

Notice is hereby given that an ordinary meeting of the Horowhenua District Council will be held on:

**Date:** Wednesday 6 July 2016  
**Time:** 4.00 pm  
**Meeting Room:** Council Chambers  
**Venue:** 126-148 Oxford St  
Levin

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## Council OPEN AGENDA

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### MEMBERSHIP

<b>Mayor</b>	Mr B J Duffy	
<b>Deputy Mayor</b>	Mr G G Good	
<b>Councillors</b>	Mr W E R Bishop	
	Mr R J Brannigan	
	Mr R H Campbell	
	Mr M Feyen	
	Mrs V M Kaye-Simmons	
	Mrs J Mason	
	Mrs C B Mitchell	
	Mr A D Rush	
	Ms P Tukapua	
<b>Reporting Officer</b>	Mr D M Clapperton	(Chief Executive)
<b>Meeting Secretary</b>	Mrs K J Corkill	
	Ms S Bowling	

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Website: [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)

**Full Agendas are available on Council's website**  
**[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)**

**Full Agendas are also available to be collected from:**  
**Horowhenua District Council Service Centre, 126 Oxford Street, Levin**  
**Foxton Service Centre/Library, Clyde Street, Foxton,**  
**Shannon Service Centre/Library, Plimmer Terrace, Shannon**  
**and Te Takere/Library, Bath Street, Levin**



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**1 Apologies**

**2 Public Speaking Rights**

Notification to speak is required by 12 noon on the day of the meeting. Further information is available on [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz) or by phoning 06 366 0999.

**3 Late Items**

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

**4 Declaration of Interest**

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

**5 Confirmation of Open & In Committee Minutes**

**5.1 Meeting minutes Council, 1 June 2016**

**5.2 Meeting minutes In Committee Meeting of Council, 1 June 2016**

**6 Matters Arising**

**7 Leave of Absence**

**8 Announcements**

Waiopahu College

Waiopahu College Choir will perform several items hot off their return from the 'Big Sing' where they performed alongside other schools in the region.

Communities of Learning

Communities of Learning is the 'engine room' of the Ministry of Education's 'Investing in Educational Success' (IES). This new initiative sees schools coming together into groups of around 10 schools to create a 'pathway' for students - from primary to secondary school. Martin James (Principal, Levin Intermediate) and Mark Robinson (Principal, Waiopahu College) will present on the Horowhenua Community of Learners (HCoL) initiative.

New Staff Introductions

New Council staff members will introduce themselves and give an overview of their role at Council.

Foxton Community Board

Board Chair, Jaine Smart, will give an up date on behalf of the Foxton Community Board.



# Proceedings of the Foxton Community Board 20 June 2016

File No.: 16/336

## 1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 20 June 2016.

## 2. Recommendation

- 2.1 That Report 16/336 Proceedings of the Foxton Community Board 20 June 2016 be received.
- 2.2 That the Council receive the minutes of the Foxton Community Board meeting held on 20 June 2016.

## 3. Issues for Consideration

There are no items considered by the Foxton Community Board that require further consideration by Council.

## Attachments



There are no attachments for this report.

### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

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# Foxton Community Board

## OPEN MINUTES

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Minutes of a meeting of the Foxton Community Board held in the Manawatu College Library, Ladys Mile, Foxton on Monday 20 June 2016 at 6.30 pm.

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### PRESENT

<b>Chairperson</b>	Ms J Smart
<b>Deputy Chairperson</b>	Mr D J Roache
<b>Members</b>	Mrs A Street
	Cr R J Brannigan
	Ms P R Metcalf
	Mr B P Vertongen

### IN ATTENDANCE

Mr D M Clapperton	(Chief Executive)
Mr A Nelson	(Property & Parks Manager)
Mr S Wood	(Parks & Property Lead North)
Mrs K J Corkill	(Meeting Secretary)

### ALSO IN ATTENDANCE

His Worship the Mayor, B J Duffy  
Mr E Hope-Pearson, Stimpson & Co

### PUBLIC IN ATTENDANCE

There were four members of the public in attendance.

#### 1 Apologies

There were no apologies.

#### 2 Public Speaking Rights

9.2 Chief Executive's Report to 20 June 2016  
Manawatu Estuary Trust Minutes – 7 June 2016  
Terry Oliver-Ward, Trustee, Manawatu Estuary Trust  
Christina Paton

#### 3 Late Items

Whilst not strictly a late item, Mr Roache tabled the MAVtech Annual Report for the year ended 31 March 2016. He also indicated he wished to discuss the Main Street upgrade.



#### 4 Declaration of Interest

None declared.

#### 5 Confirmation of Minutes

MOVED by Ms Metcalf, seconded Mr Roache:

*THAT the minutes of the meeting of the Foxton Community Board held on Monday, 18 April 2016, be confirmed as a true and correct record.*

**CARRIED**

#### 6 Matters Arising

When the requested update on what was happening at Whirikino would occur was queried, as was the requested meeting with NZTA and interested parties to look at retaining the trestle.

With regard to the Kings Canal/Purcell Street Stormwater Catchment, Mr Clapperton advised that Council had made a submission on this to the HRC 2016/17 Annual Plan and he would comment further when the Monitoring Report was discussed as this was a Monitoring Report item. .

#### 7 Leave of Absence

There were no leaves of absence requested.

#### 8 Announcements

There were no announcements.

#### 9 Reports

##### 9.1 Monitoring Report to 20 June 2016

###### Purpose

To present to Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Community Board.

MOVED by Cr Brannigan, seconded Mrs Street:

*THAT Report 16/169 Monitoring Report to 20 June 2016 be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

###### Page 8 14/674 – Target Reserve Strategic Plan

In response to a query about the Foxton Golf Club's request for financial assistance, Mr Clapperton said Council had responded to the Club about six weeks ago requesting a business plan.

###### Page 10 15/459 – CE's Report – SORT Funding

Mr Clapperton advised that Council had, as part of its submission to Horizons, sought the Regional Council's continued support for the work being done to open the channel. Confirmation was awaited from the affected stakeholders that they were happy with what was proposed, which was linked to the resource consent application lodged by SORT for clearing out of the channel by the town frontage.

16/13 – Chief Executive's Report – Forbes Road

This was an In Committee item later in the Agenda.

Page 11 16/89 – Feasibility of Installing a Toilet at Foxton Cemetery

Mr Nelson advised that Council was looking at installation by the Spring.

16/16 – Chief Executive's Report – Kings Canal and Purcell Street Stormwater Catchment

Mr Clapperton reported that a letter had been received from Horizons Regional Council last Friday which had included HRC's response to the submission made to its Annual Plan supporting the investigation work to be undertaken this year. The budget for the work had been retained in HRC's Annual Plan and Horizons was keen to work with the Community Board in terms of the project. There had been no need for anyone from Council or the Community Board to speak to the submission and the response received was very supportive.

In terms of facilitating a meeting between the parties to discuss what the next steps would be, Mr Clapperton said he would engage with Ramon Strong (Alan Cook's replacement) at Horizons, but it was unlikely that a meeting would occur until August.

With regard to what was happening at Whirikino, Mr Clapperton said he had not yet engaged with NZTA on retaining the trestle. He would circulate the plan he had in terms of what was proposed for Whirikino, noting that a Resource Consent Application had been lodged with work to commence in April next year.

Mr Clapperton also undertook to circulate the Project Plan for Main Street which would give some key dates around the work that was proposed and covered the stages that were being looked at. Feedback would be appreciated.

## 9.2 Chief Executive's Report to 20 June 2016

### Purpose

To present to the Foxton Community Board, for information, issues relating to the Foxton Community Board area.

MOVED by Mrs Street, seconded Mr Roache:

*THAT Report 16/170 Chief Executive's Report to 20 June 2016 be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

### 3.1 Manawatu Estuary Trust Minutes

Terry Oliver-Ward and Christina Paton were invited to the table to exercise their speaking rights..

Ms Oliver-Ward, a Trustee of the Manawatu Estuary Trust, said she was down at the Estuary at least once or twice a week to take photographs and watch the birds. She regularly saw one or more dogs off the leash and also dogs on the Spit proper. She saw dogs chasing birds. At present most of the birds seem to return after being disturbed, but sometimes there were no birds near the area which seemed a shame. Signs to ask people to please keep their dogs on leashes and that there should be no dogs on the Estuary itself would be helpful to raise awareness.

Ms Metcalf noted that the Manawatu Estuary Trust was prepared to look at

sharing the cost of installing signage with Council to get the job done. An article was also to be placed in the newspaper to raise awareness about the problems being caused by dogs.

Owners letting their dogs foul on the walkways was a further issue raised by Ms Smart and she suggested that other signage could be provided about dogs on the Beach, with part of the Reserves Review being to do with signage.

Mr Nelson said he was not familiar with the issue but would look into signage placement. More active management in the area could also help to raise awareness.

Mr Clapperton noted that there were three regulatory authorities involved in that area – DOC, HDC and HRC - and it was important to be mindful of their joint responsibility for this type of activity. The matter should be taken to the Joint Management Group and dealt with in that collective forum, particularly as a lot of the Estuary was on Crown Land for which DOC had a responsibility.

With Mr Clapperton having covered a lot of what she had intended to say in terms of the three Statutory Managers, Mrs Paton commented on the proposal to apply for funding for driftwood removal from the Grassroots Fund, reiterating that there were three Statutory Managers and it did not matter which group had authority over which piece of land, they had the overall management of what should happen in that RAMSAR area and they should step up and take an equal share. She believed that the Estuary Trust should not be required to provide funding as their monies should be used for scientific research.

Mr Nelson advised that he had met with Horizons and DOC on site about six weeks ago and some of the issues such as driftwood removal had been discussed. Conditions under the One Plan for such an activity were being checked but there was an overall interest to improve the site.

Ms Smart also noted an integrated Pest Management Plan was being worked on.

The absolute commitment of the Beach Wardens to be involved and assist in any way they could was recorded by Cr Brannigan. He also agreed with Mrs Paton that the MET should not be expected to provide funding.

### 3.2 Foxton Beach Freeholding Account

Mr Clapperton advised the Freeholding Account was tracking along nicely. Development Contributions had been paid to Council with the amount reflecting the number of sections sold. The account was tracking at about \$550,000 higher than at the end of June last year.

The fact that the Freeholding Account was paying Development Contributions when these had been discontinued by Council was discussed with Mr Clapperton explaining that DCs had normally been paid on subdivision, with the Freeholding Account having a dispensation to pay when a section was sold rather than the earlier subdivision date. The discontinuing of DCs did not absolve the Freeholding Fund of that commitment which pre-dated the cancellation. There were two other subdivisions in the district to which that regime applied.

## 9.3 **Planning Services Matters Considered Under Delegated Authority**

### **Purpose**

To present details of decisions made under delegated authority in respect of Planning Services Matters.

MOVED by Mr Vertongen, seconded Mr Roache:

*THAT Report 16/324 Planning Services Matters Considered Under Delegated Authority be received.*

THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

THAT the matters decided under delegated authority (s104 of the Resource Management Act) as listed, be received:

**Foxton Land Use Resource Consents Granted Under Delegated Authority  
04/04/2016 – 14/06/2016**

<b>Date</b>	<b>File Ref</b>	<b>Applicant</b>	<b>Address</b>
5 Apr 16	501/2015/3702	The Little White Rabbit	106 Seabury Avenue, Foxton Beach
19 Apr 16	501/2014/3555	Petroleum Services (2001) Ltd	36 Johnston Street, Foxton
19 Apr 16	501/2016/3719	Mansfield Installations Ltd	61 Seabury Avenue, Foxton Beach
3 May 16	501/2016/3749	Kroll Developments Ltd	1 Barber Street, Foxton Beach
10 May 16	501/2016/3757	Dean Stella	10 Stewart Street, Foxton
9 Jun 16	501/2016/3758	William Coleman	29 Wylie Road Foxton
14 Jun 16	501/2016/3768	Brenda Chapman	4 Godwit Court, Foxton Beach

**Foxton Subdivision Resource Consents Granted Under Delegated Authority  
04/04/2016 – 14/06/2016**

<b>Date</b>	<b>File Ref</b>	<b>Applicant</b>	<b>Address</b>
8 Jun 16	502/2016/3766	Ian Humphrey	6 Marine Parade, Foxton Beach
14 Jun 16	502/2016/3759	Stuart Aitken	117 Seabury Avenue, Foxton Beach

**CARRIED**

Mr Roache raised the timing of the Main Street Upgrade having been approached by two retailers who were keen for it not to commence until after the Spring Fling as this event was an important financial boost for retailers after the winter months.

**12 Procedural motion to exclude the public**

MOVED by Mrs Street, seconded Mr Vertongen:

*THAT the public be excluded from the following part(s) of the proceedings of this meeting.*

*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 follows.*

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

**C1 In Committee Future Development Options - Kilmister Block, Foxton Beach**

<i>Reason for passing this resolution in relation to each matter</i>	<i>Particular interest(s) protected (where applicable)</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</i>	<i>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</i>	<i>s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</i>

AND FURTHER

THAT Mayor Duffy and Mr Hope-Pearson, the author of the Stimpson & Co report on the Kilmister Block, be invited to stay for the In Committee portion of the meeting.

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

**CARRIED**

7.05 pm      The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not public available.

7.50 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE FOXTON COMMUNITY  
BOARD HELD ON

**DATE:**.....

**CHAIRPERSON:**.....



# Proceedings of the Hearings Committee 20 May 2016

File No.: 16/286

## 1. Purpose

To present to the Council the minutes of the Hearings Committee meeting held on 20 May 2016.

## 2. Recommendation

- 2.1 That Report 16/286 Proceedings of the Hearings Committee 20 May 2016 be received.
- 2.2 That the Council receive the minutes of the Hearings Committee meeting held on 20 May 2016.

## 3. Issues for Consideration

There are no items considered by the Hearings Committee that require further consideration by Council.

## Attachments



There are no attachments for this report.

### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## Signatories

Author(s)	Mike Lepper <b>Customer and Regulatory Services Manager</b>	
Approved by	Monique Davidson <b>Group Manager - Customer and Community Services</b>	

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# Hearings Committee

## OPEN MINUTES

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Minutes of a meeting of the Hearings Committee held in the Council Chambers, 126-148 Oxford Street, Levin on Friday 20 May 2016 at 11.00 am.

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### PRESENT

**Chairperson** Cr A D Rush  
**Members** Cr R J Brannigan  
Cr P Tukapua

### IN ATTENDANCE

Mr M E Lepper (Customer & Regulatory Services Manager)  
Mrs V Miller (Customer Experience Manager)  
Ms J Harrison (Animal Control Officer)  
Mrs K J Corkill (Meeting Secretary)

### ALSO IN ATTENDANCE

Mrs N Jones  
Mrs V Nicol  
Mr S Thomas  
Mrs N Burgess  
Mr L Burgess  
Mrs M Phillips  
Ms L Stratton  
Ms M Sayles  
Ms J Ritchie  
Mrs V Wilson  
Mr P Sharp  
  
Mr W Bean  
Ms J Stephens

In opening the meeting, the Chair commented that this was a hearing on a topic that was fraught and he expected the parties to treat each other with politeness.

Cr Rush then introduced the Committee and Council Officers involved, noting that the meeting would commence with some preliminary procedural matters, such as confirming minutes, prior to the hearing proper commencing.

The Chair then set out the process the meeting would follow, with the Committee initially hearing from Council's Animal Control Officer, Ms Harrison, who would give a background to the



matter. Mrs Jones and her supporters would then have the opportunity to comment, following which the Committee would hear from Mr Bean and Ms Stephens.

Ms Harrison would then have the opportunity to make further comment, following which Mrs Jones would have the right of reply. In her right of reply, Mrs Jones could respond to any assertions that had been made and could counter them but could not introduce any new material.

Having heard from all parties, the Committee would retire to deliberate and reach a decision. A report would be prepared setting out the Committee's decision and the reasons for that. It was anticipated that the report would be available mid to late next week.

During the hearing Committee Members could ask questions of 'witnesses' at any stage either during their actual statements or immediately after. Participants, however, could not cross question another speaker but could only direct questions through the Chair.

## 1 Apologies

There were no apologies.

## 2 Declaration of Interest

There were no declarations of interest.

## 3 Confirmation of Open & In Committee Minutes – 8 March 2016 and 6 April 2016

MOVED by Cr Rush, seconded Cr Tukapua:

*THAT the Open & In Committee Minutes of the meetings of the Hearings Committee held on Tuesday, 8 March 2016 and Wednesday, 6 April 2016, be confirmed as a true and correct record.*

**CARRIED**

## 4 Matters Arising

There were no matters arising.

## 5 Announcements

There were no announcements.

## 6 Procedural motion to exclude the public

*THAT the public be excluded from the following part(s) of the proceedings of this meeting.*

*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 follows.*

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

### **C1 Appeal - Dog Barking Abatement Notice**

<i>Reason for passing this resolution in relation to each matter</i>	<i>Particular interest(s) protected (where applicable)</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
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<p><i>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</i></p>	<p><i>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</i></p>	<p><i>s48(1)(a)</i>  <i>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</i></p>
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*The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.*

11.10 pm      The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not public available.

2.25 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE HEARINGS COMMITTEE  
HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

# Proceedings of the Finance, Audit & Risk Subcommittee 29 June 2016

File No.: 16/348

## 1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Subcommittee meeting held on 29 June 2016 and the Financial Report to 31 May 2016.

## 2. Recommendation

- 2.1 That Report 16/348 Proceedings of the Finance, Audit & Risk Subcommittee 29 June 2016 be received.
- 2.2 That the Council receive the minutes of the Finance, Audit & Risk Subcommittee meeting held on 29 June 2016.

## 3. Issues for Consideration

There are no items that require further consideration.

## Attachments


No.	Title	Page
A	Financial Reporting - Monthly Report - 31 May 2016 - Agenda copy	25


### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## Signatories

Author(s)	Doug Law <b>Group Manager - Finance</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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## Finance, Audit & Risk Subcommittee

### OPEN MINUTES

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Minutes of a meeting of the Finance, Audit & Risk Subcommittee held in the Council Chambers, Horowhenua District Council, Levin on Wednesday 29 June 2016 at 3.30 pm.

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#### PRESENT

**Chairperson** Cr W E R Bishop  
**Members** Mayor B J Duffy  
Mr B J Jackson  
Cr C B Mitchell  
Cr A D Rush

#### IN ATTENDANCE

Mr D Law	(Group Manager – Finance)
Mrs M Brady	(Senior Manager – Business Services)
Mrs C Whitehouse	(Management Accountant)
Mr A Chamberlain	(Financial Accountant)
Mr G Saidy	(Group Manager –Infrastructure Services)
Mr D McCorkindale	(Senior Manager – Planning Services)
Mrs M Davidson	(Group Manager – Customer & Community Services)
Mr D M Clapperton	(Chief Executive) (from 3.40 pm)
Mrs K J Corkill	(Meeting Secretary)

#### PUBLIC IN ATTENDANCE

There were no members of the public in attendance.

#### 1 Apologies

An apology was recorded for Cr Tukapua.

MOVED by Cr Rush, seconded Mayor Duffy:

*THAT the apology from Councillor Tukapua be accepted.*

**CARRIED**

#### 2 Public Speaking Rights

None requested.

**3 Declaration of Interest**

There were no declarations of interest.

**4 Confirmation of Minutes – 25 May 2016**

MOVED by Mr Jackson, seconded Cr Rush:

*THAT the minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Wednesday, 25 May 2016, be confirmed as a true and correct record.*

**CARRIED**

**5 Matters Arising**

There were no matters arising.

**6 Announcements**

There were no announcements.

**7 Reports**

**7.1 Financial Report for the eleven months to 31 May 2016**

**Purpose**

To present to the Finance, Audit & Risk Subcommittee the financial report for the eight months to 31 May 2016.

MOVED by Cr Rush, seconded Cr Mitchell:

*THAT Report 16/247 Financial Report for the eleven months to 31 May 2016 be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

Mr Law spoke to this report and responded to Members' questions. He commented that Finance was focusing on year end at the moment and there was not much change from last month in terms of reporting. Of interest was the refinancing of a \$6m loan at 2.405% for six months, with the short term rate being very good. Council had \$65m of loans outstanding currently which was \$11m less than the budgeted \$76m in the LTP. .

The Swap Valuation loss of (\$888k) was raised and discussed. Some explanation in layman's terms of what a Swap Valuation was and why there was the potential for a loss was requested. It was noted that this was a book transaction and as it was over a 10 year period what the final figure might be was hard to predict.

On page 11 under Available financial accommodation to external indebtedness (LGFA Cov) Mr Law noted that the figure should now be 115% so Council was meeting its target.

Mr Saidy responded to queries with regard to capital expenditure noting that Infrastructure Services had done very well with some projects such as Levin Water Treatment Plant and Shannon coming in under budget; however there were some projects over which they had no control such as Foxton when it came to meeting

budget timeframes. Renewals were 100% done.

Mrs Brady also noted that following a comment at the last Finance, Audit & Risk Subcommittee meeting about tracking project expenditure over multiple years, there had been a change to the Capital Expenditure reporting and carry overs that had been approved would now be reflected in future reports.

## 9.2 Proposed Local Government Risk Agency

### Purpose

To update the Finance, Audit & Risk Subcommittee on progress of the Local Government Risk Agency.

MOVED by Cr Rush, seconded Mayor Duffy:

*THAT Report 16/335 on Proposed Local Government Risk Agency be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

With the report being taken as read, Mrs Brady reported that, following an exceptional amount of work, the business case had been completed by the target date. She was confident that the Agency would go forward. This whole process, which she believed the Crown supported, was a huge amount of work, which was why it was being undertaken in three phases.

## 9.3 Monitoring Reports to 29 June 2016

### Purpose

To present to the Finance, Audit & Risk Subcommittee Monitoring Reports covering:

- Requested actions from previous meetings of the Subcommittee;
- Issues identified during the 30 June 2015 Audit.

MOVED by Cr Rush, seconded Cr Mitchell:

*THAT Report 16/248 Monitoring Reports to 29 June 2016 be received.*

*THAT this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

Mr Law advised that the Audit Manager would be in attendance at the next Finance, Audit & Risk Subcommittee meeting, with the Auditors having done an interim evaluation and they would also be on site at various times during the coming month..

Mr Clapperton noted that normally Council did not produce a 12 month set of accounts at this stage. However, draft year end accounts would be brought through to the next Subcommittee meeting for Members' consideration, together with the financials for the Pre-Election Report. The Pre-Election report set out Council's past, current and future position and needed to be completed by 1 August

3.58 pm

There being no further business, the Chairperson declared the meeting closed.

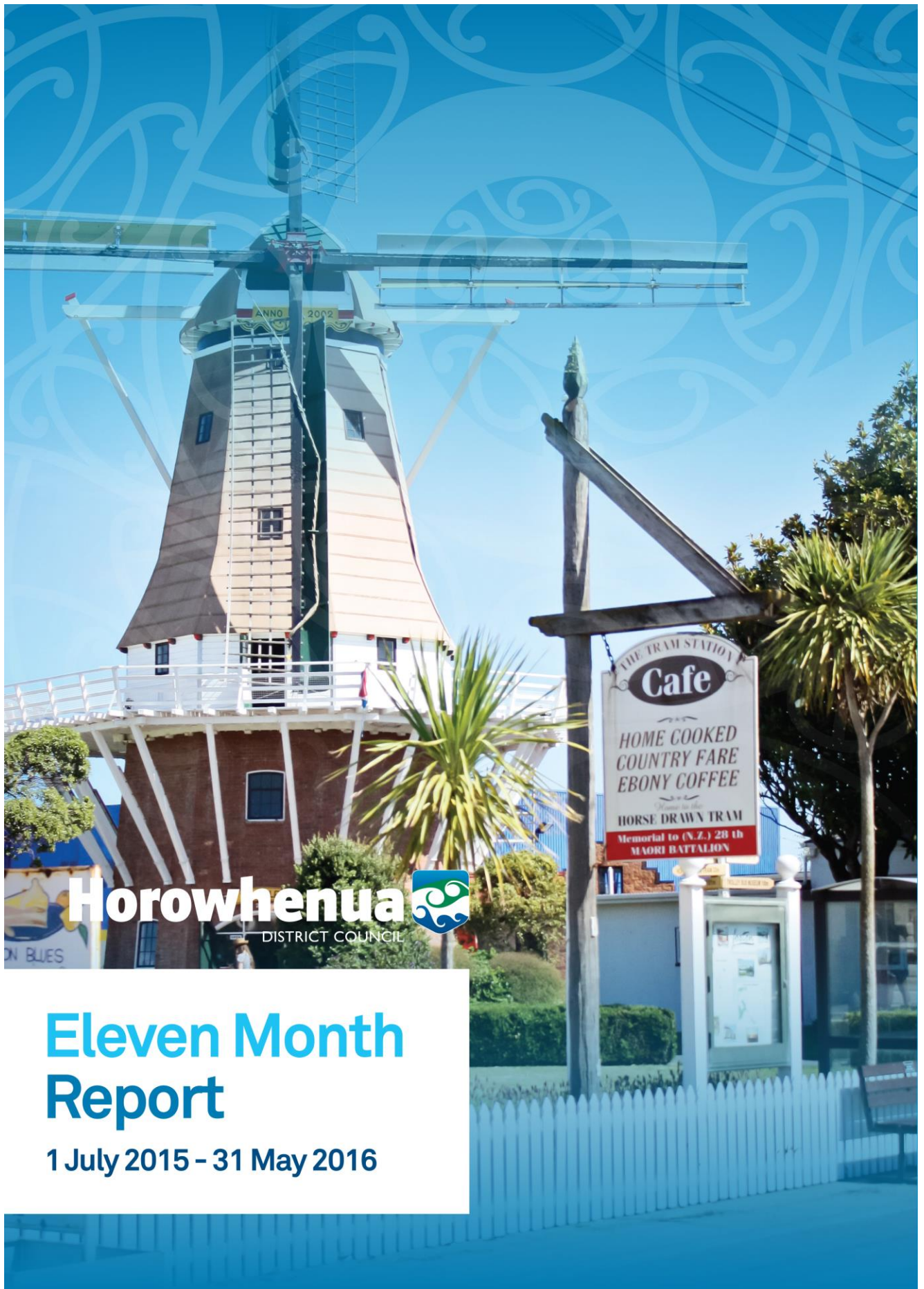
CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE FINANCE, AUDIT & RISK  
SUBCOMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....







**Horowhenua**  
DISTRICT COUNCIL

# Eleven Month Report

1 July 2015 - 31 May 2016

## Executive Summary

A. All key **Financial Sustainability key performance indicators** are being met.

	Actual 31 May 2016	Target	
Balance Budget ratio	100.24%	100%	✓
Essential Services ratio	124.00%	100%	✓
Debt Affordability Ratio (Debt no more than 175% of projected revenue)	124.00%	175%	✓
Interest to Rates Revenue	10.00%	25%	✓

### B. **Operating surplus/(deficit)**

May YTD Council achieved \$413,000 surplus against a budgeted deficit of (\$1,121,000).

Reasons for the variance:

- i. Activity revenue below budget by \$82,000
- ii. Activity expenditure below budget by \$1,266,000. Key variances include:
  - a) Community Facilities & Services (\$445,238)
  - b) Planning & Regulatory Services (\$478,464)
  - c) Property \$302,436
  - d) Wastewater Management \$482,259.

### C. **Full Year Operating surplus/(deficit)**

Council is forecasting an operating surplus of \$136,862.

	Forecast	Budget	Variance
Revenue	\$45,519,851	\$47,148,285	(\$1,628,434)
Expenditure	\$45,382,989	\$45,870,637	\$487,648
Surplus/(Deficit)	\$136,862	\$1,277,648	(\$1,140,786)

### D. **Full Year Forecast surplus/(deficit)**

Council is forecasting a deficit of \$(451,000) as at 30 June 2016 against a budgeted surplus of \$1,596,000.

Reasons for the variance:

- i. Forecast activity revenue above budget by \$242K.
- ii. Forecast activity expenditure below budget by \$220K.
- iii. Swaps valuation loss (\$888K)
- iv. Capital funding for Te Awahou project not received due to project delay (\$1.8m)

**Sundry debtors:** The total Outstanding Debtors have decreased in the month. The total Outstanding Debtors is \$576K and have reduced by 49% since June 2015.

#### Major variances

	30 June 2015	31 May 2016	Variance
On charges	\$138,788	\$80,634	(\$58,154)
Development Contribution	\$353,371	\$139,656	(\$213,715)
90 day outstanding	\$639,089	\$349,061	(\$290,028)

**Treasury:** Our weighted average interest rate has decreased to 4.73% at May 2016, decreasing from 5.15% at June 15 and 5.15% at May 2015. This is a potential saving of \$462K in interest payable compared to the LTP interest rate assumption of 5.5% for 2015/16.

**Interest Rate Swap:** Our current swaps have been valued at a loss of \$1,455K as at 12 April 2016. This may change depending on movements in the swap interest rate between 12 April and 30 June 2016. At this valuation there is a negative impact of \$888K on this year's accounts.

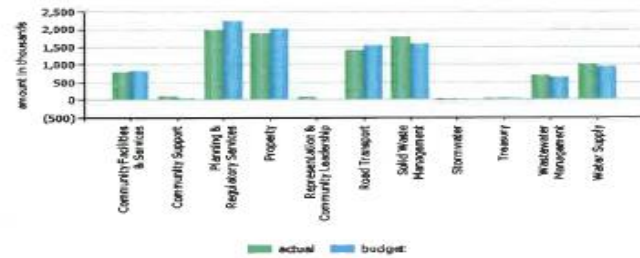
**Doug Law**  
Group Manager Finance  
29 June 2016

# Organisation Summary

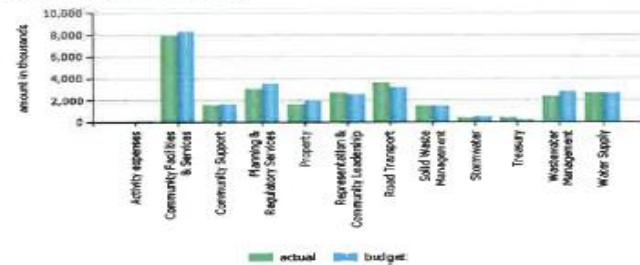
## Financial operation

<b>Operational revenue</b> <b>\$40.83 m</b> against the total budget of \$40.95m 0% less than budget	<b>Operational expenditure</b> <b>\$40.73 m</b> against the total budget of \$42.15m 3% less than budget	<b>Operational surplus/(deficit)</b> <b>\$105 k</b> to the budgeted deficit of (\$1.21) 109% more than budget
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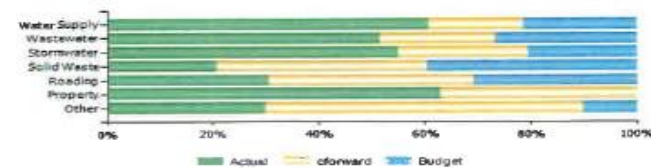
Operational revenue by activity



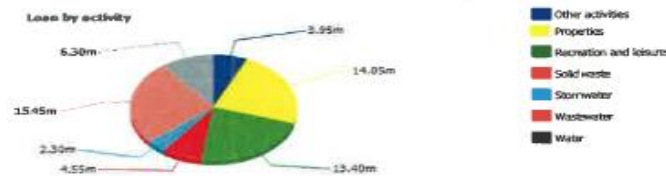
Operational expenditure by activity



Capital expenditure

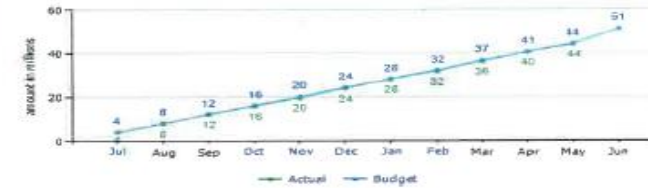


Loss by activity



## Financial trends

Total revenue



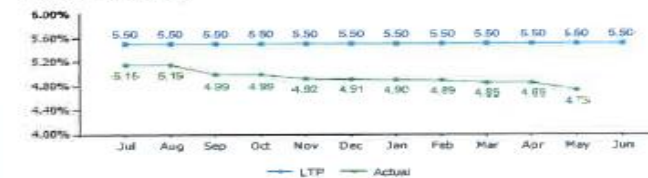
Total expenditure



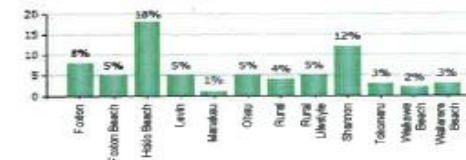
Total capital expenditure



Interest rate movement



Rates debtors % with arrears



## Financial sustainability

<b>Rates to operating revenue</b>	<b>71%</b>
Rates revenue	\$29.00 m
Operating revenue	\$40.83 m
71% of operating revenue is derived from rates revenue	
<b>Fees and charges to operating revenue</b>	<b>24%</b>
User fees and charges	\$9.75 m
Operating revenue	\$40.83 m
24% of operating revenue is derived from user fees and charges	
<b>Balance budget ratio</b>	<b>100%</b>
Operational revenue	\$40.83 m
Operational expenditure	\$40.73 m
Operational revenue should be equal or more than operational expenditure. Year to date revenue is more than 0%	
<b>Essential services ratio</b>	<b>124%</b>
Capital expenditure	\$10.78 m
Depreciation	\$8.72 m
Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 124% more than depreciation.	
<b>Debt affordability ratio - (LGFA Cov.)</b>	<b>124%</b>
Total borrowing	\$60.00 m
Total projected revenue	\$48.42 m
With the total borrowing of \$60m we are still under the set limit of 127% of projected revenue.	
<b>Debt to total assets - (LGFA Cov.)</b>	<b>12%</b>
Total borrowing	\$60.00 m
Total assets	\$491.00 m
Net debt should not be more than 15% of total assets. With 60m we are still under the set limit	
<b>Interest to rates revenue (LGFA Cov.)</b>	<b>10%</b>
Interest paid	\$2.95 m
Rates revenue	\$29.00 m
10% of rates revenue is paid in interest. Our set limit is 25% of total rates revenue.	
<b>Interest cover ratio - (LGFA Cov.)</b>	<b>7%</b>
Interest paid	\$2.95 m
Operating revenue	\$40.83 m
7% of operating revenue is paid in interest. Our set limit is 20% of operating revenue.	
<b>Available financial accommodation to external indebtedness - (LGFA Cov.)</b>	<b>107%</b>
Net debt	\$59.00 m
Undrawn committed facilities	\$4.00 m
Committed bank facility to enable us to borrow atleast 10% of our current external debt immediately, currently we can borrow 7% more than our current debt.	

## Statement of Income and Expenditure

Percentage of year completed: 91.67%	End of the year			Year to date				% Actual to Annual Plan I = E/B	% Variance to total Annual Plan J = G/Tot B	Notes to accounts
	Projection A	Annual Plan B	Variance C = B - A	Actual E	Budget F	Variance in \$ G = F - E	Variance in % H = G/F			
<b>Income</b>										
Rates revenue										
General rates	8,242,421	8,223,698	(18,723)	7,558,986	7,538,390	(20,596)	(0.27%)	91.92%	0.04%	
Targeted rates	23,384,823	23,338,441	(46,382)	21,444,592	21,393,570	(51,022)	(0.24%)	91.89%	0.11%	
<b>Total</b>	<b>31,627,244</b>	<b>31,562,139</b>	<b>65,105</b>	<b>29,003,578</b>	<b>28,931,960</b>	<b>71,618</b>	<b>(0.25%)</b>	<b>91.89%</b>	<b>(0.15%)</b>	
Treasury										
External interest received	96,000	150,000	54,000	93,164	137,500	44,336	32.24%	62.11%	(0.09%)	1
Rates penalties	614,000	600,000	(14,000)	563,154	375,000	(188,154)	(50.17%)	93.86%	0.40%	2
<b>Total</b>	<b>710,000</b>	<b>750,000</b>	<b>(40,000)</b>	<b>656,319</b>	<b>512,500</b>	<b>143,819</b>	<b>(28.06%)</b>	<b>87.51%</b>	<b>(0.31%)</b>	
Significant activity revenue										
Community Facilities & Services	875,680	888,876	13,196	779,866	816,625	36,759	4.50%	87.74%	(0.08%)	
Community Support	98,287	39,500	(58,787)	97,419	39,087	(58,332)	(149.24%)	246.63%	0.12%	3
Planning & Regulatory Services	2,129,358	2,401,470	272,112	1,995,565	2,244,549	248,984	11.09%	83.10%	(0.53%)	4
Property	2,024,116	2,192,889	168,773	1,883,224	2,008,397	125,173	6.23%	85.88%	(0.27%)	5
Representation & Community	98,626	0	(98,626)	74,041	0	(74,041)	100.00%	100.00%	0.16%	6
Road Transport	1,817,000	1,667,000	(150,000)	1,406,931	1,537,408	130,477	8.49%	84.40%	(0.28%)	7
Solid Waste Management	2,007,000	1,741,206	(265,794)	1,798,251	1,596,100	(202,151)	(12.67%)	103.28%	0.43%	
Stormwater	0	0	0	0	0	0	100.00%	100.00%	0.00%	
Treasury	6,430	6,000	(430)	6,430	6,000	(430)	(7.17%)	107.17%	0.00%	
Wastewater Management	797,635	792,687	(4,948)	689,858	643,312	(46,546)	(7.24%)	87.03%	0.10%	
Water Supply	1,255,475	1,138,277	(117,198)	1,019,720	942,641	(77,079)	(8.18%)	89.58%	0.16%	8
<b>Total</b>	<b>11,109,607</b>	<b>10,867,905</b>	<b>241,702</b>	<b>9,751,306</b>	<b>9,834,119</b>	<b>(82,813)</b>	<b>0.84%</b>	<b>89.73%</b>	<b>0.18%</b>	
Capital subsidies										
Capital subsidies and grants	2,073,000	3,968,241	1,895,241	1,420,832	1,670,815	249,983	14.96%	35.81%	(0.53%)	9
<b>Total</b>	<b>2,073,000</b>	<b>3,968,241</b>	<b>(1,895,241)</b>	<b>1,420,832</b>	<b>1,670,815</b>	<b>(249,983)</b>	<b>14.96%</b>	<b>35.81%</b>	<b>0.53%</b>	
<b>Total operating income</b>	<b>45,519,851</b>	<b>47,148,285</b>	<b>(1,628,434)</b>	<b>40,832,034</b>	<b>40,949,394</b>	<b>(117,360)</b>	<b>0.29%</b>	<b>86.60%</b>	<b>0.25%</b>	

### Notes

- Funds received are at lower interest rates than anticipated at budget.
- This includes the penalties for late payment 15 March 2016.
- Revenue is higher than anticipated, due to success in obtaining 3<sup>rd</sup> party funding for programmes.
- Revenue will be below budget due to less income in the parking activity
- Revenue is below budget due to lack of uptake of Commercial lease opportunities at Levin Depot.
- Funding has been received for Levin Town Strategy which is being offset by the expenditure.
- Revenue is higher than anticipated. *(This month it is below budget)*
- Water billing / two large user connect charges
- Capital Subsidises:

Forecast	Annual Plan	Actual YTD	Budget YTD	Variance YTD
Libraries	2,270,241	375,000	0	(375,000) – Other funding is expected in 2016/17 for with the construction of Te
Awahou.				
Roading	<u>1,698,000</u>	<u>1,698,000</u>	<u>1,045,832</u>	<u>1,670,815</u>
	2,073,000	3,968,241	1,420,832	1,670,815
				<u>624,983</u>
				249,893

## Statement of Income and Expenditure (continued...)



Percentage of year completed: 91.67%	End of the year			Year to date				% Actual to Annual Plan I = E/B	% Variance to total Annual Plan J = G/Tot B	Notes to accounts
	Projection A	Annual Plan B	Variance C = B - A	Actual E	Budget F	Variance in \$ G = F - E	Variance in % H = G/F			
<b>Expenditure</b>										
Significant activity expenditure										
Community Facilities & Services	8,691,009	9,190,782	499,773	7,860,753	8,305,991	445,238	5.36%	88.36%	0.98%	10
Community Support	1,761,526	1,844,331	82,805	1,494,632	1,633,769	139,137	8.52%	81.04%	0.31%	11
Planning & Regulatory Services	3,324,738	3,829,668	504,930	3,037,822	3,516,286	478,464	13.61%	79.32%	1.05%	12
Property	1,782,719	2,001,981	219,262	1,579,752	1,882,188	302,436	16.07%	78.91%	0.66%	13
Representation & Community	3,066,667	2,804,429	(262,238)	2,706,424	2,548,261	(158,163)	(6.21%)	96.51%	(0.35%)	14
Road Transport	4,074,755	3,499,830	(574,925)	3,619,055	3,230,606	(388,449)	(12.02%)	103.41%	(0.85%)	15
Solid Waste Management	1,842,767	1,586,782	(255,985)	1,418,496	1,455,280	36,784	2.53%	89.39%	0.08%	
Stormwater	400,659	545,164	144,505	390,546	503,673	113,127	22.46%	71.64%	0.25%	16
Treasury	582,843	204,276	(378,567)	418,856	198,090	(220,766)	(111.45%)	205.04%	(0.48%)	17
Wastewater Management	2,752,539	3,052,852	300,313	2,332,925	2,815,184	482,259	17.13%	76.42%	1.06%	18
Water Supply	2,882,466	2,894,405	11,939	2,629,331	2,665,313	35,982	1.35%	90.84%	0.08%	
<b>Total</b>	<b>31,162,688</b>	<b>31,454,500</b>	<b>291,812</b>	<b>27,488,594</b>	<b>28,754,642</b>	<b>1,266,048</b>	<b>4.40%</b>	<b>88.22%</b>	<b>2.78%</b>	
Other expenses										
Allocated portion of depreciation	(394,413)	(394,436)	(23)	(357,566)	(361,568)	(4,002)	1.11%	90.65%	(0.01%)	
Depreciation and amortisation	11,618,741	11,618,746	5	10,646,570	10,650,515	3,945	0.04%	91.63%	0.01%	
External interest	2,995,973	3,191,827	195,854	2,949,362	3,111,797	162,435	5.22%	92.40%	0.36%	
<b>Total</b>	<b>14,220,301</b>	<b>14,416,137</b>	<b>195,836</b>	<b>13,238,366</b>	<b>13,400,744</b>	<b>162,378</b>	<b>1.21%</b>	<b>91.83%</b>	<b>0.36%</b>	
<b>Total operating expenditure</b>	<b>45,382,989</b>	<b>45,870,637</b>	<b>487,648</b>	<b>40,726,960</b>	<b>42,155,386</b>	<b>1,428,426</b>	<b>3.39%</b>	<b>89.36%</b>	<b>3.13%</b>	

### Notes

10. Community Facilities & Services is under budget with the new contractors. As a result of savings from the new contracts direct expenditure on this activity is forecasted to be \$250k below budget by 30 June 2016
11. Community Support is under budget due to careful management of spend and timing of allocation of Community Grants and Funding.
12. Planning and Regulatory Services is under budget due to staff vacancies. This is also reflected in lower levels of income.
13. Property is under budget due to careful management in costs. It is also a reflection of the new Parks and Property Maintenance Contracts.
14. Expenditure is higher than anticipated due to unforeseen legal costs.
15. Road Transport is forecast to finish on NZTA approved budget. YTD budget did not include emergency works.
16. Storm water maintenance has been lower than anticipated.
17. Treasury is above budget with higher rates remissions than anticipated. This is forecasted to continue to 30 June 2016.
18. Lower maintenance and utility costs than anticipated year to date.

## Statement of Income and Expenditure (continued...)

Percentage of year completed: 91.67%	End of the year			Year to date				% Actual to Annual Plan I = E/B	% Variance to total Annual Plan J = G/Tot B	Notes to accounts
	Projection A	Annual Plan B	Variance C = B - A	Actual E	Budget F	Variance in \$ G = F - E	Variance in % H = G/F			
<b>Non-operational costs</b>										
Non operating income										
Development Contribution	103,757	0	(103,757)	103,756	0	(103,756)	100.00%	100.00%	100.00%	
Internal interest income	2,999,385	3,600,046	600,661	2,696,511	3,300,042	603,531	18.29%	74.90%	100.00%	
Revaluation gains	218,037	321,664	(103,627)	142,887	0	(142,887)	100.00%	44.42%	100.00%	
Vested Assets	93,893	0	(93,893)	88,726	0	(88,726)	100.00%	100.00%	100.00%	
<b>Total</b>	<b>3,415,072</b>	<b>3,921,710</b>	<b>(506,638)</b>	<b>3,031,881</b>	<b>3,300,042</b>	<b>(268,161)</b>	<b>8.13%</b>	<b>77.31%</b>	<b>100.00%</b>	
Non operating expenditure										
Allocated portion of internal interest	(76,000)	(92,680)	(16,680)	(68,487)	(84,957)	(16,470)	19.39%	73.90%	100.00%	
Internal interest expense	2,999,385	3,600,046	600,661	2,696,511	3,300,042	603,531	18.29%	74.90%	100.00%	
Landfill provision	95,400	95,400	0	0	0	0	100.00%	0.00%	100.00%	
Loss on sale	95,731	0	(95,731)	95,731	0	(95,731)	100.00%	100.00%	100.00%	
Swap valuation loss	888,590	0	(888,590)	0	0	0	100.00%	100.00%	100.00%	
<b>Total</b>	<b>4,003,106</b>	<b>3,602,766</b>	<b>(400,340)</b>	<b>2,723,755</b>	<b>3,215,085</b>	<b>491,330</b>	<b>15.28%</b>	<b>75.60%</b>	<b>100.00%</b>	
<b>Net non-operational costs</b>	<b>588,034</b>	<b>318,944</b>	<b>(906,978)</b>	<b>308,126</b>	<b>84,957</b>	<b>223,169</b>	<b>(262.68%)</b>	<b>96.61%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>(451,172)</b>	<b>1,596,592</b>	<b>2,047,764</b>	<b>413,200</b>	<b>(1,121,035)</b>	<b>1,534,235</b>	<b>(136.86%)</b>	<b>21.84%</b>		

-  For income when percentage actual to annual plan is 10% less than percentage of year completed.  
 For expenditure when percentage actual to annual plan is 10% more than percentage of year completed.
-  For income when percentage actual to annual plan is 20% more than percentage of year completed.  
 For expenditure when percentage actual to annual plan is 10% less than percentage of year completed.

## Statement of Financial Position as at 31 May 2016

	Last year Actual \$000	YTD Actual \$000	Full year Budget \$000	Notes
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents	7,856	4,473	6,358	
Debtors and other receivables	5,381	7,071	6,481	19/21
Other financial assets	470	0	10	
Assets held for sale	475	475	393	
<b>Total current assets</b>	<b>14,182</b>	<b>12,018</b>	<b>13,242</b>	
<b>Non-current assets</b>				
Operational assets	42,492	42,215	45,097	
Infrastructural assets	386,465	388,540	402,881	
Restricted assets	39,293	38,419	41,054	
Intangible assets	1,680	1,671	1,672	
Forestry assets	911	911	680	
Commercial property	5,706	5,706	3,946	
Investments in other entities	987	1,088	2,042	
Other financial asset	803	803	116	
<b>Total non-current assets</b>	<b>478,337</b>	<b>479,352</b>	<b>497,488</b>	
<b>Total assets</b>	<b>492,519</b>	<b>491,370</b>	<b>510,730</b>	
<b>Liabilities</b>				
<b>Current liabilities</b>				
Creditors and other payables	8,070	7,067	8,439	
Provisions	997	997	1,003	
Employee entitlements	1,004	500	585	
Borrowings	2,000	15,000	0	
<b>Total current liabilities</b>	<b>12,071</b>	<b>23,565</b>	<b>10,027</b>	
<b>Non-current liabilities</b>				
Provisions	2,068	2,068	2,991	
Employee entitlements	178	178	224	
Borrowings	58,000	49,000	76,000	
Other	1,634	778	0	22
<b>Total non-current liabilities</b>	<b>61,880</b>	<b>52,024</b>	<b>79,215</b>	
<b>Total liabilities</b>	<b>73,951</b>	<b>75,589</b>	<b>89,242</b>	
<b>Net assets</b>	<b>418,568</b>	<b>415,781</b>	<b>421,488</b>	
<b>Equity</b>				
Retained earnings	264,909	254,518	267,350	
Revaluation reserves	147,449	147,447	147,447	
Other reserves	6,210	13,815	6,690	
<b>Total equity</b>	<b>418,568</b>	<b>415,781</b>	<b>421,488</b>	

### Notes

19. A breakdown of Current Sundry Debtors is shown on the Statement of Current Debtors.

21. Debtors and other receivables:

Sundry Debtors	\$576K
Rates	\$5,587 - this includes rates not due until 15 June 2016.
Water Billing	\$694K
Infringements & Other	\$215K
	\$7,071K

22. Non-current liabilities – Other is LGFA Amortisation Reserve and Development Contributions held



## Statement of Capital Expenditure – Major Projects over \$50,000

Ref	Description		LTP 2015/16	Current Year			Annual Plan	Remaining Budget to spend by 30 Jun 16	Total Life Of Project Cost (incl multi year projects)	Comments
				Actual to 31/5/16	Budget 31/5/16	Variance	Confirmed Carryover to 16/17			
STW 27	Storm water - Development Planning North East Levin	Growth	150,000	56,005	7,500	(48,505)	0	93,995	56,005	Procurement of pumps and pipes currently underway. Budget will be spent before end of June 2016
WW 41	Waste water - Development Planning - North East Levin	Growth	260,980	18,707	260,980	242,273	0	242,273	18,707	Total cost is unknown at this stage. Project is in planning stage. Forecast spend to 30 June 16 is \$71,050
WW 44	Waste Water - Levin Tararua Industrial Development	Growth	125,000	25,556	0	(25,556)	100,000	(556)	25,556	
SW 17	Landfill Development	Growth	385,237	110,491	385,237	274,746	157,000	117,746	110,491	On track - project will span beyond June 2016.
PR 58	Tararua Industrial Development	Growth	0	250,395	0	(250,395)	0	(250,395)	250,395	Roe Street Subdivision. Budget of \$502K is in the 2016/2017 financial year.
WS 32	Water Supply -Levin Clarifier Installation	LOS	2,000,000	479,892	0	(479,892)	1,000,000	520,108	479,892	Clarifier has been ordered and is expected to arrive in Levin in Oct 2016. UV system has been ordered and is expected to arrive in Levin in Sept 2016. Contract to install the Clarifier, UV system, dosing system and associated buildings has been signed. Forecast spend to 30 June 16 is \$480,000.
WS 38	Water Supply - Telemetry - District Wide	LOS	95,000	48,488	95,000	46,512	0	46,512	48,488	This is one part of a four year project to install Telemetry around the district. The Telemetry project is funded from multiple budgets as we are installing Telemetry at pump stations and treatment plants for water, wastewater, stormwater and at the Landfill. The estimated final cost of the project across all areas for the full four years is \$1.5 million.
STW 14	Storm Water -Telemetry	LOS	81,000	82,360	81,000	(1,360)	0	(1,360)	82,360	See WS38
STW 15	Storm Water -Levin Queen Street	LOS	250,000	24,517	0	(24,517)	200,000	25,483	24,517	Assessment completed by Archaeologist was reviewed by Heritage NZ and had some gaps to be filled. A new archaeologist is looking at the work done to date and will provide a price to complete the works.
STW 16	Storm Water -Stormwater Stategy	LOS	80,000	79,385	80,000	615	0	615	79,385	Completed with Council briefing 16 March 2016.
STW 19	Storm Water -Foxton Beach Catchment Management Plan	LOS	83,000	28,880	83,000	54,120	0	54,120	28,880	This work is underway. External contractor is required to survey and capture the missing infrastructure data which is expected to take place in 2016/17.
WW 11	Foxton Wastewater Treatment Plant - Strategic Upgrade	LOS	2,326,000	717,865	2,326,000	1,608,135	1,500,000	108,135	937,697	The resource consent for this project has been lodged with HRC and currently with the Environment Court through a direct referral process.

## Statement of Capital Expenditure – Major Projects (continued...)

Ref	Description	LOS	LTP 2015/16	Current Year			Annual Plan Confirmed Carryover to 16/17	Remaining Budget to spend by 30 Jun 16	Project Cost (incl multi year projects)	Comments
				Actual to 31/5/16	Budget 31/5/16	Variance				
WW 27	Waste Water - Telemetry System	LOS	95,000	138,651	95,000	(43,651)	0	(43,651)	138,651	See WS38.
WW 37	Levin Wastewater Treatment Plant - Strategic Upgrade	LOS	610,000	372,970	0	(372,970)	0	237,030	372,970	Contract for sludge press procured and pond lining and associated pump station and pieworks is underway
WW 45	Waste Water - Shannon Disposal System	LOS	3,065,921	2,153,353	3,065,921	912,568	0	912,568	2,701,587	The upgrade at this site consists of three stages of work with a total estimated final cost of \$3 million. This consists of the construction of the irrigation project (excluding preconstruction costs, for example consenting, purchasing of farm, preliminary designs etc.), construction of a new waveband and desludging the pond. With the exception of minor matters the works are complete.
RD 14	New Footpath	LOS	100,000	174	100,000	99,826	0	99,826	174	100% committed.
RD 16	Foxton Townscape Main Street Upgrade	LOS	750,000	106,351	687,500	581,149	640,000	3,649	106,351	Initial design has been undertaken. Due to go to Tender shortly.
RD 18	Waitarere Beach Kent Gloucester Upgrade	LOS	260,000	62,702	238,334	175,632	0	197,298	62,702	Underway and expected to be completed by June 16
SW 18	Leachate pre treatment	LOS	129,000	14,748	129,000	114,252	60,000	54,252	14,748	Project to proceed 2016/2017 with budget of \$60K.
SW 19	Levin Landfill Energy Recovery / Flare	LOS	200,000	35,846	0	(35,846)	150,000	14,154	35,846	
PR 11	Thompson House Interior refurbishment, including kitchen (with renewal contribution from Thompson House)	LOS	80,000	0	80,000	80,000	80,000	0	0	Design and construction drawings completed. Tender process completed and contract awarded. This project will commence next financial year so funds will be carried forward as part of Annual Plan 2016/2017
PR 12	Thompson House Exterior Fire Escape, egress improvements and disability access including toilet provision	LOS	80,000	20,710	80,000	59,291	40,000	19,291	20,710	Design and construction drawings completed. Tender process completed and contract awarded. This physical works of this project will commence next financial year so funds not spent will be carried forward as part of Annual Plan 2016/2017
PR 17	Upgrade ablutions block Donnelly Park	LOS	60,000	84,303	60,000	(24,303)	0	(24,303)	84,303	Works commenced in February and was completed in May 2016. This project went over budget due to the scope of the work required and budget available.
PR 19	Shannon Memorial Hall - accesbile facility's upgrade (toilet block and entrance)	LOS	50,000	0	50,000	50,000	50,000	0	0	This project has not commenced and is on hold until the completion of the Property Strategy and wider vision for the Shannon Memorial Hall. The funds available are not sufficient for the work described and will need to be factored into the next Long Term Plan. Funds will be carred forward as part of the Annual Plan 2016/2017

## Statement of Capital Expenditure – Major Projects (continued...)

Ref	Description	LTP 2015/16	Current Year			Annual Plan Confirmed Carryover to 16/17	Remaining Budget to spend by 30 Jun 16	Project Cost (incl multi year projects)	Comments	
			Actual to 31/5/16	Budget 31/5/16	Variance					
PR 41	Public Toilets-Upgrade, Reroof, renew flooring, change doors	LOS	54,530	0	54,530	54,530	0	54,530	0	A New toilet block at Waitare Domain is currently been constructed. It is envisaged that this work will be completed in June and will be achieved close to budget. This work has come about as a result of robust discussion with the Waitare Progressive Association.
BEAUT 1	Flag Trax	LOS	54,270	41,950	54,270	12,320	0	12,320	41,950	Flagtrax systems have successfully been installed in Levin and Foxton and are currently being utilised by a community organisation. Shannon has temporarily been put on hold until the future of the columns has been decided as installing hardware on the current columns will question the integrity of the pole, this has been communicated with the Shannon Progressive Association.
CA 12	General Network Modelling	LOS	100,000	96,948	100,000	3,052	50,000	(46,948)	96,948	
CA 16	Purchase of Urban Aerial Imagery	LOS	60,000	50,150	60,000	9,850	0	9,850	50,150	Complete.
	Levin disable facilities upgrade, hydrotherapy pool	LOS	0	112,778	0	(112,778)	0	(112,778)	112,778	Brought forward from 2016/17. Work commenced 9 May 2016 and will work across two financial years. Project is on track to be achieved within budget.
WS 11	Levin Reticulation- RENEWAL	Renewal	1,061,000	764,862	849,860	84,998	0	296,138	764,862	This is on track and budget will be spent
WS 15	Shannon - Mangaore Reticulation- RENEWAL	Renewal	158,000	151,616	158,000	6,384	0	6,384	151,616	This is on track.
WS 19	Foxton Beach Edingburg Terrace Bore- RENEWAL	Renewal	150,000	174	150,000	149,826	150,000	(174)	174	
WS 28	Levin Treatment Plant - Renewals	Renewal	50,000	205,888	0	(205,888)	0	(155,888)	205,888	Overspent due to renewal of the water take consent
WS 39	Reactive renewals - District Wide	Renewal	150,000	148,810	0	(148,810)	0	1,190	148,810	On track and 100% committed.
WS 45	Shannon Reservoir structural work	Renewal	100,000	4,000	100,000	96,000	50,000	46,000	4,000	On track.
STW 12	District Wide Reticulation - Unplanned Renewals	Renewal	50,000	61,447	0	(61,447)	0	(11,447)	61,447	On track and 100% committed.
STW 13	District Wide Pump Station - Planned Renewals	Renewal	79,350	10,667	79,350	68,683	0	68,683	10,667	Assessments underway.
WW 21	Tokomaru Wastewater Treatment Plant - Consent Renewal	Renewal	100,000	13,379	0	(13,379)	50,000	36,621	40,829	Part spend this year and to carry forward to 2016/17 \$50K. 80% of these works have been completed. The project will be finished by June 16.
WW 29	Foxton Reticulation - Renewals	Renewal	417,873	185,777	264,543	78,766	0	232,096	185,777	
WW 30	Levin Reticulation - Renewals	Renewal	1,758,767	1,061,952	1,223,283	161,331	0	696,815	1,061,952	The majority of these works have been completed. It is estimated that 100% of the budget will be spent by June 2016.

## Statement of Capital Expenditure – Major Projects (continued...)

Ref	Description		LTP 2015/16	Current Year			Annual Plan Confirmed Carryover to 16/17	Remaining Budget to spend by 30 Jun 16	Project Cost (incl multi year projects)	Comments
				Actual to 31/5/16	Budget 31/5/16	Variance				
WW 35	Districtwide - Reticulation Unplanned Renewals	Renewal	443,377	64,797	394,112	329,315	0	378,580	64,797	Covers a variety of maintenance renewals. We expect this budget to be spent by June 2016 as the upgrading Mako Mako wastewater pipe has commenced and additional renewals in Foxton.
WW 36	Levin Treatment Plant - Planned Renewals	Renewal	1,044,242	394,711	1,044,242	649,531	850,000	(200,469)	394,711	Negotiations are currently being undertaken for the renewal of the lease. This budget will be spend providing negotiations are successful.
WW 38	Levin Treatment Plant - Unplanned Renewals	Renewal	88,478	37,151	0	(37,151)	0	51,327	37,151	On track.
WW 50	Tokomaru WWTP Desludging	Renewal	100,000	275,699	100,000	(175,699)	0	(175,699)	275,699	This cost year to date also cover WW51 as these projects are running in tandem. To be completed by 30 June 2016
WW 51	Tokomaru WWTP Oxidation Pond Relining	Renewal	61,500	8,502	0	(8,502)	0	52,998	8,502	See above
RD 13	Footpath Renewal	Renewal	400,000	297,371	350,000	52,629	0	102,629	297,371	On track.
SW 15	Solid Waste - Cap Shape Correction	Renewal	68,580	174	0	(174)	0	68,406	174	Project is set to start June 16 and continue into 2016/17. Expect this will go over budget.
PR 13	Thompson House Exterior renew & Paint	Renewal	54,530	0	54,530	54,530	54,350	180	0	Design and construction drawings completed. Tender process completed and contract awarded. This physical works of this project will commence next financial year so funds not spent will be carried forward as part of Annual Plan 2016/2017
PRES 13	Waitarere Dune management Dune management - flatten recountour	Renewal	102,900	0	2,645	2,645	102,900	0	0	Designation has been accomplished for new Surf life saving club, however unlikely physical work will commence on the project this financial year - funding to be deferred to next year.
PRES 44	Levin Domain Pathways resurface	Renewal	298,780	0	0	0	298,780	0	49,570	Project deferred into 2016-2017
PRES 62	Reserves - Foxton Beach	Renewal	100,000	0	0	0	70,000	30,000	0	Foxton Community Board have been consulted. 30k to be used this financial year to facilitate planning process, 70 k for financial works to be moved into Yr 2 of the LTP
CA 19A	IT Disaster Recovery brought forward from 2013/14	Renewal	130,000	0	130,000	130,000	0	130,000	0	Cloud solution identified and implementation plan underway as planned during May. Invoice expected June 16.
CA 25	Rural Aerial Updates	Renewal	50,000	10,018	50,000	39,982	25,000	14,982	10,018	Aerials partially flown and milestone payment has been made to reflect this. Balance carried to 2016/17.
CS 11	Te Awahou Community Centre	Grth/LOS	2,683,500	715,317	1,279,135	563,818	2,133,968	(165,786)	715,317	Progressing – Construction work anticipated to commence July 2016 and continue into 16/17 with budget of \$2,193K.
WS 46	Levin Bore exploration, new reservoir, treatment plant upgrade	Grth/LOS	3,010,665	2,150,538	3,010,665	860,127	0	860,127	2,150,538	Estimated final cost of project is \$2.4 million. Project will be 100% complete. \$600,000 of the LTP budget will not be spent as good prices were received through the tender process and scope of original work reviewed and scaled down.
<b>Total</b>			<b>24,296,480</b>	<b>11,777,024</b>	<b>17,413,637</b>	<b>5,636,613</b>	<b>7,811,998</b>	<b>4,707,457</b>	<b>12,622,111</b>	

## Statement of Rates Debtors

Area	Total assessments	Assessments with arrears	Assessments 30/6/2015 with arrears	% with arrears	Total arrears	Year to date arrears	Instalment one arrears	Instalment two arrears	Instalment three arrears	Penalties arrears	Prior year arrears
					1,329	1,329	429	429	429	43	0
F - Foxton	1275	102	130	8%	208,717	120,503	20,083	29,379	43,346	27,695	88,213
FB - Foxton Beach	1574	71	100	5%	99,168	78,446	14,731	20,512	32,863	10,340	20,722
HB - Hokio Beach	199	35	37	18%	734,782	142,058	6,809	6,811	7,224	121,214	592,725
L - Levin	7350	336	370	5%	554,200	409,831	75,782	103,878	161,741	68,446	144,369
MK - Manakau	86	1	2	1%	822	822	0	374	374	75	0
NR - Non Rateable	127	3	1	2%	3,061	1,837	431	431	431	545	1,224
OH - Ohau	150	7	10	5%	7,027	6,140	757	2,043	2,942	398	886
R - Rural	2576	92	84	4%	452,321	128,138	15,937	18,041	21,396	72,713	324,183
RL - Rural Lifestyle	2441	124	170	5%	195,973	118,400	20,140	28,106	42,039	26,834	77,573
S - Shannon	674	83	86	12%	166,294	95,426	18,655	23,183	32,175	21,414	70,867
TK - Tokomaru	164	5	6	3%	5,299	5,299	588	1,920	2,429	361	0
WB - Waitarere	943	33	33	3%	38,057	26,709	5,482	6,608	12,087	2,532	11,348
WK - Waikawa	231	5	3	2%	2,820	2,820	318	810	1,427	265	0
<b>Total at 31 May 2016</b>	<b>17,790</b>	<b>897</b>	<b>1,032</b>	<b>5%</b>	<b>2,468,552</b>	<b>1,136,441</b>	<b>180,139</b>	<b>242,523</b>	<b>360,904</b>	<b>352,874</b>	<b>1,332,111</b>
<b>Total at 31 May 2015</b>	<b>17,782</b>	<b>860</b>		<b>5%</b>	<b>2,889,839</b>	<b>1,456,652</b>	<b>303,593</b>	<b>303,593</b>	<b>503,048</b>	<b>346,418</b>	<b>1,433,187</b>

### In the year to 31 May 2016

- 2,040 Rate rebates processed for \$1,119,879.
- 1,384 Assessments received the rates invoice by email. There has been a significant increase with the recent promotion running in April 2016.
- 17,549 rate payments received for \$29,732,259.

## Statement of Sundry Debtors

Category	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days Outstanding	Notes
Aquatic Centre	2,071	715	593	288	475	
Building Consents	47,046	30,968	7,465	0	8,612	3
Building Fee - BWOF	325	0	65	130	130	
Cemeteries	15,040	9,333	5,525	150	32	
Dev Cont New Policy	70,943	0	3,771	0	67,172	1
Develop Cont Old Policy	68,692	0	5,836	0	62,856	1
Dogs	692	0	0	0	692	
Dogs - Debt Collection	22,044	6,048	0	0	15,996	
Dogs Arrange to pay	386	78	62	0	246	
Fines	8,408	0	0	0	8,408	
Fire Hazard	631	0	0	0	631	
General	50,273	34,919	12,566	0	2,787	6
Hire	5,660	1,576	0	0	4,083	
On Charges	80,634	9,949	1,393	338	68,954	4
Pension Housing	7,628	7,511	0	0	117	5
Rental Income Monthly	58,563	1,190	1,295	0	56,078	2
Resource Consent Fees	59,213	22,872	2,771	0	33,571	
Rubbish Bags	43,320	36,480	6,840	0	0	
Staff Account	2,032	1,258	629	144	0	
Waste Transfer Station	2,217	2,217	0	0	0	
Water & Trade Waste	29,046	2,702	17,066	0	9,279	
Water Septage - Septic Tank Disposal	1,342	1,022	320	0	0	
<b>Total at 31 May 2016</b>	<b>576,204</b>	<b>168,839</b>	<b>66,197</b>	<b>1,050</b>	<b>340,118</b>	<b>7</b>
Total at 31 May 2015	1,195,030	373,078	16,884	197,594	607,474	

## Notes and Comments

1. These Development Contribution debtors are being actively pursued. The batch of debt letters sent had a positive effect with several payments being made. Most of the Development Contributions – Old Policy are with the Debt Collection Agency, with the balance of them either being paid off or having an arrangement to pay when the sections sell.
2. The Rental Income category is comprised mainly of annual endowment leases, which are billed in October each year and have until September the following year to pay. The majority of these lessees pay regular monthly amounts, with a few making lump sum payments, for some leases this builds up a credit balance which is offset against the October invoicing.
3. Amongst the Building Consents category, there are some damage deposit bonds in here, as well as extensions of time for a number of the older aged consents.
4. In the On Charges category, the majority of the 90+ Days debtors have been provided for as Doubtful Debts.
5. Amongst the Resource Consent category, there are some land use bonds. The debtors in this category are being actively pursued, and some of the 90+ Days debtors have been provided for as Doubtful Debts.
6. In this category there are charges for grazing leases, new connections, car access way, HR charges and THT charges.
7. Out of the \$340K owing +90 Days, \$283k is provided for in the Doubtful Debts Provision. As at 31 May 2016 there are 525 sundry debtors that have a balance owing.

## Statement of Loans by Parcel

Loan parcels	Maturity	Interest	Opening balance	Raised	Repaid	Closing balance
<b>Due within a year</b>						
Stock FRN	16 May 16	3.9000%	2,000,000		2,000,000	0
Stock	16 Aug 16	6.2750%	2,000,000			2,000,000
Stock	15 Mar 17	5.0550%	3,000,000			3,000,000
Stock	23 May 17	4.3900%	4,000,000			4,000,000
BNA short Term	15 Jun 16	3.3900%	0	6,000,000		6,000,000
<b>Total due within a year</b>						<b>15,000,000</b>
<b>Due within 2 - 5 years</b>						
LGFA FRN	15 Dec 17	3.2563%	2,000,000			2,000,000
Stock	15 Nov 18	5.5950%	2,000,000			2,000,000
LGFA Bond	15 Mar 19	4.4500%	4,000,000			4,000,000
LGFA Bond	15 Mar 19	4.7064%	5,000,000			5,000,000
LGFA FRN	15 Mar 19	3.1463%	3,000,000			3,000,000
<b>Total due within 2 - 5 years</b>						<b>16,000,000</b>
<b>Due after 5 years</b>						
LGFA FRN	17 May 21	3.4454%	4,000,000			4,000,000
LGFA Bond	15 May 21	4.5650%	5,000,000			5,000,000
LGFA Bond	15 May 21	5.9852%	5,000,000			5,000,000
LGFA Bond	15 May 21	5.8516%	5,000,000			5,000,000
LGFA Bond	15 Apr 23	5.1336%	4,000,000			4,000,000
LGFA FRN	18 May 22	3.0250%	3,000,000			3,000,000
LGFA FRN	19 May 25	3.0900%	7,000,000			7,000,000
<b>Total due after 5 years</b>						<b>33,000,000</b>
<b>Total</b>			<b>60,000,000</b>	<b>6,000,000</b>	<b>2,000,000</b>	<b>64,000,000</b>

## Statement of External Loans and Interest by Activity

Activity	Loans as at 30 Jun 2014	Loans as at 30 Jun 2015	Year to date Finance costs
<b>Water supply</b>			
Water Levin	2,550,000	3,300,000	152,076
Water Shannon	1,350,000	1,400,000	64,517
Water Foxton	900,000	900,000	41,475
Water Foxton beach	350,000	300,000	13,825
Water Tokomaru	100,000	400,000	18,434
<b>Total for water supply</b>	<b>5,250,000</b>	<b>6,300,000</b>	<b>290,328</b>
<b>Wastewater</b>			
Wastewater Levin	6,050,000	7,000,000	322,586
Wastewater Shannon	6,150,000	6,650,000	306,457
Wastewater Foxton	1,150,000	1,400,000	64,517
Wastewater Foxton Beach	350,000	300,000	13,825
Wastewater Tokomaru	0	50,000	2,304
Wastewater Waitare	0	50,000	2,304
<b>Total for wastewater</b>	<b>13,700,000</b>	<b>15,450,000</b>	<b>711,994</b>
<b>Stormwater</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>105,993</b>
<b>Waste management Landfill</b>	<b>4,500,000</b>	<b>4,550,000</b>	<b>209,681</b>
<b>Recreation and leisure</b>			
Libraries	6,900,000	7,900,000	364,062
Pools	2,850,000	2,700,000	124,426
Reserves	1,300,000	1,350,000	62,213
Sports grounds	1,500,000	1,450,000	66,821
<b>Total for recreation and leisure</b>	<b>12,550,000</b>	<b>13,400,000</b>	<b>617,523</b>
<b>Properties</b>			
Residential housing	5,000,000	5,000,000	230,419
Halls	250,000	250,000	11,521
Commercial properties	1,200,000	1,150,000	52,996
Toilets	300,000	300,000	13,825
General properties	800,000	750,000	34,563
Cemeteries	0	100,000	4,608
Council building	6,800,000	6,500,000	299,545
<b>Total for properties</b>	<b>14,350,000</b>	<b>14,050,000</b>	<b>647,477</b>
<b>Other activities</b>			
Information technology	1,500,000	1,500,000	69,126
District plan	2,600,000	2,450,000	112,905
<b>Total for other</b>	<b>4,100,000</b>	<b>3,950,000</b>	<b>182,031</b>
<b>To be allocated</b>	<b>0</b>	<b>4,000,000</b>	<b>184,335</b>
<b>Total</b>	<b>56,750,000</b>	<b>64,000,000</b>	<b>2,949,362</b>



## Statement of Internal Loans and Interest by Activity

Activity	Loans as at 30 Jun 2014	Loans as at 30 Jun 2015	Year to date Finance costs
<b>Water supply</b>			
Water Levin	38,323	44,338	1,971
Water Shannon	41,366	47,234	2,100
Water Foxton	5,172	49,717	2,210
Water Foxton beach	4,237	40,130	1,784
Water Tokomaru	7,997	14,491	644
<b>Total for water supply</b>	<b>97,095</b>	<b>195,910</b>	<b>8,710</b>
<b>Wastewater</b>			
Wastewater Levin	26,056	14,425	641
Wastewater Shannon	5,628	7,066	314
Wastewater Foxton	97,038	31,782	1,413
Wastewater Foxton Beach	(1,729)	3,732	166
Wastewater Tokomaru	81,678	28,411	1,263
Wastewater Waitare	81,962	26,458	1,176
<b>Total for wastewater</b>	<b>290,633</b>	<b>111,874</b>	<b>4,974</b>
Stormwater	1,996	72,917	3,242
<b>Total for Stormwater</b>	<b>1,996</b>	<b>72,917</b>	<b>3,242</b>
Waste management Landfill	56,659	37,161	1,652
<b>Total for Waste management Landfill</b>	<b>56,659</b>	<b>37,161</b>	<b>1,652</b>
<b>Recreation and leisure</b>			
Libraries	277,057	25,929	1,153
Pools	(3,821)	10,561	470
Reserves	17,034	49,463	2,199
Sports grounds	48,853	42,503	1,890
Beautification	24,038	23,076	1,026
<b>Total for recreation and leisure</b>	<b>363,161</b>	<b>151,532</b>	<b>6,737</b>
<b>Properties</b>			
Residential housing	10,207	35,866	1,595
Halls	34,405	29,101	1,294
Commercial properties	22,987	24,068	1,070
Toilets	18,546	9,187	408
General properties	4,824	49,906	2,219
Cemeteries	121,930	17,294	769
Council building	25,856	14,478	644
<b>Total for properties</b>	<b>238,755</b>	<b>179,900</b>	<b>7,998</b>
<b>Other activities</b>			
Information technology	109,024	44,663	1,986
District plan	451	23,452	1,043
<b>Total for other</b>	<b>109,475</b>	<b>68,115</b>	<b>3,028</b>
<b>Total</b>	<b>1,157,774</b>	<b>817,409</b>	<b>36,341</b>



# Monitoring Report to 6 July 2016

File No.: 16/347

## 1. Purpose

To present to Council the updated monitoring report covering requested actions from previous meetings of Council.

## 2. Recommendation

- 2.1 That Report 16/347 Monitoring Report to 6 July 2016 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

## Attachments



No.	Title	Page
A	Horowhenua District Council Monitoring Report from 2012	44

### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## Signatories

Author(s)	David Clapperton Chief Executive	
Approved by	David Clapperton Chief Executive	

**MONITORING REPORT**  
**HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 July 2012	Report 12/347	North Eastern Quadrant Stormwater	<i>THAT the stormwater review is progressed in 2012 – 2014.</i>	P Gaydon	April 2015	Progressing and on track	This is a multi-year project through to the next LTP. Draft Scope and pricing has been developed and presented to council in a workshop on 16 March 2016  The project expected completion date is May 2017
4 May 2016	16/221	North East Levin Stormwater Improvement Project	<i>THAT officers proceed with the implementation of the development project to mitigate flooding in the North East Levin area whilst taking into account the need for enabling residential growth as defined in the district plan.</i>				Key stakeholders and affected residents updated on project progress May 2016.
2 July 2014	14/585	District Plan: Plan Change Timing	<i>THAT the preparation and processing by officers of the following plan changes to the District Plan be postponed from the 2014/15 financial year and</i>	D McCorkindale	July 2015		Officers are working with Heritage experts to assess the nominated non-residential buildings, structures and sites and identify those that will

**MONITORING REPORT**  
**HOROWHENUA DISTRICT COUNCIL**

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>be undertaken within 2015/16 financial year:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sites of Cultural Significance</li> <li><input type="checkbox"/> Historic Heritage</li> <li><input type="checkbox"/> Dunefields Assessment</li> <li><input type="checkbox"/> Coastal Hazards.</li> </ul>				form part of a formal plan change to the District plan. Plan Change anticipated to be notified early in 2016/17 which will propose to include additional buildings, structures and sites to the District Plan Heritage Schedule. Research is continuing on the Sites of Cultural Significance. A Dunefields Assessment has been undertaken. Consideration is being given to the most appropriate District Plan response to the assessment findings.
3 Dec 2014	14/890	Extension of N5 Part B Water and Wastewater Services Contract	<i>THAT the Horowhenua District Council accepts the proposal from Downer to extend the current contract for another 24 months;</i>  <i>- During this period (24</i>	P Gaydon	1 July 2015		Downer have accepted to extend the contract for another 24 months  Discussions with Downer continuing.

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>months) review the existing work schedule and</i></p> <ul style="list-style-type: none"> <li>- <i>Develop a new contract arrangement with a duration of 8 years with a 4 year plus a 2 x 2 year extension</i></li> </ul> <p><i>THAT the Horowhenua District Council works jointly with Downer to develop a new contract arrangement, to go to Council for approval by 1 January 2017, and if acceptable to Council the new contract will commence 1 July 2017.</i></p>				<p>Looking at differing options e.g.</p> <ul style="list-style-type: none"> <li>• Alliance</li> <li>• Performance based contract.</li> <li>• Bring in-house</li> <li>• Other contractors</li> </ul>
4 Nov 2015	15/.648	Finance, Audit & Risk Subcommittee	<i>THAT the Finance, Audit and Risk Subcommittee charter be reviewed after the 2016 triennial election.</i>	D Clapperton	November 2016		This will be completed post the election.
1 June 2016	16/284	Elected Member Remuneration	<i>THAT Council submits to the Remuneration Authority that the allocation of the</i>	D Clapperton			

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>2016/2017 remuneration pool be as tabulated within this report</i>				
	16/293	Local Government Excellence Programme	<i>THAT Council supports the Horowhenua District Council registering interest to become a Foundation Council for the Local Government Excellence Programme.</i>	D Clapperton	July 2016		Registration of Interest has been submitted. Council will find out in July if they have been successful.
	16/274	Adoption of Annual Plan 2016/2017	<i>THAT the Horowhenua District Council adopts the attached 2016/2017 Annual Plan including the policies contained therein, in accordance with Section 95 of the Local Government Act.  THAT the Chief Executive be delegated with the authority to make editorial changes that may arise as part of the publication process of the Annual Plan 2016/2017.</i>	D McCorkindale			Annual Plan 2016/2017 has been adopted and is in the process of being printed. The published hard copies of the Annual Plan will be distributed during July 2016.





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# Chief Executive's Report to 6 July 2016

File No.: 16/302

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## 1. Purpose

For the Chief Executive to update Councillors, or seek endorsement on, a number of matters being dealt with.

## 2. Recommendation

- 2.1 That Report 16/302 Chief Executive's Report to 6 July 2016 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council approves the delegations as contained in the attached Delegations Manual/Register.
- 2.4 That Cr Mason replaces Deputy Mayor Good on the Chief Executive's Performance Agreement Review Special Committee.

## 3. Chief Executive Updates

### 3.1 Delegations Register

**Attached** in Appendix A to this report is an updated copy of the Delegations Manual/Register. This document reflects existing delegations and has been updated to acknowledge organisational or statutory changes. This requires approval from Council.

### 3.2 Economic Development

Council has recently received the latest independent Horowhenua District Quarterly Economic Monitor from Infometrics for the 12 months to March 2016. Following is a copy of the report overview and table summary results.

*"Horowhenua's economy grew by 2.3% over the March 2016 year, according to Infometrics' provisional estimate of GDP. Most indicators of spending and investment are expanding, despite ongoing struggles in the dairy sector weighing on farmers' willingness to spend.*

*Investment in non-residential buildings in Horowhenua continues to show strong growth. The costs of these investments and the operating costs thereafter in Horowhenua are favourable compared to many neighbouring districts. When one also considers that improving roading infrastructure in the region will ensure that Horowhenua enjoys better logistical connections south to Wellington, it is easy to see why businesses are showing more willingness to invest in the district.*

*The population in Horowhenua has shown signs of growth recently, with net international migration continuing to rise. Healthy labour market conditions mean that job creation has been sufficient to absorb this increase in the workforce, as evident by a slight decline in the number of Jobseeker Support recipients and Horowhenua's unemployment rate over the past year.*

*With businesses investing and the labour market having improved, activity in Horowhenua's real estate market is also rising. The allure of affordable housing, at a time when interest rates are at a low level, has seen house sales in Horowhenua increase more than 50% over the past year. There is also evidence that homebuilding is rising. Retail spending on electronic cards in Horowhenua climbed 2.6% over the year to March, according to data from Marketview.*

But there remain some challenges for Horowhenua's primary sector, with dairy farmers staring down the barrel of a third consecutive season of losses. Fonterra's opening forecast for the 2016/17 season was only \$4.25/kgms, compared to Dairy NZ's breakeven estimate for farmers of \$5.25/kgms.

Source: Horowhenua District Quarterly Economic Monitor – March 2016, Infometrics Ltd.

Indicator	Horowhenua District	Manawatu-Wanganui Region	New Zealand
<i>Annual average % change</i>			
Gross domestic product	↑ 2.3%	↑ 1.6%	↑ 2.3%
Traffic flow	↑ 4.4%	↑ 4.9%	↑ 4.2%
Residential consents	↑ 38%	↑ 15%	↑ 11%
Non-residential consents	↑ 25%	↓ -43%	↑ 10%
House prices*	↑ 3.5%	↑ 5.8%	↑ 9.7%
House sales	↑ 53%	↑ 24%	↑ 19%
Guest nights	↑ 4.7%	↑ 5.8%	↑ 5.7%
Retail trade	↑ 2.6%	↑ 3.0%	↑ 2.8%
Car registrations	↓ -2.7%	↑ 3.6%	↑ 4.9%
Commercial vehicle registrations	↑ 1.4%	↑ 0.09%	↑ 4.2%
Jobseeker Support recipients	↓ -1.4%	↓ -0.8%	↓ -1.4%

### 3.3 Aquatics

The Levin Aquatics Centre is now closed for the improvement works project as part of the Long Term Plan. The closure is inclusive of the deep lane from Monday 4<sup>th</sup> July. The works are well underway and include a complete re-work of the ground floor area including renovating the toilets, showers and lockers, as well as upgrading the lobby, reception, shop and office area. The existing covered area on the north side will be upgraded to include a conservatory with large sliding doors leading to the outdoor space. There will be new tiered spectator seating, and the social and storage space will be extended. The tiles on the end walls of the main pool will be replaced.

The eagerly-awaited hydrotherapy spa pool will be installed, replacing the existing two spa pools, and will be suitable for both hydrotherapy and general use. Works are progressing well with a view to reopening on Saturday 3 September 2016.

As part of its extended season, Foxton Pool is currently experiencing some issues in relation to the internal pool environment, specifically condensation. These issues are being worked on by Council staff as best as possible.

Condensation has not deterred most swimmers, however, and Streamline Swim School is currently taking enrolments for the upcoming term of classes and Aquacise programmes have been well received by the local community. A number of swim and other water based clubs have also taken up the opportunity to utilise this asset.

### 3.4 Communication Update

#### LGNZ We Are Campaign

A 'We are Horowhenua' video has been finalised and was launched with the new website on 1 July. The video highlights the services HDC provides. It shows an average day family going about their day in our district and highlights all of the services they use.

#### Visitor Information

The Visitor Information Guide is currently being reviewed. This will be available at all I-sites throughout New Zealand and key attraction and accommodation providers in the

Horowhenua. This is an annual publication that goes out to all of the information centres throughout New Zealand to showcase the Horowhenua

A Winter Social Media Promotion is planned to find out what are people's favourite things to do in the Horowhenua District - where are the best places to eat, best hot chocolates. The aim for this campaign is to engage with people on social media, learn about all the things our community and visitors to our community love to do, and build pride in our region.

Attraction Provider famil is being organised for 16 August. Attraction, accommodation, and tourism providers will be invited on the famil which will be a tour of the Horowhenua showcasing all the attractions and things to do in our district and also go to some major attractions including the Rugby Museum, Palmerston north I-site, and Te Manawa. The aim of the famil is to network, upskill and raise awareness of what we have in our district.

## **WEBSITE**

Horowhenua District Council is excited to launch its new website on 1 July 2016.

### Background

The last website upgrade was completed in 2012 so we were in need of a refresh. The main reason for the change was to make the website more user friendly. Along with a number of other problems, our current website was not responsive to users on tablets or mobile phones and the search function was almost nonexistent.

The way people access our information is rapidly changing. More people than ever before are viewing our website on tablets and phones and we need to ensure our website is easy to use on these mediums. People also generally search for information on a website or Google so our platform needs to be able to filter information and make it easily accessible to our community.

### Open Cities

In April of this year we signed a contract with Open Cities a CMS system from website company Seamless. This is an Australian based organisation who currently works with 90 Councils in Australia. Like us they are a very customer driven organisation and everything they do is for the customer.

In 2015-2016 they completed a survey with participation of 47 councils across Australia which conclusively demonstrated that most customer go to councils site for information or services related to twelve key topic areas (such as building, planning & development, waste, jobs and more). While this was an Australian based survey, the results from our Goggle analytics and customer enquires shows the same trend.

OpenCities follows a proven, customer-first design philosophy – which means the homepage is laid out to show things people most commonly need from Councils, and functions in a way that is simple for your customers to use, and therefore makes it easier for your customers to find the information and services they need

OpenCities is designed to work beautifully across all popular tablet and mobile devices. When a customer comes to your site from a mobile, OpenCities detects your customer's location and personalises the site to make it more relevant to them. The homepage top tasks are tailored to what customers need most whilst on the go. The listing order for parks, facilities, event and works directories are re-ordered to show those closest to the customer's location. And when the customer has found where they need to go, transit times and directions are conveniently presented to them as well.

We were delighted to have them on board and use this platform for an exceptional digital service delivery channel for our community.

The other highlight about this system is it is constantly updated. Each year we pay a subscription which gives us access to all the latest research and development the company works on which ensures our website is upgraded on a regular basis and we never go out of

date. Before we know it our customers will be accessing the website from their watches and glasses and we need to make sure they can access this.

#### Our new site

Since signing up in April we have been busy. We have reviewed our current website content, modified this, and migrated it to the new system. This short turnaround is only made possible because of the user friendly nature of the system.

Some features of our new system I would like to highlight include:

**Local Directory-** The local directory will be our community's one-stop shop for finding local businesses, community organisations, sports clubs and more. Even with thousands of listings, it's easy to navigate the directory thanks to a powerful search and multiple levels of filtering and categorisation. Listings can be published by council or managed directly by owners. From 1 July we are running a promotion to encourage people to register their business or group on the directory.

**My Neighbourhood-** By entering their address (or clicking the 'find my location' button) our customers can discover a more personal view of their local area with their nearest events, parks, facilities, works, major projects, community clubs, and more. Aside from place-based information, 'My neighbourhood' can provide residents with their specific rubbish dates, location based notices, and information about their elected members and ward. Not only does this help residents discover council information and services in a way that's far more relevant to them, it can also help Council drive higher engagement via the community consultations service, and demonstrate more transparency about where ratepayers money is being invested across the community.

**Subsite builder-** The OpenCities subsite builder allows us to setup our own simple subsites using a simple wizard approach. Each site can have its own web address and unique logo, colours, menu items, banners, backgrounds and content, making it a perfect solution for all of our library sites, aquatic centres, and specific event sites.

**Parks and Recreation Database –** A user friendly tool to help our community discover council's parks, gardens and recreational areas using can simply browse the directory, or if they are looking for something specific keywords, location, type of listing (such as sports grounds, trails, parks) and friendly, BBQ area, dog-friendly). Each listing has its own profile page detailing the features of the park, announces closures due to inclement weather), photo galleries and you can cross-link pages happening here, or sports clubs and community groups operating here.

### 3.5 Foxton River Loop Working Party Project Update

The Foxton River Loop Working Party was formed over 18 months ago and comprises of representatives from Horowhenua District Council, Horizons Regional Council, Save Our River Trust (SoRT), Foxton Community Board, Ngāti Whakare, Muaūpoko and Te iwi o Rangitāne o Manawatu. The main purpose of the Working Party is to look at options to open the upper reach of the Foxton River Loop and increase the flow of water to the Loop. The Working Party has identified, and is currently working towards, both short term and long term goals to help achieve its purpose.

The short term goal of the Working Party is to excavate a section of the existing river channel, with a view to remove enough weed and sediment to improve the flow of water to the Loop. The long term goal is to restore a healthy flow of water to the Foxton River Loop. Members of the Working Party are currently focusing on the following:

- Gathering written approval for the excavation of the existing river channel from relevant groups, organisations and individuals.
- Once written approvals have been gathered a resource consent application will be prepared (in relation to the short term goal). Council Officers will lead the process of

preparing this application. They are currently gathering the required information in conjunction with Officers from Horizons Regional Council and consultants.

- GHD (consultants) have been looking at options in relation to the long term goal. They are currently preparing a report on these options.

This is an exciting project with many potential, positive implications for Foxton (and the wider area) in terms of social wellbeing, economic development and environmental outcomes.

### 3.6 Chief Executive's Performance Agreement Review Special Committee

Due to the unavailability of the Deputy Mayor when the Special Committee meets, it is proposed that he be replaced by Cr Mason.

### 3.7 Long Term Plan Monitoring Report

The Monitoring Report prepared for those items raised by submitters during the 2015/2025 Long Term Plan submission process, in ensuing discussion or passed by way of resolution, is **attached**, with completed items having been removed.

## Attachments



No.	Title	Page
A	Updated Horowhenua District Council - Delegations Register - July 2016	54
B	Long Term Plan 2015-2025 - Monitoring Report - June 2016 Update	119

### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## Signatories

Author(s)	David Clapperton <b>Chief Executive</b>	
Approved by	David Clapperton <b>Chief Executive</b>	



## DELEGATIONS REGISTER

**This Delegation Register records all delegations from the Horowhenua District Council to Standing Committees, Subcommittees, Members and Staff. The delegations have been approved by Council resolution/s. Delegations, unless otherwise stated, are deemed to have been made under Clause 32, Schedule 7 of the Local Government Act 2002 (LGA).**

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## Part A

### INTRODUCTION

Part A of this Delegations Register contains introductory and background information for the reader. Of particular note are the principles and general terms and conditions that apply to all Horowhenua District Council delegations.

## 1.1 Purpose

This document is the Delegations Register for the Horowhenua District Council ('the Delegations Register').

The purpose of the Delegation Register is to set out the Horowhenua District Council's ('the Council') policies, procedures and delegations relating to decision making when giving effect to its statutory duties, responsibilities and powers.

## 1.2 Background

### 1.2.1 Definition of Delegation

Delegation is the conveying of a duty or power to act to another person, including the authority that the person making the decision would themselves have had in carrying out that duty or exercising that power.

For the purposes of administrative efficiency and expediency in the conducting of its day-to-day business, the Council delegates certain statutory duties, responsibilities and powers to its standing committees, subcommittees, members or staff. Likewise the Chief Executive delegates certain duties and responsibilities to a subordinate level. These delegations are a necessary operational requirement to achieve best use of the abilities of elected representatives and officers and to promote effective and expeditious decision-making. Delegations seek to avoid administrative delays and inefficiencies that might otherwise occur if all matters had to be referred to Council or Chief Executive every time a decision needed to be made.

### 1.2.2 The Legal Basis

Council's authority to delegate to its standing committees, subcommittees, members or staff is principally derived from Schedule 7, Clause 32 of the Local Government Act 2002 (LGA).

Schedule 7 Clause 32 of the LGA states that:

*"Unless expressly provided otherwise in this Act, or in any other Act, for the purposes of efficiency and effectiveness in the conduct of the local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except*

- (a) *The power to make a rate; or*
- (b) *The power to make a bylaw; or*
- (c) *The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan; or*
- (d) *The power to adopt a long-term plan, annual plan, or annual report; or*
- (e) *The power to appoint a chief executive; or*
- (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; or*
- (g) *The power to adopt a remuneration and employment policy.*

Other statutes<sup>1</sup> also confer or limit the ability for the Council to delegate decision-making powers and duties. For instance, Section 34 of the Resource Management Act 1991 restricts the delegation of certain plan approval functions to other than the Council. While the Local Government Official Information and Meetings Act 1987 provides for delegations under section 42 and 43 of that Act, a response to recommendations made to the Council by the Ombudsman (section 32) may not be delegated.

Authority and responsibility are inseparable. Those with responsibility for a task or function should always have the authority to carry it out effectively. It should be noted that no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty.

Delegates should willingly accept authority and responsibility for decision-making in the certain knowledge that their decisions, if made in a full, fair, and objective manner, will not be interfered with. The act of delegating involves mutual trust and respect without which the efficiency and effectiveness of the Council would be at risk.

### **1.2.3 Principles, Terms and Conditions**

Unless a delegation in this Register states otherwise, the delegation is derived from the Council. The Council or Chief Executive in their determination as to duties, responsibilities and powers to be delegated will have regard to the principles outlined in Table 1 (below).

In the exercise of any delegation, the delegate (i.e. the person given the delegation) must comply with the general terms and conditions, which are also identified in Table 1. In addition to the general terms and conditions, the delegate must also comply with any additional terms and conditions that might apply to specific delegations.

The laws relating to local government generally recognise that the decisions of a delegate may be reviewed or appealed to the delegator who may confirm, vary, overrule, or substitute any decision although there are exceptions such as where a decision is made and other review remedies are available (e.g. appeal to a court or tribunal).

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<sup>1</sup> See Building Act 2004 - Section 232; Civil Defence Emergency Management Act 2002 - Section 12; Impounding Act 1955 - Section 63; Local Government Official Information and Meetings Act 1987 - Sections 42, 43; Privacy Act 1993 - Sections 124, 125; Public Bodies Contracts Act 1959 - Section 4; Resource Management Act 1991 - Section 34A(3); Sale and Supply of Alcohol Act; Fencing of Swimming Pools Act 1987 - Section 12.

1. **Table 1: Principles, Terms and Conditions**

<b>Principles</b>
<p>Because the business to be transacted by the Council is diverse and wide-ranging, delegations are necessary to ensure the efficient, effective, and timely delivery of services to the communities it represents.</p> <p>Delegations have generally been made to the lowest level of competence, commensurate with the degree of responsibility and difficulty involved in the undertaking of the task delegated.</p> <p>In deciding what is the lowest level of competence for each delegation, particular attention has been paid to the fact that along with the powers and duties contained in the delegation go the responsibilities and accountability for its correct and effective implementation and any reporting requirements.</p> <p>Wherever possible, delegations to staff have been made on a wide basis to promote the most effective and efficient implementation and delivery of Council's policies and objectives.</p>
<b>General Terms and Conditions</b>
<p>No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegate.</p> <p>Delegations must be precise and in writing in order to protect both the Council and the delegate.</p> <p>In the exercise of any delegation, the delegate will ensure they act in accordance with:</p> <ol style="list-style-type: none"><li>1. Any binding statutory authority (in relation to each delegation, relevant sections of the Act will be identified); and</li><li>2. Any relevant Council policy or procedural documents (including reporting and recording requirements).</li></ol> <p>In relation to delegations to officer level, every delegation will be to a stated officer and will be exercised in relation to the duties of their position as identified in their Position Description or when an officer has been appointed in an acting capacity.</p> <p>Decisions, other than on minor or routine matters, made under delegated authority will be reported to the Council or a relevant Committee.</p> <p>For the avoidance of doubt, supervisors shall have the same powers of delegation as subordinate staff, unless the exercise of such delegation requires, by law, a particular qualification or registration.</p> <p>A delegation once made cannot be further sub-delegated.</p> <p>The Council may, at any time, revoke, suspend for a period, or amend the terms of conditions in relation to any delegation it has made. Where this occurs, it will be recorded by resolution of Council.</p> <p>The Chief Executive may revoke or suspend for a period, or amend the terms and conditions in relation to:</p> <ol style="list-style-type: none"><li>1. Any delegation to subordinates that he has made; and</li><li>2. Any delegation to the Chief Executive that Council has revoked or suspended.</li></ol>

Staff will not exercise delegated authority in cases of uncertainty or where it would be desirable that policy direction be given. There are also circumstances where staff will be required to seek peer review prior to exercising delegated authority, in which case supervisors will make this known.

All staff decisions made under delegated authority should clearly contain an appropriate endorsement e.g. 'made under delegated authority'. Where a delegation exists to make a decision on behalf of Council, the delegate has all the necessary powers of Council to effect that decision, including any related transitional powers prescribed by statute.

The delegations to staff, if required by any enactment, are also made through the Chief Executive Officer by virtue of inclusion in this Register.

#### 1.2.4 Term of Delegation

Unless any delegation is expressed to be for a definable period it will continue until revoked by the delegator or the Council, or withdrawn by operation of law. The Delegations Register is a 'living' document and as such will be reviewed and amended from time-to-time.

#### 1.2.5 Delegation to Office

Unless a contrary intention is indicated every delegation will be to a stated office or position and not to an individual or the membership of a group in their personal capacities. In every case of this type the delegation will survive any change in the occupier of any such office.

### 1.3 Structure

The Delegations Register is structured in four parts.

**Part A** of the Delegations Register presents introductory and background information for the Delegations Register.

**Part B** of the Delegations Register contains general administrative delegations relating to employment matters, the use of the Common Seal, the making of submissions on behalf of council, and the release of information. Part B has five sections.

**Part C** of the Delegations Register contains legal and financial delegations. Part C has four sections.

**Part D** of the Delegations Register contains delegations (not already addressed) relating to the Council's regulatory functions, duties and powers under various statutes. Part D has four sections.

## Part B

### ADMINISTRATIVE DELEGATIONS

Part B of the Delegations Register sets out general administrative delegations relating to employment matters, the issuing of warrants, the use of the Common Seal, submissions on behalf of Council, and the release of information.

## 2. EMPLOYMENT RELATED DELEGATIONS

### 2.1 The Chief Executive

Pursuant to section 42(2) of the Local Government Act 2002, the Chief Executive is responsible, on behalf of the Council, for ensuring the effective and efficient management of the Council, employing staff and negotiating the terms of employment of staff.

It is the role of the Chief Executive to lead and oversee staff in implementing the decisions of the Council and ensuring that all statutory responsibilities of the Council are met. The CE is also responsible for ensuring that all responsibilities, duties and powers delegated to him or her, or to any person employed by the Council, are properly performed or exercised. The Chief Executive may delegate to any other officer of the Council any of his or her powers under the Act, or any other statute, except the power to delegate or any power that is subject to a prohibition on delegation.

The Chief Executive has absolute control over all employment-related matters concerning staff, and has authority to:

- (a) Approve the employment of all staff. The Chief Executive has authorised the employment of staff to the Group Manager – Customer and Community Services, in relation to their area of responsibility and in accordance with relevant Council policy.
- (b) Approve staff members taking up or engaging in other employment, in addition to their Council employment, subject to the following provisos:
  - Council duties having priority;
  - The other employment is not to interfere with or impair the due and proper discharge of their normal duties;
  - The other employment will not be carried out during the staff member's Council working hours; and
  - There being no conflict of interest arising from the other employment.

The Chief Executive may request any person appointed by the Council to act as Chief Executive during temporary periods of absence from duties together with such of the Chief Executive's powers as he or she considers appropriate. The Council has appointed the Group Manager – Customer & Community Services as Acting Chief Executive, and the Group Manager – Infrastructure Services as alternate Acting Chief Executive; should the Group Manager – Customer & Community Services not be available.

### 2.2 Chief Executive Delegations to Management

Pursuant to section 42(2) of the LGA 2002, the Chief Executive has authorised the Group Manager – Customer & Community Services, Group Manager – Infrastructure Services, Senior Manager – Business Services, Senior Manager – Strategic Planning, Senior Manager – People and Capability, Economic Development Manager and Group Manager – Finance, in relation to their area of responsibility and in accordance with relevant Council policy, to:

- (a) Determine staff hours of attendance that best suits Council's needs;
- (b) Approve the temporary reallocation of duties provided they do not require additional remuneration or amendment to the Position Description;
- (c) Approve overtime, including granting time off in lieu of overtime;
- (d) Approve time-in-lieu and all types of leave, except:
  - Leave identified as being at the sole discretion of the Chief Executive; and
  - Leave without pay for periods in excess of two weeks;
- (e) Approve the attendance of staff at conferences, courses or seminars;
- (f) Disciplinary action, excluding dismissal unless authorised through the sub-delegation of the Chief Executives powers in the section below.

Further, the Chief Executive has delegated the following specific management functions to the Group Manager - Customer & Community Services, Group Manager – Finance, Senior Manager – Strategic Planning, Senior Manager – Business Services, Group Manager – People and Capability and Group Manager – Infrastructure Services

- (a) The initiation and completion of dismissal processes with the support and advice from the Senior Manager – People and Capability.

Delegates are authorised to undertake the tasks above in relation to the area or responsibility and in accordance with relevant Council policy. Delegates must act in a manner consistent with the Employment Relations Act 2000 and any other applicable legislative requirements, any disciplinary policy of Council, and any specific requirements set out in the individual employment agreements.

### **3. AUTHORISATION TO USE COMMON SEAL**

The Common Seal of the Council shall be held by the Chief Executive who shall be responsible for its use.

A Council resolution is required for the Seal to be affixed to a document, however in the case of a document of a routine nature, and/or a document which is urgent, the Seal may be affixed to such documents and such action reported to the next Council meeting for a confirmation resolution.

Where the Common Seal of the Council is affixed to any document it shall be attested by:

- (a) the Mayor, or in his/her absence, the Deputy Mayor; and
- (b) the Chief Executive, or in his/her absence, the Acting Chief Executive, or the alternate Acting Chief Executive.

The Common Seal will be affixed to any document that is required to be executed under the Seal, including:

- Warrants to enter private land on behalf of the Council made under the Resource Management Act, the Biosecurity Act, the Building Act, Local Government Act 1974 or the Local Government Act 2002;
- When executing any Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002;



- Regional policy statements and regional and district plans prepared under the Resource Management Act;
- Bylaws prepared under the Local Government Act 2002 or other relevant statutes;
- Any documents (e.g. covenants, caveats, or consent notices) which otherwise require the use of the Council's Common Seal with the exception of "Deeds".
- In relation to executing any Deed, the authority to impress on any document the Common Seal of the Council is delegated to the *Mayor or in his absence Deputy Mayor, and any one councillor* by virtue of section 9 of the Property Law Act 2007 (two signatures required).

#### Specific terms and conditions

All Common Seal transactions will be recorded on the *Common Seal Register*, which is maintained by the Executive Assistant to the Chief Executive, and reported to a subsequent Council meeting when not already authorised by Council resolution.

## 4. DELEGATED AUTHORITY TO MAKE SUBMISSIONS

The authority to:

- Make a submission to a Board of Inquiry in relation to a proposed national policy statement under section 49 of the Resource Management Act;
- Make a further submission to a Board of Inquiry in relation to a proposed national policy statement under section 50(2) of the Resource Management Act;
- Make a submission to the Environment Court in relation to a special tribunal's report relating to a water conservation order (section 209 of the Act);
- Be heard at an inquiry for a proposed Water Conservation Order (section 211 of the Act); and
- Apply for the revocation or amendment of any Water Conservation Order (section 216 of the Act);
- Make a submission to an adjoining local authority on any proposed regional policy statement, regional or district plan or change or variation (Clause 6 of Schedule 1 of the Act);
- Make a submission to any application to an adjoining authority for resource consent (section 96 of the Act);

Is delegated to:

Chief Executive  
Group Manager – Customer and Community Services  
Senior Manager – Strategic Planning

The authority to make a submission on any other matters of general Council interest or concern, where it is not possible within the available time to refer the matter to the Council or relevant standing committee, is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Infrastructure Services  
Senior Manager – Business Services  
Senior Manager – Strategic Planning  
Senior Manager – People and Capability  
Group Manager – Finance  
Economic Development Manager

## 5. REQUESTS AND THE RELEASE OF INFORMATION

### 5.1 Official Information

All requests for official information from the Council will be referred to the LGOIMA Officer on behalf of the Chief Executive for his or her information.

The authority to exercise the Council's powers under Parts II to V of the Local Government Official Information and Meetings Act 1987 (except those in section 32 of that Act) is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Infrastructure Services  
Senior Manager – Business Services  
Senior Manager – Strategic Planning  
Senior Manager – People and Capability  
Group Manager – Finance  
Economic Development Manager

The ability to refuse to release information under Part 1 cl. 6 or cl 7.; or Part 2 cl. 17 of the Local Government Official Information and Meetings Act 1987 is restricted to:

Chief Executive  
Acting Chief Executive

## **5.2 Privacy Act Requests**

The authority to determine in respect of any request for personal information under Part V of the Privacy Act 1993:

- Whether the request can be granted in whole or in part; or
- Where a request has been granted, whether any information should be withheld; or
- Whether a request for personal information to be corrected should be granted; or
- Ensure compliance with all related administrative requirements;

Is delegated to:

Chief Executive  
Senior Manager – People & Capability Manager

## **5.3 News Media and Website**

### **News Media**

The authority to make statements to the news media relating to Council's business is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Infrastructure Services  
Senior Manager – Business Services  
Senior Manager – Strategic Planning  
Senior Manager – People and Capability  
Group Manager – Finance  
Economic Development Manager  
Civil Defence Emergency Management Controller (in relation to civil defence matters)

The Chief Executive or a Senior Manager may delegate to an appropriate staff member a specific media task as per the Horowhenua District Council media policy.

Delegations are exercised in accordance with Council's Media and Communication Policy.

#### **5.4 Placement of Public Notices or Advertisements**

The authority to place public notices and advertisements in relevant newspapers or other publications is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Infrastructure Services  
Senior Manager – Business Services  
Senior Manager – Strategic Planning  
Senior Manager – People and Capability  
Group Manager – Finance  
Economic Development Manager  
Communications Manager  
Communications Advisor

Delegations are exercised in accordance with Council's Media and Communication Policy.

#### **5.6 Disposal of Council Records**

The authority to dispose of any Council records after receiving confirmation from the relevant Department Manager or, where required, to make application to another authority for disposal, is delegated to:

Senior Manager – Business Services  
Team Leader – Land and Information Management  
Records and Business Support Officer

## Part C

# LEGAL AND FINANCIAL DELEGATIONS

Part C of the Delegations Register sets out delegations relating to legal matters, significant decision-making procedures under the Local Government Act 2002, operating expenditure, financial and accounting matters including rating.

## **6. LEGAL ADVICE AND PROCEEDINGS**

### **6.1 Authorisation to Obtain Legal Advice**

The authority to obtain legal advice on Council's behalf is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Infrastructure Services  
Senior Manager – Business Services  
Senior Manager – Strategic Planning  
Senior Manager – People and Capability  
Group Manager - Finance  
Economic Development Manager

### **6.2 Authorisation to Sign Legal Documents**

The authority to sign on Council's behalf any routine legal administrative document is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Infrastructure Services  
Senior Manager – Business Services  
Senior Manager – Strategic Planning  
Senior Manager – People and Capability  
Group Manager – Finance  
Economic Development Manager

### **6.3 Authorisation to Release or Alter Loans, Mortgages and Statutory Land Charges**

The authority to release or alter loans, mortgages and statutory land charges has been delegated to:

Chief Executive

### **6.4 Authorisation to Commence Court Proceedings**

Unless otherwise provided for in this Register, the authority to commence Court proceedings is confined to the Council except in exceptional circumstances where time does not permit consideration by Council and where such action is necessary to protect or further Council's interests. In such circumstances the authority to commence Court proceedings is delegated to the *Chief Executive*, following discussion with the *Mayor*.

The authority to file in the name of the Council a Statement of Defence, or other appropriate response, to any proceedings against the Council, commenced in any Court or Tribunal is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Infrastructure Services  
Group Manager – Finance (in relation to Rating Tribunal for valuation objections)  
Senior Manager – Strategic Planning (in relation to policy statement, resource consent and plan proceedings)  
Customer and Regulatory Services Manager / Resource Consents Planner (in relation to resource consent proceedings)

## **6.5 Authorisation to Settlement of Claims against Council**

The authority to settle claims against Council up to a limit of **\$50,000** (exclusive of GST) in accordance with a recommendation from Council's insurers, or competent legal advice, where time constraints do not permit the matter to be referred to a meeting of Council or an appropriate Committee, is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Finance  
Group Manager – Infrastructure Services

## **6.6 Authorisation to Initiate Proceedings to Recover Costs**

The authority to:

Initiate to have Court costs awarded; and  
Initiate legal proceedings to collect Court costs awarded;

Is delegated to:

Chief Executive  
Group Manager – Customer & Community Services  
Group Manager – Finance  
Group Manager – Infrastructure Services

## **6.7 Authorisation to Issue a Trespass Notice**

The authority to issue a trespass notice on Council's behalf is delegated to:

Chief Executive  
Group Manager – Customer and Community Services Manager  
Group Manager – Infrastructure Services  
Parks and Property Manager  
Customer and Regulatory Services Manager  
Community Services Manager  
Aquatics Manager

Customer Experience Lead

## 6.8 Authorisation to Vote on behalf of Council

The authority to vote on behalf of Council, where a resolution of Council is not a prerequisite, is delegated to:

Chief Executive  
Acting Chief Executive

is delegated to:

the Mayor; and in their absence  
the Deputy Mayor; or  
the Chair of the Finance Committee; or  
the Chair of the Hearings Committee

The proxy is instructed to vote in the best interests of Council but to take direction from Council on sensitive or controversial matters before committing Council's shareholder votes.

## 7. OPERATING, PLANT AND CONTINGENCY EXPENDITURE

### 7.1. Authorisation of Operating and Capital Expenditure within Approved Budgets

The designated position and the officer (as at the time of publication) identified in Table 2 (below) are also authorised to enter into specified contracts for services commensurate with their authorised expenditure limits.

Note: All limits are GST exclusive.

#### 2. Table 2: Delegated authority to approve operating expenditure within approved budgets

Opex	Capex	Designation
\$1,000,000	\$1,000,000	Chief Executive
\$400,000	\$500,000	Group Manager – Infrastructure Services
\$300,000	\$200,000	Group Manager – Customer & Community Services
\$200,000	\$5,000	Group Manager – Finance
\$100,000	\$200,000	Roading Services Manager
\$100,000	\$200,000	Water & Waste Services Manager
\$100,000	\$100,000	Senior Manager Business Services
\$100,000	\$5,000	Finance Manager
\$100,000	\$0	Asset Planning Manager



Opex	Capex	Designation
\$100,000	\$100,000	Projects Manager
\$50,000	\$50,000	Roading Projects Team Leader
\$50,000	\$20,000	Community Services Manager
\$50,000	\$50,000	Roading Operations Team Leader
\$50,000	\$0	Water Services Engineer (Water Supply)
\$50,000	\$0	Water Services Engineer (Wastewater & Stormwater)
\$50,000	50,000	Parks and Property Manager
\$50,000	\$0	Senior Manager Strategic Planning
\$50,000	\$0	Waste/Recycling Coordinator
\$25,000	\$10,000	IT Operations and Project Manager
\$25,000	\$20,000	Communications Manager
\$25,000	\$20,000	Customer and Regulatory Services Manager
\$25,000	\$0	Project Manager Strategic Projects
\$25,000	\$25,000	Design Engineer – Civil
\$25,000	\$25,000	Draftsman – Civil
\$25,000	\$25,000	Projects Engineer
\$25,000	\$25,000	Projects & Planning Engineer
\$20,000	\$25,000	Parks and Property Project Lead
\$25,000	\$25,000	Parks and Property Lead South
\$20,000	\$0	Senior Manager People & Capability
\$25,000	\$25,000	Parks and Property Lead North
\$15,000	\$0	Roading Compliance / CAR Officer
\$15,000	\$0	Parks and Property Officer
\$15,000	\$0	Roading Engineer
\$10,000	\$0	Economic Development Manager
\$5,000	\$0	Consents Lead
\$10,000	\$10,000	Team Leader Land & Information Management
\$10,000	\$0	Team Leader Records Management & Business Support
\$10,000	\$0	Aquatics Manager
\$10,000		Urban Designer
\$5,000	\$0	Facilities Maintenance Coordinator
\$5,000	\$1,000	Financial Accountant

Opex	Capex	Designation
\$5,000	\$1,000	Management Accountant
\$5,000	\$1,000	Financial Systems Manager
\$5,000	\$0	Governance and Executive Team Leader
\$5,000	\$0	Strategic Planner
\$500	\$0	Resource Management Planner
\$500	\$0	Environmental Monitoring & Compliance Officer
\$500	\$0	Customer Support Officers – Consents (Building & Planning) – Compliance
\$5,000	\$0	Compliance Lead
\$5,000	\$0	Customer Experience Lead
\$5,000	\$0	Aquatics Operations Supervisor
\$2,000	\$0	Aquatics Education Supervisor
\$2,000	\$0	Community Development & Recreation Advisor
\$2,000	\$0	Community Development Advisor
\$500	\$0	Animal Control Officer
\$500	\$0	Building Advisory Officer
\$500	\$0	Environmental Health Officer
\$500	\$0	Liquor Licencing Inspector
\$1,000	\$0	People & Capability Advisor
\$1,000	\$0	People & Capability Officer
\$1,000	\$0	Records & Business Support Officer
\$1,000	\$0	Records & Business Support Officer
\$500	\$0	TA Building Compliance Officer
\$1,000	\$0	IT Systems Engineer
\$1,000	\$0	IT Analysis
\$1,000	\$0	IT Support Officer
\$500	\$0	IT Support Officer
\$1,000	\$0	Administration & Projects Assistant
\$1,000	\$0	Group Manager Executive Assistant
\$1,000	\$0	Communications Advisor
\$1,000	\$0	Website Officer

Opex	Capex	Designation
\$1,000	\$0	Governance & Executive Support Officer
\$1,000	\$0	Group Manager Executive Assistant
\$1,000	\$0	Events Support Officer
\$500	\$0	Customer Service Officer
\$500	\$0	Customer Support Advisor

The Chief Executive, and in relation to their departmental budgets, Department Managers are authorised to re-allocate operating expenditure between budgets with the same rating mechanisms provided it is necessary to achieve committed outputs and provided the end-of-year budgeted surplus or deficit will be achieved, provided that any likely exceedance is reported to Council or the relevant Committee.

### 7.3 Authorisation of Contingency Expenditure

The authority to approve contingency expenditure for an emergency including but not limited to flood events, a civil defence emergency management event, maritime oil spills or a pest animal, plant or disease outbreak is delegated to the officers identified in Table 3 and in accordance with the reporting thresholds identified below.

#### 3. Table 3: Delegated authority to approve contingency expenditure

Position	Name	Reporting threshold (exclusive of GST)	Reporting to
Controller	M Lepper	\$200,000	Horowhenua District Council as soon as practicable
Controller	M Davidson	\$200,000	
Alternative Controller	G Saily	\$50,000	
Alternative Controller	D McCorkindale	\$50,000	
Alternative Controller	D Law	\$50,000	
Alternative Controller	D Kidd	\$50,000	

### 7.4 Authorisation for Carbon Credit Transactions

The authority to approve carbon credit transactions including but not limited to sell, purchase, transfer and redeem carbon credits is delegated to the officers identified in Table 4.

4. Table 4: Delegated authority to approve carbon credit transactions

Account	Position
NZ-6885 Forestry	Group Manager – Finance
	Group Manager – Customer & Community Services
	Parks and Property Manager
NZ-8244 Landfill	Group Manager – Infrastructure Services
	Projects Manager
	Water & Waste Services Manager
	Waste/Recycling Coordinator

## 8. FINANCIAL AND ACCOUNTING MATTERS

For other specific delegated financial authorities, please refer to Council's Treasury Management Policy

### 8.1 Authorisation to Bank, Invest and Sign Cheques

The authority to:

- (a) Bank, transfer, and invest funds held by the Council in accordance with Council policy, subject to the observance of appropriate internal controls;
- (b) Sign and countersign cheques, bills of exchange, promissory notes and other negotiable instruments, withdrawal notices or authorise electronic payments on behalf of Council;
- (c) Approve payroll payments and all payroll related matters; and
- (d) Approve all tax payments and tax related matters;

Is delegated to:

Chief Executive (Signatory only)  
Group Manager – Finance  
Finance Manager  
Financial Accountant  
Management Accountant  
Senior Finance Officer

#### Specific terms and conditions:

The above delegation is subject to two of the delegates signing and countersigning appropriate documentation

## 8.2 Authorisation to Recover Debts

The authority to take appropriate action within Council policy to recover debts, including, but not limited to Court (excluding High Court), Tribunal proceedings and debt collection agencies is delegated to:

Chief Executive  
Group Manager – Finance  
Finance Manager

## 8.3 Authorisation to Consider Bad Debts

The authority to write off bad debts of up to \$30,000 following discussion with the Manager of the Department from where the debt originated is delegated to:

Chief Executive  
Group Manager – Finance  
Finance Manager

## 8.3 Authorisation to Approve Credit Notes

The authority to approve credit notes up to \$30,000 following discussion with the Manager of the Department from where the debt originated is delegated to:

Chief Executive  
Group Manager – Finance  
Finance Manager

## 8.4 Council Property, Leases, and Licenses

The authority to:

- (a) Approve the leasing or granting of any licence to occupy or tenancy, to vary the terms and conditions of any lease, licence to occupy or tenancy, or to terminate any lease, licence to occupy or tenancy involving Council land;
- (b) Enter into contracts for the maintenance, management and development of any council property.
- (c) Enter into binding agreements for the sale and purchase of property with schedules listing such sales or purchases being submitted to the relevant Standing Committee on a regular basis. (Sales or purchases in excess of \$500,000 are delegated to the Chief Executive);
- (d) Grant and administer stall site licences including licences for the occupation of legal road (including termination thereof where required for non-payment of rental or other good reason);

Is delegated to:

Chief Executive  
Group Manager – Customer and Community Services

Group Manager – Infrastructure Services  
Property Manager  
Parks and Property Lead South  
Parks and Property Lead North

## 8.5 Use of Council Property, Assets and Staff by Outside Organisations

The authority to approve:

- a) The use of any Council building, facility or equipment by an outside person or organisation in accordance with established guidelines;
- b) The disposal (whether by tender or otherwise) of any motor vehicle or item of plant in accordance with a recognised programme of vehicle and plant replacement;
- c) The disposal (whether by tender or otherwise), and the terms thereof, of any other surplus Council asset up to a book value of \$10,000 (exclusive of GST) per item; and
- d) The hiring out, and the terms and conditions thereof, of any Council asset and staff;

Is delegated to:

Chief Executive  
Group Manager – Customer and Community Services  
Community Services Manager  
Events Support Officer  
Community Development Advisor

## 8.6 Elected Member Payments

The authority to consider and approve elected members remuneration and expense claims is delegated to:

Chief Executive  
Group Manager – Customer and Community Services

## 8.7 Authorisation for Credit Card Expenditure

Delegated authority to approve credit card expenditure is assigned to:

- (a) the Deputy Mayor or Chair of Finance, Audit and Risk Committee for the Mayor's card
- (b) the Mayor or in the Mayor's absence the Deputy Mayor or Chair of Finance, Audit and Risk Committee (as per Council's Sensitive Expenditure Policy).

## 8.8 Authorisation to decide on Rates Remissions

The authority to consider and decide on applications made under the following Rates Remissions Policies is delegated to the:

Group Manager – Finance or Finance Manger (or equivalent positions within the Finance Department) to a value of \$2,500. Any requested remissions above \$2,500 or if there is any doubt

or dispute arising, the application is to be referred to the Chief Executive and a member of the Finance, Audit and Risk Committee for a decision.

- i. Part 1 Community groups
- ii. Part 2 Voluntarily protected land
- iii. Part 3 Penalties on rates
- iv. Part 4 Excessive water charges
- v. Part 5 Remnant land
- vi. Part 6 Rating units in industrial and commercial areas used for residential purposes
- vii. Part 8 Small rate balances
- viii. Part 9 Targeted rates on non-rateable land
- ix. Part 11 Subdivisions which are in Common Ownership but do not meet the criteria of a Contiguous Property
- x. Part 12 On Bare Land
- xi. Part 13 Council Owned Utilities
- xii. Part 14 Contiguous rating units not in common ownership.

The authority to consider and decide on applications made under the Policy on;

- i. Part 7 Land Used for Primary Industry and Rural Residential purposes in areas that have been rezoned as Residential and Business Zones, is by the Group Manager – Finance with the Chief Executive and/or Chairman of the Finance, Audit and Risk subcommittee hearing any appeal.
- ii. Par 10 Properties affected by disasters, is decided by the Council

The authority to consider and decide on applications made under the following Rates Policies is delegated to the:

## **8.9 Objections to Rating Valuations**

Section 6 of the Rating Valuations Regulations 1998 allows for a local authority to extend the due date for objections to rating valuations, either because the valuation wasn't received or for any other good reason. The power to decide on an extension to a due date for an objection is delegated to either of:

Chief Executive  
Group Manager – Finance

## 8.10 Delegations within the Local Government (Rating) Act 2002

Section	Details of Power	Reasons	Delegations
27(5)	The decision on whether to divide rating units and the methodology for division.	A division may be required where a single rating unit falls into a number of differential categories.	CEO Customer and Regulatory Services Manager Group Manager – Finance Finance Manager
28(2)	The decision on whether the disclosure of the name of any person is necessary to identify a rating unit.	The Rating Information Database (RID) may not contain the name of any person unless this is necessary to identify the particular property.	CEO Group Manager – Finance Finance Manager
29	Authority to determine objections to the RID.	An owner has the right to object to any entry in the RID on a number of grounds. Council determines whether the objection is valid and any actions required correcting it.	CEO Group Manager – Finance Finance Manager
35	Authority to remove a name from the RID.	A person's name may be removed from the RID in circumstances outlined in Section 35. Generally this is as a result of a sale or disposal of the property.	CEO Group Manager – Finance Finance Manager
39	Authority to determine objections to rates records.	A ratepayer may object to information contained in the rates records on the ground that the rates are calculated incorrectly or that the rates balance is incorrect.	CEO Group Manager – Finance
40	Authority to correct errors in the RID and Rate Records.	Errors in the RID or rate records may be corrected even if there was no objection.	CEO Group Manager – Finance Finance Manager
52	Authority to agreed methods of payments for rates.	The Act allows rates to be paid by any method that is agreed by the local authority.	CEO Group Manager – Finance Finance Manager
54	Authority not to collect small amounts, up to \$10.00.	The Act allows the authority to not collect small amounts where, in its opinion, it is	CEO Finance Manager



Section	Details of Power	Reasons	Delegations
		uneconomic to do so. It is envisaged that this will only occur where the cost to collect a debt is likely to exceed the amount of the debt due.	
61	Authority to collect unpaid rates from the owner.	Where a ratepayer, other than the owner, is in default, the local authority may collect rates that are in default, from the owner.	CEO Finance Manager Rates Officer
62	Authority to collect unpaid rates from persons other than the owner.	Where the owner is in default of their rates, the local authority may recover the rates from a mortgagee.	CEO Finance Manager Rates Officer
63	Ability to commence legal proceedings for the recovery of rates that are in default.	Where rates are in default, the local authority may commence legal proceedings against the owner for recovery of the rates.	CEO Group Manager – Finance Finance Manager
67	Commencement of rating sales or lease provisions.	Once a local authority has received judgement and payment had not been received within the prescribed period, the authority may commence the process to carry out a rating sale or lease of the land to satisfy the level of the debt. <i>Note: This process is carried out by the District Court Registrar and does not apply to Māori Freehold Land.</i>	CEO Group Manager – Finance
72	Authority to sell land by private treaty.	If land that was the subject of a rating sale does not sell above the reserve set by the Registrar, the Registrar may, with the consent of the local authority, sell the land by private treaty for any consideration that the Registrar thinks reasonable. <i>Note: This does not apply to Māori Freehold Land.</i>	CEO Group Manager – Finance
77–83	Authority to sell abandoned land.	<i>A local authority has the power to commence the process to have land declared 'abandoned' if rates have not</i>	CEO Group Manager – Finance

Section	Details of Power	Reasons	Delegations
		<p><i>been paid on it for three years, and the ratepayer:</i></p> <ul style="list-style-type: none"> <li>• is unknown, or</li> <li>• cannot be found after due enquiry, or</li> <li>• is deceased and has no personal representative, or</li> <li>• has given notice of the intention to abandon or has abandoned the land.</li> </ul> <p>The process is carried out through the District Court and the Court has to be satisfied the appropriate endeavours have been made to discover the owner.</p> <p><i>Note: This does not apply to Māori Freehold Land.</i></p>	
85	Authority to administer rate remission and postponement policies.	As defined within the remission and postponement policies.	CEO Group Manager – Finance Finance Manager
99	Authority to apply for charging orders.	The Act provides that where it has proved impossible to obtain rate on Māori Freehold Land, a local authority may apply to the Māori Land Court for a charging order on the land.	CEO Group Manager – Finance
135	Authority to sign documents for Court proceedings.	The Act authorises Council to commence legal proceedings. The authority to sign such documents needs to be delegated to appropriate officers.	CEO Group Manager – Finance

### 8.10 Receipting and administering external grants

Staff are already delegated the authority to enter into contracts within authorised expenditure limits. However at other times, staff are required to enter into contracts where Council is receiving external funding or administering funding on behalf of external organisations. The power to receive and/or administer external grants or funding be delegated to each of:

Chief Executive  
Group Manager – Customer & Community Services

Group Manager – Infrastructure Services  
Senior Manager – Business Services  
Senior Manager – Strategic Planning  
Senior Manager – People and Capability  
Group Manager – Finance  
Economic Development Manager  
Community Services Manager  
Community Development Advisor

## Part D

# STATUTORY DELEGATIONS

Part D of the Delegations Register sets out delegations under various statutes to Council committees, staff, and other functionaries.

## 12. DELEGATION TO OFFICERS

### Group Manager Customer & Community Services

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 168 Power to dispose of property seized and impounded
  - (b) Section 171 General powers of entry
  - (c) Section 172 Power of entry for enforcement purposes
  - (d) Section 173 Power of entry in cases of emergency
  - (e) Section 174 Authority to act
  - (f) Section 177 Power to appoint enforcement officer
  
2. Building Act 2004
  - (a) Section 83 Removing section 78 Notices (buildings constructed over title boundaries)
  - (b) Section 377 Lay information for prosecution
  
3. Dog Control Act 1996
  - (a) Section 22(4) To give written Notice – Decision on a probationary owner objection
  - (b) Section 27(2) To give written Notice – Decision on a disqualified owner objection
  - (c) Section 31(5) To give written Notice – Decision on a Dangerous Dog objection
  - (d) Section 33D(4) To give written Notice – Decision on a Menacing Dog objection
  - (e) Section 35 Supply of Register Information
  - (f) Section 66 Power to Waive Infringement Notice
  
4. General
  - (a) Authorise Legal proceedings in respect of any area of responsibility.

### Customer & Regulatory Services Manager

#### Consents Lead

#### Compliance Lead

#### Customer Experience Lead

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 168 Power to dispose of property seized and impounded

- (b) Section 171 General powers of entry
  - (c) Section 172 Power of entry for enforcement purposes
  - (d) Section 173 Power of entry in cases of emergency
  - (e) Section 174 Authority to act
2. Building Act 2004
- (a) Sections 121,124 Insanitary Buildings Provisions
  - (b) Section 220 Carrying out building work on default
  - (c) Section 377 Lay information for prosecution
3. Dog Control Act 1996
- (a) Section 21(1), (2) & (4) Classifying a Probationary Owner
  - (b) Section 25(1), (3) & (4) Disqualification of Dog Owners
  - (c) Section 31(1) & (2) Classifying Dog as Dangerous
  - (d) Section 32(1)(f) Consent to Dispose of Dangerous Dog
  - (e) Section 33A & 33C Classifying Dog as Menacing
  - (f) Section 35 Supply of Register Information
  - (g) Section 22(4) To give written Notice – Decision on a probationary owner objection
  - (h) Section 27(2) To give written Notice – Decision on a disqualified owner objection
  - (i) Section 31(5) To give written Notice – Decision on a Dangerous Dog objection
  - (j) Section 33D(4) To give written Notice – Decision on a Menacing Dog objection
  - (k) Section 66 Power to Waive Infringement Notice
4. Local Government Act 1974
- (a) Section 356 Abandoned Vehicles Removal
5. Horowhenua District Council Bylaws and Policies
- (a) Stock Control Bylaw
  - (b) Dog Control Bylaw
  - (c) Food Premises Grading Policy
  - (d) Public Places Bylaw
  - (e) Traffic & Parking Bylaw
  - (f) Animal nuisance and the Keeping of Pigs, Poultry and Bees Bylaw
  - (g) Insanitary, Dangerous and Earthquake-Prone Buildings Policy
  - (h) Gambling Class 4 Venue Policy
  - (i) TAB Venue policy
  - (j) Local Alcohol Policy
6. The Sale and Supply of Alcohol Act 2012

- (a) Section 64 Issue of licences, certificates and authorities
  - (b) Section 65 Set up and maintain registers
  - (c) Section 66 Keep record of Applications
  - (d) Section 196 Perform function of Secretary of Licensing Committee  
(delegated under section 198)
- 7 Litter Act
- (a) Section 5 Litter Control Officer
- 8 General
- (a) Authorise Legal proceedings in respect of any area of responsibility
9. Food Act 2014
- (a) To carry out any functions as the registration authority as detailed in the Act.
10. Regulations
- (a) To issue and decline certificates of registration, grant certificates of exemption and issue notices under Regulation 9 of the Health (Registration of Premises) Regulations 1966, including those for the purposes of the Health (Hairdressers) Regulations 1980; Food Hygiene Regulations 1974; Camping Ground Regulations 1985.
  - (b) Functions as detailed in the Food Fees & Changes Regulations 2015 (exempt, waive, or refund fees).
11. Traffic & Parking
- (a) To exercise the powers, functions and duties of an Authorised Officer in relation to Clause 6 of the Horowhenua District Council Traffic and Parking Bylaw.
  - (b) To waive Stationery Vehicle Infringement Offence Notices in accordance with defined policy.
  - (c) To authorise parking exemption/permit requests in accordance with defined policy.

### **Animal Control Officer**

To exercise responsibilities, powers, duties and functions under the following:

- 1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
- 2. Dog Control Act 1996

- (a) Section 11 To carry out all or any of the functions and powers of a Dog Control Officer
  - (b) Section 12 To carry out all or any of the functions and powers of a Dog Ranger
  - (c) Section 14 Power of Entry
  - (d) Section 15 Power to Feed and Shelter Dogs
  - (e) Section 19 & 19A Power to Request Information
  - (f) Section 31(1) and (2) Classifying Dog as Dangerous
  - (g) Section 33A and 33C Classifying Dog as Menacing
  - (h) Section 66 Issue of Infringement Notices
  - (i) Section 69 To give written notice to the owner of an impounded dog
  - (j) Section 69 To sell, destroy or otherwise dispose of a dog
3. Stock Impounding Act 1955
- (a) Section 8 Appointed as a Pound Keeper
  - (b) Section 13(k) Authorised to keep records required to be kept by a Local Authority
4. Horowhenua District Council Bylaws and Policies
- (a) Stock Control Bylaw
  - (b) Dog Control Bylaw
  - (c) Public Places Bylaw
  - (d) Traffic & Parking Bylaw
  - (e) Animal nuisance and the Keeping of Pigs, Poultry and Bees Bylaw

### **Environmental Health Officer**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
- (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
2. Building Act 2004
- (a) Section 121 and 124 Insanitary Building Provisions
  - (b) Section 222 Carry Out Inspections
3. Health Act 1956
- (a) Section 28 Be appointed as an Environmental Health Officer
  - (b) Section 41 Issue Cleansing Orders
  - (c) Section 42 Issue Repair Notices
  - (d) Section 81 and 83 Powers in relation to cleaning and disinfecting



- 
- (e) Section 128 Entry onto premises for Inspection
4. Resource Management Act 1991
- (a) Section 38 Appointed as an Enforcement Officer  
(b) Section 332 Power of Entry for Inspection
5. Food Act 1981
- (a) Section 13 Powers of Local Authority Inspector
6. Food Act 2014 To carry out any functions as the registration authority as detailed in the Act
7. Regulations
- (a) To issue and decline certificates of registration, grant certificates of exemption and issue notices under Regulation 9 of the Health (Registration of Premises) Regulations 1966, including those for the purposes of the Health (Hairdressers) Regulations 1980; Food Hygiene Regulations 1974; Camping Ground Regulations 1985.  
(b) To register Funeral Directors and premises under the Health (Burial) Regulations 1946.  
(c) Take actions under Food Act Regulations 2015.
8. Horowhenua District Council Bylaws and Policies
- (a) Stock Control Bylaw  
(b) Dog Control Bylaw  
(c) Food Hygiene Bylaw  
(d) Public Places Bylaw  
(e) Insanitary, Dangerous and Earthquake-Prone Buildings Policy
9. Local Government Act 1974
- (a) Section 356 Abandoned Vehicle Removal

**Building Advisory Officer**  
**TA Building Compliance Officer**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
- (a) Section 171 General powers of entry  
(b) Section 172 Power of entry for enforcement purposes  
(c) Section 173 Power of entry in cases of emergency  
(d) Section 174 Authority to act
2. Building Act 2004

- (a) Section 12 Functions incidental and related to or consequential upon the functions in section 12(a) to (k)
- (b) Section 34 Issue Project Information Memorandum
- (c) Section 48(2) Suspend a building consent because of lack of information
- (d) Section 49 Grant building consent
- (e) Section 50 Refuse building consent
- (f) Section 51 Issue building consent
- (g) Section 52 Lapse building consent
- (h) Section 62 Recover unpaid levies from building consent applicant
- (i) Section 67 Grant building consent subject to waivers or modifications of Building Code
- (j) Section 71 Refuse to grant consent on land subject to natural hazards
- (k) Sections 72 and 73 Grant building consent on land subject to natural hazards
- (l) Section 74 Removing Section 71 Notices
- (m) Sections 75 and 77 Permit construction of building on two or more allotments
- (n) Section 83 Grant authority to remove entry under section 78
- (o) Section 90 Inspect building work
- (p) Sections 91 - 95 Issue Code Compliance Certificate
- (q) Section 95A Refuse to issue Code Compliance Certificate
- (r) Sections 96, 98 and 99 Issue Certificate of Acceptance
- (s) Sections 102 and 106 Issuing and Amending of Code Compliance Certificate
- (t) Section 108 Administering Annual Building Warrant of Fitness
- (u) Section 109 Consider recommendation to amend Compliance Schedule
- (v) Section 111 Inspections in relation to Building Warrant of Fitness
- (w) Section 112 Approve or Waive requirement for building alterations to comply with Building Code
- (x) Sections 113, 115 Grant consent for alterations to building with Specified Intended Life  
and 116
- (y) Section 116A Grant of Certificate under section 224(f) of Resource Management Act 1991
- (z) Sections 121 and 124 Seek advice and perform functions in relation to Dangerous, Earthquake Prone or Insanitary Buildings
- (aa) Section 126 Apply for Order to carry out building work
- (bb) Sections 129 and 130 Take measures to avoid immediate danger or to fix insanitary conditions
- (cc) Section 164 Issue Notice to Fix
- (dd) Section 167 Inspect building work under Notice to Fix
- (ee) Section 177(a) Make application to Department of Building and Housing for Determination
- (ff) Section 212 Act as Building Consent Authority
- (gg) Section 220(2) Make application to District Court for order to carry out building work
- (hh) Section 221(2) Recovery of costs for carrying out work
- (ii) Section 222 Carry out Inspections
- (jj) Section 363A Issue of Certificate for Public Use of Premises
- (kk) Section 372 Issue Infringement Notices

- 
- (ll) Section 377 Lay information for prosecution
  - (mm) Section 381 Apply to District Court for Injunction
  - (nn) Schedule 1 Exempting work from need to obtain building consent
3. Fencing of Swimming Pools Act 1987
- (a) Section 11 Power of Entry for Inspection
4. Amusement Device Regulations 1978
- (a) Regulation 11(3) Inspection of Amusement Device
  - (b) Regulation 11(5) Issue of Permit
5. Horowhenua District Council Bylaws and Policies
- (a) Public Places Bylaw
  - (b) Insanitary, Dangerous and Earthquake-Prone Buildings Policy
6. Resource Management Act 1991
- (a) Section 224(f) Power to certify compliance with building code provisions

### **Liquor Licensing Inspector**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
- (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
2. Health Act 1956
- (a) Section 128 Entry onto premises for Inspection
3. The Sale and Supply of Alcohol Act 2012
- (a) Section 197(1) Appointed as District Licensing Inspector
  - (b) Section 197(3) Carry out functions and duties of inspector
  - (c) Section 262(1) Issue specified infringement notices
  - (d) Section 267 Powers of Entry on Licensed Premises
  - (e) Section 268 Power to seize samples of Alcohol
  - (f) Section 279 Building not complying with Building Act 2004
  - (g) Section 280 Variation, suspension, or cancellation of licences other than special licences
  - (h) Section 283 Variation, suspension, or cancellation of special licences
  - (i) Section 285 Suspension or cancellation of Manager's Certificates

4. Resource Management Act 1991

- (a) Section 38 Appointed as an Enforcement Officer

**Parking Enforcement Officers**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry  
(b) Section 172 Power of entry for enforcement purposes  
(c) Section 173 Power of entry in cases of emergency  
(d) Section 174 Authority to act

2. Traffic & Parking

To exercise the powers, functions and duties of an Authorised Officer in relation to clause 6 of the Horowhenua District Council Traffic & Parking Bylaw.

3. Land Transport Act 1998

- (a) Section 128D Appointment of Parking Warden  
(b) Section 128E Powers of Parking Warden  
(c) Section 139(1) Issuing of Infringement Notices

**Customer Support Officer Consents (Planning)**

**Customer Support Officer Consents (Building)**

**Customer Support Officer – Compliance**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry  
(b) Section 172 Power of entry for enforcement purposes  
(c) Section 173 Power of entry in cases of emergency  
(d) Section 174 Authority to act

2. The Sale and Supply of Alcohol Act 2012

- (a) Section 66 Keep record of Applications  
(b) Section 65 Set up and maintain register

3. General

Conduct administrative needs as it relates to the Food Act 2014, Registration & Premises Regulation, Building Act 2004, RMA 1991, and any other relevant legislation and bylaws.

## Environmental Monitoring and Compliance Officer

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  
2. Resource Management Act 1991
  - (a) Section 38 Appointment as an Enforcement Officer
  - (b) Section 332 Power of Entry for Inspection
  
3. Horowhenua District Council Bylaws and Policies
  - (a) Stock Control Bylaw
  - (b) Dog Control Bylaw
  - (d) Public Places Bylaw
  - (e) Traffic & Parking Bylaw
  - (f) Animal Nuisance and the Keeping of Pigs, Poultry and Bees Bylaw
  
4. Litter Act
  - (a) Section 5 Litter Control Officer
  
5. Local Government Act 1974
  - (a) Section 356 Abandoned Vehicles Removal

## Resource Management Planner

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  
2. Resource Management Act 1991
  - (a) Section 38 Appointment as an Enforcement Officer
  - (b) Section 332 Power of Entry for Inspection
  
3. Horowhenua District Council Bylaws and Policies
  - (a) Stock Control Bylaw

- (b) Dog Control Bylaw
- (c) Public Places Bylaw

### Strategic Planning Manager

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 172 Power of entry for enforcement purposes
- (c) Section 173 Power of entry in cases of emergency
- (d) Section 174 Authority to act

2. Resource Management Act 1991

- (a) Section 38 Appointment as an Enforcement Officer

### Main Security Officers

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 172 Power of entry for enforcement purposes
- (c) Section 173 Power of entry in cases of emergency
- (d) Section 174 Authority to act

2. Resource Management Act 1991

- (a) Section 38 Appointment as an Enforcement Officer
- (b) Section 16 and 17 Noise Control provisions
- (c) Section 327 Issue of Excessive Noise Direction
- (d) Section 328 (3) and (4) Seizure and Removal of excessive noise equipment
- (e) Section 338 Issue Infringement Notices - failing to comply with excessive noise direction

3. Litter Act

- (a) Section 5 Litter Control Officer

4. Horowhenua District Council Bylaws and Policies

- (a) Traffic and Parking Bylaw
- (b) Dog Control Bylaw
- (c) Public Places Bylaw

### Customer Services and Advisory Officers

To exercise responsibilities, powers, duties and functions under the following:

1. Horowhenua District Council Prevention of Spread of Fires Involving Vegetation Bylaw
  - (a) Clause 6 Issue of Fire Permits

**Parks & Property Manager**  
**Parks and Property Lead**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
2. Local Government Act 1974
  - (a) Section 355 Requiring removal of overhanging trees etc. with the exception of trees scheduled or generally protected by the Operative District Plan
3. Litter Act
  - (a) Section 5 Litter Control Officer
4. Horowhenua District Council Bylaws and Policies
  - (a) Public Places Bylaw
  - (b) Skateboard Bylaw
  - (c) Stock Control Bylaw
  - (d) Solid Waste Bylaw
  - (e) Trade Waste Bylaw
5. Reserves Act 1977

Representative for purpose of Section 40 of the Reserves Act

  - (a) Section 8 Honorary Ranger
6. Resource Management Act 1991
  - (a) Section 38 Appointment as an Enforcement Officer
7. Camping Ground Regulations 1985

Officer for purpose of administering Act
8. Burial and Cremation Act

Appointment as Officer under Section 19

9. Fencing Act

Appointment as representative for administering of the Act

10. Residential Tenancies Act

Appointed Council's representative for administration of the Act

**Parks and Property Officer**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 172 Power of entry for enforcement purposes
- (c) Section 173 Power of entry in cases of emergency
- (d) Section 174 Authority to act

2. Local Government Act 1974

- (a) Section 355 Requiring removal of overhanging trees etc. with the exception of trees scheduled or generally protected by the Operative District Plan

3. Litter Act

- (a) Section 5 Litter Control Officer

4. Horowhenua District Council Bylaws and Policies

- (a) Public Places Bylaw
- (b) Skateboard Bylaw
- (c) Stock Control and Keeping of Poultry, Bees and Pigs Bylaw

5. Reserves Act 1977

- (a) Section 8 Honorary Ranger

6. Camping Ground Regulations 1985

**Parks Officer**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 164 Seizure of Property not on Private Land
- (a) Section 171 General powers of entry
- (b) Section 172 Power of entry for enforcement purposes
- (c) Section 173 Power of entry in cases of emergency



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- (d) Section 174 Authority to act
  - 2. Local Government Act 1974
    - (a) Section 355 Requiring removal of overhanging trees etc. with the exception of trees scheduled or generally protected by the Operative District Plan
  - 3. Litter Act
    - (a) Section 5 Litter Control Officer
  - 4. Horowhenua District Council Bylaws and Policies
    - (a) Public Places Bylaw
    - (b) Stock Control and Keeping of Poultry, Bees and Pigs Bylaw
    - (c) Solid Waste Bylaw
    - (d) Trade Waste Bylaw
  - 5. Reserves Act 1977
    - (a) Section 8 Honorary Ranger
  - 6. Resource Management Act 1991
    - (a) Section 38

It is noted that by virtue of being an office holder under some statutes, staff have duties and powers which are additional to any delegation. In those cases staff are acting under appointment rather than delegation. (Refer to Tasman District Council's Appointments Register)

### **Group Manager Infrastructure Services**

To exercise responsibilities, powers, duties and functions under the following:

- 1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 177 Power to appoint an enforcement officer
- 2. Local Government Act 1974
  - (a) Section 355 Requiring removal of overhanging trees etc. with the exception of trees scheduled or generally protected by the Operative District Plan

3. Resource Management Act 1991
  - (a) Section 38 Authorisation of an Enforcement Officer
4. Horowhenua District Council Bylaws and Policies
  - (a) Solid Waste Bylaw
  - (b) Trade Waste Bylaw
  - (c) Water Supply Bylaw
5. General
  - (a) Authorise Legal proceedings in respect of any area of responsibility.

### **Roading Services Manager**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 183 Removal of Fire Hazards
2. Horowhenua District Council Bylaws and Policies
  - (a) Public Places Bylaw
  - (b) Skateboard Bylaw
  - (c) Stock Control Bylaw
  - (d) Traffic and Parking Bylaw
3. Litter Act
  - (a) Section 5 Litter Control Officer

### **Roading Operations Team Leader**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 183 Removal of Fire Hazards

2. Horowhenua District Council Bylaws and Policies

- (a) Public Places Bylaw
- (b) Skateboard Bylaw
- (c) Stock Control Bylaw
- (d) Traffic and Parking Bylaw

3. Litter Act

- (a) Section 5 Litter Control Officer

**Roading Compliance / CAR Officer**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 172 Power of entry for enforcement purposes
- (c) Section 173 Power of entry in cases of emergency
- (d) Section 174 Authority to act
- (e) Section 182 Power of entry to Check utility services
- (f) Section 183 Removal of Fire Hazards

2. Local Government Act 1974

- (a) Section 355 Requiring removal of overhanging trees etc. with the exception of trees scheduled or generally protected by the Operative District Plan

3. Resource Management Act 1991

- (a) Section 38 Authorisation of an Enforcement Officer

4. Horowhenua District Council Bylaws and Policies

- (a) Solid Waste Bylaw
- (b) Trade Waste Bylaw
- (c) Public Places Bylaw
- (d) Skateboard Bylaw
- (e) Stock Control Bylaw
- (f) Traffic and Parking Bylaw
- (g) Prevention of Spread of Fires Involving Vegetation Bylaw

5. Litter Act

- (a) Section 5 Litter Control Officer

## Roading Engineer

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 183 Removal of Fire Hazards
  
2. Horowhenua District Council Bylaws and Policies
  - (a) Public Places Bylaw
  - (b) Skateboard Bylaw
  - (c) Stock Control Bylaw
  - (d) Traffic and Parking Bylaw
  
3. Litter Act
  - (a) Section 5 Litter Control Officer

## Roading Projects Team Leader

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  
2. Horowhenua District Council Bylaws and Policies
  - (a) Public Places Bylaw
  - (b) Skateboard Bylaw
  - (c) Stock Control Bylaw
  - (d) Traffic and Parking Bylaw
  
3. Litter Act
  - (a) Section 5 Litter Control Officer

## Roading Projects Engineer

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 172 Power of entry for enforcement purposes
- (c) Section 173 Power of entry in cases of emergency
- (d) Section 174 Authority to act

2. Horowhenua District Council Bylaws and Policies

- (a) Public Places Bylaw
- (b) Skateboard Bylaw
- (c) Stock Control Bylaw
- (d) Traffic and Parking Bylaw

3. Litter Act

- (a) Section 5 Litter Control Officer

**Water and Waste Services Manager**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 172 Power of entry for enforcement purposes
- (c) Section 173 Power of entry in cases of emergency
- (d) Section 174 Authority to act

2. Horowhenua District Council Bylaws and Policies

- (a) Solid Waste Bylaw
- (b) Trade Waste Bylaw
- (c) Water Supply Bylaw

3. Litter Act

- (a) Section 5 Litter Control Officer

**Water Services Engineer – Wastewater**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 173 Power of entry in cases of emergency
- (c) Section 174 Authority to act

2. Horowhenua District Council Bylaws and Policies

- (a) Solid Waste Bylaw
- (b) Trade Waste Bylaw
- (c) Water Supply Bylaw

3. Litter Act

- (a) Section 5 Litter Control Officer

**Water Services Engineer – Water**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 173 Power of entry in cases of emergency
- (c) Section 174 Authority to act

2. Horowhenua District Council Bylaws and Policies

- (a) Solid Waste Bylaw
- (b) Trade Waste Bylaw
- (c) Water Supply Bylaw

3. Litter Act

- (a) Section 5 Litter Control Officer

**Waste/Recycling Coordinator and Development Engineer**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- (a) Section 171 General powers of entry
- (b) Section 173 Power of entry in cases of emergency
- (c) Section 174 Authority to act

2. Horowhenua District Council Bylaws and Policies

- (a) Solid Waste Bylaw
- (b) Trade Waste Bylaw
- (c) Water Supply Bylaw

3. Litter Act

- (a) Section 5 Litter Control Officer

**Graduate Services Engineer – Wastewater**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 173 Power of entry in cases of emergency
2. Horowhenua District Council Bylaws and Policies
  - (a) Solid Waste Bylaw
  - (b) Trade Waste Bylaw
  - (c) Water Supply Bylaw
3. Litter Act
  - (a) Section 5 Litter Control Officer

### **Graduate Services Engineer – Water**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 173 Power of entry in cases of emergency
2. Horowhenua District Council Bylaws and Policies
  - (a) Solid Waste Bylaw
  - (b) Trade Waste Bylaw
  - (c) Water Supply Bylaw
3. Litter Act
  - (a) Section 5 Litter Control Officer

### **Projects Manager**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 177 Power to appoint an enforcement officer
  - (f) Section 183 Power of entry to check utility services
2. Local Government Act 1974

- (a) Section 355 Requiring removal of overhanging trees etc. with the exception of trees scheduled or generally protected by the Operative District Plan
- 3. Resource Management Act 1991
  - (a) Section 38 Authorisation as an Enforcement Officer
- 4. Horowhenua District Council Bylaws and Policies
  - (a) Solid Waste Bylaw
  - (b) Trade Waste Bylaw
  - (c) Water Supply Bylaw
  - (d) Wastewater Bylaw 2015
- 5. General
  - (a) Authorise Legal proceedings in respect of any area of responsibility.
- 6. Litter Act 1979
  - (a) Litter Control Officer

### **Projects and Planning Engineer**

To exercise responsibilities, powers, duties and functions under the following:

- 1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 183 Power of entry to check utility services
- 2. Resource Management Act 1991
  - (a) Section 38 Authorisation as an Enforcement Officer
- 3. Horowhenua District Council Bylaws and Policies
  - (a) Solid Waste Bylaw
  - (b) Trade Waste Bylaw
  - (c) Water Supply Bylaw
  - (d) Wastewater Bylaw 2015
- 4. Litter Act 1979
  - (a) Litter Control Officer



## Projects Engineer

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 183 Power of entry to check utility services
  
2. Resource Management Act 1991
  - (a) Section 38 Authorisation as an Enforcement Officer
  
3. Horowhenua District Council Bylaws and Policies
  - (a) Solid Waste Bylaw
  - (b) Trade Waste Bylaw
  - (c) Water Supply Bylaw
  - (d) Wastewater Bylaw 2015
  
4. Litter Act
  - (a) Litter Control Officer 1979

## Design Engineer (Civil)

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002
  - (a) Section 171 General powers of entry
  - (b) Section 172 Power of entry for enforcement purposes
  - (c) Section 173 Power of entry in cases of emergency
  - (d) Section 174 Authority to act
  - (e) Section 183 Power of entry to check utility services
  
2. Resource Management Act 1991
  - (a) Section 38 Authorisation as an Enforcement Officer
  
3. Horowhenua District Council Bylaws and Policies
  - (a) Solid Waste Bylaw
  - (b) Trade Waste Bylaw
  - (c) Water Supply Bylaw
  - (d) Wastewater Bylaw 2015

4. Litter Act 1979

- (a) Litter Control Officer

**Draftsman (Civil)**

To exercise responsibilities, powers, duties and functions under the following:

1. Local Government Act 2002

- |     |             |  |
|-----|-------------|--|
| (a) | Section 171 | General powers of entry                  |
| (b) | Section 172 | Power of entry for enforcement purposes  |
| (c) | Section 173 | Power of entry in cases of emergency     |
| (d) | Section 174 | Authority to act                         |
| (e) | Section 183 | Power of entry to check utility services |

2. Resource Management Act 1991

- (a) Section 38 Authorisation as an Enforcement Officer

3. Horowhenua District Council Bylaws and Policies

- (a) Solid Waste Bylaw  
(b) Trade Waste Bylaw  
(c) Water Supply Bylaw  
(d) Wastewater Bylaw 2015

4. Litter Act 1979

- (a) Litter Control Officer

## RESOURCE MANAGEMENT ACT 1991 AND ASSOCIATED LEGISLATION DELEGATIONS

These are specific delegations to the Chief Executive, Group Manager Customer & Community Services, Consents Lead, Resource Management Planners and Customer and Regulatory Services.

Section or Clause Number	Delegation Description	Delegated To (Acronym)	Notes
		<p>Council Chief Executive (CE),</p> <p>Group Manager Customer &amp; Community Services (CCSM)</p> <p>Customer and Regulatory Services Manager (CRSM)</p> <p>Senior Manager Strategic Planning (SMSP)</p> <p>Consents Lead (CL)</p> <p>Strategic Planner (SP)</p> <p>Resource Consents Planners (P) (including any Enforcement Officer)</p> <p>In consultation with the Chairperson of the Hearing Committee (ICWC). See notes</p>	<p>1. Delegations include temporary Acting CE, CCSM, SPSM, or SP when relevant or required.</p> <p>2. The notation (ICWC) requires any officers exercising powers under the relevant section to obtain the consent of the Chairperson of the Hearing Committee before exercising any authority. Where the delegations refer to consultation with the Chairperson, the Chairperson shall retain the discretion to require such matters to be referred back to the Hearing Committee.</p>

<b>LOCAL GOVERNMENT ACT 1974</b>			
327A	Cancellation of building line restrictions	CE, CCSM, CRSM, SMSP, CL, SP, SP	
348	The power to exercise all powers of Council in respect of private roads and private ways	CE, CCSM, CRSM, SMSP, CL, SP	
<b>LOCAL GOVERNMENT ACT 2002</b>			
171	The power to approve entry to any land or building other than a dwelling house (and to sign a warrant to that effect) for doing anything that the Local Authority is empowered to do under this Act or any other Act and to issue a warrant under the seal of Council authorising that the person is so authorised.	CE, CCSM, CRSM, SMSP, CL, SP	See RMA S332/333
177	The power to appoint an enforcement officer.	CE,CCSM	
215	The power to approve an application for a removal order.	CE,CCSM	

<b>UNIT TITLES ACT 2010</b>			
32(2)	The power to provide certification pursuant to subsection (2)	CE, CCSM, CRSM, SMSP, CL, SP	

<b>RESOURCE MANAGEMENT ACT 1991</b>			
10(2)(b)	Time extension to existing use	CE, CCSM, CRSM, SMSP, CL, SP	

34(A)(1) & (2) and 100(A)	The nomination of one or more commissioners from the list of commissioners appointed by the Council for hearings (Ref. report No 3654 / 2008 adopted 1/10/2008).	CE, CCSM, CRSM, SMSP, CL, SP (ICWC)	
36(5)	Power to reduce or waive fees or deposits for charitable or community organisations or in other situations deemed appropriate.	CE, CCSM	
37(1)	Power to waive or extend time limits as specified in this section.	CE, CCSM, CRSM, SMSP, CL, SP, P	
37(2)	Waive compliance with the requirement to submit information as outlined in Section 37(2) and the power to set new terms for the rectification or the omission of the inaccuracy.	CE, CCSM, CRSM, SMSP, CL, SP, P	
37A(6)	Power to determine and notify those persons who are directly affected by the extension or waiver of compliance with a time period, method of service, or service of document.	CE, CCSM, CRSM, SMSP, CL, SP, P	
38	Power to authorise an Enforcement Officer/s to carry out all or any of the functions and powers as an enforcement officer under this Act. functions	CE, CCSM	
41B	The power to direct an applicant to provide briefs of evidence to the authority before a hearing.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
41C	The power to request further information prior to or at a Hearing.	CE, CCSM, CRSM, SMSP, CL, SP, P	

42	The power to make an order that a hearing be held with the public excluded. The power to make an order prohibiting or restricting the publication or communication of any information supplied or obtained in the course of any proceedings.	CE, CCSM, CRSM, SMSM, CL, SP, P (ICWC).	
42A(1)	The power to commission a report by an officer or consultant for hearing.	CE, CCSM, CRSM, SMSM, CL, SP, P	
42A(5)	The Authority to waive compliance with service of documents requirements.	CE, CCSM, CRSM, SMSM, CL, SP, P (ICWC)	
86D(2)	The power to make an application to the Environment Court for a rule to have legal effect.	CE, CCSM, CRSM, SMSM (ICWC).	
87(E)	Decision on whether to allow an application to be determined by the Environment Court and authority to determine an application for referral to the Environment Court is incomplete.	CE, CCSM, CRSM, SMSM (ICWC).	
88(3)1(3A)	The power to determine that an application is incomplete and to return the application with written reasons for the determination.	CE, CCSM, CRSM, SMSM, CL, SP, P	
91	The power to defer an application pending additional consents.	CE, CCSM, CRSM, SMSM, CL, SP, P	
92(1)	The power to request further information relating to an application.	CE, CCSM, CRSM, SMSM, CL, SP, P	
92(2)	The power to commission a report on any matter relating to the application.	CE, CCSM, CRSM, SMSM, CL, SP, P	

92A (2)	The power to set a time limit within which further information requested by a territorial authority should be provided.	CE, CCSM, CRSM, SMSP, CL, SP, P	
92A(3)	The power to decline an application for failure to meet requirements under this subsection.	CE, CCSM, CRSM, SMSP, CL, SP, P	
92B(2)	The power to decline an application in accordance with this section.	CE, CCSM, CRSM, SMSP, CL, SP, P	
95 and 95(A)–(F)	The power to determine when applications shall be non-notified, limited notified or publicly notified.	CE, CCSM, CRSM, SMSP, CL, SP, P	
99	The power to convene a pre-hearing meeting and exercise all powers under this section.	CE, CCSM, CRSM, SMSP, CL, SP, P	
99A	The power to refer applicants and persons who made submissions on the application to mediation and the authority to appoint a mediator under section 34A.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC).	
100	The power to determine that a hearing is not needed.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
101	The power to fix a hearing date and time and place of the hearing.	CE, CCSM, CRSM, SMSP, CL, SP, P	
102	Functions in relation to joint hearings.	CE, CCSM, CRSM, SMSP, CL, SP, P	
103	Functions in relation to combined hearings for resource consents in relation to the same proposal.	CE, CCSM, CRSM, SMSP, CL, SP, P	

104A, 104B, 104C, 104D	The power to grant or refuse non notified resource consents and the power to decide on applications made with full or limited notification but only where such applications:  (i) Have not attracted any, or only relatively minor submissions in opposition or where such submissions have been resolved between parties, and;  (i) Where the issues are clear cut, and;  (ii) Where policies are clear cut, and;  (iii) Which have a favourable officer report, and;  (iv) The applicant and/or submitters support this decision.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	Consultation with the Chairperson is required in respect of any application involving full or limited notification before a decision on the application is made.
106	The power to refuse to grant a subdivision taking in consideration the issues specified in S106.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
108A(3)	The power to determine that a bond continue for a specified period should it be considered that an adverse effect may continue or arise at any time after the expiration of a resource consent granted.	CE, CCSM, CRSM, SMSP, CL, SP, P	
109	The power to authorise Council use of bond funds	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
124(2)(e)	The power to permit an existing consent to continue while applying for a new consent.	CE, CCSM, CRSM, SMSP, CL, SP, P	
125	The power to extend the period within which a resource consent lapses.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC).	Consultation with the Chairperson shall only be required in respect of applications which have been the subject of a hearing.



126	The power to cancel unexercised resource consents.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC).	Consultation with the Chairpersons shall only be required in respect of applications which have been the subject of a hearing.
127	The power to decide on an application for change to or cancellation of consent conditions.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	Consultation with the Chairperson shall only be required in respect of applications which have been the subject of a hearing.
128-132	The power to initiate and determine a review of conditions of a resource consent.	CE, PSM, SP (ICWC)	Consultation with the Chairperson shall only be required in respect of applications which have been the subject of a hearing.
133A	Power to approve an amended resource consent within 20 working days of the granting of the original.	CE, CCSM, CRSM, SMSP, CL, SP, P	
138	The power to grant or refuse partial or full surrender of a resource consent.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	Consultation with the Chairperson shall only be required in respect of applications which have been the subject of a hearing.
139	The power to grant or refuse an application for a certificate of compliance.	CE, CCSM, CRSM, SMSP, CL, SP, P	
139A	The power to grant or refuse an application for an existing use certificate.	CE, CCSM, CRSM, SMSP, CL, SP, P	
149Z	The power to process applications referred from the Minister for the Environment or the EPA.	CE, CCSM, CRSM, SMSP, CL, SP, P	
169	The power to process notices of requirement from a requiring authority.	CE, CCSM, CRSM, SMSP, CL, SP, P	
170	The power to decide whether to include a notice of requirement in a proposed plan change.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	

174	The power to appeal to the Environment Court against the whole or any part of a decision of a requiring authority.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC).	
176A(2)	The power to waive the requirement for an outline plan.	CE, CCSM, CRSM, SMSP, CL, SP, P	
176A(4)	The power to request changes to an outline plan.	CE, CCSM, CRSM, SMSP, CL, SP, P	
176A(5)	The power to Appeal against the decision of a requiring authority to the Environment Court.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC).	
181	The power to alter a designation.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
184(1)(b) and 184(2)(b)	The power to extend the expiry period of a designation that has not been given effect to.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC).	
190	The power to process notices of requirement for a heritage order from a heritage authority.	CE, CCSM, CRSM, SMSP, CL, SP, P	
195A	The power to alter heritage orders.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC).	
198C	The power to decide whether a notice of requirement application will be determined by the Environment Court as requested by applicant.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
198I	The power to decide whether a notice of requirement application will be determined by the Environment Court	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
220	The power to impose conditions on subdivision consents.	CE, CCSM, CRSM, SMSP, CL, SP, P	

221(1)	The power to impose a condition requiring the issuing of a consent notice.	CE, CCSM, CRSM, SMSP, CL, SP, P	
221(3)(b)	The power to review, vary or cancel any consent notice.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	A variation of a consent notice approved by the Hearing Committee may only be approved after consultation with the Chairperson of the Committee.
222	The power to extend a completion period and to issue a completion certificate.	CE, CCSM, CRSM, SMSP, CL, SP, P	
223	The power to approve any survey plan	CE, CCSM, CRSM, SMSP, CL, SP, P	
224(c)	Power to certify compliance with specified conditions prior to deposit of survey plan.	CE, CCSM, CRSM, SMSP, CL, SP, P	
224(f)	Power to certify compliance with building code provisions.	CE, CCSM, CRSM, SMSP, CL, SP, P	
226(e)	Power to issue a certificate in accordance with this Section.	CE, CCSM, CRSM, SMSP, CL, SP, P	
S232.	The power to approve the creation of an esplanade strip in accordance with S232 (1) and (2).	CE, CCSM, CRSM, SMSP, CL, SP, P	
S234(6)	The power to grant (with or without modifications) or decline an application to vary or cancel an instrument creating an esplanade strip.	CE, CCSM, CRSM, SMSP, CL, SP, P	
234(7)	The power to certify a varied or cancelled esplanade strip.	CE, CCSM, CRSM, SMSP, CL, SP, P	
235	Power to agree to create an esplanade strip with the agreement of the registered proprietor.	CE, CCSM, CRSM, SMSP, CL, SP, P	

237	The power to approve survey plans where esplanade reserves or esplanade strips are required.	CE, CCSM, CRSM, SMSPP, CL, SP, P	
237B	The power to authorise the creation, variation, or cancellation of easements.	CE, CCSM, CRSM, SMSPP, CL, SP, P	
240(1) and (3)	The power to endorse survey plans with covenants and to approve the covenant instrument.	CE, CCSM, CRSM, SMSPP, CL, SP, P	
240(4) and (5)	The power to approve the cancellation of a covenant imposed under this Section or under the corresponding provision of any former enactment for non-notified applications.	CE, CCSM, CRSM, SMSPP, CL, SP, P	
S241(2)(a)	The power to approve the individual disposal of land or the holding of land in separate titles which have previously been amalgamated.	CE, CCSM, CRSM, SMSPP, CL, SP, P	
241(3) and (4)(b)	The power to cancel in whole or in part any condition described in Subsection (2).	CE, CCSM, CRSM, SMSPP, CL, SP, P	
243	The power to revoke an easement in whole or in part.	CE, CCSM, CRSM, SMSPP, CL, SP, P	
274	The power to nominate an officer or other person to attend a proceeding of the Environment Court.	CE, CCSM, CRSM, SMSPP, CL, SP, P	
299	The power to appeal against the decision or report and recommendation of the Environment Court to the High Court on a point of law.	CE (ICWC)	
311	The power to apply for a declaration in accordance with this Section.	CE, CCSM, CRSM, SMSPP, CL, SP, P (ICWC)	

316	The power to apply for an enforcement order or interim enforcement order.	CE, CCSM, CRSM, SMSP, CL, SP, P	
325A(2)	The power to cancel an abatement notice.	CE, CCSM, CRSM, SMSP, CL, SP, P	
325A(5)	The power to determine an application to review and/or amend an abatement notice.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	A variation of an abatement notice may only be approved after consultation with the Chairperson of the Committee.
330	The power to make the necessary determinations and undertake such actions as are provided for in subsections (1) - (3) inclusive	CE, CCSM, CRSM, SMSP, CL, SP, P	Applies to emergency work and the power to take preventative or remedial action.
334	The power to seek a search warrant from a District Court Judge or any duly authorised Justice or any Community Magistrate or Registrar for entry for search.	CE, CCSM, CRSM, SMSP, CL, SP, P	
357C	The power to grant an extension of time to lodge an objection under sections 357 to 357B hear and determine any matters under this Section.	CE, CCSM, CRSM, SMSP, CL, SP, P (ICWC)	
First Schedule, Part one, Clause 5	Power to decide on whom public notice shall be sent in relation to a policy statement or plan or a change thereto	CE, CCSM, SMSP	
First Schedule Part One Clause 6	The power to make a submission on a proposed policy statement or plan that was notified under Clause 5.	CE, CCSM, SMSP (ICWC)	

First Schedule, Part one, Clause 8AA	The power to refer to mediation issues raised by persons who have made submissions on the proposed plan or policy statement and the power to appoint an independent mediator in accordance with this Clause.	CE, CCSM, SMSP (ICWC)	
First Schedule, Part One, Clause 14	The power to authorise an appeal against any aspect of a requiring Authority's or heritage protection authority's decision.	CE, CCSM, SMSP (ICWC)	
First Schedule, Part two, Clause 23	The power to require further information from an applicant.	CE, CCSM, SMSP	
First Schedule, Part three, Clause 32	The power to certify as correct copies of material to be incorporated by reference into a plan or proposed plan.	CE, CCSM, SMSP	

	Completed
	In Progress
	Off Track
	Transfer to 2016/17

<b>MONITORING REPORT</b> <b>Long Term Plan 2015 - 25</b>						
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment	
Development Contributions	1.	THAT Council resolves to cancel the Development Contributions Policy from 1 Jul 2015 and adopt the Draft Financial Contributions Policy to be put forward as a change to the District Plan.	Monique Davidson	1 Jul		Officers will be preparing for a Plan Change to introduce the Financial Contribution Policy. The Development Contribution Policy is no longer applicable. This item is currently on hold until further information is made available on the Resource Management Act review.
	2.	<p>THAT the Council adopts Option 3 as the rating system for the period of the Long Term Plan 2015-2025. This is detailed as:</p> <p>THAT the General Rate be based on Land Value using the current differentials based on the current geographic boundaries retaining the Rural Differential at 25% and retaining the current phasing, with 4 years to run;</p> <p>THAT the Roding Rate be based on Capital Value with two differentials based on use being Business and District Wide Other. The Roding Rate will exclude stormwater</p> <p>THAT a Stormwater Rate, based on Capital Value, be set on all urban properties (same urban areas as the current urban Solid Waste</p>	Doug Law	31 Jul		The rating changes have been implemented. The rates strike was programmed for the week ended 31 July.

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	<p>Rate);</p> <p>THAT Council introduces a "Serviceable" Differential on the Water and Wastewater Rate to be set at 50% of the fixed charges for each;</p> <p>THAT an Aquatics Rate be set as a fixed charge District wide, (dispensing with the current extra Targeted Rate on Levin, Foxton and Foxton Beach);</p> <p>THAT all Licensed to occupy retirement villages as well as all registered retirement villages (excluding retirement villages set up under a body corporate that have individual rating units) are contained within the Roothing business differential.</p>				
	3. THAT the proposed amendments to rates remission policy as outlined in the draft LTP and consultation document be implemented.	Doug Law	15 Aug		Remissions applications have been received and processed.
Rates Remissions Policy	10. THAT the programme of works for roading as identified in the infrastructure Strategy be implemented subject to the following amendment, the Council further increase the footpath capital budget from \$50,000 to \$100,000 per annum.	Kevin Peel	31 Aug		The footpath capital budget was increased and will be utilised.
Land Transport	11. THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and that the Chief Executive Officer liaise with the Waitarere Beach Ratepayers and Progressive Association to consult on the lighting requirement for	David C	31 Oct		Meetings have commenced between the CE and Waitarere Beach Ratepayers & Progressive Assn with specific items and projects being tracked on a monitoring report.



<b>MONITORING REPORT</b>					
<b>Long Term Plan 2015 - 25</b>					
<b>Item</b>	<b>Resolved</b>	<b>Responsible Officer</b>	<b>Action Date</b>	<b>Status</b>	<b>Officer Comment</b>
	Waitarere Beach.				
12.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented.	Kevin Peel	30 Jun		The work will be carried out through the year
13.	THAT officers' carry out investigation and action options in 2015/2016 financial year to improve pedestrian and vehicle safety at the intersection of service lanes and Bath St, as planned.	Kevin Peel	30 Aug		Safety improvement work is being incorporated with Bath St roundabout project and will be completed in July/August.
15.	THAT alternative treatment options surrounding the Tokomaru underpass fence will be investigated and actions from the investigation programmed into the 2015/2016 financial year.	Kevin Peel	31 Mar		The investigation into this site concluded that whilst some improvements could be made there are currently higher priority minor safety improvements within the district. It has tentatively been put into the 2017/18 Minor Improvement programme.
16.	THAT feasibility studies of the proposed work in relation to Foxton/ Foxton beach including, Bond Street, Signal St, Roundabout at Park St/Ladys Mile/Robinson Rd Intersection, Seabury/Linklater Intersection and widening of Andresen St are completed for consideration by the Foxton Community Board into the 2015/2016 financial year.	Kevin Peel	30 June		Initial investigation placed a priority on the Roundabout at Park St/Ladys Mile/Robinson Rd Intersection and as such it has been put into the 2017/18 Minor Improvement programme. Feasibility studies into the other sites will be carried out in 2016/17.
18.	THAT the programme of works for roading as identified in the infrastructure Strategy be implemented and that that Council bring	Kevin Peel	30 May		Physical works progressing and are programmed for completion in July.

**MONITORING REPORT**  
**Long Term Plan 2015 - 25**

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	forward the programme of works for Kent/Gloucester Road upgrade planned for 2018 to 2015/2016.				
19.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and Council continue to investigate any arising issues to ensure compliance with LOS and remedy as required.	Kevin Peel	30 Jun		Street sweeping is carried out in accordance with agreed level of service.
20.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented including a specific business case benefit-cost assessment of maintenance for Makahika Road in unsealed condition vs. sealed road maintenance within the 2015/2016 financial year and that the outcome of the assessment be communicated to the submitters.		30 Jun		A cost benefit analysis of the proposed seal extension of Makahika Road was carried out. The Benefits/Costs Ratio ( BCR) of this work is 0.5. A project is not considered to be economically feasible if the BCR is less than 1 and as such it is not intended to progress this any further. Submitter contacted. Programme of works will be carried out as identified.
21.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and the amendments made to the Long Term Plan 2015-2025 Activity Statement for Land Transport be accepted.	Kevin Peel	Jul 2015		
22.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and that officers continue to work closely with NZTA on the RONS project to ensure the best outcome for the	Kevin Peel	30 Jun 2016		This will be ongoing for several years.

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
Community Services	Horowhenua community.				
	25. THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and that officers continue to monitor car parking in the area of the Levin Railway Station to ensure that adequate car parking continues to be available to the community.	Kevin Peel	30 Jun		To be monitored on an ongoing basis.
	26. THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and Council carry out work in Foxton Main Street as planned, with a communications plan, regarding the design and construction time frame, being prepared.	Kevin Peel	30 June		The Foxton Main Street Project has been designed and approved. The physical works will take place during the 2016/17 construction season and will be completed by April 2017.
	30. THAT Council requests a joint Business Case from the Levin Waitarere Surf Life Saving Club and Council officers to allow Council to consider options for supporting fundraising efforts for the new clubroom.	Monique Davidson	1 Jul 2015		Ongoing liaison with group occurs
	34. THAT Council adopt the draft Horowhenua Smokefree Environment Policy with an amendment to include the addition of: all Early Childhood Centres, Primary and Secondary schools, including all associated public outdoor areas and the footpath directly in front of the property boundary and all Health Centres, including all associated public outdoor areas.	Monique Davidson	1 Jul 2015		Council Officers are working on promotion and education of policy.
35. THAT Council recommends a working party be set up by the Community Wellbeing	Monique Davidson	1 Oct 2015		Working party has been established and implementation	

**MONITORING REPORT**  
**Long Term Plan 2015 - 25**

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	Executive, to monitor the effectiveness of this Policy, and make alterations and/or extensions in six months after implementation as required.				is underway.
42.	THAT current work programmes that enable children and young people to participate in sport and recreational activities are continued and strengthened.	Cathryn Pollock	31 Jul 2016		Ongoing – Council officers have delivered as well as practically assisted with the delivery of a range of sport and recreational events that have targeted children and young people.
43.	THAT Officers work with the Foxton Community Board during planning for Te Awahou-Nieuwe Stroom to discuss opportunities for marketing and promoting the Foxton and Foxton Beach area.	Kathy Mitchell	Ongoing		Ongoing dialogue and action continues on improving marketing the district.
44.	THAT Officers review the 2001 SunSmart Policy within the next 12 months, including consideration of its relevance, impact and financial implications on the delivery of Council services. Following the review, that a report be presented to the Community Wellbeing Executive for consideration.	Cathryn Pollock	30 June 2016		In progress, officers have met with the Cancer Society for guidance regarding reviewing the current policy. This is on track to be completed by end of financial year.
46.	THAT the proposed Community Services Review and current Recreation and Aquatics Needs and Opportunities Analysis considers the overall operation of the Aquatic Centres, including alternative revenue streams for Aquatic Centres and opportunities for reduced operating costs.	Monique Davidson	1 Jan		This has been considered as part of the Community Services Review and programme development and event planning underway.
48.	THAT the Council	Monique	1 Dec		Officers prepared a

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<b>Item</b>	<b>Resolved</b>	<b>Responsible Officer</b>	<b>Action Date</b>	<b>Status</b>	<b>Officer Comment</b>
	acknowledges the submission from the Foxton Community Board and recommends that Officers carry out further research into the Foxton Aquatic Centre, in conjunction with the current ventilation project, with any recommendations for Capital Expenditure to be reviewed for the 2016/2017 Annual Plan.	Davidson	2015		report for the November Foxton Community Board and February Foxton Community Board meeting. A Foxton Pool extended season is underway with an associated evaluation that is intended to inform future facility use planning. Ventilation work is expected to be carried out in September.
53.	THAT Council allocate \$1,000,000 (\$100,000 per annum) from the Foxton Beach Freeholding Account towards parks and reserves in Foxton Beach over 2015-2025.	Anna Wood	Ongoing		Council's Urban Designer will be leading this project. Work is on track to have an Integrated Development Plan for parks and reserves in Foxton Beach by 1 July 2016.
55.	THAT Council allocates \$500,000.00 from the Foxton Beach Freeholding Account towards Te Awahou Nieuwe-Stroom on the proviso that the Council proceeds with the project AND FURTHER THAT other funding requirements are met.	Monique Davidson	Ongoing		Council have signed off on contract for Te Awahou. This item is now completed.
56.	THAT Council acknowledges, with thanks, the submission from Tokomaru Village and Residents Association and confirms that officers will be undertaking a district wide review of sports field provision during the 2015/2016 financial year.	Arthur Nelson	1 Jul 2015		Sports field review has commenced. Review will be completed by July 2016
60.	THAT Council acknowledges the submission from Mr	Arthur Nelson	1 Mar 2015		Initial meeting between Mr Orpin

**MONITORING REPORT**  
**Long Term Plan 2015 - 25**

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	Orpin and will further investigate the options to establish a disc golf facility at Kowhai Park or some other appropriate location subject to consultation with users.				and Council Officers has taken place. Mr Orpin has been asked to provide facts and figures relating to the sport locally by way of assisting Council Officers to make the decision whether such a facility would be a good use of resource. Council officers would be looking for evidence on user numbers and need for the facility prior to seeking funding for the proposal.
66.	THAT Council Officers undertake some felling of the trees opposite the junction of Hokio Beach Road and Proctor Street and pruning and felling of selected trees on the left hand side of Hokio Beach Road as you exit from Procter street to be completed within existing budgets.	Arthur Nelson	1 Sept 2015		Work complete
67.	THAT Council officers review the existing Reserve Management Plan for Waitarere Beach foreshore reserve as a priority with a view to identifying a current and integrated approach to management of the area.	Arthur Nelson	1 Nov 2015		The RMP is being drafted
68.	THAT Council acknowledges the submission from Mr Hine, and updates its Reserve Management Plans for Waitarere Domain and Beach foreshore, and prepare one for the Wairarawa stream reserve.	Arthur Nelson	1 Nov 2015		The RMP is being drafted

<b>MONITORING REPORT</b>					
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<b>Item</b>	<b>Resolved</b>	<b>Responsible Officer</b>	<b>Action Date</b>	<b>Status</b>	<b>Officer Comment</b>
69.	THAT Council Officers undertake a review of the play equipment at the Waitarere Domain to determine its current condition and evaluate the demand for additional playground equipment for older children.	Arthur Nelson	1 Nov 2015		Scoping/development plan complete
70.	THAT Council Officers will look at options for resealing discrete areas of tarmac close to the BBQ area in the Waitarere Domain.	Arthur Nelson	1 Nov 2015		Physical work in progress
71.	THAT Council Officers will review existing toilet provision to determine whether it meets demand at the Waitarere Domain.	Arthur Nelson	1 Nov 2015		Complete. Replacement block installed
72.	THAT Council acknowledges, with thanks, the submission from Mr & Mrs Thomas and will undertake a review of sportsfield provision in 2015/2016. Successive reviews of reserves may follow thereafter.	Arthur Nelson	Ongoing		Sports field review has commenced
73.	THAT Council does not consider the sale of Tokomaru Domain at this time but works with the group to define their leisure and recreation requirements including whether the establishment of a new domain closer to the village is achievable and sustainable.	Arthur Nelson	Ongoing		Ongoing
74.	THAT Council agree in principle to looking at options to establish a stop-over site in Foxton for self-contained vehicles and that Officers will investigate options on the basis that any such site not be in an area	Arthur Nelson	1 Nov 2015		No further update at this stage. Site has been visited with FCB initial proposals are Victoria Park or the Foxton Loop.

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	zoned for commercial or industrial development unless on a temporary basis.				
75.	THAT Council puts aside \$25,000 and that Council Officers continue to work with the Community Board to establish the cost of lighting the water tower and Seaview Gardens as part of an overall improvement package for reserve.	Arthur Nelson	1 Nov 2015		Lights have been purchased. Project is underway
77.	THAT Council Officers prioritise an updated Reserve Management Plan for Foxton Beach foreshore.	Arthur Nelson	1 Dec 2015		Ongoing.
78.	THAT Council Officers consider further beautification works at Target Reserve in the context of other Community and Council driven initiatives, and an overall Reserve Management Plan for the site.	Arthur Nelson	Aug 2015		Beautification works will be undertaken as part of overall development of the Reserve.
79.	THAT Council will continue to evaluate options for the velodrome/cycle-track at the Levin Domain.	Arthur Nelson	Jan 2016		No update at this stage.
81.	THAT Council acknowledges, with thanks, the submission from Mr Murdoch on behalf of both SoRT and that \$32,500 funding is allocated for the first year of the LTP and Council Officers work with SoRT with regard to projects funded by that allocation.	Monique Davidson	Ongoing		Resource consent application in process for physical works.
85.	THAT Council supports Sport Manawatu in developing a regional sports facility plan.	Monique Davidson	1 Mar 2016		Initial meetings have been held with Sport Manawatu
86.	THAT Council Officers discuss wider community access to the proposed new	Arthur Nelson	Ongoing		Outline consent granted. No further work required at this



<b>MONITORING REPORT</b>					
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<b>Item</b>	<b>Resolved</b>	<b>Responsible Officer</b>	<b>Action Date</b>	<b>Status</b>	<b>Officer Comment</b>
	surf club facility at Waitarere Beach as part of the lease negotiations with the Surf Club.				stage by officers.
87.	THAT Council Officers continue to develop a Property Strategy and will liaise with the Waitarere Beach Progressive Ratepayers Association on this matter.	Arthur Nelson	1 Dec 2015		Property Strategy adopted. Regular liaison ongoing with the Progressive Association
88.	THAT Council confirms Officers have arranged for the installation of a wind screen at the Bath Street bus stop location to mitigate exposure to inclement weather.	Arthur Nelson	1 Jul 2015		The wind screen is now completed.
89.	THAT Council Officers complete the Property Strategy by way of informing decisions relating to maintenance/repair of earthquake-prone buildings including the Coronation and Memorial Halls.	Arthur Nelson	1 Dec 2015		Property Strategy has been completed
91.	THAT Council conduct a 3 month trial period where the time related parking restrictions in the Levin Mall Car Park are lifted and that a further report come back to Council at the conclusion of the trial addressing the impact on parking availability in the Mall Car Park and a recommended course of action.	Mike Lepper	5 May 2016		At 5 May 2016 meeting Council resolved the eastern side of the car park be P120 and the western side remain unrestricted. Signage to be installed.
99.	THAT Officers will continue to work with key stakeholders in relation to the District Plan Rules to understand the most effective way forward and the extent of any changes that may be considered	David McCorkindale			Initial meetings with key stakeholders have taken place and will continue to explore possible future plan changes. Consideration is currently being given

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	necessary to the District Plan. It is possible that a future plan change to the District Plan may be justified following further investigations and allowing time for the implementation of the new rules to be monitored.				to the proposed RMA reforms which could address some of the areas identified for attention.
102	THAT Council continues to support the Economic Development Activity area as proposed in the Draft Long Term Plan 2015-2025.	Shanon Grainger	1 Jul 2015		This is ongoing.
105	THAT Council acknowledges the submission from the Tokomaru Village and Community Association and recommends that the Tokomaru Community be retained in the work plan for the development of a Community Response Plan.	Monique Davidson	1 Jul		Contract has been made by the Emergency Management Officer with the group.
107	THAT Council accepts in principle the proposed to introduce the use of water tanks for new urban residential homes.	Gallo Saidy	30 Nov		Report completed and Council was Brief in March 2016 meeting. Report is not yet ready for adoption
108	THAT Council requests Officers to prepare a full business case for the use of water tanks for new and existing urban residential homes by 30 Nov 2015 before a final decision is made by Council.	Gallo Saidy	30 Nov		Report including business case completed and Council briefed in March 2016 meeting.
109	THAT the programme of works related to water, wastewater and stormwater services identified in the Infrastructure Strategy be implemented.	Gallo Saidy			Ongoing
110	THAT officers continue to investigate a solution for the water discolouration issue in Foxton and Foxton Beach by	Gallo Saidy	30 Jun 2016		Investigation.

<b>MONITORING REPORT Long Term Plan 2015 - 25</b>					
<b>Item</b>	<b>Resolved</b>	<b>Responsible Officer</b>	<b>Action Date</b>	<b>Status</b>	<b>Officer Comment</b>
111	Jun 2016. THAT Council does not consider changing the fundamental business model for the 3 waters services delivery.	Gallo Saidy			Ongoing
112	THAT Officers examine the policy of reading meters on restricted supplies and charging for volumes used in excess of the 1,000 litres/day, and report back to Council with a recommendation for either maintaining or changing the charging policy by Nov 2015.	Gallo Saidy	30 Nov 2015		Identified 108 high water users. Discussion show only a very few could have restrictors put in place as they do not have storage tanks or pressure pumps. report to Council in August 2016
118	THAT the Council prepares and lodges an application for resource consent renewal for Waitarere Beach Wastewater Disposal by Dec 2016.	Gallo Saidy	Dec 2016		The application is being prepared.
119	THAT Officers provide submitters of the proposed funding for Waitarere Beach Stormwater works.	Gallo Saidy	30 Oct 2015		Funding allocation of \$30,000 is provided for these works. Complete
120	THAT Officers liaise and work with Horizons' officers in the implementation of stormwater projects to get the best value from both Councils' projects.	Gallo Saidy	Ongoing		Liaise with Horizons on implementation of relevant projects
121	THAT Officers provide the submitter in relation to Okarito Avenue Stormwater with clarification of the programmed works in the Long Term Plan.	Gallo Saidy	30 Apr 2016		North East Levin Workshop for with submitters on going.
123	THAT Officers review the costs of the solid waste services within the next 12 months to ensure the services Council provide are cost effective.	Gallo Saidy	30 Jun 2016		Review services and ensure they are cost effective – currently under review
124	THAT within 12 months Council undertakes some	Gallo Saidy	30 May 2016		The Enviroschools has not been

**MONITORING REPORT**  
**Long Term Plan 2015 - 25**

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	analysis to better compare the Enviroschools programme and the Zero Waste Education programme, and alternative methods of delivering waste minimisation education, and determine which programme better suits the community's needs.				reviewed in detail, however the contract expires in June 2019 when a complete review will be done in conjunction with the Waste Minimisation Plan which needs to be completed by June 2018
129	THAT the programme of works in the Infrastructure Strategy be implemented inclusive of the increase to the Footpath Upgrade programme from \$50,000 to \$100,000 per year, and the bringing forward of the programme of works for Kent/Gloucester Road upgrade planned for 2018 to 2015/2016.	Kevin Peel	June 2016		Ongoing
130	THAT the Council retains the Financial Strategy and its objectives of: <ul style="list-style-type: none"> <li>1. balancing the budget in three years;</li> <li>2. ensuring that debt is used solely to fund -level of service and growth capital projects from year 3;</li> <li>3. that depreciation funding is used to fund renewals from year 3;</li> <li>4. that debt is paid off from year 7;</li> <li>5. that debt does not breach the 175% of operating income threshold.</li> </ul>	Doug Law	1 Jul		Ongoing - this requires constant monitoring and reporting to ensure we remain on track
131	THAT Council amends the interest rate assumption for Council borrowing to the following: <ul style="list-style-type: none"> <li>2015-16     5.5%</li> <li>2016-17     5.75%</li> </ul>	Doug Law	1 Jul		The assumption has been changed and is reflected in the 2015/25 LTP budgets

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<b>Long Term Plan 2015 - 25</b>					
<b>Item</b>	<b>Resolved</b>	<b>Responsible Officer</b>	<b>Action Date</b>	<b>Status</b>	<b>Officer Comment</b>
133     <b>Financial Strategy</b>	THAT Council amends the operations subsidised roading budget in the Long Term Plan to:	Doug Law	1 Jul		The action has been taken and the changes are reflected in the 2015/25 LTP budgets
	Year 1      \$2,778,870				
	Year 2      \$3,433,828				
	Year 3      \$3,598,075				



# Adoption of Rates Resolution for year ending 30 June 2017

File No.: 16/337

## 1. Purpose

The purpose of this report is for Council to formally adopt the Rates Resolution for the year ending 30 June 2017.

Council adopted the Annual Plan 2016/2017 containing the Funding Impact Statement on 1 June 2016. Council is now required to formally adopt the Rates Resolution.

## 2. Recommendation

- 2.1 That Report 16/337 on Adoption of Rates Resolution for year ending 30 June 2017 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council sets the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2016 and ending on 30 June 2017.

1.

### (a) General Rates

A general rate set under section 13 of the Local Government (Rating) Act 2002 made on every rating unit, set on a differential basis as described below:

- A rate of \$0.00179099 (GST inclusive) of land value on every rating unit in the "urban" category
- A rate of \$0.00055545 (GST inclusive) of land value on every rating unit in the "township" category
- A rate of \$0.0003682 (GST Inclusive) of land value on every rating unit in the "rural residential" category
- A rate of \$0.00162897 (GST Inclusive) of land value on every rating unit in the "rural " category
- A rate of \$0.00402193 (GST Inclusive) of land value on every rating unit in the "District wide" category.

### (b) Rooding Rate

A targeted Rooding rate set under section 16 of the Local Government (Rating) Act 2002 made on every rating unit, set on a differential basis as described below:

- A rate of \$0.00069086 (GST Inclusive) of capital value on every rating unit in the " business" category
- A rate of \$0.00080382 (GST Inclusive) of capital value on every rating unit in the "District wide other" category.

### (c) Stormwater Rate

A targeted Stormwater rate of \$0.00042381 (GST Inclusive) of capital value set under section 16 of the Local Government (Rating) Act 2002 on all "Urban" rating units.

### (d) Community Centre/Library Rate

A targeted rate set under section 16 of the Local Government (Rating) Act 2002

of \$224.20 (GST Inclusive) on every separately used or inhabited part of a rating unit in

the district to fund the provision of Community Centres and library services.

**(e) Representation and Community Leadership**

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 of \$198.30 (GST Inclusive) on every separately used or inhabited part of a rating unit in the district to fund the Representation and Community Leadership costs.

**(f) Solid Waste Disposal Rates**

A targeted rate for solid waste disposal set under section 16 of the Local Government (Rating) Act 2002, to fund the Solid Waste activity costs set on a differential basis as described below:

- A rate of \$32.30 (GST Inclusive) on every separately used or inhabited part of a rating unit in the "urban and township" category,
- A rate of \$23.30 (GST Inclusive) on every separately used or inhabited part of a rating unit in the "rural" category.

**(g) Swimming Pool Rate**

A targeted rate for the provision of swimming pools set under section 16 of the Local Government (Rating) Act 2002, of \$134.70 (GST Inclusive) on every separately used or inhabited part of a rating unit in the district.

**(h) Sewage (Waste Water) Disposal Rates**

A targeted rate for sewage disposal set under section 16 of the Local Government (Rating) Act 2002 to fund the Waste water activity costs set on a differential basis as described below:

- A rate of \$598.40 (GST Inclusive) for each separately used or inhabited part of any rating unit that is connected to a sewer network;
- A rate of \$299.20 (GST Inclusive) for each separately used or inhabited part of any rating unit that is available to be connected to a sewer network;

**(i) Water Supply Rates**

A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002 to fund the Water Supply activity costs set on a differential basis as described below:

- A rate of \$409.30 (GST Inclusive) for each separately used or inhabited part of any rating unit, or for each connection to each separately used or inhabited part of any rating unit, whichever is the greater, that is connected to a water supply network (except for Foxton Beach which has a lower fixed rate to recognise the fact that it has universal water metering. This exception does not apply to the district wide availability differential).
- A rate of \$204.65 (GST Inclusive) for each separately used or inhabited part of any rating unit that is available to be connected to a water supply network;

For the Foxton Beach water supply network:

- A rate of \$317.20 (GST Inclusive) for each separately used or inhabited part of any rating unit, or for each connection to each separately used or inhabited part of any rating unit, whichever is the greater, that is connected to the Foxton Beach water supply network where a water meter is connected.

Targeted rates for water supply set under section 19 of the Local Government (Rating) Act 2002 where a meter is used to measure consumption on the network during the period from 1 July 2016 to 30 June 2017 of,



- \$1.61 (GST Inclusive) per m<sup>3</sup> of water consumed in excess of 91m<sup>3</sup> per every quarter invoicing period on any rating unit connected to any water supply, except Foxton Beach.
- \$0.81 (GST Inclusive) per m<sup>3</sup> of water consumed in excess of 91m<sup>3</sup> per every quarter invoicing period on any rating unit connected to the Shannon untreated bore water supply.
- For Foxton Beach Water Supply
  1. **Step 1** - \$0.68 (GST Inclusive) per m<sup>3</sup> for the first 50 m<sup>3</sup> of water consumed per quarter on any rating unit or separately used or inhabited part of a rating unit connected to the Foxton Beach water supply network during the period from 1 July 2016 to 30 June 2017.
  2. **Step 2** - \$1.36 (GST Inclusive) per m<sup>3</sup> for the second 50 m<sup>3</sup> of water consumed per quarter in excess of 50 m<sup>3</sup> on any rating unit or separately used or inhabited part of a rating unit connected to the Foxton Beach water supply network during the period from 1 July 2016 to 30 June 2017.
  3. **Step 3** - \$2.04 (GST Inclusive) per m<sup>3</sup> for the balance of water consumed per quarter in excess of 100 m<sup>3</sup> on any rating unit or separately used or inhabited part of a rating unit connected to the Foxton Beach water supply network during the period from 1 July 2016 to 30 June 2017

## 2. DIFFERENTIAL CATEGORIES

That the Horowhenua District Council adopts the following definitions for its differential categories for the 2016/17 financial year.

### General Rate

- (a) **Urban** all rating units in Levin, Shannon and Foxton urban areas, as shown on the maps available defining those areas for rating purposes held at the Council office in Levin. This category has a differential factor of 12.83%.
- (b) **Townships** - all rating units in Waikawa Beach, Manakau, Ohau, Hokio Beach, Waitarere Beach, Foxton Beach and Tokomaru urban areas, as shown on the maps available defining those areas for rating purposes held at the Council office in Levin. This category has a differential factor of 1.95%.
- (c) **Rural Residential** - all rating units classified as Lifestyle and Residential (other than those rating units identified as “vacant” or “bare”). These properties will be identified in the DVR using the “Property Category” codes from Appendix F of the Valuation Rules 2008, Promulgated by the Valuer General This category has a differential factor of 1.45%
- (d) **Rural** - all rating units that are located in areas outside the urban and township category boundaries but not those rating units classified as Rural Residential. This category has a differential factor of 25%.
- (e) **District Wide** - all rating units other than those in the rural category. This category has a differential factor of 58.77%.

### Roading Targeted Rate

- (f) **Business** - all rating units identified as Arable, Commercial (including all Rest Homes/Retirement villages other than those that have separate title for the individual

units or houses), Dairy, Forestry (except protected forestry), Horticultural, Industrial, Mining, Pastoral, Specialist livestock, and Utilities using the “Property Category” codes from Appendix F of the Valuation Rules 2008, promulgated by the Valuer General. This category has a differential factor of 35%.

- (g) **District Wide Other** - all rating units identified as Lifestyle, Residential (excluding all Rest Homes/Retirement villages but including those that have separate title for the individual units or houses) and Other using the “Property Category” codes from Appendix F of the Valuation Rules 2008, promulgated by the Valuer General. This category has a differential factor of 65%.

#### **Solid Waste Disposal Rate**

- (a) **Urban** - all rating units within the towns of Levin, Foxton, Shannon, Tokomaru, Foxton Beach, Waitarere Beach, Hokio Beach, Ohau, Waikawa Beach and Manakau as shown on the maps available defining those areas for rating purposes held at the Levin Office. This category has a differential factor of 80%.
- (b) **Rural** - all rating units within the district that are outside the defined “urban” differential described above. This category has a differential factor of 20%.

#### **Wastewater Rate**

- (a) **Connected** - on all rating units across the District for which connection to a reticulated wastewater disposal system is available. A reticulated wastewater disposal system is available to a rating unit if a lateral or laterals exist for the purposes of accepting wastewater from the rating unit to the wastewater trunk main, where there is a connection from the land within the rating unit to that lateral/s or trunk main
- (b) **Available** - on any rating unit that is not connected to a reticulated wastewater disposal system, but is within 30m of a trunk main that is available to take waste from the rating unit. A reticulated wastewater disposal system is available to a rating unit if a lateral or laterals exist for the purpose of accepting wastewater from the rating unit to the wastewater trunk main or, if no lateral exists, if Council will allow the rating unit to be connected. This rate is set at 50% of the fixed charge for a connected rating unit.

#### **Water Supply Rate**

- (a) **Connected** - A reticulated potable water supply is available to a rating unit if a lateral or laterals exist for the purpose of delivering water from the trunk main to the rating unit, and there is a connection from the land within the rating unit to that lateral/s or trunk main
- (b) **Available** - any rating unit not connected to, but within 100 metres of a trunk main for a reticulated potable water supply that is available to the rating unit. A reticulated potable water supply is available to a rating unit if a lateral or laterals exist for the purpose of delivering water from the trunk main to the rating unit or, if no lateral exists, if Council will allow the rating unit to be connected. This rate is set at 50% of the fixed charge for a district wide connected rating unit

### **3. DUE DATES FOR PAYMENT OF RATES**

That all rates will be payable in four equal instalments due on:

15<sup>th</sup> September 2016

15<sup>th</sup> December 2016  
15<sup>th</sup> March 2017  
15<sup>th</sup> June 2017

#### 4. PENALTIES

- 4 (a) That the Council authorises the following penalties to be added to rates that are not paid by the due date:
- (i) a charge of 10 percent on so much of each instalment that has been assessed after 1<sup>st</sup> July 2016 and which is unpaid after the due date of each instalment, to be added to the amount of the unpaid rates on:
 

15<sup>th</sup> September 2016  
15<sup>th</sup> December 2016  
15<sup>th</sup> March 2017  
15<sup>th</sup> June 2017
  - (ii) a charge of 10 percent on so much of any rates levied before the 1<sup>st</sup> July 2016 which remain unpaid on 13<sup>th</sup> July 2016,
  - (iii) a further charge of 10 percent on any rates to which a penalty has been added under (ii) above if the rates remain unpaid on 13<sup>th</sup> January 2017.
  - (iv) a charge of 10 percent on so much of the amount of each instalment of a water supply rate where a meter is used to measure consumption that remains unpaid on the due date for each payment.
- 4 (b) That the authority to apply the council's policy on penalty rates be delegated to the Finance Manager.

#### 5. PAYMENT OF RATES

That rates shall be payable at any of the following places:

Levin	Public Office, 126 Oxford Street,	Mon, to Fri	8.00 am to 5.00 pm
Foxton	Library/Service Centre Clyde Street	Mon to Fri	9.00 am to 5.00 pm
Shannon	Library/Service Centre Plimmer Terrace	Mon to Fri Sat	10.00 am to 12 noon 1.00 pm to 5.00 pm 10.00 am to 12 noon
Tokomaru	Tokomaru Store Tokomaru road	During store opening hours	

Where a payment made by a ratepayer is less than the amount now payable, the Council will apply the payment firstly to any arrears from previous years and then proportionately across all current year rates due.

#### Attachments


There are no attachments for this report.


**Confirmation of statutory compliance**

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

**Signatories**

Author(s)	Doug Law <b>Group Manager - Finance</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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File No.: 16/342

## Adoption of Growth Targets

### 1. Purpose

For Council to consider revised growth assumptions for planning purposes leading to the 2018-2028 Long Term Plan.

### 2. Executive Summary

Council needs to consider utilising amended growth assumptions to inform and set a platform for future work programmes, planning and evaluation and analysis leading towards the updating of the 2018-2028 Long Term Plan.

### 3. Recommendation

- 3.1 That Report 16/342 Adoption of Growth Targets be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act
- 3.3 That the Horowhenua District Council utilises the following growth assumptions from 1 July 2016 in informing and setting a platform for future work programmes, planning, evaluation and analysis leading towards the updating of the 2018-2028 Long Term Plan:

2016-2036 Growth Forecasts:

Population	+ 8,600
Households	+ 4,900
Jobs	+ 3,000

- 3.4 That the Horowhenua District Council endorses the full pursuit of the following actions to realise and maximise the projected growth assumptions:
  - A. Strengthening and leveraging the District's competitive advantage platform, including:
    - (i) Comparatively low cost land (residential and industrial)
    - (ii) Comparatively low cost operating/low cost living environment
    - (iii) Greater business productivity through proximity to Wellington (including customers, infrastructure, and labour market reach).
  - B. Ensuring infrastructure, policy provision and planning is in place to enable the District to fully leverage its competitive and comparative advantages.
  - C. Attracting business investment and new industry to drive job growth and to broaden the economic base of the District.
  - D. Fostering more intensive co-operation with neighbouring districts.
  - E. Lifting firms' and households' openness to change and development.

### 4. Background / Previous Council Decisions

- 4.1 On 24 June 2015 Council adopted the 2015-2025 Long Term Plan (LTP). Inherent to the LTP was the inclusion of significant forecasting assumptions. These assumptions included amongst other variables both population growth and household growth projections.

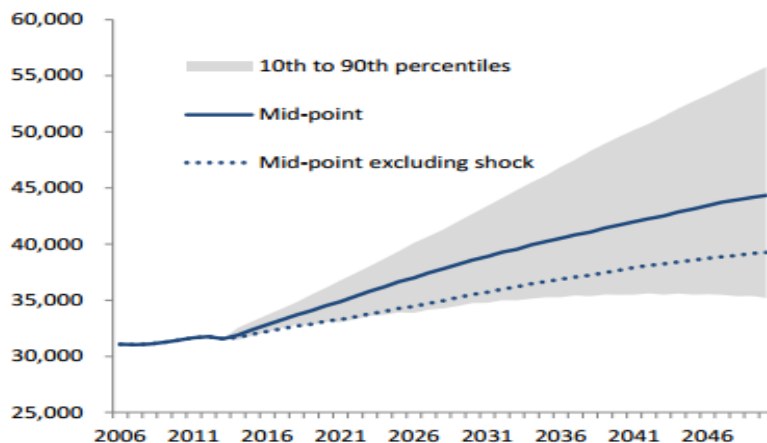
- 4.2 Subsequent to the adoption of the LTP, Council in partnership with the Horowhenua Economic Development Board commissioned NZIER to prepare a thorough independent assessment of the district's economic and demographic outlook going forward, with a particular emphasis on the impact of the Roads of National Significance Wellington Northern Corridor project.
- 4.3 The assessment has identified significantly higher levels of growth than anticipated in the 2015-2025 LTP forecasting assumptions.

## 5. Discussion

- 5.1 In September 2015 the Horowhenua District Council (HDC) and Horowhenua Economic Development Board (HEDB) agreed that a specialist consulting firm be engaged to undertake a thorough assessment of how Horowhenua's economy will perform given infrastructure improvements as part of Central Governments investments in the Roads of National Significance (RoNS) Wellington Northern Corridor (WNC) project.
- 5.2 The New Zealand Institute of Economic Research (NZIER) was identified to undertake this assessment and in November 2015 provided a draft report "Investment in Transport Infrastructure: Effects on economic and demographic outlook".
- 5.3 On 16 December 2015 a joint briefing of Councillors and HEDB Members was held and a presentation was provided by the Economic Development Manager and independent consultant Shamubeel Equb (Independent Peer Review). The presentation covered key findings from the assessment and provided an opportunity to gather feedback and to answer any questions from Councillors and Members. Copies of the draft assessment were also circulated. Feedback was then collated and the assessment was finalised in February 2016 (See Attachment A).
- 5.4 The assessment and it's key findings were released to the public at an Electra Business After 5 event held at Horowhenua District Council on 24 March 2016. The assessment determined that the WNC investment represents a "free hit" to Horowhenua, and creates an opportunity for the district to target population growth, employment, and economic activity levels significantly higher than both otherwise and previously expected.
- 5.5 A range of probable outcomes were provided on the basis of two scenarios. These are outlined below:
  - A. The status quo i.e. expected growth without RoNS
  - B. The alternative i.e. expected growth with the "shock" (impact) of RoNS

**Figure 5 Projected population in Horowhenua**

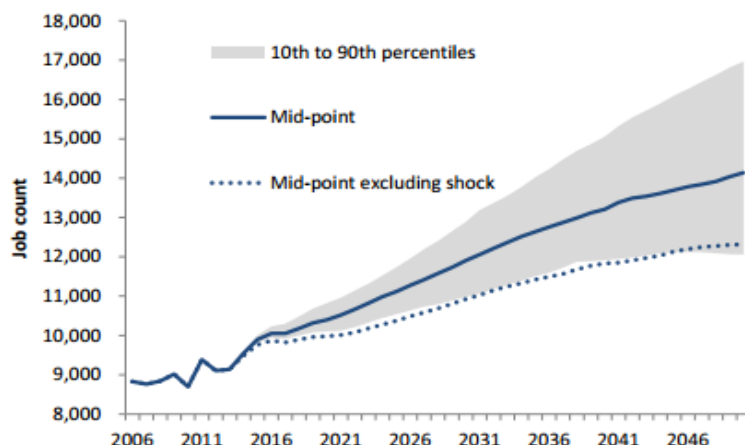
Projections include range with probabilities.



Source: NZIER

**Figure 4 Projected employment in Horowhenua District**

Job count (not adjusted for FTEs). Projections include range with probabilities.



Source: NZIER

- 5.6 Underpinning the above sits in depth analysis highlighting potential growth across population, employment and households. These are summarised below:

Compound annual growth rate	Population		Employment (job count)		Households	
	Base	Shock	Base	Shock	Base	Shock
2005-2015	0.3%	0.4%	1.4%	1.5%	0.6%	0.7%
2015-2030	0.7%	1.2%	0.8%	1.2%	1.2%	1.7%
2030-2050	0.5%	0.7%	0.6%	0.9%	0.8%	1.0%
2015-2050	0.6%	0.9%	0.7%	1.0%	1.0%	1.3%

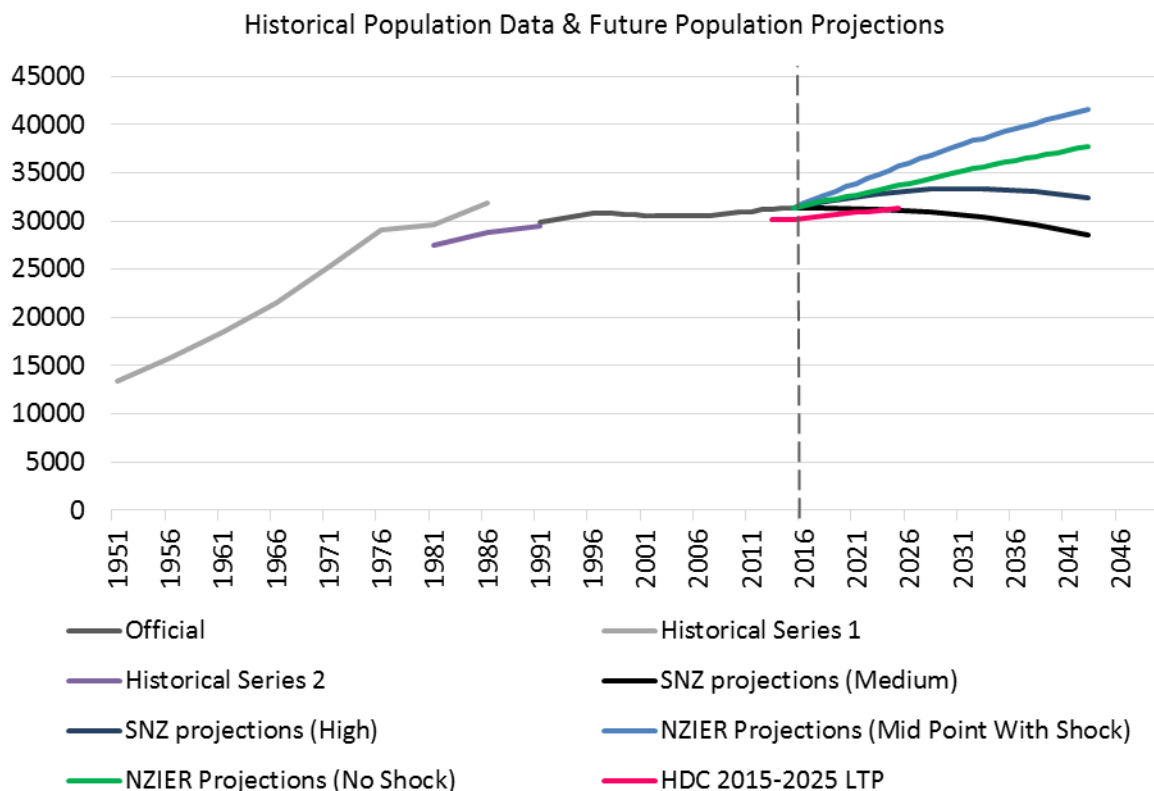
Year	Population		Employment (job count)		Households	
	Base	Shock	Base	Shock	Base	Shock
2015	31,965	32,373	9,761	9,893	12,516	12,679
2036	36,875	40,524	11,493	12,760	15,733	17,424
		<b>8,559</b>		<b>2,999</b>		<b>4,908</b>

For commentary please see Appendix A.

- 5.7 The assessment confirmed 2036 mid-point outcomes of:

- A. +8,600 Population
- B. +4,900 Households
- C. +3,000 Jobs.

- 5.8 NZIER's projections and the underlying growth rates differ significantly from the assumptions currently adopted by Council in the 2015-2025 LTP. Council's current population forecasting assumptions are predicated upon 0.4% annual population growth which is represented by the pink line in the chart below. The NZIER mid-point population projections confirm 1.2% annual population growth to 2030 dropping to 0.7% annual population growth from 2030 onwards. This growth is represented by the blue line in the chart below.



- 5.9 The projected increases in population also impact demand for households. The 2015-2025 LTP has forecast 135 additional households per year for the next 10 years. The proposed assumptions confirm a target of an additional 240 households per year.
- 5.10 The assessment also recommends a number of actions required to realise and maximise the projected gains. These include:
- A. Strengthening and leveraging the District's competitive advantage platform, including:
    - i. Comparatively low cost land (residential and industrial)
    - ii. Comparatively low cost operating / low cost living environment
    - iii. Greater business productivity through proximity to Wellington (including customers, infrastructure, and labour market reach)
  - B. Ensuring infrastructure, policy provision and planning is in place to enable the District to fully leverage its competitive and comparative advantages.
  - C. Attracting business investment and new industry to drive job growth and to broaden the economic base of the district.
  - D. Fostering more intensive co-operation with neighbouring districts.
  - E. Lifting firms' and households' openness to change and development.
- 5.11 Subsequent to this and further work undertaken by the Chief Executive Officer (CEO) and Executive Leadership Team a strategic decision was made to form an internal Growth Response Team comprising the Chief Executive Officer, Economic Development Manager,



Group Manager – Customer & Community Services, Senior Manager – Strategic Planning, and Project Coordination Manager.

5.12 The stated purpose of the Growth Response Team is to “Lead a Growth Response programme that has a positive impact in providing leadership to the Horowhenua District, which in turn assists the community in realising growth in the Horowhenua”. The Growth Response Team have identified a number of priorities for the next six month period. These include:

- Reviewing the Horowhenua Development Strategy
- Developing the Levin Town Centre Strategy
- Developing a Horowhenua Traffic Management Plan in support of the above
- Investigating and establishing an Investment vehicle to support the above
- Developing a Horowhenua 2030 Strategic Plan
- Developing a Communications Strategy to support the above initiatives.

5.13 Prior to work programmes being formally developed the Growth Response Team seek Council’s adoption of the stated 2036 growth targets, on the basis that the targets will inform and set a platform for future work programmes, planning, evaluation and analysis.

## 6. Options

The preferred option has been identified by Officers.

### 6.1 Cost

Not applicable.

#### 6.1.1 Rate Impact

There will be no Rate impact arising.

### 6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

### 6.3 Consenting Issues

There are no Consents required or consenting issues arising.

### 6.4 LTP Integration

The outcomes of the evaluation and analysis from the new growth assumptions will be incorporated into the Draft 2018-2028 LTP.

## 7. Consultation

No consultation is required.

## 8. Legal Considerations

There are no legal considerations.

## 9. Financial Considerations

The evaluation and analysis of the new growth assumptions will be undertaken within existing budgets.

An evaluation of the resources required to implement the Growth Response programme may result in the need for additional budget.

## 10. Other Considerations

There are no other considerations.

## 11. Next Steps

A detailed Growth Response work programme will be prepared and presented to Council.

## 12. Supporting Information

<p><b>Strategic Fit/Strategic Outcome</b></p> <p>Not applicable.</p>
<p><b>Decision Making</b></p> <p>Not applicable.</p>
<p><b>Consistency with Existing Policy</b></p> <p>Not applicable.</p>
<p><b>Funding</b></p> <p>Not applicable.</p>
<p><b><u>Confirmation of statutory compliance</u></b></p> <p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ol style="list-style-type: none"> <li>containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,</li> <li>is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.</li> </ol>

### • Appendices

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Author(s)	Shanon Grainger <b>Economic Development Manager</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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# Investment in transport infrastructure

Effects on economic and demographic outlook

NZIER report to Horowhenua District Council

November 2015

## About NZIER

NZIER is a specialist consulting firm that uses applied economic research and analysis to provide a wide range of strategic advice to clients in the public and private sectors, throughout New Zealand and Australia, and further afield.

NZIER is also known for its long-established Quarterly Survey of Business Opinion and Quarterly Predictions.

Our aim is to be the premier centre of applied economic research in New Zealand. We pride ourselves on our reputation for independence and delivering quality analysis in the right form, and at the right time, for our clients. We ensure quality through teamwork on individual projects, critical review at internal seminars, and by peer review at various stages through a project by a senior staff member otherwise not involved in the project.

Each year NZIER devotes resources to undertake and make freely available economic research and thinking aimed at promoting a better understanding of New Zealand's important economic challenges.

NZIER was established in 1958.

## Authorship

This paper was prepared at NZIER by John Ballingall, Geoff Parr and John Stephenson.



## Key points

The objective: explore how the Wellington Northern Corridor (WNC) could transform the Horowhenua economy

Horowhenua District Council (HDC) has asked us to provide a scenario of how the Horowhenua economy will perform given infrastructure improvements as part of central government's investments in the Roads of National Significance (RoNS).

The literature provides some insights into how improved transport links affect economic outcomes

A review of international and domestic literature highlights that improved transport links tend to deliver economic benefits through various channels:

- widening businesses' possibilities
- new external investment
- increased productivity following a 'thickening' in local markets for labour and goods and services
- increasing population dispersion.

Various case studies use these channels to estimate expected gains to regional economies from large transport projects (i.e. ex ante studies), and we have drawn on their findings to inform our analysis. But we found very little relevant ex post analysis (analysis after the projects are completed) to inform this study.

### Significant impact on Horowhenua

Based on our review of the literature, we posit that investment in State Highway 1 between Wellington and Levin is expected to reduce freight costs and travel times and thereby make Wellington and Manawatū-Whanganui more desirable and more productive. This a free hit to the regional economy – in that this is investment in new capacity for the region that does not cannibalise other investment.

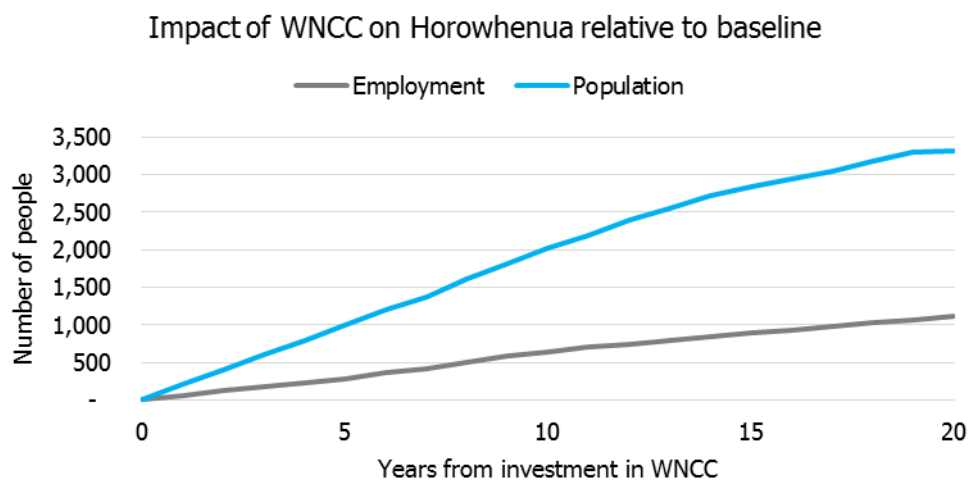
Using empirical models that examine these growth drivers, we find that, if the investment works as intended, population growth, employment and economic activity will be significantly higher than otherwise expected.

### 850 additional jobs in 2030 and faster population growth

By our estimation, WNC investment will see 850 extra jobs in the Horowhenua District in 15 years, and over 1,000 in 20 years. This is shown as the cumulative difference in jobs in the region relative to our baseline (or without the impact of WNC investment) in Figure 1.

## Figure 1 Projected employment and population shocks in Horowhenua District

Number of persons



Source: NZIER

These estimates of job gains are larger than in previous modelling exercises. The main reason our numbers differ is because our analysis combines the effects of rising employment and economic activity with increased migration in-flows and then accounts for the second round effect that this has on jobs.<sup>2</sup> Our analysis also assumes employment gains are proportionate to the size of the labour force – which is growing over time – as opposed to measuring employment impacts in terms of one off absolute changes.

Population growth will increase, rising to 1.2% annual growth, on average over the next 15 years, compared to annual growth of 0.4% in the past 10 years. This will translate into 1.7% annual growth in number of households over the next 10 years, compared to 0.7% annual growth on average in the last decade. This will lift Horowhenua's population by nearly 10,000 people in 20 years.

### Maximising the potential gains from WNC

that HDC's economic development focus to take advantage of the WNC might usefully be directed towards:

- leveraging comparative advantages (including cheap land and attractiveness to land intensive industry)
- planning for required infrastructure needs
- intensive cooperation with neighbouring districts which, on some issues, are essentially part of the Horowhenua
- lifting firms' and households' openness to change.

<sup>2</sup> More people (immigrants) generally means more jobs. This sort of effect is not usually used in state highway investment assessments because NZTA takes a national-level approach while some of the changes we are estimating are 'transfers' of people and economic activity within New Zealand. NZTA (2013 pp. 2-4) notes that their 'Social cost-benefit analysis considers the cost and benefits to the nation as a whole. This viewpoint is appropriate in the cast of transport activities, which are undertaken on behalf of the nation and are publicly funded.'

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# 1. Objectives and approach

## The brief

Horowhenua District Council (HDC) has asked us to provide a credible scenario of how the Horowhenua economy will perform given infrastructure improvements as part of central government's investments in the Roads of National Significance (RoNS).

The RoNS includes an investment in State Highway 1 between Wellington and Levin, known as the Wellington Northern Corridor (WNC). This will likely reduce freight costs and travel times, making Wellington, Manawatū-Whanganui and the Horowhenua District more desirable and more productive. This is likely to mean population and economic activity will be significantly higher than otherwise. We have been asked to quantify these potential gains.

We have also been asked to assess Horowhenua's economic connections with surrounding regions and how widely HDC should think about in considering the potential economic impacts of the WNC. The WNC is an investment spanning multiple administrative regions. This raises questions about whether the investment will have different impacts in different parts of the Wellington and Manawatū-Whanganui regions. Indeed, one might reasonably ask whether administrative (council) boundaries bear a reasonable resemblance to economic or functional boundaries.

## Our approach

1. Review literature on how transport affects regional economic activity (develop a framework).
2. Identify relevant case studies of transformational change resulting from improved transport links (identify parameters for modelling).
3. Build empirical simulation models to estimate potential gains in population and employment, and implications by broad industry.
4. Describe the wider connections of the Horowhenua economy in the context the potential economic impacts of the WNC.

## 2. The framework: how WNC might deliver benefits

This section draws on the literature review in Appendix A and pulls out the key themes.

### 2.1. How transport infrastructure affects economic development

Investment in transport infrastructure can boost economic activity by:

1. **widening businesses' access to workers and inputs** and markets (i.e. expanding production possibilities)
2. **increasing population dispersion** – i.e. widening the geographical scope of an economy
3. new production possibilities attracting **new external investment** (possibly foreign direct investment)
4. **'thickening' local markets** for labour and goods and services, which can boost productivity by
  - a. increasing competitive pressures

improving information exchange, including helping people to find the right job or find the right staff. The first three channels lift economic activity and employment by either utilising existing under-employed resources (people and land) or attracting new people to an area.

The fourth effect raises wages and living standards, through convergence with surrounding regions.

All of the above effects can combine to cause structural change in an economy, such as by making different kinds of industries viable because of improved access to knowledge-intensive skills. This further raises growth potential.

The positive benefits are likely to disproportionately accrue to larger population centres. This is because already large and dense centres can take advantage of the benefits unlocked by better infrastructure, with an advantage from having a larger and more productive economy to start with.

At the same time, increased productivity is also likely to cause living costs to increase through higher land prices. This can then cause positive 'spill-overs' where some people migrate to neighbouring areas where land prices are lower.

## 3. The modelling

Our modelling draws on the framework described above, uses some key parameters from the most relevant studies and is calibrated using relevant data from Statistics New Zealand.

There are numerous options for analysing the costs and benefits of infrastructure projects. These are summarised in Appendix A.2.

For this paper, we use demographic- and industry-based simulation modelling. Further information on simulation modelling is provided in Appendix C.

### 3.1. Channels of effect: employment, migration and productivity

#### 3.1.1. Direct effects on employment, migration and productivity

Three effects have been modelled:

- a reduction in the long run unemployment rate (-0.01%)
- productivity gains (+0.1%) due to an increased economic mass in the wider lower North Island
- an increase in the propensity of people to migrate to Horowhenua (0.4%) given changes in economic activity and opportunities in Horowhenua and surrounding regions.

The first shock assumes that conventional employment gains (as in Saha, 2010) manifest themselves as a reduction in unemployment – or improved utilisation of local resources already residing in Horowhenua.<sup>3</sup>

The productivity gain assumption is informed by estimates from the UK suggesting that productivity gains from transport infrastructure for a smaller town sitting between two larger centres are likely to be in the order of 0.5% and up to 2.65% if the structure of the town's economy changes.<sup>4</sup> These effects are one-off effects over an unspecified period. We, however, want to model specific annual productivity growth changes.

We have chosen to model an additional 0.1% on annual rate of productivity growth by way of example.

A 0.1% productivity improvement is not large in the context of existing indicators of productivity in Horowhenua. Horowhenua has persistently low average incomes for similar occupations when compared to neighbouring districts (see Figure 2 and discussion in section 4 on labour markets). This suggests considerable scope for productivity gains and associated wage increases.<sup>5</sup>

<sup>3</sup> Mckay to Foxton investment expected to cause a 0.1% increase in employment. This is approximately equivalent in this case to a 0.1 percentage point reduction in unemployment.

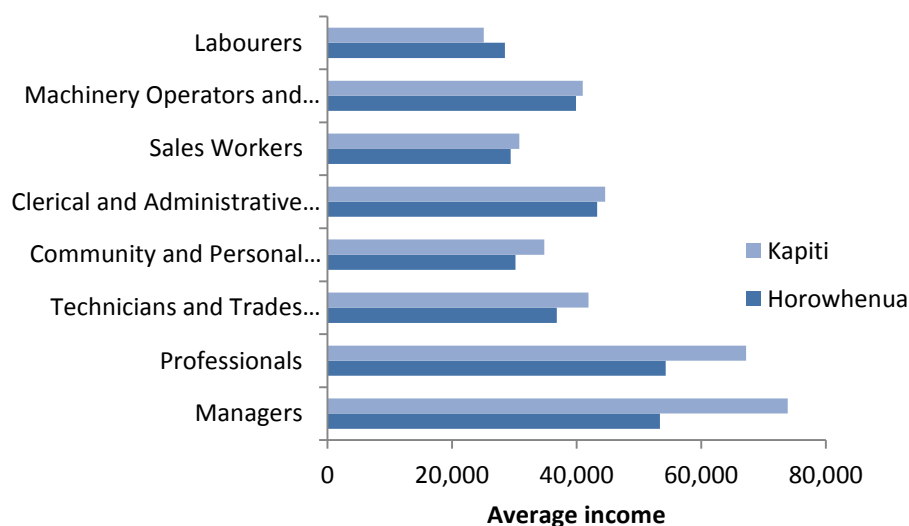
<sup>4</sup> Overman et al (2012) suggest a 20 minute accessibility improvement in travel between Leeds (715,000 people) and Manchester (2.5 million people) would lift wages in the town of Wakefield (70,000 people) by 0.5%.

<sup>5</sup> If people in Horowhenua working as Technicians or in Trades had wages that grew 0.1% faster than people in Kapiti it would take 100 years to close the gap in wages observed at the last census. This reinforces that our productivity gain assumption is modest. This modesty is important because assumptions about productivity growth are very powerful while evidence for what affects productivity growth is, by

That said, we do not expect complete closure of productivity and income gaps. This is because people tend to sort themselves into higher wage and lower wage locations based on preferences and productivity. That being so, convergence will be 'conditional', which means income gaps are likely to persist.

## Figure 2 Gaps in incomes suggest scope for productivity gains

Mean income by occupation group



Source: Statistics New Zealand census 2013

The migration response is based on an estimated relationship between GDP and migration of a 0.69% increase in migration rates for every 1% increase in GDP (see Appendix A).<sup>6</sup> The size of the shock is fairly small, as shown in Figure 3 below, but the impacts in terms of population size do accumulate over time.

### 3.1.2. Spillover effects from neighbouring regions

Sitting behind these effects are other positive effects that arise from gains outside Horowhenua, particularly the Wellington region.

We have assumed that the employment impact in Wellington from the WNC is twice as large as in Horowhenua (i.e. 0.2% in accordance with official RoNS business case estimates) and used the same assumptions as for Horowhenua in the case of migration probabilities and productivity growth.<sup>7</sup>

Growth in Wellington then boosts growth in Horowhenua because once in Wellington people have an increased propensity to then move to Horowhenua, perhaps, but not always, in retirement.

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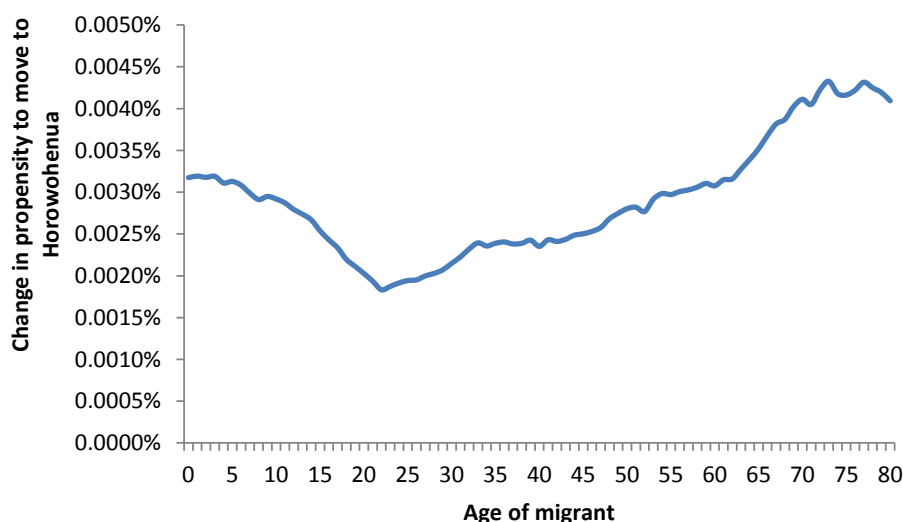
definition, lacking because it is measured as a 'residual' i.e. what is left over after capital services and quality adjusted labour inputs have been used to explain output.

<sup>6</sup> This order-of-magnitude change is modest relative to other research suggesting a one-for-one relationship between employment shocks and migration (see Grimes, Mare, and Morten (2007)).

<sup>7</sup> The reason we chose not to increase productivity and migration rates to reflect larger infrastructure and employment impacts is to keep the simulations from being overly optimistic. Further, Wellington faces greater land constraints that might limit changes in immigration potential in a way that they might not in Horowhenua.

### Figure 3 A modest shock to inward migration

Change in probability that domestic or overseas migrant will move to Horowhenua District<sup>8</sup>



Source: NZIER

## 3.2. Results

### 3.2.1. Economy-wide employment effects

By our estimation, WNC investment will see 850 extra jobs in the Horowhenua District in 2030. This is the difference, in 2030, between the solid line and the dotted line in Figure 1. This is a 0.4% increase in annual growth in the number of jobs in the District, from 0.8% to 1.2%. This is a little lower annual growth rate compared with the past 10 years when the number of jobs in the District grew by 1.4% per year on average – a growth rate that was 1.1% higher than population growth reflecting the extent to which people travel from other districts to work in the Horowhenua District.

These estimates of job gains are larger than in previous modelling exercises. The main reason our numbers differ is because our analysis combines the effects of rising employment and economic activity with increased migration in-flows and then accounts for the second round effect that this has on jobs.<sup>9</sup> Our analysis also assumes employment gains are proportionate to the size of the labour force – which is growing over time – as opposed to measuring employment impacts in terms of one off absolute changes.

The distribution of outcomes in the shaded area illustrates the uncertainty in long term projections. Economic and demographic changes are path dependant and policy and other shocks tend to accumulate

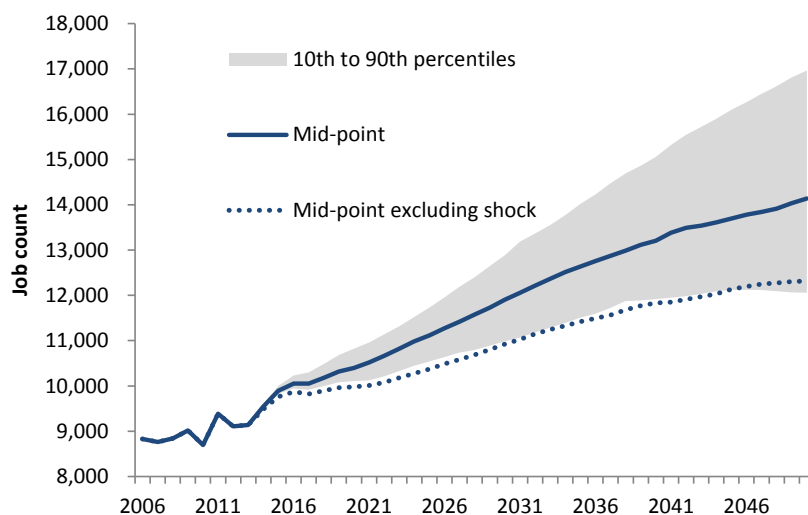
<sup>8</sup> The average probability that a migrant looking to live somewhere in NZ, whether domestic or international, will choose the Horowhenua District is 0.0025 (0.25%).

<sup>9</sup> More people (immigrants) generally means more jobs. This sort of effect is not usually used in state highway investment assessments because NZTA takes a national-level approach while some of the changes we are estimating are ‘transfers’ of people and economic activity within New Zealand. NZTA (2013 pp. 2-4) notes that their ‘Social cost-benefit analysis considers the cost and benefits to the nation as a whole. This viewpoint is appropriate in the cast of transport activities, which are undertaken on behalf of the nation and are publicly funded.’

over a long period of time. This means that negative shocks can lead to a persistently worse outcome than the middle-scenario. Similarly, positive shocks can lead to a virtuous cycle of positive outcomes.

### Figure 4 Projected employment in Horowhenua District

Job count (not adjusted for FTEs). Projections include range with probabilities.



Source: NZIER

## 3.2.2. Sector impacts

Sector-wise the biggest increases in growth from the WNC investment are expected in the manufacturing sector. The biggest change in activity (GDP), however, is in the services industry – servicing both tourists and other industries. And the fastest growth rate is in the primary sector, albeit off a comparatively low base.

**Table 1 All sectors expected to play a role in growth**

GDP estimates are dollar millions (\$1995/96)

	Levels			Share of total GDP		
	Primary	Manufacturing	Services	Primary	Manufacturing	Services
2005	82	138	233	18.1%	30.4%	51%
2015	102	148	238	20.9%	30.3%	49%
2030	155	174	348	22.9%	25.7%	51%
2050	245	200	529	25.2%	20.5%	54%

	Change			Compound annual growth rate		
	Primary	Manufacturing	Services	Primary	Manufacturing	Services
2005-2015	20	10	4	2.2%	0.7%	0.2%
2015-2030	52	26	110	2.8%	1.1%	2.6%
2030-2050	91	26	182	2.3%	0.7%	2.1%
2015-2050	143	52	291	2.5%	0.9%	2.3%

Source: NZIER

We assume that the investment does not have a material impact on the industry composition of the Horowhenua District economy. As discussed earlier, these changes, if they do occur, are thought to produce large growth effects (Overman et al 2012). However, we did not find sufficiently convincing evidence to apply such changes in this instance. Furthermore, determining precisely what kind of change and how much to implement would be highly speculative without additional detailed work on successful case-studies.

### 3.2.3. Demographic changes

#### Expected population growth of 1.2% per year

WNC is expected to boost the population of Horowhenua District, reaching over 38,000 in 2030 from an estimated 32,300 today. That is an annual growth rate of 1.2% compared to estimated growth of 0.4% in the past 10 years (see Table 2).

A projected growth rate of 1.2% is significantly different to Statistics New Zealand's projection that the Horowhenua District's population will be 3% smaller in 2033 than in 2013, an annual growth rate of -0.1%. However, our view is that population growth in the Horowhenua District would be 0.7% without the WNC investment.

Annual population growth of 1.2% is similar to population growth rates in the past 10 years in similar sized districts, in terms of population, such as Ashburton (1.4% annual growth) and Matamata-Piako (1.1%).

Of that growth, around 3,000 new residents (0.6% in terms of growth rates) are drawn into the region by the WNC investment.



The future is by no means certain, however, with migration being notoriously volatile both nationally and regionally. Our projections take this into account and our projections for population in 2030 include a low end projection (10<sup>th</sup> percentile) of 34,500 and a high end projection (90<sup>th</sup> percentile) of 42,700.

**Table 2 Demographic projections**

Levels	Population		Households	
	Base	With WNC	Base	With WNC
2005	31,057	31,057	11,792	11,792
2015	31,965	32,373	12,543	12,679
2030	35,527	38,576	15,167	16,373
2050	39,258	44,337	17,818	20,092

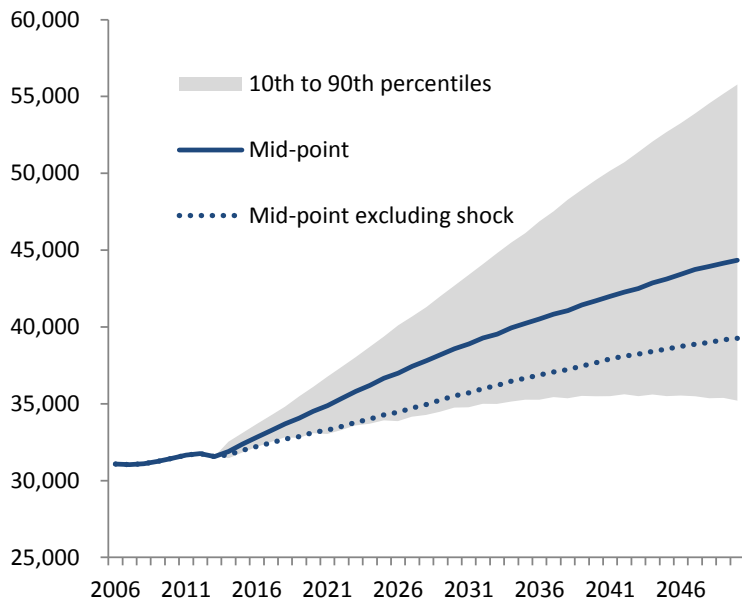
Changes	Population		Households	
	Base	With WNC	Base	With WNC
2005-2015	908	1,316	750	886
2015-2030	3,562	6,203	2,624	3,694
2030-2050	3,732	5,761	2,651	3,718
2015-2050	7,293	11,964	5,275	7,413

Annual Growth	Population		Households	
	Base	With WNC	Base	With WNC
2005-2015	0.3%	0.4%	0.6%	0.7%
2015-2030	0.7%	1.2%	1.3%	1.7%
2030-2050	0.5%	0.7%	0.8%	1.0%
2015-2050	0.6%	0.9%	1.0%	1.3%

Source: NZIER

### Figure 5 Projected population in Horowhenua

Projections include range with probabilities.



Source: NZIER

### Household numbers expected to grow more quickly than population

As the population ages (Figure 7), household sizes will begin to decline. This means that growth in households will outpace population growth. We project household numbers to grow by a 1.7% per year in the next 15 years (compound annual growth rate). Our expectation is that the spatial distribution of household growth will be fairly even, albeit slightly faster in areas immediately around Levin.<sup>10</sup>

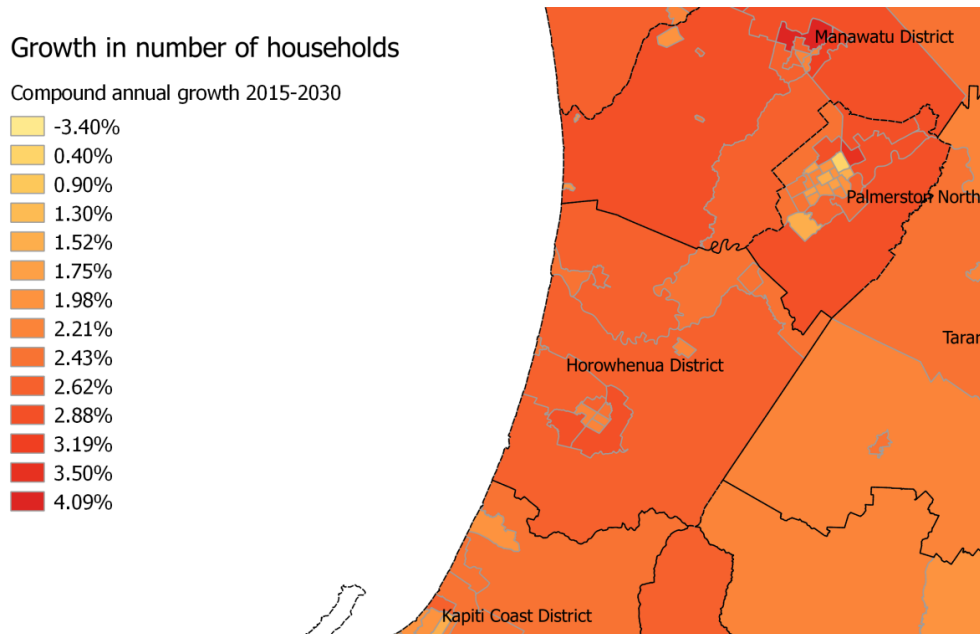
### Connections matter for economic development strategies

The strong connections between Horowhenua and surrounding regions and districts are a key reason to be optimistic about a material change in economic outlook for Horowhenua.

We next discuss how to think about Horowhenua in terms of economic function and to note that in many cases the economic fortunes of Horowhenua are intimately connected to the fortunes of the wider Manawatu-Whanganui region, Wellington region and lower North Island.

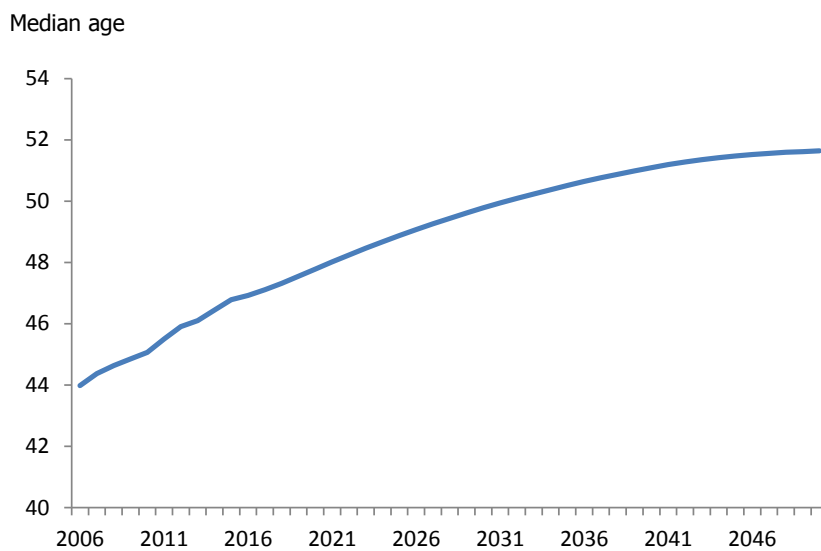
<sup>10</sup> Our model of population location is based on simple statistical models of spatial and temporal correlation. They do not account for local regulation and plans.

**Figure 6 Relatively even growth in households in Horowhenua**



Source: NZIER

**Figure 7 Horowhenua population expected to age**



Source: NZIER

## 4. Economic outlook contingent on outside connections

Effective economic development requires understanding the wider economic system within which an economy operates. In the present context this means understanding what the Horowhenua 'economy' is and how it links to other parts of the lower North Island and national economies. These connections represent competition for where the growth will turn up, and also, how growth may spill over from other places.

### What's in a name?

The typical unit of measure when it comes to economic analysis of regions, at least in New Zealand, tends to be administrative boundaries (typically territorial authorities or regional council boundaries).

But if the area unit of measure is too narrow, it may show a specialised and volatile economy, missing complementary connections with other areas, which make it a more resilient economy in reality.

Indeed that is part of the rationale for the growth impacts modelled in this report - that Horowhenua is on the border of two larger economic entities and stands to benefit from spill-overs both North and South.<sup>11</sup>

On some measures it does not make a great deal of sense thinking of Horowhenua as an economy, because businesses and other connections span across administrative boundaries. Below we investigate instances where Horowhenua might be considered an economy in some functional sense and suggest that the District would likely be better off if it was better integrated with other Districts' economies in the region.

We start from the perspective that an economy is a set of one or more interdependent markets in which goods or labour are traded. An economy then is a set of markets defined geographically.

From here, the right geographic definition depends on why one wants to define a regional economy in the first place.

The defining question then is around what one is trying to affect. If we are worried about economic progress it is helpful to think about the health and functioning of different kinds of markets or market-like processes. For example:

- **consumer markets:** markets for consumer goods which are very narrow, although often extend (or bleed) beyond administrative boundaries
- **labour markets:** where jobs reside and where people travel to work and other labour market connections
- **migration:** long term connections through people moving for work or retirement
- **tourism:** short term people movements, from New Zealand and overseas.
- **housing:** correlations in contiguous housing areas suggests common economic patterns, which tend to be broader than administrative boundaries and closer to labour market regions

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<sup>11</sup> The idea that there might be particular gains to a small(er) spatial area from increased connection with denser areas may be why some researchers in the United States have found evidence for positive effects of road investment at a county level but not at the state level.

- **supply chains and investment and equity (i.e. ownership):** very wide reach with strong links into major urban centres which tend to be the home of financial capital

It is not uncommon to consider transport networks as an additional element. We prefer to see transport networks as embedded within and facilitating all of these. This is because transport is a 'derived demand', meaning that it is of little value in and of itself. Thus transport is best understood in terms of what it enables.

Below we step through each of the different market-level perspectives to see what they imply about the economic extent of the Horowhenua.

## 4.1. Consumer markets

Consumer markets and spending patterns can be used to define regions how and where people interact and buy and trade good and services on a day-to-day basis.

These measures help capture the extent of economies at a very granular level because, in principle and in general, people limit the length and number of trips they have to make to get what they want. This will generally mean going to the nearest outlet to get what they need but it may also mean going to single spot where many businesses have set up, so supplier density matters.

On the supply-side customer density will have a large impact on whether businesses set up in an area. Customer density dictates the extent to which an area is self-sufficient for a large amount of goods or not.

The interaction of these density effects creates gravity-like relationships. This can be seen in Figure 8 which uses electronic transactions data to map the amount of spending by a person being spent in Levin. The catchment is reasonably small, with most spending coming from within a 5km radius of the centre of Levin.

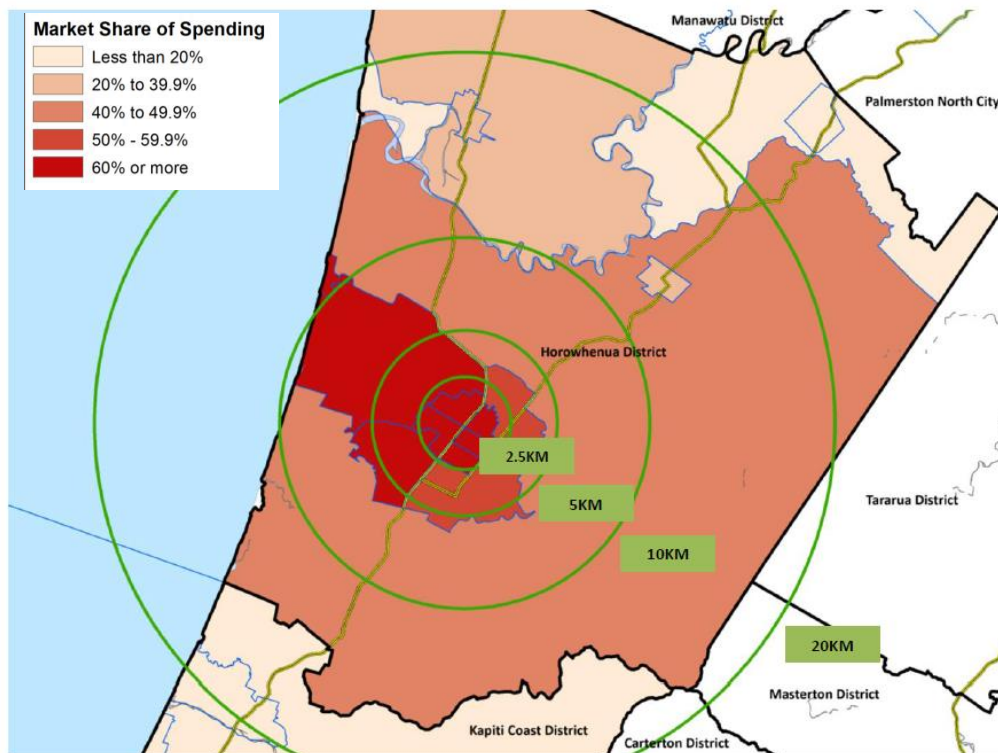
The consumer catchment in Levin does not exhibit an especially long reach from, for example, people travelling north on State Highway 1. People who live 30km or more away from Levin account for only 0.1% of spending, for example.

The catchment exhibits a large share of the spending of locals. That is, of the people who live within 2.5km of Levin at least 95% shop in Levin. Those people also do 68% of their total spending in Levin. This compares with, for example, only 44% of total spending being spent in Lower Hutt by people living within 2.5km of Lower Hutt central.

It appears that the north of the Horowhenua district is less closely attached to Levin than the south, with shares of spending in Levin declining the closer someone is to Palmerston North. That mimics what we see in terms of the labour markets we discuss in the next section. This finding is also repeated in other consumer spending catchments where a reasonably high share of spending appears to take place where people work rather than where they reside. That is not to say that local spending will not increase when population grows. It certainly will. But it will not increase proportionately with population growth if people are travelling out of the District to go to work.

### Figure 8 Consumer spending defines small-scale local economies

Catchment for spending in Levin



Source: Market View

## 4.2. Labour markets

### Commonly measured by 'travel to work' areas

The typical measure used to classify labour markets is 'travel to work', captured in surveys and census data. A 'Travel to Work Area' is a natural unit of analysis for studying labour market adjustments and changes to job opportunities.

The basic method involves joining suburbs together by the strength of commuter inflows and outflows.

These measures are also useful inputs for defining internal migration. The idea is that if people move within a labour market area, then they are probably moving for reasons of housing and location preferences. If people move to another labour market area then this is assumed to be a more profound shift, possibly reflecting the need to move for work purposes.

### The number of labour markets has been shrinking over time

In New Zealand the 'travel to work' method was first used by Newell and Papps for the Department of Labour in 2001 based on 1991 Census data. That study found that New Zealand was made up of 140 labour market areas.

A 2004 update of the 2001 study, using 2001 Census data suggested that the number of labour market areas in New Zealand had shrunk – from 140 to 104.

We have replicated this analysis using 2013 Census data and identify 66 labour market areas. This result partly reflects shrinking populations in peripheral areas of New Zealand in recent decades.<sup>12</sup> It also reflects the opposite side of that process - densification of major city and urban regions such as Auckland.

As areas densify they increase the intensity of their interactions with neighbouring areas. Over time, as networks expand their influence, what were separate pieces became part of a single market.

In general, we observe the following two types of labour markets:

- dispersed and small labour markets in rural New Zealand
- large single labour market areas of Auckland, Wellington and Canterbury.

Horowhenua District sits somewhere in between. The district straddles two separate labour market areas, but sits on the cusp of being part of other labour market areas including the Wellington (see Figure 9), Palmerston North City, or Manawatu District labour markets.

We contend that Horowhenua stands to benefit a great deal from improved connections to the South.

Recent studies (e.g. Gibbons et al, 2014) have shown most of the spatial variations in labour productivity are caused by people-based effects. Skilled workers relocate themselves into the largest urban agglomerations (see p760):

*[...] most of the observed regional inequality in average wage in Britain is explained by 'sorting' or 'people' rather than 'places'. Our preferred estimates, which include the individual fixed effects, suggest that the contribution of individual characteristics to variation in wages is between 100 to 850 times larger than the contribution of area effects.*

Thus, the residents of the Horowhenua District would benefit considerably from greater access to regional labour markets, creating opportunities for residents of the District to obtain both employment and potentially higher wages by working outside the District. The other side of this coin is that residents in other Districts can work in Horowhenua District or moving to the Horowhenua District becomes more attractive because improved connections between Districts means that they don't have to change jobs.

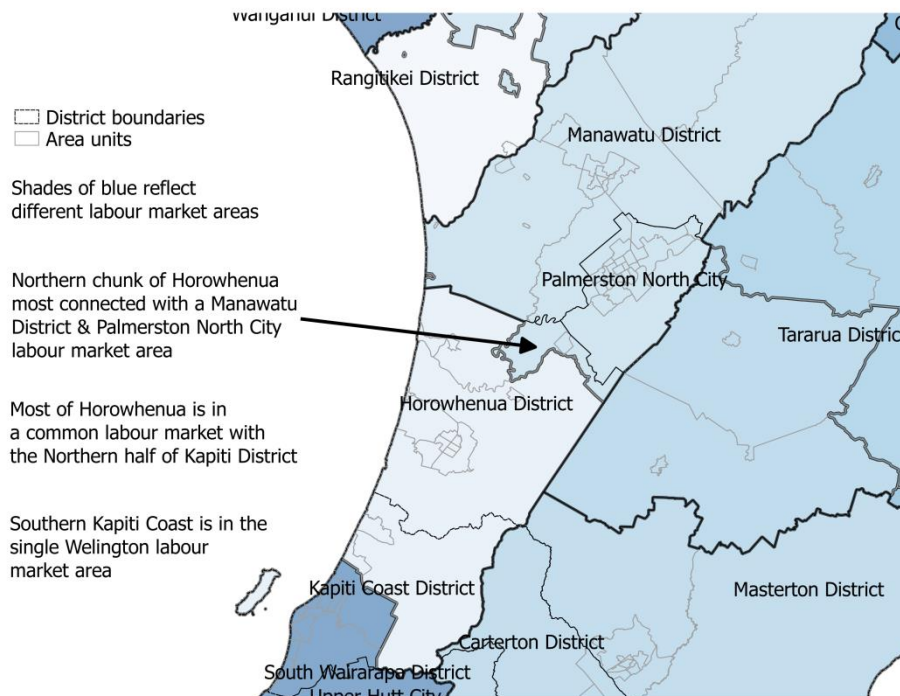
Cities within the Wellington are particularly high performing on some measures of human capital and labour market success – such as ranking top across a range of income measures. For other regions in New Zealand, how we look at the data gives very different answers.

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<sup>12</sup> The travel-to-work method restricts labour market areas to areas with working populations of at least 2000 people.

### Figure 9 Horowhenua spans two different labour market areas

Based on 2013 census travel to work



Source: NZIER

Horowhenua, by way of example, has median wages around 9% (\$28,000 vs. \$31,000) lower than the Kapiti Coast District and at the 90<sup>th</sup> percentile of wages the difference widens to 40% (\$77,000 vs. \$107,000).

### Table 3 Income by District

Wage and salary earners, 2012

	95 <sup>th</sup> percentile		50 <sup>th</sup> percentile		95 <sup>th</sup> :50 <sup>th</sup> percentiles	
	Income	Rank in NZ	Income	Rank in NZ	Ratio	Rank in NZ
Wellington City	139,760	1	40,810	1	3.4	55
Porirua City	112,500	2	36,640	4	3.1	39
Auckland	111,920	3	35,400	5	3.2	42
Lower Hutt City	108,610	4	37,320	3	2.9	32
Kapiti Coast District	107,330	5	30,980	22	3.5	56
New Plymouth District	105,530	6	31,970	14	3.3	47
Upper Hutt City	104,950	7	38,660	2	2.7	8
Buller District	99,020	8	32,020	13	3.1	41
Hamilton City	98,590	9	34,600	7	2.8	22
Kawerau District	97,290	10	27,210	43	3.6	59

Source: NZIER, Statistics New Zealand (LEED)



On the whole, transport improvements are complementary to other conditions for economic activity and growth, such as the availability of productive land, skilled labour, willing investors, and a supportive planning environment.

An important insight in all of this is that important events for economic development, in terms of job opportunities and living standards of people who reside in the Horowhenua District, may take place in neighbouring districts. That being so, inter-council cooperation is important.

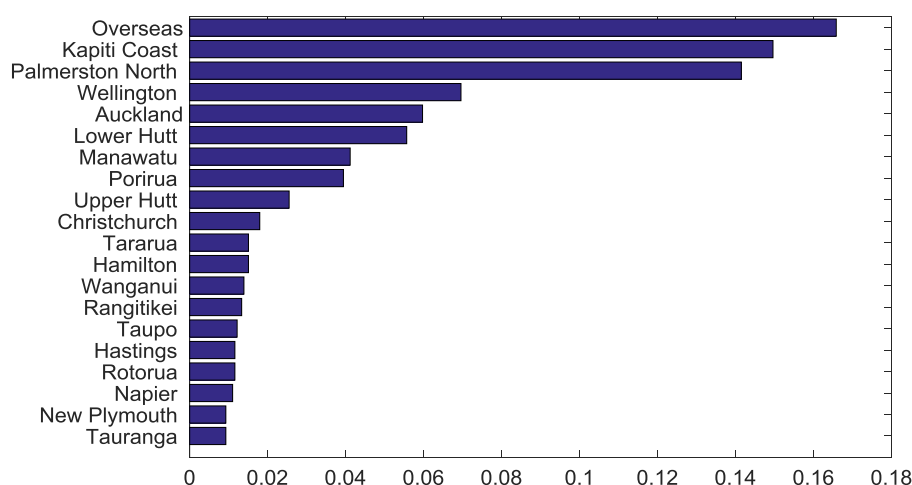
### 4.3. Migration

Connections between people are also strengthened by migration connections. Here we see that Horowhenua already has very strong connections to the wider Wellington region, as well as into the Manawatu (see Figure 10). While the largest share of migrants comes from overseas, a vast majority (when combined) come from neighbouring regions of Kapiti, Wellington, and Palmerston North.

Better transport connections through the WNC, particularly to the south, could increase the propensity of people from the greater Wellington region to migrate to Horowhenua.

**Figure 10 Most of Horowhenua’s new residents come from nearby**

Share (decimal) of migrants by origin, 2008-2013



Source: Statistics New Zealand

### 4.4. Tourism

Short term tourism connections help to lift the amount of spending in Horowhenua by non-residents – whether day trippers, travelling workers or domestic tourists and bach owners.

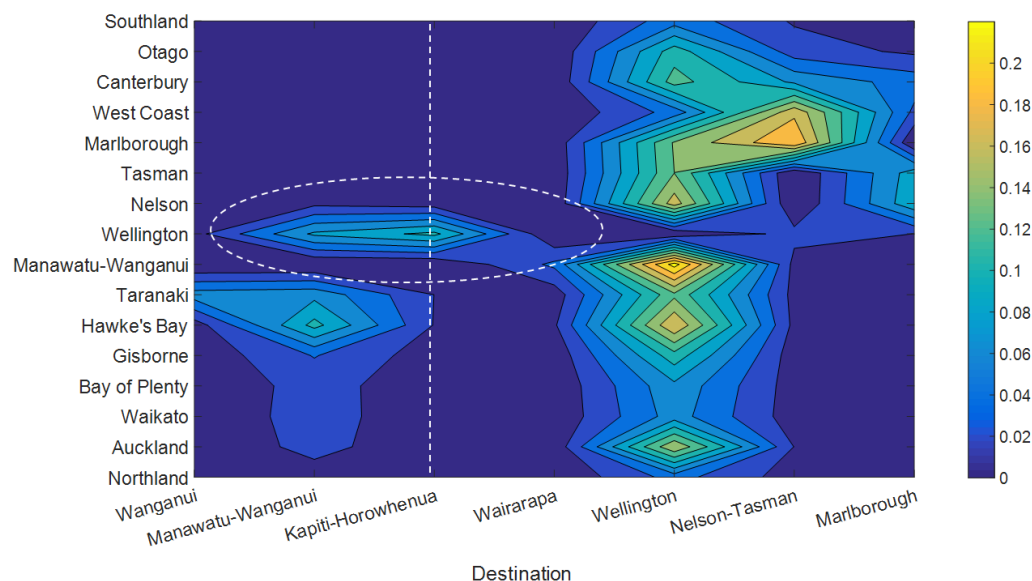
Of all the out-of-town transactions that Wellingtonians undertake, 1 in 10 is carried out in the Kapiti-Horowhenua tourism area. While those numbers are a little tricky to get a fix on from a Horowhenua District perspective – because they include both Kapiti and Horowhenua – they underscore that Horowhenua is closely related to Kapiti and is part of the entertainment market for Wellingtonians.

Out-of-town spending also underscores that physical boundaries and transport links affect the density of economic and social interactions. This can be seen in domestic tourism transactions shown in Figure 11 below. The heat map shows that more money is spent to the North of Wellington by Wellingtonians than to the South. This no doubt reflects a mixture of the physical influence of the Cook Strait as well as social and economic influences.

This generally says that HDC is in a lucky position with respect to its ability to do well if and when Wellington is doing well. However, our earlier observations around consumer markets are an important caveat. With 0.1% of spending currently coming from people living more than 30km away this suggests that local tourism is a ‘nice to have’ aspect of the HDC commercial environment but not a game changer.

### Figure 11 Neighbours are a major source of spending in Horowhenua

Destination share of domestic tourism transactions originating from region on left axis



Source: NZIER, MBIE

## 4.5. Investment and asset price interdependency

Beyond labour markets and ‘people’ connections there are investment connections, supply chains and other market interdependencies which are also helpful lenses to better understand economies and integration. These interdependencies operate both locally, at small scales, and more broadly at very wide scales.

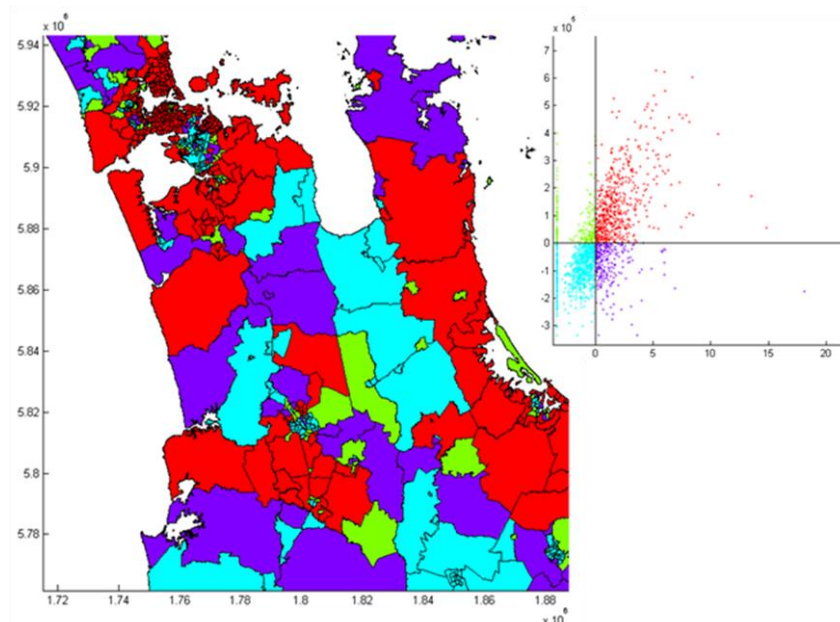
### 4.5.1. Housing market connections

Investments, which have clearly tracked market prices, can be a timely indicator of economic connections. For example, if there is a shock in the housing market (for example by a sudden reduction in housing supply) then the subsequent price changes in neighbouring areas can hold clues of economic connections.

By way of example, we can see this in Figure 12. In the first figure, we see the areas that are closely correlated with Auckland house prices. Parts of the Auckland, Waikato and Bay of Plenty move closely together. On this measure, the golden triangle is clearly visible (the census area units in red). But it also shows that within the Waikato and Bay of Plenty, not every region participates in this economic connection (those in blue, purple and green).

**Figure 12 Spatial cross correlation of house prices – Auckland and surrounding regions**

Each colour represents clusters of similar housing market performance (measured in 4 groups)



Source: NZIER

In the case of the Horowhenua District there is no spatial clustering of housing market indicators – at least not across the suburb level or across the wider Lower North Island or Wellington level. We interpret this as a function of relatively low transactions and local quirks. We also expect that this reflects a bifurcated housing market with coastal property fetching very different prices relative to inland suburbs.

Either way, the Horowhenua District is not part of any particular wider housing market, per se, and this likely reflects relative abundance of land. If this is so, this is a source of comparative advantage for HDC and should be interpreted as a good thing. Steps should be taken to ensure that people can take advantage of comparative abundance such as through avoiding inflexible land use controls.

Horowhenua's housing market could potentially become better integrated with markets in neighbouring districts – perhaps as a result of a widening of labour market areas. If that happens, the outcome will be positive wealth effects for Horowhenua residents through increased land and property prices. However, this may also reduce some of Horowhenua's cost advantage to its neighbours.

## 4.5.2. Freight connections

Investment connections can be people focussed, rather than economy focussed. One of the key features of economic developments over the past century is the increasingly importance of supply chains.

Very rarely is a product entirely produced in one location and traded in its final form. Instead, a product is now more likely to have services and value added to it in various parts of the supply chain – meaning supply chains not just measure the flow of goods, but economic connections.

We look to measure the economic connections between regions through freight connections – at a regional level given that is the data we have available.

We find that freight clusters around:

- Auckland and the Bay of Plenty in the Upper North Island
- Wellington and Manawatū-Whanganui in the Lower North Island
- Canterbury in the South Island.

Freight flows highlight that secondary urban areas can play a crucial role for regional economies by providing a low(er) cost option for land intensive activities like logistics and freight handling; hence the interdependencies which have developed between Auckland and the Bay of Plenty and Wellington and Manawatu.

In the South Island these interdependencies are less significant because population densities are much smaller.

Ultimately, these economic connections suggest 3 areas of interdependency or ‘economies’ centred on 3 major urban centres:

- Upper North Island, centred on Auckland
- Lower North Island, centred on Wellington
- South Island, centred on Canterbury.

This, when combined with observations above around abundance of land, might suggest scope for comparative advantage for HDC in terms of Lower North Island logistics chains and warehousing activities.

**Table 4 Density of freight flows show trade coalescing around 3 hubs**

Millions of tonnes of freight by all mode from origins in rows and destinations in columns, 2012

	Northland	Auckland	Waikato	Bay of Plenty	Gisborne	Hawke's Bay	Taranaki	Manawatu	Wellington	Tas-Nel-Mar	West Coast	Canterbury	Otago	Southland	Total
Northland	12.0	1.9	0.1	0.9	0.0	0.2	0.1	0.0	0.4	0.3	0.0	0.6	0.2	0.2	16.8
Auckland	0.9	38.3	2.4	2.9	0.1	0.5	0.5	1.3	1.2	0.1	0.0	1.2	0.1	0.0	49.3
Waikato	0.1	4.3	23.8	3.1	0.0	0.2	0.3	0.1	0.1	0.0	0.0	0.1	0.0	0.0	32.0
Bay of Plenty	0.2	1.9	1.8	20.2	0.1	0.2	0.1	0.3	0.1	0.0	0.0	0.1	0.0	0.0	25.0
Gisborne	0.0	0.1	0.1	0.2	3.2	0.2	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	3.8
Hawke's Bay	0.0	0.2	0.2	1.0	0.5	7.4	0.1	0.7	0.1	0.0	0.0	0.1	0.0	0.0	10.3
Taranaki	0.1	0.2	0.4	0.3	0.0	0.2	6.1	0.3	0.1	0.0	0.0	0.1	0.0	0.0	7.6
Manawatu	0.0	0.3	0.1	0.2	0.0	0.9	1.9	5.7	1.5	0.0	0.0	0.1	0.0	0.0	10.6
Wellington	0.0	0.7	0.1	0.0	0.0	0.1	0.1	0.9	6.4	0.0	0.0	0.1	0.0	0.0	8.4
Tas-Nel-Mar	0.0	0.2	0.0	0.1	0.0	0.0	0.0	0.0	0.1	8.0	0.4	0.5	0.0	0.0	9.3
West Coast	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.6	2.8	0.1	0.0	5.5
Canterbury	0.0	0.6	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.9	0.7	31.0	1.3	0.6	35.3
Otago	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.7	8.5	0.7	10.0
Southland	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.4	1.1	10.1	11.6
Total	13.3	48.8	29.0	28.8	4.1	9.9	9.3	9.5	9.9	9.3	3.7	37.7	11.3	11.6	236.0

Source: Ministry of Transport

## 4.6. Enterprise connections

It turns out that one of the widest measures of economic connections is enterprise of ownership structures. This looks at whether a business in a particular region also has employees or businesses in other regions. Again the analysis is regional (principally due to confidentiality issues with more detailed data) but it is still useful to the extent that it suggests the existence of a Lower North Island 'economy' at least so far as business connections are concerned.

Our analysis suggests 6 distinct groupings across NZ:

- **Auckland super region:** In some groupings, it appears New Zealand is comprised of Auckland and a series of satellite economies defined by their common connection to Auckland. By virtue of sheer scale and being home to many commercial head-offices Auckland has dense commercial connections with the rest of New Zealand.
- **Metro region:** The larger urban centres tend to be connected on some measures (Auckland, Hamilton, Tauranga, Wellington Christchurch and Dunedin to a lesser extent)
- **Upper North Island:** Northland, Auckland, Waikato and Bay of Plenty form a tight cluster of enterprise connections. This is not surprising given their geographic proximity.
- **Lower North Island:** There is a lower North Island cluster comprising Hawke's Bay, Taranaki, Manawatū-Whanganui and Wellington.
- **Upper South Island:** There is a tight cluster with Nelson, Tasman, Marlborough and West Coast.
- **Lower South Island:** There is cluster with Canterbury, Otago and Southland.

The dominance of large urban centres and the breadth of enterprise connections illustrates the extent to which commerce operates with a very long reach and firms can and do relocate operations quickly and easily. This is both a risk and an opportunity. It implies that more receptive and flexible commercial environments can successfully attract new investment. It also implies that long standing employers cannot be taken for granted.

**Table 5 Summarised enterprise connections**

Above average strength of regional connections across enterprises (see data in appendix)

Rows are where the main enterprise is located; columns

	NOR	AKL	WAI	BOP	GIS	HB	TAR	MAN	WEL	NEL	TAS	MAR	WST	CAN	OT
Northland															
Auckland	Red	Red													
Waikato	Red	Red													
Bay of Plenty	Red	Red	Red												
Gisborne				Red											
Hawke's Bay				Red	Red	Red									
Taranaki															
Manawatū-Whanganui				Red	Red	Red	Red	Red							
Wellington						Red	Red	Red	Red						
Nelson															
Tasman															
Marlborough															
West Coast															
Canterbury		Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Otago															
Southland															

Source: NZIER, Statistics New Zealand

## 5. Summary and implications

### Integration and competitive advantage key to growth

Our expectation is that the WNC will have significant effects on the Horowhenua District 'economy'. Population growth will increase, rising to 1.2% annual growth, on average over the next 15 years, compared to annual growth of 0.4% in the past 10 years. There will also be 850 additional jobs in the District in 2030 compared with a world in which the WNC did not exist.

Much of the gain will come from greater integration with neighbouring regions, in particular productivity gains from better integrating with the Wellington region and the Wellington labour market.

We find limited evidence that the Horowhenua District is, in and of itself, an economy. Only in terms of labour markets is the District reasonably distinctive or independent in terms of being close to being a self-contained labour market (albeit spanning part of the Kapiti Coast District). That distinctiveness is not positive in the sense that residents of Horowhenua have lower incomes and fewer economic opportunities than their neighbours.

As the economic mass of the Wellington region continues to expand it is likely that further integration, facilitated by the WNC, will enable deeper connections between Horowhenua and the Wellington region. This is likely to happen somewhat autonomously.

The trick for decision makers in the Horowhenua then will be to work with the District's competitive advantages including relatively cheap and available land and labour – and not responding to increased demand or economic activity in the region with measures that undermine the region's competitive cost advantage (by raising cost and prices).

### Economic reach matters and differs for different activities

It is important to be aware that different economic activities have different spheres of interdependence and influence. Retail markets, for example, are highly local. Labour markets extend more widely but, at least in the case of Horowhenua, are highly local.

Extending the reach of markets, by making HDC an attractive place for commuters or migrants to live, is a key part of economic development.

Other activities are already very broad, such as freight flows and enterprise connections. It is important to be aware that this means that the HDC does not have a captive market for commercial activity and there will be competition from neighbouring regions and changes in market or regulatory conditions.

### Biggest risks and opportunities are in business investment

Firms are relatively foot-loose and the economic power of firms extends across the entirety of the Lower North Island. Working to its comparative advantages, in terms of cheap land and improved access to Wellington, the HDC has the opportunity to attract business investment. Policy makers should look to retain the cost advantage in land as a key point of comparative advantage over neighbours.

The biggest gains will come if the local economic environment attracts new industries that help to broaden the economic base. Structural change has been shown to be a very important for facilitating large productivity gains and transformational economic changes. But these are likely to accrue to larger centres.



# Appendix A Links between transport infrastructure and growth

## A.1 The benefits of a transport improvement

### A.1.1 User benefits

A transport improvement directly benefits the users of transport services in several ways. There may be savings in travel time, fuel, vehicle maintenance and other costs, reductions in vehicle emissions and delays, or increased service quality. Travellers benefit from reduced fatigue and frustration, and have more time available for work. Workers become more productive and might choose to work longer hours. At the margin, some individuals might decide the reduction in transport costs makes it worthwhile to join the workforce.

### A.1.2 Indirect productivity effects

Businesses indirectly benefit from the increased productivity of transport users, because their labour costs fall. They respond by cutting prices, or by procuring more inputs, including labour, in order to increase production. Businesses can also source inputs from further away owing to the fall in transport costs. Therefore the indirect productivity effect of a transport improvement is a mixture of increased output, employment, and lower prices, assuming perfect competition – which includes assuming no economies of scale.

### A.1.3 Wider economic benefits

Relaxing the assumption of perfect competition allows for the possibility that industries are oligopolies, with only a few competitors, that production might be subject to economies of scale, and that there could be information externalities. This sets the scene for the recognition of the wider or secondary economic benefits of a transport improvement. The benefits of greater output, reorganisation and specialisation are all wider or secondary benefits, driven by the primary benefits derived to transport users themselves.

There may be re-organisation effects where transport improvements allow for economic concentration and agglomeration, and the exploitation of economies of scale. A smaller number of large, low-cost producers can replace a larger number of spatial monopolies that were previously sealed off from each other by the existence of high transport costs.

A transport improvement improves both backward and forward linkages, providing better access for manufacturers to inputs and consumers, respectively. The resulting concentration creates a 'thick' local labour market, so employers and employees can find each other more easily. This agglomeration or concentration also creates information sharing externalities.

Agglomeration is the co-location of economic activity in space, for example in cities. Eberts and McMillen (1999) define agglomeration economies as a form of positive externality in which a firm's production costs are lowered by increases in the output of other unrelated firms. These economies are thought to arise from the shared use of non-excludable inputs, such as labour pools, transportation networks and other types of urban infrastructure.

An improvement in transport in a region increases the competitive threat from firms outside the region. This is the two-way road effect. The net impact on output would depend on whether the transport improvement predominantly favours firms located within the region, or those located in neighbouring regions.

Dispersion is the opposite of agglomeration. Dispersion effects may be present where the resources or factors of production are either immobile (e.g. agriculture, tourism, mining) or dispersed. Transport improvements cannot facilitate the movement of factors that are immobile. And concentration of economic activity that raises the demand for land in the region will increase land rents and encourage dispersion. Concentration of economic activity can also cause congestion, which encourages dispersion.

Of relevance to the appraisal of the benefits of transport improvements in a region such as Horowhenua, the NZ Transport Agency (2013, p 5-407) does not anticipate there will be agglomeration benefits worth evaluating outside the major urban centres:

*The required spatial concentration of economic activity for realising agglomeration benefits is only likely to occur in the major industrial and urban centres of New Zealand. It is only the large and complex urban transport activities that will provide the relevant conditions that justify an analysis of agglomeration benefits.*

#### A.1.4 Spatial effects

Clearly, there are spatial dimensions of the output and reorganisation effects of a transport improvement. This is particularly important from a regional perspective. The relocation of economic activity may be within a region, between neighbouring regions, or between countries. As Byett et al (2015, p23) point out:

*For the first and third categories the perspective is essentially the same: the first is a redistribution within the area while the third is an unambiguous effect on national output. However, the second will be viewed differently by the two tiers of government and is one reason why the regional tier can be more enthusiastic than the national tier about infrastructure investment.*

If there are economies of scale and falling transport costs, then it is often efficient for regions to specialise in certain industries, and engage in inter-industry trade with other regions and/or other countries (Krugman and Venables, 1996). For example, Detroit specialised in cars, Silicon Valley in technology.

Venables (2013) extended the analysis to task specialisation between regions or cities – the phenomenon whereby firms locate business functions in different cities – headquarters in one city, production in another city. Such specialisation depends on communications, particularly when certain service functions are located offshore.

#### A.1.5 Regional effects

When modelling the regional benefits of transport improvements, there is a need to account for spatial spill-overs – in other words, benefits beyond the region where the improvement has taken place. This could be on top of the benefits within the region, or at the expense of the region, where a transport improvement has facilitated the movement of resources and production to a neighbouring region.

The empirical evidence of regional spill-overs related to transport projects is mixed and depends on how widely a region is defined. In a recent review of the literature on regional spill-overs, Grimes (2014) reports neither of the studies by Holtz-Eakin and Schwartz (1995), nor Duranton and Turner (2012) found statistically significant spill-over effects of highways across regions in the United States.

By contrast, a general method of moments (GMM) estimate of a dynamic regional production function that includes the spill-over effects of highways in US states found neighbouring states acquire some of the productivity benefits of highway improvements carried out in a nearby state (Jiwattanakulpaisarn et al, 2011). In China, Yu et al (2013) found land transport investment in neighbouring regions has a significant spill-over effect across regions but the magnitude of the effect differs depending on the current productivity of the regional economy. Ding (2013) found positive spill-over effects associated with urban roads and regional roads for Chinese regions.

The implication of the above for the current study is that at the regional level, there are several potential impacts of a transport improvement within Horowhenua. These could be ranked, from most-preferred to least preferred, from the perspective of the Horowhenua region:

- Benefits in Horowhenua plus spill-over benefits to another region;
- Benefits in Horowhenua but no spill-over benefits to another region;
- Benefits in another region but no benefits in Horowhenua; or
- Benefits in another region at the expense of Horowhenua; or
- Benefits in another country at the expense of Horowhenua.

Note that the benefits to a region following a transport improvement could come from inward investments (foreign direct investment, or FDI). FDI can bring more competition into a region, and lead to knowledge spill-overs.

Recent regional studies in the USA (at the county level) have shown very small benefits (e.g. Lacono and Levinson, 2013). This has been put down to the maturity of transport networks, meaning most gains have already been realised, plus the effect of the recession since 2008.

### A.1.6 People-based effects

Transport improvements can directly influence the place-based effects discussed above (output effects and re-organisation effects), but indirectly influence people-based effects, for example by causing migration. Recent studies (e.g. Gibbons et al, 2014) have shown most of the spatial variations in labour productivity are caused by people-based effects. Skilled workers relocate themselves into the largest urban agglomerations (see p760):

*[...] most of the observed regional inequality in average wage in Britain is explained by 'sorting' or 'people' rather than 'places'. Our preferred estimates, which include the individual fixed effects, suggest that the contribution of individual characteristics to variation in wages is between 100 to 850 times larger than the contribution of area effects.*

On the whole, transport improvements are complementary to other conditions for economic activity and growth, such as the availability of productive land, skilled labour, willing investors, and a supportive planning environment. An improvement in transport will not – in and of itself – lead to economic benefit.

## A.2 The appraisal of transport improvements

### A.2.1 Weighing up benefits and costs

Up to now, the discussion has concentrated on the potential benefits of a transport improvement project. The appraisal of a project must take into account the costs associated with making the improvement, and weigh them up against the expected benefits.

Here we mainly discuss cost/benefit analyses and the gross value added approach to the appraisal of transport improvements. There are other techniques, and Kernohan and Rognlien (2011) have classified these as top-down versus bottom-up approaches.

Cost/benefit analysis (CBA) is the most common form of appraisal used, although there are many other methods of appraisal. In particular, gross value added (GVA) methods are being used more for the appraisal of transport improvements at the regional level, especially in the UK and the USA.

The NZ Transport Agency has set out its approach to the appraisal of the transport benefits and dis-benefits/costs of proposed projects, in its Economic Evaluation Manual, or EEM (2013).

Generally, CBA only accounts for the costs and the direct user benefits plus the indirect productivity impacts of a transport improvement. GVA methods also include the wider economic benefits of a transport improvement. Wider economic benefits are the result of transport cost reductions alleviating the effects of market failures outside the transport sector:

- A 'spatial monopoly' could arise in a region where high transport costs give market power to a firm serving the area, and constrain competitors from delivering an alternative product to customers in that region. A transport improvement could introduce competition into that market;
- In sectors where firms have market power, this shows up in price/cost margins. A reduction in transport costs increases competition, reduces mark-ups, and increases economic efficiency by eliminating the dead-weight loss associated with price/cost margins;
- Transport improvements could facilitate agglomeration, which allows businesses to exploit economies of scale. It is a sign of imperfect competition for an industry to have increasing rather than constant returns to scale;
- Agglomeration could also lead to improved sharing of information or expertise. This would be an externality, another instance of imperfect competition.

The Agency considers both direct and wider economic benefits of a transport improvement should be appraised. While it warns against double counting of benefits, the NZ Transport Agency (2013, p5-407) nevertheless recognises the wider economic impacts that are discussed above.

### A.2.2 Bottom-up approaches to the appraisal of a transport improvement

Bottom-up methods are usually partial equilibrium approaches, which quantify the impact of an effect in isolation from the rest of the economy, and the measured gains are either on top of – or ignore – the benefits captured elsewhere.

#### The cost/benefit approach and agglomeration effects

The cost/benefit analysis (CBA) framework is a bottom-up or micro approach to identifying the economic impacts of a transport improvement. CBA methods are commonly used to assess the impact of transport infrastructure projects. CBA focuses on the economic welfare benefits and costs of investment projects.

Net benefits to society can be calculated by the gains made in the transport market, for example from time savings and reduced fuel consumption, assuming conditions of full employment and perfect competition. Ignoring externalities, the costs to society are the marginal capital and operating costs caused by the transport infrastructure project. The calculation and comparison of net benefits, or benefit-cost ratios (BCRs), can help to rank or prioritise the alternative projects being considered.

CBA methodology has been refined to account for imperfectly competitive market structures and to capture the benefits of agglomeration. The CBA approach is well grounded in microeconomic theory, although it requires extensive data. It is often difficult to explain the benefits, which are often stated in abstract terms of consumer surplus, and difficult to know where benefits and costs will fall within society. There may also be benefits and costs beyond those captured by the standard CBA analysis. Although economists view CBA results in a positive way, spatial planners and transport professionals are more sceptical about the role CBA should play in appraisal decision-making, according to Mouter et al (2013).

The social approach to CBA analysis is favoured by NZTA (2013, p2-4) and explained as follows:

*Social cost-benefit analysis considers the cost and benefits to the nation as a whole. This viewpoint is appropriate in the case of transport activities, which are undertaken on behalf of the nation and are publicly funded.*

*Social cost benefit analysis is a framework in which non-market benefits and costs such as safety improvements, environmental pollution and increased accessibility can be considered alongside commercial benefits and costs.*

Social CBA analysis is not necessarily the best method for regional studies, such as the benefits in Horowhenua of a transport improvement.

### Other bottom-up methods of appraisal

Some New Zealand studies have assessed the benefits of agglomeration. For example, Maré and Graham (2009) examined the link between 'effective density' and productivity. Effective density was a measure of accessibility to employment that can be estimated at a local level with and without a transport improvement.

Elasticities were calculated that helped convert the accessibility improvement from a project into a productivity gain from agglomeration. The New Zealand elasticities varied from 0.032 for agriculture to 0.087 for finance and insurance, and averaged 0.069. Therefore a 10% increase in employment accessibility across New Zealand would cause a 0.69% increase in (national) gross value added (GVA). Similar evidence was derived for the UK.

### A.2.3 Top-down methods of appraisal

There are also top-down, macro methods relating transport investment to some measure of economic growth. For example, some research has considered how public investment can lead to increased output or productivity. Looking at cross sectional data and/or time series data, this research measures the impact of investment on measures of aggregate economic growth, such as gross domestic product (GDP) or gross national product (GNP).

Aschauer (1989) found a significant positive relationship between transport investment and economic output across states in the USA, but there were problems attributing causality: was productivity higher where there was more infrastructure investment or did more productive areas receive more investment? Further studies corrected for these problems but found less significant links between transport investments and economic output.

### The Gross Value Added approach

The gross value added (GVA) approach is another top-down, macro-level method of transport appraisal. GVA methods, as described in Byett et al (2015), involve estimating the gross domestic product (GDP) elasticity to population (or employment) density, based on observed differences in GDP, population mass

and other explanatory variables. One then infers that a transport project leads to a change in the accessible population mass, which results in a GDP effect consistent with the elasticity estimates.

The GVA approach entails building a GVA model, producing GVA forecasts, and applying these forecasts to assess or prioritise projects.

GVA models are often applied to derive regional effects. GVA is simply GDP measured on the production side excluding taxes and subsidies on production, and is more readily available than GDP at a regional level. Institutional change in the UK has led to studies on the GVA impacts of transport. The “City Deal” (HM Government, 2012) created a planning context in which decisions on transport investments were devolved to city regions, so economic growth has become a key indicator. City regions in England are now prioritising transport investments to maximise GVA. The focus is usually on regional growth and regional funding, rather than the wider benefits and costs to the nation.

GVA models have a dependent variable that is some change in economic activity: GDP, GVA, income or employment.

In the US, an economic impact analysis is commonly used to analyse an investment impact. These could include input-output analysis and CGE models.

The UK models are often reduced form equations of wages or GVA or employment density against economic mass, and taking into account labour inputs, sometimes people attributes and occasionally, capital inputs. Changes in economic output that are ignored are those due to injuries or fatalities (safety), damage costs of crashes, carbon emissions and health.

The UK GVA models presented the impact of transport investments in the language of GDP and jobs and put the focus on regions, which enabled the impact to be communicated easily.

The advantages of GVA models are their relative simplicity and ability to isolate a productivity effect. This complements the standard transport appraisal benefits as the productivity gain would not all be captured within a rule-of-half<sup>13</sup> based appraisal of user benefit.

The transmission mechanism between accessibility and GDP can be difficult to determine. The accessible population elasticities vary according to the specification of the model. People attributes are an important confounding influence on productivity, and there could be other confounding effects.

There are many models used, and outcomes are reported variously as jobs or wages or GDP or GVA. Results can be reported for a period of time, or for a point in the future, or as a present value, with various durations and discount rates used. It can be difficult to identify the ultimate beneficiaries of a transport project at a disaggregated level, as it is difficult to identify the origins and destinations of long-distance traffic. With new modelling methods, the GVA approach is becoming more widespread, as they have much to offer.

GVA models produce a richer description of benefits and costs, and for larger projects computable general equilibrium (CGE) GVA models might be needed. Some of these CGE GVA models allow for the incorporation of externalities and agglomeration effects into the analysis. The partial nature of GVA analysis can be overcome by turning to CGE models, or at least by a more widespread understanding of what the partial analysis is measuring, and what it is not measuring. GVA estimated benefits will occur in the future, so their accuracy will always depend on the accuracy of economic growth projections.

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<sup>13</sup> A rule-of-half appraisal includes only the direct user benefits of a transport improvement. The user benefits are about half the total benefit: the other half of the benefit from a transport improvement is the decline in deadweight loss associated with mark-up pricing.

Two forecasts are required to assess the likely economic impact of a transport investment: the expected state of the economy after the investment; and the counterfactual without the investment. The difference between the two is a measure of the investment's impact.

The challenge with these forecasts are twofold: the future is unknown so uncertainty about both sets of forecasts creates large uncertainty about the impact of any investment; and a one-year snapshot does not adequately measure the cumulative benefits – and costs – of any investment.

# Appendix B Case studies of transport project impacts

This appendix provides case studies of impacts of transport projects. The examples are either ex ante evaluations or meta-level studies using statistical models. We did not find any robust ex-post evaluations of impacts of transport projects on places similar to Horowhenua.

## B.1 GVA case studies on the impact of high-speed rail networks

Important examples are the approaches used by KPMG (2010a and 2010b) and the Spatial Economics Research Centre (SERC) (see Overman et al, 2009) to appraise the impact of high-speed rail.

KPMG (2010b, p3) predicted there would be huge benefits of building a high-speed rail network in the UK:

*By 2040, HSR could leave national economic output up to 2.1 per cent higher than it would otherwise have been, essentially allowing the country to leap ahead one year in its economic growth*

The KPMG model took an aggregate approach, equating sector wages to measures of surrounding economic mass (plus a residual term). There is no modelling of the linkages between people and between firms and how they interact with land availability and the transport system. The model estimates the elasticity of wages to economic mass and (independently) the elasticity of employment density to economic mass, and then applies these elasticities to derive a forecast, by region, of the impact of an effective increase in mass due to lower rail travel costs.

KPMG chose to present their results as a difference at one point in time, sufficiently far ahead to be confident that the investment had been completed and its effects were being fully felt. In the two projects discussed, the forecast years were 2040 and 2037 respectively.

A more recent application (KPMG 2013) was developed to understand the impact of HS2 (a high-speed rail line from London to Manchester and Leeds via Birmingham). GVA was measured by GDP but the explanatory variables in the model were expanded to include labour input and an implied capital input. The density equation included both changes in transport costs and changes in production as determinants of the relocation of labour.

Overman et al (2009) presented some scenarios rather than forecasts in their SERC case study. For example, if train travel time were cut by 20 minutes between Leeds and Manchester then the average wage in Wakefield would increase by 0.50%, rising to 2.65% should the composition of the Wakefield economy also change.

## B.2 GVA case study on a proposed additional Waitemata Harbour crossing in Auckland

A case study conducted as part of the report for the New Zealand Transport Agency (NZTA) by Byett et al (2015) relied on a GVA model developed for New Zealand using 2001 and 2006 census data from the 72 sub-national Territorial Authority (TA) areas, to assess a proposed additional Waitemata Harbour crossing in Auckland. The model predicted productivity gains from local agglomeration as well as productivity gains from wider connectivity. There were however difficulties with the measurement of



effective densities and the ability to make inferences about regional distribution. The model highlighted the likely benefits of another harbour crossing.

### B.3 Case study: Auckland motorway extension from Albany to Silverdale

Grimes and Yuan (2010) examined the impact of the extension of Auckland's Northern Motorway from Albany to Silverdale. Population within three kilometres of new motorway exits increased 57% from 2001-2006, compared with 21% for the rest of the North Shore and 38% for Auckland as a whole. Employment within three kilometres new exits increased 67% compared with 34% in the rest of the North Shore and 55% in Auckland as a whole. Population and employment effects in Rodney District were even more dramatic, especially around Orewa/Whangaparoa and Warkworth.

These first-order benefits are more important than the second-order benefits usually identified in cost-benefit analyses, such as travel time savings, vehicle operating cost savings, accident cost savings, seal extension benefits, driver frustration reduction benefits, vehicle emission reduction benefits, and other external benefits. Albany is now a major commercial, educational, sporting and residential node within Auckland. The improved transport network north of Auckland has allowed the city to expand beyond its limits to Albany and to improve connections with places beyond.

### B.4 Case study: upgrade of Auckland's Western Line rail network

Grimes and Young (2013) examined the effects of an upgrade to Auckland's Western Line rail network, announced in 2005. Using a difference-in-difference regression approach coupled with a repeat-sales methodology, they tested the hypotheses that house prices appreciated following the announcement and that the degree of appreciation reflected proximity to rail stations. They also tested whether a specific transport-related urban redevelopment affected house price appreciation. They found statistically significant rises in values of houses located near (but not right next to) stations upon announcement of the upgrades, with rapidly increasing prices near rail improvements, reflecting both positive and negative amenity impacts.

### B.5 Case study: M7 Motorway, New South Wales, Australia

The opening of the M7 in December 2005 linked the M2, M4 and M5 motorways in the Sydney orbital road network (see: Australian Government, 2010). The M7 is four lanes and 40km long (Sydney's longest motorway), with dual carriageways in both directions. A wide central median exists to cater for future transport needs. At the time of construction it was Australia's largest urban road project.

The M7 was procured by the NSW Roads and Traffic Authority (RTA) under a PPP. This approach was similar to the method undertaken for other Sydney motorways, and allowed the NSW Government to transfer the majority of the risks of construction and ownership to the private sector.

The benefits of the project focus on the contribution to mobility, freight transit and new employment in Western Sydney. A number of other benefits to the community were projected, including (p24):

- Safer and more efficient road transport for passenger vehicles and freight in Western Sydney
- Better access to employment opportunities in Western Sydney by linking existing and future industrial and residential areas
- Stronger economic growth in Western Sydney, with investment in the area being encouraged by potential savings in transport costs

- Reductions in the number of heavy vehicles using local roads
- Better air quality and less noise in key residential areas
- Faster travel times between key Western Sydney suburbs.

Actual traffic flows on the M7 have fallen below initial forecasts, but the increased average journey length, and a longer ramp-up period than forecast (with traffic still growing at 6–7% per annum, five years after opening) have ensured the motorway achieves its financial objectives.

## B.6 Case study: Northern Expressway, South Australia

The Northern Expressway Project (see: Australian Government, 2010) in the northern metropolitan district of Adelaide was the largest road construction project undertaken in South Australia since the 1960s. It is a 23km four-lane road with an associated cycle and pedestrian path. The project was delivered under a Design and Construct contract by a consortium including a design joint venture and a construction joint venture.

It cost \$564 million, of which the Australian Government contributed \$451 million under the Nation Building Program, and the South Australian Government contributed \$113 million. The Northern Expressway opened in September 2010, within budget and three months ahead of schedule.

The economic analysis component of the business case for the project considered road user benefits including travel time savings, accident costs, vehicle operating cost reductions and off-road benefits, including the impact of improving links between industrial zones and growth areas. The analysis found that the project had a net present value of approximately A\$461 million and a benefit/cost Ratio of 2.4.

The objectives of the project targeted the following benefits (p36):

- Increasing transport efficiency, particularly freight to the Port of Adelaide
- Improving road safety and reducing heavy vehicle traffic that had been using alternative routes through residential areas to avoid congestion on Main North Road
- Creating a more effective connection with port and rail facilities by linking directly to the Port of Adelaide, facilitating a future road/rail intermodal terminal at Waterloo Corner, and providing improved access to rail terminals
- Reducing the environmental and social impacts of existing heavy vehicle traffic movements by transferring traffic to a new route of an appropriate standard
- Enhancing economic outcomes for the State and reducing the cost of moving freight from the Riverland and Barossa regions to the Port of Adelaide.

Financial management was challenging, as the costs of key inputs were projected to escalate, including steel, oil and construction industry resources. The strategy of the South Australian Department of Transport, Energy and Infrastructure (DTEI) was to bring forward project completion by a year, limiting the scope for cost escalation.

# Appendix C Simulation modelling pros and cons

## Caveat: simulation not general equilibrium analysis

The analysis in this report is based on a model of regional demographics and economic growth that is based on simulation. This approach to analysing economic growth is quite different to other approaches such as using computable general equilibrium (CGE) models and analysis.

Simulation and CGE models have very different and complementary strengths and weaknesses.

Simulation methods are useful for answering questions such as: what can I hope to achieve and where should I start looking for it? Once those sorts of questions have been answered CGE models should be used to ask: “how big of an effect can we reasonably expect?” and “is the policy’s effect on the economy unambiguous?”

These different uses arise from the key analytical difference between CGE and simulation models: CGE imposes a lot more structure on the analysis, such as explicit adding-up constraints, than simulation models, while simulation models draw much more heavily on estimated empirical relationships which accommodate a more optimistic or unconstrained view of the world.

There are real strengths in emphasising empirics or data over structure of a model, not least of which is that it turns out that some theory is not borne out by the data.<sup>14</sup> A case in point is the observed importance of creative destruction within industries in driving productivity growth, (see OECD (2003)).<sup>15</sup> While such effects are adequately accounted for in neo-Schumpeterian and other endogenous growth theory they don’t align well with more conventional neoclassical growth theory which focuses on changes to the structure of an economy (i.e. allocative efficiency) in driving productivity gains. They are also difficult to model.

Potential problems with simulation methods include:

- possible double-counting by applying results from multiple independent studies
- omitted variable bias
- absence of interaction effects e.g. the extent to which simultaneous investment elsewhere constrains growth opportunities in the economy under investigation.

These are not fatal, depending on your perspective, but they do illustrate some of the limitations of this sort of modelling.

By contrast with simulation models CGE models implicitly apply a rather more sceptical view of the capacity of policy to boost growth – unless those policies are removing some form of rigidity in the economy.

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<sup>14</sup> This may mean the data analysis is no good (there are identification problems) or it may mean the theory is no good. Either way, what matters for this discussion is that there are gaps between the two.

<sup>15</sup> For a more up to date discussion of the gaps between empirical “facts” and theory see Jones and Romer (2010).

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## Appendix E Migration impact model

The model is similar to a conventional gravity-style model (using distance to predict flows) but is augmented to account for spatial dependence of:

- flows from neighbouring origins (origin-dependence)
  - on the assumption that strength of migration flows from, for example, Auckland to Bay of Plenty may be associated with the strength of flows from Waikato to the Bay of Plenty
- flows to neighbouring destinations (destination-dependence)
  - on the assumption that strength of migration flows to, for example, Auckland from Bay of Plenty may be associated with strength of flows from Waikato to Auckland
- flows from neighbouring origins to neighbouring destinations (origin-destination dependence)
  - on the assumption that strength of migration flows to Auckland from Bay of Plenty may be associated with strength of flows from Gisborne to Waikato (i.e. occur due to similar and correlated drivers).

This kind of model builds on more conventional spatial econometric models and the use of spatial weight matrices to describe relationships across space. The specification used for this model is essentially a spatial autoregression of the form used in for

In this model, weight matrix takes up to 3 different forms – one for each of the above potential sources of spatial dependence.

The model is not an equilibrium model, so this is not a spatial equilibrium model per se, however it does draw on the concepts in urban and regional economics used to establish equilibria.

Following the approach set out in Le Sage and Pace (2008), the model is:

$$m = \rho_1 W_o m + \rho_2 W_d m - \rho_1 \rho_2 W_o W_d m + \alpha + X_d \beta_d + X_o \beta_o + D\gamma + \epsilon$$

Where:  $m$  is a vector of origin to destination migration flows;  $X_d$  is a matrix of destination characteristics;  $X_o$  is a matrix of origin characteristics;  $D$  is vector of distances between origins and destinations;  $W_o$  is an origin-specific spatial weight matrix;  $W_d$  is a destination-specific spatial weight matrix. The spatial weights matrices are constructed using distances between origins and destinations with rows normalised to sum to 1.

The data is worker migration between regions according to Statistics New Zealand's Linked Employer Employee Data. The regions in the data are limited to the following groupings:

- Northland
- Auckland
- Waikato
- Bay of Plenty
- Gisborne, Hawke's Bay
- Taranaki, Manawatū-Whanganui
- Wellington
- WestCoast, Tasman, Nelson, Marlborough
- Canterbury

- Otago
- Southland

The model results are summarised in Table 6. Separate models were fitted to each year.

The key result of this analysis is summarised in Figure 13 showing the sharp break in the model intercept in 2008 – indicating that the recession of 2008-09 has had a lasting effect on migration flows.

**Table 6 Worker migration model parameters**

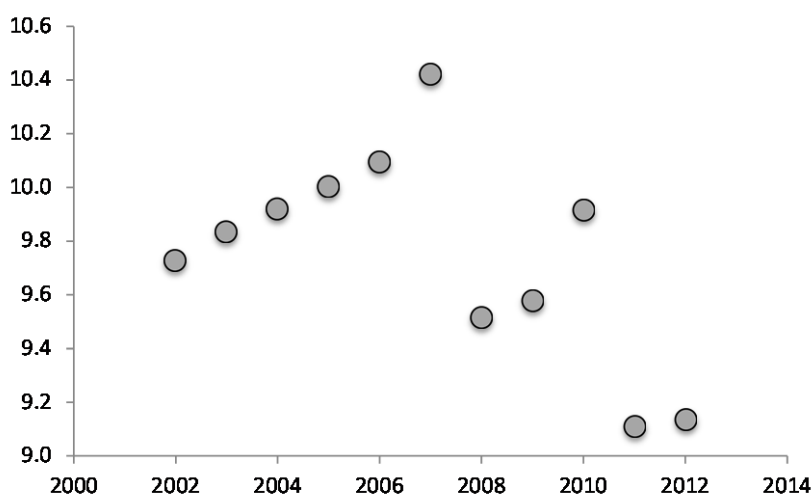
Linked Employer-Employee Data on interregional migration

Year	c	distance	rho <sup>16</sup>	Origin		Destination	
				GDP	House price	GDP	House prices
2002	9.73	-0.0014	0.13	0.69	-0.83	0.69	-0.66
2003	9.83	-0.0013	0.11	0.69	-0.80	0.66	-0.60
2004	9.92	-0.0014	0.11	0.67	-0.72	0.60	-0.60
2005	10.00	-0.0013	0.10	0.68	-0.73	0.64	-0.62
2006	10.09	-0.0013	0.10	0.68	-0.72	0.65	-0.63
2007	10.42	-0.0012	0.08	0.72	-0.77	0.69	-0.64
2008	9.51	-0.0013	0.13	0.67	-0.77	0.59	-0.54
2009	9.58	-0.0013	0.13	0.62	-0.63	0.62	-0.69
2010	9.91	-0.0014	0.15	0.59	-0.59	0.55	-0.77
2011	9.11	-0.0014	0.14	0.62	-0.66	0.64	-0.60
2012	9.13	-0.0014	0.16	0.63	-0.74	0.61	-0.57

Source: NZIER

**Figure 13 Significant decline in migration flows in recent years**

Constant values for migrant flows in natural logarithms, each year is a different estimation



Source: NZIER

<sup>16</sup> Coefficient on the spatial weight matrix.

# Appendix A



# Appendix F Data tables

**Table 7 Auckland is everywhere – when measured by enterprise connections**

There are this many employees working for the same business in...

For each employee of a business in...	Northland	Auckland	Waikato	Bay of Plenty	Gisborne	Hawke's Bay	Taranaki	Manawatū-Whanganui	Wellington	Nelson	Tasman	West Coast	Marlborough
Northland	1.0	2.2	0.6	0.4	0.0	0.2	0.2	0.4	1.1	0.1	0.0	0.0	
Auckland	0.0	1.0	0.1	0.0	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0	
Waikato	0.1	1.1	1.0	0.2	0.0	0.1	0.1	0.2	0.5	0.0	0.0	0.0	
Bay of Plenty	0.1	1.4	0.4	1.0	0.0	0.1	0.1	0.2	0.6	0.0	0.0	0.0	
Gisborne	0.4	4.3	1.1	0.7	1.0	0.5	0.3	0.8	2.5	0.2	0.0	0.1	
Hawke's Bay	0.1	1.7	0.4	0.3	0.1	1.0	0.1	0.3	0.9	0.1	0.0	0.0	
Taranaki	0.2	2.3	0.6	0.4	0.0	0.2	1.0	0.4	1.2	0.1	0.0	0.0	
Manawatū-Whanganui	0.1	1.4	0.4	0.2	0.0	0.2	0.1	1.0	0.8	0.1	0.0	0.0	
Wellington	0.0	0.8	0.1	0.1	0.0	0.1	0.0	0.1	1.0	0.0	0.0	0.0	
Nelson	0.3	4.3	0.9	0.6	0.1	0.3	0.2	0.7	2.3	1.0	0.1	0.1	
Tasman	0.3	2.8	0.9	0.5	0.1	0.2	0.2	0.4	1.4	0.3	1.0	0.1	
West Coast	0.4	3.8	1.0	0.7	0.1	0.4	0.3	0.8	2.6	0.2	0.1	1.0	
Marlborough	0.4	4.2	1.0	0.7	0.1	0.4	0.3	0.8	2.1	0.3	0.1	0.1	
Canterbury	0.0	0.7	0.1	0.1	0.0	0.1	0.0	0.1	0.3	0.0	0.0	0.0	
Otago	0.1	1.4	0.3	0.2	0.0	0.1	0.1	0.2	0.7	0.1	0.0	0.0	
Southland	0.2	2.2	0.6	0.3	0.0	0.2	0.2	0.4	1.2	0.1	0.0	0.1	

Source: NZIER, Statistics New Zealand



# Documents Executed and Electronic Transactions Authorities Signed

File No.: 16/307

## 1. Purpose

To present to Council the documents that have been executed, Electronic Transactions Authorities and Contracts that have been signed by two elected Councillors, which now need ratification.

## 2. Recommendation

- 2.1 That Report 16/307 Documents Executed and Electronic Transactions Authorities Signed be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council hereby ratifies the signing of documents and Electronic Transaction Authorities as scheduled:
  - (a) Bond binding I Saw Limited to Horowhenua District Council in the sum of Eight Thousand Six Hundred and Twenty Five Dollars (\$8,625.00) to comply with conditions of consent SUB/502/2009/2750, Lot 1 DP 13238 comprised in Certificate of Title WN759/6 with an area of 1062m<sup>2</sup>, 30 Queenwood Road, Levin.
  - (b) Bond binding Kevin Laurence Robb & Anne Maria Robb to Horowhenua District Council in the sum of Five Thousand Eight Hundred Dollars (\$5,800.00) to comply with conditions of consent SUB/502/2008/2638 - Lot 1 DP 79572 and Lot 3 DP 73768 comprised in Certificate of Title WN46A/294 with an area of 6,4288 hectares, 149 McDonald Road, Levin Rural – Lot 2 DP 84723 comprised in Certificate of Title WN52B/332 with an area of 2,6240 hectares, 165 McDonald Road, Levin.

## 3. Issues for Consideration

This report provides a mechanism for notifying the execution of formal documents by two elected Councillors and signing of Electronic Transactions Authorities.

The following are contract documents details:

### Contract No 15-14

The tender from Filtec Ltd was accepted for this contract for the Levin Water Treatment Plant Upgrade, Civil, Electrical and Mechanical works. Three tenders were received for this contract ranging from \$2,251,031.35 to \$3,146,928.28.”

## Attachments

There are no attachments for this report.



### **Confirmation of statutory compliance**

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,

b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

**Signatories**

Author(s)	David Clapperton <b>Chief Executive</b>	
Approved by	David Clapperton <b>Chief Executive</b>	

File No.: 16/329

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## Elected Members' Allowances and Recovery of Expenses Policy - 1 July 2016

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### 1. Purpose

For Council to adopt the Elected Members' Allowances and Recovery of Expenses Policy.

### 2. Executive Summary

2.1 This policy sets out rules on the claiming of expenses by elected members and the resources that will be available during their term of office.

2.2 All queries in relation to this policy shall be through the office of the Chief Executive.

### 3. Recommendation

3.1. That Report 13/1900 Elected Members Allowances and Recovery of Expenses Policy be received.

3.2. That this decision is recognised as not significant in terms of S76 of the Local Government Act.

3.3. That the Elected Members' Allowances and Recovery of Expenses Policy be adopted.

### 4. Background / Previous Council Decisions

4.1 From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

4.2 The Elected Members Remuneration and the Local Authority Vehicle Mileage Allowance Policy requires Council to adopt a policy on elected members' allowances and recovery of expenses.

### 5. Discussion

5.1 Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

5.2 The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- expense claims are approved by the Governance & Executive Team Leader and full original receipts are required
- cost reimbursements will be made via the payroll system.

5.3 In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

5.4 In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

- 5.5 The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.
- 5.6 No allowances are paid without deduction of withholding tax.

## 6. Financial Considerations

Each year a budget is set aside to cover member's allowances and recovery of expenses. It is not expected that the adoption of this policy will have any impact on costs. All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

## 7. Consultation

This policy has been developed in line with Remuneration Authority requirements.

## 8. Legal Considerations

This policy complies with all legislative requirements.

## 9. Other Considerations


There are no other considerations.

## 10. Next Steps

If the recommendations are accepted, the Elected Members' Allowances and Recovery of Expenses Policy will be applied from 1 July 2016.

## 11. Appendices

No.	Title	Page
A	Elected Members Allowances and Recovery of Expenses Policy - 1 July 2016	199

Author(s)	Monique Davidson <b>Group Manager - Customer and Community Services</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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## **Elected Members' Allowances and Recovery of Expenses Policy Commencing 1 July 2016**

### **PART ONE: INTRODUCTION**

This policy sets out rules for the payment of allowances and the claiming of expenses by elected members and their spouses/partners.

Contact person for queries: Governance & Executive Team Leader

### **PART TWO: DOCUMENTATION OF POLICIES**

In addition to this document, the following documents set out the policies, rules and procedures relating to the expenses and allowances payable to elected members:

- Local Authority Vehicle Mileage Allowance 2016 - updated by the Remuneration Authority April 2016
- Sensitive Expenditure Policy - June 2016

### **PART THREE: AUTHENTICATION OF EXPENSE REIMBURSEMENTS AND ALLOWANCES**

From time to time elected members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as elected members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- expense claims are approved by the Governance & Executive Team Leader. Full original receipts are required; and
- reimbursements will be made electronically into a nominated bank account

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to elected members and staff.

No allowances are paid without deduction of withholding tax.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

#### **PART FOUR: DEFINITIONS**

"Actual" means as evidenced by the original receipt attached to the claim form.

"Reasonable" means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.

"Council business" includes: formal council and community board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.

"Remuneration Authority" is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

#### **PART FIVE: ALLOWNCES AND EXPENSES BY ELECTED MEMBERS**

<b>Position</b>	<b>Expense Allowance</b>	<b>Description</b>
Elected members	Taxis	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> <li>a) safety/security reasons, and</li> <li>b) when travelling outside the district if a taxi is the most appropriate form of transport.</li> </ul> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by staff should be considered as an option in such circumstances.</p> <p>Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
Elected members	Exceptional circumstances for Council related meetings	Elected members may arrange overnight accommodation when travel or business requirements do not allow for the return on the same day, e.g. if it is unreasonable for an elected member to travel to their home after a late meeting.
Elected members	Domestic air travel	All elected members are entitled to utilise domestic air travel for Council related travel, generally where travel by



Position	Expense Allowance /	Description
		air is the most cost effective travel option.
	International air travel	As a general policy all elected member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council.  The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.
	Air points	Airpoints accumulated while on Council business cannot be utilised for personal use.
	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	Fixed Meal Allowance	A fixed meal allowance of \$60 is payable before receipts are required in the event of out of district approved Council business.
	Travel and conferences, courses and seminars	The prior approval of the Chief Executive is required for travel within New Zealand for: Council business; attendance at conferences/courses/training events/seminars; other purposes associated with the position of Mayor.  The prior approval of the Council is required for all international travel, where costs or partial costs are paid for by Council funds. Where the Mayor or the Mayor's authorised representative is accompanied by his/her partner on international travel, the Council will meet the cost of their travel, accommodation and incidental costs.  The Council will authorise such expenditure where the partner's involvement directly contributes to a clear business purpose.
Mayor	Entertainment and hospitality	The Mayor holds a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.  All expenditure on this card is to be approved by the Deputy Mayor or the Chair of Finance, Audit and Risk Committee.

Position	Expense Allowance /	Description
	Car parking	Use of an assigned car-park in Civic Building.
Mayor, Councillors	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost-effective travel option.
	Communications equipment	The Mayor and Councillors are provided with an iPad. Council will pay connection and internet service fees.
Councillors	Car parking	Use of one of four 'Councillor' assigned car-parks in the Civic Building.
Mayor and Councillors	Stationery and consumables	Supply of reasonable amounts of paper and printer consumables for council business.
	Annual function	An annual function for elected members and their partners/spouses will be funded by Council.
	Conferences, courses, seminars and training	The conference, course, seminar or training event must contribute to the Councillor's ability to carry out Council business.  Attendance at these events when held in New Zealand must be approved by both the Mayor (or the Deputy Mayor) and the Chief Executive.  Attendance at these events when held overseas must be approved by the Council.
Councillors	Entertainment and hospitality	Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals.
	General community related expenses	From time to time councillors and the board chair may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event. Reimbursement of such expenditure should be previously approved by the Chief Executive. The items should be appropriate to the occasion and expenditure should be moderate and conservative.
Councillors, Community Board Chair	Vehicle mileage	Vehicle mileage will be paid for all travel on council business that exceeds, in any one day, the relevant threshold distance.  The threshold distance will be different to each elected member. It will depend on the distance of a round commuting trip from the elected member's home to their nearest council office:

Position	Expense Allowance /	Description
		<p>a) members living more than 15 kilometres away from their nearest office may claim the allowance for round trip distances travelled more than 30 kilometres in any one day.</p> <p>b) members living less than 15 kilometres away from their nearest office may claim mileage for round trip distances travelled more than their round trip from home to their nearest council office, in any one day.</p> <p>Mileage will be paid to eligible members on receipt of a completed and signed mileage claim, and approved by the Chief Executive.</p> <p>The vehicle mileage allowance payable to a member is:</p> <ul style="list-style-type: none"> <li>• 74 cents per kilometre for the first 5,000 kilometres for which the allowance is payable; and</li> <li>• 37 cents for any distance over 5,000 kilometres for which the allowance is payable</li> </ul>
Councillors, Community Board members	Conferences, trainings, seminars	Council will fund the cost of attendance of the Chair of the Foxton Community Board and up to one other Board Member, together with their partner/spouse, at the bi-annual New Zealand Community Board Conference.

## PART SIX: GENERAL

This policy will apply from 1 July 2016. Where this policy applies for part of a financial year only, that is, from 1 July to mid-October 2016 or mid-October to 30 June 2017, the kilometre distance and monetary amounts stated in this policy will be pro-rated accordingly.



# Planning Services Matters Considered Under Delegated Authority

File No.: 16/308

## 1. Purpose

To present details of decisions made under delegated authority in respect of Planning Services Matters.

## 2. Recommendation

- 2.1 That Report 16/308 Planning Services Matters Considered Under Delegated Authority be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the matters decided under delegated authority (s104 of the Resource Management Act) as listed, be received:

### All Subdivision Resource Consents Granted Under Delegated Authority 22/05/16 to 21/06/16

Granted Date	File Ref	Applicant	Address
27 May 2016	502/2016/3740	Waitarere Rise Limited	Waitarere Beach Road, Waitarere Beach
09 June 2016	502/2016/3760	David & Fiona Hall	36 Wilton Street, Levin
14 June 2016	502/2016/3759	Stuart Richard Aitken	117 Seabury Avenue, Foxton Beach
17 June 2016	502/2016/3720	Ingrid Bats	43 Redwood Grove, Levin Rural

### All Land Use Resource Consents Granted Under Delegated Authority 22/05/16 to 21/06/16

Granted Date	File Ref	Applicant	Address
23 May 2016	501/2016/3753	Quin Buildings Direct	47 Joblins Road, Levin Rural
25 May 2016	501/2015/3702	The Little White Rabbit	106 Seabury Avenue, Foxton Beach
27 May 2016	501/2016/3756	Colin Ramon Gapper	7 Norrie Street, Levin
27 May 2016	501/2016/3755	Peter Rea	348 Kuku East Road, Levin Rural
01 June 2016	501/2016/3763	Catherine Lewis	598 State Highway 1, Levin Rural
08 June 2016	501/2016/3765	Lindsay & Emma Thomas	36 Williams Road, Tokomaru
09 June 2016	501/2016/3758	William Alan Coleman	29 Wylie Road, Foxton
10 June 2016	501/2016/3761	Quin Buildings Direct	64 Mako Mako Road, Levin
14 June 2016	501/2016/3768	Brenda Christine Chapman	4 Godwit Court, Foxton Beach
17 June 2016	501/2015/3703	Encounter Christian Centre	52-54 Cambridge Street, Levin

## 3. Issues for Consideration

That the Subdivision and Land Use Resource Consents, as listed, be received.

## Attachments



There are no attachments for this report.

### Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## Signatories

Author(s)	Mike Lepper <b>Customer and Regulatory Services Manager</b>	
Approved by	Monique Davidson <b>Group Manager - Customer and Community Services</b>	

## Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

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 follows.

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

### C1 Proceedings of the Hearings Committee 20 May 2016

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

### C2 Proceedings of the Foxton Community Board 20 June 2016

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.