

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

Date: Wednesday 2 March 2016
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council OPEN AGENDA

MEMBERSHIP

Mayor	Mr B J Duffy	
Deputy Mayor	Mr G G Good	
Councillors	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	
Reporting Officer	Mr D M Clapperton	(Chief Executive)
Meeting Secretary	Mrs S Hori Te Pa	
	Ms S Bowling	

Contact Telephone: 06 366 0999
Postal Address: Private Bag 4002, Levin 5540
Email: enquiries@horowhenua.govt.nz
Website: www.horowhenua.govt.nz

**Full Agendas are available on Council's website
www.horowhenua.govt.nz**

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

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1 Apologies

2 Public Speaking Rights

Notification to speak is required by 12 noon on the day of the meeting. Further information is available on www.horowhenua.govt.nz or by phoning 06 366 0999.

3 Late Items

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

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

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

4 Declaration of Interest

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

5 Confirmation of Open & In Committee Minutes – 3 February 2016

6 Matters Arising

7 Leave of Absence

8 Announcements

Construction Contract for Te Awahou Nieuwe Stroom Project

This report (15/776, page 47) will be taken first on the Agenda.

Staff Introductions

New Staff Members will introduce themselves and give an overview of their role at Council.

Property and Parks Presentation

Following the LIM presentation at the last Council meeting showcasing the improvements that have been made in that service to Council's customers, Property and Parks will present on the savings that are being made with property contracts and the added value that is providing to the community.

Foxton Community Board Update

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

9 Notices of Motion

9.1 Reinstatement of Council Building Access - Crs Campbell and Feyen

In accordance with Standing Order 3.10, please place the following Notice of Motion on the agenda for the Council meeting being held on Wednesday 2 March 2016.

1. Recommendation

- 1.1 That Report 16/87 Reinstatement of Council Building Access - Crs Campbell and Feyen be received.
- 1.2 That Council instructs the Chief Executive to reinstate access to the Council building for Councillors Feyen and Campbell.

2. Background

Supporting Information from Crs Campbell and Feyen for the Notice of Motion

1. As a result of both Crs Campbell and Feyen investigating what they believe to be structural issues (now confirmed by the Opus report) with the HDC building, their access codes to the building were cancelled by the Chief Executive.
2. As Councillors they took the time to film, laser measure and generally look around for cracks, etc, in the basement of the building as they had (and still do have) concerns for the health and safety of everyone who enters the building due to the observations they made during that time.
3. At no time, until after the fact, were they advised or warned that their access would be cancelled.
4. The issue relating to the concerns they have in relation to the health and safety are valid and are still being looked into by various authorities and their conclusions are awaited.
5. Cr Feyen at no time has entered the basement of the building with anyone aside from Cr Campbell.
6. Cr Campbell visited the basement with Corny Andrews once. They were also concerned that unauthorized people have been allowed into the basement but they, as elected representatives, have been denied access although on legitimate business.
7. On occasion Councillors leave the Council meetings or briefings for reasons such as important phone calls, etc, and exit the building for a short period. Cr Campbell had to do just that during an early evening meeting and could not get back inside the building. He waited for some time before two Council staff who were leaving the building let him in. Even then the staff were reticent to allow him access as they said that they did not know who Cr Campbell was.

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	

5th January, 2016

I, Councillor Michael Feyen wish to submit this Notice of Motion to be put on the agenda for the Horowhenua District Council meeting on 3rd February, 2016. The seconder for this motion is Councillor Ross Campbell.

MOTION

We (Councillors Campbell and Feyen) request the immediate reinstatement of our Councillor access codes to the Horowhenua District Council building.

Mover

Michael Feyen

Kere Kere Ward Councillor
Horowhenua District Council



Seconder

Ross Campbell

Miranui Ward Councillor
Horowhenua District Council



2.2 Breach of Council's Code of Conduct

1. Purpose

In accordance with Standing Order 3.10, to bring to Council a Code of Conduct Complaint.

2. Executive Review

Cr Mason has brought a Code of Conduct complaint against Cr Campbell as she contends he breached Council's Code of Conduct by his actions in appearing on a television news report and publically agreeing in his role as a councillor that the Horowhenua District Council is corrupt, Cr Mason gives notice that she intends to move the following motion at the Horowhenua District Council Meeting to be held on Wednesday 2 March 2016:

"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. Recommendation

- 3.1 That Report 16/93 Breach of Council's Code of Conduct be received.
- 3.2 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.

4 Background

Cr Mason refers Councillors and the Mayor to the Code of Conduct (amended February 2015) and outlines the breaches that she believes occurred as a result of Cr Campbell's behaviour and comments as follows:

"CODE OF CONDUCT

Part One: Introduction

The objective of the code is to enhance:

- the credibility and accountability of the Council within its community:
- **Respect for others.** Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.

Part Three: Relationships and Behaviours

Relationships with other Members

- Are open and honest;
- Avoid aggressive, offensive or abusive conduct;
- Show respect to each other.

Contact with the Media



- Media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

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	

22 February 2016

Mr David Clapperton
Chief Executive
Horowhenua District Council
Private Bag 4002
Levin 5540

Dear David

Notice of Motion

I hereby give notice that I intend to move the following motion at the Horowhenua District Council Meeting of Wednesday 2 March 2016:

“That Cr Ross Campbell breached the Code of Conduct (The Mayor and District Councillors Horowhenua District Council) by his actions of appearing on a television news report and publically agreeing in his role as councillor that the Horowhenua District Council is corrupt.”

And further

‘That the CEO be instructed to report to the council on the process to be followed if the first motion is carried by the council “

Cr Bishop is the seconder to the motion.

I refer Councillors and the Mayor to the Code of Conduct (amended February 2015) and outline the breaches that I believe have occurred as a result of Cr Campbell’s behaviour and comments.

“CODE OF CONDUCT

Part One: Introduction

The objective of the code is to enhance:

- the credibility and accountability of the Council within its community:
- **Respect for others.** Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the Council staff.

Part Three: Relationships and Behaviours

Relationships with other Members

- Are open and honest;
- Avoid aggressive, offensive or abusive conduct;
- Show respect to each other.

Contact with the Media

- Media comments must observe the other requirements of the code of conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

Background

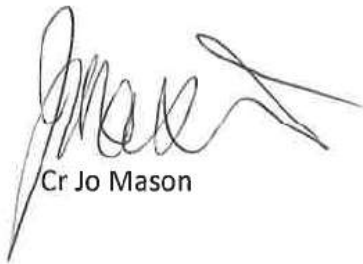
Cr Campbell appeared in a TV3Newshub 6pm news segment on Tuesday 16 February 2016. During this news segment Cr Campbell spoke of the Council / HDC as corrupt. Cr Campbell identified himself as a councillor and thereby had his comments recorded as those that were representative of council. By implication his comments inferred that all of Council behave corruptly in their roles as elected members and staff, including myself. His actions bought the role of Council into disrepute and I find it deeply offensive to have been publically declared corrupt. Cr Campbell

behaved in a manner that was not respectful to all councillors and affected the credibility of all of Council.

Fellow councillors may or may not agree with my position as is their democratic right. I do believe though that as a democratically elected council each member has an obligation to declare their position on this matter publically to restore faith in our wider community as to the integrity of elected members.

The second notice of motion asks the CEO to advise the Council of the process Part Four Compliance and Review (pg 12 and 13) should the first motion be carried by the Council.

Yours sincerely



Cr Jo Mason

Proceedings of the Foxton Community Board 15 February 2016

File No.: 16/68

1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 15 February 2016.

2. Recommendation

- 2.1 That Report 16/68 Proceedings of the Foxton Community Board 15 February 2016 be received.
- 2.2 That the Council receive the minutes of the Foxton Community Board meeting held on 15 February 2016.
- 2.3 That no further action be taken by Council on the Foxton Community Board's recommendation that all primary schools in the district be given one morning a week free of charge for children to be taught how to swim.
- 2.4 That funds allocated for the extension of the Foxton Cemetery be reallocated and used to install a new toilet/ablution facility at the Foxton Cemetery in the 2016/17 financial year.

3. Issues for Consideration

The following items considered by the Foxton Community Board meeting held on 15 February 2016 require further consideration, with Officer Recommendations provided:

- (a) *THAT the Foxton Community Board recommends to the Horowhenua District Council that all primary schools in the district be given one morning a week free of charge for children to be taught how to swim.*

This recommendation poses issues given Council's Fees and Charges structure, Revenue and Financing Policy and some other logistical implications. Because of the impact on policy and operations, Council Officers suggest this recommendation not be pursued.

- (b) *THAT the Foxton Community Board recommends to Council that the funds allocated for the extension of the Foxton Cemetery be reallocated and used to install a new toilet/ablution facility at the Foxton Cemetery in the 2016/2017 financial year*

AND FURTHER

THAT any funds remaining be deferred until such time that an extension of the Foxton Cemetery is required.

Officers note that remaining funds are carried forward as a matter of course.

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	
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Approved by	David Clapperton Chief Executive	
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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 15 February 2016 at 6.30 pm.

PRESENT

Chairperson Ms J Smart
Members Ms P R Metcalf
Mrs A Street
Mr B P Vertongen

IN ATTENDANCE

Mrs M Davidson (Group Manager – Customer & Community Services)
Mrs D Kidd (Community Services Manager)
Mr A Nelson (Property & Parks Manager)
Mrs K J Corkill (Meeting Secretary)

ALSO IN ATTENDANCE

Cr M Feyen
Mr D McCorkindale (Senior Manager – Strategic Planning)
Miss A Wood (Urban Designer)

PUBLIC IN ATTENDANCE

There were nine (9) members of the public in attendance at the commencement of the meeting.

1 Apologies

Apologies were recorded for Mr Roache, Cr Brannigan, Mayor Duffy and Mr Clapperton.

MOVED by Ms Metcalf, seconded Mrs Street:

THAT the apologies from Mr Roache, Cr Brannigan, Mayor Duffy and Mr Clapperton be accepted.

CARRIED

2 Public Speaking Rights

9.1 Monitoring Report
Michael Feyen

- 9.2 Chief Executive's Report
3.4 Foxton Beach Freeholding Account
Mike Coupe
- 9.3 Foxton Pool Update
Michael Feyen
Marilyn Owen
- 9.4 Feasibility of Installing a Toilet at Foxton Cemetery
Michael Feyen
Kevin Anderson
Mike Coupe

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 Mrs Street:

THAT the minutes of the meeting of the Foxton Community Board held on Monday, 16 November 2015, be confirmed as a true and correct record.

CARRIED

6 Matters Arising

There were no matters arising.

7 Leave of Absence

There were no leaves of absence requested.

8 Announcements

An In Committee Briefing on Community Housing would be held for Board Members following the meeting.

Anna Wood, Urban Designer, was introduced to the meeting. Miss Wood had joined Council four weeks ago. It was the first time Council had employed an Urban Designer, with Miss Wood explaining what urban design entailed. Her first two projects were Foxton related – being the Foxton Beach Reserves and Future Foxton.

9 Reports

9.1 Monitoring Report to 15 February 2016

Purpose

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

MOVED by Ms Metcalf, seconded Mrs Street:

THAT Report 16/12 Monitoring Report to 15 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

In his speaking rights in relation to the Monitoring Report, Cr Feyen queried if, with regard to Report 14/335 – Proposed Foxton Beach Walkway Network, paper roads were being taken into account when looking at the walkway network.

Ms Smart said she and Ms Metcalf had been working really hard on this and the brochure had been completed with assistance from Council staff. Whilst paper roads were not included in the brochure they were being considered as part of the district wide Shared Pathways Strategy which included the Foxton and Foxton Beach pathways and walkways.

Cr Feyen then commented on the Foxton Pool expressing his thanks to Marilyn Owens and Lyn Martindale for getting together the petition. He supported the opportunity arising for the Foxton Pool from the Levin pool's redevelopment and he wanted to ensure that all ideas were captured that would assist in keeping the pool open. If the beach was not suitable for swimming, people should be encouraged to go to the pool, but that needed to be managed properly. He also supported a community working party, as suggested in the report, and would like to be part of that committee. He did not want the Foxton Pool's future to hinge on the fact that the trial was done over the coldest part of the year. Marketing needed to start now to let people know the pool would be open and also that it was heated.

With regard to the provision of a toilet at the Foxton Cemetery, Cr Feyen said he totally supported that. He drew Board Members' attention to comments in the report with regard to consultation, and any impact in relation to the LTP, which he found contradictory.

Page 8 Foxton Beach Freeholding Account

Ms Smart said the meeting had been held in August last year. There were many varying positions and points of view and the Board was working its way through the notes and information from that meeting putting together a plan for the future.

Page 9 Report 14/335 – Proposed Foxton Beach Walkway Network

Ms Metcalf reported that the brochure was finished and was at the printers. It was hoped it would be available for the Easter Motor Home Rally.

Page 11 Report 15/501 – Chief Executive's Report to 17 August 2015 – PNCC Wastewater Monitoring Group – meeting attendance

A response from Horizons Regional Council on the makeup of the Wastewater Monitoring Group had elicited that the Community Board Chair, or the Chair's representative, was nominated to attend those meetings. Future attendance would be discussed.

Kings Canal

The requested information had been received from Horizons Regional Council, as follows:

Year	Total rates collected for Foxton East Drainage Scheme (incl GST)	Portion of total rates collected from urban area for maintenance of Kings Canal (including GST)
2011-12	\$14,234	\$10,073

2012-13	\$19,165	\$16,072
2013-14	\$19,942	\$16,711
2014-15	\$19,939	\$16,628
2015-16	\$19,941	\$16,613

10.2 Chief Executive's Report to 15 February 2016

Purpose

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

MOVED by Mr Vertongen, seconded Mrs Street:

THAT Report 16/13 Chief Executive's Report to 15 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

3.1 Forbes Road

Because of the increased local real estate/building activity, Mr Vertongen suggested revisiting the previous decision with regard to progressing the subdivision's extension. An officer report was requested for the next Community Board meeting.

3.2 LIM Improvements

Mrs Davidson noted that there had been a presentation on this at the last Council meeting and this was included so Community Board Members were also aware of the LIM improvements.

3.3 Manawatu Estuary Trust

Ms Metcalf highlighted the main points in the Trust's minutes.

3.4 Foxton Beach Freeholding Account

Whilst it had taken a long time, Mr Coupe expressed his appreciation for the enhanced reporting with his understanding being that this information would be available quarterly.

In terms of the Kilmister block, Mr Coupe said he thought, because of the development occurring locally, Foxton and Foxton Beach would miss out on a great opportunity if it did not continue with staged development of the block. GreyPower would support that.

Ms Smart noted that a report had gone to Council in October last year with the information at that time being that further development should not be supported; however perhaps it was timely that that was revisited.

Mrs Davidson noted the replacement page that had been tabled, with Ms Metcalf having identified some inaccuracies in the information that was included in the Agenda.

Mr Vertongen queried if rates were being paid on Asset 3444 in the Register of Endowment Assets as that section had been taken by Council to deal with excess water issues.

10.3 Foxton Pool Update

Purpose

To present to the Foxton Community Board an update following on from the November 2015 Report to the Board on the Foxton Pool

MOVED by Mrs Street, seconded Ms Metcalf:

THAT Report 16/35 Foxton Pool Update be received.

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

CARRIED

Marilyn Owens and Lyn Martindale who had together organised the petition with regard to extending the Foxton Pool's opening hours, joined the table.

Mrs Owens expressed her support of whatever could be undertaken to achieve greater access and use of the Foxton Pool, noting the many people who used the pool but who could not go further afield. Her comments included a request for more extensive promotion of the pool and what it offered, with many people not being aware that the pool was actually heated. Foxton did attract people all year round and if they could not swim at the beach they should be able to swim at the pool. "Come to Foxton and bring your togs" should be the motto. Enhancements inside and outside the pool were also suggested to make it a more pleasant experience.

Mrs Martindale said her point was that the facilities at the Foxton Pool were not suitable for disabled people and she would like this to be looked at. She was waiting to hear back from the Aquatics Manager as it may be area that Rotary, of which she was a member, could assist with fundraising. Individual showers in the changing room would also be advantageous.

Mr Vertongen said he would like to see primary schools given at least one morning a week free of charge for children to be taught how to swim. Children who could swim would use the pool at other times. He requested an officer report on the viability of such a proposal.

In speaking to the report, Council's Community Services Manager, Mrs Kidd, said it was helpful to listen to the comments from around the table and she responded to comments made, including:

- Council was prioritising and fostering relationships with schools and she was pleased to advise that there were already 60 enrolments for the Foxton Learn to Swim classes for next term;
- the Teen Rave that had taken place at the Foxton Pool last Friday had attracted only 12 young people; however by all accounts it was an excellent evening;
- adjusting the heating as required was being looked at;
- with regard to disabled access and use, that had just come to Officers' attention. Whilst the building was obviously compliant, they were very interested in what the issues were and ideas as to how the facility could be improved.

MOVED by Mr Vertongen, seconded Ms Metcalf:

THAT the Foxton Community Board recommends to the Horowhenua District Council that all primary schools in the district be given one morning a week free of charge for children to be taught how to swim.

CARRIED

Mrs Davidson noted that schools were given a reduced rate to use the district's pools and they were also able to attract funding that was not available to third party swim schools.

10.4 Feasibility of Installing a Toilet at Foxtton Cemetery

Purpose

The purpose of this report is to establish the need for a toilet at Foxtton Cemetery and whether it is feasible that such a facility can be installed.

MOVED by Mr Vertongen, seconded Mrs Street:

THAT Report 16/59 Feasibility of Installing a Toilet at Foxtton Cemetery be received.

THAT this decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

Mr Kevin Anderson, a local funeral director, spoke strongly in support of the provision of a toilet at the Foxtton cemetery citing the different groups, not only funeral attendees but contractors, monumental masons, etc, who were inconvenienced by not having a toilet on-site. Noting the comment in the report about water availability at the cemetery, Mr Anderson said there was actually an old well which could be a suitable water source. He also leased a shed at the cemetery which he would be prepared to give up if Council wanted to use it for water. He extended an invitation to Community Board members to join him at the cemetery to look at water availability.

Mr Coupe spoke in support of Mr Anderson's comments, with GreyPower having taken an interest in this issue.

Mr Vertongen said provision of a toilet at the cemetery was long overdue and suggested installing a portaloos or similar on site until something more permanent was installed, with Ms Metcalf expressing the view that it should be done once and done right..

Mr Nelson, Council's Property & Parks Manager, responded to the comments made by the various speakers, noting particularly with regard to consultation that was in relation to use of the special consultative procedure which this matter did not trigger. In terms of the LTP, he noted there was \$140,000 in the budget next year for the cemetery extension and his suggestion was that some of that could be diverted into the provision of a toilet.

Mr Nelson tabled a plan which showed the proposed cemetery extension and indicated a possible site for a toilet. If the Board did decide to divert money it would have an impact on the plan. If a toilet was installed it should service the cemetery for 50 years. He had not been aware of the well and would be happy to discuss that further. However, when he had said there was no water supply he had been meaning reticulated water. This report was the first stage and the next stage, if this was to go ahead, would be to look at things in more detail.

Whilst Mr Nelson had not made any recommendation with regard to proceeding, Mrs Davidson directed Members attention to the comment at the bottom of page 35 that they may want to recommend to Council that the funds allocated for the extension of the Foxtton Cemetery be used to install a new toilet/ablution facility instead.

In response to Mr Vertongen's comment about installing something temporarily, Mrs Davidson said if this was recommended to Council at its March 2016 meeting, she was confident that it would form part of the Annual Plan and she would expect to have something in place by the Spring.

In saying that the issue for him was to confirm the availability of a sufficient water supply, Mr Nelson agreed that the project could be done reasonably quickly.

Mrs Huzziff, who was in the public gallery, advised that their farm was adjacent to the cemetery and they would be prepared to supply water if necessary.

MOVED by Mr Vertongen, seconded Ms Metcalf:

THAT the Foxton Community Board recommends to Council that the funds allocated for the extension of the Foxton Cemetery be reallocated and used to install a new toilet/ablution facility at the Foxton Cemetery in the 2016/2017 financial year

AND FURTHER

THAT any funds remaining be deferred until such time that an extension of the Foxton Cemetery is required.

CARRIED

10.5 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 Ms Metcalf:

THAT Report 16/14 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 Subdivision Resource Consents Granted Under Delegated Authority 09/11/15 to 03/02/16

Date	File Ref	Subdivider	Address
18 Dec 15	502/2015/3701	Juffermans Surveyors Limited	9 Hillary Street, Foxton

Foxton Land Use Resource Consents Granted Under Delegated Authority 09/11/15 to 03/02/15

Date	File Ref	Applicant	Address
09 Nov 15	501/2015/3622	Charlie Pedersen	Main Street, Foxton
23 Dec 15	501/2015/3700	K J & R A Jackson	35A Marine Parade South, Foxton Beach
19 Jan 16	501/2015/3704	Horowhenua District Council	55-57 Hartley Street, Foxton Beach
26 Jan 16	501/2015/3711	Ash Boyd Glass & Aluminium Ltd	14 Forbes Road, Foxton Beach

CARRIED

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 FOXTON COMMUNITY
BOARD HELD ON

DATE:.....

CHAIRPERSON:.....

Proceedings of the Finance, Audit & Risk Subcommittee 24 February 2016

File No.: 16/80

1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Subcommittee meeting held on 24 February 2016 and the Financial Report to 31 January 2016..

2. Recommendation

- 2.1 That Report 16/80 Proceedings of the Finance, Audit & Risk Subcommittee 24 February 2016 be received.
- 2.2 That the Council receive the minutes of the Finance, Audit & Risk Subcommittee meeting held on 24 February 2016 and the Financial Report to 31 January 2016.

3. Issues for Consideration

There are no items that require further consideration by Council.

Attachments


No.	Title	Page
A	Financial Reporting - Monthly Report - For Finance Subcommittee agenda - January 2016	28

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 Group Manager - Finance	
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Approved by	David Clapperton Chief Executive	
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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 24 February 2016 at 4.00 pm.

PRESENT

Chairperson Cr W E R Bishop
Members Mayor B J Duffy
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)
Mr A Mohammed	(Financial Systems Manager)
Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Mrs N Brady	(Senior Manager - Business Services)
Mr A Chamberlain	(Financial Accountant)
Mr D McCorkindale	(Senior Manager – Strategic Planning)

1 Apologies

There were no apologies.

2 Public Speaking Rights

There were no requests for speaking rights.

3 Declarations of Interest

There were no declarations of interest.

4 Confirmation of Minutes – 27 January 2016

MOVED by Mr Jackson, seconded Mayor Duffy:

THAT the minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Wednesday, 27 January 2016, be confirmed as a true and correct record.

CARRIED

5 Matters Arising

With the minutes having recorded that Mr Saidy and Mr O'Neill would be invited to today's meeting to respond to queries with regard to spending on budgeted projects, Cr Mitchell queried if they would be in attendance. This was flagged for the next meeting.

6 Announcements

There would be a Risk Management Briefing from Nicki Brady, Senior Manager – Business Services, at the conclusion of the meeting.

7 Reports

7.1 Financial Report for the seven months to 31 January 2016

Purpose

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

MOVED by Cr Rush, seconded Cr Tukapua:

THAT Report 16/63 on Financial Report for the seven months to 31 January 2016 be received.

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

CARRIED

A Cashflow Forecast for the year was tabled for Members' information.

Mr Law noted an error on page 13, with the total of the third column (Variance) being \$(524,726), not (332,524).

Mr Law commented that there were a lot of changes as the trends for the current year had been set for a while. Community facilities had made some savings which meant that activity was under budget. In terms of income, there was still some question as to the capital subsidies granted but those predictions would firm up coming through. With regard to roading, there had been a shift in cost from capital into operations with more money being spent on the operations side rather than renewals. Rates remissions had been open for a longer period with a lot of work done to promote those which had meant the budget was a little different to what had been anticipated. In terms of capital expenditure, there had been problems with consents being delayed. There were delays in variations projections, especially for Foxton Wastewater, and the budget was unlikely to be fully spent this year because of such issues.

Overall things were looking reasonably good. There had been no movement in interest rates, which had since dropped and were now down to 4.89%. It was expected these would keep going down by small margins as the year progressed and as existing loans were refinanced.

Members' questions were responded to, which included:

- In terms of how current the Incomes projections column was (page 11), Mr Law said he would check with managers to find out why income was being exceeded, with Mr Clapperton commenting that there was not a huge focus on income, with the focus being on projections around expenditure.
- The big jump in rates penalties was because there were two levels of penalties, with Mr Law explaining how these were applied.
- With regard to interpreting the LGFA covenants graph (page 9), Council was meeting its benchmark if it was showing 110% or more in terms of available financial accommodation to external indebtedness; if it went below 110% it would not be.
- The Community Housing Review would have marginal rather than a significant change with regard to Council's debt levels with Audit having agreed that the \$5m suspensory loan could remain as a contingent liability.
- An explanation would be provided as to what 'Other' related to on page 15 under Non-current liabilities;
- Rural Aerial up-dates (page 19) was in relation to the five yearly renewal of our aerial photography.
- Flag tracks (page 18) – Council used tracks for putting up flags rather than using hoists.
- Clarification would be sought as to the comment on page 19 about spending on the reservoir project, which had not gone to the February Council meeting.
- The graph on page 19 was included in error and would be removed;
- On page 23, for clarity 'Recreation and Leisure' should be in bold as it was a heading.
- The corrections/amendments noted would be done prior to the report being included in the Council Agenda.

7.2 Audit New Zealand - Final Management Report for the year ended 30 June 2015

Purpose

To present to the Finance Subcommittee the Audit New Zealand - Draft Management Report for the year ended 30 June 2015.

MOVED by Cr Rush, seconded Cr Mitchell:

THAT Report 16/23 on Audit New Zealand - Final Management Report for the year ended 30 June 2015 be received.

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

CARRIED

Mr Law advised that whilst the Audit Director and Audit Manager would normally be present for this item, they had been unable to attend today's meeting. They would, however, be available for the March 2016 meeting and Members would have the opportunity to speak to them without staff present.

Mr Law gave an overview of the report. He noted particularly that there was a big move with regard to risk management coming through to local government with there being a big change in Central Government's financial response to disasters. This would have a significant impact on all Councils going forward. It would also be significant for this Committee in terms of identifying and mitigating risk.

Mr Clapperton said he thought the report was very helpful and constructive. Whilst there were some items that had been flagged, having them raised was beneficial for the organisation as they highlighted areas for improvement.

His comments were endorsed by Mayor Duffy and other members, with Mr Jackson, for the record, saying this was an exceptionally good audit report.

With the recommendations included in issues identified in the audit creating additional focus and responsibility for this committee, Cr Rush suggested that it would assist to have a monitoring report to ensure that nothing was overlooked and there were regular updates on progress.

MOVED by Cr Rush, seconded Cr Tukapua:

THAT a Monitoring Report model be prepared and be presented to the next Finance, Audit & Risk Subcommittee meeting that will be used to measure progress to achieve the recommendations of Audit New Zealand.

CARRIED

To place on record the Committee's appreciation to the Finance team for the good work in achieving an unmodified audit report it was:

MOVED by Cr Bishop, seconded Mr Jackson:

THAT the Finance, Audit & Risk Subcommittee congratulates the Finance team on the improvement in the last 12 months to achieve an unmodified audit report.

CARRIED

During discussion on the report, the recommendation (6.5) that significant procurement should follow a tender process was raised. It was noted that Council did have a comprehensive Procurement Strategy and this recommendation needed to be considered in light of that Strategy which did in some instances endorse the use of preferred suppliers. A lot of time and money could be spent undergoing a tender process that did not need to be done.

4.47 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:.....



Seven Month Report

01 July 2015 to 31 January 2016

This report is for the seven months ended 31 January 2016. Included in this report is an executive summary, organisation summary and financial statements.

Executive Summary

Operating deficit: \$1,007,000 less than budgeted deficit of \$1,314,000.

Activity revenue: above budget by \$761,000 with no major variance to report.

Activity expenditure: below budget by \$505,000 with no major variance to report.

The Forecast budget for 30 June 2016 is forecasting a surplus of \$1,072,000 at 30 June 2016 versus the Annual Budget of \$1,596,000.

Forecast Activity revenue: expected to be below budget by \$50K.

Forecast Activity expenditure: expected to be above budget by \$437K.

Sundry debtors: The total Outstanding Debtors have decreased in the month by \$20K. The total Outstanding Debtors is \$706K and have reduced by 34% since June 2015.

Major variances

	30 Jun 2015	31 January 2016	Variance
On charges	\$138,788	\$81,210	(\$57,578)
Development Contribution	\$353,371	\$87,582	(\$265,789)
90 day outstanding	\$639,089	\$453,584	(\$185,505)

Treasury: Our weighted average interest rate remained to 4.9% at January 2016, decreasing from 5.15% at June 15 and 5.35% at January 2015. This is a potential saving of \$354K of interest payable.

The LTP interest rate assumption for 2015/16 was 5.5%.

Doug Law

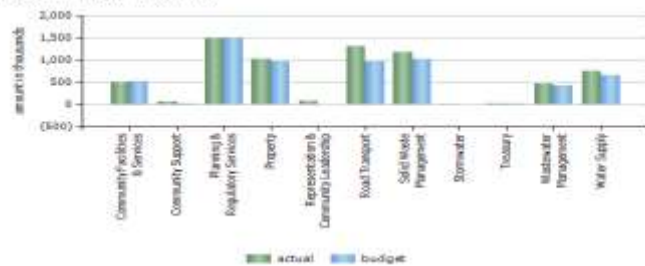
Group Manager Finance
24 February 2016

Organisation Summary

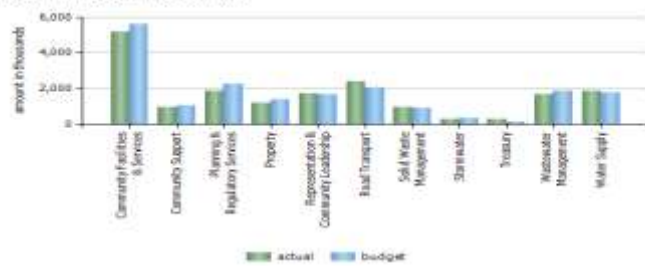
Financial operation

Operational revenue \$26.04 m 1% more than budget	Operational expenditure \$26.45 m 2% less than budget	Operational surplus/(deficit) (\$411) k 69% less than budget
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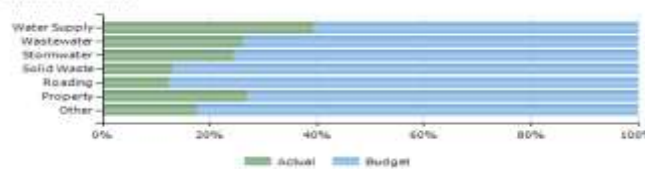
Operational revenue by activity



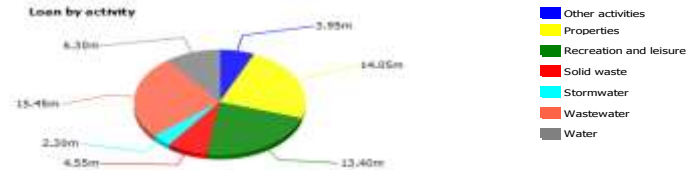
Operational expenditure by activity



Capital expenditure



Loan by activity



Financial trends

Revenue



Expenditure



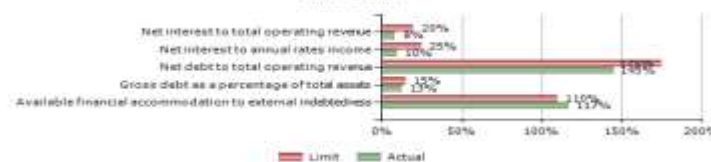
Capital expenditure



Interest rate movement



LGFA Covenant



Financial sustainability

Rates to operating revenue 71%

Rates revenue	\$18.46 m
Operating revenue	\$26.04 m
71% of operating revenue is derived from rates revenue	

Fees and charges to operating revenue 26%

User fees and charges	\$6.83 m
Operating revenue	\$26.04 m
26% of operating revenue is derived from user fees and charges	

Balance budget ratio 99%

Total revenue	\$27.90 m
Total expenditure	\$28.21 m
Revenue should be equal or more than expenditure. Year to date revenue is just over 1%	

Debt affordability ratio 121%

Total borrowing	\$60.00 m
Total projected revenue	\$49.65 m
With the total borrowing of \$60m we are still under the set limit of 175% of projected revenue	

Essential services ratio 105%

Capital expenditure	\$7.09 m
Depreciation	\$6.78 m
Capital expenditure should be equal or more than depreciation, for year to date capex is 105% more than depreciation.	

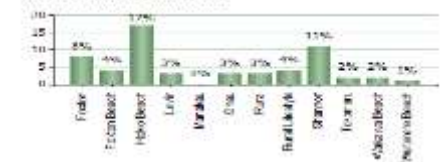
Interest to rates revenue 8%

Interest paid	\$1.52 m
Rates revenue	\$18.46 m
8% of rates revenue is paid in interest. Our set limit is 25% of total rates revenue.	

Interest cover ratio 6%

Interest paid	\$1.52 m
Operating revenue	\$26.04 m
6% of operating revenue is paid in interest. Our set limit is 20% of operating revenue.	

Rates debtors % with arrears



Statement of Income and Expenditure

Percentage of year completed: 58.34%	End of the year			Last year D	Year to date				% Actual to Annual Plan I = E/B J = G/Tot B	% total K = 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			
Income											
Rates revenue											
General rates	8,223,698	8,223,698	0	4,544,437	4,810,264	4,797,158	13,106	-0.27%	58.49%	-0.03%	
Targeted Rates	23,338,441	23,338,441	0	12,724,609	13,646,558	13,614,094	32,464	-0.24%	58.47%	-0.07%	
Total	31,562,139	31,562,139	0	17,269,046	18,456,822	18,411,252	45,570	-0.25%	58.48%	-0.10%	
Treasury											
External interest received	150,000	150,000	0	99,888	85,768	87,500	(1,732)	1.98%	57.18%	0.00%	
Rates penalties	600,000	600,000	0	462,989	514,139	300,000	214,139	-71.38%	85.69%	-0.46%	
Total	750,000	750,000	0	562,877	599,907	387,500	212,407	-54.81%	79.99%	-0.46%	
Significant activity revenue											
Community Facilities & Services	873,930	888,876	(14,946)	453,566	498,352	522,155	(23,803)	4.56%	56.07%	0.05%	
Community Support	41,546	39,500	2,046	135,028	55,342	16,419	38,923	-237.06%	140.11%	-0.08%	
Planning & Regulatory Services	2,055,308	2,261,490	(206,182)	1,403,494	1,488,069	1,508,919	(20,850)	1.38%	65.80%	0.04%	
Property	1,603,297	1,637,289	(33,992)	1,062,178	1,011,186	954,211	56,975	-5.97%	61.76%	-0.12%	
Representation & Community	73,500	0	73,500	1,226	74,041	0	74,041	100.00%	100.00%	-0.16%	
Road Transport	1,667,000	1,667,000	0	794,027	1,304,708	970,840	333,868	-34.39%	78.27%	-0.72%	
Solid Waste Management	1,822,500	1,741,206	81,294	1,063,555	1,171,101	1,015,700	155,401	-15.30%	67.26%	-0.33%	
Stormwater	19,928	0	19,928	10,000	0	0	(0)	100.00%	100.00%	0.00%	
Treasury	6,430	6,000	430	0	6,430	6,000	430	-7.17%	107.17%	0.00%	
Wastewater Management	858,120	792,687	65,433	432,941	466,943	420,744	46,199	-10.98%	58.91%	-0.10%	
Water Supply	1,100,527	1,138,277	(37,750)	413,402	755,815	655,942	99,873	-15.23%	66.40%	-0.21%	
Total	10,122,086	10,172,325	(50,239)	5,769,417	6,831,985	6,070,930	761,055	-12.54%	67.16%	-1.64%	
Capital subsidies											
Capital subsidies and grants	3,968,241	3,968,241	0	285,701	153,885	900,246	(746,361)	82.91%	3.88%	1.61%	1
Total	3,968,241	3,968,241	0	285,701	153,885	900,246	(746,361)	82.91%	3.88%	1.61%	
Total operating income	46,402,466	46,452,755	(50,239)	23,887,041	26,042,599	25,769,928	272,671	-1.06%	56.06%	-0.59%	

Notes

1. Capital Subsidies are under budget for Roothing Transport as more operational work is being undertaken. This is forecasted to be in line with budget by 30 June 16 with work carried out in the summer months. The forecast includes \$2.2m funding expected for Te Awahou, currently \$375K has been received which is to yet be approved for release.

Statement of Income and Expenditure (continued...)

Percentage of year completed: 58.34%	End of the year			Year to date					% Actual to	% Variance	Notes to accounts
	Projection	Annual Plan	Variance	Last year	Actual	Budget	Variance in \$	Variance in %	Annual Plan	total Annual Plan	
	A	B	C = B - A	D	E	F	G = F - E	H = G/F	I = E/B	J = G/Tot B	
Expenditure											
Significant activity expenditure											
Community Facilities & Services	8,668,582	8,895,839	168,337	3,076,058	5,173,298	5,587,906	414,608	7.42%	58.15%	0.91%	2
Community Support	1,747,546	1,844,331	83,289	2,437,512	954,652	1,077,279	122,627	11.38%	51.76%	0.27%	
Planning & Regulatory Services	3,433,147	3,689,688	256,541	2,434,731	1,886,024	2,166,081	280,057	12.93%	51.12%	0.62%	3
Property	1,475,336	1,446,381	(28,955)	1,464,468	932,663	1,055,319	122,656	11.62%	64.48%	0.27%	4
Representation & Community	2,943,996	2,804,429	(139,567)	1,594,433	1,736,389	1,690,440	(45,949)	-2.72%	61.92%	-0.10%	
Road Transport	3,658,586	3,499,830	(158,756)	1,988,175	2,411,178	2,038,694	(372,484)	-18.27%	68.89%	-0.82%	5
Solid Waste Management	1,726,236	1,682,182	(44,054)	786,150	955,162	929,400	(25,762)	-2.77%	56.78%	-0.06%	
Stormwater	548,258	545,164	(3,094)	271,461	294,328	337,792	43,464	12.87%	53.99%	0.10%	
Treasury	373,065	204,276	(168,789)	109,349	285,877	162,830	(123,047)	-75.57%	139.95%	-0.27%	6
Wastewater Management	3,172,579	3,052,852	(119,727)	1,891,437	1,655,966	1,864,208	208,242	11.17%	54.24%	0.46%	
Water Supply	3,227,818	2,894,405	(333,413)	1,568,132	1,868,578	1,749,253	(119,325)	-6.82%	64.56%	-0.26%	7
Total	30,966,145	30,559,377	(436,768)	17,621,906	18,154,114	18,659,202	505,088	2.71%	59.41%	1.11%	
Other expenses											
Depreciation and amortisation	11,618,741	11,618,746	5	7,345,634	6,775,090	6,777,596	2,506	0.04%	58.31%	0.01%	
External interest	2,990,000	3,191,827	201,827	1,522,037	1,524,188	1,647,697	123,509	7.50%	47.75%	0.27%	
Total	14,608,741	14,810,573	201,832	8,867,671	8,299,278	8,425,293	126,015	1.50%	56.04%	0.28%	
Total operating expenditure	45,574,886	45,177,798	(234,936)	26,489,577	26,453,392	27,084,495	631,103	2.33%	58.31%	1.39%	

Notes

- Community Facilities & Services is under budget with the new contractors. As a result of savings from the new contracts direct expenditure on this activity is forecasted to be \$250k below budget by 30 June 2016.
- Planning & Regulatory Services are under current budget with careful management of expenditure.
- Property is under current budget with the new contractors. As a result of savings from the new contracts direct expenditure on this activity is forecasted to be \$146k below budget by 30 June 2016.
- 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 for Levin- Ohau water Consent Compliance and associated costs. This is forecasted to continue to 30 June 2016.

Statement of Income and Expenditure (continued...)

Percentage of year completed: 58.34%	End of the year			Year to date					% Actual to	% Variance	Notes to accounts
	Projection	Annual Plan	Variance	Last year	Actual	Budget	Variance in \$	Variance in %	Annual Plan	total Annual Plan	
	A	B	C = B - A	D	E	F	G = F - E	H = G/F	I = E/B	J = G/Tot B	
Non-operational costs											
Non operating income											
Internal interest income	2,999,385	3,600,046	(600,661)	1,816,463	1,756,312	2,100,027	(343,715)	16.37%	48.79%	100.00%	
Revaluation gains	218,037	321,664	(103,627)	0	79,288	0	79,288	100.00%	24.65%	100.00%	
Vested Assets	26,278	0	26,278	117,186	24,707	0	24,707	100.00%	100.00%	100.00%	
Development Contributions	0	0		109,786							
Total	3,243,700	3,921,710	(678,010)	2,043,435	1,860,307	2,100,027	(239,720)	11.42%	47.44%	100.00%	
Non operating expenditure											
Internal interest expense	2,999,385	3,600,046	600,661	1,816,463	1,756,312	2,100,027	343,714	16.37%	48.79%	100.00%	
Total	2,999,385	3,600,046	600,661	1,816,463	1,756,312	2,100,027	343,714	16.37%	48.79%	100.00%	
Total non-operational costs	244,315	321,664	(77,349)	226,972	103,996	0	103,995	0.00%	32.33%	100.00%	
Total surplus/(deficit)	1,071,895	1,596,621	(524,726)	(2,375,564)	(306,797)	(1,314,566)	1,007,769	76.66%	-21.85%		

Statement of Financial Position as at 31 January 2016

	Last year Actual \$000	YTD Actual \$000	Full year Budget \$000	Notes
Assets				
Current assets				
Cash and cash equivalents	7,856	3,184	6,358	
Debtors and other receivables	5,381	8,454	6,481	8
Other financial assets	470	0	10	
Assets held for sale	475	475	393	
Total current assets	14,182	12,113	13,242	
Non-current assets				
Operational assets	42,492	41,426	45,097	
Infrastructural assets	386,465	379,079	402,881	
Restricted assets	39,293	37,796	41,054	
intangible assets	1,680	1,634	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	
Total non-current assets	478,337	468,444	497,488	
Total assets	492,519	480,557	510,730	
Liabilities				
Current liabilities				
Creditors and other payables	8,070	8,532	8,439	
Borrowings	2,000	4,000	9,000	
Employee entitlements	1,003	502	585	
Provisions	997	997	1,003	
Total current liabilities	12,070	14,031	19,027	
Non-current liabilities				
Borrowings	58,000	56,000	67,000	
Employee entitlements	178	178	224	
Provisions	2,068	2,068	2,991	
Other	1,634	920	0	
Total non-current liabilities	61,880	59,166	70,215	
Total liabilities	73,950	73,197	89,242	
Net assets	418,570	407,360	421,488	
Equity				
Retained earnings	264,911	246,097	267,350	
Revaluation reserves	147,449	147,447	147,447	
Other reserves	6,210	13,815	6,691	
Total equity	418,570	407,360	421,488	

Notes

Debtors Summary	\$000	Notes
Debtors Sundry	706	a
Debtors Rates	5,679	b
Debtors Water	718	
Debtors Infringements	610	c
Debtors Other	741	d
8. Total Debtors	\$8,454	

- a. The Statement of Current Debtors breaks further breaks down Debtors Sundry.
- b. Debtors Rates includes \$2,637m of rates for instalment 3.
- c. Debtors Infringements includes outstanding Dogs, Parking and sundry infringement tickets issues that are due which have not yet been sent to Court for collection.
- d. Debtors Other includes Credit Balances of \$684k, Prepayments of \$168K, other sundry accruals \$160K and provision for Doubtful debt (\$988).

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			
Growth								
STW 27	Storm water - Development Planning North East Levin	150,000	27,733	7,500	-20,233	Oct-15	Jun-16	Initial planning is underway
WW 41	Waste water - Development Planning - North East Levin	260,980	0	260,980	260,980	Jul-15	Jun-16	
WW 44	Waste Water - Levin Tararua Industrial Development	125,000	5,520	0	-5,520	TBA	Jun-16	Initial planning is underway Contract has been awarded and work
SW 17	Landfill Development	385,237	99,270	385,237	285,967	Dec-15	Nov-15	underway
	Total Growth	921,217	132,522	653,717	521,195			
Level of Service								
WS 32	Water Supply -Levin Clarifier Installation	2,000,000	42,083	0	-42,083	Oct-15	Jun-16	This is now underway.
WS 38	Water Supply - Telemetry - District Wide	95,000	38,844	94,708	55,864	Oct-15	on going	Contract has been awarded, this project will flow into 2016/17(subject to confirmation of funding)
STW 14	Storm Water -Telemetry	81,000	82,186	80,766	-1,420	Sep-15	Mar-16	This is underway.
STW 15	Storm Water -Levin Queen Street	250,000	11,379	0	-11,379	Oct-15	Jun-16	Survey has been undertaken
STW 16	Storm Water -Stormwater Statergy	80,000	6,470	0	-6,470	Mar-16	Mar-16	
STW 19	Storm Water -Foxton Beach Catchment Management Plan	83,000	0	0	0	Jun-16	Jun-16	
WW 11	Foxton Wastewater Treatment Plant - Strategic Upgrade	2,326,000	551,806	2,326,000	1,774,194	Sep-15	Mar-16	
WW 27	Waste Water - Telemetry System	95,000	116,936	94,727	-22,209	Jul-15	Mar-16	
WW 37	Levin Wastewater Treatment Plant - Strategic Upgrade	610,000	59,965	0	-59,965	Sep-15	Jun-16	
WW 45	Waste Water - Shannon Disposal System	3,065,921	992,367	2,986,753	1,994,386	Aug-15	Feb-16	
RD 14	New Footpath	100,000	0	20,000	20,000	TBA	Jun-16	
RD 16	Foxton Townscape Main Street Upgrade	750,000	76,889	437,500	187,500	Sep-15	May-16	Initial design has been undertaken
RD 18	Waitarere Beach Kent Gloucester Upgrade	260,000	35,268	151,668	116,400	Jul-15	Jun-16	
SW 16	Landfill Consent	107,000	21,727	0	-21,727	Mar-16	May-16	
SW 18	Leachate pre treatment	129,000	0	0	0	Nov-15	Mar-16	
SW 19	Levin Landfill Energy Recovery / Flare	200,000	0	0	0	TBA	Jun-16	
PR 11	Thompson House Interior refurbishment, including kitchen (with renewal contribution from Thompson House)	80,000	0	80,000	80,000	Oct-15	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	6,050	80,000	73,950	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

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

Reference	Description	LTP 2015/16	Project Cost YTD			Expected Start	Expected Completion	Comments
			Actual	YTD Budget	Variance			
PR 19	Shannon Memorial Hall - accesbile 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-Salisbury Street 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.
CA 12	General Network Modelling	100,000	43,970	77,777	33,807	Jul-15	Mar-16	
CA 16	Purchase of Urban Aerial Imagery	60,000	0	30,090	30,090	Dec-15	TBA	
	Total Level of Service	10,770,721	2,127,891	6,678,789	4,377,787			
	Renewal							
WS 11	Levin Reticulation- RENEWAL	1,061,000	474,706	448,527	-26,179	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	This is on track.
WS 19	Foxton Beach Edingburg Terrace Bore- RENEWAL	150,000	9,005	0	-9,005	Apr-16	Apr-16	
WS 28	Levin Treatment Plant - Renewals	50,000	21,897	0	-21,897	TBA	Jun-16	Initial planning has been undertaken
WS 39	Reactive renewals - District Wide	150,000	97,931	0	-97,931	Jul-15	Jun-16	On going through the year
WS 45	Shannon Reservoir structural work	100,000	0	0	0	Feb-16	Jun-16	This is on track.
STW 12	District Wide Reticulation - Unplanned Renewals	50,000	41,296	0	-41,296	TBA	Jun-16	
STW 13	District Wide Pump Station - Planned Renwals	79,350	2,300	0	-2,300	Feb-16	Feb-16	
WW 21	Tokomaru Wastewater Treatment Plant - Consent Renewal	100,000	0	0	0	TBA	Jun-16	
WW 29	Foxton Reticulation - Renewals	417,873	8,326	46,983	38,657	Oct-15	Jun-16	
WW 30	Levin Reticulation - Renewals	1,758,767	840,669	856,142	15,473	Jul-15	Jun-16	On Track
WW 35	Districtwide - Reticulation Unplanned Renewals	443,377	41,786	197,056	155,270	Oct-15	Jun-16	
WW 36	Levin Treatment Plant - Planned Renewals	1,044,242	146,671	544,242	397,571	Dec-15	May-16	Resource Consent costs to date
WW 38	Levin Treatment Plant - Unplanned Renewals	88,478	11,862	0	-11,862	Oct-15	Jun-16	
WW 50	Tokomaru WWTP Desludging	100,000	11,862	0	-11,862	Apr-16	Jun-16	
WW 51	Tokomaru WWTP Oxidation Pond Relining	61,500	0	0	0	TBA	Jun-16	
RD 13	Footpath Renewal	400,000	75,292	230,000	154,708	Jul-15	Jun-16	
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

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

Reference	Description	LTP 2015/16	Project Cost YTD			Expected Start	Expected Completion	Comments
			Actual	YTD Budget	Variance			
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	Dec-15	Jun-16	Transfer to 2016/17
PRES 62	Reserves - Foxton Beach	100,000	0	0	0	TBA	Jun-16	
CA 19A	IT Disaster Recovery brought forward from 2013/14	130,000	0	60,000	60,000	Jan-16	May-16	
CA 25	Rural Aerial Updates	50,000	10,018	25,000	14,983	Dec-15	Mar-16	
Total Renewals		7,017,377	1,945,064	2,620,480	675,416			
Growth/LOS/Renewal projects Mixed								
CS 11	Te Awahou Community Centre	2,683,500	481,439	813,995	332,556	Jul-15	Jun-16	
WS 46	Levin Bore exploration, new reservoir, treatment plant upgrade	3,010,665	1,846,224	2,630,864	784,640	Jul-15	Apr-16	
Total Growth/LOS/Renewal projects Mixed		5,694,165	2,327,664	3,444,859	1,117,195			

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	99	8%	237,320	36,698	34,793	(107,072)	272,901
FB - Foxton Beach	1572	59	4%	101,892	26,356	13,518	(48,891)	110,908
HB - Hokio Beach	199	34	17%	723,787	7,087	121,300	(7,378)	602,778
L - Levin	7350	247	3%	490,018	109,229	83,901	(212,537)	509,425
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%	3,956	1,092	379	(2,436)	4,920
R - Rural	2612	90	3%	447,575	13,164	75,379	(23,515)	382,546
RL - Rural Lifestyle	2401	94	4%	170,906	27,444	29,429	(46,727)	160,761
S - Shannon	674	71	11%	154,688	25,079	24,662	(39,835)	144,782
TK - Tokomaru	164	3	2%	1,758	(658)	686	(4,040)	5,771
WB - Waitarere Beach	943	21	2%	33,379	8,599	3,804	(11,827)	32,803
WK - Waikawa Beach	231	2	1%	1,321	50	273	0	998
Total at 31 January 2016	17,783	739	4%	2,368,670	253,475	388,636	(504,560)	2,231,119
Total 31 January 2015	17,782	1,345	8%	3,244,906	887,901	361,813	-	1,975,191

In the year to 31 January 2016

- 136 assessment are now receiving their invoices by email
- 1,887 rate assessments have applied for a rates rebate totalling \$1,033,451
- 57, 919 payments for rates have been received totalling \$19,197,487
- 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	3,590	1,964	1,410	216	0	
Building - Exempt Work	115	115	0	0	0	
Building Consents	52,638	24,974	7,365	2,071	18,228	3
Building Fee - BWOF	975	520	195	65	195	
Cemeteries	15,260	15,066	98	96	0	
Dev Cont New Policy	87,582	0	0	0	87,582	1
Develop Cont Old Policy	61,876	0	0	0	61,876	
Dogs	752	0	0	0	752	
Dogs - Debt Collection	16,011	0	0	0	16,011	
Dogs Arrange to pay	6,834	627	805	411	4,991	
Dogs Pre Payments	57	0	44	0	13	
Fines	7,061	165	5	0	6,891	
Fire Hazard	631	0	0	0	631	
General	83,467	27,069	16,937	325	39,136	
Health Accreditation Renewals	2,019	1,046	0	218	755	
Hire	3,404	177	891	0	2,336	
On Charges	81,210	10,005	692	200	70,312	4
Pension Housing	3,793	3,151	0	0	641	
Rental Income Monthly	98,453	1,822	597	13,083	82,951	2
Resource Consent Fees	92,449	39,362	7,810	0	45,278	5
Rubbish Bags	53,976	51,576	1,200	800	400	
Staff Account	2,680	1,576	0	102	1,002	
Te Horowhenua Trust General	8,943	0	0	0	8,943	
Waste Transfer Station	1,634	730	732	172	0	
Water	20,152	3,919	9,610	1,963	4,661	
Water Septage - Septic Tank Disposal	718	718	0	0	0	
Total as at 31 January 2016	706,278	184,582	48,392	19,720	453,584	6
Total as at 31 January 2015	1,123,585	319,701	39,939	25,572	738,372	

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 \$453k owing +90 Days, \$180k is provided for in the Doubtful Debts Provision. As at 31 January 2016 there are 585 sundry debtors and 620 debtors made payments totalling \$409,723.

Statement of Loans by Parcel

Loan parcels	Maturity	Interest	Opening balance	Raised	Repaid	Closing balance
Due within a year						
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
Total due within a year						4,000,000
Due within 2 - 5 years						
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
Total due within 2 - 5 years						23,000,000
Due after 5 years						
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
Total due after 5 years						33,000,000
Total			60,000,000	0	0	60,000,000

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	83,830
Water Shannon	1,350,000	1,400,000	35,564
Water Foxton	900,000	900,000	22,863
Water Foxton beach	350,000	300,000	7,621
Water Tokomaru	100,000	400,000	10,161
Total for water supply	5,250,000	6,300,000	160,040
Wastewater			
Wastewater Levin	6,050,000	7,000,000	177,822
Wastewater Shannon	6,150,000	6,650,000	168,931
Wastewater Foxton	1,150,000	1,400,000	35,564
Wastewater Foxton Beach	350,000	300,000	7,621
Wastewater Tokomaru	0	50,000	1,270
Wastewater Waitarere	0	50,000	1,270
Total for wastewater	13,700,000	15,450,000	392,478
Stormwater	2,300,000	2,300,000	58,427
Waste management Landfill	4,500,000	4,550,000	115,584
Recreation and leisure			
Libraries	6,900,000	7,900,000	200,685
Pools	2,850,000	2,700,000	68,588
Reserves	1,300,000	1,350,000	34,294
Sports grounds	1,500,000	1,450,000	36,835
Total for recreation and leisure	12,550,000	13,400,000	340,402
Properties			
Residential housing	5,000,000	5,000,000	127,016
Halls	250,000	250,000	6,351
Commercial properties	1,200,000	1,150,000	29,214
Toilets	300,000	300,000	7,621
General properties	800,000	750,000	19,052
Cemeteries	0	100,000	2,540
Council building	6,800,000	6,500,000	165,120
Total for properties	14,350,000	14,050,000	356,914
Other activities			
Information technology	1,500,000	1,500,000	38,105
District plan	2,600,000	2,450,000	62,238
Total for other	4,100,000	3,950,000	100,342
Total	56,750,000	60,000,000	1,524,188

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
Water supply			
Water Levin	38,323	44,338	1,267
Water Shannon	41,366	47,234	1,350
Water Foxton	5,172	49,717	1,421
Water Foxton beach	4,237	40,130	1,147
Water Tokomaru	7,997	14,491	414
Total for water supply	97,095	195,910	5,600
Wastewater			
Wastewater Levin	26,056	14,425	412
Wastewater Shannon	5,628	7,066	202
Wastewater Foxton	97,038	31,782	908
Wastewater Foxton Beach	(1,729)	3,732	107
Wastewater Tokomaru	81,678	28,411	812
Wastewater Waitare	81,962	26,458	756
Total for wastewater	290,633	111,874	3,198
Stormwater	1,996	72,917	2,084
Total for Stormwater	1,996	72,917	2,084
Waste management Landfill	56,659	37,161	1,062
Total for Waste management Landfill	56,659	37,161	1,062
Recreation and leisure			
Libraries	277,057	25,929	741
Pools	(3,821)	10,561	302
Reserves	17,034	49,463	1,414
Sports grounds	48,853	42,503	1,215
Beautification	24,038	23,076	660
Total for recreation and leisure	363,161	151,532	4,331
Properties			
Residential housing	10,207	35,866	1,025
Halls	34,405	29,101	832
Commercial properties	22,987	24,068	688
Toilets	18,546	9,187	263
General properties	4,824	49,906	1,426
Cemeteries	121,930	17,294	494
Council building	25,856	14,478	414
Total for properties	238,755	179,900	5,142
Other activities			
Information technology	109,024	44,663	1,277
District plan	451	23,452	670
Total for other	109,475	68,115	1,947
Total	1,157,774	817,409	23,364

File No.: 15/776

Construction Contract for Te Awahou Nieuwe Stroom Project

1. Purpose

The purpose of this report is for Horowhenua District Council to consider recommendations for the appointment of the main contractor for the Te Awahou Nieuwe Stroom project.

2. Executive Summary

- 2.1 Upon consideration of the options available it has been recommended by Council's Procurement Reference Group and Council's Projects Committee that the Horowhenua District Council undertakes the redevelopment of Te Awahou Nieuwe Stroom as a managed contract.
- 2.2 Council has directly approached a local construction company, Caldwell Builders Ltd, which has a solid reputation for delivering projects of scale and is willing to undertake the construction work knowing that it will need to forgo in a number of instances the usual contractor's margins.

3. Recommendation

- 3.1 That Report 15/776 Construction Contract for Te Awahou Nieuwe Stroom Project be received.
- 3.2 That this decision is recognised as significant in terms of S76 of the Local Government Act
- 3.3 That the Horowhenua District Council undertakes the redevelopment of Te Awahou Nieuwe Stroom as a managed contract.
- 3.4 That Council authorises the Projects Committee and the CEO to negotiate a managed contract for the construction of Te Awahou Nieuwe with Caldwell Builders Ltd to +/- 10% of the Quantity Surveyor estimate of \$4,133,000 plus contingencies.

4. Background / Previous Council Decisions

- 4.1 In September 2013 Council approved a business case recommending the purchase of the Mitre 10 building in Foxton. This was driven by a number of Council service delivery imperatives with the closure of the Council Service Centre in Foxton and the deteriorating state of the existing Foxton Library.
- 4.2 In February 2015 Council approved the development of the Te Awahou Nieuwe Stroom complex going to the Detailed Design phase; supported applications to Lotteries Significant Projects and Lotteries Community Facilities Fund and proceeding to consult through the LTP on allocation of \$500,000 from the Foxton Freeholding Account.
- 4.3 An update was provided to Council in December 2015.

5. Discussion

- 5.1 Horowhenua District Council purchased the Mitre 10 building in Foxton in 2013 with the intention of undertaking a redevelopment of the property into a community hub/library.
- 5.2 During the early stages of the project various options for procurement were explored, with consideration of both a contracted and collaborative approach.

- 5.3 As this project is to establish a community facility, it was acknowledged that a wide range of options were available from a complete managed contract to a number of different contracts for the various components. In addition, it was also identified that there may be opportunities for complementary activities which may not necessarily be provided by the Council but could be necessary for good community outcomes.
- 5.4 It was identified that “collaboration” would be part of this project as a number of local and national organisations had resources to offer to the project which would result in tangible benefits and provision of in-kind materials.
- 5.5 Given the scale of this project the HDC procurement approach is to view the procurement in two phases being:
- Phase One: Construction
- Phase Two: Land-scape Re-Development
- Phase Three; Operational Fit Out.
- 5.6 This report is to address and make recommendation on Phase One, construction.
- 5.7 The landscape redevelopment and operational fit out aspect of the project will form a separate procurement approach and as such a procurement plans will be developed.
- 5.8 Upon consideration of the options available it is recommended to the Council by the Project Reference Group that HDC undertakes the redevelopment of Te Awahou Nieuwe Stroom as a Managed Contract and that HDC directly approach a local construction company which has a solid reputation of delivering projects of scale and is willing to undertake the construction work knowing that it will need to forgo in a number of instances the usual contractor margins.
- 5.9 It was approved by the Project Reference Group that the Chief Executive Officer and the Strategic Projects Coordinator negotiates a Managed Contract with Caldwell Builders Ltd to undertake the construction of Te Awahou Nieuwe Stroom.
- 5.10 The construction of this project is heavily reliant on the in-kind sponsors and will require significant liaison between the constructions company and the suppliers.
- 5.11 Caldwell Builders Ltd has a very strong reputation in Foxton/Foxton Beach the business and the staff are very embedded in the local community and has actively supported a number of community projects not only locally but also in Samoa after the tsunami as this had affected a number of the local horticultural seasonal workers.
- 5.12 Caldwell Builders Ltd has already assisted on the project by delivering a scissor lift, providing Health and Safety Training to Community Service workers as they demolished the internal walls in the Mitre 10 building.
- 5.13 Caldwell Builders Ltd was the main contractor for the construction of the Foxton Medical Centre – Te Waiora, completed on time and within budget.
- 5.14 Caldwell Builders Ltd has demonstrated its ability to undertake a number of building activities under tight time pressures and constraints; one example was the necessity to extend the Marina at Foxton Beach.
- 5.15 Council currently has a Preliminary Estimate of Cost (PEC) for the entire project, this includes the construction costs for the redevelopment of the Mitre 10 building, the landscape work to be undertaken in Flax Mill Reserve, the demolition of the Foxton Service Centre, Foxton Art Gallery and the development of the exhibition and interior space.
- 5.16 The PEC is for a total cost per sqm with a gross floor area of 2,225m². Contingencies of \$450,000 are included in this PEC.
- 5.17 Project Management costs have not been estimated in the PEC and will need to be established.

- 5.18 There will be an increase in overall operational costs to the Council with the redevelopment of this building (refer 7.1).

Evaluation Method

- 5.19 Caldow Builders Ltd will be approached to provide pricing for the construction contract of the redevelopment of the Mitre 10 building.
- 5.20 The price provided by Caldow Builders Ltd will be tested against the Ryder Levett Bucknall Preliminary Estimate of Costs.

Evaluation Attributes

- 5.21 Not required as a Direct Appointment to agreed negotiated terms including cost and time

Negotiation Team

The following team will negotiate details with the Contractor.

David Clapperton	CEO, HDC
Pete Bossley	Architect
Cathy McCartney	Strategic Projects Coordinator, HDC
Tim Warren	External Procurement Specialist
Wayne Bishop	Chair, Finance and Projects Committee, HDC

Methodology

- 5.22 The Te Awahou Nieuwe Stroom panel progressed and approved the adoption of a formal evaluation process.
- 5.23 Detailed design drawings including Schedules of Quantities to be issued to Caldow Builders Ltd.
- 5.24 The invited contractor will be requested to provide pricing for all the main contract works.
- 5.25 The Evaluation Panel will meet with the contractor in an open book environment on 22 March 2015 to complete assessment against the Rider Levett and Bucknall Final Estimate of Costs.
- 5.26 The Evaluation Panel will report the outcome to the Projects Committee for approval on total construction price and contract terms..

Engineers Estimate	\$	Caldow Builders Ltd
Rider Levett Bucknall Firm Estimate of Cost 20 January 2016	\$4,565,000 (including Contingencies)	At this stage unknown

- 5.30 The Projects Committee of Council met to consider a report and recommendations from the Evaluation team.
- 5.31 The minutes of the Projects Committee meeting will be tabled at the April Council meeting.

Construction Time Line

Week No	Week ending	Activity	Notes
1	18 December 2015	Complex Procurement Plan Completed and Approved	
2	21 December 2015	Approach Contractor	

Week No	Week ending	Activity	Notes
3	29 January 2016	Contractor Capacity and Capability Information sent to evaluation panel	
4	3 February 2016	Evaluation of capacity and capability undertaken	
5	19 February 2016	Conversation on price and measurement against QS and how this is a community project.	
6	4 March 2016	Continued negotiation and pre-contract award conditions commence	
7	22 March 2016	Evaluation Panel Meets with contractor to review and hold open book discussions.	
8	30 March 2016	Demolition of Foxton Service Centre and vacated Foxton Arts Centre completed	
9	26 April 2016	Report presented to Projects Committee	
10	28 April 2016	Contract signed	
11	2 May 2016	Contractor takes possession of site starts physical work on site	
12	30 May 2017	Construction completed/Handover of site	
13	30 November 2017	Final Retention Released	

6. Options

- 6.1 Council has over the years investigated a number of ways to deliver the Te Awahou Nieuwe Stroom project deciding in 2013 with the purchase of the Mitre 10 building to undertake the development of a multi-purpose facility that includes Te Taitoa Maori o Te Awahou, The Dutch Connection Trust, the library and meets the needs of community users.
- 6.2 Throughout the development process the Project Steering Group has focused on how to deliver a very high quality experience for local users and visitors alike. A significant amount of thought and planning has gone in to how the local community will use the building and what they want from the space. The space is open and flexible to ensure the free flow of people throughout the facility.
- 6.3 The Developed Design of the building provides 2,225m² of space across the building. With this in mind and returning to the original Design Brief, the Dutch Connection Museum Trust has approximately 380m² of space and Te Taitoa Maori O Te Awahou has approximately 200m² allocated towards the Piriharakeke Generation Inspiration Centre.
- 6.4 The available local community and shared space is 1,645m². This includes space for the library, social gathering points and bookable meeting rooms. Two of the meeting rooms on the mezzanine floor are wet floor areas to ensure that school groups, community organisations and the wider public have the facilities to undertake a wide variety of activities.
- 6.5 The kitchenettes and community spaces upstairs have been designed with the end user in mind. Facilities have been provided to boil the jug, heat the babies bottle and for users to be able to share food upstairs and make a drink.

6.1 Cost

Total Project Cost

	Budget \$	Estimated costs to completion \$
Mitre 10 purchase	900,000	900,000
Professional and Technical Services	450,000	750,000
Project Management and Construction Observation	75,000	68,000
QS Estimates	50,000	80,000
Consents	25,000	25,000
Rider Levett Bucknall Construction Firm Estimate of Cost 20 January 2016	4,565,000	4,565,000
Fitout/museum display	900,000	610,000
Contingency	450,000	300,000
Total	7,415,000	7,298,,000

Funding

The following is a summary of how the Te Awahou Nieuwe Stroom project is budgeted to be funded. It also shows the funds raised to date and funds still to be raised.

Funding Breakdown	
Council Contribution:	
Council contribution (building, library, Council services)	\$2,650,000
Strategic Grant	\$100,000
Sale of Library site	\$60,000*
Foxton Property Sales	\$200,000*
TOTAL	\$3,010,000
External Funding obtained:	
Freeholding Account	\$500,000
Lotteries Significant Projects	\$750,000
Lotteries Community Facilities	\$500,000
Eastern and Central Community Trust	\$170,000
Dutch in kind contribution	\$470,000
TOTAL COMMITTED FUNDING	\$5,400,000
External Funding Applications (awaiting outcome)	
Horowhenua District Council as the lead applicant with Te Taitoa Maori O Te Awahou and Dutch Connection Museum Trust (Lotteries WW1 – closes 24 February 2016)	\$1,000,000
Ministry of Culture and Heritage	Unknown^
TOTAL	\$1,000,000
Partner Organisations Contributions:	
Dutch in-kind sponsorship	\$500,000*

Te Taitoa Maori o Te Awahou	\$500,000*
TOTAL	\$1,000,000
OVERALL TOTAL	\$7,400,000

- 6.2 Funding from the sale of the Library site has not been realised and will not be until the Te Awahou Nieuwe Stroom project is operational.
- 6.3 Foxton property sales are ongoing.
- 6.4 The Horowhenua District Council has taken the lead on lodging an application with Lotteries WW1 – Environment and Heritage. The closing date for this application is 24 February 2016. Applicants will be advised in late May 2016.
- 6.5 An application will be lodged with The Ministry of Culture and Heritage Regional Museums Fund. At this stage the amount being applied for is unknown as this fund involves Te Taitoa Maori o Te Awahou, The Dutch Connection Trust and Council working closely with the advisors from the Ministry. The application to this fund cannot be made until all other funding sources have been exhausted.

7.0 Rate Impact

The proposal in this report will cause Council expenditure to increase annually for both operational costs and debt repayment. These costs are rates funded by a Targeted Library Rate and will therefore have the following impact on future rate increases (not CPI adjusted). Year	Additional Debt Servicing	Operational Cost
2016-17	-	150,000
2017-18	121,000	163,000

- 7.1 Councillors will be aware that a Community Services Review is currently underway in accordance with Section 17A(1) of the Local Government Act, 2002 (LGA02). As the Review is now drawing to a conclusion, we are confident that service model changes recommended will identify opportunities for cost efficiencies and savings. The impact of these efficiencies will be to make available some additional operational budget across the community services areas (including community centre services and community development) to avoid any direct impact on rates. Therefore the additional operating budget required by Council delivered services within Te Awahou–Nieuwe Stroom will form part of the total community services suite for the district and the necessary resources will be obtained, to the degree necessary, from within the existing operational budgets.

8.0 Community Wellbeing

- 8.2.1 This project is strategically aligned to the Community Outcomes outlined in the LTP 204-25, Community Wellbeing Strategy and the five Community Wellbeing Action Plans that detail the way Council will work within Community Wellbeing over a three-year period: Arts Culture and Heritage Action Plan; Disability Action Plan; Education Action Plan; Positive Ageing Action Plan; Pride and Vibrancy Action Plan; and Youth Action Plan.
- 8.2.2 The project is also strategically aligned to the Economic Development Strategy which provides a roadmap for Council, business and the community to make decisions about Horowhenua's economic wellbeing. The strategy highlights the interconnectedness of

economic growth, community wellbeing, Council decision-making, and Horowhenua's place in the world.

- 8.2.3 Horowhenua District Council currently delivers information and Council services to Foxton residents from the Foxton Library. The library building, which is owned by Council, was initially constructed in 1909 and was extended in 1971 and was identified in the 2012-2024 as needing to be replaced. Council provides a seasonal swimming 25-metre lane pool, children's play pool in Foxton, and provides a number of reserves and sports grounds in the Foxton area. Other Council owned outdoor recreational facilities include a grandstand at Easton Park in Foxton, the Holben Reserve Soundshell and Pavilion at Foxton Beach, and the Foxton Beach Surf Lifesaving clubrooms.
- 8.2.4 Council also owns the Foxton Courthouse Museum building (currently closed after being assessed as an earthquake risk), the Foxton Community Arts Centre building, the Foxton Memorial Hall, and the Foxton Coronation Hall.
- 8.2.5 Whilst the Council provides a wide range of community facilities in the Foxton/ Foxton Beach area Te Awahou Nieuwe Stroom will provide a convenient community hub for locals and visitors alike. The development of Te Awahou Nieuwe Stroom will increase the Level of Service provided to both locals and visitors with the facility increasing operational hours from the current 42 hours per week to 56 hours over 7 days to provide service to the community.
- 8.2.6 As part of the redevelopment project the currently closed earthquake prone Council Service Centre will be demolished, as will the Foxton Community Art Centre. The closure of the Service Centre has been addressed by staff relocating to the Foxton Library building

9 Consenting Issues

- 9.1 Resource Consent No. 501/2015/3581 Issued 2 February 2015.
- 9.2 Building Consent No. 20150231 Issued 26 August 2015

10. LTP Integration

- 10.1 Te Awahou Nieuwe Stroom is one of the significant projects identified in the Long Term Plan 2015-2025.
- 10.2 This project has previously been identified/consulted on and decided upon in the Long Term Plan.

11 Consultation

The Council is committed to ongoing engagement with all stakeholders and will continue with this through the visitor experience development.

12 Legal Considerations

Under the Local Government Act the Council is required to provide Library and Visitor Information Services.

12. Financial Considerations

- 12.1 In the Long Term Plan 2015-2025 the Council has allocated \$3.112m towards the project.
- 12.2 \$500,000 allocation from Foxton Beach Freeholding Account.
- 12.3 Council has secured \$1,420,000 in funding from Lotteries Significant Projects, Lotteries Community Facilities and Eastern and Central Community Trust and \$470,000 worth of in-kind contributions from the New Zealand Dutch Community..

13. Other Considerations

13.1 A Summary of Economic Impacts of the construction phase of Te Awahou Nieuwe Stroom was sought from Infometrics.

13.2 The estimated GDP for Horowhenua will be about \$884m in 2016 (measured in today's prices). The calculations reflected in the table below indicate that the construction phase will add about \$3.11m to GDP (after indirect effects and earnings impact are taken into account). This is equivalent to 0.4% of GDP I.e the construction phase will add 0.4 percentage points to business as usual growth in Horowhenua.

	Business turnover (gross output)	Value added (GDP)	Household income
Direct impact (\$m)	\$4.62	\$1.50	\$0.91
Indirect impact (\$m)	\$2.86	\$1.16	\$0.69
Earnings impact (\$m)	\$2.46	\$0.45	\$0.23
Total (\$m)	\$9.94	\$3.11	\$1.83
GDP in Horowhenua in 2016 (\$m)		\$884	
Addition to GDP from TANS construction		0.4%	

13.3 This is the impact associated with increased spending directly in construction. Turnover in construction will increase by this amount as a result of the project.

13.4 The indirect impacts are the second round of economic effects associated with the direct effect. An increase in construction activity will require construction companies to purchase goods and services from suppliers within the district which will create economic activity in industries with linkages to construction.

13.5 The earnings effect arises from increased spending from new employment associated with the project. These new workers will spend some on their earnings locally, for example at bars, which will induce extra economic activity.



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.

14. Appendices

There are no appendices for this report

Author(s)	Cathy McCartney Strategic Projects Coordinator	
Approved by	David Clapperton Chief Executive	

Monitoring Report to 2 March 2016

File No.: 16/28

1. Purpose

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

2. Recommendation

- 2.1 That Report 16/28 Monitoring Report to 2 March 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	56

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>	G Saidy	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 will be presented to council in a workshop in 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"> <input type="checkbox"/> <i>Sites of Cultural Significance</i> <input type="checkbox"/> <i>Historic Heritage</i> <input type="checkbox"/> <i>Dunefields Assessment</i> <input type="checkbox"/> <i>Coastal Hazards.</i> 	D McCorkindale	July 2015	July 2016	<p>The period for public nominations for heritage buildings/features closed 29th 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"> - <i>During this period (24 months) review the existing work schedule and</i> - <i>Develop a new contract arrangement with a duration of 8 years with a 4 year plus a 2 x 2 year extension</i> <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>	G Saidy	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"> • Alliance • Performance based contract. • Bring in-house • Other contractors

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	<p><i>THAT the Horowhenua District Council supports the Te Awahou-Nieuwe Stroom project and agrees that the Detailed Design Phase of the project proceed.</i></p> <p><i>THAT Council supports applications for funding being made to the Lottery Significant Projects Fund and Lottery Community Facilities Fund.</i></p> <p><i>THAT the final approval to proceed with construction of the project is confirmed by Council once third party funding sources have been confirmed.</i></p>	D Clapperton			<p>Detailed design is completed with Resource and building consents being issued.</p> <p>A funding application was lodged to Lotteries Community Facilities on 18 February 2015. Lotteries Significant Projects application lodged 9 March 2015.</p> <p>Council advised \$500,000 allocated from the Lotteries Community Facilities fund and \$750,000 from the Significant Projects fund.</p> <p>Application for funding lodged with Eastern and Central Community Trust</p> <p>Consultation was undertaken during the LTP process the following resolutions</p>

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>THAT Council consults on \$500,000 being granted from the Foxton Freehold Account to the Te Awahou-Nieuwe Stroom project, subject to the support of the Foxton Community Board at an extraordinary meeting on Monday 2 February 2015.</i></p>				<p>passed on 27 May 2015: <i>THAT Council allocates \$500,000 from the Foxton Beach Freeholding Account towards Te Awahou-Nieuwe Stroom on the proviso that the Council proceeds with the Te Awahou Nieuwe Stroom project and further that other funding requirements are met.</i></p> <p><i>Fundraising for the project continues with discussions with several large businesses occurring, a dinner, hosted by the Dutch Ambassador, with 30 Dutch business managers occurred on 24th August.</i></p> <p><i>Eastern and Central Community Trust have granted \$170,000 to the</i></p>

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
							<p><i>project.</i></p> <p>Council update report was presented in December 2015.</p> <p>A procurement report will be presented in the March 2016 Council meeting.</p>
		Levin Mall Carpark		M Lepper	February 2016		<p>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 the course of the next 3 months to assist Council in making an informed decision. A report is in tonight's Council agenda.</p>
	15/551	Public Places Bylaw 2015	<i>THAT Council resolves that:</i>	M Lepper	December 2015		<p>Submissions have closed with over 100 received, primarily</p>

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<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 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</i></p>				<p>relating to smoking and Mobile traders. The Hearings Committee will consider submissions on 8 March 2016 and then provide a recommendation to 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>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	<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</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</i></p>	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 recommendation to Council.

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>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>				
	16/10	Aquatics Centre Redevelopment	<i>THAT the Aquatic Centre redevelopment project be endorsed. THAT the Projects Committee give approval to final design and budget within the budget allocated in the 2015-2025 Long Term Plan.</i>	M Davidson			Officers are working with the architect to achieve developed designs and report to the March Projects Committee for approval.

Chief Executive's Report to 2 March 2016

File No.: 16/29

1. Purpose

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

2. Recommendation

- 2.1 That Report 16/29 Chief Executive's Report to 2 March 2016 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That Council authorises Councillors Good and Tukapua to accompany the Mayor and Chief Executive to the Local Government New Zealand Conference to be held in Dunedin in July 2015.
- 2.4 That Council nominates Mayor Duffy and Councillor Good to attend the July 2016 Local Government New Zealand Conference to exercise Council's voting rights (plus the alternate) at the Annual General Meeting of Local Government New Zealand July 2016 with the determination of Councillors attending being left in the hands of the Mayor with power to act.
- 2.5 That Horowhenua District Council reconfirms Mayor Duffy and Councillors Rush and Kaye-Simmons as its representatives on the Horowhenua Lake Domain Board.
- 2.6 That Robert Warrington be appointed as the Muaupoko Iwi Representative on Te Horowhenua Trust.

3. Chief Executive Updates

3.1 Local Government New Zealand AGM – Delegates

The 2016 Local Government Conference is being held in Dunedin in July 2015.

Under the constitution (Rule G16) the Mayor/Chair or Chief Executive is required to forward to Local Government New Zealand the names of the presiding, alternate and other delegates attending the AGM. This requirement is in addition to the registration of Council members attending.

This Council under rule G13 is entitled to a maximum of three delegates to attend and vote on this Council's behalf. For logistical reasons, the decision on this needs to be made now, together with the formal registration of our delegates.

It is Council policy to identify delegates to the LGNZ National Conference on a rotational basis. On that basis, subject to availability it is my recommendation that Councillors Good and Tukapua be nominated to attend the LGNZ.

3.2 Horowhenua Lake Domain Board – Council Representation

The tenure of Lake Domain Board Members expires this month (March 2016). Council reconfirms Mayor Duffy and Crs Rush and Kaye-Simmons as its representatives on the Horowhenua Lake Domain Board.

3.3 Economic Update

Council has recently received the latest Horowhenua Annual Economic Profile Update from Infometrics Ltd. Produced annually, this report provides an economic snapshot for the 12 month period ending March 2015. Horowhenua's economy has showed significant improvement in a number of areas.

Highlights for the year include:

- 3.6% GDP growth off the back of strong growth across the construction (+10.9%), agriculture (+5.0%), and electricity & gas supply sectors. Horowhenua outperformed a number of neighbouring districts including Wellington City (+3.4%), Kapiti Coast (+3.2%), Palmerston North (+2.9%), Whanganui (+2.7%), Porirua (+1.7%), Upper Hutt (+1.6%), and Lower Hutt (+1.6%). Horowhenua has averaged GDP growth of -0.3%pa over the last 10 years.
- Employment growth has increased by 1.9% in the year to 2015 with a strong lift from the 0.3% growth in experienced in 2014. While this trails the national average of 2.4% this is a significant upswing for Horowhenua. Key industries driving job growth in the district for the year to March 2015 were construction, health care & social assistance, agriculture and manufacturing.
- Horowhenua has experienced strong productivity growth of +1.7%, in doing so outperforming New Zealand by +0.5%. Productivity growth in Horowhenua has averaged 0.1%pa over the last 10 years.

Interactive access to the full Infometrics report can be located at <http://www.horowhenua.govt.nz/Business/Our-District/Our-Economy/>

The Manawatu-Whanganui Regional Growth Study's Accelerate25 implementation programme continues to be advanced. Workshops across Fresh Vegetable Exports and Age Living Innovation have been hosted in Horowhenua with a view to supporting the development of a draft Action Plan for Government consideration. Officers will continue to support this regional initiative, and look forward to providing further updates as these projects advance.

3.4 Te Horowhenua Trust – Muaupoko Iwi Representation

When the Te Horowhenua Trust Trustee appointments were reviewed in December 2015 a Trustee position was held for a representative from the Muaupoko iwi. Following a membership selection process, Robert Warrington has been put forward as the Muaupoko Iwi representative. Council's endorsement is now sought for that appointment.

3.4 Long Term Plan 2015-2025 Monitoring Report

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

Attachments

No.	Title	Page
A	Long Term Plan 2015-2025 - Monitoring Report	68

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	
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Approved by	David Clapperton Chief Executive	
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MONITORING REPORT Long Term Plan 2015 - 25						
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment	
Development Contributions	1.	THAT Council resolves to cancel the Development Contributions Policy from 1 Jul 2015 and adopt the Draft Financial Contributions Policy to be put forward as a change to the District Plan.	Monique Davidson	1 Jul		Officers will be preparing for a Plan Change to introduce the Financial Contribution Policy. The Development Contribution Policy is no longer applicable.
	2.	<p>THAT the Council adopts Option 3 as the rating system for the period of the Long Term Plan 2015-2025. This is detailed as:</p> <p>THAT the General Rate be based on Land Value using the current differentials based on the current geographic boundaries retaining the Rural Differential at 25% and retaining the current phasing, with 4 years to run;</p> <p>THAT the Roding Rate be based on Capital Value with two differentials based on use being Business and District Wide Other. The Roding Rate will exclude stormwater</p> <p>THAT a Stormwater Rate, based on Capital Value, be set on all urban properties (same urban areas as the current urban Solid Waste Rate);</p> <p>THAT Council introduces a "Serviceable" Differential on the Water and Wastewater Rate to be set at 50% of the fixed charges for each;</p> <p>THAT an Aquatics Rate be set as a fixed charge District wide, (dispensing with the current extra Targeted Rate on Levin. Foxton and Foxton</p>	Doug Law	31 Jul		The rating changes have been implemented. The rates strike was programmed for the week ended 31 July.
Rating System						

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
Rates Remissions Policy	Beach); THAT all Licensed to occupy retirement villages as well as all registered retirement villages (excluding retirement villages set up under a body corporate that have individual rating units) are contained within the Rooding business differential.				
	3. THAT the proposed amendments to rates remission policy as outlined in the draft LTP and consultation document be implemented.	Doug Law	15 Aug		Remissions applications have been received and processed.
	10. THAT the programme of works for rooding as identified in the infrastructure Strategy be implemented subject to the following amendment, the Council further increase the footpath capital budget from \$50,000 to \$100,000 per annum.	Kevin Peel	31 Aug		The footpath capital budget was increased and will be utilised.
	11. THAT the programme of works for rooding as identified in the Infrastructure Strategy be implemented and that the Chief Executive Officer liaise with the Waitarere Beach Ratepayers and Progressive Association to consult on the lighting requirement for Waitarere Beach.	David C	31 Oct		Meetings have commenced between the CE and Waitarere Beach Ratepayers & Progressive Assn with specific items and projects being tracked on a monitoring report.
	12. THAT the programme of works for rooding as identified in the Infrastructure Strategy be implemented.	Kevin Peel	30 Jun		The work will carried out through the year
Land Transport	13. THAT officers' carry out investigation and action options in 2015/2016 financial year to improve pedestrian and vehicle	Kevin Peel	30 Jun		Under investigation

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	safety at the intersection of service lanes and Bath St, as planned.				
14.	THAT the Grey Street and East Street planned investigation and construction work continues.	Kevin Peel	31 Mar		Work completed.
15.	THAT alternative treatment options surrounding the Tokomaru underpass fence will be investigated and actions from the investigation programmed into the 2015/2016 financial year.	Kevin Peel	31 Mar		Under investigation
16.	THAT feasibility studies of the proposed work in relation to Foxton/ Foxton beach including, Bond Street, Signal St, Roundabout at Park St/Ladys Mile/Robinson Rd Intersection, Seabury/Linklater Intersection and widening of Andresen St are completed for consideration by the Foxton Community Board into the 2015/2016 financial year.	Kevin Peel	30 June		Under investigation
17.	THAT the programme of works for roading as identified in the infrastructure Strategy be implemented and that officers advise the submitters of Council's policies regarding sealing of private entrance ways and the reason why the Shannon Kohanga Reo car park was sealed.	Kevin Peel	30 Sep		Action completed.
18.	THAT the programme of works for roading as identified in the infrastructure Strategy be implemented and that that Council bring forward the programme of works for Kent/Gloucester	Kevin Peel	30 May		Design Work completed. Job with contractor for pricing.

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	Road upgrade planned for 2018 to 2015/2016.				
19.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and Council continue to investigate any arising issues to ensure compliance with LOS and remedy as required.	Kevin Peel	30 Jun		Street sweeping is carried out in accordance with agreed level of service.
20.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented including a specific business case benefit-cost assessment of maintenance for Makahika Road in unsealed condition vs. sealed road maintenance within the 2015/2016 financial year and that the outcome of the assessment be communicated to the submitters.		30 Jun		Action to be completed by 30 June 2016.
21.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and the amendments made to the Long Term Plan 2015-2025 Activity Statement for Land Transport be accepted.	Kevin Peel	Jul 2015		Programme of works will be carried out as identified.
22.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and that officers continue to work closely with NZTA on the RONS project to ensure the best outcome for the Horowhenua community.	Kevin Peel	30 Jun 2016		Ongoing
23.	THAT Council Officers assess the resource	Cathryn Pollock	29 Jan 2016		Draft Shared Pathways Strategy

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	required to deliver an active transport (cycleway and walkway) strategy within, and across the Horowhenua District.				is currently undergoing consultation with key stakeholders.
24.	THAT Council Officers assess the opportunity to partner with other statutory, voluntary, and private stakeholder organisations in delivering an integrated cycleway and walkway strategy.	Cathryn Pollock	31 Jul 2016		Draft Shared Pathways Strategy is currently undergoing consultation with key stakeholders.
25.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and that officers continue to monitor car parking in the area of the Levin Railway Station to ensure that adequate car parking continues to be available to the community.	Kevin Peel	30 Jun		To be monitored on an ongoing basis.
26.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and Council carry out work in Foxton Main Street as planned, with a communications plan, regarding the design and construction time frame, being prepared.	Kevin Peel	30 June		Ongoing
27.	THAT Council adopts the proposed Community Outcomes as identified in the LTP 2015-2025 Consultation Document.	David McCorkindale	24 Jun 2015		Community Outcomes adopted as part of the adoption of the LTP 2015-2025
28.	THAT Council supports the Levin Waitarere Surf Life Saving Club's project to build a new clubroom at a new location at Waitarere Beach.	Monique Davidson	1 Jul 2015		Letter has been sent to group advising them of resolution.
Miscellaneous Matters	29. THAT Council continue to	Monique	1 Jul		Ongoing liaison with

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	provide officer support to the Levin Waitarere Surf Life Saving Club in the preparation of the Notice of Requirement for a new designation, project establishment and funding applications.	Davidson	2015		group. Hearing for designation was held in mid Feb.
30.	THAT Council requests a joint Business Case from the Levin Waitarere Surf Life Saving Club and Council officers to allow Council to consider options for supporting fundraising efforts for the new clubroom.	Monique Davidson	1 Jul 2015		Ongoing liaison with group
31.	THAT Council acknowledges the submission from Anne Hunt on the HDC Civic Building and further her comments are noted AND FURTHER THAT no changes are recommended to the Long Term Plan 2015/2025 as a result of this submission.	Monique Davidson	1 Jul 2015		No action required
32.	THAT Council acknowledges the submission on Anne Hunt in relation to Māori Capacity to Decision Making and further, her comments are noted.	Monique Davidson	1 Jul 2015		No action required
33.	THAT Council acknowledges the submission from Anne Hunt in relation to the proportionality of Elderly Citizens and further, her comments are noted.	Monique Davidson	1 Jul 2015		No action required
34.	THAT Council adopt the draft Horowhenua Smokefree Environment Policy with an amendment to include the addition of: all Early Childhood Centres, Primary and Secondary schools, including all associated public outdoor areas and the footpath directly in front of the	Monique Davidson	1 Jul 2015		Council Officers are working on promotion and education of policy.

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
Community Services	property boundary and all Health Centres, including all associated public outdoor areas.				
	35. THAT Council recommends a working party be set up by the Community Wellbeing Executive, to monitor the effectiveness of this Policy, and make alterations and/or extensions in six months after implementation as required.	Monique Davidson	1 Oct 2015		Working party has been established, one meeting has been held with another scheduled in February.
	36. THAT Council recommends a Council Officer be appointed to liaise with Early Childhood Centres, Primary and Secondary Schools and to monitor the effectiveness of this Policy, and deliver any suggestions to the Community Wellbeing Executive Smokefree working party.	Monique Davidson	1 Jul 2015		A Council Officer has been appointed.
	37. THAT Council considers the Smokefree Environment Policy during the drafting and consultation of the upcoming Public Places Bylaw Review 2015	Monique Davidson	1 Dec		The Draft Public Places Bylaw was brought to the October Council meeting.
	38. THAT Council approves a budget of \$42,000 for the delivery of Lifeguard services at Foxton Beach and Waitarere Beach AND FURTHER THAT Council Officers lead a formal procurement process for determining the delivery of this service before Oct 2015.	Monique Davidson	1 Oct		Waitarere Beach Surf Life Saving Club have been contracted to deliver the summer service at both Waitarere and Foxton Beaches.
39. THAT Council retains budget in the Long Term Plan each year for the installation and replacement costs of Christmas lighting across the District.	Cathryn Pollock	1 Jul		Christmas Lighting has been budgeted and lights were installed for Christmas 2015 with officers exploring the purchasing of additional motifs.	

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
40.	THAT Officers work with the Shannon Progressive Association and the Foxton Tourism and Development Association in regards to the Christmas Lights prior to the lights being erected in 2015.	Cathryn Pollock	1 Dec 2015		Shannon Progressive Association agreed with the 2015 installation plan. Christmas Lights were successfully erected and removed.
41.	THAT the Manawatu Volunteer Resource Centre is granted \$15,000 in 2015/2016 for the purposes of delivering a Volunteer Resource Centre in Horowhenua through a Service Level Agreement.	Garreth Stevens	1 Jul 2015		Council have entered into a service agreement with Manawatu Volunteer Resource Centre who deliver this programme out of Te Takere.
42.	THAT current work programmes that enable children and young people to participate in sport and recreational activities are continued and strengthened.	Cathryn Pollock	31 Jul 2016		Ongoing - Current recreation calendar will remain and is under review, further opportunities will be discussed with stakeholders.
43.	THAT Officers work with the Foxton Community Board during planning for Te Awahou-Nieuwe Stroom to discuss opportunities for marketing and promoting the Foxton and Foxton Beach area.	Kathy Mitchell	Ongoing		Discussion will continue on this matter.
44.	THAT Officers review the 2001 SunSmart Policy within the next 12 months, including consideration of its relevance, impact and financial implications on the delivery of Council services. Following the review, that a report be presented to the Community Wellbeing Executive for consideration.	Cathryn Pollock	1 Dec 2015		In progress, officers have met with the Cancer Society for guidance regarding reviewing the current policy.
45.	THAT the proposed fees for swim schools using Council's facilities be implemented from 1 Jul 2015.	Christine Belsham	1 Jul 2015		Implemented, providers engaged with Swimming New Zealand to reach policy expectations.

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

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
46.	THAT the proposed Community Services Review and current Recreation and Aquatics Needs and Opportunities Analysis considers the overall operation of the Aquatic Centres, including alternative revenue streams for Aquatic Centres and opportunities for reduced operating costs.	Monique Davidson	1 Jan		This has been considered.
47.	THAT Council continues with signing Memorandums of Understanding with all users of Horowhenua Aquatic Centres and that users groups (including the Levin Swimming Club) are engaged with through the proposed Community Services Review and current Recreation and Aquatics Needs and Opportunities Analysis.	Christine Belsham	1 Jul 2015		A large majority of MOU's are now in place. Council Officers have already had significant engagement with user groups and will continue to do so.
48.	THAT the Council acknowledges the submission from the Foxton Community Board and recommends that Officers carry out further research into the Foxton Aquatic Centre, in conjunction with the current ventilation project, with any recommendations for Capital Expenditure to be reviewed for the 2016/2017 Annual Plan.	Monique Davidson	1 Dec 2015		Officers prepared a report for the November Foxton Community Board and February Foxton Community Board meeting. Officer focus is currently on Foxton Main Street and Te Awahou at the moment.
49.	THAT the proposed Community Services Review goes ahead and includes engaging with relevant user groups of these respective facilities.	Monique Davidson	1 Dec 2015		Council Officers have had significant engagement with user groups and will continue to do so.
50.	THAT Council does not pursue the Safer	Garreth Stevens	1 Jul 2015		No further action required.

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	Communities accreditation programme at this time.				
51.	THAT Officers continue with coordinating funding arrangements for Te Awahou-Nieuwe Stroom, and proceeding with design work to report back to Council once the outcome of funding applications is known.	Cathy McCartney	1 Oct 2015		A report is going to the March Council meeting.
52.	THAT Council allocates a further \$25,000.00 for year one of the LTP to the Te Horowhenua Trust operational grant to allow for increased hours at Foxton Library and Shannon Library.	Monique Davidson	1 Jul 2015		Grant increased.
53.	THAT Council allocate \$1,000,000 (\$100,000 per annum) from the Foxton Beach Freeholding Account towards parks and reserves in Foxton Beach over 2015-2025.	Monique Davidson	Ongoing		Council's Urban Designer will be leading this project. It is hoped to have a Integrated Development Plan for parks and reserves in Foxton Beach by 1 July 2016.
54.	THAT the Council allocates \$83,000 from the Foxton Beach Freeholding Account for the purposes of replacing the culvert and associated catchment works at Whitebait Creek.	Monique Davidson	Ongoing		This money has been allocated. Work on Whitebait Creek has been completed.
55.	THAT Council allocates \$500,000.00 from the Foxton Beach Freeholding Account towards Te Awahou Nieuwe-Stroom on the proviso that the Council proceeds with the project AND FURTHER THAT other funding requirements are met.	Monique Davidson	Ongoing		Progress report included in March Council Agenda for Te Awahou.
56.	THAT Council acknowledges, with thanks, the submission from	Arthur Nelson	1 Jul 2015		Sports field review has commenced. Review will be

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	Tokomaru Village and Residents Association and confirms that officers will be undertaking a district wide review of sports field provision during the 2015/2016 financial year.				completed by July 2016
57.	THAT Council acknowledges the submission from Rebecca Noaro but will maintain the site as a car-park as this is the best use of the site currently.	Arthur Nelson	1 Jul 2015		No further action required.
60.	THAT Council acknowledges the submission from Mr Orpin and will further investigate the options to establish a disc golf facility at Kowhai Park or some other appropriate location subject to consultation with users.	Arthur Nelson	1 Mar 2015		Initial meeting between Mr Orpin and Council Officers has taken place. Mr Orpin has been asked to provide facts and figures relating to the sport locally by way of assisting Council Officers to make the decision whether such a facility would be a good use of resource. Council officers would be looking for evidence on user numbers and need for the facility prior to seeking funding for the proposal.
61.	THAT Council acknowledges the submission from Judy Bain but recommends any picnic/seating facilities are provided in the immediate vicinity of the surfaced car-park and formal access to the beach.	Arthur Nelson	1 Jul 2015		No further action required.
62.	THAT Council at this juncture continues to maintain reserves in the local vicinity as reserves.	Arthur Nelson	1 Jul 2015		No further action required.

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
63.	THAT Council acknowledge the submission from Pamela Good and hopes to continue a productive dialogue with Levin Adventure Park stakeholders to achieve a positive outcome for the community and visitors moving forwards.	Arthur Nelson	1 Jul 2015		No further action required. Council continues to have a positive relationship with the Adventure Park Trust.
64.	THAT Council acknowledges the submission from Kelvin Lane and confirms a draft management plan is in place, and regular meetings of the Manawatu Estuary Management team will continue.	Arthur Nelson	1 Jul 2015		No further action required. Officers continue to dialogue on this matter.
65.	THAT Council Officers undertake to upgrade the Hokio Beach playground to be installed during winter of 2015, and further to this that Officers assist the Progressive Association in endeavouring to get longer-term access to the site on a formal basis.	Arthur Nelson	1 Sept 2015		Officers to organise meeting with HPA to discuss play equipment for installation over summer. Play equipment was installed in Dec 2015 – complete.
66.	THAT Council Officers undertake some felling of the trees opposite the junction of Hokio Beach Road and Proctor Street and pruning and felling of selected trees on the left hand side of Hokio Beach Road as you exit from Procter street to be completed within existing budgets.	Arthur Nelson	1 Sept 2015		Pruning and felling of trees completed. Replanting native trees and shrubs has commenced. Shrub planting has ceased as a result of concerns raised by Hokio Village Trust. Officers are awaiting a response from the Trust on whether work can recommence.
67.	THAT Council officers review the existing Reserve Management Plan for Waitarere Beach foreshore reserve as a priority with a	Arthur Nelson	1 Nov 2015		Planning has commenced with regards to reviewing the RMPs

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	view to identifying a current and integrated approach to management of the area.				
68.	THAT Council acknowledges the submission from Mr Hine, and updates its Reserve Management Plans for Waitarere Domain and Beach foreshore, and prepare one for the Wairarawa stream reserve.	Arthur Nelson	1 Nov 2015		RMP's to be undertaken by Strategic Planning with input from Parks. RMP's planning has commenced
69.	THAT Council Officers undertake a review of the play equipment at the Waitarere Domain to determine its current condition and evaluate the demand for additional playground equipment for older children.	Arthur Nelson	1 Nov 2015		Scoping plan for discussion with residents association in progress. Development plan for Waitarere Domain has been produced and agreed in principle between the WPRA and HDC. The plan includes an evaluation of current play provision and play provision for older children.
70.	THAT Council Officers will look at options for resealing discrete areas of tarmac close to the BBQ area in the Waitarere Domain.	Arthur Nelson	1 Nov 2015		Work to be included in scoping plan for Waitarere Domain. A plan has been produced and priced. Has also been agreed with the WPRA work will be undertaken by Higgins (roading contractor (March / April)
71.	THAT Council Officers will review existing toilet provision to determine whether it meets demand at the Waitarere Domain.	Arthur Nelson	1 Nov 2015		Work to be included in scoping plan for Waitarere Domain A plan has been produced and priced. Has also been agreed with

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
72.	THAT Council acknowledges, with thanks, the submission from Mr & Mrs Thomas and will undertake a review of sportsfield provision in 2015/2016. Successive reviews of reserves may follow thereafter.	Arthur Nelson	Ongoing		the WPRA work will be undertaken in March / April) Sports field review has commenced Review will be completed by July 2016
73.	THAT Council does not consider the sale of Tokomaru Domain at this time but works with the group to define their leisure and recreation requirements including whether the establishment of a new domain closer to the village is achievable and sustainable.	Arthur Nelson	Ongoing		Officers are liaising with Tokomaru Village and Community Association on this matter. Initial meeting has been had with TRCA. No definitive outcome at this time. Council will be reported back to in due course.
74.	THAT Council agree in principle to looking at options to establish a stop-over site in Foxton for self-contained vehicles and that Officers will investigate options on the basis that any such site not be in an area zoned for commercial or industrial development unless on a temporary basis.	Arthur Nelson	1 Nov 2015		No further update at this stage. Site has been visited with FCB initial proposals are Victoria Park or the Foxton Loop.
75.	THAT Council puts aside \$25,000 and that Council Officers continue to work with the Community Board to establish the cost of lighting the water tower and Seaview Gardens as part of an overall improvement package for reserve.	Arthur Nelson	1 Nov 2015		FCB looking at a community/Council initiative to develop the lighting plan. Awaiting a meeting date from FCB. Lights have been purchased with the funding available from Council. The

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
					lights are awaiting installation.
76.	THAT any proposals to improve Seaview Gardens are in the context of developing the site further as part of other local initiatives.	Arthur Nelson	1 Jul 2015		It is noted. No further action is required.
77.	THAT Council Officers prioritise an updated Reserve Management Plan for Foxton Beach foreshore.	Arthur Nelson	1 st Dec 2015		RMP's to be undertaken by Strategic Planning with input from Parks. Strategic Planning are programming this work for the current financial year.
78.	THAT Council Officers consider further beautification works at Target Reserve in the context of other Community and Council driven initiatives, and an overall Reserve Management Plan for the site.	Arthur Nelson	Aug 2015		Scoping plan for Target Reserve for discussion with FCB. The redevelopment plan for Target reserve has not yet been finalised. Beautification works will constitute part of that overall plan.
79.	THAT Council will continue to evaluate options for the velodrome/cycle-track at the Levin Domain.	Arthur Nelson	Jan 2016		No update at this stage. Funding for the velodrome has been deferred.
80.	THAT Council Officers assess the need for a toilet at Foxton Cemetery and whether there is sufficient room at the site to establish one without negatively	Arthur Nelson	Dec 2015		Scoping plan to be discussed at FCB. Report has been considered by the FCB. Complete

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
81.	impacting on the Cemetery. THAT Council acknowledges, with thanks, the submission from Mr Murdoch on behalf of both SoRT and that \$32,500 funding is allocated for the first year of the LTP and Council Officers work with SoRT with regard to projects funded by that allocation.	Monique Davidson	Ongoing		No further update at this stage.
82.	THAT Council Officers continue to liaise with SoRT, Foxton Wildlife Trust, and other stakeholders in relation to local improvements set against the relevant strategic documents.	Arthur Nelson	1 Jul 2015		No further action required.
83.	THAT Council acknowledges the submission from Sarah Elliot and makes this suggestion to Te Horowhenua Trust that the Atrium in Te Takere should be rented out for events.	Monique Davidson	1 Jul 2015		This information has been passed onto Te Horowhenua Trust.
84.	THAT Council Officers will continue to work on a local Community Facilities Strategy in consultation with local communities.	Monique Davidson	1 Jul 2015		This strategy was adopted by Council at its Jul 2015 Council meeting.
85.	THAT Council supports Sport Manawatu in developing a regional sports facility plan.	Monique Davidson	1 Mar 2016		Horowhenua District Council is working to develop a regional community facilities strategy of which the sporting facility plan forms part of this work.
86.	THAT Council Officers discuss wider community access to the proposed new surf club facility at Waitarere Beach as part of the lease negotiations with the Surf Club.	Arthur Nelson	Ongoing		No further action is required at this stage. Hearing re this matter is due 12 th Feb 2016. Following the judgement the works will be/not be progressed in line with the judgement.

Property

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
87.	THAT Council Officers continue to develop a Property Strategy and will liaise with the Waitarere Beach Progressive Ratepayers Association on this matter.	Arthur Nelson	1 Dec 2015		No update required at this stage. Property Strategy produced and passed by Council resolution.
88.	THAT Council confirms Officers have arranged for the installation of a wind screen at the Bath Street bus stop location to mitigate exposure to inclement weather.	Arthur Nelson	1 Jul 2015		The wind screen is now completed.
89.	THAT Council Officers complete the Property Strategy by way of informing decisions relating to maintenance/repair of earthquake-prone buildings including the Coronation and Memorial Halls.	Arthur Nelson	1 Dec 2015		Property strategy has been completed in draft and presented to Council as a workshop. Full report to go to council in December 2015. Property strategy has been completed . Buildings including the Coronation and Memorial Halls at Foxton will be evaluated according to the framework at some time in the near future. Complete
90.	THAT the proposal to install a paid parking system in the Levin Mall Car Park is not proceeded with.	Mike Lepper	1 Jul 2015		No further action is required.
91.	THAT Council conduct a 3 month trial period where the time related parking restrictions in the Levin Mall Car Park are lifted and that a further report come back to Council at the conclusion of the trial addressing the impact on parking availability in the Mall Car Park and a recommended course of	Mike Lepper	1 March 2016		The 3 month trial was completed at the end of October 2015, however has been extended until after the holiday period to allow active 'use' monitoring to be undertaken to ascertain the

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	action.				demand on the facility by user type, eg, shopper/worker. A report to Council meeting of 2 March 2016 on options is scheduled.
92.	THAT the submissions on Animal Control Fees and Charges be noted and no further action be taken on these matters.	Mike Lepper	1 Jul 2015		No further action is required.
93.	THAT the submissions on Liquor Licensing Fees and Charges are noted and that the private/public split be further considered when Council's funding policy is reviewed.	Mike Lepper	1 Jul 2015		Noted. No further action is required.
94.	THAT the submission in relation to spending on parking is noted.	Mike Lepper	1 Jul 2015		Noted. No further action is required.
95.	THAT Public Health Services, MidCentral Health be thanked for their continued interest in this matter and be advised that they will be notified and invited to participate in the development of a Local Alcohol Policy for the Horowhenua when that process commences.	Mike Lepper	1 Jul 2015		No further action is required. Public health is part of the LAP working party.
96.	THAT the Eco Design Advisor submission is noted.	Mike Lepper	1 Jul 2015		No further action is required.
97.	THAT the submission on time limit parking, Main Street, Foxton, is noted and at the appropriate time a monitoring programme be undertaken on the use of vehicle parking needs.	Mike Lepper	1 Jul 2015		No further action is required.
98.	THAT the submission on Building Control Fees is noted.	Mike Lepper	1 Jul 2015		No further action is required.
99.	THAT Officers will continue	David			Initial meetings with

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Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	to work with key stakeholders in relation to the District Plan Rules to understand the most effective way forward and the extent of any changes that may be considered necessary to the District Plan. It is possible that a future plan change to the District Plan may be justified following further investigations and allowing time for the implementation of the new rules to be monitored.	McCorkindale			key stakeholders have taken place and will continue to explore possible future plan changes. Consideration is currently being given to the proposed RMA reforms which could address some of the areas identified for attention.
100	THAT the submission from Stephen and Karen Prouse is noted and they are provided with a copy of the decision on Proposed Plan Variation 1 when the decision is approved by Council.	David McCorkindale			Stephen and Karen Prouse notified of the decision on Plan Variation 1 and they have a copy of the decision.
101	THAT the Planning Fees and Charges for 2015/2016 be adopted as per the Long Term Plan Consultation Document 2015/2025.	Dorstan Hayman	1 Jul 2015		No further action is required.
102	THAT Council continues to support the Economic Development Activity area as proposed in the Draft Long Term Plan 2015-2025.	Shanon Grainger	1 Jul 2015		This is ongoing.
103	THAT Council continues to support the provision of visitor services at Te Takere, Levin.	Kathy Mitchell	1 Jul		No further action is required.
104	THAT Council does not separate Economic Development and Visitor Information expenditure as Council recognises that both activities foster economic growth in the Final 2015-2025 LTP.	Shanon Grainger	31 Jul		No action required as continuation of current structure.

MONITORING REPORT Long Term Plan 2015 - 25						
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment	
Economic Development	105	THAT Council acknowledges the submission from the Tokomaru Village and Community Association and recommends that the Tokomaru Community be retained in the work plan for the development of a Community Response Plan.	Monique Davidson	1 Jul		Contract has been made by the Emergency Management Officer with the group.
	106	THAT Council acknowledges the submission from Horizons Regional Council and recommends that the 2015/2016 Rural Fire budget of \$129,000.00 is reinstated across the further 9 years of the Long Term Plan 2015-2025.	Monique Davidson	1 Jul		No further action is required.
Emergency Management & Rural Fire	107	THAT Council accepts in principle the proposed to introduce the use of water tanks for new urban residential homes.	Gallo Saidy	30 Nov		Report completed and will be presented at Council Briefing in March 2016 meeting.
	108	THAT Council requests Officers to prepare a full business case for the use of water tanks for new and existing urban residential homes by 30 Nov 2015 before a final decision is made by Council.	Gallo Saidy	30 Nov		Report including business case completed and will be presented to Council in March 2016 meeting.
	109	THAT the programme of works related to water, wastewater and stormwater services identified in the Infrastructure Strategy be implemented.	Gallo Saidy			Ongoing
	110	THAT officers continue to investigate a solution for the water discolouration issue in Foxton and Foxton Beach by Jun 2016.	Gallo Saidy	30 Jun 2016		Scouring program starting March 2016.
Three Waters	111	THAT Council does not consider changing the fundamental business model for the 3 waters services delivery.	Gallo Saidy			Ongoing
	112	THAT Officers examine the	Gallo Saidy	30 Nov		Identified 108 high

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	policy of reading meters on restricted supplies and charging for volumes used in excess of the 1,000 litres/day, and report back to Council with a recommendation for either maintaining or changing the charging policy by Nov 2015.		2015		water users. Discussion show only a very few could have restrictors put in place as they do not have storage tanks or pressure pumps. report to Council in August 2016
113	THAT Officers write to the submitter to inform him of the availability of potable water at the Adventure Park in Oxford Street.	Gallo Saidy	30 Oct 2015		Complete
114	THAT Officers publically advertise the existing locations where taps are located for filling of drinking water bottles within Levin.	Gallo Saidy	30 Sep 2015		Sent media release to Kelvin in November - Complete
115	THAT Officers investigate other locations within the Levin CBD where a push-tap supply of potable water can be installed, and once determined the necessary installation is implemented.	Gallo Saidy	30 Mar 2016		Investigate other locations within Levin where a push tap will be installed
116	THAT Council proceeds with the Foxton Wastewater Treatment Plant's consent renewal and that officers ensure that robust cost analysis are undertaken for the selection of the best practical option for the treatment and discharge of the Foxton Wastewater.	Gallo Saidy	1 Sept 2015		Completed
117	THAT the Officers provide submitters to Waitarere Beach's Wastewater with a breakdown of the identified projects in the Long Term Plan immediately after	David Down	30 Sept 2015		Completed

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	adoption.				
118	THAT the Council prepares and lodges an application for resource consent renewal for Waitarere Beach Wastewater Disposal by Dec 2016.	Gallo Saidy	Dec 2016		The application is being prepared.
119	THAT Officers provide submitters of the proposed funding for Waitarere Beach Stormwater works.	Gallo Saidy	30 Oct 2015		Funding allocation of \$30,000 is provided for these works. Complete
120	THAT Officers liaise and work with Horizons' officers in the implementation of stormwater projects to get the best value from both Councils' projects.	Gallo Saidy	Ongoing		Liaise with Horizons on implementation of relevant projects
121	THAT Officers provide the submitter in relation to Okarito Avenue Stormwater with clarification of the programmed works in the Long Term Plan.	Gallo Saidy	30 Apr 2016		North east Levin Workshop for Councillors to be planned. Report to Council in March 2016
122	THAT Council acknowledges submissions in relation to Contractors rough handling of recycling crates causing damage to the crates.	Gallo Saidy	1 July 2015		No further action is required.
123	THAT Officers review the costs of the solid waste services within the next 12 months to ensure the services Council provide are cost effective.	Gallo Saidy	30 Jun 2016		Review services and ensure they are cost effective
124	THAT within 12 months Council undertakes some analysis to better compare the EnviroSchools programme and the Zero Waste Education programme, and alternative	Gallo Saidy	30 May 2016		Council undertakes some analysis to compare current programmes and alternative methods of delivering waste minimisation

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	methods of delivering waste minimisation education, and determine which programme better suits the community's needs.				education to determine best suits the needs of the community
125	THAT Council acknowledges the submission expressing concern about waste from Kapiti Coast being accepted at the Levin Landfill.	Gallo Saidy	1 July 2015		No further action is required.
126	THAT Council acknowledges the submission requesting HDC to make progress on E-Waste.	Gallo Saidy	1 July 2015		No further action is required.
127	THAT Council acknowledges the submission suggesting Council should lower the charge on rubbish bags to avoid fly tipping.	Gallo Saidy	1 July 2015		No further action is required.
128	THAT Council acknowledges the submission expressing concern that the Levin Landfill is poisoning the Hokio Stream and the ground water at Hokio Beach.	Gallo Saidy	1 July 2015		No further action is required.
129	THAT the programme of works in the Infrastructure Strategy be implemented inclusive of the increase to the Footpath Upgrade programme from \$50,000 to \$100,000 per year, and the bringing forward of the programme of works for Kent/Gloucester Road upgrade planned for 2018 to 2015/2016.	Kevin Peel	June 2016		Ongoing
130	THAT the Council retains the Financial Strategy and its objectives of: 1. balancing the budget in three years; 2. ensuring that debt is used solely to fund -level of service and growth capital	Doug Law	1 Jul		Ongoing - this requires constant monitoring and reporting to ensure we remain on track

MONITORING REPORT Long Term Plan 2015 - 25						
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment	
Infrastructure Strategy	<p>projects from year 3; 3. that depreciation funding is used to fund renewals from year 3; 4. that debt is paid off from year 7; 5. that debt does not breach the 175% of operating income threshold.</p>					
	131	<p>THAT Council amends the interest rate assumption for Council borrowing to the following:</p> <p>2015–16 5.5%</p> <p>2016–17 5.75%</p>	Doug Law	1 Jul	The assumption has been changed and is reflected in the 2015/25 LTP budgets	
	132	<p>THAT Council includes in each year of the Long Term Plan budget \$300,000 for road reserve mowing / maintenance in the Parks and Reserves activity.</p>	Doug Law	1 Jul	Budgeted and complete.	
Financial Strategy	133	<p>THAT Council amends the operations subsidised roading budget in the Long Term Plan to:</p> <p>Year 1 \$2,778,870</p> <p>Year 2 \$3,433,828</p> <p>Year 3 \$3,598,075</p>	Doug Law	1 Jul	The action has been taken and the changes are reflected in the 2015/25 LTP budgets	
	Long Term Plan 2015-25	134	<p>THAT \$100,352.44 from the 2014/2015 financial year for Thompson House Design and Improvement Works is carried forward to the 2015/2016 financial year.</p>	Monique Davidson	1 Jul 2015	No further action is required.

Documents Executed and Electronic Transactions Authorities Signed

File No.: 16/30

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 the report 16/30 on 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) Deed of Covenant with Kroll Development Limited relating to Foxton Beach Holiday Park. Land of 3.8385ha more or less being also Area 1-3 Deposited Plan 467597, Certificate of Title WNF1/997 and 679591.

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 Chief Executive	
Approved by	David Clapperton Chief Executive	

File No.: 16/32

Fees and Charges 2016/17 : Food Act Premises and Planning

1. Purpose

To propose a schedule of fees and charges in respect of Food Premises that are subject to the Food Act 2014 and fees and charges in respect of Planning Services for the 2016/17 year.

2. Executive Summary

2.1 Fees and charges in respect of these two activities are required to be consulted on using the special consultative procedure laid down in the Local Government Act 2002 as follows:

- (a) Food Act Fees – Food Act section 205(2);
- (b) Planning Fees – Resource Management Act section 36(2)

2.2 As a consequence this report is to facilitate this requirement.

3. Recommendation

3.1 That Report 16/32 Fees and Charges 2016/17 : Food Act Premises and Planning 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 matters raised in section 8.1 Food Act Fees have been considered.

3.4 That Council resolve that Food Act Fees (attached as **Attachment A**), and Planning Fees (attached as **Attachment B**) for the 2016/17 year be used as the Statement of Proposal, and the Summary of Information attached as **Attachment C**, be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.

3.5 That the hearing of any submissions on this matter be heard by the Hearings Committee of Council acting under delegated authority and a subsequent recommendation be made by the Committee to Council.

4. Background / Previous Council Decisions

4.1 There has always been a requirement for planning fees to be consulted on prior to adoption by Council.

4.2 Food premises registration fees have previously been set by a resolution of Council. With the full implementation of the Food Act 2014 effective 1 March 2016 there is now a requirement to consult of fees that will apply to businesses that fall under this Act.

5. Discussion

5.1 Food Act Fees.

- (a) Section 205 of the Food Act allows a territorial authority to fix fees to cover direct and indirect costs related to registration, verification, compliance and monitoring activities.

- (b) Section 199 of the Food Act states the methods by which costs may be recovered – fixed fees or charges, fees or charges based on a scale or formula or at a rate determined on an hourly or other unit basis, the recovery by way of a fee or charge of actual and reasonable costs expended in or associated with the performance or function, estimated fees followed by reconciliation, refundable or non-refundable deposits, levies, or any combination of any of the methods described.
- (c) The proposed fees and charges attached as Attachment A have been developed in accordance with the above.

5.2 Planning Fees.

- (a) Section 36 of the RMA provides for a local authority to fix charges for various planning services in the manner set out in Section 150 of the Local Government Act 2002 after using the special consultative procedure set out in section 83 of that Act.
- (b) Section 36(4) of the RMA sets out the criteria a local authority needs to have regard to when setting fees.
- (c) The proposed fees attached as **Attachment B** have been developed in accordance with the above requirements.

6. Options

There are no options, legislation requires the proposed fees to be consulted on using the special consultative procedure.

6.1 Cost

Not Applicable to this Report.

6.1.1 Rate Impact

There will be no rate impact arising.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

6.3 Consenting Issues

There are no Consents required or consenting issues arising.

6.4 LTP Integration

Not applicable to this report.

7. Consultation

There was no consultation required to be undertaken to reach this point.

8. Legal Considerations

8.1 Food Act Fees. In fixing fees under section 205 of the Act the territorial authority -

- (a) must take into account the criteria in section 198(2):
 - (i) equity, in that funding for a particular function, power, or service, should generally and to the extent practicable be sourced from the users or beneficiaries;

- (ii) efficiency, in that costs should generally be allocated and recovered in order to ensure that maximum benefits are delivered at minimum cost;
- (iii) justifiability, in that costs should be collected only to meet the actual and reasonable costs (including indirect costs);
- (iv) transparency, in that costs should be identified and allocated as closely as practicable in relation to tangible service provision for the recovery period in which the service is provided.

(b) has the options provided by sections 198(6) and (7) and 199 other than (g):

- (i) 198(6) – cost recovery does not require a strict apportionment of the costs to be recovered for a particular function or service based on usage;
- (ii) 198(7) – a fee or charge may be set at a level or in a way that is determined by calculations that involve an averaging of costs or potential costs; takes into account costs or potential costs of services (that are not directly to be provided to the person who pays the fee or charge but which are an indirect or potential cost) arising from the delivery of the service to a class of persons or all persons who use the service;
- (iii) 199 – these are the matters raised in section 5.1(b) above.

8.2 Planning Fees

In fixing fees under section 36 of the RMA a local authority is required to have regard to the requirement that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular person or persons should only be required to pay a charge to the extent that the benefit of the local authority's actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.

9. Financial Considerations

There is no financial impact from the discussion or options above.

10. Other Considerations

There are no other considerations.

11. Next Steps

That Council adopts the recommendations which will then allow the consultation plan as follows –

TASK	DATE
Council approval of Statement of Proposal and Summary of Information for consultation purposes – see recommendation 3.4	2 March 2016
Submissions open	3 March 2016
Submissions close	5pm 8 April 2016
Officer consideration of submissions and report preparation	15 April 2016
Hearing of submissions by Hearings Committee	To be confirmed
Report to Council	To be confirmed
Council decision	To be confirmed

12. Supporting Information


Strategic Fit/Strategic Outcome

Not Applicable
<p>Decision Making</p> <p>Decision making relating to the adoption of fees and charges for these two activities can only be made following use of the special consultative procedure.</p>
<p>Consistency with Existing Policy</p> <p>Not Applicable</p>
<p>Funding</p> <p>Not Applicable</p>
<p><u>Confirmation of statutory compliance</u></p> <p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ol style="list-style-type: none"> 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.

13. Appendices

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A	Statement of Proposal Planning Fees 2016/2017	99
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Author(s)	Mike Lepper Customer and Regulatory Services Manager	
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Approved by	Monique Davidson Group Manager - Customer and Community Services	
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Statement of Proposal



Food Act 2014 Fees and Charges for the 2016/17 Year

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HOROWHENUA DISTRICT COUNCIL FOOD ACT FEES 2016/17

1. INTRODUCTION

This Statement of Proposal has been prepared to fulfil the requirements of section 83 of the Local Government Act 2002 (LGA) and section 205(2) of the Food Act 2014 (the Act).

The new Act requires food premises to operate under a Food control Plan and has associated new fee setting requirements for food premises registration, verification and monitoring and compliance activities.

Horowhenua District Council's (Council) functions in relation to the Act's Food Control Plans commence on 1 March 2016, although the fees proposed will not take effect until 1 July 2016.

The Act provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act.

Council is proposing to fix fees to recover these costs.

Prior to fixing fees under the Act, the Council is required to consult on the proposed fees using the special consultative procedure of the LGA 2002.

2. BACKGROUND

The Food Act 2014 (the Act) which received royal assent in June 2014, is coming into force over a transitional period, with the majority of sections not yet in force coming into effect on 1 March 2016. The sections that are scheduled to come into force on that date change the framework within which Council can set fees to recover the costs of registration, verification, compliance and monitoring activities for food premises.

Currently, Council's fees for licensing and related activities for food service premises are set in accordance with the requirements of the Food Hygiene Regulations 1974. Council has to date set these fees annually by resolution with the fees being incorporated into the annual fees and charges document. The Food Act 2014, however, requires that fees must be set using the special consultative procedure of the Local Government Act 2002, for those premises that are subject to this Act.

The new Act requires food premises to operate under a Food Control Plan and has associated new fee setting requirements for food premises registration, verification and monitoring and compliance activities.

Existing food premises operating under the Food Hygiene Regulations 1974 have a three (3) year transitional period (March 2016-March 2019) in which to move to Food Control Plans, but new operations must operate under a Food Control Plan from 1 March 2016. Horowhenua District Council has been proactive since 2008 in assisting food operators to transfer to Food Control Plans under a voluntary implementation programme made available under the Food Act 1981. The Food Act 1981 will be repealed once the Food Act 2014 comes into full force.

2.1 Council's functions under the Food Act 2014

The commencement provisions in the Act require Council to be ready to perform the following functions under the Act from 1 March 2016:

- Registration

Receiving and processing of applications for registration of food businesses.

- Verification

Undertaking verification activities for those premises operating under a Food Control Plan.

- Compliance and Monitoring Activities

Undertaking compliance and monitoring activities across the District.

2.2 The Council's ability to set fees

Section 205(1) of the Act enables the Council, by resolution, to fix fees to recover the direct and indirect costs of any registration, verification, compliance and monitoring functions performed under the Act after consulting using the special consultative procedure of the LGA.

3. REASON FOR PROPOSAL

Council has decided to set fees to recover a portion of the direct and indirect costs of its functions performed under the Act.

Recovering costs in this manner recognises the benefit to the direct user of the service while also recognising the public benefit for the community in relation to the functions performed. This aligns with Council's Revenue and Financing Policy, which identifies that in funding regulatory services functions, the majority of funds should be sourced through fees with a minority funded through general rates.

Council currently charges fees under the Health Act 1956 and the Food Hygiene Regulations 1974 to recover environmental health functions for food premises. Food premises subject to the requirements of the Act have up to three (3) years to transition to the requirements of the Act. Until they transition to the Act, such premises will be subject to the Council's current fees. Fees under the Act will eventually replace the Council's current fees under the Health Act 1956 after the transitional period.

4. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2016.

4.1 Proposed Fees

Food Business Fees Under the Food Act 2014		
<u>Function</u>	<u>Fees (incl GST)</u>	<u>Notes</u>
Registering a Food Control Plan that is based on a MPI template	\$180.00 fixed fee for up to 2 hours processing time, then additional time is charged at \$140.00 per hour	FCP training and resources are provided for free. Processing includes assessing whether the FCP has been tailored correctly and administration
Registering a business under a national programme	\$140.00 fixed fee for up to 1 hours processing time then additional time is charged at \$140.00 per hour	
Renewing the registration of a Food Control Plan that is based on a MPI template	\$140.00 fixed fee	
Renewing the registration of a business operating under a national programme	\$140.00 fixed fee	
Amendment to registration	Charged at hourly rate of \$140.00 per hour	
Verification of a Food Control Plan that is based on an MPI template	\$140.00 fixed fee for up to 1 hour then additional time is charged at \$140.00 per hour	
Verification of a National Programme	\$70.00 fixed fee (for up to 30 minutes then additional time is charged at \$140.00 per hour	
<u>Compliance and Monitoring</u>	Charged at hourly rate of \$140.00 per hour	
Charges for travel outside of Horowhenua District	Cost + 20%	If the verifier is required to travel outside of the Horowhenua District to verify a template Food Control Plan or a National Programme

4.2 Considerations

Council is required to take into account the criteria in section 198(2) OF THE Act when fixing fees. The following information details the Council's consideration of the criteria in relation to its proposal to fix fees:

- (a) *EQUITY, in that funding for a particular function , power, or service, or a particular class of function, power, or service, should generally, and to the extent practicable, be sourced from the users or beneficiaries of the relevant*

functions, powers, or services at a level commensurate with their use or benefit from the function, power, or service.

The fees proposed recover the cost of registration and verification services from small business in a consistent manner which provides some certainty of compliance costs for the industry while at the same time ensuring that those operators who do not perform well and require registration and compliance follow up, pay directly for those services through hourly rate charging.

- (b) *EFFICIENCY, in that cost should generally be allocated and recovered in order to ensure that maximum benefits are delivered at minimum cost.*

Resources needed to recover cost using fixed fees are simplified and minimised because of the minimal use of invoicing. Invoicing requires extensive administration processes which add cost to the food compliance function, a copy which is invariably recovered from operators. Staff, however, will still record time spent on the function as good business practice.

- (c) *JUSTIFIABILITY, in that cost should be collected only to meet the actual and reasonable costs (including indirect costs) of the provision or exercise of the relevant function, power, or service.*

The fees proposed will recover from operators through fees and charges a portion of the actual and reasonable costs associated with the function.

- (d) *TRANSPARENCY, in that cost should be identified and allocated as closely as practicable in relation to tangible service provision for the recovery period in which the service is provided.*

The fees proposed reflect the actual cost imposed as a result of a statutory requirement on Council by central government to undertake verification and registration services in the food industry and a portion of that cost is recovered directly from that industry.

4.3 Methodology

The Act provides Council with various options for fixing fees. The following information explains the option applied to the proposed fee structure:

- The options used in the proposed fees are a combination of fixed fees or charges and fees or charges based on an hourly rate. This method is in accordance with the options under section 199 (a) and (b) of the Act.
- The options used are consistent with the methodology used by the Ministry of Primary Industries to set fees for its functions under the Act.
- Recognising the varied nature of food operations subject to the Act, the methodology is deemed to be the most reasonable option as it gives customers certainty on how much a service would cost on average through a fixed fee and at the same time provides the ability to recover additional costs as required through an hourly additional rate.

4.4 Compliance with Regulations

Section 205(5)(c) of the Act requires that fixed fees much comply with any regulations made under section 206 of the Act. To date no regulations have been made under this section of the Act that relate to the setting of fees by territorial authorities. Council may have to review its fees in light of any future regulations.

5. **HAVE YOUR SAY**

- Post to : Proposed Fees & Charges 2016/17 Submission, Horowhenua District Council, Private Bag 4002 Levin 5540;
- Deliver To : Horowhenua District Council, 126 Oxford Street Levin;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5pm on Friday 8 April 2016.

Statement of Proposal



Planning Fees and Charges for the 2016/17 Year

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HOROWHENUA DISTRICT COUNCIL PLANNING FEES 2016/17

1. INTRODUCTION

This Statement of Proposal has been prepared to fulfil the requirements of section 83 of the Local Government Act 2002 (LGA) and section 36(2) of the Resource Management Act 1991 (the Act).

The Act provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act.

Council is proposing to fix fees to recover these costs.

Prior to fixing fees under the Act, the Council is required to consult on the proposed fees using the special consultative procedure of the LGA 2002.

2. BACKGROUND

- (a) Section 36 of the RMA provides for a local authority to fix charges for various planning services in the manner set out in Section 150 of the Local Government Act 2002 after using the special consultative procedure set out in section 83 of that Act.
- (b) Section 36(4) of the RMA sets out the criteria a local authority needs to have regard to when setting fees.
- (c) The proposed fees attached have been developed in accordance with the above requirements.

3. REASON FOR PROPOSAL

Council has decided to set fees to recover a portion of the direct and indirect costs of its functions performed under the Act.

Recovering costs in this manner recognises the benefit to the direct user of the service while also recognising the public benefit for the community in relation to the functions performed. This aligns with Council's Revenue and Financing Policy, which identifies that in funding regulatory services functions, the majority of funds should be sourced through fees with a minority funded through general rates.

In fixing fees under section 36 of the RMA a local authority is required to have regard to the requirement that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular person or persons should only be required to pay a charge to the extent that the benefit of the local authorities actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.

4. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2016.

Schedule of Fees and Charges under the Resource Management Act 1991.

Horowhenua District Council's Planning fees and charges for the financial year 1 July 2015 - 30 June 2016 are provided below.

All fees are stated as GST inclusive and are effective from 1 July 2015. Council reserves the right to review any fees and charges at any time. Please contact Council for any updates.

Costs for Resource Consents and Other Applications

Horowhenua District Council charges fees for processing of a wide variety of planning related applications processed under the Resource Management Act (RMA) 1991 or Local Government Act (LGA) 2002 as listed below. The fixed charge is a deposit paid up front to enable Council staff to commence the process, actual charges are billed in accordance with time spent by staff on processing the application together with other associated costs.

Any work on applications will only commence on payment of the relevant fixed charge. Upon completion of processing an application the Council will invoice for any additional charges for any costs not covered by the fixed charge. The additional charges are set out below with the fixed charges.

Planning	Fixed Charge	Additional Charge per Hour Processing Time	Notes (Please refer below)
Land Use Consent			
Fast Track Consent	\$480.00	No	1
Minor Land Use Consent	\$750.00	Yes	2
Other Land Use Consent	\$980.00	Yes	2
Subdivision Consent	Fixed Charge	Additional Charge per Hour Processing Time	Notes (Please refer below)
Minor Subdivision / Boundary Adjustment	\$930.00	Yes	2
Other Subdivision	Fixed Charge	Additional Charge per Hour Processing Time	Notes (Please refer below)
- 2 to 5 Additional Lots	\$1,735.00	Yes	
- 6 to 10 Additional Lots	\$2,790.00	Yes	
- More than 11 Lots	\$4,460.00 + \$270.00 per Lot over 15 Lots	Yes	

Certificate of Compliance	\$565.00	Yes	
Existing Use Certificate	\$565.00	Yes	
Vetting of Draft Applications (first hour free)	\$0.00	Yes	
Planning			
District Plan Amendments	Fixed Charge	Additional Charge	Notes (Please refer below)
Private Plan Change	\$5,485.00	Yes	3
New Designation / Heritage Order	\$2,230.00	Yes	
Alteration of Designation / Heritage Order	\$1,115.00	Yes	
Other Applications	Fixed Charge	Additional Charge	Notes (Please refer below)
Section 223 Application	\$155.00	No	
Section 224 (c) or (f) Application	\$340.00	Yes	
Section 221 Consent Notice or Amendment / Cancellation	\$205.00	Yes	
Section 125 Application	\$360.00	Yes	
Section 127 Application	\$465.00	Yes	
Section 357 Lodgement Fee	\$560.00	Yes	6
Outline Plan Approval or Waiver	\$360.00	Yes	
Bond Preparation	\$165.00	Yes	
Any other Application or Certificate under the RMA	\$205.00	Yes	
Any application under those provisions of the Local Government Act 1974 not repealed (eg. Section 348)	\$205.00	Yes	
Notification and Hearing Costs	Fixed Charge	Additional Charge	Notes (Please refer below)
Limited Notification	\$1,115.00	Yes	
Full Notification	\$2,230.00	Yes	
Hearing Costs	\$3,285.00	Yes	4
Commissioner Costs (at applicant's request)	\$1,675.00	At Cost	
Commissioner Costs (at submitter's request)		At Cost	7
Commissioner Costs (at Council appointment)		At Cost	5
Monitoring Costs	Fixed Charge	Additional Charge	Notes (Please refer below)
Land Use Consents			

– Per Inspection	\$145.00	Yes	
Subdivision Consents			
– Per Inspection	\$145.00	Yes	
Residential Relocated Buildings			
- Refundable Monitoring Fee	\$1500.00	No	8
Council Officer's Hourly Rates	Fixed Charge	Additional Charge	Notes (Please refer below)
Planning Services Manager		\$172.00	
Senior Planner		\$162.00	
Urban Designer		\$162.00	
Planner		\$145.00	
Engineer		\$145.00	
Monitoring Officer		\$145.00	
Administration Officer		\$ 103.00	
Other Charges	Fixed Charge	Additional Charge	Notes (Please refer below)
Consultant S42A Planning Reports (at applicant's request)		At Cost	
Consultant S42A Planning Reports (at Council's request)		At Cost	
Specialist Reports		At Cost	
Mileage		At AA Rates	
Disbursements (Photocopying, Printing Docs & Maps, Food, etc).		At Cost	
Documents on CD	\$10.00	No	
Digital Capture Levy	\$25.00	No	
Pre-Hearing Meetings		At Cost	
Title Searches		At Cost	

Applicants may apply for the remission of any charges, and have the right of objection and appeal to any "Additional" charges incurred (S36(6) of the Resource Management Act). Objections shall be heard by the Hearings Committee.

Notes to Fee Schedule:

1. Fast Track Consents are consents for controlled or restricted discretionary land use consents with little or no adverse effects at the discretion of the Planning Team.
2. Minor land use consent is defined as any non-notified land use application for an activity in any one zone (not being a Fast Track Consent) which is a controlled activity or does not comply with one standard specified in the District Plan and for which the applicant supplies with the application sufficient evidence of consultation with potentially affected persons.

A minor subdivision is a controlled activity subdivision for up to 1 additional lot including a boundary adjustment and not needing land use consent.

Other "land use" or "subdivision" applications are any applications other than a minor application as defined above, made under sections 9 and/or 11 of the RMA.

3. Where the Council, in its own discretion, adopts a Private Plan Change no further fee above the fixed charge shall be due.
4. Based on a Chair at \$100/hr plus 2 Councillors' at \$80/hr – average hearing 6 hours. Plus Administration & Technical Assistance 6 hrs at the prescribed rates.
5. Commissioners' costs shall not exceed the equivalent cumulative cost as if a quorum of the Hearings Committee had heard the application. It includes time in pre-hearings, site visits, deliberations and costs for drafting the decision. Commissioner charges in the case of hearings where Council has vested interests are justified on the basis that the applicant is not entitled to a free hearing, but should not have to pay more than would have occurred otherwise. Specialist costs shall include Consultants as appointed by the Council and the costs of legal advice, provided that in the latter instance such costs may be waived in whole or in part at the discretion of the Planning Services Manager and/or the Chief Executive Officer.
6. The Council will charge a fixed lodgement fee for objections lodged under Section 357 of the Resource Management Act. There will be no hearing fee although additional charges will be tracked. Where the decision is to uphold the objection in full the fixed lodgement fee will be refunded in full and there will be no additional charges. Where the objection is dismissed or partially upheld then the lodgement fee shall not be contestable and additional charges shall be split equitably where a partial decision is reached according to the opinion of the Chief Executive Officer.
7. The submitter(s) pay the actual cost of the application being heard and decided less any charges payable by the applicant for the amount that it is estimated by the Group Manager – Customer & Community Services it would cost for the application to be heard and decided if the request has not been made. (Section 36 (1)(ab) of the RMA refers).
8. The refundable monitoring fee is to be required for residential relocated buildings (over 40m² gross floor area) in the Residential, Rural, Greenbelt Residential and Commercial Zones that comply with the requirements of the Plan as a permitted activity. The refundable monitoring fee will be used by the Horowhenua District Council to cover the costs of monitoring inspections necessary to ensure that the reinstatement required is completed. Should the reinstatement work not be completed within 9 months of the building being delivered to the destination site, the monitoring fee may be used by Horowhenua District Council officers to fulfil the requirements of lodging and processing a resource consent application for the relocated building.

Procedure for processing fast track consents:

An application for a fast track consent will need to be made using the standard 'form 9' application form for a resource consent and it must be accompanied by all the usual information (i.e. a certificate of title with any relevant interests, a site plan and elevations, an assessment of

environmental effects, photographs of the site, and written approvals of affected persons, if applicable). A fee of \$480.00 must be paid upfront when a fast track application is lodged with the Council.

Note:

Should the processing planner become aware of any additional non-compliance with the District Plan, the applicant will be notified that the application will no longer be processed as a fast track consent and the applicant will be informed that additional fees may apply.

Policy

The Horowhenua District Council will utilise the following as policy in the recovery of costs under the Resource Management Act.

1. *The Council, in accordance with its Revenue and Financing Policy, will recover 60-70% of actual and reasonable costs associated with the consent processing function under the RMA as defined by a schedule of fees and charges approved in the required manner.*
2. *Costs will be recovered through the application of 'fixed' and 'additional' charges to be applied in accordance with a schedule of charges. That schedule will define both 'fixed' charges (a deposit) and 'additional' charges as determined in respect of each type of application defined in the schedule. Where the costs of any application are less or greater than the fixed charge by more than one hours' value the Council will refund or invoice the applicant respectively by an amount equivalent to the difference between the final amount and the fixed charge.*
3. *Fixed charges are refundable where the fixed charges received total less than the actual cost of the activity subject to point 2 above.*
4. *Where requested, an estimate of additional charges will be given as required under the Resource Management Act.*
5. *The Council will not commence (or continue if applicable) processing of any application without the pre-payment of any fixed charge.*
6. *Costs against each application will be recorded for all costs incurred in processing the application and a final account will be drawn up in accordance with the procedures set out below.*
7. *A minimum charge equivalent to one hour's time shall be accrued in respect of any application. This charge shall not be refundable.*
8. *Where additional charges are incurred and are not met, the Council will administer the debt in accordance with normal practice. This may include the use of a debt recovery service.*

9. *Where an application is heard by an independent Commissioner at the request of the applicant, the applicant shall bear the full costs of that Commissioner.*
10. *Where an application is heard by an independent Commissioner at the request of the submitter(s), cost will be allocated in accordance with the procedure described under Note 7 of the Fee Schedule.*
11. *Objections to additional charges will be heard by the Hearings Committee where not resolved by Officers under delegated authority to remit such charges.*
12. *Administrative charges are payable regardless of the outcome of the application.*
13. *Where an application is for both subdivision and land use consent, the subdivision "fixed" fee shall apply.*

5. HAVE YOUR SAY

- Post to : Proposed Fees & Charges 2016/17 Submission, Horowhenua District Council, Private Bag 4002 Levin 5540;
- Deliver To : Horowhenua District Council, 126 Oxford Street Levin;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5pm on Friday 8 April 2016.

SUMMARY OF INFORMATION

**HOROWHENUA DISTRICT COUNCIL
PROPOSED FEES AND CHARGES 2016/17
FOOD ACT 2014, FOOD PREMISES
and
PLANNING SERVICES**

Proposal

To set a range of fees to apply in the Horowhenua District for 2016/17, commencing 1 July 2016, in respect of:

- Food Premises that are subject to the Food Act 2014;
- Planning Services, Resource Management Act 1991.

Summary of Information

Council is required to consult when setting these fees using the Special Consultative Procedure as laid out in the Local Government Act 2002.

Food Premises Fees

The Food Act 2014, section 205(1) enables the Council by resolution, to fix fees to recover direct and indirect costs of any registration, verification, compliance and monitoring functions performed under the Act, after using the Special Consultative Procedure of the LGA. A new scale of fees is proposed.

Planning Services Fees

The Resource Management Act 1991, section 36, requires use of the Special Consultative Procedure. No change in fees from that which currently applies is proposed.

A copy of the proposed Fees & Charges 2016/17 can be viewed at Council's Services Centres: Clyde Street, Foxton; Plimmer Terrace, Shannon; 126 Oxford Street, Levin; or Te Takere, Bath Street, Levin; or on Council's website: www.horowhenua.govt.nz. Telephone enquiries can be made to Council's Customer Service Centre on (06) 366 0999. Submissions close at 5pm on Friday 8 April 2016.

Submission Form
Proposed Fees & Charges
- Food Act 2014, Food Premises
- Planning (Resource Management Act)

OFFICE USE ONLY

TRIM # _____

Submission No: _____

Please print using a black or dark blue pen

Your details

Name: Mr / Mrs / Miss / Ms / Dr (circle): _____

Name of organisation (if applicable): _____

Postal
address: _____

Post Code: _____

Telephone: day: _____ evening: _____ mobile: _____

Email: _____

Communication

Preferred method of communication: Email Telephone Post

Presentation

Submissions will be heard by the Hearings Committee, with hearing dates to be confirmed once submissions close.

Do you wish to present your comments to Council in person at a hearing? Yes No

My Submission(s):

Please note your submission will be loaded into a public agenda.

(continued overleaf)

Return your submission by:

Post to: Proposed Fees & Charges 2016/17 Submission, Horowhenua District Council,
Private Bag 4002, Levin 5440.

Deliver to: Horowhenua District Council, 126 Oxford Street, Levin; or Te Takere; Foxton Library
or Shannon Library

Email to: recordsprocessing@horowhenua.govt.nz

Fax to: (06) 366 0983

We need to receive your submission by 5.00 pm on Friday 8 April 2016

File No.: 16/34

Amendment to Food Premises Grading Policy 2015

1. Purpose

To propose amendments to Council's Food Premises Grading Policy 2015 as a result of changes to legislation.

2. Executive Summary

- 2.1 The above policy was adopted by Council on 7 October 2015 following the revocation of the Food Hygiene Bylaw.
- 2.2 As further clarification around the Food Act 2014 and the Regulations to same have been implemented, there is a need for minor amendments to be made to this Policy.

3. Recommendation

- 3.1 That Report 16/34 Amendment to Food Premises Grading Policy 2015 be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act 2002.
- 3.3 That the amendments as proposed to the Food Premises Grading Policy 2015 as described in clause 5 and shown as tracked changes in **Attachment A**, be adopted.

4. Background / Previous Council Decisions

The Horowhenua District Food Premises Grading Policy 2015 was adopted by Council at the meeting of 7 October 2015 – Report 15/570.

5. Discussion

In summary the following changes are proposed to the current policy and these are shown as tracked changes to the policy that is attached as **Attachment A**:

- (a) Clause 4.1(c) - draw reference to the regulations and relevant section of the Food Act 2014.
- (b) Clause 4.1(d) – minor rewording but also clarification that this policy does not include businesses that are not inspected or verified by Council.
- (c) Clause 6.2 – replace the current chart, clarifying the 'weighting' identification.
- (d) First Schedule, page 4 – change date to read 2015 and change the table in respect of 5. Weighting which clarifies the 'weighting' identification and then the resultant wording.

6. Options

There are two (2) options being to either resolve the proposed changes or not. The preferred option is that the proposed changes to the policy are resolved which in turn reflects an accurate Council document and facilitates the delivery of effective Food Gradings.

6.1 Cost

There are no costs associated with this matter other normal operational ones.

6.1.1 Rate Impact

There will be no rate impacts arising.

6.2 Community Wellbeing

There is no effect on Community Wellbeing matters associated with the proposed amendments to this policy.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

There is no LTP programme related to the options or proposals in this report and there are no special consultative processes required.

7. Consultation

There was no consultation required to be undertaken.

8. Legal Considerations

There are no legal requirements or statutory obligations affecting options or proposals.

9. Financial Considerations

There is no financial impact.

10. Other Considerations

There are no other considerations – this matter is to ensure that we have an accurate document.

11. Next Steps

In the event the recommendations are adopted the Food Premises Grading Policy 2015 will be updated, the updated policy made available on our website, and gradings of food premises conducted in accordance with the updated policy.

12. Supporting Information

Strategic Fit/Strategic Outcome
Not Applicable
Decision Making
Not Applicable
Consistency with Existing Policy
Not Applicable

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	DRAFT Amendments to Food Premises Grading Policy with tracked changes	122

Author(s)	Mike Lepper Customer and Regulatory Services Manager	
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Approved by	Monique Davidson Group Manager - Customer and Community Services	
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HOROWHENUA DISTRICT COUNCIL

FOOD PREMISES GRADING POLICY 2015

1. INTRODUCTION

- 1.1 The Food Premises Grading Policy is an operational policy that has been prepared to fill the gap left by the revocation of the Food Hygiene Bylaw 2004. The Bylaw was revoked because it was not reviewed within the statutory timeframe, pending changes to the legislation governing food safety.

2. PURPOSE

- 2.1 Food grading is a useful public education tool, providing a means for the community to easily see whether a food premises has met the necessary food safety requirements. Displaying a food grading also encourages businesses to improve food safety standards in order to achieve a higher grading or avoid a low grading.
- 2.2 The purpose of the Food Premises Grading Policy is to support Council's role in monitoring and enforcing legislation and regulations governing food premises. The policy facilitates the process of inspecting and auditing food premises for the purposes of determining the grade for that premises, and establishes the methodology for calculating the food grading.

3. COMMENCEMENT

- 3.1 This Policy shall come into force on 8 October 2015.

4. DEFINITIONS AND INTERPRETATION

- 4.1. In this Policy, unless the context otherwise requires:

- (a) District means the District of Horowhenua.
- (b) Authorised officer means an Environmental Health Officer appointed by the Horowhenua District Council under the authority of the Health Act 1956 or any other Act, to inspect food premises, and carry out the requirements including the application of this policy.
- (c) Food has the same meaning as "food" as defined in Section 2 of the Food Act 1981 or Section 9 of the Food Act 2014 (or any statute or regulations which replaces this legislation-the Food Act 1981).
- (d) Food Premises has the same meaning as Food Premises in Regulation 2 of the Food Hygiene Regulations 1974 and Food Business in Section 10 of the Food Act 2014 (or any statue or regulations which replace the Food Hygiene Regulations 1974 this legislation), but shall not include occasional food premises as defined in that Regulation the Food Hygiene Regulations 1974, or or food businesses that are not inspected or verified by Council premises with an approved Exemption under the Food Act 1981 from the Food Hygiene Regulations 1974 (or in any statute or regulations which replace this legislation). Food premises also includes Mobile Food Shops and Itinerant Traders handling food, and Taverns which sell meals/food for consumption on the premises.

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- (e) Grade and Grading means the grade resulting from an inspection of the Food Premises, by an authorised Officer, assessed according to the system described in clause 6.0 of this policy.
- (f) Food Handler means any person employed in or on any food premises that at any time may be involved in the manufacture, preparation or packing of food for sale.
- (g) Occupier shall mean the owner of the food premises or any person or persons occupying the premises and includes any supervisor, food handler, manager or agent acting or apparently acting in the general management or control of the food premises.

5. RECOMMENDED TRAINING FOR FOOD HANDLERS

- 5.1 Council recommends that the occupier of every food premises ensures that all new, temporary or replacement staff who are food handlers, are trained to handle food in accordance with best industry practice.
- 5.2 It is recommended that every food premises shall have at least one person, (employed on the premises), being the manager, owner or employed in a supervisory or staff training capacity, who is the holder of an advanced food safety qualification and that all other food handlers are the holders of a basic food-handling qualification.

6.0 FOOD PREMISES GRADING SCHEME

- 6.1 The Horowhenua District Council grades premises as either 'A', 'B' or 'U' grade as defined according to the system described in clause 6.2.
- 6.2 Grades are calculated and defined as follows in accordance with the First Schedule to this policy.

<u>Grade</u>	<u>Weighting</u>	<u>Total Score</u>
<u>A</u>	<u>FCP</u>	<u>17-20 points</u>
<u>B</u>	<u>FCP</u>	<u>10-16 points</u>
<u>U</u>	<u>FCP</u>	<u>6-9 points</u>
<u>A</u>	<u>NP3</u>	<u>14-20 points</u>
<u>B</u>	<u>NP3</u>	<u>8-13 points</u>
<u>U</u>	<u>NP3</u>	<u>6-7 points</u>
<u>A</u>	<u>NP2</u>	<u>12-20 points</u>
<u>B</u>	<u>NP2</u>	<u>6-11 points</u>
<u>U</u>	<u>NP2</u>	<u>4-5 points</u>
<u>A</u>	<u>NP1</u>	<u>4-20 points</u>

<u>Grade</u>	<u>Weighting</u>	<u>Total Score</u>
<u>A</u>	<u>100 /FCP VIP premises</u>	<u>17-20 points</u>

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B	100 /FCP VIP premises	10-16 points
U	100 /FCP VIP premises	6-9 points
A	80	14-20 points
B	80	8-13 points
U	80	6-7 points
A	60	12-20 points
B	60	6-11 points
U	60	4-5 points
A	40	7-20 points
A	20	4-20 points

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7. APPEALS

Any occupier of food premises in respect of which any decision or requirement has been made by an Authorised Officer under this policy may appeal to the Council against that decision or requirement. On hearing the appeal, the Council may confirm, reverse, or modify the decision or requirement made by the Authorised Officer. This right of appeal is in addition to any other statutory right made available to the occupier.

SCHEDULES

First Schedule - Grading Assessment System for Food Premises

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**HOROWHENUA DISTRICT COUNCIL
FOOD GRADING POLICY 2015⁴
FIRST SCHEDULE**

Grading of Premises

METHOD OF ASSESSMENT

1. Premises

Score

- 5 Premises in all respects suitable for the purpose.
- 4 Adequate facilities with no serious deficiencies in layout, construction and repair
- 3 Acceptable conditions within the limitations of the premises.
- 2 Areas of disrepair and/or inadequate facilities.
- 1 Premises in many respects unsuitable to maintain hygienic systems of work.

2. Practices

Score

- 5 Minimal risk of contamination, particularly as a result of human error.
- 4 Contamination unlikely, provided all personnel consistently adhere to present operating arrangements.
- 3 Insufficient safeguards to be reasonably confident that contamination could not occur.
- 2 High degree of risk of contamination.
- 1 Food found to be contaminated.

3. Cleaning

Score

- 5 An effective written cleaning plan in use.
- 4 No written plan but premises in a very clean condition.
- 3 Cleanliness just acceptable.
- 2 Evidence of lack of regular cleaning.
- 1 Premises in a filthy condition.

4. Training

Score

- 5 At least 75 percent of food handling staff have attended an approved training course in food hygiene.
- 4 At least 50 per cent of food handling staff have attended an approved training course in food hygiene.
- 3 At least 25 per cent of food handling staff have attended an approved training course in food hygiene.
- 2 Less than 25 per cent of food handling staff have attended an approved training course in food hygiene.
- 1 No food handling staff have attended an approved training course in food hygiene.

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5. Weighting

FCP	Means the food premises/business fits the scope of a custom or template Food Control Plan
NP3	Means the food premises/business fits the scope of a National Programme Level 3
NP2	Means the food premises/business fits the scope of a National Programme Level 2
NP1	Means the food premises/business fits the scope of a National Programme Level 1

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100/FCP VIP Premises	Manufacture/preparation and heat treatment of food conducive to bacterial growth
80	Manufacture/preparation, excluding heat treatment of food conducive to bacterial growth. Heat treatment only, of any food conducive to bacterial growth.
60	Sale/storage of food conducive to bacterial growth.
40	Manufacture/preparation of food products not conducive to bacterial growth.
20	Sale/storage of foods not conducive to bacterial growth
NOTE: Preparation includes handling of open food	

File No.: 16/81

Shared Pathways Strategy

1. Purpose

The purpose of this report is to inform Council of the Shared Pathways Strategy for discussion and recommend adoption.

2. Executive Summary

The Shared Pathways Strategy has been developed to provide the strategic framework for a shared pathways trail network linking the District's major communities. The trails would negotiate areas of high amenity value, including coastal reserves, rivers, mountains and lakes.

3. Recommendation

- 3.1 That Report 16/81 Shared Pathways Strategy 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 Shared Pathways Strategy be adopted.

4. Background / Previous Council Decisions

- 4.1 During the 2015-2025 Long Term Plan consultation period there were numerous submissions made in support of Council assessing the opportunities to partner with various organisations and deliver an active transport strategy.
- 4.2 At the Council Meeting dated: 26/05/2015 Agenda Item No. 10.4 Council adopted the following recommendations:

“THAT Council Officers assess the resource required to deliver an active transport (cycleway and walkway) strategy within, and across the Horowhenua District.”

“THAT Council Officers assess the opportunity to partner with other statutory, voluntary, and private stakeholder organisations in delivering an integrated cycleway and walkway strategy.”

- 4.3 As a result, a Shared Pathways Strategy has been developed in partnership with the Horowhenua Cycleways Committee which includes stakeholder groups. In addition Council Officers now actively contribute to the Horowhenua Cycleways Committee.

5. Discussion

- 5.1 The Shared Pathways Strategy will provide the foundation to build on existing recreational pathway infrastructure to promote, encourage, enhance and support; economic development and growth for Horowhenua District, enhance and support recreational opportunities, encourage connected communities, embrace environmental and cultural values, and aim to improve safety for cyclists.
- 5.2 The primary objectives of the shared pathways network are, but are not limited to; developing a sub-regional network, linking Horowhenua communities, linking and enhancing

existing and future shared pathway networks, providing recreational opportunities for local residents and visitors, celebrate and enhance the natural environment and cultural heritage, promoting active lifestyles and healthy communities, encourage public access to our coasts, rivers, lakes and mountains, deliver economic benefits by providing a range of opportunities and provide a safe cycling and walking experience.

- 5.3 Consultation on the Shared Pathways Strategy has occurred with various stakeholders through various forms. Landcorp, DOC, Horizons and NZ Police have all been involved in the Horowhenua Cycleways Committee as mentioned in section 4. Therefore consultation has occurred on a frequent basis and all three parties are supportive of the document. There is also on-going consultation occurring with Iwi, with initial discussions showing positive support. Dialogue with all stakeholders will remain high as all will continue to have an input as further projects are identified.

6. Options

There are no other options, the only option is to adopt the recommendations.

6.1 Cost

There are no costs associated with this matter.

6.1.1 Rate Impact

There will be no further impact on rates to what has been indicated in the 2015-2025 Long Term Plan.

It is recommended that Council considers allocating budget toward Shared Pathways in future Long Term Plans.

6.2 Community Wellbeing

- 6.2.1 Horowhenua District Council's five Community Outcomes reflect Council's goals and aspirations for its community. The Shared Pathways Strategy contributes to:

- A healthy local economy and district that is growing
- A sustainable environment
- A community of knowledge, culture and diversity where people are proud to live
- Safe, resilient and healthy communities
- Positive leadership and effective partnerships.

- 6.2.2 The Community Wellbeing Strategy and five Community Wellbeing Action Plans detail the way Council will work within Community Wellbeing. The Shared Pathways Strategy links to the four overarching goals of the Community Wellbeing Strategy which are:

- A Proud Community
- A Connected Community
- A Safer Community
- A Healthy Community.

6.3 Consenting Issues

There are no Consents required or consenting issues arising.

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.

7. Consultation

There was no consultation required to be undertaken.

8. Legal Considerations

There are no Legal Requirements or Statutory Obligations affecting options or proposals.

9. Financial Considerations

There is no financial impact.

10. Other Considerations

There are no other considerations.

11. Next Steps

In the event the recommendations are adopted, Council Officers will assess opportunities for additional shared pathway projects by way of Shared Pathways Action Plan.


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	Draft Shared Pathways Strategy March 2016	132

Author(s)	Cathryn Pollock Community Projects Officer	
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Approved by	Monique Davidson Group Manager - Customer and Community Services	
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Draft Shared Pathways Strategy

March 2016

Part 1

Purpose

The Horowhenua District Council (HDC) has produced this Shared Pathways Strategy to provide the strategic framework for a shared pathways trail network linking the District's major communities.

The trail would negotiate areas of high amenity value, including coastal reserves, rivers, mountains and lakes.

The purpose of this strategy is to:

- Establish the strategic direction for a cycle trail network
- Provide for the development of an integrated Horowhenua Shared Pathways network
- Support future funding proposals for network development and expansion
- Seek support and endorsement from New Zealand Cycle Trail for Inclusion as a potential expansion to the 'great Rides' network.

This Strategy will:

- Inform each Council's policy and strategy documents - including the Long Term Plan and District Plan
- Be used as a Master Plan to develop long-term partnerships with government organisations and funding agencies such as Trusts, community organisations and other interested parties.

Monitor and review strategy process

Monitoring and review of the strategy is required to ensure that the mission and objectives are incorporated in the implementation of the strategy.

We will:

- Review and revise the Strategy annually (twelve monthly)
- As part of any review, ensure revisions reflect policy and strategy updates and amendments.

Governance

The governance structure for this strategy is detailed in the following diagram.

The Horowhenua Shared Pathways Network consists of stakeholder representatives, HDC elected members, HDC staff, local community organisations and recreation enthusiasts.

The purpose of this network is to form, explore and make recommendations for strategic collaborative initiatives and funding opportunities.

Horowhenua
DISTRICT COUNCIL



Communications and leadership

Ongoing collaborative advocacy at governance and operational level is essential.

We will:

- Consult and engage as required - recognise that many actions naturally require collaboration with many other players
- Communicate strategy development and report on progress to Council, stakeholders and the wider community.

Key Stakeholders and Users

Key Stakeholders for implementing the Strategy include:

- Horowhenua District Council
- Horizons Regional Council
- Department of Conservation
- Iwi and hapu
- Affected private landowners
- NZ Transport Agency
- Landcorp
- Kiwirail
- Dept of Corrections
- NZTA
- NZ Police
- NZ Fish and Game

Support is also anticipated from local community groups, schools, clubs and Trusts.

This Strategy acknowledges local Iwi and Hapu and the strong cultural history of the District.

Key Users include:

- Local communities
- Recreational users including cyclists, walkers and joggers
- Cycle Tourists
- Business operators

Mission

To develop new or improve current shared pathways, cycle trails and adventure trail experiences in the Horowhenua District, that build on existing recreational cycling infrastructure to promote, encourage, enhance and support:

- Economic development and growth for Horowhenua District
- Recreational opportunities
- Connected communities
- Environmental and cultural values
- Improved safety for cyclists.

Primary Objectives of the Cycle Trail Network

Network

- Develop a sub-regional network
- Link Horowhenua communities
- Link Horowhenua with neighbouring Districts
- Provide community connections
- Link and enhance existing and future trail networks
- Investigate opportunities to enhance the cycle trail network and link to 'Great Rides'
- Meet NZCT standards.

Recreation and Environmental

- Provide recreational opportunities for local residents and visitors
- Celebrate and enhance the natural environment
- Celebrate cultural heritage
- Promote an active lifestyle and the health and well-being of our communities
- Encourage public access to coast, rivers, lakes and mountains.

Economic Development

- Deliver economic benefits by providing a range of opportunities
- Identify, support and promote local business opportunities
- Work collaboratively to achieve collective branding and marketing of a Cycle Trail network
- Attract national and international visitors
- Introduce value to local communities.

Safety

- Provide a safe cycling and walking experience for the entire community.
- Provide off-road connections between communities.
- Improve the current cycling and walking environment/ infrastructure.

Part 2

Background

Nga Haerenga – The New Zealand Cycle Trail (NZCT) was launched as an economic development initiative by the NZ Government in 2009, co-funded with local Councils and charitable trusts.

The intention was that predominantly off-road trails would showcase the environment, landscape, heritage and culture of New Zealand, while generating economic, social and environmental benefits for communities.

Over the past three years, through contributions from local authorities and the National Land Transport Programme (NLTP), around \$80 million of investment has been provided for dedicated walking and cycling facilities throughout New Zealand. Additionally, approximately \$80 million of further investment has delivered significant cycling benefits including cycle lanes on new roads, road safety initiatives, wider shoulders and improved marking on local roads.

The partner agencies undertake to investigate and develop an integrated network of shared pathways in Horowhenua for the benefits of economic development, recreational activity, environmental enhancements and improved network safety.

No independent advice to-date has been sought.



Strategic Context

Horowhenua District Council

Horowhenua District Council has many strategic documents and plans, including Council's 2015-2025 Long Term Plan (LTP), which provide for the exploration of cycle and walkways as part of the recreation and transport networks.

Horizons Regional Council




Horizons Regional Council is supported by the objectives of the Regional Land Transport Plan, which identifies Cycling (and walking) as being able to contribute to positive economic and public health outcomes within the Horizons region.

Department of Conservation

The Department of Conservation (DOC) recognises the social, economic and conservation gains which can accrue from well-developed cycling facilities and associated services. The Department does not anticipate owning further assets to support cycling but is supportive of, and looks forward to working constructively with, shared pathway developments by third parties, including those on Public Conservation Land.

Land Transportation - Government Policy Statement

The national Government Policy Statement on Land Transport (GPS) outlines the government strategy that will guide investment in land transport over the next ten years. The GPS sets out a series of priorities, objectives and long-term results, which it hopes to achieve through investment in the land transport network. It is anticipated that investment which assists in delivering the Horowhenua Shared Pathways strategy will fit within the guidance provided by GPS, by delivering on the following priorities, objectives and desired long term results.

Priority	Objective	Results	How
 Economic growth and productivity	A land transport system that provides appropriate transport choices.	Provide appropriate travel choices, particularly for people with limited access to a private vehicle.	Providing a facility that enables cycling and walking tourists to travel where they choose.
		Increased safe cycling and walking through improvement of shared pathway networks.	Encourage cycling and walking by providing an improved shared pathways network.
 Road Safety	A safer land transport system that is increasingly free of death and serious injury accidents involving cyclists.	Reduction in deaths and serious injuries.	Removing conflicts between cyclists and trucks by providing alternative low or no traffic routes for cyclists.
		Mitigation of adverse environmental effects.	Reduction in motor vehicle kilometres travelled, encouraging long term mode shift to cycling and walking, reducing the impact of transport infrastructure.
 Environment	A land transport system that mitigates the effects of land transport on the environment.	Mitigation of adverse environmental effects.	Reduction in motor vehicle kilometres travelled, encouraging long term mode shift to cycling and walking, reducing the impact of transport infrastructure.
		Mitigation of adverse environmental effects.	Reduction in motor vehicle kilometres travelled, encouraging long term mode shift to cycling and walking, reducing the impact of transport infrastructure.

Part 3

Key backbone trail opportunities

This strategy supports the development of shared pathway opportunities that will form an integrated network through Horowhenua, with the option of further links to neighbouring districts.

These identified projects will provide a starting point for the network. Many other shared pathway opportunities exist within the District that will build on the proposed network of shared pathway options.

Kimberley Reserve

Currently an undeveloped dirt pathway through a section of the Kimberley reserve bush. This strategy proposes to widen, stabilise and extend the length of the path to allow for a shared pathway. This Pathway has been identified as a family grade track and can be enjoyed by cyclists and walkers alike. This track has the potential to become a self-contained circuit and to connect to the wider network of shared pathways. It will act as a conduit to encourage community involvement in restoration work within the native bush remnants.

Piriharakeke Track

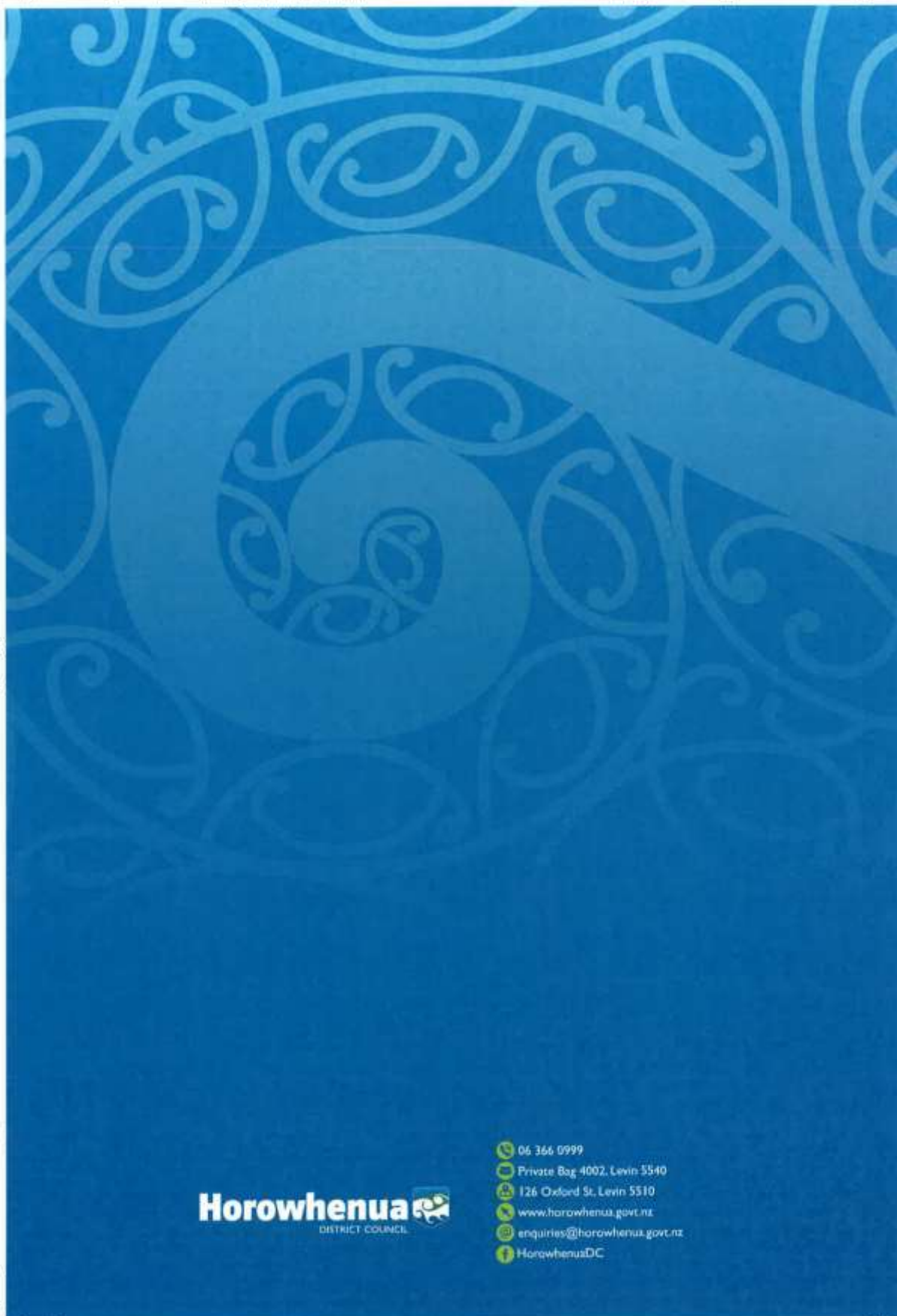
This is currently an easy 3.7 km community built walk way between the Foxton recycling centre on Purcell Street, and SH1. It goes along the stopbank with styles. This strategy proposes to widen and stabilise the start of the current path (not including the stopbank section) to allow for a shared pathway. This track has the potential to become a fully self-contained circuit and to connect to the wider network of shared pathways in the area.

Part 4



Supporting documentation

- Horowhenua District Council Walking and Cycling Strategy 2007
- Horowhenua District Council District Plan
- Horowhenua District Council Economic Development Strategy
- Horowhenua District Council Community Wellbeing Strategy
- Regional Land Transport Plan
- New Zealand Cycle Trail Design Guide, Trail Grades
- Sport New Zealand Outdoor Recreation Strategy 2009 - 2015



Horowhenua
DISTRICT COUNCIL

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- HorowhenuaDC

Planning Services Matters Considered Under Delegated Authority

File No.: 16/31

1. Purpose

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

2. Recommendation

- 2.1 That Report 16/31 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 21/01/16 to 19/02/16

Granted Date	File Ref	Subdivider	Address
11 Feb 15	502/2016/3713	Tony & Ping Thompson	32 Tame Porati Street, Manakau Township

All Land Use Resource Consents Granted Under Delegated Authority 21/01/16 to 19/02/16

Granted Date	File Ref	Applicant	Address
22 Jan 16	501/2015/3674	Ohau Wines Limited	6 Bishops Road, Levin Rural
26 Jan 16	501/2015/3711	Ash Boyd Glass and Aluminium Ltd	14 Forbes Road, Foxton Beach
17 Feb 16	501/2015/3603	D P C Thirza & Wesley Miller-Tonkin	4 Purcell Street, Foxton/Himatangi
19 Feb 16	501/2015/3706	Kenneth Francis O'Donnell	51A Hydrabad Drive, Waitarere Beach

3. Issues for Consideration

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

Attachments


There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Dorstan Hayman Planning Services Manager	
Approved by	Monique Davidson Group Manager - Customer and Community Services	