



WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

ORDER PAPER

NOTICE IS HEREBY GIVEN that meeting of the Whanganui District Council will be convened at:

**1.00pm on Tuesday, 13 February 2018 in the Council Chamber
101 Guyton Street, Whanganui**

Prayer

Apologies

Declaration of Interest

Correspondence/Late Items/Additional Information

Public Engagement Forum

Page Ref

Confirmation of Minutes

Council Meeting – 6 December 20174

Reports to Council

1. Thrive Presentation5
2. Iwi Engagement5 A
3. Proposed Significance and Engagement Policy11 B1, B2
4. 2018 Smart City Summit and Expo in Taipei.....61
5. Appointment Whanganui River Enhancement Charitable Trust.....63
6. Council Appointment – Whanganui Welcoming Communities Advisory Group.....63
7. Sarjeant Gallery Redevelopment Project – Update.....65 C
8. Council Controlled Organisations: draft Statement of Intent 2018.....75 D1, D2
9. Six Month Financial Report to 31 December 2017.....97

10.	Local Government New Zealand Remit	103 E
11.	Amendment to Committee Terms of Reference	107
12.	Actions Arising from Previous Minutes	108
13.	Representative Update	110

Minutes of Committees for Adoption / Receipt

Statutory Management Committee – 10 August 2017	111
<i>(Traffic and Speed Limits Bylaw 2017)</i>	

Statutory Management Committee – 14 November 2017	112
<i>(Local Easter Sunday Trading Policy 2017 and Gambling Venues Policy 2017)</i>	

Statutory Management Committee – 23 November 2017	113
<i>(Parking Management Plan and Bylaw 2017)</i>	

Wanganui Rural Community Board Meeting – 7 December 2017	113
--	-----

Motion to Exclude Public	114
---------------------------------------	-----

Adjournment to allow removal of live streaming equipment

Minutes of Committees for Adoption / Receipt – Confidential

Wanganui Rural Community Board Meeting – 7 December 2017	116
--	-----

Reports to Council – Confidential

14.	Horizons Regional Council Presentation.....	116
15.	Representative Update continued.....	116
16.	Strategic Options for GasNet Ltd	117 F
17.	Appointment of Whanganui & Partners Board Members.....	120 G
18.	Appointment of Directors to Whanganui District Council Holdings Limited.....	128
19.	Actions Arising from Previous Minutes	128
20.	Chief Executive Report.....	130

Motion to Reopen the Meeting to the Public	131
---	-----

Kym Fell

Chief Executive

Terms of Reference:

- To carry out the leadership functions including advocacy and facilitation on behalf of the community
- To exercise all non-delegated functions and powers of the Council
- To make decisions which are required by legislation to be made by resolution of the local authority
- To determine all financial matters not delegated
- To authorise all expenditure not delegated to staff or other committees
- To consider any matters referred to it from any of the Standing Committees
- To receive reports from the Audit and Risk Committee
- To receive reports from Whanganui and Partners Board
- To receive reports from Whanganui Holdings Board
- To receive reports from Iwi partners
- To receive reports from the Youth Committee
- To develop and approve the Long-term Plan including any amendments and Annual Plans and associated policies, to hear submissions and approve the final plan
- To approve Plan Changes for notification and make decisions in respect to District Plan matters.

Procedural matters:

- Delegation of Committee powers
- Adoption of Standing Orders
- Confirmation of all Standing Committee minutes
- Employment of the Chief Executive, setting of the Chief Executive's performance targets and review of the Chief Executive's Performance and Remuneration (in accordance with Employment Agreement)
- Other delegations

Items of business not on the agenda which cannot be delayed

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the Chairperson. The meeting must resolve to deal with the item and the Chairperson must explain at the meeting when it is open to the public the reason why the item is on the agenda and the reason why the discussion of the item cannot be delayed until a subsequent meeting. Refer to Standing Order 9.11.

Note: nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA with regard to consultation and decision-making.

Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion. Refer to Standing Order 9.12.

Whanganui District Council

Mayor Hamish McDouall (Chair), Deputy Mayor Cr Jenny Duncan,
Crs Charlie Anderson, Philippa Baker-Hogan, David Bennett, Josh Chandulal-Mackay,
Murray Cleveland, Helen Craig, Kate Joblin, Hadleigh Reid, Alan Taylor,
Rob Vinsen and Graeme Young.
Wanganui Rural Community Board appointee – David Matthews

Prayer**Apologies****Declarations of Interest**

Elected Members will be provided with the opportunity to declare any disclosable pecuniary or other non-pecuniary interest in any matter to be considered at this meeting, or declare any new conflicts that have arisen since last completing the Elected Members' Interests Register.

Correspondence/Late Items/Additional Information**Public Engagement Forum****Confirmation of Council Minutes – 6 December 2017****Recommendation to Council**

THAT the minutes of the Whanganui District Council meeting held 6 December 2017 are confirmed.

Reports to Council

1. Thrive Presentation

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant

Recommendation to Council

- 1.1 THAT the presentation is received and presenters are thanked.

Executive summary

The purpose of this presentation is to inform the Councillors of the social enterprise initiatives occurring in the Whanganui community, including Thrive – a conference for those interested in exploring social enterprise further.

2. Iwi Engagement

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 2.1 THAT the unconfirmed minutes of the Tupoho Working Party hui held on 29 November 2017, are received.

References – Agenda Attachments

- A Unconfirmed minutes – Tupoho Working Party – 29 November 2017

Unconfirmed Minutes of a Hui of the Tupoho Working Party held at 3.34pm on Wednesday, 29 November 2017, in Committee Room 2, Whanganui District Council, Municipal Building, 101 Guyton Street, Whanganui

Present: Cr Jenny Duncan (in the Chair), Ken Mair, Beryl Miller, Jill Sheehy, Hone Tamehana, Mariana Waitai, Tracey Waitokia, Koromatua Hamish McDouall, Cr Hadleigh Reid and Cr Murray Cleveland.

In Attendance: Whanganui District Council Officers – Kym Fell (Chief Executive), Bryan Nicholson (Chief Operating Officer), Leighton Toy (General Manager – Property), Mark Hughes (General Manager – Infrastructure), Greg Anderson (Director – Sarjeant Gallery), Marama Laurenson (Strategic Lead – Culture and Community), Alex Staric (Policy Advisor – Research and Engagement), Lauren Tamehana (Safer Whanganui Project Leader), Sarah Pomeroy (Communications and Marketing Manager), Sandy Nepia (Pou Herenga/Heritage and Community Services Manager) and Gioia Damosso (Community Relationships Officer). Secretary: Louise Davies (Governance Services Officer).

Apologies: John Maihi and Cr Kate Joblin.

1. Karakia/Welcome/Introductions

Hone Tamehana opened the hui with karakia. Ken Mair welcomed everyone and round-the-table introductions were made.

Cr Murray Cleveland joined the meeting at 3.38pm.

2. Apologies

The apologies, as listed above, were accepted.

3. Confirmation of Minutes

A copy of the minutes of the hui held on 18 October 2017, at Rangahaua, 97 Bell Street, Whanganui, had been circulated (**Ref A**).

It was agreed:

THAT the minutes of the hui of the Tupoho Working Party held on 18 October 2017 are confirmed.

4. Actions Arising

Action #116 – Moutoa monument wording: Discussion was being undertaken internally, and with Tamaupoko Iwi, to find a way forward on this matter. It was noted that any wording revision would be ratified by Te Rūnanga O Tupoho, and would be forwarded to Pakaitore Historic Reserves Board and the Ministry for Culture and Heritage as information only.

Action # 131 – GIS Mapping: Work was currently being undertaken on project mapping by a small working group. The mapping of Iwi historical knowledge had been discussed by some hapū and Council would be approached regarding this information at a future date.

It was agreed that the introductory section of the Waitangi Tribunal Report 2015 – He Whiritaunoka – Whanganui Land Report, was to be made available for the Elected Members and Executive Management Team to read.

ACTION: Louise Davies

Working Party name change: No progress to report on behalf of Te Rūnanga O Tupoho.

5. **Wastewater update**

Mark Hughes, General Manager – Infrastructure, tabled an overview map of the Wastewater Treatment Plant (WWTP) civil works. Referring to a 3-D model of the WWTP site, Mr Hughes described the waste treatment cycle and responded to questions:

- Construction of the plant was 90% completed and was expected to be finished within the next two months. This would be followed by a three-month process for electrical and mechanical commissioning.
- Current resource consent to discharge to sea expires in May 2019 however it was anticipated that the WWTP would be fully operational by June 2018.
- Regular meetings were being held with AFCCO representatives (weekly) and Tasman Tanning (fortnightly). Meetings had been positive and constructive and the structure and content of the Trade Waste Bylaw had been agreed to in general terms.
- Agreement had also been reached on using new technology at the Beach Road Pump Station for sampling and analysis which would be run independently of Council and the wet industries.
- It was anticipated that Council's approval for consultation on the Trade Waste Bylaw would be sought at its meeting being held on 6 December 2017.

It was acknowledged that the issue of discharge to sea was of major concern to Iwi. Mr Hughes explained the extensive monitoring that was being regularly performed to meet the strict conditions of the resource consent, and that the issue was discussed on a monthly basis with the Iwi Accord, of which Te Rūnanga O Tupoho was a member. It was suggested that the Iwi Accord minutes were made available to the rūnanga and forwarded to the wider group.

Mr Hughes undertook to table the most up-to-date monitoring compliance reports at the next Iwi Accord meeting. It was requested that this information was also forwarded to Te Rūnanga O Tupoho.

ACTION: Mark Hughes

6. **Strategy & Policy Update**

Alex Staric, Policy Advisor, Research and Engagement, reports:

“Introduction

The purpose of this report is to provide Tupoho Working Party members with the following policy update.

The Strategy & Policy Snapshot as of November 2017 is tabled (**Ref C**). This snapshot provides an opportunity for Tupoho engagement at an early stage of the strategy and policy work that Council intends to start, progress, and complete over the current Long Term Plan period. These policies and projects strategically link to the Whanganui Leading Edge Strategy.

Upcoming Consultation

Public consultation on the Property Portfolio Investment Plan and Development Contributions Policy will commence 15 December 2017. It is recommended that Te Rūnanga O Tupoho provide feedback to these documents during public engagement.

Feedback can be provided directly via the online submission and feedback forms, and along with relative material, will be emailed by Council officers to Tupoho representatives at the commencement of public consultation.

Property Portfolio Investment Plan

Public consultation – 15 December 2017 to 8 February 2018.

The Property Portfolio Investment Plan demonstrates Council’s investment approach for properties categorised as “investments” or properties considered “surplus to Council’s requirements”, outlining a transparent and strategic process for the way in which Council manages its property investment and divestment opportunities. It also provides a framework for managing property investment risk.

Development Contributions Policy

Public consultation – 15 December 2017 to 5 February 2018.

The Development Contributions Policy provides a framework for securing development contributions for the expected growth within the Springvale Urban, and the Otamatea West areas. These areas are anticipated to see additional residential units and the policy aims to meet increased demand for infrastructure resulting from this growth by setting out what areas and activities will be funded by development contributions, how development charges will be assessed and calculating development contributions to Council.”

References – Agenda Attachments

C Strategy and Policy Snapshot – November 2017

Discussion

Leighton Toy, General Manager – Property, reported that at its meeting held yesterday, 28 November 2017, the Strategy and Finance Committee had approved consultation to be undertaken on the Property Portfolio Investment Plan (Plan).

Concerns were raised that recent Iwi feedback had not been incorporated into the Plan however Mr Toy advised that it had been forwarded too late for its inclusion in the Strategy and Finance Committee agenda papers that had been circulated last week.

In response to Ms Waitokia's understanding that the Plan would come back to the collective table of Council and Iwi before being tabled at a committee level, Mr Toy advised that a review of all correspondence on the matter was being undertaken. A summary would be collated and forwarded to Ms Waitokia.

ACTION: Leighton Toy

Mr Toy assured the members that the Plan was still in draft form awaiting public consultation and that there was still an opportunity for any additional feedback from Iwi to be included. He advised that the Plan was an operational document and accordingly, there was no statutory requirement for public consultation. Mr Toy noted, however, that consultation was being undertaken to ensure transparency regarding the management of Council's property investments.

In acknowledging the need to hear Iwi feedback on the Plan, Mayor Hamish McDouall reiterated that the document was in draft form, and noted its key relevance to current discussions on the Council's Long-Term Plan.

Summarising the discussion, Ken Mair considered that the process had highlighted some issues for future learnings however was comfortable that Iwi expectations could still be included albeit through the public submission process. He considered that the most important thing was the relationships and keeping them strong.

Alex Staric, Policy Advisor, thanked Te Rūnanga O Tupoho for its feedback on the review of the Significance and Engagement Policy, and Parks and Open Spaces Strategy.

7. General business

Dog Pound Relocation: Concern was raised that a Council decision had been made to relocate the dog pound facility to Airport Road without consultation or discussion with either Putiki hapū or Te Rūnanga O Tupoho, particularly given that the Putiki, or Airport Lands in question were still on the table for discussion.

Leighton Toy, General Manager – Property, apologised that the matter had not been discussed with Te Rūnanga O Tupoho and undertook to address the matter with Hone Tamehana.

Airport Lands: Further concern was raised on the lack of results arising from previous discussions around the Airport Lands. It was suggested that a meeting was arranged with Tracey Waitokia (Whanganui Lands Settlement Trust), Beryl Miller (Te Rūnanga O Tupoho), and Hone Tamehana (Putiki Marae) to discuss both the Dog Pound relocation and Airport Lands.

ACTION: Leighton Toy

Marama Laurenson left the meeting at 4.30pm.

Sarjeant Gallery Redevelopment Project: Greg Anderson, Director – Sarjeant Gallery, reported that 90% of the required funding had been raised for the project. The Council had resolved to underwrite the outstanding funding shortfall so that the project could proceed however fundraising would continue to be undertaken. A detailed design process was due to commence.

Update on Whanganui Land Settlement: Ken Mair reported that agreement in principle had been made on the Terms of Negotiation, and the historical component was being undertaken. Rick Barker, Chief Crown Negotiator, had been invited to present an update to the Council at its meeting on 6 December 2017.

He outlined the main aspirations for the Whanganui Lands Settlement Trust, and its receipt of a Crown Asset Audit list that may present possible opportunities which would require careful discussion.

Overall, Mr Mair considered that the Trust was well-positioned as it lay its platform leading into 2018 with regard to land aspirations.

8. **Next meeting:** The next meeting of Tupoho Working Party is scheduled to be held on Wednesday, 21 February 2018, at Rangahaua, commencing 3.30pm.

Hone Tamehana closed the meeting with karakia whakamutunga at 4.37pm.

* * * * *

3. Proposed Significance and Engagement Policy

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 3.1 THAT Council endorse the changes to the proposed Significance and Engagement Policy 2018.
- 3.2 THAT Council revokes the Significance and Engagement Policy 2014 and adopts the proposed Significance and Engagement Policy 2018.

George Forster, Graduate Policy Development Officer, reports:

Introduction

The purpose of this report is to present the proposed Significance and Engagement Policy 2018 (**Ref B1**) for adoption in accordance with Section 76AA of the Local Government Act 2002 (the Act).

The policy enables Council and its communities to identify the degree of significance attached to proposals and decisions, to provide clarity to communities about how and when they can expect to be engaged about different matters, and to inform the Council from the beginning of the decision-making process of the extent and type of public engagement required.

Background

Council first adopted a Significance and Engagement Policy in 2014 as a result of new requirements through the Act. This is the first review of this policy and it provides updates and improvements. The following are some of these – an updated list of Council’s strategic assets, new criteria for determining significance, some improvements to the engagement toolbox, and additional definitions.

A total of three written submissions were received (**Ref B2**) with no one electing to speak to their submission.

Public consultation ran from 30 October 2017 until 30 November 2017 and was publicly notified via Community Link and Council’s website.

A range of methods, primarily online, were used to engage people in the process and to gather their feedback on what was being proposed. The following is a summary of the tools and techniques used to engage with the community.

The submission form was made available as an online form via Council’s *Have Your Say* page, alerted through Council’s Facebook and Viewpoint Whanganui. Email invitations were sent to Council’s online community panel, *Our District Your Say*. It was also discussed with our Iwi partners, Youth Committee and Wanganui Rural Community Board. Hard

copies of submission forms and information were made available at Council's main municipal building and at Davis Central City and Gonville Libraries.

Following public consultation, it was identified that some amendments around Iwi and Māori needed to be made to the policy and these are outlined under policy implications.

Strategic context

This policy aligns with Council's Leading Edge Strategy – particularly the strategic objective to "Strengthen partnerships and ways of working collaboratively to weave our aspirations together" and "Work with our distinct communities of interest to ensure everyone has a voice".

Factors to consider

- **Financial considerations**

There are no financial costs in the adoption of this policy.

- **Legal compliance**

Section 10 – Local Government Act 2002

Officers consider the policy is in accordance with Section 10 of the Act in that the policy reflects the preferences of communities and represents an effective and efficient process in determining the significance of Council proposals and decisions, and the extent Council will engage with the public.

Section 76AA - Local Government Act 2002

Council is required to adopt a Significance and Engagement Policy under Section 76AA of the Act which states:

- (1) Every local authority must adopt a policy setting out—
 - (a) that local authority's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; and
 - (b) any criteria or procedures that are to be used by the local authority in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences; and
 - (c) how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and
 - (d) how the local authority will engage with communities on other matters.
- (2) The purpose of the policy is—
 - (a) to enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities; and
 - (b) to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters; and
 - (c) inform the local authority from the beginning of a decision-making process about—
 - i. the extent of any public engagement that is expected before a particular decision is made; and
 - ii. the form or type of engagement required.

- (3) The policy adopted under subsection (1) must list the assets considered by the local authority to be strategic assets.
- (4) A policy adopted under subsection (1) may be amended from time to time.
- (5) When adopting or amending a policy under this section, the local authority must consult in accordance with section 82 unless it considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.

Once adopted, Council is required by Section 76AA of the Act to review its Significance and Engagement Policy every three years.

- **Policy implications**

Additional criteria

It was identified that an additional criteria for determining significance was required to cover the exercise of rights and responsibilities of mana whenua. This change is identified in Section 3.1 of the draft policy.

Criteria	Measure
The degree to which Council's decision may impact on the rights and responsibilities of mana whenua in breach of the principle of good faith	The degree to which the decision may obstruct and impede the ability of mana whenua to exercise responsibilities and rights under te tino rangatiratanga.

Definitions

An updated definition for mana whenua and new definitions for Hapu and Iwi have been included. These amendments can be seen in tracked changes in the definitions section of the draft policy.

Treaty of Waitangi and working relationships

Council's obligations under the Treaty of Waitangi have been included in the Policy Context section. A list of claimant settlement groups under the Treaty has also been included in the draft policy.

General approach to assessing significance

It was identified that as well as recognising cultural values Council should also acknowledge the values of mana whenua.

Engagement with Iwi and Māori

Changes to how engagement with Iwi and Māori is carried out have been made to the draft policy.

- **Risks**

This is a statutory policy that is subject to regular review. By not adopting a Significance and Engagement Policy we would not achieve our legal compliance under the Act.

There are no perceived risks associated with adopting a policy as long as it is legislatively compliant.

Significance

The decision to adopt the proposed Significance and Engagement Policy 2018 is determined as not significant as per Council's existing Significance and Engagement Policy 2014.

Engagement

Issue one: Determining the significance of an issue, matter or proposal

All three submitters either strongly agreed or agreed with the criteria set out in the policy when determining the significance of an issue, matter or proposal.

Issue two: Engagement toolbox

All three submitters strongly agreed with the contents and engagement methods listed in the engagement toolbox.

Issue three: Overall satisfaction with the policy

Overall the three submitters either strongly agreed or agreed with the contents of the policy.

General feedback:

One submitter proposed that when recognising Iwi cultural values and their relationship to land and water that it is the past, present and future values that are recognised.

It was recommended we list who we have relationships with; one submitter suggested we list our Iwi partners.

Based on submitter feedback, officers have tracked proposed changes to the draft Significance and Engagement Policy 2018.

Assessment of options

Option 1: The Council endorse the changes to the policy and adopt the proposed Significance and Engagement Policy 2018

This option involves Council endorsing the changes made to the policy and formally adopting it. This option allows for improvements to the current policy and acknowledges provisions from relevant government legislation.

This is the preferred option.

Option 2: The Council does not endorse the changes to the policy and does not adopt the proposed Significance and Engagement Policy 2018

This option involves Council not endorsing the changes made to the policy and not formally adopting the policy. Council is required to review and have a Significance and Engagement Policy so this option would mean that Council is not compliant with government legislation.

Conclusion

The proposed Significance and Engagement Policy 2018 has been formally consulted on. Community feedback and administrative amendments have been incorporated into the draft document to ensure clarity and completeness and it is now presented for adoption by Council.

References – Agenda Attachments

- B1 Proposed Significance and Engagement Policy 2018
- B2 Written submissions



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

Proposed Significance and Engagement Policy 2018

Te Kaupapa Here Mō Ngā Take Hirahira Me Ōna Tikanga Whakapāpā

DRAFT

Whanganui District Council Significance and Engagement Policy 2018

Originator:

~~George Forster,~~ Graduate Policy Development Officer

Contact person for enquiries:

~~George Forster,~~ Graduate Policy Development Officer

~~Marianne Cavana~~ Policy and Governance Managergh, Senior Policy Advisor

Approved by:

Council

Date approved:

TBC

Date by which a review should be carried out:

This policy will be reviewed within three years of adoption

Policy Inventory number:

723371

DRAFT

Table of Contents

EXECUTIVE SUMMARY	4
INTRODUCTION	5
<i>Why we need a policy.....</i>	<i>5</i>
<i>Who it is prepared for.....</i>	<i>5</i>
<i>Scope of policy.....</i>	<i>5</i>
POLICY CONTEXT	7
BACKGROUND AND ISSUES	8
GOAL	9
<i>Vision statement.....</i>	<i><u>Error! Bookmark not defined.</u></i>
OBJECTIVES.....	9
POLICIES	9
MONITORING AND EVALUATION	17
APPENDICES	18
ATTACHMENT 1: DEFINITIONS.....	18
ATTACHMENT 2: STRATEGIC ASSETS.....	21
ATTACHMENT 3: LEVEL OF ENGAGEMENT.....	23
ATTACHMENT 4: ENGAGEMENT TOOLBOX.....	24
ATTACHMENT 5: ENGAGEMENT PLAN TEMPLATE	39
REFERENCES.....	40

Executive Summary

The Significance and Engagement Policy outlines Whanganui District Council's approach to determining the significance of decisions, and outlines the criteria and procedures that Council will follow to assess the level of significance, and the associated engagement with the community.

Determining Significance

Does the issue, proposal or matter involve one or more of the criteria in this policy? (Section 3)

- The potential effect on delivering Council's strategic aspirations
- How the decision aligns with historical Council decisions
- The likely impact of the decision on present and future interests of the community
- Recognising iwi cultural values and their relationship to land and water
- The level of community interest in the decision and whether community views on the issue are already known
- The possible financial and non-financial costs of the decision (or of reversing the decision) with regard to the Council's capacity to perform its role
- The transfer of ownership, control or affect a decision has on a strategic asset

Yes

No

The issue, proposal or matter is considered significant in terms of this policy.

The issue, proposal or matter is considered not significant in terms of this policy.

All requirements within this policy for issues, proposals and matters determined significant must be carried out. Procedures outlined in section 4.1-4.2 of this policy.

Council will still consider the views and preferences of the community in the decision making process and will at a minimum inform. Procedures outlined in section 4.3 of this policy.

Introduction

Why we need a policy

The Significance and Engagement Policy (“policy”) has been developed in response to the requirements set out in the Local Government Act 2002 (“the Act”). The Act requires every local authority to have a policy on significance and engagement.

The purpose of this policy is to ensure council takes a consistent and transparent approach in determining the significance of a decision and the appropriate level of engagement is carried out.

Who it is prepared for

This policy is prepared for the Whanganui community so they can understand how Council will determine the significance of issues, matters and proposals, and when they can expect to be engaged with.

It is also to assist Whanganui District Council staff when assessing degrees of significance, and to inform the general public about what level of engagement they can expect from Council.

Scope of policy

Within this policy the Council aims to identify the approach it will take in performing its functions under the Act in relation to significance and engagement.

Definitions

For the purpose of the policy the following definitions apply

Community	A group of people living in the same place or having a particular characteristic in common. Includes interested parties, affected people and key stakeholders.
Core Service	As defined in Section 11A of the Local Government Act 2002. (Attachment 1)
Decisions	Refers to the decisions of the Council by formal resolution at Council and Council Committee meetings. Decisions include deliberations on any issue, proposal or other matter.
Engagement	Is a term used to describe the process of seeking information from the community to inform and assist decision-making. There is a continuum of community involvement.
Mana whenua iwi Partners	<u>Whanganui District Council's two Mana Whenua iwi partners: Te Runanga O Tamaupoko Link and Te Runanga O Tupoho Māori with authority over the land through ancestry and occupation.</u>

Hapū	<u>Constituents are whanau with an eponymous ancestor.</u>
Iwi	<u>Means an extended Māori kinship group, tribe, nation, people, nationality, race—often refers to a collective of related hapū, descended from a common ancestor and associated with a distinct territory. The constituents of iwi are hapu: with shared ancestry.</u>
Māori	As defined by the Māori Community Development Act 1962 and Electoral Act 1993. (Attachment 1).
Other matters	Refers to issues, proposals or matters that do meet the criteria in determining significance but are of interest to communities.
Significance and Significant¹	As defined in Section 5 of the Local Government Act 2002. (Attachment 1).
Significant Activity	Is an activity (or group of activities) as listed below: Water supply Stormwater drainage Flood protection and river control Sewage disposal Roads and footpaths Parks and Recreation Community and cultural Economic development Community facilities and services Transportation
Special Consultative Procedure	As defined in section 83 of the Local Government Act 2002. (Attachment 1)
Strategic asset	As defined in section 5 of the Local Government Act 2002. (Attachment 1)

¹ **Note:** The Local Government Act 2002 uses the term significant and significance in a number of contexts. Unless it is inappropriate in the context, the criteria set out in this policy and in the statutory definitions will apply.

Taonga

~~Means all things that are considered to be treasures and of great value, and includes things that are intangible.~~ Taonga, as in taonga tuku iho - the legacy of ancestors: knowledge, sites, resources [land and water, ngahere], artefacts and relationships.

Policy context

Under the Act, there are clearly defined principles for making decisions, determining significance and engaging with communities. These include:

- identification and assessment of options
- quantification of benefits and costs
- the amount of detail
- evidence of compliance with the significance and engagement policy
- providing processes to encourage and engage with Māori

Section 10 of the Act defines the purpose of local government as:

- enabling democratic local decision-making and action by, and on behalf of, communities; and
- meeting the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Section 14 of the Act sets out the principles relating to local authorities, including:

- conducting its business in an open, transparent and democratically accountable manner
- making itself aware of, and having regard to, the views of all of its communities
- when making a decision, taking account of: the diversity of the community and the community's interests within its district or region; the interests of future as well as current communities; and the likely impact of any decision on the interests
- providing opportunities for Māori to contribute to its decision making processes.

The principles of the Treaty of Waitangi apply to take into account the aspirations and expectations of Māori. The Treaty is incorporated in the statutory scheme administered by Council.

Council has obligations under the Treaty of Waitangi to reflect the following principles:

- Good governance
- Partnership

- [Participation](#)

[Council seeks effective relationships with claimant settlement groups whose process is administrated by the office of Treaty Settlements.](#)

- [Whanganui Lands Settlement Negotiation Trust](#)
- [Te Runanga o Tupoho](#)
- [Te Runanga o Tamaupoko](#)
- [Te Runanga o Nga Wairiki Ngati Apa](#)
- [Te Kahu o Rauru](#)
- [Te Runanga o Ngati Apa](#)

[Council acknowledges the significance of the settlement of the river claim pursuant to Te Awa Tupua \(Whanganui River Claims Settlement Act 2017\) Act. This provides for partnership with Nga Tangata Tiaki.](#)

[Further, Council's processes will take into account the rights and interests of all hapu and marae.](#)

The policy supports Whanganui District Council's Leading Edge Strategy by:

- demonstrating strong, positive and empowering leadership to support unity and drive our district forward;
- working with our distinct communities of interest to ensure everyone has a voice; and
- strengthen partnerships and ways of working collaboratively to weave our aspirations together.

Background and issues

Council first adopted a Significance and Engagement Policy in 2014 which was a new requirement for all councils under Part 6 of the Act with this policy marking its first review.

The Act requires Council to adopt a policy setting out -

- a) that local authority's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; and
- b) any criteria or procedures that are to be used by the local authority in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences; and
- c) how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and
- d) how the local authority will engage with communities on other matters

Once a decision is determined as significant according to the approach, criteria and procedures of this policy, or by council resolution, the decision-making and

associated engagement provisions contained in section 76(1) of the Act will be observed.

As part of the review of the Significant and Engagement Policy 2014 and development of this policy, engagement with key internal and external stakeholders was undertaken, including Council's Mana Whenua iwi partners Te Runanga O Tamaupoko Link and Te Runanga O Tupoho, to ensure Council's approach to determining significance and engagement methods reflected community preferences. The Whanganui District Council Youth Committee was also engaged with to ensure the policy captures the best methods to engage with youth in the community.

Feedback received from the public through pre-engagement generally supported how the Council determines significance and engagement methods to be implemented. Community feedback also identified room for improvement which has been incorporated into this policy.

Goal

To provide clarity around the decision-making process of Council and to support our communities to engage in this process.

Objectives

The objectives of this policy are to:

1. Enable the Council and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions and activities
2. Provide clarity about how and when communities can expect to be engaged in decisions made by Council
3. Inform the Council from the beginning of a decision-making process about the extent, form and type of engagement required.

Policies

1. General

- 1.1. Council will consider the significance of every issue requiring a decision and the level of engagement on a case by case basis. Significance and engagement will be considered in the early stages of a proposal before decision-making occurs and, if necessary, reconsidered as the proposal develops.
- 1.2. When Council makes a decision that is inconsistent with this policy, the steps identified in Section 80 of the Local Government Act 2002 will be undertaken.

2. General approach to assessing significance

2.1. In considering the degree of significance of every issue, matter or proposal requiring a decision, Council will be guided by the following:

- The potential effect on delivering Council's strategic aspirations
- How the decision aligns with historical Council decisions
- The likely impact of the decision on present and future interests of the community
- Recognising iwi cultural values [past, present and future](#) and their relationship to land and water
- [Acknowledging mana whenua values and recognising their responsibilities of kaitiakitanga to land and water](#)
- The level of community interest in the decision and whether community views on the issue are already known
- The possible financial and non-financial costs of the decision (or of reversing the decision) with regard to the Council's capacity to perform its role
- The transfer of ownership, control or affect a decision has on a strategic asset

2.2. The Council will also take into account views already expressed in the community and the level of support for those views, when determining the significance of a decision.

3. Criteria used for determining significance

3.1. In determining the degree of significance of any issue, proposal or matter the Council will apply the criteria presented in Table 1.

Table 1: Criteria used for determining significance

Criteria	Measure
The degree to which the issue impacts on individuals, groups and organisations within our communities.	<p>The decision may cause:</p> <ul style="list-style-type: none"> • high levels of public interest and potential to generate controversy • large divisions in views amongst the community • large impact on a moderate number of people in the community • moderate impact on a large portion of the community
The degree to which the issue affects the level of service of a significant activity	The decision may alter the level of service provided by Council

The degree to which the issue has a financial impact on Council or the rating levels of its communities	The decision will have a substantial financial impact
The degree to which the decision is inconsistent or largely inconsistent with existing documented policies and plans	The decision is inconsistent with other policies and strategies
The degree to which the decision impacts on the environment, culture or people of Whanganui, now and into the future	The decision may impact the community's sustainability and resilience
<u>The degree to which the decision may alter Council's relationship with iwi</u> <u>The degree to which Council's decision may impact on the rights and responsibilities of mana whenua in breach of the principle of good faith</u>	<u>The impact of the decision may have a detrimental effect on relationships with iwi</u> <u>The degree to which the decision may obstruct and impede the ability of mana whenua to exercise responsibilities and rights under te tino rangatiratanga.</u>
The degree to which the decision will affect a strategic asset	The impact of the decision may have on a strategic asset

3.2. If an issue, proposal or matter meets one or more of the criteria above, it will be determined significant.

4. Procedures in relation to significance

4.1. When any issue, matter or proposal is determined as a significant decision:

- The issue will be considered by the Council
- The report to Council will include an officer assessment of significance of the issue, the degree of engagement proposed, the engagement and communication plan proposed (attachment 5) and an officer recommendation.

4.2. The Council will not make a decision or proceed with a proposal which it considers to be significant, unless it is first satisfied that Sections 77 (Requirements in relation to decisions), 78 (Community views in relation to decisions), 81 (Contributions to decision-making by Māori) and 82 (Principles of Consultation) of the Act have been appropriately observed.

4.3. When any issue, matter or proposal is determined as not significant:

- The Council must still consider views and preferences in the course of the decision making process of an issue
- The report to Council will include an officer assessment of significance

5. General approach to engagement

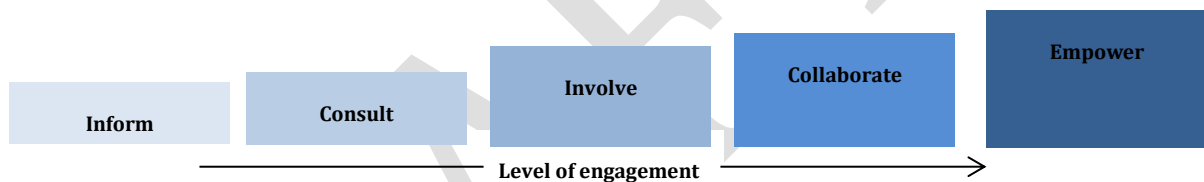
5.1. The Whanganui District Council is committed to engaging with its communities and has developed a toolbox (attachment 4) so people can participate in the decision-making process, and contribute to the development of their District.

5.2. Community engagement:

- is a process
- involves the public
- is focussed on decision making or problem-solving
- is beneficial – builds relationships

5.3. Community engagement will occur across a spectrum at differing levels. These levels will range from informing the public with information through to empowering – in which the decision making is in the hands of the public.

Figure 1: Engagement spectrum



5.4. Effective engagement is important to build trust between the Council and its communities, and to allow the Council to respond to the changing needs of its communities. The Significance and Engagement Policy aims to ensure that elected members are well informed of the public and stakeholder views when making their decisions.

5.5. Alongside this, the Council seeks to increase the level of involvement, and resident satisfaction, with the information provision and understanding of council processes.

5.6. Council will actively pursue opportunities to partner and collaborate with the community. Such partnerships will predominantly be at the 'involve' and 'collaborate' level of the engagement spectrum. Where each partnership opportunity sits on the engagement spectrum will be assessed on a case by case basis, and clearly outlined to all parties.

5.7. The Council acknowledges that "communities" may be communities of place or communities of issue and will use appropriate tools and techniques to make meaningful and timely connections that elicit feedback.

5.8. When selecting techniques for community engagement Council will give consideration to the following:

- who is affected, interested in or likely to have a view on the issue
- the significance of the matter
- the community preferences for engagement

- what information already exists
- the circumstances in which the issue arose
- what key messages need to be shared

5.9. It is important to note that even in situations where there is plenty of opportunity to gain community input, it may not be possible to have significant control over what is done with the results. It is important to ascertain how results will be used before beginning an engagement process to ensure that as many of those ultimately responsible for decision-making are included in the process with the community, and have made a commitment to respecting the outcomes. This also gives greater confidence to the community that their input is being listened to.

6. Determining engagement

- 6.1. Council will select the most appropriate level of engagement for any particular issue (unless the special consultative procedure is required by legislation). This applies to issues with a high degree of significance as well as those that are not.
- 6.2. Differing levels of engagement may be required during the varying phases of decision-making on an issue, however in general, the more significant an issue is, the greater the need for community engagement.
- 6.3. The actual location on the Engagement Spectrum will be made on a case-by-case basis. This decision will guide the selection of appropriate engagement tools and techniques to be used.
- 6.4. The level to which Council will engage will align with the significance of the decision to be made and will be at one of the levels in attachment 3.
- 6.5. Attachment 3, Level of Engagement, also provides examples of the differing types of tools associated with each level and the timing generally associated with these types of decisions/levels of engagement, to which the public can expect to be involved.

7. Engagement framework and procedures

- 7.1. There are a range of situations where engagement is necessary or desirable and a wide range of engagement techniques to choose from for any given situation. Each situation, therefore, needs to be assessed according to both the issue and the phase of decision-making and the individual circumstances it presents.
- 7.2. It will not always be appropriate or practicable to conduct processes at the participatory end of the consultation continuum. Many minor issues will not warrant a participatory approach, and will sit at the 'inform' level. Constraints of time and money will also limit what is possible on some occasions.
- 7.3. Council will use a Community Engagement Toolbox (Attachment 4) as a guide for engagement planning. This resource provides a consistent but flexible process to guide Council on how and when to engage

communities in decision-making. The table is not a definitive list. Techniques not listed here may be used in addition to those listed.

7.4. The community engagement process generally follows five phases:

- (i) Planning – crucial to sustainable decision making
- (ii) Strategy development – bringing together all of the planning elements, the road-map
- (iii) Implementation of the strategy – action planning and implementation
- (iv) Reporting – providing feedback to stakeholders and reporting to the council
- (v) Final evaluation – how well was the objective achieved?

7.5. In developing engagement plans (attachment 5) for each issue requiring a decision, the following things should be considered

- engagement objectives – the feedback that is sought from communities
- timeframe and completion date
- communities to be engaged with
- engagement tools and techniques to be used
- community preferences regarding engagement techniques
- resources needed to complete the engagement
- communication planning needed
- basis of assessment and feedback to the communities involved

7.6. For decisions classified as high significance, engagement tools and techniques beyond “inform” must be used and all decisions must be informed as a minimum.

7.7. The Council will use online engagement channels whenever possible and appropriate.

7.8. When engaging with the wider public the Council will utilise existing forums such as Safer Whanganui (which includes community service providers), The Multicultural Forum and the Positive Ageing Forum.

7.9. Consideration will also be given to appropriate levels of engagement for other matters, while of community interest, do not meet the criteria above and will mean that as a minimum the community is informed of the decision.

8. Engagement with Iwi and Māori

8.1. ~~Joint Management Agreements, Memorandum of Understanding or any other similar high level agreements will be considered as a starting point when engaging with iwi and the community in general. Any relationship agreements will be mandatory/relevant considerations.~~

8.2. ~~When engaging with Māori in the community the Council will use a range of techniques from the Engagement Toolbox (attachment 4) and with guidance from iwi within our district including our Mana Whenua iwi partners to~~

~~ensure that Māori views are fairly represented throughout the decision-making process.~~

~~8.3.8.2. The Council will commit to providing relevant information to improve access for Māori in the community to contribute to engagement and decision-making processes. Council will engage with Māori in a mutually appropriate and timely way to ensure that there are opportunities to contribute to the decision making process. The entities with whom Council is bound to acknowledge and work with range from papatupu marae and hapu, to statutory runanga and iwi organisations. The constituents of all these entities have a shared whakapapa and will advise Council at all times about matters of shared and sometimes exclusive responsibilities under te tino rangatiratanga.~~

~~8.4.8.3. If an issue involves a significant decision in relation to land or a body of water, the Council will engage directly with affected iwi, in a manner and at a time mutually agreed to ensure that the relationship of Māori and their culture and traditions with their ancestral Decision making processes will be conducted in a way that acknowledges customary rights and responsibilities with respect to land, water, sites, waahi tapu, valued flora and fauna, and other taonga. are provided for.~~

~~8.5.8.4. When engaging with Iwi, their stories and information will be looked after as taonga. This includes the sharing of this information with other parties. Oral literature, whakapapa and history are the taonga of matauranga Maori, under the jurisdiction of Te Tino Rangatiratanga. Council, as kawanatanga, respects that and undertakes to ensure that appropriate agreement is sought for any use of or reference to such information.~~

9. Engagement with Youth

9.1. When engaging with youth the Council will use an array of methods from the Engagement Toolbox and consult with the Youth Committee about the most effective techniques to engage with youth in the District. The Council will use the Youth Committee as advocates for the views of youth by providing information to enable youth to be involved in the decision-making process.

10. Rural Community Engagement

10.1. When engaging with rural communities the Council will use an array of methods from the Engagement Toolbox and consult with the Rural Community Board about the most effective techniques to engage with the rural communities in the District. The Council will use the Rural Community Board as advocates for the views of rural communities

11. Statutory Consultation

11.1. Council is required to undertake a special consultative procedure as set out in section 83 of the Local Government Act 2002 on certain matters (regardless of whether they are considered significant as part of this policy).

11.2. The following matters are listed in the Local Government Act 2002 as requiring statutory consultation via a Special Consultative Procedure:²

- establishing a council-controlled organisation (section 56)
- making, amending or revoking a bylaw (section 86)
- adopting a long term plan (section 93(2)) - this must be through the consultation document specified in section 93A-G.
- altering a long term plan (section 93(5)) - this must be through the consultation document specified in section 93A-G.
- certain decisions that can only be taken if provided for in the long term plan (section 97).
- a decision to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the local authority, including a decision to commence or cease any such activity (Section 97)
- a decision to transfer the ownership or control of a strategic asset to or from the local authority entering into a partnership or joint venture to provide water services (section 137).
- a decision to transfer the ownership or control of a strategic asset to or from the local authority (Section 97)

12. Strategic assets

12.1. Section 76AA(5) of the Local Government Act requires the following to be listed in this Policy:

- a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
- b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- c) any equity securities held by the local authority in—
 - (i) a port company within the meaning of the Port Companies Act 1988
 - (ii) an airport company within the meaning of the Airport Authorities Act 1966

12.2. Attachment 2 lists assets or group of assets that the council needs to retain if it is to maintain its capacity to achieve or promote any

² Note: Not all of these matters would be determined significant under Council's Significance and Engagement Policy. Other Acts of Parliament may require a Special Consultative Procedure

outcome that it determines to be important to the current or future well-being of the community.

Monitoring and evaluation

The Significance and Engagement Policy will be [compliant to the statutory provisions that provide for it and](#) monitored by the level of participation in decision-making by the community.

The Council will review the Significance and Engagement Policy every three years. The review process will involve community engagement and will enquire from people in the district their engagement preferences and will review those preferences each triennial term.

DRAFT

Appendices

Attachment 1: Definitions

These definitions are subject to an amendments.

Core Service: Section 11A Local Government Act 2002

In performing its role, a local authority must have particular regard to the contribution that the following core services make to its communities:

- (a) network infrastructure:
- (b) public transport services:
- (c) solid waste collection and disposal:
- (d) the avoidance or mitigation of natural hazards:
- (e) libraries, museums, reserves, and other recreational facilities and community amenities.

Māori: Māori Community Development Act 1962 and Electoral Act 1993

Means a person of the Maori race of New Zealand; and includes any descendant of such a person

Significance: Section 5 Local Government Act 2002

In relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—

- (a) the district or region:
- (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter:
- (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so

Significant: Section 5 Local Government Act 2002

In relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance.

Special Consultative Procedure

- (1) Where this Act or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must—

- (a) prepare and adopt—
 - (i) a statement of proposal; and
 - (ii) if the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section 83AA); and
- (b) ensure that the following is publicly available:
 - (i) the statement of proposal; and
 - (ii) a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and
 - (iii) a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
- (c) make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
- (d) provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and
- (e) ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d)—
 - (i) is given a reasonable opportunity to do so; and
 - (ii) is informed about how and when he or she may take up that opportunity.

(2) For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audio visual link.

(3) This section does not prevent a local authority from requesting or considering, before making a decision, comment or advice from an officer of the local authority or any other person in respect of the proposal or any views on the proposal, or both

Strategic Asset: Section 5 Local Government Act 2002

In relation to the assets held by a local authority, means an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes—

- (a) any asset or group of assets listed in accordance with section 76AA(3) by the local authority; and
- (b) any land or building owned by the local authority and required to maintain the local authority's capacity to provide affordable housing as part of its social policy; and
- (c) any equity securities held by the local authority in—
 - (i) a port company within the meaning of the Port Companies Act 1988;
 - (ii) an airport company within the meaning of the Airport Authorities Act 1966

DRAFT

Attachment 2: Strategic Assets

Activity/Group of Activities	Asset	Strategic importance
Community facilities	<ul style="list-style-type: none"> • All cemeteries • All public toilets • Portfolio of reserves and land used for parks, gardens, sports fields and recreational areas as a whole • Network of street trees but no individual tree • Portfolio of community recreational and leisure facilities as a whole • Portfolio of Council owned venues as a whole 	To deliver on outcomes linked to: A safe and healthy community Active and culturally rich community
Cultural facilities	<ul style="list-style-type: none"> • Community and Council information archive collections and records as a whole • Sarjeant Gallery and collections as a whole • Libraries and library collections as a whole 	To value and support our active and culturally rich community
Corporate	<ul style="list-style-type: none"> • Council information archive collections and records as a whole 	For the delivery of all outcomes and community wellbeing
Pensioner housing	<ul style="list-style-type: none"> • The portfolio of pensioner housing but not specific units or complexes 	A safe and healthy community
Ports Group	<ul style="list-style-type: none"> • The Whanganui airport encompassing an asphalt runway and terminal building • The Whanganui Port 	Economic prosperity listed under section 5 of the Act

Investments	<ul style="list-style-type: none"> • The Council's 100% shareholding in Whanganui District Council Holdings Limited which in turn holds 100% of the shares in GasNet Limited • City Endowment portfolio – but not one specific building • Harbour Endowment portfolio – but not one specific building • City Freehold portfolio – but not one specific building 	Listed under section 5 of the Act
Roading	<ul style="list-style-type: none"> • Roothing network as a whole but not any specific part of the network 	For the delivery of all outcomes and community wellbeing
Sewage disposal services	<ul style="list-style-type: none"> • The sewage collection, treatment and disposal system, including the sewer network, pump stations and treatment works • 	<ul style="list-style-type: none"> - A safe and healthy community - Environmental sustainability
Stormwater drainage services	<ul style="list-style-type: none"> • Stormwater network as a whole but not any specific part of the network 	
Water supply	<ul style="list-style-type: none"> • Water supply system as a whole but not any specific part of the network 	
Water reticulation system	<ul style="list-style-type: none"> • Water reticulation system as a whole but not any specific part of the network 	

Attachment 3: Level of Engagement

	Inform	Consult	Involve	Collaborate	Empower
Goal	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Types of issues that we might use this for	Flood and storm cautions	Rates review	Long Term Plan	Safer Whanganui	Election voting systems (MMP, STV or first past the post)
Tools Council might use	Website Public notices Newspaper Media releases Social media	Formal submissions and hearings, focus groups, surveys, huis	Workshops Focus groups Citizens Panel World cafes Formal submissions and hearings	External working groups (involving community experts)	Binding referendum Local body elections
When the community can expect to be involved	Council would generally advise the community once a decision is made	Council would advise the community once a draft decision is made and seek feedback and input. Generally the community would have up to 4 weeks to participate and respond.	Council would generally provide the community with a greater lead in time to allow them time to be involved in the process.	Council would generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.	Council would generally provide the community with a greater lead in time to allow them time to be involved in the process. e.g. typically a month or more.

Attachment 4: Engagement Toolbox

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
INFORM							
All methods of informing <ul style="list-style-type: none"> • Community Link • Newspaper • Radio • Social media updates • Media releases • Letter drop • Online community panel • Conversation with Council officer • Posters • Public meetings • Interactive websites • Email • Phone call 	<ul style="list-style-type: none"> • To build interest and update people on progress and decisions 	Medium-varies according to format and distribution	Variable	<ul style="list-style-type: none"> • Interest can be built over a series of communications • Keeps people up-to-date • Wide distribution 	<ul style="list-style-type: none"> • Only a form of consultation if community feedback is also sought • Printing and distribution costs can be high • Some methods are inappropriate for non-readers and non- English speakers/readers and the visually impaired • Unappealing for oral cultures • Access problems if information not distributed to all appropriate audiences 	Depends on audience and format.	<ul style="list-style-type: none"> • Must ensure that format and distribution will reach target audience. • Use existing tools such as Community Link, Facebook, Council website, Council's online panel, Viewpoint Whanganui, twitter, newsletters and existing networks such as Rural Community Board and Youth Committee. • Youth – Current social media channels.

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
CONSULT/INVOLVE							
Written submissions (including online)	<ul style="list-style-type: none"> • Special Consultative procedure • Complex or technical issues • Arguments that take a long time to prepare • Legislative issues • Policy and service reviews 	Low to Medium	Medium	<ul style="list-style-type: none"> • Allows opportunity to consider issues/do background preparation before writing submissions • Good for highly technical/complex proposals that require well prepared responses 	<ul style="list-style-type: none"> • Low response rates • Engage a narrow range of people – not representative of population • Time consuming to prepare • Off-putting to those unfamiliar with process • Some methods are inappropriate for non-readers and non- English speakers/readers and the visually impaired • Unappealing for oral cultures 	No	<ul style="list-style-type: none"> • Can increase response rate by giving people plenty of time to make submissions, (not over holiday period) simplifying response forms, being proactive, approaching a range of interest groups etc • Use Viewpoint Whanganui and Online panel • Changes made as a result of consultation should be reported back to submitters • Need to be clear about what respondents are being asked to submit on

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Oral submissions	<ul style="list-style-type: none"> • Special Consultative procedure • Oral cultures (especially Māori and Pacific island groups) • Those unable to communicate in written form 	Low to Medium	Medium	<ul style="list-style-type: none"> • More appropriate for oral cultures • Opportunity to clarify 	<ul style="list-style-type: none"> • Can be very intimidating for those who do not like public speaking • Requires a good grasp of English • Puts off those unfamiliar with submission process 	In some instances translators may be required	<ul style="list-style-type: none"> • Need not be public (can be one-on-one or by phone) • Can be held in venues that are more 'friendly' to participants • Send information to submitters on what to expect on the day

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Surveys (written and online)	<ul style="list-style-type: none"> When issues are clear and easily communicated in a survey form Consulting with a large number of people When quantitative data is required 	Medium	Medium to high	<ul style="list-style-type: none"> Doesn't require interviewers Can be quick and easy to complete Can be completed at a time that suits respondents Information collected can be represented statistically Provides a basis to compare amongst groups 	<ul style="list-style-type: none"> Survey design and sampling procedures can be complex (badly designed questionnaires lead to poor quality and incorrect information gathering) Order of questions may influence responses – however with online surveys the order can be randomly changed Written surveys can be costly to process Response rates are generally poor for postal surveys Some methods are inappropriate for non-readers and non-English speakers/readers and the visually impaired Unappealing for oral cultures Respondents can misinterpret questions Only useful for gauging views on relatively straightforward issues Little scope for further in-depth comment Not representative of population 	<p>Yes</p> <ul style="list-style-type: none"> survey design sampling procedures online survey setup statistical analysis 	<ul style="list-style-type: none"> Assumption that target population already has enough information to make an informed response Respondents can be given reminders to complete surveys Incentives are becoming an acceptable way of increasing response rates Need to consider potential sample and responses bias when analysing results If surveying youth, aim to keep it to multi choice questions and if online, no more than three questions. Use Viewpoint Whanganui and Online panel



TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Telephone surveys	Good for gathering the views of a large number of people in a short time frame	Medium/High	Medium	<ul style="list-style-type: none"> • Opportunity for clarification • Guarantees a particular level and representativeness of response (can keep going until required number reached) • Doesn't usually require large time commitment from respondents 	<ul style="list-style-type: none"> • Easier for potential respondents to refuse to respond to an anonymous voice • Only useful for gauging views on relatively straight forward issues • Usually only a snapshot of information collected • This method is becoming less viable as fewer research companies are offering this service. • Relies on matching phone numbers from the Yellow Pages to names on the electoral roll, which causes difficulties in obtaining an adequate sample size due to increased mobile phone usage and unlisted numbers. 	Yes <ul style="list-style-type: none"> • Survey design • Sampling procedures • Interviewer Selection and training • Analysis of results 	<p>Hours of operation critical to ensure equity of access</p> <p>Often contracted to external research agencies</p> <p>When responses are made to a person on the telephone, as opposed to online or in written form, there can be a tendency to respond more truthfully when answering about something that is socially desirable.</p> <p>There is also a tendency to respond more neutrally, towards the middle of the scale and away from extremes</p>

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Face-to-face interviews	<ul style="list-style-type: none"> In situations where the issues/questions are more complex and/or open ended Interviewer can explain questions to respondents Better for use with oral cultures 	Medium/high	Medium to high	<ul style="list-style-type: none"> Minimises respondent errors in interpreting questions More participatory and interviewers can get more information by probing for responses (semi structured interviews) Higher response rates than written surveys Better for oral cultures Able to note non-verbal cues 	<ul style="list-style-type: none"> Can be expensive if training and employment of interviewers is required. Can introduce interviewer biases Cultural barriers 	Yes <ul style="list-style-type: none"> Sampling procedures Interviewer selection and training 	Appearance and demeanour of interviewer are crucial Interviewers must be familiar with questions Interviewers must remain neutral When possible provide the interviewee with information beforehand Ask sensitive questions last

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Referenda	<ul style="list-style-type: none"> • Suitable when committed to acting on the views of the majority of voters • Best for consultation relating to citywide and strategic decision making 	High	High	<ul style="list-style-type: none"> • Decisive way of resolving an issue • Can provide a specific mandate – important for controversial issues • Adds legitimacy to a decision • Can provide a clear answer to a specific question • Encourages political participation 	<ul style="list-style-type: none"> • Costly exercise requiring considerable rigour • Only the motivated who vote • Limited number of questions can be asked • Issues can be too complex to be resolved in simple terms • Minority voters alienated by acting on the views of the majority • Some methods are inappropriate for non-readers and non- English speakers/readers and the visually impaired 	Yes <ul style="list-style-type: none"> • Question design • Access to the electoral database • Overseeing of a political process 	Costs can be reduced by timing a referendum to coincide with an election Well balanced public information campaign can allow for more informed responses Can be binding or non-binding

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Hui/Formal public meetings	For small scale and localised consultation	Medium	Medium	<ul style="list-style-type: none"> Provides an opportunity for dialogue where clarification can be sought from all parties Provides opportunity for all to voice their opinions publicly Everyone hears the same information and comments – less interpretation errors 	<ul style="list-style-type: none"> Participation often low Participation requires a good grasp of language Can be intimidating for those who do not like public speaking Can be confrontational if not well facilitated Quality feedback on contentious issues can be minimal if not well facilitated 	Yes <ul style="list-style-type: none"> Quality facilitation essential 	Strong emphasis on quality facilitation to encourage all present to participate Culturally appropriate e.g. location, conduct etc. Equity of access is important (e.g. mobility issues)

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Focus groups/working panels/Local action groups/task groups	Where a high level of engagement and qualitative information are sought	Can be high	High	<ul style="list-style-type: none"> Allows for discussion of issues which can include decision making Complex issues can be explored Good for gauging the opinions of those who don't normally participate Can be representative of wider community views depending on composition 	<ul style="list-style-type: none"> Can be unrepresentative of wider community views depending on composition Can be susceptible to capture by particular view points Good facilitators can be costly and hard to find Transcription can be costly and time consuming Participation requires a good grasp of language 	Yes <ul style="list-style-type: none"> Facilitation 	<ul style="list-style-type: none"> Focus group sessions should be no larger than 8-12 people Good facilitation crucial Can be conducted in other languages Can be used in association with other consultation techniques

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
COLLABORATE/EMPOWER							
Interactive web sites	Technical situations when there is a large amount of information available. Situations where stakeholders have internet access	Medium/High	Low	<ul style="list-style-type: none"> • Time and cost savings • Interactive • Accessible locally, nationally and internationally 	<ul style="list-style-type: none"> • Access only to those with the internet • Some methods don't cater for non-readers and non- English speakers/readers and the visually impaired English speakers • Websites can be costly to set up and keep updated 	Yes <ul style="list-style-type: none"> • Set up 	Websites should be designed to be access through smart phones. Interactive options with visual displays are preferred by youth.

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Multi Stakeholder Processes such as: - Participatory Appraisal – Participatory Action Planning	All inclusive forms of consultation recognising the right of all interested parties to work together in shared decision making. Everyone begins working on the project at the same time.	High	High	<ul style="list-style-type: none"> • Improved Decision making • Includes the normally 'silent majority' • Promotes consensus problem solving • Open, democratic process • Minimises conflict • Develops long term relationships between parties • Educational • Can be visual rather than language based 	<ul style="list-style-type: none"> • Requires skilled facilitation • Costly in terms of time and money • Not suitable for projects which are already underway 	Yes <ul style="list-style-type: none"> • Process design • Facilitation 	<ul style="list-style-type: none"> • Cannot be an add on to some other process • Good process design and facilitation essential

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Citizens Juries/ Panels/Charettes (Group of 12-25 people representative of a community, brought together for three to five day to consider an issue)	Provides a controlled environment for different viewpoints on controversial issues to be considered without interference or interruption. May pull together many elements of a project and generate alternatives	High	High	<ul style="list-style-type: none"> Improved Decision making Includes the normally 'silent majority' Promotes consensus problem solving Open, democratic process Educational Deal well with complex issues Legitimacy through representative make-up Controlled environment for debate 	<ul style="list-style-type: none"> Costly and time consuming Cannot be totally representative of the community Public expectation that jury's "verdict" will be actioned "Jurors" may need to be financially compensated for loss of earnings 	Yes <ul style="list-style-type: none"> Jury selection Process design and set up and facilitation 	<ul style="list-style-type: none"> All relevant information must be presented Good venue required Often used in urban planning Charettes has a decision-making focus

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
World cafes	<p>A meeting process featuring simultaneous conversations in response to predetermined questions.</p> <p>To foster open and meaningful discussion of topics and bring areas of commonality out in to the open.</p>	Medium/High	High	<ul style="list-style-type: none"> • Can bring closure to a set of questions • Simultaneous conversations can include a wide range of participants in one go • Participants change tables as they go and can focus on identifying common ground with each question. 	<ul style="list-style-type: none"> • Success is dependent on the responsiveness of participants • Complicated to keep conversations on target with multiple conversations happening at once 	<p>No</p> <ul style="list-style-type: none"> • It allows for people to work in small groups without the need for staff facilitators 	<p>Room set up is very important. Should feel conducive to a conversation and not like a standard meeting format.</p> <p>Useful when determining priorities, or pre engagement for Plans.</p>

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Revolving conversations /Conversation circle/Samoan circles	<p>To foster open and meaningful conversation about a topic when there is minimal need for participant education.</p> <p>Used when there is a high level of mistrust for the meeting 'sponsor'</p> <p>Often used for controversial topics.</p>	Low	Low	<ul style="list-style-type: none"> Minimal role for facilitation required Participants can provide their views in depth Can question and challenge Gives everybody a chance to talk and to hear what others are saying 	<ul style="list-style-type: none"> Discussion is limited to four participants at a time Participants can feel intimidated Can be socially hard for participants to join in an existing conversation Not all participants may get an opportunity to have their say 	<p>No</p> <ul style="list-style-type: none"> No leader is required however a facilitator welcomes and explains the process. 	<p>Room set up is important.</p> <p>Not designed to make decisions - more useful to use at the beginning to gauge what people think.</p>

TYPE OF ENGAGEMENT	WHEN USEFUL	COST	TIMEFRAME	POSITIVES	NEGATIVES	EXPERT HELP REQUIRED?	NOTES
Advisory groups	<p>To provide ongoing advice directly to the decision maker.</p> <p>Useful when there is a high volume of decisions being made that requires a level of public input and there is public fatigue on consultation.</p> <p>Helpful on controversial topics.</p>	Low	Ongoing	<ul style="list-style-type: none"> • Membership includes representation from all primary perspectives or all relevant organisations • Can be focused on achieving specific objectives • Obtains information from diverse perspectives • Information can be gained overtime on complex topics • Builds a sense of partnership with the community 	<ul style="list-style-type: none"> • Effectiveness is defined in terms of how useful the group's decision is to the decision maker • Advisory groups are supposed to reflect public perspectives, which can be difficult • Maintaining autonomy is critical to the group's credibility amongst the wider public • Does not substitute for broader public involvement If no agreement is reached the usefulness for the decision maker diminishes 	No	<p>Can be used at any single step in the decision-making process or throughout the entire process</p> <p>Other processes should be run concurrently to provide opportunities for the broader public to participate.</p>

Attachment 5: Engagement Plan Template

When and issue, proposal or matter is considered significant a report will go to council and this will include a proposed engagement plan.

Project description and background

This will describe the nature of the engagement to be undertaken, clarify the decision to be made, the circumstances that led to it, related council decisions already made, and legislation applying.

Engagement objectives

Identify what feedback or decisions we want from communities. What decisions will be made by council that need to be informed by the community's input?

Timeframe and completion date

Describe each stage of the project, including when key decisions need to be made by Council.

Communities to be engaged with

List the communities and key stakeholders to engage with.

Communication planning

This outlines any potential reputation risks associated with the project and mitigations. It will outline the key messages to be communicated to the public, and where necessary will include a communications plan.

Engagement tools and techniques to be used

Describe the tools and techniques that will be used to engage with each of the identified communities and stakeholders. Refer to the Engagement Spectrum to determine the level of engagement for each (Inform, Empower).

Resources needed to complete the engagement

This includes time allocations for council staff and councillors and costs involved to undertake the selected engagement tools and techniques. Should also include costs of external service providers, venue hire etc.

Basis of assessment and feedback to the communities involved

This will describe how the community input will be analysed and how results will be communicated to the Council and to participating communities. Also includes an indication of when this feedback will occur – prior to, or after Council decisions are made.

Project team roles and responsibilities

This identifies who will be involved in this project, excluding external providers, and who the key contact point within Council will be.

References

Local Government Act 2002

Māori Community Act 1962

Electoral Act 1993

DRAFT



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

Thank you for your submission.

Reference number	704111916170029
First name	Milton
Last name	Lister
Email address	miltonlister@hotmail.com
Postal address	27 BULLOCK DRIVE SPRINGVALE WHANGANUI 4501
Daytime phone number	0277691778
Organisation name	
Your role	
Have you submitted to the Whanganui District Council before?	Yes
Gender	Male
Age group	50 - 59 years
Ethnicity	NZ European
Would you be interested in being involved in further consultation opportunities with Council?	Yes
Do you agree for Council to use the criteria set out in the proposed policy (pg. 9-10) when determining the significance of an issue, matter or proposal?	Agree
Can you suggest any other criteria Council should use in determining the significance of an issue, matter or proposal?	

Do you generally agree with the contents and engagement methods listed in the engagement toolbox (pg. 19-33)?	Strongly agree
Are there any other types of engagement you would like to see Council use when informing or engaging with communities?	
Overall, do you generally agree with the contents of the proposed policy?	Agree
Further comments	
Supporting documents	File(s) not provided
I would like to speak in support of my submission	No



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

Thank you for your submission.

Reference number	782111229173829
First name	Rhea
Last name	Colaabavala
Email address	rhea.c@hotmail.com
Postal address	13 LITHGOW DRIVE OTAMATEA WHANGANUI 4500
Daytime phone number	0275164010
Organisation name	Whanganui District Council Youth Committee
Your role	Co-chair
Have you submitted to the Whanganui District Council before?	Yes

Gender	Female
Age group	Under 18 years
Ethnicity	
Would you be interested in being involved in further consultation opportunities with Council?	Yes
Do you agree for Council to use the criteria set out in the proposed policy (pg. 9-10) when determining the significance of an issue, matter or proposal?	Agree
Can you suggest any other criteria Council should use in determining the significance of an issue, matter or proposal?	
Do you generally agree with the contents and engagement methods listed in the engagement toolbox (pg. 19-33)?	Strongly agree
Are there any other types of engagement you would like to see Council use when informing or engaging with communities?	
Overall, do you generally agree with the contents of the proposed policy?	Agree
Further comments	
Supporting documents	File(s) not provided
I would like to speak in support of my submission	No



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

**Submission: Proposed Significance and
Engagement Policy 2017**

Submissions close 4.00pm, 30 November 2017

Privacy statement: Please be aware when providing personal information that this submission form is part of the public consultation process. As such, this document (including contact details) will be copied and made publicly available. Personal information will be used for the administration of this consultation process and decision-making. All information will be held by the Whanganui District Council, 101 Guyton Street, and submitters have the right to access and correct personal information.

Online: You can complete this submission online at www.whanganui.govt.nz/haveyoursay

Alternatively, please return this form, or send your written submission to:

Proposed Significance and Engagement Policy 2017
Whanganui District Council
101 Guyton Street
Whanganui 4500

Email: polycysubmissions@whanganui.govt.nz

YOUR DETAILS (please print your details clearly)

Name: Patiki Maual
E-mail: cf-temepara71@xtra.co.nz
Postal Address: cf-7 Patiki Drive,
Whanganui Post code 4500

Best daytime contact number:

Organisation: If you are completing this submission on behalf of an organisation please name the organisation and your role:

Nga Hapu o Patiki/Patiki Maual - Chairman

Oral submissions

If you wish to speak to Council in support of your written submission please tick the box below.

- ☐ Yes I would like to speak in support of my submission (please ensure you have completed the details above, including contact **phone number**)

Note: Submissions will be heard on 12 February 2018. If you have indicated that you wish to speak on your submission we will contact you to arrange a time.

If you would be interested in being involved in further consultation opportunities with Council please tick the box below and ensure your contact details have been completed.

☐ Yes I would like to be involved in future consultation and am happy for you to retain my contact details.

Please turn over

Please indicate your level of agreement for options

KEY ISSUES	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Do you agree for Council to use the criteria set out in the proposed policy (pg. 9-10) when determining the significance of an issue, matter or proposal?	✓				
Can you suggest any other criteria Council should use in determining the significance of an issue, matter or proposal?	Recognizing the cultural values and "Present and future" of iwi & their relationship to land & water/ocean.				
Do you generally agree with the contents and engagement methods listed in the engagement toolbox (pg. 19-33)?	✓				
Are there any other types of engagement you would like to see Council use when <u>informing</u> or <u>engaging</u> with communities?	Perhaps another section of who are iwi partners i.e. Hapu. This will assist Council who they need to engage with. Particularly Hapu boundaries/Area.				
Overall, do you generally agree with the contents of the proposed policy?	✓				

Please use the space below to provide any other feedback on the proposed policy.

In the definition of iwi partners - clarity needs to reflect who are the iwi partners i.e. Hapu. Particularly when discussing Mana Whenua. Tamaupoko - Ngati Tama, Ngati Raukawa, Ngati Raukawa "Kaitiaki"

OPTIONAL: Tūpoto - Pūhiki, Ngā Pāerangi, Ngāti Tūwharetoa, Ngā Hineoraione, Otoko

Have you submitted to Council before?

Yes ☒ No ☐Gender: Female ☐ Male ☒ Gender Diverse ☐Age: Under 18 Years ☐ 18 – 29 years ☐ 30 – 39 years ☐ 40 – 49 years ☐50 – 59 years ☒ 60 years and over ☐Ethnicity: NZ European ☐ Maori ☒ Asian ☐ Pacific Peoples ☐Middle Eastern/Latin American/African ☐Other ☐

4. **2018 Smart City Summit and Expo in Taipei**

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 4.1 **THAT** Council approves Mayor Hamish McDouall to attend the 2018 Smart City Summit and Expo in Taipei, Taiwan in March 2018.

Marianne Cavanagh, Principal Advisor – Corporate, reports:

Introduction

The purpose of this report is to inform the Council of an invitation received from the Taipei Economic and Cultural Office for Mayor Hamish McDouall to attend the 2018 Smart City Summit and Expo in Taipei, Taiwan in March 2018. In accordance with resolution from the Council meeting on 6 October 2015 any international travel by political representatives needs to be approved by Council.

Background

On 17 January 2018 representatives from the Taipei Economic and Cultural Office, supported by the Chief Executive of the Wellington Chamber of Commerce, met with Mayor McDouall, representatives from the Whanganui Chamber of Commerce and Council officers.

The purpose of the meeting was to discuss Whanganui's successful involvement with the Top 21 Intelligent Communities and Top 7 Intelligent Communities. Taiwan has also had successful entries into these awards.

At this meeting an invitation was extended for Mayor McDouall to attend the 2018 Smart City Summit and Expo in Taipei, Taiwan. All travel and accommodation costs will be met by the event organisers – Taiwan Smart City Solution Alliance; Taipei City Government; and Taipei Computer Association.

The expo is the most comprehensive information technology and smart city trade show in the Asia-Pacific and is a well-attended annual event with over 23,000 visitors, 900 booths and attendees from 29 countries.

The expo includes a Mayoral Summit, to which Mayor McDouall will have the opportunity to present about Whanganui and our involvement with the Intelligent Community Forum and Whanganui's success at being awarded Top 21 Intelligent Community status in 2013, 2014, 2015 and 2016. It also includes demonstrations of smart and sustainable solutions, and worldwide networking events with over 60 cities across the world participating.

Strategic context

This opportunity aligns to the development of our International Relations Strategy by representing Whanganui on a global stage, and to seek opportunities to connect with world government representatives and learn from other Smart City initiatives.

The draft Strategic Plan for International Relations is currently being worked on and the completed strategy will be brought back to Council at a later date.

Factors to consider

- **Financial considerations**
All travel, accommodation and meal costs for five days are met by the expo organisers. The expo is held from 26 to 30 March 2018. There are no additional financial considerations.
- **Legal compliance**
Not applicable
- **Policy implications**
Not applicable
- **Risks**
Not applicable

Significance

This decision is not considered significant.

Engagement

Not applicable.

Assessment of options

Not applicable.

Conclusion

It is recommended that Council approves Mayor McDouall's attendance to the 2018 Smart City Summit and Expo in Taipei, Taiwan in March 2018.

5. **Appointment Whanganui River Enhancement Charitable Trust**

A report will be provided to Elected Members prior to the meeting.

6. **Council Appointment – Whanganui Welcoming Communities Advisory Group**

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council.

- 6.1 **THAT** Councillor _____ is appointed to the Whanganui Welcoming Communities Advisory Group.

Katy Newton, Community Development Advisor (Newcomers) reports

Executive summary

The purpose of this report is to seek a Councillor appointment to the Welcoming Communities Advisory Group.

Whanganui District Council is one of nine local government councils in five regions piloting Welcoming Communities. The welcome mat is being put out to newcomers: recent migrants, former refugees and international students. While the focus is on newcomers from overseas, newcomers from other parts of New Zealand will also benefit.

As part of the Whanganui Welcoming Communities Project, a Welcoming Plan will be developed. A final draft should be submitted to Ministry of Business, Innovation and Employment by 30 April 2018.

To ensure that the Whanganui Welcoming Communities Plan meets community expectations and priorities, an Advisory Group is being established. This Group will correspond, meet periodically and be actively involved in the development of the Whanganui Welcoming Communities Plan.

The Advisory Group membership has not been confirmed however other parties who may be involved include representatives from Whanganui and Partners, local Iwi, English Language Partners, Rangitikei/Whanganui Multicultural Council, Citizens Advice Bureau, Whanganui Chamber of Commerce, Born and Raised Pasifika, Whanganui Chinese Association, Whanganui Filipino Society and the South American Community.

Background

Immigration New Zealand is working in partnership with the Office of Ethnic Communities (part of the Department of Internal Affairs) and a small number of selected communities around New Zealand, along with support from the Human Rights Commission, to develop and pilot the Welcoming Communities New Zealand Pilot Programme (Welcoming Communities). Welcoming Communities supports the inclusion and participation outcomes

under the New Zealand Migrant Settlement and Integration Strategy and the Refugee Resettlement Strategy.

At the Council meeting held 4 April 2017, the Council resolved that Whanganui District Council participates in the Welcoming Communities Pilot Programme. The report highlighted the need for Council to nominate a representative to the working group.

Key Issues

The appointed Councillor will be required to:

- Actively support and champion the Whanganui Welcoming Communities Project.
- Attend two Advisory Group workshops – late February 2018 and late March 2018. Prior to each workshop some reading and preparation is required.
- Once the Whanganui Communities Plan is approved, attend and contribute to bimonthly or quarterly Advisory Group meetings until December 2019.

Next Steps

To develop the Welcoming Plan for submission to Ministry of Business, Innovation and Employment by 30 April 2018.

7. **Sarjeant Gallery Redevelopment Project – Update**

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 7.1 THAT the information is noted.
- 7.2 THAT Council confirm the appointment of Councillor Kate Joblin and Councillor Graeme Young to the Sarjeant Gallery Redevelopment Steering Group

Rosemary Fletcher, Team Leader, Asset and Facilities Management, reports:

Introduction

The purpose of this report is to update Council on the progress of the Sarjeant Redevelopment Project.

Background

Whanganui District Council engaged Resource Co-ordination Partnership (RCP) to undertake the preparation of a Procurement Plan for the Sarjeant Gallery Redevelopment in 2017. The procurement plan was subsequently approved by Council at its meeting of 31 October 2017. At the Council meeting of 6 December 2017 it was noted that:

- RCP had been asked to provide a proposal for Design Management Services.
- That a Design Control Group would be established with a Terms of Reference.
- That Design Phase would be undertaken and when documents were ready for procurement of a main contractor a Project Control Group would be formed.

A key feature of the procurement plan was to ensure the continuity of consultants to reduce project risk as information is transitioned, to avoid rework and add value to the project.

The next steps described at the Council meeting of 6 December 2017 are reported against below:

Progress update

RCP's proposal for Design Management Services has been accepted and RCP has been retained to deliver Design Management from existing developed design phase through to the awarding of tender to a preferred main contractor. The key activities will include:

- A 4-6 week discovery period including the specific deliverables of:
 - Delivery of Design Control Group (DCG) Terms of Reference
 - Communication brief for interactions between Design Manager and Principal's Representative (PR)
 - Activation of Archaeological Investigations specific to build site – immediate engagement

- Mobilisation and procurement of consultant team for ongoing works and specialist peer reviews as required
- Programme development and methodology with early contractor involvement
- Co-ordination of Quantity Surveyor to review accuracy of cost plan
- Management of design through to a 'for tender' set of documents
- Procurement process prepared in accordance with procurement plan

Principal's Representative

The Whanganui District Council Principal's Representative (PR) has been appointed. This role will be undertaken by Rosemary Fletcher, Team Leader Asset and Facilities Management.

The Terms of Reference (ToR) (**Ref C**) for this role succinctly outlines the Project Scope, Objectives, Issues and Methodology which will be common to all subsequent ToR documents.

Design Control Group

The Design Control Group (DCG) comprising Design Manager and the various project consultants is being formed.

The ToR for the Design Control Group (DCG) is under development and will define how the Design Manager and Consultants engage to meet the project objectives.

The design phase schedule will be reviewed and established throughout the design management discovery stage and is due for completion by the end of March 2018. The design phase will not exceed a period of two years and is expected to be completed in a 12-18 month period.

Design Team meetings will take place fortnightly in Wellington with the Principal's Representative (PR) attending as a team member.

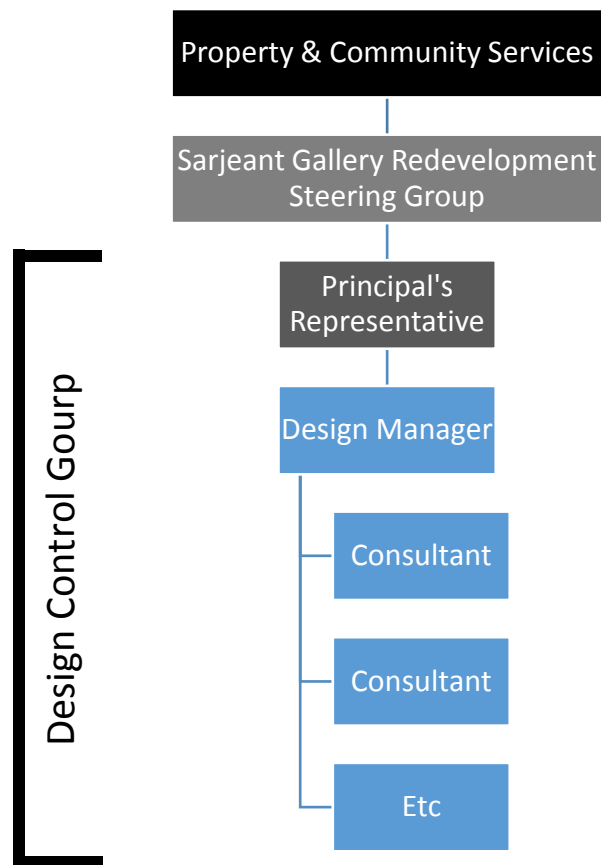
The Design Control Group (DCG) will meet monthly in Whanganui with the Principal's Representative (PR) attending as a team member.

Reporting

The PR will report monthly to the Whanganui District Council Sarjeant Gallery Redevelopment Steering Group (SGRSG) which comprises the General Manager – Property, General Manager – Infrastructure, Chief Operating Officer and two elected members (confirmed by Council as being Councillors' Kate Joblin and Graeme Young).

The Sarjeant Gallery Redevelopment Steering Group (SGRSG) draft ToR is under development and will clearly outline the core function which is to receive reports that monitor Design Phase progress and a copy of the risk management report.

The SGRSG will report to Council through the Property and Community Services Committee.



It should be noted that funding for progressing the Sarjeant Gallery Redevelopment Project has been secured and is available from non-ratepayer funding.

Conclusion

In summary the Design Manager has been appointed, the Design Control Group is being formed and the Whanganui District Council project team has been identified. The design phase is now underway for the Sarjeant Gallery Redevelopment Project.

References – Agenda Attachments

- C Terms of Reference for Principal's Representative



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

Sarjeant Gallery Te Whare O Rehua Redevelopment

Terms of Reference: Principal's Representative.

*Prepared for the Whanganui District Council
January 2018*



Version

Version	Date	Comment
0.1	29 January 2018	Initial Draft
0.2	31 January 2018	Draft Revisions
0.3	1 February 2018	Logo added

0.1. Background

Whanganui District Council (WDC) is undertaking a significant redevelopment of the Sarjeant Gallery Building. This project has had a long gestation, with an architectural design competition being held in 1996. The development of the design has progressed as funding has allowed through to 2017.

Warren and Mahoney were the successful architects in the design competition. A design team has been formed around them. They have completed Preliminary Design and a portion of Developed design. Though no formal brief is available, we understand the design currently meets that brief.

0.2. Project Scope

The project scope for the Sarjeant Gallery Building Redevelopment involves:

1. Seismic strengthening of the 1919 Sarjeant Gallery Building (currently 5% NBS), incorporating base isolation as the primary seismic protection mechanism.
2. The addition of a new gallery, storage, staff office and amenity wing to the north of the Gallery.

0.3. Project Objectives

From our initial discussion the key objectives are cost and quality. Nonetheless the previous information done for the Procurement Report outlines others and these should remain relevant. These were determined during briefing with the WDC. They are listed below in order of priority.

1. Health and Safety

The WDC is committed to providing, maintaining and promoting a safe and healthy environment, as required under current legislation, including for those both directly and indirectly employed by the Council. Robust Health and Safety frameworks and processes are in place to aid in the fulfilment of this commitment. All project team members, from consultants to contractors, will be required to uphold this commitment during their engagement for this project.

2. Cost Certainty

Cost certainty is a critical driver in this project. As outlined above, funding for this nationally significant project has been secured from a varied range of parties. Long term fundraising efforts have yielded approximately \$13 million from private individuals, alongside central government's commitment of \$10 million and WDC's commitment of \$5 million. Throughout the last 10 years a large range of funding avenues have been explored. It is critical to the WDC that the project cost is maintained within the agreed project budget. Further funding requests as a result of a lack of control and management of risk are unacceptable. The ability of the procurement process to either eliminate, or transfer these risks is a key procurement driver for the WDC.

The Project Budget is capped at \$34.9 million. This consists of:

Funding Sources	Amount
Ministry for Culture and Heritage	\$10,000,000
Lottery Environment & Heritage	\$800,000
Lottery Significant Projects	\$6,000,000
Corporate & Individual Philanthropy	\$3,100,000
Trusts	\$7,000,000
Small Scale Fundraising and Thousand Stars	\$3,000,000
Whanganui District Council	\$5,000,000
Total	\$34,900,000

3. Price

The achievement of a competitive market price should be a natural result of the selected procurement process, particularly when driven in line with WDC procurement guidelines.

4. Quality

The prominence of the Sarjeant Gallery within the city of Whanganui, its history and importance to the city; its role in maintaining and supporting the growth of the gallery collection; and its critical role in providing public access to this nationally significant collection requires a building that actively supports these activities and provides a long lasting home for the collection.

- Quality in design requires the establishment, design and delivery to a set design brief, developed in close coordination with all internal and external stakeholders.
- Quality in construction requires the setting of clear quality expectations during the contractor procurement process, a contractual commitment to these from the successful contractor and close monitoring of the contractor's delivery to these standards by the Clients representative.
- Quality in operation is to be measured against the design brief and is dependent on the robustness of the quality control through both the design and construction process.

5. Programme

While delivery of the Sarjeant Gallery project to the outlined project programme is targeted, the further progression of the project is reliant on a successful Main Contractor procurement process and confirmation of cost certainty. While the Gallery team would like to return to their 'home' in Queens Park Pukenu, the current temporary Taupo Quay location is sufficient in the short term. The restrictions of this temporary location currently centre on a restriction on sufficient display and exhibition space, staff office facilities space, and the risk of flooding of the building.

0.4. Project Issues

STAKEHOLDER MANAGEMENT

The nature of a public project, undertaken with public funds as well as private funds will inherently have issues due to the large group of people with a vested interest. With that interest comes a desire to influence the project. However, the design team have the task to complete the design, whilst meeting the key objectives of staying with the budget and maintaining the level of quality expected. It is important that the needs and wants of the client/stakeholder group are managed appropriately such that design team can achieve the task and those objectives.

DECISIONS MADE

As the design is well into developed design phase then the designers are generally internally focussed, looking to each other to resolve design issues. It is important that the design process moves in a linear and structured manner. In the earlier design phases fundamental decisions have been made. These would include aspects such as spatial arrangement, area allocation, primary material, importance level, and resilience. Should any decision require re-litigation then this may generate programme and cost risk. Such that when fielding queries or alike from stakeholders, The PR needs to understand the design process, the impact of the query and how best to manage that situation.

DECISION MAKING

Following procurement of the design consultants for the remaining design phases of developed design and detailed design, it is likely there will be functional briefing for specific spaces and other operational aspects of the building will be required. The Principal's Representative is required to provide or facilitate timely and accurate responses to ensure the progression of the design in line with the programme.

With a large organisation it is important for the Principal's Representative to have a good understanding of the organisation, to quickly identify who should be consulted for these decisions.

0.5. Methodology

The following processes should be adopted to address the project issues:

- Selection & appointment of a Principal's Representative
- Communication Protocol
- DCG / Reporting
- Programme
- Document management

In addition to this, it could be considered that a stakeholder map is developed.

Communication Protocol:

All Client/stakeholder communication shall come through the Principal's Representative to RCP.

Conversely communication from the design team to Whanganui District Council will **always** be via RCP. This shall be to the WDC Client Representative. The attached relationship diagram graphically depicts the flow of communication.

Design Control Group / Reporting

A design control group will be established that will meet on a monthly basis. This will provide the primary forum for interaction between the Whanganui District Council and the design team. The consultants will be required to provide and present reports in respect to the project objectives.

The attendees should include:

- WDC client representative
- RCP design manager
- Quantity Surveyor
- Primary Design Consultants.

Key agenda items should be but not limited to:

- Programme update
- Cost
- Design Status
- Risks/Issues
- Health & Safety

Design Programme

A design programme will be established. This will highlight milestones and opportunities for stakeholders to be informed of the process and the achievement to date. Communicating this in advance allows the Principal's Representative to take an active or pre-emptive approach to stakeholder management. The intent here is to counter ad hoc questioning and alike which can be disruptive and distracting to meeting the project's programme objectives.

Document Management

We will establish a documentation system, whereby each formal communication is trackable. Each form of communication is numerically tagged.

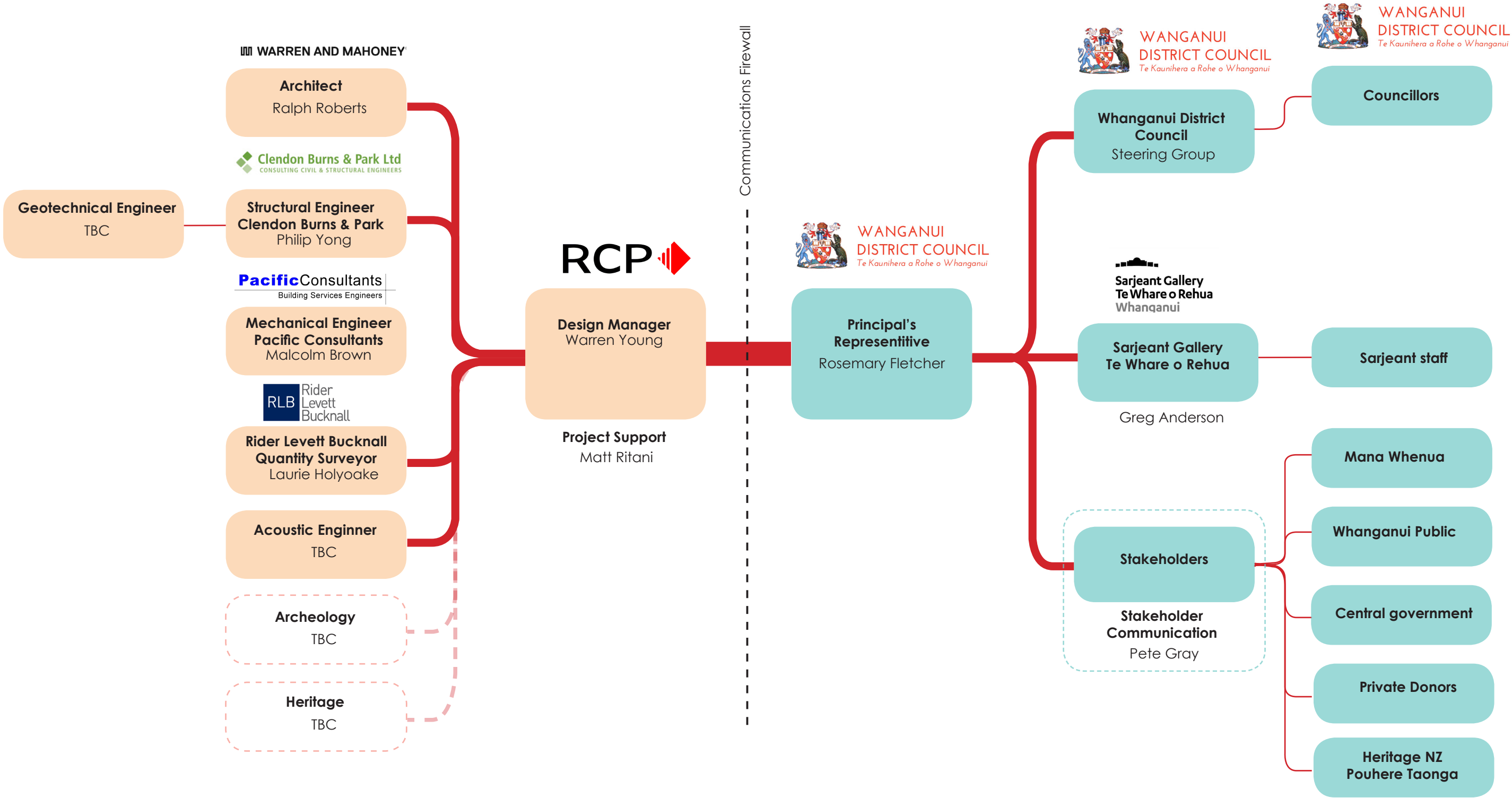
0.6. Principal's Representative Capability & Expertise

For the PRINCIPAL'S REPRESENTATIVE to assist with achieving a successful project outcome then the person who undertakes this role should have the following skills and attributes:

- The Principal's Representative has the mandate to act on behalf of Whanganui District Council.
- Be respected and acknowledged by the WDC senior staff and wider organisation as a person of capability.

- Be familiar with WDC: The Principal's Representative should have a good understanding of the WDC organisation such that they can source the correct decision and/or information in a timely manner.
- Have a suitable level of delegated authority to enable timely decision making. If not, have access to those with the appropriate authority for decisions beyond their authority.
- Have some understanding of the design process and construction to assist with the communication.
- Can articulate the vision for the project.
- Can articulate the client's design quality aspirations or requirements.
- Can evaluate design quality throughout the design process (this will not be the exclusive responsibility of the PR).
- Can to facilitate user group workshops relevant to their area of responsibility.

Sarjeant Gallery Te Whare o Rehua Redevelopment
Relationship Diagram



8. **Council Controlled Organisations: draft Statement of Intent 2018**

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 8.1 **THAT** the draft Statements of Intent for Whanganui District Council Holdings Limited and Whanganui Airport Joint Venture for 2018 are received.

Marianne Cavanagh, Principal Advisor – Corporate, reports:

Introduction

The purpose of this report is to present the draft Statement of Intent (SOIs) for Whanganui District Council Holdings Limited and Whanganui Airport Joint Venture for 2018. These will then go to the respective Boards for their comment, prior to being finalised for Council adoption by 30 June 2018.

The draft SOIs will be tabled for comment at the Holdings Board meeting on 12 February 2018. A verbal update will be given at the Council meeting on 13 February 2018 on any comments received. The Whanganui Airport Joint Venture draft SOI is also required to be sent to the Ministry of Transport for their feedback.

Background

Section 64 and Schedule 8 of the Local Government Act 2002 requires draft SOIs for Council Controlled Organisations (CCOs) to be delivered to the Council on or before 1 March, with the final SOIs delivered to Council on or before 30 June, each year.

Tabled are the draft SOIs for:

- Whanganui District Council Holdings Limited **(Ref D1)**.
- Whanganui Airport Joint Venture **(Ref D2)**."

Tracked changes have been used to highlight changes made to the SOIs.

Strategic context

Under schedule 8 of the LGA the purpose of a statement of intent is to—

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

Factors to consider

- **Financial considerations**
Not applicable
- **Legal compliance**
Not applicable
- **Policy implications**
Not applicable
- **Risks**
Not applicable

Significance

In terms of the Significance and Engagement Policy this report is not significant.

Engagement

Not applicable

Assessment of options

Not applicable

References – Agenda Attachments

D1 Draft Statement of Intent for Whanganui District Council Holdings Limited 2018

D2 Draft Statement of Intent for Whanganui Airport Joint Venture 2018

WHANGANUI DISTRICT COUNCIL HOLDINGS LIMITED**STATEMENT OF INTENT FOR YEAR COMMENCING 1 JULY ~~2017~~2018**

This statement is submitted by the Directors of Whanganui District Council Holdings Limited in accordance with section 64 of the Local Government Act 2002. It sets the overall intentions and objectives of the Company for the three financial years beginning on 1 July ~~2017~~2018.

1 Definitions

"Company" means Whanganui District Council Holdings Limited

"Consolidated shareholders' funds" means both share capital and reserves as recorded in the Companies Group Statement of Financial Position.

"Total assets" means the Companies current and non-current assets as recorded in the Group Statement of Financial Position.

"the Board" means the Board of Directors of Whanganui District Council Holdings Limited

"WDC" means Whanganui District Council and the shareholder

"WGL" means Wanganui Gas Limited

2 Objectives

- 2.1 The Board intends to operate as a successful business in relation to its investments to the monitoring roles assigned to it under contract by WDC.
- 2.2 The Company aims to improve the long term value and financial return that WDC receives from its trading undertakings:
 - 2.2.1 Optimising financial and physical resources through close scrutiny of potential areas of inefficiency, waste or under-utilisation of capital.
 - 2.2.2 Providing prudent management of investments and timely, constructive professional advice regarding its position as shareholder in WGL, NZ International Commercial Pilot Academy Ltd, and any other subsidiary companies or undertakings.
 - 2.2.3 Meeting the expectations of WDC for quality, competitively priced strategic planning advice on investments and trading undertakings.
 - 2.2.4 Reviewing and advising on the strategies and plans of any subsidiary company, business unit or asset as requested by WDC.
 - 2.2.5 Being a good corporate citizen and exercising the appropriate level of social responsibility toward the community and the environment, consistent with the conduct of a sustainable and profitable business.

3 Governance

- 3.1 The Board governs the activities of the Company in accordance with the requirements of the Whanganui District Council.

4 Nature and scope of activities

- 4.1 The Company's business will primarily be to hold shares in WGL and other subsidiaries or undertakings transferred to the Company, to provide strategic planning advice to WDC when required and to undertake such other matters as shall be determined by the Board, in conjunction with WDC.

5 Consolidated shareholders' funds

- 5.1 For the year ended 30 June 2017~~6~~, consolidated shareholders' funds as a ratio to total assets was ~~55.25~~53.4%. Per the Company's Annual Report ~~2016-2017~~ equity was \$~~26.43M~~28.25M and total assets were \$~~47.92M~~52.94M.
- 5.2 The target ratio of consolidated shareholders' funds to total assets shall not significantly alter to that stated in 5.1 for the period covered by this SOI. This target ratio does not take into account unusual or one-off type transactions that impact this ratio. The appropriateness of this target ratio will be reviewed annually by the Directors.

6 Accounting policies

- 6.1 The Statement of accounting policies for the year ended 30 June 2017~~6~~ is attached in Appendix 1.

7 Performance targets

- 7.1 The Company's intended performance targets for the period are:
- 7.1.1 To meet the dividend expectations of its shareholder while still maintaining sufficient cashflows to meet its own working capital needs
 - 7.1.2 To facilitate its subsidiary Companies and other investments or undertakings assigned to it to achieve investment objectives per clause 2 and the performance targets identified in their Statements of Intent or as outlined in WDC's 2018~~5-285~~ ~~10-~~ YearLong Term Plan.

8 Distributions to shareholders

- 8.1 The Board will comply with the procedures and requirements as they relate to dividends pursuant to the Companies Act 1993.
- 8.2 Recommendations to WDC will be based on:
- 8.2.1 The retention of an appropriate level of earnings before reinvestment in the business and capitalisation needs;
 - 8.2.2 Maintenance of the desired ratio of the shareholders funds to total assets.
- 8.3 The Shareholder has requested a payment of \$800k. This payment is to be either a dividend or subvention payment of \$600k with the remaining \$200k being in the form of debt retirement on the Port loan. This –payment is to be paid after taking into account the Company's working capital needs and also the directors request for a modest debt repayment program of the Port loan.

9 Information to be provided to shareholders

- 9.1 To enable WDC to make an informed assessment of the operation of the Company and its investment in the Company, any information that would normally be supplied to a controlling private shareholder will be made available. In addition, the Company will meet all the requirements for information disclosure in the relevant legislation.
- 9.2 The Company will produce monthly management reports in accordance with Whanganui District Council management reporting systems. This includes monthly reports on the performance of its subsidiaries.
- 9.3 A half yearly report in accordance with Section 66 (Half-yearly report) and Section 71 (Protection from disclosure of sensitive information) of the Local Government Act 2002. The report will contain the following financial information:
- (a) a statement of financial position as at the end of the period;
 - (b) a statement of comprehensive income for the period.
- 9.4 By 30 September each year the Board will deliver to WDC and make available to the public; an audited Annual Report prepared in accordance with generally accepted accounting practice and the Local Government Act 2002.
- 9.5 The Company will provide to WDC's Audit & Risk Committee an annual update to its risk register.

10 Procedure for acquisition or sale of shares and property

- 10.1 Before the Company or any subsidiary subscribes for, purchases or acquires shares in any other company, or acquires any interest in any business or property whatsoever the Directors

shall give at least 21 days notice to WDC of such proposals prior to the Directors deciding whether or not to proceed.

10.2 The Company shall not proceed to purchase without an ordinary shareholders resolution first being completed by WDC.

10.3 The Company under clause 11 of its constitution cannot sell shares of any company in which it has a shareholding or divest of any asset without a resolution of WDC.

11 Compensation

11.1 Other than remuneration for services provided to WDC there are no activities for which the Board will be seeking compensation from any local authority.

12 Commercial value

12.1 The Board estimates the commercial value of the Company is \$7,845,700. The investment is made up by way of subscribed share capital.

12.2 The Directors, upon request from WDC, will provide within their Annual Report an assessment of the then current commercial value of the shareholding.

13 External transactions requiring disclosure

13.1 The Company has financing arrangements with the shareholder for short and long term borrowings and this is unlikely to change during the financial year ending 30 June 2018.

14 Other matters

14.1 The Directors and WDC have agreed prudent governance practices including that the Company should:

14.1.1 Monitor the performance of WGL by:

14.1.1.1 Considering the draft Statement of Intent

14.1.1.2 Analysing the financial reports of WGL

14.1.1.3 Regular review of the investment in WGL

14.1.1.4 Regular review of WDC's commercial investments as agreed with WDC

14.1.2 Facilitate the informed relationship between WGL and WDC by:

14.1.2.1 Preserving the operating autonomy of WGL

14.1.2.2 Applying business disciplines to professional management of WGL

14.1.2.3 Acting as a channel of communication between WDC and WGL

14.1.2.4 Promoting best practices in corporate governance

14.1.2.5 Providing a source of information and analysis

14.1.3 Notify WDC in advance of any endeavour, or other matter known to the Company, that may have political relevance in relation to its activities

14.1.4 Provide advice as to the composition of the Company and its subsidiaries

14.1.5 Consider WDC's shareholder expectations which may include desired financial outcomes (both capital and income), social outcomes, employment outcomes, environmental outcomes, cultural outcomes or such other outcomes as may from time to time be decided.

Chairman

APPENDIX 1

Statement of accounting policies

For the year ended 30 June 2017

REPORTING ENTITY

Whanganui District Council Holdings Limited (WDCHL) is a company formed in accordance with and registered under the Companies Act 1993. WDCHL is controlled by Whanganui District Council (the Council) and is a Council Controlled Trading Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint the Board of Directors. WDCHL is domiciled in New Zealand.

The group financial statements include its subsidiaries, Wanganui Gas Limited and New Zealand International Commercial Pilot Academy (NZICPA) which are also domiciled in New Zealand. On 1 July 2008 the two independent trading divisions of Wanganui Gas Limited, GasNet and Energy Direct NZ, were established as separate companies. Both companies are 100% owned by Wanganui Gas Limited. During 2013, the assets of Energy Direct NZ Ltd were sold and the company ceased to operate as an energy retailer. On 30 June 2016 Wanganui Gas Limited, Wanganui Gas No. 1 Limited, Wanganui Gas No. 3 Limited and GasNet Limited were amalgamated to become GasNet Limited. NZICPA was acquired at the start of the 2016 Financial Year and it is consolidated for the second time into the Group accounts.

The primary objective of WDCHL is to operate as a successful business in relation to its investments and the monitoring roles assigned to it under contract by the Council. The Company aims to improve the long term value and financial return that the Council receives from its trading undertakings.

WDCHL is a profit oriented entity for the purposes of New Zealand equivalents to International Financial Reporting Standards (NZ IFRS).

The financial statements of WDCHL are for the year ended 30 June 2017. The financial statements were authorised for issue by the Board of Directors on 2 October 2017.

BASIS OF PREPARATION

Statement of compliance

The financial statements of WDCHL have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP).

These financial statements have been prepared in accordance with NZ GAAP.

For the purposes of complying with NZ GAAP, the WDCHL is eligible to apply Tier 2 For-profit Accounting Standards (New Zealand equivalents to International Financial Reporting Standards – Reduced Disclosure Regime ('NZ IFRS RDR')) on the basis that it does not have public accountability and is not a large for-profit public sector. The WDCHL has elected to report in accordance with NZ IFRS RDR and has applied disclosure concessions.

Measurement base

The financial statements are prepared using the historical cost basis, modified by the revaluation of certain financial instruments (including derivative instruments).

Functional and presentation currency

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars. The Company's functional currency is New Zealand dollars.

SIGNIFICANT ACCOUNTING POLICIES

Basis of consolidation

The purchase method is used to prepare the consolidated financial statements, which involves adding together like items of assets, liabilities, equity, income and expenses on a line-by-line basis. All significant intergroup balances, transactions, income and expenses are eliminated on consolidation.

Subsidiaries

WDCHL consolidates as subsidiaries in the group financial statements all entities where WDCHL has the capacity to control their financing and operating policies so as to obtain benefits from the activities of the entity. This power exists where WDCHL controls the majority voting power on the governing body or where such policies have been irreversibly predetermined by WDCHL or where the determination of such policies is unable to materially impact the level of potential ownership benefits that arise from the activities of the subsidiary.

WDCHL measures the cost of a business combination as the aggregate of:

- the consideration transferred, which is generally measured at acquisition date fair value;
- the amount of any non-controlling interest measured at either fair value or the non-controlling interest in the fair value of the net identifiable assets of the acquiree; and
- the acquisition date fair value of the previously held equity interest in the acquiree, if any.

Any excess of the cost of the business combination over WDCHL's interest in the net fair value of the identifiable assets, liabilities and contingent liabilities is recognised as goodwill. If WDCHL's interest in the net fair value of the identifiable assets, liabilities and contingent liabilities recognised exceeds the cost of the business combination, the difference will be recognised immediately in the statement of comprehensive income.

Investments in subsidiaries are carried at cost in WDCHL's own "parent entity" financial statements.

Revenue

Revenue is measured at the fair value of consideration received or receivable.

Revenue is derived from port operations, gas network distribution services and is also derived from the wash up of energy sales and recovery of debtors previously written off. Such revenue is recognised when earned and is reported in the financial period to which it relates.

Interest income is accrued on a time basis, by reference to the principal outstanding and the effective interest rate applicable.

Dividends are recognised when the shareholder's rights to receive payment has been established and are recognised net of imputation credits.

Borrowing costs

Borrowing costs are capitalised if they are directly attributable to the acquisition, construction or production of a qualifying asset, otherwise borrowing costs are recognised as an expense in the period in which they are incurred.

Income Tax

Income tax expense is the aggregate of current period movements in relation to both current and deferred tax.

Current tax is the amount of income tax payable based on the taxable surplus for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable surplus.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects that tax consequences that would follow from the manner in which WDCHL expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset and liability in a transaction that is not a business combination, and at the time of the transaction, affects neither the accounting surplus nor taxable surplus.

Current and deferred tax is recognised against the statement of comprehensive income for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive income or directly in equity.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

Impairment of a receivable is established when there is objective evidence that WDCHL will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership or liquidation, and default in payments are considered indicators that the debt is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the statement of comprehensive income. When the receivable is uncollectible, it is written off against the allowance account for receivables. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due).

Financial assets

Financial assets are initially recognised at fair value plus transaction costs unless they are carried at fair value through the statement of comprehensive income in which case the transaction costs are recognised in the statement of comprehensive income.

Purchases and sales of financial assets are recognised on trade-date, the date on which WDCHL commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the WDCHL has transferred substantially all the risks and rewards of ownership.

WDCHL classifies its financial assets into the following categories: fair value through the statement of comprehensive income, held-to-maturity investments, loans and receivables and fair value through other comprehensive income. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition.

Financial assets at fair value through profit or loss

Financial assets at fair value through the statement of comprehensive income include financial assets held for trading. A financial asset is categorised in this category if acquired principally for the purpose of selling in the short-term. Derivatives are also categorised as held for trading unless they are designated as hedges. WDCHL's financial assets at fair value through profit and loss include derivatives that are not designated as hedges.

Financial assets acquired principally for the purpose of selling in the short-term are classified as a current asset.

After initial recognition, financial assets are measured at their fair values with gains or losses on remeasurement are recognised in statement of comprehensive income.

Loans and receivables

These are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets. WDCHL's loans and receivables comprise cash and cash equivalents, debtors and other receivables, term deposits, and related party loans.

After initial recognition they are measured at amortised cost using the effective interest method less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the statement of comprehensive income.

Impairment of financial assets

Financial assets are assessed for objective evidence of impairment at each balance date. Impairment losses are recognised in the statement of comprehensive income.

Loans and other receivables, and held-to-maturity investments

Impairment is established when there is objective evidence that WDCHL will not be able to collect amounts due according to the original terms of the debt. Significant financial difficulties of the debtor/issuer, probability that the debtor/issuer will enter into bankruptcy, and default in payments are considered indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the statement of comprehensive income. When the receivable is uncollectible, it is written off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (i.e. not past due). For term deposits, impairment losses are recognised directly against the instruments carrying amount.

Impairment of term deposits and related party loans is established when there is objective evidence that the WDCHL will not be able to collect amounts due to the original terms of the instrument. Significant financial difficulties of the issuer, probability the issuer will enter into bankruptcy, and default in payments are considered indicators that the instrument is impaired.

Derivative financial instruments and hedge accounting

WDCHL uses derivative financial instruments to hedge exposure to interest rate risks arising from financing activities. In accordance with its treasury policy, WDCHL does not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently remeasured at their fair value at each balance date.

The method of recognising the resulting gain or loss depends on whether the derivative is designated as a hedging instrument and, if so, the nature of the item being hedged.

The associated gains or losses of derivatives that are not hedge accounted are recognised in the statement of comprehensive income.

WDCHL designates certain derivatives as either:

- hedges of the fair value of recognised assets or liabilities or a firm commitment (fair value hedge); or
- hedges of highly probable forecast transactions (cash flow hedge).

Inventories

Inventories (such as spare parts and other items) held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at the lower of cost, adjusted when applicable, for any loss of service potential. Where inventories are acquired at no cost or for nominal consideration, the cost is the current replacement cost at the date of acquisition.

Inventories held for use in the production of goods and services on a commercial basis are valued at the lower of cost and net realisable value. The cost of purchased inventory is determined using the weighted average method.

The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the statement of comprehensive income in the period of the write-down.

Capital contributions

Where the Company constructs assets at its own cost and receives a cash payment from a third party as part, or full payment for the development of such assets, the Company recognises the asset at the cost incurred to construct the asset and recognises the cash received as revenue.

Impairment of assets

At each balance date WDCHL assesses whether there is any objective evidence that any asset has been impaired. Any impairment losses are recognised in the statement of comprehensive income.

Property, plant and equipment

Property, plant and equipment consists of:

Operational assets – these include land, buildings, motor vehicles and plant and equipment.

Infrastructure assets – these include the fixed utility systems comprising the distribution and measurement systems. Each asset type includes all items that are required for the network to function.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

Revaluation

Land, buildings and infrastructural assets are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years. All other asset classes are carried at depreciated historical cost.

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

WDCHL accounts for revaluations of property, plant and equipment on an asset by asset basis.

The results of revaluing are credited or debited to other comprehensive income and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive income but is recognised in the statement of comprehensive income. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the statement of comprehensive income will be recognised first in the statement of comprehensive income up to the amount previously expensed, and then recognised in other comprehensive income.

Additions

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

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

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

Disposals

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

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land and art works, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Asset type	Depreciation rate
Distribution Network Mains and Services	1-15% SL
Distribution Network Condition Renewals	2% SL
Gas Measurement Systems and Distribution Network Customer Stations	1-10% SL
Buildings	2% SL
Vehicles, Plant, Office Equipment and Furniture and Fittings	4-33 % SL
Computer Hardware	20-33% SL
Leasehold Improvements	2-20% SL
Aircraft	10% SL
Simulators	8-40% SL

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

Intangible assets

Goodwill

Goodwill represents the excess of the cost of an acquisition over the fair value of WDCHL's share of the identifiable assets, liabilities and contingent liabilities of the acquired subsidiary/associate at the date of acquisition. Goodwill on acquisition of subsidiaries is included in "intangible assets".

Separately recognised goodwill is tested annually for impairment and carried at cost less accumulated impairment losses. An impairment loss recognised for goodwill is not reversed in any subsequent period.

Goodwill is allocated to cash generating units for the purposes of impairment testing. The allocation is made to those cash generating units or groups of cash generating units that are expected to benefit from the business combination, in which the goodwill arose.

Software acquisition and development

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs that are directly associated with the development of software for internal use by WDCHL, are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised in the statement of comprehensive income when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the statement of comprehensive income.

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

Computer software	3 years	33%
-------------------	---------	-----

Impairment of property, plant and equipment and intangible assets

Intangible assets that have an indefinite useful life, or not yet available for use, are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for indicators of impairment at each balance date. When there is an indicator of impairment the asset's recoverable amount is estimated. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is depreciated, replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets and cash generating units is the present value of expected future cash flows. In assessing value in use the estimated cashflows are discounted to their present value using a pretax discount rate that reflects current market assessments of the time value of money and risks to the specific asset.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets the impairment loss is recognised against the revaluation reserve for that asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the statement of comprehensive income.

For assets not carried at a revalued amount, the total impairment loss is recognised in the statement of comprehensive income.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the statement of comprehensive income, a reversal of the impairment loss is also recognised in the statement of comprehensive income.

For assets not carried at a revalued amount (other than goodwill) the reversal of an impairment loss is recognised in the statement of comprehensive income.

Creditors and other payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

Borrowings

Borrowings are initially recognised at their fair value net of transaction costs incurred. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless WDCHL has an unconditional right to defer settlement of the liability for at least 12 months after the balance date or if the borrowings are expected to be settled within 12 months of balance date.

Employee entitlements

Short-term employee entitlements

Employee benefits that WDCHL expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at, balance date, retiring and long service leave entitlements expected to be settled within 12 months, and sick leave.

WDCHL recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that WDCHL anticipates it will be used by staff to cover those future absences.

WDCHL recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Presentation of employee entitlements

Annual leave expected to be settled within 12 months of balance date is classified as a current liability. All other employee entitlements are classified as a non-current liability.

Equity

Equity is the community's interest in WDCHL and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves.

The components of equity are:

- retained earnings
- property, plant and equipment reserves
- fair value through other comprehensive reserves

Goods and Service Tax (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the Statement of Cash Flows.

Commitments and contingencies are disclosed exclusive of GST.

Critical accounting estimates and assumptions

In preparing these financial statements WDCHL has made estimates and assumptions concerning the future which may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

At each balance date WDCHL reviews the useful lives and residual values of its property, plant and equipment. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires WDCHL to consider a number of factors such as the physical condition of the asset, expected period of use of the asset by WDCHL, and expected disposal proceeds from the sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the statement of comprehensive income, and carrying amount of the asset in the statement of financial position. WDCHL minimises the risk of this estimation uncertainty by:

- physical inspection of assets
- asset replacement programmes
- review of second hand market prices for similar assets
- analysis of prior assets sales; and
- completing a revaluation of the infrastructure assets every third year

WDCHL has not made significant changes to past assumptions concerning useful lives and residual values.

The carry amounts of property, plant and equipment are disclosed in note 12.

An incorrect estimate of the residual value will impact on the amortisable amount of an intangible asset impacting on the amortisation expense recognised in the profit and loss statement and the carrying amount

of the intangible asset in the balance sheet. WDCHL minimises the risk of this estimation uncertainty to its intangible assets by:

- a review of any prices for trades of similar intangible assets.
- an annual review of the appropriateness of the amortisation rate.
- analysis of prior intangible asset sales.

DRAFT

WHANGANUI AIRPORT JOINT VENTURE

STATEMENT OF INTENT FOR YEAR COMMENCING 1 JULY ~~2017~~2018

This statement is submitted by the partners of the Whanganui Airport Joint Venture in accordance with section 64 of the Local Government Act 2002. It sets the overall intentions and objectives of the Joint Venture for the three financial years beginning on 1 July 201~~8~~7.

The airport is operated under a Joint Venture agreement between the Whanganui District Council and the New Zealand Government established under the Airport Authorities Act (1966). The Joint Venture is a deemed company under the Income Tax Act (2004).

1 Definitions

"JV" means Joint Venture between the Crown and Council.

"CCO" means the Whanganui Airport Joint Venture, being a Council Controlled Organisation.

"Council" means the Whanganui District Council.

"Crown" means the New Zealand Government.

2 Objectives

2.1 The JV's primary objectives are to:

2.1.1 Provide high quality facilities and service commensurate with existing levels of aviation activity and in accordance with all the appropriate Acts, Regulations and Rules pertaining to airport and aviation operations in line with the size of Whanganui Airport.

2.1.2 Operate the airport in a sound and business-like manner.

2.1.3 Improve the long term value and financial performance of the airport while improving the economic value of the airport to Whanganui.

3 Governance

3.1 The JV partners have delegated governance and statutory management responsibilities to the Whanganui District Council.

4 Nature and scope of activities

4.1 The airport provides takeoff, landing, ground handling and passenger terminal facilities for scheduled airline services.

4.2 It also provides a base for commercial, training and recreational aviation activity.

4.3 The ongoing development of aviation and associated service and infrastructure is subsequently intended to support activity, business and employment.

5 Consolidated shareholders funds

5.1 For the year ended 30 June 201~~7~~6, consolidated shareholders funds as a ratio to total assets was ~~93~~90%. Per the JV's Draft Annual Report 20~~16~~17, equity was \$~~7.6M~~7.8M and total assets were \$~~8.2M~~8.6M.

5.2 The target ratio of consolidated shareholders' funds to total assets shall not significantly alter to that stated in 5.1 for the period covered by this SOI. This target ratio does not take into account unusual or one-off type transactions that impact this ratio. The appropriateness of this target ratio will be reviewed annually by the Partners.

6. Accounting policies

- 6.1 The Statement of accounting policies for the year ended 30 June 2017~~6~~ is attached in Appendix 1.

7 Performance targets

- 7.1 The forecast performance targets for the next three years are:
- 7.1.1 Reduction of the current loss position to 'break even' or to a level acceptable to the partners in the light of the CCO's economic value to Whanganui.
 - 7.1.2 Compliance with all aspects of Part 139 of the Civil Aviation Rules with a minimum of one requirement per inspection.
 - 7.1.3 Delivery of an activity plan and subsequent achievement of the individual targets outlined within that plan.

8 Distributions to shareholders

- 8.1 Under the JV agreement the partners contribute equally to losses and share any profits.
- 8.2 The JV will not have any funding to pay a dividend in the foreseeable future. Resources will be allocated to the sustainability of the service and reduction of the operating deficit.

9 Information to be provided to shareholders

- 9.1 To better achieve the stated objectives, an activity plan is produced to set out the Board's short and long term strategies and include an annual budget.
- 9.2 The CCO will produce reports in accordance with the Local Government Act 2002 and generally accepted accounting practice.
- 9.3 The financial statements will be prepared and audited by 30 September.
- 9.4 The CCO will produce monthly management reports in accordance with Whanganui District Council management reporting systems.

10 Procedure for acquisition or sale of shares and property

- 10.1 Before the JV subscribes for, purchases or acquires shares in any other company, or acquires any interest in any business or property whatsoever the JV shall give at least 21 days notice to WDC and in turn the Crown of such proposals prior to the JV deciding whether or not to proceed.
- 10.2 The JV shall not proceed to purchase without an ordinary resolution first being completed by WDC.

11 Compensation

- 11.1 Other than normal business transactions provided to WDC there are no activities for which the JV will be seeking compensation from any local authority.

12 Commercial value

- 12.1 The estimate of the commercial value of the JV is ~~\$7,486,000~~ \$7,780,000. The investment is made up by way of equity as at 30 June 2017~~6~~.
- 12.2 The JV, upon request from the JV partners, will provide within their Annual Report an assessment of the then current commercial value of the shareholding.

13 Other matters

- 13.1 The JV operates in accordance with the Joint Venture agreement at all times.

APPENDIX 1

Statement of accounting policies

For the period ended 30 June 2017

REPORTING ENTITY

The Whanganui Airport (WAJV) is a joint venture between the Whanganui District Council and the New Zealand Government established under the Airport Authorities Act 1966. WAJV is a Council Controlled Organisation (CCO) of the Whanganui District Council (WDC) as defined by section 6 of the Local Government Act 2002 and is domiciled in New Zealand.

The primary objective of WAJV is to provide high quality facilities and service commensurate with existing levels of aviation activity and in accordance with all the appropriate Acts, Regulations and Rules pertaining to airport and aviation operations of the size of Whanganui Airport, operate the airport in a sound and business like manner and improve the long term value and financial performance of the airport along with improving the economic value of the airport to Whanganui. Accordingly, WAJV has designated itself as a public benefit entity (PBE) for Financial Reporting Purposes.

The financial statements of WAJV are for the year ended 30 June 2017. The financial statements were authorised for issue on 20th January 2018 by the Whanganui District Council.

BASIS OF PREPARATION

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period. The going concern basis is appropriate because there are no material uncertainties related to events or conditions that may cast significant doubt about the ability of the WAJV to continue as a going concern.

Statement of compliance

The financial statements of WAJV have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand generally accepted accounting practice (NZ GAAP).

These financial statements have been prepared in accordance with Tier 2 PBE accounting standards on the basis that the WAJV does not have public accountability (as defined) and has total annual expenses of less than \$30 million. They comply with PBE Standards.

The financial statements are prepared using the historical cost method, modified by the revaluation of land and buildings and certain infrastructural assets.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars. The WAJV's functional currency is New Zealand dollars.

SPECIFIC ACCOUNTING POLICIES

The following accounting policies, which materially affect the measurement of surplus or deficit and financial position, have been applied:

Revenue

Revenue is measured at the fair value of consideration received or receivable. The specific accounting policies for significant revenue items are explained below:

Provision of commercially based services

Revenue derived through the provision of services to third parties in a commercial manner is recognised in proportion to the stage of completion at balance date.

Vested assets

Where a physical asset is acquired for nil or nominal consideration, the fair value of the asset received is recognised as income. Assets vested in WAJV are recognised as income when control over the asset is obtained, unless there is a use or return condition attached to the asset.

Sale of goods

Revenue from sales of goods is recognised when a product is sold to the customer.

Parking infringements

Parking infringements are recognised when tickets are issued.

Interest

Interest income is recognised using the effective interest method. Interest income on an impaired financial asset is recognised using the original effective interest rate.

Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

Income Tax

Income tax expense is the aggregate of current period movements in relation to both current and deferred tax.

Current tax is the amount of income tax payable based on the taxable profit for the current year, plus any adjustments to income tax payable in respect to prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profits.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable surpluses will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset and liability in a transaction that is not a business combination and, at the time of the transaction, affects neither accounting profit nor taxable profit.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or to transactions recognised in other comprehensive revenue or expense or directly in equity.

Leases

Operating leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

WDC from time to time funds the working capital of WAJV. At balance date this is represented as a current liability in the statement of financial position. The WDC current account is included in the statement of cash flows as it represents actual WAJV cash in flows and out flows.

Receivables

Receivables are recorded at their face value, less any provision for impairment.

Inventories

Inventories held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at cost (using the FIFO method), adjusted, when applicable, for any loss of service potential.

Inventories acquired through non-exchange transactions are measured at fair value at the date of acquisition.

Inventories held for use in the provision of goods and services on a commercial basis are valued at the lower of cost (using the FIFO method) and net realisable value.

The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the surplus or deficit in the period of the write-down.

Property plant and equipment

Property, plant and equipment consists of:

Operational assets – these include land, buildings, motor vehicles and plant and equipment.

Infrastructure assets – this includes the airport runway.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

Revaluation

Land, buildings and infrastructural assets are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years. All other asset classes are carried at depreciated historical cost.

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

WAJV accounts for revaluations of property, plant and equipment on a class of asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

Additions

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

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

In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired through a non-exchange transaction, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in the surplus or deficit. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Buildings	50 years	2%
Plant and equipment	5 to 50 years	2-20%
<i>Infrastructural assets</i>		
Airport runway	10 years	10%

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

Impairment of property, plant and equipment

Property, plant and equipment subsequently measured at cost that have an indefinite useful life, or are not yet available for use are not subject to amortisation and are tested annually for impairment.

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

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

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

Value in use for non-cash- generating assets

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return. For non-cash-generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

Payables

Short-term creditors and other payables are recorded at their face value.

Borrowings

Borrowings are initially recognised at their fair value plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless WAJV has an unconditional right to defer settlement of the liability for at least 12 months after the balance date.

Employee entitlements

Short-term employee entitlements

Employee benefits that WAJV expects to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at, balance date, retiring and long service leave entitlements expected to be settled within 12 months, and sick leave.

WAJV recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that WAJV anticipates it will be used by staff to cover those future absences.

WAJV recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Long-term employee entitlements

Entitlements that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retiring leave, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement and contractual entitlements information; and
- the present value of the estimated future cash flows.

Presentation of employee entitlements

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

Equity

Equity is the community's interest in WAJV and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves.

The components of equity are:

- accumulated funds

- property, plant and equipment reserves

Property revaluation reserves

This reserve relates to the revaluation of property, plant, and equipment to fair value.

Goods and Service Tax (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Critical accounting estimates and assumptions

In preparing these financial statements WAJV has made estimates and assumptions concerning the future which may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Property, plant and equipment useful lives and residual values

At each balance date WAJV reviews the useful lives and residual values of its property, plant and equipment. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the WAJV to consider a number of factors such as the physical condition of the asset, expected period of use of the asset by WAJV, and expected disposal proceeds from the sale of the asset. An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the statement of comprehensive income, and carrying amount of the asset in the statement of financial position. WAJV minimises the risk of this estimation uncertainty by:

- an annual review by an independent contractor of the value of the infrastructure assets to determine if any material changes exist.
- physical inspection of assets
- asset replacement programs
- review of second hand market prices for similar assets
- analysis of prior assets sales; and
- completing a revaluation of the infrastructure assets every third year

WAJV has not made significant changes to past assumptions concerning useful lives and residual values. The carrying amounts of property, plant and equipment are disclosed in note 8.

9. **Six Month Financial Report to 31 December 2017**

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 9.1 THAT the revised forecasts listed in item 'Six-Month Financial Report to 31 December 2017' of the Whanganui District Council's agenda 13 February 2018 is approved.
- 9.2 THAT the six-month report to 31 December 2017 is received.

Mike Fermor, General Manager Finance, reports:

Introduction

The purpose of this item is to report to the Council the financial results for the six months ending 31 December 2017. The report also provides revised forecasts to June 2018, with explanations for these revised forecasts.

To date there are no significant variations to be disclosed.

Background

Not applicable

Strategic context

Not applicable

Factors to consider

- **Financial considerations**
This report presents the December 2017 six-month financial results. Overall the Council's rates expenditure and debt position are within approved budgets.
- **Legal compliance**
The Local Government Act 2002 s98 requires annual reporting of actual results against budgeted results. This report presents the six month results to December 2017 for Council's rates and loan expenditure to be within approved budget. Good business practice requires regular financial reporting to budget to ensure prudent financial management of the Organisation is being maintained.
- **Policy implications**
Not applicable
- **Risks**
Not applicable

Significance

The decision required is not significant per the Significance and Engagement Policy 2014.

Engagement

Not applicable

Assessment of options

Not applicable

Further Information

The financial results to 31 December 2017 are presented. Each quarter a report is presented to Council highlighting financial performance against budgets (including carry overs) approved in the Annual Plan. Revised forecasts of budgets are also presented within this report with a brief explanation of any major variances.

Operating results

The December 2017 results show Council is on track to meet its operating budget as at 30 June 2018. The Council currently has an operating surplus of \$292,000 which is not unusual for this stage of the year. Reasons for this include the timing of grant and contract payments, certain user fees being ahead of budget (e.g. dog registrations), and planned maintenance expenditure scheduled to happen in the second half of the year. There are minimal changes to operating budgets i.e. there are no significant variances at this point.

End of year operating surplus's within a particular activity is used to repay loans within that activity. However, at the end of the financial year unspent projects may form part of a carry-over request to Council to enable officers to complete the project.

Capital expenditure

Capital expenditure (which is mostly loan funded) is under budget. Actual expenditure to date is \$25.5M, compared to the reforecast budget of \$55.7M. This underspend of capital budgets is not unusual for this time of the year as managers are usually planning capital projects at the beginning of the year with the expenditure happening later in the financial year. Thus loans required to this point are also under budget. Revised forecasts for the year to date up to December 2017 are listed at the end of this report.

The three-month report reforecast total capital expenditure for the year to be \$69.5M. Changes to proposed capital expenditure at this six-month review has seen forecast capital expenditure for the year reduced to \$55.7M.

The total capital spend budgeted for the Treatment Plant rebuild remains unchanged at \$41.2M. However with the acceleration of the rebuild last year the budget of \$16.0M was reforecast up to \$24.0M (actual \$23.4M), similarly the Annual Plan budget this year of \$25.2M was reforecast downwards to \$17.8M. The rebuild is due to be completed shortly, and commissioned mid-2018.

Borrowings

Borrowings as at 31 December 2017 were \$97M, and are likely to remain at this level until March 2018. At that point Council will start its borrowing programme to fund projects for the remainder of the financial year to June 2018. After allowing for potential carry overs at the end of the year, debt levels will be within the Annual Plan budget of \$126.5M.

The following Financial Summary highlights both favourable and unfavourable variances by comparing the revised forecast end of year position to the approved budget (including approved opening carry-overs). Explanations for these variances are included as notes to the Financial Summary.

Financial summary as at 31 December 2017

		Year to Date Actual 2017/18 \$000	Approved Budget 2017/18 \$000	Year End Forecast 2017/18 \$000	Year End Variance (Forecast to Budget) \$000	Variance %	Fav/ (Unfav)
Operating Income							
Rates		27,436	54,803	54,803	-		
Subsidy	1	7,360	16,044	16,979	935	5.8%	Fav
Other Income	2	7,719	15,923	14,616	(1,307)	-8.2%	Unfav
		42,515	86,770	86,398	(372)		
Operating Expenditure							
Staff related costs	3	9,518	18,283	18,348	65	0.4%	Unfav
Finance costs	4	2,277	6,121	5,741	(380)	-6.2%	Fav
Information costs		956	1,715	1,710	(5)	-0.3%	Fav
Occupancy costs		2,656	5,229	5,259	30	0.6%	Unfav
Administration		1,242	3,129	3,001	(128)	-4.1%	Fav
Contractors		5,330	9,312	9,406	94	1.0%	Unfav
Other operating costs		6,446	12,767	12,833	66	0.5%	Unfav
		28,425	56,556	56,298	(258)		
Operating Surplus (excludes depreciation)		14,090	30,214	30,100	(114)	-0.4%	Fav
Capital expenditure	5	25,505	75,844	55,656	20,188	26.6%	Fav
Loan funding (net)	6	11,889	45,820	25,872	19,948	43.5%	Fav
Special funds (net)		(182)	(190)	(190)	-		
Surplus / (deficit)		292	-	126	126		

Variance explanations over 5%*1 Subsidy*

Additional subsidy (85%) received as a result of additional LED project expenditure .

2 Other Income

Upokongaro Cycleway Project will now be completed in March 2019 after awaiting external funds to be finalised.

3 Staff related costs

Grants have been received from MBIE for Wecolming Communities (\$50k); and from CNZ for an artist in residence at Tylee Cottage (\$40k).

4 Finance costs

The delay in capital projects has resulted in interest cost savings.

5 Capital expenditure

Treatment Plant rebuild expenditure incurred last year (\$7.4M); LED lighting project expanded (\$1.1M).
Further capital expenditure reductions as outlined in the New Forecasts Schedule (\$12.7M).

6 Loan funding

Reduction in capital expenditure is matched by reduced loan funds required.

Balance Sheet as at 31 December 2017

	As at 31/12/17 \$000
Current assets	
Cash and cash equivalents	2,384
Debtors (including rates instalments 3 & 4)	28,283
Other current assets	1,044
	31,711
Non-current assets	
Investment property	23,737
Investments in associates	109
Forestry assets	8,833
Other financial assets	11,927
Property, plant and equipment	899,021
	943,627
Total assets	975,338
Current liabilities	
Trade and other payables/provisions	8,245
Employee benefits	1,552
	9,797
Non-current liabilities	
Borrowings	96,950
Derivative financial instruments	9,026
Deferred tax liability	80
Employee benefits	125
	106,181
Total liabilities	115,978
Net assets	859,360
Equity	859,360

The following table lists those significant revised forecasts that are over \$50,000, or those that are of significant interest to the Community and the Council. The list is for three months October to December 2017.

New forecasts 1 October to 31 December 2017

(Favorable) / Unfavorable

	Rates \$	Loans \$	Subsidy/ Grants \$	Special Funds \$
Reductions to rates funded expenditure :				
Interest costs reduced with delayed capital expenditure.	(80,000)	(300,000)		
Building Control consent fees up	(70,000)			
Upokongaro Cycleway Project to be completed March 2019.			(1,500,000)	
Additional to rates funded expenditure :				
Library revenue decreased.	85,000			
Grant from Education NZ for International Education projects.			52,000	
Reductions to loan funded expenditure :				
Westmere Reservoir no1. Project delayed as the scope of the work requires further investigations.		(2,200,000)		
War Memorial Centre earthquake strengthening and other work delayed pending further seismic tests.		(1,328,000)		
Cooks Gardens Velodrome roof Council funding to be carried over.		(1,000,000)		
North and South Mole expenditure to be carried over pending engineering studies and securing external funding.		(1,365,000)		
Trade waste monitoring equipment ongoing.		(600,000)		
Master control cabinet at BRPS delayed exploring various options.		(200,000)		
Closing wastewater actuators for valves delayed.		(600,000)		
Mill Road project delayed due to the need to develop a structure plan for future servicing requirements. Completion June 2019.		(4,900,000)		
Stormwater network replacements delayed due to CCTV inspections required to establish job priorities.		(500,000)		
Additional to loan funded expenditure :				
Water Supply. Failures at Heads Road and Kai Iwi Bore no3		180,000		
SAN computer replacement cost increased (replacement period extended).		100,000		

Conclusion

The six-month results show Council is on track to meet budget expectations. Further forecasting will be completed for the nine month financial results.

10. Local Government New Zealand Remit

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 10.1 THAT the need for any remits be determined and subsequently submitted to the Local Government New Zealand Zone Three meeting on 19 April 2018 for consideration.

Stephanie Rose, Policy and Governance Manager, reports:

Introduction

The purpose of this report is to identify the need for any remits to be submitted to Local Government New Zealand (LGNZ).

Background

Council's process for determining its support for remits is:

- That the Council will consider at its first meeting each year whether it has any items/issues it wishes to progress as remits to the Local Government NZ Annual General meeting for consideration.
- That any remits to be considered at each Local Government NZ Annual General meeting be brought to the Council, prior to the Annual General meeting, to consider any recommendations to our representatives at the Local Government NZ Annual General meeting in regard to voting.

The following remits were voted on and passed at the 2017 Annual General Meeting (AGM):

- Amendment of the Litter Act (1979) to enable local authorities to legally issue infringement notices where there is evidence of an offence (*submitted by Palmerston North City Council*).
- Use of appropriate mechanisms to enable a proportion of the 15% Goods and Services Tax to be returned to the regions it was generated in so that councils can use this money to pay for the servicing of visitor infrastructure (*submitted by Gisborne District Council*).
- Lobbying of the Government to take legislative action as a matter of urgency to develop national legislation that includes provision for cost recovery for cat management (*submitted by Dunedin City Council*).
- Support for the development of Sugar Sweetened Beverages policies for council workplaces and facilities (*submitted by Hastings District Council*).
- Support for the implementation of a free and all-inclusive universal drivers licence programme for all students at NCEA level two (*submitted by Rotorua Lakes Council*).

Strategic context

Remits are generally requests to LGNZ to advocate on behalf of the sector for a particular policy change by Central Government. When considering whether a remit is suitable to submit to LGNZ it is important to note that a remit must be relevant to Local Government as a whole, rather than to just a single zone or sector group, and it must cover a major policy issue (as opposed to something that can be dealt with administratively). However, this does not mean that it cannot still have a relationship to Whanganui's overarching strategic interests and objectives.

If Council has an issue that fits this criteria then it must receive formal support from at least one zone or sector group meeting (or five councils). The next Zone Three meeting is on 19 April 2018. If the remit was successful then it would proceed to the LGNZ AGM in July 2018.

Additional criteria for the submission of remits can be found in the Local Government Remit Policy (**Ref E**).

Factors to consider

- **Financial considerations**
Not applicable.
- **Legal compliance**
Not applicable.
- **Policy implications**
Not applicable.
- **Risks**
Not applicable.

Significance

This item is not significant in terms of the Significance and Engagement Policy.

Engagement

Engagement requirements will be determined by the Council's decision on any possible remit topics. Engagement will then be undertaken as required both internally and externally in support of the remit.

Assessment of options

Not applicable.

Conclusion

This item asks Council to consider whether there are any issues that are suitable to be submitted as a remit to LGNZ. These would need to be presented to the next Zone Three meeting on 19 April 2018. If support was received then the remit would proceed to the LGNZ AGM in July 2018.

References – Agenda Attachments

- E Local Government Remit Policy

LOCAL GOVERNMENT NEW ZEALAND REMIT POLICY

The criteria for considering remits were reviewed in March 1999 and National Council adopted the following Remits Screening Policy:

1. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group (or an individual council.)
2. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action.
3. Remits must have formal support from at least one zone or sector group meeting, or five Councils, prior to their being submitted, in order for the proposer to assess support, clarity of the proposal etc.
4. Remits defeated at the AGM in two successive years will not be permitted to go forward.
5. Remits will be assessed to determine whether the matters raised can be actioned by alternative, and equally valid, means to achieve the desired outcome.
6. Remits that deal with issues or matters currently being actioned by LGNZ may also be declined on the grounds that the matters raised are "in-hand." This does not include remits that deal with the same issue but from a different point of view.
7. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should show:
 - the nature of the issue
 - the background to its being raised
 - the issue's relationship, if any, to the current Work Programme and its objectives
 - the level of work, if any, already undertaken on the issue by the proposer, and outcomes to date
 - the outcomes of any zone or sector meetings which have discussed the issue
 - suggested actions that could be taken by LGNZ should the remit be adopted.

Process

Under the remits process:

- a remits committee (comprising the President, Vice Presidents and chief executive) is to be formed to review and assess proposed remits against the criteria described in this policy
- to allow time for the remits committee to properly assess remits, all proposed remits and accompanying information are forwarded to LGNZ within two months prior to the AGM

- prior to their assessment meeting, the remits committee will receive a staff report on each remit. The reports will assess each remit against the criteria outlined in this policy
- proposers whose remits fail to meet the tests imposed by this policy will be informed prior to the AGM of the Committee's decision, alternative actions available, and the reasons behind the decision.

To ensure quality preparation for members' consideration at the AGM, the committee will not consider or take forward proposed remits that do not meet this policy, or are received after the due date.

General

Remits discussed at the AGM will be presented in the AGM Business Papers that will be with delegates not later than 2 weeks before the AGM, as required by the Rules.

11. **Amendment to Property and Community Services Committee Terms of Reference**

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

- 11.1 **THAT** the Terms of Reference for the Property and Community Services Committee are amended to add responsibility to monitor the progress and implementation of the Port Revitalisation Project.

Stephanie Rose, Policy and Governance Manager, reports:

Executive summary

The purpose of this report is to seek an amendment to the Terms of Reference for the Property and Community Services Committee to cover the inclusion of the Port Revitalisation Project.

Background

It is recommended that the Terms of Reference for the Property and Community Services Committee be amended to add responsibility for reporting on the Port Revitalisation Project. The new Terms of Reference are as follows:

Property and Community Services Committee

- To monitor acquisition or sale or lease of properties owned by the Council or any endowment properties.
- To discuss and make recommendations to Council on:
 - Cultural facilities, activity and events
 - Parks, sporting and recreational activities and facilities
 - Waste minimisation activity
 - Customer service related matters
- To monitor the progress and implementation of key strategic projects including:
 - Town Centre Regeneration
 - Castlecliff Rejuvenation
 - *Port Revitalisation Project*

Key Issues

Not applicable

Next Steps

Not applicable

12. Actions Arising from Previous Minutes

Significance of decision – In terms of the Significance and Engagement Policy 2014, the recommended decision is not significant.

Recommendation to Council

12.1 THAT the information is noted.

Nº	Item	Resolution	Action	% Completed
1	Council meeting 3 October 2017 5. Sister Cities Update	<u>THAT</u> the Sister Cities Sub-Committee Chair is Mayor McDouall, with Cr Hadleigh Reid, and appointed members Noel Irving, Bryan Nicholson, Malcolm Hunt, and a representative of Rotary Whanganui.	Bryan Nicholson	100
		<u>THAT</u> the Sister Cities Sub-Committee bring a strategy back to the Council by December 2017.	Refer to Item 7 of the Council meeting held 6 December 2017.	100
2	Council meeting 31 October 2017 5. UCOL / Whanganui District Council / Te Puna Mātauranga o Whanganui – Update	<u>THAT</u> the information is noted and the Council awaits a recommendation from the Council representatives on the Collaborative Group around future engagement with UCOL.	Bryan Nicholson	50
3	7. Residue of Henry Sarjeant Bequest	<u>THAT</u> the share of the building at 179 St Hill Street belonging to the Sarjeant Trust is sold to the Harbour Endowment.	Bill Carswell Valuation advice has been received indicating the current market value of the land and buildings is \$1.5M. Discussions are under way as to the best process to allow for 10% of the current market value to be transferred to the Sarjeant Trust.	80
4	8. Sarjeant Gallery Redevelopment Procurement Plan	<u>THAT</u> the Terms of Reference of the Project Control Group are reported to the Council at its meeting to be held 6 December 2017.	Greg Anderson Refer to Item 8 of the Council meeting agenda 6 December 2017. A further update will be provided at the Council meeting held 13 February 2018.	100
		<u>THAT</u> a Project Control Management Group is established comprising Cr Graeme Young and Cr Kate Joblin and representatives of appropriate stakeholders.		50

5	Council meeting 6 December 2017 1. Petition – Parking St Hill Street	<u>THAT</u> the petition is received and the petitioners thanked.	Governance	100
6	3. Council Nomination to Te Kōpuka nā Te Awa Tupua (Te Kōpuka)	<u>THAT</u> the Whanganui District Council approves the nomination of Mayor Hamish McDouall as a Local Authority representative to Te Kōpuka nā Te Awa Tupua, a strategy group as detailed in the Te Awa Tupua (Whanganui River Claims Settlement) Act 2017.	Charlotte Almond Letter sent to Nga Tangata Tiaki 12 January 2018.	100
7	7. International Relations Strategic Review 2017	<u>THAT</u> the information is noted and that the International Relations Strategic Review 2017 is endorsed in principle.	Bryan Nicholson	100
8	8. Sarjeant Gallery Control Group Update	<u>THAT</u> the draft terms of reference of the Sarjeant Gallery Redevelopment Steering Group be presented to the Council's meeting of 13 February 2018, for discussion and approval. <u>THAT</u> a draft detailed project timeline be presented to Council as soon as practicable.	Greg Anderson Refer to Item 7 of this agenda.	90 0
9	9. Delegation Register – Resource Management Act 1991 and Trespass Act 1980	<u>THAT</u> Council approves the update to the delegations register in respect of the Trespass Act 1980 and Resource Management Act 1991.	Rob Goldsbury	100
10	11. Amendment to Committee Terms of Reference	<u>THAT</u> the Terms of Reference for the Property and Community Services Committee is amended to remove responsibility to discuss and make recommendations to Council on Emergency Management (Civil Defence) matters. <u>THAT</u> the Terms of Reference for the Infrastructure Committee is amended to add responsibility to discuss and make recommendations to Council on Emergency Management Civil Defence) matters. <u>THAT</u> the Terms of Reference for the Strategy and Finance Committee is amended to add responsibility for Safer Whanganui.	Governance	100 100 100

11	12. Proposed Trade Waste Bylaw	<p><u>THAT</u> the Council adopts the Statement of Proposal on the proposed Whanganui District Council Trade Wastes Bylaw 2018, subject to any minor inconsequential amendments, for the purposes of public consultation as specified under sections 83, 86, 148 and 156 of the Local Government Act 2002.</p> <p><u>THAT</u> submissions arising from the Statement of Proposal be heard by the Statutory Management Committee of Council.</p>	Arno Benadie	<p>100</p> <p>0</p>
----	--------------------------------	---	--------------	---------------------

13. Representative Update

Elected Members will provide a brief verbal update on conferences/forums attended, or the activities of those organisations / groups for which they are a Council representative.

Minutes of Committees for Adoption / Receipt

Statutory Management Committee – 10 August 2017

(Traffic and Speed Limits Bylaw 2017)

Recommendation to Council

THAT the minutes of the Statutory Management Committee meeting held on 10 August 2017 to hear submissions to the Traffic and Speed Limits Bylaw 2017, and reconvening on 22 August 2017 and 7 December 2017 to deliberate on the submissions, are received and the recommendations contained therein, are adopted.

THAT in accordance with the Statutory Management Committee's Terms of Reference the Committee recommends that the Council adopts the Traffic and Speed Limits Bylaw 2017.

THAT Council adopts the Traffic and Speed Bylaw 2017 with a commencement date of 1 March 2018.

THAT the Council confirms that:

- a) a bylaw is the most appropriate way of addressing the issues relating to a safe efficient traffic network;
- b) the Traffic and Speed Bylaw 2017 is the most appropriate form of bylaw and is not inconsistent with the New Zealand Bill of Rights Act 1990.

THAT the Council revokes the following bylaws on the commencement of the Traffic and Speed Bylaw 2017:

- a) Speed Limits Bylaw 2008 – Entire bylaw
- b) Traffic Bylaw 2011 – All matters not relating to parking

Minutes for this meeting will be tabled at the Council meeting

Statutory Management Committee – 14 November 2017

(Local Easter Sunday Trading Policy 2017 and Gambling Venues Policy 2017)

Recommendation to Council

THAT the minutes of the Statutory Management Committee meeting held on 14 November 2017 to hear submissions to the Local Easter Sunday Trading Policy 2017, and reconvening on 21 November 2017 to deliberate on the submissions, are received.

THAT in accordance with the Statutory Management Committee's Terms of Reference the Committee has determined that the Council does not adopt a Local Easter Sunday Trading Policy 2017.

THAT the minutes of the Statutory Management Committee meeting held on 14 November 2017 to hear submissions to the Gambling Venues Policy 2017, and reconvening on 21 November 2017 to deliberate on the submissions, are received.

THAT in accordance with the Statutory Management Committee's Terms of Reference the Committee has determined that the Council adopts the Gambling Venues Policy 2017.

Minutes will be tabled at the Council meeting

Statutory Management Committee – 23 November 2017

(Parking Management Plan and Parking Bylaw 2017)

Recommendation to Council

THAT the minutes of the Statutory Management Committee meeting held on 23 November 2017 to hear submissions to the Parking Management Plan 2017 and Parking Bylaw 2017, reconvening on 7 December 2017 to deliberate on the submission, are received and the recommendations contained therein, are adopted.

THAT in accordance with the Statutory Management Committee's Terms of Reference the Committee has determined that the Council adopts the Parking Management Plan 2017.

THAT in accordance with the Statutory Management Committee's Terms of Reference the Committee recommends that the Council adopts the Parking Bylaw 2017.

THAT Council adopts the Parking Bylaw 2017 with a commencement date of 1 March 2018.

THAT the Council confirms that:

- a) a bylaw is the most appropriate way of addressing the issues relating to a safe efficient traffic network;
- b) the Parking Bylaw 2017 is the most appropriate form of bylaw and is not inconsistent with the New Zealand Bill of Rights Act 1990.

THAT the Council revokes the following bylaw on the commencement of the Parking Bylaw 2017:

- a) Traffic Bylaw 2011 – matters relating to parking

THAT the Parking Controls are made under clause 7 of the Parking Bylaw 2017 with a commencement date of 1 March 2017

Minutes will be tabled at the Council meeting

Wanganui Rural Community Board – 7 December 2017

Recommendation to Council

THAT the minutes of the Wanganui Rural Community Board meeting held on 7 December 2017 are received.

Minutes can be found in the [Appendix](#)

Public Excluded Items – Motion to Exclude the Public

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

General subject of each matter considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
14. Horizons Regional Council Presentation.	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
15. Representative Update continued.	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
16. Strategic Options for GasNet Ltd	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
17. Appointment of Whanganui & Partners Board Member	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
18. Appointment of Directors to Whanganui District Council Holdings Limited	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
19. Actions Arising from Previous Minutes – Confidential	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
20. Chief Executive Report	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

14. Horizons Regional Council Presentation.	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information – (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied. (Section 7(2)(c))
15. Representative Update continued	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information – (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied. (Section 7(2)(c))
16. Strategic Options for GasNet Ltd	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))
17. Appointment of Whanganui & Partners Board Member	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a)) Protect information where the making available of the information – (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (Section 7(2)(b))
18. Appointment of Directors to Whanganui District Council Holdings Limited	Protect the privacy of natural persons, including that of deceased natural persons. (Section 7(2)(a))
19. Actions Arising from Previous Minutes – Confidential	Protect information where the making available of the information (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (Section 7(2)(b)) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))
20. Chief Executive's Report	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a)) Protect information where the making available of the information (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (Section 7(2)(b)) Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). (Section 7(2)(i))

THAT Ramon Strong, Horizons Regional Council remain in the meeting after the public has been excluded to present **Item 14**.

Adjournment to allow removal of live streaming equipment

Motion to Reopen the Meeting to the Public

THAT the meeting be reopened to the public and the preamble, discussion and resolutions associated with **Item 14 – Horizons Regional Council Presentation, Item 15 – Representative Update continued, Item 16 – Strategic Options for GasNet Ltd, Item 17 – Appointment of Whanganui & Partners Board Members, Item 18 – Appointment of Directors to Whanganui District Council Holdings Limited, Item 19 – Actions Arising from Previous Minutes and Item 20 – Chief Executive Report** remain confidential until all parties have either accepted the terms of the proposals or agreed to cease negotiations. The Mayor or Chief Executive may then release press reports on the matter.



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

Meeting of the Whanganui District Council

1.00pm Tuesday, 13 February 2018

Order Paper Appendix

	Page
Minutes of Committees for Adoption / Receipt	
Wanganui Rural Community Board Meeting – 7 December 2017	133

Minutes of a Meeting of the Wanganui Rural Community Board held at 3.37pm on Thursday, 7 December 2017 in Committee Room 2, Municipal Office Building, 101 Guyton Street, Whanganui.

Present: David Matthews (Chair), Bill Ashworth, Michael Dick, Alistair Duff, Sandra Falkner, Grant Skilton, David Wells, and Cr Murray Cleveland.

Apologies: Mayor Hamish McDouall and Cr Josh Chandulal-Mackay.

Officers in Attendance: Rowan McGregor (Manager – Special Projects), Leighton Toy (General Manager – Property), Marianne Cavanagh (Senior Policy Advisor), Rui Leitao (Senior Road Engineering) and Cass Alexander (Communications Officer). Secretary: Louise Davies (Governance Services Officer).

In Attendance: Cr David Cotton (Horizons Regional Council).

David Matthews welcomed everyone to the meeting. The apologies of Kym Fell (Chief Executive), Cr David Cotton (for lateness) and Brian Doughty (Federated Farmers) were noted.

Apologies

Board's Resolution

Proposed by Michael Dick, seconded by Cr Murray Cleveland:

THAT the apologies from Mayor Hamish McDouall and Cr Josh Chandulal-Mackay are accepted.

CARRIED

Additional/Late Information

Late Item – Draft Property Portfolio Investment Plan

Kym Fell, Chief Executive, reports:

“Preamble

At its meeting held on 28 November 2017, the Strategy and Finance Committee meeting resolved to approve the Draft Portfolio Investment Plan for consultation with an extended consultation period. The consultation period will now run from 15 December 2017 to 16 February 2018 and will incorporate the business community and targeting of interested parties.

It was noted that a small number of the proposed properties considered surplus were in the rural area and accordingly, the Wanganui Rural Community Board (Board) could be

considered as an affected 'Council' party. The Strategy and Finance Committee therefore agreed that it was appropriate for the Draft Portfolio Investment Plan to be presented to the Board at its next meeting.

Given the timeframe for consultation, this item cannot be delayed. This Late Item will need to be considered under Standing Order 9.12."

Additional Information

Item	Officer	Agenda Page N^o
Confidential 8. Security Camera Funding Grant Application		11

Board's Resolution

Proposed by Grant Skilton, seconded by Sandra Falkner:

THAT the Late Item – Draft Property Portfolio Investment Plan is added to the Wanganui Rural Community Board's agenda.

CARRIED

1. Declarations of Interest

There were no new declarations of conflicts of interest that had arisen since Board Members had last completed the Elected Members' Interests Register.

2. Confirmation of Minutes – 25 October 2017

Copies of the minutes of the meeting of the Wanganui Rural Community Board held on Wednesday, 25 October 2017, were circulated with the Order Paper of the meeting of the Whanganui District Council held on 6 December 2017 to be received.

Attachments

Minutes – Wanganui Rural Community Board – 25 October 2017 (provided separately).

Officer assessment of significance of decision – In terms of the Significance and Engagement Policy 2014, the decision is not significant.

Board's Resolution

Proposed by Michael Dick, seconded by Sandra Falkner:

- 2.1 THAT the Minutes of the meeting of the Wanganui Rural Community Board held on Wednesday, 25 October 2017, are confirmed.

CARRIED

3. Actions Arising from Previous Minutes

	Item	Resolution	Action	% Completed
1	25 October 2017 5. Security Camera Funding Guidelines	<u>THAT</u> , subject to Guideline Number Five being amended to read <i>“This is a community project with funding supported by Wanganui Rural Community Board. Ownership of the camera/s remains with the community”</i> , the proposed Wanganui Rural Community Board’s Security Camera Funding Guidelines are adopted.	Marianne Cavanagh Published to the Council’s website.	100

Officer assessment of significance of decision – In terms of the Significance and Engagement Policy 2014, the decision is not significant.

Board’s Resolution

Proposed by Grant Skilton, seconded by David Matthews:

- 3.1 THAT the information is noted.

CARRIED

4. Update from Federated Farmers

An update had been forwarded from Brian Doughty, Federated Farmers. He had reported that conditions were currently dry with dropping soil moisture levels. Stock conditions were reasonably good at present, however there was minimal grass growth. Crops that had been planted were struggling currently and may need to be re-sown.

5. Policy and Strategy Update

Marianne Cavanagh, Senior Policy Advisor reports:

“Introduction

The purpose of this report is to update the Wanganui Rural Community Board (Board) on the current status of Council’s ongoing review of strategies, policies and bylaws and to brief the Board on current consultations and funding opportunities that are relevant to its mandate.

Background

The Board’s Rural Directions strategy states that the role of the Board is to act as an advocate for the community and maintain an overview presence with a specific focus on the Council’s services to rural communities.

This report is provided to the Board to inform them of upcoming Council reviews and development plans, to enable the Board to determine if or how it wishes to participate. The Board is invited to attend and participate in all Council workshops.

Strategic context

The Board's strategic vision for the Whanganui rural community as articulated in 'Rural Directions' is that it be *'prosperous, connected and happy.'*

Current Reviews and Updates

Repeater Installation- RBI2 and MBSF

Crownfibre Holdings (CFH) has provided the following update:

"The Prime Minister and the Minister for Communications announced on 30 August 2017 the completion of contracts for the Rural Broadband Initiative extension/Mobile Black Spots (RBI2/MBS) programme and a further expansion (and acceleration) of Ultra-fast Broadband (UFB) coverage.

It was announced that there will be an additional \$140 million funding for the RBI2/MBS programme, on top of the existing \$150 million funding. This brings the total funding for RBI2/MBS programme to \$290 million.

The RBI2 will provide enhanced broadband for 74,000 New Zealanders (including committed commercial mobile coverage) across all regions including the Chatham Islands. Mobile coverage under MBS will be extended to 1,000 kilometres across 32 state highways and more than 100 tourist areas across New Zealand.

Details of indicative coverage in your region can be found at www.crownfibre.govt.nz/newcoverage

Crown Infrastructure Partners (CIP) is partnering with the Rural Connectivity Group (a new joint venture between Spark, Vodafone and 2degrees) to provide RBI2 and MBS coverage. Alongside this, CIP is partnering with nine regional wireless internet service providers who have local and in-depth knowledge of the regions they provide coverage in.

In addition, the Prime Minister and the Minister for Communications announced a further \$130 million in funding for the UFB programme (fibre to the home/business delivering up to 1,000 Mbps), and that the entire UFB programme will be fast-tracked to be completed two years ahead of schedule, by 2022 now instead of 2024.

Around 190 new towns will receive UFB under this second extension to the UFB programme, on top of the existing 200 already in the programme. In total, under the full UFB programme, around 390 cities and towns will receive UFB by the end of 2022 and at that time 87 per cent of New Zealanders will have access to fibre-to-the-premises.

Details of additional UFB coverage are on the Council's website at <https://www.crownfibre.govt.nz/ufb-initiative/ultra-fast-broadband-extension/>

Now that we have established partnerships to build the new infrastructure, the next step is a planning phase of around six months where CIP and our partners develop more detailed plans and schedules for deployment. A key part of this is starting to secure land and sites for the wireless/mobile infrastructure and Council consenting for deployment. During the planning phase for your district/region, CIP and our partners will liaise with you further.”

Bylaws

The team is currently reviewing the following bylaws:

- Traffic and Speed Limits Bylaw – Bylaw relates to provision of traffic matters and setting speed limits.
- Parking Bylaw Review – a review of parking within the Central Business District (CBD) and around the airport and some suburban streets.

The proposed Traffic and Speed Limits Bylaw was adopted for consultation which ran from 12 June to 12 July 2017. The Statutory Management Committee heard submissions on 10 August 2017, and deliberations have temporarily been postponed.

The proposed parking bylaw was adopted by the Strategy and Finance Committee for public consultation on 26 September 2017. Consultation runs from 28 September 2017 until 3 November 2017. Hearings were held on 23 November 2017 and deliberations will be held on the 7 December 2017.

Provisional Local Alcohol Policy

The Council has received two appeals to be resolved before a final policy is adopted. The Alcohol Regulatory and Licensing Authority will be hearing the appeals and is planning for the Whanganui Provisional Local Alcohol Policy (PLAP) appeal to commence on Monday, 23 July 2018. Council's Legal Counsel will be in discussions with appellants prior to hearings.

Local Easter Sunday Trading Policy

The Statutory Management Committee deliberated on this policy on 21 November 2017. The final resolution was to recommend to Council to not adopt a Local Easter Sunday Trading Policy.

Gambling Venues Policy

The Statutory Management Committee deliberated on this policy on 21 November 2017, with the recommendations to Council to:

- endorse a sinking lid policy on class 4 gaming venues.
- restrict the maximum number of class 4 gaming machines that can operate in a class 4 venue.
- endorse a relocation policy.
- endorse a cap on standalone TAB venues.

Significant and Engagement Policy

This policy outlines Council's approach to determining the significance of proposals and decisions, and includes criteria and procedures the Council will use in assessing which issues, proposals, decisions and other matters are significant.

The policy was adopted for consultation which closes on 30 November 2017. Hearings and deliberations will be held in the New Year 2018.

Development Contributions Policy

The Development Contributions Policy provides a framework for securing development contributions for the expected growth within the Springvale Urban and the Otamatea West areas. These areas are anticipated to see additional residential units and the policy aims to meet increased demand for infrastructure resulting from this growth by setting out what areas and activities will be funded by development contributions, how development chargers will be assessed and calculating development contributions.

The proposed policy is going to the Strategy and Finance Committee meeting for adoption of public consultation on 28 November 2017.

Legislative update

Regular legislative updates will be available in the Councillors' Lounge under memos. This will ensure the Rural Community Board is kept up to date of potential submissions in a timely manner between meetings.

Viewpoint Whanganui and Our District, Your Say Online Community Panel:

Council is continuing to use our online engagement tools to consult on the following:

- St Johns Hill Walkway review.
- Significance and Engagement Policy.

Representation review

Local authorities are required to review their representation arrangement at least once every six years. As part of the representation review a local authority can take a fresh look at the structure of its membership and the way they are elected. This could affect the total number of members, whether they come from a ward or 'at large' across the wider district, the boundaries of wards and constituencies, or names of wards and constituencies.

A representation review must be publicly notified by Council no later than 31 August in the year before an election. Information is being gathered for the representation review which will commence early next year.

Upcoming workshops

Long term Plan 2018-28:

- 14 December 2017

Other Government Consultations and Information

Nil.

Factors to consider

- **Financial considerations**

Not applicable.

- **Legal compliance**

Not applicable.

- **Policy implications**

Not applicable.

- **Risks**

Not applicable.

Significance

This report is not considered significant with respect to Council's Significance and Engagement Policy.

Engagement

Not applicable.

Assessment of options

Not applicable.

Conclusion

The Board is an important advocate for the rural communities within the Whanganui District. Active participation in workshops and submitting on both local and central government proposals where appropriate, ensures that the perspectives of, and impacts on, rural residents and communities are considered when decisions are made. "

References – Agenda Attachments

Nil

Discussion

Marianne Cavanagh, Senior Policy Advisor, spoke to her report and provided the following updates:

- Consultation on the Significance and Engagement Policy had now closed. Three submissions had been received, however no hearings would be necessary and it was hoped that the policy would go directly to Council for its adoption before the end of 2017.
- Public consultation on the Development Contributions Policy, Property Portfolio Investment Plan, and the Trade Waste Bylaw had been approved by the Strategy and Finance Committee, and respectively by Council. Consultation would run from December 2017 to February 2018.
- A workshop was being held for Elected Members on 14 December 2017 to present a preliminary draft Long-Term Plan budget.
- Deliberations on the Parking Management Plan and Bylaw, and Traffic and Speed Limits Bylaw, had been held by the Statutory Management Committee earlier in the day (7 December 2017). It was resolved that the officer's proposed recommendation to reduce the speed limit on all rural roads as listed in the draft Traffic and Speed Limits Bylaw from 100 kilometres per hour (kph) to 80 kph was to be deferred until advice was received from New Zealand Transport Agency (NZTA) on when this would

need to be enforced. The recommendations to reduce speed for the Whanganui River Road, Mosston Road and Montgomery Road were endorsed.

Following discussion at the Statutory Management Committee meeting held on 7 December 2017, the Board was invited to consider recommending a representative to be appointed to the Statutory Management Committee with speaking rights. The matter was deferred until the Board's next meeting pending legal advice as to the status required for an appointment, i.e. specifically named, or Board representative, member.

ACTION: Rob Goldsbury

Cr Murray Cleveland reported on the discussion at the Council's meeting held on 6 December 2017 regarding the Dog Pound facility. He advised the matter had been referred back to the Property and Community Services Committee for further debate pending the receipt of significant new information being presented. It was agreed that the Property team present an item to the Board's next meeting for its information.

ACTION: Rosemary Fletcher/Warrick Zander

Officer assessment of significance of decision – In terms of the Significance and Engagement Policy, the decision is not significant.

Board's Resolution

Proposed by Bill Ashworth, seconded by Murray Dick:

- 5.1 THAT the information is noted.

CARRIED

6. Roading Update

Rui Leitao, Senior Roothing Engineer, reports:

"Introduction

The purpose of this report is to ensure the Wanganui Rural Community Board (Board) is kept up to date on roading activities and proposed projects in the rural network.

Strategic context

These projects will help us achieve our goals as set in the Long Term Plan and the Roothing Asset Management Plan 2015.

Roothing Activity

- **Effects of Forest Harvesting on the Roothing Network**

The Board has made its recommendations to Council and the issue of managing the effects of forestry harvesting is now being actioned by the Council through its Infrastructure and Special Projects Committee.

Elected Members had a workshop on 30 November 2017 to discuss and agree to the approach to be taken in the draft Long Term Plan for public consultation. Supporting

information was provided by Council engineers, a local forest manager, a Local Government New Zealand rating specialist, and Council's Finance team.

Roading Projects

- **Delivery of Network Maintenance Work**

Road maintenance delivery continues to be provided through Wanganui Alliance, a performance tensioned shared-risk contract with Downer, with specialist support from external engineering when required. This road maintenance contract ends 30 June 2018.

- **Emergency Works – June 2015 extreme weather event**

The estimated cost for the network reinstatement from this event has been re-estimated at \$28M (± 5%). This work is on track to be completed in three financial years (2015/16, 2016/17 and 2017/18). Current major projects arising from this event include:

- Whanganui River Road – four to five kilometres (km) retaining walls – three retaining walls have been constructed between Parikino and the Gentle Annie/Aramoana. All works are now completed.
- Whanganui River Road Oyster Bluff – This work commenced in the first week of November 2017 in conjunction with a road widening by Wickham's orchard. Controlled road closures during the earthworks will go on until 15 December 2017. These projects will be ongoing until March 2018.
- Whanganui River Road Jerusalem Bluff – Tenders have closed and the contract for this work has been awarded to ID Loader. This project's physical works will commence in the week commencing 8 January 2018.
- Papaiti Road/Mosquito Point – Due to two (2) underslips either side of Mosquito Point, the best value proposition and action will be to realign the road away from the Whanganui River. The new alignment has been agreed with the affected landowner, Peter Smith, and tenders close on 7 December 2017.
- All works associated with this event will be completed by 30 June 2018.

- **Emergency Event – Cyclone Debbie and Cyclone Cook, April 2017**

One site remains to be repaired at Bridge 53 (Collins Bridge) along Garlands Road (off Mangamahu Road), which severely restricts the access to all trucks across to the other side of the river. The initial work to protect the abutment from further degradation has been completed. The repair to this one bridge abutment is expected to cost \$840,000, including initial protection works."

Discussion

The effects of forestry on the rural roading network had been discussed at the Long-Term Plan workshop held on 30 November 2017. Financial options were currently being prepared for consideration by Elected Members.

Rui Leitao, Senior Roding Engineer, reported that the tender for Papaiti Road had been extended a further week.

Significance statement – In terms of the Significance and Engagement Policy, the decision is not significant.

Board's Resolution

Proposed by Alistair Duff, seconded by Sandra Falkner:

- 6.1 THAT the information is noted.

CARRIED

Late Item – Draft Property Portfolio Investment Plan

Leighton Toy, General Manager – Property, reports:

On 28 November 2017, the Draft Property Portfolio Investment Plan (Plan) **(Ref A1)** was presented to the Strategy and Finance Committee seeking approval to initiate an informal public consultation process with our community on its purpose, criteria and engagement. A copy of the item is attached. **(Ref A2)**

For context, currently there is no formal reference material available to assist Council and members of the community to understand the intricacies of investing or divesting tangible assets of Council. This Plan provides an operational guideline that outlines Property Group's process and mandate in its investment or divestment management.

It is not a legislative requirement to consult on this document with our community as it is for operational purposes. However, Property Group would like to be open, transparent and inclusive of the intent of this document (i.e. no surprises) so that our community have an opportunity to comment before any further steps are considered by Council in the future. This is especially pertinent to the Plan's Appendix B: Properties considered Surplus.

As some rural properties have been included in Appendix B as potentially 'surplus', the Strategy and Finance Committee requested that the Plan be tabled at the next Wanganui Rural Community Board meeting in recognition of it being a 'potentially affected stakeholder'.

Leighton Toy will be in attendance to answer any questions that Board members may have.

References – Agenda Attachments

- A1 Draft Property Portfolio Investment Plan 2017/18 – 2027/28
- A2 Draft Property Portfolio Investment Plan Item – Strategy and Finance Committee Meeting – 28 November 2017

Discussion

Leighton Toy, General Manager – Property, reported on the Property Portfolio Investment Plan (Plan):

- The Plan was a culmination of four years' work and had involved significant engagement with the business sector, Iwi and Elected Members.

- The Plan's intention was to provide the community a clear understanding of how the Council manages its property portfolio investments and its process for engagement when seeking to divest Council property. A list of 23 properties under consideration for sale was included.
- Sale of any City Freehold property offered the flexibility to use the revenue gained toward retiring Council's debt.
- The Plan was an operational document however for transparency, public feedback would be sought through a questionnaire between 15 December 2017 and 16 February 2018. Once details were made available, Board members were encouraged to forward the link to the survey through their rural networks.

Significance of decision – In terms of the Significance and Engagement Policy 2014, the decision is not significant.

Board's Resolution

Proposed by Alistair Duff, seconded by Sandra Falkner:

1. THAT the information is noted.

CARRIED

Update from Horizons Regional Council

Cr David Cotton, Horizons Regional Council (Horizons), was invited to provide an update:

- Discussions were currently being undertaken on Horizons' Long-Term Plan (LTP). The loss of income from its Centreport dividend due to earthquake damage was a factor.
- Given its biodiversity outcome, it was proposed that rating for possum control would be distributed over the whole community rather than targeting rural ratepayers.
- Agreement with Fish and Game, and the Environmental Defence Society (EDS) was needed on monitoring following the recent legal proceedings in the Environment Court regarding the One Plan.
- A jetboat tour of the Lower Whanganui River was to be made on 12 and 15 December 2017. An invitation was to be sent out to Board members.

ACTION: Rowan McGregor

In response to a question regarding water quality of local rivers, Cr Cotton reported that there was no river in the Horizons' region that was deteriorating – they were either holding or improving in quality. A brief discussion was undertaken on the test sampling methodology for river quality.

Cr Cotton was thanked for his update.

7. Portfolio Update

Wanganui Rural Community Board members provided a verbal update on their respective portfolios.

Property and Community Services Committee: Recent topics raised had included the Dog Pound facility and earthquake strengthening of the War Memorial Centre.

Rural Roding Security Cameras: Cameras had now been installed at the Whanganui River Road/State Highway 4 junction and at Mowhanau. There had been difficulties experienced over the placement of the camera at Mowhanau and an unplanned additional cost of \$2,600 had been incurred to have it installed on a power pole.

Defibrillator: A defibrillator had been donated by the Henare family, residents of the Kai Iwi community, and would be located at Rapanui Hall.

Okoia road/rail drain: Bill Ashworth reported on his recent meeting with Okoia residents who had raised concern with an overgrown open road/rail drain in the area.

ACTION: Rui Leitao

Public Excluded Items – Motion to Exclude the Public

Proposed by Michael Dick, seconded by David Matthews:

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

General subject of each matter considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
8. Security Camera Funding Grant Applications	Good reason to withhold exists under section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

8. Security Camera Funding Grant Applications	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))
---	---

THAT Rowan McGregor (Manager – Special Projects) and Marianne Cavanagh (Senior Policy Advisor), be permitted to remain in the meeting after the public has been excluded because of their knowledge of the funding grant application process.

Motion to Reopen the Meeting to the Public

Proposed by David Matthews, seconded by Sandra Falkner:

THAT the meeting be reopened to the public and the discussion associated with **Item 8 – Security Camera Funding Grant Applications** remain confidential until all parties have agreed to accept the terms of the proposals. The Chair, Wanganui Rural Community Board, or Chief Executive may then release press reports on the matter.

CARRIED

The meeting closed at 5.11pm.

