



# Council Agenda

Thursday 04 September 2025, 8:30 am

The meeting will be held at Hato Hone St Johns,  
35 Bowen Street, Feilding, and a video recording  
made available on [www.mdc.govt.nz](http://www.mdc.govt.nz).

**[www.mdc.govt.nz](http://www.mdc.govt.nz)**

## **MEMBERSHIP**

### **Chairperson**

Her Worship the Mayor, Helen Worboys

### **Deputy Chairperson**

Councillor Michael Ford

### **Members**

Councillor Bridget Bell  
Councillor Steve Bielski  
Councillor Lara Blackmore  
Councillor Stuart Campbell  
Councillor Grant Hadfield  
Councillor Colin McFadzean  
Councillor Andrew Quarrie  
Councillor Kerry Quigley  
Councillor Alison Short  
Councillor Fiona Underwood

A handwritten signature in dark ink, appearing to read 'Shayne Harris'.

Shayne Harris  
**Chief Executive**

# ORDER OF BUSINESS

	PAGE
<b>1. MEETING OPENING</b>	
Jan McGaffin from the Hub Church will open the meeting.	
<b>2. APOLOGIES</b>	
<i>Recommendation</i>	
That the apology for Cr Kerry Quigley be approved.	
<b>3. CONFIRMATION OF MINUTES</b>	6
<i>Recommendation</i>	
<i>That the minutes of the Council meeting held 21 August 2025 be adopted as a true and correct record.</i>	
<b>4. DECLARATIONS OF INTEREST</b>	
Notification from elected members of:	
4.1 Any interests that may create a conflict with their role as an elected member relating to the items of business for this meeting; and	
4.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968	
<b>5. PUBLIC FORUM</b>	
There are no public forum speakers scheduled for this meeting.	
<b>6. PRESENTATIONS</b>	
<b>6.1 FINN MACDONALD – ASPIRING LEADERS FORUM</b>	
Finn Macdonald from Manawatu District Youth Council will be speaking about his attendance at the Aspiring Leaders forum.	
<b>6.2 RESIDENT SATISFACTION SURVEY</b>	14
Jeena Baines, Data, Insights and Research Analyst will be speaking to Council about the latest Residents survey results.	
<b>7. NOTIFICATION OF LATE ITEMS</b>	
Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:	
7.1 The Council by resolution so decides; and	
7.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why	

the discussion of the item cannot be delayed until a subsequent meeting.

## 8. RECOMMENDATIONS FROM COMMITTEES

There are no recommendations from committees.

## 9. NON-COUNCIL MEETINGS – FOR INFORMATION

### 9.1 COMMITTEE AND GROUP MEETINGS – FOR INFORMATION

Minutes of the following Council Committees, Community Committees and Youth Council meetings are uploaded to the Council's website, as they become available.

Liaison councillors will have the opportunity to provide a verbal update.

The below meetings took place from 21 August to 3 September 2025:

COMMUNITY COMMITTEE MEETINGS	
Cheltenham Community Committee	• 2 September 2025
Colyton Community Committee	• 28 August 2025
Halcombe Community Committee	• 1 September 2025
Himatangi Beach Community Committee	• 28 August 2025
Rangiwahia Community Committee	• 27 August 2025
Rongotea Community Development Group	• 1 September 2025
<a href="https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans">https://www.mdc.govt.nz/about-council/committees-and-organisations/community-committees-and-plans</a>	

YOUTH COUNCIL MEETINGS	
Meeting	• 1 September 2025
<a href="https://www.mdc.govt.nz/about-council/committees-and-organisations/mdc-youth-council/youth-council-meeting-minutes">https://www.mdc.govt.nz/about-council/committees-and-organisations/mdc-youth-council/youth-council-meeting-minutes</a>	

### 9.2 MARAE LIAISON COUNCILLORS

Councillors have the opportunity to update council about their marae committee.

## 10. OFFICER REPORTS

<b>10.1 CEDA APPOINTMENT OF DIRECTORS POLICY REVIEW</b>	31
Report of the General Manager – Community	
<b>10.2 BUDGET CARRY FORWARDS FROM 24/25</b>	44
Report of the Chief Financial Officer	

### 10.3 WASTE LEVY BUDGET TRANSFER – ORGANIC WASTE DISPOSAL RAMP

54

Report of the General Manager – Infrastructure

## 11. CONSIDERATION OF LATE ITEMS

## 12. PUBLIC EXCLUDED BUSINESS

COUNCIL TO RESOLVE:

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

1. Confirmation of Minutes

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
13. Confirmation of Minutes; 21 August 2025	<i>To consider the accuracy of the minutes of the public excluded Council meeting on 21 August 2025.</i>  <i>Any changes to previous minutes may require members to discuss the content of the public excluded session.</i>	s48(1)(a)

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

## 14. MEETING CLOSURE

MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

Minutes of a meeting of the Council held on Thursday 21 August 2025, which commenced at 8.33 am at Hato Hone St Johns, 35 Bowen Street, Feilding.

**PRESENT:**

Mayor Helen Worboys	Chairperson
Cr Bridget Bell	
Cr Steve Bielski	
Cr Lara Blackmore	
Cr Michael Ford	
Cr Grant Hadfield	
Cr Colin McFadzean	
Cr Andrew Quarrie	
Cr Alison Short	
Cr Fiona Underwood	

**APOLOGIES:**

Cr Kerry Quigley
Cr Stuart Campbell

**IN ATTENDANCE:**

Shayne Harris	Chief Executive
Hamish Waugh	General Manager – Infrastructure
Frances Smorti	General Manager – People and Corporate
Lyn Daly	General Manager – Community
Ash Garstang	Governance and Assurance Manager
Lisa Thomas	Strategy Manager

MDC 22-25/1255

#### MEETING OPENING

MDC 22-25/1256

#### APOLOGIES

Cr Kerry Quigley was on a pre-approved leave of absence.

MDC 22-25/1257

#### CONFIRMATION OF MINUTES

#### RESOLVED

**That the minutes of the Council meeting held 7 August 2025 be adopted as a true and correct record.**

**Moved by: Cr Michael Ford**

**Seconded by: Cr Lara Blackmore**

**CARRIED (10-0)**

MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

MDC 22-25/1258

#### DECLARATIONS OF INTEREST

Councillor Steve Bielski – item 14.2 Community Honours.

MDC 22-25/1259

#### PUBLIC FORUM

There were no requests for public forum.

MDC 22-25/1260

#### PRESENTATION - REPRESENTATIVE FUND - NATIONAL U18 HOCKEY TOURNAMENT

Elan Hinks spoke to Council about attending the National U18 Hockey Tournament.

- They finished top of their pool, beating Canterbury and Bay of Plenty.
- Goal next year is trial for regions NHC team – the highest level below international hockey.

MDC 22-25/1261

#### PRESENTATION - REPRESENTATIVE FUND - MANAWATŪ NETBALL UNDER 16S

Jordie-Lee Kotuhi spoke to Council about participating the Manawātū Netball Under 16s.

- She competed in basketball last year but decided to move to the netball code as felt she would be able to grow more.
- A highlight of the tournament was beating Auckland in the semi-finals.
- It was the first time in 10 years that an U16 netball team (Netball Manawātū) qualified for the finals.

MDC 22-25/1262

#### PRESENTATION - REPRESENTATIVE FUND - MANAWATŪ BASKETBALL REGIONALS

Sienna Faye Kotuhi spoke to Council about her participation in the Manawātū Basketball regionals.

- Her highlight of the tournament was meeting more of her peers.
- Her team had won the regionals in Hawkes Bay, and she was disappointed not to place higher in the national tournament.

MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

MDC 22-25/1263

#### NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

MDC 22-25/1264

#### RECOMMENDATIONS FROM COMMITTEES

There were no recommendations from committees.

MDC 22-25/1265

#### COMMITTEE AND GROUP MEETINGS – FOR INFORMATION

The following Council Committees, Community Committees and Youth Council meetings were notified for information.

COMMUNITY COMMITTEES	
Āpiti Community Committee	• 14 August 2025
Bainesse-Rangiotu Community Committee	• 20 August 2025
Glen Oroua-Taikorea Community Committee	• 19 August 2025
Hiwinui Community Committee	• 19 August 2025
Kimbolton Community Committee	• 11 August 2025
Kiwitea Community Committee	• 20 August 2025
Pohangina Valley Community Committee	• 13 August 2025
Rangiwahia Community Committee	• 20 August 2025
Sanson Community Committee	• 14 August 2025
Tangimoana Community Committee	• 18 August 2025

YOUTH COUNCIL	
Meeting	• 18 August 2025

Liaison Councillors provided brief updates on their respective Committees.

- Āpiti Community Committee – Cr Bielski. The Committee spoke about civil defence at their meeting, and they have tested their generator.
- Bainesse-Rangiotu Community Committee – Cr Bell. A number of members are retiring from the Committee. Meeting attendance has been low.
- Glen Oroua-Taikorea Community Committee – Cr Hadfield. There was quite a good turn out at the meeting. The Chair and Secretary will be standing down. They enjoyed the Mayor and Deputy Mayor attending. They are also looking at civil defence but may focus on this more next year.
- Hiwinui Community Committee – Cr Underwood. They had another section of their pathway completed, but their budget is now quite low.

MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

- Kimbolton Community Committee – Cr McFadzean. They gave Cr McFadzean a farewell supper. There is some confusion on the progress with the security cameras.
- Kiwitea Community Committee – Cr Ford. The meeting has been postponed until 22 October.
- Pohangina Valley Community Committee – Cr Short. The Committee met by Zoom. They are focused on a civil defence event in October. They have had quite a few key people from their civil defence group move away from the area and so are looking for people to replace them.
- Sanson Community Committee – Cr Short. The Committee have spent the last of their money on history boards. They have had drafts from the graphic designer, and confirmed they are going ahead. The big conversation is that the school is talking to the Council and the Hall Committee, regarding whether they can have some of the car park for a hard surface playground, which would be fenced off. Cr Short will follow up with James Adamson to see how this conversation is going.
- Tangimoana Community Committee – Cr Short. The Committee have spent the last of their funding on timber for their hall. One of their committee members is a builder and they will have a working bee soon which he will supervise.
- Rangiwhia Community Committee – Cr Hadfield. The meeting is actually next Wednesday (27 August).
- Youth Council – Cr Blackmore. They had a session on planning with Matthew Mackay, using the Tangimoana Community as a case study. Some final planning for the Young Achievers Awards. At the next meeting they will do a run through of the event night.

MDC 22-25/1266

#### MARAE LIAISON COUNCILLORS

Councillors provided a verbal update on their attendance at marae meetings.

- Kauwhata Marae – Cr Bell. There has been a Trustees hui. They are looking forward to supporting Poupatatē Marae for the ‘meet the candidates’ event on Sunday 24 August. They are extending an invitation to all candidates and sitting elected members.

MDC 22-25/1267

#### FEILDING AND DISTRICT PROMOTION – ANNUAL REPORT TO 30 JUNE 2025

Report of the General Manager – Community presenting to Council approval to for acknowledgement the Feilding & District Promotion Annual Report for the period ending 30 June 2025 as required under the contract between Feilding & District Promotion and Manawatu District Council.

Evan Tull (Chair) and Sarah Gilbertson (General Manager) presented their Annual Report to Council.

MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

## RESOLVED

**That the Council acknowledge receipt of the Feilding & District Promotion Annual Report for the period ending 30 June 2025, and note that Feilding & District Promotion has met its reporting obligations under the current contract.**

**Moved by: Mayor Helen Worboys**

**Seconded by: Cr Michael Ford**

**CARRIED (10-0)**

MDC 22-25/1268

## SPORT MANAWATŪ – ANNUAL REPORT TO 30 JUNE 2025

Report of the General Manager – Community presenting to Council for acknowledgement the Sport Manawātū Annual Report for the period ending 30 June 2025 as required under the contract between Sport Manawātū and Manawātū District Council.

Kelly Shanks (CEO), Carl Johnstone (General Manager – Partnerships-Environments), Megan Hennessy (Community Connector Manawātū), and Erin Wolland (Cycle Skills Advisor) spoke to the Council about their report.

## RESOLVED

**That the Council acknowledge receipt of the Sport Manawātū Annual Report for the period ending 30 June 2025 and to note that Sport Manawātū has met its reporting obligations under the current contract.**

**Moved by: Cr Colin McFadzean**

**Seconded by: Cr Steve Bielski**

**CARRIED (10-0)**

MDC 22-25/1269

## ADOPTION OF THE WATER SERVICES DELIVERY PLAN

Report of the General Manager – Infrastructure presenting to Council the Water Services Delivery Plan for approval to submit to the Department of Internal Affairs.

Minor edits to be considered for the Plan (separate attachment) include:

- Page 60 – Halcombe compliance dates to be made consistent.
- Page 83 – The top sentence to be reviewed for syntax and grammar.
- Page 134 – The “Water borrowing limit (%)” line is missing from the graph.

## RESOLVED

MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

1. That Council adopt the Water Services Delivery Plan (Annex A) for approval for submission to the Department of Internal Affairs.

**AND**

2. That Council delegate authority to the Chief Executive to approve any minor edits to the Water Services Delivery Plan, detailed in the minutes of this meeting, prior to submission to the Department of Internal Affairs.

**Note: The Water Services Delivery Plan must be submitted to the Department of Internal Affairs before 3 September 2025 to meet the legislative timeframe for submission.**

**Moved by: Mayor Helen Worboys**

**Seconded by: Cr Michael Ford**

**CARRIED (10-0)**

MDC 22-25/1270

#### CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 22-25/1271

#### PUBLIC EXCLUDED BUSINESS

#### RESOLVED

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

1. Confirmation of Minutes; 07 August 2025
2. Tender Award MC1961 New Ultra-Violet System at the Manawātū Wastewater Treatment Plant
3. 2025 Community Honours

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for
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MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

		the passing of this resolution
13. Confirmation of Minutes; 07 August 2025	To consider the accuracy of the minutes of the public excluded Council meeting on 07 August 2025.  Any changes to previous minutes may require members to discuss the content of the public excluded session.	s48(1)(a)
14.1 Tender Award MC1961 New Ultra-Violet System at the Manawatū Wastewater Treatment Plant	s7(2)(i) – commercial negotiations  The report includes details about commercially sensitive negotiations	s48(1)(a)
14.2 2025 Community Honours	s7(2)(a) – privacy  The report includes personal details about the nominees for the 2025 Community Honours and their nominators	s48(1)(a)

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

**Moved by: Mayor Helen Worboys**

**Seconded by: Cr Michael Ford**

**CARRIED (10-0)**

*The meeting went into public excluded session at 10.25 am. For items MDC 22-25/1272 to MDC 22-25/1275 refer to public excluded proceedings. The meeting returned to open session at 11.58 am.*

MDC 22-25/1276

**MEETING CLOSURE**

The meeting was declared closed at 11.58 am.

MEETING MINUTES	
COUNCIL	TIME
THURSDAY 21 AUGUST 2025	8:33 AM

## Meeting Video

<https://www.mdc.govt.nz/about-council/meetings-agendas-and-minutes/videos-of-council-and-committee-meetings/Manawatū-district-council-meeting-videos>

# Resident Satisfaction Survey

Quarter/Wave 4 and Year 2024-2025



**Jeena Baines**

Data, Insights and Research Analyst



# About the survey

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The resident satisfaction survey is undertaken by Key Research on a quarterly (waves) basis. Data collection is managed to achieve defined quota targets based on age, gender, location and ethnicity.

Each quarter there are about 120-130 people that complete the survey.

The questions help provide feedback from our community on a range of topics.

The quarter/wave 4 survey took place between 02 May and 15 June 2025.

# Yearly summary

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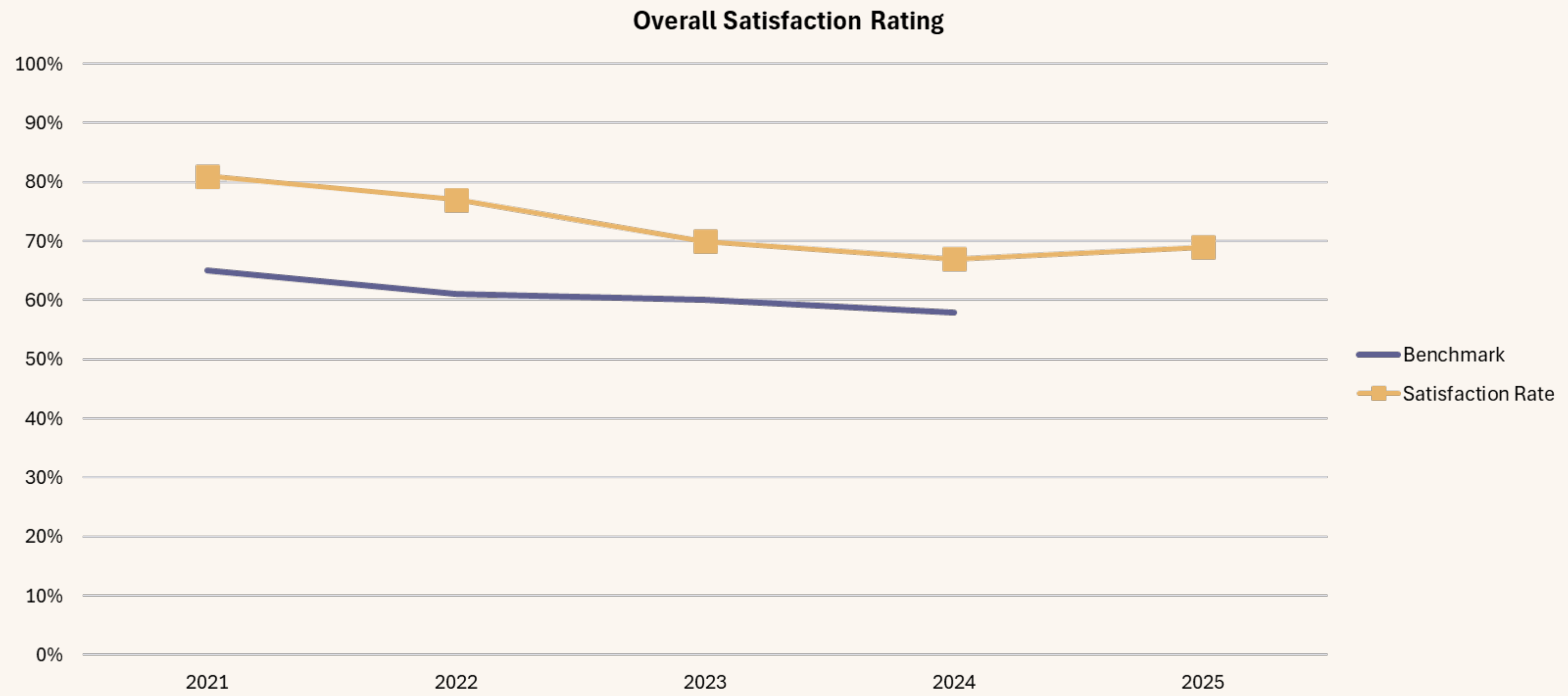
This presentation is different from previous ones as most of the graphs are showing the yearly numbers and comparing this to that years benchmark figure.

Still from the Wave 4 survey results are the comments at the end

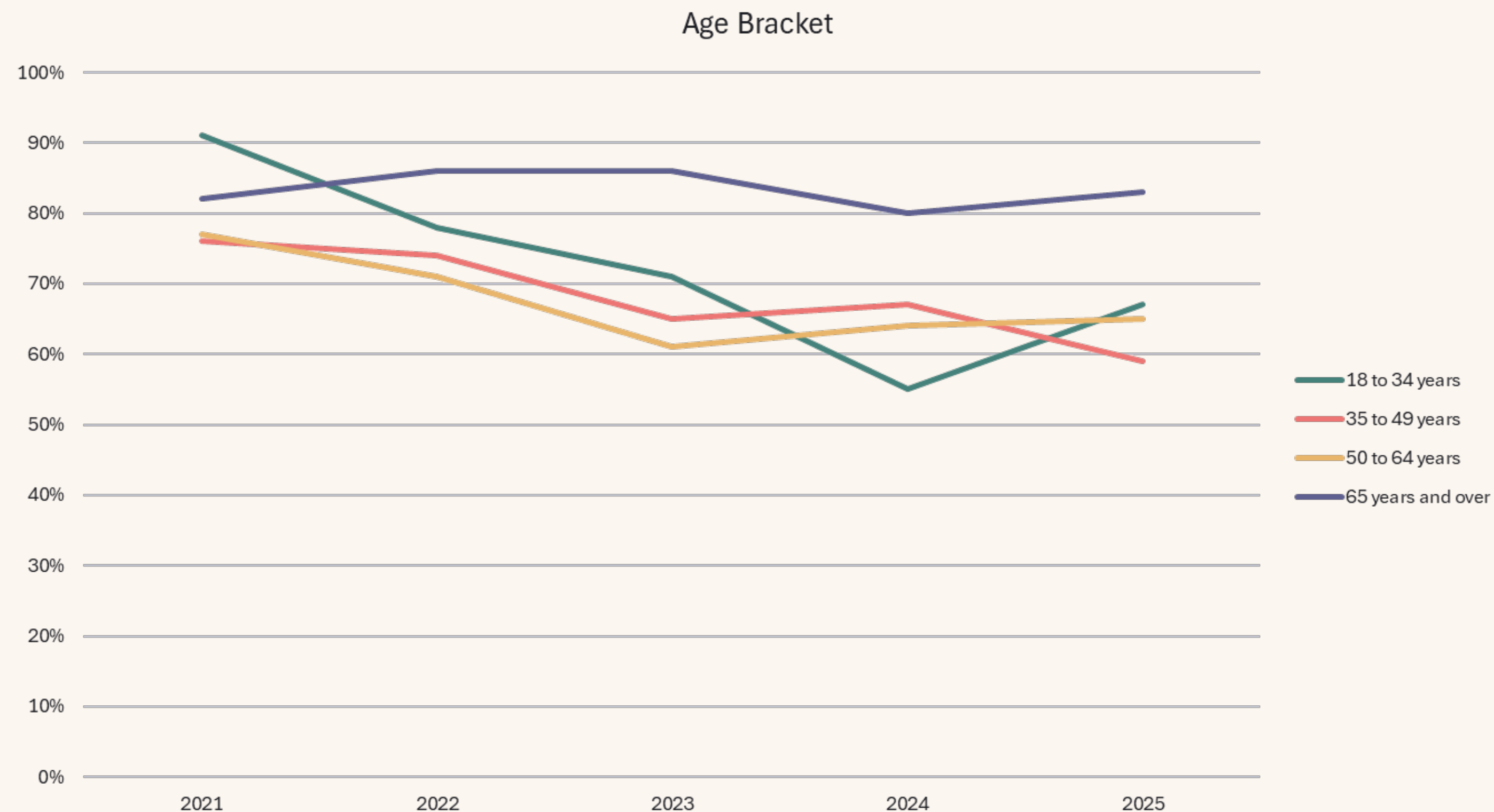
Please note that there were no actionable comments in the wave 4 summary.

The 24.25 benchmarking report is not yet available.

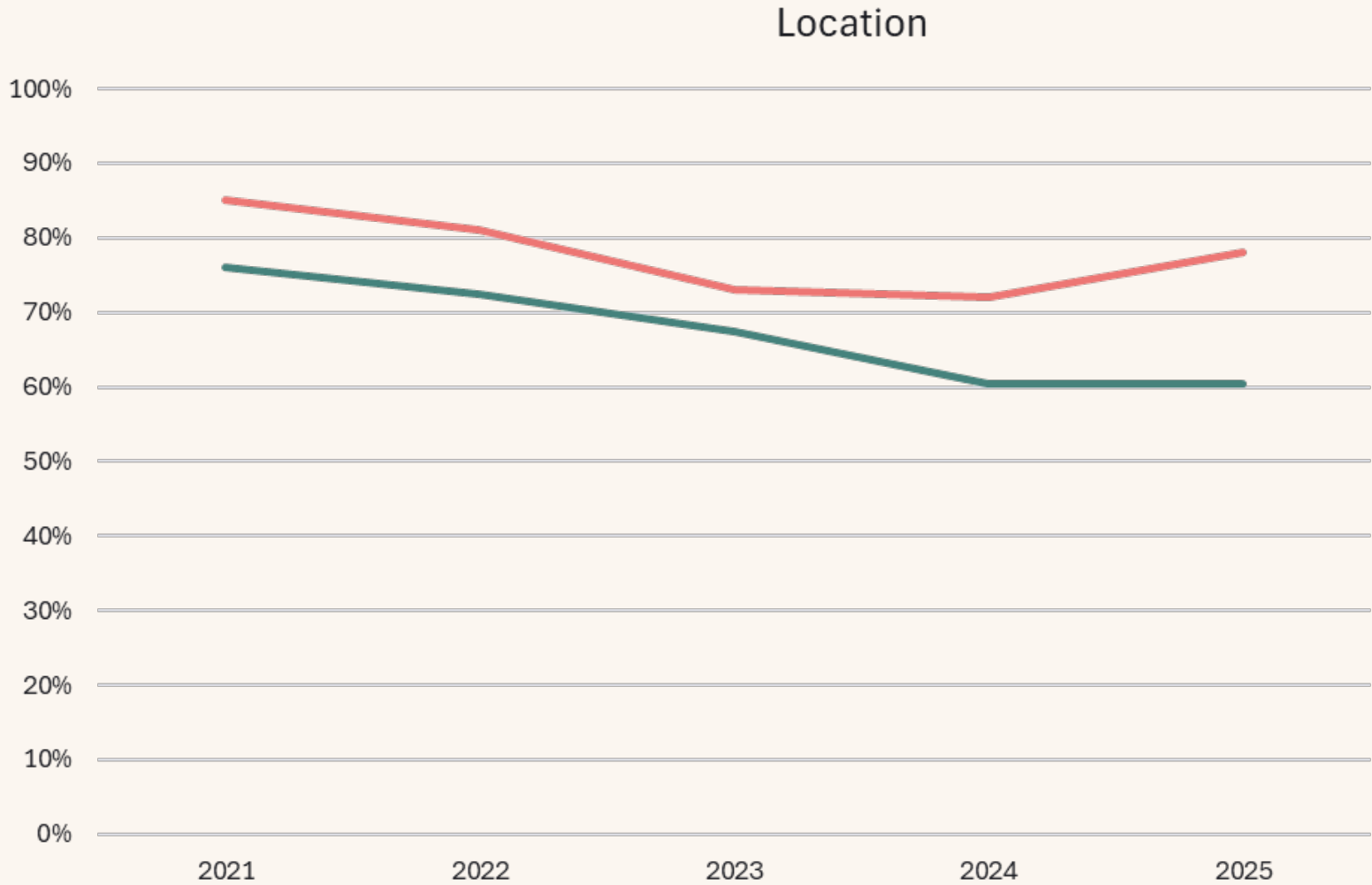
# Overall satisfaction rate



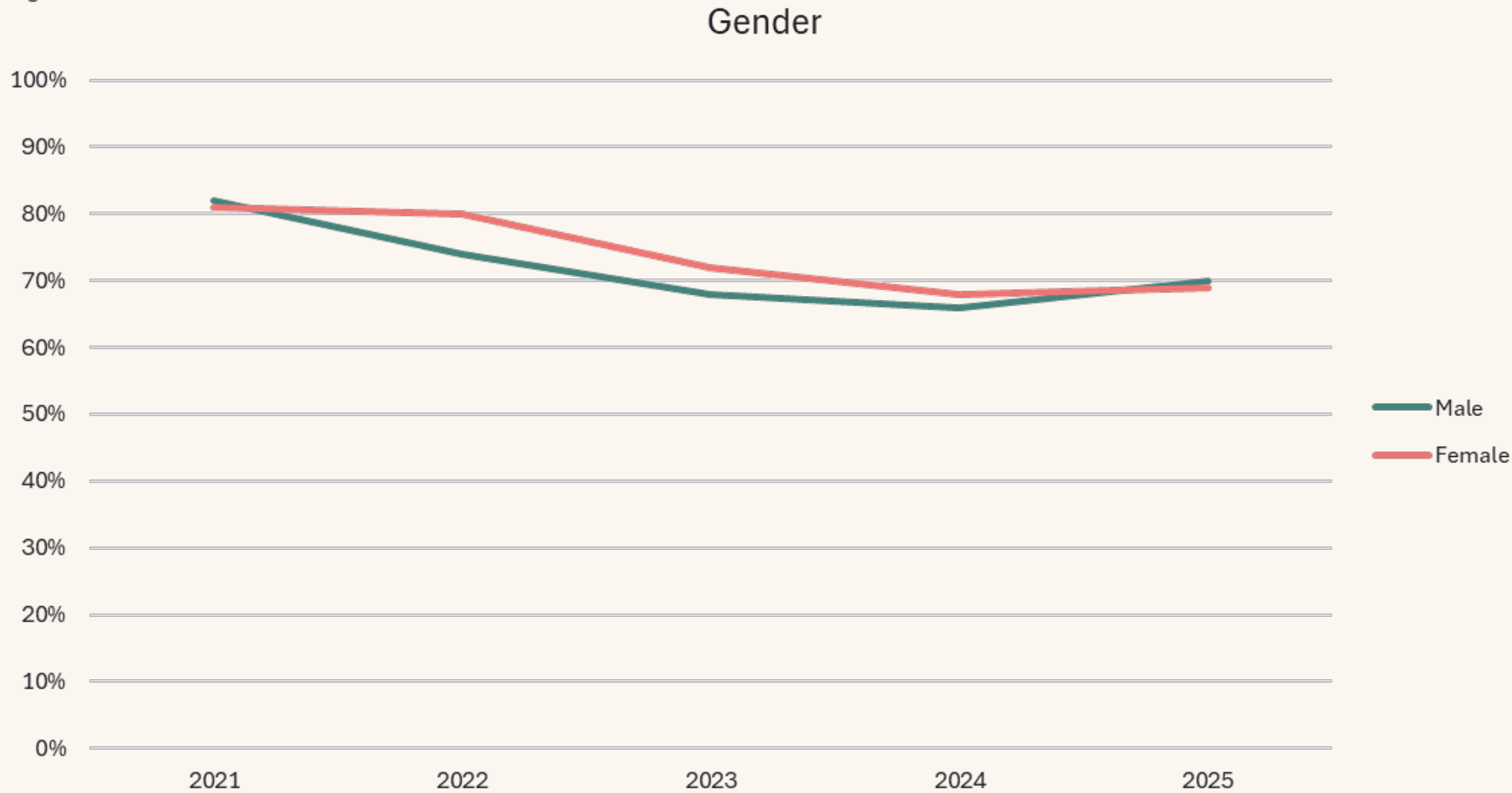
# Overall satisfaction rate by demographics



# Overall satisfaction rate by demographics



Rural and Villages  
Feilding



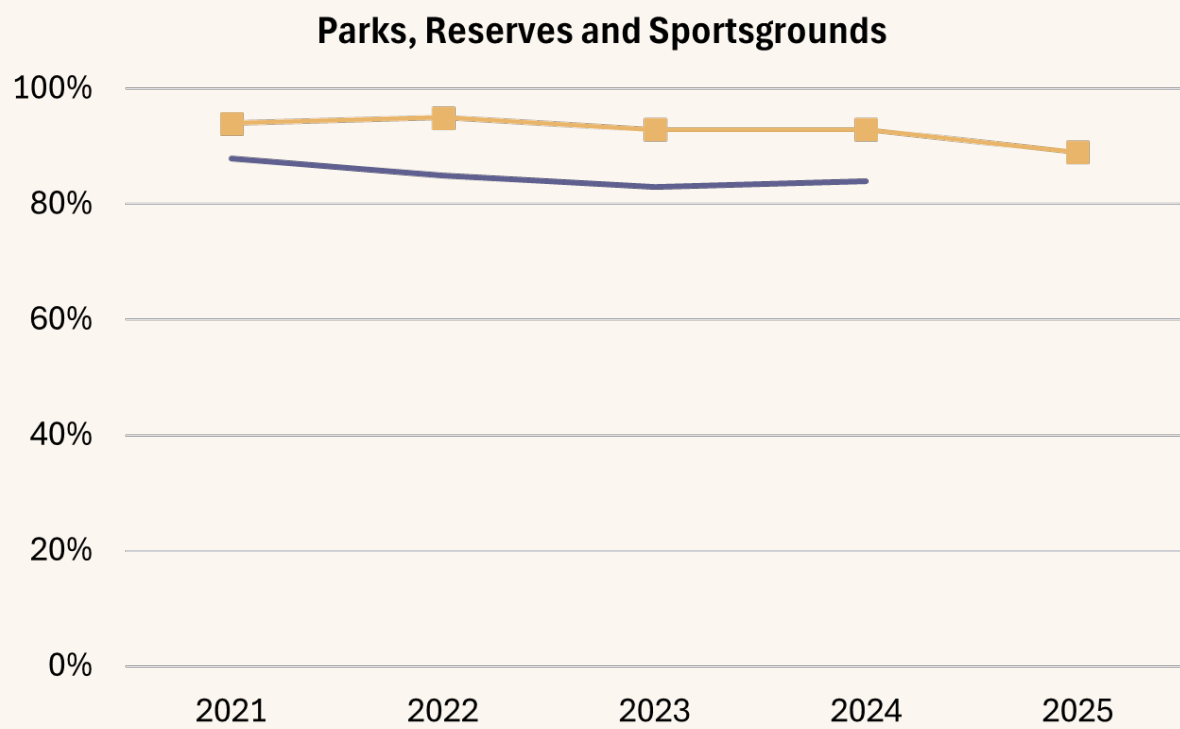
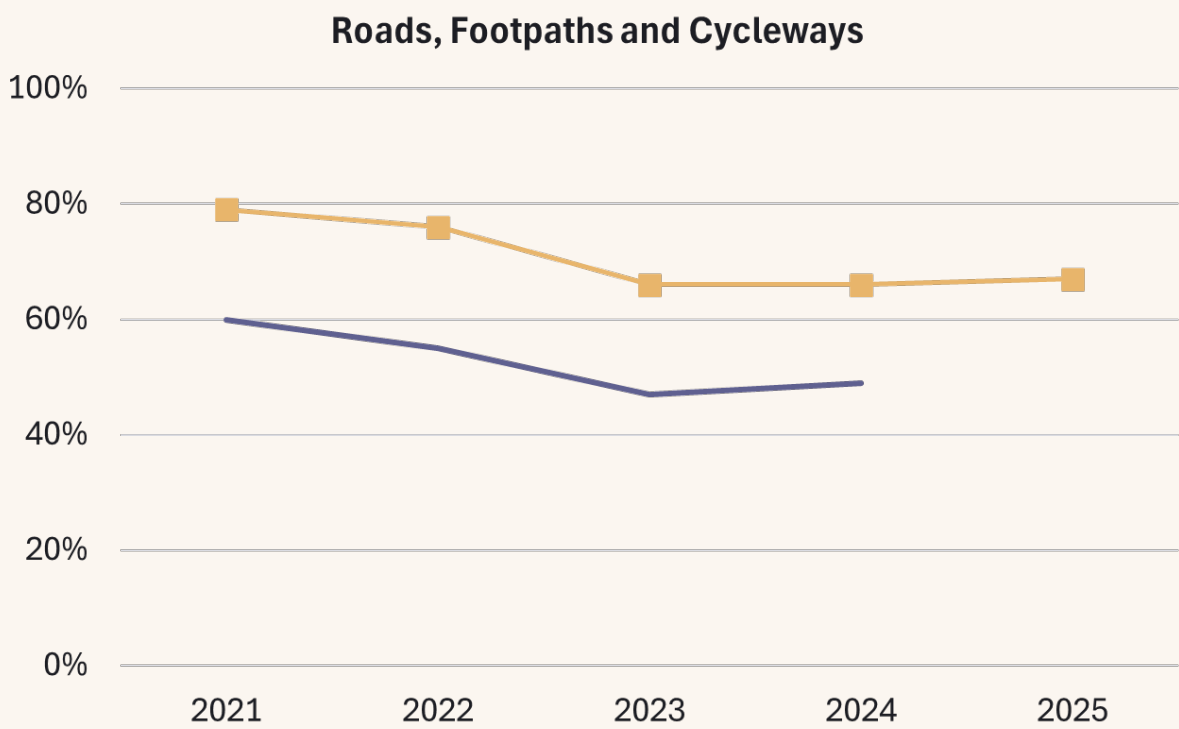
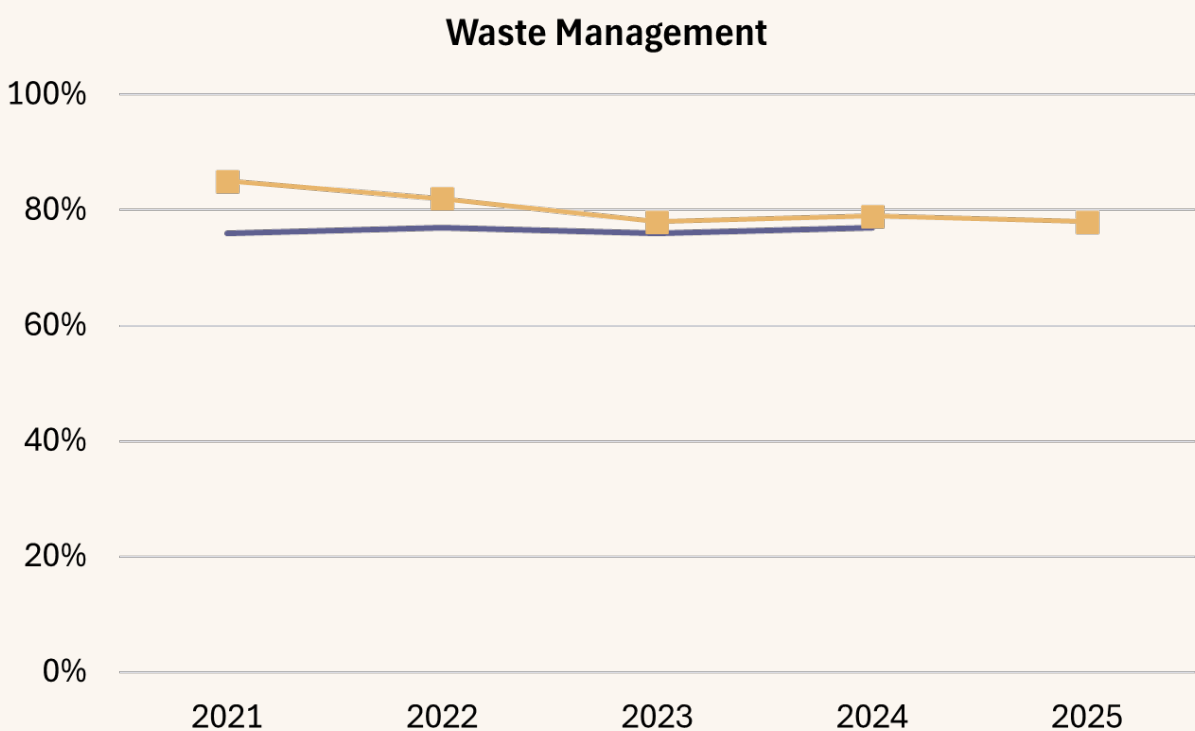
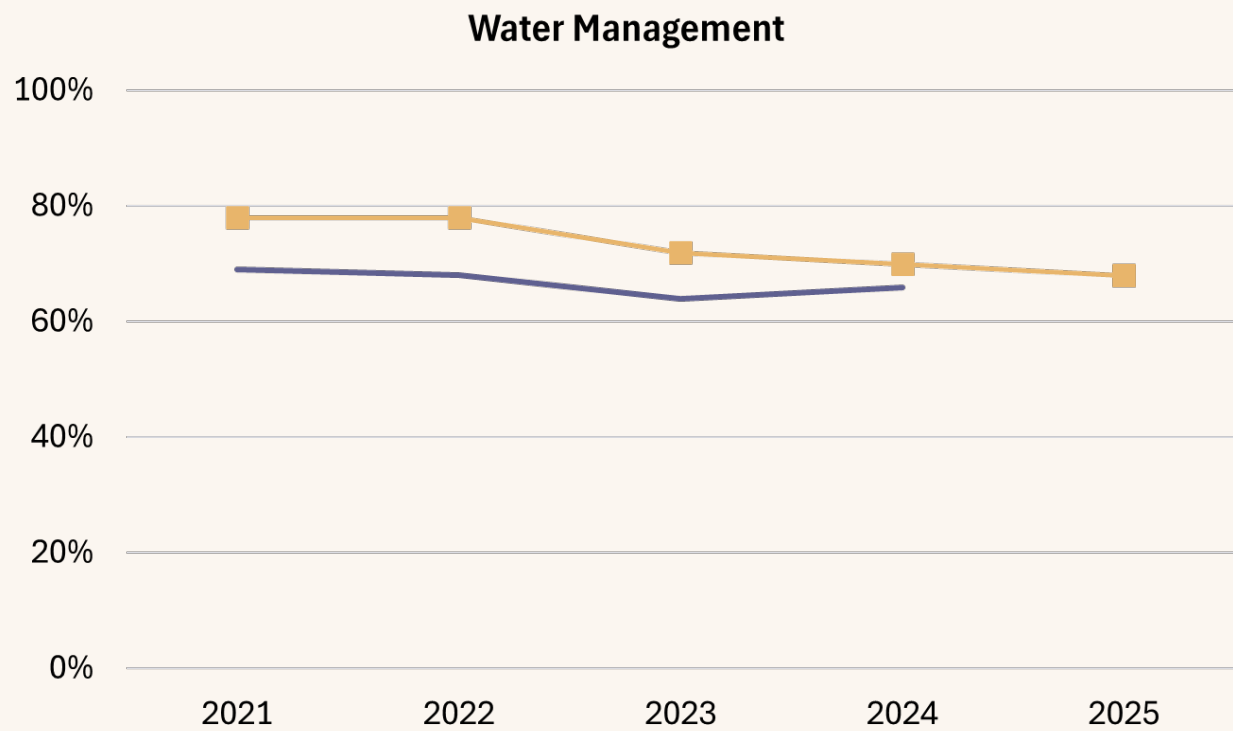
Male  
Female

# Satisfaction rates for 11 main questions

- The yearly changes can look different to the quarterly changes.
- The majority of the 11 questions have been over the benchmarks each year with the exception of enquiry handling.
- In 2024 “Value for Money” dropped 1% below the benchmark.

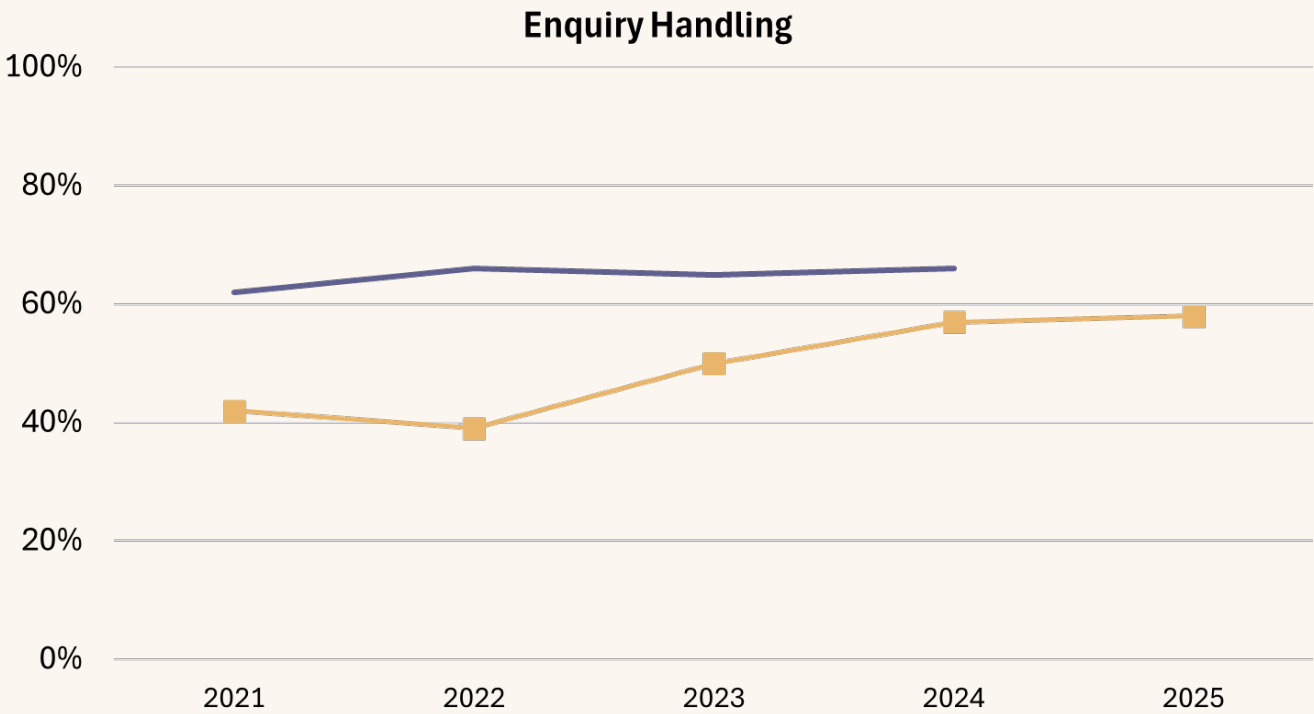
# Satisfaction rates for 11 main questions cont.

Benchmark  
Satisfaction Rate

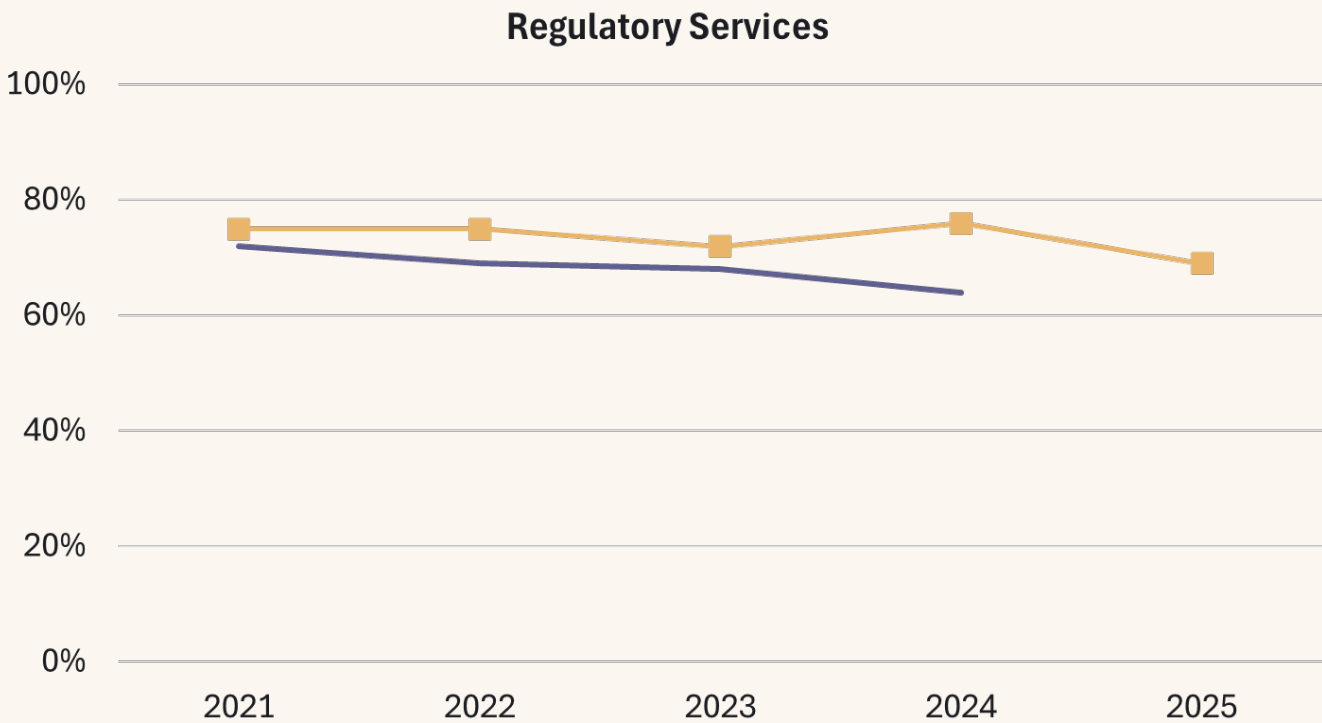
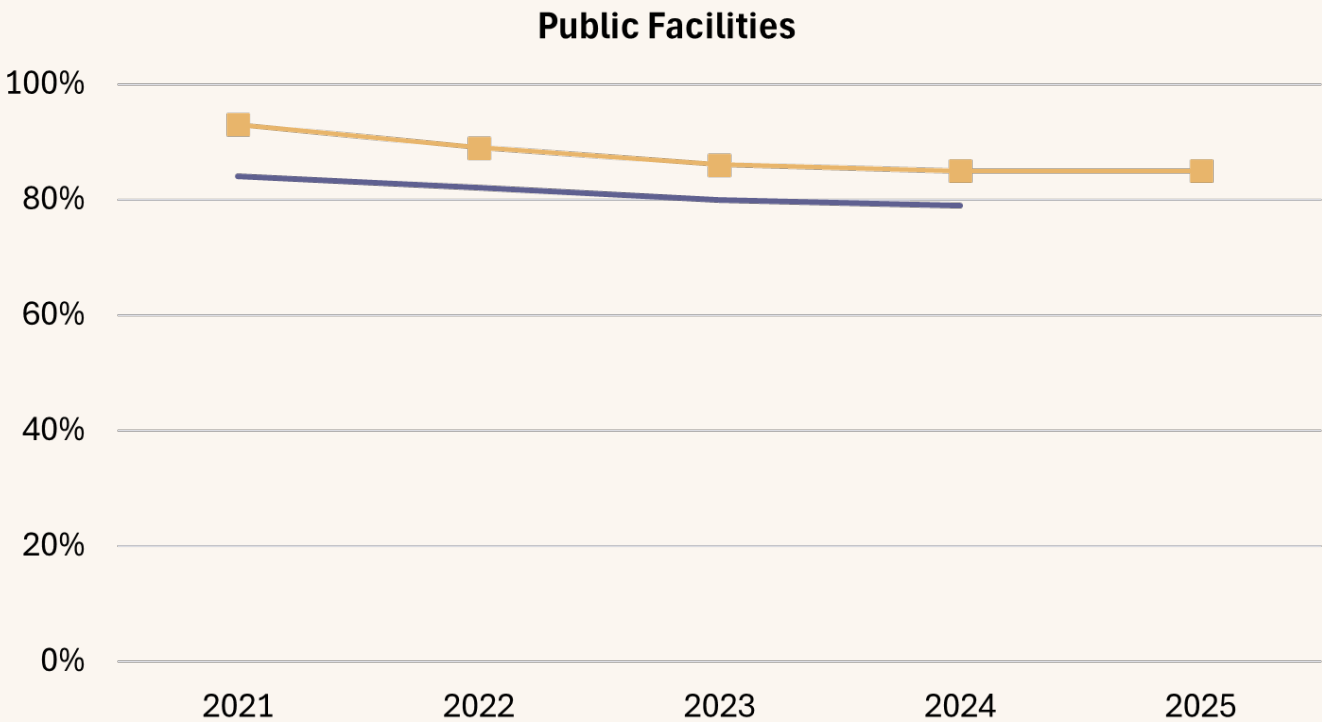


# Satisfaction rates for 11 main questions cont.

Benchmark  
Satisfaction Rate

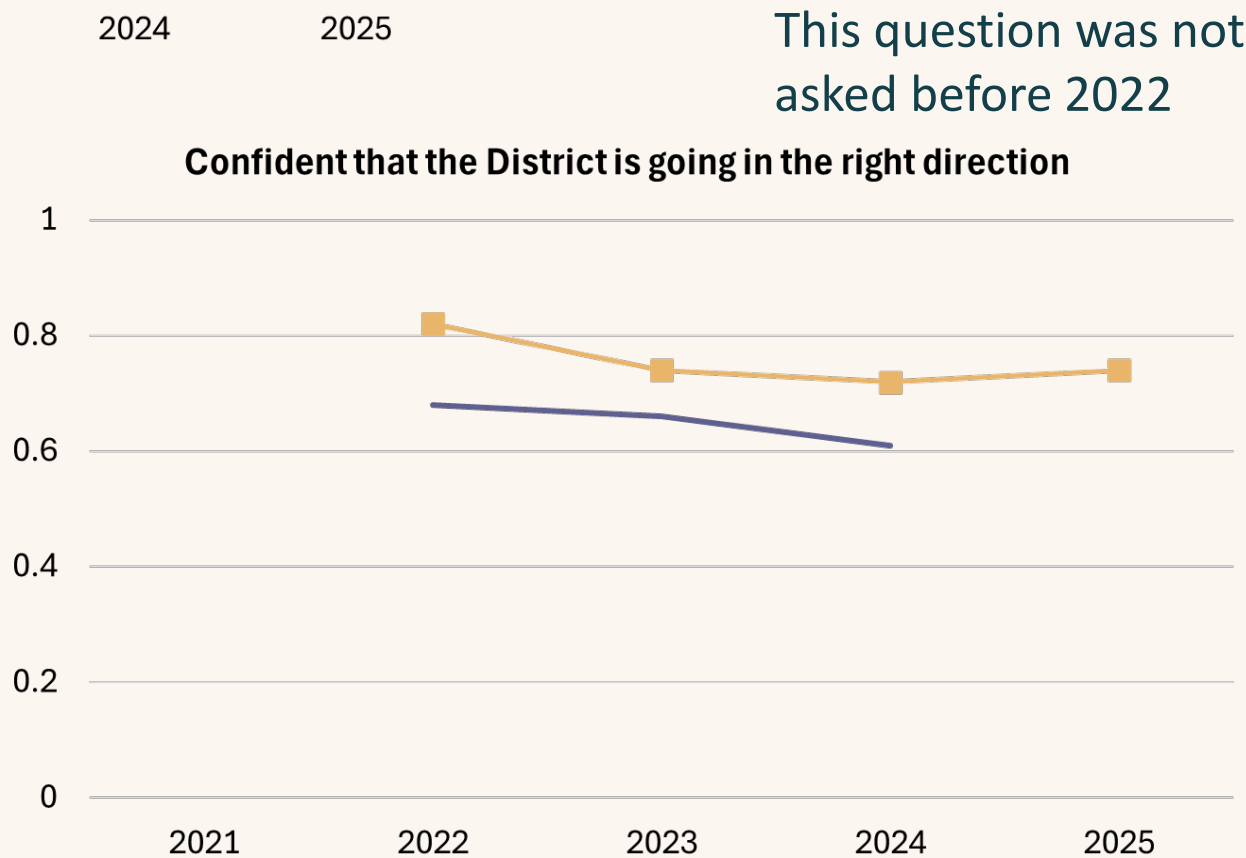
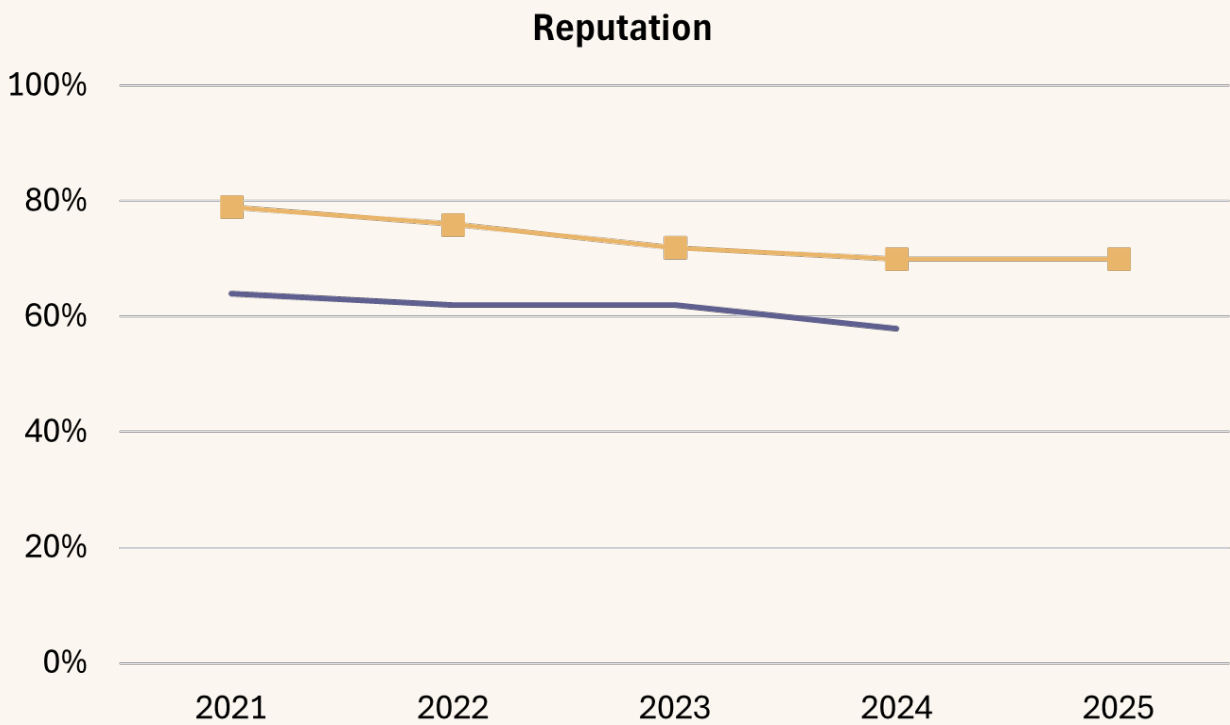
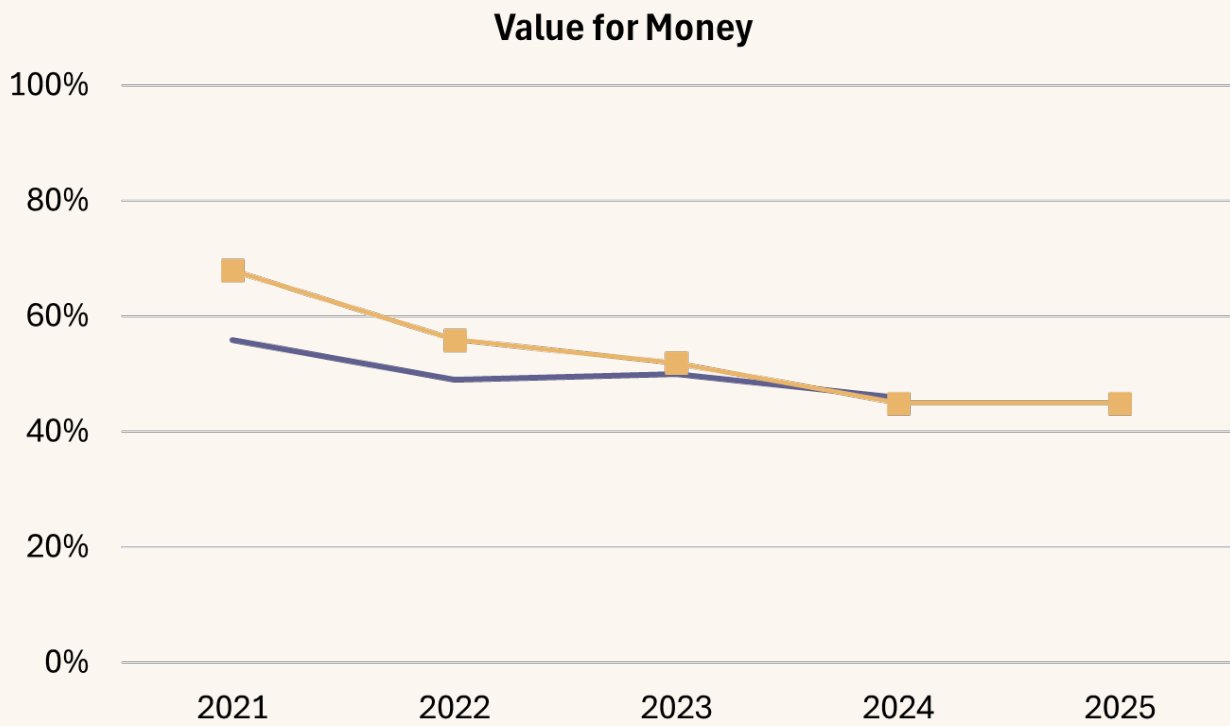
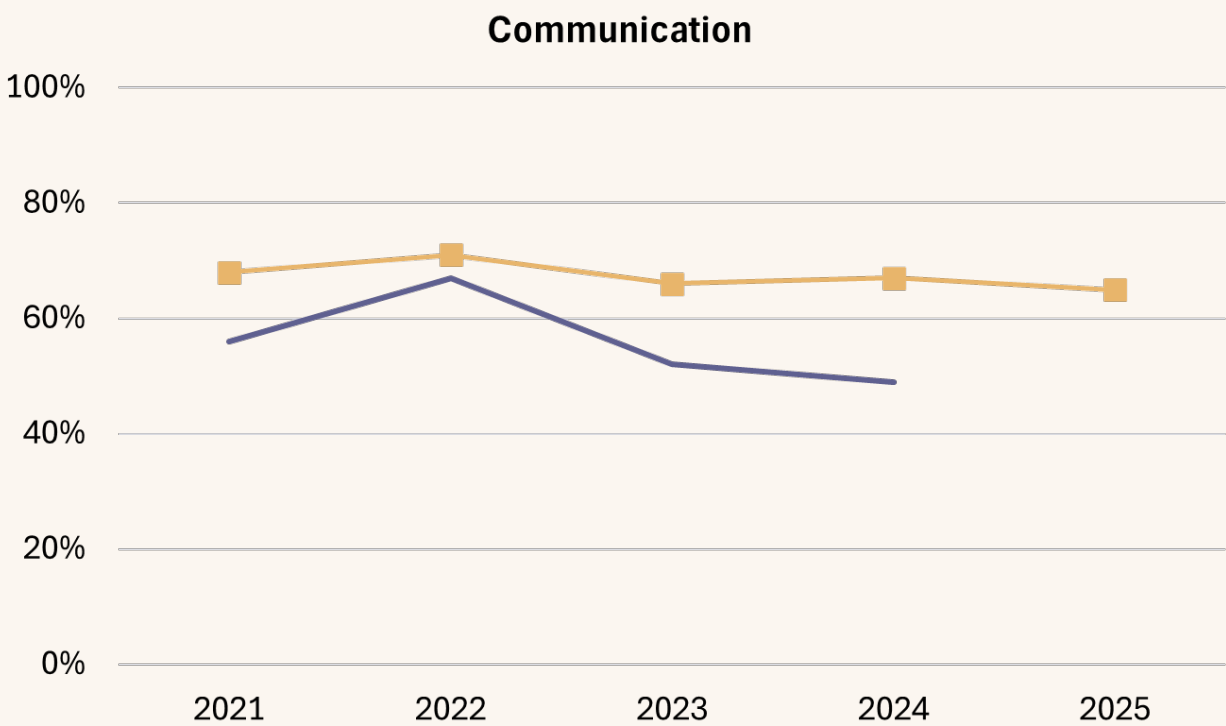


For each Enquiry handling has very low respondents. For the whole of 2024/2025 89 people responded to this question.



# Satisfaction rates for 11 main questions cont.

Benchmark  
Satisfaction Rate



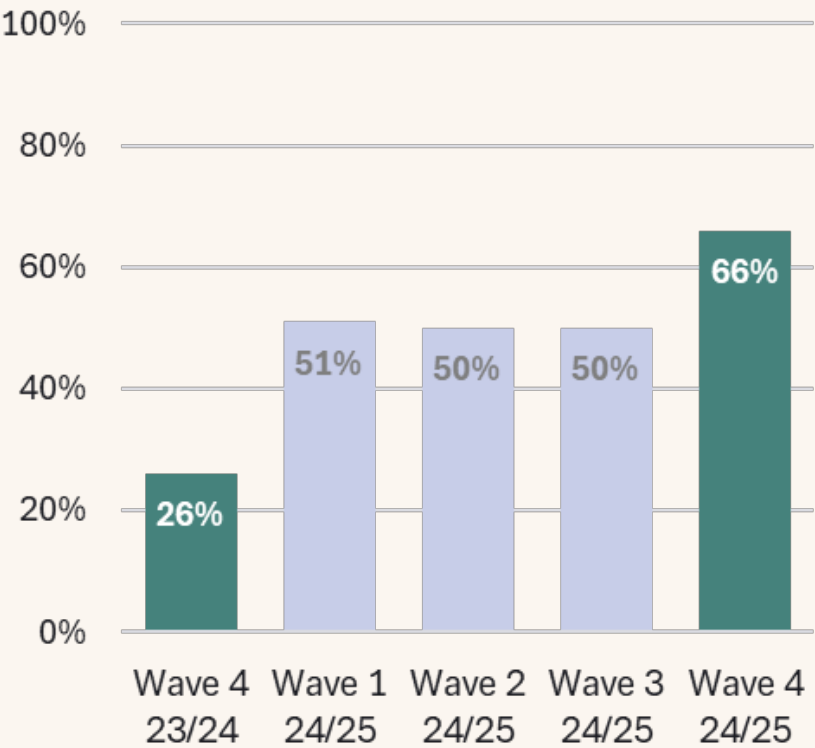
# Wave / Quarter 4 Results

## Largest Increases and Decreases

- The following results show the comparison between wave 4 23/24 and wave 4 24/25. To provide additional context the wave 1-3 24/25 have also been included.
- 51% of the total 74 questions saw a decrease, 43% saw an increase and 5% saw no change.

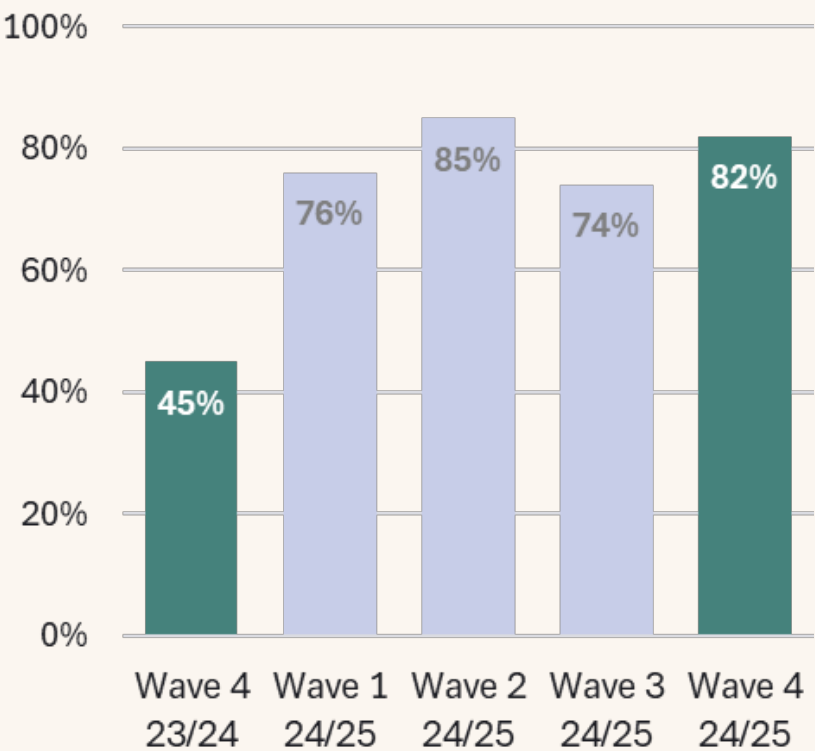
# Largest Increases

## How long it took to resolve the matter

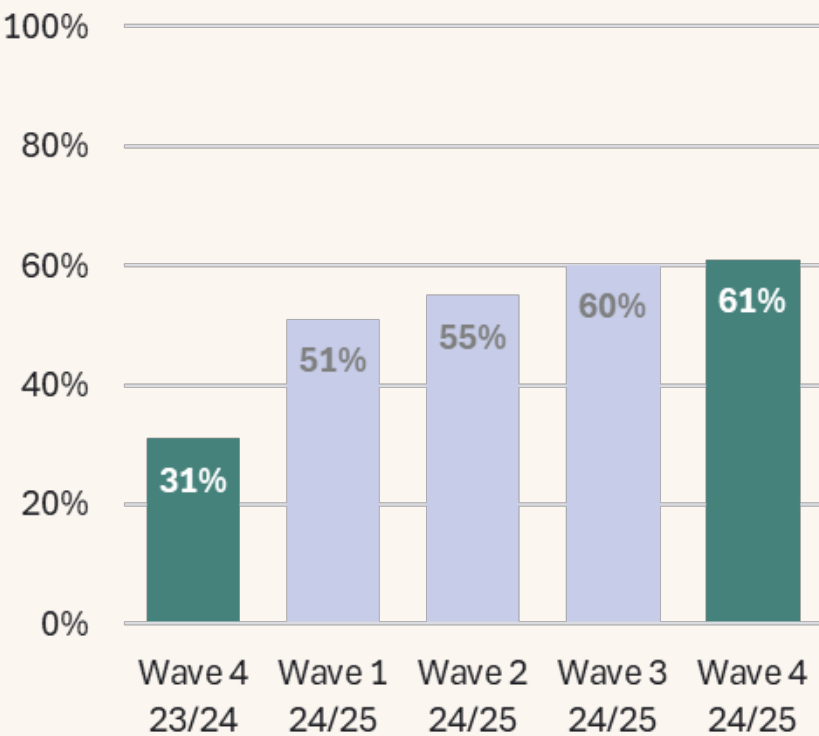


All three of the largest increases are to do with enquiry handling. This is to the very low satisfaction rate seen in the Wave 4 results from last year. One of the contributing factors to the low rate was the very low numbers is people who responded to this question. For wave 4 23.24 there were 16 respondents for 24.25 there were 21 respondents.

## How easy was it to make an enquiry or request

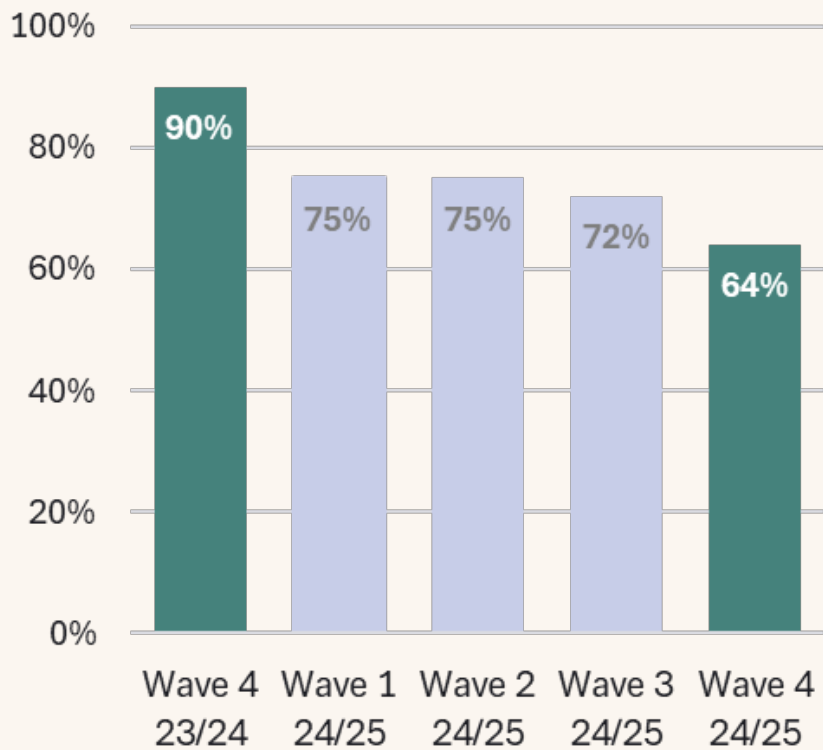


## Overall enquiry handling



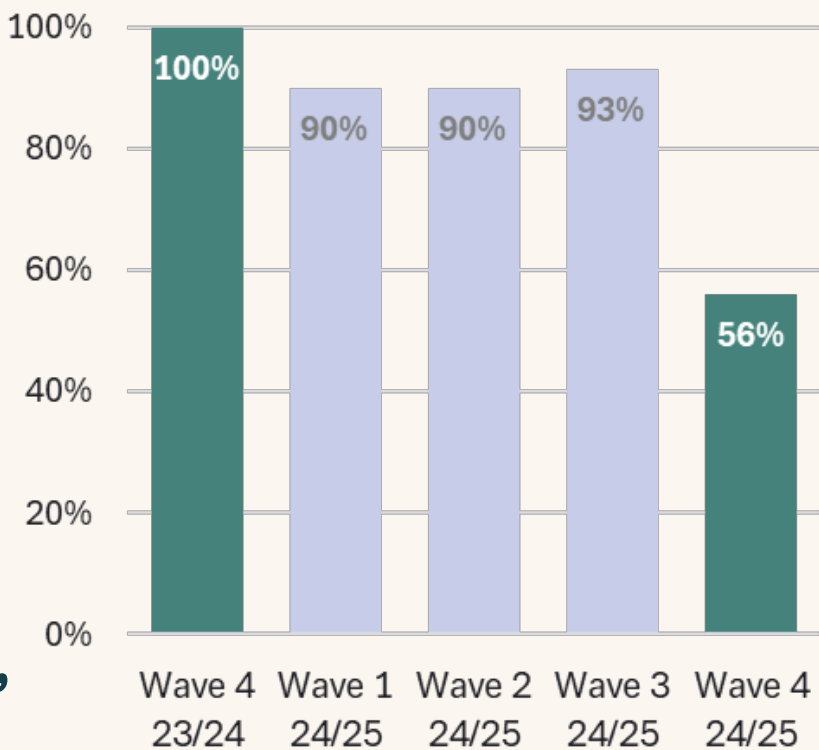
# Largest Decreases

## Dog Control



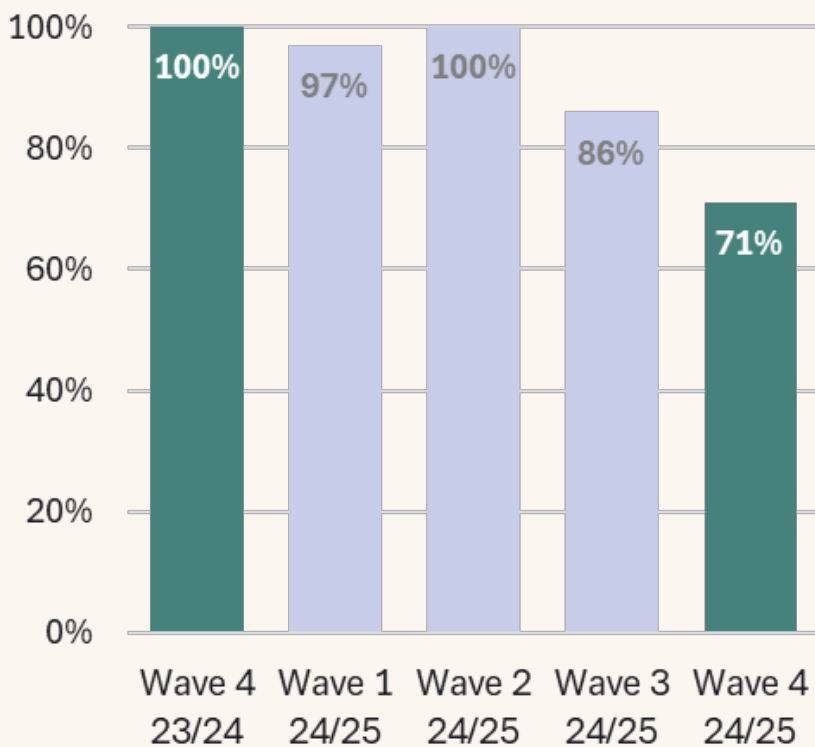
There have been comments raised about roaming dogs, around lack of supply of dog poo bags at our parks and reserves and around people leaving dog poo behind in areas.

## Managing liquor licensing



We can see that usually this satisfaction rate sits much higher. For Wave 4 25 only 16 people responded to this question. Due to the low numbers the seven people that said they were unsatisfied means that the satisfaction rate is much lower than normal. No one left a comment as to why they were unsatisfied.

## Licensing premises such as cafes, hairdressers, etc



This is showing a very similar trend to the liquor licensing question. Also due to low numbers with 29 answering the question, the eight people not satisfied means the most recent satisfaction rate sits so much lower than the other waves.

# Key Management Actions

- Continue efforts and initiatives to improve enquiry handling
- Continue using communication tools and channels to educate and inform our residents and to shift perceptions of council
- With the benchmarking report being available soon, we will review our position against other councils participating in the survey.

# Comments

All the following are comments taken from the most current survey. Each has a title to show what question the comment is in relation to. These comments are a typical cross section of the survey.

**Water Supply**

I find it smells of chemicals.  
However, I just boil it and seems to do the trick for drinking water.

**Sewage System**

I have never had any issues.

**Stormwater**

The drains need to be cleaned. They back up way too often.

**Kerbside Collection**

Use of prepaid plastic bags is problematic. Especially around rental accommodation. I think we should all have wheelie bins, and these should be paid in our rates.

**Waste Management**

Again, I’m rural, so limited impact from these services. The transfer centre works well for recycling.

**Roads, footpaths and cycleways**

I think there needs to be more crossings and I notice always speeding cars in Feilding. Also, the increase of boy racers and a huge lack of police in Feilding.

**Parks, reserves, and playgrounds**

Having recently visited Awahuri Forest, it's a great asset to the region, and worth taking visitors to..

**Public Facilities**

The new library is the best thing that has happened to Feilding in a long time. Great investment using our rates.

**Regulatory Services**

I understand dog control officers are confined by the law. The officer that we have spoken to was excellent and she explained the process that they must follow. The increase of aggressive dogs is a worry, as well as roaming dogs.

# Comments

## Community

### Development/Funding

I think there could be information on grants, how, what, why you can apply and conditions.

## A place to belong and grow

Stick to doing council stuff, roads, rubbish, water, not all the other fluffy rubbish

## An environment to be proud of

I assume they do as there are no obvious environmental issues but I don't know enough to comment on this question

## A prosperous resilient economy

Because I do think the council is interested in the betterment of the MDC.

## An infrastructure fit for the future

I think in general the infrastructure is in a fairly good shape. Flood protection and some roading issues in my opinion need to be addressed.

## A future planned together

Because the council gives the provision for interested residents to participate.

## Enquiry Handling

The app is awesome- council picked up the rubbish we found in less than 24hrs

## Value for money and excellence in local government

It is a lot of money for rates and I live rurally so I don't use much of the facilities anyway.

## General Comments

More visibility would be great

## General Comments

Ka pai for all your extensive mahi you put into making our town a beautiful place to live.

## General Comments

Helen has been an excellent Mayor and will be missed. Herald newspaper provides lots of info. Feilding people are friendly and I am very pleased it is still a very rural town

## General Comments

Stick to your key services, keep nice to have in proportion, we don't need it now but when it can be saved up and paid for. Priorities.

# Next steps

- The complete Resident Survey annual report as well as the benchmarking report for the 2024-2025 year will be brought to council once ready.
- Those reports will then be put onto our website.

## Council

Meeting of 04 September 2025

Business Unit: Community  
Date Created: 19 August 2025

### **Review of the Central Economic Development Agency (CEDA) Appointment of Directors Policy**

#### **Purpose Te Aronga o te Pūrongo**

In February 2025 the Manawatu District and Palmerston North City Councils requested the Central Economic Development Agency (CEDA) Electoral College review the CEDA Appointment of Directors Policy. The Electoral College have met and updated the policy, recommending changes are adopted as per attachment 1.

#### **Recommendations Ngā Tūtohunga**

That the Council adopt the Central Economic Development Agency (CEDA) Appointment of Directors Policy 2025 (Attachment 1), as recommended by the Electoral College.

Report prepared by:  
Maree Pritchard  
Community Operations Adviser

Approved for submission by:  
Lyn Daly  
General Manager - Community

## 1 Background Ngā Kōrero o Muri

- 1.1 In [February 2025](#), Manawātū District and Palmerston North City Councils ('the Councils') requested the Electoral College<sup>1</sup> review the Central Economic Development Agency Appointment of Directors Policy ('the Policy').
- 1.2 The Electoral College has reviewed the Policy, which is attached for adoption. The Electoral College unanimously endorses the revised Policy.
- 1.3 The Central Economic Development Agency (CEDA) is a Council-Controlled Organisation with joint shareholding of the Councils. As such, agreement from both sides is required to appoint its directors and agree any changes to the Policy.
- 1.4 The Policy outlines the process for how Palmerston North City and Manawātū District Councils will appoint directors to CEDA. It explains the expected skills or knowledge required and how the Board's remuneration will be set; in accordance with s57 (1) of the Local Government Act 2002 (LGA).

## 2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 The contract with CEDA contributes to a place to 'A place to Grow', and to 'A prosperous, resilient economy'.

## 3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The Electoral College met on 4 August 2025 to review the Policy. After determining which parts of the Policy to focus on, they recommend the following changes:

**2.1 – Range and Quality of Skills** added a sentence around balancing local knowledge compared to national experience

**2.2 – General Skills** added governance experience as a list of desired skills

**3.7 – Appointments** – removed references to using recruitment consultants to assist with the appointment process. Current practice is for the administering council to advertise and organise the interviews and for the Electoral College to shortlist applicants.

Strengthen the wording to ensure that retiring directors know they can re-apply through the appointment process (as long as they have not already completed 9 consecutive years).

**3.8 – Re-appointment of first term incumbents** – flexibility has been added to enable the Electoral College to recommend the re-appointment of a first term director without having to go through a full appointment process. This option is only available when the incumbent has met the criteria listed in section 3.8 of the Policy and has the support of the CEDA Chair.

Removed paragraphs around exceptional circumstances being a reason for direct re-appointment.

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<sup>1</sup> The Electoral College consists of six members, three from each Council. Members are: Mayors Grant Smith (PNCC) and Helen Worboys (MDC) and Councillors Vaughan Dennison (PNCC), Michael Ford (MDC), Leonie Hapeta (PNCC) and Grant Hadfield (MDC).

## 4 Risk Assessment Te Arotake Tūraru

- 4.1 This is an administrative item with limited risk. Both Palmerston North City Council and Manawatū District Council as the two shareholders need to be in agreement with decisions regarding CEDA governance. This is achieved through input and communication between both Councils.

## 5 Engagement Te Whakapānga

### Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

### Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

### Community Engagement

- 5.3 There are no consultation requirements as a result of this report.

## 6 Operational Implications Ngā Pānga Whakahaere

- 6.1 The Policy outlines the process for how Palmerston North City and Manawatū District Councils will appoint directors to CEDA. It explains the expected skills or knowledge required and how the Board's remuneration will be set.

## 7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no financial implications as a result of this report. CEDA board directors are remunerated by CEDA from funding received from both Councils and other sources.

## 8 Statutory Requirements Ngā Here ā-Ture

- 8.1 The Policy is in accordance with s57 (1) of the Local Government Act 2002 (LGA).

## 9 Next Steps Te Kokenga

- 9.1 Palmerston North City Council will consider the changes on 03 September 2025. Once agreed by both Councils, the Policy will be published on each Council's website.

## 10 Attachments Ngā Āpitihanga

- Central Economic Development Policy (CEDA) Appointment of Directors Policy 2025 – Track changed.



# Central Economic Development Agency Limited

## Appointment of Directors Policy

Adopted:

Manawatu District Council [2-March-2023](#) [September 2025](#)

Palmerston North City Council [1-March-2023](#) [September 2025](#)

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## 1. INTRODUCTION

This Policy applies to the appointment of Directors to the Central Economic Development Agency (CEDA) (four to six directors appointed by the Councils). CEDA is a Council controlled Organisation (CCO) jointly-owned by Manawātū District Council and Palmerston North City Council (the Councils).

A CCO is an organisation which Council (alone or with other councils) controls more than 50% of the voting rights or appoints more than 50% of directors.

### 1.1 Purpose of Policy

This policy sets out an objective and transparent process for:

- a) The identification and consideration of the skills, knowledge, and experience required of directors of the Central Economic Development Agency Limited (CEDA);
- b) The appointment of directors of the CEDA Board; and
- c) The remuneration of directors of the CEDA Board.

### 1.2 Definitions

Councils	Means the Manawātū District Council and Palmerston North City Council.
Electoral College	A group of six elected members responsible for recommending appointments of CEDA directors to the Councils.  The College consists of the two Mayors, two elected members from MDC and two elected members from PNCC.
MDC	Means the Manawātū District Council
PNCC	Means the Palmerston North City Council

### 1.3 Amendment or Replacement of Policy

The Manawātū District Council and Palmerston North City Council may, from time to time, amend or replace this policy. In doing so, the Councils will consult with CEDA.

## 1.4 Exceptions of Policy

There may be circumstances in which adherence to this policy is not appropriate. Should the Councils decide not to comply with any provision, the decision should be recorded by way of resolution (which should also include the reason for deviation from the policy).

## 2. DIRECTOR SKILLS

### 2.1 Range and Quality Skills

In appointing directors, the Councils will be seeking persons with relevant skills and an ability to make a significant contribution to the successful operation of CEDA. While Directors directors must be located in New Zealand, consideration will be given to maintaining a balance between those with local knowledge and those with broader national experience. It is also important to ensure a mix of –The need for balance– new and existing directors, particularly those who have first-hand knowledge of and experience in the activities of CEDA.

The range and quality of skills will vary from one position to another. The appropriate skills will be determined by the members of the Electoral College in consultation with CEDA so as to meet the performance needs of CEDA.

### 2.2 General Skills

The Councils in appointing any person to be a director of CEDA will consider the following skills existing in that director or elsewhere on the CEDA board:

- Proven track record in economic development;
- Major event, tourism, visitor or destination marketing experience;
- Experience conducting business internationally;
- Strong financial knowledge;
- Communication and marketing skills;
- Proven track record conducting business;
- Governance experience;
- People and talent skills
- The ability to interface between the private sector, iwi and local government;
- Understanding of tikanga Māori and Māori business and
- Any other skills that the Councils consider appropriate to the business of CEDA.

Successful board members will include:

- Impeccable ethics and integrity;
- Strong communicators;

- Natural leaders with the ability to take people with them; and
- Clear and creative thinkers.

### **3. APPOINTMENT AND REMOVAL OF DIRECTORS**

#### **3.1 Number of Directors**

The CEDA Board shall consist of a minimum of four (4) and a maximum of six (6) directors.

#### **3.2 Appointment**

Directors shall be appointed by the Councils for terms of up to three (3) years, and for a maximum period of nine (9) consecutive years.

#### **3.3 Electoral College**

- The Electoral College shall comprise of six (6) members, three (3) appointed by PNCC, one of which should be the Mayor, and three (3) appointed by MDC, one of which should be the Mayor.
- PNCC and MDC may remove and replace their appointees to the Electoral College at any time by giving notice in writing to the appointee in question and notice in writing to the Joint Committee.
- PNCC and MDC agree to appoint persons to the Electoral College in a timely manner to ensure that at all times an operative Electoral College is in place and provide all necessary assistance including administrative assistance and facilities in order to ensure the Electoral College can effectively undertake its role.
- The voting of the Electoral College shall be by way of majority and decisions of the Electoral College may not be made unless all members of the Electoral College are present at a meeting either in person or electronically (sight or sound).
- The Electoral College's role is to make recommendations to the Shareholders concerning the appointment of Directors to the CEDA board. The Electoral College may also be used as the conduit between the Shareholders and the Directors in circumstances when it is necessary or desirable to formulate a co-ordinated approach for matters affecting the Company.

#### **3.4 Appointment of Directors**

- The Councils will appoint directors jointly on the recommendation of the Electoral College (including any reconsidered recommendation, and taking into account the CEDA board skills sets).
- Where a recommendation has been received from the Electoral College with respect to the appointment of directors, and that recommendation is not accepted by one or both of the Councils, the Councils may ask the Electoral College to provide a further recommendation.

### 3.5 Staggering Appointments

Appointments will be staggered so that approximately one-third of the board is rotated each year. Staggering appointments to the board ensures there is an appropriate level of institutional knowledge retained on the board, which in turn provides for continuity in the management of CEDA.

### 3.6 Administration of Appointments

PNCC and MDC shall administer appointments alternatively on a three yearly basis in line with the council term.

### 3.7 Appointments

CEDA will advise the Mayors and Chief Executives of the Councils of the impending expiry of a director's term. Such advice shall be provided no later than three (3) months before the date of expiry of a director's term in office.

Once a vacancy has been established, the Council responsible for administering an appointment will ~~work with a director recruitment consultant to~~ manage the advertising and administration for seeking applications and arranging Electoral College meetings and any relevant administration work around this.

The Electoral College will identify the skills, knowledge and experience required for the position ~~with the assistance of a director recruitment consultant.~~ This may involve discussions with the Chair of CEDA and consideration of the results of board performance reviews and composition on the board.

Applicants may be sought through a combination of the following search methods: advertising of the position, nominations from the mayor, councillors. In addition, a director recruitment search and checking the availability of candidates, will form part of the appointment process.

A complete list of applicants will be compiled for the Electoral College to short list. ~~usually with the assistance of a director recruitment consultant.~~

The Electoral College, ~~with assistance from a recruitment consultant,~~ will screen the list to ensure that the ~~candidates /~~ applicants have the required core competencies as well as the specific skills and expertise required for the position. The screening will prepare a ~~recommended~~ short list of applicants for consideration.

The Electoral College will select the candidates for interview from the ~~recommended~~ short-list and interviews will be undertaken by the full Electoral College.

The Electoral College will assess candidates against the required skills, knowledge and experience and may take into account other factors such as:

- the demographic and geographic diversity of the board

- board dynamics and stakeholder relationships
- the capacity of applicants to attend regular board meetings and fulfil the other requirements of the directorship
- succession planning.

The Electoral College will recommend its preferred candidates to each Council for approval.

**NOTE:** With the exception of clause 3.2, nothing prohibits a retired director from re-applying to serve as a director of CEDA.

### **3.8 Re-appointment of Incumbent**

#### **Appointment for a second term**

A director who is retiring from their first three-year tenure and who wishes to stand, may, at the discretion of the Electoral College be recommended for re-appointment without going through a formal appointment process for a second term of up to three years to the Councils.

To determine whether a director is suitable for re-appointment, the Electoral College will seek advice from CEDA as to whether the following criteria has been met:

- That an appropriate contribution has been made by the retiring director to the effective governance of CEDA;
- That the relevant skills of the retiring director fit the skill-set required by CEDA; and
- That the organisation is meeting the agreed requirements of the current Shareholders Agreement.

In obtaining information on these criteria, the Chief Executive will seek advice from the Chairperson of CEDA, or if the Chairperson is the person being considered for reappointment, from the Deputy Chairperson of CEDA or other person appointed by the governing body of CEDA.

Directors should not be given any expectation that they will be offered a subsequent term of office.

Any director re-appointed for a second term retires upon expiry of that term. A director who wishes to apply for a third term must go through the formal appointment process (3.7 above)

~~The Chief Executive of the Council responsible for the administration of appointments will seek applications to fill the vacancy unless exceptional circumstances apply. Exceptional circumstances include such things as when CEDA is in the midst of a major project where continuity of the existing directors is accepted by the J Councils as a critical factor for the success of the project.~~

~~All director vacancies for CEDA are to be advertised unless exceptional circumstances apply.~~

~~a) In the event that a retiring director is available to be considered for reappointment, in addition to receiving that director's application, the Chief Executive will seek advice from CEDA as to whether the following criteria are being met:~~

~~b) Re-appointment for six months or less~~

~~c) The Chief Executive shall report to the Electoral College on these criteria in relation to a retiring director.~~

d) The Councils may reappoint a person without following the full appointment procedure if the term of reappointment to CEDA is for six months or less.

~~Board members should not be given any expectation that they will be offered a subsequent term of office.~~

### 3.9 Removal

A director of CEDA may be removed from office by notice from the Councils at any time.

### 3.10 Local Government Act

Any appointment or removal of a director must, at all times, comply with the Local Government Act 2002.

### 3.11 Vacation of Office

A Director vacates office if any of the following occurs:

- a) The Director resigns by notice in writing to the Mayors of the Councils. The notice is to be effective when it is received by the relevant parties or at a later time specified in the notice;
- b) The director is removed from office in accordance with clause 3.7;
- c) The director becomes disqualified from being a Director pursuant to section 151 of the Companies Act 1993;
- d) The director dies;
- e) The director fails to attend three (3) consecutive meetings of the board without leave of the other directors.

### 3.12 Appointment of Directors by the Board

Where a director vacates office, the continuing directors may, with the written consent of the Councils appoint any other qualified person to hold office as a director in that director's place until a replacement director is appointed by the Councils.

### 3.13 Chairperson

The Chairperson of the board shall be appointed from the members of the board by the Councils. If the Councils' appointed Chairperson is not present at any meetings, then the members present can appoint a Chairperson for that meeting.

### 3.14 Eligibility for Appointment

#### Appointment of Councillors

Under this policy, no councillors may be appointed to the board.

#### Appointment of Council Officers

Under this policy, council officers are ineligible to serve as a director on the board.

Any board member applying for employment with either council should resign from the board immediately following an offer of appointment.

#### Appointment of CEDA Executives to CEDA board

Board members should be independent from management and should not hold executive positions in CEDA.

In the event that a board decides that one of its members should fill a vacancy in the executive team, the board member must first resign from their position on the board.

#### Other Exclusions

Immediate family members, of elected members, of the chief executive, and of second tier managers of either Council are also prohibited from serving as board members of CEDA.

## 4. REMUNERATION AND OTHER BENEFITS OF DIRECTORS

Board members' fees will compensate board members fully for their normal contribution to the board, including attending board and Committee meetings, meeting preparation, stakeholder management and any other agreed tasks.

Board members' fees will reflect the element of public service in serving on the board of a CCO and will accordingly be set at level for comparable public sector entities.

To ensure transparency, fees will be set by the Councils for the board members and Chair, rather than allocating a pool to be distributed by the board. Fees are to be met from CEDA's own resources.

### 4.1 Fee Setting

Board members' remuneration will be reviewed once per triennium following council elections. A full review will be conducted and will include benchmarking against comparative entities. The review will consider market movement and the final decision on board members' remuneration will be made by a resolution of the Councils. Fees will be set taking into consideration the following:

- a) the size and scale of CEDA (e.g. turnover, value of assets, number of employees)

- b) complexity and scope of operations (e.g. complexity of issues, level of guidance for decision-making, relationship management responsibilities)
- c) accountability (e.g. scale of market risk, public interest and profile, potential risk to director reputation, and other key risks)
- d) skills - the type of expertise and specialisation needed.

Special considerations may also be included in setting fees, such as a temporary increase in workload for the board, or difficulties in recruiting particular skills.

## Council

Meeting of 04 September 2025

Business Unit: Finance

Date Created: 25 August 2025

## Budget Carry Forwards from 2024/25

### Purpose Te Aronga o te Pūrongo

To approve the requested financial budget carry forward expenditure along with relevant funding as listed on the attached document from the 2024-25 financial year to the 2025-26 financial year as per the Delegations Policy.

### Recommendations Ngā Tūtohunga

1. That the Council approve the requested financial carry forwards of \$20.2M for capital budgets into the 2024-25 financial year to be funded from a mix of development contributions, renewal reserve and loan funding.
2. That the Council note the capital and operational budget carry forwards approved by the Chief Executive of \$7.0M capital expenditure and \$1.3M of operational expenditure under section 10.4 of the Delegations Manual.

Report prepared by:  
Amanda Calman  
Chief Financial Officer

Approved for submission by:  
Shayne Harris  
Chief Executive

## 1 Background Ngā Kōrero o Muri

- 1.1 The 2024-25 financial year resulted in a range of both operational and capital budgets being underspent. Budget managers have reviewed the underspent budgets and identified those budgets that are required to be carried forward to ensure levels of service are maintained, these have been reviewed by the Executive team.
- 1.2 The Delegations manual section 10.4 outlines the financial delegation for approving Expenditure carry overs – per project is \$500,000.
- 1.3 The carry forwards approved by the Chief Executive under section 10.4 of the Delegations Manual are outlined in the attachment.
- 1.4 The carry forwards that are outside of the Chief Executive delegation require Council approval and are attached.

## 2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 The budgets requested to be carried forward were approved in the 2024-34 Long-Term Plan adopted by Council and therefore align with all key priorities.

## 3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia

- 3.1 The Capital Budget carry forwards that require Council approval come to a total of \$20.2M capital spend which is 17 projects. Four of the projects are growth related for a total of \$3.4M, Eight are renewals at a total of \$13.2M, and five are for New Works (to improve the level of service) at a total of \$3.6M

The Capital Budget carry forwards that are approved under the Chief Executive delegations are worth \$7.0M for a total of 72 projects ranging from \$1,365 to \$484,324.

- 33 projects are for New Works at a total of \$3.7M
- Six projects are for Growth at a total of \$1.2M
- 33 projects are for Renewals at a total of \$2.0M

The operational budget carry forwards approved under the Chief Executive delegations are worth \$1,279,904 spread across 60 projects.

## 4 Risk Assessment Te Arotake Tūraru

Not applicable.

## 5 Engagement Te Whakapānga

### Significance of Decision

The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

## Māori and Cultural Engagement

There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

## Community Engagement

There are no known community considerations associated with the matters addressed in this report. No community engagement required.

## 6 Operational Implications Ngā Pānga Whakahaere

- 6.1 The carry forward approvals allow for work budgeted, planned or committed in the previous financial year to be progressed and completed. If carry forward approvals are declined then some capital projects will not be completed.

## 7 Financial Implications Ngā Pānga Ahumoni

- 7.1 The growth related capital expenditure budgets are funded via Development contributions any shortfall between the expenditure and the Development contributions received are funded via debt with the ongoing cost of servicing that debt being built into future development contributions.
- 7.2 The new levels of service relating to the Council sought approval of capital expenditure is funded via \$2.6M of debt to be drawn when the work is done.
- 7.3 The new levels of service relating to carry forwards approved by the Chief Executive under section 10.4 of the Delegations Manual is to be funded by \$3.3M of debt to be drawn when the work is done.
- 7.4 The renewal expenditure is funded via the renewal reserve which is replenished by the rates taken for depreciation.
- 7.5 The operational expenditure is funded via rates received in 2024/25 which are reflected in the Council Equity Reserves.
- 7.6 The debt requirements associated with point 7.2 and 7.3 is covered under the debt resolution from 2024/25 which remains undrawn at 30 June 2025.

## 8 Statutory Requirements Ngā Here ā-Ture

There are no statutory requirements for this report.

## 9 Attachments Ngā Āpitihanga

- Carry forward requests

## Operational Budget Carry Forwards from 2024-25 to 2025-26

Group at Council	Description	Carry Forward Request	Comment	Approval Required
People and Corporate	Computer Software Maintenance	287,535	Additional costs to cover with the transition to the new ERP along with other software packages coming up for renewal that were not previously accounted for due to the change in recognising prepayments more accurately in the past two years.	Chief Executive
Community	District Plan Review	125,000	Required to help prepare for RMA transition	Chief Executive
Community	Johnston Park Refurbishment of Grandstand changing rooms	63,269	Some work completed, however further work paused to decide outcome of master plan for Johnston Park	Chief Executive
Community	District Plan Growth Planning	50,000	Required for growth framework - village plan work	Chief Executive
Community	Eyre Street - Depot Demolition	48,448	In progress - due to staff leave works have not been completed by year-end	Chief Executive
Community	Feilding Town Centre Detailed Design	44,826	Project on-going.	Chief Executive
Community	Community Planning Implementation	41,202	Work has been committed to but not yet completed	Chief Executive
Community	Economic Development Services	39,539	Proposal going to Council to reallocate this funding into ED events 3-year funding (grants committee supportive)	Chief Executive
People and Corporate	Public Information - Advertising and Comms for Elections	37,000	With the closure of the Feilding Rangitikei Herald, we are now required to explore alternative communication channels to both maintain visibility and support efforts to increase voter turnout.	Chief Executive
Community	Himatangi Dunes Recontouring	35,038	Due to local engagement & contractor availability work not completed by year-end	Chief Executive
Community	Civic Centre Exterior Painting	27,269	Painting of remaining exterior wall to be carried out in the summer months	Chief Executive
Community	Economic Development Services Contracts	25,753	This code changes to a new name. Linked to work that Ross is doing to promote Feilding as open for business for development	Chief Executive
Infrastructure	Sub Environmental Maintenance	25,499	To cover local share of budget shortfalls in NZTA budget	Chief Executive
Community	Economic development Event Fund	25,156	Moving to a separate job code with events already planned	Chief Executive
Community	Cemetery Garden/Walkways	24,375	Work scheduled but due to staff shortages, contractors were not allocated the work until later in the year - contractor availability impacted	Chief Executive
Community	Community Development Funds	23,000	Carry forward based on actual costs projected for the next financial year. This will separate P-services from Com Dev grants.	Chief Executive
Infrastructure	WS District Wide Condition Assessment	20,830	Remaining budget to go towards undertaking planned condition assessments in Feilding this financial year	Chief Executive
Infrastructure	Food waste collection bins	18,855	This is funded by waste levy income so is used in line with the Waste Minimisation Management Plan. The planned spend includes this portion.	Chief Executive
Infrastructure	Sub Sealed Pavement Maintenance	17,599	To cover local share of budget shortfalls in NZTA budget	Chief Executive
Community	Youth Initiatives	15,650	Work completed in July in Space for Youth at MCHL but invoice not received and processed by cut-off totalling \$5,650. \$10,000 also requested to be carried for towards a Colour Run Event to be organised by the Youth Council	Chief Executive
Community	Oroua Downs Hall	15,405	Due to staff leave works not completed by year end	Chief Executive
Community	AFKP Wetland area power pole removal	15,405	Works not complete due to HRC stop-work notice, scheduled to be completed in Q1-2 25/26	Chief Executive
Community	CCO Legal Review	15,224	Anticipate extra costs with review of CCO's in 25/26 year	Chief Executive

Community	Feilding Little theatre Feasibility Study	15,070	To be used for MAC sustainability report; not able to be completed by year-end	Chief Executive
Community	Welcoming Communities Activities	14,544	To be used in event planned early 25/26	Chief Executive
Community	Creative Communities New Zealand	13,354	Not Council funding	Chief Executive
Community	Pride in Our Land	12,799	Needs to be carried forward, not MDC funded	Chief Executive
People and Corporate	Cultural Advisor - Consultants	12,000	The Ka Tatū pilot programme was planned for last financial year, but due to the trainers availability is now to be run in this financial year.	Chief Executive
Community	Colyton Community Committee	12,000	Requested to utilise 2024/25 and 2025/26 project funding on beautification project - as allowed for in policy	Chief Executive
Community	Pohangina Cemetery Water Resilience Options	10,643	Work scheduled but due to staff shortages, contractors were not allocated the work until later in the year - contractor availability impacted	Chief Executive
Community	Street Tree Asset Management Assessment	10,270	Asset management data collection to be completed during 2025/26 to include in next LTP AMP.	Chief Executive
Infrastructure	Sub Unsealed Pavement Maintenance	8,671	To cover local share of budget shortfalls in NZTA budget	Chief Executive
Community	Pohangina Old School Pool Condition Assessment	8,618	Condition assessment carried out in May 2025; associated works to be carried out in 2025/26 prior to the summer season	Chief Executive
Community	County Faire Pohangina - Exterior Repaint	8,362	Remaining budget to be spent on interior works	Chief Executive
Community	Kowhai Park Refurbish Gravel Walkway	8,190	Work started, scheduled for Q2 2025/26	Chief Executive
Community	CCO Management	7,691	Anticipate extra costs with review of CCO's in 25/26 year	Chief Executive
Community	Food HQ	7,270	Still have not received invoice from Food HQ	Chief Executive
Community	Himatangi Beach Community Committee	7,126	Requested to utilise 2024/25 and 2025/26 project funding on Sunset Platform project - as allowed for in policy	Chief Executive
Infrastructure	Conferencing	7,010	To enable 2x Response and Recovery Aotearoa NZ (RRANZ) courses	Chief Executive
Community	Glen Oroua/Taikorea Community Committee	6,800	Work has been committed to but not yet completed	Chief Executive
Community	Street Trees Vegetation Management Plan	6,570	A vegetation management plan has been drafted that include standards for street tree management that includes natural asset categorisation. This is nearing completion and some of this funding has been used to gather the asset data for our street trees for the first time. Some of this funding has also been used to complete some pruning of street trees. Some scheduled work still to be completed in Q1.	Chief Executive
Community	Kiwitea Community Committee	6,320	Requested to utilise 2024/25 and 2025/26 project funding on heat pumps - as allowed for in policy	Chief Executive
Community	Sanson Community Committee	5,940	Work has been committed to but not yet completed	Chief Executive
Community	Urupa Grants	5,749	To be carried forward and consolidated in line with the usual process.	Chief Executive
Community	Hiwinui Community Committee	4,045	Requested to utilise 2024/25 and 2025/26 project funding on the walkway project - as allowed for in policy	Chief Executive
Community	Halcombe Cemetery - Beam installation	3,916	Work scheduled but due to staff shortages, contractors were not allocated the work until later in the year - contractor availability impacted	Chief Executive
Community	Feilding Community Centre - Maintenance	3,877	BWoF audit carried out in May identified non-compliances that could not be rectified by year end	Chief Executive
Infrastructure	Printing & Photocopying	3,802	Civil Defence Publications	Chief Executive
Infrastructure	General Expenses	3,763	Maintenance of generators & equipment which are overdue	Chief Executive
Infrastructure	Sub VSL Operations and Monitoring	3,513	To cover local share of budget shortfalls in NZTA budget	Chief Executive
Infrastructure	Subscriptions	2,914	Additional Starlink required for Emergency Management	Chief Executive
Community	Pohangina Community Committee	2,742	Requested to utilise 2024/25 and 2025/26 project funding on Pohangina Reserve Redevelopment project - as allowed for in policy	Chief Executive

Community	Waituna West Community Committee	2,700	Work has been completed but was not invoiced by the end of the year	Chief Executive
Infrastructure	Sundry	2,564	Rotation of emergency meal packs - packs are not an annual expense and due for replacement	Chief Executive
Community	Halcombe Community Development Group	2,450	Work has been committed to but not yet completed	Chief Executive
Infrastructure	Printing & Stationary	2,405	Civil Defence Publications	Chief Executive
Infrastructure	Sub Cycle Facilities Maintenance	2,014	To cover local share of budget shortfalls in NZTA budget	Chief Executive
Infrastructure	Sub Minor Events	1,093	To cover local share of budget shortfalls in NZTA budget	Chief Executive
Community	Bainesse-Rangiotu Community Committee	790	Work has been committed to but not yet completed	Chief Executive
Community	Kimbolton Community Committee	442	Work has been committed to but not yet completed	Chief Executive
<b>Total Operational carry forwards requested</b>		<b>1,279,904</b>		

## Capital Budget Carry Forwards from 2024-25 to 2025-26

Activity	Job Description	Type of Project	2025/26 Capex Carry forward	2025/26 New Loan Required	Approval Required
Roading Network	RD1060. Sub Renewal Emergency Works	Renewal	3,598,371		Council
Wastewater	WW3004. Wastewater Centralisation	Renewal	3,009,397		Council
Organisational Management	AB4000. Admin Building Renewals	Renewal	1,838,257		Council
Wastewater	WW2002. Feilding WWTP Asset Renewal	Renewal	1,835,773		Council
Water Supply	WS2024. Feilding Water Supply Growth	Growth	1,242,242		Council
Roading Network	RD4021. Non Sub Road Works	Renewal	1,064,031		Council
Water Supply	WS2041. Stanway/Halcombe WTP New Works	New	959,916		Council
Stormwater and Drainage	ST1031. Stormwater Flooding New Works	New	838,792	838,792	Council
Roading Network	RD1025. Roding Growth	Growth	819,980		Council
Community Facilities	PR2015. Parakaraka Growth	Growth	731,754		Council
Community Facilities	HL4007. Feilding Civic Centre	Renewal	673,623		Council
Wastewater	WW2013. Feilding WWTP Upgrade	New	664,127	664,127	Council
Stormwater and Drainage	ST2001. Stormwater - District wide new	New	657,555	657,555	Council
Stormwater and Drainage	ST1009. Stormwater Growth Feilding	Growth	641,775		Council
Water Supply	WS2001. Feilding WTP Renewals	Renewal	626,860		Council
Community Facilities	MA4200. Outdoor Complex Renewals	Renewal	517,209		Council
District Development	CB3000. Town Centre Refresh	New	505,545	505,545	Council
<b>Total Capital carry forwards requested from Council</b>			<b>20,225,206</b>	<b>2,666,019</b>	

## Capital Budget Carry Forwards from 2024-25 to 2025-26

Activity	Job Description	Type of Project	2025/26 Capex Carry forward	2025/26 Loan Required	Approval Required
Community Facilities	PR2019. Feilding Walkway Growth	Growth	454,167		Chief Executive
Community Facilities	PR3012. Mt Lees New Works	New	368,111	368,111	Chief Executive
Community Facilities	PR2013. Korotangi Growth	Growth	318,034		Chief Executive
Community Facilities	PR4051. Johnston Park Renewals	Renewal	258,061		Chief Executive
Community Facilities	PR2018. Waughs Road Amenity Growth	Growth	257,284		Chief Executive
Community Facilities	PR3008. Johnston Park New Works	New	212,586	212,586	Chief Executive
Community Facilities	PR4054. Kowhai Park Renewals	Renewal	182,169		Chief Executive
Community Facilities	PP3003. Coach House Museum	New	125,962	125,962	Chief Executive
Community Facilities	PP2006. Property Feilding Depot	New	107,264	107,264	Chief Executive
Community Facilities	PR3010. Kowhai Park New Work	New	82,643	82,643	Chief Executive
Community Facilities	PR3000. AF-KP New Works	New	75,215	75,215	Chief Executive
Community Facilities	PR2020. Johnston Park Growth Projects	Growth	72,494		Chief Executive
Community Facilities	PR3007. Himatangi Beach Res New Works	New	71,001	71,001	Chief Executive
Community Facilities	HL3001. Halls New Projects	New	68,132	68,132	Chief Executive
Community Facilities	LB3200. Community Hub New Works	New	61,080	61,080	Chief Executive
Community Facilities	PP2001. South Street Development	New	49,980	49,980	Chief Executive
Community Facilities	PP4000. Property Renew Projects	Renewal	49,491		Chief Executive
Community Facilities	HL4000. Himatangi Beach Renewals	Renewal	41,455		Chief Executive
Community Facilities	PR4038. Cheltenham Res New Works	New	26,750	26,750	Chief Executive
Community Facilities	PR3004. Feilding Reserves New Works	New	24,967	24,967	Chief Executive
Community Facilities	LB3000. Library New Works	New	17,788	17,788	Chief Executive
Community Facilities	LB1001. Library Collection Purchases	Renewal	16,994		Chief Executive
Community Facilities	PR4056. Mt Lees Reserve Renewals	Renewal	16,866		Chief Executive
Community Facilities	PR4061. Timona Park Renewals	Renewal	15,081		Chief Executive
Community Facilities	PR4057. Pohangina Valley Renewals	Renewal	15,000		Chief Executive
Community Facilities	LB4000. Library Renewals	Renewal	12,552		Chief Executive
Community Facilities	MA4100. Indoor Complex Renewals	Renewal	11,301		Chief Executive

Community Facilities	PR4064. Feilding Walkways	Renewal	10,300		Chief Executive
Community Facilities	MA4009. Outdoor Pool Mechanical	Renewal	8,044		Chief Executive
Community Facilities	CM4012. Kimbolton Cemetery	Renewal	5,842		Chief Executive
Community Facilities	MA4300. Equipment Renewals	Renewal	2,478		Chief Executive
Community Facilities	MA3200. Outdoor Complex New Works	New	1,768	1,768	Chief Executive
Community Facilities	PR3013. Pohangina Valley New Works	New	1,615	1,615	Chief Executive
Community Facilities	PC4000. Public Conv Renewals	Renewal	1,365		Chief Executive
District Development	CM3001. Feilding Cem New Works	New	53,070	53,070	Chief Executive
Emergency Management	EM4000. Emergency Management Renewals	Renewal	48,865		Chief Executive
Emergency Management	EM3000. Civil Defence Emergency Mgmt	New	21,994	21,994	Chief Executive
Organisational Management	AB4001. Admin Building Roof Logistics	Renewal	16,639		Chief Executive
Organisational Management	AB4001. Admin Building Roof Logistics	Renewal	16,639		Chief Executive
Roading Network	RD1031. Sub Structures Renewals	Renewal	260,162		Chief Executive
Roading Network	RD4034. Non Subsidised Roading Renewal	Renewal	169,522		Chief Executive
Roading Network	RD1010. Sub Sealed Road Resurfacing	Renewal	62,139		Chief Executive
Roading Network	RD1061. Land Purchase 37 Roots St	New	56,103	56,103	Chief Executive
Roading Network	RD1057. 357 Resilience Improvements	New	53,592	26,260	Chief Executive
Roading Network	RD1030. Sub Drainage Renewals	Renewal	49,299		Chief Executive
Roading Network	RD1062. Sub New Emergency Works	New	31,621	15,494	Chief Executive
Roading Network	RD1016. Sub Roading Footpath Renewal	Renewal	26,711		Chief Executive
Roading Network	RD4039. Non Sub Mitigation Sealing	Renewal	17,844		Chief Executive
Roading Network	RD1032. Sub Traffic Services Renewal	Renewal	13,496		Chief Executive
Solid Waste	SW3500. New Bin Purchases	New	420,155		Chief Executive
Solid Waste	SW2005. Resource Recovery Centre	New	151,298	151,298	Chief Executive
Solid Waste	SW2010. Himatangi RTS	New	17,110	17,110	Chief Executive
Solid Waste	SW2007. Est Mobile Recycling Centres	New	1,920	1,920	Chief Executive
Stormwater and Drainage	ST1012. Stormwater New Work Feilding	New	484,324	484,324	Chief Executive
Stormwater and Drainage	ST2001. Stormwater - District Wide New	New	158,006	158,006	Chief Executive
Stormwater and Drainage	ST1013. Unplanned Renewals Feilding	Renewal	118,035		Chief Executive
Stormwater and Drainage	ST1024. SW Unplanned Renewals-Villages	Renewal	44,000		Chief Executive
Stormwater and Drainage	ST2090. Turners Road Extension Growth	Growth	2,841		Chief Executive
Wastewater	WW2003. Feilding WW Retic Renewals	Renewal	256,777		Chief Executive

Wastewater	WW2038. Feilding WWTP - Irrigation	New	125,133	125,133	Chief Executive
Wastewater	WW2016. Feilding Wastewater Growth	Growth	96,545		Chief Executive
Wastewater	WW2012. Himatangi WW Asset Replacement	Renewal	9,772		Chief Executive
Water Supply	WS2029. Feilding Water Pressure Zones	New	262,586	262,586	Chief Executive
Water Supply	WS2075. Feilding Reticulation Improvem	New	250,002	250,002	Chief Executive
Water Supply	WS2071. District Wide Improvements	New	198,786	198,786	Chief Executive
Water Supply	WS2007. Stanway/Halcombe RWS Renewals	Renewal	162,530		Chief Executive
Water Supply	WS2023. Himatangi Water Supply New	New	100,000	100,000	Chief Executive
Water Supply	WS2002. Feilding WS Reticulation Renew	Renewal	66,815		Chief Executive
Water Supply	WS3008. Waituna West New Works	New	36,490	36,490	Chief Executive
Water Supply	WS2070. Vinegar Hill RWS New Works	New	32,515		Chief Executive
Water Supply	WS2039. Stanway/Halcombe RWS	Renewal	30,400		Chief Executive
Water Supply	WS2004. Himatangi Water Asset Renewals	Renewal	20,860		Chief Executive
<b>Total Capital carry forwards requested from Chief Executive</b>			<b>6,988,434</b>	<b>3,253,439</b>	

## Council

Meeting of 04 September 2025

Business Unit: Community  
Date Created: 19 August 2025

### Waste Levy Budget Transfer - Organic Waste Disposal Ramp

#### Purpose Te Aronga o te Pūrongo

The purpose of this report is to gain Council approval of an unbudgeted capital expenditure request for the use of Waste Levy reserves to construct a new interim Organic Waste Disposal Ramp at the Manawātū Resource Recovery Park to enable temporary consolidation of Feilding food waste before transportation for processing.

#### Recommendations Ngā Tūtohunga

That the Council:

1. Approves an unbudgeted capital expenditure request of two hundred and fifty thousand dollars (\$250,000) exclusive of GST funded from Waste Levy Reserves to fund materials and construction of an organic waste disposal ramp at the Manawātū Resource Recovery Park.
2. Approves the addition of a new action to the Waste Management and Minimisation Plan 2022 – 2028 for the construction of an organic waste disposal ramp at the Manawātū Resource Recovery Park to support Feilding Food Waste Collection.

Note: Council has Waste Levy Reserves of \$2.1M which will fully fund this unbudgeted capital expenditure. There will be no rates or debt impacts from this request.

Report prepared by:  
Brittney Evans  
Project Initiation Manager

Approved for submission by:  
Hamish Waugh  
General Manager - Infrastructure

## **1 Background Ngā Kōrero o Muri**

- 1.1 Through the formation and adoption of the Waste Assessment 2022 and the Waste Management and Minimisation Plan 2022 – 2028, MDC identified the significant role of food waste in the Manawatu district's landfill volumes. Conservative food waste volume estimates show that approximately 483 tonnes of food waste from Feilding will be able to be diverted from landfill annually through a kerbside collection service.
- 1.2 During the formation of the Long Term Plan 2024 – 2034, MDC decided to include food waste collection for Feilding only, fully funded by the Waste Levy received from the Ministry for the Environment (zero rates impact).
- 1.3 On 15 May 2025, Council awarded a Feilding food waste collection contract to Low Cost Bins, with collections planned to commence on 10 November 2025.
- 1.4 A truck ramp is required to enable consolidation of Feilding food waste collected at the Manawatū Resource Recovery Park in Feilding into hook bins before it is transported for processing via Anaerobic Digestion.

## **2 Strategic Fit Te Tautika ki te Rautaki**

- 2.1 Council's goal for Waste Management and Minimisation, as identified in the Waste Management and Minimisation Plan 2022 – 2028 (WMMP), is: "to be a community leader who aims to enable a circular economy for all waste streams."
- 2.2 Separate collection of food waste from Feilding recognises the power of food waste as a resource, not a landfill waste stream, and supports circular economy principles for waste.
- 2.3 Council's ability to fully fund the required truck ramp through waste levy reserves contributes to **value for money and excellence in local government**.
- 2.4 Reducing the volume of landfill waste from the Feilding community ensures Council are upholding **an environment to be proud of**.

## **3 Discussion and Options Considered Ngā Matapakinga me ngā Kōwhiringa i Wānangahia**

- 3.1 The proposed ramp will allow the food waste collection truck to tip food waste collected into hook bins which will then be transported to Ecogas in Reporoa for processing until it is able to be processed via Anaerobic Digestion in Feilding alongside separated Feilding Trade Waste streams.
- 3.2 The truck ramp has been fully designed in-house, and procurement of a construction contractor will be closely managed in line with Council's Procurement Policy to ensure value for money is delivered.
- 3.3 Once the processing of food waste is able to be undertaken in Feilding, the ramp components will be able to be reused for either MDC's ongoing waste consolidation activities at the Manawatū Resource Recovery Park, or by existing or future lease tenants at the Manawatū Resource Recovery Park (with a corresponding income stream to Council).

- 3.4 The unbudgeted capital expenditure request (if approved within this report) would allow Officers to undertake procurement for the construction, and the total budget will not necessary be spent depending on procurement outcomes.
- 3.5 Council is required by the Waste Minimisation Act 2008 to spend Waste Levy income and reserves in line with its Waste Management and Minimisation Plan 2022 – 2028 (WMMP). Although Food Waste collection is already included within the action plan of the WMMP, it is prudent for Council compliance with this legislation to add a new specific action to the WMMP for a 'Organic Waste Disposal Ramp' should the recommendations of this report be approved by Council.

## **4 Risk Assessment Te Arotake Tūraru**

- 4.1 Not applicable. This report seeks an administrative budget transfer request with no rates or debt impact, and an administrative addition to the Waste Management and Minimisation Plan 2022 – 2028 (WMMP) given consultation on Food Waste Collection within the WMMP has already occurred.

## **5 Engagement Te Whakapānga**

### Significance of Decision

- 5.1 The Council's Significance and Engagement Policy is not triggered by matters discussed in this report. No stakeholder engagement is required.

### Māori and Cultural Engagement

- 5.2 There are no known cultural considerations associated with the matters addressed in this report. No specific engagement with Māori or other ethnicity groups is necessary.

### Community Engagement

- 5.3 MDC consulted on food waste collection as part of consultation on the Waste Management and Minimisation Plan 2022 – 2028.

## **6 Operational Implications Ngā Pānga Whakahaere**

- 6.1 Minor internal staff time will be utilised to oversee ramp construction works.

## **7 Financial Implications Ngā Pānga Ahumoni**

- 7.1 The unbudgeted capital expenditure request subject to approval via this report for \$250,000 (exclusive GST) is able to be fully funded by Council's Waste Levy Reserves. There are therefore no associated rates or debt impacts. This report is associated with an administrative requirement.
- 7.2 As at 27 August 2025, Council's Waste Levy Reserve sits at \$2,058,744.
- 7.3 Officers are working rigorously to implement the WMMP actions to proactively spend Waste Levy income and reserves on improving waste minimisation across the district, and to ensure

Council are achieving maximum benefit from the Waste Levy income that is received from the Ministry for the Environment.

- 7.4 Feilding's Food Waste Collection service will be fully funded by Waste Levy.

## **8 Statutory Requirements Ngā Here ā-Ture**

- 8.1 Council has a statutory obligation under the Waste Minimisation Act 2008 to promote effective and efficient waste management and minimisation within our district.

- 8.2 Section 32 of the Waste Minimisation Act 2008 states that territorial authorities must spend the waste levy money it receives only:

- On matters to promote or achieve waste minimisation; and
- in accordance with its waste management and minimisation plan.

- 8.3 Both of these requirements are fulfilled by the planned use of Waste Levy funding (specifically reserves) outlined within this report if recommendations are approved by Council.

## **9 Next Steps Te Kokenga**

- 9.1 Should the Council approve the recommendations of this report, Officers will undertake a procurement process for the ramp construction works. Officers will also make the approved change to the WMMP and republish the updated version to the Council website.

- 9.2 Should the Council not approve the recommendations of this report, Officers will need to reconsider how food waste can be consolidated into hook bins at the Manawatū Resource Recovery Park, which will likely delay commencement of the Feilding Food Waste Collection Service.

## **10 Attachments Ngā Āpitihanga**

- Nil.