



# WHANGANUI DISTRICT COUNCIL

Te Kaunihera a Rohe o Whanganui

## AGENDA

### Council Meeting 19 November 2019

NOTICE IS HEREBY GIVEN that a Meeting of Whanganui District Council will be convened on:

**Date:** Tuesday, 19 November 2019

**Time:** 1.00pm

**Location:** Council Chamber  
101 Guyton Street  
Whanganui

**Kym Fell**  
Chief Executive

**Whanganui District Council**

Mayor Hamish McDouall (Chair)

Crs Charlie Anderson, Philippa Baker-Hogan, James Barron, Jenny Duncan,  
Josh Chandulal-Mackay, Brent Crossan, Helen Craig, Kate Joblin, Hadleigh Reid, Alan Taylor,  
Rob Vinsen and Graeme Young.

**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.

## Order Of Business

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**1 OPENING PRAYER / KARAKIA****2 APOLOGIES****3 LEAVE OF ABSENCE****4 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.

**5 CORRESPONDENCE / LATE ITEMS / ADDITIONAL INFORMATION****Recommendation**

THAT the additional information tabled is taken with the relevant items.

**6 PUBLIC ENGAGEMENT FORUM**

No requests to speak have been received.

## **7 CONFIRMATION OF MINUTES**

### **7.1 MINUTES OF THE COUNCIL MEETING HELD ON 31 OCTOBER 2019**

**Author:** Kim Fielder - Governance Services Officer

**Authoriser:** Kate Barnes - Senior Democracy Advisor

**References:** 1. Minutes of the Council Meeting held 31 October 2019

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

#### **Recommendation**

That the Minutes of the Council Meeting held on 31 October 2019 are confirmed as a true and correct record.



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

**MINUTES**

**Council Meeting  
31 October 2019**

**Order Of Business**

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**MINUTES OF MEETING OF THE WHANGANUI DISTRICT COUNCIL  
HELD IN THE ROYAL WANGANUI OPERA HOUSE, 69 ST HILL STREET, WHANGANUI  
ON 31 OCTOBER 2019 AT 4.06PM**

**PRESENT:** Mayor Hamish McDouall, Cr Charlie Anderson, Cr Josh Chandulal-Mackay, Cr Helen Craig, Cr Brent Crossan, Cr Jenny Duncan, Cr Kate Joblin, Cr Hadleigh Reid, Cr Alan Taylor, Cr Rob Vinsen, Cr Graeme Young.

**APOLOGIES:** Cr Philippa Baker-Hogan, Cr James Barron.

**IN ATTENDANCE:** Kym Fell (Chief Executive), Kate Barnes (Senior Democracy Advisor).

**1 OPENING**

Kaumatua John Maihi welcomed the members and their guests.

The Chief Executive, in the chair, opened the meetings.

**2 APOLOGIES**

The Chief Executive noted apologies had been received from Philippa Baker-Hogan and James Barron.

**3 REPORTS TO COUNCIL**

**3.1 RESULT OF TRIENNIAL ELECTIONS - 12 OCTOBER 2019**

**Author:** Noeline Moosman - Revenue & Information Management Lead

**Authoriser:** Kym Fell - Chief Executive

The Chief Executive noted the results of Triennial Elections - 12 October 2019.

**3.2 DECLARATION OF MAYOR AND COUNCILLORS**

**Author:** Kate Barnes - Senior Democracy Advisor

**Authoriser:** Kym Fell - Chief Executive

The Chief Executive swore the Mayor into office and presented him with the Mayor's robe and chain.

The Mayor assumed the chair and swore the following members into office:

Josh Chandulal-Mackay

Hadleigh Reid  
Jenny Duncan  
Helen Craig  
Kate Joblin  
Charlie Anderson  
Rob Vinsen  
Alan Taylor  
Brent Crossan  
Graeme Young

### 3.3 MAYORAL ANNOUNCEMENTS

**Author:** Kate Barnes - Senior Democracy Advisor

**Authoriser:** Kym Fell - Chief Executive

The Mayor announced that he had appointed Cr Jenny Duncan as Deputy Mayor. He noted that further announcements would be made at Council's next meeting.

### 3.4 COUNCIL APPOINTMENTS TO WHANGANUI RURAL COMMUNITY BOARD

**Author:** Kate Barnes - Senior Democracy Advisor

**Authoriser:** Kym Fell - Chief Executive

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

#### **Resolution 2019/96**

Moved: Cr Josh Chandulal-Mackay

Seconded: Cr Jenny Duncan

That Council appoints Cr Brent Crossan and Cr Charlie Anderson to the Whanganui Rural Community Board.

**CARRIED**

### 3.5 ESTABLISHMENT OF YOUTH COMMITTEE

**Author:** Kate Barnes - Senior Democracy Advisor

**Authoriser:** Kym Fell - Chief Executive

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

**Resolution 2019/97**

Moved: Cr Kate Joblin

Seconded: Cr Rob Vinsen

That Council

- (a) establishes the Youth Committee with the attached terms of reference
- (b) appoints the following persons to the Youth Committee
  - (i) Ahimsha Saravanapavan
  - (ii) Ariana Cronshaw
  - (iii) Brianne Drefko
  - (iv) Charith De Silva
  - (v) Charlotte Hardy
  - (vi) Firooze Colaabavala
  - (vii) Haris Khan
  - (viii) Jonty Tripe
  - (ix) Mia Perkins
  - (x) Nikita Ebbutt-Moorhouse
  - (xi) Sophie Archer
  - (xii) Cr James Barron
- (c) appoints Ahimsha Saravanapavan and Mia Perkins as Co-Chairs of the Youth Committee

**CARRIED****Resolution 2019/98**

Moved: Cr Jenny Duncan

Seconded: Cr Charlie Anderson

That the meeting adjourn to 2.30pm on Friday, 1 November 2019 in the Council Chamber, Municipal Building, 101 Guyton Street, Whanganui.

**CARRIED**

*The meeting adjourned at 4.40pm.*

The meeting reconvened at 2.30pm on Friday, 1 November 2019 in the Council Chamber, Municipal Building, 101 Guyton Street, Whanganui.

**PRESENT:** Mayor Hamish McDouall, Cr Jenny Duncan (Deputy Mayor), Cr Charlie Anderson, Cr Philippa Baker-Hogan, Cr James Barron, Cr Josh Chandulal-Mackay, Cr Helen Craig, Cr Brent Crossan, Cr Kate Joblin, Cr Hadleigh Reid, Cr Alan Taylor, Cr Rob Vinsen, Cr Graeme Young.

**IN ATTENDANCE:** Kym Fell (Chief Executive), Mike Fermor (General Manager Finance), Bryan Nicholson (Chief Operating Officer), Greg Anderson (Director Sarjeant Gallery), Gaye Batty (Project Director - Sarjeant Gallery Redevelopment), Karyn Turner (Governance Services Officer), Anna Palamountain (Governance Services Officer).

### 3.2 DECLARATION OF MAYOR AND COUNCILLORS (CONTINUED)

Mayor McDouall took the Oath of Office from Cr Philippa Baker-Hogan and Cr James Barron. Cr Baker-Hogan and Cr Barron signed their written declarations, witnessed by Mayor McDouall.

*At 2.33pm, Cr Reid joined the meeting.*

### 3.6 SCHEDULE OF MEETINGS - REMAINDER OF 2019

**Author:** Kate Barnes - Senior Democracy Advisor

**Authoriser:** Stephanie Macdonald-Rose - Policy & Governance Manager  
Charlotte Almond - General Manager Strategy  
Kym Fell - Chief Executive

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

#### **Resolution 2019/99**

Moved: Mayor Hamish McDouall

Seconded: Cr Charlie Anderson

That Council:

- (a) resolves to hold meetings on 19 November 2019 and 10 December 2019
- (b) notes that a meeting schedule for 2020 will be prepared for consideration at the next meeting of Council

**CARRIED**

**3.7 GENERAL EXPLANATION OF LAWS AFFECTING MEMBERS**

**Author:** Kate Barnes - Senior Democracy Advisor  
**Authoriser:** Rob Goldsbury - Legal Counsel  
Charlotte Almond - General Manager Strategy  
Kym Fell - Chief Executive

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the decision is not significant.

**Resolution 2019/100**

Moved: Mayor Hamish McDouall  
Seconded: Cr Josh Chandulal-Mackay

THAT the Council receive the report – General explanation of laws affecting Members.

**CARRIED**

**4 MOTION TO EXCLUDE THE PUBLIC****RESOLUTION TO EXCLUDE THE PUBLIC**

*Section 48, Local Government Official Information and Meetings Act 1987.*

**Resolution 2019/101**

Moved: Mayor Hamish McDouall  
Seconded: Cr Hadleigh Reid

That the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7. Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

**CARRIED**

**Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):
- (a) Shall be available to any member of the public who is present; and
  - (b) Shall form part of the minutes of the local authority.”

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

## Council Meeting Minutes

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ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
5.1	Sarjeant Gallery Project Update - October 2019	s7(2)(b)(ii), s7(2)(i)	Commercial Position, Negotiations	To protect commercially sensitive information relating to the tendering process	

THAT Gaye Batty (Project Director – Sarjeant Gallery Redevelopment), be permitted to remain at this meeting, after the public has been excluded, because of her knowledge of Item 5.1: Sarjeant Gallery Project Update – October 2019. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of her position as Project Director – Sarjeant Gallery Redevelopment.

*Adjournment 2.39pm to 2.49pm*

Council Meeting Minutes

31 October 2019

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**The Meeting reopened to the public at 3.59pm.**

**The meeting closed at 3.59pm.**

**The minutes of this meeting were confirmed at the Council Meeting held on 19 November 2019.**

.....  
**CHAIRPERSON**

## 8 REPORTS TO COUNCIL

### 8.1 WHANGANUI MASTERS GAMES - FEBRUARY 2021

**Author:** Leighton Toy - General Manager Property

**Authoriser:** Kym Fell - Chief Executive

**References:** 1. 2019 Games Management - report to Council 10 July 2019

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

#### Recommendation

That Council

- (a) re-confirm their commitment of support for the Masters Games
- (b) increase the annual grant funding for this Whanganui event from \$40,000 to \$100,000 per annum

#### Executive summary

The purpose of this report is to seek the financial support of Council so that the Whanganui (New Zealand) Masters Games Trust (the Trust) has the confidence to procure Games Management services that will provide a consistent and improved service delivery model.

The Trust owns 51% of the New Zealand Masters Games Company, and Council own the remaining 49%. As a significant shareholder of the games brand, it is imperative that Council remain actively involved in protecting the games brand, ensuring that there is an appropriate operating model that can maintain financial sustainability whilst also striving for year on year continuous improvement.

In the lead up to the 2019 Games, Council in conjunction with another key partner in Sport Whanganui worked closely with the Trust to deliver a Games that generated approximately \$2.9M of economic value to our city, and facilitated approximately \$135,000 of sports fee collections that were distributed to local sports clubs. The return on investment for this Council owned event is clearly worthy of protecting.

The outcome of this more hands on approach from Council and the lessons learnt from the 2019 Games has culminated in the development of this report which seeks to obtain Council approval to increase the annual Whanganui & Partners grant from \$40,000 to \$100,000 as from the 2020/21 year.

#### Background

Attached as reference 1 is the 2019 Games Management report that was presented to Council on 10 July 2019.

Key highlights of the 2019 Games were:

- A new Naming Partner, Downer Group. It has been many years since the Whanganui event had been able to attract a naming right partner, and the Trust is actively pursuing this opportunity for the 2021 Games.

- The level of commitment shown by the many other funders, local businesses and sponsors.
- The overall economic benefit of the Games reached approximately \$2.9M.
- Local sporting organisations and clubs financial benefit, with approximately \$135,000 of sports fees collected by the Trust and transferred to the sporting clubs.
- The Games Village carnival atmosphere created on the forecourt of the War Memorial Centre.
- And a massive thanks to all of the volunteers, as to put it simply, the Games would not take place without them.

The Trust were pleased with the delivery of the 2019 Games which met the following objectives:

1. To realise economic benefit and stimulate interest in our community.
2. To support and grow active participation at a Masters Games level.
3. To boost the health and well-being of our local sporting community.

Due to concerns with the financial sustainability of the Whanganui Games, Council took a more active role in the delivery of the 2019 event by appointing two Trustees, in Leighton Toy (Chair) and Sarah Pomeroy to the Trust.

Other members of the Trust are James Bowen, Danny Jonas, Mike Cronin, Derek Pickering, Trevor Strong and John Bartley. The only incumbent Trustee from the 2017 Games is Derek Pickering, although Trevor Strong and Mike Cronin have been the Trust Chair and Games Manager respectfully for a number of Games in the past.

The Trust has spent a considerable amount of time undertaking de-brief sessions post the 2019 Games, and in the past few months have turned their attention to the Games to be held in Whanganui in February 2021.

The Trust has identified the need to engage the services of a full time Games Manager that can oversee the delivery of multiple consecutive Games in Whanganui. Each of the Games held in 2015, 2017 and 2019 were overseen by a different Games Manager.

In order to procure the services of a full time Games Manager, the Trust require a suitable level of guaranteed funding that will cover Games Manager costs, including throughout the off-year. The only level of guaranteed funding is the current \$40,000 annual grant from Council. The remainder of the Trust revenue comes from funding applications, sponsorship, participation fees and ancillary Games Village revenue, all of which is managed by the Games Manager.

Without an increase in Council funding the Trust will be unable to pursue the engagement of a full time Games Manager and will need to procure these services on a fixed term basis which will expire shortly after the delivery of each Games. The Trust are hesitant to go down this path as this places additional pressure on the Trust's ability to deliver a financially sustainable event that is able to focus on continuous improvement. The Trust are strongly recommending that the annual Council grant funding increase from \$40,000 to \$100,000 as from the 2020/21 financial year. This recommended level of increased funding will be similar, albeit still slightly lower than the level of funding which the Dunedin City Council invest in their Games each year.

**Key issues**

If the Trust procure these services of a Games Manager on a fixed term basis, this would more than likely continue the most recent status quo of a new Games Manager delivering our event year on year.

A key part of a Games Manager role is to generate sufficient revenue to cover the costs of hosting the Games. This is a very difficult task, especially if the Games Manager tenure is only 12-15 months in advance of each event. History shows that the cost of hosting a Games is in excess off \$750,000.

**Options****Council increase annual grant funding from \$40,000 to \$100,000 as from 2020/21 – Recommended option**

The Trust recommend this option as they have identified the need to have a full time Games Manager on board. The Trust see this as an imperative output so that the Whanganui Games can strive for continuity of service, achieve continuous improvement and create more certainty around the financial sustainability of this event.

**Council retain annual grant funding at \$40,000**

The Trust do not believe that the current level of Council funding is sufficient. The Council quite rightly took a more active role in the delivery of the 2019 Games due to concerns with the financial sustainability of the Trust. With a restructured Trust and new Trustees that have had an opportunity to be involved in the delivery of the most recent Games, the lessons learnt have been enlightening.

The current Trustees have expressed their admiration for all Trustees and volunteers that have been involved with the delivery of the Games through its 30 year history. The reality is the financial model is tight and lacks the capability of striving for continuous improvement. Council is a significant shareholder of the Masters Games brand and the Trust strongly recommend that the annual Council funding is increased.

**SUMMARY OF CONSIDERATIONS**

***Fit with purpose of local government***

Funding of the Whanganui Masters Games is a fit with the purpose of the local government as the event which Council is a shareholder of supports the social, economic and cultural well-being of our community.

[Link: Section 10 of the Local Government Act 2002](#)

***Fit with strategic framework***

Select checkboxes to indicate whether the decision / report contributes, detracts or has no impact

	Contributes	Detracts	No impact
Leading Edge Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Policies or Plans -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Link: Leading Edge Strategy](#)

***Risks***

The recommended decision has a very minor degree of risk.

The following risks have been considered and identified:

- Financial** risks related to the financial management of Council and the ability to fund Council activities and operations, now and into the future
- Service delivery** risks related to the meeting of levels of service to the community
- Reputation / image** risks that affect the way the Council and staff are perceived by the community - nationwide, internationally, by stakeholders, and the media
- Legal compliance (regulatory)** risks related to the ability of management to effectively manage the Council, comply with legal obligations and avoid being exposed to liability
- Environmental** risks related to the environmental impacts of activities undertaken by the Council. Includes potential or negative environmental and / or ecological impacts, regardless of whether these are reversible or irreversible
- Health, safety and wellbeing** risks related to the health, safety and wellbeing of Council staff, contractors and the general public when using Council's facilities and services
- Information technology and management** risks related to the integrity of the Council's IT network, including security, access and data management
- Infrastructure / assets** risks related to the inability of assets to provide the required level of service in the most cost effective manner
- Project completion** risk of failure to complete on time, on budget and to plan

The financial risk through lack of Council investment will have a direct impact of the other three risks considered, being service delivery, reputation / image and health, safety and well-being.

[Link: Risk Management Policy](#)

**Policy implications**

Not applicable.

**Financial considerations**

Additional \$60,000 of annual grant funding in the long term plan

Nil  Approved in LTP / AP  Unbudgeted \$

**Legislative considerations**

Not applicable.

**Significance**

The recommended decision is considered not significant as per Council’s Significance and Engagement Policy.

[Link: Significance and Engagement Policy](#)  
[Link: Determining significance overview](#)

**Engagement**

Not directly applicable to Council. The Trust undertook a number of participant / volunteer surveys relating to the delivery of the 2019 Games and various de-brief sessions.

[Link: Significance and Engagement Policy 2018](#)

PRE-ENGAGEMENT Community groups / stakeholders	Date / Status	Techniques to engage

CONSULTATION Community group / stakeholder	Level of engagement on spectrum	Techniques to engage

**8.5 WHANGANUI MASTERS GAMES REPORT 2019****Author:** Merle Benson - EA Property and Projects**Authoriser:** Leighton Toy - General Manager Property**References:** Nil

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

**Recommendation**

THAT the information is noted.

**Executive Summary**

The purpose of this report is to present the Whanganui (NZ) Masters Games Trust 2019 Games report.

**Key information**

The Whanganui (NZ) Master Games Trust (Franchisee) held the 2019 Masters Games from 1<sup>st</sup> to 10<sup>th</sup> February 2019. The Trust was pleased with the 2019 Games product delivered and provides the attached Games wrap-up report. Key highlights include:

- Sincere thanks to our Naming Partner, Downer Group. It has been many years since this Whanganui event has been able to attract a naming partner, and we appreciate the support they provided.
- Many thanks also to the many other funding providers, local businesses and sponsors who helped financially and in kind to make the games a continuing success.
- The overall economic benefit of the Games being held in Whanganui reached approximately \$2.9m.
- Local sporting organisations and clubs financially benefiting. Approximately \$135,000 of sports fees were collected by the Trust and transferred to the various sporting bodies.
- The Games Village created the carnival atmosphere the Trust envisaged.
- The Nation Bar (a mobile bar facility, that unfolds from a truck to accommodate around 250 people) provided the professional centrepiece for the Village.
- And a massive thanks to the many tireless volunteers. To put it simply, without our volunteers, both in terms of the Games Village and the Sports Co-ordinators, we simply would not have a Masters Games.

Whilst we have many highlights, the Trust have already turned their attention to the Whanganui Masters Games in 2021. The Trust held four de-brief sessions to unravel and reflect on the 2019 Games, picking out the positives but very much focussed on continuous improvement.

Staff will table The Whanganui Master Games Report 2019 at the meeting.

## 8.2 DISTRICT PLAN CHANGE 53 (SPRINGVALE STRUCTURE PLAN) AND NOTICE OF REQUIREMENT TO DESIGNATE LAND FOR PUBLIC WORKS - DELEGATION TO INDEPENDENT COMMISSIONERS

- Author:** Hamish Lampp - Planning Manager
- Authoriser:** Charlotte Almond - General Manager Strategy
- References:**
1. Springvale Residential Growth Area Map
  2. Plan Change Process

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

### Recommendation

That Council delegates, in accordance with section 34A of the Resource Management Act 1991, its functions, power and duties to independent hearing commissioners Rob van Voorthuysen, acting as Panel Chair with casting vote, and Miria Pomare to conduct a hearing, consider submissions and make recommendations on Plan Change 53 and a decision on a notice of requirement for a designation (Des19/001).

### Executive summary

#### Background

On 11 June 2019 Council approved public notification of Plan Change 53 and this was subsequently undertaken in June/July. Twelve submissions and four further submissions have been received. Submissions comprise eight in support, three in opposition and one neutral.

On 5 June 2019 Council (Infrastructure), as Requiring Authority, lodged a notice of requirement (Des19/001) with Council (Strategy) to designate a 30m wide corridor of land for stormwater and transport purposes. The land to be designated is shown on the Springvale Residential Growth Area Map included at **Reference 1**.

The NOR was subject to limited notification. Notices were sent to the owners and occupiers of 24 neighbouring properties and to two local iwi groups. Nine submissions have been received. Submissions comprise four in support, four in opposition and one neutral.

#### Key issues

Submitters to the Plan Change and the NOR have requested to be heard. A hearing is therefore necessary.

In the interests of process expedience and cost efficiencies, and noting the high level of interrelatedness between the Plan Change and the NOR, a combined hearing to consider both matters is recommended. The hearing is scheduled for 17 December 2019.

In accordance with section 34A of the Resource Management Act 1991 (RMA), a Council may delegate its functions, powers, or duties under the RMA to hearing commissioners except where it relates to the approval of a plan. Council therefore retains its decision making powers in respect to the Plan Change.

Delegating the decision making function for the NOR to hearing commissioners is recommended given the Council is the Requiring Authority. Determination by independent commissioners is deemed appropriate in the interests of transparency and impartiality. In accordance with section 168A(4) of the RMA, the decision may confirm or modify the requirement, impose conditions or withdraw the requirement.

In accordance with section 39B(3) of the RMA, Council may give authority to a group of persons that has a chairperson to conduct a hearing on a plan change and NOR provided all persons in the group are accredited.

Rob van Voorthuysen and Miria Pomare are independent accredited commissioners (both accredited with Chair's endorsement) available for the scheduled hearing date.

Rob van Voorthuysen, a qualified planning practitioner with 31 years planning experience, has acted as an independent commissioner in over 275 hearings and has served as Chair for 180 of those hearings. Officers recommend Rob van Voorthuysen acts as Panel Chair with casting vote, in the event that is required.

Miria Pomare is an experienced independent commissioner, a Deputy Commissioner in the Environment Court, and has an in-depth knowledge of cultural issues having worked in the field of Treaty of Waitangi claims for more than a decade.

Section 34A(1A)(a) of the RMA requires Council to consult with tangata whenua through relevant iwi authorities on whether it is appropriate to appoint a commissioner with an understanding of tikanga Māori and of the perspectives of local iwi. Relevant iwi authorities (those that have made a submission to the Plan Change and NOR) have been consulted on the recommended appointment of Miria Pomare. Relevant iwi authorities have not objected to the proposed appointment.

### **Options**

1. Appoint a two person hearing panel, comprising independent commissioners Rob van Voorthuysen (Panel Chair) and Miria Pomare.

A two person panel is a cost effective approach and one commensurate to the scale and complexity of the matters being considered. Rob van Voorthuysen and Miria Pomare are highly experienced/qualified planning professionals and accredited independent commissioners. Both are available on the scheduled hearing date. This option ensures a transparent and impartial decision making process. For these reasons this option is recommended.

2. Appoint a single person hearing panel, comprising either an accredited member of the Council or independent commissioner.

The Requiring Authority for the NOR is Council. In the interests of transparency and independence it is not deemed appropriate to have a member of Council make a decision when the Council is the proponent. An independent commissioner is therefore recommended. Officers consider the scale and complexity of the Plan Change and NOR demands a level of planning experience and expertise offered by more than a single commissioner. For these reasons this option is not recommended.

3. Appoint a three person hearing panel, comprising either (a) independent commissioners or (b) a mix of independent commissioners and accredited members of the Council.

The Requiring Authority for the NOR is Council. In the interests of transparency and independence it is not deemed appropriate to have a member of Council make a decision when the Council is the proponent. Independent commissioners are therefore recommended. Commissioner costs are

borne by Council. A third independent commissioner would add unnecessary cost to Council. For these reasons this option is not recommended.

**SUMMARY OF CONSIDERATIONS**

***Fit with purpose of local government***

This work is consistent with Council functions under Section 10 of the Local Government Act 2002 (LGA 2002) (as amended by the Local Government (Community Well-being) Amendment Act 2019) which is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. This work is consistent with Section 31 of the RMA which requires Council to manage the effects of land use.

The works will assist Council to fulfil section 101B of the LGA 2002 and the National Policy Statement on Urban Development Capacity 2016 requirements to plan for infrastructure provisions out to a 30 year horizon.

[Link: Section 10 of the Local Government Act 2002](#)

***Fit with strategic framework***

Select checkboxes to indicate whether the decision / report contributes, detracts or has no impact

	Contributes	Detracts	No impact
Leading Edge Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Policies or Plans -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Plan Change and NOR will contribute to:

- Leading Edge Strategy (2018)
- 30 Year Infrastructure Strategy (Council Long Term Plan)
- Whanganui Urban Transportation Strategy (2011)

[Link: Leading Edge Strategy](#)

***Risks***

The recommended decision has a minor degree of risk.

The following risks have been considered and identified:

- Financial** risks related to the financial management of Council and the ability to fund Council activities and operations, now and into the future
- Service delivery** risks related to the meeting of levels of service to the community
- Reputation / image** risks that affect the way the Council and staff are perceived by the community - nationwide, internationally, by stakeholders, and the media
- Legal compliance (regulatory)** risks related to the ability of management to effectively manage the Council, comply with legal obligations and avoid being exposed to liability
- Environmental** risks related to the environmental impacts of activities undertaken by the Council. Includes potential or negative environmental and / or ecological impacts, regardless of whether these are reversible or irreversible



**Significance**

The recommended decision is considered not significant as per Council's Significance and Engagement Policy.

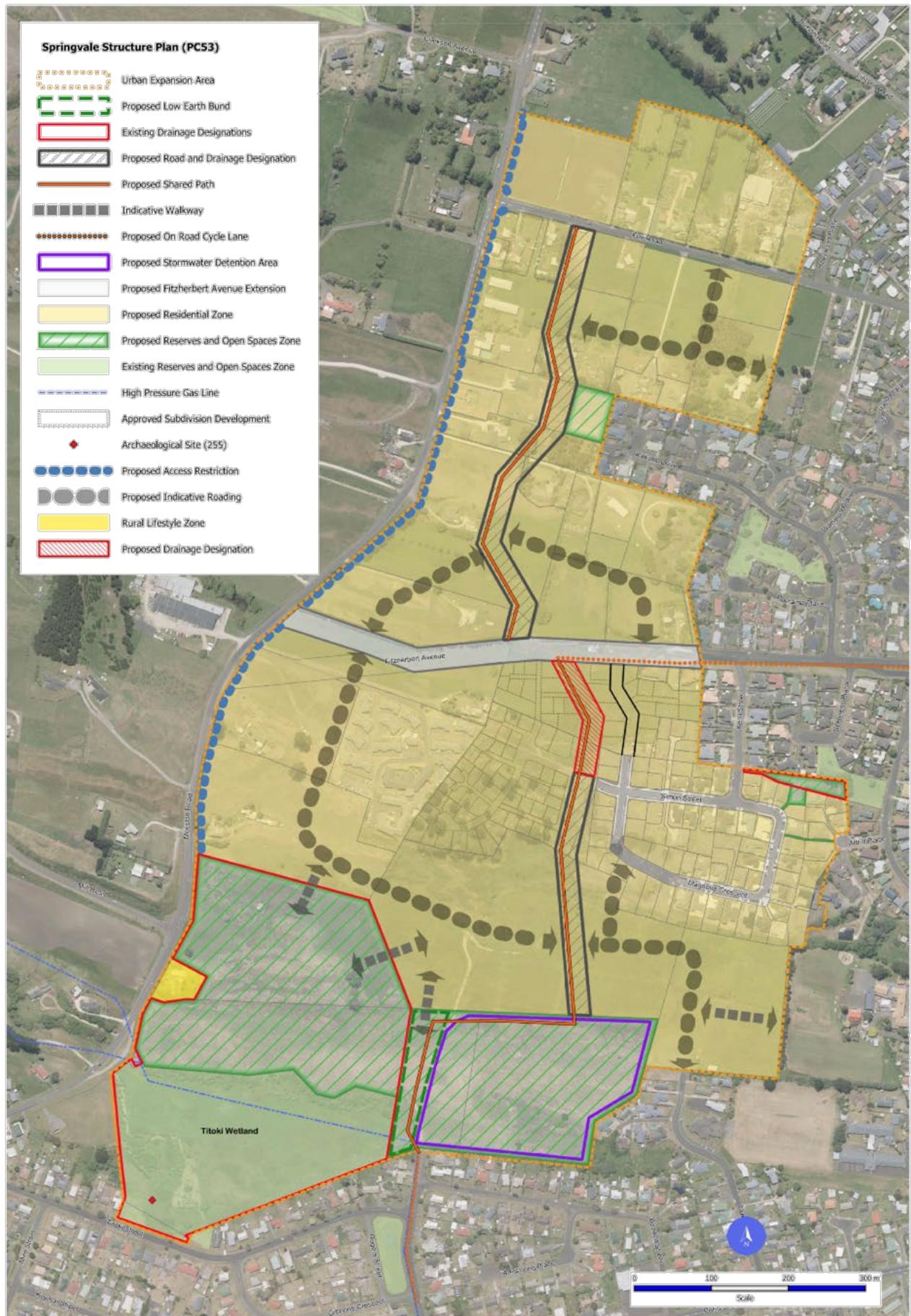
[Link: Significance and Engagement Policy](#)

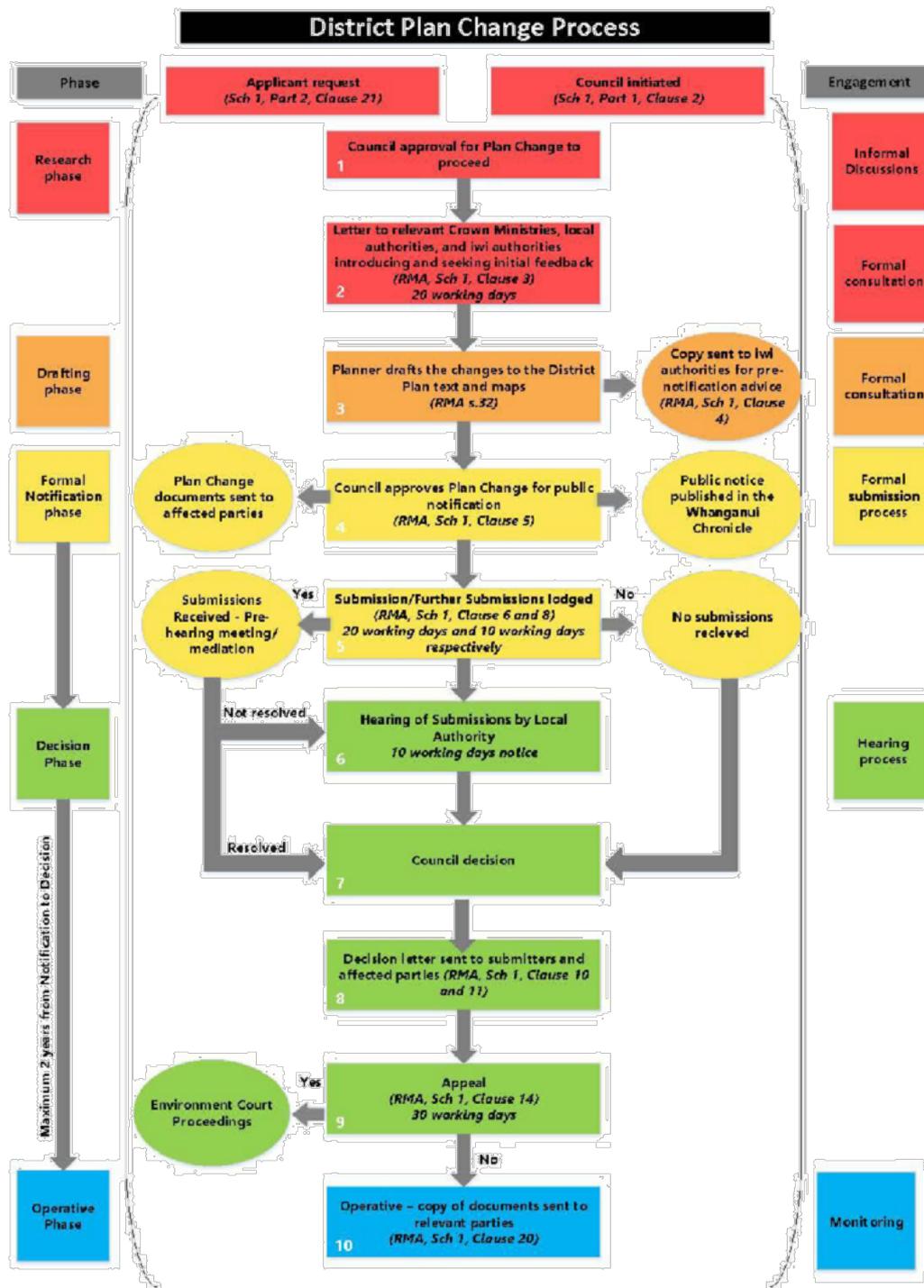
[Link: Determining significance overview](#)

**Engagement**

The Plan Change and NOR has been subject to extensive community engagement. The submissions received are in response to the consultation undertaken.

[Link: Significance and Engagement Policy 2018](#)





### 8.3 RESERVE NAME CHANGE REQUEST

- Author:** Leayne Huirua - Policy Administrator
- Authoriser:** Charlotte Almond - General Manager Strategy  
Hamish Lampp - Planning Manager
- References:**
1. Map
  2. Whanganui Softball Association request
  3. Te Runanga O Tupoho correspondence

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

#### Recommendation

That Council

- (a) publicly notifies the proposed name change of the Braves Ballpark to the Whanganui Ballpark, inviting public submissions for 15 working days.
- (b) proceeds to a gazette notice declaring that the reserve shall be known as the Whanganui Ballpark, providing no objections are received in response to public notification.
- (c) notes that if objections are received in response to public notification, the matter be brought back to Council to consider the objections before making a decision on the name change request.

#### Executive summary

The Whanganui Softball Association (WSA) has made a request to change the name of the Braves Ballpark in Gonville to the Whanganui Ballpark. The subject land is a gazetted reserve under the Reserves Act 1977.

Officers recommend public notification of the proposed name change, consistent with Council's Significance and Engagement Policy 2018 and the Local Government Act 2002.

If objections are not received, officers recommend formalising the name change by gazette notice in accordance with section 16(10) of the Reserves Act 1977. If objections are received, officers recommend the matter is brought back to Council to consider the objections before making a decision on the name change proposal.

#### Background

A Council owned reserve at 29 Puriri Street is currently known as Braves Ballpark. The reserve is 1.8786 hectares, being part of Certificate of Title WND4/974. A map showing the reserve is included as **Reference 1**.

The land is gazetted (GN450602) under the Reserves Act 1977 for reserve and recreation purposes. The reserve features a locally listed heritage building that serves as the clubrooms. There is currently no identification signage at the reserve.

The WSA leases the premises from Council and has the licence to occupy the reserve grounds. The Braves Softball Club exists mainly in name only, with the facilities and grounds at the reserve controlled, administered and maintained by the WSA. The WSA advises the grounds are used predominantly for softball, and that the large hall in the clubrooms has been used for volleyball, basketball, soccer and darts. During the summer the complex is used by all club softballers on a rotation basis, with Whanganui Bootcamp using it during the winter months.

The WSA has requested the reserve be renamed Whanganui Ballpark, to reflect that it is a benefit of all things softball, representative of all the local softball clubs. The WAS formal request and supporting documentation, including background to the clubs' history, is included as **Reference 2**.

### **Key issues**

Section 16(10) of the Reserves Act 1977 states that a territorial authority may change the name of a gazetted reserve, but is not prescriptive in regard to public consultation of a name change. In accordance with section 5.4 of Council's Significance and Engagement Policy 2018, 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.

Section 14 of the Local Government Act 2002 and Council's Significance and Engagement Policy 2018 requires opportunities to be provided for Maori to contribute to Council's decision making process. Te Runanga O Tupoho and Ngaa Rauru Kiihahi have been consulted on the proposed name change request. Te Runanga O Tupoho has confirmed in writing they do not object to the proposal – letter included as **Reference 3**. Ngaa Rauru Kiihahi has not provided a response to date.

### **Options**

#### **Option 1**

No action be taken (status quo). This is not recommended.

#### **Option 2**

The name change process occurs without public notification. This option is not best practice, inconsistent with:

- Council's Significance and Engagement Policy 2018 in building trust with the community, involving the community in decision-making, and responding to the community's changing needs.
- The principles set out at section 14 of the Local Government Act 2002, which amongst other requirements, requires Council to make itself aware of, and have regard to, the views of all of its communities.

This option is not recommended.

#### **Option 3 (preferred)**

The proposed name change is subject to public notification, inviting public submissions for 15 working days. In addition, letters are sent to potentially affected parties, e.g. emergency services. If objections are not received, then proceed to gazette notice. If objections are received, then the matter is brought back to Council to consider objections before a decision is made. This option is recommended as it accords with the Local Government Act 2002 and Council's Significance and Engagement Policy 2018.

**SUMMARY OF CONSIDERATIONS**

***Fit with purpose of local government***

To meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions. Local Government Act 2002 10(1)(b).

[Link: Section 10 of the Local Government Act 2002](#)

***Fit with strategic framework***

Select checkboxes to indicate whether the decision / report contributes, detracts or has no impact

	Contributes	Detracts	No impact
Leading Edge Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Long-Term Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Policies or Plans -	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

There is no contribution to the Strategic Framework, however, it builds on robust community relationships.

[Link: Leading Edge Strategy](#)

***Risks***

The recommended decision has a very minor degree of risk.

The following risks have been considered and identified:

- Financial** risks related to the financial management of Council and the ability to fund Council activities and operations, now and into the future
- Service delivery** risks related to the meeting of levels of service to the community
- Reputation / image** risks that affect the way the Council and staff are perceived by the community - nationwide, internationally, by stakeholders, and the media
- Legal compliance (regulatory)** risks related to the ability of management to effectively manage the Council, comply with legal obligations and avoid being exposed to liability
- Environmental** risks related to the environmental impacts of activities undertaken by the Council. Includes potential or negative environmental and / or ecological impacts, regardless of whether these are reversible or irreversible
- Health, safety and wellbeing** risks related to the health, safety and wellbeing of Council staff, contractors and the general public when using Council's facilities and services
- Information technology and management** risks related to the integrity of the Council's IT network, including security, access and data management
- Infrastructure / assets** risks related to the inability of assets to provide the required level of service in the most cost effective manner
- Project completion** risk of failure to complete on time, on budget and to plan

If no action is taken, there is a risk that the image of Council will be seen as not responding to community needs.

[Link: Risk Management Policy](#)

**Policy implications**

Nil

**Financial considerations**

Small cost for newspaper advertising of public notice, and gazettal fee.

Nil  Approved in LTP / AP  Unbudgeted

**Legislative considerations**

**Significance**

The recommended decision is considered not significant as per Council’s Significance and Engagement Policy.

[Link: Significance and Engagement Policy](#)  
[Link: Determining significance overview](#)

**Engagement**

A letter of support of the name change to Whanganui Ball Park has been received from Te Runanga o Tupoho - Reference 3.

[Link: Significance and Engagement Policy 2018](#)

PRE-ENGAGEMENT Community groups / stakeholders	Date / Status	Techniques to engage
Te Runanga o Tupoho	Completed	Operational Engagement hui and formal letter inviting feedback
Ngaa Rauru Kiitahi	Completed	Formal letter inviting feedback

CONSULTATION Community group / stakeholder	Level of engagement on spectrum	Techniques to engage
Affected parties, e.g. emergency services	Invite submissions	Letter





30<sup>th</sup> October 2019

To Whom It May Concern ,  
 Planning/Name Changes  
 Whanganui District Council

Dear Sir/Madam

Please find enclosed a number of documents supporting our application to have name of our Softball Ballpark, changed from what was known as The Braves Ballpark back in 2012, to the Whanganui Ballpark.

To assist you, I have included:

1. Minutes of the AGM held immediately after we took over the control of the grounds, and the ownership of the building in 2012.
2. Minutes of our recent Committee meeting formalizing our request by way of Motion.
3. Email threads and background information starting back in March of this year, and the various responses received so far.
4. A copy of a background to our proposal, dated 30<sup>th</sup> October that Council received a copy of in April of this year.

These documents are to show a consistency of our desire to get this name changed officially to reflect the situation as it stands today.

We hope that Council can make this decision soonest, for the whole of the Softball Community and the wider Whanganui population.

Kind regards

Lindsay Edwards  
 Secretary  
 Whanganui Softball

*A huge thank you to our generous sponsors:*



President: Lance Brown, Telephone – 06 344 3764, Secretary: Lindsay Edwards, Telephone - 06 345 1973  
 Treasurer: Fiona Campbell, Telephone - 06 345 8431  
 E-Mail Address: wanquanuisoftball@gmail.com



30 October 2019

## **Change of Name for the property at 29 Puriri Street Whanganui, from 'The Braves Ballpark', to the 'Whanganui Ballpark.'**

The Whanganui softball Association Inc, purchased the Clubrooms at 29 Puriri Street Whanganui in 2012 from the Whanganui District Council. This meant that the grounds to which they had become the Licence to Occupy Licensees, now came together as one entity and the entire reserve, formerly known as the Braves Ballpark, became theirs – owned and operated by all the Softball Clubs and the wider softball Community.

Once this had been accomplished, the use of the name of the premises changed, although not officially, and unfortunately has been kept on the Council records as the Braves Ballpark.

We as an Association, want that changed, as Braves relinquished all rights to the park and the facilities back then. As an Association, the facilities are controlled, administered and maintained by the Association, and the Braves Club exists mainly in name only. It has no say over the affairs of the Whanganui Softball Association apart from an input they might get at Executive Committee meetings to which all Softballers are welcome. They hold no position on that Executive Committee that is voted in democratically at a properly conducted AGM of all of Softball every year.

### **Background**

The Whanganui Softball Association took over the lease of the premises at 29 Puriri Street, and the licence to occupy the grounds, when the Braves Softball Club as the primary Lessee, relinquished it in March 2011.

Up until then, Braves had been responsible for the development of the lower diamond (all weather) and the concrete and block terracing surrounding that diamond. The creation of the permanent fencing including the backstops and the foul-line fences, as well as the outfield fence was organized by the Braves Club, who raised the money through fund-raising projects, and the single-mindedness of some of those in the club with forward vision. They had also been responsible for the lease of the building settled on the present site, sometime after 1965 and around 1975.

At this time, the grounds were known as the King George V Memorial park, and had been designated a Reserve by the Whanganui City Council after a State Housing project in the area was begun. Before then, it was simply known as the Puriri Street Recreational Reserve, and as late as 1986, known as the Puriri Street Reserve.

The building (referred to as the Clubrooms) was moved to the site sometime before 1965, after being a Kiosk/Tram Stop Building at the end of Morgan Street. It was moved to its present site sometime in the 1930-40 period, and was used as a Sanitorium. It later became the premises used by the YMCA . The YMCA were the last lessees prior to the Braves Club taking over that lease around 1965.

President: Lance Brown, Telephone – 06 344 3764, Secretary: Lindsay Edwards, Telephone - 06 345 1973  
 Treasurer: Fiona Campbell, Telephone - 06 345 8431  
 E-Mail Address: [wanganuisoftball@gmail.com](mailto:wanganuisoftball@gmail.com)

Don Brewer, the founder of the Braves Softball Club was the driving force behind the building and grounds coming under the control of the Braves Club, even though he was on the Executive Committee of the Whanganui Softball Association at the time. It is not known if the control of the grounds or the building was ever offered to the Whanganui Softball Association.

For a number of years, the Braves club operated the clubrooms with a license to serve alcohol, and it was set up as a Social Sports Club with a number of adjuncts participating in a variety of sports. A huge rift developed between the Softball Clubs that formed the Whanganui Softball Association and Braves.

Due to attrition and a decline in the playing numbers the Braves Club had to call on, the doors slowly started to open towards the WSA. This resulted in them working together for funding purposes, to develop the two diamonds at the back of the clubrooms, and the inside of the clubrooms themselves.

In 2011, the Wanganui District Council, was to collect as part of their lease \$6120.10 +GST for a maintenance levy to assist with regular maintenance of the clubrooms. This levy was over and above running costs such as rent, rates, compliance and insurance costs, Bar licence costs and commitments, as well as telephone, electricity and gas costs. It was almost like the 'straw that broke the camel's back'.

This heavy financial commitment proved too much for the Braves Club to try and continue under their own steam. Their numbers had drastically diminished, and they were then struggling to field a Senior Men's side, and one Senior Women's team. In the past they had enjoyed having in some cases multiple teams in the various grades, as well as a strong Junior following. Their ability to support these costs, despite the fact that they had by this time sub leased the grounds and some of the building running costs to the WSA, had gone. They were behind in payments to Council, and reluctantly made the decision to hand over the lease to the WSA for the sake of the longevity of Softball.

It was considered that once the District Council offered the lease to the WSA, the purchase of the building would save costs to the Association, and ensure the asset was kept for Softball in the years ahead. With ownership would come the buy in by the Clubs that form the WSA, and would open pathways for Junior softballers. With all softball at the same complex, the youth would now be able to see older players and their skills on show.

Various funding Agencies, including Powerco, NZCT, the Wanganui District Council and Pub Charity provided funding to achieve the present state of the complex. The complex now has 3 all-weather diamonds, is fully fenced, with terracing and safe viewing capacity for supporters and non-players alike whilst the diamonds are in use. It is now a facility that is the envy of a large number of Provincial Softball Associations, and caters for all levels of softball.

The most recent development of the grounds was the replacement of the entire fenced area of Diamond 1, the first one built back in the 70's and a permanent outfield fence created at the required International distances, making the possibility of hosting International fixtures a very real possibility. The Whanganui softball Association is actively pursuing those opportunities.

The WSA has been responsible for holding a large number of National fixtures at the complex. It has held National Men's and Women's Championships as well as regular National Junior Softball fixtures. The set up is ideal for Softball, with the Clubrooms right in the middle of the diamonds, making viewing and participation by all involved really easy.

The Clubrooms offer toilet and showering facilities for both genders, a wet and dry Bar, kitchen facilities, and meeting rooms including separate Umpires and Scorer's rooms. It has a large hall right in the middle of the clubrooms, which has been used for Volleyball and Indoor Basketball competitions, as well as Indoor soccer and Darts. At the moment, there is only one other end user of the premises, and that is the Whanganui BootCamp people, who regularly use the facilities most days of the week. During the summer, the entire complex is used by all club softballers on a rotation basis, with the Whanganui Bootcamp having main useage during the winter months.

One of the first moves the WSA made after the leases were signed, was to merge all softball to be played at the Complex. This included the Junior softballers (roughly 350 of them play on a Saturday morning), that had previously been catered for at the Springvale Sports Grounds in Parsons Street on an open field. This was at a cost of \$1200+GST for Junior softball. There is a Canteen on the grounds owned by the WSA Junior Advisory Board, which also costs the WSA in rates every year. This is leased out to other end users, and assists in those costs.

## **PROPOSAL**

By buying the Clubrooms, the WSA achieved a home for softball, with longevity for those that follow. The costs for maintenance can be raised by funding applications, as and when needed.

With the WSA in control of its own building, the chances of it attracting another end user paid dividends with the introduction of the Whanganui Bootcamp This has increased the profile of the sport. The wet and dry Canteen and the Bar Licence, helps make the Clubrooms integral in the creation of family atmosphere, with Softball a sport for all ages.

The wider community benefits by the ability of the WSA with full ownership to offer the grounds to interested parties (eg schools, Church groups, families, Business groups, conference facilities, Social activities), and increase the profile of Softball. This in turn helps with funding running costs, and opens up our sport to those previously unaware of our existence.

Whanganui now finds itself as one of the most sought after venues for softball in the Country, which in turn attracts a huge amount of visitors and directly assists the retail and service industries contributing to an increased local economy on a wide scale. Further, the longevity of the sport is ensured, with the Whanganui Softball Association having the autonomy to make improvements as and when required, and leave a legacy for all of those that follow.

The facility increases the chances of our youth and very Junior players alike, observing and being a part of a sport that offers family participation at all levels, and provides a pathway to those good enough to seek higher honours through representation of their country. The improvement of the existing facility and its ownership by the Whanganui Softball Association will increase player numbers and participation. All this delivered in a safe and well protected and family friendly environment with facilities that enhance the sport to an elite level.

It is time for the Complex to stand for what it is – the

### **Whanganui Ballpark**

– for the benefit of all things Softball.

Yours faithfully

Lindsay Edwards  
Secretary  
Whanganui Softball Association Inc



• Secretary: Jenny Worsley Telephone: 06 345 6037 • President: Ross Francis Telephone 06 345 7300 • Treasurer: Fiona Campbell Telephone 06 344 8431  
Clubrooms: Braves Ballpark, 29 Puniri Street, PO Box 219 Wanganui, Telephone 06 344 5066  
E-Mail Address: [worsleys@xtra.co.nz](mailto:worsleys@xtra.co.nz)

# TE RUNANGA O TUPOHO

Atihauuni • A. • Paparangi • Whanganui • Nga Hapu O Tupoho



7 October 2019

Hamish Lampp  
Planning Manager  
Whanganui District Council  
PO Box 637  
WHANGANUI

Tena Koe Hamish

## BRAVES SOFTBALL PARK – RENAMING REQUEST

This Letter is to confirm that Te Runanga o Tupoho have no objections to the renaming of the "Braves Softball Park" to the "Whanganui Ball Park", noting that this request was received from the Braves Softball Club via the Whanganui Softball Association.

Please do not hesitate to contact me if you wish to discuss this further.

Nga mihi

John Niko Maihi, MNZM  
Kaiwhakahaere

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P.O. BOX 5046, WHANGANUI – Mobile 0272695689 - Email: [john.maihi@whanganui.co.nz](mailto:john.maihi@whanganui.co.nz)

Page 1 of 1

#### 8.4 INCREASED LITTER INFRINGEMENT FEE

**Author:** Stuart Hylton - Contractor

**Authoriser:** Leighton Toy - General Manager Property

**References:** Nil

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

#### **Recommendation**

That Council resolves, pursuant to section 13 of the Litter Act 1979, to increase the litter infringement fee from \$100 to \$400.

#### **Executive summary**

The purpose of this report is to complete the statutory process to increase Council's Litter Infringement Fees from \$100 to \$400.

Council previously resolved to give public notice pursuant to section 13 of the Litter Act 1979 of its intention to increase the litter infringement fee from \$100 to \$400. The public notice has been completed and now Council is in a position to formally resolve the stated desired increase.

#### **Background**

Whanganui District Council (Council) has exercised its powers under Section 13(2) of the Litter Act 1979 to adopt the ability to issue infringement notices in respect of litter infringement offences in the District. Historically Council resolved to set its Litter Act Infringement Fee at \$100.00.

Earlier this year Council considered a report to increase the litter infringement fee from \$100 to \$400 as part of a suite of tools looked at to manage ongoing and increasing incidents of illegal rubbish dumping in the District.

Council resolved at its meeting held on 13 August 2019 to give public notice pursuant to section 13 of the Litter Act 1979 of its intention to increase the litter infringement fee from \$100 to \$400 before being bought back for formal adoption.

This is a required two stage statutory process.

#### **Key issues**

Previously Council considered the options available to it to assist management of illegal dumping in the District. One tool was to increase the infringement fee available to Council. The various options were discussed with the preferred option being the resolution today.

In order to give effect to the preferred option Council must follow the prescribed statutory process. The proposed resolution completes the required process.

**Options**

The options available to Council at this stage of the process is to either adopt the resolution or not. Given there has been no further information to hand to suggest why it shouldn't proceed, Council's preferred option is to pass the resolution.

<b>SUMMARY OF CONSIDERATIONS</b>			
<b><i>Fit with purpose of local government</i></b>			
<p>This decision contributes to meeting the current and future needs for the Community in local public services and performance of regulatory functions in a way that is proactive and cost effective. The effectiveness or otherwise of these decisions needs to be monitored to ensure ongoing effectiveness and efficiency.</p> <p style="text-align: right;"><a href="#">Link: Section 10 of the Local Government Act 2002</a></p>			
<b><i>Fit with strategic framework</i></b>			
<i>Select checkboxes to indicate whether the decision / report contributes, detracts or has no impact</i>			
	Contributes	Detracts	No impact
Leading Edge Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Policies or Plans -	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>This decision fits in Council's tougher line on illegal dumping and fits within its draft anti-dumping strategy and campaign.</p> <p style="text-align: right;"><a href="#">Link: Leading Edge Strategy</a></p>			
<b><i>Risks</i></b>			
<p>The recommended decision has a very minor degree of risk.</p> <p>The following risks have been considered and identified:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Financial</b> risks related to the financial management of Council and the ability to fund Council activities and operations, now and into the future</li> <li><input checked="" type="checkbox"/> <b>Service delivery</b> risks related to the meeting of levels of service to the community</li> <li><input checked="" type="checkbox"/> <b>Reputation / image</b> risks that affect the way the Council and staff are perceived by the community - nationwide, internationally, by stakeholders, and the media</li> <li><input checked="" type="checkbox"/> <b>Legal compliance (regulatory)</b> risks related to the ability of management to effectively manage the Council, comply with legal obligations and avoid being exposed to liability</li> <li><input checked="" type="checkbox"/> <b>Environmental</b> risks related to the environmental impacts of activities undertaken by the Council. Includes potential or negative environmental and / or ecological impacts, regardless of whether these are reversible or irreversible</li> <li><input type="checkbox"/> <b>Health, safety and wellbeing</b> risks related to the health, safety and wellbeing of Council staff, contractors and the general public when using Council's facilities and services</li> </ul>			

**Information technology and management** risks related to the integrity of the Council’s IT network, including security, access and data management

**Infrastructure / assets** risks related to the inability of assets to provide the required level of service in the most cost effective manner

**Project completion** risk of failure to complete on time, on budget and to plan

The recommended decision has a very low degree of risk as Council is following legal advice to ensure the statutory powers are followed. The risks around legal compliance (enforcement) are managed through Council’s Regulatory Activity.

[Link: Risk Management Policy](#)

**Policy implications**

The recommendation will assist Council’s current levels of service in this activity along with Council’s proposed ‘Compliance Strategy’.

**Financial considerations**

Nil  Approved in LTP / AP  Unbudgeted \$

**Legislative considerations**

Legal implications revolve around enforcement and are adequately covered by Council’s regulatory/enforcement activities with in-house legal advice and Council following statutory process when increasing fees including public notices.

**Significance**

The recommended decision is considered not significant as per Council’s Significance and Engagement Policy.

[Link: Significance and Engagement Policy](#)  
[Link: Determining significance overview](#)

**Engagement**

Engagement around the reports has been with internal officers involved in the activity primarily within the legal and regulatory teams. Discussions have been held with other Councils.

Statutory engagement has occurred through public notice.

[Link: Significance and Engagement Policy 2018](#)

PRE-ENGAGEMENT Community groups / stakeholders	Date / Status	Techniques to engage
Regulatory		Discussion and advice
In-house Legal		Discussion and advice

**8.5 GOVERNMENT CONSULTATION UPDATE - NOVEMBER 2019**

**Author:** Justin Walters - Policy Analyst Legislative & Performance Management

**Authoriser:** Stephanie Macdonald-Rose - Policy & Governance Manager  
Charlotte Almond - General Manager Strategy

**References:**

1. Government Consultation Update – November 2019
2. Council Submission Process Flow Chart
3. Council submission on Action for healthy waterways framework

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

**Recommendation**

That Council

- (a) confirms the Council Submission Process.
- (b) delegates the authority to adopt formal Council submissions to the Mayor and Chief Executive, in consultation with the members of Council, where there is insufficient time for the submission to be brought to Council for formal adoption.
- (c) confirms the criteria for the Submission Development Matrix.
- (d) receives information within Government Consultation Update – November 2019.
- (e) adopts the submission on Action for healthy waterways framework.

**Executive summary**

The purpose of this report is to provide the framework by which officers assess the level of Council involvement in consultations being undertaken by Central Government and other organisations which have the potential to impact on Council or the Whanganui District and to provide an update on those consultations.

In addition, this report provides the Council submission on Action for healthy waterways framework for retrospective adoption.

**Background**

This report is divided into two distinct parts. The first part deals with Council's advocacy framework and the criteria that officers apply in deciding whether or not to become involved in engaging with external agencies. The second part deals with current consultations.

## **Advocacy Framework**

### What is advocacy?

Advocacy is best described as actively seeking to influence<sup>1</sup> other people and organisations to act in a way that best suits Council needs and objectives.

Advocacy is different from most other functions that Council undertakes as regulator or as the owner and funding agency for community services and infrastructure because in this case it is not the decision maker. This requires Council to understand the underlying goals and motivations of decision makers and seek to influence those decisions for the benefit of Council and the wider Whanganui District.

### Optimum approach

For every issue there is an optimum approach to advocacy and this is determined by a number of factors. These are the:

- Significance of the issue to an organisation
- Likely impact of the issue on the organisation
- Amount of resource available to devote to the issue
- Degree of influence Council has in the process.

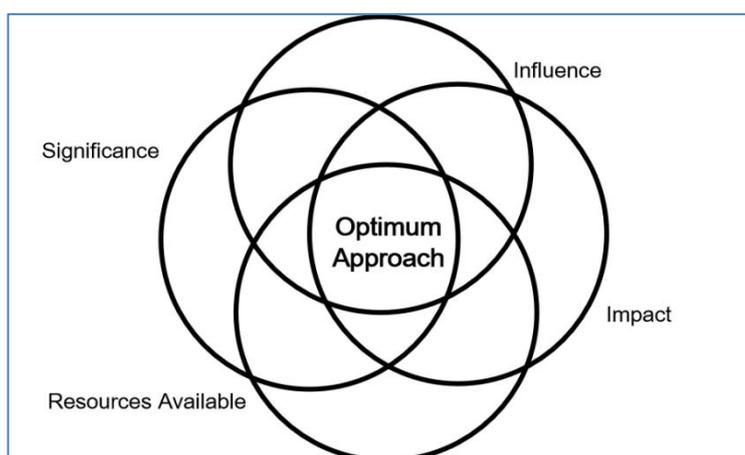


Figure 1: Optimum Approach to Advocacy

Council's influence in a decision making process is an important but often overlooked aspect. This can determine how an issue is approached. An example of this is whether or not a decision is part of the government's core political agenda. If it is, Council may have little influence over the core aspect of the policy but it may be able to influence its implementation to minimise the impacts on Council as well as any unintended consequences. Secondly, influence is about having the right people involved in the piece of advocacy – this can include elected members.

### A systematic approach

The foundation of Council's advocacy program is responding to central government's agenda by keeping abreast of the development of central government proposals and legislation. This involves sector scanning, initial screening, prioritisation and, where possible, responding to government proposals based on Council's existing policies and priorities. This work also includes officer feedback on the practical impacts of these proposals on Council. This information is then used as part of the submission assessment matrix for deciding the appropriate level of Council involvement, as well as the development of Council responses.

A key tenant of the systematic approach, and to ensure that Council maximises its limited resources, is to engage as early as possible in key policy making processes. It is also important to be practical, well-reasoned and consistent in our policy positions over time. Part of this consistency is maintained

<sup>1</sup> The ways in which actors influence policy and decision making processes has been extensively analysed in academic literature. This can include using direct engagement with politicians and bureaucrats, influencing public opinion, changing the theatre in which the issue is debated and reframing the issues to appeal to the values or beliefs of decision makers. Cullerton (2018) in [Effective advocacy strategies for influencing government nutrition policy: A conceptual model](#) provides a practical analysis of advocacy within the health sector.

by supporting Council's existing formal policy positions, however, these often only cover a small portion of the government's agenda. As a result, advocacy often entails making policy decisions in a compressed timeframe. For this reason, elected members, in their governance role, have a part to play in advocacy through the confirmation of formal Council positions and policies.

A flow chart detailing the Council submission process under the 2016-19 triennium is provided as Reference 2. This process included granting delegated authority to the Mayor and Chief Executive to adopt formal Council submissions, in consultation with the members of Council, where there was insufficient time for the submission to be brought to Council for formal adoption. Officers recommend that the Council confirms this process for formal Council submissions, including the granting of delegations to the Mayor, as it provided balance between allowing Council to respond to issues at short notice, while also ensuring elected member governance of the process.

#### Submission Development Matrix

In order to improve the consistency of Council's responses to formal government consultations a submission development matrix (**Ref 1**) with assessment criteria was developed during the previous triennium with the following criteria:

- Impact – How will the proposal impact Council's current responsibilities and functions or the wider Whanganui District?
- Significance – Is what is being proposed likely to have a significant impact?
- Strategic Intentions – Does the proposal contribute to Council key strategies?
- Lead – Is Council one of the lead agencies that should submit or can we provide feedback or support to another submitter?
- Capacity – What is the capacity of the policy team and / or technical experts?

Officers recommend that Council confirm the ongoing use of submission development matrix for the 2019-22 triennium. These criteria are considered to remain fit for purpose as it allows for the prioritisation of limited resources around issues likely to impact Council, including the wider district, and Council's existing policy positions.

#### ***Current consultations***

The following opportunities are available to provide feedback on legislation, discussion documents and other consultations, undertaken by Central Government and public organisations, which have potential to affect the operation of Council or the wider Whanganui District.

<b>Consultation</b>	<b>Closing Date</b>
Action for healthy waterways framework	Closed - 31/10/2019
Rates Rebate (Statutory Declarations) Amendment Bill	27/11/2019
Localism Discussion Document – LGNZ	15/12/2019

Additional information along with links to the relevant documents is available under Reference 1.

### Action for healthy waterways framework

This is a framework for improving the quality of waterways. The proposed changes include:

- better management of stormwater and wastewater;
- no further loss of wetlands and streams;
- tighter controls to prevent sediment loss from earthworks and urban development;
- farmers and growers understanding and managing environmental risks and following good practice; and
- new standards and limits on some farming activities in some regions or catchments.

The intent behind the framework to improve water quality is positive, however, three areas of concern have been identified.

Firstly, a 'one size fits all approach' does not recognise the different 'natural' characteristics of rivers. An example of this is the Whanganui River, with a muddy benthic morphology and traversing an area with volcanic geology, has a natural water quality and life supporting capacity which is different from a braided Canterbury river. Secondly, the grandparenting of discharge levels rewards existing high discharge land uses while limiting low intensity users and is likely to make non-dairy pastoral land-use less viable. Thirdly, in relation to the fencing of waterways there is the concern that many farms have invested significantly in riparian fencing and that it would be an unreasonable imposition to require the relocation of these fences erected prior to the updated fencing regulations simply to comply with the nationally consistent average setback.

Due to the timing of the close of submissions prior to the first Council meeting of the 2019-22 triennium, the Mayor elect and Chief Executive have signed the Council submission. However, as the formal delegations to the Mayor relating to formal Council submissions had not been confirmed for this triennium, Council is requested to formally adopt the Council submission on Action for healthy waterways framework (**Ref 2**). This submission is provided for consideration and retrospective adoption.

### Next Steps

If the Council resolves to make a submission on any of the open consultations, where sufficient time allows, the draft submission will be tabled for approval at a Council meeting.

In the event that the timing of the consultation period does not allow for this process, the draft submission will be circulated to Councillors for comment, with the Mayor and Chief Executive approving the final submission. The final submission will then be included at the following Council meeting for noting.

**Government Consultation Update**

**November 2019**

**Title:** **Localism Discussion Document**  
**Organisation/ Committee:** Local Government New Zealand (LGNZ)  
**Submission Closes:** **15/12/2019**  
**Status:** Initial Assessment  
**Decision \ Recommendation:** No submission

<p><b>Brief</b>                  LGNZ has issues a discussion document to assist it promote localism during the build up to the 2020 Parliamentary elections.</p>	<p><b>Assessment</b>                  LGNZ considers that wellbeing of communities could be enhanced by decentralising the provision of some services to better allow them to reflect the places unique differences and encourage greater public participation.</p> <p>Changes to the devolution of powers for local government has the potential to significantly impact on the way that local government operates and is funded.</p>												
<p><b>Consultation documents &amp; more info</b>                  Summary - <a href="https://localism.nz/">https://localism.nz/</a></p> <p>Discussion Document - <a href="https://localism.nz/assets/Documents/f411ba372e/Reinvigorating-local-democracy-LGNZ-July-2019.pdf">https://localism.nz/assets/Documents/f411ba372e/Reinvigorating-local-democracy-LGNZ-July-2019.pdf</a></p>	<p><b>Leading Edge Strategy</b>  <i>Community, Connectivity, Environment and Economy</i></p> <p><b>Submission score</b></p> <table border="1" data-bbox="778 1220 1270 1373"> <tr> <td>Impact</td> <td>5</td> <td>Lead</td> <td>3</td> </tr> <tr> <td>Significant</td> <td>4</td> <td>Capacity</td> <td>3</td> </tr> <tr> <td>Strategic intentions</td> <td>3</td> <td><b>Total score (out of 25)</b></td> <td><b>18</b></td> </tr> </table>	Impact	5	Lead	3	Significant	4	Capacity	3	Strategic intentions	3	<b>Total score (out of 25)</b>	<b>18</b>
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Significant	4	Capacity	3										
Strategic intentions	3	<b>Total score (out of 25)</b>	<b>18</b>										

<p><b>Title:</b></p> <p>Organisation/ Committee:</p> <p><b>Submission Closes:</b></p> <p>Status:</p> <p>Decision \ Recommendation:</p>	<p><b>National Policy Statement for Freshwater (NPS-FM)</b></p> <p>Ministry for the Environment and Ministry for Primary Industries</p> <p><b>Closed - 31/10/2019</b></p> <p>Formal adoption by Council</p> <p>Make a submission</p>												
<p><b>Brief</b></p> <p>The Ministry for Primary Industries and the Ministry for the Environment are proposing to introduce the National Policy Statement for Freshwater (NPS-FM).</p>	<p><b>Assessment</b></p> <p>The NPS-FM will result in changes to the freshwater management.</p> <p>The changes will result in changes to land management and the overall risk management of Council infrastructure.</p> <p>Officers have not raised any concerns over potential impact on Council however parts of the rural community have raised concerns relating to the a one size fits all approach to all rivers, grand parenting of discharges and the practicality of having to re-fence existing streams if they don't meet average widths for fencing.</p>												
<p><b>Consultation documents &amp; more info</b></p> <p>Summary - <a href="https://www.mfe.govt.nz/consultation/action-for-healthy-waterways/">https://www.mfe.govt.nz/consultation/action-for-healthy-waterways/</a></p> <p>Discussion Document - <a href="https://www.mfe.govt.nz/sites/default/files/media/Fresh%20water/action-for-healthy-waterways.pdf">https://www.mfe.govt.nz/sites/default/files/media/Fresh%20water/action-for-healthy-waterways.pdf</a></p>	<p><b>Leading Edge Strategy</b></p> <p><i>Community, Connectivity, Environment and Economy</i></p> <p><b>Submission score</b></p> <table border="1"> <tr> <td>Impact</td> <td>4</td> <td>Lead</td> <td>3</td> </tr> <tr> <td>Significant</td> <td>3</td> <td>Capacity</td> <td>3</td> </tr> <tr> <td>Strategic intentions</td> <td>3</td> <td><b>Total score (out of 25)</b></td> <td><b>16</b></td> </tr> </table>	Impact	4	Lead	3	Significant	3	Capacity	3	Strategic intentions	3	<b>Total score (out of 25)</b>	<b>16</b>
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<p><b>Title:</b></p> <p>Organisation/ Committee:</p> <p><b>Submission Closes:</b></p> <p>Status:</p> <p>Decision \ Recommendation:</p>	<p><b>Rates Rebate (Statutory Declarations) Amendment Bill</b></p> <p>Social Services and Community Committee</p> <p><b>27/11/2019</b></p> <p>Finalised / No further action required</p> <p>No Submission</p>												
<p><b>Brief</b></p> <p>The bill seeks to make it easier for eligible applicants to apply for a rates rebate, to replace the requirement to make a statutory declaration with a requirement to verify the application, and to allow authorities to design application forms for the purposes of the Rates Rebate Act 1973.</p>	<p><b>Assessment</b></p> <p>Changes are mainly technical and will remove the requirement for applicant to appear in person at Council or get visited.</p> <p>Officers have not raised any concerns relating to the changes.</p>												
<p><b>Consultation documents &amp; more info</b></p> <p>Summary - <a href="https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/document/BILL_91293/rates-rebate-statutory-declarations-amendment-bill">https://www.parliament.nz/en/pb/bills-and-laws/bills-proposed-laws/document/BILL_91293/rates-rebate-statutory-declarations-amendment-bill</a></p> <p>Bill - <a href="http://www.legislation.govt.nz/bill/government/2019/0178/latest/096be8ed818d0bdf.pdf">http://www.legislation.govt.nz/bill/government/2019/0178/latest/096be8ed818d0bdf.pdf</a></p>	<p><b>Leading Edge Strategy</b></p> <p>Community</p> <p><b>Submission score</b></p> <table border="1"> <tr> <td>Impact</td> <td>3</td> <td>Lead</td> <td>3</td> </tr> <tr> <td>Significant</td> <td>1</td> <td>Capacity</td> <td>2</td> </tr> <tr> <td>Strategic intentions</td> <td>1</td> <td><b>Total score (out of 25)</b></td> <td><b>10</b></td> </tr> </table>	Impact	3	Lead	3	Significant	1	Capacity	2	Strategic intentions	1	<b>Total score (out of 25)</b>	<b>10</b>
Impact	3	Lead	3										
Significant	1	Capacity	2										
Strategic intentions	1	<b>Total score (out of 25)</b>	<b>10</b>										

**Assessing Submission Development Matrix**

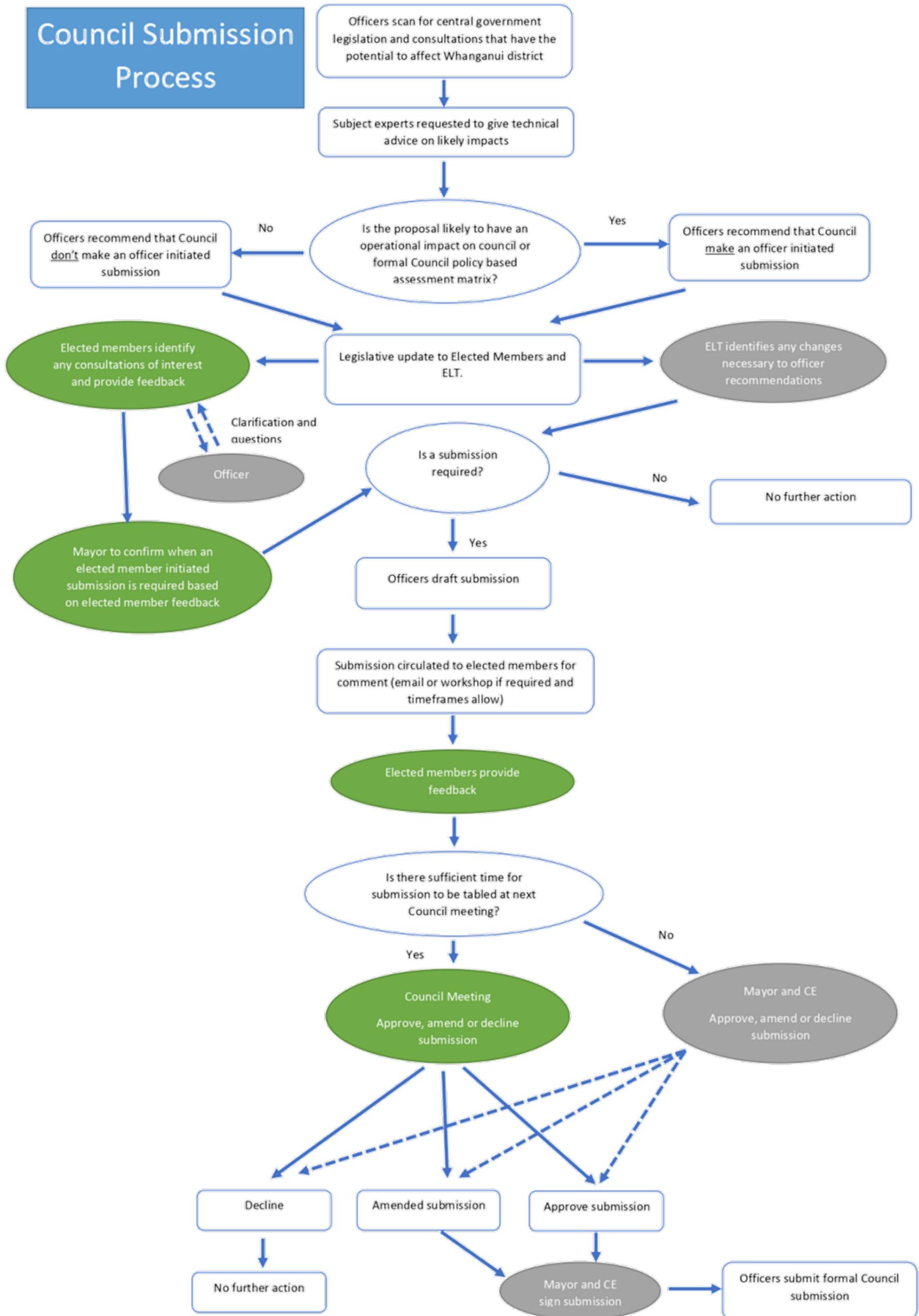
The following matrix provides guidance to Council officers in determining:

- a) whether Council drafts a submission on a proposed consultation opportunity; and
- b) if Council decides to draft a submission, the form of the submission (letter, full submission etc.)

Criteria	Details	Score
Does this proposal <b>impact</b> on a role, service or activity undertaken by WDC?	Given the scope of WDC’s current responsibilities and functions will this proposal have any impact or bearing? Is this to a primary activity as per the purpose of local government or a secondary function? Consideration should be given if there is a likely impact to our agreed levels of services.	Out of 5
Is the proposal <b>significant</b> ?	Is what is being proposed likely to have a significant impact? This could be through our Significance and Engagement Policy as well as through other factors.	Out of 5
Does this proposal align with our <b>strategic intentions</b> ?	Is there a relationship between what is being proposed and our Leading Edge Strategy? What about other key strategies? Will this positively contribute or be a detrimental factor?	Out of 5
Are we a <b>lead</b> agency?	Are we one of the lead agencies that should submit or can we provide feedback or support to another submitter (e.g. as part of a sector response)?	Out of 5
Do we have the staff <b>capacity</b> ?	What is the capacity of the policy team and / or technical experts? Low capacity may mean a letter is drafted rather than a full submission.	Out of 5

**Key**

Score	Details
0-9	Council should not, unless a specific reason defaults matrix scoring, make a submission.
10-18	Council can consider making a submission, but it is recommended low levels of engagement and staff capacity are applied.
19-25	Council should make a submission.





31 October 2019

**Ministry for the Environment**

Via Email: [consultation.freshwater@mfe.govt.nz](mailto:consultation.freshwater@mfe.govt.nz)

**Re: Action for healthy waterways: A discussion document on national direction for our essential freshwater**

In general, Whanganui District Council (Council) supports the proposed reform objectives and the focus on improvements to water quality and ecosystem health. In particular, Council supports the work of the Te Mana o te Wai framework; enhancing requirements for reporting on and managing freshwater ecosystem health; and the use of national regulation to manage contaminant losses from high risk rural land use practices.

However, the following issues are identified for further consideration and amendment.

**One size does not fit all**

It is believed that a 'one size fits all' approach is impractical and inaccurate. There are a variety of issues and contexts that may influence ecosystem health and delivering improved outcomes across these differing scenarios will require a more flexible toolbox of actions. This should include making sure that these actions are relevant and responsive to the local environment as well as recognising that the 'natural' pre-development state of rivers have different characteristics based on the surrounding geology and benthic morphology. Council supports the points made in the LGNZ submission in relation to the wide variation in impact and importance when limiting nitrate-nitrogen levels.

Council **does not** support the setting of national standards for water quality in relation to DIN and DRP as this does not contribute to evidence-based policy. Council considers that a more appropriate way of setting water standards at a national level would be to develop principles which must be implemented by regional councils based on the 'natural' capacity of a waterway.

**Intensification concerns**

Council **does not** support the proposed frameworks, rules and standards as they relate to intensification. The grandfathering of current levels of discharge into our waterways and the locking-in of existing land uses effectively rewards high intensity and high discharge approaches, while limiting farming models that are based on low intensity, input and discharge. This will have a disproportionate impact on cropping as well as sheep and beef farming and is at odds with the encouragement for farmers to diversify.

It is requested that restrictions on land use change, and any grandfathering provisions in relation to the freshwater module and hill country cropping, be modified to provide greater flexibility and to recognise the impacts on our rural communities.

**Waterways setback**

Council supports the proposed setback from waterways, however, points out that there may be unintended consequences given the number of waterways that have already been fenced. Where the fencing of waterways has been carried out prior to the commencement of these regulations, fencing should not be required to comply with the average setback. Many farms have invested significantly in riparian fencing and Council considers that it would be an unreasonable imposition to require the relocation of these fences simply to comply with the nationally consistent average setback.

Council **supports** the LGNZ recommendation that any national regulation be drafted to preserve existing riparian fencing and only require relocation once the fence is due for replacement.

Yours sincerely,



Hamish McDouall  
**Mayor**  
**Whanganui District**



Kym Fell  
**Chief Executive**  
**Whanganui District Council**

## 8.6 ADOPTION OF COMMITTEE STRUCTURE, TERMS OF REFERENCE, AND SUPPORTING REMUNERATION

- Author:** Kate Barnes - Senior Democracy Advisor
- Authoriser:** Stephanie Macdonald-Rose - Policy & Governance Manager  
Charlotte Almond - General Manager Strategy
- References:**
1. Whanganui District Council Governance Manual 2019-22
  2. Proposed remuneration worksheet

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

### Recommendation

That Council

- (a) adopts the committee structure and terms of reference as outlined in “Whanganui District Council Governance Manual 2019-22”
- (b) appoints the membership of each committee as follows
  - (i) Strategy and Finance Committee – Chairperson Cr Kate Joblin, Deputy Chair Cr Josh Chandulal-Mackay, mayor, and all other councillors
  - (ii) Infrastructure, Climate Change, and Emergency Management – Chairperson Cr Alan Taylor, Deputy Chair Cr Hadleigh Reid, mayor, and all other councillors
  - (iii) Property and Community Services – Chairperson Cr Helen Craig, Deputy Chair James Barron, mayor, and all other councillors
  - (iv) Audit and Risk – Chair Jenny Duncan, Mayor, Crs Joblin, Barron, and Chandulal-Mackay, 2 vacancies to be filled by external appointees
  - (v) Policy and Bylaw – Chair Mayor McDouall, Deputy Chair Jenny Duncan, and all other councillors
  - (vi) Regulatory – Chair Cr Charlie Anderson, Deputy Josh Chandulal-Mackay and all other councillors
  - (vii) Chief Executive Review – Chairperson Cr Duncan, mayor, and Crs Taylor and Joblin
- (c) appoints the membership of each advisory group as follows
  - (i) Waste Minimisation – Chairperson Cr Vinsen, Crs Chandulal-Mackay, Taylor, Reid, Anderson, Crossan
  - (ii) Town Centre Regeneration – Chairperson Cr Craig, Mayor McDouall, Crs Reid, Chandulal-Mackay, Duncan
  - (iii) Sport and Recreation – Chairperson Cr Baker-Hogan, Crs Vinsen, Crossan, and Young
- (d) notes the Youth Committee has been established as of 31 October 2019

- (e) adopts the following remuneration structure for submission to the Remuneration Authority:
  - (i) Deputy Mayor - \$49,883
  - (ii) Chairperson Strategy and Finance Committee - \$46,046
  - (iii) Chairperson Infrastructure, Climate Change, and Emergency Management Committee - \$46,046
  - (iv) Chairperson Property and Community Services Committee and Advisory Group Chair - \$47,964
  - (v) Advisory Group Chair (x2) - \$42,209
  - (vi) Deputy Committee Chair (x3) - \$42,209
  - (vii) Councillor with no additional responsibilities (x3) - \$38,371
- (f) requests the Whanganui Rural Community Board recommend an appointee to each of Property and Community Services, Strategy and Finance, and Infrastructure, Climate Change, and Emergency Management committees

### **Executive summary**

The attached committee structure, terms of reference, and supporting remuneration to Council is recommended for adoption. This model was workshopped with Councillors on 5 November 2019.

### **Background**

The establishment of committees can support effective decision making processes, spread workload and provide an opportunity for issues to be considered in greater detail.

Whanganui District Council in the 2016-19 triennium adopted a committee structure where all councillors were appointed to the Property and Community Services, Strategy and Finance, and Infrastructure committees, as well as the committees considering policies, bylaws, and hearing regulatory issues.

In 2019-22, a largely similar model is proposed, with minor, largely administrative changes. This will support the continuation of effective and collaborative decision making as exercised in the previous triennium.

Council must also determine how it wishes to allocate the pool of remuneration set by the Remuneration Authority. The Authority has determined that the pool for Whanganui District councillors is \$516,096 per year. Council is required to allocate the entirety of this sum. At its workshop on 5 November, Council chose to use a job size ratio to determine the remuneration for councillors with various roles. A worksheet with the calculations and final figures is attached.

### **Key issues**

The proposed model does not include any increase to the delegation of decision making powers from Council to committees.

The Mayor has indicated his intention to review this structure again to coincide with the next Long Term Plan of Council.

Once adopted, the governance structure and supporting remuneration model will be submitted for approval by the Remuneration Authority, and the determination is expected to be gazetted before the end of the year.

**Options**

Option 1: Adopt proposed structure, following which committees will begin to meet and the remuneration structure will be submitted for approval.

Option 2: Do not adopt proposed structure, and further workshop a governance model. The next opportunity to submit a remuneration structure is 24 January.

<b>SUMMARY OF CONSIDERATIONS</b>			
<b>Fit with purpose of local government</b>			
This recommendation enables democratic local decision-making.			
<a href="#">Link: Section 10 of the Local Government Act 2002</a>			
<b>Fit with strategic framework</b>			
<i>Select checkboxes to indicate whether the decision / report contributes, detracts or has no impact</i>			
	Contributes	Detracts	No impact
Leading Edge Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Long-Term Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Policies or Plans -	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Link: Leading Edge Strategy</a>			
<b>Risks</b>			
The recommended decision has a very minor degree of risk.			
The following risks have been considered and identified:			
<input type="checkbox"/> <b>Financial</b> risks related to the financial management of Council and the ability to fund Council activities and operations, now and into the future			
<input type="checkbox"/> <b>Service delivery</b> risks related to the meeting of levels of service to the community			
<input type="checkbox"/> <b>Reputation / image</b> risks that affect the way the Council and staff are perceived by the community - nationwide, internationally, by stakeholders, and the media			
<input checked="" type="checkbox"/> <b>Legal compliance (regulatory)</b> risks related to the ability of management to effectively manage the Council, comply with legal obligations and avoid being exposed to liability			
<input type="checkbox"/> <b>Environmental</b> risks related to the environmental impacts of activities undertaken by the Council. Includes potential or negative environmental and / or ecological impacts, regardless of whether these are reversible or irreversible			

- Health, safety and wellbeing** risks related to the health, safety and wellbeing of Council staff, contractors and the general public when using Council's facilities and services
- Information technology and management** risks related to the integrity of the Council's IT network, including security, access and data management
- Infrastructure / assets** risks related to the inability of assets to provide the required level of service in the most cost effective manner
- Project completion** risk of failure to complete on time, on budget and to plan

[Link: Risk Management Policy](#)

#### **Policy implications**

This recommendation supports good governance practices and processes for Council and its committees.

#### **Financial considerations**

Budget allocation has been made for elected member remuneration as per Remuneration Authority requirements.

Nil  Approved in LTP / AP  Unbudgeted \$

#### **Legislative considerations**

This recommendation complies with the Local Government Act 2002 (Schedule 7).

#### **Significance**

The recommended decision is considered not significant as per Council's Significance and Engagement Policy.

[Link: Significance and Engagement Policy](#)  
[Link: Determining significance overview](#)

#### **Engagement**

External engagement is not required. Internal engagement has been undertaken with relevant technical staff and workshop was conducted with Councillors.

[Link: Significance and Engagement Policy 2018](#)



# Governance Manual 2019-22



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

This document provides a single point of reference for matters affecting elected members and relevant governance processes at Whanganui District Council. It defines the respective roles within the decision making process, including the delegations to the Committees.

The delegations and structures outlined in this document are based on the basic principle that elected members make policy and officers implement it. A key role of elected members is to regularly monitor the effectiveness of the governance structure and its implementation, and reform if necessary.

Delegated decision making supports effective services for our organisation and our ratepayers and residents.

This document does not cover delegations to the Chief Executive or subsequently to Council officers, or any delegations made under legislation other than the Local Government Act 2002. For this information, refer to Whanganui District Council's Delegations Register.

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### Principles of governance

A local authority must act in accordance with the following principles in relation to its governance:<sup>1</sup>

- a) a local authority should ensure that the role of democratic governance of the community, and the expected conduct of elected members, is clear and understood by elected members and the community; and
- b) a local authority should ensure that the governance structures and processes are effective, open, and transparent; and
- c) a local authority should ensure that, so far as is practicable, responsibility and processes for decision-making in relation to regulatory responsibilities is separated from responsibility and processes for decision-making for non-regulatory responsibilities; and
- d) a local authority should be a good employer; and
- e) a local authority should ensure that the relationship between elected members and management of the local authority is effective and understood.

### Governance versus operations

The role of the elected members is governance, not operations.

Elected Members and the Chief Executive must have a clear understanding of their different roles and responsibilities. One issue that may confront elected members is finding the boundary between their role and the role of management. In the simplest terms, elected members are responsible for oversight and planning, while the Executive Leadership Team, led by the Chief Executive, is responsible for the day to day operational activities.

### Principles of decision making

In making a decision the meeting will consider:

- relevant Council policies, strategies and planning documents
- legislative requirements, in particular relating to the Local Government Act 2002
- the facts relevant to a matter
- advice provided by Council officers
- budgetary concerns

If the facts relevant to any matter do not support a decision consistent with a Council policy, the decision making body should include in its resolution a suitable explanation.

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<sup>1</sup> LGA 2002, s39

## Roles and responsibilities of members

### Mayor

The role of a mayor is to provide leadership to the other members of the territorial authority; and the people in the district of the territorial authority. The Mayor also leads the development of the Council's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority

The mayor has the following powers:

- to appoint the deputy mayor
- to establish committees of the territorial authority:
- to appoint the chairperson of each committee, and, for that purpose, a mayor—
  - may make the appointment before the other members of the committee are determined; and
  - may appoint himself or herself.

The mayor is a member of each committee of Council.<sup>2</sup>

The mayor's role is considered full time, and this is reflected in the remuneration for this role, which is set directly by the Remuneration Authority.

### Deputy Mayor

Responsibilities in addition to those of a councillor:

- Supporting the Mayor in his/her role and deputising for him/her in his/her absence
- Keeping abreast of all issues facing council, to allow for relative ease when deputising for the Mayor, should that need arise
- Representing the council to a high standard, recognising that conduct in the role of Deputy Mayor reflects on council as a whole
- Representing the council in a strong, competent and articulate manner in the council area and to any external agencies or groups
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor in chairing council meetings and other sessions of council
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate
- If the Mayor is absent or unavailable, commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility
- Working closely with other elected members of council to ensure smooth council decision-making
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in the event of deputising for the Mayor, should that need arise

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<sup>2</sup> LGA 2002, s41A

### Committee Chairperson

Responsibilities in addition to those of a councillor:

- Chairing meetings of their committee
- Attending all committee agenda briefings
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in the role of Committee chairperson reflects on council as a whole
- Promoting and supporting good governance by the council
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role as Committee chairperson
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as Committee chairperson
- Ensuring any meetings they chair act within the powers delegated by the council
- Ensuring the Deputy chairperson of the committee has the opportunity to keep abreast of all issues facing the committee, to allow for relative ease when deputising for the Committee chairperson, should the need arise.
- Managing the progress of business during committee meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility
- Liaising with appropriate council staff in respect of the areas of council activity and business within the Committee chairperson area of responsibility
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility
- Recognising and contributing to issues that cut across specific areas of council activity and business within the area of responsibility
- Working closely with other elected members of council to ensure smooth council decision-making

### Committee Chairperson and Advisory Group chair

Responsibilities in addition to those of a councillor:

- Chairing meetings of their committee
- Attending all committee agenda briefings
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in the role of Committee chairperson reflects on council as a whole
- Promoting and supporting good governance by the council
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role as Committee chairperson

- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role as Committee chairperson
- Ensuring any meetings they chair act within the powers delegated by the council
- Ensuring the Deputy chairperson of the committee has the opportunity to keep abreast of all issues facing the committee, to allow for relative ease when deputising for the Committee chairperson, should the need arise.
- Managing the progress of business during committee meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process
- Maintaining and ensuring due order and decorum throughout meetings they chair
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility
- Liaising with appropriate council staff in respect of the areas of council activity and business within the Committee chairperson area of responsibility
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility
- Recognising and contributing to issues that cut across specific areas of council activity and business within the area of responsibility
- Working closely with other elected members of council to ensure smooth council decision-making
- Advocating for policy development
- Enhance relationships with key stakeholders
- Act as the Council's spokesperson and point of contact for those activities
- Chair meetings of the advisory group
- Liaise with assigned staff to give effect to advisory group's terms of reference and strategic projects
- Report advisory group activities to the relevant committee
- Keep the Mayor informed of emerging issues
- Maintain a no-surprises approach for elected members and staff
- Keeping abreast of all issues concerning council activity and business within their area of responsibility

#### Advisory Group Chair

In addition to their role as councillor, advisory group chairs will undertake the following in relation to their area of responsibility:

- Advocating for policy development
- Enhance relationships with key stakeholders
- Act as the Council's spokesperson and point of contact for those activities
- Chair meetings of the advisory group
- Liaise with assigned staff to give effect to advisory group's terms of reference and strategic projects
- Report advisory group activities to the relevant committee
- Keep the Mayor informed of emerging issues

- Maintain a no-surprises approach for elected members and staff
- Keeping abreast of all issues concerning council activity and business within their area of responsibility

#### Deputy Committee Chair

In addition to their role as councillor, deputy committee chairs will undertake the following in relation to their area of responsibility:

- Chairing meetings of their committee when the chair is unavailable
- Attending all committee agenda briefings
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings when required
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role supporting the Committee chairperson
- Liaising with appropriate council staff in respect of the areas of council activity and business within the Committee chairperson area of responsibility
- Recognising and contributing to issues that cut across specific areas of council activity and business within the area of responsibility

#### Councillor

- Bringing the views of the community into council decision-making processes
- Balancing the need to advocate for specific interests against the needs of the wider community
- Listening to the concerns of local residents, ratepayers, businesses, and community groups on issues pertaining to the council
- Engaging with community representatives and other local stakeholders
- Participating in any relevant consultative processes with the local community and/or other organisations.
- Participating constructively and effectively in the good governance of the council as a whole
- Understanding and ensuring that basic principles of good governance are a part of the decision-making approach of the council
- Understanding and respecting the differing roles of Mayor, Deputy Mayor, committee chairs, advisory group chairs, and councillors
- Recognising that the governance role does not extend to operational matters or to the management of any implementation
- Having a good understanding of the council processes set out in the Standing Orders that determine how council meetings are run
- Developing and maintaining a working knowledge of council services, management processes, powers, duties and constraints
- Participating in the setting and monitoring of council policies, budgets, strategies and service delivery through annual and long-term planning processes
- Ensuring familiarity with agendas and other council reports before council meetings
- Being familiar with and complying with the statutory requirements of an elected councillor
- Complying with the Code of Conduct adopted by the council
- Identifying, being aware of and declaring any potential personal conflicts of interest, whether of a pecuniary or non-pecuniary nature.

## Governance structures

### Committees

The Council has a number of options to delegate its decision making functions. One way is through the establishment of committees.

Under s41A of the Local Government Act 2002 empowers the Mayor to establish committees and appoint their chairpersons. However, if the Mayor chooses not to exercise this power, the decision sits with the Council. The Mayor is a member of every committee of the Council.<sup>3</sup>

The Council appoints the members and decides what powers it will delegate to each committee, generally in relation to a specific area of Council activity.

To support transparency of committee activity, committee minutes will be tabled at subsequent Council meetings.

Nothing in this document limits the power of Council to cancel a delegation and resume that power prior to the committee having made a decision.

The committee will then take no further action on that matter until the Council has met to approve the cancellation and either:

- a) Referred the matter back to the committee (with directions if any); or
- b) Determined the matter.

Before signalling an intention to withdraw any delegation the Mayor shall consult with the Chairperson of the relevant committee or community board involved, if any, and the Chief Executive.

A committee may, rather than make a decision, refer a matter back to the Council with a suitable recommendation. The Council will then decide the matter.

The Mayor or the Council may require any matter that would otherwise be reported to a committee, to be reported to the Council. The committee chair will be advised ahead of the matter being on a Council agenda.

### Advisory Groups

Councillor Advisory Groups have no power to act or decide. They have an investigative, advisory and fact-finding role within the terms of reference determined by the Council. Councillor Advisory Groups will have the power to make recommendations only to the extent allowed under their terms of reference. They can make decisions only on specified activities prescribed in the terms of reference. They cannot direct staff or expenditure of Council's funds (unless otherwise prescribed).

Advisory Group members can be appointed by position or by name. They can be Councillors, Community Board Members, Council officers, or external persons who provide expertise

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<sup>3</sup> LGA 2002, s41A(5)

relevant to the group's terms of reference. Unless expressly specified otherwise, a Councillor Advisory Group will be terminated if it has not met for six months or more.

Advisory Groups must report their findings and recommendations back to the Council or standing committee that formed them.

When establishing an Advisory Group, Council's resolution should clearly define:

- Its terms of reference including its purpose, and the scope of its investigative, advisory and fact finding roles
- Membership: this will primarily be elected members, however there may be occasions where it is appropriate to include people from outside agencies, or Council officers.
- The Chairperson of the Advisory Group.
- All Advisory Groups must be established using the Advisory Group template attached to this Manual.

This will ensure that all members as well as staff clearly understand the role and responsibilities of the group.

Like committees of Council, advisory groups expire at the end of the triennium, and the new Council may choose to reinstate them or not.

### Civil Defence Emergencies

If an emergency occurs that requires a decision by Council and Council is unable to meet its legal requirements to constitute a meeting, either:

- the mayor,
- the deputy mayor, or
- chief executive

is delegated all of the powers and functions of the Council (other than those which under the law may not be delegated). Such delegations are to remain in place until a valid meeting of the Whanganui District Council has been convened.

## Whanganui District Council Governance Structure 2019-22

### Council

Council consists of the Mayor and 12 councillors. The chair of the Whanganui Rural Community Board has speaking rights at the table for all Council meetings.

### Role of Council

- 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
- Formulating the council's strategic direction and relative priorities through the Long Term Plan (LTP)
- To consider any matters referred to it from any of its Committees
- Manage/lead the Council's relationship with Iwi partners
- Approval of loan guarantees
- Over expenditure of budget, unbudgeted expenditure and variations to estimates.
- Appointment and remuneration of representatives on outside bodies (including Council owned companies), except where these bodies have granted appointment rights to the Mayor or Chief Executive
- Any proposal to promote legislation in the name of Whanganui District Council
- Any decision (excluding decisions made under the Resource Management Act 1991) which is inconsistent with any policy or strategy which has been or may be adopted by the Council.
- Any changes to the political structure of Council including committee delegations and structure, and any questions of representation
- Policies relating to the remuneration of elected members
- Decisions relating to Whanganui District Council's council-controlled organisations

There are some limits on what decision making powers Council can delegate, as determined by the Local Government Act 2002. The following duties and powers cannot be delegated:

- the power to make a rate; or
- the power to make a bylaw; or
- the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- the power to adopt a long-term plan, annual plan, or annual report; or
- the power to appoint a chief executive; or
- the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term plan or developed for the purpose of the local governance statement; or
- the power to adopt a remuneration and employment policy.<sup>4</sup>

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<sup>4</sup> LGA 2002, Sch 7, cl32

### Strategy and Finance Committee

Chair	Cr Kate Joblin
Deputy Chair	Cr Josh Chandulal-Mackay
Membership	Mayor and all councillors Rural Community Board Member
Quorum	7
Meeting schedule	6 weekly, unless determined otherwise by Council

The Strategy and Finance Committee has been delegated the following responsibilities by the Council:

- To develop and recommend strategies, plans and policies to the Council that advance the Council's vision and goals, and comply with the purpose of the Local Government Act, with the exception of policies concerning areas of responsibility held by other committees of Council
- Develop and recommend bylaws to Council.
- To approve draft strategies, draft plans, draft policies and draft bylaws for consultation.
- Develop and approve submissions to government, local authorities and other organisations
- To monitor the Council's financial and non-financial performance against the Long-term Plan and Annual Plan
- To write off outstanding accounts no greater than \$10,000
- To monitor social and community related matters
- Oversight of the Safer Whanganui programme

### Property and Community Committee

Chair	Cr Helen Craig
Deputy Chair	Cr James Barron
Membership	Mayor and all councillors Rural Community Board Member
Quorum	7
Meeting schedule	6 weekly, unless determined otherwise by Council

The Property and Community Committee has been delegated the following responsibilities by the Council:

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

### Infrastructure, Climate Change and Emergency Management Committee

Chair	Cr Alan Taylor
Deputy Chair	Cr Hadleigh Reid
Membership	Mayor and all councillors Rural Community Board Member
Quorum	7
Meeting schedule	6 weekly, unless determined otherwise by Council

The Infrastructure, Climate Change and Emergency Management Committee has been delegated the following responsibilities by the Council:

To discuss and make recommendations to Council on

- Water supply stormwater and wastewater matters
- Roading and footpaths
- Waterways and natural drainage
- Parking Rules
- Emergency Management (Civil Defence) matters
- Climate Change

Delegation to Committee: Decision-making on Parking Rules

### Policy and Bylaw Committee

Chair	Mayor Hamish McDouall
Deputy Chair	Cr Jenny Duncan
Membership	All councillors
Quorum	7
Meeting schedule	As required

The Policy and Bylaw Committee's role is to:

- a) hear submissions on behalf of Council regarding the adoption of bylaws, and make a recommendation.
- b) hear and make a determination on those submissions on proposed policies except those policies required to be adopted and consulted on under the Local Government Act in association with the long-term plan or developed for the purpose of the Local Governance Statement.

### Regulatory Committee

Chair	Cr Charlie Anderson
Deputy Chair	Cr Josh Chandulal-Mackay
Membership	Mayor and all councillors
Quorum	3
Meeting schedule	As required

The Regulatory Committee has been delegated the following responsibilities by the Council:

- a) Hearing and determining matters under the Dog Control Act 1996;
- b) Hearing and determining objections to urban and rural temporary road closure objections.
- c) Power under section 67A of the Building Act to grant a waiver or modification of section 162C (1) or (2) of the Building Act.
- d) Power under clause 16.2 of the Whanganui District Council Streets Infrastructure Bylaw 2015 to confirm, reverse, or modify the decision or conditions made by an authorised officer.

### Audit and Risk Committee

Chair	Cr Jenny Duncan
Deputy Chair	To be confirmed
Membership	Mayor Crs Chandulal-Mackay, Joblin, Duncan, Barron 2 vacancies to be filled by independent appointees
Quorum	4
Meeting schedule	Quarterly

#### Purpose

The purpose of the Audit and Risk Committee is to assist the Council to discharge its responsibilities to exercise due care, diligence and skills in relation to the oversight of:

- a) The robustness of risk management systems, processes and practices.
- b) A forward work programme, which will consist of reviews of specific risks using the 'Deep Dive' methodology, the delivery of the internal audit work programme and a regular review of the Risk Register.
- c) The robustness of the internal control framework and financial management policies.
- d) Compliance with applicable laws, regulations, standards and best practice guidelines; and
- e) The establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.
- f) Reviewing Council's Fraud and Protected Disclosures policies, and other relevant policies and procedures.
- g) The oversight of risk management and assurance across the Council's CCOs with respect to risk that is significant to Council.

The role of the committee is to gain an assurance that there is a robust process to manage risks appropriately. In fulfilling their role on the Audit and Risk Committee, members shall be impartial and independent at all times.

#### Delegated Authority

The Council has delegated to the Audit and Risk Committee the necessary authority to effectively carry out the tasks assigned to it. The committee shall have the delegated authority to approve the appointment of the internal auditor of risk management and internal audit programmes, audit engagement letters and letters of undertaking for audit functions and additional services provided by the external auditor.

**Decision Making Powers**

The Committee has no decision making powers. The Committee may request expert advice through the Chief Executive, as necessary. The Committee may make recommendations to the Chief Executive, as necessary.

**Key Attributes of Members**

- Members should bring the ability to act independently and objectively.
- The ability to ask relevant and pertinent questions, and evaluate the answers.
- The ability to work constructively with management to achieve improvements. ☒  
Business acumen; and
- Appropriate diligence, time, effort and commitment.

Independent members should have the following experience:

- Broad governance experience.
- Familiarity with risk management disciplines (identification, evaluation and management).
- Understanding of internal control and assurance frameworks.
- A good understanding of the roles of internal and external audit.
- Financial reporting and analysis from a risk perspective.

**Responsibilities**Risk

Monitor the effectiveness of risk identification and mitigation measures, in addition to assessing the impact of emerging risks by:

- Reviewing the Risk Register, Risk Framework, Policy and associated procedures for effective identification and management of the Council's financial and business risks.
- Maintaining visibility of emerging risks.

Internal Audit, Internal Controls, and Fraud Controls

Assess the effectiveness of Council's internal controls and internal audit functions, by reviewing:

- The appropriateness and effectiveness of controls in place to safeguard Council's assets.
- The adequacy of Council's fraud and associated policies.
- The effectiveness of existing corporate policies and recommending changes or new policies where appropriate.
- Management's legislative compliance programme.

Treasury, Insurance and Long Term Planning

Monitor risks associated with Council's treasury function, including:

- Council's treasury policies.

- Council's annual Insurance contract, satisfying itself Council has appropriate and affordable insurance cover in place.
- Council's long term planning including its financial strategy.

#### External Audit

Review external audit function, including:

- Confirming processes are in place to ensure the completeness and quality of financial and operational information being provided to the Council;
- Liaising with the external auditors as required;
- Monitoring Council's external audit programme and processes;
- Receiving the Audit Management Report and monitoring progress by management on implementing recommendations contained within the Report.

#### Statutory Reporting

Review and monitor the integrity of the interim and annual reporting including statutory financial statements and other formal announcements relating to the Council's financial performance, including;

- The appropriateness of accounting policies and standards;
- Compliance with applicable legal requirements relevant to statutory reporting;
- The extent to which financial statements are affected by any unusual transactions and the manner in which they are disclosed;
- The clarity of disclosures generally;
- The basis for the adoption of the ongoing concern assumption;
- Significant adjustments resulting from the audit

#### Council Controlled Organisations (CCOs)

The committee will enquire to ensure adequate processes at a governance level exist to identify and manage risks within a Council Controlled Organisation (CCO).

#### Other Tasks

Other tasks as delegated to the Audit and Risk Committee by the Council, which may include the allocation of special project oversight.

#### Review of Terms of Reference

The Terms of Reference will be reviewed by the Council following every triennial election.

Notes:

- The Chief Executive is required to attend all meetings but is not a member and has no voting rights.
- Members that are appointed for an initial term of no more than three years that aligns with the triennial elections, after which they may be eligible for extension or reappointment.
- Appointment of external members is by contract.

- External member contracts are to be reviewed and assessed six (6) months after each triennial election.

### Chief Executive Review Committee

Chair	Cr Jenny Duncan
Deputy Chair	Cr Alan Taylor
Membership	Mayor Cr Joblin
Quorum	3
Meeting schedule	As required

The Chief Executive Review Committee has been tasked by Council with monitoring the performance of the Chief Executive, including

- Reviewing the performance of the Chief Executive against performance measures outlined in the employment contract
- Recommend to Council all matters relating to the employment of the Chief Executive and the Chief Executive's employment agreement.
- Recommending to Council yearly salary adjustments.
- Approving the employment agreement between the local authority and the chief executive and setting key performance indicators in a performance agreement.
- Working with the chief executive on the implementation of the performance agreement.
- Conducting any performance reviews required by the performance agreement.
- Making decisions about the remuneration of the chief executive.
- Conducting any statutory performance reviews under clauses 34 and 35 of Schedule 7 of the Act.
- Deciding any other issues that may arise in relation to the employment or performance of the chief executive.
- Fulfilling the local authority's contractual obligations to the chief executive.
- Disciplinary or performance issues that may need to be addressed/investigated relating to the chief executive

## Youth Committee

Co-Chairs	Ahimsha Saravanapavan and Mia Perkins
Membership	Cr James Barron Ariana Cronshaw Brienne Drefko Charlotte Hardy Firooze Colaabavala Haris Khan Jonty Tripe Nikita Ebbutt-Moorhouse Sophie Archer 4 vacancies to be filled
Quorum	8
Meeting schedule	6 weekly

### Purpose

To empower Whanganui young people to be the best they can be by providing the resources and opportunities that they need to succeed.

### Vision

To ensure that Whanganui is a vibrant, inclusive, empowering community, where young people love to be.

### Key tasks

The role of the Youth Committee is to:

- Represent the community's young people
- Promote opportunities for youth participation
- Develop and monitor policy on youth issues
- Provide opportunities for youth to contribute to the decision-making of Council
- Advise the Council on matters of interest for youth in the Whanganui District

### Rural Community Board

The Whanganui Rural Community Board is a body established by Order in Council. The powers delegated to the Community Board are within the scope defined by the terms of the Local Government Act 2002:

The role of a community board is to—

- a) represent, and act as an advocate for, the interests of its community; and
- b) consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- c) maintain an overview of services provided by the territorial authority within the community; and
- d) prepare an annual submission to the territorial authority for expenditure within the community; and
- e) communicate with community organisations and special interest groups within the community; and
- f) undertake any other responsibilities that are delegated to it by the territorial authority.

Whanganui District Council has delegated the following additional responsibilities to the Rural Community Board:

- Exercise delegated authority to determine temporary rural road closure applications.
- The power to make submissions to Government and other agencies (such as local or regional authorities) on issues that fall within the area of responsibility of the Board.
- Make submissions to any organisation relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Chief Executive).
- To develop and adopt a strategic plan.
- To make submissions to Council on all matters pertaining to the District Plan which impact on the Board's community.

To support information sharing and encourage direct input from the Rural Community Board into Council activities, the Council will appoint a representative of the board to each of the following committees:

- Strategy and Finance (member)
- Infrastructure, Climate Change, and Emergency Management (member)
- Property and Community (member)

In addition, a representative of the community board will have speaking rights at Council and Youth Committee meetings.

## Iwi Working Parties and Co-Governance Bodies

Whanganui District Council has entered into agreements with various local runanga and iwi groups in the district, and may enter into additional agreements in future. These agreements sometime create working parties which provide an opportunity for collaboration and information sharing between Council and representatives of their agreement partners.

These groups will operate under the terms defined in the relevant relationship agreements.

When entering into Treaty of Waitangi settlements, the Crown sometimes establishes co-governance bodies, to which Council may have appointment rights. These bodies determine their own processes and procedures.

### Current Working Parties

Tūpoho

Tamaupoko Link

### Current Co-Governance Bodies

Te Kōpuka

Te Karewao

Ngā Wai Tōtā o Te Waiū

### Advisory Groups

Name of Advisory Group	Waste Minimisation Advisory Group
<b>Advisory Group Terms of Reference</b> (detail the purpose, powers, duties and functions of the Advisory Group )	<ul style="list-style-type: none"> <li>• To investigate and keep abreast of waste management and minimisation and issues and initiatives.</li> <li>• To monitor and develop initiatives to progress the Council's Waste Management and Minimisation Plan.</li> <li>• To administer the Council's Waste Minimisation Fund including delegated authority to determine applications.</li> <li>• To report minutes and key issues to Council's Infrastructure, Climate Change and Emergency Management Committee.</li> <li>• To receive, discuss and recommend 'sustainability' matters for Council consideration.</li> </ul>
<b>Committee of Council that the Advisory Group is to report to</b>	Infrastructure, Climate Change and Emergency Management Committee
<b>Chairperson of Advisory Group</b>	Cr Rob Vinsen
<b>Membership of Advisory Group</b> (detail by position or by name)	Crs Chandulal-Mackay, Taylor, Reid, Anderson, Crossan Rural Community Board Member Michael Dick
<b>Support Staff</b> (detail by position)	Stuart Hylton (Council's Waste Advisor)
<b>General Manager (or Chief Executive) supporting Advisory Group</b>	General Manager Property
<b>Expected term of Advisory Group</b> (include anticipated end date)	Triennial term (November 2019 – October 2022)

<b>Name of Advisory Group</b>	<b>Town Centre Regeneration Steering Group</b>
<b>Advisory Group Terms of Reference</b> (detail the purpose, powers, duties and functions of the Advisory Group)	<ul style="list-style-type: none"> <li>• To oversee and advise on the delivery of the Town Centre Regeneration Strategy.</li> <li>• To administer Town Centre Regeneration budget to specific projects.</li> <li>• To report on Town Centre Regeneration projects and their progress to the Council's Property and Community Committee.</li> </ul>
<b>Committee of Council that the Advisory Group is to report to</b>	Property and Community Committee
<b>Chairperson of Advisory Group</b>	Cr Helen Craig
<b>Membership of Advisory Group</b> (detail by position or by name)	<p><b>Councillors</b> 5 – Mayor McDouall, Crs Reid, Chandulal-Mackay, Duncan <i>Voting rights are exercised by Councillors only.</i></p> <p><b>External Advisors</b> Des Warahi (General Manager Mainstreet Whanganui) Bruce Dickson (Bruce Dickson Architecture) Cecelia Kumeroa (Ihi Design Studio) Jill Sheehy (Tūpoho) Beryl Miller (Tūpoho) Jaime Waugh (Barrister) Jack Mitchell-Anyon (Article) <i>The Group can appoint further external advisors if required.</i></p>
<b>Support Staff</b> (detail by position)	<p>Ellen Young (Town Centre Project Manager)</p> <p><i>The following staff are available to provide technical advice to the Group</i></p> <p>Planning Manager Senior Roading Engineer Communications and Marketing Manager General Manager Property Strategic Lead – Visitor Industries Strategic Lead – Manufacturing, Logistics and Commercial Strategic Lead – Creative Industries and Arts</p>
<b>General Manager</b> (or Chief Executive) supporting Advisory Group	General Manager Strategy

<b>Expected term of Advisory Group</b> (include anticipated end date)	Triennial term (November 2019 – October 2022)
<b>Name of Advisory Group</b>	<b>Sports and Recreation Advisory Group</b>
<b>Advisory Group Terms of Reference</b> (detail the purpose, powers, duties and functions of the Advisory Group)	<ul style="list-style-type: none"> <li>• To monitor implementation of Council's Sport and Recreation Facilities Strategy</li> <li>• To support Council's relationships with sporting clubs and organisations in Whanganui</li> <li>• To support Council's relationship with Sport Whanganui</li> <li>• To report minutes and key issues to Property and Community Services Committee</li> </ul>
<b>Committee of Council that the Advisory Group is to report to</b>	Property and Community Services
<b>Chairperson of Advisory Group</b>	Cr Philippa Baker-Hogan
<b>Membership of Advisory Group</b> (detail by position or by name)	Crs Vinsen, Crossan, and Young
<b>Support Staff</b> (detail by position)	
<b>General Manager (or Chief Executive) supporting Advisory Group</b>	General Manager Property
<b>Expected term of Advisory Group</b> (include anticipated end date)	Triennial term (November 2019 – October 2022)

**APPENDIX 1****COUNCILLOR ADVISORY GROUP TEMPLATE**

<b>Name of Advisory Group</b>	
<b>Advisory Group Terms of Reference</b> (detail the purpose, powers, duties and functions of the Advisory Group)	
<b>Committee of Council that the Advisory Group is to report to</b>	
<b>Chairperson of Advisory Group</b>	
<b>Membership of Advisory Group</b> (detail by position or by name)	
<b>Support Staff</b> (detail by position)	
<b>General Manager (or Chief Executive) supporting Advisory Group</b>	
<b>Expected term of Advisory Group</b> (include anticipated end date)	



**8.7 PROCESS FOR RECRUITMENT OF INDEPENDENT COMMITTEE MEMBERS****Author:** Kate Barnes - Senior Democracy Advisor

Debbie Watson - Risk Manager

**Authoriser:** Stephanie Macdonald-Rose - Policy & Governance Manager

Charlotte Almond - General Manager Strategy

**References:** 1. Process for Recruitment of Independent Committee Member

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

**Recommendation**

That Council

- (a) endorses “Process for Recruitment of Independent Committee Member” (attachment 1)
- (b) notes that staff will initiate recruitment for two independent members of the Audit and Risk Committee, with final recommendations for appointment to be presented to Council for approval

**Executive summary**

This report seeks Council endorsement of a process to be followed for the recruitment of independent committee members. This process will be used by the Risk Manager to run recruitment of two independent members of the Audit and Risk Committee.

**Background**

Under the Local Government Act 2002, local authorities may appoint persons other than elected members to Council committees, if the authority believes that person has the skills, attributes, or knowledge that will assist the work of the committee.

Many Councils appoint external persons to their Audit and Risk Committees. LGNZ and the Office of the Auditor-General recommend at least two independent members, one of whom will ideally chair the committee. External appointees support the effectiveness of the committee by providing an impartial voice when scrutinising Council activities, and the right mix of skills required by the committee.

**Key issues**

The terms of reference for the Council’s Audit and Risk Committee specify the required skills for independent members. It is recommended that Council initiate an open recruitment process based on the specified skill set to recruit two appointees.

The final decision to appoint will rest with Council – the recruitment panel will make a recommendation. The panel will also recommend a remuneration package it believes is appropriate for each candidate.

**Options**

Option 1: Agree to staff recommendation, and recruitment process will immediately commence.

Option 2: If Council wishes to follow an alternative process, direction will be required to fill the vacancies on the Audit and Risk Committee.

<b>SUMMARY OF CONSIDERATIONS</b>			
<b>Fit with purpose of local government</b>			
Enables democratic local decision-making and action by, and on behalf of, communities.			
<a href="#">Link: Section 10 of the Local Government Act 2002</a>			
<b>Fit with strategic framework</b>			
<i>Select checkboxes to indicate whether the decision / report contributes, detracts or has no impact</i>			
	Contributes	Detracts	No impact
Leading Edge Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Policies or Plans – Committee terms of reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports prudent financial management, reduction of risk, resilience.			
<a href="#">Link: Leading Edge Strategy</a>			
<b>Risks</b>			
The recommended decision has a very minor degree of risk.			
The following risks have been considered and identified:			
<input type="checkbox"/> <b>Financial</b> risks related to the financial management of Council and the ability to fund Council activities and operations, now and into the future			
<input type="checkbox"/> <b>Service delivery</b> risks related to the meeting of levels of service to the community			
<input type="checkbox"/> <b>Reputation / image</b> risks that affect the way the Council and staff are perceived by the community - nationwide, internationally, by stakeholders, and the media			
<input checked="" type="checkbox"/> <b>Legal compliance (regulatory)</b> risks related to the ability of management to effectively manage the Council, comply with legal obligations and avoid being exposed to liability			
<input type="checkbox"/> <b>Environmental</b> risks related to the environmental impacts of activities undertaken by the Council. Includes potential or negative environmental and / or ecological impacts, regardless of whether these are reversible or irreversible			
<input type="checkbox"/> <b>Health, safety and wellbeing</b> risks related to the health, safety and wellbeing of Council staff, contractors and the general public when using Council’s facilities and services			

- Information technology and management** risks related to the integrity of the Council's IT network, including security, access and data management
- Infrastructure / assets** risks related to the inability of assets to provide the required level of service in the most cost effective manner
- Project completion** risk of failure to complete on time, on budget and to plan

Supports compliant decision making processes.

[Link: Risk Management Policy](#)

#### **Policy implications**

Supports good governance practices and processes for Council and its committees.

#### **Financial considerations**

Cost of remuneration for external appointees. Specific figures will be determined through recruitment process.

Nil  Approved in LTP / AP  Unbudgeted \$

#### **Legislative considerations**

Recommendation complies with Local Government Act 2002 (Schedule 7).

#### **Significance**

The recommended decision is considered not significant as per Council's Significance and Engagement Policy.

[Link: Significance and Engagement Policy](#)  
[Link: Determining significance overview](#)

#### **Engagement**

External engagement not required. Internal engagement undertaken with relevant technical staff, and workshop with Councillors.

[Link: Significance and Engagement Policy 2018](#)

### Process for Recruitment of Independent Committee Member

This policy sets out the process for selection, appointment and remuneration of external appointees to Council committees.

For the avoidance of doubt, the policy covers only those committees established as per Schedule 7 of the Local Government Act 2002. It does not cover hearing panels, committees established under other legislation, or the District Licensing Committee.

The purpose of this policy is to outline the process to be followed by the Council when recruiting, appointing, and remunerating external persons to sit on Council appointees. Under Schedule 7 of the Local Government Act 2002, Council can choose to appoint to a committee a person who is not an elected member if it believes that person has the skills, attributes, or knowledge that will assist the committee in carrying out its role.

#### Recruitment

If Council decides an external appointee to a committee is required, a position description for this role must be adopted. This will guide the selection process.

Advertising and shortlisting for the role will be managed in line with Council recruitment practices, and be overseen by the Chief Executive.

A panel comprised of the chief executive, a member of Council and a Council staff member with relevant expertise will interview shortlisted candidates and make a recommendation to Council to appoint, as well as a recommendation regarding remuneration.

#### Term

An external appointee's term commences on the date of Council's resolution confirming the appointment. The appointment ends when a new Council comes into office following elections. However, Council may resolve at any time to terminate the appointment.

#### Monitoring and review

Council will conduct a review of the effectiveness of the addition of external appointees at the mid-point of the triennium.

#### Remuneration

In considering remuneration for external appointees on Council committees, Council recognises that remuneration should reflect the skills and attributes required, and be set to attract strong candidates.

Council also aims to set remuneration that is simple to administer and matches the level of contribution made. Preference is that remuneration is 'total', in that no additional reimbursement of expenses will be made.

The following should inform the setting of external appointees' salary:

- Guidance from the Institute of Directors

- Base councillor salary at Whanganui District Council
- The workload expected of the appointee
- Expenses that may be incurred when carrying out the role
- Remuneration for similar roles at other Councils

Council also acknowledges that this type of role has elements of community service and candidates may be motivated by goodwill and a desire to “give back”.

The recruitment panel will consider all of the above when making a recommendation to Council regarding remuneration.

#### Training

External appointees to Council committees are not eligible for financial support for training and development.

## 8.8 MEETING SCHEDULE 2020

**Author:** Louise Davies - Governance Services Officer

**Authoriser:** Kate Barnes - Senior Democracy Advisor

**References:** 1. Whanganui District Council Meeting Calendar 2020

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

### Recommendation

That the Whanganui District Council's Meeting Schedule 2020 is adopted.

### Executive summary

This report outlines the proposed schedule of Whanganui District Council meetings for 2020.

### Background

The planned schedule of meetings for the Council in 2020, and its respective standing committees, is based upon a six-weekly cycle. (**Attachment 1**). A draft schedule was considered by the Council at its workshop held on 5 November 2019.

The proposed schedule of meetings has been developed based upon a number of assumptions including anticipated District Health Board meetings, elected member preferences for meeting days, and the desire to keep meetings in July and the school holidays to a minimum wherever possible.

In keeping with former annual schedules, no committee meetings have been scheduled for January 2020 to allow managers and key staff to take annual leave.

Compilation and finalisation of Council's draft Annual Plan 2020/21 will be undertaken in the first quarter of 2020, with workshops scheduled as necessary. Some minor adjustments to the six-weekly cycle have been needed to accommodate the need for annual plan submission hearings and deliberations, and to also fit with financial reporting requirements.

Council meetings have been scheduled to include the adoption of the Annual Plan (23 June 2020), and the adoption of the Annual Report (27 October 2020), and an additional meeting scheduled for the Striking of the Rates (16 July 2020).

### Key issues

Notwithstanding the six-week period between meetings, it is noted that additional Council or Committee meetings can be held to pass any urgent business arising out of the meeting cycle. This is permitted under Standing Orders.

### Options

The Council has the ability to determine the frequency of Council and Committee meetings in the manner it considers necessary to achieve good governance.

The 2020 meeting schedule provides for the following:

- Six-weekly meetings of Council, Strategy and Finance Committee, Infrastructure, Climate Change, and Emergency Management Committee, and the Property and Community Services Committee.
- Quarterly meetings of the Audit and Risk Committee.
- Six-weekly meetings of the Whanganui Rural Community Board and Youth Committee.
- Six-weekly meetings of Tamaupoko Link and Tupoho Working Party – subject to confirmation by the respective parties.
- Two days per month reserved for the Policy and Bylaw Committee, Regulatory Committee, or Council Workshops – to be used on an “as required” basis.
- Annual planning workshops within the first quarter of 2020.

Early endorsement of the 2020 meeting calendar is desirable to enable forward work programme planning.

<b>SUMMARY OF CONSIDERATIONS</b>			
<b><i>Fit with purpose of local government</i></b>			
This decision enables democratic local decision-making and action by, and on behalf of, communities by providing a regular framework of meetings to conduct Council business.			
<a href="#">Link: Section 10 of the Local Government Act 2002</a>			
<b><i>Fit with strategic framework</i></b>			
<i>Select checkboxes to indicate whether the decision / report contributes, detracts or has no impact</i>			
	Contributes	Detracts	No impact
Leading Edge Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infrastructure Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Economic Development Strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Policies or Plans -	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council is required to hold meetings that are necessary for the good governance of the District in accordance with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.			
Under the Leading Edge Strategy it is Council’s strategic objective to demonstrate strong, positive and empowering leadership to support unity and drive our district forward.			
<a href="#">Link: Leading Edge Strategy</a>			
<b><i>Risks</i></b>			
The recommended decision has a very minor degree of risk.			
The following risks have been considered and identified:			
<input type="checkbox"/> <b>Financial</b> risks related to the financial management of Council and the ability to fund Council activities and operations, now and into the future			
<input type="checkbox"/> <b>Service delivery</b> risks related to the meeting of levels of service to the community			

- Reputation / image** risks that affect the way the Council and staff are perceived by the community - nationwide, internationally, by stakeholders, and the media
- Legal compliance (regulatory)** risks related to the ability of management to effectively manage the Council, comply with legal obligations and avoid being exposed to liability
- Environmental** risks related to the environmental impacts of activities undertaken by the Council. Includes potential or negative environmental and / or ecological impacts, regardless of whether these are reversible or irreversible
- Health, safety and wellbeing** risks related to the health, safety and wellbeing of Council staff, contractors and the general public when using Council's facilities and services
- Information technology and management** risks related to the integrity of the Council's IT network, including security, access and data management
- Infrastructure / assets** risks related to the inability of assets to provide the required level of service in the most cost effective manner
- Project completion** risk of failure to complete on time, on budget and to plan

A special Council or Committee meeting can be held to pass any urgent business arising out of the meeting cycle and is permitted under Standing Orders.

[Link: Risk Management Policy](#)

#### **Policy implications**

The current Standing Orders do not restrict the proposed schedule of meetings.

#### **Financial considerations**

[Type here](#)

Nil                                       Approved in LTP / AP                                       Unbudgeted \$

#### **Legislative considerations**

Clause 8.9 of Standing Orders states:

*Where Council adopts a meeting schedule it may cover any period that Council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to also publicly notify each meeting.*

*[cl 19 (6) Schedule 7, LGA]*

**Significance**

The recommended decision is considered not significant as per Council’s Significance and Engagement Policy.

[Link: Significance and Engagement Policy](#)  
[Link: Determining significance overview](#)

**Engagement**

Not applicable. However, a draft schedule was considered at a Council workshop on 5 November 2019.

[Link: Significance and Engagement Policy 2018](#)

<b>PRE-ENGAGEMENT Community groups / stakeholders</b>	<b>Date / Status</b>	<b>Techniques to engage</b>

<b>CONSULTATION Community group / stakeholder</b>	<b>Level of engagement on spectrum</b>	<b>Techniques to engage</b>



**8.9 APPOINTMENTS TO BOARDS AND EXTERNAL BODIES NOVEMBER 2019****Author:** Ngāwai Matthews - Governance Support Officer**Authoriser:** Kate Barnes - Senior Democracy Advisor  
Charlotte Almond - General Manager Strategy**References:** Nil**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.**Recommendation**

That Council makes the appointments outlined in the document “Appointments to boards and external bodies November 2019”.

Council has been granted appointment rights to a number of boards and other groups in the Whanganui area and wider region. The Mayor has proposed appointing Councillors to these groups as follows:

Creative Communities	Mayor Hamish McDouall
Four Regions Trust	Deputy Mayor Jenny Duncan Cr Philippa Baker-Hogan
Horizons Regional Council Regional Transport Committee	Mayor Hamish McDouall
Kotahitanga Alliance Group	Cr James Barron
LGNZ Zone 3	Mayor Hamish McDouall Deputy Mayor Jenny Duncan Cr Josh Chandulal-Mackay
Manawatu-Whanganui Civil Defence Emergency Management Group	Cr Alan Taylor
Manawatu-Whanganui Regional Disaster Relief Fund Trust	Mayor Hamish McDouall
Ngā Wai Tōtā	Mayor Hamish McDouall
Pākaitore Historic Reserve Board	Cr Josh Chandulal-Mackay Kyle Dalton Martin Visser
Positive Aging Forum	Cr Kate Joblin
Public Arts Steering Group	Cr Helen Craig
Resource Recovery Trust	Cr Josh Chandulal-Mackay Cr Rob Vinsen
Safer Whanganui	Mayor Hamish McDouall

	Cr Kate Joblin (chair) Cr Philippa Baker-Hogan
Sarjeant Gallery Trust	Mayor Hamish McDouall
Tamaūpoko Link	Cr Alan Taylor Cr Graeme Young Cr Josh Chandulal-Mackay (Co-Chair)
Te Kōpuka	Mayor Hamish McDouall
Tenders Board	Deputy Mayor Jenny Duncan Cr Rob Vinsen Cr Graeme Young
Tūpoho Working Party	Mayor Hamish McDouall Deputy Mayor Jenny Duncan Cr Kate Joblin Cr James Barron
Wanganui Education Trust	Cr Charlie Anderson Cr Hadleigh Reid
Welcoming Communities Advisory Group	Cr Josh Chandulal-Mackay

Council is asked to endorse the above appointments. Filling these roles will enable these organisations to carry on their activities as soon as possible.

**8.10 REPRESENTATIVE UPDATE - NOVEMBER 2019****Author:** Kim Fielder - Governance Services Officer**Authoriser:** Kate Barnes - Senior Democracy Advisor**References:** Nil

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

**Recommendation**

That the Council receive the report – Representative Update - November 2019.

**Executive Summary**

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

**8.11 MAYOR'S REPORT**

**Author:** Eva Osborne - Executive Assistant

**Authoriser:** Hamish McDouall - Mayor

**References:** Nil

**Significance of decision** – In terms of the Significance and Engagement Policy 2018, the recommended decision is not significant.

**Recommendation**

That the Mayor's Report is received by Council.

**Executive Summary**

A monthly report highlighting the Mayor's activity for October 2019 is below.

**Key information****Tuesday 15 October**

- CD Shakeout Drill and Tsunami Hikoi – Castlecliff School.
- Teleconference with Immigration New Zealand regarding Refugees.

**Wednesday 16 October**

- Meeting with NZTA regarding State Highway 4 Matahiwi Slip.
- Meeting with Federation Farmers regarding Fresh Water Reform.

**Thursday 17 October**

- Safer Whanganui Meeting.
- Additional Regional Roothing Teleconference.

**Friday 18 October**

- Whanganui Creative Communities Assessors meeting.

**Saturday 19 October**

- Matipo Community Development Charitable Trust AGM.
- Multicultural Festival.

**Monday 21 October**

- Meeting with Whanganui Jazz Club regarding New Caledonia Music Education visit in 2020.
- EQC Reputation Research phone call.

**Tuesday 22 October**

- Day 1 of Elected Members Induction.

**Wednesday 23 - 25 October**

- Keep New Zealand Beautiful Award in Dunedin.
- Meeting with LGNZ President, Dave Cull.
- Meeting with Mayor Elect Aaron Hawkins.

**Saturday 26 October**

- 75<sup>th</sup> Anniversary of St Augustine celebration.

**Tuesday 29 – 30 October**

- Local Government New Zealand Mayors Induction Workshop in Wellington.

**Wednesday 30 October**

- Meeting with Cancer Society regarding Cricket tournament promotion.

**Thursday 31 October**

- Filming of Bowel Screening initiative with WDHB.
- Meeting with constituent regarding working visa.
- Meeting with constituents and COO regarding Maori Women's health initiative.
- First meeting of Council at Opera House.

**9 MINUTES FOR RECEIPT**

Nil

**10 MOTION TO EXCLUDE THE PUBLIC****RESOLUTION TO EXCLUDE THE PUBLIC**

*Section 48, Local Government Official Information and Meetings Act 1987.*

**Recommendation**

That the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7. Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

**Note**

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

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

<b>ITEM NO.</b>	<b>GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED</b>	<b>SECTION</b>	<b>SUBCLAUSE AND REASON UNDER THE ACT</b>	<b>PLAIN ENGLISH REASON</b>	<b>WHEN REPORTS CAN BE RELEASED</b>
12.1	Confidential Minutes of the Council Meeting held on 31 October 2019	s7(2)(a)	Privacy	Refer to the previous public-excluded reason in the agenda for this meeting	
14.1	Whanganui District Council Holdings Limited Report	s7(2)(h), s7(2)(i)	Commercial Activities, Negotiations	Commercially sensitive	
14.2	Whanganui Heritage Restoration Trust - Building Purchase	s7(2)(b)(ii), s7(2)(h), s7(2)(i)	Commercial Position, Commercial Activities, Negotiations	The Council are being asked to financially support the Trust in purchasing a building. This item refers to purchase price detail which are confidential.	
14.3	Whanganui and Partners Board Director Appointments	s7(2)(a)	Privacy	Contains personal details of Whanganui & Partners Director	
14.4	Regional Three Waters Review	s7(2)(a), s7(2)(h), s7(2)(i)	Privacy, Commercial Activities, Negotiations	Potential impact on employees	
14.5	Chief Executive's Report - November 2019	s7(2)(a), s7(2)(b)(ii), s7(2)(i)	Privacy, Commercial Position, Negotiations	To protect individuals and commercial private information	

That Annette Main, Chair, and Matthew Doyle, Deputy Chair, Whanganui District Council Holdings Limited be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of **Item 14.1: Whanganui District Council Holdings Limited Report**. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because of their position as Chair and Deputy Chair of Whanganui District Council Holdings Limited.

