projects – status, November 2016

File: 5-EX-4

This memorandum is an update from the statements provided to the Council's meeting on 28 July 2016 and subsequent months.

1. Reinstatement of the roading network after the June 2015 floods

The programme for 2016/17 has been mapped out and is being implemented, continuing to use the bundling approach for engaging contractors. This project is expected to be complete by December 2017.

2. Upgrade of the Bulls wastewater treatment plant to meet new consent conditions

The consent application remains under consideration by Horizons, which effectively puts the project on hold. Riverlands had expressed interest in a collaborative approach to the upgrade of the Bulls wastewater treatment plant but, on further consideration, seems unlikely to make such a commitment. Although Horizons is keen to see the merging of the two discharges, it would be entirely a Council decision to do that. It would mean withdrawing the current consent application and submitting a new one.

3. Upgrade of the Marton wastewater treatment plant to meet new consent conditions

The initial focus until December 2017 is on acceptable management of the leachate from the Bonny Glen landfill. The Heads of Agreement has been signed between Midwest Disposal and Council; the management plan to define the arrangements for transporting the leachate to Marton, storing it, and releasing it into the waste water treatment plant has been finalised. The document was presented to the Assets/Infrastructure Committee at its meeting on 11 August 2016. The storage tanks and pumping system for pre-treated leachate is now in place at the Marton wastewater treatment plant. This means that there is now a managed entry of pre-treated leachate into the treatment plant.

Midwest has yet to see a commercially running plant that can demonstrate the efficiency of their preferred option of on-site treatment of leachate. Midwest aims to have its pre-treatment plant operating by April 2017. However, it seems that the leachate will require further treatment before it can be discharged into a waterway. Council has been specific

that the application for the new consent for the Marton wastewater treatment plant will not allow leachate to be accepted.

4. Upgrade of the Ratana wastewater treatment plant to meet the demands from the anticipated housing development

Planning and legal formalities are under way for the 60 lot subdivision at Ratana. This subdivision will be progressed as a 'partition' through the Maori Land Court, rather than a subdivision consent under the Resource Management Act. As the land is under multiple ownership, the partition process allows for specific areas (parcels) to be defined and assigned to owners. This is similar to a cross-lease arrangement.

External funding support for the wastewater treatment plant capacity upgrade has yet to be confirmed. However, Te Puni Kokiri, as the social housing funder for this development, is aware of the funding shortfall and discussions are being held with staff from that organisation. Council budgets do include funding to upgrade the plant to meet future treatment standards.

An update on the subdivision project was included in the Administrative matters report to Council's meeting on 29 September 2016. The Waipu Trust, which is advancing the development, will be seeking an agreement with Council for management and maintenance of the core infrastructure and open space areas associated with the development. The Maori Land Court is likely to want to see evidence of this arrangement before approving the partitioning.

5. Sustainable provision of stock and irrigation water within the area now serviced by the Hunterville Rural Water Scheme, extended south to Marton, and provision of a safe, potable and affordable supply to Hunterville town

The Ministry for Primary Industries (MPI) has approved the Tutaenui pre-feasibility study, and officials visited on 1 August 2016 to view the area and discuss their views on what a pre-feasibility study should achieve and how it would be best done. This included engaging a specialist consultancy, and Brian Kouvelis and David Voss have been engaged in this regard. Their first task has been to complete concept designs for the reconfiguration of the Hunterville rural scheme and for supply through the proposed Tutaenui scheme. Farmers within the project area will be surveyed over the coming months, including some face-to-face interviews. .

a concept design for the reconfiguration of the existing Hunterville Rural Water Supply, and a concept design for the supply of the proposed Tutaenui Rural Water Supply. This work is supported by water network modelling. Draft demand profiles have been produced, and these have informed the concept designs.

Horizons Regional Council have committed to providing a GIS resource for the project. Their GIS staff will create an online viewer that will enable all spatial data to be easily viewed, with layers that can be turned on and off to suit.

The project is due for completion in mid-2017. Depending on the outcome, a feasibility study may follow, again with funding support from MPI

6. Future management of community housing

Council has committed to examine other options for managing its community housing stock, using one or more specialist organisations with the ability to tap into government financial assistance. The Manawatu Community Trust is the only organisation which has continued to express interest in taking over the ownership and management of all 72 units.

Council needs further information before deciding whether to outsource or retain this housing. Over the past twelve months the level of occupancy has risen considerably. A further report will be provided to Council's meeting on 15 December 2016.

7. Upgrade of Taihape Pool

Major work is required in filtration and heating to get this pool to a satisfactory standard. An expert assessment was obtained and peer reviewed. Initially, there was an assessment that the existing electricity supply to the pool would need upgrading, but on further examination will not be necessary. The costs for the full extent of work are estimated at \$430,000 which takes the project beyond the funds committed by Council and the Trust – and also extend the timeframe for completion beyond the time when the new swimming season would start.

There has been a meeting with the Taihape Community Development Trust (which has a service contract to manage the Pool) and a commitment secured to work on a joint funding strategy to secure the funding gap of \$200,000 to enable the work to be done during 2017. A contingency budget to fund this upgrade is proposed for inclusion in the draft 2017/18 Annual Plan, so could be an element for community consultation.

No application for external funding as yet been submitted.

8. Bulls multi-purpose community centre

Community feedback was sought at the public launch of the project on 8 August 2016, and as a consequence the design has been modified to provide a larger auditorium, a wider stage, and additional toilets. The funding implications from these changes were considered by Council at its meeting on 29 September 2016. The total cost of the facility is likely to be \$4.36 million but the rate-funded loan (for \$1.6 million) will not increase. The required additional funding will come from corporate sponsorship, a higher target for local community funding and sale of further surplus Council property in Bulls or use of financial reserves. The architects suggested a mesh-style exterior cladding to lighten the look: subject to confirming the price, this change in the building appearance has got strong support.

Agreement has now been reached with the Joint venture (JV) partners (who own the whole former Criterion Hotel site) in regard to the area to be purchased by Council – including the retention by the JV partners of the civic square area (so Council does not need to purchase it) which will be subject to enduring control by the Council. A geotech assessment of the site has started.

The application to Lotteries' Community Facilities Fund was submitted by the due date, 31 August 2016. A decision is expected in December 2016. A funding application was lodged with the Dudding Trust; it will be discussed further in next year's funding round.

Work continues on investigating the legal saleability of surplus properties is currently being reviewed. The information centre/bus stop at 113 Bridge Street has no impediment to sale and from late January 2017 will be offered for sale through an open tender process in accordance with Council policy on the sale of surplus property. Such a sale will be conditional on allowing Council to continue using the site as now until the new facility is available. (This sale process had been envisaged for November, but the agent commissioned elected to withdraw because of other work. The sale is now being managed by property Brokers.)

Preparations for the local fund-raising campaign are well advanced. A newsletter was distributed to every property in Bulls outlining the background to the project, its current status, and the next stages of the development. the Give-a-little page is now ready for launching – but that will be delayed until the outcome of the application to Lotteries is known. The Ohakea Airbase has provided a potentially significant source of funding by allowing the Council to sell (on commission) the FM radios (providing information about the aircraft and Base facilities) on the day of the Air Show.

9. Development of Cobbler/Davenport/Abraham & Williams site in Marton for Council's administration centre and the town library

Possession was gained on 31 August 2016. A meeting has been held with building owners and businesses in this area and an opportunity provided for them to see inside the buildings.

Following a call for Expressions of Interest, Opus has been engaged to assist in preparing a heritage assessment and concept development, not just for the Council's site, but more generally within the Broadway precinct between High Street and Follett Street. The Opus team visited Marton on 23 November 2016 to undertake preliminary site investigations and discuss their initial thinking. The objective is to provide a preliminary heritage precinct assessment and concept design for the Council site on 23 December 2016. This work will have the added benefit of forming the basis of an application to the Government's Heritage EQUIP fund, the detailed criteria and timing of which have yet to be announced.

10. Taihape civic and community centre

As noted in previous commentaries, this is the least conceptualised town centre complex – but its location, on the Town Hall site as previously found strong support. Early in 2017, Taihape will be asked to say where their preferred site is for the new amenity block on Memorial Park. That facility will have provision for a second storey, which may be part of finding a long-term solution for those organisations currently using the former Taihape College buildings on Rauma Road. That discussion will provide an opportunity to think in more detail the nature of the facility on the town hall site and the extent to which the current building can be an integral part of that. Both these issues were explored at a joint meeting between Council and the Taihape Community Board on 3 November 2016, and with the users of the Rauma Road facilities on 14 November 2016.

Recommendation

That the memorandum 'Top ten projects – status, November 2016' be received.

Ross McNeil
Chief Executive

Attachment 7

Elected Members Proposed Meeting Schedule 2017 (p. 1)

Compiled 24 November 2016						
	January	February	March	April	May	June
Sat/Sun						
Mon		30				29
Tues		31				30
Wed		1	1			31
Thurs		2 TRMC, 7.00pm; TCC 7.30pm	2			1 TRMC 7.00pm; TCC 7.30pm
Fri		3	3			2
Sat/Sun	31 NEW YEAR'S DAY	1 4 Rangitikei Shearing Sports, Marton 5	4,5	1, 2		3,4
Mon	2 DAY AFTER NEW YEAR'S HOLIDAY	6 WAITANGI DAY	6	3	1	5 QUEEN'S BIRTHDAY
Tues	3 NEW YEAR'S DAY OBSERVANCE	7	7 Combined meeting/workshop with Community Committees, 6.30 pm (2017/18 Annual Plan)	4	2	6
Wed	4	8 ERWS 4.00pm; TCB, 5.30 pm; MCC 7.00pm	8	5	3	7
Thurs	5	9 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm TRMC, 7.00 pm; TCC, 7.30pm	9 Assets/Infrastructure, 9.30 am; Policy/Planning, 1.00 pm LGNZ Zone 3 meeting day 1	6 TRMC, 7.00 pm; TCC 7.30 pm	4	8 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm
Fri	6	10	10 LGNZ Zone 3 meeting day 2	7	5	9
Sat/Sun	7, 8	11, 12	11, 12	8, 9	6, 7	10, 11
Mon	9	13 Audit/Risk Committee, 2.00 pm; HRWS, 3.00 pm	13	10 HRWS 3.00pm; HCC, 6.30 pm	8	12 Audit/Risk, 2.00 pm; HRWS 3.30 pm
Tues	10	14 TRAK 11.00am; BCC 5.30pm	14	11 TRAK, 11.00 am; BCC 5.30pm	9	13 TRAK 10.00am; BCC 5.30pm
Wed	11	15	15	12 TCB, 5.30 pm; MCC 7.00 pm	10 ERWS 4.00pm	14 TCB, 5.30 pm; MCC, 7.00 pm
Thurs	12	16	16 LGNZ Rural & provincial meeting day 1 (Wellington)	13 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm	11 Assets/Infrastructure, 9.30 am; Policy/Planning, 1.00 pm	15 LGNZ Rural & Provincial meeting day 1
Fri	13	17	17 LGNZ Rural & provincial meeting day 2 (Wellington)	14 GOOD FRIDAY	12	16 LGNZ Rural & Provincial meeting, day 2
Sat/Sun	14, 15	18, 19	18, 19	15, 16	13, 14 Rangitikei Day - all District museums open during weekend	17, 18
Mon	16	20 HCC, 6.30 pm	20	17 EASTER MONDAY	15	19 HCC 6.30pm
Tues	19	21 RCB, 6.30 pm	21	18 RCB 6.30pm	16	20 RCB 6.30 pm
Wed	18	22	22	19	17	21
Thurs	19	23 Finance/Performance Committee, 9.30 am; Council, 1.00 pm Adoption of AP CD for public consultation	23	20 Hearing of submissions to AP CD, 9.30 am	18	22
Fri	20 Ratana Celebrations 20-23 January; Marton Country Music Festival, 20-22 January	24	24	21	19	23
Sat/Sun	21, 22	25, 26 Ohakea Base - Air Show	25 26 Marton Harvest Fair	22, 23	20, 21	24, 25
Mon	23 WELLINGTON ANNIVERSARY Earliest start date for Term One	27	27	24	22	26
Tues	24	28 Consultation opens AP CD	28	25 ANZAC DAY	23	27
Wed	25		29	26 Creative Communities Assessment Committee 10.00 am; Sport New Zealand Rural Travel Fund Assessment Committee 1.00 pm	24	28
Thurs	26 Council 9.30 am (all day)		30 Finance/Performance Committee, 9.30 am Council 1.00 pm	27 Finance/Performance Committee 9.30 am; Council 1.00 pm	25 Finance/Performance Committee 9.30 am; Council 1.00 pm - Adoption of 2017/18 Annual Plan	29 Finance/Performance Committee 9.30 am; Council 1.00 pm
Fri	27		31 Consultation closes (noon) CD AP	28	26	30
Sat/Sun	28 Turakina Highland Games 29			29, 30	27, 28	

NOTES

Scheduled formal meetings only shown for Community Boards and Community Committees. In addition, workshops may be arranged with members.

BCC = Bulls Community Committee; ERWS = Erewhon Rural Water Scheme; HCC = Hunterville Community Committee; HRWS = Hunterville Rural Water Scheme; MCC = Marton Community Committee; ORWS = Omatane Rural Water Scheme; RCB = Ratana Community Board; TCB = Taihape Community Board; TCC = Turakina Community Committee; TRAK = Te Roopu Ahi Kaa; TRMC = Turakina Reserve Management Committee.

LGNZ Zone 3 meeting clashes with Committees on 9 March.

	July	August	September	October	November	December
Sat/Sun				1		
Mon		31		2		
Tues		1		3		
Wed		2		4	1	
Thurs		3 TRMC 7.00pm; TCC 7.30pm		6 TRMC 7.00pm; TCC 7.30pm	2	
Fri		4	1	7	3	1
Sat/Sun	1, 2	5, 6	2, 3	8, 9	4, 5	2, 3
Mon	3	7 HRWS 3.00pm	4	9 HRWS 3.00 pm	6	4
Tues	4	8 TRAK 10.00am; BCC 5.30pm	5	10 TRAK, 11.00 am; BCC, 5.30 pm	7	5
Wed	5	9 ORWS 3.00pm; ERWS, 4.00 pm; TCB, 5.30 pm; MCC 7.00pm	6	11 TCB, 5.30 pm; MCC, 7.00pm	8 ERWS 4.00pm	6
Thurs	6	10 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm	7	12 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm	9 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm	7 TRMC, 7.00pm; TCC, 7.30pm
Fri	7	11	8	13	10	8
Sat/Sun	8, 9	12, 13	9, 10	14, 15	11, 12	9, 10
Mon	10	14 Audit/Risk, 2.00 pm; HRWS, 3.00 pm	11	16 HCC, 6.30pm	13	11 Audit/Risk, 2.00pm; HRWS 3.00pm
Tues	11	15 RCB 6.30pm	12	17	14	12 TRAK 10.00 am; BCC, 5.30 pm
Wed	12	16	13	18	15	13 TCB, 5.30 pm; MCC, 7.00pm
Thurs	13 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm	17	14 Assets/Infrastructure Committee 9.30am; Policy/Planning Committee 1.00pm	19	16 LGNZ Rural & Provincial meeting day 1	14 Council 9.30 am (all day)
Fri	14	18	15	20	17 LGNZ Rural & Provincial meeting day 2	15
Sat/Sun	15, 16	19, 20	16, 17	21, 22	18, 19	16, 17
Mon	17	21 HCC, 6.30 pm	18	23 LABOUR DAY	20	18
Tues	18	22	19	24	21	19
Wed	19	23	20	25	22 Creative Communities Assessment Committee 10.00am	20
Thurs	20	24 Finance/Performance Committee 9.30 am; Council 1.00 pm, Audit & Risk Committee 3.15pm	21	26 Finance/Performance Committee, 9.30 am; Council, 1.00 pm	23	21
Fri	21	25	22	27 Applications close to Creative Communities	24	22
Sat/Sun	22, 23 LGNZ conference	26, 27	23, 24	28, 29	25, 16	23, 24
Mon	24 LGNZ conference	28	25	30	27	25 CHRISTMAS DAY
Tues	25 LGNZ conference	29	26	31	28	26 BOXING DAY
Wed	26	30	27		29	27
Thurs	27 Finance/Performance Committee 9.30 am; Council 1.00 pm	31	28 Finance/Performance Committee 9.30 am; Council 1.00 pm - adoption of 2016/17 Annual Report		30 Finance/Performance Committee, 9.30 am; Council, 1.00 pm	28
Fri	28		29			29
Sat/Sun	29, 30		30			30, 31

Attachment 8



Report

To: Council

From: Denise Servante

Date: 21 November 2016

Subject: Deliberations report - draft Local Easter Sunday Shop Trading Policy

File: 3-PY-1-25

1 Executive Summary

- 1.1 The Shop Trading Hours Act 1990 was amended by the Shop Trading Hours Amendment Act 2016 to enable territorial authorities to decide whether retailers in their districts can open on Easter Sunday. Under the new law, territorial authorities can introduce local Easter Sunday shop trading policy to permit shops to be open in part(s) or all of the District. The policy can only be adopted (by Council resolution) after using the special consultative procedure prescribed in the Local Government Act.
- 1.2 Council adopted a draft Local Easter Sunday Shop Trading Policy for consultation, and specifically targeted opinion from local retailers, mainly in Taihape, Marton and Bulls. Opinion was sought on whether Easter Sunday trading should be allowed at all, throughout the District or only in certain wards.
- 1.3 Analysis of the submissions demonstrates general support for Easter Sunday Trading throughout the District. This support was less demonstrable in Marton than in Taihape and Bulls. However, analysis of the comments provided by submitters do not provide a persuasive argument for not permitting general shop trading.
- 1.4 It is suggested that Council adopt a Local Easter Sunday Shop Trading Policy that permits Easter Sunday trading throughout the District.

2 Background

- 2.1 Council was of the view that this could be, and should be a community-led decision. It adopted a draft policy which did not state a preferred view and instead asked for submissions on whether the policy should:
 - a) Permit Easter Sunday shop trading throughout the District
 - b) Permit Easter Sunday shop trading only in certain parts of the District
 - c) Prohibit Easter Sunday shop trading throughout the District

- 2.2 The Engagement Plan identified two key groups for consultation: residents and retailers. The consultation was intended to be collaborative – that is that Council had no view but would listen to the views made through submissions. Therefore, submitters were asked particularly to give their specific reasons for their position with respect to Easter Sunday Shop Trading.
- 2.3 This report summarises the submissions that were received and requests that Council make a decision about whether to adopt an Easter Sunday Shop Trading policy and, if so, whether Easter Sunday trading should be restricted to certain parts of the District.

3 Process

- 3.1 The consultation for the draft Easter Sunday Shop Trading Policy was notified in the District Monitor and the Wanganui Chronicle and publicised on the front page of the website. Copies of the relevant documentation were available in the Libraries, Information Centres and the Marton Administration Building. A letter and associated documents were hand delivered to all retailers in the CBD areas of Bulls, Marton and Taihape and the Mobil Station in Turakina. A display was put into the shop window of the Cobblers Building on the corner of High Street/Broadway in Marton.

4 Submissions

- 4.1 Twenty submissions were received, 19 of which were from retailers and one was from a Taihape resident. None of the submitters wishes to speak to Council at oral hearings. The submissions are attached as [Appendix 1](#) and a breakdown is provided below.

	Retailer	Support Easter Sunday trading in the Ward	Support Easter Sunday trading in the District	Total
Bulls	4	4 (100%)	4 (100%)	4
Marton	8	4 (50%)	5 (62%)	8
Taihape	7	6 (75%)	6 (75%)	8
Total	19	14 (70%)	15 (75%)	20

- 4.2 The comments in support of Easter Sunday trading tended to focus on the holiday weekend as a good business weekend, particularly with the passing traffic through the towns on State Highway (Bulls and Taihape). The consensus was clearly supportive of Easter Sunday trading in these towns, including a slight majority of businesses in Marton.
- 4.3 The comments not in support of Easter Sunday trading tended to indicate only that the particular retailer's intention was not to open on Easter Sunday rather than being adverse to other retailers opening.

- 4.4 The point was made by one of the garden centre businesses in Marton (already exempt from the restrictions on trading on Easter Sunday) that, unless the whole town is open, then being open is pointless. There was a feeling that many local people were away for the long weekend anyway.

5 Commentary

- 5.1 Overall, the response from retailers was reasonably high. Of 100+ retail businesses surveyed, 20 responses is a relatively good response (20%).
- 5.2 However, the response from residents is disappointing. This may be indicative of a lack of publicity, or a lack of interest in this issue. Council will need to decide whether it is prepared to make a decision on the basis of the submissions received. The time constraints are such that further consultation will mean it will not be possible to introduce a policy to apply for Easter Sunday trading in 2017.
- 5.3 The outcome of the submissions received indicates that permitting Easter Sunday trading would be welcomed in Taihape and Bulls. Just one business in Taihape which did not think that it would open due to expected difficulties in staffing.
- 5.4 In Marton, the views of submitters are evenly divided between those who support Easter Sunday trading and those who do not. There was little comment from the four submissions in Marton who do not agree with Easter Sunday. Two of the four submitters did not provide any rationale, one stated that their shop would not be open and the final one recognised that communities on the State Highway would be more likely to benefit from Easter Sunday shop trading. This latter submission was from a business that is exempted from the current restrictions on Easter Sunday trading.
- 5.5 There does not appear to be any significant support for prohibiting Easter Sunday trading throughout the District.
- 5.6 Therefore, if Council accepts that there has been adequate opportunity for residents and local retailers to make their preferences known, then the choice appears to be:
- a) Permit Easter Sunday shop trading throughout the District
 - b) Permit Easter Sunday shop trading only in Bulls and Taihape
- 5.7 Bearing in mind that the decision to open or not open on Easter Sunday rests with the individual business owner and that no employees will be disadvantaged by exerting their right not to work on Easter Sunday, it is suggested that the Council adopts a policy which permits Easter Sunday shop trading throughout the District. The suggested policy is attached as Appendix 2.
- 5.8 However, draft recommendations have been included which allow for a Council decision to restrict Easter Sunday shop trading to Bulls and Taihape only, or to extend the period of consultation to gather more views. It should be recognised that this latter option will mean no policy could be implemented for Easter Sunday 2017.

6 Recommendation

- 6.1 That 'Deliberations report- draft Local Easter Sunday Shop Trading Policy' be received.
- 6.2 That Council adopts a Local Easter Sunday Shop Trading Policy permitting trading on Easter Sunday throughout the District to take effect from Easter Sunday 2017.

Or

That Council adopts a Local Easter Sunday Shop Trading Policy permitting trading on Easter Sunday only in Bulls and Taihape wards to take effect from Easter Sunday 2017.

Or

That Council provide for a further period of consultation on the draft Local Easter Sunday Shop Trading Policy in early 2017, which could lead to implementing such a policy for Easter Sunday 2018.

Denise Servante
Strategy & Community Planning Manager

Appendix 1

8	McVerry Crawford Motors	Marton	Yes	Yes	
9	T&J McIlwaine Ltd	Marton	No	Yes	At present we are happy with the Mitre 10 Marton store being closed on Easter Sunday. We acknowledge that other businesses on State Highway one may not want to be open for trading.
10	Terry Hammond Machinery Ltd	Marton	No	No	We are not interested in opening on Easter Sunday
11	The Magnolia Tree	Marton	Yes	Yes	As a garden centre in Marton we tried opening on Easter Sunday only to find trading very low. I feel a lot of Marton residents go away for the long weekend. I also feel that unless the whole town is opening it is pointless opening. On the other hand Bulls, being on the highway, gets a lot of foot traffic and I agree with them opening.
12		Marton	Yes	Yes	
13	Bonds Jewellers	Taihape	Yes	Yes	One of our busiest weekends, foot traffic important. Travellers like to browse at ease on holiday.
14	Elizabeth Mortland	Taihape	Yes	Yes	
15	Gretna Hotel	Taihape	No	No	
16	Meng Keo	Taihape	Yes	Yes	
17	New Win Wah	Taihape	Yes	Yes	
18	Soul Café	Taihape	Yes	Yes	
19	Taihape New World	Taihape	No	No	<ul style="list-style-type: none"> * We recognise the need for our staff to be able to spend time with family * The staff consensus is they would rather not work. We may find it hard to staff the store and have a full offering * The costs of opening would outweigh any sales benefits * The town has a fuel station, open offering the essentials
20	The Quilted Gumboot	Taihape	Yes	Yes	As an owner operator of this (7 yrs) business I have noticed how busy these weekend holiday periods are. I have been in my shop revamping and the amount of holiday travellers that stop in our town is amazing. We need all the footage we can through our doors. Travellers stop for a break and want to shop. Voting yes to open gives you the choice if you wish to work on those days. Days that need to remain to respect are ANZAC and Christmas Day.

Local Easter Sunday

No	Position / Organisation	Ward	Support policy in Ward	Support policy in District	Submission Comments
1	Bali & Teak	Bulls	Yes	Yes	<p>To whom it may concern:</p> <p>We have been trading for the last 19 years in Bulls.</p> <p>Every year around Easter time we get the same questions: Are you going to be open on Good Friday?</p> <p>Are you going to be open on Easter Sunday?</p> <p>The answer has always been no, because we are not allowed.</p> <p>However we would like to be able to open, there are a lot of people out and about and, the way retail has been these last years, every dollar counts. Bulls is on the main road and it's a good town to stop; lots of food places and many interesting shops. All of the retailers in Bulls rely heavily on through-traffic. It would be an incentive for the Wanganui and Palmerston North people to come over for the day for some action.</p> <p>To be honest the town looks sad and abandoned on those few days a year the shops have to close. One notices that it isn't the best looking town in the world and that most shops could do with a paint job (ours included).</p> <p>I'm always thinking of the tourists who are driving through and wonder what they are thinking. Moreover New Zealand has become a multi-religious society and lots of modern, young New Zealanders are not practicing Christians anymore and that makes the reason for Easter Trading laws antiquated.</p> <p>It would be good to allow Easter trading and make Bulls come alive.</p>
2	Designer Direct	Bulls	Yes	Yes	Private Business. Private discussion on my hours. Not that it's anyones business I believe that when Jesus was born it's Christmas. I would close for Christmas but my business, no one elses. Might change my mind and worship the Sun God. PS sorry about the scribbling on the envelope. That District Council has open opinion view is appreciated.
3	Mark Cording	Bulls	Yes	Yes	
4	Scully's Lavender Shop	Bulls	Yes	Yes	
5	Cooks Bar and Café	Marton	Yes	Yes	People should have the right to decide whether to observe Easter trading, especially individual businesses. Opening over Easter does not mean that we are not sympathetic with religion, and Christianity in particular.
6	Humphrey Calkin	Marton	No	No	
7	Max Bergen	Marton	No	No	

RECEIVED

10 NOV 2016



Rangitikei
UNEXPECTED...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

To: LH
File: 3-PY-2-1
Doc: 16 0765

Submissions close at
12 noon on Friday
11 November 2016.

Return this form, or send your
written submission to:

Local Easter Sunday Shop Trading
Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

Oral submissions

Oral submissions will be held at the
Marton Council Chambers on
Thursday 1 December 2016.

☐ I wish to speak to my submission.

Ten minutes are allowed for you to
speak, including questions from
Elected Members. If you have any
special requirements, such as those
related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please
tick this box if you would like your
name withheld ☐

Please print clearly

Name: Bali & Teak (Graham & Helga Allardine)

Organisation: (if applicable) _____

Phone: 06-0212228507

Property address: 94 High St
Bulls 4818

Postal Address (if different): _____

Email: baliteak@xtra.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

we are a Souvenir Shop in a way

Would you support a policy to allow wider shop trading
on Easter Sunday in your **Ward**?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

Council will make a decision about a local policy on Easter Sunday Shop Trading based on the views presented by submitters during the consultation process. However, Council recognises that holiday trading makes an important contribution to retail business viability and that some retail businesses are currently able to stay open on Easter Sunday if they so wish. Council recognises that there may be different views within and between communities on this issue. Therefore, in order to help Council to make a decision, it would welcome further comments on the views you have expressed overleaf.

See attached

Attach additional information or pages if necessary

Signed _____ Date _____

To whom it may concern:

We have been trading for the last 19 years in Bulls.

Every year around Easter time we get the same questions:

Are you going to be open on Good Friday?

Are you going to be open on Easter Sunday?

The answer has always been no, because we are not allowed.

However we would like to be able to open, there are a lot of people out and about and, the way retail has been these last years, every dollar counts. Bulls is on the main road and it's a good town to stop; lots of food places and many interesting shops. All of the retailers in Bulls rely heavily on through-traffic. It would be an incentive for the Wanganui and Palmerston North people to come over for the day for some action.

To be honest the town looks sad and abandoned on those few days a year the shops have to close. One notices that it isn't the best looking town in the world and that most shops could do with a paint job (ours included).

I'm always thinking of the tourists who are driving through and wonder what they are thinking. Moreover New Zealand has become a multi-religious society and lots of modern, young New Zealanders are not practicing Christians anymore and that makes the reason for Easter Trading laws antiquated.

It would be good to allow Easter trading and make Bulls come alive.

Graham & Helga Allardice
Bali & Teak

8-11-16

Two handwritten signatures in black ink. The first signature is 'Helga' and the second is 'Graham'. They are written in a cursive, flowing style.



SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

Submissions close at
12 noon on Friday
11 November 2016.

Return this form, or send your
written submission to:

Local Easter Sunday Shop Trading
Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

Oral submissions

Oral submissions will be held at the
Marton Council Chambers on
Thursday 1 December 2016.

☐ I wish to speak to my submission.

Ten minutes are allowed for you to
speak, including questions from
Elected Members. If you have any
special requirements, such as those
related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please
tick this box if you would like your
name withheld ☐

Please print clearly

Name: Michael Adams.

Organisation: (if applicable) Designer Direct

Phone: 021 399 111

Property address: 135 Bridge St.
Bulls.

Postal Address (if different): _____

Email: michael@designerdirect.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

RECEIVED

31 OCT 2016

To: ALF L H
File: 3-P1-2-1
Doc: 16 0721

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday throughout the District?

☒ Yes

☐ No

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Private Business

Private decisions on my house.

- Not that its any ones
business I believe that when
Jesus was born its Christmas.

I would close for Christmas but
my business, no one else. ^{SUN}
Might change my mind and worship the ~~sun~~ God.

PS. Sorry about the scribbling on the
envelope.

That District Council has ^{open} ~~an~~ opinion views is
appreciated.

Attach additional information or pages if necessary

Signed Mr M. Adams. Date 26/10/16.

RECEIVED

19 OCT 2016



To: LH
 File: 3-P4-2-1
 Doc: 10-0090
 Rangitikei
 SUPPORT...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

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 name withheld ☐

Please print clearly

Name: MARIE CORDING

Organisation: (if applicable) _____

Phone: 06-3221009

Property address: 148 BRIDGE ST
Bulls

Postal Address (if different): _____

Box 75

Email: MCORDING@xtra.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
 trade on Easter Sunday:

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- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
 on Easter Sunday in your **Ward**?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
 on Easter Sunday **throughout** the District?

☒ Yes

☐ No

[illegible]

Signed _____ Date _____

RECEIVED



Rangitikei
UNWEAVING...

2 DEC 2016

To: LH
File: 3-PY-2-1
Doc: 15 0696

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

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Privacy

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name withheld ☐

Please print clearly

Name: CERRY + Judy Scully
Organisation: (if applicable) Scullys HAVENDEK SHOP
Phone: 063220953
Property address: 104 BRIDGE ST

Postal Address (if different):

PO Box 5
Bulls
Email: Scullys @ HAVENDEK.CO.NZ

Do you own or manage a retail business?

☒ Yes

☐ No

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trade on Easter Sunday:

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- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

Bulls

☐ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

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YES I THINK ITS A GREAT
IDEA. WE HAVE OPENED EVERY
EASTER SUNDAY, FOR 15 YRS ILLEGAL
OR NOT.

IT IS VERY WORTH WHILE GREAT
FOR TOURISTS PASSING THROUGH IT
THERE ONLY OPPORTUNITY

IF IT WASNT FOR BEING
OPEN ON EASTER SUNDAY I HAD
THE OPPORTUNITY FOR OUR PRODUCT TO
BE SOLD IN JAPAN

IF WE GET THE GO AHEAD
AT LEAST OTHERS CAN AT LEAST OPEN
IF THEY WANT TO.

Attach additional information or pages if necessary

Signed

J P & S

Date

16-10-16

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

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17 OCT 2016

Rangitikei
UNOFFICIAL...

File: LH
3-14-2-1
Doc: 16 0680

Please print clearly

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12 noon on Friday
11 November 2016.

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Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

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Privacy

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tick this box if you would like your
name withheld ☐

Name: ANTON ELKERBOUT

Organisation: (if applicable) COOKS BAR & CAFE

Phone: 06 327 8222

Property address: 301 BROADWAY
MARTON

Postal Address (if different): P.O. Box 69
MARTON 4741

Email: /

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday throughout the District?

☒ Yes

☐ No

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PEOPLE SHOULD HAVE THE RIGHT TO DECIDE
WHETHER TO OBSERVE EASTER TRADING,
ESPECIALLY INDIVIDUAL BUSINESSES. OPENING
OVER EASTER DOES NOT MEAN THAT WE ARE
NOT SYMPATHETIC WITH RELIGION, AND CHRISTIANITY
IN PARTICULAR.

Attach additional information or pages if necessary

Signed



Date

17/10/2016



RECEIVED

17
18 OCT 2016

Rangitikei
UNFOLD...

File: 3-PY-2-1
Doc: 16-1687

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

Please print clearly

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12 noon on Friday
11 November 2016.**

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Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

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impairments, please note them here:

Privacy

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tick this box if you would like your
name withheld ☐

Name: HUMPHREY CALKIN

Organisation: (if applicable) _____

Phone: 06 327-7758

Property address: 340 WELLINGTON RD
MARTON

Postal Address (if different): _____

PO Box 128
MARTON

Email: _____

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

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- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your **Ward**?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☐ Yes

☒ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☐ Yes

☒ No

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Signed H D Calhoun Date 17-10-16

RECEIVED



17 OCT 2016
LH

Rangitikei
UNPAID...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

File: 3-24-2-1
Doc: 10-186

Please print clearly

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impairments, please note them here:

Privacy

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tick this box if you would like your
name withheld ☐

Name: Max Bergen

Organisation: (if applicable) _____

Phone: (06) 327-7758 (wk) (06) 327-6558 (hmk)

Property address: 9 Mauder St,
Marton

Postal Address (if different): _____

Email: maxbergenc@hotmail.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls ☒ Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☐ Yes

☒ No

Would you support a policy to allow wider shop trading
on Easter Sunday throughout the District?

☐ Yes

☒ No

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Attach additional information or pages if necessary

information or pages if necessary

in Bergen.

10, 10, 16,

RECEIVED



14 OCT 2016

Rangitikei
UNPOW...
UNPOW...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

File: 3-PY-2-1
Doc: 16 2878

Please print clearly

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11 November 2016.

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Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

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Fax: (06) 327 6970

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impairments, please note them here:

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name withheld ☐

Name: DAVE Wilson

Organisation: (if applicable) McVerry Crawford Motors

Phone: 027 2234279

Property address: 360 Wellington Road Marton

Postal Address (if different):

Email: dave@mcverrycrawford.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls (Marton) Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. In the bottom-left corner, there is a small, stylized blue ink mark that appears to be a signature or a scribble. The rest of the page is blank.

Signed

Date 11 10 16.

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11 NOV 2016

To: LH
3-94-2-1
Doc: 16 0766
Rangitikei
UNREPLY...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

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12 noon on Friday
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name withheld ☐

Please print clearly

Name: T & J McIlwaine Ltd

Organisation: (if applicable) _____

Phone: 06 327 7079

Property address: 35 Russell Street
Marton

Postal Address (if different): _____

Email: rebecca@mcilwaine.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
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Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☐ Yes

☒ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

RECEIVED

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At present we are happy with the Mitre 10 Marton store being closed on Easter Sunday.

We acknowledge that other businesses on State Highway one may want to be open for trading.

Attach additional information or pages if necessary

Signed



Date

11 / 11 / 2016

RECEIVED

13 OCT 2016



To: L.H.
File: 3-84-1-25 Rangitikei
18 10 2016

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

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12 noon on Friday
11 November 2016.

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name withheld ☐

Please print clearly

Name: Terry Hammond Machinery Ltd

Organisation: (if applicable) _____

Phone: 06 327 7501

Property address: 222-226 Broadway
Marton H710

Postal Address (if different): P.O. Box 19
Marton H741

Email: terry-hammond@extra.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

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- Service stations
- Pharmacies
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Bulls (Marton) Turakina / Hunterville / Taihape

* Please circle as applicable

☐ Yes

☒ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☐ Yes

☒ No

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We are not interested in opening on Easter Sunday.

Attach additional information or pages if necessary

Signed dmHanned. Date 11-10-16

RECEIVED



Rangitikei
COUNCIL

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

17 DEC 2016
LH
File: 16-0681
Doc: 16-0681

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name withheld ☐

Please print clearly

Name: Wonne Coll

Organisation: (if applicable) The Magnolia Tree Retail

Phone: 06 327 8299

Property address: 175 Broadway
Marton

Postal Address (if different): _____

Email: shop@themagnoliatree.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

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trade on Easter Sunday:

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* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
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☒ Yes

☐ No

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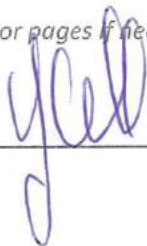
As a garden centre in Marton we tried opening on Easter Sunday only to find trading very low. I feel a lot of Marton residents go away for the long weekend.

I also feel unless the whole town is open it is pointless opening.

On the other hand Bulls, being on the state highway gets a lot of foot traffic and I agree with them opening.

Attach additional information or pages if necessary

Signed



Date

10-10-16

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

RECEIVED



Rangitikei
UNDEFEATED...

10 NOV 2016

File: 3-P4-2-1

18 07 07

Please print clearly

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name withheld ☒

Name

Org:

Postal Address (if different):

Email:

Do you own or manage a retail business?

☒ Yes

☐ No

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Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
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☒ Yes

☐ No

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Signed_ _____

RECEIVED

26 OCT 2016



Rangitikei
UNPOISED...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

To: LH
3-PY-2-1
Doc: 18 0706

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12 noon on Friday
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Privacy

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name withheld ☐

Please print clearly

Name: BONDS Jewellers

Organisation: (if applicable) _____

Phone: 06 3880168

Property address: 95a Hautapu St
Taihape

Postal Address (if different): _____

P O Box 88
Taihape

Email: hd.bonds1914@gmail.com

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☐ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

RECEIVED

Council will make a decision about a local policy on Easter Sunday Shop Trading based on the views presented by submitters during the consultation process. However, Council recognises that holiday trading makes an important contribution to retail business viability and that some retail businesses are currently able to stay open on Easter Sunday if they so wish. Council recognises that there may be different views within and between communities on this issue. Therefore, in order to help Council to make a decision, it would welcome further comments on the views you have expressed overleaf.

One of our busiest Weekends, foot + traffic important -

Travellers like to browse at ease on holidays

Attach additional information or pages if necessary

Signed



Date

21/10/16.

RECEIVED



27 OCT 2016

To: LH
File: 3-P1-2-1
Doc: 16 0712

Rangitikei

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

Submissions close at
12 noon on Friday
11 November 2016.

Return this form, or send your
written submission to:

Local Easter Sunday Shop Trading
Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

Oral submissions

Oral submissions will be held at the
Marton Council Chambers on
Thursday 1 December 2016.

☐ I wish to speak to my submission.

Ten minutes are allowed for you to
speak, including questions from
Elected Members. If you have any
special requirements, such as those
related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please
tick this box if you would like your
name withheld ☐

Please print clearly

Name: Elizabeth Martland

Organisation: (if applicable) ✓

Phone: 388 0565

Property address: 1 Titi Street

Taihape 4720.

Postal Address (if different): n/a

Email: elijamartland@hotmail.com

Do you own or manage a retail business?

☐ Yes

☒ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
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Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

[illegible]

Signed _____ Date _____



Rangitikei
UNUSUAL...

RECEIVED

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

**Submissions close at
12 noon on Friday
11 November 2016.**

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impairments, please note them here:

Privacy

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tick this box if you would like your
name withheld ☐

Please print clearly

Name: Kim Steedman 12 OCT 2016

Organisation: (if applicable) _____ To: LH

Phone: 06-388063 File: 3-PY-2-1

Property address: 117 Hautapu St Doc: 10-1005

Taihape

Postal Address (if different): _____

Email: gretnahotel@extra.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your **Ward**?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☐ Yes

☒ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☐ Yes

☒ No

[illegible]

Signed _____ Date _____

RECEIVED

14 OCT 2016



Rangitikei
UNDEFEATED...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

File: 3-27-2-1
Doc: 16 2679

**Submissions close at
12 noon on Friday
11 November 2016.**

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

Local Easter Sunday Shop Trading
Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

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Elected Members. If you have any
special requirements, such as those
related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please
tick this box if you would like your
name withheld ☐

Please print clearly

Name: Meng Keo

Organisation: (if applicable) _____

Phone: (06) 3880274

Property address: 75 Hautapu St

Postal Address (if different): _____

Email: _____

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your **Ward**?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

[illegible]

Signed

ns

Date _____

10/10/16

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

RECEIVED

5 OCT 2016



Rangitikei
UNUSUAL...

Submissions close at
12 noon on Friday
11 November 2016.

Return this form, or send your
written submission to:

Local Easter Sunday Shop Trading
Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

Oral submissions

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Marton Council Chambers on
Thursday 1 December 2016.

☐ I wish to speak to my submission.

Ten minutes are allowed for you to
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Elected Members. If you have any
special requirements, such as those
related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please
tick this box if you would like your
name withheld ☐

Please print clearly

File: 3-PY-2-1
Doc: 16-0660

Name: Tia Min Ye

Organisation: (if applicable) New Win Wah

Phone: 06-3881744

Property address: 94 Hautapu street
Taihape. 4720

Postal Address (if different): Same as

Email: New Win Wah Taihape. & gmail.com

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers ☒
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls / Marton / Turakina / Hunterville / Taihape ☒

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday throughout the District?

☒ Yes

☐ No

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signed

Carmen ye

Date _____

05-10-16



SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

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12 noon on Friday
11 November 2016.**

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Local Easter Sunday Shop Trading
Policy Submissions
Rangitikei District Council
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Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

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related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please
tick this box if you would like your
name withheld ☐

Please print clearly

Name: Teresa Murray & Sharon Pedersen

Organisation: (if applicable) SOULCAFE TPE

Phone: 06 388 0176

Property address: 69A Haurapu Street
Taihape

Postal Address (if different): _____

Email: soulcafe.2013@yahoo.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your **Ward**?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☒ Yes

☐ No

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Signed _____ Date _____

RECEIVED

10 OCT 2016



Rangitikei
VERIFIPLY...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

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12 noon on Friday
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Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

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impairments, please note them here:

Privacy

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tick this box if you would like your
name withheld ☐

Please print clearly

Name: Adrian Rees

Organisation: (if applicable) Taihape New World

Phone: 06 388 0115

Property address: 112/114 Hunter St
Taihape

Postal Address (if different): _____

Email: _____

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

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Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☐ Yes

☒ No

Would you support a policy to allow wider shop trading
on Easter Sunday **throughout** the District?

☐ Yes

☒ No

Council will make a decision about a local policy on Easter Sunday Shop Trading based on the views presented by submitters during the consultation process. However, Council recognises that holiday trading makes an important contribution to retail business viability and that some retail businesses are currently able to stay open on Easter Sunday if they so wish. Council recognises that there may be different views within and between communities on this issue. Therefore, in order to help Council to make a decision, it would welcome further comments on the views you have expressed overleaf.

- we recognise the need for our staff to be able to spend time with family.

- the staff consensus is they would rather not work. we may find it hard to staff the store and have a full offering.

- the costs of opening would outweigh any sales benefits

- the town has fuel station, open offering the essentials.

Attach additional information or pages if necessary

Signed



Date 10/10/16.

RECEIVED

26 OCT 2016



Rangitikei
UNEXPECTED...

SUBMISSION FORM

Local Easter Sunday Shop Trading Policy

To: LH
File: 3-P4-2-1
Ref: 16-0705

Submissions close at
12 noon on Friday
11 November 2016.

Return this form, or send your
written submission to:

Local Easter Sunday Shop Trading
Policy Submissions
Rangitikei District Council
Private Bag 1102
Marton 4741

Email: info@rangitikei.govt.nz

Fax: (06) 327 6970

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Thursday 1 December 2016.

☐ I wish to speak to my submission.

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Elected Members. If you have any
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related to visual or hearing
impairments, please note them here:

Privacy

All submissions will be public, please
tick this box if you would like your
name withheld ☐

Please print clearly

Name: Pauline Biddleley

Organisation: (if applicable) The Quilted Gumbcoat

Phone: 3881731

Property address: 6 Tui Street
Taihape

Postal Address (if different): _____

Email: pauline.bad@xtra.co.nz

Do you own or manage a retail business?

☒ Yes

☐ No

The following retail businesses are already permitted to
trade on Easter Sunday:

- Dairies
- Service stations
- Pharmacies
- Take away food sellers
- Restaurants
- Cafes
- Souvenir stores
- Duty free shops
- Garden centres

Would you support a policy to allow wider shop trading
on Easter Sunday in your Ward?

Bulls / Marton / Turakina / Hunterville / Taihape

* Please circle as applicable

☒ Yes

☐ No

Would you support a policy to allow wider shop trading
on Easter Sunday throughout the District?

☒ Yes

☐ No

RECEIVED

Council will make a decision about a local policy on Easter Sunday Shop Trading based on the views presented by submitters during the consultation process. However, Council recognises that holiday trading makes an important contribution to retail business viability and that some retail businesses are currently able to stay open on Easter Sunday if they so wish. Council recognises that there may be different views within and between communities on this issue. Therefore, in order to help Council to make a decision, it would welcome further comments on the views you have expressed overleaf.

(Tues) As an owner operator of this business I have noticed how busy these weekend holiday periods are.

I have been in my shop revamping and the amount of holiday travellers that stop in our town is amazing.

We need all the footage we can through our doors. Travellers stop for a break and want to shop. Voting yes to open gives you the choice if you wish to work on those days

Days that need to remain to respect are Anzac and Christmas Day

Attach additional information or pages if necessary

Signed

R. Spaddeley

Date

20-10-16

Appendix 2



Rangitikei
UNDISPUTED...

LOCAL EASTER SUNDAY TRADING POLICY 2016

Date of adoption by Council	To be confirmed
Resolution Number	To be confirmed
Date by which review must be completed	Within 5 years
Relevant Legislation	Shop Trading Hours Act 1990 (Part 2 s5A)
Statutory or Operational Policy	Statutory
Included in the LTP	No

1 Introduction and Background

- 1.1 The Shop Trading Hours Act 1990 (the Act) provides for restricted trading days on Anzac Day morning, Good Friday, Easter Sunday and Christmas Day. The Act allows shops selling certain types of goods (for example, dairies, service stations, pharmacies, take away bars, restaurants, cafes, souvenir stores and garden centres) to remain open on the restricted trading days.
- 1.2 The Act was amended in 2016 to enable territorial authorities to create local policies to allow shop trading across their entire district or in limited areas on Easter Sunday.
- 1.3 Rangitikei District Council recognises the importance of the retail trade to our District, and specifically the trade associated with passing traffic on state highways 1 and 3.

2 Scope of the Policy

- 2.1 This Policy applies to the whole of the Rangitikei District (see map attached).
- 2.2 For the purposes of this policy, the meaning of a shop is the same as defined in section 2 of the Act:

- a building, place, or part of a building or place, where goods are kept, sold, or offered for sale, by retail; and includes an auction mart, and a barrow, stall, or other subdivision of a market; but does not include—

(a) a private home where the owner or occupier's effects are being sold (by auction or otherwise); or

(b) a building or place where the only business carried on is that of selling by auction agricultural products, pastoral products, and livestock, or any of them; or

(c) a building or place where the only business carried on is that of selling goods to people who are dealers, and buy the goods to sell them again

2.3 Under the Act, a local Easter Sunday Shop Trading Policy may not—

(a) permit shops to open only for some purposes; or

(b) permit only some types of shops in the area to open; or

(c) specify times at which shops may or may not open; or

(d) include any other conditions as to the circumstances in which shops in the area may open.

2.4 This Policy does not apply to the sale or supply of alcohol. Alcohol sale and supply is regulated under the Sale and Supply of Alcohol Act.

3 Shop trading permitted

3.1 Shop trading is permitted on Easter Sundays throughout the Rangitikei District (see map attached).

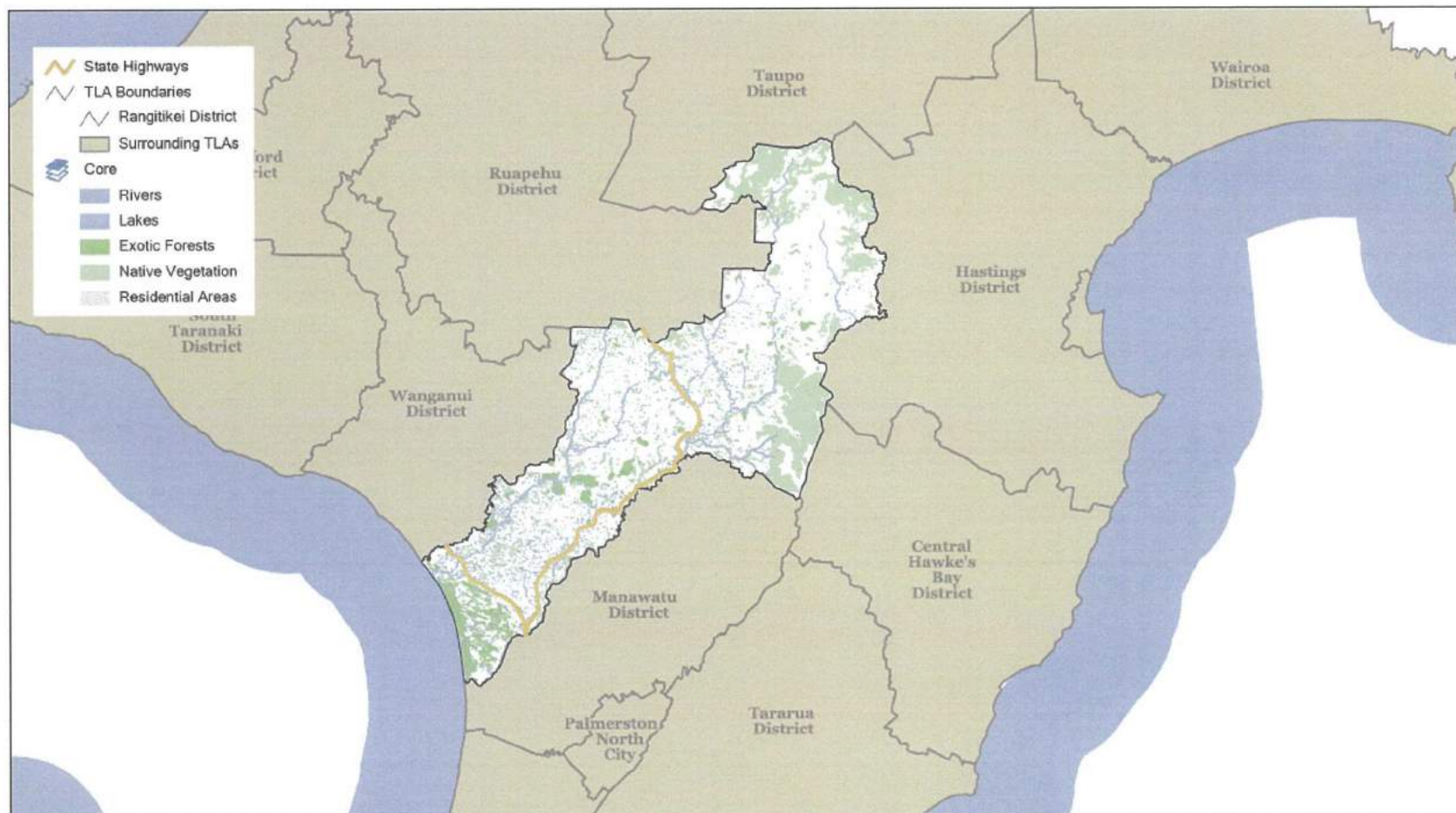
4 Shop employees' right to refuse to work

4.1 All shop employees have the ability to refuse to work on Easter Sunday without providing a reason to their employer. There are "right to refuse" provisions in the Act which means that all employees will have the ability to refuse to work on Easter Sunday without any repercussions for their employment relationship.

5 Review

5.1 This policy will be reviewed within five years of adoption.

Print Date: 16/09/2016
Print Time: 3:47 PM



Scale: 1:1244962
Original Sheet Size A4

Projection: NZGD2000 / New Zealand Transverse Mercator 2000
Bounds: 1683925.09805825, 5500483.98433300
2022544.11702395, 5693251.47825674

Digital map data sourced from Land Information New Zealand. CROWN COPYRIGHT RESERVED.
The information displayed in the GIS has been taken from Rangitikei District Council's databases and maps.
It is made available in good faith but the accuracy or completeness is not guaranteed.
All excavations must be undertaken with due care. Contractors will be liable for damages.
If the information is relied on in support of Resource Consent it should be verified by independent survey.

Attachment 9



REPORT

SUBJECT: **Consideration of Applications for the Community Initiatives Fund 2016/17 – Round Two**

TO: Council

FROM: Linda Holman, Governance Administrator

DATE: 23 November 2016

FILE: 3-GF-8-3

1 Background

- 1.1 The Community Initiatives Fund (CIF) has up to **\$19,468.19 to allocate** in this second round of funding to community groups for projects that will be of benefit to the Rangitikei community. **\$11,420.62 has been requested.** This report summarises the applications that have been received and provides information on the eligible costs for each application. **The criteria for the CIF states that grants are usually up to a maximum of \$2,500 towards eligible costs.**

2 Overview

- 2.1 Six applications have been received to the CIF and have been circulated separately to elected members. A further two applications were received but are not eligible for Community Initiatives Funding.
- Diabetes NZ – Marton Support Group
 - Marton Rugby – New Juniors Uniforms
 - Turakina Nga Hara Trust – Ngahere Restoration Project
 - Rangitikei Netball Centre – New Uniforms
 - Project Marton – Future Living Skills
 - People First – Rangitikei Self Advocacy
 - *Ratana Communal Board of Trustees – Fibre Optic Cabling – NOT ELIGIBLE*
 - *Marton Community Garden – Irrigation system – NOT ELIGIBLE*
- 2.2 One of these applicants have directly received funding from the CIF in previous years, and they have returned project report forms for that funding.
- 2.3 Three applicants have requested to speak to the Committee: Marton Rugby, Turakina Nga Hara Trust, and Project Marton.

	New Initiative	Ongoing Activity	Meets Criteria	Quotes Provided	Quantifiable Targets	Eligible costs	Amount requested	Proportion of eligible costs requested
1. Diabetes NZ – Marton Support Group						\$1,185.00	\$1,385.00	117%
2. Marton Rugby – New Juniors Uniforms						\$6,600.00	\$2,500.00	38%
3. Turakina Nga Hara Trust – Restoration						\$2,687.62	\$1,687.62	63%
4. Rangitikei Netball Centre - Uniforms						\$2,828.00	\$2,328.00	82%
5. Project Marton – Future Living Skills						\$1,020.00	\$1,020.00	100%
6. People First – Rangitikei Self-advocacy						\$4,687.00	\$2,500.00	53%
							\$11,420.62	

2.4 It is a condition of CIF that Project Report Forms are returned before further funding can be sought. Three project report forms have been received since August 2016. Project report forms (attached as Appendix 1) have been completed by the following groups:

- Pukeokahu Hall Committee – Running costs / Toilet upgrade
- Taihape and District Museum and Historical Society – Newspaper Binding
- Marton Samoan Rugby Team – New Uniforms

2.5 The Diabetes NZ application requests \$138.50 a month and they have requested ten months of funding, therefore it is \$1,385.00 for the application. The ineligible amount requested for \$200 as “speakers gift and afternoon tea”, could potentially be split - with the speakers gift becoming an eligible expense, and the catering amount still being ineligible.

2.6 The Project Marton application is requesting 100% of the cost of subscription to the Sustainable Living Education Trust, however, this application does not show the cost of delivering the educational programs so this could potentially alter the proportion of funding requested. A representative from Project Marton will speak to the Committee about this project.

2.7 The People First application is for meetings that are currently held in Feilding, but where people from Marton attend (approximately 7 people). They are investigating holding rotating meetings between Feilding and Marton, and have requested that the Committee consider supporting the meetings even though they are currently held out of the district as they do provide support to Rangitikei people who make use of their services.

3 Eligibility

- 3.1 Two of the projects are ineligible: Ratana Communal Board of Trustees – Fibre Optic Cabling Project and Marton Community Gardens – Irrigation System. This is because both projects are requesting funding for capital expenditure, which is not covered by the Community Initiatives Fund.
- 3.2 The remaining six projects are eligible in so far as they all take place in the Rangitikei or benefit Rangitikei residents. Committee members have been asked to score each application on how well each project meets the remaining CIF criteria¹. These scores will be tallied at the meeting.

4 Recommendations

- 4.1 That the report 'Consideration of applications for the Community Initiative Fund 2016/17 – Round One be received.
- 4.2 That the following Project Report Forms be received:
- Pukeokahu Hall Committee – Running costs / Toilet upgrade
 - Taihape and District Museum and Historical Society – Newspaper Binding
 - Marton Samoan Rugby Team – New Uniforms
- 4.3 That the Finance / Performance Committee approve the applications, listed below, and disperse the Community Initiatives Fund as outlined to successful applicants.
- | | |
|---|----|
| • Diabetes NZ – Marton Support Group | \$ |
| • Marton Rugby – New Juniors Uniforms | \$ |
| • Turakina Nga Hara Trust – Ngahere Restoration Project | \$ |
| • Rangitikei Netball Centre – New Uniforms | \$ |
| • Project Marton – Future Living Skills | \$ |
| • People First – Rangitikei Self Advocacy | \$ |

Linda Holman
Governance Administrator

¹ Demonstrate consideration of how they see their proposal would benefit the community
Provide 3 targets that will be used to monitor the outcome of the project
Provide a realistic and balanced budget
Be able to contribute a significant proportion to the cost of the project

Appendix 1

RECEIVED

21 SEP 2016

PROJECT REPORT FORM – COMMUNITY INITIATIVES FUND 2015/16

SK

File: 2015-3-3
Doc: 14

Please return to: Grants Administrator
By mail: Rangitikei District Council, Private Bag 1102, Marton 4741
Or hand deliver to: Rangitikei District Council Office, 46 High Street, Marton; or
Taihape Service Centre, Hautapu Street, Taihape
Or by Email to: priscilla.jeffrey@rangitikei.govt.nz

**NO LATER THAN THREE MONTHS AFTER THE COMPLETION OF THE EVENT, TO BE
ACCOMPANIED BY AN INCOME AND EXPENDITURE REPORT**

If you do not complete and return this form this will affect your eligibility for future funding.

- 1 Name _____ of _____ applicant:
PUKEOKAHU HALL COMMITTEE
- 2 Name _____ of _____ project:
RUNNING COSTS / TOILET UPGRADE
- 3 Date _____ and _____ location _____ of _____ project:
THROUGHOUT 2015/2016 FINANCIAL YEAR
- 4 Amount received from the Community Initiatives Fund: \$
\$1400.00

Please answer the following questions and use additional sheets if necessary

How many people benefited from your project/programme? All members of the wider Pukeokahu Community

Was this number:

- ☐ More than you expected?
☒ What you expected?
☐ Less than you expected?

Describe the main findings in your evaluation of the project and how it benefited the community:

This grant freed up \$1400.00 that we put
towards our building project. It meant our
operating costs were only \$344.25.

What worked really well?

The hall committee is now well towards raising
a third of the projected cost of the toilet
upgrade.

What didn't work so well/could be improved?

Please report on your success at achieving the three targets you identified in your application (attach another sheet if necessary)

Target 1:

We were able to meet all our ongoing costs without
having to access the money set aside for the
toilet upgrade.

Target 2:

All the funds raised during the financial
year were put towards the upgrade.

Target	3:
We have continued support from the community	
for the committee and our projects.	
Please describe how you promoted the support of the Rangitikei District Council for your project/programme (attach examples of leaflets or publicity if appropriate)	
Our community newsletter goes out to approximately	
100 people. Notification of the grant was put	
in this. It was also included in the Chairperson's	
annual report.	

Please complete the attached income and expenditure statement for your event, showing all income and expenditure associated with the event.

Surplus/(deficit) \$ 344.25

Income and expenditure statement

(Please list all income and expenditure associated with the event)

Income	Amount	
Donated material	\$	
Cash in hand towards project	\$	
Intended fundraising (provide an estimate)	\$	
Ticket sales	\$	
Other sponsorship/grants (please specify source/s below)		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total income (GST inclusive / exclusive. Please delete one)	\$	
Expenditure	Amount	
Power	\$	686.25
Insurance	\$	782.00
Accountancy fees	\$	276.00
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total expenditure (GST inclusive / exclusive . Please delete one)	\$	1744.25
Surplus / (deficit) (GST inclusive / exclusive . Please delete one)	\$	344.25

Signature C.F. Gilbert

Date 16 Sept 2016

PRINT NAME C.F. GILBERT



Aon New Zealand

Tax Invoice

105728202

Aon New Zealand
CST No. 65 943 328

Date
30 March 2016

Contact
Robert Wilson

Telephone
06 327 6073

Email
robert.g.wilson@aon.com

Address
PO Box 87
Marton 4741

Pukeokahu Hall Committee INC
C/- Sara Waldron
1406 Pukeokahu Road
R.D.3
TAIHAPE 4793

Premium 680.00
This amount includes a broker administration and service charge

Class of Insurance
Combined Cover

Lead Insurer
Vero Liability Insurance Limited

GST 102.00
If GST is not shown the transaction is Exempt or Zero Rated

Insurer Rating
Refer Overleaf

Policy Number

Total **NZD 782.00**

Period of Insurance
18/03/2016 to 18/03/2017

Due By 13 April 2016

Client Number
MTN 0C0XP

Transaction Description

Renewal of Liability Policy
Covering: Public and Statutory Liability

Effective from 18th March 2016 to 18th March 2017

18/12/16

Please refer to important information on the back of this Invoice

Payment Options

Electronic Funds Transfer

Account: 01 0297 0071 650 02
Client Number: MTN 0C0XP

Please note your client number when making your on-line payment.
If you have any queries please email nz.accounts@aon.com and quote your client number.

Cheque

Refer overleaf. Return this section with your cheque made payable to Aon New Zealand to:
PO Box 87, Marton 4741

Monthly Instalments

You can pay your account in monthly instalments through our finance facility. Contact your Aon broker for more information.

Credit Card

(Visa and Mastercard only) Use your credit card to pay online at aon.co.nz/About-Aon/Pay-My-Account. A transaction fee of 1.5% applies to credit card payments.

Cash

We are unable to accept cash.

PUKEOKAHU HALL COMMITTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30th June 2016

INDEX TO STATEMENTS

Compilation Report & Disclaimer
Statement of Accounting Policies
Statement of Financial Performance
Statement of Financial Position

**PUKEOKAHU HALL COMMITTEE
COMPILATION REPORT AND DISCLAIMER
For the Year Ended 30th June 2016**

To the Committee,

SCOPE

On the basis of information you, the client, have provided, we have compiled the special purpose Financial Statements of **PUKEOKAHU HALL COMMITTEE** for the Year ended **30th June 2016**, in accordance with Service Engagement Standard No 2 'Compilation of Financial Information'.

RESPONSIBILITIES

You, the client, are solely responsible for the information contained in the special purpose financial statements and have determined that the basis of accounting used as described above is appropriate to meet your needs and for the purpose that the special purpose financial statements were prepared.

The financial statements were prepared exclusively for your benefit. Neither we, nor any of our employees, accept responsibility to any other person for the contents of the special purpose financial statements.

NO AUDIT OR REVIEW ENGAGEMENT UNDERTAKEN

Our procedures use accounting expertise to compile special purpose financial statements from the information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

INDEPENDENCE

We have no involvement with the client, other than the preparation of special purpose Financial Statements and Report.

DISCLAIMER

A compilation engagement requires us to apply procedures, in accordance with SES-2 "Compilation of Financial Information", to complete the special purpose Financial Statements from information you provide to us. These procedures do not include the performance of an audit or review in respect of either the information you provide or the financial information compiled from it. Accordingly, neither I, nor any of my employees, accept any responsibility for the reliability, accuracy or completeness of the information from which the financial information has been compiled.

The financial information is prepared at your request and exclusively for your benefit. Neither I, nor any of my employees, accept any liability of any kind whatsoever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

**RYAN, THOMAS & CO
CHARTERED ACCOUNTANTS
TAIHAPE
4th August 2016**

**PUKEOKAHU HALL COMMITTEE
STATEMENT OF ACCOUNTING POLICIES
For the Year Ended 30th June 2016**

REPORTING ENTITY

The entity is a Rural Community Hall that is not incorporated.

The entity qualifies for differential reporting as it is not publicly accountable and is not large as defined under the framework for differential reporting. The entity has taken advantage of all available differential reporting exemptions.

STATEMENT OF GENERAL ACCOUNTING POLICIES

These financial statements have been prepared on the basis of historical cost (except as otherwise noted).

PARTICULAR ACCOUNTING POLICIES

The following is a summary of the significant accounting policies adopted in the preparation of these financial statements.

- **Goods & Services Tax** These financial statements have been prepared on a Goods and Services Tax inclusive basis. The committee is not registered for GST.
- **Stocks** have been stated at the lesser of cost or estimated market value after due allowance has been made for realisation costs. Consumables that are not of a material nature have been written off as an expense in the year purchased.
- **Fixed Assets & Depreciation** All fixed assets have been expensed when paid.
- **Investments** Investments are recorded at cost.
- **Accounts Receivable** Accounts Receivable are valued at estimated net realisable value.

CHANGES IN ACCOUNTING POLICIES

The balance date was changed to 30th June 2015. This years figures cover 12 months as compared to 5 months in the 2014/15 year.

This has no material effect on the surplus for the year.

EVENTS SINCE BALANCE DATE

There have been no significant events since balance date which would materially alter the information contained within these financial statements.

This Statement has been compiled without an audit or review engagement and must be read in conjunction with the attached "Notes to the Financial Statements" and Compilation Report.

PUKEOKAHU HALL COMMITTEE
STATEMENT OF FINANCIAL PERFORMANCE
For the Year Ended 30th June 2016

Last Year \$			This Year \$
	INCOME		
5,126.60	Bar Sales	5,062.63	
2,169.29	Purchases	2,868.50	
2,957.31	BAR SURPLUS		2,194.13
	OTHER INCOME		
-	Grant - RDC		1,282.00
-	Grant - WCF		1,000.00
-	Grant - Pub Charity		2,664.00
2,950.00	Sponsorship		2,350.00
4,622.25	Man vs Horse Proceeds		4,956.50
9,260.00	Horse Trek Proceeds		9,960.00
-	Christmas Party Proceeds		114.00
-	Walk Proceeds		1,540.00
100.00	Hireage		-
-	Cookbooks		6,534.00
119.91	Interest - Wesipac		297.01
20,009.47	TOTAL INCOME		32,921.64
	LESS EXPENSES		
	FUNDRAISING EXPENSES		
63.30	Bar Licence	-	
5,666.74	Man vs Horse Expenses	7,454.50	
1,149.68	Horse Trek Expenses	2,059.94	
-	Walk Expenses	1,055.34	
-	Cookbook Expenses	6,026.75	
776.25	Activity Insurance	782.00	
7,655.97	TOTAL FUNDRAISING EXPENSES	17,378.53	
	OTHER EXPENSES		
349.16	Repairs & Maintenance	2,240.83	
23.94	General Expenses	151.67	
276.00	Accountancy Fees	276.00 *	
49.50	Gifts	-	
26.99	Stationery, Advert, Admin	329.90	
294.44	Power	686.25 *	
1,020.03	TOTAL OTHER EXPENSES	3,684.65	
8,676.00	TOTAL EXPENSES		21,063.18
\$ 11,333.47	CASH SURPLUS (DEFICIT)		\$ 11,858.46

This Statement has been compiled without an audit or review engagement and must be read in conjunction with the attached "Notes to the Financial Statements" and Compilation Report.

PUKEOKAHU HALL COMMITTEE
STATEMENT OF FINANCIAL POSITION
As at 30th June 2016

Last Year		This Year	
\$		\$	\$
19,329.83	OPENING EQUITY		30,663.30
11,333.47	Excess Income Over Expenditure		11,858.46
<u>30,663.30</u>			<u>42,521.76</u>
REPRESENTED BY:			
CURRENT ASSETS			
-	Cash on Hand		210.00
18,434.51	Westpac - Cheque		1,223.56
12,133.59	Westpac - Saver		40,106.00
95.20	Accounts Receivable		982.20
<u>\$ 30,663.30</u>	NET ASSETS	<u>\$</u>	<u>42,521.76</u>

This Statement has been compiled without an audit or review engagement and must be read in conjunction with the attached "Notes to the Financial Statements" and Compilation Report.

PROJECT REPORT FORM – COMMUNITY INITIATIVES FUND 2015/16

Please return to: Grants Administrator
By mail: Rangitikei District Council, Private Bag 1102, Marton 4742
Or hand deliver to: Rangitikei District Council Office, 46 High Street, Marton; or
Taihape Service Centre, Hautapu Street, Taihape
Or by Email to: priscilla.jeffrey@rangitikei.govt.nz

RECEIVED

29 SEP 2016

To: L H
File: 3-GF-8-2

NO LATER THAN THREE MONTHS AFTER THE COMPLETION OF THE EVENT; TO BE ACCOMPANIED BY AN INCOME AND EXPENDITURE REPORT

If you do not complete and return this form this will affect your eligibility for future funding.

- 1 Name of applicant:
Taihape & District Museum & Historical Society
- 2 Name of project:
Newspaper Binding
- 3 Date and location of project:
Completed Aug 2016
- 4 Amount received from the Community Initiatives Fund: \$
\$500.00

Please answer the following questions and use additional sheets if necessary

How many people benefited from your project/programme? All members of the wider Taihape area

Was this number:

- ☐ More than you expected?
- ☒ What you expected?
- ☐ Less than you expected?

Describe the main findings in your evaluation of the project and how it benefited the community:

Our old papers (Taihape Times) were in a very delicate
condition. This project has increased their durability,
made them easier to store & allows better access to
the resource

What worked really well?

We now have a set of bound papers, from early 1900s
up to the time the Taihape Times was closed, that
are being stored in archival conditions.

What didn't work so well/could be improved?

Please report on your success at achieving the three targets you identified in your application (attach another sheet if necessary) *See attached sheet.*

Target 1:

Target 2:

(Please list all income and expenditure associated with the event)

Signature C. F. Gilbert Date 21 Sept 2016

PRINT NAME C. F. Gilbert

2.

It has been acknowledged on our website, in the Presidents annual report (2013)

Surplus/(deficit) \$ 60.00

Targets

Binding the old copies of the Taihape Times has given us a near complete set of issues from early 1900s through to April 2016 (the time the Taihape Times ceased to operate). They are now out of storage, readily accessible, well protected and easily stored on purpose built shelving, within the main museum building. Prior to this, they had to be stored in a separate building because their size and condition meant they were unsuitable for display or research. Since the Taihape Times stopped publishing a weekly paper, the local interest in them has increased and we have had more enquiries about them, and their contents, than previously. They have become a very valuable tool for researchers.

Chq # 148039

Tax Invoice / Statement

Date 16 8 16

18512

To Taihape Museum
c/o Marjory Dade 06 388 0089
Taihape

From P.J's Bookbinding
11 Bens Pl
Whangarei

GST No.

Order No.

Qty	Unit	Description	Unit Price	\$	c
4		Bind Newspapers - small	40.00	160	00
8		Bind Newspaper large	50.00	400	00
ANZ 010790 0023724 00					
PJS Bookbinding					
and 15/8/16					
c/o 148 039					
Rob 15/8/16					
PJP/mms					
Total Exclusive GST \$				560	00
Plus GST \$					
Total Inclusive of GST \$				560	00



PROJECT REPORT FORM – COMMUNITY INITIATIVES FUND 2016/17

Please return to: Grants Administrator
 By mail: Rangitikei District Council, Private Bag 1102, Marton 4741
 Or hand deliver to: Rangitikei District Council Office, 46 High Street, Marton; or
 Taihape Service Centre, Hautapu Street, Taihape
 Or by email to: samantha.kett@rangitikei.govt.nz

RECEIVED

11 NOV 2016
 LH
 To: 3-6F-8-2
 File: 18-07-08
 Doc: 18-07-08

NO LATER THAN THREE MONTHS AFTER THE COMPLETION OF THE EVENT, TO BE ACCOMPANIED BY AN
 INCOME AND EXPENDITURE REPORT

If you do not complete and return this form this will affect your eligibility for future funding.

- 1 Name of applicant: FARANI UAA
- 2 Name of project: MARTON SAMOAN RUGBY TEAM
- 3 Date and location of project: 5 WEEKS -
- 4 Amount received from the Community Initiatives Fund: \$ 1487.88

Please answer the following questions and use additional sheets if necessary

How many people benefited from your project/programme? 80 - 120+

Was this number:

- ☒ More than you expected?
☐ What you expected?
☐ Less than you expected?

Describe the main findings in your evaluation of the project and how it benefited the community:

WITH THE FUNDING, TO HELP PURCHASE RUGBY JERSEYS, IT
BROUGHT THE SAMOAN COMMUNITY TOGETHER, SO MANY YOUNG MEN
WANTED TO BE PART OF THE TEAM.

What worked really well? WE GOT BEHIND THE TEAM, IN TRAININGS
AS WELL AS WE WENT AROUND TO OTHER AGENCIES FOR
SUPPORT & SPONSORSHIPS, AND WORD OF MOUTH THROUGH
THE COMMUNITY.

What didn't work so well/could be improved?

MORE ADVERTISING, WE WERE QUITE SLACK, NOT MANY
HAD EXPERIENCE IN THIS FIELD

Please report on your success at achieving the three targets you identified in your application (attach another sheet if necessary)

Target 1: WAS TO BRING THE SAMOAN COMMUNITY TOGETHER ESPECIALLY WITH THE DIFFERENT DENOMINATIONS. THIS WAS ACHIEVED, BY GETTING THEM INVOLVED IN A SPORT THEY ENJOY.

Target 2: BRING OUR WHOLE COMMUNITY TOGETHER POSITIVE FEEDBACK ESPECIALLY FROM COMMUNITY, PEOPLE FROM LEVIN, HAWKES BAY AND PALMERSTON NORTH CAME, GOOD EXPOSURE FOR MARION.

Target 3: HAS BUILT A STRONG PARTICIPATION TO ENCOURAGE, TOUCH & VOLLEYBALL, MAINTAIN FITNESS & DIET (NUTRITION)

Please describe how you promoted the support of the Rangitikei District Council for your project/programme (attach examples of leaflets or publicity if appropriate)

WE ADVERTISED IN THE LOCAL NEWSPAPER, THANKS FOR SPONSORSHIP, ASWELL AS ACKNOWLEDGEMENT OF THE COUNCIL FOR SPONSORSHIP OF JERSEYS, ASWELL AS OTHER LOCAL SPONSORS DURING AFTERMATCH FUNCTIONS.

Please complete the attached income and expenditure statement for your event, showing all income and expenditure associated with the event.

Surplus/(deficit) \$.....

Income and expenditure statement

(Please list all income and expenditure associated with the event)

Income	Amount	
Donated material	\$	
Cash in hand towards project	\$	
Intended fundraising (provide an estimate)	\$	
Ticket sales	\$	
Other sponsorship/grants (please specify source/s below)		
- MR ARINA - LEALANALO	\$	700.00
- COMMUNITY INITIATIVE FUND	\$	1,487.88
- SPEIRS LTD	\$	500.00
- wheeler lins LTD	\$	750.00
- Registration \$3	\$	690.00
	\$	
Total income (GST inclusive / exclusive. Please delete one)	\$	4,127.88
Expenditure	Amount	
RUGBY JERSEYS	\$	1,487.88
	\$	
SHORTS	\$	750.00
SOCKS	\$	200.00
	\$	
TRAVELING SHIRTS (POLO)	\$	350.00
WATER BOTTLES	\$	200.00
	\$	
RUGBY BALLS	\$	150.00
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total expenditure (GST inclusive / exclusive. Please delete one)	\$	3,037.88
Surplus / (deficit) (GST inclusive / exclusive. Please delete one)	\$	

Signature [Signature]
 PRINT NAME FALANI WAA

Date 7/11/16

发票 INVOICE

运单号码:

430074595

收件人:

收件人电话:

Meilani Ah Chong

NAME :

TELEPHONE NO:

078 0327 6698

公司名:

COMPANY NAME

地址:

37 Morris Street MARTON 4710 NEW ZEALAND

ADD:

城市:

国家:

CITY:

COUNTRT: NEW ZEALAND

NUMBER	FULLD DESCKTIN	QTY PCS	UNIT PRICE(USD)	TOTAL VALUE
件数	品名 (中英文)	数量	单价	总价
1	Rugby Jerseys 橄榄球球衣	23	15	US\$345.00
	100% Polyester HS:6110300099			
		23	Total:	US\$345.00

THESE COMMODITIES ARE LICENSED FOR THE ULTIMATE DESTINATION SHOWN.

DIVERSION CONTRARY TO UNITED STATES LAW IS PROHIBITED.

I DECLARE ALL THE INFORMATION CONTAINED IN THIS INVOICE TO BE TRUE AND TO BE TRUE AND CORRECT

我声明发票上内容真实无误。

SIGNATURE OF SHIPPER/EXPORTER (type name and title and sign)

发货人签字:

RECEIPT Date 13/4/16

Received from Marton Samson **McGRUERS (MARTON) LTD**

the sum of Rugby Team

Seven Hundred and F.P.

per Dollars

Eftpos	\$:
Cheque	\$:
Cash	\$:
Total	\$	750.00

M. Samson Rugby Team 12-09-2016

McGruer's (MARTON) LTD

PHONE 327 8592 MARTON PO BOX 59

GST No. 10-775-841

23 pairs CCC Shorts \$750.00



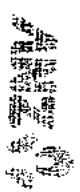
[Signature]

1324 48

KEEP THIS DOCKET AS DETAILS WILL NOT BE SHOWN ON MONTHLY STATEMENT.

APPROS NOT RETURNED AFTER TWO DAYS WILL BE CHARGED

Marton Print



ANZ
362 Smith St
Marton
719-226 0000
2017/18
Telephone 0609 662995

24/08/2016 11:14

DEPOSIT RECEIPT

Transaction No.:
Card Number:
Account Number:
Account Type:
Serial Number:
Cash Amount:
Cheque Amount:
Total Deposit Amount:

0601102264968-0001
06-0801-0607906-00
BUSINESS FLEXIBLE FACILITY
30266
\$1,487.98
\$0.00
\$1,487.98

0001.802.00.02

00068102

Attachment 10



REPORT

SUBJECT: Consideration of Applications for the Event Sponsorship Scheme
2016/17 – Round Two

TO: Council

FROM: Linda Holman, Governance Administrator

DATE: 24 November 2016

FILE: 3-GF-11-3

1 Background

- 1.1 The Events Sponsorship Scheme (ESS) has up to \$7,364.00 to allocate to events that help to develop community cohesion and reinforce economic growth. \$4,500.00 has been requested. This report provides a summary of the applications that have been received and provides information on the eligible costs for each application. The ESS will contribute up to 50% of eligible costs.

2 Overview

- 2.1 Three eligible applications have been received to the ESS and have been circulated separately to elected members.
- Marton Jaycees – Marton Christmas Parade
 - Parklee Bullride Club – Bullrides in Hunterville
 - Mangaweka Community Committee – The Long Twilight Dinner
- 2.2 Two applicants have directly received funding from ESS in previous years, and they have both returned completed project report forms for that funding.
- 2.3 Two further applications were also received but are not eligible for event sponsorship funding. An application was received from the Marton Country Music Festival 2017 but this is not eligible as it received funding in round one. An application was received from the Bulls and District Community Trust for the Bulls Christmas Parade which is ineligible as this event is part of the work programme already funded by Council.
- 2.4 No applicants have requested to speak to the Committee.
- 2.5 The table overleaf summarises the applications.

	One-off event	New Event that will become established	Regular – less than 5 times	Regular – more than 5 times	High Profile event	Community Event	High profile / community event
Marton Jaycees – Marton Christmas Parade							
Parklee Bullride Club – Bullrides in Hunterville							
Mangaweka Community Committee – The Long Twilight Dinner							

2.6 As the table above shows, there is one new event that will become an established event and two events that are well established. One of these established events have received grants in the past.

2.7 Marton Jaycees filled in a Community Initiatives Fund form rather than an Events Sponsorship form so there are no projected figures available for attendees. However, figures from last year's event report form have been included for reference. These indicate that the event is properly categorised as a Community event.

2.8 The Bullride event was categorised as a Community event but the anticipated attendance indicates that it is more properly categorised as a High profile / community event. The Mangaweka dinner is a Community event. High profile / community events will be subject to more rigorous outcome measurements (through a MarketView Event Report) than community events. Each will be monitored through a MarketView Event report costing \$350 each.

3 Analysis for assessment of other criteria

3.1 The table overleaf collates the information provided by applicants with respect to the number of visitors who will attend the events.

3.2 These figures imply that the Council has potential to reach approximately 3,210 attendees to these events (or \$2.29 per attendee based on \$7,364 being available).

3.3 Parklee Bullride Club provided a range of numbers for each category, the median number has been used.

Projected number of attendees and their place of origin

	Residents of Rangitikei	Visitors from neighbouring Councils	Visitors from rest of New Zealand	Overseas visitors	Total projected attendees
Marton Jaycees – Marton Christmas Parade	2000	200	50	0	2250
Parklee Bullride Club – Bullrides in Hunterville	750	150	65	40	1,005
Mangaweka Community Committee – The Long Twilight Dinner	65	0	0	0	65
	2,815	350	115	40	3,210

3.4 The table overleaf provides information on the total costs of each event, the eligible costs for each event and, subsequently the maximum sponsorship that Council may award (50% of eligible costs). Council's consideration of its sponsorship arrangement is likely to take into account:

- Whether the event has a high profile (for visitors or for residents) that Council needs to be seen to be associated with it
- Whether the event has the potential to have such a high profile (for visitors or for residents) and sponsorship is required to enable it to establish and/or grow

3.5 Two of the events are seeking less sponsorship than the maximum permitted, and one is requesting more. Overall the amount of sponsorship being sought is \$4,500, which is \$2,864 below the amount available for this funding round (\$7,364).

3.6 All of the events are eligible in so far as they all take place in the Rangitikei. Councillors have been asked to score each application on how well each project meets the remaining ESS criteria¹. These scores will be tallied at the meeting.

¹ Provide a detailed and realistic marketing / promotional plan with appropriate acknowledgement
Provide evidence of the benefit to Council of its association with the event (participant numbers etc.)
Provide a realistic and balanced budget
Maximised revenue generating opportunities and moving towards self-sustainability

Costs associated with the events and the value of the sponsorship offering (per person attending)

4

	Total cost of event	Other funding available	Surplus/deficit	Eligible costs	Maximum sponsorship	Sponsorship requested	Maximum Council sponsorship/no. participants	Sponsorship requested/no. participants
Marton Jaycees – Marton Christmas Parade	\$4,500.00	\$3,500.00	-\$1,000.00	\$2,700.00	\$1,350.00	\$1,000.00	\$0.60	\$0.44
Parklee Bullride Club – Bullrides in Hunterville	\$10,863	\$10,000.00	-\$862.93	\$7,262.93	\$3,631.47	\$2,000	\$4.03	\$2.22
Mangaweka Community Committee – The Long Twilight Dinner	\$3,50.00	\$2,050.00	-\$1,500.00	\$1,700.00	\$850	\$1,500	\$14.17	\$25.00
	\$18,913	\$15,550	-\$3,363	\$11,663	\$5,831	\$4,500	Avg \$6.27	Avg \$9.22

4 Final Written Reports

4.1 A final written report has been received from the following group for the 2015/16 funding rounds, and has been attached to this report as Appendix 1.

- Marton Jaycees Inc – Marton Christmas Parade 2015

5 Recommendations

5.1 That the report 'Consideration of applications for the Events Sponsorship Scheme 2016/17 – Round Two' be received.

5.2 That the Final Written Report from Marton Jaycees Inc – Marton Christmas Parade 2015 be received.

5.3 That Council approves the sponsorship of events listed below, and disperse the Events Sponsorship Scheme as outlined to successful applicants:

- | | |
|--|----|
| • Marton Jaycees – Marton Christmas Parade | \$ |
| • Parklee Bullride Club – Bullrides in Hunterville | \$ |
| • Mangaweka Community Committee – The Long Twilight Dinner | \$ |

Linda Holman
Governance Administrator

Attachment 11



Report

Subject: Contract 1038 Turakina Valley 3 Flood Damage Repair - Majuba and Drysdale

To: Council

From: Hamish Waugh, General Manager Infrastructure

Date: 25 November 2016

File: 6-RT-5-18

1 Purpose

- 1.1 The purpose of this report is to seek approval to award Contract 1038 Turakina Valley 3 Flood Damage Repair. The scope of work is to repair two sections of road caused by the 20 June 2015 Storm event at Majuba Bluff and Drysdale, then use surplus fill to obtain road improvements at James Road and Majuba In-bend.

2 Significance of Decision

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

3 Recommendation

- 3.1 That the report 'Contract 1038 Turakina Valley 3 Flood Damage Repair - Majuba and Drysdale' be received.
- 3.2 That Council approves the awarding of Contract 1038 for Turakina Valley 3 Flood Damage Repair to Downer Limited Ltd, for the sum of \$693,317.22 excl GST.

Hamish Waugh
General Manager Infrastructure

Attachment 12



Rangitikei
UNDEPILY...

REPORT

SUBJECT: **Roading Procurement Strategy 2016/17/-2017/18**

TO: Council

FROM: Hamish Waugh, General Manager Infrastructure

DATE: 25 November 2016

FILE: 3-PY-1-7

1 Purpose of the report

- 1.1 The purpose of this report is to present the Rangitikei District Council Roding Procurement Strategy for 2016/17/-2017/18

2 Background

- 2.1 The New Zealand Transport Agency (NZTA) Audited the Council between 29 August - 01 September 2016. A sample of one professional services contract and eight physical works contracts were selected for the review of Council's contract procurement procedures. The sample met the procurement requirements and were consistent with Council's Procurement Policy.
- 2.2 The Auditor recommended that Rangitikei District Council review its documented procurement strategy to include the requirements introduced by the Transport Agency's policy changes effective from 1" July 2015.
- 2.3 Rangitikei District Council gave an undertaking to comply with this recommendation by 31st March 2017.

3 Summary of Procurement Strategy

- 3.1 This procurement strategy sets out the strategic approach to procurement for Transportation for Rangitikei District Council (Council) 2016-17 and 2017-18. A large portion of Council's funding for transportation activities is financially assisted by NZTA and the Land Transport Management Act 2003 (LTMA) requires that approved organisations (Rangitikei District Council in this case) develop procurement procedures to obtain best value for money spent. This strategy therefore focuses on Council's procurement of transportation related goods and services.

3.2 The objectives and outcomes in this strategy are consistent with Council's strategic and organisation-wide procurement policy as well as the NZTA requirements. The key outcomes are described in Section 2 and include:

- Operate and maintain local roads including streetlights, bridges, footpaths, traffic signals, sumps, berms, and bus shelters in line with the activity management plan.
- Monitor crash statistics to identify problem areas and determine solutions.
- Identify the impacts of land use on the transport network and identify where future upgrades need to occur on a 'just-in-time' basis.
- Consider traffic implications of growth and development.
- Maintain pavements on a fit-for-purpose basis.

3.3 The objectives and principles of Council's Procurement Policy in regard to sourcing products and services include:

- To provide for the procurement of transportation related goods, works and services in a way that ensures best value for money, bought using commercially astute and appropriate processes.
- To ensure that procurement practices meet the requirements of good management.
- To enable fair competition between suppliers.
- To encourage a competitive and effective market.
- Fit for purpose.
- Promote open and effective competition between capable suppliers.
- Follow public sector policy, especially for fairness, efficiency and transparency.
- Have regard to health and safety, sustainability and environmental protection.
- Working collaboratively within Council and with other organisations.
- Take account of 'Whole of Life' cost of supply arrangements.

4 Professional Services

4.1 Professional services are integral to an activity approved under s20 of the LTMA. For NZTA funding purposes, these are treated as an input, and the cost is charged directly to the activity. They are services provided by a person (or persons) skilled in the particular field for which they are engaged.

4.2 Expenditure on in-house professional services is exempt from procurement procedure requirements where approved by the NZTA (Planning & Investment).

4.3 Outsourced professional services (technical inputs to an activity undertaken by persons skilled in fields relevant to that activity) must be procured using an approved procurement procedure under section 25 of the LTMA.

- 4.4 The cost of all activities advised to the NZTA (Planning & Investment), either when applying for funding approval or when claiming funding assistance for an approved activity, must be the full cost of the activity, including any professional services costs, regardless of whether the cost is an in-house cost or incurred through a contract with an external supplier.

5 Delivery of in-house professional services

- 5.1 The NZTA (Planning & Investment) requires Council to manage its in-house service delivery in a way that ensures both efficiency and effectiveness. The NZTA (Planning & Investment) does not, and will not, specify how Council should structure or organise its self to do that, but it expects Council to be guided by the Standards NZ publication, Guide to Local Government Service Delivery Options (SNZ HB 9213:2003¹).
- 5.2 Currently Manawatu District Council's Infrastructure Department is the entity responsibility for delivery of infrastructure, and services, and Rangitikei District Council is the entity responsible for governance. This is documented in the following binding agreements:
- Memorandum of Understanding for Shared Services between Rangitikei and Manawatu District Council (September 2007).
 - Framework for Service Level Agreement for Management and Physical Services between Rangitikei and Manawatu District Council (July 2008).
 - Amendment to the 2007 Memorandum of Understand for Shared Services.
- 5.3 In its initial consideration (at its meeting on 26 March 2015) of the requirement for service delivery reviews (section 17A Local Government Act 2002), Council noted that this would be addressed in the investigation of the feasibility of establishing a Council Controlled Organisation². However, that investigation did

¹ The New Zealand Handbook Guide to Local Government Service Options (SNZ HB 9213:2003) has been developed to assist local authorities in developing "good practice" for the process of selecting, reviewing and implementing appropriate methods and levels of service delivery, in order to meet changing needs and expectations. This resource is particularly useful for local authorities, elected members, and officers who are considering or undertaking a review of service delivery options. The guide encourages local authorities to consider all practical options, without recommending particular specific service delivery options as being more appropriate than others.

² Resolved minute number 15/RDC/064 :

That, having regard to the requirement in section 17A of the Local Government Act 2002 to review delivery of services, Council confirms:

- a) that the processes which commenced in 2014 to review the shared services arrangement with Manawatu District Council for the delivery of infrastructure services meet the intent of section 17A of the Local Government Act 2002 and that it would not be cost-effective to address all the options specified in section 17A(4);

not do that, and further work is needed. In particular, section 17A(5) states that if responsibility for delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity from that responsible for governance, the entity that is responsible for governance, must ensure that there is a contract or other binding agreement that clearly specifies:

- a. the required service levels; and
- b. the performance measures and targets to be used to assess compliance with the required service levels; and
- c. how performance is to be assessed and reported; and
- d. how the costs of delivery are to be met; and
- e. how any risks are to be managed; and
- f. what penalties for non-performance may be applied; and
- g. how accountability is to be enforced.

5.4 Rangitikei and Manawatu District Councils may amend their general agreement for the delivery of management and physical services across both councils' infrastructural services groups so that it:

- incorporates the new procedures for the way in which Councils obtain and retain approval for claiming funding assistance for the delivery of in-house professional services; and
- details levels of service specific to the delivery of land transport professional services; and
- document the formal management structure for in-house operations

5.5 Council may carry out a review in conjunction with the consideration of any significant change to relevant service levels within 2 years before the expiry of any binding agreement relating to the delivery of that infrastructure, service or regulatory function, or at such other times Council considers desirable.

5.6 However, Council is not required to undertake a review to the extent that the delivery of that infrastructure, service, or regulatory function is governed by legislation, contract, or other binding agreement such that it cannot reasonably be altered within the following 2 years.

5.7 Council is also not required to undertake a review if Council is satisfied that the potential benefits of undertaking a review in relation to that infrastructure, service, or regulatory function do not justify the costs of undertaking the review.

6 Conclusion

-
- b) that, if the outcome of the review is that Manawatu District Council or another entity is responsible for delivery of infrastructure services for the Rangitikei District Council, the final contract or agreement will comply with the requirements in section 17A(5); and
 - c) that it is satisfied (in terms of section 17A(4(b))) that undertaking a review for the delivery of roading management and maintenance services (as distinct from reviewing the contract and seeking tenders for that during 2015) does not justify the costs of undertaking such a review.

- 6.1 Rangitikei District Council's endorsement of the Roding Procurement Strategy 2016/17/-2017/18 would satisfy the Transport Agencies requirements in that regard.
- 6.2 A review, in conjunction with the consideration of any significant change to relevant service levels, is required of Rangitikei District Council's current shared in-house professional services to ensure there is a contract or other binding agreement that clearly specifies—
- a. the required service levels; and
 - b. the performance measures and targets to be used to assess compliance with the required service levels; and
 - c. how performance is to be assessed and reported; and
 - d. how the costs of delivery are to be met; and
 - e. how any risks are to be managed; and
 - f. what penalties for non-performance may be applied; and
 - g. how accountability is to be enforced.

7 Recommendations

- 7.1 That the report 'Roding Procurement Strategy 2016/17/-2017/18' be received.
- 7.2 That Council endorses the Rangitikei District Council Roding Procurement Strategy for 2016/17/-2017/18.
- 7.3 That Council approves the use of shared in-house professional services subject to a forthcoming review.

Appendix 1



Rangitikei
UNspoilt...

Rangitikei District Council

Roading Procurement Strategy

2016/17-2017/18

Quality Assurance Statement

Rangitikei District Council Private Bag 1102 Marton 4741 New Zealand Tel: (06) 327 0099 Web: www.rangitikei.govt.nz	Prepared by:	John Jones
	Reviewed by:	Hamish Waugh GM Infrastructure MDC
	Approved for Release by:	Ross McNeil Chief Executive RDC
	Endorsed by:	Rangitikei District Council on 1 st December 2016

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1 Executive Summary

1.1 Summary Statement

This procurement strategy sets out the strategic approach to procurement for Transportation for Rangitikei District Council (Council) 2016-17 and 2017-18. A large portion of Council's funding for transportation activities is financially assisted by the New Zealand Transport Agency (NZTA) and the LTMA requires that approved organisations (Rangitikei District Council in this case) develop procurement procedures to obtain best value for money spent. This strategy therefore focuses on Council's procurement of transportation related goods and services.

The objectives and outcomes in this strategy are consistent with Council's strategic and organisation-wide procurement policy as well as the NZTA requirements. The key outcomes are described in Section 2 and include:

- Operate and maintain local roads including streetlights, bridges, footpaths, traffic signals, sumps, berms, and bus shelters in line with the activity management plan.
- Monitor crash statistics to identify problem areas and determine solutions.
- Identify the impacts of land use on the transport network and identify where future upgrades need to occur on a just-in-time basis.
- Consider traffic implications of growth and development.
- Maintain pavements on a fit-for-purpose basis.

The objectives and principles of the Procurement Strategy in regard to sourcing products and services include;

- To provide for the procurement of transportation related goods, works and services in a way that ensures best value for money, bought using commercially astute and appropriate processes
- To ensure that procurement practices meet the requirements of good management.
- To enable fair competition between suppliers
- To encourage a competitive and effective market
- Fit for purpose
- Promote open and effective competition between capable suppliers
- Follow public sector policy especially for fairness, efficiency and transparency
- Have regard to health and safety, sustainability and environmental protection
- Working collaboratively within Council and with other organisations
- Take account of Whole of Life cost of supply arrangements

1.2 Recommendations

It is recommended that the Transport Agency:

- Endorse this procurement strategy
- Approves the use of shared in-house professional services (currently under review).

1.3 Council endorsement of the procurement strategy

The procurement strategy was endorsed by Council on 1st December 2016. The Assets and

Infrastructure Committee will maintain and review this strategy regularly to ensure compliance with NZTA rules and that all procurement opportunities provide value for money and consistency with Council's Corporate Procurement Policy.

See Appendix C Rangitikei District Council resolution endorsing the Procurement Strategy.

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2 Policy Context

2.1 Strategic Objectives And Outcomes

2.1.2 Regional Land Transport Strategy

The Horizons Regional Land Transport Strategy sets the strategic direction for transport in the Region by describing the vision, objectives and outcomes that will guide the development of the Region's transport network over the next 30 years. The Strategy covers all forms of land transport, including public transport, local roads, state highways, walking and cycling.

Section 175(2)(h) of the Land Transport Act as amended by the LTMA 2011, states that every regional land transport strategy must give early and full consideration to land transport options and alternatives in a way that avoids, to the extent reasonable in the circumstances, adverse effects on the environment.

It is important to note that the RLTS is a strategic document and does not cover detail at a micro level (i.e. project design). The Strategy however, provides the strategic direction for future projects.

2.1.3 Council's Long Term Plan

The Long Term Plan 2015 - 2025 was approved by Council in June 2015 and sets out the budget and key issues for Council over the next 10 years. This document sets out the challenges facing the Council along with the major focus, key decisions made in development of the LTP and the commitment to the community going forward.

A set of outcomes was developed, which show the priorities Council is working towards.

- Rangitikei District will improve the natural environment, stewarding the District in a practice aligned to the concept of Kaitiakitanga.
- The Rangitikei District will attract and retain residents.
- Rangitikei District develops a broad economic base from its solid foundation in the primary sector.
- Rangitikei and its people are connected via "fit for purpose" infrastructure and technology.
- The Rangitikei built environment is safe, reliable and attractive.
- Rangitikei District Council is an agile and effective organisation.
- Rangitikei District develops a broad economic base from its solid foundation in the primary sector.
- Rangitikei and its people are connected via quality infrastructure and technology.
- Rangitikei's built environment is safe, reliable and attractive.

Rangitikei District's Roding network is important for meeting these outcomes. The network provides essential links around the District and to other areas, ensuring the efficient transportation of goods and services. These links also ensure the District's communities are linked via "fit for purpose" Roding.

2.1.4 Strategic Assessment

The Strategic Assessment defines the problems, benefits, and consequences of the issues that the District is facing over the lifetime of the Activity Management Plan (AMP). The issues tend to be multi-

faceted and there are generally no 'quick fixes'. They may take many years from start to finish to resolve. Progressing roading projects through the Business Case phases to Implementation can take many years.

The identified issues in the District are:

- Integrated land use and transport planning to produce a more resilient network, and to provide a more structured roading hierarchy to accommodate anticipated future freight growth;
- Improved linkages to other Districts – of importance, links to the south of the District and to the north of the regional border between the Desert Road Summit and Taupo;
- The need to maintain improvements to secondary strategic links that are playing an increasing role as east-west links and alternative routes and for tourism/economic development purposes;
- Anticipated population and economic growth in the Rangitikei/Palmerston North area, the impacts this will have on freight distribution;
- The need for continued improvements to road safety in the District;
- Increasing pressure on the Regions rural roading network, particularly with increased forest harvesting and agricultural use and potential increases in tourism traffic; and
- Mitigating adverse environmental effects from the regional transport system.

2.1.5 Roding Activity Management Plan

The purpose of this activity management plan is to set out how the Council's Transportation Activity is managed. This plan covers the Roding and Parking assets of the Council.

Activity management planning takes a comprehensive and long term approach to the management of the assets and services delivered. It demonstrates responsible management through identifying in detail the following asset information and processes.

- Asset Knowledge
- Levels of Service
- Operations and Maintenance
- Asset Renewal
- Asset Development

Further to this, the key objectives of this activity are stated to:

- Operate and maintain local roads including streetlights, bridges, footpaths, traffic signals, sumps, berms, bus shelters and parking machines in line with the asset management plan.
- Monitor crash statistics to identify problem areas and determine solutions.
- Identify the impacts of land use on the transport network and identify where future upgrades need to occur on a just-in-time basis.
- Consider traffic and parking implications of growth and development.
- Invest in walking and cycling projects where they form part of a wider project (reseals etc.).
- Continuously review parking demands and requirements for control.
- Maintain pavements on a fit-for-purpose basis.

The asset management plan details separate objectives relevant to the management of assets. A brief description of the core purpose of each transport asset category is shown below:

Pavement network: To provide a pavement network that is suitable for the effective, efficient and comfortable movement of vehicles and people, has a safe, suitable all weather surface that is appropriate to its location and function in terms of skid resistance, noise and smoothness, and has a structure suitable for legal traffic loading requirements.

Footpath and cycleway network: To provide a safe, comfortable and efficient network of footpaths and facilities catering for pedestrians (including the physically disabled), and cycle ways and facilities catering for cyclists.

Road marking and street/ directional signage: To provide signs and markings that are easy to see, understand and that contribute to the safety and efficiency of the roading system.

Street lighting network: To provide agreed lighting levels in streets for the safe and efficient movement of vehicles, cyclists and pedestrians.

Bridges, culverts and structures: The purpose of road bridges, culverts and structures is to provide continuous all-weather roading over rivers, streams and uneven terrain, supporting vehicles and ensuring the safety of road users.

Kerbs and channels: To provide stormwater runoff from the carriageway, protect the road edge and substructure from stormwater intrusion, provide a protective barrier for pedestrians from passing traffic, and delineate the edge of the carriageway.

Berms and streetscape: To provide a buffer area between carriageway/footpath and property for public use including installation of utilities, street planting and road support structures.

Parking facilities: To provide enough parking to match demand within the available road capacity

2.2 Objectives and outcomes for the Procurement Strategy

The objectives and principles of the Procurement Policy in regard to sourcing products and services include;

- Best value for money
- Fit for purpose
- Bought using commercially astute and appropriate processes
- Promote open and effective competition between capable suppliers
- Follow public sector policy especially for fairness, efficiency and transparency
- Have regard to health and safety, sustainability and environmental protection
- Working collaboratively within Council and with other organisations
- Take account of Whole of Life cost of supply arrangements

2.3 The Transport Agency's Procurement Requirements

The primary objective of procurement under the LTMA is to obtain best value for money spent. In using a procurement procedure, NZTA requires Council to have regard to the broad economic, environmental and social purpose of the LTMA, and to the desirability of competition. Enabling fair competition and encouraging competitive and efficient markets are desirable when they serve best value for money.

Physical and Professional services are procured in accordance with the current version of NZ Transport Agency's Procurement Manual.

2.3.1 Professional Services

Professional services are integral to an activity approved under s20 of the LTMA. For Transport Agency funding purposes, these are treated as an input, and the cost is charged directly to the activity. They are services provided by a person (or persons) skilled in the particular field for which they are engaged.

Expenditure on in-house professional services is exempt from procurement procedure requirements where approved by the Transport Agency(Planning & Investment).

Outsourced professional services must be procured using an approved procurement procedure.

The cost of all activities advised to the Transport Agency (Planning & Investment), either when applying for funding approval or when claiming funding assistance for an approved activity, must be the full cost of the activity, including any professional services costs, regardless of whether the cost is an in-house cost or incurred through a contract with an external supplier.

2.3.2 Obtaining approval to claim funding assistance for expenditure on professional services

Council must have specific approval from the Transport Agency(Planning & Investment) to include the cost of in-house professional services in the cost of approved activities when requesting or claiming funding assistance for those activities. The conditions discussed below under accounting for the cost must be met.

To obtain and retain that approval, Council must address how professional services are to be procured, including which services (if any) are to be obtained in-house, in their Transport Agency(Planning & Investment) endorsed long term programme wide procurement strategy. The requirement to develop and document a strategic approach to procurement is set out comprehensively in NZTA's Procurement Manual.

Applications for approval to obtain professional services in-house are to be made to the Transport Agency's Regional Manager, Planning & Investment.

When a procurement strategy is amended in a way that has a significant material impact on the scope, scale or manner of delivery of professional services obtained in-house then the change must be brought to the attention of the Transport Agency(Planning & Investment). Approval to continue to obtain professional services in-house will need to be confirmed.

2.3.4 Delivery of in-house professional services

Council must have a formal, documented management structure for in-house services operations. Typically a single management structure will apply to both in-house professional services and administration.

The Transport Agency(Planning & Investment) requires Council to manage its in-house service delivery in a way that ensures both efficiency and effectiveness. The Transport Agency(Planning & Investment) does not, and will not, specify how Council should structure or organise its self to do that, but it expects Council to be guided by the Standards NZ publication, Guide to Local Government Service Delivery Options (SNZ HB 9213:2003).

In-house professional services staff and assets will typically be part of a department or semi-autonomous business unit.

In-house professional services cannot be delivered through either a council controlled organisation (CCO) or a council controlled trading organisation (CCTO). Neither are considered to be 'in-house'. Where professional services are procured from either a CCO or a CCTO those services must be treated as being outsourced and procured in accordance with a Transport Agency(planning & Investment) approved procurement procedure.

2.3.5 Accounting for the cost of in-house services

Council must have a documented methodology covering how costs for in-house services, including associated overheads and administration are to be determined and allocated to work categories and, where appropriate, to individual approved activities. The method of allocating costs, including overheads, must be consistent with recognised management accounting practices.

Council must make documentation of their management accounting methods, plus accounting source documents and records, available to the Transport Agency(Planning & Investment) on request for audit purposes.

The Transport Agency(Planning & Investment) expects Council to account for in-house services costs in a manner that is reasonable and appropriate for a public sector entity.

The cost of in-house services must be determined in accordance with recognised management accounting practice taking into account generally accepted accounting practice (GAAP) principles when allocating costs.

Specific guidance on the determination of the cost of services (by public bodies) is available from The Office of the Auditor General (the OAG) and from the Society of Local Government Managers (SOLGM).

- Charging fees for public sector goods and services
- The Price is Right – The Kiwi Version

An in-house services operation will be expected to break even and neither over nor under recover actual incurred costs.

Professional services are integral to approved activities. They are a direct cost and therefore will be allocated, with their associated overhead, directly to an approved activity or work category.

The cost of professional services will in many instances be time based. Council will need to have a rational, well documented and consistent method for attributing time based costs to approved activities.

For some in-house staff a system for attributing time based costs will be used to separate administration 'time' from professional services 'time'. Where staff members also work on tasks that are not related to approved activities, for example, tasks related to what approved organisations often refer to as the 'unsubsidised programme', then a time based cost recording system should be used to separate out these costs.

Time based overhead costs may sometimes be treated as a direct cost to an approved activity for the purposes of establishing the funding assistance claim cost. For example, an in-house staff member employed exclusively on a project may devote time to both professional services and time to administrative tasks. Both will be a direct cost to the project. There will be no need, for the Transport Agency's purposes, to distinguish professional services time from time spent on administrative tasks.

Other overhead costs may also be treated as direct cost to an activity or work category. For example, an annual licence fee for specialist software used exclusively to aid staff working on a single work category would be a direct cost that should be charged to that work category.

2.4 Relevant Legislation and Policy

Other relevant factors, such as organisational policies, wider organisational procurement plans or the regulatory environment.

2.4.1 Land Transport Management Act (LTMA)

The management and operation of the transport activity of Council is required to comply with the requirements of the LTMA. There are many requirements that are developed by NZTA and Ministry of Transport (MOT) as part of their responsibilities under this legislation and one such document is the NZTA Procurement Manual.

A large portion of Council's funding for transportation activities is assisted by the New Zealand Transport Agency (NZTA). Section 20 of the LTMA sets out the requirements for the NZTA to approve activities for funding from the National Land Transport Fund (NLTF). Council receives funding from this fund through a transport disbursement account, and expenditure from this account must be made with an approved procurement procedure. Section 25 of the LTMA further requires that an approved organisation (Council in this case) design its procurement procedures to obtain best value for money spent.

2.4.2 Local Government Act (LGA)

Overriding everything that Council does, including in the area of Transportation, is the purpose of local government which is:

*-To enable democratic local decision-making and action by, and on behalf of, communities, and
-To promote the social, economic, environmental and cultural well-being of communities, in the present and for the future. (Section 10, Local Government Act 2002)*

Section 17a of the LGA requires Council to review the cost of effectiveness of current arrangements for meeting the needs of the community for good quality infrastructure, local public services and performance of regulatory functions. The intent of Section 17a is to encourage collaborative dealings and cost efficiencies in Local Government services.

Section 17a of the LGA requires Council to review the cost-effectiveness of current arrangements for meeting the needs of communities within the district or region for good-quality local infrastructure.

Council may carry out a review in conjunction with the consideration of any significant change to relevant service levels within 2 years before the expiry of any contract or other binding agreement relating to the delivery of that infrastructure, service or regulatory function, or at such other times Council considers desirable.

However, Council is not required to undertake a review to the extent that the delivery of that infrastructure, service, or regulatory function is governed by legislation, contract, or other binding agreement such that it cannot reasonably be altered within the following 2 years.

Council is also not required to undertake a review if Council is satisfied that the potential benefits of undertaking a review in relation to that infrastructure, service, or regulatory function do not justify the costs of undertaking the review.

LGA 2002, s17A (5) states that if responsibility for delivery of infrastructure, services, or regulatory functions is to be undertaken by a different entity from that responsible for governance, the entity that is responsible for governance, must ensure that there is a contract or other binding agreement that clearly specifies—

- a) the required service levels; and
- b) the performance measures and targets to be used to assess compliance with the required service levels; and
- c) how performance is to be assessed and reported; and
- d) how the costs of delivery are to be met; and
- e) how any risks are to be managed; and
- f) what penalties for non-performance may be applied; and
- g) how accountability is to be enforced.

Currently Manawatu District Council's Infrastructure Department is the entity responsibility for delivery of infrastructure, and services, and Rangitikei District Council is the entity responsible for governance. This is documented in the following binding agreements;

- Memorandum of Understanding for Shared Services between Rangitikei and Manawatu District Council (September 2007).
- Framework for Service Level Agreement for Management and Physical Services between Rangitikei and Manawatu District Council (July 2008).
- Amendment to the 2007 Memorandum of Understand for Shared Services

These documents are being reviewed in light of the NZ Transport Agency policy changes that came into effect on 1 July 2015.

Rangitikei and Manawatu District Councils may amend their general agreement for the delivery of management and physical services across both councils' infrastructural services groups so that it;

- Incorporates the new procedures for the way in which Councils obtain and retain approval for claiming funding assistance for the delivery of in-house professional services.
- Details levels of service specific to the delivery of land transport professional services.
- Document the formal management structure for in-house operations

2.4.3 Government Policy Statement (GPS)

The Government releases its policy statement for transport on a three yearly basis and this sets the priorities of the Government for that period for NZTA and TLAs to follow in regard to their programmes.

2.4.4 Council Procurement Policy

This procurement strategy has objectives and outcomes that are consistent with Council's Procurement Policy.

Council will be responsible to manage its resources in an effective and efficient manner and comply with all relevant legislation when it procures goods, works and services. It also acknowledges that in many cases a competitive procurement process is likely to result in a better procurement outcome for Council than one that is not competitive

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3 Procurement programme 2016/17 -2017/18

Contract Type	Description	Estimated Award Date	Value	Duration	Risk	Supplier selection model
Professional Services	Pavement renewals survey and design	Nov 2016	\$75k	18 months	low	Direct appointment
Professional Services	Survey and legalisation	Nov 2016	\$45k	18 months	low	Direct appointment
Physical Works	Roadmarking – annual remark	Jan 2017	\$160k	24 months	low	Lowest Price Conforming
Physical Works	Structural Bridge Maintenance	July 2017	\$350k	12 months		Lowest Price Conforming or Price Quality
Physical Works	Contract 980 - Road Maintenance Rehabilitation Resurfacing	27 May 2015	\$25.7M	36 months	low	Price Quality Method
Utility	Streetlighting Power	On going	\$170k	12 months	low	Agreement with energy retailer
Physical Works	Roadmarking – annual remark	Jan 2017	\$160k	24 months		TBA

4 Procurement Environment

4.1 Analysis of supplier market

4.1.1 Planning and advice

Council is currently supplied with services from a wide range of consultants, ranging from local to international companies that provide services to the transport infrastructure sector. Apart from the core transport services that are needed many of these firms have support services to provide a more complete one stop shop service. A number of these consulting firms have established offices in the Region whilst the majority are supported from larger offices located in Wanganui, Palmerston North and Wellington.

These firms provide services to the Council, across a number of sectors, as well as to other authorities in the Region (such as Ruapehu, Wanganui, Manawatu, Tararua, and Horowhenua District Councils as well as Palmerston North City Council and NZTA) and to land developers and private clients.

Established consulting firms that provide roading and transport related services to Council and other customers in the region include: Beca; GHD; Opus International Consultants. Ancillary services such as in the fields of urban design, landscape architecture, geotechnics, surveying, modelling, three D and video imaging, GIS and asset management are frequently provided by many of the larger firms or by specialist boutique service providers.

For each procurement action, an assessment is made regarding the best value for Council and for small commissions and one off projects consideration is given to the minimising the cost of tendering.

4.1.2 Maintenance and Construction

The Council enjoys the availability of a range of contractors serving the transport infrastructure sector. Apart from the core transport services that are needed by Council many of these firms have support services to provide a one-stop-shop service. Most firms have an established office or depot in the District and Region. These firms provide services to other authorities in the Region (such as Ruapehu, Wanganui, Manawatu, Tararua, and Horowhenua District Councils as well as Palmerston North City Council and NZTA), land developers and private clients as well as to Council.

The maintenance and construction activities consumes a significant amount of materials that are sourced locally or regionally however there are some manufactured items that are produced overseas. Bitumen and derivative products are imported. Concrete and basecourse materials are generally from local quarries and suppliers and some specialised manufactured products are constructed locally.

Contractors that provide roading related services to Rangitikei include Higgins; Downer; Fulton Hogan; and Alf Downs Street Lighting Ltd.

Again, these firms don't purely rely on Rangitikei District Council to provide them with revenue but also provide construction services to other road controlling authorities, land developers and businesses involved in civil engineering works.

The District and Region is well served with state highways, rail lines and the inland port, connecting Rangitikei to Hawkes Bay, Taranaki and south to Wellington. These connections provide for efficient access to supplier markets that enable contractors to source materials at competitive process.

4.2 Analysis of current procurement spend and profile

4.2.1 Consultancy Services

The majority of consultancy services procured by Council over the past three years were of values below \$100,000. These services were mainly procured through direct appointments without public advertised tendering, using the short form agreement. Services above \$100,000 were publicly procured through an approved public tender process.

These professional consultancy services supplement the services provided using in-house professional resources. The work that was awarded following the public tender process is listed in the table below:

Contract No.	Title	Expiry date	Value	Duration	No of bids	Supplier selection model
1001	MDC RDC Bridge Structural Repairs 2015-2016	30/06/16	\$10,600	1 year	1	Direct Appointment
1011	GHD Professional Services June 15 Flood Event	30/06/16	\$269,220	1	3	Lowest Price Conforming
1035	MDC and RDC Bridge Management PS	31/10/18	\$511,979.51	2	5	Price Quality Method
1042	Forestry Study RDC	30/01/17	\$30,000.00	1	1	Direct Appointment
998	Rata Bridge Replacement	30/09/16	\$79,985.00	1	1	Direct Appointment (Emergency Works)
1028	Emergency Works 2015 TV2 Road Realignment at RP6330 – Bundle Eleven	31/10/16	\$32,900.00	4 months	1	Direct Appointment

4.2.2 Physical Works

The number and composition of firms responding to our RFTs vary greatly depending on the scope of services required.

The work that was awarded following the public tender process is listed in the table below:

Contract No.	Title	Expiry date	Value	Duration	No of bids	Supplier selection model
980	Road Maintenance Contract	30 Jun 24	\$25,727,782.10	3+3+3 years	3	Supplier Quality Premium
1001	MDC RDC Bridge Structural Repairs 2015-2016	30 Jun 18	\$101,099.60	1	2	Lowest Price Conforming
1005	Streetlight Maintenance 2016-2018	30 Jun 18	\$882,625.00	28 months	2	Supplier Quality Premium
C4/1541	Road Pavement Marking Contract 2016	Jan 17	\$140,000	2 months	3	Lowest Price Conforming
1007	Concrete Footpath Renewal and Extension 2015-2016 Taihape Area	4 Nov 16	\$142,485.92	8 weeks	1	Lowest Price Conforming
1008	Concrete Footpath Renewal and Extension 2015-2016 Southern Area	30 May 16	\$105,127.50	8 weeks	2	Lowest Price Conforming
1013	MT Curl RD RP3108 Dropout Repair	9 Dec 17	\$225,806.60	8 weeks	2	Lowest Price Conforming
1014	Okirae Rd RP1709 Drainage Improvements and Armouring	1 Aug 16	\$290,028.55	8 weeks	1	Lowest Price Conforming
1015	Emergency Works 2015 Retaining Walls – Bundle One	31 Jan 16	\$182,317.37	8 weeks	5	Lowest Price Conforming
1016	Emergency Works 2015 Retaining Walls – Bundle Two	31 Mar 16	\$241,953.72	8 weeks	5	Lowest Price Conforming
1017	Emergency Works 2015 Retaining Walls – Bundle Three	30 Apr 16	\$161,092.70	8 weeks	5	Lowest Price Conforming
1018	Emergency Works 2015 Retaining Walls – Bundle Four	31 May 16	\$249,091.37	8 weeks	5	Lowest Price Conforming
1019	Emergency Works 2015 Retaining Walls – Bundle Five	30 June 16	\$180,251.00	8 weeks	5	Lowest Price Conforming
1020	Emergency Works 2015 Retaining Walls – Bundle Six	30 June 16	\$171,187.50	8 weeks	5	Lowest Price Conforming

Contract No.	Title	Expiry date	Value	Duration	No of bids	Supplier selection model
1021	Emergency Works 2015 Retaining Walls – Bundle Seven	28 Feb 17	\$219,745.80	8 weeks	5	Lowest Price Conforming
1022	Emergency Works 2015 Retaining Walls – Bundle Eight	31 July 16	\$186,649.79	8 weeks	5	Lowest Price Conforming
1023	Emergency Works 2015 Retaining Walls – Bundle Nine	31 July 16	\$270,824.83	8 weeks	5	Lowest Price Conforming
1024	Emergency Works 2015 Retaining Walls – Bundle Ten	30 Nov 16	\$83,985.86	8 weeks	5	Lowest Price Conforming
1028	Emergency Works 2015 TV2 Road Realignment at RP6330 – Bundle Eleven	31 Oct 16	\$170,917.23	8 weeks	5	Lowest Price Conforming
1037	Emergency Works 2015 Tiriraukawa Rd Site Cluster – Bundle Thirteen	31 Oct 16	\$74,301.39	8 weeks	5	Lowest Price Conforming
1038	Turakina Valley 3 Flood Damage Repair – The Majuba and Drysdale	May 17	\$693,317	12 weeks	1	Price Quality Method
989	Porewa Bridge – Onepuhi Road Washout Repair	31 Aug 2016	\$219,493	4 weeks	3	Lowest Price Conforming
998	Rata Bridge Replacement	30 Sep 16	\$599,478	8 weeks	3	Price Quality Method

4.3 Analysis of the impact of the procurement programmes of other approved organisations and other entities

Council co-ordinates its three year programme on a regional level with other roading authorities in the area. The level of impact these authorities have on Council's transport procurement is minimal, but opportunities for packaging or integrating to provide better value for money is constantly discussed.

Council shares a number of boundary roads with Manawatu, Wanganui and Hastings District Councils and a very cooperative relationship exists to deliver appropriate levels of service on these roads.

The biggest impact on procurement activities (and budget) is however between Council and the numerous utility organisations where coordination of the various programmes and

acknowledgement of the commercial imperatives of the utilities can reduce customer and network interruption and disruption.

Council has therefore adopted protocols with the service providers to ensure better budget provisions to achieve best value for money. The Rangitikei and Manawatu District Council's shared water services department (water supply and waste water) is a key utility where close cooperation and forward work programme alignment is a strong focus.

Private property development is managed through resource consent and land use regulation processes and impacts on the transport corridor are managed appropriately. Where there are significant impacts on the network special conditions or agreements are arranged between the parties.

4.3.1 Procurement Profile

The analysis of Council's current procurement profile highlights the fact that the organisation procures its transport activities through Supplier Quality Method, Lowest Price Conforming, Direct Appointment, or under the Road Maintenance Contract.

This has generally been combined with a measure and value basis of payment. This model has worked very well over a long period of time for the scale and level of complexity associated with roading works and is also widely known and accepted by the local contracting industry. Whilst this provides the benefits of a no surprises environment to the suppliers it still lags in creating opportunities to share more risk with suppliers and thereby stimulate more innovation through other means such as design/build or outcome focussed models.

These models will be analysed further as part of the corporate procurement strategy and if found to provide better value for money they will be considered for inclusion in a future procurement strategy.

Across New Zealand, over recent years, there has been widespread promotion and development of new initiatives including increased collaboration, increased innovation, increased focus on customers, the adoption of suggestions arising from the Road Efficiency Group (REG) and the development of new style of contracts for State Highways.

4.3.2 Current Council Collaboration

Council has been proactive in collaborating and working together with other organisations to achieve best value for its community and road users. In addition, the recent changes in the transport sector with the Better Business Case and the One Network Road Classification (ONRC) initiatives have been welcomed.

Involvement in the Regional Advisory Group (RAG), and other inter-regional groups have been useful in sharing knowledge and building positive relationships across boundaries. All projects that are approved in the National Land Transport Plan will be subject to Project Business Case scrutiny to inform the project and influence the outcome of the investment decisions.

Council intends to continue to collaborate with others where this is sensible and adds value. Council has a proud record in this approach to date. Some examples are described below:

- Contract C4-1505 Road Maintenance Contract with separable portions for Rangitikei, Manawatu, and Horowhenua District Councils. This contract commenced 1st July 2015 and is a 3 year contract plus a further 3 + 3 years depending on performance.
- Framework for Service Level Agreement for Management and Physical Services between Rangitikei and Manawatu District Council (July 2008).
- Close collaboration between Rangitikei, Manawatu, and Horowhenua District Councils.

4.3.3 Shared In-house Professional Services

Currently Manawatu District Council staff provide professional services in the following areas:

- The delivery of the community programmes. This activity includes road safety and travel safe initiatives.
- Planning, management and quality assurance of maintenance, operational and renewal activities.
- Planning, management and quality assurance of capital works projects including minor improvements.
- Activity Management Plan development, improvement and updating.
- Transport Planning activities.
- Asset data management
- Transport Investment Online (TIO) Programme Management –Financial services

Rangitikei and Manawatu District Council are in the process of reviewing the shared service agreement. The Standards NZ publication, Guide to Local Government Service Delivery Options (SNZ HB 9213:2003) will guide both Council's in specifying how each Council should structure or organise its self to manage its in-house service delivery in a way that ensures both efficiency and effectiveness

5 Approach to delivering the work programme

5.1 Confirmation of specific strategic objectives

Council intends to procure the various projects listed in its annual plan. Each project will follow a process that is consistent with the objectives of this strategy. This strategy also indicates the intended delivery models and supplier selection processes that will be applied to the projects in the transport programme for years 2 and 3 of the LTCCP 2015/2025 (as adopted by Council).

5.2 The Procurement Approach

5.2.1 Procurement Procedures

The Council will be looking to adopt a targeted procurement approach that best fits its circumstances both now and in the future. The Road Efficiency Group, in particular, has provided useful documentation and held local workshops to promote improved efficiency through procurement innovations. Top of mind is the three core requirements of the LTMA and the community levels of service as agreed through Council's Long Term Plan.

Council procures transport activities that are predominantly of a small to medium scale. However there is opportunity to transition towards a more collaborative style where risks are distributed in line with the party most appropriate to carry the risk and this would be most useful in regard to the maintenance, operations and renewal functions. Due consideration will be given to the use of the most appropriate type and style of contract to achieve Council outcomes and best value along with continuing to address the three core LTMA outcomes as noted above.

Council has an 'open' supplier selection process as its default position. Direct appointments and 'closed contest' processes may be considered for low value contracts. Council's transportation procurement procedures will be based on a selection of the procedures as documented in the latest edition of NZTA's Procurement Manual for Activities Funded through the National Land Transport Programme: Appendix C, while following the rules as set out in Chapter 10 of the NZTA Procurement Manual.

5.2.2 Proposed Analysis Approach for Future Procurement Update

This procurement strategy will apply for a two year period after which it will be reviewed and modified to address changes in circumstances or external influences that arise in this period. At this time, the Council is not in a position to make widespread or significant changes in its transport procurement practices as there is insufficient evidence available currently to justify such changes.

Modest changes are proposed in regard to improvements in collaboration and relationship management. A review is currently underway of alternative procurement practices that would bring additional benefits to Council and to ensure that procurement approaches are specifically related to the transport activity components. These would be considered in the subsequent update of this procurement strategy.

5.2.3 Activity Characteristics

The transportation function draws on a wide variety of skills, capabilities and resources predominantly from the contracting sector. The procurement of services involves a selection from suitably qualified and experienced firms within the local and national market through a contestable process.

The characteristics of the activity are described below under the following key profile aspects.

5.2.4 Supply Market

All work in the transport sector is commissioned by any of the road controlling authorities in the locality and by land developers through subdivisions (growth related new infrastructure). Most of the consultants and contractors in this sector also include general civil engineering activities where their skills, resources and capabilities are shared to provide optimum continuity of work for the respective businesses and this wider market includes industrial and commercial infrastructure work. Council's market share is a relatively small component of the full regional industry.

The Council's maintenance and operational activities are a mix of small to medium sized individual activities that amalgamate to about \$5 million annually and the renewal and new infrastructure work contributes an average of about \$6.7 million annually over the next two years.

The renewal and new work consumes a relatively high proportion of materials, particularly road surfacing's, while the maintenance and operational activities uses a higher proportion of labour and plant.

Across most of the individual activities there is a good range of businesses from which to seek services and our past record reveals a healthy response to the tendering processes. Rarely are the fewer than 3 bidders thus indicating a keen interest in our work and it is uncommon to receive more than five bids. This is indicative of a healthy and reasonably mature market.

5.2.5 Key Risks

Council faces a range of risks in all that it does as the stakeholders include all components of the community both residents and visitors to the District. This procurement strategy addresses only those risks that are pertinent to transport activities. The Roading Activity Management Plan (AMP) includes a section on risk identification and management; staff ensure that appropriate monitoring is provided and that any changes to the risk profile is updated and reported to the Council's Risk Manager. Reporting is a requirement on all significant risk areas including Health and Safety performance.

The Council's contract managers are also vigilant in their auditing of contract works as a means of quality assurance and to highlight observations of high risk situations. The Key risks include:

Risk	Example
Reputation of the Council	<p>The reputation of Council can be enhanced or reduced through any project or programme and at any time. Communications with the community, especially those directly affected, along with the impacts of the physical works both during and after completion can also affect people's lives and opinions.</p> <p>While this is not a specific risk it is an outcome of the work maintenance and capital work activity and can affect the Communities confidence in the Council.</p>

Safety of the Public.	Roads are open to all members of the community at all times and Council infrastructure works can be a risk to the health and safety of people who come into contact with the works. The danger can be from equipment, excavations, pollution.
Environment.	Noise, air pollution and discharge of contaminants to natural watercourses are the
Failure of Infrastructure elements	Collapse of bridge or retaining wall, sink hole, landslide.
Operational	Operational risks include equipment use, lifting, staff resource, materials storage on site, storage and use of flammable materials, vehicles, equipment.
Health and Safety	Work Place Health & Safety compliance.

5.2.6 Mitigation of Key Risks

The above identified risks are listed below with the core mitigation actions or processes.

Risk	Mitigation
Reputation of the Council.	Appropriate communication before, during and after the work;
Safety of the Public.	<p>Council request and audit designs for safety.</p> <p>Council review construction methodologies for identification of risks and ensure that agreed processes or practices are followed on site.</p> <p>Traffic safety audits are carried out at various stages of a project as fitting the size and complexity of the project.</p> <p>Council require compliance with all safety procedures and Codes (e.g. CoPTTM); adequate signage for guidance of the public (road users); warning devices; barriers and fences excluding access as appropriate, speed restrictions.</p> <p>We require the development of a Health & Safety Plan for all contracted projects and works and we regularly audit and record matters arising.</p>
Environment.	<p>Fit for purpose vehicles and plant (noise, emissions). Barriers for spills.</p> <p>Council include restrictions of work times to reduce disruption or nuisance to the nearby residences. Contractor takes responsibility to manage its work to reduce impacts of poor weather events.</p>
Failure of Infrastructure elements	We have a programme of regular inspections of bridges and retaining walls combined with maintenance and renewal programmes to keep assets in fit for purpose condition.

Operational (Work Practices)	<p>We require contractors to be adequately trained and skilled. Our auditors and inspectors are also suitably trained.</p> <p>All vehicles, plant and equipment are required to be fit for purpose with clearly marked certification as required.</p>
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Risk	Mitigation
	<p>Contractors develop effective methods and processes to follow for best practice.</p> <p>Staff conditions and practices take tiredness, fatigue and mental state into account. Larger contractors have drug and alcohol free sites and carry out regular testing for impairment.</p>
Health and Safety	<p>With the introduction of the new legislation for Workplace Health and Safety in April 2016 there will be a number of changes to methods, practices, behaviours and accountabilities for all of the various suppliers, consultants, contractors and their staff. There will also be similar impacts on the staff of Council. With these changes come risks and the obligation to manage those risks.</p>

5.2.7 Size and Scope of Contracts

Council will consider bundling activities that are similar in nature, are in the same locality, require a similar level of skill or equipment and transport to achieve improved efficiency. Bundling also reduces the opportunity for overlaps of services (wastage or rework) and gaps (deficiency in level of service occurring) and also increases ownership of the road environment where only one contractor has responsibility. Coordination of activities is simpler and there is greater accountability by the contractor.

5.2.8 Activity Procurement Characteristics and Risks Schedule

The table in Appendix A outlines the key characteristics and risks of the main activities with regard to procurement and sets out the procurement options that are most suited for the purpose of each activity. It is noted that the contracting industry in the Region is quite mature and there is generally a broad range of capabilities across a number of firms and activities are frequently grouped to obtain best value from the industry.

5.2.9 Value of Programme for the next two years

The transportation projects listed in Council's approved Long Term Plan (2016-18) amount to \$22 m over two financial years. The expenditure on the key functions is shown in the table below which includes the full Council budget covering both funding assisted and non-funding assisted activities. It is acknowledged that there is likely to be some variation to the expenditure due to subsequent reviews by either Council or NZTA over the three year period.

The budgets are summarised per financial year in the tables below (includes both funding assisted and non-funding assisted work). The NZTA subsidised activities are included in the Council's application in TIO.

Category	2016/17	2017/18	TOTAL	NLTP PORTION
Emergency Works	\$6,846,426	\$Nil	\$6,846,426	\$890,038 (FAR 87%)
Maintenance and Operations	\$5,168,155	\$5,125,476	\$10,293,631	\$3,808,643 (FAR 63%)
Renewal of Infrastructure Projects	\$5,669,669	\$4,704,717	\$10,374,386	\$3,838,523 (FAR 63%)
Minor Improvements	\$829,128	\$525,677	\$1,354,805	\$501,278 (FAR 63%)
New Infrastructure (Growth & Levels of Service)	\$Nil	\$Nil	\$Nil	\$Nil
TOTAL	\$18,513,378	\$10,355,870	\$28,869,248	\$9,038,482

The arrangements for the procurement of the various projects included in Council's transport programme will be co-ordinated on a regular basis with neighbouring authorities, including NZTA and with other departments of Council. Council staff regularly meets and discuss transport projects through a regional advisory group and Smart Transport forums which are attended by neighbouring authorities and NZTA.

5.2.10 Infrastructure Improvements

A programme for transportation infrastructure improvements has been developed to improve safety, reduce congestion, improve predictability of travel times, especially for buses and freight, and to make more efficient use of our roading network to support the needs of all of our road users and businesses. The programme will further improve infrastructure for public transport, walking and cycling.

For the physical works, Council's approach to procure this programme is to group projects to form a contract size that provides for optimising competition from the market for this scale of work and to align like projects geographically as appropriate to improve efficiency. Many of the projects contain the same elements of work, are located on similar levels of road classification and have similar risk profiles. This approach reduces cost, and improves work continuity and consistency as well as reducing the contract administration aspect. The Price Quality method is preferred for these projects and there would be performance expectations included in the specifications. Weightings in the request for tender documents would be determined depending on the various relevant factors that Council deems important for the work and would include Key performance Indicators for measuring performance against the outcomes that Council stipulates. The proposed physical works contracts will include consideration of new methods of work and the inclusion of successful initiatives from other RCAs as deemed beneficial.

For the professional services requirements, Council intends to continue with its current approach to procure services through a network based approach as this provides continuity, development of skills and improved application of the goals of the Council in the development of the projects. This also eases the ability to bundle projects together for reduced cost. This would apply to the provision of design and supervision of capital projects relating to local roads e.g. rehabilitations, minor safety works. The major capital projects would normally be delivered individually due to size or complexity of project and the capability of the consultancy market to deliver.

The approved Long Term Plan, is shown in Appendix B to this report..

5.2.11 Maintenance, Operations and Renewal of Infrastructure

Council procures the bulk of the maintenance, operation and renewal work through Contract C4-1505 Road Maintenance Contract with separable portions for Rangitikei, Manawatu, and Horowhenua District Councils. This contract commenced 1st July 2015 and is a 3 year.

The contract is for the maintenance of local roads within the Council's network as specified.

Provide appropriate resources to respond to all incidents that may occur within the network.

Maintain the network to the standards specified, it is not to upgrade the network to an as-new condition.

The Contract may be extended for two (2) periods of three (3) years subject to acceptable performance by the Contractor and successful negotiation to standards that apply to One Network Roads Classification due to be implemented in 2018. These standards were not issued at the time of Tendering.

The Specifications set out the specific tender and contract requirements. This information includes:

- A description of the Roding Network
- Specific tendering requirements
- Specific operational requirements that apply to this Contract

5.2.12 Street Lighting Electricity

The current contract expires in 31st December 2016. The intention is to obtain prices from electricity retailers and negotiate a best value for money agreement. The new will commence 1st January 2017 and the term is yet to be agreed upon.

5.2.13 Financial Delegations

Council has adopted varying levels of financial authority that relates to procurement activities for staff in managerial positions. These are set for budgeted expenditure, unbudgeted expenditure, overspends and bringing forward of funding. The delegation to the Chief Executive is included in Council's Procurement Policy.

5.2.14 Procurement for high risk/unusual activities

There are no high risk or unusual activities expected during the term of this procurement strategy.

5.3 Advanced components

Advanced components are not proposed to be used for the procurement of the network maintenance and renewals contract or for capital projects or the network maintenance procurement the proposed method is essentially the Price Quality Method.

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6 Implementation

6.1 Capability and capacity

This transportation procurement strategy will be incorporated within the corporate-wide strategy and work is underway to update the corporate document. As part of this updating a review of procurement procedures and processes is being undertaken across the organisation, which is intended to result in improvements where needs are identified. Those improvements will be incorporated into, or referenced in, subsequent versions of this strategy as appropriate.

The In-house shared professional services roading department, supported by external resources (consultants) as necessary, has adequate capacity to procure the services and works listed in the procurement programme included in this strategy.

6.2 Internal procurement processes

The internal processes, as noted above have been reviewed very satisfactorily in the past but will be improved as appropriate, in areas arising out of the current review. The scrutiny of any efficiency, accountability and transparency issues is part of that review.

6.3 Performance measurement and monitoring

6.3.1 Identification of Asset Requirements

The identification of asset requirements dictates the standards of performance, condition and capacity and the consequential funding requirements. It requires knowledge of existing asset performance and performance targets to identify the gaps in asset performance.

Performance measures of road assets are aligned with the One Network Roding Classification (ONRC) to deliver consistent community outcomes. Identified asset requirements must therefore correspond to the prescribed CLoS hierarchy taking into account community requirements and the existing network usage, configuration and condition. This involves collecting current condition/performance data and setting network performance targets/intervention criteria for each CLoS class so that performance gaps can be identified and rectified.

6.3.2 Customer Level of Service (CLoS) Framework

CLoS is a term used to describe the quality of services provided by the asset for the benefit of the users. Depending upon the Road Classification a higher CLoS may be required for some parts of the network compared to others. Adopting the CLoS framework helps to achieve consistency in standards along roads of the same strategic importance. This has been identified as an important road user requirement, and provides Council with an efficient systematic approach to managing their assets. The various CLoS have been defined by the Roding Efficiency Group (REG). Council is supporting this approach by implementing the ONRC and associated CLoS and Performance Measures.

6.3.3 Road Hierarchy

The ONRC CLoS hierarchy has been developed by the Roothing Efficiency Group (REG) to define what class of asset is required. The REG has taken the view that uniformly high operating conditions across all roads in the network are too costly to achieve and would not present an economic return on investment. On the other hand, it is impossible to manage an infinite number of standards and performance levels across the network. For this reason and for reasons of equity and transparency, all roads meeting a specific range of functional criteria should achieve a uniform CLoS. The criteria 'bins' to which road sections are assigned are the Road Classifications.

Functional Classification: There are criteria and thresholds for each category, based on the functions the road performs within the network. To be included in a particular category a road must meet the agreed criteria and thresholds, including at least one of either – typical daily traffic (AADT), heavy commercial vehicles (HCV), or bus (urban peak) as appropriate.

6.3.4 Asset Performance Measures

Target road asset conditions (roughness, rutting, etc.) and road configuration parameters (width, lanes, etc.) have been defined for each CLoS / Roothing Category. Performance measures are measurable targets with which current asset condition and configuration are objectively compared to determine road asset requirements. They are used to identify gaps in asset performance, which identify maintenance and/or capacity improvement activities.

Performance measures are physical and dimensional parameters that reflect the operational and structural capacity of the asset. The configuration parameter targets represent the minimum acceptable levels. Condition parameters represent the health and condition state of the asset. The condition parameter performance targets represent the maximum acceptable levels, above which remedial actions are considered.

Targets for other aspects such as delineation, safety, availability, accessibility, reliability of travel times, congestion and environmental performance are aligned with a range of ONRC-Performance Measures.

The Performance Measures have been developed in conjunction with the ONRC and associated CLoS outcomes. For each category of road the minimum (or maximum) acceptable configuration and condition parameters have been set.

Performance measures have also been set for an asset network as a whole. They are used to compare the network performance over a defined period, e.g. from year to year, and thus assess the effectiveness of the adopted asset management practices. For example, Efficiency, Safety, Resilience, Amenity, Travel time reliability, and Accessibility.

6.3.5 Community Consultation

Implementing the ONRC, associated CLoS and Performance Measures as the basis for identifying asset requirements incorporates the informed view of the stakeholders and the rest of the community.

Council consultation with stakeholders and the community is a requirement of the Local Government Act 2002 and is an essential part of the planning and policy development of the whole road system. Community consultation continues throughout the whole Integrated Asset Management process. Formal community consultation is conducted in accordance with Sections 82 and 83 of the Local Government Act 2002.

When conducting community consultation to determine acceptable intervention criteria for condition parameters, it is important to consider the distinction between the perceived condition of the asset as 'seen' by the users and the condition of the asset as determined by measurement and the analysis of condition data, particularly the structural condition of the asset.

6.3.6 Setting Performance Targets/Intervention Criteria

Council's performance targets/intervention criteria are set by legislative requirements, Council's goals and objectives including equity, the ONRC, associated CLoS, and Performance Measures, road user requirements (e.g. comfort, economy and general ease of use), engineering and safety standards, economic analysis, existing road standards, historical performance trends and budgetary limitations. As a consequence, Council has developed strategies and makes policy choices regarding the degree to which an equity objective should be pursued to complement an economic efficiency objective when defining road CLoS outcomes.

Maintenance Intervention Criteria: are based on features that are measured in an objective and repeatable manner. Further, as the intervention criteria apply across the entire network, they must be affordable from a network funding level perspective. Setting of affordable intervention criteria for a 30 years' time horizon for a network can be difficult given future funding uncertainties. Therefore different funding scenarios with different sets of intervention criteria have been developed.

Routine maintenance: intervention criteria are more specific than the approach taken in developing infrastructure preservation programs. Setting routine maintenance intervention criteria involves establishing, for different classes of asset (roads, structures, roadsides, traffic signals and on-road electrical assets), the maximum acceptable routine maintenance inspection periods, severity and extent (intervention levels) of condition parameters that can be tolerated and times within which condition parameters are to be repaired (response times).

- Intervention levels are specified in Council's Road Maintenance Contract and define the value (extent and severity) of a condition parameter, which triggers either maintenance investigation or maintenance activity. An intervention level will identify a defect as either acceptable or unacceptable. The latter will require further consideration of the defect in relation to its location with respect to the asset, safety issues, the possibility of continuing deterioration and increased repair cost and the economics of not undertaking repairs.
- Response times are specified in the Road Maintenance Contract stating the maximum period between the time the defect/condition parameter was detected and the maintenance action was undertaken. Response times are based on the severity and extent of the defect/condition parameter and the level of asset usage.

Periodic maintenance and rehabilitation: Intervention levels are established for combinations of condition parameters to trigger investigation into major infrastructure preservation activities. For example, intervention levels are set for road surface roughness to trigger investigation into pavement rehabilitation. The optimum intervention level for road roughness is determined using a whole of life cycle costing analysis which includes ONRC Performance Measures (Amenity).

On the other hand, pavement resealing operations are usually triggered using a number of criteria/condition parameters, which may include, seal age, extent of surface distress (cracking and patching), rutting and roughness.

Appendices

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Appendix A - Activity Procurement Characteristics and Risks Schedule

Activity	Key Characteristics	Key Risks	Procurement
Professional Services			
Transport planning	Investigations, scheme plans, planning applications, expert evidence at Hearings. Concept development Business cases	Project scope definition. Technical skills for analysis. Understanding of strategic context.	PriceQuality Direct Appointment Purchaser Nominated Price
Project design development and construction management	Analysis, road geometry (vertical and horizontal), draughting, specifications, scheduling, construction management, quality control.	Availability of skills, and experience. Understanding of stakeholder expectations. Understanding of market capability.	PriceQuality Direct Appointment Purchaser Nominated Price
Asset management	Funding applications, Forward Work Programmes, regulatory functions and corridor access data management, Condition assessments and analysis.	Experience. Whole of life approach understanding of asset. Management procedures and practices.	PriceQuality Direct Appointment Purchaser Nominated Price
Maintenance management	Understanding of network size. Road classifications, Condition and renewal programmes, Understanding of customer service expectations. Various activities actioned together.	Customer dissatisfaction. Quality of maintenance work. Selection of treatments (short verses long term options).	PriceQuality Direct Appointment Purchaser Nominated Price

Appendix B - Extract from Rangitikei Council LTP 2015-2025

Category	Designated projects	2014/15 Annual Plan (\$000)	2015/16 (\$000)	2016/17 (\$000)	2017/18 (\$000)	2018/19 (\$000)	2019/20 (\$000)	2020/21 (\$000)	2021/22 (\$000)	2022/23 (\$000)	2023/24 (\$000)	2024/25 (\$000)
RENEWALS (i.e. to relace existing assets)												
Unsealed road metalling	Programmed renewals	341	460	460	460	472	472	472	483	483	483	496
Pavement rehabilitation'	Programmed renewals	2,874	684	1,627	1,689	1,731	1,731	1,731	1,774	1,774	1,774	1,819
Drainage	Programmed renewals	323	337	337	352	361	361	361	370	370	370	380
Structure components	Programmed renewals	252	189	189	189	194	194	194	199	199	199	204
Traffic services	Programmed renewals	220	225	225	225	231	231	231	236	236	236	242
Sealed road surfacing	Programmed renewals	2,002	2,040	2,159	1,789	1,818	1,797	1,892	1,975	1,691	1,895	1,841
Footpaths	Programmed renewals	85	145	149	152	156	160	164	168	172	177	181
Total renewals		6,097	4,081	5,147	4,857	4,963	4,946	5,044	5,207	4,926	5,135	5,162
CAPITAL (i.e. to imrove the level of service)												
Roading	Minor safety projects	538	526	526	526	539	539	539	552	552	552	566
	Bridges reconstruction	910	0	0	0	2,232	486	540	697	0	0	0
Footpaths	New footpath construction	64	65	67	68	70	72	74	75	77	79	81
Total Capital		1,512	591	592	594	2,841	1,097	1,153	1,324	630	631	647

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Appendix C – Rangitikei District Council Resolution endorsing the Procurement Strategy

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Appendix 1



Rangitikei District Council

Kauangaroa Road

Speed Limit Development Rating Survey

September 2016

RECEIVED

13 SEP 2015

2 RP
to CUREC
on 13-9-2015

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Appendices

- Appendix A – Speed Limit Survey Form (Rating Diagram)
- Appendix B General Information Form
- Appendix C CAS Coded Summary Crash Report
- Appendix D CAS English Summary Crash Report

1. Introduction

1.1 Background

Rangitikei District Council received a complaint from residents in Kauangaroa Road about the high speed of traffic travelling through their rural community at Kauangaroa. They requested the 100 km/h speed limit be lowered from 100 km/h to 80 km/h from west of the Whangaehu River Bridge to 800 metres east of the Whangaehu River Bridge.

1.2 Purpose of this report

GHD was engaged to consider what practicable steps could be taken to address this speed problem and to ascertain whether or not the speed limit on Kauangaroa Road could/should be altered as requested by residents.

1.3 Disclaimer

This report: has been prepared by GHD for the Rangitikei District Council and may only be used and relied on by Rangitikei District Council for the purpose agreed between GHD and the Rangitikei District Council as "Principal".

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

1.4 Assumptions

The speed limit development rating survey was undertaken in accordance with the requirements of the "Land Transport Rule: Setting of Speed Limits (2003)".

1.5 Location

The speed limit survey was undertaken along Kauangaroa Road starting at the Whangaehu River Bridge over a distance of 800 metres through the settlement of Kauangaroa.

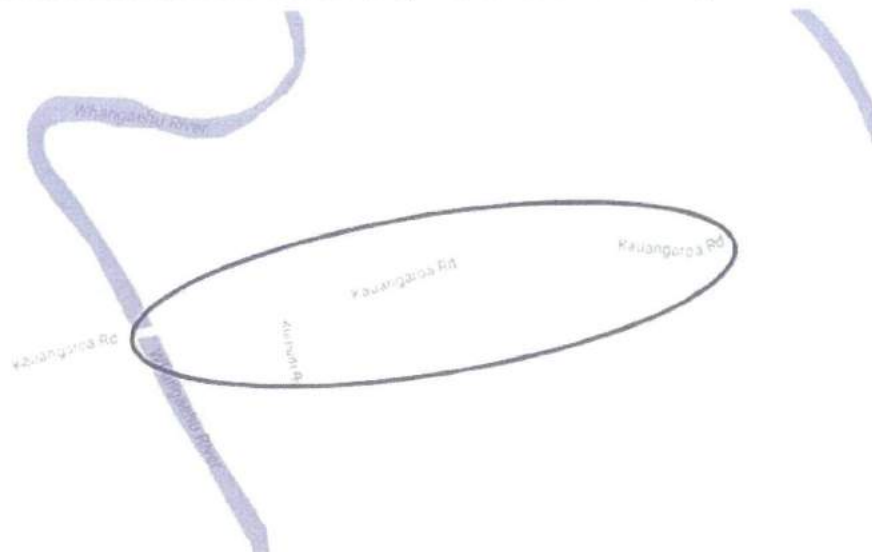


Figure 1 Location Map

2. Findings

2.1 Speeds on Kauangaroa Road

Traffic heading through Kauangaroa is travelling in an open road speed limit. Accordingly it is estimated that the mean speed is about 80 km/h while the 85th percentile speed is closer to 90 to 100 km/h. Site observations indicate that the traffic does not appear to slow down as it travels through Kauangaroa so they are still travelling at open road speeds past the Marae and residences in the settlement area.

2.2 Threshold Treatment

At the moment, the only visual triggers and constraints to vehicle operating speeds are the Whangaehu Bridge at the western end of Kauangaroa and the windy section of road to the east.

There are no other visual cues to drivers to alert them to the change in speed environment as the settlement has a strong rural feel about it.

2.3 Development Rating Survey Findings

The survey results show the average development rating for the 800 metre long length of Kauangaroa Road from the Whangaehu Bridge to the east is 4.0 units per 100 metres. This equates to an 80 km/h speed limit.

2.4 Crash History

Only one crash has been reported by the Police in the past ten years within the Kauangaroa settlement area. It was a non-injury crash in which a bus hit a stray animal on the road. The crash date was the 12th of November 2008.

3. Recommendations

There are two recommendations as follows:

3.1 Introduce a new 80 km/h Speed Limit

It is recommended that Council give serious consideration to introducing a new 80 km/h speed limit along Kauangaroa Road from the western end of the Whangaehu River Bridge as shown in Figure 2 below. (Note: This would be located in Whanganui District so the Whanganui District Council would need to agree to the Speed Change threshold point being erected on their road)

The proposed 80 km/h speed limit would run for 800 metres to the east of the Whangaehu River Bridge to meet the minimum distance requirement of the Land Transport Rule: Setting of Speed Limits (2003).

3.2 Threshold Treatment of 80/100 Speed Change Point

It is recommended that some form of threshold treatment be introduced at the 80/100 km/h speed limit change points. This should make the 80 km/h speed limit signs more conspicuous and, if done correctly, will provide a strong visual cue to drivers that they need to slow down before they get to the speed limit change point. Ways of doing this include:

- Gating the 80 km/h speed limit signs.

- Placing a blue and white backing board behind the speed limit roundel with Kauangaroa written on them.
- Or putting the larger 80 km/h roundel on twin or triple white painted posts to give the appearance of a gate narrowing down the road.
- Constructing a low kerbed garden with low growing vegetation around the base of the signs to give the appearance that the road narrows at this point.
- Painting a flush median along the centreline of the road between the speed limit signs.



Figure 2 Proposed speed limit change points

4. Likely Outcome

If these recommendations are adopted and implemented by Council we would expect a drop in the number of vehicles travelling through the settlement at higher speeds than the majority of drivers do at present. If we can lower the speed of the top 15% of drivers, there will be a noticeable reduction in perceived speeds as well as having a tighter spread of speeds to make it easier for local residents to estimate the speed of approaching traffic when turning across Kauangaroa Road. It will also be better for pedestrians walking across the road so they are not caught out by those drivers travelling well above the average speed of other drivers.

Installing gated speed limit signs with some form of threshold treatment will also have the effect of making the speed limit change point more conspicuous. This will encourage drivers to slow down before they drive into the settlement thereby improving the safety of adjoining residential properties along Pauangaroa Road through lower vehicle operating speeds.

Appendices

Appendix A – Speed Limit Survey Form (Rating Diagram)

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Land Transport Rule

Appendix II

Survey forms

SPEED LIMIT SURVEY FORM (RATING DIAGRAM)

Road Controlling Authority Rangitikei DC at Kauangaroa
 Road Kauangaroa Rd from Whangape Rd to other side of settlement
 Surveyed by Roger McLEAY Date 12/08/2016

TO	DEVELOPMENT RATING			ROADWAY RATING							Total	Notes
	Frontage	Side road	Sub Total	Peds	Cyclist	Parking	Geometry	Traffic Control	Use	Sub Total		
	0	0	0									
	0	0	0									
	0	0	0	1	1	1	0	0	0	3	0	
XXX	4	0	4	1	1	1	0	0	0	3	7	
X	1	0	1	1	1	1	0	0	0	3	2	
X	2	0	2	1	1	1	0	0	0	3	4	
	0	0	0	1	1	1	0	0	0	3	0	
X	2	2	4	1	1	1	0	0	0	3	7	Pop Road
X	0	3	3	1	1	1	0	0	0	3	6	Kumukahi Road & Mave
XXX	3	0	3	1	1	1	0	0	0	3	6	Whangape River
FROM	0.0											

$\frac{32}{8} = 4.0$

Average rating between _____ and _____ equals _____

Appendix B General Information Form

• • • • •

GENERAL INFORMATION FORM

map using `zip` the elements of `data` and `ids` into a list of tuples and
 step 2) `map` the function `lambda x: x[0]` to the list of tuples.

Read controlling authority: 11/1/88 of 11/1/88

Road K: 1000 ft from Highway 101 to Old Highway 101.

Surveyed by Date

1. The program is an ☒ extension of a previously existing program. ☐ new
 2. The program is ☐ new and ☐ improvement of a previously existing program.
 3. The program is ☐ new and ☐ improvement of a previously existing program.

- [illegible]

- c. Visiting the hospital of your under-age daughter at _____.

4. $\frac{1}{2} \frac{d}{dt} \int_{\mathbb{R}^n} |u|^2 dx = \frac{1}{2} \frac{d}{dt} \int_{\mathbb{R}^n} |v|^2 dx = 0$ (conservation of energy).

5. What are the speed limits on the adjoining road sections? $\underline{10}, \underline{30}$ km/h
 $\underline{100}, \underline{110}$ km/h

- C. Are there any features that would make social exchange more likely between groups?

Yrs 1-1986 Common Yellowthroat 1.000000

10. Would you do this if a friend or family member was in the same situation? Yes/No

641 21 642 22

*Note: μ = population mean; σ = population standard deviation.

6. How wide is the margin? *1 1/2*

- 6 Does the machine provide sufficient width and turn radius to provide adequate protection for turning and crossing vehicles? Yes / No

10. How many lenses? 2 What is the typical lens path? 1.4

*Note: count only the number of "through" lanes normally used by drivers.

11. Note any special features, eg. weather: 11/12/2015

1. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$

12. What is the setback of the through traffic lanes to the property boundary?
12.5' / 12.5' / 0'

Note: If the development is similar on both sides of the road, use the lower value. If development is not balanced, use the setback on the more-developed side.

13. Is there a consistent standard of street lighting? Yes / No

14. What is the design speed 35 mph and 25% percentile speed
25 mph for free-flowing vehicles on this section of road.

15. Examine crash data for the section of road for the previous two years. Have any changes that have occurred that may affect crashes?

Crash data was checked for the past two years.
None. Nothing is likely to change.

Number of injury crashes/100 million vehicle miles two-year average: 0

List any special crash types: None. No crashes in the past two years.

16. Are there any special traffic conditions or roadside developments that may need special consideration? Describe None.
None. No special considerations.

Appendix D CAS Coded Summary Crash Report

Figure 1. The effect of the *Salmonella* infection on the expression of the *IL-1* gene in the spleen of the mice. The mice were infected with *Salmonella* and the spleen was removed at 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646, 648, 650, 652, 654, 656, 658, 660, 662, 664, 666, 668, 670, 672, 674, 676, 678, 680, 682, 684, 686, 688, 690, 692, 694, 696, 698, 700, 702, 704, 706, 708, 710, 712, 714, 716, 718, 720, 722, 724, 726, 728, 730, 732, 734, 736, 738, 740, 742, 744, 746, 748, 750, 752, 754, 756, 758, 760, 762, 764, 766, 768, 770, 772, 774, 776, 778, 780, 782, 784, 786, 788, 790, 792, 794, 796, 798, 800, 802, 804, 806, 808, 810, 812, 814, 816, 818, 820, 822, 824, 826, 828, 830, 832, 834, 836, 838, 840, 842, 844, 846, 848, 850, 852, 854, 856, 858, 860, 862, 864, 866, 868, 870, 872, 874, 876, 878, 880, 882, 884, 886, 888, 890, 892, 894, 896, 898, 900, 902, 904, 906, 908, 910, 912, 914, 916, 918, 920, 922, 924, 926, 928, 930, 932, 934, 936, 938, 940, 942, 944, 946, 948, 950, 952, 954, 956, 958, 960, 962, 964, 966, 968, 970, 972, 974, 976, 978, 980, 982, 984, 986, 988, 990, 992, 994, 996, 998, 1000. The mice were infected with *Salmonella* and the spleen was removed at 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100, 102, 104, 106, 108, 110, 112, 114, 116, 118, 120, 122, 124, 126, 128, 130, 132, 134, 136, 138, 140, 142, 144, 146, 148, 150, 152, 154, 156, 158, 160, 162, 164, 166, 168, 170, 172, 174, 176, 178, 180, 182, 184, 186, 188, 190, 192, 194, 196, 198, 200, 202, 204, 206, 208, 210, 212, 214, 216, 218, 220, 222, 224, 226, 228, 230, 232, 234, 236, 238, 240, 242, 244, 246, 248, 250, 252, 254, 256, 258, 260, 262, 264, 266, 268, 270, 272, 274, 276, 278, 280, 282, 284, 286, 288, 290, 292, 294, 296, 298, 300, 302, 304, 306, 308, 310, 312, 314, 316, 318, 320, 322, 324, 326, 328, 330, 332, 334, 336, 338, 340, 342, 344, 346, 348, 350, 352, 354, 356, 358, 360, 362, 364, 366, 368, 370, 372, 374, 376, 378, 380, 382, 384, 386, 388, 390, 392, 394, 396, 398, 400, 402, 404, 406, 408, 410, 412, 414, 416, 418, 420, 422, 424, 426, 428, 430, 432, 434, 436, 438, 440, 442, 444, 446, 448, 450, 452, 454, 456, 458, 460, 462, 464, 466, 468, 470, 472, 474, 476, 478, 480, 482, 484, 486, 488, 490, 492, 494, 496, 498, 500, 502, 504, 506, 508, 510, 512, 514, 516, 518, 520, 522, 524, 526, 528, 530, 532, 534, 536, 538, 540, 542, 544, 546, 548, 550, 552, 554, 556, 558, 560, 562, 564, 566, 568, 570, 572, 574, 576, 578, 580, 582, 584, 586, 588, 590, 592, 594, 596, 598, 600, 602, 604, 606, 608, 610, 612, 614, 616, 618, 620, 622, 624, 626, 628, 630, 632, 634, 636, 638, 640, 642, 644, 646,

Appendix E CAS English Summary Crash Report

1. *Journal of the American Medical Association*, 1997; 277: 103-107.



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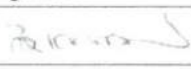

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Document Status

Revision	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
	Roger McLeay	Brian Hickton		Alex Chisholm		2/09/2016

Attachment 13

Memorandum

Subject: Update on the interim arrangements pending recruitment of Youth Development Coordinator

To: Council

From: Denise Servante, Strategy & Community Planning Manager

Date: 20 September 2016

File: 4-EN-12

1 Background

- 1.1 Following an extensive consultation process with a wide range of stakeholders across a number of years, including most recently public submissions through the Annual Plan 2016/17 and a youth-led Forum in May 2016, Council confirmed an allocation of \$60,000 for youth development in 2016/17. The intention of this funding was:

*"To develop two Youth Zones, (in Marton and Taihape) with outreach services in Bulls, Ratana, Mangaweka and Hunterville. The focus will be to develop, coordinate and extend services and activities for children, young people, young parents and particularly targeting the emerging Samoan community in the District. Our vision is that **"Every child in our community grows into an adult who knows their worth and is able to take their place confidently in the world"**.*

- 1.2 The Council agreed to implement a transitional phase from 1 July to 30 September 2016. Whanganui Community Foundation partnered with Council on this phase and contributed \$8,000 towards the \$17,900 that was spent. This left \$42,100 for youth development in the District for 2016/17.

- 1.3 Following the transitional phase, Council agreed that from 1 October 2016, Youth Zones should be established in Marton and Taihape based on the Marton Youth Club and Taihape Youth Hutt by employing or contracting for an FTE youth development role, split equally between Marton and Taihape. This position is a 12 month contract with responsibility to:

- Undertake youth engagement to maintain a two-way dialogue between local agencies and services and young people and to ensure young people's voice is heard, including an annual Youth Forum
- Deliver after-school activities, school holiday programmes and evening teen events in close liaison with young people
- Establish a pool of trained volunteers to support these and other activities
- Coordinate and facilitate regular advisory group meetings (either District-wide or north and south of the District) to develop a range of services and activities available to local youth and young people

- Seek sponsorship from local businesses/agencies and make application to appropriate funding bodies to fund activities and events

1.4 The outcomes that Council is seeking are:

- Regular engagement with young people in the District
- Implementation of a youth-led programme of activities, including holiday residential programmes and a Youth Forum
- A pool of trained volunteers to support and/or lead youth activities
- Fundraising and sponsorship secured to enable the activities to take place
- Activities during Youth Week and administration of the Rangitikei Youth Awards Scheme

1.5 Council agreed to interim arrangements pending recruitment of the FTE Youth Development Coordinator. These were:

- A contract from 1 October to 30 November with HYPE Academy to continue to deliver the existing services, to continue to engage with young people and extend the services to other age groups of young people, to initiate a pool of volunteers and identify associated training and to put in place a summer holiday programme with associated funding.
- Facilitation and development of the advisory group of young people and local agencies to provide input into the recruitment process and the ongoing work programme through the provision of an internal staff resource via the Policy Team.

1.6 This memorandum provides an update on the progress to date.

2 Update on the interim arrangements pending recruitment

2.1 The workplan associated with the interim arrangements is attached as Appendix 1. The project report up to the end of October 2016 from HYPE Academy is attached as Appendix 2.

2.2 Since then the following has been achieved:

Undertake youth engagement to maintain a two-way dialogue between local agencies and services and young people and to ensure young people's voice is heard, including an annual Youth Forum

2.3 Surveys from Taihape Area School have been completed to complement the surveys collected from Nga Tawa and Rangitikei College during the transition phase.

Deliver after-school activities, school holiday programmes and evening teen events in close liaison with young people

2.4 The warm weather has enabled the young people to venture out more during the week i.e. skate park and swim centre. They will still come in for after-school

refreshments and a short play on the games but then they're off. The weekend sessions in Marton are well attended.

- 2.5 A team will be supporting the Youth Club at the Marton Market Day this Saturday, this includes face painters, garage sale entrepreneurs and two older youth working alongside HYPE Academy staff to do the sound engineering for both stages.
- 2.6 The young people and the community groups that use the Youth Club are being kept up to date with the up and coming changes, including the potential move to Memorial Hall.
- 2.7 A programme is in place for the school holidays. This will be open to all but is based on the programmes that have been running to date in Marton and Taihape and mainly targeting ages 8-14 years.

Establish a pool of trained volunteers to support these and other activities

- 2.8 Promotional materials and application processes have been prepared to recruit volunteers but active promotion of this has not yet been commenced pending the recruitment of the Youth Development Coordinator roles.
- 2.9 Appropriate training for youth workers/volunteers is being identified from a variety of sources. It will be necessary for Council to consider becoming a member of, for example, Ara Taiohi¹ which provides for professional development of youth workers/volunteers.
- 2.10 All appointments of employees, contractors and volunteers will be subject to police vetting as per the Vulnerable Children's Act. Council is a registered user of the NZ Police Vetting Service. Child protection policies for the Youth Zones have been drafted and peer-reviewed by the Ministry for Social Development and Advisory Group members.

Coordinate and facilitate regular advisory group meetings (either District-wide or north and south of the District) to develop a range of services and activities available to local youth and young people

- 2.11 Council staff have coordinated the inaugural Advisory Group meetings in the south and north of the District. The draft notes of these meetings are attached as Appendix 3 and Appendix 4. The meetings agreed the Terms of Reference and identified key agencies to contribute to the recruitment process.

Seek sponsorship from local businesses/agencies and make application to appropriate funding bodies to fund activities and events

- 2.12 An application has been submitted to the Local Government Youth Project Fund for funding to establish the Youth Café as part of the Marton Youth Zone.

¹ <http://www.arataiohi.org.nz/>

- 2.13 Applications have been made to Marton Rotary and Taihape Rotary for expenses for the school holiday programmes. Taihape Rotary have offered to fully fund the expenses associated with the school holiday programme in Taihape. An answer is imminent from Marton Rotary.

3 Co-investment in the Youth Zone

- 3.1 Council is continuing to seek a major partner/co-investor in the youth development programme. The application submitted to The Lottery Community Fund was unsuccessful. An application is in process to the Ethnic Community Development Fund (currently being assessed) focussing on support for the Samoan community through the development of a local representative committee. If successful, this funding will become available from January 2017.
- 3.2 These two are the final applications submitted during the transition phase. As previously advised, the focus for developing these partnerships in the immediate future will be on building broad stakeholder engagement in the youth development programme. Council staff are working with the Department of Internal Affairs Advisors on a community-led development project. Bringing a range of stakeholders together to investigate the potential for this is part of the rationale for the Path to Well-being conference in February.

4 Recruitment process

- 4.1 The ½ FTE Youth Development Coordinator role (Marton and Taihape) was advertised through word-of-mouth, the Council website and Trade Me Jobs. Shortlisting has taken place and interviews will occur in the week beginning 28 November. An update will be provided to the Council meeting on 1 December.

5 Recommendations

- 5.1 That the memorandum "Update on the interim arrangements pending recruitment of Youth Development Coordinator" be received.

Denise Servante
Strategy & Community Planning Manager

Appendix 1

Activity: Establishing a pool of trained volunteers to support these and other activities				
Identify volunteers in existing networks	Identify training needs	Activities are supported by volunteers		
Identify potential volunteers	Identify training needs	Increased pool of volunteers		
	Identify suitable training opportunities			
	Fundraising			
Legal compliance	Identify relevant requirements of Vulnerable Children's Act	Legal compliance		

Activity: Coordinating and facilitating regular advisory group meetings (either District-wide or north and south of the District) to develop a range of services and activities available to local youth and young people				
Youth Services	Face to face	AG (district-wide and/or local)		
Town Coordinators	Face to face	AG (local)		
Te Kotuku Hauora	Face to face	AG (local)		
Health Families WRR	Face to face	AG (district-wide and/or local)		
Mokai Patea Services	Face to face	AG (local)		
Kindies	Face to face	AG (local)		
Attendance Service	Face to face	AG (district-wide and/or local)		
Careers Services	Face to face	AG (local)		
Tertiary Education Institutions	Face to face	AG (local)		
MSD CI	Face to face	AG (district-wide and/or local)		
ICT Hub	Face to face	AG (local)		
Sport Whanganui	Face to face	AG (district-wide and/or local)		
Faith-Based Youth Groups	Face to face	AG (district-wide and/or local)		
Samoan Groups	Face to face	AG (local)		
DHB / WRHN	Face to face	AG (district-wide and/or local)		

Project Workplan: Level Up Rangitikei – Transition Phase Oct – Nov 2016

Activity: Undertaking youth engagement to maintain a two-way dialogue between local agencies and services and young people and to ensure young people's voice is heard, including an annual Youth Forum				
Key Action	Steps	Expected Outcome	HYPE ACADEMY	COUNCIL
Complete survey of high school students	TAS	All students have input		
Liaise with youth representatives and input into Advisory Group (AG)	Identify youth leaders	Individuals identified for AG		
	Engage in AG	Attending and directing AG		
Youth Forum	Fundraising	Funding in place		

Activity: Delivering after-school activities , school holiday programmes and evening teen events in close liaison with young people				
After school activities in Marton	Delivery	Handover to volunteer youth workers		
	Fundraising	Sponsorship of running costs		
After school activities in Taihape	Delivery	Handover to volunteer youth workers		
	Fundraising	Sponsorship of running costs		
Evening teen events – Marton	Delivery	Handover to volunteer youth workers		
	Fundraising	Sponsorship of running costs		
Evening teen events – Taihape	Delivery	Handover to volunteer youth workers		
	Fundraising	Sponsorship of running costs		
Preparing summer holiday programme activities 8-14 years	Planning	In conjunction with youth leaders		
	Fundraising	Sponsorship of running costs		
Preparing summer holiday programme activities 14+ years	Planning	In conjunction with youth leaders		
	Fundraising	Sponsorship of running costs		

Health Social Services (Counselling etc)	Face to face	AG (local)		
Sports Clubs	Face to face	AG (local)		
Connect with Principals Clusters -north	Meeting/face to face	AG (district-wide and/or local)		
Connect with Principals Clusters -south	Meeting/ face to face	AG (district-wide and/or local)		

Activity: Coordinate recruitment process				
Convene AG	Meeting in north and/or south	Multi-agency support for recruitment process and paperwork		
Advertise	Printed media, websites etc. and word of mouth	Good promotion of the roles		
Interview and elect	Face to face	Successful recruitment		

Other information:

Council anticipates that this work will be delivered equally across Marton/Bulls and Taihape and that the contract amount reflects the costs of travel that this will incur.

The contractor is expected to be a registered provider of services for the purposes of the Vulnerable Children's Act and to ensure that its contractors are appropriately qualified and experienced in youth development.

Appendix 2

YOUTH ZONE

HYPE ACADEMY LTD

Level Up Rangitikei

Project Update

The Youth Zone/Level Up project is well underway thanks to the combined efforts of Nardia, Nathan and I. Most key milestones have been achieved.

From the 1st December 2016, the Youth Zone is planned to be up and running at Memorial Hall, Marton.

The plan is to move all the Marton Youth Club furniture, gear and equipment to the new facility.

Most of the kids have been advised of the move with some of them keen to help with the shift.

We've encouraged as many as possible to be involved in the moving and to have their say in the set up. We want them to take ownership and pride

of their new venue :)

We want to create an environment that inspires and nurtures our youth. To keep them safe and help them grow into confident, respectful and successful adults.

As we've seen a number of young ones go off to tertiary study or work its always very heartwarming when they return over the holidays or long weekends and still pop in to say hi. This is when we know the facility is so much more than just a 'drop in centre'.

Caring and trusted relationships are what youth need especially if they are experiencing issues at home or school and need someone to talk to.

The Youth Zone is the perfect facility for all children/youth to learn new sporting skills, be connected to additional training and education, get assistance with moving into employment (job search, CV, interview techniques...) and develop leadership roles within the community.

Watch this space!



The Hat Stand is taking shape

High School Surveys



Teamed with the data collated from the Level Up forum held in Bulls, the secondary school surveys clearly indicate the desire for more teen events and longer hours.

These events may include something similar to Pro-Fresh a dance club for

teenagers held in Palmerston North, a movie night or as simple as a space designated just for teens. With the move to Memorial Hall, this is one of the areas that a group of secondary school students can take responsibility for in setting up.

WIFI is definitely something that will need to be looked at as part of the set up of the Youth Zone @ Memorial Hall.

99% of youth with phones utilize the WIFI during their time at the Youth Club.

Inside this Issue:

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Making it our business—Next Stage	4

Special points of interest:

- Youth Zones to be up and running from 1st December 2016 to support youth across the Northern and Southern Rangitikei.
- Memorial Hall eyed as new Youth Zone facility to deliver Youth Services in Marton.
- Taihape Area School a potential venue to house Youth Zone. Discussions still taking place.

After School, Holiday Programme and Youth Events

Ideally with the Youth Zone, the days and hours will need to be looked at. Although school finishes at 3pm, there still would be a need to create an active place that caters for youth not engaged in education, training or employment. E.g. Monday to Saturday, 12pm to 6pm.

This will be subject to having sufficient

qualified and reliable volunteers to work alongside the newly created Youth Coordinator positions. We are currently working through the process of recruiting Volunteers.

A draft Holiday Programme has been put together for both Taihape and Marton with a range of indoor and outdoor activities.

We did look into a week long camp over the Christmas holidays for the teenagers. They would need to fund-raise and contribute the shortfall to cover costs. An approx. cost would be \$3,500 if they were to stay at Kawhatau Outdoor Education Centre, Mangaweka. To achieve this is a big ask especially with the kids commitment to exams and christmas fast approaching.

There may be an opportunity for an army officer from Waiouru who could provide assistance with a survival camp. I am trying to get more information with the help from Charity Davis who has key connections with qualified personnel who facilitates these camps. This is on my to do list to finalise for the month of November. I appreciate the urgency given how close the holidays are approaching.



Minute to Win It School Holidays Competition - Taihape Youth Hutt



TiAmor doing karakia before our BBQ tea

Volunteers Urgently Required

A checklist, flyers and volunteer application forms are currently being finalised.

The focus now needs to be on advertising and recruiting as many suitable volunteers as we can to generate a roster for the Youth Zones from 1st December 2016.

Wellington Regional Youth Workers Trust and other entities that Nardia has

sourced provide in-depth training for people volunteering in this sector.



Training workshops needs to be organised for all volunteers. Child Safety in particular as part of the Vulnerable Children's Act 2014 is paramount.

It has been a struggle to recruit reliable volunteers to work with Youth as its not everyone's cup of tea. However with a positive spin, new facility and perhaps shorter times being rostered we can attract the right volunteers.

Out and About—Community Input

Key networks across the district and neighboring towns have been engaged throughout the whole process of developing the Youth Zone. Most social service, health, education sector, employment and training providers are keen to be part of this initiative.

It's a work in progress with the main aim to bring the support agencies and community together for the benefit of our youth.

Rev Phil Warner, Rev Farani Vaa, Marton and also Rev Tracey Peters, Taihape are all keen to be part of this youth initiative. They all have a huge gathering of youth within their congregations and would welcome any complimentary services/activities for their youth and/or families.

A number of the Samoan Community already utilize the Marton Youth Club, so to extend and provide the basketball

court and all the other wrap around services for youth at Memorial Hall is an added bonus.

The Kindergarten Sector are interested in being involved as well :)



Youth Club members testing their face painting skills

Northern and Southern Advisory Groups

Both Northern and Southern Youth Advisory Groups are in place with the first meetings being held on Tuesday, 8th November in Marton and Wednesday, 9th November in Taihape.

The Terms of Reference has been drafted for their input and final sign off.

The members are made up primarily of key youth leaders in the community with a genuine passion and commitment to oversee the success of The Youth Zone.

Key agencies, local business, education sector and many community representatives have been engaged throughout this process. Their feedback has been very positive with some great suggestions and ideas that could in time be realized through the Youth Zone.

Appreciation Strategy Humility
Commitment Responsibility Listening
Leadership
Integrity Honest Communication
Values Purpose Determination
Passion Principles



Marton Market Day

On the 26th November we have a team of youth who will again be actively participating in the Youth Club stall.

This will be a fundraising exercise to purchase and/or replace sports equipment or supplies in preparation of moving to Memorial Hall.

Some of the older students will be doing face paints for a koha, others will be selling 'kids garage sale' goods that we

have been collecting over the past few weeks.

We are still looking at other ideas that could potentially generate income without a huge outlay involved.

The Youth Club members may have a sausage sizzle depending on whether Project Marton already have sufficient foods

stalls. We will confirm details soon.

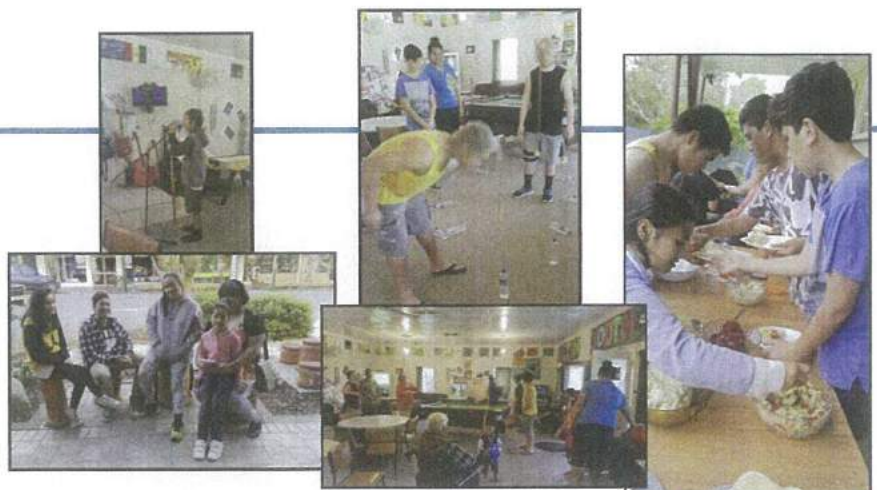


Teen Evenings

Firstly a Big Thank You to Speirs Foods and ANZCO Rangitikei for supplying the salads and meat for our BBQ that was held on Friday 28th October.

We had approx. 24 attend who enjoyed some fun activities, competitions and a delicious BBQ. We remained open until 8pm with many asking if we can have a 'sleepover' one day lol!! Ah 5 hours seemed long enough :)

A very successful evening.



Appendix 3



Rangitikei District Council

Southern Youth Advisory Group Meeting

Notes – Tuesday 8 November 2016 – 3:30 p.m.

Attendees:

Denise Servante, Tony Booker, Susan Crawshaw, Angela Coleman, Marie Kinloch, Te Ora Nyman, Winona Folau, Katarina Hina, , Chester Penaflor, Jarod Stanford, Cath Ash, Meretini Bennett-Huxtable, Rev Phil Warner, Jan Harris, Kevin Lacey, Toni Kane, Angela Hope, Nadine Richardson, Nardia Gower

Apologies:

Hawea Meihana, Pikiora Wylie, Farani Vaa, Janine Spence, Danelle Whakatihi, Heidi Wright.

1. Welcome and Introductions

2. Briefing on Youth Zone

Current programmes have been run successfully by HYPE academy. The future path is to have a Youth Coordinator bring all the activities and opportunities together in one location to inform youth. Helping them into adult hood.

Nardia: Described the look of the future Youth Zone whereby all youth service information is available, and all activities in the area that are available to youth are advertised. A pool of local volunteers and mentors needs to continue to be built. The Youth Zone will be supervised by vetted volunteers and some agencies such as Youthline have already offered to help in that role. Mentoring opportunities for our youth can be in anything from agriculture, business, fishing and more.

Toni: Expressed how this will be a Youth Led space. Expanding on what is currently offered, the new space will allow more opportunity for sport engagement and a kitchen will allow for the concept of a Kaumatua Café – helping youth build their skills while giving back to the community.

Denise acknowledged Jan Harris's great work with the youth at the Level Up Youth Forum that produced outcomes leading to this Youth Zone.

3. Nitty Gritty

Questions were asked for from the group.

Kevin: Is the age range of under 5 years covered?

Denise: Through working with young parents, young children will be targeted. The service agencies that cater to young parents and young children will be advertised through the Youth Zone. Agencies and people who are a part of the Zone will ensure the space is safe for all children, including LGBT.

Katarina: Regarding access - How do Rangatahi that live far away from the Youth Zone get transport to and from, is anything in place?

Denise: Haven't worked through those details yet. Ideally with funding outside Council contribution, outreach programmes will be achieved. Further funding to support Councils investment will see the two ½ FTE's in Taihape and Marton joined by two more ½ FTE's for Outreach programmes and to work closely with the Samoan community.

Cath: Question to Phil, what is happening at the St Andrews youth space?

Phil: St Andrews has a large space purely for the use of youth. They meet Fridays at 5.30pm by about 25 youth, used mostly by 9 year olds to 15. That may change with the appointment of a new Youth Worker next year. The full time position would also be working in the community. Not 100% sure how that looks yet, still being framed. Phil raised his concerns

about the young men in the area that need mentoring and caring for. He has also identified a cross cultural need. His youth space and church is open to everyone to join in.

Cath: What skills and aspirations for the youth will be available? What will offered ie education, life skills?

Denise: That comes back to the people in the room –the Advisory Group and how they work the ideas with the Coordinator.

Katarina: What days of the week will the Youth Zone be open?

Denise: The ½ FTE only has employment for 20 hours per week. The success of the Youth Zone will come down to the agencies and volunteers that can offer their time and services to be in the Zone during its opening hours. The Coordinator will need to source funding for more paid hours.

Tony Booker: Will the Zone be a vehicle for youth voice?

Denise: This will be a bridge, definitely.

Katarina: Discussions were raised at Level Up for a Youth Council.

Denise: It will be a case of implementing what we can when we can, but the Youth Zone will be a good opportunity to get that underway.

Katarina: What is the age group targeted

Denise: Still fuzzy, the reality will become apparent by the users once open. At this stage we are targeting 8 – 25 including young parents. Through the young parents, younger children may be involved.

Marie: How will Council set the Advisory Group to lead the Coordinator?

Denise: This advisory group will be who leads the Coordinator, and the group won't be closed, anyone that wants to join will be welcome. We will work on the basis that who is in the room is who is meant to be in the room.

Jarod: How will the Coordinator be supported for day to day work?

Denise: If an agency applies we need to know who the person in the agency is, that is fulfilling the role. Council will have a strong support system for the Coordinator.

Katarina: How does the existing facilitator, HYPE academy, work in this new programme?

Toni: HYPE finishes their contract at the end of November, and we support the move forward to the Youth Zone programme.

Katarina: I am happy to be an active member of the Youth Zone and look forward to working with the Coordinator, offering my services and assistance. If the coordinator would like to co-organise events that I can facilitate I will be available to work that into our schedule. I fully support this group and what we are wanting to achieve for our Rangatahi.

3.1 ½ FTE Coordinator Position

Job is currently advertised on Website and TradeMe. Council will make the appointment as funder, however they request that the decision be made alongside a selection panel from the advisory board through an interview process. Nominations called for Interview Panel

Nominated: Susan Crawshaw, Tony Booker (or delegate from school), Winona Falou, Hawea Meihana, Denise Servante

3.2 Finalise Terms of Reference

No comments for Group

3.3 Agree to Child Protection Policy

No comments for Group

3.4 Set RBA

Phil: Do we have statistics already that we could base RBA on

Denise: We do but need to decide on what statistics we want, good information can be found on the Rangitikei District Council website under community profile, collated from census data. Through Police and other agencies we have access to a range of data.

4. Next Steps and Summary

Nardia: Request for every member of advisory group to put together a blurb with photo for the new Coordinator on

- What they do,
- Can offer the Coordinator,
- Can offer the Youth Zone.
- Contact details
- Any other relevant information

NEXT MEETING December meeting 3.30 Tuesday 13th December, Council Chambers, Marton

5. Meeting Closed 4.23pm

Appendix 4



Rangitikei District Council

Northern Youth Advisory Group Meeting

Minutes – Wednesday 9 November 2016 – 3:30 p.m.

Attendees:

Denise Servante, Charity Davis, Nadine Richardson, Ngahina Transom, Tracey Hiroa, Yvonne Sicely, Oliver Sanderson, Richard McMillian, Meretini Bennett- Huxtable, Toni Kane, Michael Andrews and Nardia Gower

Apologies:

Susan Crawshaw, Tracey Peters, Heidi Wright, Danelle Whakatihi, Marie Kinloch, Liz Mortland, Janine Spence and Michelle Fannin

1. Welcome and Introductions

2. Briefing on Youth Zone

Current programmes have been run successfully by HYPE academy. The future path is to have a Youth Coordinator bringing all the activities and opportunities together in one location to inform youth. Helping them into adult hood.

Nardia: Described the look of the future Youth Zone whereby all youth service information is available, and all activities in the area that are available to youth are advertised. A pool of local volunteers and mentors needs to continue to be built. The Youth Zone will be supervised by vetted volunteers and some agencies such as YouthLine have already offered to help in that role. Mentoring opportunities for our youth can be in anything from agriculture, business, fishing and more.

Toni: Toni and Nathan set up the Youth Hutt with locals in mind to take it over. Lifting the level of what is currently offered and helping them develop their leadership skills and gear them up for life ahead. It has been a pleasure already working with Taihape locals who help keep the Taihape Youth Hutt operational.

3. Nitty Gritty

Questions were asked for from the group.

Tracey/Oliver: Does the advisory group have life span?

Denise: The Youth zone will be the product of the Advisory Group, as long as the Youth Zone is active the Advisory Group will be active

Tracey/Oliver: Is there a limit to who and how many can be on the Advisory Group?

Denise: Open door policy, whoever is around the table is who needs to be here. They need to be adding value and have the shared vision for the Youth Zone and aspirations for the youth.

Mere: Where in Taihape will the Youth Zone be?

Denise: Council will provide a free place, the Supper Rooms are available for as long as needed. They are not exclusive, sometimes the whole town hall needs to be used. Ideally we source a place that is dedicated.

Please note after meeting Nardia spoke with Richard McMillan regarding the use of TAS. He was in favour saying a location would need to be agreed upon and a few procedures would need to be put in place. This is a discussion for the next meeting and would need to have youth voice put to it.

Michael: The programmes run by others, how does that work in with Youth Zone?

Denise: It is about making what is offered as wide and varied as we can, not necessarily all being under roof, and not all controlled by the Youth Zone. The Youth Zone itself will be advertising what is on offer to youth by all other agencies, organisations and groups

Ngahina: What is the purpose of today's hui?

Denise: Set up the Advisory Group, meet each other. Talk about the coordinator's appointment and who will be on the interview panel.

Charity: Regarding the coordinator, can the person work as an employee of the council or do they need to have their own business?

Denise: Any one can apply for the position, if they are an individual they will be a council employee if they are an agency or business they will be under contract to council. If it is an agency or business that is offered the position, it needs to be clear who the person from that organisation is that is acting as the Coordinator.

Yvonne: Is the coordinator role about pulling in other agencies or creating an entirely new programme?

Denise: The Coordinator's role is to facilitate and coordinate with other agencies and groups that offer opportunities to youth. That includes volunteers and mentors. Activities within the Youth Zone will also need to be arranged and offered and facilitated by whomever is able and willing.

Yvonne: What happened to the information that the youth developed at Youth Forum? What will come of that?

Denise: The Coordinator will use that information and move forward with it. The youth forum will be held every year so we keep the engagement with the young people.

Toni: (in response to the comments that Taihape youth were not represented at the Forum due to timetable clash) The Taihape youth have been engaged through surveys to help understand what it is they are wanting.

Yvonne: Will the coordinator be responsible for transport to varying activities.

Denise: Yes as funding is available. Currently with Council being the sole funder the money only covers the wages of the two ½ FTE Coordinators in Taihape and Marton. The Coordinator's role will include sourcing more funding to help support the funding supplied by council.

Tracey: Mokai Patea already runs many successful Rangitahi programmes. We would be in a limited position to offer volunteer hours to the Youth Zone

Nardia: Not everyone sitting on the Advisory Group will be in a position to offer volunteer hours, however some have already said they would such as YouthLine. What we each offer as part of the group is knowledge, skills and desire to see our youth succeed and a willingness to actively participate in achieving that shared goal.

Tracey: Mokai Patea already has strong funding relationships through other government organisations, what is the likelihood that Rangitikei District Council would also contribute to that funding.

Denise: The Council has also been seeking external funding to support the Youth Zone and in itself has no extra funding to allocate other agencies. In seeking our own external funding the DIA told us that what we are asking funding for is business as usual. Our applications needs to have more focus on what Council is delivering as part of its core service and what added value is being sought through the external funding. We need to be working together as the Advisory Group and as a community to better collaborate and develop the shared vision of the Youth Zone.

3.1 ½ FTE Coordinator Position

Job is currently advertised on Website and TradeMe. Council will make the appointment as funder, however they request that the decision be made alongside a selection panel from the advisory board through an interview process. Nominations called for Interview Panel

Selection Panel: Richard, Yvonne, Youth (selected through Richard) and Denise

3.2 Finalise Terms of Reference

No comments for Group

3.3 Agree to Child Protection Policy

No comments for Group

3.4 Set RBA

Work on RBA to be a part of next meeting.

4. Next Steps and Summary

Nardia: Request for every member of advisory group to put together a blurb with photo for the new Coordinator on

- What they do,
- Can offer the Coordinator,
- Can offer the Youth Zone.
- Contact details
- Any other relevant information
- Include Photo

NEXT MEETING December meeting 3.30 Monday 12th December, Taihape Area School

5. Meeting Closed 4.38pm

Attachment 14

Memorandum

To: Council

From: Katrina Gray and Ellen Webb-Moore

Date: 24 November 2016

Subject: Considerations for a Management Plan for Marton B and C Dams

File: 1-CP-4

1 Background

- 1.1 The Marton B and C dams are located to the north of Marton and are the main drinking water source for the Marton township (Figure 1).
- 1.2 The Tutaenui Restoration Trust would like to open up the C dam for public access alongside a wider project for walking access alongside the Tutaenui Stream from Marton to the Dam. Council has previously indicated high level support for public access via a walking track around the C dam.
- 1.3 Due to the competing interests in the area, it is suggested that a Management Plan for the area would be the most appropriate method to guide management into the future. It is essential that potential health and safety and operational issues are addressed prior to allowing open public access to the site.
- 1.4 The stands of pine trees around B and C dams, now over 30 years old, will be harvested in early 2017.

2 Comment

- 2.1 Council has developed a number of management plans for most of its parks and reserves. These describe the main features of the area and set out a range of initiatives to preserve special features and improve the amenity of the area.
- 2.2 The dam area owned by Council is surrounded by privately owned farmland, some of which is in well-established regenerating native bush. A rough track exists around the perimeter of the dam. While overgrown in parts, and needing small footbridges in others where there are natural drainage flows, it would serve as a good basis. The tracks will be used in the logging operation so, with some pre-planning, could be improved as a result of that.
- 2.3 There are two major concerns in opening the area up to public access which the management plan needs to analyse. First is to ensure the drinking water supply is not adversely affected and not at risk of serious contamination. Particularly important are the intake zones although at present the source streams are not all fenced off from stock and there is evidence of deer in the area. Discouraging people

from entering the water and providing toilets would be two critical elements of a management plan for the area.

- 2.4 The second major concern is public safety. For example, the sludge ponds would need to be securely fenced and sign-posted: they would be a potential death trap for anyone falling into them. The top of the dam would also need careful consideration – but the spillway could be a marvellous water slide at the right time of the year.
- 2.5 There are examples in other parts of New Zealand where walking tracks have been established around water supply reservoirs. One example is the Waitakere dam walk.
- 2.6 The Waitakere dam is one of the five dams which supply approximately 26 percent of Auckland's water. Built in 1910 (out of concrete) it has a lake area of 25.1 hectares and a capacity of 1.76 gigalitres. A stream feeds into this reservoir and the raw water is piped to a treatment plant. The Waitakere dam walk is listed on the Auckland Council's website – there is a 4.2 km track in that goes through bush in close vicinity to the dam, and visitors are also able to walk across the top of the dam (Figure 2). The walk is very visitor friendly - there are picnic tables, toilets and rubbish bins on site. Public access to the water in the dams is prohibited and access to the exclusive use and buffer lands is minimised.



Figure 1. Aerial view of the B and C dam

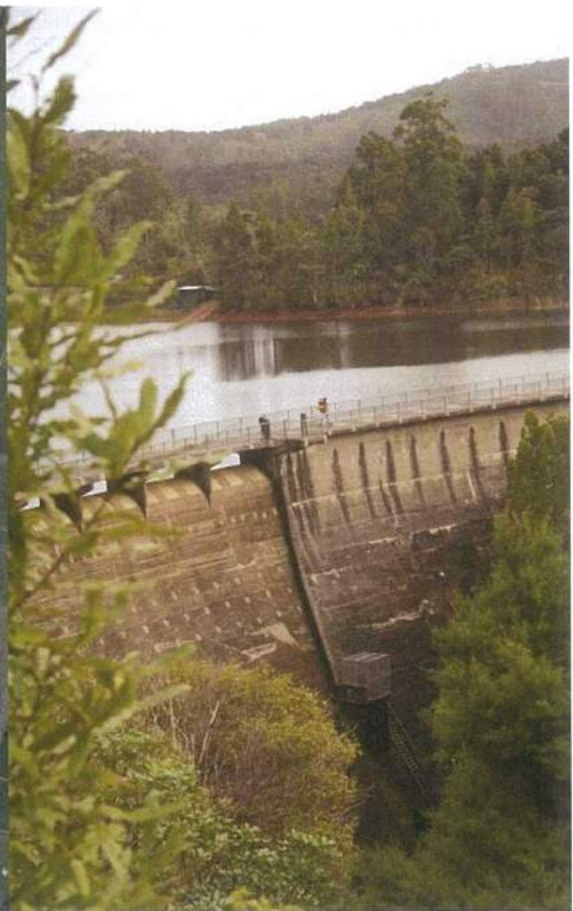


Figure 2. Access along the top of the Waitakere Dam Walk.

- 2.7 Further information may be available at the meeting regarding issues which Auckland Council faces in the management of the reservoir, given the public access.
- 2.8 Most of the area around B and C Dams is covered with pines more than 30 years old. The harvesting of these trees early next year will dramatically change the appearance of the site to being much more open, for at least the next five years – but will also allow natural regeneration into mature bush. Part of the proceeds from the logging could be used to fund improvements to the tracks, toilets and other amenities, erection of safety barriers, and the construction of a parking area. This means that no additional rate funding should be needed. Given the strong interest from the Tutaenui Restoration Trust, there is likely to be considerable volunteer interest in assisting with special planting, track maintenance and the like.
- 2.9 A public access day at B and C Dams is planned in early 2017, with Council staff on hand to ensure that potentially dangerous or sensitive areas remain under close supervision. One important consideration for Council is gaining a sense whether the community sees the B and C Dam area as providing a different recreational experience from that available at Dudding Lake, and one which might, in time, attract outside visitors.

3 Recommendations

- 3.1 That the memorandum 'Considerations for a Management Plan for Marton B and C Dams' be received.
- 3.2 That Council endorse the principle of allowing public access to Marton B & C Dams provided that it does not jeopardise the security of the water supply and that measures are in place to protect people from hazards associated with the operation of the dams.
- 3.3 That a detailed management plan for Marton B and C Dams be prepared for consideration by Council at its meeting on 30 March 2017, including estimated costs of allowing and maintaining public access to the area.

Katrina Gray
Senior Policy Analyst/Planner

Ellen Webb-Moore
Policy Analyst/Planner

Attachment 15



Memorandum

To: Council

From: Samantha Kett, Governance Administrator

Date: 25 November 2016

Subject: **Number and Location of Rubbish Bins within the District – Feedback from Community Board's and Community Committee's**

File: 3-CT-13-4

1 Summary

1.1 As a result of one of the submissions to "What's new, what's changed...?", the consultation document on the 2016/17 Annual Plan, Council decided to ask Community Boards and Community Committees (at their August meetings) to consider the number and location of public rubbish bins in their respective communities and make recommendations for change. The following is the feedback provided by the various Committee's and Board's.

1.2 Maps are attached as Appendix 1.

2 Taihape Community Board

2.1 The Board undertook a town walk around at their recent workshop in order to provide feedback on the number and location of public rubbish bins in Taihape. The Committee suggested the removal of the rubbish bin beside ANZ bank by Huia Street and place this between the poles outside of Giles Stanford - Taihape Sports on Huia street side. It is also missing a lid, so could we get this replaced.

2.2 The Board discussed a bin for Mokai Patea Services, but had some concern about the potential for fly-tipping.

2.3 Cr Aslett indicated that there are no public rubbish bins in the Mangaweka village.

3 Bulls Community Committee

3.1 The Committee suggested the addition of one rubbish bin at the Information Centre and another at the BP truck stop site. They also suggested the addition of the location of the various rubbish bins at the Wallace Development site in Bulls on the map provided to the Committee.

4 Marton Community Committee

4.1 The Committee generally felt the present number of Rubbish Bins is adequate, although the following additional locations were suggested:

- One by the end of Humphrey Street, towards the Youth Centre.
- One (or more) bin(s) in the area of Gordon Crescent / Mill Street / Barton Street, e.g. on corner of the walkway by Mill Street School.
- One by the Rira Street entrance to Wilson Park, by the velodrome.

5 Turakina Community Committee

- 5.1 The Committee suggested the relocation of the bin from the boundary fence between the Service Station parking area and Mrs Neilson's house, to the newly levelled grass area across the road. The other bins are fine.

6 Hunterville Community Committee

- 6.1 The Committee are happy with the number and location of rubbish bins within the Ward.

7 Comment

- 7.1 The changes proposed can be accommodated within existing budgets.

8 Recommendations

- 8.1 That the report 'Number and Location of Rubbish Bins within the District – Feedback from Community Board's and Community Committee's' be received.
- 8.2 That the changes requested by the Community Boards and Community Committees on the location of rubbish bins be implemented.

Samantha Kett
Governance Administrator

Appendix 1



Marton litterbin locations

August 2016
Marton Community Committee
Scale 1:10000

Litter bin locations sourced from Rangitikei District Council parks and reserves asset management system. Aerial imagery captured summer 2010/11.
Copyright Rangitikei District Council 2016.
Road centerlines sourced from LINZ.

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Turakina litterbin locations

Page 285

August 2016
Turakina Community Committee
Scale 1:5000

Litter bin locations sourced from Rangitikei District Council parks and reserves asset management system. Aerial imagery captured summer 2010/11.
Copyright Rangitikei District Council 2016.
Road centerlines sourced from LINZ.

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Bulls litterbin locations



Hunterville litterbin locations

August 2016
Hunterville Community Committee

Litter bin locations sourced from Rangitikei District Council parks and reserves asset management system. Aerial imagery captured summer 2010/11.
Copyright Rangitikei District Council 2016.
Road centerlines sourced from LINZ.

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Attachment 16

Rangitikei District Council

Taihapa Community Board Meeting

Minutes – Thursday 10 November 2016 – 5:40 p.m.

Contents

1	Welcome by the Chief Executive	2
2	Apologies	2
3	Councillor appointments to the Taihapa Community Board	2
4	Declaration by Members	2
5	Election of Chair.....	2
6	Declaration by Chair	3
7	Election of Deputy Chair.....	3
8	Legislation requiring general explanation at the first meeting	3
9	First meeting.....	4
10	Meeting closed	4

Present:

Mrs Michelle Fannin
Ms Gail Larsen
Mrs Ann Abernethy
Mrs Yvonne Sicely
Cr Angus Gordon
Cr Ruth Rainey (left at 5.50pm)
Cr Richard Aslett

In attendance:

His Worship the Mayor, Andy Watson
Mr Ross McNeil, Chief Executive
Mr Michael Hodder, Community & Regulatory Services Group Manager
Mrs Sheryl Srhoj, Administration

1 Welcome by the Chief Executive

The Chief Executive took the Chair and welcomed everyone to the inaugural meeting of the Taihape Community Board. He congratulated all Community Board members on their election and gave a brief outline of their role.

2 Apologies

There were no apologies.

3 Councillor appointments to the Taihape Community Board

The Chief Executive advised that Councillors Gordon, Aslett and Rainey would once again be sharing this role.

4 Declaration by Members

The Board Members made the declaration below in the following order:

Mrs Ann Abernethy
Mrs Michelle Fannin
Ms Gail Larsen
Mrs Yvonne Sicely
Cr Richard Aslett
Cr Angus Gordon
Cr Ruth Rainey

I,, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Rangitikei District, the powers, authorities, and duties vested in or imposed upon me as a member of the Taihape Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

All declarations were then duly signed.

5 Election of Chair

The Chief Executive explained the voting system to which the Board selected System B by consensus.

Resolved minute number

16/TCB/053

File Ref

That the Taihape Community Board, for the purpose of electing or appointing persons under Clause 25, adopt System B.

Mrs Sicely/Ms Larsen. Carried

Resolved minute number **16/TCB/054** **File Ref**

That Michelle Fannin be appointed Chair of the Taihape Community Board.

Cr Gordon/Mrs Abernethy. Carried

6 Declaration by Chair

Mrs Fannin made and signed the declaration.

I, Michelle Fannin, 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 in or imposed upon me as Chair of the Taihape Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

The Chief Executive vacated the Chair.

Mrs Fannin took the Chair and called for nominations for Deputy Chair.

7 Election of Deputy Chair

Resolved minute number **16/TCB/055** **File Ref**

That Ann Abernethy be appointed Deputy Chair of the Taihape Community Board.

Cr Gordon/Mrs Sicely. Carried

8 Legislation requiring general explanation at the first meeting

The Chief Executive spoke to the report, highlighting the main points that Board Members needed to become familiar with. He advised that Council staff would provide guidance on any issues that members were unsure of.

Mr Hodder reported that the new Local Government New Zealand Standing Orders would be available for adoption at the Board's first meeting.

Resolved minute number **16/TCB/056** **File Ref**

That the report on "Legislation requiring general explanation at the first meeting" be received by the Taihape Community Board and the information noted.

Mrs Fannin/Ms Larsen. Carried

9 First meeting

The Board agreed to meet on the 2nd Wednesday of each alternate month.

Their first meeting to be held 14 December 2016 starting at 5.30 pm.

They would continue to hold a workshop on the 2nd Wednesday in the month between.

Resolved minute number	16/TCB/057	File Ref
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That the first meeting of the Taihape Community Board be held on 14 December 2016 commencing at 5.30 pm.

Ms Larsen/Mrs Abernethy. Carried

On behalf of the community, His Worship the Mayor thanked the Taihape Community Board members for putting their hands up. He also acknowledged the Chair for all her work over the past three years.

10 Meeting closed

The meeting closed at 6.05 pm.