



Council Agenda

Wednesday 12 November 2025, 8:30
am

The meeting will be held at Manfeild Park,
South Street, Feilding, and a video recording made
available on www.mdc.govt.nz.

www.mdc.govt.nz

MEMBERSHIP

Chairperson

His Worship the Mayor, Michael Ford

Deputy Chairperson

Councillor Grant Hadfield

Members

Councillor Bridget Bell
Councillor Shelley Dew-Hopkins
Councillor Rob Duindam
Councillor Colin Dyer
Councillor Sam Hill
Councillor Raewyn Loader
Councillor James McKelvie
Councillor Jerry Pickford
Councillor Andrew Quarrie
Councillor Alison Short

A handwritten signature in dark ink, appearing to read 'Shayne Harris', with a stylized flourish at the end.

Shayne Harris
Chief Executive

ORDER OF BUSINESS

PAGE

1. MEETING OPENING

Codie Dennison from New Life Church will open the meeting.

2. APOLOGIES

Cr Colin Dyer has a pre-approved leave of absence.

3. CONFIRMATION OF MINUTES

6

Recommendation

That the minutes of the Council meeting held 28 October 2025 be adopted as a true and correct record.

4. DECLARATIONS OF INTEREST

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

5. PUBLIC FORUM

There are no public forum speakers scheduled for this meeting.

6. PRESENTATIONS

There are no presentations scheduled for this meeting.

7. NOTIFICATION OF LATE ITEMS

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.

	PAGE
9. OFFICER REPORTS	
9.1 ELECTED MEMBER REMUNERATION	26
Report of the General Manager – People and Corporate.	
9.2 STANDING COMMITTEES – TERMS OF REFERENCE AND MEMBERSHIP	31
Report of the General Manager – People and Corporate.	
9.3 SUBORDINATE DECISION-MAKING BODIES AND ELECTED MEMBER APPOINTMENTS	42
Report of the General Manager – People and Corporate.	
9.4 APPOINTMENT OF LIAISON COUNCILLORS TO COMMUNITY COMMITTEES	48
Report of the General Manager – Community.	
9.5 ANNUAL REPORT ON DOG CONTROL 1 JULY 2024 – 30 JUNE 2025	55
Report of the General Manager – Community.	

10. CONSIDERATION OF LATE ITEMS

11. 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 – 28 October 2025

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
12. Confirmation of Minutes; 28 October 2025	<i>To consider the accuracy of the minutes of the public excluded Council meeting on 28 October 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
TUESDAY 28 OCTOBER 2025	7.00PM

Minutes of a meeting of the Inaugural Council held on Tuesday 28 October 2025, which commenced at 7.00 pm at the Manawatu Community Hub Libraries, 62 Stafford Street, Feilding.

PRESENT: Mayor Michael Ford Chairperson
 Councillor Bridget Bell
 Councillor Shelley Dew-Hopkins
 Councillor Rob Duindam
 Councillor Colin Dyer
 Councillor Grant Hadfield
 Councillor Sam Hill
 Councillor Raewyn Loader
 Councillor James McKelvie
 Councillor Jerry Pickford
 Councillor Andrew Quarrie
 Councillor Alison Short

IN ATTENDANCE: Shayne Harris Chief Executive
 Hamish Waugh General Manager – Infrastructure
 Frances Smorti General Manager – People and Corporate
 Lyn Daly General Manager – Community
 Amanda Calman Chief Financial Officer
 Ash Garstang Governance and Assurance Manager
 Jenna Glenny Finance Business Partner

MDC 25-28/001

MEETING OPENING

Chief Executive Shayne Harris opened the meeting at 7.00 pm, followed by a waiata and karakia from Council's Te Roopū Waiata group.

MDC 25-28/002

MAKING AND ATTESTING OF DECLARATIONS OF MAYOR AND COUNCILLORS

The Mayor and Councillors completed their declarations, as attached to these minutes.



DECLARATION BY MEMBER

I, Michael Trevor David Ford, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

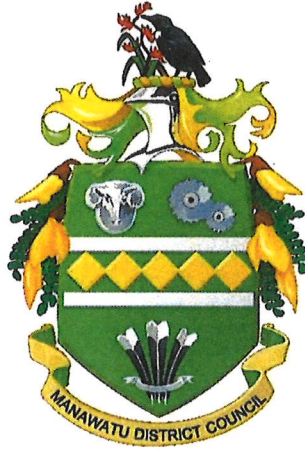
Dated at Feilding, 28 October 2025

Signature:

Michael Trevor David Ford

Signed in the presence of:

Chief Executive, Shayne Harris



TE WHAKAPUAKITANGA A TE MEMA

Ko Bridget Frances Bell ahau. Ka kī taurangi ahau kia tōmau, kia tōkeke, kia whakamahi au i aku pūkenga me taku atamai ki te whakatutuki i ngā kawenga mahi katoa, hei painga mō Te Rohe o Manawatū, i runga i te mana kua riro mai i ahau, kua tukua rānei ki ahau, hei Kaikaunihera mō Te Kaunihera ā-Rohe o Manawatū, i raro i Te Ture Kāwanatanga ā-Rohe 2002, Te Ture Pārongo, Huinga Ōkawa Kāwanatanga ā-Rohe 1987, i raro i tētahi ture kē atu rānei.

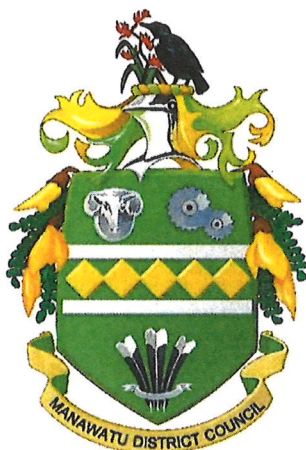
Ko te rā whakamana, ko te 28 o ngā rā o Whiringa-ā-nuku 2025.

Waitohu:

Bridget Frances Bell

I waitohua i te aroaro o:

Michael Ford, Kahika



DECLARATION BY MEMBER

I, Shelley Brenda Dew-Hopkins, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:

Shelley Brenda Dew-Hopkins

Signed in the presence of:

Michael Ford, Mayor



DECLARATION BY MEMBER

I, Robert Eric Duindam, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:

Robert Eric Duindam

Signed in the presence of:

Michael Ford, Mayor



DECLARATION BY MEMBER

I, Colin Lawrence Dyer, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:


Colin Lawrence Dyer

Signed in the presence of:


Michael Ford, Mayor

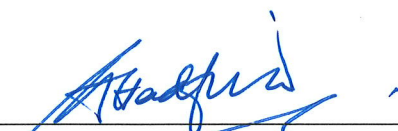


DECLARATION BY MEMBER

I, Grant Gordon Hadfield, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:


Grant Gordon Hadfield

Signed in the presence of:


Michael Ford, Mayor



DECLARATION BY MEMBER

I, Samuel David Hill, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:

Samuel David Hill

Signed in the presence of:

Michael Ford, Mayor



TE WHAKAPUAKITANGA A TE MEMA

Ko Raewyn Winifred Loader ahau. Ka kī taurangi ahau kia tōmau, kia tōkeke, kia whakamahi au i aku pūkenga me taku atamai ki te whakatutuki i ngā kawenga mahi katoa, hei painga mō Te Rohe o Manawatū, i runga i te mana kua riro mai i ahau, kua tukua rānei ki ahau, hei Kaikaunihera mō Te Kaunihera ā-Rohe o Manawatū, i raro i Te Ture Kāwanatanga ā-Rohe 2002, Te Ture Pārongo, Huinga Ōkawa Kāwanatanga ā-Rohe 1987, i raro i tētahi ture kē atu rānei.

Ko te rā whakamana, ko te 28 o ngā rā o Whiringa-ā-nuku 2025.

Waitohu:

Raewyn Winifred Loader

I waitohua i te aroaro o:

Michael Ford, Kahika

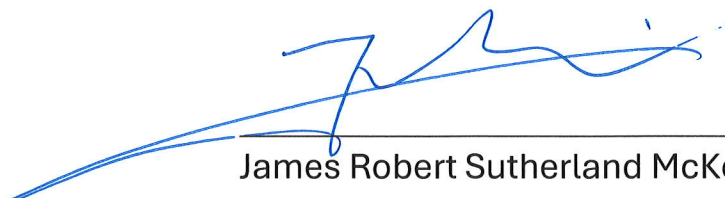


DECLARATION BY MEMBER

I, James Robert Sutherland McKelvie, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:


James Robert Sutherland McKelvie

Signed in the presence of:


Michael Ford, Mayor



DECLARATION BY MEMBER

I, Jeremy Daniel Mark Pickford, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:



Jeremy Daniel Mark Pickford

Signed in the presence of:



Michael Ford, Mayor

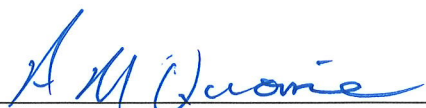


DECLARATION BY MEMBER

I, Andrew Marson Quarrie, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:


Andrew Marson Quarrie

Signed in the presence of:


Michael Ford, Mayor



DECLARATION BY MEMBER

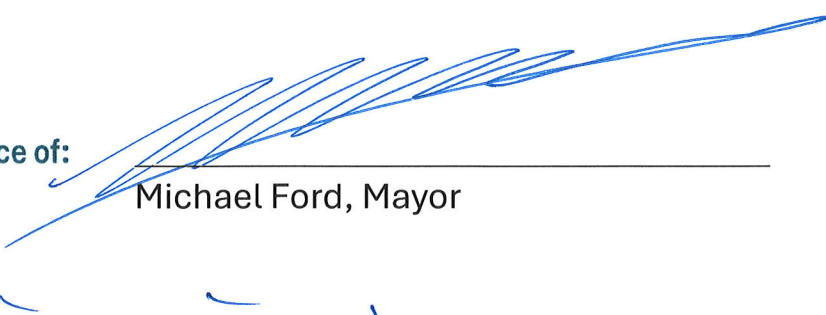
I, Alison Mary Short, declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of the Manawatū District, the powers, authorities, and duties vested in, or imposed upon, me as a member of the Manawatū District Council by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at Feilding, 28 October 2025

Signature:


Alison Mary Short

Signed in the presence of:


Michael Ford, Mayor

MEETING MINUTES	
COUNCIL	TIME
TUESDAY 28 OCTOBER 2025	7.00PM

MDC 25-28/003

ADJOURNMENT

The meeting adjourned at 7.45 pm and reconvened on Wednesday, 29 October 2025 at 8.30 am.

MDC 25-28/004

APOLOGIES

There were no apologies.

MDC 25-28/005

DECLARATIONS OF INTEREST

There were no declarations of interest.

MDC 25-28/006

NOTIFICATION OF LATE ITEMS

There were no late items of business notified for consideration.

MDC 25-28/007

RECOMMENDATIONS FROM COMMITTEES

There were no recommendations from committees.

MDC 25-28/008

APPOINTMENT OF DEPUTY MAYOR

Report of the General Manager – People and Corporate advising Council of the appointment of the Deputy Mayor and to provide the Council with background information on the powers under section 41A of the Local Government Act 2002 for the Mayor to appoint the Deputy Mayor.

RESOLVED

1. That the Council notes that, under section 41A of the Local Government Act 2002, the Mayor has the power to appoint the Deputy Mayor and has chosen to exercise this power.
2. That the Council notes that the Mayor has appointed Councillor Grant Hadfield as Deputy Mayor.

Moved by: Mayor Michael Ford

MEETING MINUTES	
COUNCIL	TIME
TUESDAY 28 OCTOBER 2025	7.00PM

Seconded by: Cr Alison Short

CARRIED (12-0)

MDC 25-28/009

ESTABLISHMENT OF COMMITTEES AND CHAIRS

Report of the General Manager – People and Corporate advising the Council that His Worship the Mayor has exercised his discretionary power in terms of Section 41A Subsection 3 of the Local Government Act 2002 to establish the committees of Council and to advise the appointment of chairpersons to those committees.

RESOLVED

That the Council notes the Committee structure established by His Worship the Mayor as follows:

Committee	Chairperson
Finance & Performance Committee	Stuart Campbell (external)
Chief Executive's Employment Committee	Councillor Grant Hadfield
Hearings Committee	Councillor Alison Short
Creative Communities Assessment Committee	Ben Caldwell (external)
District Development Committee	Councillor Colin Dyer
Water Services Unit Committee	Colin McFadzean (external)

Moved by: Mayor Michael Ford

Seconded by: Cr Andrew Quarrie

CARRIED (12-0)

MDC 25-28/010

SETTING OF DATE FOR THE FIRST MEETING OF COUNCIL, AND REMAINDER OF 2025

Report of the General Manager – People and Corporate seeking Council approval to confirm the date and time of the first meeting of Council in accordance with Clause 21(5)(d), Schedule 7 of the Local Government Act 2002, and;

To confirm the dates for the remaining Council meetings for 2025.

RESOLVED

- That the Council confirms that the first regular meeting of Council will be held on Wednesday 12 November 2025 at 8.30 am.**

MEETING MINUTES	
COUNCIL	TIME
TUESDAY 28 OCTOBER 2025	7.00PM

2. That the Council notes that the remaining Council meetings for the year are scheduled as follows (all at 8.30 am):

- 19 November 2025
- 03 December 2025
- 17 December 2025

3. That the Council notes that a report to adopt the meeting schedule for 2026 will be presented to the 19th of November Council meeting.

Moved by: Cr Grant Hadfield

Seconded by: Cr Colin Dyer

CARRIED (12-0)

MDC 25-28/011

EXPLANATION OF LEGISLATION AFFECTING MEMBERS

Report of the General Manager – People and Corporate providing a general explanation of the Local Government Official Information and Meetings Act 1987 and other laws affecting elected members, in accordance with Clause 21(5)(c), Schedule 7 of the Local Government Act 2002.

RESOLVED

That the Council receives the general explanation of laws affecting elected members.

Moved by: Cr Alison Short

Seconded by: Cr James McKelvie

CARRIED (12-0)

MDC 25-28/012

CONSIDERATION OF LATE ITEMS

There were no late items notified for consideration.

MDC 25-28/013

PUBLIC EXCLUDED BUSINESS

RESOLVED

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

MEETING MINUTES	
COUNCIL	TIME
TUESDAY 28 OCTOBER 2025	7.00PM

1. Sale of Council land at 79 South Street, Feilding

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
11.1 Sale of Council land at 79 South Street, Feilding	s7(2)(i) – commercial negotiations <i>The report discusses the potential purchase price for land</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.

Moved by: Mayor Michael Ford

Seconded by: Cr Grant Hadfield

CARRIED (12-0)

The meeting went into public excluded session at 9.12 am. For items MDC 25-28/014 to MDC 25-28/015 refer to public excluded proceedings. The meeting returned to open session at 9.46 am.

MDC 25-28/016

ADJOURNMENT

The meeting adjourned at 9.46 am and reconvened on Thursday, 30 October 2025 at 8.31 am.

MDC 25-28/017

APOLOGIES

RESOLVED

That Cr James McKelvie's apology for lateness (30 October) be accepted.

Moved: Mayor Michael Ford

MEETING MINUTES	
COUNCIL	TIME
TUESDAY 28 OCTOBER 2025	7.00PM

Seconded: Cr Bridget Bell

CARRIED (11-0)

MDC 25-28/018

ANNUAL REPORT 2024/25 – ADOPTION

Report of the Chief Financial Officer asking for Council to adopt the Annual Report for the year ending 30 June 2025.

Amanda Calman, Jenna Glenney, and Debbie Perera (Audit NZ) spoke to the item.

Amanda Calman and Jenna Glenney – highlights:

- The Annual Report went to Audit & Risk in September 2025 for review, prior to being released to Audit NZ.
- The main changes are in the financial section. There is a surplus of \$12.7 M in the draft report; it has now been revised to \$11.7 M. One of the reasons for that is that the payroll spans a fortnightly period, and the accrual of the last partial pay was initially calculated incorrectly. A significant portion of the surplus is due to assets received (non-cash).
- Levels of Service – these are the things the Council has committed to measuring. 88 of 102 measures were met (83% compliance), which is an increase on previous year's compliance rates.
- Water services delivery change (note 33) – this has been submitted to the DIA for approval, but officers have not received approval back yet. The note will be updated to reflect this.

Cr James McKelvie joined the meeting at 8.41 am.

Debbie Perera – highlights:

- The Annual Report is unqualified. The Statement of Service and Complaints sections (23/24) received qualified opinions and Building Consents (22/23) were qualified. These issues are now rectified.
- Audit NZ have a particular focus on internal controls to prevent management override – there are no concerns to raise in this regard.
- A couple of issues were identified in the Audit opinion.
 - There was some inconsistency in the rates that you had adopted in the Annual Plan and what was adopted in the rates resolution.
 - The Local Water Done Well programme – the Water Services Delivery Plan has not been approved, which does present some uncertainty.
 - There was a small overpayment for elected members last year due to miscalculating workdays with the leap year.

MEETING MINUTES	
COUNCIL	TIME
TUESDAY 28 OCTOBER 2025	7.00PM

- Audit NZ has assessed the financial statements as being balanced.
- Overall, there are no significant concerns to raise with members.

Questions, answers, and comments:

- Cr Alison Short asked how MDC was comparing to other councils. Debbie Perera advised that MDC is doing comparatively well, although she is not certain how all of the other councils are doing.
- Amanda Calman – once we have the final report, this will go to Finance & Performance who will review the “work-ons” identified.
- Cr Grant Hadfield – do we need legal advice for the overpayment? Debbie Perera advised that this is simply due to it being a breach of the Remuneration Authority’s guidelines, but it is over to the Council what is done with this.
- Cr Alison Short – when will it be available for the public to look at? Amanda Calman advised that it will be available on the Council’s website within one month. The Communications team will promote the document, and a summary document will also be published.
- Cr Colin Dyer – asked whether the performance measures form part of officer’s performance measures? Shayne Harris advised that some are and some are not – it depends on the role.
- Cr Rob Duindam – section 3.2.1, measures around water quality; two were met and four were not. Has any work been done on these since the report? Hamish Waugh advised that there are a number of measures on pages 101 and 102 of the Annual Report – there are works underway at Campbell Road which will remove the non-compliance there. The works relating to the Halcombe-Stanway water scheme are underway and will bring this into compliance. There was also a human error around the sampling schedule (page 102), which have since been resolved.

RESOLVED

1. **That the Council adopt the Annual Report for the year ending 30 June 2025.**
2. **That the Council note that Audit New Zealand will issue a formal Audit Report with findings and recommendations which will be presented to the Finance & Performance Committee.**
3. **Council permits the Chief Executive to make minor changes as necessary within the Annual Report in order to meet any further requirements from Audit New Zealand and the proofreader.**

Moved by: Cr Grant Hadfield

Seconded by: Cr Alison Short

CARRIED (12-0)

MEETING MINUTES	
COUNCIL	TIME
TUESDAY 28 OCTOBER 2025	7.00PM

MDC 25-28/019

MEETING CLOSURE

The meeting was declared closed at 8.59 am, on Thursday, 30 October 2025.

Meeting Video

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

Council

Meeting of 12 November 2025

Business Unit: People and Corporate

Date Created: 31 October 2025

Elected Members Remuneration 2025-28

Purpose Te Aronga o te Pūrongo

To consider the governance remuneration pool that was allocated by the Remuneration Authority to take effect following the 2025 Council election and provide a response to the Authority outlining how the remuneration pool will be allocated to individual roles within the Council following the 2025 election.

Recommendations Ngā Tūtohunga

That the Council recommends to the Remuneration Authority that the following positions with additional responsibilities be remunerated at the proposed ratio to councillor base remuneration set out in the following table:

Position Title	Number of members per position	Proposed Ratio to councillor base remuneration	Salary
Deputy Mayor	1	1:40	\$57,643
District Development Committee Chairperson	1	1:10	\$45,291
Hearings Committee Chairperson	1	1:10	\$45,291
Submissions Assessment Panel Members	3	1:05	\$43,233
Councillor base remuneration	5	1:00	\$41,174

Report prepared by:

Ash Garstang

Governance and Assurance Manager

Approved for submission by:

Frances Smorti

General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Local Government Act 2002 gives the Remuneration Authority responsibility for setting remuneration for local government members.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Not applicable as this is a legislative item.

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

- 3.1 The Remuneration Authority reviews the ranking of each Council on the size index every three years.
- 3.2 At the beginning of each election year the Authority advises the Council of the “governance pool” allocated to Council. This governance pool provides the total amount that can be paid in remuneration to Manawatū District councillors and is aligned to Council’s ranking on the Remuneration Authority’s size index.
- 3.3 The size index for territorial authorities (excluding regional and unitary councils) rank-orders councils from 1 (Christchurch City Council) to 61 (Kaikoura District Council). Manawatū District Council is currently at position 38 (down from position 37 in 2022). The factors making up the size indexing for territorial authorities are:
- Population (50%)
 - Total Assets (15%)
 - Total OpEx (20%)
 - Socioeconomic Deprivation (15%)
- 3.4 The Remuneration Authority sought feedback on size indexing in 2024. Council provided a submission in August 2024, which, in part, critiqued the methodology used to determine the size index (including the heavy emphasis on population) and the resulting wide disparities in remuneration between councils of different sizes. The Remuneration Authority advised in December 2024 that it would not be adjusting this methodology.
- 3.5 During the election year, the Remuneration Authority issues its determination in two parts. Part One applies for the period from 1 July until the day on which the new Council assumes office.
- 3.6 Part Two of the determination takes effect from when the new Council takes office following the election. This part of the determination sets a minimum remuneration level for each councillor from when they take office. The determination also sets a “governance remuneration pool”. The pool includes the remuneration for base councillor positions and the remuneration for councillors who hold positions of additional responsibility (e.g., deputy mayor, committee chairs). The pool does not include remuneration for the Mayor – this is set by the Remuneration Authority separately.

- 3.7 As soon as possible after the election the Council needs to consider how it will allocate the pool to elected member roles. The roles may include not just internal council roles such as deputy mayor or committee chair, but also other jobs either internal or representing the council on outside groups that involve additional responsibility.

Governance Pool and Funding Available to be Allocated

- 3.8 The Governance Pool set by the Remuneration Authority for the Manawātū District Council is \$483,793. The minimum allowable remuneration payable to each councillor is \$35,955. This leaves \$88,288 that Council must decide how to allocate.

- 3.9 There are four requirements that Council must meet:

- The whole pool must be utilised.
- The Council must decide a base remuneration for councillors who have no additional responsibilities – either equal to or higher than the minimum amount (\$35,955) set out by the Authority.
- For any roles which attract additional remuneration above the base rate, the Council is required to have a formal vote to recommend the proposed annual dollar value of this remuneration.
- Following its formal decision-making, the Council must forward its resolutions to the Remuneration Authority for consideration for inclusion in the determination.

- 3.10 The deadline for forwarding Council's proposal to the Remuneration Authority is Friday 14 November 2025 to meet the deadline for the first amending determination (due for gazetting prior to Christmas 2025). The new rates cannot be paid until the formal gazetting of the remuneration rates, but will be backdated to the dates decisions took effect from:

- Base remuneration for councillors with no additional responsibilities: 17 October 2025
- Councillors with additional responsibilities: 13 November 2025

- 3.11 The Remuneration Authority has traditionally accepted proposals in respect of additional remuneration that have been unanimously supported by the Council. In the case of a split decision, they will require documentation concerning the reasoning for and against the decision reached by Council.

Proposals for consideration

- 3.12 One option has been presented for consideration, although the Council is within their right to consider and make changes to this proposal.

- 3.13 The remuneration levels that would result from this model are:

Position Title	Number of members per position	Proposed Ratio to councillor base remuneration	Salary
Deputy Mayor	1	1:40	\$57,643

District Development Committee Chairperson	1	1:10	\$45,291
Hearings Committee Chairperson	1	1:10	\$45,291
Submissions Assessment Panel Members	3	1:05	\$43,233
Councillor base remuneration	5	1:00	\$41,174

Role Descriptions

3.14 For any roles which attract additional remuneration above the base rate, the Council is required to have a formal vote which must include the following:

- The proposed annual dollar value of remuneration attached to the role.

The table below sets out the proposed role descriptions which could be used for any of the scenarios above:

Role	Position Description
Deputy Mayor	Responsibility to assist and deputise for the Mayor in a range of civic, regional and national forums. Chairing of Council meetings in the absence of the Mayor.
Committee chairperson	Responsibility for chairing of committee meetings and efficient running of the committee. Liaison with stakeholders appearing before the committee.
Submissions Assessment Panel Representative	Responsibility for considering and approving submissions on regional and national consultations.
Councillor	Prepare for and participate in the committees, working parties, and focus groups of which they are members, and in other committees where they have a specific interest. Act as liaison to assigned Community Committees, attending meetings as required.

4 Risk Assessment Te Arotake Tūraru

4.1 There are no risks associated with this report.

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 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 There are no unforeseen financial implications with this report. The Long-term Plan and Annual Plan includes allocated budgets for the payment of elected members (including core remuneration and additional allowances and expenses).
- 7.2 The Council is required to allocate the entirety of the governance remuneration pool.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 The remuneration of elected members is governed by statute via the Local Government Act 2002. Schedule 7 (Clauses 6 – 13) of the Local Government Act 2002 sets out the requirements around the remuneration of members.
- 8.2 Section 19 of the Remuneration Authority Act 1977 explains that each determination remains in force until it is superseded by a subsequent determination.

9 Next Steps Te Kokenga

- 9.1 Officers will submit the Council's proposal to the Remuneration Authority on 13 November 2025, for gazetting within the Authority's pre-Christmas determination.
- 9.2 Once the new determination is released, officers will update members' pay details.

10 Attachments Ngā Āpitihanga

- No attachments.

Council

Meeting of 12 November 2025

Business Unit: People and Corporate

Date Created: 31 October 2025

Standing Committees - Terms of Reference and Memberships

Purpose Te Aranga o te Pūrongo

To establish the terms of reference and memberships for the Council's standing committees.

Recommendations Ngā Tūtohunga

1. That the attached terms of reference to this report be adopted by the Council for the following committees:
 - Chief Executive's Employment Committee
 - District Development Committee
 - Finance and Performance Committee
 - Hearings Committee
2. That the Council confirms the below memberships for its standing committees, in accordance with the appointment of chairpersons made at its inaugural meeting 29 October 2025 and the attached terms of reference to this report.

Committee	Chair	Deputy Chair	Members
Chief Executive's Employment Committee	Cr Grant Hadfield	Cr Shelley Dew-Hopkins	Cr Colin Dyer, Cr Alison Short, and the Mayor
District Development Committee	Cr Colin Dyer	Cr Raewyn Loader	Cr's Bridget Bell, Alison Short, Sam Hill and the Mayor
Finance and Performance Committee	Stuart Campbell (external)	John Fowke (external)	Cr's Alison Short, Grant Hadfield, Colin Dyer, Shelley Dew-Hopkins, and the Mayor
Hearings Committee	Cr Alison Short	Cr Rob Duindam	Cr's Sam Hill, Jerry Pickford, James McKelvie, and the Mayor

Water Services Delivery Unit Committee	Colin McFadzean (external)	Cr Shelley Dew-Hopkins	Cr's Grant Hadfield, Andrew Quarrie, Jerry Pickford, Rob Duindam, Bridget Bell, and the Mayor
--	----------------------------	------------------------	---

Report prepared by:
Ash Garstang
Governance and Assurance Manager

Approved for submission by:
Frances Smorti
General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Council established its standing committees at its inaugural meeting 28 October 2025. The purpose of this report is to adopt the terms of reference (including delegations) and to finalise the memberships for those committees.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Elected member appointments ensure effective, representative governance that supports all Council priorities — particularly *A future planned together* and *Value for money and excellence in local government*.

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

- 3.1 The Mayor has held individual discussions with councillors regarding the appointment of elected members to internal and external groups. Based on these discussions, officers have prepared draft recommendations for the Council's consideration and adoption.
- 3.2 The terms of reference for the Water Services Delivery Unit Committee are still being finalised and will be presented to a future Council meeting.

4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with this report.

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 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 Elected member pay is set by the Remuneration Authority, with the Council deciding how to distribute the governance remuneration pool between the 11 councillors.
- 7.2 External members are paid separately to this, and budgets are already allocated to accommodate these expenses.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 As per the LGA 2002 (schedule 7, cl. 31), the Council has the authority to appoint or discharge any member of a committee.
- 8.2 As per the LGA 2002 (schedule 7, cl. 32), the Council has the authority to delegate any of its powers and responsibilities to a committee, **excluding** the below:
- a) The power to make a rate;
 - b) The power to make a bylaw;
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
 - d) The power to adopt a long-term plan, annual plan, or annual report;
 - e) The power to appoint a chief executive;
 - f) 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; and
 - g) The power to adopt a remuneration and employment policy.

- 8.3 Officers have drafted a terms of reference document for each standing committee (attached to this report) and these detail the:
- a) Committee's purpose;
 - b) Responsibilities and delegations;
 - c) Membership;
 - d) Quorum, noting that in accordance with the LGA 2002 (schedule 7, cl. 23) this must be at least two elected members; and
 - e) Meeting frequency.
- 8.4 Note that in accordance with the LGA 2002 (schedule 7, cl. 30), committees have the authority to appoint subcommittees (including panels, focus groups, etc) unless expressively forbidden from doing so by the Council. The Council has the power to discharge any subordinate decision making body, including any subcommittees that have been appointed by committees.

9 Next Steps Te Kokenga

- 9.1 Officers will update the governance structure and appointments register to reflect the confirmed committee memberships.
- 9.2 The confirmed terms of reference will be added to the Delegations Manual.
- 9.3 The first committee meetings will be included in the 2026 meeting calendar, which will come to Council on 19 November 2025 for adoption.
- 9.4 The terms of reference for the Water Services Delivery Unit Committee will be presented to a future Council meeting for consideration and adoption.

10 Attachments Ngā Āpitihanga

- Terms of Reference for Standing Committees, including:
 - Chief Executive's Employment Committee
 - District Development Committee
 - Finance and Performance Committee
 - Hearings Committee

Chief Executive's Employment Committee

Terms of Reference

Purpose

The Chief Executive's Employment Committee has primary responsibility for executing the Chief Executive's performance agreement and monitoring the Chief Executive's performance.

Responsibilities

All matters relating to the employment of the Chief Executive, including monitoring of performance.

Delegated Authority

Responsibility for decision-making around the Chief Executive's performance, remuneration and setting of performance objectives.

The Committee also has the responsibility, if required, of conducting a Chief Executive recruitment process.

The Committee does not have authority to make an offer of employment for the Chief Executive role. In accordance with Clause 32(1)(e), Schedule 7 of the Local Government Act 2002, this power cannot be delegated by the Council. The Committee cannot terminate the Chief Executive's employment.

Membership

Chairperson: Cr Grant Hadfield

Deputy Chairperson: Cr Shelley Dew-Hopkins

Members: Cr Colin Dyer, Cr Alison Short, His Worship the Mayor

Quorum

Three members of the committee.

Meeting Cycle

Meetings held six-monthly or as required from time to time.

District Development Committee

Terms of Reference

Introduction

The District Development Committee is established to support the Manawatu District Council's strategic direction in fostering sustainable growth, community wellbeing, and economic vitality across the Manawātū District. The Committee provides focused governance oversight of district planning, land use, and development matters, ensuring these activities advance the outcomes and priorities set out in the Long-Term Plan and other key strategic frameworks.

The Committee operates under delegated authority from the Council and provides recommendations on matters of district development policy, strategy, and implementation that have significant community, economic, or social implications. It also serves as a key interface between planning, economic, and community development functions to ensure coordinated and future-focused decision-making that enhances the liveability and prosperity of the district.

Purpose

The purpose of the District Development Committee is to guide and oversee the planning and development of the district in a manner that promotes sustainable growth, vibrant communities, and a resilient local economy. The Committee ensures that development initiatives, planning frameworks, and related policy work align with Council's strategic objectives, legislative requirements, and community aspirations.

Through its oversight and recommendations, the Committee supports informed Council decision-making that balances growth with community wellbeing, inclusion, and the creation of thriving places where people and businesses can succeed.

Responsibilities

- 1 Consider the impact of the Government's Resource Management Act (RMA) reforms. Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 2 Consider the districts Growth Framework, associated village plans, and other related planning work such as the Housing Capacity Model. Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 3 Receive the progress reports on the District Plan programme of work, and escalate any strategic risks and make recommendations to Council for approval as required.
- 4 Approve the initiatives to be delivered for the Feilding Town Centre Refresh project that was approved by Council in the 2024-2034 Long-term Plan.
- 5 Consider potential economic development opportunities (outside of those delivered by the Central Economic Development Agency or Feilding and District Promotions). Make recommendations to Council for consideration and / or approval, noting any strategic risks.
- 6 Consider potential community development opportunities (outside of those delivered by Council levels of service or Council grant funded services). Make recommendations to Council for consideration and / or approval, noting any strategic risks.

Membership

Chairperson: Cr Colin Dyer

Deputy Chairperson: Cr Raewyn Loader

Members: Cr Bridget Bell, Cr Alison Short, Cr Sam Hill, and the Mayor

Quorum

Three members of the committee.

Meeting Cycle

Meetings held 2-monthly on the second Wednesday of the month at 8.30 am.

Finance & Performance Committee

Terms of Reference

Purpose

To check and ensure continuity of business, enhance governance framework, risk management practices and the controls used to monitor Council's achievements.

Responsibilities

- 1 Financial reporting
 - a. review and adopt quarterly financial and KPI performance reports, and treasury reports;
 - b. evaluate the appropriateness of accounting policies and practices; and
 - c. review the annual report, approve its release to external auditors and recommend its final adoption to Council;
- 2 Risk management:
 - a. review the effectiveness of Council's risk management framework;
 - b. annually review the Council's risk appetite;
 - c. quarterly review and discuss deep dives on key strategic and operational risks;
 - d. monitor the effectiveness of internal controls; and
 - e. review compliance with key local government legislation.
- 3 External audit:
 - a. receive and consider the audit engagement letter and audit plan;
 - b. understand scope and engagement with Audit NZ;
 - c. review significant audit findings/recommendations; and
 - d. monitor progress on recommendations.
- 4 Internal audit:
 - a. adopt the internal audit programme;
 - b. review completed audit reports; and
 - c. oversee management's response to internal audit recommendations, ensuring timely implementation.
- 5 Grants:
 - a. receive and consider reports on grant applications exceeding \$20,000, and approve the allocations where applicable;

- b. note grant approvals made under delegation by the General Manager – Community (up to \$5,000) and by the Executive Leadership Team (\$5,001–\$20,000);
- c. ensure that all grant decisions align with Council policy, strategic priorities, and approved budgets; and

Note: Six-monthly or annual summary reports outlining grant decisions made under delegation will be presented to Council.

6 Additional responsibilities:

- a. review organisational performance reports, including key projects and service delivery metrics;
- b. receive quarterly reports on staff and contractor safety and wellbeing, and monitor Council’s compliance with health and safety obligations; and
- c. escalate any issues, anomalies, or risks to Council for review.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Membership

Chairperson: Stuart Campbell (external)

Deputy Chairperson: John Fowke (external)

Members: Cr Alison Short, Cr Grant Hadfield, Cr Colin Dyer, Cr Shelley Dew-Hopkins, and His Worship the Mayor.

Quorum

Four members of the committee.

Meeting Cycle

Meetings held quarterly, with additional meetings convened when necessary.

Hearings Committee

Terms of Reference

Purpose

To hear and determine matters of a regulatory nature where a public hearing is required to enable people to have their say.

Responsibilities

- 1 Matters of a regulatory nature requiring a hearing or a related decision under the following Acts:
Resource Management Act 1991
Local Government Act 1974 & 2002
Dog Control Act 1996
Health Act 1956
- 2 Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council's bylaws.
- 3 Other matters of a regulatory nature considered appropriate.
- 4 A hearing panel relevant to the hearing required will be made up of members assigned from the committee, as decided by the Chairperson of the Hearings Panel and General Manager – People and Corporate.
- 5 For an RMA hearing a commissioner external to the Hearings Committee may be appointed as outlined in Delegation of Authority Section 9.1.

Delegated Authority

Committee delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002, and under the First Schedule Resource Management Act 1991).

Health Act 1956

Hear and decide revocation of registration (S.120 (3)).

Manawatu District Bylaws

Except as otherwise specified in a Council bylaw or relevant legislation, deciding appeals from Council's bylaws.

Planning functions

Powers and responsibilities under the Resource Management Act 1991.

Local Government Act 1974

Powers to stop any road or part thereof in the District pursuant to Section 342(1)(a) of the Act.

Dog Control Act 1996

To hear and determine objections in accordance with the provisions of the Dog Control Act 1996.

Local Government Act 2002

In addition to the above, the Committee also has delegated authority under the Council's Development Contributions Policy to:

- Consider and decide on applications for leave to apply for further review of remission decisions made by officers under delegated authority; and
- Consider and hear applications for further review of remission decisions where leave has been granted for the application to be considered and heard by the Committee.

Membership

Chairperson: Cr Alison Short

Deputy Chairperson: Cr Rob Duindam

Members: Cr Sam Hill, Cr Jerry Pickford, Cr James McKelvie, and His Worship the Mayor

Quorum

RMA and District Plan Hearings: Hearing Panel as set by the Senior Planner and General Manager – Community.

Other Hearings: three members of the committee.

Meeting Cycle

Hearings held as and when required.

Council

Meeting of 12 November 2025

Business Unit: People and Corporate

Date Created: 31 October 2025

Subordinate Decision-Making Bodies and Elected Member Appointments

Purpose Te Aranga o te Pūrongo

To establish subordinate decision-making bodies of the Council (including their memberships) and to appoint several elected member representatives to other groups.

Recommendations Ngā Tūtohunga

1. That the Council confirms the establishment of the below subordinate decision-making bodies, including the listed memberships:

Body	Elected Members
Submissions Assessment Panel	Cr's Bridget Bell, Alison Short, Shelley Dew-Hopkins, Rob Duindam, Grant Hadfield, and the Mayor
Waste Levy Assessment Panel	Cr Grant Hadfield

2. That the attached terms of reference document for the Submissions Assessment Panel be adopted by the Council without amendment.

3. That the Council appoints the below elected member representatives to other groups as listed:

Group	Elected Member
CEDA Electoral College	Cr's Grant Hadfield, Shelley Dew-Hopkins, and the Mayor
Civil Defence Emergency Management Group	The Mayor
District Licensing Committee	Cr's Alison Short and Rob Duindam (appointments expire 10 October 2028)
Feilding District Promotion	Cr's Andrew Quarrie and Rob Duindam
Feilding Flood Resilience Governance Group	The Mayor (Chair) and Cr Sam Hill

Grow Manawatu District	The Mayor
Heartland Contractors	Cr Grant Hadfield, and the Mayor, and Chief Executive
Horizons Passenger Transport Representative	Cr Colin Dyer
Mana Whakahaere	Cr's Rob Duindam, James McKelvie, and the Mayor, and Chief Executive
Manawatu River Leaders Accord	The Mayor
Manawatū-Whanganui Regional Disaster Relief Fund Trust	The Mayor
Manfeild Electoral College	The Mayor and Chief Executive
MDC Health & Safety Committee (Governance Representative)	Cr Rob Duindam

Report prepared by:
Ash Garstang
Governance and Assurance Manager

Approved for submission by:
Frances Smorti
General Manager - People and Corporate

1 Background Ngā Kōrero o Muri

- 1.1 The Mayor has discussed proposed appointments individually with councillors.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Elected member appointments ensure effective, representative governance that supports all Council priorities — particularly *A future planned together* and *Value for money and excellence in local government*.

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

- 3.1 The Mayor has held individual discussions with councillors regarding the appointment of elected members to internal and external groups. Based on these discussions, officers have prepared draft recommendations for the Council's consideration and adoption.

4 Risk Assessment Te Arotake Tūraru

- 4.1 There are no risks associated with this report.

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 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 The appointment of elected members to other groups (refer to recommendation 3) does not entail any operational implications.

7 Financial Implications Ngā Pānga Ahumoni

- 7.1 It will be proposed in a separate report that several elected members on the Submissions Assessment Panel are remunerated for their duties.

8 Statutory Requirements Ngā Here ā-Ture

- 8.1 As per the LGA 2002 (schedule 7, cl. 30), the Council has the authority to establish subordinate decision-making bodies and make appointments to such groups.

9 Next Steps Te Kokenga

- 9.1 Officers will update the governance appointments register and publish the confirmed memberships on Council's website.

10 Attachments Ngā Āpitihanga

- Terms of Reference – Submissions Assessment Panel

Submissions Assessment Panel

Terms of Reference

Purpose

To consider and approve Council submissions on relevant regional and national matters.

Responsibilities

- 1 Consider the forward programme of regional and national consultations, to evaluate and decide which matters the Council will submit on. This includes considering options for Council to support a submission from another body (e.g. Taituarā) instead of, or in addition to, making its own submission, or declining to make a submission.
- 2 Consider and approve submissions on regional and national consultations, for submission either under the signature of the Mayor, or for submissions that are technical in nature or relating to the Council's business as usual functions, under the signature of the Chief Executive.

Delegated Authority

Submissions Assessment Panel delegated authority to act on all matters within its Terms of Reference (except those excluded by Clause 32(1) Schedule 7, Local Government Act 2002).

Panel Members

Members: Cr Bridget Bell, Cr Alison Short, Cr Shelley Dew-Hopkins, Cr Rob Duindam, Cr Grant Hadfield, and the Mayor.
Relevant General Managers, depending on the topic.

Quorum

Three members of the assessment panel. Quorum must include two elected members, and one Executive Leadership Team member.

Process

The Strategy Manager will assess the need to submit on consultations, and determine what level of involvement is required from the Submissions Assessment Panel members. There are several criteria the Strategy Manager will consider when making such determinations, including:

1. Degree of interest from elected members (e.g., high interest items may be shared with all elected members for feedback prior to submission).
2. Timing considerations – whether there is sufficient time to seek feedback from all elected members, or Panel members, prior to the submission due date.

3. Whether the Council's view is likely to be aligned with the draft submissions prepared by Local Government Sector Bodies (e.g., LGNZ). If closely aligned, this reduces the need to prepare an independent submission.
4. Governance vs Operational – where a consultation relates to operational matters, Panel members may be informed rather than involved in drafting, with the submission being finalised and approved internally via the Chief Executive.

The Submissions Assessment Panel will convene in the manner that is most appropriate to progress the drafting and approval of each submission. This may be via email, MS Teams, or in-person meetings, and will be as and when required to enable submissions to be considered, approved and submitted within applicable timeframes.

To provide for transparency of process, submissions, once approved, to be included on a future Council meeting agenda for receipt and noting by Council.

Council

Meeting of 12 November 2025

Business Unit: Community
Date Created: 16 October 2025

Appointment of Liaison Councillors to Community Committees

Purpose Te Aronga o te Pūrongo

To confirm the appointment of Liaison Councillors to Council's 16 Community Committees.

Recommendations Ngā Tūtohunga

That Council appoints the following Liaison Councillors to the respective Community Committees:

Community Committee	Liaison Councillor
Apiti Community Committee	Sam Hill
Bainesse/Rangiotu Community Committee	Raewyn Loader
Cheltenham Community Committee	Rob Duindam
Colyton Community Committee	Colin Dyer
Glen Oroua/Taikorea Community Committee	Shelley Dew-Hopkins
Halcombe Community Development Group	Jerry Pickford
Himatangi Beach Community Committee	Shelley Dew-Hopkins
Hiwinui Community Committee	Raewyn Loader
Kimbolton Community Committee	Rob Duindam
Kiwitea Community Committee	Andrew Quarrie
Pohangina Valley Community Committee	Bridget Bell
Rangiwahia Community Committee	Grant Hadfield
Rongotea Community Committee	Colin Dyer
Sanson Community Committee	Alison Short
Tangimoana Community Committee	James McKelvie
Waituna West Community Committee	Sam Hill

Report prepared by:
Janine Hawthorn
Community Wellbeing Manager

1 Background Ngā Kōrero o Muri

- 1.1 Council currently has 16 active Community Committees established throughout the district which are an informal link between the Council and the community whereby an exchange of information, opinions, proposals, recommendations and decisions can take place.
- 1.2 Each Community Committee operates under its own terms of reference which includes how often they meet and their administrative procedures.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Community Committees align well with Council's priority of "A future planned together". They are a means for strengthening the interests and values of their residents by encouraging active citizenship in identifying issues the communities want to deal with and to generate local solutions that will deliver economic, social, environmental and cultural wellbeing for their respective communities.
- 2.2 Community Committees are a key contributor in building stronger, resilient and sustainable local communities while encouraging active participation in generating community led opportunities and outcomes.
- 2.3 Community Committees are empowered to submit to Council's Long-Term Plans to ensure that their communities' views are heard by elected members when making decisions that may affect them.

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

- 3.1 The Liaison Councillors are appointed as a contact point between the Community Committees and the Council. They are there to listen to the community's concerns and to clarify the process of engagement with Council and to give guidance to where the committee can seek help on specific issues. They are not the community's spokesperson.
- 3.2 Council's protocol has been for each Liaison Councillor to be from a different community than the committee they are appointed to.
- 3.3 A copy of Council's current Community Committee's policy is attached for elected members' information.

4 Risk Assessment Te Arotake Tūraru

- 4.1 Not applicable.

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 Community Committees are appointed by their respective communities at public meetings held triennially following the Local Government Elections.

6 Operational Implications Ngā Pānga Whakahaere

- 6.1 There are no operational implications with this report.

7 Statutory Requirements Ngā Here ā-Ture

- 7.1 There are no statutory requirements for this report.

8 Next Steps Te Kokenga

- 8.1 Once the Liaison Councillors have been appointed the next step will be for Council Officers to connect Councillors with the current Chairperson and Secretary of the respective Community Committee they have been appointed to work with.
- 8.2 The Liaison Councillor, assisted by Council Officers, would then work with the Community Committee to organise a triennial public meeting for the community to appoint its committee for the next three years.

9 Attachments Ngā Āpitihanga

- Community Committees Policy 2024



Community Committees Policy

Adopted:	1990
Date last reviewed / Reconfirmed:	1 March 2024
Next review due:	5 March 2026
Policy type:	Governance
Reviewer	GM Community
Policy version	P200

Contents

1	Purpose	1
2	What is the role of a Community Committee?	2
3	How are Community Committees supported?	2
4	How are Community Committees appointed?	2
5	Community Committee Project Fund	3
6	Community Planning Implementation Fund	3

1 Purpose

- 1.1 The purpose of the Community Committees Policy is to allow identified communities of interest within the Manawatu District to establish an advisory body in their community to assist the Council in its responsibilities to that community. They are an informal link between the Council and the community whereby an exchange of information, opinions, proposals, recommendations, and decisions can take place.
- 1.2 The following are the communities of interest identified by Council. This however does not prevent other communities from being incorporated:
- Āpiti
 - Baines/Rangiotu
 - Cheltenham
 - Colyton
 - Feilding
 - Glen Oroua/Taikorea
 - Halcombe
 - Himatangi Beach
 - Hiwinui

- Kimbolton
- Kiwitea
- Pōhangina
- Rangiwhia
- Rongotea
- Sanson
- Tangimoana
- Waituna West

2 What is the role of a Community Committee?

- 2.1 Community Committees are part of the Community Development activity within Council, which is a key contributor to achieving Council's vision and outcomes within its Long-term Plan in building stronger, resilient and sustainable local communities while encouraging active participation in generating community led opportunities and outcomes . The Community Committee's role is to work in partnership with Council in achieving these outcomes
- 2.2 Community Committees are a means for strengthening the interests and values of their residents by encouraging active citizenship in identifying issues the communities want to deal with and to generate local solutions that will deliver, economic, social, environmental, and cultural wellbeing for their respective communities.
- 2.3 Community Committees can submit to Council's Annual Plans and Long-term Plans, to ensure that their communities' views are heard by elected members when making decisions and to advocate for projects in Community Plans.

3 How are Community Committees supported?

- 3.1 A Council member is appointed as a Liaison Councillor for each Community Committee. The Liaison Councillor's key role is to assist the Committee and advise on Council processes and to provide updates on matters of interest at a local, regional, and national level.
- 3.2 Liaison Councillors are there to listen to the community's concerns and to clarify the process of engagement with Council and to give guidance to where the Committee can seek help on specific issues. They are not the Community's spokesperson.
- 3.3 Council's Community Team is the Committee's main point of contact and support from within Council.

4 How are Community Committees appointed?

- 4.1 Community Committees are appointed at a community public meeting called by Council to be chaired by either the committee's appointed Liaison Councillor, Mayor, or Council representative.

- 4.2 The number of members to be elected to serve on the Committee shall be a minimum of seven and a maximum of 10. However, discretion will be given to committees where the minimum cannot be practically met, or maximum has been exceeded. This will be on a case by case basis.
- 4.3 The term of the Committee shall coincide with Council's term of office which is three years. Community Committees will therefore hold triennial meetings to re-elect their committees following the Local Government Elections.
- 4.4 Should a Community Committee be unable to reach a practical minimum number of members to be able to continue to operate, this community committee may need to go into recess until such time as there is sufficient interest from within the community. Similarly, if a committee loses several of its members during a triennium that it is no longer practical for it to continue, the committee may need to go into recess. If either of these situations were to occur, the Liaison Councillor and Council Officer would work closely with the community to avoid the need for the committee to go into recess.
- 4.5 Each active Committee is required to establish their own Terms of Reference based on a standardised template which would include when the Committee meets, how often and its administrative procedures. These Terms of Reference are to be reviewed and adopted by the committee following each triennial election with a copy to be forwarded to Council for their records.

5 Community Committee Project Fund

- 5.1 Council will provide annual funding to allow community committees to undertake small-scale, discrete projects within their communities that are not currently included in Council's contracts or levels of service and can be aligned to Community Plans where a Community Plan exists. This annual funding is known as the Community Committee Project Fund.
- 5.2 The Community Committee Project Fund has an annual budget to be distributed evenly amongst each of the Community Committees that are currently active.
- 5.3 Each Community Committee will be asked to submit a draft work programme by the end of April each year for the following financial year. This work programme lists projects in order of priority within the available budget for each committee. Payment is upon receipt of invoices or receipts for agreed projects.
- 5.4 Community Committees can repurpose their allocated funding towards another priority project during the year, but this needs to be approved by the relevant Community Team Manager before committing any funding to this project.
- 5.5 Funds can be accumulated and carried over from one year to the next if they have been tagged for a specific project and must be used within the term of a Long-term Plan, which is three years. Should funding remain at the end of year three of a Long-term Plan, this funding may not be automatically carried forward.

6 Community Planning Implementation Fund

- 6.1 Council will provide contestable funding annually for Community Committees to access. This funding can only be used on projects that align with adopted Community

Plans. This contestable fund is known as the Community Planning Implementation Fund.

- 6.2 The purpose of the Community Planning Implementation Fund is to provide seed funding to enable community committees to seek alternative third party funding. Council should not be the sole funder of community plan projects.
- 6.3 Applications to the Community Planning Implementation Fund can be submitted at the same time that committees submit their annual community committee project funding requests, which are due in April each year.

Council

Meeting of 12 November 2025

Business Unit: Community
Date Created: 20 October 2025

Annual Report on Dog Control

Purpose Te Aronga o te Pūrongo

The purpose of this report is to present the Annual Report on Dog Control 2024/2025 as required by Section 10A of the Dog Control Act 1996.

Recommendations Ngā Tūtohunga

That Council adopt the Annual Report on Dog Control for the period 1 July 2024 to 30 June 2025 pursuant to section 10A of the Dog Control Act 1996.

Report prepared by:
Jason Rosenbrock
Regulatory Services Manager

Approved for submission by:
Lyn Daly
General Manager - Community

1 Background Ngā Kōrero o Muri

- 1.1 Section 10A of the Dog Control Act 1996 requires that the Manawātū District Council (Council) report each financial year on the administration of its Dog Control Policy and dog control practices.
- 1.2 Council must give public notice of the report and within one month of its adoption and make the report publicly available.

2 Strategic Fit Te Tautika ki te Rautaki

- 2.1 Animal control services support 'a place to belong and grow' by ensuring a safe environment, and supports 'value for money and excellence in local government' by providing a high quality service that is customer focused while meeting legislative requirements.

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

- 3.1 Section 10A of the Dog Control Act 1996 requires the report to include:
 - The number of registered dogs in the territorial authority district.
 - The number of probationary owners and disqualified owners in the territorial authority district.
 - The number of dogs in the territorial authority district classified as dangerous under section 31 and the relevant provision under which the classification is made.
 - The number of dogs in the territorial authority district classified as menacing under section 33A or section 33C and the relevant provision under which the classification is made.
 - The number of infringement notices issued by the territorial authority.
 - The number of dog related complaints received by the territorial authority in the previous year and the nature of those complaints.
 - The number of prosecutions taken by the territorial authority under this Act.
- 3.2 The information required is contained within the Annual Report on Dog Control 2024/2025 attached to this report. Key areas of interest include:
 - An increase in the number of registered dogs, from 7,865 in 2023/2024 to 8,203 in 2024/2025, an increase of 338 dogs. This rise may be attributed to improved compliance and proactive engagement through the Animal Control Team, supported by Council's Communications Team.
 - An increase in the number of infringements issued, from 70 in 2023/2024 to 114 in 2024/2025. This reflects stronger enforcement and follow-up action where educational efforts did not achieve voluntary compliance, supported by a graduated enforcement approach.
 - A decrease in the number of inspections undertaken, from 410 in 2023/2024 to 272 in 2024/2025. This change reflects a more targeted approach, focusing on higher-risk or non-compliant properties, as well as the redirection of officer capacity toward education, events, and follow-up visits for unregistered dogs.
 - A reduction in the number of menacing dogs, from 97 in 2023/2024 to 61 in 2024/2025, and a decrease in dangerous dogs from 11 to 7. The primary reason for this reduction is the natural attrition of classified dogs, as many have either passed away or relocated

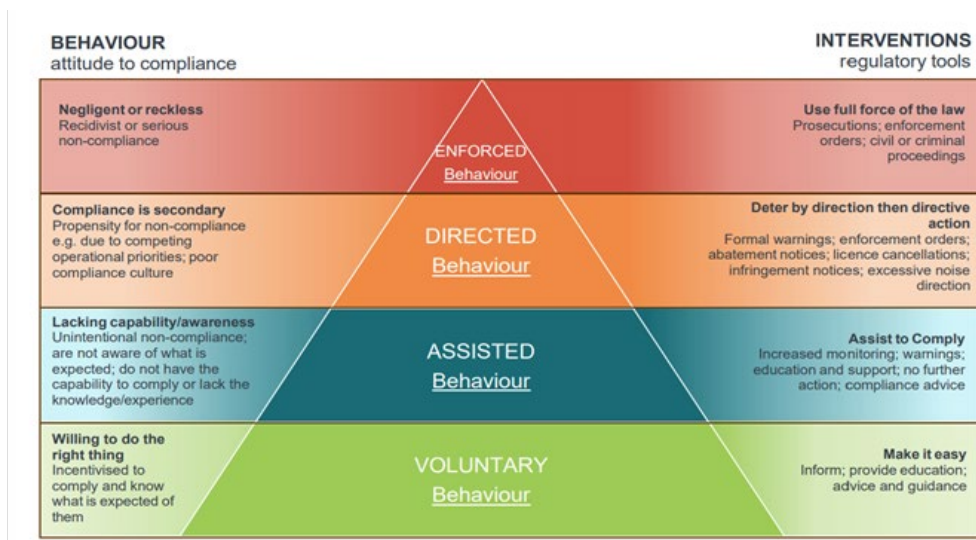
outside the district. This downward trend is further supported by the effectiveness of community education initiatives, early intervention, and improved owner compliance.

- Dog-related complaints decreased slightly from 1,537 to 1,464, suggesting an overall improvement in responsible dog ownership and community compliance.
- For the 2025/2026 financial year, the focus will remain on outreach and education, continuing the Animal Control Team's presence at community events and promoting responsible dog ownership through school visits, rehoming initiatives, and direct engagement with dog owners.



3.3 Enforcement approach

- 3.3.1 Council uses a graduated enforcement model to guide how we respond to non-compliance across all regulatory areas, including animal control. This model is based on the principle that education and voluntary compliance come first and that enforcement should always be fair, proportionate, and consistent. Officers use the VADE framework, which recognises four types of behaviour:



- Voluntary compliance – where people willingly meet their obligations.

- Assisted compliance – where people make genuine mistakes but correct them once advised.
- Directed compliance – where people know the rules but need intervention to comply.
- Enforced compliance – where there's deliberate or repeated offending requiring stronger action.

3.3.2 Depending on the situation, officers can use a range of graduated tools starting with education, advice, or verbal warnings, and escalating only as needed to written warnings, infringement notices, or, in serious cases, prosecution. The intent is to encourage behavioural change, ensuring that most dog owners achieve compliance through support and education, while still holding repeat or serious offenders accountable.

4 Risk Assessment Te Arotake Tūraru

4.1 Not applicable.

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 No community engagement is required.

6 Operational Implications Ngā Pānga Whakahaere

6.1 There are no operational implications with this report. This report provides a summary of the dog control functions undertaken in 2024/25.

7 Financial Implications Ngā Pānga Ahumoni

7.1 There are no financial implications with this report. The animal control function is funded from existing budgets.

8 Statutory Requirements Ngā Here ā-Ture

8.1 The report has been prepared in accordance with Section 10A of the Dog Control Act 1996.

9 Next Steps Te Kokenga

- 9.1 Council is required to adopt the Annual Report on Dog Control 2024/2025. Following adoption, public notice of the report will occur within one month and the report will be made publicly available on Council's website.

10 Attachments Ngā Āpitihanga

- Annual Report on Dog Control - 2024/2025

Annual Report on Dog Control

1 July 2024 – 30 June 2025



Annual Section 10A Dog Control Act 1996 Report 2024/2025

PART 1 – Dog Control Policy and Practices

Dog Control in the District

During 2024/2025, the Council's Animal Control Team, through a joint service agreement with Rangitikei District Council, delivered animal control services across a combined area of 7,050 km². The team upheld the Dog Control Act 1996 and implemented the provisions of the Council's Dog Control Policy 2019.

The team includes five Animal Control Officers, supported by the Manager Animal Control and delivers a 24/7 service across both districts. Alongside responding to complaints, the team undertook proactive patrols to identify unregistered or roaming dogs, and investigated reports of aggressive behaviour, including dog attacks.

A graduated enforcement process was applied for unregistered dogs, beginning with property visits and escalating, where necessary, to verbal or written warnings, infringement notices, and when other measures were unsuccessful, impounding.

This year also saw the launch of a dedicated rehoming programme, aimed at giving impounded and unclaimed dogs a second chance through adoption into suitable homes. In addition, the team increased its presence in the community by attending local events and public gatherings, promoting responsible dog ownership, sharing information on registration and microchipping, and building stronger connections with residents.

Hours of Operation

Normal hours of operation are 8am – 5pm on weekdays. Animal Control Officers work on rostered shifts to enable 24-hour response to Priority One calls¹ after hours, including weekends and public holidays.

Selected Owner Status

Dog owners may apply for Selected Owner status which entitles them to a reduced annual registration fee. To qualify for this status owners must meet specific criteria. Council will assess applications based on the following factors:

- Whether property fencing is adequate.
- If the dog(s) have been neutered.
- The owner's compliance history with the Dog Control Act and Council bylaws, including any nuisance complaints.
- If dogs have been registered before the due date.
- Whether there is appropriate dog care, including kennel conditions (weatherproof, size, cleanliness, and sanitation).

Animal Control Officers will conduct property inspections of applicants to verify compliance with Selected Owner requirements.

¹ Priority one calls include dog attacks, dogs rushing or behaving aggressively, stock worrying, secured dogs, and stock wandering.

Menacing and Dangerous Dogs

Animal Control maintain a list of all dogs classified as dangerous and menacing, this relating to classification by either the provisions of sections 31, 33A and/or 33C of the Dog Control Act 1996. Physical checks have occurred within this period to ensure that all dogs classified as menacing, regardless of the reason why, comply with the requirements of the classification. There are 61 dogs classified as Menacing and 7 dogs classified as Dangerous for the 2024/2025 year. This number has been reducing year on year.

Prohibited public places, dog on leash areas, and dog exercise areas

There are specific areas within the Manawātū District Council area designated for exercise, lead only and prohibited areas. Animal Control Officers approach any breaches of these requirements in an educational manner in the first instance.

Infringements

In 2024/2025 there were 113 infringements issued for the following offences:

Offence	Number Issued
Failure to register Dog	67
Failure to Implant Microchip Transponder in Dog	28
Failure to Keep Dog Controlled or Confined	15
Failure to Keep Dog Under Control	1
Failure to Comply with Menacing Classification	1
Failure to Comply with a Bylaw	1

Animal Control continues to implement a graduated compliance framework, commencing with education and engagement with dog owners to promote voluntary compliance to regulatory requirements. Where these measures have been exhausted, or are deemed inappropriate given the circumstances, formal enforcement action is undertaken. Such action most commonly involves the issuance of infringement notices.

Prosecutions

There were no prosecutions taken during the 2024/2025 year.

Dog Registrations

There were 8,203 dogs registered for the 2024/2025 year. A breakdown of the types of registration is contained under Part 2 of the report.

Animal Control Complaints

During the reporting period, Animal Control received a total of **1,159 complaints**. These were assessed and responded to according to established priority classifications.

- **Priority 1 complaints** – A total of **386 complaints** were categorised as Priority 1. These included dog attacks, dogs rushing or behaving aggressively, stock worrying, secured dogs, and stock wandering. Such incidents are considered urgent and are attended by the Animal Control team within **15 minutes** of being reported, unless the matter relates to a historical event.
- **Priority 2 and 3 complaints** – The remaining complaints were classified as Priority 2 or 3, covering a broader range of less urgent animal control issues. These are required to be attended within **24 hours**.

Fees for Dog Control and Registration

The registration fees for the 2024/2025 financial year were as follows:

Fee Description	Discounted fee if paid by 1 August 2024	Fee if paid after 1 August 2024
General Registration	\$125.00	\$187.00
Neutered / Spayed	\$83.00	\$119.00
Working Dogs / Selected Owner / Gold Card	\$42.00	\$58.00
Dangerous Dogs – Classified under the Dog Control Act 1996	\$192.00	\$284.00
Menacing Dog – Classified under the Dog Control Act 1996	\$192.00	\$284.00
Disability Assist Registration - Certified as per Schedule 5 of the Dog Control Act 1996	No Charge	No Charge

Classification of Owners and Dogs

Registration Type	Number of Dogs as at 30 June 2024	Numbers of Dogs as at 30 June 2025
General Registration	723	1198
Selected Owners	1906	1578
Neutered Dogs	2516	2693
Dangerous Dogs	11	7
Working Dogs	1875	1587
Disability Assist Dogs	8	4
Menacing Dogs	97	61
Gold Card	729	1065
Military	7	10
Total	7872	8203

Education

The Manawātū District Council delivers a dog education programme to schools throughout the district, aimed at promoting responsible dog ownership and safety. This initiative is supported by a contracted provider specialising in school-based dog safety education, who has also published a children's book highlighting key dog safety messages. Complimentary copies of the book are provided by Council to schools that participate in the programme, where it serves as a valuable educational resource to reinforce the lessons delivered.

In addition, Animal Control Officers are available to assist dog owners with advice on obedience training and information about relevant courses. They also provide regular guidance on specific behavioural issues, working with owners to encourage safe and responsible dog management.

PART 2 – Statistical Information

Category	For Period 1 July 2023 – 30 June 2024	For Period 1 July 2024 – 30 June 2025
Total Registered Dogs	7865	8203
Total Probationary Owners	0	0
Total Disqualified Owners	2	3
Total Dangerous Dogs	11	7
• <i>Dangerous by owner Conviction – s31(1)(a)</i>	(4)	(2)
• <i>Dangerous by Sworn Evidence – s31(1)(b)</i>	(5)	(5)
• <i>Dangerous by Owner in Writing – s31(1)(c)</i>	(2)	(0)
Total Menacing Dogs	97	69
• <i>Menacing by Behaviour – s33A(1)(b)(i)</i>	(39)	(29)
• <i>Menacing by Breed Characteristics – s33C(1)(b)(ii)</i>	(7)	(6)
• <i>Menacing by Breed – s33C(1)</i>	(51)	(34)
Total Infringement Notices Issued	70	114
Total Number of Complaints Received	1537	1159
Dog Attacks	54	56
• <i>Attack on Person</i>	(35)	(25)
• <i>Attack on Animal</i>	(19)	(31)
Dog Rushing	24	27
• <i>Person Rushed at</i>	(10)	(20)
• <i>Animal Rushed at</i>	(14)	(7)
Aggressive Roaming Dog	17	28
Stock Worrying	2	5
Secured Dog	189	159
Roaming Dog	212	171
Barking Dog	296	233
Welfare	1	2
Inspections	410	136
Selected Owner inspection	36	43
Selected Owner Re-inspection	11	3
Request for Information	61	175
Miscellaneous Animal Control Complaint (non-dog)	5	7
Contractor feedback	72	3
Stock Wandering	147	111

Prepared by: Jason Rosenbrock
Regulatory Services Manager

Date: 20 October 2025

Signature:

