

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

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

---

## **Council OPEN AGENDA**

---

### **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	

Contact Telephone: 06 366 0999

Postal Address: Private Bag 4002, Levin 5540

Email: [enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz)

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**



<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>PROCEDURAL</b>		
1	Apologies	5
2	Public Speaking Rights	5
3	Late Items	5
4	Declarations of Interest	5
5	Confirmation of Minutes	5
6	Matters Arising	5
7	Leave of Absence	5
8	Announcements	5
<b>PROCEEDINGS OF COMMITTEES</b>		
9	Proceedings of Committees	
9.1	Proceedings of the Foxton Community Board 21 March 2016	7
9.2	Proceedings of the Community Wellbeing Executive 15 March 2016	15
9.3	Proceedings of the Creative New Zealand Funding Allocation Special Committee 17 March 2016	23
9.4	Proceedings of the Community Grants & Funding Committee 21 March 2015	29
9.5	Proceedings of the Finance, Audit & Risk Subcommittee 30 March 2016	37
<b>REPORTS</b>		
10	Executive	
10.1	Monitoring Report to 6 April 2016	59
10.2	Code of Conduct Complaint - Councillor Ross Campbell	69
10.3	Elections Processes - 2016 Local Body Elections	71
10.4	Documents Executed and Electronic Transactions Authorities Signed	101
11	Customer and Community Services	
11.1	Levin Mall Car Park - Review of No Restriction Trial	103
11.2	Te Horowhenua Trust Statement of Intent 2016/2017	123
11.3	Adoption of Schedule of Fees and Charges 2016/2017	141
11.4	Planning Services Matters Considered Under Delegated Authority	177
<b>IN COMMITTEE</b>		
12	Procedural motion to exclude the public	179
C1	Community Services Review	179



**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 Minutes**

**5.1 Meeting minutes Council - 2 March 2016**

**5.2 Meeting minutes Extraordinary Meeting of Council - 30 March 2016**

**6 Matters Arising**

**7 Leave of Absence**

**8 Announcements**

New Zealand Police

Inspector Sarah Stewart, Area Commander Manawatu, and Sergeant Darren Paki will provide an update on policing within the Horowhenua.

Youth Voice

Members will present on Youth Voice's 2015 activities and 2016 Members will introduce themselves.

New Staff Members

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

Foxton Community Board

Board Chair, Janine Smart, will provide an update from the Foxton Community Board.



# Proceedings of the Foxton Community Board 21 March 2016

File No.: 16/116

## 1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 21 March 2016.

## 2. Recommendation

- 2.1 That Report 16/116 Proceedings of the Foxton Community Board 21 March 2016 be received.
- 2.2 That the Council receive the minutes of the Foxton Community Board meeting held on 21 March 2016.

## 3. Issues for Consideration

There are no items 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	

---

# Foxton Community Board

## OPEN MINUTES

---

Minutes of a meeting of the Foxton Community Board held in the Manawatu College Library, Ladys Mile, Foxton on Monday 21 March 2016 at 6.30 pm.

---

### PRESENT

**Chairperson** Ms J Smart  
**Deputy Chairperson** Mr D J Roache  
**Members** Cr R J Brannigan  
Ms P R Metcalf  
Mr B P Vertongen

### IN ATTENDANCE

Mr D Clapperton (Chief Executive)  
Mrs K J Corkill (Meeting Secretary)

### ALSO IN ATTENDANCE

Cr M Feyen  
Mr Uwe Kroll (Foxton Beach Motor Camp)

### PUBLIC IN ATTENDANCE

There were two members of the public in attendance at the commencement of the meeting.

#### 1 Apologies

An apology was recorded for Mrs Street and Mayor Duffy.

MOVED by Mr Roache, seconded Ms Metcalf:

*THAT the apologies from Mrs Street and Mayor Duffy be accepted.*

**CARRIED**

#### 2 Public Speaking Rights

Item 16/15 Monitoring Report  
Page 9 – Target Reserve  
Page 10 - SORT  
Page 11 – Foxton Pool

Cr M Feyen



Item 16/16 Chief Executive's Report  
Foxton Wastewater Discharge Consent Application Update  
Cr M Feyen

### 3 Late Items

There were no late items.

### 4 Declaration of Interest

There were no declarations of interest.

### 5 Confirmation of Minutes

MOVED by Ms Metcalf, seconded Mr Vertongen:

*THAT the minutes of the meeting of the Foxton Community Board held on Monday, 15 February 2016, be confirmed as a true and correct record.*

**CARRIED**

### 6 Matters Arising

Mr Vertongen reiterated his query if rates were being paid on the section taken by Council; also had Council paid for the section?

Mr Clapperton responded that there were rates levied against that property but that could be changed so the section became non-rateable as part of the rates strike on 1 July 2016. It could not be done retrospectively.

With regard to Kings Canal, Mr Roache signalled he would speak to that later.

### 7 Leave of Absence

There were no leaves of absence requested.

### 8 Announcements

#### Foxton Beach Motor Camp

Mr Uwe Kroll joined the table to give the Community Board an update of what was occurring at the motor camp/holiday park and his future plans for development. Since the holiday park had been taken over 2½ years ago, \$250,000 had been spent on a number of improvements to bring the park up to a certain standard. It had always been his goal to get entrance into the top 10 Holiday Park Group and he had received confirmation of that on 15 March. Joining that Group would commit him to spending \$400,000 over the next 12-18 months on a number of improvements, which he outlined.

In December last year he achieved another big milestone: a 4 Star Qualmark rating. That was a big achievement for the park. However, his vision was for something more than just a holiday park; he was aiming for a resort that would attract new people on a daily basis, both from New Zealand and from overseas. There were exciting things happening in Foxton/Foxton Beach and he wanted to contribute to that by attracting a high yield customer who would spend money in the community. His goal was a bed for every budget and with the other holiday parks in the Horowhenua, that would give people choice.

With regard to the current site holders who were very important to him, he was working with them to accommodate them in the process. Some of them did not like the prospect of change, but things had to change to go forward.

His aim was now to go from being a Four Star holiday park to being a Five Star Top 10 Resort, with the journey beginning now.

In response to a query with regard to the possibility of extending the boundary of the motor camp as had been looked at by the Board a few years ago, Mr Kroll said that was something he would be interested in pursuing and he had had discussions with one of Council's Property Officers in that regard.

## 9 Reports

### 9.1 Monitoring Report to 21 March 2016

#### Purpose

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

MOVED by Mr Roache, seconded Cr Brannigan:

*THAT Report 16/15 Monitoring Report to 21 March 2016 be received.*

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

**CARRIED**

Exercising his speaking rights, Cr Feyen commented. :

#### Item 16/15 Monitoring Report

##### Page 9 – Target Reserve

He had received phone calls from a number of concerned people with regard to the Pistol Club. He had investigated, listening from various locations, and could appreciate the concerns raised. The comment from people he had spoken to was that it was meant to be a pistol club but had turned into something far more than that. The Pony Club was now down to five members.

He wanted to raise this for discussion and would be forwarding information to the CE about it.

##### Page 10 – SORT

The final signature had now been received to progress the Resource Consent Application for the dredging of the River Loop.

##### Page 11 – Foxton Pool

He had been invited by Denise Kidd to be on the Working Party and had been very pleased to accept.

#### Item 16/16 Chief Executive's Report

##### Foxton Wastewater Discharge Consent Application Update

He thought it was a good thing that Council was going directly to the Environment Court with regard to this resource consent application.

With regard to the Pistol Club, Mr Roache said his understanding was that this had been set up as a pistol club and rifles were not to be used. In commenting that there was a good relationship between the pistol club and the equine group with discussion occurring when there was

going to be an event, Cr Brannigan said that there had been considerable dialogue on this matter in the past but it had been quiet for a long time. Perhaps it was time to have further discussion.

For the first time ever, Mr Vertongen said he had recently heard the Pistol Club but that had been due to unusual wind and atmospheric conditions.

Mr Clapperton said the Pistol Club was very conscious of the noise impact of its particular sport. The Club had five years left on its lease and Council was working with the Club to alleviate some of the perceived issues. Another site was also being sought. Noise was always going to be an issue wherever the Club was located and perfection would never be achieved. It was how that was managed either at Target Reserve or at another site.

With regard to SORT, Mr Clapperton clarified that that the sign off was in relation to dredging of the water at the Town frontage, it was not the dredging of the channel.

Page 11      Item 16/35 – Foxton Pool Update

Mr Clapperton advised that the concept of having a morning a week free of charge for primary schools, if it was applied to the whole district as was suggested, would raise other issues as a number of schools received funding specifically for this. It was also not a priority at the moment but could be looked at again in the future.

Item No 16/59 – Feasibility of installing a Toilet at Foxton Cemetery

It was requested that this stay on the Monitoring Report until the toilet was actually installed.

Mr Roache requested that Kings Canal go back on to the Monitoring Report.

## 10.2 Chief Executive's Report to 21 March 2016

### Purpose

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

MOVED by Mr Roache, seconded Ms Metcalf:

*THAT Report 16/16 Chief Executive's Report to 21 March 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 Clapperton spoke to the items in his report:

3.1 Foxton Wastewater Discharge Consent Application Update

The process now was that all the submissions (approximately 65, both for and against) that had been received would be transferred through to the Environment Court. There could be some prior work which could include mediation or pre-hearings but Council would be guided by the Environment Court as to next steps. The timeframe would depend on the Environment Court's workload and availability of Court time.

3.2 Kings Canal and Purcell Street Stormwater Catchment

Mr Clapperton reiterated the suggestion that the Community Board should put

in a submission to the Horizons Regional Council's 2016/17 Annual Plan requesting a review of the scheme to look at increasing the level of service Officers would be happy to assist with preparing the submission and there was the ability for Board Members to speak to the submission.

MOVED by Mr Roache, seconded Cr Brannigan:

*THAT the Foxton Community Board submits to the Horizons Regional Council's 2016/17 Annual Plan on Kings Canal and the Purcell Street Stormwater Catchment requesting a review of the Kings Canal and Purcell Street Stormwater Catchment to look at increasing the level of service.*

**CARRIED**

3.3 Construction Contract for Te Awahou Nieuwe Stroom Project

Mr Clapperton thanked Board Members for their support for the project. There was now light at the end of the tunnel, with Council largely supportive of the project.

In response to a comment about the perceived lack of financial support from the Dutch and iwi, Mr Clapperton advised that a considerable amount of the funding that had been received was because of Dutch and iwi involvement in terms of culture and the environment, as Lotteries would not normally support a Council project. TPK has also expressed an interest, which was very positive.

3.4 Foxton Beach Freeholding Account

The requested report in relation to Forbes Road would be included on the April Community Board Agenda.

**10.3 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 16/17 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**  
**04/02/16 to 08/03/16**

<b>Date</b>	<b>File Ref</b>	<b>Applicant</b>	<b>Address</b>
17 Feb 16	501/2015/3603	D P C Thirza & W Miller -Tonkin	4 Purcell Street, Foxton
22 Feb 16	501/2016/3717	Cody James Bell	7 Herrington Street, Foxton

**CARRIED**

Prior to the meeting's conclusion, Mr Roache raised the issue of the Water Tower lighting and requested that Council consider the allocation of a further \$25,000 for what had become a two stage project. The monies provided last year had been

augmented by Rotary which had added value, but more funding was needed to complete the project.

Mr Clapperton suggested the Community Board write to the Chief Executive outlining the current situation, what the Board would like to achieve to complete the project and querying if it was possible to use funding from existing budgets this year or be put into the Annual Plan for next year.

Ms Smart suggested that this matter should be discussed at the Board's next workshop.

7.16 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 Community Wellbeing Executive 15 March 2016

File No.: 16/132

## 1. Purpose

To present to the Council the minutes of the Community Wellbeing Executive meeting held on 15 March 2016.

## 2. Recommendation

- 2.1 That Report 16/132 Proceedings of the Community Wellbeing Executive 15 March 2016 be received.
- 2.2 That the Council receive the minutes of the Community Wellbeing Executive meeting held on 15 March 2016.

## 3. Issues for Consideration

There are no items 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)	Denise Kidd <b>Community Services Manager</b>	
Approved by	Monique Davidson <b>Group Manager - Customer and Community Services</b>	

---

# Community Wellbeing Executive

## OPEN MINUTES

---

Minutes of a meeting of the Community Wellbeing Executive held in the Council Chambers, Horowhenua District Council, 126-148 Oxford Street, Levin on Tuesday 15 March 2016 at 1.00 pm.

---

### PRESENT

#### Chairperson

Mayor B J Duffy

#### Members

Ms L Allen	(Life to the Max)
Ms B Bradnock	(MidCentral DHB)
Ms M Scott	(Ministry of Education)
Mrs J Ferrel	(HLC)
Mr M Fletcher	(MSD)
Mr C Fleury	(Horowhenua Health Centre)
Ms T Harris	(MSD)
Mrs J Moynihan	(Children's Team)
Mrs M Williams	(Horowhenua GreyPower)

### IN ATTENDANCE

Mrs D Kidd	(Community Services Manager)
Mr G Stevens	(Community Development Advisor)
Mrs M Davidson	(Group Manager – Customer & Community Services)

### PUBLIC IN ATTENDANCE

There were no members of the public in attendance.

#### 1 Apologies

Apologies were recorded for Deputy Mayor Garry Good, Di Rump, Mark Robinson, Sarah Stewart, Moira Howard-Campbell, Katie Brosnahan and Pauline Cleaver.

NOTED

#### 2 Public Speaking Rights

No requests for speaking rights had been received.

#### 3 Confirmation of Minutes – 15 December 2015

MOVED by Ms Harris, seconded Mrs Williams:

*THAT the minutes of the meeting of the Community Wellbeing Executive held on Tuesday, 15 December 2015, be confirmed as a true and correct record.*

**CARRIED**



#### 4 Matters Arising

There were no matters arising.

#### 5 Announcements

There were no announcements.

#### 6 Reports

##### 6.1 Community Wellbeing Report to 15 March 2016

###### **Purpose**

To present to the Community Wellbeing Executive the Community Development Advisor's Report to 15 March 2016..

MOVED by Mr Fleury, seconded Mrs Williams:

*THAT Report 16/97 Community Wellbeing Report to 15 March 2016 be received.*

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

**CARRIED**

###### **Community Wellbeing Strategy**

Mrs Kidd tabled a draft Community Wellbeing Strategic Plan which was an update to what was provided at the December 2015 meeting. This was not for discussion in detail today but a timeframe needed to be established for responding and providing feedback. What had been drawn out of the Strategic Plan for some discussion today was the need to focus on some high level population results and the monitoring and reporting on those to ensure that an activity was occurring and progress was taking place.

Part of today's purpose was to look at the result areas that had been proposed and to identify groups to work on some of the two or three measures that might sit under those result areas.

Carrying on the conversation from the last meeting and commenting on the good work that had been done, Mr Fletcher said what needed to be decided was whether the population measures were just a guide for the CWE or whether buy in from the Horowhenua Community was required, which would be another discussion. If it was just a guide for the CWE to say which things were working well or whether they should be taken on board as a community, which was a different discussion. His suggestion was a workshop prior to the next CWE meeting would assist with the process.

After discussion on what the focus and extent of the feedback required, which included:

- in terms of the input from the wider community, Council was already committed to working with a number of key networks with the expectation of the proposed Strategy being that it would drive some of the activities that would sit within the Action Plans;
- there needed to be a clear line of sight between action plans and population level results and measures;
- there were a number of agencies whose core work did contribute to the Strategic Plan and six monthly feedback was provided for;

- the issue with regard to health was that the DHB included a number of districts and it was difficult to extrapolate some of its data down to individuals; a number of agencies were in a similar position to health with the key being the key measures that were picked;
- if a cluster of 2-3 measures were agreed and reported on, collectively across the 3 cluster progress or not could be identified;
- Council had a Long Term Plan and the result areas did align with Long Term Plan outcomes; however there were some population groups that the LTP was silent on but were featured in the Strategic Plan;
- the networks that Council currently facilitated did have a fairly broad base and it would be a good idea to get them to be involved in drafting key measures;
- should members of those network groups sit formally on the CWE?
- it was important to get key measures that could actually be 'measured';
- would agencies, such as Work and Income, have better information about certain issues, such as youth outcomes, and was it possible to access that data;
- the Strategic Plan and some of the Action Plans that were being reviewed also had a recreation and leisure component to them which needed to be considered;

it was AGREED that a 2/3 hour workshop would be held prior to the next CWE meeting (possibly 19 April 2016 – but this would be confirmed).

It was AGREED that CWE Members would take away the revised Community Wellbeing Strategy draft and provide feedback on the draft (excluding aspirational statements for key results areas and measures) directly to Mrs Kidd on or before 4 April.

Mr Fletcher said he had a staff member who would be happy to come and lead the workshop and would be able to remind members what Results Based Accountability was about and assist with determining aspirational statements related to key result areas as well as identifying specific measures; how we would know when something was done well and what data was needed to measure that.

Ms Ferrel reinforced the need to get the right people in attendance at such a workshop with thought needing to be given to who attended.

Mrs Kidd said that it would be good to have representation at the workshop from some of the networks Council was currently working with..

Mayor Duffy suggested having a pre-discussion with lead agencies so they would know what information they could bring to the table, perhaps a pre-session then full engagement discussion.

## **Action Plans**

### **Education Action Plan**

Mr Stevens noted that he was currently preparing an application for the Prime Minister's Excellence Awards, which was due this Friday (18 March 2016).

Mayor Duffy commented that whilst the average person in the street may not be aware of how Education had moved locally within the last five years, to have the Minister of Education visit and be so enthusiastic about what was occurring was a highlight. She had urged Horowhenua to enter the Excellence Awards. This district had a brilliant example of community engagement in the education sector from pre-school right the way through, and agency engagement as well. Industry was now also coming on board strongly.

Ms Ferrel endorsed Mayor Duffy's comments saying it was really important to know that the Education group was working really well. On the back of all the collaboration and representation from those around the table there were some innovative things occurring. The School Principals were looking at the curriculum and how that could support industry. This was ahead of anything that was occurring throughout the country. Considering other delivery models was a really big step.

Executive Members expressed their support for the application to the Prime Minister's Excellence Awards.

MOVED by Ms Bradnock, seconded Mr Fletcher:

*THAT a letter be sent from the Community Wellbeing Executive group supporting the application to the Prime Minister's Education Excellence Awards 2016."*

**CARRIED**

It was **AGREED** that Barb Bradnock, Mike Fletcher and Tania Harris would provide the supporting letter.

### **Action Plans**

#### **Pride & Vibrancy**

Mr Stevens commented on the Adventure Park mural project, with the managing artist having been selected. The person was very talented and was very good at working with young people. Submissions were being sought from 12-24 year olds in terms of the design. This would be a lasting and very visible piece of work for people passing through Levin. It would be completed in early May.

### **Community Services Review**

Mrs Kidd drew the meetings attention to the Community Services Review which was coming to a conclusion. There was to be a briefing to Councillors tomorrow and some key recommendations would be going to Council in early April. Some time would be spent on this at the next CWE meeting because it sat within the Community Services frame of reference. There were some recommendations in the review with regard to the Executive, its role, the Community Wellbeing Strategy, target populations, and action plan going forward.

With regard to the Community Services Review, Mayor Duffy noted that this was a significant piece of work which positioned Council for the next five year's activity within the District. It was significant. It did have the potential to raise elements of agitation when considering how a suite of services was delivered within the district which could see the refining of various groups. Next week there would be a significant announcement around the district's requirements economically, which would again be around population. There was an enormous amount going on and It was quite extraordinary.

#### **Power Point Presentation – Barbara Bradnock, MidCentral Health**

Ms Bradnock gave a PowerPoint presentation covering the MidCentral DHB's five year challenge to improve health and wellbeing - "Healthy People in the MidCentral District – Communities Working Together to Enhance Lives. In this overview of the DHB's Charter, it was highlighted:

- that community was about partnership, caring and reciprocal relationships at all levels, in all places;
- health and wellbeing was more than being free of disease, it encompassed all that made a person and their whanau 'well in their own terms';

- people and their whanau, including family carers, were owners of their own lives, their own health and wellbeing;
- partnership was about enabling owners to achieve what they wanted and was about offering options, information and support, making it easy and simple.

The DHB's joint vision was articulated as " Health and wellbeing for all, with people and whanau at the hard of all we do. From silos to engaged and collaborative endeavours across communities.

## 7. Agency Updates.

Craig Fleury, Horowhenua Health Centre – autumn and winter were approaching and flu inoculations were in the offing. Otherwise it was business as usual.

Margaret Williams, GreyPower – as far as GreyPower was concerned, Annette King had been the speaker at the first meeting of the year, which had been the best attended meeting for a long time. GreyPower was meeting again this Friday, with Ian Nightingale from the Shuttle Trust speaking.

Barb Bradnock, MidCentral DHB – following on from Craig Fleury's reminder about flu inoculations, the DHB was concerned about the approach of winter as it had not got over last winter yet. There had been no drop in referrals. Other DHBs were in the same situation. She urged everyone to have flu injections as part of their family's winter planning. Last year had been a particularly bad year last year, and this winter could potentially be the same. They were not sure what was going on but were trying to analyse the data.

Mayor Duffy commented on the Warm Up Foxton project that had been undertaken in 2013 when 800 houses had been insulated. There was to date no data to show how that has been of benefit and it may be worth chasing ECCA to find out.

Tania Harris, MSD – it was a busy time for CYFs. An expert report was going to Parliament this week and feedback was expected on that soon. There were also some significant legislation changes that would take effect from 1 July with regard to subsequent children and transitioning young people out of care at 17 years of age.

Linda Allan, Life to the Max – with regard to the SST, everything was going full bore with services commencing pretty much full. There is no gliding in, things had commenced with a bang. She put that down to the fact that the staff were now well enough known. Word of mouth had seen a 30% increase in walk ins. Children's day was hugely successful and they were looking at other opportunities to promote SST and the work that was being done.

Jacqui Ferrel – HLC had appointed a new Academic Director. He had previously been the National Manager at the New Zealand Police College and would bring a huge amount of expertise to this district.

Mike Fletcher, MSD – potentially there were some really big shakeups and decisions with regard to community funding in the offing. Funding plans were being done now and it was pretty much steady as they go for this financial year. What came out of Cabinet this week would give a clearer picture. He would let everyone know of any decisions that would affect funding within communities.

Maureen Scott, MoE – they were working with schools around their community learning, getting the data they needed to write their achievement targets.

Jacqui Moynihan, Children's Team – they were awaiting the Expert Advisory Panel

report. From their perspective in terms of the collaboration between themselves and Government agencies, they were fortunate to have a relationship that made solid advances for 'our' children and how services for 'our' children were accessed.

Monique Davidson, Group Manager – Customer and Community Services – Council was going out for consultation on the proposition of selling its pensioner housing stock. A comprehensive review of the district's community housing had been completed. At the end of last year Councillors voted unanimously to pursue sale as they did not think Council should be delivering pensioner housing as a core service and wanted to partner with a CHP which would be far more suitable to deliver community housing long term. Extensive work had been undertaken with tenants and generally tenants were positive. Consultation would close on Friday. Whether or not to go out to the market would go back to Council for a decision in April. Council was loosely engaged with the market (CHPs). Of the eight CHPs that had informally been approached, all eight had expressed a high level of interest in a partnership with Council. It was really exciting in terms of financial sustainability, but also in terms of sustainable community housing provision.

Ms Harris said she would like to speak to Mrs Davidson with regard to social housing for youth (16-19). She thought there may be an opportunity with regard to that going forward.

2.05 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE COMMUNITY WELLBEING  
EXECUTIVE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....



# Proceedings of the Creative New Zealand Funding Allocation Special Committee 17 March 2016

File No.: 16/134

## 1. Purpose

To present to the Council the minutes of the Creative New Zealand Funding Allocation Special Committee meeting held on 17 March 2016.

## 2. Recommendation

- 2.1 That Report 16/134 Proceedings of the Creative New Zealand Funding Allocation Special Committee 17 March 2016 be received.
- 2.2 That the Council receive the minutes of the Creative New Zealand Funding Allocation Special Committee meeting held on 17 March 2016.

## 3. Issues for Consideration

A total of \$15,325.95 was available for the Committee to distribute. The following applications were considered and funding was allocated as indicated:

Applicant	Amount approved	Tagged for / reason
Eboney Taylor	\$5,000.00	
Te Horowhenua Trust (Matariki)	\$1,949.60	
Te Horowhenua Trust (Arts and Crafts)	\$1378.80	
Te Horowhenua Trust (Jazz Festival)	\$0.00	Lower priority application
Fale Pasifika	\$2,500.00	
Alternative Entertainment Bureau	\$3,600.00	Backline hire and bands (cannot fund rent)
TOTAL	\$14,428.40	

## 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)	Garreth Stevens <b>Community Development Advisor</b>	
Approved by	Denise Kidd <b>Community Services Manager</b>	



---

# Creative New Zealand Funding Allocation Special Committee

## OPEN MINUTES

---

Minutes of a meeting of the Creative New Zealand Funding Allocation Special Committee held in the Council Chambers, 126-148 Oxford St, Levin on Thursday 17 March 2016 at 5:00pm.

---

### PRESENT

<b>Chairperson</b>	Cr V M Kaye-Simmons
<b>Deputy Chairperson</b>	Mr A Smith
<b>Members</b>	Cr M Feyen
	Mr P King
	Mr S Schwartz
	Mr D Kiriona (From 5:30pm)

### IN ATTENDANCE

<b>Reporting Officer</b>	Mr G Stevens (Community Development Advisor)
	Mrs D Kidd (Community Services Manager) until 5:15pm

### APOLOGIES

Ms N Hori Te Pa-Wana  
Mr J Anderson  
Ms D Young

#### 1 Welcome and Apologies

Chair Kaye-Simmons opened the meeting at 5:14pm There were two apologies.

MOVED by Mr Smith Seconded: Cr Feyen

*THAT apologies from Ms Hori Te Pa-Wana and Mr Anderson be received.*

#### 2 Late Items and Announcements

There were no late items.

#### 3 Confirmation of Minutes

MOVED by Mr King Seconded: Mr Schwartz

*THAT the minutes of the meeting of the Creative New Zealand Funding Allocation Special Committee held on Tuesday, 15 September 2015, be confirmed as a true and correct record.*

#### 4 Matters Arising

Chair Kaye-Simmons spoke briefly about attendance at Brass and the Park event which went ahead despite funding being turned down.

Cr Feyen attended the Soundshell Live event and had positive feedback.

Garreth circulated email correspondence with Mikaere Gardiner over the last six months. Mikaere explained that his project had not gone ahead in Foxton. Mikaere made an offer in his email correspondence to complete and deliver three artworks on 1.2x2.4 panels as a replacement.

Mikaere suggested birds could be the theme of the works and had included some examples of his artwork. The committee discussed appropriate seabirds in the area such as the Godwit, Kotuku, Fern bird etc.

The committee was happy to conditionally accept Mikaere's request. With Foxton being the town where the boards would be placed it was:

MOVED by Cr Feyen Seconded: Mr Smith

*THAT the Foxton Community Board be invited to determine which three birds be painted by Mikaere Gardiner, and further*

*THAT Mikaere Gardiner be granted an extension of five months to complete the modified project as described in his email correspondence*

#### 5 Declarations of Interest

Victoria declared an interest in the Jandal Jam application. Her partner Nick has provided quotes for services.

Paul declared an interest in the Music Month application and the AEB application as he had provided quotes for them.

#### 6 Consideration of Applications Lodged

##### 6.1 Speaking rights:

Name	Organisation	Applied for	Purpose	Time	Notes
Eboney Taylor	In conjunction with Kings Sound Centre	\$5000	Live Music throughout Levin for Music Month Day. Applying for advertising.	5.20pm	Spoke at 5:45
Ema Jacob	Te Horowhenua Trust	\$1949.60	Matariki at Te Takere will be a cultural celebration with a week long programme of interactive events and performances.	5.30pm	Did not attend
Ema Jacob	Te Horowhenua Trust	\$1378.80	An expo demonstrating local art work and crafts from fibre, feathers, felting, flax, fabrics.	5.40pm	Did not attend

Nick Van Dijk	Te Horowhenua Trust	\$3000	Te Takere to host 3 Concerts featuring NZ and international musicians and a music education workshop with local musicians and students on 28 - 29 May 2016.	5.50pm	Did not attend
Rob	Fale Pasifika	\$2500	Pasifika Youth Jandal Jam: Motivational day programme, Cultural and Talent evening show, for (predominately) Pasifika young people.	6.00pm	Spoke at 6pm
James Trevethick	A.E.B.	\$4160	Putting on 6 Gigs over 6 Months. Applying for Performance Fees and Rent	6.10pm	Spoke at 6:10pm

After the conclusion of all speaking rights, the Committee had a tea break (6:20pm).

Deliberations resumed at 7:00 pm.

## 6.2 Determination of funding awarded

Applications were discussed in turn and members took a vote on each allocation. At the conclusion of deliberations the final allocations were checked over, and final decisions were agreed to in unison.

MOVED by Mr Smith, seconded: Mr Kiriona

*THAT funding be distributed to the following applications from the Horowhenua Creative Communities Local Assessment Fund as follows:*

Applicant	Amount approved	Tagged for / reason
Eboney Taylor	\$5,000.00	
Te Horowhenua Trust (Matariki)	\$1,949.60	
Te Horowhenua Trust (Arts and Crafts)	\$1378.80	
Te Horowhenua Trust (Jazz Festival)	\$0.00	Lower priority application
Fale Pasifika	\$2,500.00	
Alternative Entertainment Bureau	\$3,600.00	Backline hire and bands (cannot fund rent)
TOTAL	\$14,428.40	

**CARRIED UNANIMOUSLY**

## 8 General Business

There was no general business

7.45 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE CREATIVE NEW ZEALAND  
FUNDING ALLOCATION SPECIAL COMMITTEE  
HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

# Proceedings of the Community Grants & Funding Committee 21 March 2015

File No.: 16/133

## 1. Purpose

To present to the Council the minutes of the Community Grants & Funding Committee meeting held on 21 March 2016..

## 2. Recommendation

- 2.1 That Report 16/133 Proceedings of the Community Grants & Funding Committee 21 March 2015 be received.
- 2.2 That the Council receive the minutes of the Community Grants & Funding Committee meeting held on 21 March 2016.
- 2.3 THAT the Horowhenua District Council ratifies the following applications for Round 2, 2015/2016 of the Community Consultation Grant for \$150.00 as follows:

<b>Organisation</b>	<b>Project</b>	<b>Tagged for / declined because</b>	<b>Amount</b>
Tokomaru Village and Community Association	Website expenses		\$150.00
Wildlife Foxton Trust	Survey on cats in Foxton	Unsuited to the Community Consultation Grant Criteria	\$0.00
<b>Total</b>			<b>\$150.00</b>

- 2.4 THAT \$4,850.00 left over from the Community Consultation Grant be transferred for distribution in deliberation of Round 2 of the Community Development Grant.
- 2.5 THAT the Horowhenua District Council ratifies the following applications for Round 2, 2015/2016 of the Community Development Grant for \$29,849.84 as follows:

<b>Organisation</b>	<b>Project</b>	<b>Tagged for / declined because</b>	<b>Amount</b>
Life to the Max (Ako Pai Tararua)	Youth cooking programme		\$1,000.00
Alzheimer's Manawatu	Memory Walk Event	Admin/Office, Advertising, Catering (\$250 each)	\$750.00
Arohamai Literacy Horowhenua	Rebrand following merger		\$1,084.73
Birthright Foxton	Rent expenses		\$1,500.00
Birthright Levin	Phone expenses		\$1,500.00
Foxton Beach Senior Citizens Association	Hall insulation	Not fit to criteria (capital works). Refer	\$0.00

		to Rural Halls Grant	
Foxton Historical Society	36 months electricity	12 months electricity	\$700.00
Horowhenua Kids Teens and Family Trust (Hinemoa House)	Administration expenses		\$4,000.00
Jetstream (formerly Royal New Zealand Air Force Association)	Member activities at Masonic Village	Limited community impact (lower priority)	\$0.00
Levin Basketball Association	Events Centre Hire for Interschool's competition		\$1,502.50
Levin Christian Care Trust (Living Well Counselling)	Audit and Treasurers expenses		\$1,865.00
Levin Community Patrol	Travel and Accommodation to national conference	Limited community impact (lower priority)	\$0.00
Levin Swimming Club	Aquatics Centre Hire for Autumn Carnival		\$830.00
Litefoot Trust	Three (named) Horowhenua sports clubs for Litefoot programme	Want to hear back with comprehensive report	\$2,316.52
Menz Shed	Storage expansion (container purchase)		\$2,500.00
Parkinsonism Kapiti Horowhenua	Travel, admin and newsletter costs for Horowhenua service		\$1,347.83
Prison Fellowship New Zealand	Angel Tree Family Care Foxton/Levin	Funding for Christmas tree/present project only (Not camp expenses)	\$563.48
Riverside Country Radio	Expansion of radio station to Levin	Not collaborative enough for the funding scale – pursue further opportunities in Levin	\$0.00
Samaritans of Horowhenua	Rent expenses		\$1,000.00
Special Olympics Horowhenua	Aquatics Centre Hire for Special Olympics event		\$1,700.00
St Mary's Scout Group	Insurance Expenses		\$769.88

Te Horowhenua Trust	6 months of performances at Te Takere	Lower priority fit with action plans	\$0.00
Teen Zone Levin	Teen Zone activities/events for Horowhenua families in 2016	Cr Mason would like to visit and spend some time connecting with the group	\$1419.90
The Parenting Place	Attitude presentations and resources for Horowhenua Schools		\$3,000.00
Whenua Fatales	Events Centre Hire for Sur5val event		\$500.00
Wildlife Foxton Trust	Feasibility study for wildlife centre	Funding scale not suited to the grant, limited alignment with action plans.	\$0.00
<b>Total</b>			<b>\$29,849.84</b>

## 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:

- 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)	Garreth Stevens <b>Community Development Advisor</b>	
Approved by	Denise Kidd <b>Community Services Manager</b>	

---

# Community Grants & Funding Committee

## OPEN MINUTES

---

Community Grants & Funding Committee held in the Ante Room, Horowhenua District Council, 126-148 Oxford Street, Levin, on Monday 21 March 2016 at 1:30 pm.

---

### PRESENT

**Chairperson** Mayor B Duffy  
**Members** Cr R Brannigan  
Cr J Mason

### IN ATTENDANCE

**Reporting Officer** Mr G Stevens (Community Wellbeing Advisor)

### APOLOGIES

Cr R Campbell  
Cr G Good

#### 1 Apologies

Chair Duffy opened the meeting at 1:38pm

An apology had been received from Cr Good and Cr Campbell

MOVED by Cr Mason, seconded: Cr Brannigan

*THAT the apology from Cr Good and Campbell be accepted*

**CARRIED**

#### 2 Late Items

There were no late items

#### 3 Confirmation of Minutes

MOVED by Cr Brannigan, seconded: Cr Mayor Duffy

*THAT the minutes of the meeting of the Community Grants & Funding Committee held on Monday, 14 September 2015, be confirmed as a true and correct record.*

MOVED by Cr Mason, seconded: Cr Good (via correspondence 24 March 2016)

*THAT the minutes of the meeting of the Extraordinary Meeting of the Community Grants & Funding Committee held on Friday, 20 November 2015, be confirmed as a true and correct record.*



#### 4 Declaration of Interest

Mayor Duffy declared an interest in the application from Life to the Max and did not take part in the deliberation for that application.

#### 5 Consideration of Applications received under the Community Consultation Grant

##### Purpose:

To present to the Community Grants & Funding Committee the applications received for the Community Consultation Grant.

MOVED by Cr Mason, seconded: Cr Brannigan

*THAT the Community Grants & Funding Report – Round 2 2015/2016 be received.*

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

**CARRIED**

Two applications were considered under the Consultation Grant, seeking \$2,800.00 of funding. Up to \$5,000 was available for distribution.

MOVED by Cr Campbell, seconded Cr Brannigan:

*THAT it is recommended to the Horowhenua District Council that the following applications for Round 2, 2015/2016 of the Community Consultation Grant for \$150.00 be ratified as follows:*

<b>Organisation</b>	<b>Project</b>	<b>Tagged for / declined because</b>	<b>Amount</b>
<i>Tokomaru Village and Community Association</i>	<i>Website expenses</i>		\$150.00
<i>Wildlife Foxton Trust</i>	<i>Survey on cats in Foxton</i>	<i>Unsuited to the Community Consultation Grant Criteria</i>	\$0.00
<b>Total</b>			<b>\$150.00</b>

**CARRIED**

With \$4850.00 remaining to the Community Consultation Grant and no further applications to consider for the 2015/2016 financial year it was

MOVED by Cr Brannigan, seconded: Cr Mason

*THAT \$4,850.00 left over from the Community Consultation Grant be transferred for distribution in deliberation of Round 2 of the Community Development Grant.*

**CARRIED**

#### 6 Consideration of Applications received under the Community Development Grant

With the addition of \$4,850.00 from the Community Consultation Grant, up to \$29,850.00 was available for distribution under Round 2 of the Community Development Grant. 32

Applications were considered under the grant, seeking \$77,569.16 of funding (exclusive of GST).

Members withdrew from discussion where they had declared an interest.

All allocations were made exclusive of GST. Recipients registered for GST were awarded their allocation plus GST

MOVED by Cr Campbell, seconded: Cr Brannigan

THAT it is recommended to the Horowhenua District Council that the following applications for Round 2, 2015/2016 of the Community Development Grant for \$29,849.84 be ratified as follows:

<b>Organisation</b>	<b>Project</b>	<b>Tagged for / declined because</b>	<b>Amount</b>
<i>Life to the Max (Ako Pai Tararua)</i>	<i>Youth cooking programme</i>		<i>\$1,000.00</i>
<i>Alzheimer's Manawatu</i>	<i>Memory Walk Event</i>	<i>Admin/Office, Advertising, Catering (\$250 each)</i>	<i>\$750.00</i>
<i>Arohamai Literacy Horowhenua</i>	<i>Rebrand following merger</i>		<i>\$1,084.73</i>
<i>Birthright Foxton</i>	<i>Rent expenses</i>		<i>\$1,500.00</i>
<i>Birthright Levin</i>	<i>Phone expenses</i>		<i>\$1,500.00</i>
<i>Foxton Beach Senior Citizens Association</i>	<i>Hall insulation</i>	<i>Not fit to criteria (capital works). Refer to Rural Halls Grant</i>	<i>\$0.00</i>
<i>Foxton Historical Society</i>	<i>36 months electricity</i>	<i>12 months electricity</i>	<i>\$700.00</i>
<i>Horowhenua Kids Teens and Family Trust (Hinemoa House)</i>	<i>Administration expenses</i>		<i>\$4,000.00</i>
<i>Jetstream (formerly Royal New Zealand Air Force Association)</i>	<i>Member activities at Masonic Village</i>	<i>Limited community impact (lower priority)</i>	<i>\$0.00</i>
<i>Levin Basketball Association</i>	<i>Events Centre Hire for Interschool's competition</i>		<i>\$1,502.50</i>
<i>Levin Christian Care Trust (Living Well Counselling)</i>	<i>Audit and Treasurers expenses</i>		<i>\$1,865.00</i>
<i>Levin Community Patrol</i>	<i>Travel and Accommodation to national conference</i>	<i>Limited community impact (lower priority)</i>	<i>\$0.00</i>
<i>Levin Swimming Club</i>	<i>Aquatics Centre Hire for Autumn Carnival</i>		<i>\$830.00</i>
<i>Litefoot Trust</i>	<i>Three (named) Horowhenua sports clubs for Litefoot programme</i>	<i>Want to hear back with comprehensive report</i>	<i>\$2,316.52</i>
<i>Menz Shed</i>	<i>Storage expansion (container purchase)</i>		<i>\$2,500.00</i>
<i>Parkinsonism Kapiti Horowhenua</i>	<i>Travel, admin and newsletter costs for</i>		<i>\$1,347.83</i>

	<i>Horowhenua service</i>		
<i>Prison Fellowship New Zealand</i>	<i>Angel Tree Family Care Foxton/Levin</i>	<i>Funding for Christmas tree/present project only (Not camp expenses)</i>	<i>\$563.48</i>
<i>Riverside Country Radio</i>	<i>Expansion of radio station to Levin</i>	<i>Not collaborative enough for the funding scale – pursue further opportunities in Levin</i>	<i>\$0.00</i>
<i>Samaritans of Horowhenua</i>	<i>Rent expenses</i>		<i>\$1,000.00</i>
<i>Special Olympics Horowhenua</i>	<i>Aquatics Centre Hire for Special Olympics event</i>		<i>\$1,700.00</i>
<i>St Mary's Scout Group</i>	<i>Insurance Expenses</i>		<i>\$769.88</i>
<i>Te Horowhenua Trust</i>	<i>6 months of performances at Te Takere</i>	<i>Lower priority fit with action plans</i>	<i>\$0.00</i>
<i>Teen Zone Levin</i>	<i>Teen Zone activities/events for Horowhenua families in 2016</i>	<i>Cr Mason would like to visit and spend some time connecting with the group</i>	<i>\$1419.90</i>
<i>The Parenting Place</i>	<i>Attitude presentations and resources for Horowhenua Schools</i>		<i>\$3,000.00</i>
<i>Whenua Fatales</i>	<i>Events Centre Hire for Sur5val event</i>		<i>\$500.00</i>
<i>Wildlife Foxton Trust</i>	<i>Feasibility study for wildlife centre</i>	<i>Funding scale not suited to the grant, limited alignment with action plans.</i>	<i>\$0.00</i>
<b>Total</b>			<b>\$29,849.84</b>

**CARRIED**

2.36 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE COMMUNITY GRANTS &  
FUNDING COMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....



# Proceedings of the Finance, Audit & Risk Subcommittee 30 March 2016

File No.: 16/117

## 1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Subcommittee meeting held on 30 March 2016.

## 2. Recommendation

- 2.1 That Report 16/117 Proceedings of the Finance, Audit & Risk Subcommittee 30 March 2016 be received.
- 2.2 That the Council receive the minutes of the Finance, Audit & Risk Subcommittee meeting held on 30 March 2016 and the Financial Report to 29 February 2016..

## 3. Issues for Consideration

There are no items that require further consideration.

## Attachments


No.	Title	Page
A	Financial Reporting - Monthly Report -FINAL - 29 February 2016	38

### 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>	
-----------	--	---

Approved by	David Clapperton <b>Chief Executive</b>	
-------------	--	---

---

## Finance, Audit & Risk Subcommittee

### OPEN MINUTES

---

Minutes of a meeting of the Finance, Audit & Risk Subcommittee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 30 March 2016 at 4.00 pm.

---

#### PRESENT

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

#### IN ATTENDANCE

Mr D Law	(Group Manager – Finance)
Mr D M Clapperton	(Chief Executive)
Mr J Paulin	(Finance Manager)
Mrs T Whitehouse	(Management Accountant)
Mrs N Brady	(Senior Manager – Business Services)
Mrs K J Corkill	(Meeting Secretary)

#### ALSO IN ATTENDANCE

Mr G Saidy	(Group Manager – Infrastructure Services)
Mr G O'Neill	(Projects Manager)

#### 4 Confirmation of Minutes – 24 February 2016

MOVED by Cr Rush, seconded Mayor Duffy:

*THAT the minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Wednesday, 24 February 2016, be confirmed as a true and correct record.*

**CARRIED**

#### 5 Matters Arising

In relation to the Audit Report and Internal Controls with the Auditors noting (page 35) that “the responsibility for the effective design, implementation and maintenance of internal controls rests with the governing body”, Cr Mitchell again brought up that Subcommittee members should be brought up to speed on what those internal controls were.

## 6 Announcements

There were no announcements.

## 7 Reports

### 7.1 Financial Report for the eight months to 29 February 2016

#### Purpose

To present to the Finance, Audit & Risk Subcommittee the financial report for the eight months to 29 February 2016.

MOVED by Cr Tukapua, seconded Cr Rush:

*THAT Report 16/98 Financial Report for the eight months to 29 February 2016 be received.*

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

**CARRIED**

Prior to responding to Members' questions, Mr Law brought three things to Members' attention:

1. Whether Council achieved its estimated result at the end of the year (either surplus or deficit) very much depended on Council receiving capital subsidies. Some of the subsidies may not be received in cash and if they were not received in cash they would not be able to be shown in Council's Income & Expenditure. An explanatory note may need to be included. It was noted that it was not possible to raise an invoice for those because some of the funding was to come from Lotteries and that would only be received when projects reached a certain threshold and Council provided information that substantiated that the work had been done.
2. Depreciation could change because Council was currently going through a revaluation process of the 3 Waters and Roding. The 3 Waters process was completed and there was not a huge change but Roding had yet to be finished and there may be some changes there.
3. With the drop in interest rates over the last few months Council could, at the end of the year, make a loss on its swap valuation. Getting a revaluation done at the end of the month was being considered to see how significant that could be.

Mr Law noted one other issue was a 10% arrears in relation to the third rates instalment (of \$9m). In comparison the arrears in December 2015 were 7.7% and in September 8.9%. That was not an encouraging trend. Penalties and instalments totalled \$62,000, with 1,300 letters being sent out to ratepayers who had not paid the third instalment.

After discussion on the current situation with regard to rates arrears and collection methods, to put the figures in context a further column to be added to the Rates Debtors statement showing the number of assessments with arrears for the previous rating year.

Mr Law outlined possible borrowing over the next three months which lead into a discussion on what the end of the year result could potentially look like.

Mr Saidy spoke on the difficulties in projecting the spend on budgeted projects as there were many factors over which Infrastructure Services had no control. He queried if it would be possible to carry forward all the money now for those items and if it was needed before June, would it still be able to be spent despite it having been carried forward.

## 9.2 Monitoring Reports to 30 March 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 16/128 on Monitoring Reports to 30 March 2016 be received.*

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

**CARRIED**

Cr Rush queried why, in the second Monitoring Report, there was still one 'red' item "PPE additions – missing contract documentations".

Mr Law responded that was an item Finance could not comment on; it covered Infrastructure assets.

Mr Clapperton said that the difficulty with that item was understanding the context and some discussion was needed with Audit NZ to find out what issues they were referring to. Also contracts went across the organisation; it was a generic process. Mrs Brady had been requested to do some investigation and put in place a system that would allow reporting to suit Audit NZ's requirements and how that would be managed going forward.

In terms of the internal controls that Cr Mitchell had already raised, Mr Law said there were a considerable number of controls and he wondered if it would be of assistance to have a workshop covering the controls that were in place. Those internal controls, if they worked well, did reduce the cost of the audit. They were a fundamental part of the risk profile of Council, but were somewhat complicated.

In response to a query from Mr Jackson about how far along the Finance team was on the path from 'Good to Great', Mr Law outlined the number of improvements that had been put in place in terms of financial reporting, the implementation of an Accounts Payable process that had simplified the workflow and enforced staff to use purchase orders which made the system far more robust and put a lot of responsibility back on the person doing the purchasing. A Debt Management Module would be the focus for the next few months.

It was agreed that a workshop would be held in conjunction with the next FARS meeting showing, at a reasonably high level, the internal controls that were in place (delegation authorities and examples of the processes) to give Subcommittee Members' confidence in Council's systems.



5.00 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:**.....





# Eight Month Report

01 July 2015 to 29 February 2016

This report is for the eight months ended 29 February 2016. Included in this report is an executive summary, organisation summary and financial statements.

## Executive Summary

**Operating deficit:** a positive variance of \$1,132,000 with the surplus of \$368,000 verse a budgeted deficit of (\$764,000).

**Activity revenue:** above budget by \$179,000 with no major variance to report.

**Activity expenditure:** below budget by \$1,045,000 with no major variance to report.

**The Forecast budget for 30 June 2016** is forecasting a surplus of \$910,000 at 30 June 2016 versus the Annual Budget of \$1,596,000.

**Forecast activity revenue:** expected to be below budget by \$96K.

**Forecast capital subsidies:** expected to be below budget by \$1,270K.

**Forecast activity expenditure:** expected to be below budget by \$255K.

**Sundry debtors:** The total Outstanding Debtors have increased in the month by \$168K due to current billing of Trade Waste. The total Outstanding Debtors is \$868K and have reduced by 30% since June 2015.

## Major variances

	30 Jun 2015	29 February 2016	Variance
On charges	\$138,788	\$98,437	(\$41,351)
Development Contribution	\$353,371	\$87,412	(\$265,959)
90 day outstanding	\$639,089	\$446,935	(\$192,154)

**Treasury:** Our weighted average interest rate has reduced to 4.89% at February 2016, decreasing from 5.15% at June 15 and 5.35% at February 2015. This is a potential saving of \$366K of interest payable on the LTP interest rate assumption of 5.5% for 2015/16.

## Doug Law

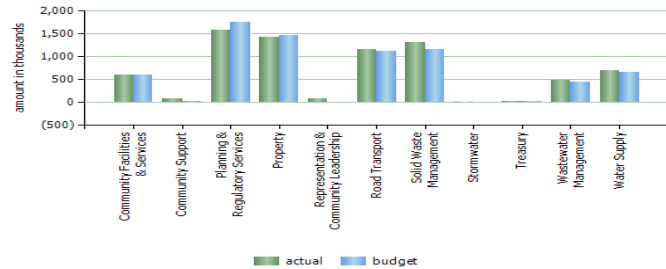
Group Manager Finance  
30 March 2016

# Organisation Summary

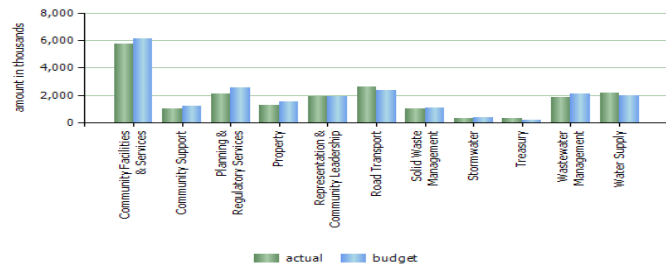
## Financial operation

<b>Operational revenue</b> \$29.75 m 0% less than budget	<b>Operational expenditure</b> \$29.55 m 4% less than budget	<b>Operational surplus/(deficit)</b> \$198 k 124% more than budget
--	--	--

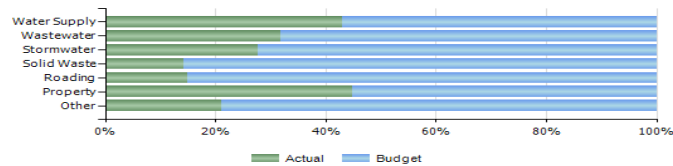
### Operational revenue by activity



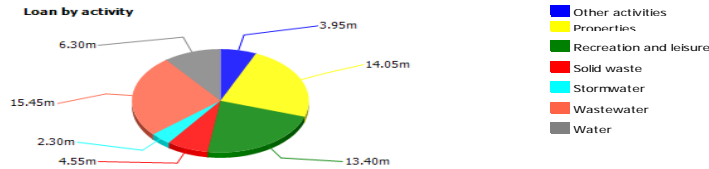
### Operational expenditure by activity



### Capital expenditure

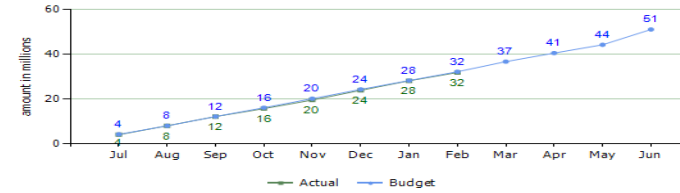


### Loan by activity

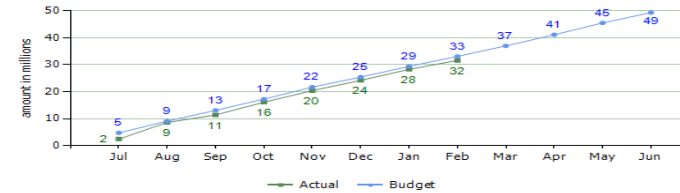


## Financial trends

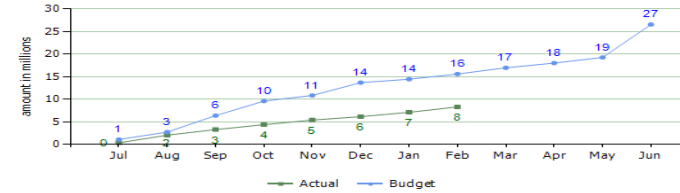
### Total revenue



### Total expenditure



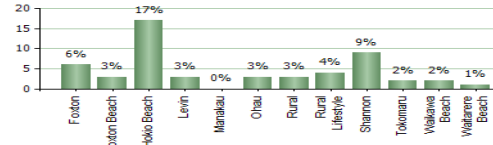
### Total capital expenditure



### Interest rate movement



### Rates debtors % with arrears



## Financial sustainability

<b>Rates to operating revenue</b>	<b>71%</b>
Rates revenue	\$21.09 m
Operating revenue	\$29.75 m
71% of operating revenue is derived from rates revenue	
<b>Fees and charges to operating revenue</b>	<b>25%</b>
User fees and charges	\$7.40 m
Operating revenue	\$29.75 m
25% of operating revenue is derived from user fees and charges	
<b>Balance budget ratio</b>	<b>101%</b>
Operational revenue	\$29.75 m
Operational expenditure	\$29.55 m
Operational revenue should be equal or more than operational expenditure. Year to date revenue is more than 1%.	
<b>Essential services ratio</b>	<b>109%</b>
Capital expenditure	\$6.92 m
Depreciation	\$6.34 m
Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 109% more than depreciation.	
<b>Debt affordability ratio - (LGFA Cov.)</b>	<b>119%</b>
Total borrowing	\$60.00 m
Total projected revenue	\$50.37 m
With the total borrowing of \$60m we are still under the set limit of 175% of projected revenue	
<b>Debt to total assets - (LGFA Cov.)</b>	<b>12%</b>
Total borrowing	\$60.00 m
Total assets	\$489.00 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>8%</b>
Interest paid	\$1.77 m
Rates revenue	\$21.09 m
8% of rates revenue is paid in interest. Our set limit is 25% of total rates revenue.	
<b>Interest cover ratio - (LGFA Cov.)</b>	<b>6%</b>
Interest paid	\$1.77 m
Operating revenue	\$29.75 m
6% 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>118%</b>
Net debt	\$56.00 m
Undrawn committed facilities	\$10.00 m
Committed bank facility to enable us to borrow at least 10% of our current external debt immediately, currently we can borrow 18% more than our current debt	

## Statement of Income and Expenditure

Percentage of year completed: 66.67%	End of the year			Last year D	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	8,223,698	8,223,698	0		5,497,444	5,482,466	14,978	-0.27%	66.85%	-0.03%	
Targeted rates	23,338,441	23,338,441	0		15,596,067	15,558,963	37,104	-0.24%	66.83%	-0.08%	
<b>Total</b>	<b>31,562,139</b>	<b>31,562,139</b>	<b>0</b>		<b>21,093,511</b>	<b>21,041,429</b>	<b>52,082</b>	<b>-0.25%</b>	<b>66.83%</b>	<b>-0.11%</b>	
Treasury											
External interest received	150,000	150,000	0		83,772	100,000	(16,228)	16.23%	55.85%	0.03%	
Rates penalties	600,000	600,000	0		511,112	300,000	211,112	-70.37%	85.19%	-0.45%	
<b>Total</b>	<b>750,000</b>	<b>750,000</b>	<b>0</b>		<b>594,883</b>	<b>400,000</b>	<b>194,883</b>	<b>-48.72%</b>	<b>79.32%</b>	<b>-0.41%</b>	
Significant activity revenue											
Community Facilities & Services	875,680	888,876	(13,196)		594,636	594,410	226	-0.04%	66.90%	0.00%	
Community Support	101,646	39,500	62,146		83,057	30,336	52,721	-173.79%	210.27%	-0.11%	
Planning & Regulatory Services	2,174,233	2,401,470	(227,237)		1,583,315	1,757,895	(174,580)	9.93%	65.93%	0.37%	
Property	2,016,846	2,192,889	(176,043)		1,418,298	1,460,172	(41,874)	2.87%	64.68%	0.09%	
Representation & Community	128,626	0	128,626		74,041	0	74,041	100.00%	100.00%	-0.16%	
Road Transport	1,667,000	1,667,000	0		1,158,627	1,110,909	47,718	-4.30%	69.50%	-0.10%	
Solid Waste Management	1,822,500	1,741,206	81,294		1,309,764	1,160,800	148,964	-12.83%	75.22%	-0.32%	
Stormwater	19,928	0	19,928		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	858,120	792,687	65,433		481,947	445,136	36,811	-8.27%	60.80%	-0.08%	
Water Supply	1,100,527	1,138,277	(37,750)		693,326	658,073	35,253	-5.36%	60.91%	-0.07%	
<b>Total</b>	<b>10,771,536</b>	<b>10,867,905</b>	<b>(96,369)</b>		<b>7,403,441</b>	<b>7,223,731</b>	<b>179,710</b>	<b>-2.49%</b>	<b>68.12%</b>	<b>-0.38%</b>	
Capital subsidies											
Capital subsidies and grants	2,698,000	3,968,241	(1,270,241)		657,215	1,149,290	(492,075)	42.82%	16.56% <span style="color:red">X</span>	1.04%	<b>1</b>
<b>Total</b>	<b>2,698,000</b>	<b>3,968,241</b>	<b>(1,270,241)</b>		<b>657,215</b>	<b>1,149,290</b>	<b>(492,075)</b>	<b>42.82%</b>	<b>16.56%</b>	<b>1.04%</b>	
<b>Total operating income</b>	<b>45,781,675</b>	<b>47,148,285</b>	<b>(1,366,610)</b>		<b>29,749,050</b>	<b>29,814,450</b>	<b>(65,400)</b>	<b>0.22%</b>	<b>63.10%</b>	<b>0.14%</b>	

### Notes

1. Capital Subsidies are under budget for Roding Transport as more operational work is being undertaken. This is forecasted to be in line with budget by 30 June 16. Capital Subsidies for Te Awahou are forecasted to be \$1M, \$1.270K less than the Annual Plan. Currently \$375K has been received which is to yet be approved for release.

Statement of Income and Expenditure (continued...)

Percentage of year completed: 66.67%	End of the year			Last year D	Actual E	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			Budget F	Variance in \$ G = F - E	Variance in % H = G/F			
<b>Expenditure</b>											
Significant activity expenditure											
Community Facilities & Services	8,564,091	8,895,839	331,748		5,716,768	6,155,781	439,013	7.13%	64.26%	0.96%	2
Community Support	1,746,087	1,844,331	98,244		1,022,437	1,185,880	163,443	13.78%	55.44%	0.36%	
Planning & Regulatory Services	3,397,677	3,829,668	431,991		2,125,153	2,567,143	441,990	17.22%	55.49%	0.97%	3
Property	1,886,658	2,001,981	115,323		1,276,840	1,506,708	229,868	15.26%	63.78%	0.50%	4
Representation & Community	2,824,956	2,804,429	(20,527)		1,894,762	1,902,492	7,730	0.41%	67.56%	0.02%	
Road Transport	3,869,036	3,499,830	(369,206)		2,611,477	2,332,923	(278,554)	(11.94%)	74.62%	(0.61%)	5
Solid Waste Management	1,725,609	1,682,182	(43,427)		1,017,030	1,060,870	43,840	4.13%	60.46%	0.10%	
Stormwater	547,940	545,164	(2,776)		313,923	379,262	65,339	17.23%	57.58%	0.14%	
Treasury	373,078	204,276	(168,802)		296,714	169,020	(127,694)	(75.55%)	145.25%	(0.28%)	6
Wastewater Management	2,926,305	3,052,852	126,547		1,877,884	2,101,952	224,068	10.66%	61.51%	0.49%	
Water Supply	3,137,587	2,894,405	(243,182)		2,141,556	1,978,268	(163,288)	(8.25%)	73.99%	(0.36%)	7
<b>Total</b>	<b>30,999,024</b>	<b>31,254,957</b>	<b>255,933</b>		<b>20,294,544</b>	<b>21,340,299</b>	<b>1,045,755</b>	<b>4.90%</b>	<b>64.93%</b>	<b>2.29%</b>	
Other expenses											
Allocated portion of depreciation	(394,413)	(394,436)	(23)		(260,048)	(262,966)	(2,918)	1.11%	65.93%	(0.01%)	
Depreciation and amortisation	11,618,741	11,618,746	5		7,742,960	7,745,828	2,868	0.04%	66.64%	0.01%	
External interest	2,990,000	3,191,827	201,827		1,773,922	1,817,177	43,255	2.38%	55.58%	0.09%	
<b>Total</b>	<b>14,214,328</b>	<b>14,416,137</b>	<b>201,809</b>		<b>9,256,834</b>	<b>9,300,039</b>	<b>43,205</b>	<b>0.46%</b>	<b>64.21%</b>	<b>0.09%</b>	
<b>Total operating expenditure</b>	<b>45,213,352</b>	<b>45,671,094</b>	<b>457,742</b>		<b>29,551,377</b>	<b>30,640,338</b>	<b>1,088,961</b>	<b>3.55%</b>	<b>64.70%</b>	<b>2.38%</b>	

Notes

- Community Facilities & Services is under budget and forecasted to be end of year as a result of the new Community Facilities contracts in place. The under budget is a result of both savings from the new contracts as well as better management. It should also be noted that the Community Support Activity is also projected to be under budget, this is a result of operational savings achieved also due to better management.
- Planning & Regulatory Services is projecting to be under budget due to overall vacancies across the financial year. This is not expected to be repeated in the future.
- Property is under current budget and forecasted to be end of year as a result of savings under the new Community Facilities contracts.
- Road Transport has had a slight increase on subsidised expenditure with unbudgeted emergency works for repairs to roads due to slips and seal washouts. This is forecasted to impact on the total at 30 June 2016.
- Treasury is above budget with increased rates remissions than anticipated. This is forecasted to continue to 30 June 2016.
- Water Supply is slightly above budget with increase costs on Consent Compliance and associated costs. This is forecasted to continue to 30 June 2016.

Statement of Income and Expenditure (continued...)

Percentage of year completed: 66.67%	End of the year			Last year D	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											
Internal interest income	2,999,385	3,600,046	(600,661)		1,983,977	2,400,030	416,053	17.34%	55.11%	100.00%	
Revaluation gains	218,037	321,664	(103,627)		84,264	0	(84,264)	100.00%	26.20%	100.00%	
Vested Assets	67,778	0	67,778		55,833	0	(55,833)	100.00%	100.00%	100.00%	
<b>Total</b>	<b>3,285,200</b>	<b>3,921,710</b>	<b>(636,510)</b>		<b>2,124,074</b>	<b>2,400,030</b>	<b>(275,956)</b>	<b>11.50%</b>	<b>54.16%</b>	<b>100.00%</b>	
Non operating expenditure											
Allocated portion of internal interest	(76,000)	(92,680)	(16,680)		(50,390)	(61,788)	(11,398)	18.45%	54.37%	100.00%	
Internal interest expense	2,999,385	3,600,046	600,661		1,983,977	2,400,030	416,053	17.34%	55.11%	100.00%	
Losses	20,000	0	(20,000)		19,745	0	(19,745)	100.00%	100.00%	100.00%	
<b>Total</b>	<b>2,943,385</b>	<b>3,507,366</b>	<b>563,981</b>		<b>1,953,332</b>	<b>2,338,242</b>	<b>384,910</b>	<b>16.46%</b>	<b>55.69%</b>	<b>100.00%</b>	
<b>Net non-operational costs</b>	<b>341,815</b>	<b>414,344</b>	<b>(72,529)</b>		<b>170,742</b>	<b>61,788</b>	<b>108,954</b>	<b>(176.33%)</b>	<b>41.21%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>910,138</b>	<b>1,596,512</b>	<b>686,374</b>		<b>368,414</b>	<b>(764,100)</b>	<b>1,132,514</b>	<b>(148.22%)</b>	<b>19.48%</b>		



Statement of Financial Position as at 29 February 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	3,861	6,358	
Debtors and other receivables	5,381	7,155	6,481	8
Other financial assets	470	0	10	
Assets held for sale	475	475	393	
<b>Total current assets</b>	<b>14,182</b>	<b>11,491</b>	<b>13,242</b>	
<b>Non-current assets</b>				
Operational assets	42,492	41,842	45,097	
Infrastructural assets	386,465	387,047	402,881	
Restricted assets	39,293	38,684	41,054	
intangible assets	1,680	1,638	1,672	
Forestry assets	911	911	680	
Investment property	5,706	5,706	3,946	
Investments in subsidiaries	988	1,088	1,099	
Other financial asset	803	803	1,059	
<b>Total non-current assets</b>	<b>478,337</b>	<b>477,719</b>	<b>497,488</b>	
<b>Total assets</b>	<b>492,519</b>	<b>489,210</b>	<b>510,730</b>	
<b>Liabilities</b>				
<b>Current liabilities</b>				
Creditors and other payables	8,070	8,795	8,439	
Borrowings	2,000	4,000	9,000	
Employee entitlements	1,003	160	585	
Provisions	997	997	1,003	
<b>Total current liabilities</b>	<b>12,070</b>	<b>13,952</b>	<b>19,027</b>	
<b>Non-current liabilities</b>				
Borrowings	58,000	56,000	67,000	
Employee entitlements	178	178	224	
Provisions	2,068	2,068	2,991	
Other	1,634	925	0	9
<b>Total non-current liabilities</b>	<b>61,880</b>	<b>59,171</b>	<b>70,215</b>	
<b>Total liabilities</b>	<b>73,950</b>	<b>73,123</b>	<b>89,242</b>	
<b>Net assets</b>	<b>418,570</b>	<b>416,087</b>	<b>421,488</b>	
<b>Equity</b>				
Retained earnings	264,911	254,826	267,350	
Revaluation reserves	147,449	147,447	147,447	
Other reserves	6,210	13,815	6,691	
<b>Total equity</b>	<b>418,570</b>	<b>416,087</b>	<b>421,488</b>	

Notes

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

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

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

Reference	Description	LTP 2015/16	Project Cost YTD			Expected Start	Expected Completion	Comments
			Actual	YTD Budget	Variance			
<b>Growth</b>								
STW 27	Storm water - Development Planning North East Levin	150,000	27,733	7,500	-20,233	Nov-12	Jun-16	Work progressing.
WW 41	Waste water - Development Planning - North East Levin	260,980	5,828	260,980	255,152	Apr-15	Jun-16	Design Underway (IN-HOUSE).
WW 44	Waste Water - Levin Tararua Industrial Development	125,000	11,546	0	-11,546	Jan-16	Jun-16	
SW 17	Landfill Development	385,237	102,051	385,237	283,186	Dec-15	Jun-15	On track - project will span beyond June 2016. Request to carry forward \$157K.
<b>Total Growth</b>		<b>921,217</b>	<b>147,157</b>	<b>653,717</b>	<b>506,560</b>			
<b>Level of Service</b>								
WS 32	Water Supply -Levin Clarifier Installation	2,000,000	59,567	0	-59,567	Aug-15	Jun-16	On track project will be track in to the 2016/17 financial year. Request to carry forward \$500K.
WS 38	Water Supply - Telemetry - District Wide	95,000	47,609	94,854	47,245	Oct-15	Jun-17	On track and 100% committed.
STW 14	Storm Water -Telemetry	81,000	82,186	80,883	-1,303	Sep-15	Mar-16	On track and 100% committed.
STW 15	Storm Water -Levin Queen Street	250,000	11,379	0	-11,379	Oct-15	Jun-16	Assessment completed by Archaeologist was reviewed and 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. Request to carry forward \$200K.
STW 16	Storm Water -Stormwater Stategy	80,000	13,558	0	-13,558	Mar-16	Mar-16	Completed -Council briefing done and will be taken to Council for adoption.
STW 19	Storm Water -Foxton Beach Catchment Management Plan	83,000	0	0	0	Jun-16	Jun-16	Contract evaluation complete - Work will commence soon.
WW 11	Foxton Wastewater Treatment Plant - Strategic Upgrade	2,326,000	579,947	2,326,000	1,746,053	Sep-15	Mar-16	Design Underway (IN-HOUSE).
WW 27	Waste Water - Telemetry System	95,000	116,936	94,864	-22,072	Jul-15	Mar-16	On track, contract procured - will be 100% Complete.
WW 37	Levin Wastewater Treatment Plant - Strategic Upgrade	610,000	85,902	0	-85,902	Sep-15	Jun-16	Contract for sludge press procured and pond lining is with contractor for pricing.
WW 45	Waste Water - Shannon Disposal System	3,065,921	1,342,355	3,065,921	1,723,566	Jul-12	Apr-16	On track to be complete by mid April.
RD 14	New Footpath	100,000	0	40,000	40,000	TBA	Jun-16	On track.

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

Reference	Description	LTP 2015/16	Project Cost YTD			Expected Start	Expected Completion	Comments
			Actual	YTD Budget	Variance			
RD 16	Foxton Townscape Main Street Upgrade	750,000	81,690	500,000	418,310	Sep-15	May-16	On track but physical works may progress into 2016/17.
RD 18	Waitare Beach Kent Gloucester Upgrade	260,000	35,268	173,333	138,065	Jul-15	Jun-16	On track.
SW 16	Landfill Consent	107,000	24,576	0	-24,576	Mar-16	May-16	Progressing.
SW 18	Leachate pre treatment	129,000	0	0	0	Nov-15	Mar-16	Planning Stage.
SW 19	Levin Landfill Energy Recovery / Flare	200,000	5,356	0	-5,356	TBA	TBA	Request to carry forward \$150K.
PR 11	Thompson House Interior refurbishment, including kitchen (with renewal contribution from Thompson House)	80,000	0	80,000	80,000	Jan-16	Mar-15	Design in progress, construction drawings being developed to go out to tender.
PR 12	Thompson House Exterior Fire Escape, egress improvements and disability access including toilet provision	80,000	18,147	80,000	61,853	Jan-16	Jun-15	Design in progress, construction drawings being developed to go out to tender.
PR 17	Upgrade ablutions block Donnelly Park	60,000	0	60,000	60,000	Feb-16	Mar-16	Works programmed to commence 23 February 2016.
PR 19	Shannon Memorial Hall - accessible facility's upgrade (toilet block and entrance)	50,000	0	50,000	50,000	TBA	TBA	Dependent on strategic review of facilities. Suggest carry-over to next year.
PR 41	Public Toilets-Upgrade, Reroof, renew flooring, change doors	54,530	0	54,530	54,530	Apr-16	TBA	New toilet block at Waitare Domain, works to commence April 2016 after busy summer use of site.
BEAUT 1	Flag Trax	54,270	41,950	54,270	12,320	Nov-15	Feb-16	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	100,000	48,570	88,888	40,318	Jul-15	Mar-16	
CA 16	Purchase of Urban Aerial Imagery	60,000	30,090	30,090	0	Dec-15	Apr-16	Aerials complete, files received pending final payment
<b>Total Level of Service</b>		<b>10,770,721</b>	<b>2,625,088</b>	<b>6,873,633</b>	<b>4,248,545</b>			

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

Reference	Description	LTP 2015/16	Project Cost YTD			Expected Start	Expected Completion	Comments
			Actual	YTD Budget	Variance			
<b>Renewal</b>								
WS 11	Levin Reticulation- RENEWAL	1,061,000	571,267	601,827	30,560	Jul-15	Jun-16	This is on track.
WS 15	Shannon - Mangaore Reticulation- RENEWAL	158,000	151,443	158,000	6,558	Jul-15	Jun-16	On track and 100% committed.
WS 19	Foxton Beach Edingburg Terrace Bore- RENEWAL	150,000	9,005	0	-9,005	Apr-16	Apr-16	Waiting on price from Contractor, high risk project.
WS 28	Levin Treatment Plant - Renewals	50,000	40,621	0	-40,621	TBA	Jun-16	On track and 100% committed.
WS 39	Reactive renewals - District Wide	150,000	8,468	0	-8,468	Jul-15	Jun-16	Highly likely will be 100% spent.
WS 45	Shannon Reservoir structural work	100,000	0	100,000	100,000	Feb-16	Apr-16	Waiting on price from Contractor, this project may be delayed.
STW 12	District Wide Reticulation - Unplanned Renewals	50,000	41,296	0	-41,296	TBA	Jun-16	On track and 100% committed.
STW 13	District Wide Pump Station - Planned Renewals	79,350	2,300	79,350	77,050	Feb-16	Feb-16	Assessments underway.
WW 21	Tokomaru Wastewater Treatment Plant - Consent Renewal	100,000	0	0	0	TBA	Jun-16	Work Underway.
WW 29	Foxton Reticulation - Renewals	417,873	16,144	51,254	35,110	Oct-15	Jun-16	On track and 100% committed.
WW 30	Levin Reticulation - Renewals	1,758,767	893,508	932,341	38,833	Jul-15	Jun-16	On track, contract procured - will be 100% complete.
WW 35	Districtwide - Reticulation Unplanned Renewals	443,377	41,786	246,320	204,534	Oct-15	Jun-16	
WW 36	Levin Treatment Plant - Planned Renewals	1,044,242	233,543	544,242	310,699	Dec-15	May-16	Work underway with consenting and also discussions with the Trustees for the owners of the Pot regarding the lease renewal. Budget held to pay for the lease if process completed by June 2016. At this stage project is
WW 38	Levin Treatment Plant - Unplanned Renewals	88,478	12,518	0	-12,518	Oct-15	Jun-16	
WW 50	Tokomaru WWTP Desludging	100,000	10,274	0	-10,274	Apr-16	Mar-15	Work Underway to be completed by end of March 2016.
WW 51	Tokomaru WWTP Oxidation Pond Relining	61,500	0	0	0	TBA	Jun-16	Work Underway.
RD 13	Footpath Renewal	400,000	105,659	260,000	154,341	Jul-15	Jun-16	On track.
SW 15	Solid Waste - Cap Shape Correction	68,580	0	0	0	Mar-16	Jun-16	
PR 13	Thompson House Exterior renew & Paint	54,530	0	54,530	54,530	Jan-16	Jun-16	Design in progress, construction drawings being developed to go out to tender.
PRES 13	Waitarere Dune management Dune management - flatten recour	102,900	0	0	0	TBA	Jun-16	
PRES 44	Levin Domain Pathways resurface	298,780	0	0	0	Aug-14	Jun-16	
PRES 62	Reserves - Foxton Beach	100,000	0	0	0	Feb-16	Jun-16	On track - Research and consultation work underway.
CA 19A	IT Disaster Recovery brought forward from 2013/14	130,000	0	60,000	60,000	Jan-16	May-16	On track
CA 25	Rural Aerial Updates	50,000	10,018	25,000	14,983	Dec-15	Jun-16	Partially flown, joint venture with MWLASS and a portion v
<b>Total Renewals</b>		<b>7,017,377</b>	<b>2,147,849</b>	<b>3,112,864</b>	<b>965,015</b>			

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

Reference	Description	LTP 2015/16	Project Cost YTD			Expected Start	Expected Completion	Comments
			Actual	YTD Budget	Variance			
<b>Growth/LOS/Renewal projects Mixed</b>								
CS 11	Te Awahou Community Centre	2,683,500	535,559	930,280	394,721	Jul-15	TBA	Progressing - Construction work anticipated to commence May 2016 and continue into 16/17.
WS 46	Levin Bore exploration, new reservoir, treatment plant upgrade	3,010,665	1,923,073	535,559	-1,387,514	Jul-15	Apr-16	Project will be 100% complete with \$600,000 underspent.
<b>Total Growth/LOS/Renewal projects Mixed</b>		<b>5,694,165</b>	<b>2,458,632</b>	<b>1,465,839</b>	<b>-992,793</b>			

## Statement of Rates Debtors

Area	Total assessments	Assessments with arrears	% with arrears	Total arrears	Year to date arrears	Year to date penalties	Year to date receipts	Prior year arrears
F - Foxton	1274	72	6%	172,021	22,533	33,237	(88,195)	204,447
FB - Foxton Beach	1572	47	3%	64,125	11,923	12,900	(47,882)	87,183
HB - Hokino Beach	199	34	17%	721,500	4,800	121,300	(7,378)	602,778
L - Levin	7350	213	3%	398,855	45,346	78,374	(198,332)	473,467
MK - Manakau	86		0%	0	0	0	0	0
NR - Non Rateable	127	2	2%	2,071	(665)	512	(302)	2,526
OH - Ohau	150	4	3%	3,582	1,157	379	(2,875)	4,920
R - Rural	2573	77	3%	431,489	11,372	72,842	(22,944)	370,219
RL - Rural Lifestyle	2439	86	4%	147,728	19,197	28,973	(54,822)	154,380
S - Shannon	674	64	9%	130,110	12,483	23,635	(37,876)	131,867
TK - Tokomaru	164	3	2%	1,610	(658)	686	(4,188)	5,771
WB - Waitarere Beach	943	18	2%	29,287	6,140	3,467	(12,849)	32,528
WK - Waikawa Beach	231	2	1%	1,321	50	273	0	998
<b>Total 29 February 2016</b>	<b>17,782</b>	<b>635</b>	<b>4%</b>	<b>2,103,699</b>	<b>133,678</b>	<b>376,579</b>	<b>(477,641)</b>	<b>2,071,083</b>
<b>Total 28 February 2015</b>	<b>17,782</b>	<b>1,163</b>	<b>7%</b>	<b>3,022,637</b>	<b>703,540</b>	<b>343,892</b>	<b>-</b>	<b>1,975,205</b>

### In the year to 29 February 2016

- 173 assessment are now receiving their invoices by email
- 1,924 rate assessments have applied for a rates rebate totalling \$1,055,236
- 443 assessments totalling \$727,118 have been sent to DMC for collection

## Statement of Sundry Debtors

Category	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days Outstanding	Notes
Aquatic Centre	8,074	7,650	129	279	16	
Building Consents	35,413	5,417	12,414	0	17,582	3
Building Fee - BWOF	910	585	130	65	130	
Cemeteries	16,083	16,051	0	32	0	
Dev Cont New Policy	87,412	0	0	0	87,412	1
Develop Cont Old Policy	64,931	3,693	0	0	61,238	
Dogs	752	0	0	0	752	
Dogs - Debt Collection	16,011	0	0	0	16,011	
Dogs Arrange to pay	7,295	856	652	233	5,554	
Dogs Pre Payments	27	0	0	0	27	
Fines	8,576	1,735	0	0	6,841	
Fire Hazard	631	0	0	0	631	
General	98,437	58,051	1,736	394	38,256	
Health Accreditation Renewals	1,922	705	651	0	566	
Hire	7,500	5,370	0	0	2,131	
On Charges	98,038	27,904	138	0	69,996	4
Pension Housing	3,315	3,128	0	0	187	
Rental Income Monthly	89,164	7,378	2,751	1,715	77,320	2
Resource Consent Fees	91,502	5,755	38,990	290	46,467	5
Rubbish Bags	32,878	32,878	0	0	0	
Staff Account	1,568	750	716	0	102	
Te Horowhenua Trust General	8,943	0	0	0	8,943	
Waste Transfer Station	2,511	2,057	129	153	172	
Water	184,802	165,893	2,777	9,529	6,604	
Water Septage - Septic Tank Disposal	2,028	1,310	718	0	0	
<b>Total as at 29 February 2016</b>	<b>868,722</b>	<b>347,167</b>	<b>61,930</b>	<b>12,690</b>	<b>446,935</b>	
Total as at 28 February 2016	1,022,152	279,893	65,597	19,705	656,956	

## 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. Out of the \$447K owing +90 Days, \$248k is provided for in the Doubtful Debts Provision. As at 29 February 2016 there are 556 sundry debtors.

## 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	4.2000%	2,000,000			2,000,000
Stock	16 Aug 16	6.2750%	2,000,000			2,000,000
<b>Total due within a year</b>						<b>4,000,000</b>
<b>Due within 2 - 5 years</b>						
Stock	15 Mar 17	5.0550%	3,000,000			3,000,000
Stock	23 May 17	4.3900%	4,000,000			4,000,000
LGFA FRN	15 Dec 17	3.7325%	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	3.6225%	3,000,000			3,000,000
<b>Total due within 2 - 5 years</b>						<b>23,000,000</b>
<b>Due after 5 years</b>						
LGFA FRN	15 May 21	3.7438%	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 Bond	18 May 22	3.3205%	3,000,000			3,000,000
LGFA Bond	19 May 25	3.3855%	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>0</b>	<b>0</b>	<b>60,000,000</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
Water supply			
Water Levin	2,550,000	3,300,000	97,568
Water Shannon	1,350,000	1,400,000	41,392
Water Foxton	900,000	900,000	26,609
Water Foxton beach	350,000	300,000	8,870
Water Tokomaru	100,000	400,000	11,826
<b>Total for water supply</b>	<b>5,250,000</b>	<b>6,300,000</b>	<b>186,266</b>
Wastewater			
Wastewater Levin	6,050,000	7,000,000	206,962
Wastewater Shannon	6,150,000	6,650,000	196,614
Wastewater Foxton	1,150,000	1,400,000	41,392
Wastewater Foxton Beach	350,000	300,000	8,870
Wastewater Tokomaru	0	50,000	1,478
Wastewater Waitare	0	50,000	1,478
<b>Total for wastewater</b>	<b>13,700,000</b>	<b>15,450,000</b>	<b>456,795</b>
<b>Stormwater</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>68,002</b>
<b>Waste management Landfill</b>	<b>4,500,000</b>	<b>4,550,000</b>	<b>134,525</b>
Recreation and leisure			
Libraries	6,900,000	7,900,000	233,571
Pools	2,850,000	2,700,000	79,828
Reserves	1,300,000	1,350,000	39,914
Sports grounds	1,500,000	1,450,000	42,871
<b>Total for recreation and leisure</b>	<b>12,550,000</b>	<b>13,400,000</b>	<b>396,184</b>
Properties			
Residential housing	5,000,000	5,000,000	147,830
Halls	250,000	250,000	7,392
Commercial properties	1,200,000	1,150,000	34,001
Toilets	300,000	300,000	8,870
General properties	800,000	750,000	22,175
Cemeteries	0	100,000	2,957
Council building	6,800,000	6,500,000	192,179
<b>Total for properties</b>	<b>14,350,000</b>	<b>14,050,000</b>	<b>415,402</b>
Other activities			
Information technology	1,500,000	1,500,000	44,349
District plan	2,600,000	2,450,000	72,437
<b>Total for other</b>	<b>4,100,000</b>	<b>3,950,000</b>	<b>116,786</b>
<b>Total</b>	<b>56,750,000</b>	<b>60,000,000</b>	<b>1,773,960</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	1,448
Water Shannon	41,366	47,234	1,543
Water Foxton	5,172	49,717	1,624
Water Foxton beach	4,237	40,130	1,311
Water Tokomaru	7,997	14,491	473
<b>Total for water supply</b>	<b>97,095</b>	<b>195,910</b>	<b>6,400</b>
<b>Wastewater</b>			
Wastewater Levin	26,056	14,425	471
Wastewater Shannon	5,628	7,066	231
Wastewater Foxton	97,038	31,782	1,038
Wastewater Foxton Beach	(1,729)	3,732	122
Wastewater Tokomaru	81,678	28,411	928
Wastewater Waitarere	81,962	26,458	864
<b>Total for wastewater</b>	<b>290,633</b>	<b>111,874</b>	<b>3,655</b>
Stormwater	1,996	72,917	2,382
<b>Total for Stormwater</b>	<b>1,996</b>	<b>72,917</b>	<b>2,382</b>
Waste management Landfill	56,659	37,161	1,214
<b>Total for Waste management Landfill</b>	<b>56,659</b>	<b>37,161</b>	<b>1,214</b>
<b>Recreation and leisure</b>			
Libraries	277,057	25,929	847
Pools	(3,821)	10,561	345
Reserves	17,034	49,463	1,616
Sports grounds	48,853	42,503	1,388
Beautification	24,038	23,076	754
<b>Total for recreation and leisure</b>	<b>363,161</b>	<b>151,532</b>	<b>4,950</b>
<b>Properties</b>			
Residential housing	10,207	35,866	1,172
Halls	34,405	29,101	951
Commercial properties	22,987	24,068	786
Toilets	18,546	9,187	300
General properties	4,824	49,906	1,630
Cemeteries	121,930	17,294	565
Council building	25,856	14,478	473
<b>Total for properties</b>	<b>238,755</b>	<b>179,900</b>	<b>5,877</b>
<b>Other activities</b>			
Information technology	109,024	44,663	1,459
District plan	451	23,452	766
<b>Total for other</b>	<b>109,475</b>	<b>68,115</b>	<b>2,225</b>
<b>Total</b>	<b>1,157,774</b>	<b>817,409</b>	<b>26,702</b>

# Monitoring Report to 6 April 2016

File No.: 16/118

## 1. Purpose

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

## 2. Recommendation

- 2.1 That Report 16/118 Monitoring Report to 6 April 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	60


### 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	Okarito Avenue Stormwater	<i>THAT the stormwater review is progressed in 2012 – 2014.</i>	P Gaydon	April 2015	Progressing and on track	<p>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</p> <p>The project expected completion date is May 2017</p>
2 July 2014	14/585	District Plan: Plan Change Timing	<p><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 be undertaken within 2015/16 financial year:</i></p> <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>	D McCorkindale	July 2015		<p>The period for public nominations for heritage buildings/features closed 29<sup>th</sup> January 2016 with 78 nominations received. Officers are now working with Heritage experts to assess the nominated buildings and sites and identify those that will form part of a formal plan change to the District plan.</p>

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
3 Dec 2014	14/890	Extension of N5 Part B Water and Wastewater Services Contract	<p><i>THAT the Horowhenua District Council accepts the proposal from Downer to extend the current contract for another 24 months;</i></p> <ul style="list-style-type: none"> <li>- <i>During this period (24 months) review the existing work schedule and</i></li> <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 Gaydon	1 July 2015		<p>Downer have accepted to extend the contract for another 24 months</p> <p>Discussions with Downer continuing.</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>

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 Feb 2015	14/940	Te Awahou Nieuwe Stroom		D Clapperton			Report presented to Council 2 March 2016 seeking Council approval to undertake the <i>redevelopment of Te Awahou Nieuwe Stroom as a managed contract.</i>  <i>That the Projects Committee and the CEO negotiate a managed contract for the construction of Te Awahou Nieuwe Stroom with Caldow Builders Ltd to +/- 10%.</i>
		Levin Mall Carpark		M Lepper	February 2016		Officers were due to bring to the October Council meeting a report considering future options. Due to the level of data collected to date, the trial has been extended until end of January. Council Officers will be collecting further data and evidence over

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
							<p>the course of the next 3 months to assist Council in making an informed decision.</p> <p>A report is included in the April Council agenda.</p>
	15/551	Public Places Bylaw 2015	<p><i>THAT Council resolves that:</i></p> <p><i>(i) A bylaw is the most appropriate way of addressing "Public Place" matters, s155(1) of the Local Government Act 2002; and</i></p> <p><i>THAT Council resolves that the Special Consultative Procedure as stated in s156(1) Local Government Act 2002 be used for consultation purposes,</i></p> <p><i>THAT the hearing of submissions be undertaken by the Hearings Committee</i></p>	M Lepper	December 2015		<p>Submissions have closed with over 100 received, primarily relating to smoking and Mobile traders. The Hearings Committee will consider submissions on 8 March 2016 and then provide a recommendation to Council. Report scheduled for 1 June 2016 meeting of Council.</p>

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>acting under the delegated authority of Council dated 4 December 2013 (delegation allows the committee to carry out all functions relating to Bylaws and policies including the hearing of submissions and any decisions arising from there from, except the actual adoption), for a subsequent recommendation to Council.</i>				
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		
	15/551	Public Places Bylaw 2015	<i>THAT Council resolves that:  (i) A bylaw is the most appropriate way of addressing "Public Place" matters, s155(1) of the Local Government Act</i>	M Lepper	December 2015		Submissions have closed with over 100 received, primarily relating to smoking and Mobile traders. The Hearings Committee will consider submissions on 8 March 2016 and then provide a



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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p style="text-align: center;"><i>2002</i></p> <p><i>THAT Council resolves that the Special Consultative Procedure as stated in s156(1) Local Government Act 2002 be used for consultation purposes</i></p> <p><i>T the hearing of submissions be undertaken by the Hearings Committee acting under the delegated authority of Council dated 4 December 2013 (delegation allows the committee to carry out all functions relating to Bylaws and policies including the hearing of submissions and any decisions arising from there from, except the actual adoption), for a subsequent recommendation to Council.</i></p>				recommendation to be brought to the May Council meeting.
	16/10	Aquatics Centre	<i>THAT the Aquatic Centre</i>	M Davidson			The Projects Committee

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
		Redevelopment	<i>redevelopment project be endorsed.</i> <i>THAT the Projects Committee give approval to final design and budget within the budget allocated in the 2015-2025 Long Term Plan.</i>				provided endorsement to design and budget at its March meeting.  This project is currently out for tender.
2 March 2016	15/776	Construction Contract for Te Awahou Nieuwe Stroom Project	<i>THAT the Horowhenua District Council undertakes the redevelopment of Te Awahou Nieuwe Stroom as a managed contract.</i> <i>THAT Council authorises the Projects Committee and the CEO to negotiate a managed contract for the construction of Te Awahou Nieuwe Stroom with Caldow Builders Ltd to +/- 10%.</i>	D Clapperton			
	16/87	Reinstatement of Council Building Access – Crs Campbell and Feyen	<i>THAT the Chief Executive prepare a report for the next Council meeting with regard to the behaviour of Crs Feyen and Campbell.</i>	D Clapperton			No action taken at this stage

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
	16/93	Breach of Council's Code of Conduct	<i>THAT the Chief Executive be instructed to prepare a report to Council on the process to be followed to address the allegation that Cr Campbell breached Council's Code of Conduct by his actions on 16 February 2016.</i>	D Clapperton	6 April 2016	6 April 2016	Report completed and included in the April Council Meeting Agenda.
	16/32	Fees and Charges 2016/17 – Food Act Preises and Planning	<i>THAT Council resolves that Food Act Fees and Planning Services Fees as proposed for the 2016/17 year be used as the Statement of Proposal, and together with the Summary of Information, be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.</i>  <i>THAT the hearing of any submissions on this matter be heard by the Hearings Committee of Council</i>	M Lepper			The submission period is currently open.

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>acting under delegated authority and a subsequent recommendation be made by the Committee to Council.</i>				

---

# Code of Conduct Complaint - Councillor Ross Campbell

File No.: 16/122

---

## 1. Purpose

To provide advice to Council on the Notice of Motion moved by Councillor Mason and seconded by Councillor Bishop alleging a breach of Council's Code of Conduct by Councillor Campbell, including the process that Council is now bound to follow.

## 2. Recommendation

- 2.1 That Report 16/122 on Code of Conduct Complaint - Councillor Ross Campbell 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 Council resolves to investigate the alleged breach of its Code of Conduct by Councillor Ross Campbell.
- 2.4 That a Committee comprising Ms Jenny Rowan and Mr Doug Rowan be appointed to pursue the matter and report back to Council in accordance with Council's Code of Conduct.

## 3. Issues for Consideration

- 3.1 At the Council meeting of 3 March 2016 Councillor Mason moved and Councillor Bishop seconded a Notice of Motion:

*"THAT Cr Ross Campbell breached the Code of Conduct by his actions of appearing on a television news report and publically agreeing in his role as councilor that the Horowhenua District Council is corrupt."*

- 3.2 Council resolved that:

*"THAT the Chief Executive be instructed to prepare a report to Council on the process to be followed to address the allegation that Cr Campbell breached Council's Code of Conduct by his actions on 16 February 2016."*

- 3.3 Council's Code of Conduct advises, following receipt of a written complaint, consideration is then to be given to whether the matter is to be pursued.
- 3.4 In accordance with Part 4 of Council's Code of Conduct, all alleged breaches of the Code will be referred to a Committee appointed by Council. This Code of Conduct Committee is made up of the Mayor, Deputy Mayor and one member of the public with appropriate expertise.
- 3.5 The Code also highlights that should there be any doubt as to the neutrality of those investigating and/or adjudicating the Code of Conduct complaint, alternate members of the Committee will be considered.
- 3.6 Both the Mayor and Deputy Mayor have advised the Chief Executive their neutrality could be in question with regard to Councillor Campbell and therefore would excuse themselves from being part of the Committee investigating the alleged Code of Conduct breach, as have other Councillors.
- 3.7 The appointed Committee will investigate the alleged breach and prepare a report for the consideration of Council. Before beginning any investigation, the Committee will notify the elected member in writing of the complaint and explain when and how they will get the opportunity to put their version of events.

- 3.8 Council will be required to determine whether it wishes to pursue the matter and, if it does, it will then resolve to appoint a Committee.
- 3.9 In appointing the Committee consideration will be given to the "Member of the Public with appropriate experience". In this instance it is proposed that there be two "Members of the Public with appropriate experience" and the names of the people whom I believe would be suitable to fill this role is Ms Jenny Rowan (previous Kapiti Mayor) and Mr Doug Rowan (Solicitor, Cullinane Steele, Levin).
- 3.10 If Council passes a resolution to investigate the allegation, the Chief Executive will then arrange an appropriate date for the first meeting of the Code of Conduct Committee. Meetings of the Committee will be held in a public excluded environment, albeit any subsequent resolution of Council in relation to the matter will be publicly notified.

## 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>	

---

# Elections Processes - 2016 Local Body Elections

File No.: 16/123

---

## 1. Purpose

To obtain Council's decision as to the order of candidates' names on the voting papers, and a decision regarding communications during the pre-election period for the 2016 triennial election.

## 2. Recommendation

- 2.1 That Report 16/123 Elections Processes - 2016 Local Body Elections 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 Council resolves that the candidates' names on the voting papers for the Horowhenua District Council be in ..... order.
- 2.4 That Council adopts the recommendations of the Office of the Auditor General regarding communications in a pre-election period.

## 3. Background/Previous Council Decisions

- 3.1 The 2016 Triennial Elections will be held on 8 October 2016. To manage this process, the Council has again appointed Mr Warwick Lampp of *Electionz.com* as Electoral Officer. The Council is required to have an Electoral Officer at all times, with the Electoral Officer's accountabilities defined by statute. The role operates independently of any direction from the Council. The Electoral Officer is not accountable to the Chief Executive.
- 3.2 The Electoral Officer has advised that Council is required to determine the order in which candidate names are presented on the voting paper.
- 3.3 Additionally, while not a legislative requirement, the Electoral Officer also asks Council give consideration to its communication policy in the lead up to the elections.
- 3.4 These two matters are discussed in the ensuing paragraphs, and **appended** to this report for the Council's information, is a copy of the timetable for the 2016 Triennial Elections.
- 3.5 The timetable identifies that the business end of the election takes prominence on Friday 15 July when nominations are called for. The delivery of voting papers over the period 16 – 21 September signals the start of the voting process. Voting Papers must be returned by noon on Saturday 8 October 2016.

## 4. Issues for Consideration

- 4.1 There are two issues for Council to consider:

### Order of Names

Regulation 31 of the Local Electoral Regulations 2001 provides that the names on the voting paper may be in alphabetical order of surname, pseudo random order or random order.

- The alphabetical order is quite straight forward and has been used by this Council for at least the last 4 elections, and by-elections in the intervening years.
- In the case of pseudo random order, the candidates' names are drawn out of a hat immediately after the close of nominations, and are printed on all papers in the order as drawn.

- Where full random order is used, the printing process operates to select a new random order of names for each individual paper, i.e. every voting paper is different.
- There is no difference in cost whether the papers are printed with the names in alphabetical, pseudo random or random order.

There is anecdotal comment that having the candidates' names in a random or pseudo random order on the voting paper could provide a more level playing field, particularly in an election where there is a large number of candidates for a large number of vacancies.

### Communications Prior to the Election

The other issue for the Council to consider is communications in the pre-election period. The Office of the Auditor General (OAG) has produced the *Good Practice Guide for Managing Public Communications by Local Authorities (2004)*.

- 4.2 The guidelines contain several principles relevant to communications in the pre-election period (see attachment b). They note that it is neither possible nor practicable to stop all communications during the pre-election period, and that routine council business must continue. It can require careful judgement to draw the line between ordinary and appropriate communication, and communication that could be seen as creating an electoral advantage.
- 4.3 The principles discussed in the guidelines as relevant in a pre-election period are that:
- a local authority should not promote, nor be perceived to promote, the re-election prospects of members in a local authority-funded publication;
  - a local authority should exercise care in the use of its resources for communications that are presented in such a way that they raise, or could have the effect of raising, a member's personal profile in the community; and
  - a local authority's communications policy should recognise the risk that communications about members, in their capacities as spokespersons for the authority, during a pre-election period could result in the member achieving an electoral advantage at ratepayers' expense.
- 4.4 The guidelines also state that photographs or information that may raise the profile of a member in the electorate should not be used during the pre-election period.
- 4.5 The pre-election period is deemed to be the three months before the close of polling day (as it is for the purposes of calculating electoral expenses).
- 4.6 It is recommended that the OAG Guidelines for Managing Public Communications by Local Authorities in a pre-election period be adopted and that the pre-election period begin on 8 July 2016. This means the final Mayoral or Councillor Comment in the Community Connection would occur on 6 July 2016 and that all other Council communications involving elected members would cease from 8 July.
- 4.7 Council staff are also in the process of reviewing Council's Communication and Social Media policies to ensure they provide appropriate safeguards for Council during the election period, particularly in light of the growth in the use of social media outlets.

### Attachments

No.	Title	Page
A	Local Elections 2016 - Electoral Timetable	74
B	OAG Guidelines for Managing Public Communications by Local Authorities	75

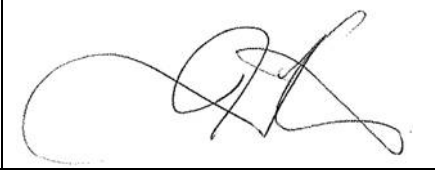



**Confirmation of statutory compliance**

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.

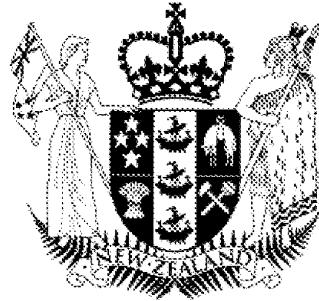
**Signatories**

Author(s)	Ian Tate <b>Team Leader - Land &amp; Information Management</b>	
Approved by	David Clapperton <b>Chief Executive</b>	



## Timetable 2016 Local Elections

Wednesday 2 March - Saturday 30 April 2016	Ratepayer roll enrolment confirmation forms sent [Reg 16, LER]
Wednesday 2 March - Wednesday 6 July 2016	Wednesday 2 March - Wednesday 6 July 2016 Preparation of ratepayer roll [Reg 10, LER]
May 2016	National ratepayer roll qualifications and procedures campaign [Sec 39, LEA]
Monday 27 June 2016	2016 ES enrolment update campaign commences
Wednesday 13 July 2016	Public notice of election, calling for nominations,
Friday 15 July 2016	Nominations open / rolls open for inspection [Sec 42, 52, 53, LEA]
Friday 12 August 2016	Nominations close (12 noon) / rolls close [Sec 5, 55, LEA, Reg 21, LER]
Wednesday 17 August - Wednesday 24 August 2016	Public notice of candidate names [Sec 65, LEA]
By Monday 12 September 2016	Electoral officer certifies final electoral roll
Friday 16 September 2016	ES letter sent to unpublished roll electors
Friday 16 September – Wednesday 21 September 2016	Delivery of voting documents [Sec 5, LEA, Reg 51, LER]
Friday 16 September – Saturday 8 October 2016	Progressive roll scrutiny [Sec 83, LEA] Special voting period Early processing
By 12 noon, Friday 7 October 2016 Appointment of scrutineers (noon) [Sec 68, LEA]	Appointment of scrutineers (noon) [Sec 68, LEA]
Saturday 8 October 2016	Election day [Sec 10, LEA] Voting closes 12 noon – counting commences [Sec 84, LEA] Preliminary results (FPP) available as soon as practicable after close of voting [Sec 85, LEA]
Thursday 13 October 2016	Official count [Sec 84, LEA]
Saturday 15 October - Wednesday 19 October 2016	Declaration/public notice of results [Sec 86, LEA]
Mid-December 2016	Return of election expenses & donations form [Sec 112A, LEA]



**The Controller and  
Auditor-General**  
*Tumuaki o te Mana Arotake*

**Good Practice  
for Managing  
Public Communications  
by  
Local Authorities**

April 2004

## Foreword

We first published our *Suggested Guidelines for Advertising and Publicity by Local Authorities* in 1996. We published a revised version of those *Guidelines* in 1999.

Since 1999, a number of factors have contributed to significant change in the environment in which local authorities are involved in “advertising and publicity”. Probably the two major factors are the advances in communications technology and the rate of adoption of the new technology, and (more recently) the enhanced requirements for communication in the Local Government Act 2002.

We saw as a consequence of that significant change the clear need to revisit the *Guidelines* to reassess their validity and determine what changes might be needed to preserve their usefulness. This publication reflects the fresh approach we have taken to the subject – still principles-based, but with an emphasis on the wider concept of “communication” rather than “advertising and publicity”.

As previously, this update represents what we believe is a code of good practice. The guidance it contains is no more authoritative than that. Further, the guidance is intended neither to be an operating manual nor to cover every conceivable situation.

Local authorities will have to determine what practical application they make of our good practice guidance in particular situations. To do so, and to reflect the more open approach to disclosing how local government manages itself, we recommend that the adoption and application of the guidance in this publication be incorporated in a formal communications policy.



K B Brady  
Controller and Auditor-General

14 April 2004

## Contents

	<i>Page</i>	
1	Introduction	7
	The importance of Council communications	7
	Why this guide?	7
	The objects and scope of the guide	8
	What is the status of the guide?	9
2	Scope – What are “Communications”?	10
3	Communications – Whose Responsibility?	12
4	Principles and Practice	14
	Legitimacy and justification	14
	Collective position	16
	Standards of communication	17
	Consultation and public debate	17
	Communications by Members	19
	Members’ personal profile	21
	Communications in a pre-election period	22
5	Other Commonly Arising Issues	25
	Use of surveys and market research	25
	Joint ventures and sponsorship	25
Appendices –		
	1 Principles of the Local Electoral Act 2001	27
	2 Statistics New Zealand Principles Applicable to the Production of Official Statistics	28

## 1 Introduction

### The importance of Council communications

- 1.1 Communication with the public is a major part of any Council's activities. It can consume large amounts of ratepayers' money.
- 1.2 Some types of public communications are mandatory – for example, notifying Council meetings, or issuing a statutory plan for consultation. Others are discretionary – for example, a Council-funded newsletter, a media release explaining a recent decision, or a pamphlet about disposal of household waste.
- 1.3 Councils communicate with the public by many different means. For any communication, a Council has a broad range of choices – both as to the medium to be used (e.g. whether to pay for newspaper advertising or use the Council's web site) and the degree of sophistication involved.
- 1.4 Choice introduces judgment and subjectivity. The dilemma of the communicator is in reconciling the potentially conflicting criteria of:
  - making the communication attractive so that the audience will give it their attention, absorb it, understand it, and (if that is what is expected) act on it;
  - meeting acceptable standards of probity; and
  - presenting accurate, complete, and fairly expressed information.
- 1.5 The skill required of the communicator is to observe the relevant principles and apply the highest possible standards, and, importantly, to learn from experience.

### Why this guide?

- 1.6 Communication of information at public expense or in an official capacity always carries the risk of criticism. The commonest complaints (except for statutory notifications) are that a communication is unnecessary, unbalanced, or politically biased. The best defence to any complaint is that the communication meets acceptable standards.
- 1.7 The Auditor-General is often asked to express a view on whether a particular communication is acceptable. Some requests come from the Council, before publication. Others come from members of the public afterwards, complaining about what has been done.

- 1.8 Until 1996, there was no authoritative guidance as to what standards were acceptable in Council communications. Our suggested guidelines – first published in that year, and now updated for the second time – have aimed to fill that vacuum. Just as we bring an independent perspective to our job as the auditor of local authorities, we try to describe good practice that reflects not only the theory and practice of communications but also the expectations of the public.
- 1.9 We derive our guidance from:
- our knowledge of the kinds of official communications that may cause concern in both the central and the local government sectors;
  - our experience, not only in giving help to communicators but also in dealing with complaints from the public; and
  - our consultations with a range of Council communications staff and advisers and with Local Government New Zealand.
- 1.10 The feedback we received from our consultations was that independent guidance is a valuable and necessary aid, not only for Council Members but also for communications staff and advisers. Guidance can:
- provide a general framework for the conduct of a Council's communications activities;
  - help with clarifying roles and responsibilities – especially as between Members and communications staff and advisers; and
  - set benchmarks for particular types of communications – especially as to what is acceptable in the political context and at critical times such as during a pre-election period.

## The objects and scope of the guide

- 1.11 The statements of good practice in this guide are designed to meet three objectives in relation to a Council's communications practices:
- to ensure that Council communications resources are applied effectively and efficiently, and in a manner that produces good value for money;
  - to ensure that those who are permitted to use Council communications facilities do so for legitimate purposes; and
  - to promote appropriate standards of conduct by those who consume Council communications resources, or use Council facilities, or otherwise communicate on behalf of the Council.

- 1.12 This wide scope is consistent with our role as the auditor of local authorities, which includes examining the extent to which they, and their members and staff:
- carry out activities effectively and efficiently, consistent with Council's own policies;
  - comply with statutory obligations;
  - avoid wasteful use of resources; and
  - act with probity and financial prudence.<sup>1</sup>
- 1.13 The guide itself is produced under the authority of section 21 of the Public Audit Act, as a report on matters arising out of the performance and exercise of those functions.

### **What is the status of the guide?**

- 1.14 Our guidance is not binding on Councils. Each Council is free to adopt its own standards – which must of course be consistent with the relevant principles of the Local Government Act 2002 (LGA).<sup>2</sup>
- 1.15 We recommend that every Council consider adopting a formal communications policy framed to suit its particular needs. The policy should:
- embrace these guidelines – or a variation of them (stricter or otherwise) that the Council considers appropriate to its circumstances; and
  - clearly direct Members and communications staff and advisers<sup>3</sup> on how the policy is to be applied in particular cases.
- 1.16 Although this guide is not binding on Councils, they and the public should be aware that it establishes the criteria that we will use in future in order to form a view on the appropriateness of a Council's public communications.

---

<sup>1</sup> Public Audit Act 2001, section 16.

<sup>2</sup> Section 14 of the LGA.

<sup>3</sup> Including those engaged as consultants.



## 2 Scope – What are “Communications”?

2.1 Our guidance applies to any communication by a Council, or a Member or employee or office holder of a Council, or a Member of a Community Board, where:

- the Council meets the cost (wholly or in part); or
- the person making the communication does so in an official capacity on behalf of the Council or a Community Board.

2.2 We make no distinction between:

- mandatory and discretionary communications;
- communications in the Council’s own publications and the news media generally;
- Council-funded advertisements and other forms of publicity; or
- electronic (including web site or e-mail) and hard copy publication.

The underlying principles are the same in each case.

2.3 Common examples of communications by Councils include:

- statutory documents – such as draft, final, and summary versions of the Long Term Council Community Plan or an Annual Report under the LGA;
- information on a web site, or in a poster or pamphlet, about Council services available to the public, or the rights, entitlements, and responsibilities of people affected by a Council activity;
- newspapers and newsletters reporting Council news and activities;
- material explaining a particular proposal, decision, policy, or bylaw of the Council;
- marketing material promoting the Council, its communities, or a regional brand;
- Council-funded advertising about a particular event, proposal, or Council policy;
- educational material about issues affecting the community; and
- media releases initiating or responding to public comment about matters affecting the Council or its communities.

- 2.4 In a different category are communications by Members using Council resources or facilities. We address this type of communication in paragraphs 4.33-4.40 on pages 19-20.
- 2.5 The guide does not apply to:
- normal day-to-day correspondence between Members and their constituents on appropriate matters, *except* during a pre-election period when the content of the correspondence should not be inconsistent with Principle 12 on page 22; and
  - communications by Members using their own resources.

### 3 Communications – Whose Responsibility?

- 3.1 Corporate governance principles stress the different roles of the governing body and the management of an organisation. For local authorities, section 39 of the LGA reflects these principles.
- 3.2 Members (i.e. the governing body) and management of a Council share different elements of the communications function. In essence:
- Members are accountable to the community for the Council's decisions and actions. What the Council says in its communications is, therefore, ultimately the Members' responsibility.
  - The mechanics of communications are operational activities, which form part of the everyday business of the Council. Moreover, effective communication often requires professional input. Most Councils employ (or engage on contract) professional advice and assistance for some or all of their communications activities. The chief executive is responsible for the effective and efficient management of those people and their activities.
  - Communications is also an area of risk. Those who are authorised to communicate on behalf of a Council, and those who exercise editorial or quality control, need to have access to sources of professional advice when necessary (including legal and strategic communications advice). Obtaining that advice is also a management responsibility.
- 3.3 The communications function thus straddles the divide between governance and management in the Council organisation. Each Council should allocate the respective roles and responsibilities according to its own size and needs. For example, in a small Council the Mayor might be the primary spokesperson on all issues, whereas in a larger Council the role might be shared between the Mayor and a communications manager.
- 3.4 The governance/management divide also affects the crucial elements of policy development, quality control, and editorial supervision. We think these elements are best regarded as management functions, for which the chief executive is responsible.
- 3.5 The respective roles and responsibilities need to be well understood by all concerned and put into practice effectively.<sup>4</sup> This is especially important when the Council employs professional communications staff – who could, for example, feel undermined by Members intervening in editorial decisions.

---

<sup>4</sup> See section 39(e) of the LGA. The local governance statement required by section 40 of the LGA could be the appropriate place to record particulars of the division of roles and responsibilities.

- 3.6 A useful approach is to regard the roles of Members and management as complementary, and to encourage everyone to work together in partnership for the good of the Council and the community.

## 4 Principles and Practice

- 4.1 In this section we set out 13 principles that we believe should underpin a Council's policy and practice on communications. We supplement each of the principles with commentary.
- 4.2 We stress that the principles are intended as general statements, which are to be applied in a flexible and common sense manner. Likewise, the commentary cannot expect to foresee all possible situations that might arise.

### Legitimacy and justification

#### *Principle 1 –*

**A Council can lawfully, and should, spend money on communications to meet a community's (or a section of a community's) justifiable need for information about the Council's role<sup>5</sup> and activities.**

- 4.3 Communications are a necessary and legitimate Council expense. Councils are also justified in employing, or otherwise engaging, professional advice and assistance for their communications activities.
- 4.4 However, no communication should be undertaken without justification or regard for the cost.
- 4.5 The main elements of justification are:
- establishment of an identifiable need for information on the part of a particular audience;
  - the chosen method of communication should be one that is effective in reaching those who have the need; and
  - once the method has been identified, the communication should be made in the most cost-efficient manner.
- 4.6 Consideration should also be given to evaluating the effectiveness of the communication. What is known to have been an effective communication supports the justification for that communication and can be a benchmark to support future communications.

---

<sup>5</sup> *The role of a local authority is to—*  
*(a) give effect, in relation to its district or region, to the purpose of local government ...;*  
*and*  
*(b) perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.*  
(LGA, section 11)

- 4.7 A communication will be lawful when it:
- is authorised by a Council resolution or under a delegation; and
  - complies with any specific legal requirements as to form, content<sup>6</sup>, timing, or method of publication<sup>7</sup>.
- 4.8 A Council can also exercise significant power over individuals and groups in the community. Consequently, a Council has an obligation to ensure those people know how they are being affected by the Council's actions, and what their rights and responsibilities are in relation to those actions.
- 4.9 Council communications are all the more important in the environment of the LGA. Consultation with the community is fundamental to the working of the Act, and effective communication is vital to effective consultation.

***Principle 2 –***

**Communications should be consistent with the purpose of local government<sup>8</sup> and in the collective interests of the communities the Council serves.**

- 4.10 A Council is a corporate entity, with statutory role and purpose. The role and purpose include promoting the well-being of communities in its district or region. A Council may serve many communities, both in the geographical sense and in the sense of communities of interest. It should always act within the scope of its role and purpose, and in the collective interests of its communities.
- 4.11 Sometimes, a Council will need to communicate with only some of its communities about a particular issue, or with part of a community. But it should always be able to justify any communication as being in the collective interests of them all.

---

<sup>6</sup> Including the avoidance of defamatory comment, or misleading or deceptive conduct under the Fair Trading Act 1986.

<sup>7</sup> E.g. use of the special consultative procedure under the LGA.

<sup>8</sup> *The purpose of local government is—*

*(a) to enable democratic local decision-making and action by, and on behalf of, communities; and*

*(b) to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.*

(LGA, section 10)

***Principle 3 –***  
**Communications should comply with any applicable Council policies and guidelines as to process (including authorisation) and content.**

- 4.12 We encourage all Councils to adopt a policy on communications: see paragraph 1.15 on page 9.

## Collective position

***Principle 4 –***  
**Communications on Council policies and decisions should reflect the collective position of the Council.**

- 4.13 Wherever possible, the Council should “speak with one voice”, and its communications should represent the corporate or collective position.
- 4.14 A communication by an authorised spokesperson appointed by the Council (whether that person is a Member or an employee) should identify that person in his or her official capacity (for example, as a Committee chairperson). The purpose of the communication should always be to meet the Council’s, not the spokesperson’s, communications objectives. The person responsible should be careful to ensure that what is being said is portrayed as the Council’s position, not the personal views of the spokesperson.
- 4.15 Some Councils allow the Mayor to produce a regular “column” in a Council-funded or other local publication, or to make regular broadcasts on local radio or television. The purpose of such communications should be to give voice to the Council’s corporate position on its activities, through the elected leader.
- 4.16 Communication of a Member’s personal perspective, views or opinions (including in a regular “column”, broadcast, etc) should be the exception rather than the rule, and should be subject to Principles 9 to 11 (see pages 19-21).

***Principle 5 –***  
**Communications on Council business should always be clearly attributed to the Council as the publisher.**

- 4.17 A communication might, for example, identify the Council by reference to the name of the Council or by use of its corporate logo. A communication designed to meet the Council’s statutory obligations (such as a draft annual plan) should not only say who authorised its publication (usually the chief executive officer) but also identify the statutory provision under which it is being published.

- 4.18 For commentary about the identification of sponsors, see paragraphs 5.3-5.7 on pages 25-26.

## Standards of communication

### *Principle 6 –*

**Factual and explanatory information should be presented in a way that is accurate, complete, fairly expressed, and politically neutral.**

- 4.19 **Accurate** means what it says. That which is held out to be true should be founded on ascertainable facts, and be carefully and precisely expressed consistently with those facts. No claim or statement should be made that cannot be substantiated.
- 4.20 A communication will be **complete** when it consists of all the information necessary for the audience to make a full and proper assessment of the subject matter.
- 4.21 Information will be **fairly expressed** when it is presented in an objective, unbiased, and equitable way. In particular:
- the audience should always be able to distinguish facts from analysis, comment, or opinion; and
  - when making a comparison, information should state fully and accurately the nature of what is being compared, and inform the audience of the comparison in a way that does not mislead or exaggerate.
- 4.22 Information will be **politically neutral** when it presents the Council's collective position, or, where there is no collective position, sets out the issues in a manner that does not refer to the positions taken by any individual Member or political party or group of Members.

## Consultation and public debate

### *Principle 7 –*

**Communications about matters that are under consideration by the Council, or are otherwise a matter of public debate, should present the issues in an even-handed and non-partisan way.**

- 4.23 Communications about matters that will be the subject of a future decision by the Council should be distinctly different from those that follow a decision.



- 4.24 In the “before” phase, all relevant facts and other considerations should be taken into account, and all significant points of view should be aired. The aim is to enable the Council to make itself aware of, and then to have regard to, the views of all its communities in relation to a particular decision<sup>9</sup>, while also meeting all its statutory obligations in respect of consultation<sup>10</sup>.
- 4.25 In particular, a “before” phase communication should:
- avoid the appearance and reality of bias or pre-determination – especially when summarising facts or arguments;
  - present the issues in an objective manner, avoiding subjective opinion or comment; and
  - mention both the advantages and the disadvantages of particular options.
- 4.26 Mention of individual Members’ or political parties’ positions should always be avoided.
- 4.27 In the “after” phase, the emphasis should be on what has been decided and its implications for the Council and its communities.
- 4.28 This principle applies whether the purpose of the communication is to satisfy LGA requirements, or otherwise.

***Principle 8 –***

**If engaging in public debate with an interest group or a section of the community, a Council should use the news media (rather than a Council funded publication) and designated spokespersons (rather than professional communications advisers) unless there is a particular justification for not doing so.**

- 4.29 A Council may be justified in responding to publicity that is unfair, unbalanced, or inaccurate. The object should be to put the record straight, including a measure of rebuttal.
- 4.30 But it is important to keep a balance and perspective. Council resources should not be used merely to engage in a public argument.
- 4.31 The preferred approach in such cases should be to make use of the news media, through release and publication of a written statement or making an authorised spokesperson available for interview. Use of Council-funded publications or professional advisers to engage in debate with interest groups could create the perception that Council resources are being used for the benefit of one section of the community against another, or in a way that results in an unequal public relations contest.

<sup>9</sup> LGA, sections 14(1)(b) and 78.

<sup>10</sup> LGA, sections 82-90.

- 4.32 An example of where a Council-funded publication to engage with an interest group could be justified is when the group has issued public statements encouraging citizens to commit acts of civil disobedience or to actively break the law.

## Communications by Members

### *Principle 9 –*

**If the Council’s Communications Policy permits them, communications by Members of their personal perspective, views or opinions (as opposed to communication of Council matters in an official capacity) should:**

- **be clearly identified as such; and**
- **be confined to matters that are relevant to the role of local authorities<sup>11</sup>.**

- 4.33 Members are collectively responsible for Council decisions. Communication of Council business to the community often falls to a designated spokesperson. See Principle 4 and paragraphs 4.13-4.15 on page 16.

- 4.34 But Members are also individually responsible to the communities that elected them. It is for the Council to decide whether and, if so, on what terms to make resources available to Members to communicate with constituents or the wider community in their capacity as individual Members.

- 4.35 An example of a communication that could involve a Member expressing personal views is a “Members’ column” in a Council-funded newspaper or on a Council web site.

- 4.36 It is important that the Communications Policy, and the relevant part of the communications budget, also sets out clearly the limits in relation to such communications. The policy should say:

- What types of communications are permitted and in what circumstances, and the range of permitted subject matter.
- Whether the material can or should be subject to editing and, if so, by whom.
- What procedures apply in respect of authorisation, attribution, and editorial and quality control. These are for the Council to determine. However, whether or not material is edited, the Member must formally subscribe to what is being published.

---

<sup>11</sup> Under sections 10 and 11 of the LGA – see footnotes 5 (page 14) and 8 (page 15).

- 4.37 Note, however, that a Member's freedom to talk about Council business is subject to confidentiality requirements (such as under Standing Orders) and the Council's Code of Conduct – especially as regards Members' conduct towards each other and their disclosure of Council information.<sup>12</sup>
- 4.38 Here are our views on some other examples of a Member communicating personally:
- It is not appropriate for a Member to use a Council newsletter or web site to express views on a matter of central government responsibility (such as defence and foreign relations) that has no direct bearing on the Council's activities.
  - It may be appropriate (but only when the Council is undertaking no formal consultation process) for a Member to use Council facilities to consult with the public on an issue under consideration by the Council, or to explain his or her position on a contentious decision, but not to seek political support on an issue that the Council has not considered. References to, or the use of a logo or slogan of, a political party or grouping are unacceptable.
  - Members should not be permitted to use Council communications facilities for political or re-election purposes. (See Principles 12 and 13 on pages 22-24 for more information on communications in the pre-election period.)
  - Staff protocols on the use of the Internet, e-mail, and other communications facilities for personal purposes should also apply to Members. The minimal cost of allowing use of such facilities can easily be outweighed by the perception that public resources are being misused.

***Principle 10 – Politically motivated criticism of another Member is unacceptable in any Council-funded communication by a Member.***

- 4.39 Neither the inherently adversarial nature of much Council politics nor the right of free speech can justify Council communications resources being used to enable one Member to engage in political debate with, or to criticise, another Member. Preventing such misuse should be an objective of the Council's policy on where editorial control and the power to authorise communications should lie.
- 4.40 Members are, of course, free to use their own resources for such purposes.

---

<sup>12</sup> LGA, Schedule 7, clause 15.

## Members' personal profile

### *Principle 11 –*

**Care should be exercised in the use of Council resources for communications that are presented in such a way that they raise, or could have the effect of raising, a Member's personal profile in the community (or a section of the community). In permitting the use of its resources for such communications, the Council should consider equitable treatment among all Members.**

- 4.41 Two related objectives underlie this principle:
- It is important that the public know who their Councillors are. Councils are justified in using, or in some circumstances permitting Members to use, Council facilities for communications that have the objective of raising a Member's personal profile.
  - Giving a "human face" to a piece of information can be an effective communications strategy to attract attention and make the information relevant and understandable to its audience.
- 4.42 It is acceptable for Councils to use photographs of Members, personal quotes/attributions, and other standard journalistic techniques provided they are consistent with these objectives. However, Councils need to bear in mind the inherent risks of favouritism and unequal treatment of members.
- 4.43 For example, a "photo opportunity" shot, in a Council-funded publication, of a Mayor or Committee Chairperson announcing a Council decision helps to draw the reader's attention to the decision, and thereby improve the effectiveness of its communication, but could also have an unintended and beneficial spin-off effect for the Member's personal or political profile in the community.
- 4.44 Allowing Members representing a particular Ward to issue their own newsletter to constituents could have a similar effect. There is nothing wrong with such an idea in principle. However, the principle of equitable treatment makes it important that the same communications opportunity is available to Members representing other Wards. Matters such as editorial and quality control and attribution should also rest with the Council's communications staff in accordance with Council policy.

## Communications in a pre-election period<sup>13</sup>

### ***Principle 12 –***

**A local authority must not promote, nor be perceived to promote, the re-election prospects of a sitting member. Therefore, the use of Council resources for re-election purposes is unacceptable and possibly unlawful.**

- 4.45 Promoting the re-election prospects of a sitting Member, directly or indirectly, wittingly or unwittingly, is not part of the proper role of a local authority.
- 4.46 A Council would be directly promoting a Member's re-election prospects if it allowed the member to use Council communications facilities (such as stationery, postage, internet, e-mail, or telephones) explicitly for campaign purposes.
- 4.47 Other uses of Council communications facilities during a pre-election period may also be unacceptable. For example, allowing Members access to Council resources to communicate with constituents, even in their official capacities as members, could create a perception that the Council is helping sitting Members to promote their re-election prospects over other candidates.
- 4.48 For this reason, we recommend that mass communications facilities such as –
- Council-funded newsletters to constituents; and
  - Mayoral or Members' columns in Council publications –
- be suspended during a pre-election period.
- 4.49 Promoting the re-election prospects of a sitting Member could also raise issues under the Local Electoral Act 2001. For example:
- Local elections must be conducted in accordance with the principles set out in section 4 of the Local Electoral Act – see Appendix 1 on page 27. The principles apply to any decision made by a Council under that Act or any other Act, subject only to the limits of practicality. A breach of the principles can give rise to an "irregularity" which could result in an election result being overturned.<sup>14</sup>

<sup>13</sup> By "pre-election period" we mean the three months before the close of polling day for the purposes of calculating "electoral expenses": see Local Electoral Act 2001, section 104. However, a Council may decide to apply restrictions over a longer period.

<sup>14</sup> See *Aukuso v Hutt City Council* (District Court, Lower Hutt, MA 88/03, 17 December 2003).

- The publication, issue, or distribution of information, and the use of electronic communications (including web site and e-mail communication), by a candidate are “electoral activities” to which the rules concerning disclosure of electoral expenses apply.

4.50 “Electoral expenses”<sup>15</sup> include:

- the reasonable market value of any materials applied in respect of any electoral activity that are given to the candidate or that are provided to the candidate free of charge or below reasonable market value; and
- the cost of any printing or postage in respect of any electoral activity.

4.51 A Member’s use of Council resources for electoral purposes could therefore be an “electoral expense” which the Member would have to declare – unless it could be shown that the communication also related to Council business and was made in the candidate’s capacity as a Member.

***Principle 13 –***

**A Council’s communications policy should also recognise the risk that communications by or about Members, in their capacities as spokespersons for Council, during a pre-election period could result in the Member achieving electoral advantage at ratepayers’ expense. The chief executive officer (or his or her delegate) should actively manage the risk in accordance with the relevant electoral law.**

4.52 Curtailing all Council communications during a pre-election period is neither practicable nor (as far as mandatory communications, such as those required under the LGA, are concerned) possible. Routine Council business must continue. In particular:

- Some Councils publish their annual reports during the months leading up to an October election, which would include information (including photographs) about sitting Members.
- Council leaders and spokespersons need to continue to communicate matters of Council business to the public.

---

<sup>15</sup> Also defined in section 104.

- 4.53 However, care must be taken to avoid the perception, and the consequent risk of electoral irregularity, referred to in the commentary to principle 12. Two examples are:
- journalistic use of photographic material or information (see paragraph 4.42 on page 21) that may raise the profile of a Member in the electorate should be discontinued during the pre-election period; and
  - access to Council resources for Members to issue media releases, in their capacities as official spokespersons, should be limited to what is strictly necessary to communicate Council business.
- 4.54 Even if the Council's Communications Policy does not vest the power to authorise Council communications solely in management at normal times, it should do so exclusively during the pre-election period.

## 5 Other Commonly Arising Issues

### Use of surveys and market research

- 5.1 Councils should target their communications resources to best effect. In appropriate cases, professional advice should be sought, and soundly obtained survey and market research information may be used.
- 5.2 Councils should meet acceptable standards in survey and market research information. To assist Councils to meet those standards:
- we reproduce in Appendix 2 on page 28 the ten principles identified by Statistics New Zealand underpinning its *Protocols for Official Statistics*; and
  - they can find useful guidance in the Statistics New Zealand publication *A Guide to good survey design*<sup>16</sup>.

### Joint ventures and sponsorship

- 5.3 Many Councils seek to be involved with their communities, and may engage in collaborative ventures with other public agencies and business and community groups.<sup>17</sup> Communication (for example, to promote public education or changes in people's behaviour) may be a feature of such ventures.
- 5.4 There is no reason in principle why a Council should not join with another agency or group to publish information for the benefit of the community – provided the activity is consistent with the Council's role and purpose. The use of private or community sponsorship for a Council communication may be a feature of such co-operation.
- 5.5 Examples of joint communication could include:
- a joint venture with the Police to issue information about individual and community safety in the Council's district; and
  - the use of business sponsorship for a Council advertisement of a community event.

---

<sup>16</sup> ISBN 0-477-06492-2; revised July 1995. Copies can be ordered through the Statistics New Zealand web site at:  
[www.stats.govt.nz/domino/external/web/prod\\_serv.nsf/htmldocs/A+Guide+to+Good+Survey+Design+\(2nd+edition\)](http://www.stats.govt.nz/domino/external/web/prod_serv.nsf/htmldocs/A+Guide+to+Good+Survey+Design+(2nd+edition))

<sup>17</sup> Section 14(1)(e), LGA.



- 5.6 The Council's Communications Policy should, if the Council wishes to involve a partner, address:
- the types of communications for which joint ventures or sponsorship are appropriate; and
  - the controls and procedures designed to manage the associated risks – such as perception of Council “capture” by a business or community group, actual or potential conflict of interest, and community attitude to the nature of the problem.
- 5.7 As a minimum, the Communications Policy should:
- require all mandatory communications to be funded solely by Council;
  - require every communication joint venture or sponsorship proposal to be supported by a sound business case that is approved at an appropriate level within the Council organisation;
  - set out the criteria for selecting a communication joint venture partner or sponsor, in order to avoid conflict of interest and prevent a partner or sponsor from gaining (or being perceived to gain) inappropriate commercial or political advantage;
  - require both the Council and the joint venture partner or sponsor to adhere to the principles (including those in respect of editorial control) that it has adopted in the Communications Policy; and
  - contain clear guidance as to the placement of logos, slogans, and other sponsorship references.

## Appendix 1

### Principles of the Local Electoral Act 2001

#### 4 Principles

- (1) The principles that this Act is designed to implement are the following:
  - (a) fair and effective representation for individuals and communities:
  - (b) all qualified persons have a reasonable and equal opportunity to—
    - (i) cast an informed vote:
    - (ii) nominate 1 or more candidates:
    - (iii) accept nomination as a candidate:
  - (c) public confidence in, and public understanding of, local electoral processes through—
    - (i) the provision of a regular election cycle:
    - (ii) the provision of elections that are managed independently from the elected body:
    - (iii) protection of the freedom of choice of voters and the secrecy of the vote:
    - (iv) the provision of transparent electoral systems and voting methods and the adoption of procedures that produce certainty in electoral outcomes:
    - (v) the provision of impartial mechanisms for resolving disputed elections and polls.
- (2) Local authorities, electoral officers, and other electoral officials must, in making decisions under this Act or any other enactment, take into account those principles specified in subsection (1) that are applicable (if any), so far as is practicable in the circumstances.
- (3) This section does not override any other provision in this Act or any other enactment.

## Appendix 2

### Statistics New Zealand Principles Applicable to the Production of Official Statistics

- 1 The need for a survey must be justified and outweigh the costs and respondent load for collecting the data.
- 2 A clear set of survey objectives and associated quality standards should be developed, along with a plan for conducting the many stages of a survey to a timetable, budget and quality standards.
- 3 Legislative obligations governing the collection of data, confidentiality, privacy and its release must be followed.
- 4 Sound statistical methodology should underpin the design of a survey.
- 5 Standard frameworks, questions and classifications should be used to allow integration of the data with data from other sources and to minimise development costs.
- 6 Forms should be designed so that they are easy for respondents to complete accurately and are efficient to process.
- 7 The reporting load on respondents should be kept to the minimum practicable.
- 8 In analysing and reporting the results of a collection, objectivity and professionalism must be maintained and the data impartially presented in ways which are easy to understand.
- 9 The main results of a collection should be easily accessible and equal opportunity of access is enjoyed by all users.
- 10 Be open about methods used; documentation of methods and quality measures should be easily available to users to allow them to determine if the data is fit for their use.

A full copy of *Protocols for Official Statistics* can be obtained by contacting Statistics New Zealand through its web site [www.stats.govt.nz](http://www.stats.govt.nz).



# Documents Executed and Electronic Transactions Authorities Signed

File No.: 16/120

## 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 16/120 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 Gaetano Dellabarca & Jane Marie Dellabarca to Horowhenua District Council in the sum of Two Thousand Dollars (\$2,000.00) to comply with conditions of resource consent LUC/501/2016/3728 relating to shifting a building onto the site described as Lot 157 DP 48384 comprised in Certificate of Title WN19C/19 with an area of 878m<sup>2</sup>, 5 Hydrabad Drive, Waitarere Beach.
  - (b) Deed of Renewal of Lease with Levin Pottery Club (Incorporated) relating to the garage building comprising 42m<sup>2</sup> situated in Kent Street, Levin CT WN18D/261. The renewal of lease is for a period of five years commencing 1 April 2016. The lease will terminate on 31 March 2021.
  - (c) Electronic Transaction Authority relating to the freeholding of 2 Trafalgar Street, Foxton Beach to Bodell Investment Company Limited, contained in Certificate of Title WN10C/901.
  - (d) Declaration of Land as Road – that pursuant to Section 114 of the Public Works Act 1981 the Horowhenua District Council dedicates as road the area described as Section 2 on SO 496963 with an area of .1252 hectares, contained in Certificate of Title WN25D/826.
  - (e) Deed of Variation of Lease with Deborah Gay Nichol relating to Waitarere Beach Motor Camp and depot land with an area of 834m<sup>2</sup> being part of Section 2 SO 23799 Blk III Moutere SD from 1 April 2016.

## 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.

## 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.: 15/568

---

## Levin Mall Car Park - Review of No Restriction Trial

---

### 1. Purpose

To provide an officer opinion on the impact on parking availability in the Levin Mall Car Park following a trial with no parking restrictions in place, together with recommendations on the options available for the consideration of Council.

### 2. Executive Summary

- 2.1 As part of the LTP process Council resolved to trial a "no time restrictions" in the Levin Mall Car Park for a 3 month period, and following the completion of the trial a report come back to Council on the matter.
- 2.2 An initial 3 month trial of unrestricted parking was conducted; however this was extended to gather further information on the impact of readily accessible parking.

### 3. Recommendation

- 3.1 That Report 15/568 Levin Mall Car Park - Review of No Restriction Trial be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council resolves :
- (i) That the P120 and P180 parking restrictions that applied in the Levin Mall Car Park prior to the 3 month trial be reinstated from 7 April 2016;
- OR
- (ii) That the P120 parking restriction that applied on the eastern side of the Levin Mall Car Park be reinstated , with the western side remaining unrestricted, effective 7 April 2016.
- OR
- (iii) That the current status, unrestricted parking throughout the Levin Mall Car Park be confirmed, effective 7 April 2016.

### 4. Background / Previous Council Decisions

- 4.1 During the LTP consultation process Council consulted on the introduction of paid parking in the Levin Mall Car Park. The proposal attracted a number of submissions and the vast majority were totally opposed to the proposal.
- 4.2 As a result of the LTP hearing process, Officer's recommended to Council that the paid parking proposal not proceed and instead a 3 month trial of no time restrictions applying to the car park be applied. This was adopted by Council and the trial period commenced 1 July 2015 to allow an assessment to be made on the impact to parking availability – the timeframe was subsequently extended to allow the collection of more information.

## 5. Discussion

- 5.1 There has without doubt been an increase in the number of vehicles that have been parking in the Levin Mall Car Park. It would be a reasonable assumption that 'workers' in the general area have taken advantage of the lifting of restrictions and parked their vehicles in this area. This assumption is in part based on the fact that there has been a drop off in the level of demand on parking availability in other areas that have traditionally attracted "worker" vehicles.
- 5.2 In the October edition of "Community Connection" notice was given that the trial was coming to an end and people were invited to provide their feedback as to the impact or not that had occurred in the availability of parking to them when they needed to use the facility. The responses received are attached as Attachment A.
- 5.3 Monitoring of parking practices has also been conducted over recent times to assist in coming to an informed decision in respect of whether the lifting of the time restrictions was impacting on parking availability or not – Council's Long Term Plan 2015-2025, page 57, states in part "Council provides on and off street parking in Levin, including metered and time restricted areas with a goal that people can access car parks".
- 5.4 It is the writer's opinion that there has been an impact on the availability of car parks in the Mall Car Park, generally, even allowing for the fact that in holiday periods there is a natural increase on demand.

## 6. Options

There are three (3) options available: these being to either continue to make the Levin Mall Car Park available without any time restriction limitations in place; reinstate the previous restrictions, P120 on the eastern side and P180 on the western side of the car park, with or without any additional options available for longer parking needs; making part of the car park unrestricted with a time limitation applying in part to the remaining area.

The preferred option is to reinstate the restrictions that applied before the no restrictions trial commenced as these ensured that parking was available to meet the needs of all users – see recommendation 3.3(i).

### 6.1 Cost

In the event restrictions are reinstated there will be some costs associated with reinstating signage. This however can be absorbed within current budgets.

#### 6.1.1 Rate Impact

In the event restrictions are reinstated, based on what occurred previously there will be revenue generated through the infringement notice process, of approximately \$8,500.00 pa.

### 6.2 Community Wellbeing

Whatever decision is made, there are community wellbeing matters that apply through the provision of a car park that is central to facilities. It could be argued that the community wellbeing is better enhanced by a car park where people can park without the risk of receiving a parking infringement notice; however there is an unrestricted car park available on the corner of Salisbury and Bath Streets that is within 5 minutes walking of the CBD and meets that need.

### 6.3 Consenting Issues

There are no consenting issues on this matter.



## 6.4 LTP Integration

Not Applicable

## 7. Consultation

- 7.1 Consultation was conducted during the LTP process in respect of the paid parking proposal. Out of that process came the 3 month trial of free parking.
- 7.2 Community views have been sought through the Community Connection.
- 7.3 There are no other formal consultation requirements.

## 8. Legal Considerations

Not applicable to this matter.

## 9. Financial Considerations

- 9.1 To resolve the Mall car park will be time restrictions free will result in a drop in income from this source of approximately \$8,500.00 pa; to resolve that the restrictions are to be reinstated will mean that revenue loss will not occur.
- 9.2 There is no impact on resourcing levels regardless of the decision reached.

## 10. Other Considerations

In coming to a decision on this matter consideration is required to be given to the facts that there is a clear indication that 'workers' are parking for extended periods of time in the Mall Car Park therefore impacting on the number of parking spaces available, and, that there is an under-utilized and unrestricted car park available to workers within 5 minutes of the CBD.

## 11. Next Steps

This is dependent upon the decision reached. In either case publicity will be given and appropriate other steps taken, eg. if the decision is to revert to time restrictions applying then signage will be installed.

## 12. Supporting Information

### Strategic Fit/Strategic Outcome

Council provides on and off-street parking in Levin including metered and time restricted areas with a goal that people can access car parks - page 57 of the LTP 2015 -2015.

### Decision Making

This decision is not significant and can be made by resolution of Council.

### Consistency with Existing Policy

Time restrictions in the Levin Mall Car Park are as stated in the Traffic & Parking Bylaw 2007 with the bylaw and proposed parking restrictions implemented through the Special Consultative Procedure. To reinstate the current listed parking restrictions would then be consistent with the bylaw. The bylaw will commence a review process in early 2016.

**Funding**

Not Applicable


**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.

**13. Appendices**

No.	Title	Page
A	Feedback - Free Parking Trial Mall Car Park	107

Author(s)	Mike Lepper <b>Customer and Regulatory Services Manager</b>	
-----------	--	--

Approved by	Monique Davidson <b>Group Manager - Customer and Community Services</b>	
-------------	--	--

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: Levin Mall Car Park  
Date: Friday, 9 October 2015 10:41:03 a.m.  
Attachments: [image001.png](#)  
[image002.jpg](#)

---

For your action

**Sue Madsen**  
**Customer Services Officer**

**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)

 [www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)



---

From: Pauline Watson [mailto:[pauline\\_watson@xtra.co.nz](mailto:pauline_watson@xtra.co.nz)]  
Sent: Friday, 9 October 2015 10:36 a.m.  
To: Customer Services - Public  
Subject: Levin Mall Car Park

To Whom It May Concern

I am in favour of continuing the 'no parking time restrictions' at the Levin Mall car park.

I have used this car park on an almost daily basis since June 2015, for personal and for work related activities; during this time I've found that there is sufficient parking available.

Thank you

Pauline Watson

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: mall parking  
Date: Wednesday, 7 October 2015 5:08:59 p.m.  
Attachments: [image001.png](#)

---

For your action

**Sue Madsen**  
**Customer Services Officer**  
**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
 [www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)



---

From: Alec & Anne Highgate [<mailto:ahighgate@xtra.co.nz>]  
Sent: Wednesday, 7 October 2015 4:57 p.m.  
To: Customer Services - Public  
Subject: mall parking

To whom it may concern.

With no time limit at the mall car parks now I think it is a good idea with one provision, That if the two parking bays closest to the entrance and the warehouse stationary be returned to limited parking  
For the convenience of the elderly. Or you could change some of those parks to parking for the elderly only,  
That is my suggestion.

Regards Alec Highgate

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: Feedback on change to mall parking  
Date: Thursday, 8 October 2015 3:18:29 p.m.

---

For your action

Sue Madsen  
Customer Services Officer  
Apiha Ratonga Kiritaki  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
[www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)

-----Original Message-----

From: Jenna Burke [<mailto:jenna.burke@clear.net.nz>]  
Sent: Thursday, 8 October 2015 2:57 p.m.  
To: Customer Services - Public  
Subject: Feedback on change to mall parking

Dear Sir,

I, along with many of my friends wonder who would be so wrong as to make a shoppers mall carpark free all day to workers!  
If one wanted to shop in the Mall or Farmers store it was always easy to get a park. Since the change, I and as I have said, many of my friends, have come to shop at the Mall, and after many times driving around and not being able to get a park, have simply driven away in frustration.  
I don't think there would be another Council in the Country which would make such a counter productive and downright stupid descison.

Yours sincerely,  
Jenna Burke

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: parking  
Date: Wednesday, 7 October 2015 2:51:56 p.m.  
Attachments: [image001.png](#)

---

For your action

**Sue Madsen**  
**Customer Services Officer**  
**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
 [www.facebook.com/HorowhenuaDC](https://www.facebook.com/HorowhenuaDC)



---

From: Rita Ingle [mailto:[ritaingle@slingshot.co.nz](mailto:ritaingle@slingshot.co.nz)]  
Sent: Wednesday, 7 October 2015 1:01 p.m.  
To: Customer Services - Public  
Subject: re: parking

Sincerely hope the no limit on parking in the Levin Mall car-park continues. It is so convenient and great to be always be able to find a park. R. Ingle

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: Levin Mall car-park  
Date: Wednesday, 7 October 2015 2:51:26 p.m.  
Attachments: [image001.png](#)  
[image002.jpg](#)

---

For your action

**Sue Madsen**  
**Customer Services Officer**  
**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
 [www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)

---

From: Sharon Purdom [mailto:[sharonpurdom@xtra.co.nz](mailto:sharonpurdom@xtra.co.nz)]  
Sent: Wednesday, 7 October 2015 12:42 p.m.  
To: Customer Services - Public  
Subject: Levin Mall car-park

Please keep parking in Levin Mall on a no time restriction. It is great if one wishes to go to the library for classes or tai chi in my case.

Thank you

Sharon Purdom

From: [enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz)  
To: [Tamara Catchpole](#)  
Subject: Updated/ Reassigned Task 70374/2015  
Date: Thursday, 8 October 2015 4:57:42 p.m.

---

The following task has been updated and/or reassigned to you. Please review the details below and respond or action accordingly.

**Request Details/# Request Number:**70374/2015

**Precis:**Levin Mall Parking area Levin Mall Parking area

**Description of Request:** The Levin Mall Parking area, of late, is always full and on at least three occasions, when I have been trying to park there to go shopping in the shops attached to this parking area, I have been unable to find a park. As I am unable to walk any distance, I have given up and driven away. I do hold a mobility parking ticket, but even these parks are taken and not always by vehicles displaying mobility tickets. Surely the shops in this area must be suffering from low patronage due to this problem. Where have all these cars come from? Have responded to this enquiry by informing customer, increase in cars using Car park may be due to 3 month trial with no parking restrictions. Advised her comments will be included in Council Report. Sue Madsen

**Category:**General Enquiries - Parking Matters

**Location Details**

**Property Address:**

**Street Name:**

**Customer Details**

**Name:**Mrs M Chisholm

**Address:**Villa 58, 9 Fuller Close Levin 5510

**Home Phone:**210 0061

**Work Phone:**

**Mobile Phone:**

**Task Details**

**Task to Complete:**Action - Council

**Task Due Date:**15/10/2015

**Priority?:**No

**Link to Task:**[Click here to review task details.](#)



From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: free parking levin mall.  
Date: Thursday, 15 October 2015 9:50:14 a.m.  
Attachments: [image001.png](#)  
[image002.jpg](#)

---

For your action

**Sue Madsen**  
**Customer Services Officer**

**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)

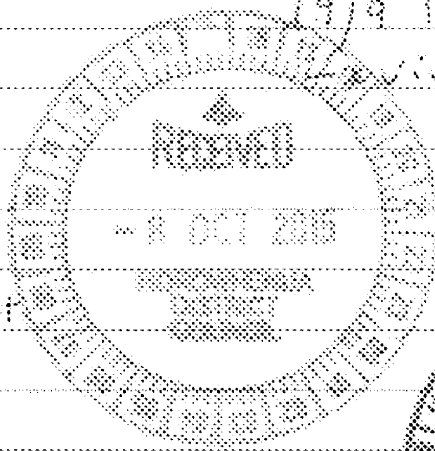
 [www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)

---

From: Frederick leslie Foothead [mailto:frebe@xtra.co.nz]  
Sent: Thursday, 15 October 2015 9:32 a.m.  
To: Customer Services - Public  
Subject: free parking levin mall.

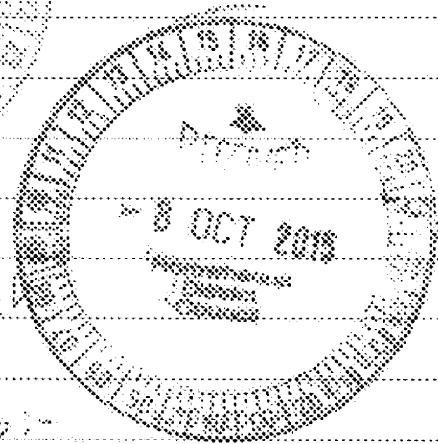
hi,bev fred foothead 40 fairfield rd. would like free parking in mall kept.

Mr M. Kepper  
Levin Council  
126 Oxford St  
Levin



9/10/15

Dear Mr Kepper  
Levin Mall Carpark Feedback



My comments are as follows:-

I have found it frustrating trying to find a convenient park and find I need to leave home earlier when I have an appointment, and still have difficulty.

It seems that working people are parking in the Mall all day even though there is a very good free all day park in Salisbury/Durham sts. I really don't know why the Mall parking had to be changed.

Everything seemed to work well before, or so it seemed to me.

Yours sincerely  
H.I. Chambers  
(H.I. Chambers - Miss)

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: Feedback re Mall Carpark  
Date: Friday, 16 October 2015 12:01:46 p.m.

---

For your action

Sue Madsen  
Customer Services Officer  
Apiha Ratonga Kiritaki  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
[www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)

-----Original Message-----

From: Kate [<mailto:fairykate@live.com>]  
Sent: Friday, 16 October 2015 12:00 p.m.  
To: Customer Services - Public  
Subject: Feedback re Mall Carpark

I think making the Mall Carpark FREE is an excellent idea!  
I come to "town" once a week, to buy lunch, maybe see a movie and generally try to spend locally.  
It is quite easy to lose track of the time, so I only park where I do not have to worry about it.  
I have never had any trouble finding a park in the Mall Carpark.

On the other hand, it is good that there is a presence there of some sort, as I have had my tyre air pressure valve covers stolen.

Kate Lang,  
33 Mabel St, Levin.

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: Mall Car Park Time Restriction  
Date: Monday, 12 October 2015 10:37:47 a.m.  
Attachments: [image001.png](#)  
[image002.jpg](#)

---

For your action

**Sue Madsen**  
**Customer Services Officer**  
**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
 [www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)



---

From: Pippa Coard  
Sent: Monday, 12 October 2015 10:30 a.m.  
To: Customer Services - Public  
Subject: Mall Car Park Time Restriction

My feedback on the trial:

I believe we do not need any time restriction on the Mall Car park – however the Disabled Car parks need to be better policed.

Thank you

PM Coard

From: [Sue Madsen](#) on behalf of [Customer Services - Public Records Processing](#)  
To: [Records Processing](#)  
Subject: FW: \*FG-SPAM\* Mall parking  
Date: Monday, 12 October 2015 8:36:44 a.m.  
Attachments: [SoftBlue.jpg](#)  
[image005.png](#)  
[image006.jpg](#)

---

FOR YOUR ACTION

**Sue Madsen**  
**Customer Services Officer**

**Apiha Ratonga Kiritaki**

Horowhenua District Council


126 Oxford Street, Levin 5510

Private Bag 4002, Levin 5540

T (06) 366 0999

F (06) 366 0983

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

 [www.facebook.com/HorowhenuaDC](https://www.facebook.com/HorowhenuaDC)



---

From: Phyl Thompson [mailto:[phylthom@vodafone.co.nz](mailto:phylthom@vodafone.co.nz)]  
Sent: Friday, 9 October 2015 1:57 p.m.  
To: Customer Services - Public  
Subject: \*FG-SPAM\* Mall parking

[If this email is not spam, click here to submit the signatures to FortiGuard - AntiSpam Service.](#)

I have found it easier to find a park in the Mall since the time limit was removed. I have no idea why, this is, but it is pleasant to be able to shop without looking at the time constantly. Perhaps we spend more!

May I also say, Feilding boasts they have no parking meters or traffic lights, and they are a smaller town than Levin is, yet one seems to find a suitable park.

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: Levin Mall car-park  
Date: Friday, 16 October 2015 8:07:12 a.m.  
Attachments: [image001.png](#)  
[image002.jpg](#)

---

For your action

**Sue Madsen**  
**Customer Services Officer**  
**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
 [www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)



---

From: [iandlmckenzie@xtra.co.nz](mailto:iandlmckenzie@xtra.co.nz) [mailto:[iandlmckenzie@xtra.co.nz](mailto:iandlmckenzie@xtra.co.nz)]  
Sent: Thursday, 15 October 2015 9:18 p.m.  
To: Customer Services - Public  
Subject: Levin Mall car-park

Hello. It gives us great pleasure to be able to comment on the issue of time restrictions at the Levin Mall car park.

We came to Levin 6 years ago and were delighted to find such accessible, easy and safe to use car parking, away from the constant traffic on State Highway One and also FREE of charge.

We are frequent—at least 5-6 times a week-- users of the area and so feel qualified to state our opinion!! We have found the time restrictions to be easily manageable though with the advent of the Cinema and then the wonderful Te Takere it did change slightly.

However the **no time restrictions** has been wonderful for us and we've never had problems to get a car park. The relief of not having to worry about moving our car has meant we probably spend more time utilising all that the area makes accessible to us—and that's lots of options. We are a retired couple in our seventies and hassle free parking with no time restrictions is a huge advantage.

We can understand at high volume times such as school holidays it's a little more difficult to find a park but NEVER have we found it impossible!!

WE do hope however that those employed in the area don't take advantage of the situation and use it as a permanent or 8hr car park!!

This could over time cause problems for the casual and hugely necessary shopper or user of the area accessible from the car park—So many services are really easy to get to from there.

We like to support Levin businesses, Banks, NZ Post etc and do encourage out of town friends to come and take advantage of what the area has to offer all easily accessible, safe and easy to use ---from the Levin Mall car park.

We think the area should be better marketed for all the reasons we have stated above. The No Time Restrictions Levin Mall Car Park is an incentive to locals, travellers and visitors to come and use. Shop Levin and Save. We're pretty sure the retailers and businesses etc must appreciate it too.

## **THANKS**

Yours, Ian and Lynne McKenzie.

*Please acknowledge this email*

From: [Sue Madsen](#) on behalf of [Customer Services - Public](#)  
To: [Records Processing](#)  
Subject: FW: Mall car parking  
Date: Wednesday, 14 October 2015 8:48:26 a.m.  
Attachments: [~ WRD000.icc](#)  
[image001.png](#)  
[image002.icc](#)

---

For your action:

**Sue Madsen**  
**Customer Services Officer**  
**Apiha Ratonga Kiritaki**  
Horowhenua District Council  
126 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
T (06) 366 0999  
F (06) 366 0983  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
 [www.facebook.com/HorowhenuaDC](http://www.facebook.com/HorowhenuaDC)



---

From: Carroll Cumming [mailto:[carroll.c@xtra.co.nz](mailto:carroll.c@xtra.co.nz)]  
Sent: Tuesday, 13 October 2015 10:19 p.m.  
To: Customer Services - Public  
Subject: Mall car parking

*To Whom it May Concern*

*Since free parking has been allowed in the mall, it has been very well utilized, but doesn't seem to have been abused as I thought it might be. I have always found parking available, maybe more policing on disabled parks as sometimes they are pretty full. It doesn't appear to have affected parking in the metered areas from what I've noticed, but I don't check the revenue etc.*

*Also for out of town visitors it gives them the freedom to enjoy what Levin has to offer without clock watching or leaving with a parking ticket.*

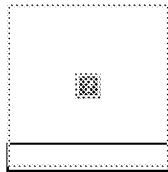


*All in all I think it has been successful as it allows one time to attend to what needs doing without having to be continuously mindful of time.*

*Thank you for this opportunity to express my opinion.*

*Kind Regards*

*Carroll Cumming*



This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)



File No.: 16/124

## Te Horowhenua Trust Statement of Intent 2016/2017

### 1. Purpose

The purpose of this report is for Council to receive the Te Horowhenua Trust's Draft Statement of Intent for 2016/2017 as required by Section 65 of the Local Government Act 2002.

### 2. Executive Summary

- 2.1 Te Horowhenua Trust (THT) is a Council Controlled Organisation (CCO) as defined in the Local Government Act 2002 (the Act). The Act establishes a number of accountability requirements in respect of CCOs, including the need for the organisation to prepare a Statement of Intent (SOI) each year.
- 2.2 THT has met its statutory obligation to deliver its draft Statement of Intent before 1 March 2016 and this report accompanies the Draft Statement of Intent 2016/2017. The Community Services Review is likely to have some impact on service delivery by THT in the 2016/2017 financial year. The Statement of Intent will therefore likely need to be reviewed before being resubmitted as a final SOI to Council's June meeting.

### 3. Recommendation

- 3.1 That Report 16/124 Te Horowhenua Trust Statement of Intent 2016/2017 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 **receives** the Draft Statement of Intent 2016/2017 from Te Horowhenua Trust.
- 3.4 That the Horowhenua District Council **receives and considers for acceptance** a revised Statement of Intent 2016/2017 from Te Horowhenua Trust at its June Council meeting.

### 4. Background / Previous Council Decisions

- 4.1 Te Horowhenua Trust (THT) is a Council Controlled Organisation (CCO) as defined in the Local Government Act 2002 (the Act). The Act establishes a number of accountability requirements in respect of CCOs, including the need for the organisation to prepare a Statement of Intent (SOI) each year.
- 4.2 The Council set up THT in 1997 by vesting its assets in THT, transferring its library staff to the employ of THT and entering in to contractual arrangements with THT to deliver library services. In turn, THT receives an annual operating grant from Council.
- 4.3 THT met its statutory obligation to deliver its draft Statement of Intent before 1 March 2016.
- 4.4 THT sets its policies, employs its own staff and sets its own budget. The Council negotiates an annual management agreement with THT.
- 4.5 Council has provided an annual operating grant to THT, since 1997, for delivery of library services. In July, 2012, Horowhenua District Council contracted THT to deliver some community centre and community development services in addition to library services. This extended contract has continued until the latest arrangement covering 2015/2016.

## 5. Discussion

- 5.1 The proposed Statement of Intent has been prepared by the THT in order to meet its obligations.
- 5.2 THT is aware that a Community Services Review is taking place and expects that the outcome of this Review may have influence on the final Statement of Intent for THT for 2016/2017.
- 5.3 The Statement of Intent to be received by Council meets the criteria of the Local Government Act 2002.
- 5.4 It is proposed that Council **receive** the report only at this time.

## 6. Options

Council may **receive** the Statement of Intent.

Council may **receive and adopt** the Statement of Intent.

If Council adopts the Statement of Intent it will impact directly on the Community Services Review recommendations that are still to be considered by the Council.

There are options for consideration by Council and by the Chief Executive in relation to the Community Services Review at this stage of the Review process. Both sets of options, within the Community Services Review process, potentially impact on the services to be delivered by THT and any contribution Council makes to services and therefore the Statement of Intent.

Following the Community Services Review process, Council officers plan to meet with THT to discuss the confirmed decisions. Once confirmed decisions are communicated and discussed with THT, Council officers plan to work with THT to revise the Statement of Intent, for THT to resubmit in time for Council's June meeting.

### 6.1 Cost

There are no specific cost implications associated with **receiving** the Statement of Intent only.

#### 6.1.1 Rate Impact

There is no rate impact at this time.

### 6.2 Community Wellbeing

Te Horowhenua Trust delivers library and some community services on Council's behalf. These services contribute to the overall social wellbeing of the Horowhenua community.

### 6.3 Consenting Issues

There are no consenting issues to consider.

### 6.4 LTP Integration

6.4.1 The 2015-2015 LTP currently contains statements relating to the "Nature and Scope" of THT activities, "Policies and Objectives on Ownership and Control (of CCO's)" and "Monitoring and Performance" of THT.

6.4.2 Section 96 of the LGA(02) states the effect of the LTP, once adopted, is to provide a formal and public statement of Council's intentions in relation to the matters covered, but does not constitute a decision to act on any specific matter within the plan.

- 6.4.3 Once decisions are made , if necessary, Council will amend statements concerning THT services in conjunction with the 2016/2017 annual plan and this is consistent with the requirements of LGA02.
- 6.4.4 Once Community Services Review decisions are made, if necessary, Council will amend statements concerning THT and associated scope, measures and funding in conjunction with the 2017/2018 LTP and this is consistent with the requirements of LGA02.
- 6.4.5 Currently the key performance targets specified in the Long Term Plan for THT relate to the following:
- Number of visitors to Te Takere;
  - Participation in Te Takere events and activities;
  - Use of Te Takere;
  - Library performance measures (including internet);
  - Revenue; and
  - Visitor Information and bookings
- 6.4.6 Review recommendations do not propose any reduction to the above performance targets for services being delivered out of Te Takeretanga o Kura-Hau-Pō (Te Takere).
- 6.4.6 Review recommendations do not propose any reduction in library service provision in Shannon and Foxton.
- 6.4.7 Review recommendations do not propose any reduction in Council's general service centre delivery in Shannon or Visitor Information services in Levin.

## 7. Consultation

Following the Community Services Review process, Council officers plan to meet with THT to discuss the confirmed decisions. Once confirmed decisions are communicated and discussed with THT, Council officers plan to work with THT to revise the Statement of Intent, for THT to resubmit in time for Council's June meeting.

## 8. Legal Considerations

- 8.1 THT has met its statutory obligation to deliver its draft Statement of Intent to Council before 1 March 2016.
- 8.2 The THT Statement of Intent to be received by Council meets the criteria of the Local Government Act 2002. Section 17A(1) of the Local Government Act, 2002 (LGA02).

## 9. Financial Considerations

There is no financial impact to **receiving** the Statement of Intent.

## 10. Other Considerations

There are decisions to be made by Council and by the Chief Executive in relation to the Community Services Review at this stage of the Review process. Both sets of decisions , within the Community Services Review process, potentially impact on the services to be delivered by THT and the contribution Council makes to scope of services and funding to THT. On that basis decisions still to be made may directly impact on the Statement of Intent.

## 11. Next Steps

- 11.1 That Council **receives** the SOI.


- 11.2 Council will consider the Community Services Review key recommendations.
- 11.3 Following the Community Services Review process, Council, officers will meet with THT to discuss the confirmed decisions and to work with THT to revise the Statement of Intent, for THT to resubmit in time for Council's June meeting.


## 12. Supporting Information

<b>Strategic Fit/Strategic Outcome</b>
<b>Decision Making</b> No further information.
<b>Consistency with Existing Policy</b> Consistent with Council's "Significance and Engagement Policy".
<b>Funding</b> No further information.
<b><u>Confirmation of statutory compliance</u></b> In accordance with section 76 of the Local Government Act 2002, this report is approved as: <ul style="list-style-type: none"> <li>a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,</li> <li>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.</li> </ul>

## 13. Appendices

No.	Title	Page
A	Draft Statement of Intent 2016 / 2017 Te Horowhenua Trust March 2016 Denise Kidd	127

Author(s)	Denise Kidd <b>Community Services Manager</b>	
-----------	--	---

Approved by	Monique Davidson <b>Group Manager - Customer and Community Services</b>	
-------------	--	--

Te Horowhenua Trust  
**Statement of Intent**  
**2016 – 2017**



SOI 16/17 V2 Feb 2016

## Contents

Introduction .....	2
Nature and Scope of Activities .....	2
Background .....	2
Directory .....	3
.....	3
Values .....	3
Objectives .....	4
Governance .....	4
Monitoring .....	5
Principal Activities .....	5
2016/17 Activity .....	6
Performance Measures.....	6
Finance .....	7
Budget 2016/2017 and indicative budgets for 2017/2018 & 2018/2019 .....	7
Ratio of equity to assets.....	8
Accounting Policies .....	8
Reporting Entity .....	8
Basis of Preparation – Going Concern.....	8
Statement of Compliance .....	8
Standards issued and not yet effective and not early adopted .....	8
Specific Accounting Policies.....	9



SOI 16/17 V2 Feb 2016

## Introduction

Te Horowhenua Trust (The Trust) is required, pursuant to section 6 of the Local Government Act 2002 and Schedule 8 of the Act, to prepare and deliver to Horowhenua District Council (Council) a draft Statement of Intent (SOI) no later than the 1<sup>st</sup> March in each year.

The SOI is also a public expression, required by the Act, of the accountability relationship between The Trust and Council. It is the document against which The Trust reports to Council during the year and against which the Council and the Auditor General hold the Trust accountable for its performance. The SOI identifies the nature of the Trust's business, issues of importance to The Trust and the nature and scope of activities to be undertaken. It sets the performance expectations agreed between the Trust and Council and records specific objectives and performance targets to be met during the relevant period.

The SOI is an important part of the framework for managing the ownership of the Trust by Council in contrast to the responsibility the Trust has to manage the operations of the Trust. The SOI provides an opportunity for Council to satisfy themselves that the Trust has plans that are consistent with expectations.

The Trustees of Te Horowhenua Trust have approved the Draft SOI.

## Nature and Scope of Activities

### Background

Horowhenua Library Trust was incorporated pursuant to the Local Government Act 2002 on the 3<sup>rd</sup> December 1996 and changed its name to Te Horowhenua Trust on 4<sup>th</sup> March 2011 to better reflect the new vision and role of the Trust with the development of Te Takere.

Horowhenua District Council is the settlor of the Trust.

The Trust is a charitable trust incorporated in New Zealand under the Charitable Trusts Act 1957. The Trust is also a not-for-profit Council Controlled Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint the Board of Trustees.

The Trust employs a Chief Executive to oversee operations and fulfill the Trust's obligations under the Management Agreement which is negotiated between the Trust and Council.

SOI 16/17 V2 Feb 2016

Directory

<b>Registered Office</b>	10 Bath Street, Levin.
<b>IRD No.</b>	67 – 459 – 482
<b>Settlers</b>	Horowhenua District Council
<b>Certificate of Incorporation No.</b>	834270 (Te Horowhenua Trust)
<b>Charities Registration No.</b>	CC20328
<b>Date created</b>	1 January 1997

<b>Trustees</b>	Sharon Crosbie (Chair) Graham Smellie (Deputy) Andrew Hyslop (Finance Chair) Garry Good (Councillor) Rose Boyle Tony Rush (Councillor)
-----------------	---

<b>Chief Executive</b>	Joann Ransom
<b>Accountants</b>	Colbert Cooper
<b>Auditor</b>	Audit NZ
<b>Bankers</b>	BNZ
<b>Solicitors</b>	Simpson Grierson
<b>Websites</b>	<a href="http://www.library.org.nz">www.library.org.nz</a> <a href="http://www.tetakere.org.nz">www.tetakere.org.nz</a>

To be a catalyst for inspiring,  
delighting and developing the  
Horowhenua District

**OUR PURPOSE**

Values

Values are the in... operate. The Trust holds these core values: Integrity, Lifelong Learning, Manaakitanga, Innovation, Customer Delight, Synergy and Neutrality.

SOI 16/17 V2 Feb 2016

## Objectives

Te Horowhenua Trust objectives are to achieve:

1. **Collaboration.** Strategic and operational partnerships that enable the Trust to make a stronger contribution to the development of social capital in Horowhenua;
2. **Library Resources.** Communities and individuals have access to information, ideas and works of the imagination important to all aspects of their lives;
3. **Community.** Local communities and individuals have opportunities to participate in community life;
4. **Lifelong Learning.** Independent learners have educational and training opportunities that support their literacy, knowledge and skill development;
5. **Digital.** Local communities and individuals have access to the digital world and are confident users of technology and able to participate effectively in the digital world, free from unnecessary restrictions or charges;
6. **Sustainability.** Sustainable funding that provides facilities, technology, resources and services that deliver social, cultural and economic benefits to Horowhenua communities.

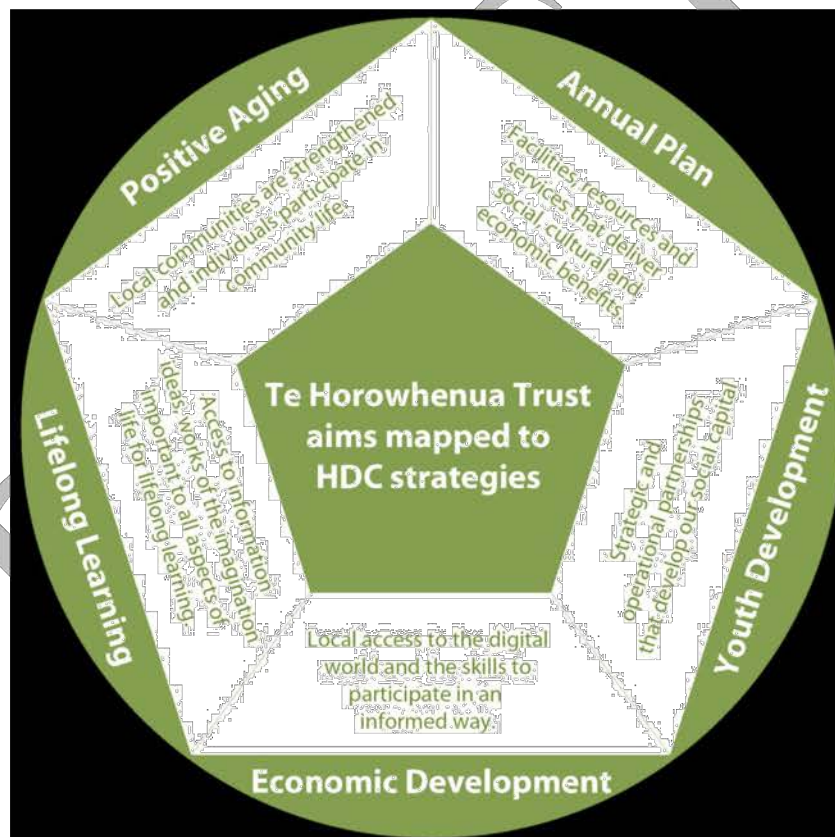


Fig 1. Te Horowhenua Trust aims mapped to Horowhenua District Council planning and strategy documents.

## Governance

### Board

Te Horowhenua Trust comprises 6 Trustees, appointed by Horowhenua District Council. Guiding documents are The Trust Deed and The Management Agreement.

SOI 16/17 V2 Feb 2016

The Trust has a Finance and Audit Subcommittee which is chaired by Andrew Hyslop. The Finance committee has 2 ex-officio members: Heather Birrell, retired chartered accountant and retired trustee, and John Olifent, experience commercial manager and retired Trustee.

### Policies

The Trust has a number of policies in place for accountability:

- Fraud Prevention (reviewed Feb 2015)
- Financial Delegations (reviewed October 2013)

### Monitoring

Each year The Trust negotiates a set of agreed key performance indicators (KPIs) as part of the SOI process. This is part of the accountability and monitoring process and ensures that the Trust is achieving at an appropriate level.

Implementation of the SOI is through a Business Plan which sets out how the Trust will deliver on the SOI, actions, performance targets and budgets for each area of activity.

Progress against performance measures is reported quarterly to the Council and an annual report, which includes the audited financial accounts, is submitted to Council before 30<sup>th</sup> September each year.

### Principal Activities

Te Horowhenua Trust's principal activities are:

*To deliver the provision of library services<sup>1</sup> to the community within Horowhenua:*

*"Library Service" means the provision of comprehensive library services as determined from time to time by the Trustees and includes:*

- (a) the promotion of education and learning through a variety of resource media;*
- (b) the promotion and development, through libraries, of the level of appreciation of literature, art, music, history and culture;*
- (c) development and assistance in the pursuit of the acquisition, dissemination and application of knowledge and information of every kind;*
- (d) co-ordination of the efforts of organisations and individuals in the pursuit of the acquisition, dissemination and application of knowledge and information of whatever kind.*

---

<sup>1</sup> Horowhenua Library Trust Deed.

SOI 16/17 V2 Feb 2016

### 2016/17 Activity

The Trust's key activities, over and above its principal activities, in 2016/2017 (beginning 1 July 2016 and ending 30 June 2017) will be:

- Work with Council on any changes that are required as a result of the Community Services Review,
- Work with HDC to develop the Te Awahou community facility.

## Performance Measures

The performance of the Trust in relation to its aims should be judged by reference to the following targets for the period covered by the SOI:

THT Objective	Measure
1. Collaboration	1. Deliver 10 collaborative projects with corporate or community partners
2. Library resources	2. New library materials are distributed to each site as follows: a. Levin 75% b. Foxton 15% c. Shannon 10%
	3. Shannon and Foxton library collections are refreshed from the District's collection: a. Foxton 1,000 items per quarter b. Shannon 700 items per quarter
	4. Invest at least \$6 per capita on new library items (capital and operating budgets)
3. Community	5. An activity programme including at least 5 community events or activities per month is delivered, 6. At least 1 activity, event or programme will be delivered at Shannon and Foxton Libraries per month
4. Lifelong Learning	7. Deliver a lifelong learning programme with at least 1 activity each month targeted at: preschoolers, primary children, youth, adults and seniors.
5. Digital	8. Deliver a digital literacy programme throughout the District with at least 1 activity per quarter at Shannon, Levin and Foxton
6. Sustainability	9. Generate at least 25% of income from sources other than the Annual Council grant. 10. Increase the number of different organisations who use the meeting spaces at Te Takere by 10% over 2015/2016.

SOI 16/17 V2 Feb 2016

## Finance

Budget 2016/2017 and indicative budgets for 2017/2018 & 2018/2019

INCOME	2016/2017	2017/2018	2018/2019
Council grant	\$1,837,500	\$1,929,375	2,025,844
Contracts	\$149,350	\$151,000	152,000
Sponsorship, grants & donations	\$195,000	\$203,000	209,090
Activity income	\$496,738	\$511,640	526,989
Interest	\$9,352	\$10,313	\$10,622
	<b>\$2,687,940</b>	<b>\$2,805,328</b>	<b>\$2,924,545</b>

EXPENDITURE	2016/2017	2017/2018	2018/2019
Staffing	\$1,505,474	\$1,560,637	\$1,623,062
Operations	\$942,701	\$980,982	\$1,010,411
Depreciation	\$165,006	\$173,193	\$185,395
	<b>\$2,613,182</b>	<b>\$2,714,812</b>	<b>\$2,818,869</b>

CAPITAL REPLACEMENTS	2016/2017	2017/2018	2018/2019
Library collections	\$193,188	\$197,052	\$205,000
Furniture and fittings	\$46,000	\$66,000	\$86,000
	<b>\$239,188</b>	<b>\$263,052</b>	<b>\$291,000</b>

<b>Surplus after capital replacements &amp; depreciation</b>	\$577	\$657	\$71
--	-------	-------	------

This budget has been developed on a 'business as usual' basis on information available at the time. A Community Services Review and the Te Awahou community facility project are both due before Council in March/April 2016. These could have a significant impact on the Trust budget and operations. No allowance has been made for any impact these might have. The Trust fully expects to review this budget in the next 3 months before a final Statement of Intent is presented to Council.

### All day opening at Shannon and Foxton

In 2015/2016 HDC elected to provide \$25,000 to fund morning library staff at Shannon and Foxton. If Council chooses to return to afternoon hours only at Shannon and no morning library staff at Foxton the Council grant income and staffing expense will both need to be reduced by \$25,000.

### Conditional Funding

Three projects are included within the budget but delivery will be dependent on securing sufficient grant funding: the Day Out In Town Bus, significant art exhibitions and the waka wall art panels.

### Capital Replacements

The replacement of Te Takere furniture and fittings is an increasing cost as usage of the facility remains high. All the furniture was purchased in 2012.

SOI 16/17 V2 Feb 2016

### Ratio of equity to assets

The ratio of Consolidated Trust Equity to Total Assets as at 30/06/15 was:

$$\$1,090,860 / \$1,406,160 = 77\%$$

### Definitions:

- Trust Equity – accumulated retained earnings plus contributed capital,
- Total Assets – includes bank accounts, investments, receivables, property plant and equipment, intangibles.

## Accounting Policies

### Reporting Entity

Te Horowhenua Trust (the Trust) is a charitable trust incorporated in New Zealand under the Charitable Trusts Act 1957 and is domiciled in New Zealand. The Trust is controlled by Horowhenua District Council and is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint the Board of Trustees. The primary objective of the Trust is to promote, provide and maintain comprehensive library services within the District, rather than making a financial return. Accordingly, the Trust has designated itself as a public benefit entity for financial reporting purposes. The financial statements of the Trust are prepared for a year ending 30 June.

### Basis of Preparation – Going Concern

The financial statements are prepared on the going concern basis, and the accounting policies are applied consistently throughout the period.

### Statement of Compliance

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

The financial statements have been prepared in accordance with Tier 2 PBE accounting standards and applied disclosure concessions. The Trust is eligible to report in accordance with Tier 2 as expenses are between \$2 million and \$30 million, and the Trust is not publically accountable.

The financial statements comply with PBE Standards. The financial statements are the first financial statements presented in accordance with the new PBE accounting standards. There were no material adjustments that arose on transition to the new PBE accounting standard.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the Trust is New Zealand dollars.

### Standards issued and not yet effective and not early adopted

In May 2013, the External Reporting Board issued a new suite of PBE accounting standards for application by public sector entities for reporting periods beginning on or after 1 July 2014. The Trust has applied these standards in preparing the 20 June 2015 financial statements. In October 2014, the PBE suite of accounting standards was updated to incorporate requirements and guidance for the not-for-profit sector. These updated standards apply to PBEs with reporting periods beginning on or after 1 April 2015. The Trust will apply these updated standards in preparing its 30 June 2016 financial statements. The Trust expects there will be minimal or no change in applying these standards.

SOI 16/17 V2 Feb 2016

## Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Comprehensive Income and Statement of Financial Position have been applied:

### (a) Revenue Recognition

Revenue is measured at the fair value of consideration received.

The specific accounting policies for significant revenue items are explained below:

#### Grants

Grants received from the Horowhenua District Council are the primary source of funding to the Trust and are restricted for the purposes of the Trust meeting its objectives as specified in the trust deed. The Trust also receives other government assistance for specific purposes, and these grants usually contain restrictions on their use.

Council, government and non-government grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grant are not met. If there is such an obligation the grants are initially recorded as grants received in advance, and recognised as revenue when conditions of the grant are satisfied.

#### Sale of goods

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

#### Sale of service and contract revenue

Revenue from the sale of services is recognised by reference to the stage of the services delivered at balance date as a percentage of the total services to be provided.

#### Lease revenue

Lease revenue from operating leases is recognised as revenue on a straight-line basis over the lease term, unless another systematic basis is more representative of the time pattern in which benefits derived from the leased asset is diminished.

#### Commission revenue

Commissions received or receivable that do not require the agent to render further service are recognised as revenue by the Trust at the point of sale.

#### Other Revenue

Where a physical asset is donated or vested in the Trust for nil or nominal consideration the fair value of the asset is recognised as revenue. Assets vested in the Trust are recognised as revenue when control over the asset is obtained.

Interest Revenue is recognised using the effective interest method.

Volunteer services received are not recognised as revenue or expenditure as the Trust is unable to reliably measure fair value of the services received

### (b) Expenses

Expenses have been classified based on their business function.

### (c) Inventories

Inventories held for use in the provision of goods and services on a commercial basis are valued at lower of cost and net realisable value, determined on a first-in first-out basis

### d) Debtors and Other Receivables

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

### e) Operating Leases

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



SOI 16/17 V2 Feb 2016

Statement of Comprehensive Income over the lease term as an integral part of the total lease expense.

**(f) Income Tax**

The Trust is exempt from income tax due to its charitable organisational status which was approved on 21 December 2007

**(g) Property, Plant and Equipment**

Property, plant and equipment are shown at cost less accumulated depreciation and impairment losses.

**Additions**

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably. In most instances, an item of property, plant and equipment is recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

**Disposals**

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement of Comprehensive Revenue and Expenses.

**Subsequent costs**

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised in the Statement of Comprehensive Revenue and Expenses.

**Depreciation**

Depreciation is provided on a diminishing value basis on all property, plant and equipment at rates that will write off the cost of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Furniture and Fittings	8% to 60% diminishing value
IT Equipment	30% to 60% diminishing value
Motor Vehicles	30% diminishing value
Books	10 years diminishing value
Other Lending Stock	10% to 63.54% diminishing value & 20% straight line
Kete Equipment	60% diminishing value

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

**(h) Intangible Assets**

**Software acquisition**

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

Costs associated with maintaining computer software are recognised as an expense when incurred. Costs associated with the development and maintenance of the Trust's website are recognised as an expense when incurred.

SOI 16/17 V2 Feb 2016

**Amortisation**

Computer software licenses are amortised at 30% diminishing value including Koha Software. Kete Software is amortised at 60% diminishing value. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the Statement of Comprehensive Revenue and Expenses. The useful lives and associated amortisation rates of major classes of intangibles have been estimated as follows:

Kete Software	4 years
Koha Software	8 years
Other Software	60% diminishing value

**(i) Borrowing**

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

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

**(j) Goods and Services Taxation (GST)**

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

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

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

Commitments and contingencies are disclosed exclusive of GST.

**(k) Impairment of Non-Financial Assets**

Assets with a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

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

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the Statement of Comprehensive Revenue and Expenses.

**(l) Advertising Costs**

Advertising costs are expensed when the relating service has been rendered.

**(m) Cash and Cash Equivalents**

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

Bank overdrafts are shown within borrowings as a current liability in the statement of financial position.

SOI 16/17 V2 Feb 2016

**(n) Employee Entitlements**

Short-term benefits

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

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

The Trust has a wellness leave policy. No unused sick leave is carried forward at balance date.

Long-term benefits

There is an accrual for amount due in retirement grant. This accrues at the rate of 1 weeks salary per year of employment to a maximum of 26 weeks.

**(n) Provisions**

**Short-term benefits**

Employee benefits are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, retiring and long service leave entitlements.

The Trust has a wellness leave policy which allows employees sufficient time to recover from sickness before returning to work. No unused sick leave is carried forward at balance date.

**Long-term benefits**

There is an accrual for amount due in retirement grant. This accrues at the rate of 1 weeks salary per year of employment to a maximum of 26 weeks for those employees that re entitled.

**(o) Provisions**

The Trust recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as a finance cost.

**(p) Critical Accounting Estimates and Assumptions**

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

**Property, plant and equipment useful lives and residual values**

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

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the Statement of Comprehensive Revenue and Expenses, and carrying amount of the asset in the statement of

SOI 16/17 V2 Feb 2016

financial position. The Trust minimises the risk of this estimation uncertainty by:

- physical inspection of assets;
- asset replacement programs;
- review of second hand market prices for similar assets; and
- analysis of prior asset sales.

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

The carrying amounts of property, plant and equipment are disclosed in note 7.

**(q) Critical judgements in applying the Trust's accounting policies**

The Trustees must exercise their judgement when recognising grant income to determine if conditions of the grant contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each grant contract.

**(r) Investments**

Investments in bank deposits are initially measured at fair value plus transaction costs.

After initial recognition investments in bank deposits are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognised are recognised in the Statement of Comprehensive Revenue and Expenses.

At each balance date the Trust assesses whether there is any objective evidence that an investment is impaired. Any impairment losses are recognised in the Statement of Comprehensive Revenue and Expense.

**(s) Budget figures**

The budget figures are those approved by the Trust in its 2014/2015 Statement of Intent. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted in preparing the financial statements.

(t) There have been no changes in accounting policies or disclosures. All policies have been applied on a basis consistent with those from previous financial statements. Revenue and expenses have been reclassified this year to report in line with the Statement of Service Performance. This means that last years revenue and expenses have been reclassified to report meaningful comparisons.

File No.: 16/127

---

## Adoption of Schedule of Fees and Charges 2016/2017

---

### 1. Purpose

To propose a schedule of Fees and Charges for all parts of Council's 'user pays' services, to apply in the Horowhenua District for the 2014/2015 year.

### 2. Executive Summary

- 2.1 In previous years, the Schedule of Proposed Fees and Charges has been consulted upon through the Annual Plan process. This is not legislatively required, and as such, is being presented to Council for the 2016/2017 year as a standard report to Council.
- 2.2 The Schedule of Proposed Fees and Charges include a number of alterations, which have been summarised in the report below.

### 3. Recommendation

- 3.1 That Report 16/127 Adoption of Schedule of Fees and Charges 2016/2017 be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act
- 3.3 That Council adopts the Schedule of Fees and Charges, attached as Attachment A, to apply in the Horowhenua District from 1 July 2016 for the 2016/2017 financial year.
- 3.4 That on adoption, Council gives public notice to its fees and charges for the 2016/2017 financial year.

### 4. Background / Previous Council Decisions

In previous years, Council has adopted the Schedule of Fees and Charges for the following year as part of the Draft Annual Plan process. Since 2014/2015 this has been received and adopted via an ordinary report to Council given that the schedule of fees and charges is simply enforcing the already adopted Revenue and Finance Policy which was consulted on as part of the Long Term Plan 2015-2025.

### 5. Discussion

- 5.1 Each year, Council Officers review the fees and charges as part of the Annual Plan process. The goal of the review is to ensure that the fees and charges are meeting the goals under the Revenue and Financing Policy, namely, reaching the targeted proportion of private versus public good. This can also be described as ensuring that the 'user pays' proportion of the funding target for the activity is met. These proposed changes are not legally required to undergo a Special Consultative Process, as they are simply implementing the targets in the previously adopted Revenue and Financing Policy.
- 5.2 Note that water by meter charges are a deemed rate under section 19 of the Local Government (Rating) Act. These charges are set using the rates resolution process. They will all been increased in line with the increase in the water rate fixed charge to ensure that they maintain the relativity between public and private benefit set in the Revenue and Financing policy.

5.3 The proposed fees and charges have been altered as per the below table.

<b>FEE</b>	<b>Variance</b>	<b>REASON</b>
General Assets	Inflation (3.8%) and Cost adjustment where necessary	Reflect increased costs incurred by Council
Wastewater	Inflation (3.8) and Cost adjustment where necessary	Reflect increased costs incurred by Council
Trade Waste	Nil	New trade waste charging model will be used from 1 July 2016
Solid Waste	Nil increase except for one line	Activity is meeting public / private split.
Roading	Inflation adjustment of 1.4%	To be consistent with current market rates.
Community Halls and Centres	Nil	To continue to encourage use of halls and facilities until such time that the Community Facilities and Property Strategy work is completed.
Accommodation	Nil	Currently at market rent. Council is current reviewing this activity.
Parks and Reserves	Various	Edited to have consistent fees between sports. Increase to be consistent with current market rates and cost to serve.
Cemetery	Inflation Adjustment of 2.5%	To reflect cost to serve.
Aquatic Facilities	Some additional fees	To encourage higher use and participation
Building	Inflation Adjustment of 2.5%	To reflect cost to serve
Animal Control	Nil	Substantial increase in this activity in the last two financials year
Environmental Health	Nil	Change in description of fees
Liquor Licensing	Various	Fees set by legislation
Parking	Nil	N/A
Miscellaneous	Various	To reflect cost to serve or additional fee requirements

5.4 The proposed changes to the Planning and Food Act fees and charges are not included in this report. These changes are currently being consulted on through Councils special consultative process.

## 6. Options

There are three options, the first being to retain current fees and charges and accept that the funding policy targets will not be met. The second option is to increase fees and charges to the levels recommended in this report. The final option is to increase fees and charges to higher levels than recommended.

## 6.1 Cost

Not applicable, however, if the proposed fees and charges are not adopted, this will have an impact on the Revenue and Financing Policy private/public good targets and ultimately increase rates to cover the loss of income to ensure we “balance the budget”.

### 6.1.1 Rate Impact

The public good component of the funding policy for each target will be required but may be exceeded if the fees and charges “private good” component is not met.

## 6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

## 6.3 Consenting Issues

There are no consenting issues to be considered.

## 6.4 LTP Integration

There is no LTP programme related to the options or proposals in this report. There are no Special Consultative Processes required. The fees and charges recommended enable the Revenue and Finance Policy which was adopted during the Long Term Plan 2015-2025.

## 7. Consultation

There are no consultation requirements, however Council Officers will be communicating with specifically affected parties to highlight proposed changes and encourage submissions to Council through speaking rights.

## 8. Legal Considerations

Following the resolution of Council on this matter, public notice of fees and charges for the above activities will be given.

## 9. Financial Considerations

There is no financial impact, unless fees and charges are not increased to the recommended levels.

## 10. Other Considerations

There are no further considerations

## 11. Next Steps

Next steps will be to give public notice of fees and charges for the 2016/2017 year, as well as direct communications to specifically affected parties.

### **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.

## 12. Appendices

No.	Title	Page
A	Schedule of Fees and Charges for Council Report April 2016	145

Author(s)	Monique Davidson <b>Group Manager - Customer and Community Services</b>	
-----------	--	--

Approved by	David Clapperton <b>Chief Executive</b>	
-------------	--	---



# Schedule of Fees and Charges

For the 2016/2017 Financial Year, effective 01 July 2016

All Fees and Charges are inclusive of GST

# Infrastructure Services

The following charges relate to all services provided by Infrastructure Services that are considered to be chargeable. These charges have been set in accordance with the Local Government Act. All prices include GST unless otherwise stated.

All variances are due to inflation adjustment. These adjustments have been based on BERL Ltd tables. Inflation rates to June 30 2017 are Roothing 1.4%, Waters 3.8%, Property 2.4% and all others rates 2.5%.

<b>Hourly Rates</b>							
Infrastructure Services Staff Hourly Rates are as follows:							
	15/16	Proposed 16/17	Variance		15/16	Proposed 16/17	Variance
Manager – Infrastructure Services	\$213.00	\$250.00	\$47	Infrastructure Services Engineers	\$138.00	\$150.00	\$12
Infrastructure Services Managers	\$160.00	\$180.00	\$20	Infrastructure Services Cadets, Technicians and Officers	\$92.00	\$100.00	\$8
<b>Pre-Lodgement Meetings / Site Visits</b>							
All costs incurred as a result of pre-lodgement meetings or site visits with Council staff will be charged to the application on an actual time and cost basis.							
<b>Peer Reviews, Technical or Professional Advice</b>							
If Council needs to seek specialist technical or professional advice to assist in the determination of an application, then the costs of that specialist will also be passed on to the applicant on an actual time and cost basis.							
<b>Disbursements</b>							
Disbursements (mileage, copying, postage etc) may also form part of the final cost of an application and will also be invoiced to an applicant on an actual cost basis.							
<b>Miscellaneous Fees and Charges</b>							
	15/16	Proposed 16/17	Variance				
Rural Numbering	\$10.00	\$15.00	\$5.00				
New Street Name Signs (supply and Install)	\$307.00	\$315.00	\$8.00				
<b>Waste Water Fees</b>							
Where unusual circumstances justify, e.g. more than two connections, additional fees may apply.							
The application fee also includes water connections.							

	15/16	Proposed 16/17	Variance
Application Fee – Per Connection/Disconnection(includes water connection)	\$180.00	\$200.00	\$20.00
Connection/Disconnection to Network	Invoiced at cost	Invoiced at cost	Nil

Septage – Tanker Loads	\$39.00m <sup>3</sup> of tanker capacity	\$39.00	Nil
------------------------	--	---------	-----

Trade Waste Fees	15/16	Proposed 16/17	Variance
Flow		New trade waste charging model will be used from 1 July 2016	Nil
Suspended Solids		New trade waste charging model will be used from 1 July 2016	Nil
Chemical Oxygen Demand		New trade waste charging model	Nil
Total Kjeldahl Nitrogen	New trade waste charging model	New trade waste charging model	Nil
Processing Consent The processing of Trade Waste discharge consents will be done on a time and cost basis. A deposit of \$500.00 is required prior to the start of the processing of any discharge consent.	\$500.00 Deposit	\$500.00 Deposit	Nil
<b>Solid Waste Disposal Fees</b>			
	15/16	Proposed 16/17	Variance
Disposal of HDC Refuse Bag (up to 4)	Free	Free	Nil
Disposal of Private Plastic Bags (< 10kgs)	\$4.00	4.70	0.70

Disposal of Private Plastic Bags (10kgs +)	n/a	n/a	n/a
<b>Cars</b>			
<ul style="list-style-type: none"> <li>Hatchbacks, sedans and small station wagons, where waste could be either inside the designated boot section or outside the boot section, i.e. on the seats and/or on the roof.</li> <li>People movers (6-8 seater family van) and SUV's (Sport Utility Vans), where all the waste is carried inside the designated boot section, i.e. not on the seats and/or on the roof.</li> </ul>			
	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Cars – General	\$24.00	\$24.00	Nil
Cars – Green	\$12.00	\$12.00	Nil
<b>Car boots</b>			
<ul style="list-style-type: none"> <li>Hatchbacks, sedans and small station wagons, where waste is inside the designated boot section, NOT outside the boot section, i.e. on the seats or on the roof.</li> </ul>			
	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Car boot – General	\$17.00	\$17.00	Nil
Car boot – Green	\$9.00	\$9.00	Nil
<b>Vans/Utes/Utility Vehicles</b>			
<ul style="list-style-type: none"> <li>People movers (6-8 seater family vans) and SUV's (Sport Utility Vans), where all waste is carried outside the designated boot section, i.e. on the seats and /or on the roof.</li> <li>Large Station Wagons</li> <li>Vehicles with a flat deck on a van type chassis; provided the waste is NOT higher than 1.0m. These 'light truck' type vehicles are recognisable as they have the same cabin as the van.</li> </ul>			
	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Vans/Ute – General	\$43.00	\$43.00	Nil
Vans/Ute – Green	\$17.00	\$17.00	Nil
Trailers – General (up to 2m <sup>3</sup> ) up to 2.4m long x 1.2m wide – single or double axle	\$43.00	\$43.00	Nil
Trailers – Green (up to 2m <sup>3</sup> ) up to 2.4 long x 1.2m wide – single or double axle	\$16.00	\$16.00	Nil
Large Trailers – General (per m <sup>3</sup> ) up to 4.00m long x 1.2m wide	\$26.00 per m <sup>3</sup> (min \$45.00)	\$26.00 per m <sup>3</sup> (min \$45.00)	Nil
Large Trailers – Green (per m <sup>3</sup> ) up to 4.00m long x 1.2m wide	\$12.00 per m <sup>3</sup> (min \$20.00)	\$12.00 per m <sup>3</sup> (min \$20.00)	Nil
Overweight – Truck, Trailer, Van or Ute loads containing concrete or similar	Plus \$40.00 on above	Plus \$40.00 on above	Nil
<b>Special, Prohibited Wastes and Other Fees</b>	<b>15/16</b>	<b>Proposed</b>	<b>Variance</b>

		16/17	
Car Bodies (Foxton only)	Free	Free	Nil
Paint Exchange	Free	Free	Nil
Waste Oil	\$2.00/Ltr	\$2.00/Ltr	Nil
Tyres (per tyre)	\$6.00	\$6.00	Nil
Truck/Tractor Tyres (per tyre)	\$12.00	\$12.00	Nil
Fridge/Freezer (per item)	\$31.00	\$31.00	Nil
General Whiteware (per item)	\$17.50	\$17.50	Nil
LPG Bottles/Tanks (per item)	\$6.00	\$6.00	Nil
Car Batteries	Free	Free	Nil
<b>Official Council Rubbish Bags</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Large Kerbside Bag	\$4.00	\$4.00	Nil
Small Kerbside Rubbish Bag	\$3.00	\$3.00	Nil
<b>Solid Waste Collectors</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Waste Collectors Annual Licence Fee	\$150.00	\$150.00	Nil
<b>Water Fees</b>			
Where unusual circumstances justify, e.g. more than two connections, additional fees may apply.			
	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Application Fee – per connection/Disconnection (for water and/or sewer) Up to Two	\$180.00	\$200.00	\$20
Connection to Network	Invoiced at cost	Invoiced at cost	Nil
<b>Temporary Removal of Water Restrictor</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Removal and Reinstatement	\$197.00	\$200.00	\$3.00
Water Usage	Current unit rate	Current unit rate	Nil
<b>Water Meters</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Final Reading	\$61.00	\$61.00	Nil
Water Tanker Filling – This is only available from the Council depot on Hokio Beach Road	\$7.00 per load	\$7.00 per load	Nil
Water Tanker Filling Facility (has a Flat Rate Charge per Load, plus a Charge per Volume)	\$1.09/m <sup>3</sup> / volume	\$1.09/m <sup>3</sup> / volume	Nil
<b>Roading</b>			
The following charges relate to the management of the Roding Corridor, the processing of			

Corridor Access Request (CAR) applications, issuing of Works Access Permits (WAP), the approval of Traffic Management Plans (TMP) and the monitoring of the physical works in the road corridor.

<b>Corridor Access Requests</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Events (see Note 5)	\$101.00*	\$103.00*	\$2.00
Minor Works (see Note 6)	\$66.00	\$67.00	\$1.00
Major Works (see Note 7)	\$132.00	\$134.00	\$2.00
Minor Projects (see Note 8)	\$263.00	\$267.00	\$4.00
Major Projects (see Note 9)	By negotiation	By negotiation	
Generic TMPs (see Note 12)	\$364.00	\$370.00	\$6.00
Blanket CARs (see Note 13)	By negotiation	By negotiation	
Unapproved works (activities being undertaken without an approved WAP or TMP)	\$506.00	\$514.00	\$8.00
Non Conforming Work Re-inspection charge	\$66.00	\$67.00	\$1.00
No notification of the commencement of works	\$66.00	\$67.00	\$1.00
Issue of a Stop Work order	\$152.00	\$155.00	\$3.00
Late completion (see Note 18)	\$51.00 per day	\$52.00 per day	\$1.00
Temporary Road Closure Public Notification	At cost	At cost	

### Notes

1. A CAR application and TMP is required to be lodged for all activities that require an excavation in either the footpath or the road carriageway.
2. A CAR application and TMP is required to be lodged for all activities where there is an effect on normal operating conditions of the road or footpath.
3. A CAR application is not required to be lodged for the carrying out of a single excavation in the grass berm that is less than 3m<sup>2</sup> or 6 metres in length. If the excavation is greater than 3m<sup>2</sup> or 6m in length and/or multiple excavations are required in the grass berm then a CAR application and TMP is required to be lodged.
4. A CAR application is not required to be lodged for non-excavation activities relating to existing utility infrastructure if the carrying out of the activities does not affect the normal use of the road carriageway or footpath.
5. A CAR and TMP is required for all events that affect the normal operating conditions of the road, irrespective of whether the event is on the road carriageway, footpath, berm, road shoulder or outside the road reserve. \*No fee will be charged to Non Profit Organisations.
6. Minor works are works that involve excavations in the grass berm or footpath, or effect normal operating conditions of the road or footpath, and have a duration of 28 days or less from establishment to final reinstatement.
7. Major works are works that require the carrying out of excavations in the road carriageway and have a duration of 28 days or less from establishment to final reinstatement.
8. Minor Project works has a duration of greater than 28 days and less than 90 days from establishment to final reinstatement.
9. Major Project works are projects which have a duration of greater than 90 days from establishment to final reinstatement or has the potential to cause major impacts on the network. The Corridor Manager may choose to issue WAP's for separable portions of the works which each have a duration of less than 90 days however the project itself will still be deemed to be a major project. Fees will depend on CAR processing and supervision time required for the work being undertaken and will be decided by negotiation.
10. Utility operators must give the Corridor Manager preliminary notification of project works using the form contained in Schedule A1 of the National Code of Practice for Utility Operators' Access to Transport Corridors. At this time the Corridor Manager will advise whether the works are considered to be a major or minor project.
11. It is expected that the Corridor Manager and utility operator will discuss and agree the cost for processing CAR applications for major projects prior to the lodgement of the CAR application.
12. Generic TMPs for regular work, for approved contractors, must be submitted annually through the CAR process to the Corridor Manager for approval.
13. Blanket CARs for regular work, for approved contractors who hold Generic TMPs, must be submitted through the CAR process to the Corridor Manager for approval. The work allowable under each Blanket CAR will vary between contractors based on requirements. Fees will depend on CAR processing and supervision time required for the work being undertaken and will be decided by negotiation.
14. A CAR application must be lodged within 48 hours of the commencement of emergency

works if the work would have required the lodgement of a CAR application had it been planned.

15. The fee for the processing of CAR applications for emergency works is the same as that for planned works.
16. A works completion inspection will be undertaken in all cases where there is excavation works carried out in either the footpath or the road carriageway.
17. Non Conforming Work Re-inspection charge to apply for re-inspection following works deemed not satisfactory.
18. The failure to sign off the CAR for completed works as Completed will also be deemed to be a Late Completion.
19. If utility operators are working together at a work site then the Corridor Manager may agree to the lodgement of a single CAR application covering their activities.
20. The Corridor Manager will exercise judgement in respect to the application of the non-compliance charges and may waive or apply these charges as they see fit.



## Customer and Community Services

<b>Community Halls and Centres</b>			
<p>Charge rates for Community Halls and Centres are charged hourly. Each room will be charged out separately.</p> <p>Hall foyers cannot be booked for private use unless the entire facility is booked.</p> <p>Hireage fees do not include the opening of facilities for hirers. Where the facility is required to be opened specially, an opening/unlocking service fee will apply.</p> <p>Two fee groups exist. These are:</p> <ul style="list-style-type: none"> <li>Group A – Profit-Making Organisations/Family Functions/Commercial, Government or Charged Events</li> <li>Group B – Community Events/Use – including Organisation run dances, social events and concerts, hobby and sports groups (This discount will only apply where there is clear evidence of financial hardship)</li> </ul> <p>Where in the view of Horowhenua District Council the public benefit of the activity is seen to clearly outweigh the private benefit, then Group B charges will apply. The types of organisations where Group B rates will apply include:</p> <ul style="list-style-type: none"> <li>Incorporated societies; and</li> <li>Established community groups</li> </ul> <p>Council shall negotiate with users' long-term hireage and complex use.</p> <p>Users can apply to Council for concessions for the use of community facilities. Concessions for hall usage must be made in writing and are approved at the discretion of the Customer and Community Services Manager.</p>			
<b>Extra Items</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
After Hours Staff Charge (per hour) (excl Civic)	\$45.00	\$50.00	\$5.00
Cleaning – Standard Charge (per hour) (excl Civic)	\$38.00	\$40.00	\$2.00
Cleaning/Damage Repairs	Cost	Cost	Nil
Fire Warden Services	Cost	Cost	Nil
Opening and Unlocking Service (per open)	\$30.00	\$30.00	Nil
Security Call-out Charge Block Charge	\$265+ Costs	\$265+ Costs	Nil
Lost Keys – Lost keys require the complete re-keying of the security profile. The cost for this work will be charged at cost to the user.	Cost	Cost	Cost

Bond	\$120.00	\$120.00	Nil
------	----------	----------	-----

**Levin Memorial Hall, Corner Queen and Chamberlain Streets, Levin**  
*Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per Hour charge (2 hour minimum charge for one-off bookings).*

	15/16		Proposed 16/17		Variance
	Group A	Group B	Group A	Group B	
Entire Venue (24 hour use Block Charge)	\$585.00	\$450.00	\$585.00	\$450.00	Nil
Entire Venue (All Facilities excluding sound)	\$61.50	\$47.50	\$61.50	\$47.50	Nil
Main Hall	\$29.00	\$20.50	\$29.00	\$20.50	Nil
Freyberg Lounge (including Ticket Office)	\$17.50	\$13.00	\$17.50	\$13.00	Nil
Kitchen	\$15.50	\$11.50	\$15.50	\$11.50	Nil

**Shannon Memorial Hall, Grey Street, Shannon**  
*Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per Hour charge (2 hour minimum charge for one-off bookings).*

	15/16		Proposed 16/17		Variance
	Group A	Group B	Group A	Group B	
Entire Venue (24 Hour Use Block Charge)	\$405.50	\$320.50	\$405.50	\$320.50	Nil
Entire Venue (All Facilities)	\$66.00	\$47.50	\$66.00	\$47.50	Nil
Main Hall	\$23.50	\$17.50	\$23.50	\$17.50	Nil
Kitchen	\$21.50	\$16.50	\$21.50	\$16.50	Nil
Supper Room	\$19.00	\$15.00	\$19.00	\$15.00	Nil

**Foxton Memorial Hall, Corner Main and Clyde Streets, Foxton**  
*Each room will be charged out separately unless a 24 Hour Use block charge applies. Open/Unlock fee applies to each booking. Per Hour charge (2 hour minimum charge for one-off bookings).*

	15/16		Proposed 16/17		Variance
	Group A	Group B	Group A	Group B	
Entire Venue (24 Hour Use Block Charge)	\$515.00	\$435.00	\$515.00	\$435.00	Nil

Entire Venue (All Facilities)	\$61.00	\$48.00	\$61.00	\$48.00	Nil
Kitchen	\$14.50	\$11.50	\$14.50	\$11.50	Nil
Main Hall	\$28.00	\$20.50	\$28.00	\$20.50	Nil
Stuart Ellwood Room	\$17.50	\$13.50	\$17.50	\$13.50	Nil
Podmore Room	\$14.50	\$11.50	\$14.50	\$11.50	Nil
<b>Holben Pavilion</b>					
<i>The Pavilion is located on Holben Reserve and comprises of toilets, a small lounge and kitchen. Per Hour charge (2 hour minimum).</i>					
	15/16		Proposed 16/17		Variance
	Group A	Group B	Group A	Group B	
Holben Pavilion	\$19.50	\$14.50	\$19.50	\$14.50	Nil
Maximum Daily Charge (Block Charge)	\$190.00	\$145.00	\$190.00	\$145.00	Nil
<b>Waitarere Surf Club</b>					
<i>The Surf Club consists of a lounge, unisex toilet and small kitchen. Bookings of this venue are made to the Surf Club. Per Hour (2 hour minimum).</i>					
	15/16		Proposed 16/17		Variance
	Group A	Group B	Group A	Group B	
Waitarere Surf Club	\$26.00	\$18.50	\$26.00	\$18.50	Nil
Maximum Daily Charge (Block Charge)	\$245.00	\$185.00	\$245.00	\$185.00	Nil
<b>HDC Civic Area, 126-148 Oxford Street, Levin</b>					
<i>Each room will be charged out separately. The foyer cannot be booked for private use unless the entire facility is booked for use (exceptional circumstances may be considered). The foyer is only available for booking after working hours. Per Hour (2 hour minimum). Catering can be arranged on behalf if required.</i>					
	15/16		Proposed 16/17		Variance
	Group A	Group B	Group A	Group B	
Entire Venue (24 Hour Use Block Charge)	\$1,725.50	\$1,325.50	\$1,725.50	\$1,325.50	Nil
Entire Venue (All Facilities)	\$175.00	\$135.00	\$175.00	\$135.00	Nil
Council Chamber	\$48.00	\$35.50	\$48.00	\$35.50	Nil
Horowhenua Room	\$33.00	\$25.00	\$33.00	\$25.00	Nil
Ante Room	\$33.00	\$25.00	\$33.00	\$25.00	Nil
Foyer (Available After Working	\$33.00	\$25.00	\$33.00	\$25.00	Nil

Hours Only)					
Kitchen	\$40.00	\$40.00	\$40.00	\$40.00	Nil
Afterhours Hire Bond	\$500.00	\$500.00	\$500.00	\$500.00	Nil
Cleaning	\$25.00/hr	\$25.00/hr	\$25.00/hr	\$25.00/hr	Nil
After hours staff charge	\$35.00/hr	\$35.00/hr	\$35.00/hr	\$35.00/hr	Nil
Emergency call out charge	\$50.00	\$50.00	\$50.00	\$50.00	Nil
Extra Item – Tea and Coffee	\$4.20	\$3.20	\$4.20	\$3.20	Nil
Extra Item – Biscuits (Per Head)	\$4.20	\$3.20	\$4.20	\$3.20	Nil
Extra Item – Data Projector/Speakers (Unit Rate)	\$29.00	\$27.00	\$29.00	\$27.00	Nil
Extra Item – Catering	Cost+ \$90.50	Cost+ \$78.50	Cost+ \$90.50	Cost+ \$78.50	Nil
<b>Accommodation</b>					
General		<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>	
Lost Keys: Lost keys require the complete re-keying of the security profile for the site or unit depending on the rank or profile of key lost. The cost for this work will be charged at cost and expenses to the user.		Cost	Cost	Nil	
Lockout Fee		\$25.00	\$25.00	Nil	
Relocation Fee: Applies to existing tenants wishing to move to another location.		\$275.00	\$275.00	Nil	
<b>Rental Accommodation (\$ / week)</b>					
Hokio Sands Road House		\$245.00	\$245.00	Nil	
Avenue Road House (Foxton)		\$215.00	\$215.00	Nil	
<b>Pensioner Accommodation (\$ / week)</b>		<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>	
<b>Levin: Cambridge Park Village</b> Paraplegic Units – 1, 2		\$170.00	\$170.00	Nil	
Vehicle Access Units – 3, 4, 5, 6, 7, 8, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40		\$170.00	\$170.00	Nil	
Pedestrian Access Units – 9, 10, 11, 12, 13, 14, 15, 16, 17, 18		\$160.00	\$160.00	Nil	
<b>Levin: Waimarie Park</b> Single Terrace units – 4, 6, 8, 10, 12		\$135.00	\$135.00	Nil	

Single Stand Alone units – 15, 16, 17, 18, 19, 20, 21, 22, 24, 26	\$145.00	\$145.00	Nil
Double Stand Alone Units – 28, 30	\$150.00	\$150.00	Nil
Double with separate garage – 14	\$155.00	\$155.00	Nil
<b>Levin: Cambridge Place</b>			
Single –13, 16, 21, 24	\$140.00	\$140.00	Nil
Double –1, 2, 3, 4, 9, 10, 11, 12	\$145.00	\$145.00	Nil
Large Double – 15, 22, 30, 31	\$150.00	\$150.00	Nil
<b>Levin: Rugby Street Flats West Side of Street</b>			
Single Unit – 23, 23C, 25, 25C, 27, 27C, 29, 29C, 31, 31C	\$140.00	\$140.00	Nil
Large Double Unit – 23A, 25A, 27A, 29A, 31A	\$150.00	\$150.00	Nil
<b>Levin: Rugby Street Flats East Side of Street</b>			
Single Units	\$145.00	\$145.00	Nil
<b>Shannon: Churchill Crescent</b>			
Small Double units	\$135.00	\$135.00	Nil
<b>Foxton: Seaview Flats</b>			
Single Units	\$140.00	\$140.00	Nil
<b>Foxton: Podmore Flats</b>			
Bedsit Units	\$130.00	\$130.00	Nil
<b>Parks and Reserves</b>			
<b>Sports Fields (\$ / field)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Schools	Free	Free	Nil
Athletics (based on 20 week season)	\$530.00	\$550.00	\$20.00
Softball (skin diamond based on 20 week season)	\$530.00	\$550.00	\$20.00
Softball (per grass diamonds based on 20 week season)	\$75.00	\$80.00	\$5.00
Soccer, Rugby Union and Rugby League (based on 20 week season)	\$530.00	\$550.00	\$20.00
Casual Soccer, Rugby Union and Rugby League bookings	\$75.00	\$80.00	\$5.00
Twilight Soccer (based on per field per season)	\$75.00	\$80.00	\$5.00
Senior Cricket Wicket (based on per pitch per 20 week season)	\$1,075.00	\$1,125.00	\$50.00
Casual Cricket Use	\$150.00	\$155.00	\$5.00

Twilight Cricket including artificial wickets (based on 12 week season)	\$410.00	\$425.00	\$15.00
Netball (Donnelly Park based 20 week season)	\$1,500.00	\$1,560.00	\$60.00
Casual Netball and Tennis bookings (per season)	\$75.00	\$80.00	\$5.00
Cycling (club activities per year)	\$375.00	\$390.00	\$15.00
Tennis Courts (club activities per year)	\$375.00	\$390.00	\$15.00
All Junior Fields	Free	Free	Nil
Paintball Field (per annum)	\$510.00	\$530.00	\$20.00
Touch Rugby (per field based on 16 week season)	\$75.00	\$80.00	\$5.00
<b>Non-Charged Events excluding Levin Domain (per day)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
General Reserves	\$60.00	\$65.00	\$5.00
Amenities Fee (Toilet and Changing Facilities if Available)	\$80.00	\$85.00	\$5.00
Floodlights – Invoiced at Cost plus 20% Administration Fee	Cost + 20%	Cost + 20%	Nil
<b>Levin Domain *Additional charge</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Day Event	\$170.00	\$175.00	\$5.00
Charged Event Exceeding 100 Spectators and Participants	\$300.00	\$500.00	\$200.00
*Amenities Fee (Toilets and Changing Facilities)			
*Floodlights – Invoiced at Cost plus 20% Administration Fee	Cost + 20%	Cost + 20%	Nil
*Grandstand (Includes Access to First Aid and Referees Room)	\$210.00	\$250.00	\$40.00
*Damage Deposit	\$1,050.00	\$1,100.00	\$50.00
<b>Charged Events on all Parks and Reserves excl. Levin Domain (per day)</b>			
Events that exclude the public from use of reserve land will be charged the maximum daily charge.			
*Additional charge			
	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Charged Event with Less than 100 Spectators and Participants	\$170.00	\$250.00	\$80.00
Charged Event Exceeding 100 Spectators and Participants – Price on Application	\$170.00 min to	\$300.00 min to \$1,250	\$130.00 min to

	\$1,100.00 maximum	maximum	\$150.00 maximum
*Amenities Fee (Toilet and/or Changing Facilities if Available)	\$80.00	\$100.00	\$20.00
*Damage Deposit	\$1050.00	\$1,500.00	\$450.00
<b>Weddings</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Ground Hire	\$80.00	\$85.00	\$5.00
Photos Only	Free	Free	Nil
<b>Miscellaneous</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Additional Bin and Rubbish Collection	Invoiced at cost	Invoiced at cost	Nil
Linemarking and Post Replacement	Invoiced at cost	Invoiced at cost	Nil
<b>Keys</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Refundable Key Bond (Per Set)	\$30.00	\$35.00	\$5.00
Lost Keys	Cost	Cost	Nil
<b>Cemetery</b>			
<b>Plots</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Adult	\$1520.00	\$1535.00	\$15.00
Child (up to 13 years)	Free	Free	Nil
Lawn Ashes	\$730.00	\$750.00	\$20.00
RSA Plot	Free	Free	Nil
RSA Ashes Plot	Free	Free	Nil
Still Born	Free	Free	Nil
Memoriam Ashes Garden Plots	\$565.00	\$580.00	\$15.00
Ashes Wall (Foxton only)	\$118.00	\$121.00	\$3.00
Remembrance Wall (Foxton Only)	\$118.00	\$121.00	\$3.00
Te Pungarehu Bush – Ashes Scatter	\$87.50	\$90.00	\$2.50
<b>Reserved Plots</b>			
Reserved plots are only available at Shannon, Manakau and Foxton Cemeteries. Reserved plots,			

returned to Council will be refunded at 50% of the purchase price. The plot cancellation fee also applies.

	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Burial	\$2,310.00	\$2,368.00	\$58.00
Lawn Ashes	\$1,110.00	\$1,138.00	\$28.00
Memoriam Ashes Garden Plot	\$890.00	\$890.00	Nil
<b>Interment Fees</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Burial Fee (14 Years and over, Including Services Personnel)	\$1,070.00	\$1,100.00	\$30.00
Child (up to 13 Years)	Free	Free	Nil
Ashes	\$225.00	\$230.00	\$5.00
<b>Other Cemetery Fees</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Double Depth (More than One Burial)	\$205.00	\$205.00	Nil
Triple Depth (More than Two Burials – Available at Avenue Cemetery Only)	\$290.00	\$290.00	Nil
After Hours After hours extra fees will apply to interments that begin after 1.00pm Saturday and 4.00pm weekdays.	\$700.00	\$700.00	Nil
Out of District Fee per Plot (Additional to Standard Fee) Applies to interments where the deceased was not living in the District or was not a ratepayer at the time of the death.	\$690.00	\$690.00	Nil
Monumental Permit A monumental permit is required for all headstone repairs and new headstones and plaques including ashes garden plaques within the cemetery.	\$32.00	\$32.00	Nil
Disinterment	Cost	Cost	Nil
Cutting and Removing Concrete	Cost	Cost	Nil
Sundays and Public Holidays Sunday and Public Holidays fee applies to all interments on Sundays and public holidays with the exception of Easter Sunday, Anzac Day, Christmas, Boxing and New Year's Day when no interments are permitted.	\$1,395.00	\$1,430.00	\$35.00



Manual Records Search Fee – Per Entry	Cost	Cost	Nil
Plot Cancellation (Reserved Plots)	\$215.00	\$220.00	\$5.00
<b>Aquatic Facilities</b>			
<b>Levin Pools Admission Fees</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Adult – Single Ticket	\$5.00	\$5.00	Nil
Adult – 15 Ticket	\$54.00	\$54.00	Nil
Adult – 25 Ticket	\$90.00	\$90.00	Nil
Adult – 60 Ticket (12 Month Expiry From Date of Purchase)	\$220.00	\$220.00	Nil
Adult – Off-Peak Twilight Special for one term (days / times reviewed each Term; Mondays and Wednesdays between 8.00pm and 9.00pm Sundays between 8.00am and 10.00am ; between 12.00pm and 2.00pm weekdays		\$40.00	additional category to encourage off-peak usage
Children (Up to 15yrs) – Single Ticket	\$3.50	\$3.50	Nil
Children (Up to 15yrs) – 15 Ticket	\$37.50	\$37.50	Nil
Children (Up to 15yrs) – 25 Ticket	\$62.00	\$62.00	Nil
Preschool	\$2.50	\$2.50	Nil
Senior Citizen – Single Ticket	\$3.50	\$3.50	Nil
Senior Citizen – 15 Ticket	\$38.00	\$38.00	Nil
Senior Citizen – 25 Ticket	\$63.00	\$63.00	Nil
Senior Citizen – 60 Ticket (12 Month Expiry from Date of Purchase)	\$157.00	\$157.00	Nil
Student/Beneficiary/Community Card Holder – Single Ticket	\$4.00	\$4.00	Nil
Student/Beneficiary/Community Card Holder – 15 Ticket	\$44.00	\$44.00	Nil
Student/Beneficiary/Community Card Holder – 25 Ticket	\$72.00	\$72.00	Nil
Aquacise – Single Entry	\$5.00	\$5.00	Nil
Aquacise – Single Entry – Student or Community Service Card Holder or Green Prescription Card Holder		\$4.00	Discount to particular user groups to increase participation

Aquacise – 15 Ticket	\$60.00	\$60.00	Nil
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$15.50	\$15.50	Nil
Showers/Amenities Only	\$3.50	\$3.50	Nil
<b>Lane Hire (per hour)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Lane hire is charged based on the activity undertaken in the pool lane. Structured swimming is considered lane swimming with lane ropes. A maximum of 8 swimmers per lane is permitted. Unstructured swimming is considered free play, without lane ropes. Different ratios of swimmers apply with each lane hire. A maximum of two lanes are available for hire at any one time.			
General Lane Hire – Structured Swimming (per lane per hour)	\$12.00	\$12.00	Nil
Club/School Lane Hire – Structured Swimming (per lane per hour)	\$9.00	\$9.00	Nil
1 Lane Hire – Unstructured Swimming (per hour – up to 20 people \$25 for first hour, then \$12.00 per hour thereafter)	\$25.00	\$25.00	Nil
2 Lane Hire – Unstructured Swimming (per hour – up to 70 people)	\$50.00	\$50.00	Nil
3 Lane Hire – Unstructured Swimming (per hour – up to 100 people)	\$75.00	\$75.00	Nil
4 Lane Hire – Unstructured Swimming (per hour – up to 125 people)	\$100.00	\$100.00	Nil
<b>Complex Hire (Per Hour)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
* Any event or complex hire requires 1 Lifeguard for every 40 people in attendance			
Main 25m Pool Max 200 swimmers at any one time	\$150.00	\$150.00	Nil
Teach Pool (Not Including Deep Lane) Max 50 swimmers at any one time	\$50.00	\$50.00	Nil
Play Pool Max 50 swimmers at any one time	\$50.00	\$50.00	Nil
Deep Lane Max 8 swimmers at any one time	\$30.00	\$30.00	Nil
Meeting Room (Including kitchenette and furniture, excluding additional IT requirements). Minimum rental hours Two fee groups:	\$30.00	Group A - \$30 per hour Group B - \$15 per	Aligning with draft policy on meeting room usage

Group A – profit making Group B – Community events / Voluntary club use NB \$30.00 bond is payable		hour	
Hydroslide	\$30.00	\$30.00	Nil
Complex Hire: – Restricted Entry Resulting in Facility Closure (Minimum of three hours)	\$250.00	\$250.00	Nil
<b>Other Pool Fees (per hour)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Inflatable The inflatable must be hired with four lanes. Max 100 swimmers with inflatable use.	\$30.00	\$30.00	Nil
<b>Swim School</b> (25 Minutes Unless Otherwise Stated). Any special student requirement needs to be discussed with the Swim School Co-ordinator. Note – In 16/17 the \$10.00 discount for prompt payment will no longer be available	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Water Babies and Toddlers (6 months to 3 years)	\$75.00	\$75.00	Nil
Preschool	\$99.00	\$99.00	Nil
School Age (General Swim School and Improvers)	\$99.00	\$99.00	Nil
Advanced Improvers (60 Minute Lesson)	\$100.00	\$100.00	Note – no \$10 discounts for prompt payment
Squad Training – 1 Lesson Per Week (Per 9 Week Term)	\$100.00	\$100.00	Nil
Squad Training – 2 Lessons Per Week (Per 9 Week Term)	\$155.00	\$155.00	Nil
Learn to Swim – Private (per 25 minute lesson) – 1 Child Per Lesson	\$25.00	\$25.00	Nil
Learn to Swim – Private (per 25 minute lesson) – 2 Children Per Lesson *Please note: 2 children private relates to 2 children in the same lesson.	\$35.00	\$35.00	Nil
Holiday Learn to Swim	\$55.00	\$55.00	Nil
<b>Private Swim School – NEW (draft, dependent on outcome of LTP)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>

For profit accredited Quality Swim School – one lane per hour	\$50.00	\$50.00	Nil
Not for profit accredited Quality Swim School – one lane per hour	\$18.00	\$18.00	Nil
<b>Foxton Pools Admission Fees</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Adult – Single Ticket	\$4.00	\$4.00	Nil
Adult – 15 Ticket	\$42.00	\$42.00	Nil
Children (15 and under) – Single Ticket	\$3.00	\$3.00	Nil
Children (15 and under) – 15 Ticket	\$33.00	\$33.00	Nil
Preschool	\$2.50	\$2.50	Nil
Senior Citizen – Single Ticket	\$3.50	\$2.50	Nil
Senior Citizen – 15 Ticket	\$38.50	\$38.50	Nil
Student or Beneficiary – Single Ticket	\$3.50	\$3.50	Nil
Student or Beneficiary – 15 Ticket	\$38.50	\$38.50	Nil
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$14.00	\$14.00	Nil
School Hire (Per Lane Per Hour)	\$9.00	\$9.00	Nil
<b>Lane Hire</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Lane hire is charged based on the activity undertaken in the pool lane. Structured swimming is considered lane swimming with lane ropes. A maximum of 8 swimmers per lane is permitted. Unstructured swimming is considered free play, without lane ropes. Different ratios of swimmers apply with each lane hire. A maximum of two lanes are available for hire at any one time.			
General Lane Hire – Structured Swimming (Per Lane Per Hour)	\$11.00	\$11.00	Nil
Club/School Lane Hire – Structured Swimming (Per Lane Per Hour)	\$8.00	\$8.00	Nil
1 Lane Hire – Unstructured Swimming (Per Hour – up to 20 People)	\$17.00	\$17.00	Nil
2 Lane Hire – Unstructured Swimming (Per Hour – up to 65 People)	\$50.00	\$50.00	Nil
Aquacise – Single Entry	\$5.00	\$5.00	Nil
Aquacise/Aquafit Programmes – 15 Ticket	\$60.00	\$60.00	Nil
<b>Swim School</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Holiday Learn to Swim (Per Week)	\$55.00	\$55.00	Nil

<b>Private Swim School – NEW (draft, dependent on outcome of LTP)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
For profit accredited Quality Swim School - one lane per hour	\$40.00	\$40.00	Nil
Not for profit accredited Quality Swim School – one lane per hour	\$16.00	\$16.00	Nil
<b>Pool Staff (per hour)</b> Any event or complex hire requires 1 Lifeguard for every 40 people in attendance.	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Learn to Swim Instructor	\$45.00	\$45.00	Nil
Aquacise Instructor	\$55.00	\$55.00	Nil
Operations Supervisor	n/a	n/a	Nil
Lifeguards	\$25.50	\$25.50	Nil
Receptionist	\$21.50	\$21.50	Nil
Supervisor	\$35.00	\$35.00	Nil
<b>Complex Hire (per hour – during normal operating hours)</b> Any event or complex hire requires 1 Lifeguard for every 40 people in attendance.	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
*Main Indoor 25m Pool Max 125 swimmers	\$50.00	\$50.00	Nil
*Playpool Max 40 swimmers	\$30.00	\$30.00	Nil
<b>Shannon Summer Pools Admission Fees</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Adult – Single Ticket	\$2.00	\$2.00	Nil
Children (15 and Under) – Single Ticket	\$1.00	\$1.00	Nil
Preschool	\$1.00	\$1.00	Nil
Senior Citizen – Single Ticket	\$1.50	\$1.50	Nil
Student or Beneficiary – Single Ticket	\$1.50	\$1.50	Nil
Family (2 Adults/3 Children or 1 Adult and 4 Children)	\$5.00	\$5.00	Nil
<b>FlagTrax Flag System</b>			
<p>Any costs associated with a physical flag are not the responsibility of Council, and it is expected that customers source their own flags.</p> <p>All fees are stated as GST inclusive and are effective from 01 July 2015. Council reserves the right to review any fees and charges at any time. Please contact Council for any updates.</p>			

FlagTrax Flag System	15/16	Proposed 16/17	Variance
Installation of one FlagTrax Flag	N/A	\$20.00	\$20.00
Removal of one FlagTrax Flag	N/A	\$20.00	\$20.00
<b>Regulatory</b>			
<b>Building</b>			
Special Notes			
<ol style="list-style-type: none"> <li>1. The Council is obliged under the Building Act to collect levies payable to the Department of Building and Housing.</li> <li>2. Additional to these fees are any bonds that may be applicable, any structural engineering checking, vehicle crossing inspection, and any legal or consultancy cost that may be incurred by the Council during the processing of the applications.</li> <li>3. Building consent fees are split into those activities for which a set fee will apply (Section A below) and those for which a time based fee will apply (Section B below).</li> <li>4. Set Fee Consents: Applies to consents where the value of work, including labour, is less than \$20,000.00. If the value of work is \$20,000.00 or more, the consent will be assessed as a Time Based Consent because of the associated levy requirements that then apply.</li> </ol>			
<b>A: Set Fee Building Consent Fees Payable at Lodgement</b>			
Work Type: Building Consent Fee	15/16	Proposed 16/17	Variance
Freestanding Fire (Inspection Required)	\$160.00	\$165.00	\$5.00
Inbuilt Fire (2 x Inspections Required)	\$240.00	\$250.00	\$10.00
New Pool Fencing	\$165.00	\$170.00	\$5.00
<b>B: Time-Based Building Consent Fees</b>			
	15/16	Proposed 16/17	Variance
Building Consent Fees (per hour)	\$140.00	\$145.00	\$5.00
Non-refundable deposit lodgement fee	\$780.00	\$800.00	\$20.00

The following Consent Application types are charged on a time base for processing and inspection purposes:

- New Residential Dwellings
- New Commercial Buildings
- Residential Additions and Alterations
- Commercial Additions and Alterations
- Sleepouts
- Repiling
- Relocatable Dwellings and Yard Builds
- All Plumbing & Drainage Work
- Dairy Sheds
- Wet Floor Showers
- Garages, including Minor Farm Building Implement Sheds and the like
- Conservatory > 5m<sup>2</sup>

\* Any other work not specifically stated

An indicative cost will be given at the time of lodgement of the Consent. An invoice for anticipated costs will be issued which must be paid prior to the issuance of the Building Consent. At completion of works overpayments will be refunded, or additional costs invoiced which must be paid before a Code Compliance Certificate will be issued.

Invoice costs will also include fee for PIMs, Statutory Levies payable to BRANZ and the Department of Building and Housing, and any deposits/bonds required.

<b>Other Fees</b> (These fees may be applicable to building consents or may be applied as a single charge).	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Certificate of Title Search Fee	\$20.00	\$22.00	\$2.00
New Compliance Schedule (Specified Systems BA04)	\$145 + \$37.00 per specified system. Charge includes Compliance Schedule statement	\$145 + \$40.00 per specified system. Charge includes Compliance Schedule statement	\$3.00 per specified system.
Alteration to Existing Compliance Schedule	\$65.00	Time based hourly rate	Charge for time taken
Building Warrant of Fitness Audit/Inspection (S111 of BA04)	Time based Hourly Rate	Time based Hourly Rate	Nil
Producer Statement Acceptance	\$65.00	\$65.00	Nil

Time-based Consent Lodgement Fee (non-refundable)	\$780.00	\$800.00	\$20.00
Code Compliance Certificate (additional to any other charge)	\$66.00	\$66.00	Nil
On Works cost, e.g. Fire Service Design Review Unit	Cost plus 20%	Cost plus 20%	Nil
Section 72 Certificate Condition (Planning)	\$270.00	\$275.00	\$5.00
Section 75 Certificate Condition (Planning)	\$220.00	\$225.00	\$5.00
Application to Extend Building Consent Timeframes	Time based Hourly Rate	Time based Hourly Rate	Nil
Certificate of Acceptance (Plus Applicable Consent Fee)	\$300.00 Deposit then time based	\$300.00 Deposit then time based	Nil
PIM	Time based Hourly Rate	Time based Hourly Rate	Nil
Digital Capture Levy	\$25.00	\$25.00	Nil
Accreditation Levy	\$25.00	\$25.00	Nil
Photocopying Charges (A 3 and A4)	\$0.70 per page	\$0.70 per page	Nil
Amended Documentation Fee (Time Related)	Time based Hourly Rate	Time based Hourly Rate	Nil
Building Act Exempt Work Assessment (Domestic)	\$65.00	\$70.00 plus levies	Plus \$5.00
Building Act Exempt Work Assessment (Commercial)	\$140.00	Time based hourly rate plus levies	Change from set fixed fee to time based.
Certificate for Public Use	\$545.00	\$560.00	\$15.00
Inspection of building work (per inspection) – applies to Time Based Consents	\$140.00	\$145.00	\$5.00
<b>Vehicle Crossing Deposit (If no indemnity form signed)</b>			
• Urban (as defined in District Plan)	\$2000.00	\$2000.00	Nil
• Rural (as defined in District Plan)	\$1500.00	\$1500.00	Nil
<b>Statutory Levies In Addition To Any Fees In This Table</b>			
Department of Building and Housing (DBH) Levy	\$2.00 per \$1,000 of building work for which there is a building consent valued		



		at \$20,000 or more		
BRANZ Levy		\$1.00 per \$1,000 of building work for which there is a building consent valued at \$20,000 or more		
<b>Other Fees and Charges</b>		<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Amusement Permit		Set by legislation	Set by legislation	Nil
Application for exemption under the Fencing of Swimming Pools Act		\$270.00	\$270.00	Nil
Swimming Pool Exemption Monitoring Fee (Annual)		\$140.00	\$140.00	Nil
Building Warrant of Fitness Renewal		\$65.00	\$65.00	Nil
Building Warrant of Fitness Audit Fee		\$0.00	Time based hourly rate	New fee
<b>Animal Control</b>				
<b>Dog Registration</b>		<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Disability Assist Dog	(Class 12)	Free	Free	Nil
Selected Owner Status	(Class 15)	\$55.00	\$55.00	Nil
NZKC Registered Status	(Class 8)	\$57.00	\$57.00	Nil
Racing Greyhound Registered Status	(Class 6)	\$57.00	\$57.00	Nil
De-sexed Pet Urban	(Class 3)	\$68.00	\$68.00	Nil
Entire Pet Urban	(Class 11)	\$112.00	\$112.00	Nil
Working Dog	(Class 2)	\$57.00	\$57.00	Nil
Stock (Farm) Dog	(Class 16)	\$57.00	\$57.00	Nil
Rural Dog	(Class 14)	\$63.00	\$63.00	Nil
Puppy	(Class 13)	\$44.00	\$44.00	Nil
Superannuitant Owner	(Class 1)	\$63.00	\$63.00	Nil
Dangerous Dog De-sexed	(Class 5)	\$155.00	\$155.00	Nil
Dangerous Dog Entire	(Class 4)	\$265.00	\$265.00	Nil
Menacing Dog Entire Urban	(Class 10)	\$112.00	\$112.00	Nil
Menacing Dog De-sexed Urban	(Class 9)	\$68.00	\$68.00	Nil
Menacing Dog Rural	(Class 7)	\$63.00	\$63.00	Nil
Late Fee if Paid after 31 July 2016		Plus 50%	\$63.00	Nil

<b>Other</b>			
<b>Registration Discs</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Transfer from Another Local Authority	Free	Free	Nil
Replacement Disc	\$3.00	\$3.00	Nil
<b>Dog Impounding</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Impoundment Fee, Per Dog	\$80.00	\$80.00	Nil
Daily Fee Cost, Per Dog	\$10.00	\$10.00	Nil
After-Hours Cost in Respect of any Impoundment	\$95.00	\$95.00	Nil
Dog Surrender Fee	\$37.00	\$37.00	Nil
Microchipping Fee Following Impoundment	\$25.00	\$25.00	Nil
<b>Stock Impounding (any four-legged, hooved animal)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Impoundment Fee	\$65.00	\$65.00	Nil
After-Hours Call Out, Whether Animal(s) Impounded or Not	\$95.00	\$95.00	Nil
Daily Fee Costs, Per Head	\$7.00	\$7.00	Nil
Associated Costs (Transportation, Hay and the Like)	Cost + 20%	Cost + 20%	Nil
<b>Feline</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Cage Deposit (50% Refundable)	\$24.00	\$24.00	Nil
Feral Cat Euthanasia	\$12.00	\$12.00	Nil
<b>Kennel Licence (NZKC/Greyhound)</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
First Time Applicants)	\$25.00	\$25.00	Nil
<b>Parking</b>			
	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Metered parking spaces, per hour	\$1.00	\$1.00	Nil
<b>Infringements – Excess Time or Metered Space</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Not More than 30 Minutes	\$12.00	\$12.00	Nil
More Than 30, Not More Than 1 Hour	\$15.00	\$15.00	Nil

More Than 1 Hour, Not More Than 2 Hours	\$21.00	\$21.00	Nil
More Than 2 Hours, Not More Than 4 Hours	\$30.00	\$30.00	Nil
More Than 4 Hours, Not More Than 6 Hours	\$42.00	\$42.00	Nil
More Than 6 Hours	\$57.00	\$57.00	Nil
<b>Other Parking or Vehicle Infringements</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Designated Goods and Service Vehicles Only	\$40.00	\$40.00	Nil
On a Broken Yellow Line	\$60.00	\$60.00	Nil
On a Loading Zone	\$40.00	\$40.00	Nil
In a No Stopping Zone	\$40.00	\$40.00	Nil
On a Bus Stop/Taxi Stand	\$40.00	\$40.00	Nil
Double Parked	\$60.00	\$60.00	Nil
Parked on a Footpath	\$40.00	\$40.00	Nil
Mobility Permit Holder Park Only	\$150.00	\$150.00	Nil
Contrary to Council's Bylaw	\$40.00	\$40.00	Nil
Failure to Display Current WOF*	\$200.00	\$200.00	Nil
Failure to Display Current Licence Label*	\$200.00	\$200.00	Nil
Failure to Display Current COF*	\$600.00	\$600.00	Nil

\*A diversion option may be applied for these notices if the previous WOF, COF or Registration has been expired for less than one month at the time the Notice was issued.

### Environmental Health

Environmental Health charges are set in accordance with Regulation 7 of the Health (Registration of Premises) Regulations 1966, or Regulation 83 of the Food Hygiene Regulations 1974, or section 205(1) of the Food Act 2014.

### Food Premises – Regulation 83 of the Food Hygiene Regulations or section 205(1) of the Food Act 2014.

These fees apply to both fixed premises and mobile food premises. The annual registration fees for premises registered under the Food Hygiene Regulations 1974 are based on the weighting and grade scale in accordance with the Food Premises Grading Policy 2015. There is no comparison between fees that applied in 15/16 and those proposed for 16/17 due to the enactment of the Food Act 2014.

An Accreditation Charge of \$25.00 applies to all Food Premises.

Fees for Food Premises operating under the Food Hygiene Regulations 1974. FCP year 1 refers to businesses that fit the scope of an MPI template Food Control Plan under the Food Act 2014 and are due to transition in the first year; Other FCP refers to businesses that fit the scope of a MPI template Food Control Plan and are due to transition in the second year of transition. NP1, 2 or 3 refers to businesses that fit the scope of a National Programme at the relevant level as outlined in the Food Act 2014.	15/16	Proposed 16/17	Variance
A grade – FCP Year 1		\$500.00	\$500.00
B grade – FCP Year 1		\$650.00	\$650.00
U grade – FCP Year 1		\$1000.00	\$1000.00
A grade FCP		\$370.00	\$370.00
B grade FCP		\$520.00	\$520.00
U grade FCP		\$1000.00	\$1000.00
A grade NP3		\$340.00	\$340.00
B grade NP3		\$450.00	\$450.00
U grade NP1		\$850.00	\$850.00
A grade NP2		\$320.00	\$320.00
B grade B B grade NP 2		\$385.00	\$385.00
U grade NP2		\$750.00	\$750.00
A grade NP1		\$240.00	\$240.00
General Premises (Annual Registration Fee) – set under Regulation 7 of the Health (Registration of Premises) Regulations 1966	15/16	Proposed 16/17	Variance
Hairdressers	\$200.00	\$200.00	Nil
Funeral Directors	\$200.00	\$200.00	Nil
Camping Grounds	\$350.00	\$350.00	Nil
Transfer of Registration, if completed within 14 days of the change of occupier/ownership.	\$120.00	\$120.00	Nil
Other Charges/Fees – As Required	15/16	Proposed 16/17	Variance
		\$0.00	

<b>Emergency Management</b>			
<b>Fire Hazard</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Long Grass Mowing	Cost Plus Admin at hourly rate	Cost Plus Admin at hourly rate	Nil
Long Grass Inspection	\$27.00	\$30.00	\$3.00
<b>Rural Fire</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Fire Fighting Costs	Cost	Cost	Nil
<b>Miscellaneous Fees &amp; Charges</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Litter Infringement Offence	\$400.00	\$400.00	Nil
Mobile Shop/Hawker (Non Food) – Permit to Operate	\$200.00	\$300.00	\$100.00
Mobile Food Businesses registered with other Territorial Authorities – permit to operate (does not apply when operating at events only)	\$50.00	\$50.00	Nil
Water Testing for Registered Premises	\$0.00	\$70.00 plus cost of test	New
Certificate of Compliance (New Liquor Licence Application)	\$140.00	\$140.00	Nil
Interpreters	-	\$70.00 plus actual cost	New
<b>Abandoned Vehicles</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Towage	Cost + 20%	Cost+20%	Nil
Daily Storage	\$3.00 per day	\$3.00 per day	Nil
<b>Noise Control</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Return of Seized Equipment (Cash/Eftpos Only)	\$305.00	\$305.00	Nil
Infringement Fine Fee Set by Legislation	\$500.00	\$500.00	Nil
<b>Skateboards</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Return of Impounded Skateboard	\$20.00	\$20.00	Nil

<b>Administrative Services</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Support service administration fee (hourly rate)	\$97.00	\$107.00	\$10.00
Land Information Memorandum (commercial/industrial/rural/rural residential)	\$205.00 plus hourly rate over 3 hours	\$299.00 plus hourly rate over 3 hours	\$94.00 plus \$10.00 per hour for additional hours
Land Information Memorandum (urban residential)	\$205.00	\$299.00	\$94.00
Certificate of Title search Consent Notice and easement documents at LINZ cost	\$20.00 per CT	\$20.00 per CT	Nil
<b>Associated Costs for Special Events</b>	<b>15/16</b>	<b>Proposed 16/17</b>	<b>Variance</b>
Road Closure	Cost	Cost	Nil
Traffic Management Approval	Cost	Cost	Nil
Advertising	Cost	Cost	Nil
<b>Liquor Licensing Fees (set by legislation)</b>			
<b>Licence Application Fees (New, Renewal, Variations)</b>		<b>Current fees</b>	
Fee Category (Very Low)		\$368.00	
Fee Category (Low)		\$609.50	
Fee Category (Medium)		\$816.50	
Fee Category (High)		\$1023.50	
Fee Category (Very High)		\$1207.50	
<b>Licence Annual Fee (payable on anniversary of licence date)</b>		<b>Current fees</b>	
Fee Category (Very Low)		\$161.00	
Fee Category (Low)		\$391.00	
Fee Category (Medium)		\$632.50	
Fee Category (High)		\$1035.00	
Fee Category (Very High)		\$1437.50	
<b>Fees Payable for Other Applications</b>		<b>Current fees</b>	
Temporary Authority/Licence		\$296.70	
Managers Certificate (Application and Renewal)		\$316.25	
Appeal to the Alcohol Regulatory Licensing Authority (ARLA)		\$517.50	

Extract from Licensing Register	\$57.50
<b>Special Licences</b> <ul style="list-style-type: none"><li>• Small Event less than 100 people</li><li>• Medium Event 100 to 400 people</li><li>• Large Event over 400 people</li></ul>	<b>Current fees</b>
Class 1: 1 large event; more than 3 medium events; more than 12 small events.	\$575.00
Class 2: 3 to 12 small events, 1 to 3 medium events.	\$207.00
Class 3: 1 or 2 small events	\$63.25





# Planning Services Matters Considered Under Delegated Authority

File No.: 16/121

## 1. Purpose

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

## 2. Recommendation

- 2.1 That Report 16/121 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 22/02/16 to 21/03/16

Granted Date	File Ref	Subdivider	Address
25 Feb 15	502/2016/3720	Otto Jan Bats	32 Redwood Grove, Levin Rural
26 Feb 15	502/2016/3715	Grant Moody	Koputaroa Road, Levin Rural
29 Feb 15	502/2016/3710	Poulton Farms Ltd	135-173 Gladstone Road, Levin Rural
15 Mar 15	502/2016/3732	P M & G M Brunton	14 Grande View Terrace, Ohau

### All Land Use Resource Consents Granted Under Delegated Authority 22/02/16 to 21/03/16

Granted Date	File Ref	Applicant	Address
22 Feb 16	501/2015/3725	Dan Fraser	490-514 State Highway 56, Opiki Road, Tokomaru Rural
22 Feb 16	501/2015/3718	Benjamin Sydney Ryan	132 Takapu Road, Levin Rural
22 Feb 16	501/2015/3717	Cody James Bell	7 Herrington Street, Foxton
24 Feb 16	501/2015/3654	PVB Investments Ltd	1076 State Highway 1, Levin Rural
01 Mar 16	501/2015/3728	J M Dellabarca & G McIntyre	5 Hyderabad Drive, Waitarere Beach
02 Mar 16	501/2015/3723	Quin Buildings Direct	7 Henham Lane, Levin Rural
02 Mar 16	501/2015/3721	Quin Buildings Direct	38 Durham Street, Levin
02 Mar 16	501/2015/3722	Quin Buildings Direct	81 Weraroa Road, Levin
02 Mar 16	501/2015/3733	G B & R A Jack	1040 Queen Street, Levin

08 Mar 16	501/2015/3688	Summerset Properties Ltd	104 Liverpool Street, Levin
10 Mar 16	501/2015/3731	Rotary Club of Levin	156-158 Oxford Street, Levin
11 Mar 16	501/2015/3726	S M & D G H Johnson	39 redwood Grove, Levin Rural
14 Mar 16	501/2015/3737	Pigott Motors Ltd	18 Balance Street, Shannon
15 Mar 16	501/2015/3730	Josien Reinalda	36 Edinburgh Terrace, Foxton Beach
16 Mar 16	501/2015/3735	Jennian Homes Manawatu	21 Forbes Road, Foxton Beach
16 Mar 16	501/2015/3736	Horowhenua Vintage Car Club	Tiro Tiro Road, Levin
18 Mar 16	501/2015/3734	Vivian Maxwell Long	68C Queen Street, Levin
21 Mar 16	501/2015/3741	Stuart Powell	Gladstone Road, Levin Rural

### 3. Issues for Consideration

That the Subdivision and Land Use Resource Consents be received as listed.

### Attachments

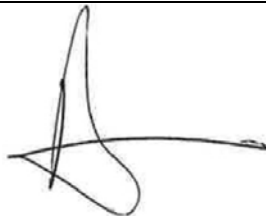
There are no attachments for this report.


#### 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)	Dorstan Hayman <b>Planning 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 Community Services Review

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. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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.