

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

**Date:** Wednesday 4 May 2016  
**Time:** 4.00 pm  
**Meeting Room:** Council Chambers  
**Venue:** 126-148 Oxford St  
Levin

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## **Council OPEN AGENDA**

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### **MEMBERSHIP**

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

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

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



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**1 Apologies**

**2 Public Speaking Rights**

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

**3 Late Items**

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

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

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

**4 Declaration of Interest**

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

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

**5.1 Council Meeting - 6 April 2016**

**5.2 Extraordinary Meeting of Council - 13 April 2016**

**6 Matters Arising**

**7 Leave of Absence**

**8 Announcements**

Acknowledging Early Childhood Graduates

Council and Education Horowhenua wish to acknowledge those graduates from Te Rito Maioha Early Childhood New Zealand, Palmerston North, who have completed their Bachelor of Teaching (Early Childhood Education) degree. His Worship the Mayor will present certificates to the graduates.

Brand Refresh

Council's Communication Manager, Kathy Mitchell, will give a presentation on the recent Brand Refresh undertaken by Council.

Foxton Community Board

Board Chair, Janine Smart, will give an update on behalf of the Foxton Community Board.



# Proceedings of the Foxton Community Board 18 April 2016

File No.: 16/207

## 1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 18 April 2016.

## 2. Recommendation

- 2.1 That Report 16/207 Proceedings of the Foxton Community Board 18 April 2016 be received.
- 2.2 That the Council receive the minutes of the Foxton Community Board meeting held on 18 April 2016.

## 3. Issues for Consideration

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

## Attachments



There are no attachments for this report.

### Confirmation of statutory compliance

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

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

## Signatories

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

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# Foxton Community Board

## OPEN MINUTES

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Minutes of a meeting of the Foxton Community Board held in the Manawatu College Library, Ladys Mile, Foxton, on Monday 18 April 2016 at 6.30 pm.

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### PRESENT

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

### IN ATTENDANCE

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

### ALSO IN ATTENDANCE

His Worship the Mayor, B J Duffy

### PUBLIC IN ATTENDANCE

There were three members of the public in attendance.

#### 1 Apologies

There were no apologies.

#### 2 Public Speaking Rights

None requested.

#### 3 Late Items

Mr Roache tabled a letter and photographs he had received in March 2016 from the Manawatu Caravan Club Inc requesting that Council urgently look at clearing the creek which ran along the front of the Camp as it was believed this posed a danger to young children because it was very overgrown.

Mr Roache requested that the Chief Executive pass this on to the appropriate Council officers for a response.

NOTED



#### 4 Declaration of Interest

There were no declarations of interest.

#### 5 Confirmation of Minutes – 21 March 2016

MOVED by Mr Roache, seconded Ms Metcalf:

*THAT the minutes of the meeting of the Foxton Community Board held on Monday, 21 March 2016, be confirmed as a true and correct record.*

**CARRIED**

#### 6 Matters Arising

Mr Roache again raised the issue of the lighting of the Water Tower, with Mr Clapperton reiterating that the Community Board, or possibly Rotary, needed to write to him setting out the current situation, what they would like to see, and estimated cost.

Ms Smart commented on the delay that had been experienced with the current stage, with there being connection issues which Council staff were endeavouring to address.

#### 7 Leave of Absence

None requested.

#### 8 Announcements

Ms Smart tabled a letter from the residents of Oxnam Place which expressed the residents' delight at the building progress being made in the subdivision and requesting consideration be given to a beautification programme to assist with developing and enhancing the area.

Board members discussed the possibility, which included:

- this proposal would not come under the Reserves Project in its purest form;
- as the verge was only one metre wide that would not be suitable, but there was 3½ metres between the footpath and the property boundary which may be suitable;
- the size and species of plant would need to be carefully considered as well as a cohesive planting plan;
- using Freeholding Funds may not be appropriate for such a project as it may raise expectations for other streets/areas at the Beach;
- the residents could possibly be prepared to fund the plants themselves.

MOVED by Mr Roache, seconded Ms Metcalf:

*THAT a site meeting be arranged, to include Council's Property & Parks Manager, interested residents from Oxnam Place and Foxton Community Board members, to discuss progressing a beautification programme in the Forbes Road Subdivision.*

**CARRIED**

Whilst appreciating the motivation behind the suggestion from the Oxnam Place residents, Mr Clapperton suggested any site meeting should not be rushed. The group needed to be provided with the right information. One thing Council was trying to do with Reserve development was to make it consistent so there was an entire long term theme created for places such as the Beach. He suggested Council's Urban Designer, Anna Wood, would also be a good person to be included in any discussion. Whilst it would be great for the neighbourhood to get together, what was proposed needed to be in keeping with the long term vision for the area.

## 9 Reports

### 9.1 Monitoring Report to 18 April 2016

#### Purpose

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

MOVED by Mr Roache, seconded Cr Brannigan:

*THAT Report 16/137 Monitoring Report to 18 April 2016 be received.*

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

**CARRIED**

#### Page 9 14/32 – Sand Dune Management – Surf Club Car Park

Cr Brannigan said he had had a meeting at the Surf Club. Concerns had been raised that the space at the front of the building was becoming narrower and narrower and it was requested that that be cleared.

Mr Clapperton NOTED that for a response to the next Community Board meeting.

Ms Metcalf raised a concern in relation to a big drop where the sand went down to the beach, with Cr Brannigan saying that was a regular occurrence due to high tides and rain, with contractors regularly making repairs.

#### 14/674 - Target Reserve Strategic Plan

With regard to the Pistol Club, Mr Clapperton noted that, with the current lease expiring in 2020, long term issues were currently being looked at. The Pistol Club was very conscious of feedback from within the community and wanted to have something in place that was sustainable for the community and for the Club.

With regard to concerns that had been raised at the last Board meeting in relation to the Pistol Club, Cr Brannigan reported he had met with the couple who had been appointed as spokespeople for the Reserve's neighbours. They had received no contact from any of the neighbours with regard to noise and all they had heard was 'popping'. Whilst it would be great if the Pistol Club could be moved further away within the Reserve, the Club and the 'horse people' should be able to co-exist. The Pistol Club members were very approachable and if they were advised of any scheduled equestrian events, they would be happy to suspend Club activities. Any lapse in communication was not on the part of the Pistol Club.

Mr Vertongen again raised the Target Reserve entrance (or lack thereof), with Mr Clapperton saying that while it had been put on hold awaiting development of the Reserve's Strategic Plan, he would raise it with Mr Nelson.

#### Page 10 16/13 – Forbes Road

This matter was still to be progressed with Officers' focus having been on the Review of Community Housing which had gone to Council last week. Council's decision had been for RFPs to be sought from parties interested in purchasing Council's community housing stock.

#### Page 11 16/16 – Kings Canal and Purcell Street Stormwater Catchment

Mr Clapperton advised that Council and the Community Board submitted

to the HRC 2016/17 Annual Plan supporting the review of the Kings Canal and Purcell Street stormwater catchment. There was the opportunity for Council and Community Board Members to speak in support of the submission with the hearing scheduled for 28 April.

Mr Vertongen requested an update on what was happening at Whirikino, with Mr Clapperton saying he would give an update in his next CE's report. NZTA was talking about installing signage to advise what was happening.

With regard to the Whirikino Trestle, Mr Roache said he had been approached by a group who wanted to keep it as an historic bridge, perhaps being part of the walkways network, and they would appreciate Council facilitating a discussion with NZTA.

## 9.2 Chief Executive's Report to 18 April 2016

### Purpose

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

MOVED by Cr Brannigan, seconded Mrs Street:

*THAT Report 16/138 Chief Executive's Report to 18 April 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 Creative Communities Project

After some discussion in relation to the possible bird types (with Kingfisher, Fantail and Tui being suggested as these were birds that were being seen in more quantities) and location of the finished artworks, it was AGREED that Ms Smart and Ms Metcalf would discuss the proposal with the Manawatu Estuary Trust before progressing further. It may also be useful for them to have discussions with Mr Gardiner

### 3.2 Foxton Beach Freeholding Account

Mr Clapperton noted that projections had been updated as there were a number of unconditional sales to occur by the end of June. Responding to a query with regard to the payment of Development Contributions, Mr Clapperton advised they were paid on the sale of the land rather than on subdivision. He would also advise Members of the number of sections still for sale in the subdivision.

## 9.3 Planning Services Matters Considered Under Delegated Authority

### Purpose

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

MOVED by Cr Brannigan, seconded Mrs Street:

*THAT Report 16/139 Planning Services Matters Considered Under Delegated Authority be received.*

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

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

***Foxton Land Use Resource Consents Granted Under Delegated Authority  
09/03/16 to 04/04/16***

<b>Date</b>	<b>File Ref</b>	<b>Applicant</b>	<b>Address</b>
15 Mar16	501/2016/3730	Josien Reinalda	36 Edinburgh Terrace, Foxton Beach
16 Mar16	501/2016/3735	Jennian Homes Manawatu	21 Forbes Road, Foxton Beach

**CARRIED**

7.07 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....

# Proceedings of the Hearings Committee 8 March 2016

File No.: 16/214

## 1. Purpose

To present to the Council the minutes of the Hearings Committee meeting held on 08 Mar 2016.

## 2. Recommendation

- 2.1 That Report 16/214 Proceedings of the Hearings Committee 8 March 2016 be received.
- 2.2 That the Council receive the minutes of the Hearings Committee meeting held on 8 March 2016.
- 2.3 That the Horowhenua District Council adopts the Public Places Bylaw 2015 (as may have been amended by the Committee following the hearing of submissions) and that upon adoption the Public Places Bylaw 2006 and the Skateboard Bylaw 2007 be repealed effective 5 May 2016.

## 3. Issues for Consideration

The following items considered by the Hearings Committee meeting held on 8 March 2016 require further consideration by the Horowhenua District Council:

- (a) Alcohol (Liquor) Bylaw 2015 – Hearing of Submissions

There is a report on this item included in tonight's Agenda.

- (b) Public Places Bylaw 2015 – Hearing of Submissions

Following its deliberation the Hearings Committee made the following recommendation:

*THAT after the consideration of submissions the Committee recommends to Council that the Public Places Bylaw 2015 attached as **Attachment A** (as may be amended by the Committee) be adopted and that on adoption by Council the Public Places Bylaw 2006 and the Skateboards Bylaw 2007 be repealed.*

Council is now requested to ratify that recommendation (see 2.3 above).

The Committee has recommended that this Council undertake the same approach in respect of smoking that PNCC undertook as it relates to dining in public places.

## Attachments

No.	Title	Page
A	Public Places Bylaw 2016 - Final	15



### Confirmation of statutory compliance

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

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

decision.

### Signatories

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



## **PUBLIC PLACES BYLAW 2016**

### **PREAMBLE**

The Horowhenua District Council, in pursuance of the powers vested in it under sections 145 and 146 (a)(vi) of the Local Government Act 2002, the Land Transport Act 1988, and any other authority enabling the Council to make bylaws and regulate activities in Public Places, makes this Bylaw. This Bylaw will be in force throughout the whole of the District of Horowhenua.

### **1. SHORT TITLE AND COMMENCEMENT**

This Bylaw will be known and referred to as 'The Horowhenua District Council Public Places Bylaw 2016' and will come into effect on 6 May 2016.

### **2. PURPOSE**

2.1 The purpose of this Bylaw is to:

- (a) protect the public from nuisance which may arise from activities undertaken in public places;
- (b) ensure public health and safety is maintained; and
- (c) regulate and manage occupation and use of those public places for trading, entertainment and other activities for the well-being and enjoyment of the public.

### **3. APPLICATION**

3.1 This Bylaw applies to all of the Horowhenua district.

3.2 This Bylaw does not apply to:

- (a) traffic, direction, information and naming signs erected by or with the approval of the Council;
- (b) signs indicating hazardous substances used at a hazardous facility;
- (c) remote advertising signage;
- (d) signs erected pursuant to any statute, regulation, or in accordance with resource consent under the District Plan.
- (e) health and safety and asset identification signs of network utilities in the Road Reserve.

*Explanatory note: Compliance with this Bylaw does not remove the need to comply with other applicable Acts, regulations, standards, Bylaws, regional plan rules, the District Plan*

*and any conditions attaching to a resource consent, or any other controls specified under this Bylaw from time to time.*

#### 4. INTERPRETATION

In this Bylaw, unless the context requires otherwise -

Act	means the Local Government Act 2002.
Animal	means any living member of the animal kingdom, except for a person.
Approval	means a licence, permit, written permission or other form of approval granted under this Bylaw and includes all conditions to which the approval is subject.
Beach	means the foreshore (including the inter-tidal zone above the mean low water spring) and any adjacent area that can reasonably be considered part of the beach environment including areas of sand, pebbles, shingle, dunes or coastal vegetation and includes the adjacent coastal marine area.
Busker	means any person(s) performing or entertaining on or in a public place who solicits or accepts a donation or monetary reward, including but not limited to playing an instrument, singing, dancing, mime, puppetry, performance art, recitation, undertaking artworks or performing other theatrical or visual acts.
Council	means the Horowhenua District Council.
Daylight Hours	means one half hour before sunrise and one half hour after sunset.
District Plan	means the operative Horowhenua District Plan.
Election Sign	means a sign or any part of a sign for a public referendum, election or by-election that appears to encourage or persuade voters to vote for a party or a person standing as a candidate. For the purposes of this bylaw, it does not include Parliamentary Electioneering signage.
Enforcement Officer	means a person appointed by Council under the Act to carry out duties and exercise powers under its bylaws.
Footpath	means a path or way designated primarily for pedestrian use and includes the edging, kerbing and channelling thereof as well as any footbridge.
General Election	means an election that takes place after the dissolution or expiration of Parliament.
Hawker	means any person who attempts to sell goods or services to any person on public or private property without invitation, any request for such service or prior orders, but does not include



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	any person who operates a mobile shop. Hawking has a corresponding meaning.
Mind altering substance	means a substance whether synthetic or naturally occurring which may alter consciousness, mood or emotions, or which might intoxicate or induce pleasurable sensations. It includes what is commonly known as glue sniffing, but does not include: <ul style="list-style-type: none"><li>(a) medically prescribed substances ingested by the person for whom they have been prescribed;</li><li>(b) substances purchased from a pharmacy without a medical prescription;</li><li>(c) nicotine;</li><li>(d) alcohol as defined by the Sale and Supply of Alcohol Act 2012.</li></ul>
Mobile Food Stall	means any portable container, tent, moveable stand or table, mobile food shop, trailer, caravan road vehicle, fishing vessel, or similar structure, vehicle, or vessel, on or from which food is sold.
Mobile Shop	means a vehicle, whether self-propelled or not, from which goods or services are offered or exposed for sale on a road or public place, or from which goods or services may be ordered but does not include any vehicle used for the purpose of transporting goods pursuant to a prior order placed for the delivery of goods.
Mobile Trading	means the sale of goods or services in a public places from premises which are not fixed to the public place and includes, without limitation, hawking, a mobile shop, and a mobile food stall.
Nuisance	has the same meaning as section 29 of the Health Act 1956 and without limiting that statutory meaning, includes a person, animal, thing or circumstance causing unreasonable interference with the peace, comfort and convenience of another person whether or not that person is in a public place.
Outdoor Dining	means the provision of outdoor dining facilities for the consumption of food and drinks, including those offered by liquor licensed premises.
Parking	means: <ul style="list-style-type: none"><li>(i) In relation to any metered zone the stopping or standing of a vehicle on that metered zone for any period exceeding five minutes;</li><li>(ii) In relation to any other portion of any land or building, the stopping or standing of a vehicle on that portion of land or building.</li></ul> <p>Park and parked have corresponding meanings.</p>

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Person(s)	means not only a natural person but also includes a corporation sole and a body of persons whether incorporated or not.
Polling Day	means the day on which the voting period for an election or poll ends.
Premises	means any separately occupied land, building, or part of the same.
Psychoactive Substance	means the definition in section 9 of the Psychoactive Substances Act 2013.
Public Place	means any place that, at any material time, is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from that place. It includes, without limitation, any road, footpath, grass verge, berm, public gardens, reserves and parks, beaches, wharves, breakwaters, ramps, foreshore and dunes, access ways, recreational grounds and sports fields.
Remote Advertising Signage	has the meaning given to it in the District Plan from time to time.
Road	means any road under the control of the Council and includes every street, service lane, mall, any place to which the public have access whether as of right or not and includes all bridges, culverts and fords forming part of any such place.
Road Reserve	has the meaning given to it by section 111 Reserves Act 1977.
Sign	means any display or device whether or not placed on land or affixed to a building, stationary vehicle or structure, intended to attract attention for the purposes of directing, identifying, and informing, or advertising and which is visible from a public place. This includes all parts, portions, units and materials composing the same, together with the frame, background, structure, and support anchorage (including sandwich type board signs placed on the ground).
Skating Device	means a wheeled device controlled or propelled by gravity or by the energy of the rider, including skateboards, roller skates, scooters, rollerblades and in-line skates. It does not include bicycles, wheelchairs or baby or mobility devices.
Stall	includes a tent, table, chairs, framework or structure of any description which is established in any public place where the purpose is to sell any goods or display any goods for sale or offer any services.
Trading Hours	means the hours of 8.30 am to 8.30 pm, 7 days per week.
Vehicle	has the same meaning as in the Land Transport Act 1998.

- 4.2 Unless the context requires another meaning, a term or expression that is defined in the Act or the Land Transport Act 1988 and used in this Bylaw, but not defined, has the meaning given by that Act.
- 4.3 Any explanatory notes and attachments are for information purposes, do not form part of this Bylaw, and may be made, amended and revoked without formality.

## 5. OBSTRUCTIONS IN PUBLIC PLACES

- 5.1 A person must not obstruct:
- (a) A footpath;
  - (b) The entrance to or exit from a public place.

*Explanatory Note: "obstruct" for the purpose of this clause means to impede, interfere with, or block pedestrian or vehicular traffic or access on, to or from a footpath or public place.*

- 5.2 Except where otherwise provided in this Bylaw, a person must not place or leave any material or thing, including a sign, in a public place without the written permission of the Council and only then in accordance with any conditions imposed by the Council.
- 5.3 Without the prior written approval of Council, a person must not participate in any assembly or associate with other persons in such a way as to impede pedestrian or vehicular traffic or to prevent or hinder ready access to premises from the public place.

## 6. NUISANCES, SAFETY AND BEHAVIOUR IN ANY PUBLIC PLACE

- 6.1 A person must not use a public place to:
- (a) wilfully obstruct, disturb or interfere with any other person in their use or enjoyment of that public place;
  - (b) create a nuisance through the use or playing of any instrument (musical or otherwise), any type of public address system or any type of amplified sound system, or from making any excessive sound or noise;
  - (c) use any material or thing (including but not limited to a vehicle, bicycle, model aircraft, skating device, shopping trolley or similar object) recklessly or in a manner which may intimidate, be dangerous, be injurious to or cause a nuisance to any person;
  - (d) install or maintain a fence (including but not limited to a razor-wire and electric fence) in a manner that may cause an injury or nuisance to any person;
  - (e) consume, inject or inhale or distribute or offer for sale any mind-altering substance;
  - (f) beg, in a manner that may intimidate or cause a nuisance to any person;
  - (g) wash or offer to wash a vehicle or any part thereof, in a manner that may be unsafe or intimidate or cause a nuisance to any person, or cause an obstruction to traffic;
  - (h) cause or allow material or thing or substance to be deposited or dropped on a public place.

- 6.2 A person must not cause or permit to be done any act whatsoever by which damage is caused to any public place, or to any work or thing in, on, over or under the public place, with the exception of drawing on the footpath with chalk.
- 6.3 Nothing in clauses 7 to 11 (inclusive) below limits the generality of this clause.

## 7. **BUSKING AND TRADING IN PUBLIC PLACES**

- 7.1 A person must hold a permit issued by the Council before mobile trading or busking in a public place.
- 7.2 Hawking is not permitted in any area zoned Commercial in the District Plan.

### **Application for Permit**

- 7.3 An application for a permit required under this Bylaw must be submitted to Council on the prescribed form and must be accompanied by the fee set by Council from time to time.
- 7.4 Council may require such further information as it considers necessary to determine the application in the circumstances.
- 7.5 A permit will be granted at the discretion of the Council and subject to any terms, conditions or restrictions it considers appropriate, including but not limited to matters relating to:
- (a) duration of the permit;
  - (b) the time and place in which the activity may take place, including its proximity to other commercial activities;
  - (c) the classes or types of goods or services that may be sold;
  - (d) the person(s) entitled to sell the goods or undertake the specified activities;
  - (e) use of stalls, vehicles and structures, including parking arrangements and the need to avoid obstructions to footpaths and public places;
  - (f) signage for the activity, including any displays;
  - (g) restrictions or other requirements on the use of amplified sound and music;
  - (h) any health and safety requirements that may be required;
  - (i) the control of litter or cleanliness and hygiene during and after the activity;
  - (j) any requirements in respect of rental for the site;
  - (k) whether an applicant is a member of a registered organisation, association or charity;
  - (l) where food is for sale, requirements regarding compliance with licensing and food safety legislation; and
  - (m) proximity to other premises selling similar goods.

*Explanatory note: Conditions imposed in accordance with clause 7.5(m) of the Bylaw will not apply to supermarket outlets given the diversity of products carried.*

- 7.6 The Council will notify an applicant of the grounds for any refusal of an application.
- 7.7 A permit holder must comply with any terms and conditions of the permit.

### **General requirements**

- 7.7 A permit holder must carry their permit at all times and be able to produce it on request by an enforcement officer.
- 7.8 A permit holder must only undertake the authorised activity in the area stipulated in the permit, with the exception of where an authorised activity is to occur in a fixed location, in which case a permit holder must move to another location on the request of an Enforcement Officer. In that event, they must do so immediately.
- 7.8 When carrying out the authorised activity, a permit holder must:
- (a) give due regard to the flow of pedestrians to ensure they are not in any way impeded or inconvenienced by the activity;
  - (b) not enter any premises unless authorised by a person having control of the premises; and
  - (c) remove any litter which is generated by the authorised activity.

## **8. STALLS, DISPLAY OF GOODS, SIDEWALK DINING**

### **Stalls**

- 8.1 A business may place a stall outside the frontage of their premises at any time during trading hours; however the stall must:
- (a) only display and/or sell merchandise related to the retailing activity of the business;
  - (b) be placed as close as practicable to the premises frontage;
  - (c) be kept clean and in good order and repair; and
  - (d) not obstruct the flow of pedestrians on the footpath or access to the premises.
- 8.2 In the event clause 8.1 is not satisfied, a permit must be obtained from the Council prior to use of the stall outside the business premises.

### **Display of Goods**

- 8.3 Except as provided in clause 8.1 of this Bylaw, a person must not display goods for sale or advertising purposes on a footpath, grass verge or road without first obtaining a permit from Council.

### **Community Group Stalls**

- 8.4 Without first obtaining a permit from the Council, a person must not operate a stall(s) for the selling of goods or raffles on behalf of community groups, or for any other purpose, in any area zoned Commercial in the District Plan.

### **Outdoor Dining**

- 8.5 No operator of a food business shall provide outdoor dining facilities on the footpath without first obtaining a permit from Council.

- 8.6 In addition to any of the conditions imposed on a permit for outdoor dining under clause 7.6 of this Bylaw, the Council can impose conditions relating to:
- (a) the location and number of tables and chairs on the footpath;
  - (b) the delineation of the outdoor dining area;
  - (c) the cleanliness and repair of the dining furniture; and
  - (d) placement of the dining furniture so as not to obstruct the visibility or passage of pedestrians and access to the premises and any other public place.

### **Donations**

- 8.7 A permit must be obtained from Council before any organisations or groups request donations for charitable purposes in a public place.

## **9. SIGNAGE**

### **Free-standing Signs**

- 9.1 A business operating from fixed premises is permitted to place one free-standing sign on the footpath to advertise goods and services or the activity of the business to which it relates.
- 9.2 Any free-standing sign must:
- (a) be located adjacent to the business it relates to and as close as practicable to the kerbside;
  - (b) be no larger than 600mm wide by 1,800mm high;
  - (c) not resemble a warning sign or road traffic sign;
  - (d) must not have sharp edges or moving projections which may be a hazard;
  - (e) be constructed or adequately secured so as to be secure against wind gusts;
  - (f) be removed during the period the premises are closed;
  - (g) have no reflective materials or internal or external illumination; and
  - (h) not be displayed in a way which endangers public safety.
- 9.3 All free-standing signs must be placed so as not to obstruct the view of traffic.
- 9.4 Free-standing signs are not permitted on roadways, medians, traffic islands, roundabouts, planted areas or grass berms.

### **Real Estate Signs**

- 9.5 One sign per property is permitted for an "open home" or real estate promotion irrespective of the number of real estate agencies marketing the property.

*Explanatory note: for the avoidance of doubt, this clause only applies where the property is exclusively listed with one real estate agent or company.*

- 9.6 A person may place "Open House" directional signs at the entrances to the street in which the "open home" promotion is occurring but only for a period of 30 minutes prior to and 30 minutes after the house is open for general inspection.

### Signs on Vehicles

- 9.7 No person shall display signs on or connected to a moving or parked vehicle or trailer to advertise products or services without prior written approval from the Council.
- 9.8 Clause 9.7 does not apply to vehicles with signwriting (where the signwriting includes the logo and/or name of a business), unless, in the opinion of an Enforcement Officer, the sign written vehicle is causing a road or safety hazard.

### General

- 9.9 The owner, occupier, or manager of any premises on which a sign is displayed must maintain the signage in such a condition that it does not become a nuisance, unsafe, structurally unsound, or create a risk to public health or safety.
- 9.10 The person who owns or is in control of a sign will be liable for the costs associated with any damage caused to property or any person by the sign.

*Explanatory note: Council will bear no liability for damages caused to property or any person.*

## 10. ELECTION SIGNAGE

- 10.1 Electoral signage may be displayed up to two months, prior to an election, and is to be removed by the close of day before polling day.
- 10.2 If practicable signs are to be displayed at right angles to any road, and no reflective material or illumination of signs is permitted on the signage.
- 10.3 Signs cannot be located within Road Reserve area or on unauthorised Council owned property.

*Explanatory note: details of authorised areas for the display of election signs are maintained by Council's Planning Department.*

- 10.4 If in the opinion of Council or Transit New Zealand, a sign is located where it is considered to be a traffic hazard (including signs which are visible from the road or a public place), it is to be moved and relocated at the expense of the person it relates to.

*Explanatory note: nothing in this bylaw applies to election signs regulated by Government for general elections.*

## 11. SKATING DEVICES

- 11.1 No person shall ride or use a skating device in any public place in such a manner as to be dangerous, cause a nuisance or cause damage to any property.
- 11.2 No person shall ride or use a skating device on any road, footpath or public place within any area defined in Schedule 1 of this Bylaw.
- 11.3 Council may from time to time by resolution, amend Schedule 1 of this Bylaw to add, delete or amend the areas to which the provisions of this Bylaw shall apply.

## 12. APPROVALS

- 12.1 Clauses 7.4 to 7.8 inclusive will apply to the granting and implementation of approvals under this Bylaw.
- 12.2 If an Enforcement Officer reasonably believes the holder of a permit or any other approval has breached any terms or conditions of the permit or approval or has breached any part of this Bylaw, they may issue a written warning and provide opportunity for the permit or approval holder to rectify the breach within 7 days.
- 12.3 In the event the breach identified under clause 12.2 is not rectified to the satisfaction of an Enforcement Officer or there are continuing breaches, then the Council may immediately revoke, suspend or vary the permit or approval granted under this Bylaw.
- 12.4 Notwithstanding clauses 12.2 and 12.3, an Enforcement Officer may immediately suspend or cancel any permit or approval granted under this Bylaw where it is necessary to avoid imminent danger to any person or the permit holder has failed to comply with the reasonable directions of an Enforcement Officer.
- 12.5 A person who has had a permit revoked by the Council may request a review of the decision. The Council may uphold or reverse the decision on conclusion of the review, and must give written reasons for its determination.

## 13. FEES

- 13.1 Council may, in accordance with section 150 of the Act prescribe fees or charges payable for any certificate, licence, approval, permit or consent form or inspection made by Council under this Bylaw.

## 14. BREACH OF BYLAW

- 14.1 Every person who fails to comply with this Bylaw is in breach of this Bylaw. For the avoidance of doubt, it will among other things be a breach of this Bylaw if a person:
- (a) Permits or allows any condition to exist or continue to exist contrary to this Bylaw;
  - (b) Fails to comply with any lawful notice of direction given under this Bylaw;
  - (c) Where required, fails to obtain written approval or having obtained written approval fails to abide by the conditions (if any);
  - (d) Obstructs or hinders any Enforcement Officer in the performance of any duty to be discharged by that Enforcement Officer under or in exercise of any power conferred by this Bylaw.

## 15. EXCLUSIONS FROM PUBLIC PLACES

- 15.1 Any person who breaches this bylaw must immediately, upon the request of an enforcement officer:
- (a) Cease an activity;
  - (b) Leave the public place concerned; and
  - (c) Remove any sign, structure, stall, equipment, tables and chairs, object or other work from any public place.



## 16. OFFENCES AND PENALTIES

- 16.1 Every person who breaches this Bylaw commits an offence and may be liable to pay the maximum fine set out in the Act or any other penalty set out in another enactment for the breach of the Bylaw.
- 16.2 The continued existence of any work or object in a state contrary to this Bylaw will be deemed a continuing offence within the meaning of the Act.
- 16.3 Where there is a breach of this bylaw, the Council may take any of the enforcement action provided for in the Act and any other enactment under which the Council has powers in the event this Bylaw is breached
- 16.4 Without limiting the generality of clause 16.3, the Council may:
- (a) apply for an injunction restraining a person from committing a breach of this bylaw or an offence against the Act; and
  - (b) recover the costs of remedying any damage caused in the course of committing an offence against this bylaw.
17. Breaches of Bylaws shall be Infringement Offences as may be prescribed in any enactment under which the Bylaw was made or under regulations made pursuant to the Act.

## 18. REPEAL AND SAVINGS

- 18.1 This Bylaw repeals the Public Places Bylaw 2006 and the Skateboards Bylaw 2007 from 6 May 2016.
- 18.2 Any consent, permit or licence issued under the Public Places Bylaw 2006 that was in force immediately before the commencement of this Bylaw continues in force as if it is a consent, permit or licence of that kind issued under this Bylaw, but:
- (a) Expires on the date specified in such consent, permit or licence; or
  - (b) Where no expiry date is specified, expires 12 months from the commencement of this Bylaw; and
  - (c) May be renewed only by application made and considered in accordance with this Bylaw.
- 18.3 Any resolution or other decision made under the Public Places Bylaw 2006 and the Skateboards Bylaw 2007 remains in force in the area to which it applied until revoked or replaced by an equivalent resolution or decision made by the Council under this Bylaw.

## 19. ATTESTATION

The foregoing Bylaw entitled the **Horowhenua District Council Public Places Bylaw 2016** was duly made at an ordinary meeting of the Horowhenua District on the 4<sup>th</sup> day of November 2015 and following use of the Special Consultative Procedure as required by the Local Government Act 2002 and meantime, having been publicly notified, was confirmed at an ordinary meeting of Council held on 5 May.2016.

The Common Seal of the )  
HOROWHENUA DISTRICT COUNCIL )  
was hereunto affixed pursuant to a )  
resolution of the said Council )  
in the presence of: )

..... His Worship the Mayor

..... Chief Executive

## **SCHEDULE 1**

### **Skating Devices – Areas where riding is banned**

#### **LEVIN**

Oxford Street - Exeter Street to Mako Mako Road  
Queen Street - Salisbury Street to Cambridge Street  
Bath Street - Weraroa Road to Cambridge Street  
Chamberlain Street and Service Lane Extensions  
Regent Service Lane  
Mall Car Park  
Salisbury Street - Exeter Street to Durham Street  
Durham Street - Oxford Street to Salisbury Street  
Bristol Street - Queen Street to Stanley Street  
Cambridge Street (West Side) - Queen Street to Bath Street  
Central Service Lane - Bath Street to Queen Street  
Stanley Street - Salisbury Street to Oxford Street  
Levin Public Gardens - Remembrance Park, Cenotaph area

#### **FOXTON**

Main Street - Entire length  
Clyde Street - Main Street to Harbour Street  
Wharf Street - Main Street to Harbour Street  
Whyte Street - Main Street to Hall Street  
Avenue Road - Main Street to Hall Street

#### **SHANNON**

Plimmer Terrace - Ballance Street to Grey Street  
Ballance Street - Plimmer Terrace to Venn Street

#### **FOXTON BEACH**

Foxton Beach Shopping Centre parking area in Seabury Avenue, as defined by footpath markings  
Seabury Avenue south side from Dawick Street due east, and as defined by footpath markings.

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# Hearings Committee

## OPEN MINUTES

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Minutes of a meeting of the Hearings Committee held in the Council Chambers, 126-148 Oxford Street Levin, on Tuesday 8 March 2016 at 10.00 am.

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### PRESENT

**Chairperson** Cr A D Rush  
**Members** Cr G G Good  
Cr P Tukapua

### IN ATTENDANCE

Mr M E Lepper (Customer & Regulatory Services Manager)  
Miss S Bowling (Meeting Secretary)

### ALSO IN ATTENDANCE

Shanon Johnstone (Legal Advisor)

### MEDIA IN ATTENDANCE

Cherie Taylor ("The Chronicle")  
Ashleigh Collis ("The Chronicle")

### PUBLIC IN ATTENDANCE

**Submitters** Julie Beckett (MidCentral Health Services, Heart Foundation Manawatu)  
Kerry Hocquard (Cancer Society - Manawatu Centre)  
Alison Arthur-Young (Russell McVeagh for Home Direct)  
Michael Wright (Managing Director Home Direct)  
Donna Ralston  
Lyn McMorran (Financial Services Federation (Inc.))

**In attendance** Michael Doesberg (Russell McVeagh, Lawyers)

### 1 Apologies

Apologies were received from Mr Neville Gimblett, Akenahi Rangiuia and Christopher Bevin.

### 2 Declaration of Interest

There were no declarations of interest.

### 3 Confirmation of Open & In Committee Minutes – 17 November 2015

MOVED by Cr Tukapua, seconded Cr Rush:

*THAT the Open and In Committee minutes of the meeting of the Hearings Committee held on Tuesday, 17 November 2015, be confirmed as a true and correct record.*

### 4 Matters Arising

Nil

### 5 Announcements

The Chair informed the public that deliberations would be held 'In Committee' (public excluded) following hearing from the various parties.

The Chair introduced himself, Hearings Committee members, HDC Officer, legal advisor and Meeting Secretary.

Meeting Secretary advised the public in attendance of the location of toilets and instructions in the unlikely event of an emergency.

### 6 Reports

#### 6.1 Alcohol (Liquor) Bylaw 2015 - Hearing of Submissions

##### Purpose

To provide a platform for the Hearings Committee to hear and consider submissions received on the Alcohol (Liquor) Bylaw 2015 and make a subsequent recommendation to Council in respect of the bylaw.

MOVED by Cr Good, seconded Cr Tukapua:

*THAT Report 16/9 Alcohol (Liquor) Bylaw 2015 - Hearing of Submissions be received.*

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

**CARRIED**

Mr Lepper joined the table to speak to this report and respond to any Member's questions. He stated that the wording of the Alcohol (Liquor) Bylaw 2015 was predominantly the same as its predecessor (2006). As a result of hearings, only two (very logical) submissions were received:

- from the Foxton Police requesting a small extension to the liquor ban area in Foxton Township to incorporate an extension down Avenue Road to capture the last hotel; and
- from the Foxton Community Board, given the development in the Forbes Road and Soo subdivisions, requesting that the liquor ban that applied in the beach area for two days of the year be extended to include those residential developments.

Horowhenua Police also saw a need for the Bylaw to continue to avoid a return to the disorder that occurred pre the bylaw.

Responding to a question with regard to the inclusion or otherwise of parks in the Bylaw, Mr Lepper advised that in general terms, those parks captured (other than

Jubilee Park because it was a children's playground) were those that fell within the designated liquor ban area. If there was a will that all parks should be captured this would be a matter for the Committee to further consider/pursue.

*This item closed 10:10am*

## **6.2 Public Places Bylaw 2015 - Hearing of Submissions**

### **Purpose**

To provide the platform for the Hearings Committee (Committee) to hear and consider submissions received on the Public Places Bylaw 2015 (**Bylaw**) and make a subsequent recommendation to Council in respect of the bylaw.

MOVED by Cr Tukapua, seconded Cr Good:

*THAT Report 16/11 Public Places Bylaw 2015 - Hearing of Submissions be received.*

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

**CARRIED**

Reconvened 10:40am (*time allowed for equipment set up for power point presentations*)

Mr Lepper commented on the report; clarifying that p39 was the document that was consulted on and p52 the Bylaw with possible tracked changes as a result of the submissions received.

### **Group 1; General Matters**

The two original submissions were not heard due to non-attendance.

### **Group 2; Smoking**

Mrs K Hocquard (Cancer Society – Manawatu Centre) spoke to her PowerPoint presentation 'Horowhenua Smoke free Public Places' in support of the bylaw citing regional statistics, national and international examples of successful smoke free environments, and the various offers of support to HDC to drive delivery on the smoke free commitment to the community.

Ms J Beckett (representing both MidCentral Health Services and the Heart Foundation Manawatu) spoke to her PowerPoint presentation 'Smoke free Outdoor Dining – increasing the beautification of Horowhenua' in support of the bylaw.

Many were at risk of high of exposure of second-hand smoke from outdoor dining areas; and indoor locations with outdoor smoke drift into premises/establishments. Smoke free measures in bylaws were relatively cost-effective and infringement by and large was monitored by the community. It was becoming apparent that smokers would not and do not feel comfortable smoking in designated smoke free areas.

With less than 10 cafes in the Horowhenua region, MHS and HFW could assist with signage. Attention was drawn to two dairies in Foxton that were tobacco-free.

Acknowledging that infringement was by and large self-monitoring, it was asked what regime, if any, Ms Beckett would see in the Horowhenua. In response, she said she would be keen to see how the PNCC bylaw went once was put into effect; otherwise she was not sure what form the regime should take.

### **Group 3; Non-Food Mobile Traders**

Ms Arthur-Young (Russell McVeagh for Home Direct) spoke to her legal submissions

(tabled) on behalf of Home Direct Limited'. Mr Michael Wright, Managing Director of Home Direct joined Ms Arthur-Young at the table.

Ms Arthur-Young cited fundamental concerns with clauses 7.3, 7.6 and 7.11 of the Bylaw, which were viewed by Home Direct as unreasonable and broad. Whilst it was acknowledged that the Bylaw would not stop businesses operating, some of the clauses could lead to this actually eventuating.

Referring to clause 7.3, the power to prohibit or restrict location/time/type of goods sold etc. it was suggested this was a very broad discretion and could have significant impact on business, as it suggested that Council could make a resolution about a universal matter which was inappropriate. That could be at risk of challenge if the bylaw remained as proposed. Clauses 7.6 and 7.11 also provided broad power to impose conditions.

Ms Arthur-Young urged the Committee to read the many submissions (pp104-188 of the agenda), as service providers like Home Direct offered a real service to the district.

Mr Wright thanked the Committee for the opportunity to speak to the proposed changes to the Bylaw. A background to the business services and operations of Home Direct was provided; drawing particular attention to Home Direct being a responsible retailer: belonging to the Direct Selling Association; complying with the 'Responsible Lending Code' (as per Financial Services Federation); and holding a national MOU with Family Budgeting Services.

Mr Wright reiterated the concerns as raised by Ms Arthur-Young and asked that the Bylaw be amended as sought in their submission.

In summarising, Home Direct urged the Committee to

- (a) Delete clause 7.3; and
- (b) Make the amendments to clauses 7.6 and 7.11 as set out in paragraph 3.4

*Donna Ralston joined the table*

In response to questions, Mr Wright advised:

- Home Direct had invested considerably in a system that profiles customers to build a picture of 'affordability' to avoid financial over-commitment by customers. In addition, before becoming a Home Direct client a number of questions around income/outgoings etc. are covered to help the customer build a picture themselves before entering a financial commitment. All customers went through the Veda Credit Bureau to obtain their credit rating. The Interest rate was fixed at less than credit cards and other store finance operators. Layby was another financial option if the customer did not qualify for a loan. Home Direct had a collection of tools to assist with financial situations.
- Home Direct defaulted customers who failed to work with them or failed to contact them to enter into a repayment agreement – Veda Credit Bureau was their default agency.
- Home Direct was the largest and longest established mobile trader; a Commerce Commission 2015 report listed Home Direct as 1 out of 32 traders who met statutory and legal compliance requirements.
- Customer demographic covered all segments, however mobile shops tended to be prolific in lower income earner communities (70% of the country), those who lived within a rostered or blue collar environment. 98% of customers' first point of contact was with the call centre.
- The proforma submissions were written originally by Mr Wright; with two options– those uncomfortable handwriting a submission and a number who were happy to write their own.
- The Consumer Guarantees Act (CGA) embodied the 'Responsible Lending Code'.

There was significant recourse through that legislation for customers to ensure they had a positive tool to use when looking at contracts. There were significant numbers of groups that advocated for the vulnerable with regard to those businesses that preyed upon them.

- There was an opportunity for Council to build relationships with the various companies before issuing a permit and preferably Council could become a member of such organisations.

Ms Arthur-Young endorsed Mr Wright's comments, adding that the vulnerable were not solely exposed by the mobile trading issue. He did question whether Council was the best body to regulate in relation to central government/legislation with regard to mobile traders. Ms Arthur-Young added that in looking for solutions that the question pivoted around the unscrupulous traders; suggesting that Council revisit sub-clause K.

Ms D Ralston spoke to her submission (p 200) which she wrote on behalf of Home Direct and the public. As a client of Home Direct for 8 years and with 28 years' experience in debt recovery, she provided in essence a 'character reference' for Home Direct in terms of approachability and discussion/negotiation re financial options when required. She commented on the demographic of the district and how that was served by Home Direct, including that the 'eastern' neighbourhood/environment.

Ms L McMorrان (Financial Services Federation [Inc.]) spoke in support of Home Direct. She gave a background to FSF and its role, and the due diligence criteria for 'membership' was provided. Ms McMorrان pointed out that Home Direct was the only mobile trader which was a member of FSF; and explained briefly the criteria to become a member.

In commenting with regard to the vulnerable; Ms McMorrان said it was very difficult to define but there were laws to cover vulnerable consumers who were offered the greatest protection without denying/limiting access to credit providers. She urged Council to engage with the Commerce Commission if concerned about behaviour of credit provision of mobile traders. For her the biggest concern was that people needed to have access to credit and restricting consumers with regard to credit drove them underground to look at other alternatives. Another FSF initiative now in process with Home Direct and Home Sales etc. was developing a Code for Responsible Behaviour (for mobile traders – setting standards); with gave stakeholders an understanding of what level of responsible behaviour was expected and what that looked like.

Ms McMorrان was advised of the officer's revision of last paragraph of submission 12.2 re: immediacy of breach (7 days). She commented that the revision was more reasonable.

Ms McMorrان left copies of 'Responsible lending Guidelines' and 'The Code of Responsible Borrowing' brochures

The meeting adjourned 12:05pm and reconvened at 12:10pm

Mr Lepper commented on verbal submissions:

- Council could regulate bylaws in regions for specifics
- he accepted the concerns raised with regard to clause 7.3; prohibition could be removed by a simple resolution
- he acknowledged the duplication within clause 7.11; this could be reworked
- Council could address the matters with clause 7.6
- a final observation with regard to central government legislation – Council's Bylaw could be reviewed should there be changes with regard to mobile traders
- clause 7.3 which was a major concern to submitters could be acknowledged and addressed by resolution.



Ms Johnstone had nothing further to add to Mr Lepper's comments.

Clause 7.3 would be debated 'In Committee'. It was explained that the last paragraph of clause 7.6 was written as a 'catch all' so as not to miss anything.

The Chair thanked all speakers for their presentations/submissions. The Committee would now retire to deliberate.

**7 Motion to exclude the public**

MOVED by Cr Good, seconded Cr Tukapua:

*"THAT the Hearings Committee pursuant to Section 48, Local Government Official Information and Meetings Act 1987, resolves that the public be excluded from the following parts of the proceedings of this meeting.*

Deliberations

**16/9 Alcohol (Liquor) Ban Bylaw – Hearing of Submissions**

**16/11 Public Places Bylaw 2015 – Hearing of Submissions**

*This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public*

AND FURTHER

*THAT the decisions reached during the public excluded section of the meeting be made public."*

**CARRIED**

12.14pm The public were excluded.

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

2:10 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....



# Proceedings of the Hearings Committee 6 April 2016

File No.: 16/213

## 1. Purpose

To present to the Council the minutes of the Hearings Committee meeting held on 6 April 2016.

## 2 Recommendation

2.1 That Report 16/213 Proceedings of the Hearings Committee 6 April 2016 be received.

2.2 That the Council receive the minutes of the Hearings Committee meeting held on 6 April 2016.

## 3. Issues for Consideration

There are no items that require further consideration.

## 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 McCorkindale <b>Senior Manager - Strategic Planning</b>	
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Approved by	David McCorkindale <b>Senior Manager - Strategic Planning</b>	
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# Hearings Committee

## OPEN MINUTES

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Minutes of a meeting of the Hearings Committee held in the Council Chambers, 126-148 Oxford Street, Levin, on Wednesday 6 April 2016 at 2.00 pm.

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### PRESENT

**Chairperson** Cr A D Rush  
**Members** Cr G G Good  
Cr J Mason

### IN ATTENDANCE

Mr D McCorkindale	(Senior Manager – Strategic Planning)
Ms T Williams	(Strategic Planner)
Mrs K J Corkill	(Meeting Secretary)

### ALSO IN ATTENDANCE

Ms C O'Shea	(Graduate Planner – Observer)
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#### 1 Apologies

There were no apologies.

#### 2 Declarations of Interest

There were no declarations of interest.

#### 3 Announcements

There were no announcements

#### 4 Reports

#### 4.1 Draft Reserve Management Plans – Consideration of Submissions and Decisions

##### Purpose

The purpose of this report is threefold.

- 1.1 Firstly, it is to provide for the Hearings Committee the background and context of the review process for Council's Reserve Management Plans, given the length of time that has passed since this review originally commenced.
- 1.2 Secondly, it is to summarise and provide the officers' analysis of the submissions that were received during the consultation process for the Draft Reserve Management Plan that are currently under review and this provides a platform for the Hearings Committee to consider and make decisions on these submissions.
- 1.3 Finally, it is to recommend that the Draft Parks and Reserves General Policy Document and the Draft Reserve Management Plans, including any changes made as a result of the decisions on the submissions, be adopted by the Hearings Committee.

MOVED by Cr Mason, seconded Cr Good:

*THAT Report 16/155 Draft Reserve Management Plans – Consideration of Submissions and Decisions be received.*

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

**CARRIED**

Ms Williams gave a PowerPoint presentation covering statutory requirements, what was included in a Reserve Management Plan, an overview of the first and second stages in the review process which would cover Council's approximately 60 RMPs, the relationship of the Plans with Council's other planning and policy documentation, submissions received, timing, and next steps. Review of the RMPs had been an extended process due mainly to Council's restructure and staff changes. Initially Reserve Management Plans had sat within Infrastructure Services but had now been moved to the Strategic Planning Team.

With the number of plans that needed to be reviewed a schedule had been developed with Property & Parks team. The RMPs that had so far been reviewed had been chosen to test the revised format over different types of reserves.

In response to a query about how this had been received from an operational perspective, Ms Williams said they were working with the Property and Parks Manager on this to ensure issues raised by submitters were appropriately addressed. She confirmed that submitters had been advised of the report and of the hearing date.

In terms of the requested amendment with regard to network utilities and Council not knowing where all the network utilities were within its reserves, there had been discussions with PowerCo to develop a Network Utilities Policy. PowerCo was comfortable with the wording in that policy

In response to a query in relation to the methodology used to identify the importance attributed to actions, Mr McCorkindale said that was something that had evolved as they went through the process. It was recognised that to be helpful to decision makers it would be helpful particularly on some of the Reserves where there was a long list of action of what might be priority, to identify priorities, not necessarily in

terms of time or cost but the impact in terms of achieving the overall vision for the reserve. Where something was perceived to have a significant impact it was rated high; some impact was rated medium; nice to have was rated low.

Deliberations

The Committee agreed there were none of the Officer's recommendations on which the Committee had a different view and it was:

MOVED by Cr Good, seconded Cr Mason:

*THAT members of the Hearings Committee hear and consider submissions received on the Draft Parks and Reserves General Policy Document and the Draft Reserve Management Plans, in accordance with section 41(6)(d) of the Reserves Act 1977.*

*THAT the Hearings Committee, having taken into account the submissions received during the formal public consultation process, adopt the Draft Parks and Reserves General Policy Document and the Draft Reserve Management Plans for Jubilee Park, Playford Park, Levin Railway Reserves and Kawiu Corner Reserve and the Waiopahu and Prouse Bush Reserves as amended and attached in Addendums B-F.*

*THAT the Senior Manager – Strategic Planning together with the Chair of the Hearings Committee be given delegated authority to make editorial changes that arise as part of the publication process for producing the final Parks and Reserves General Policy Document and the Reserve Management Plans for Jubilee Park, Playford Park, Levin Railway Reserves and Kawiu Corner Reserve and the Waiopahu and Prouse Bush Reserves.*

**CARRIED**

2.30 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....

# Proceedings of the Finance, Audit & Risk Subcommittee 27 April 2016

File No.: 16/220

## 1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Subcommittee meeting held on 27 April 2016 and the Financial Report to 31 March 2016.

## 2. Recommendation

- 2.1 That Report 16/220 on Proceedings of the Finance, Audit & Risk Subcommittee 27 April 2016 be received.
- 2.2 That the Council receive the minutes of the Finance, Audit & Risk Subcommittee meeting held on 27 April 2016 and the Financial Report to 31 March 2016.

## 3. Issues for Consideration

There are no items considered by the Finance, Audit & Risk Subcommittee that require further consideration.

## Attachments



No.	Title	Page
A	Financial Reporting - Monthly Report FINAL- March 2016	43

### Confirmation of statutory compliance

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

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

## Signatories

Author(s)	Doug Law <b>Group Manager - Finance</b>	
Approved by	David Clapperton <b>Chief Executive</b>	

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## Finance, Audit & Risk Subcommittee

# OPEN MINUTES

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Minutes of a meeting of the Finance, Audit & Risk Subcommittee held in the Council Chambers, Horowhenua District Council, Levin on Wednesday 27 April 2016 at 4.00 pm.

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### PRESENT

**Chairperson** Cr W E R Bishop  
**Members** Mr B J Jackson  
Cr C B Mitchell (from 4.25 pm)  
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)  
Mr A Mohammed (Financial Systems Manager)  
Mrs T Whitehouse (Management Accountant)  
Mrs M Davidson (Group Manager – Customer & Community Services)  
Mrs K J Corkill (Meeting Secretary)

### ALSO IN ATTENDANCE

Mr D McCorkindale (Senior Manager – Strategic Planning)  
Mr M Lester (Project Coordination Manager)

#### 1 Apologies

An apology was recorded for Mayor Duffy. An apology for lateness was also tendered for Cr Mitchell.

NOTED

#### 2 Public Speaking Rights

None requested.

#### 3 Declaration of Interest

There were no declarations of interest.



**4 Confirmation of Minutes – 30 March 2016**

MOVED by Mr Jackson, seconded Cr Tukapua:

*THAT the minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Wednesday, 30 March 2016, be confirmed as a true and correct record.*

**CARRIED**

**5 Matters Arising**

There were no matters arising.

**6 Announcements**

The Chair reiterated that there would be a workshop on Internal Control following the meeting.

**7 Reports**

**7.1 Financial Report for the nine months to 31 March 2016**

**Purpose**

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

MOVED by Cr Rush, seconded Cr Tukapua:

*THAT Report 16/205 Financial Report for the nine months to 31 March 2016 be received.*

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

**CARRIED**

Mr Law, in speaking to this report and responding to Councillors' questions, said there was little change from the previous month with things tracking very much as they had done for the past few months. There was the rush towards the end of year in terms Capital Expenditure and interest rates were down slightly to 4.85%.

Mr Paulin tabled a Cash Flow Forecast and an updated page 18 – Statement of Rates Debtors was also tabled.

In the Organisation Summary (page 9), Mr Jackson said he thought adding the Carried Forwards in the Capital Expenditure Graph made it more meaningful, with Mr Law commenting that there had been about \$8m carried forward from last year and this year would be much the same..

Mr Clapperton commented in some detail on the forecasted surplus (page 13), saying it was likely be closer to the \$1.5m and he was very comfortable with how things were currently tracking.

Cr Rush suggested that some of the details in the SPPs were still a little 'loose', giving examples of where he thought there could be improvement.

## 9.2 Treasury Report

### Purpose

To present to the Finance, Audit & Risk Subcommittee the Bancorp Treasury Report for the March 2016 quarter and discuss the LGFA covenant compliance.

MOVED by Mr Jackson, seconded Cr Rush:

*THAT Report 16/210 Treasury Report be received.*

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

**CARRIED**

In saying we were living in interesting times, Mr Law commented on the unique things that were occurring in the global financial market currently with the last few month having been somewhat turbulent. New Zealand's interest rates were among the highest in the world and in some countries banks were being charged to deposit money in Reserve Banks.

Cr Mitchell joined the meeting (4.25 pm).

In response to a query, Mr Law outlined the benefits Council was receiving from having a Standard & Poors credit rating; however the rating had not been in place long enough for Council to recoup its initial investment.

## 9.3 Monitoring Reports to 27 April 2016

### Purpose

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

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

MOVED by Cr Mitchell, seconded Mr Jackson:

*THAT Report 16/206 Monitoring Reports to 27 April 2016 be received.*

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

**CARRIED**

There were no queries on Monitoring Report items.

4.30 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....



**Horowhenua**  
DISTRICT COUNCIL

# Nine Month Report

**1 July 2015 - 31 March 2016**

## Executive Summary

**Operating surplus:** A variance of +\$1,404,000 with a surplus of \$1,221,000 against a budgeted deficit of (\$182,000).

**Activity revenue:** above budget by \$250,000 with no major variance to report.

**Activity expenditure:** below budget by \$1,471,000 with no major variance to report.

**The Forecast budget for 30 June 2016** is forecasting a surplus of \$1,119,000 at 30 June 2016 versus the Annual Budget of \$1,596,000.

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

**Forecast activity expenditure:** expected to be below budget by \$465K.

**Sundry debtors:** The total Outstanding Debtors have decreased in the month. The total Outstanding Debtors is \$660K and have reduced by 47% since June 2015.

### Major variances

	30 June 2015	31 March 2016	Variance
On charges	\$138,788	\$103,356	(\$35,432)
Development Contribution	\$353,371	\$82,234	(\$271,137)
90 day outstanding	\$639,089	\$405,621	(\$223,468)

**Treasury:** Our weighted average interest rate has reduced to 4.85% at March 2016, decreasing from 5.15% at June 15 and 5.35% at March 2015. This is a potential saving of \$399K in interest payable compared to the LTP interest rate assumption of 5.5% for 2015/16.

**Interest Rate Swap:** Our current swaps have been valued at a loss of \$888K as at 12 April 2016. This may change depending on movements in the swap interest rate between now and 30 June 2016. At this valuation there is a negative impact of \$321k on this year's accounts.

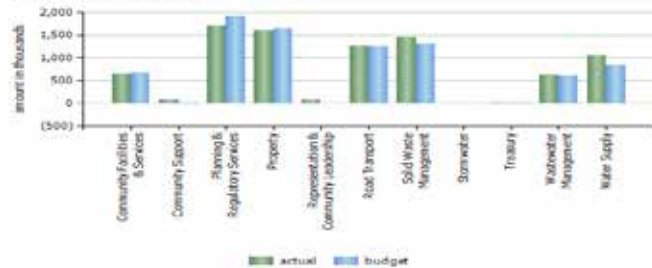
**Doug Law**  
Group Manager Finance  
27 April 2016

# Organisation Summary

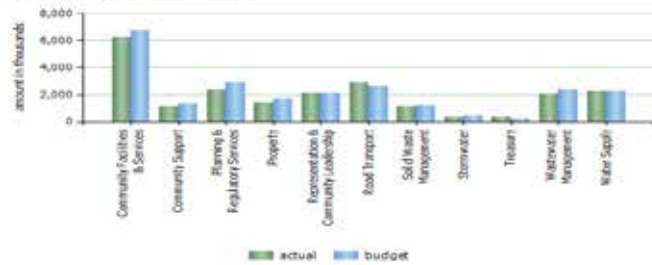
## Financial operation

<b>Operational revenue</b> \$33.74 m -1% less than budget	<b>Operational expenditure</b> \$32.74 m 4% less than budget	<b>Operational surplus/(deficit)</b> \$1 m 497% more than budget
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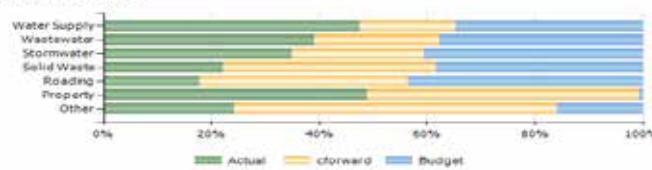
Operational revenue by activity



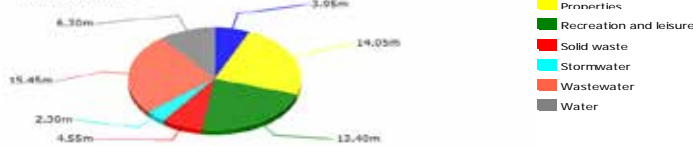
Operational expenditure by activity



Capital expenditure



Loan by activity



## Financial trends

Total revenue



Total expenditure



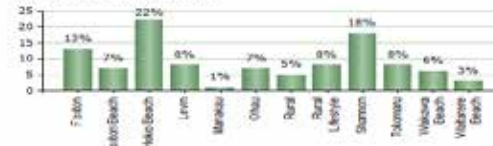
Total capital expenditure



Interest rate movement



Rates debtors % with arrears



## Financial sustainability

<b>Rates to operating revenue</b>	<b>70%</b>
Rates revenue	\$23.73 m
Operating revenue	\$33.74 m
70% of operating revenue is derived from rates revenue	
<b>Fees and charges to operating revenue</b>	<b>25%</b>
User fees and charges	\$8.53 m
Operating revenue	\$33.74 m
25% of operating revenue is derived from user fees and charges	
<b>Balance budget ratio</b>	<b>103%</b>
Operational revenue	\$33.74 m
Operational expenditure	\$32.74 m
Operational revenue should be equal or more than operational expenditure. Year to date revenue is more than 3%	
<b>Essential services ratio</b>	<b>114%</b>
Capital expenditure	\$8.12 m
Depreciation	\$7.14 m
Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 114% more than depreciation	
<b>Debt affordability ratio - (LGFA Cov.)</b>	<b>123%</b>
Total borrowing	\$60.00 m
Total projected revenue	\$48.72 m
With the total borrowing of \$60m we are still under the set limit of 175% of projected revenue	
<b>Debt to total assets - (LGFA Cov.)</b>	<b>12%</b>
Total borrowing	\$60.00 m
Total assets	\$489.00 m
Net debt should not be more than 15% of total assets. With 60m we are still under the set limit	
<b>Interest to rates revenue (LGFA Cov.)</b>	<b>9%</b>
Interest paid	\$2.10 m
Rates revenue	\$23.73 m
9% of rates revenue is paid in interest. Our set limit is 25% of total rates revenue.	
<b>Interest cover ratio - (LGFA Cov.)</b>	<b>6%</b>
Interest paid	\$2.10 m
Operating revenue	\$33.74 m
6% of operating revenue is paid in interest. Our set limit is 20% of operating revenue.	
<b>Available financial accommodation to external indebtedness - (LGFA Cov.)</b>	<b>118%</b>
Net debt	\$55.00 m
Undrawn committed facilities	\$10.00 m
Committed bank facility to enable us to borrow at least 10% of our current external debt immediately, currently we can borrow 18% more than our current debt	

## Statement of Income and Expenditure

Percentage of year completed: 75.00%	End of the year		Variance C = B - A	Last year D	Actual E	Year to date		Variance In \$ G = F - E	Variance In % H = G/F	% Actual to Annual Plan I = E/B	% Variance to total Annual Plan J = G/Tot B	Notes to accounts
	Projection A	Annual Plan B				Budget F	Actual G					
Income												
Rates revenue												
General rates	8,223,698	8,223,698	0	5,843,423	6,184,625	6,167,774	(16,851)	(0.27%)	75.20%		0.04%	
Targeted rates	23,338,441	23,338,441	0	16,361,881	17,545,575	17,503,832	(41,743)	(0.24%)	75.18%		0.09%	
<b>Total</b>	<b>31,562,139</b>	<b>31,562,139</b>	<b>0</b>	<b>22,205,304</b>	<b>23,730,200</b>	<b>23,671,606</b>	<b>58,594</b>	<b>(0.25%)</b>	<b>75.19%</b>		<b>(0.12%)</b>	
Treasury												
External interest received	150,000	150,000	0	140,975	88,110	112,500	24,390	21.68%	58.74%	⊘	(0.05%)	1
Rates penalties	600,000	600,000	0	520,352	566,371	375,000	(191,371)	(51.03%)	94.40%	↑	0.41%	2
<b>Total</b>	<b>750,000</b>	<b>750,000</b>	<b>0</b>	<b>661,327</b>	<b>654,480</b>	<b>487,500</b>	<b>166,980</b>	<b>(34.25%)</b>	<b>87.26%</b>		<b>(0.35%)</b>	
Significant activity revenue												
Community Facilities & Services	875,680	888,876	(13,196)	580,543	661,503	666,665	5,162	0.77%	74.42%		(0.01%)	
Community Support	101,646	39,500	62,146	166,009	86,441	30,753	(55,688)	(181.08%)	218.84%	↑	0.12%	3
Planning & Regulatory Services	2,174,233	2,401,470	(227,237)	1,618,308	1,710,629	1,919,842	209,213	10.90%	71.23%	⊘	(0.44%)	4
Property	2,016,846	2,192,889	(176,043)	1,324,272	1,589,731	1,644,675	54,944	3.34%	72.49%		(0.12%)	
Representation & Community	128,626	0	128,626	1,961	74,041	0	(74,041)	100.00%	100.00%	↑	0.16%	5
Road Transport	1,667,000	1,667,000	0	989,134	1,279,615	1,258,318	(21,297)	(1.69%)	76.76%		0.05%	
Solid Waste Management	1,822,500	1,741,206	81,294	1,372,729	1,449,957	1,305,900	(144,057)	(11.03%)	83.27%		0.31%	
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	594,693	616,788	594,528	(22,260)	(3.74%)	77.81%		0.05%	
Water Supply	1,100,527	1,138,277	(37,750)	684,341	1,055,004	853,704	(201,300)	(23.58%)	92.68%	↑	0.43%	6
<b>Total</b>	<b>10,771,536</b>	<b>10,867,905</b>	<b>(96,369)</b>	<b>7,341,990</b>	<b>8,530,138</b>	<b>8,280,385</b>	<b>249,753</b>	<b>(3.02%)</b>	<b>78.49%</b>		<b>(0.53%)</b>	
Capital subsidies												
Capital subsidies and grants	2,698,000	3,968,241	(1,270,241)	602,565	829,743	1,566,447	736,704	47.03%	20.91%	⊘	(1.56%)	7
<b>Total</b>	<b>2,698,000</b>	<b>3,968,241</b>	<b>(1,270,241)</b>	<b>602,565</b>	<b>829,743</b>	<b>1,566,447</b>	<b>(736,704)</b>	<b>47.03%</b>	<b>20.91%</b>		<b>1.56%</b>	
<b>Total operating income</b>	<b>45,781,675</b>	<b>47,148,285</b>	<b>(1,366,610)</b>	<b>30,811,186</b>	<b>33,744,561</b>	<b>34,005,938</b>	<b>(261,377)</b>	<b>0.77%</b>	<b>71.57%</b>		<b>0.55%</b>	

### Notes

- Funds received are at lower interest rates than anticipated at budget.
- This includes the penalties for late payment 15 March 2016.
- Revenue is higher than anticipated, due to success in obtaining 3<sup>rd</sup> party funding for programmes.
- Revenue will be below budget due to less income in the parking activity
- Funding has been received for Levin Town Strategy which is being offset by the expenditure.
- Water billing / two large user connect charges
- Capital Subsidises includes Rooding Transport with a current budget of \$1,566K and income of \$829K.  
The annual budget includes \$2,270K for Te Awahou. The forecast for Te Awahou has been reduced to \$1m. Currently \$375K has been received which is to yet be approved for released to income.

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



Percentage of year completed: 75.00%	End of the year			Last year	Year to date				% Actual to Annual Plan	% Variance to total Annual Plan	Notes to accounts
	Projection	Annual Plan	Variance		Actual	Budget	Variance In \$	Variance In %			
	A	B	C = B - A	D	E	F	G = F - E	H = G/F	I = E/B	J = G/Tot B	
<b>Expenditure</b>											
Significant activity expenditure											
Community Facilities & Services	8,546,810	8,895,839	349,029	3,953,826	6,231,847	6,725,737	493,890	7.34%	70.05%	1.08%	8
Community Support	1,736,064	1,844,331	108,267	2,721,893	1,130,748	1,349,267	218,519	16.20%	61.31%	0.48%	9
Planning & Regulatory Services	3,335,200	3,829,668	494,468	3,088,738	2,384,052	2,884,787	500,735	17.36%	62.25%	1.10%	10
Property	1,855,185	2,001,981	146,796	1,725,025	1,376,897	1,635,310	258,413	15.80%	68.78%	0.57%	11
Representation & Community	2,807,318	2,804,429	(2,889)	2,217,479	2,115,287	2,118,232	2,945	0.14%	75.43%	0.01%	
Road Transport	4,056,790	3,499,830	(556,960)	2,674,359	2,884,268	2,644,651	(239,617)	(9.06%)	82.41%	(0.52%)	
Solid Waste Management	1,757,735	1,682,182	(75,553)	1,048,338	1,152,310	1,192,340	40,030	3.36%	68.50%	0.09%	
Stormwater	539,009	545,164	6,155	322,320	332,042	420,733	88,691	21.08%	60.91%	0.19%	12
Treasury	372,839	204,276	(168,563)	123,937	303,599	175,210	(128,389)	(73.28%)	148.62%	(0.28%)	13
Wastewater Management	2,889,083	3,052,852	163,769	2,346,781	2,049,625	2,339,696	290,071	12.40%	67.14%	0.64%	14
Water Supply	2,893,917	2,894,405	488	1,921,312	2,260,843	2,207,283	(53,560)	(2.43%)	78.11%	(0.12%)	
<b>Total</b>	<b>30,789,950</b>	<b>31,254,957</b>	<b>465,007</b>	<b>22,144,008</b>	<b>22,221,518</b>	<b>23,693,246</b>	<b>1,471,728</b>	<b>6.21%</b>	<b>71.10%</b>	<b>3.22%</b>	
Other expenses											
Allocated portion of depreciation	(394,413)	(394,436)	(23)		(292,554)	(295,833)	(3,279)	1.11%	74.17%	(0.01%)	
Depreciation and amortisation	11,618,741	11,618,746	5	9,444,039	8,710,830	8,714,057	3,227	0.04%	74.97%	0.01%	
External interest	2,990,000	3,191,827	201,827	2,042,591	2,103,597	2,146,717	43,120	2.01%	65.91%	0.09%	
<b>Total</b>	<b>14,214,328</b>	<b>14,416,137</b>	<b>201,809</b>	<b>11,486,630</b>	<b>10,521,873</b>	<b>10,564,941</b>	<b>43,068</b>	<b>0.41%</b>	<b>72.99%</b>	<b>0.09%</b>	
<b>Total operating expenditure</b>	<b>45,004,278</b>	<b>45,671,094</b>	<b>666,816</b>	<b>33,630,638</b>	<b>32,743,391</b>	<b>34,258,187</b>	<b>1,514,796</b>	<b>4.42%</b>	<b>71.69%</b>	<b>3.32%</b>	

### Notes

8. 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
9. Community Support is under budget due to careful management of spend and timing of allocation of Community Grants and Funding.
10. Planning and Regulatory Services is under budget due to staff vacancies. This is also reflected in lower levels of income.
11. Property is under budget due to careful management in costs. It is also a reflection of the new Parks and Property Maintenance Contracts.
12. Storm water maintenance has been lower than anticipated.
13. Treasury is above budget with higher rates remissions than anticipated. This is forecasted to continue to 30 June 2016.
14. Lower maintenance and utility costs than anticipated year to date.

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

Percentage of year completed: 75.00%	End of the year		Variance	Last year	Year to date		Variance In \$	Variance In %	% Actual to Annual Plan	% Variance to total Annual Plan	Notes to accounts
	Projection	Annual Plan			Actual	Budget					
	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)	2,313,499	2,221,121	2,700,034	478,913	17.74%	61.70%	100.00%	
Revaluation gains	218,037	321,664	(103,627)	0	112,607	0	(112,607)	100.00%	35.01%	100.00%	
Vested Assets	67,778	0	67,778	58,370	70,957	0	(70,957)	100.00%	100.00%	100.00%	
Development Contributions	0	0	0	201,145	0	0	0	0.00%	0.00%	0.00%	
<b>Total</b>	<b>3,285,200</b>	<b>3,921,710</b>	<b>(636,510)</b>	<b>2,573,014</b>	<b>2,404,685</b>	<b>2,700,034</b>	<b>(295,349)</b>	<b>10.94%</b>	<b>61.32%</b>	<b>100.00%</b>	
Non operating expenditure											
Allocated portion of internal	(76,000)	(92,680)	(16,680)		(56,413)	(69,511)	(13,098)	18.84%	60.87%	100.00%	
Internal interest expense	2,999,385	3,600,046	600,661	2,313,499	2,221,121	2,700,034	478,913	17.74%	61.70%	100.00%	
Loss on sale	20,000	0	(20,000)	0	19,745	0	(19,745)	100.00%	100.00%	100.00%	
<b>Total</b>	<b>2,943,385</b>	<b>3,507,366</b>	<b>563,981</b>	<b>2,313,499</b>	<b>2,184,453</b>	<b>2,630,523</b>	<b>446,070</b>	<b>16.96%</b>	<b>62.28%</b>	<b>100.00%</b>	
<b>Net non-operational costs</b>	<b>341,815</b>	<b>414,344</b>	<b>(72,529)</b>	<b>(259,515)</b>	<b>220,232</b>	<b>69,511</b>	<b>150,721</b>	<b>(216.83%)</b>	<b>53.15%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>1,119,212</b>	<b>1,596,512</b>	<b>(772,323)</b>	<b>2,559,937</b>	<b>1,221,402</b>	<b>(182,738)</b>	<b>1,404,140</b>	<b>(768.39%)</b>	<b>64.57%</b>		

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



## Statement of Financial Position as at 31 March 2016

	Last year Actual \$000	YTD Actual \$000	Full year Budget \$000	Notes
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents	7,856	5,121	6,358	
Debtors and other receivables	5,381	5,791	6,481	15
Other financial assets	470	0	10	
Assets held for sale	475	475	393	
<b>Total current assets</b>	<b>14,182</b>	<b>11,388</b>	<b>13,242</b>	
<b>Non-current assets</b>				
Operational assets	42,492	41,936	45,097	
Infrastructural assets	386,465	387,505	402,881	
Restricted assets	39,293	38,544	41,054	
Intangible assets	1,680	1,641	1,672	
Forestry assets	911	911	680	
Commercial property	5,706	5,706	3,946	
Investments in other entities	987	1,088	2,042	
Other financial asset	803	803	116	
<b>Total non-current assets</b>	<b>478,337</b>	<b>478,133</b>	<b>497,488</b>	
<b>Total assets</b>	<b>492,519</b>	<b>489,521</b>	<b>510,730</b>	
<b>Liabilities</b>				
<b>Current liabilities</b>				
Creditors and other payables	8,070	7,830	8,439	
Provisions	997	997	1,003	
Employee entitlements	1,003	502	585	
Borrowings	2,000	7,000	0	
<b>Total current liabilities</b>	<b>12,070</b>	<b>16,329</b>	<b>10,027</b>	
<b>Non-current liabilities</b>				
Provisions	2,068	2,068	2,991	
Employee entitlements	178	178	224	
Borrowings	58,000	53,000	76,000	
Other	1,634	909	0	16
<b>Total non-current liabilities</b>	<b>61,880</b>	<b>56,155</b>	<b>79,215</b>	
<b>Total liabilities</b>	<b>73,950</b>	<b>72,484</b>	<b>89,242</b>	
<b>Net assets</b>	<b>418,570</b>	<b>417,037</b>	<b>421,488</b>	
<b>Equity</b>				
Retained earnings	264,911	255,775	267,350	
Revaluation reserves	147,449	147,447	147,447	
Other reserves	6,210	13,815	6,690	
<b>Total equity</b>	<b>418,570</b>	<b>417,037</b>	<b>421,488</b>	

### Notes

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

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

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

Reference	Description	LTP 2015/16	Project Cost YTD			Total Project Costs			Estimated final costs and comments	Expected	
			Actual	Budget	Variance	Budget	Cost to date	Variance		Start	Completion
<b>Growth</b>											
STW 27	Storm water - Development Planning North East Levin	150,000	38,664	7,500	(20,233)	150,000	38,664	111,336	Total cost is unknown at this stage. Project is in planning stage.	Nov-12	Jun-16
WW 41	Waste water - Development Planning - North East Levin	260,980	9,232	260,980	255,152	260,980	9,232	251,748	Total cost is unknown at this stage. Project is in planning stage.	Apr-15	Jun-16
WW 44	Waste Water - Levin Tararua Industrial Development	125,000	20,102	0	(11,546)	125,000	20,102	104,898	To carry forward \$100K.	Jan-16	Jun-16
SW 17	Landfill Development	385,237	109,365	385,237	283,186	385,237	109,365	275,872	On track - project will span beyond June 2016. Request to carry forward \$157K.	Dec-15	Jun-15
PR 58	Tararua Industrial Development	0	152,622	0	(152,622)	0	152,622	(152,622)	Deferred to 2016/17	Nov-15	
	<b>Total Growth</b>	<b>921,217</b>	<b>147,157</b>	<b>653,717</b>	<b>506,560</b>	<b>921,217</b>	<b>329,985</b>	<b>591,232</b>			
<b>Level of Service</b>											
WS 32	Water Supply -Levin Clarifier Installation	2,000,000	70,252	0	(59,567)	2,000,000	70,252	1,929,748	This is now underway. There are two budget lines for the upgrade of the Levin WTP. WS32 is for \$2 million for the 2015/16 year, and WS33 is for \$3.6 million for the 2016/17 year. 2016/17 (subject to confirmation of funding) \$25K per LTP. Total cost of project is expected to be around \$280,000 split across three budget lines STW14, WS38 and WW27.	Aug-15	Jun-16
WS 38	Water Supply - Telemetry - District Wide	95,000	47,609	95,000	47,245	95,000	47,609	47,391		Oct-15	Jun-17
STW 14	Storm Water -Telemetry	81,000	82,186	81,000	(1,303)	81,000	82,186	(1,186)	See WS38	Sep-15	Mar-16
STW 15	Storm Water -Levin Queen Street	250,000	13,374	0	(11,379)	250,000	13,374	236,626	Assessment completed by Archaeologist was reviewed and by Heritage NZ and had some gaps to be filled. A new archaeologist is looking at the work done to date and will provide a price to complete the works. Request to carry forward \$200K.	Oct-15	Jun-16
STW 16	Storm Water -Storm water Stategy	80,000	14,345	80,000	(13,558)	80,000	14,345	65,655	Completed with Council briefing 16 march 2016.	Mar-16	Mar-16
STW 19	Storm Water -Foxton Beach Catchment Management Plan	83,000	44,795	0	0	83,000	44,795	38,205	Contract evaluation complete - Work will commence soon.	Jun-16	Jun-16
WW 11	Foxton Wastewater Treatment Plant - Strategic Upgrade	2,326,000	589,531	2,326,000	1,746,053	2,545,832	809,363	1,736,469	Design Underway (IN-HOUSE).	Sep-15	TBA
WW 27	Waste Water - Telemetry System	95,000	116,936	95,000	(22,072)	95,000	116,936	(21,936)	See WS38	Jul-15	Mar-16
WW 37	Levin Wastewater Treatment Plant - Strategic Upgrade	610,000	112,043	3,065,921	(85,902)	610,000	112,043	497,957	Contract for sludge press procured and pond lining is with contractor for pricing.	Sep-15	Jun-16
WW 45	Waste Water - Shannon Disposal System	3,065,921	1,371,762	3,065,921	1,723,566	3,614,155	1,919,996	1,694,159	Three contracts. Desludging, waveband and Irrigation. The irrigation project is expected to cost \$1,200,000. This excludes preconstruction costs like consents and preliminary designs etc. The waveband project is expected to cost around \$700,000. The Desludging project is expected to cost around \$320,000.	Aug-15	Jun-16
RD 14	New Footpath	100,000	0	60,000	40,000	100,000	0	100,000		TBA	Jun-16
RD 16	Foxton Townscape Main Street Upgrade	750,000	94,459	562,500	418,310	750,000	94,459	655,541	Initial design has been undertaken	Sep-15	May-16
RD 18	Waitarere Beach Kent Gloucester Upgrade	260,000	35,268	173,333	138,065	260,000	35,268	224,732		Jul-15	Jun-16
SW 16	Landfill Consent	107,000	29,624	0	(24,576)	107,000	29,624	77,376	Progressing.	Mar-16	May-16
SW 18	Leachate pre treatment	129,000	0	129,000	0	129,000	0	129,000	Planning Stage.	Nov-15	Mar-16
SW 19	Levin Landfill Energy Recovery / Flare	200,000	29,143	0	(5,356)	200,000	29,143	170,857	Request to carry forward \$150K.	TBA	Jun-16

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

Reference	Description	2015/16	Project Cost YTD			Total Project			Estimated final cost	Expected	
			Actual	Budget	Variance	Budget	Total cost	Start		Completion	
PR 11	including kitchen (with renewal contribution from Thompson House)	80,000	0	80,000	80,000	80,000	0	80,000	Design and construction drawings completed. Currently out for tender.	Jan-16	Mar-15
PR 12	improvements and disability access including toilet provision	80,000	20,553	80,000	61,853	80,000	20,553	59,447	Design and construction drawings completed. Currently out for tender.	Jan-16	Jun-15
PR 17	Upgrade ablutions block Donnelly Park	60,000	22,008	60,000	60,000	60,000	22,008	37,992	Works programmed to commence 23 February 2016. Work almost complete.	Feb-16	Mar-16
PR 19	Shannon Memorial Hall - accesbile facility/s upgrade (toilet block and entrance)	50,000	0	50,000	50,000	50,000	0	50,000	Dependent on strategic review of facilities. Project Deferred.	TBA	TBA
PR 41	Public Toilets-Upgrade, Reroof, renew flooring, change doors	54,530	0	54,530	54,530	54,530	0	54,530	New toilet block at Waitarere Domain, works to commence April 2016 after busy summer use of site	Apr-16	TBA
BEAUT 1	Flag Trax	54,270	41,950	54,270	12,320	54,270	41,950	12,320	Flagtrax systems have successfully been installed in Levin and Foxton and are currently being utilised by a community organisation. Shannon has temporarily been put on hold until the future of the columns has been decided as installing hardware on the current columns will question the integrity of the pole, this has been communicated with the Shannon Progressive Association	Nov-15	Feb-16
CA 12	General Network Modelling	100,000	53,967	100,000	40,318	100,000	53,967	46,033	To carry forward to 2016/17 \$50K.	Jul-15	Jun-17
CA 16	Purchase of Urban Aerial Imagery	60,000	50,150	60,000	0	60,000	50,150	9,850	Aerials flown, pending final files and completion payment will be made.	Dec-15	Apr-16
	Levin disable facilities upgrade, hydrotherapy pool	0	69,823	0	(69,823)	0	69,823	(69,823)	Project is currently out for tender. Work is to commence May 2016 - funds sit in 2016/2017 financial year.	May-16	Sep-16
	<b>Total Level of Service</b>	<b>10,770,721</b>	<b>2,625,088</b>	<b>6,873,633</b>	<b>4,248,545</b>	<b>11,538,787</b>	<b>3,677,845</b>	<b>7,860,943</b>			
	<b>Renewal</b>							0			
WS 11	Levin Reticulation- RENEWAL	1,061,000	575,223	735,866	30,560	1,061,000	575,223	485,777	This is on track. There are three projects within this one budget line. Due to the savings made on Contract 15-12 (around \$95,000) a variation is being sought to add an additional street onto the work being undertaken. The estimated final cost for the year for this budget line is \$1,061,000. Contract 15-12 has a Project cost of \$462,845. Contract 15-06 has a Project cost of \$429,506. Contract 14-04 had a contract value of \$376,783 (part of this was from last year).	Jul-15	Jun-16
WS 15	Shannon - Mangaore Reticulation- RENEWAL	158,000	151,443	158,000	6,558	158,000	151,443	6,557	This is on track. Project Cost \$517,736. (The \$158,000 is a carry forward from last financial year).	Jul-15	Jun-16
WS 19	Foxton Beach Edingburg Terrace Bore- RENEWAL	150,000	0	0	(9,005)	150,000	0	150,000	To carry forward to 2016/17 \$150K.	Apr-16	TBA
WS 28	Levin Treatment Plant - Renewals	50,000	92,482	0	(40,621)	50,000	92,482	(42,482)	Initial planning has been undertaken.	TBA	Jun-16
WS 39	Reactive renewals - District Wide	150,000	8,468	0	(8,468)	150,000	8,468	141,532	On track and 100% committed.	Jul-15	Jun-16
WS 45	Shannon Reservoir structural work	100,000	109,344	0	100,000	100,000	109,344	(9,344)	On track.	Feb-16	Jun-16

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

Reference	Description	2015/16	Project Cost YTD			Total Project			Estimated final cost	Expected	
			Actual	Budget	Variance	Budget	Total cost	Start		Completion	
STW 12	District Wide Reticulation - Unplanned Renewals	50,000	46,809	0	(41,296)	50,000	46,809	3,191	On track and 100% committed.	TBA	Jun-16
STW 13	District Wide Pump Station - Planned Renewals	79,350	2,300	79,350	77,050	79,350	2,300	77,050	Assessments underway.	Feb-16	Jun-16
WW 21	Tokomaru Wastewater Treatment Plant - Consent Renewal	100,000	0	0	0	100,000	27,450	72,550	Part spend this year and to carry forward to 2016/17 \$50K.	TBA	Jun-16
WW 29	Foxton Reticulation - Renewals	417,873	24,148	111,799	35,110	417,873	24,148	393,725	On track.	Oct-15	Jun-16
WW 30	Levin Reticulation - Renewals	1,758,767	899,396	1,035,259	38,833	1,758,767	899,396	859,371	This budget line covers two projects. The Project costs for Contract 14-06 was for \$1,318,900, and the Project Costs for Contract 15-08 is \$850,000. Contract 14-06 was commenced in the previous financial year.	Jul-15	Jun-16
WW 35	Districtwide - Reticulation Unplanned Renewals	443,377	41,786	295,584	204,534	443,377	41,786	401,591	Covers a variety of maintenance renewals. We expect to spend this budget before the end of year as we are planning on upgrading the wastewater pipe at Mako Mako and are undertaking additional work at Foxton.	Oct-15	Jun-16
WW 36	Levin Treatment Plant - Planned Renewals	1,044,242	230,354	544,242	310,699	1,044,242	230,354	813,888	It is understood this relates mainly to the renewal of the lease and consenting. Negotiations are currently being undertaken. Resource Consent costs to date.	Dec-15	May-16
WW 38	Levin Treatment Plant - Unplanned Renewals	88,478	12,518	0	(12,518)	88,478	12,518	75,960	On track.	Oct-15	Jun-16
WW 50	Tokomaru WWTP Desludging	100,000	23,527	0	(10,274)	100,000	23,527	76,473	Highly likely will be 100% spent.	Apr-16	Jun-16
WW 51	Tokomaru WWTP Oxidation Pond Relining	61,500	0	0	0	61,500	0	61,500	To be completed by 30 June 2016	TBA	Jun-16
RD 13	Footpath Renewal	400,000	29,148	15,000	154,341	400,000	29,148	370,852		Jul-15	Jun-16
SW 15	Solid Waste - Cap Shape Correction	68,580	0	0	0	68,580	0	68,580	Part spend this year and part 2016/17.	Mar-16	Jun-16
PR 13	Thompson House Exterior renew & Paint	54,530	0	54,530	54,530	54,530	0	54,530	Design and construction drawings completed. Currently out for tender.	Jan-16	Jun-16
PRES 13	Waitarere Dune management Dune management - flatten recountour	102,900	0	0	0	102,900	175	102,725	Designation has been accomplished for new Surf life saving club, however unlikely physical work will commence on the project this financial year - funding to be deferred to next year.	TBA	Jun-16
PRES 44	Levin Domain Pathways resurface	298,780	0	0	0	352,580	49,570	303,010	Project deferred into 2016-2017	Dec-15	Jun-16
PRES 62	Reserves - Foxton Beach	100,000	0	0	0	100,000	0	100,000	Foxton Community Board have been consulted. 30k to be used this financial year to facilitate planning process, 70 k for financial works to be moved into Yr 2 of the LTP	TBA	Jun-16
CA 19A	IT Disaster Recovery brought forward from 2013/14	130,000	0	60,000	60,000	130,000	0	130,000	Procurement plan to be presented end April 16	Jan-16	May-16
CA 25	Rural Aerial Updates	50,000	10,018	50,000	14,983	50,000	10,018	39,982	Aerials partially flown.	Dec-15	Mar-16
	<b>Total Renewals</b>	<b>7,017,377</b>	<b>2,147,849</b>	<b>3,112,864</b>	<b>965,015</b>	<b>7,071,177</b>	<b>2,334,159</b>	<b>4,737,018</b>			
	<b>Growth/LOS/Renewal projects Mixed</b>										
CS 11	Te Awahou Community Centre	2,683,500	579,770	1,046,565	394,721	2,683,500	579,770	2,103,730	Progressing – Construction work anticipated to commence May 2016 and continue into 16/17	Jul-15	Jun-16
WS 46	Levin Bore exploration, new reservoir, treatment plant upgrade	3,010,665	1,928,603	3,002,432	(1,387,514)	3,010,665	1,928,603	1,082,062	Project will be 100% complete with \$600,000 underspent.	Jul-15	Jun-16
	<b>Total Growth/LOS/Renewal projects Mixed</b>	<b>5,694,165</b>	<b>2,458,632</b>	<b>1,465,839</b>	<b>(992,793)</b>	<b>5,694,165</b>	<b>2,508,373</b>	<b>3,185,792</b>			

## Statement of Rates Debtors

Area	Total assessments	Assessments 31/3/2016 with arrears	Assessments 30/6/2015 with arrears	% with arrears	Total arrears	Year to date arrears	Instalment one arrears	Instalment two arrears	Instalment three arrears	Penalties arrears	Prior year arrears
F - Foxton	1274	147	130	12%	245,937	151,344	24,128	35,441	61,807	29,968	94,592
FB - Foxton Beach	1573	101	100	6%	126,282	99,204	16,854	25,283	44,857	12,209	27,077
HB - Hokio Beach	199	42	37	21%	738,433	144,637	7,087	7,311	8,763	121,476	593,795
L - Levin	7350	506	370	7%	709,334	524,848	90,896	126,920	227,314	79,723	184,486
MK - Manakau	86	1	2	1%	822	822	0	374	374	75	0
NR - Non Rateable	127	6	1	5%	3,646	2,422	431	431	992	569	1,224
OH - Ohau	150	9	10	6%	8,082	6,924	757	2,286	3,469	412	1,158
R - Rural	2572	114	84	4%	474,225	139,597	17,626	20,148	27,425	74,563	334,627
RL - Rural Lifestyle	2442	170	170	7%	223,263	142,220	23,833	32,540	57,093	28,755	81,042
S - Shannon	674	109	86	16%	189,046	113,956	21,927	27,126	41,380	23,523	75,090
TK - Tokomaru	164	10	6	6%	7,454	7,454	877	2,075	4,009	492	0
WB - Waitarere Beach	943	50	33	5%	50,558	35,867	5,697	8,496	18,239	3,435	14,692
WK - Waikawa Beach	231	6	3	3%	3,231	3,231	318	815	1,834	265	0
<b>Total at 31 March 2016</b>	<b>17,785</b>	<b>1,271</b>	<b>1,032</b>	<b>7%</b>	<b>2,780,311</b>	<b>1,372,526</b>	<b>210,430</b>	<b>289,246</b>	<b>497,555</b>	<b>375,465</b>	<b>1,407,784</b>
<b>Total at 31 March 2015</b>	<b>17,782</b>		<b>1,266</b>	<b>7%</b>	<b>3,218,065</b>	<b>1,352,147</b>	<b>242,209</b>	<b>348,436</b>	<b>761,502</b>	<b>372,741</b>	<b>1,493,177</b>

### In the year to 31 March 2016

- Of the total arrears, \$408,388 owned are paying by Direct Debit on a payment plan
- 1,969 Rate rebates processed for \$1,080,630
- 370 Assessments received the rates invoice by email
- 17,520 rate payments received for \$27,021,862

Due to an error on the Year to date arrears in the February 2016 Monthly Report which stated Year to date arrears as \$133,678, the correct amount is \$437,781.

## Statement of Sundry Debtors

Category	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days Outstanding	Notes
Aquatic Centre	12,689	12,038	446	90	115	
Building Consents	42,167	26,969	2,303	0	12,895	3
Building Fee - BWOFF	910	650	130	0	130	
Cemeteries	16,952	15,276	1,644	0	32	
Dev Cont New Policy	82,234	0	0	0	82,234	1
Develop Cont Old Policy	64,181	0	3,693	0	60,488	
Dogs	732	0	0	0	732	
Dogs - Debt Collection	15,996	0	0	0	15,996	
Dogs Arrange to pay	7,016	77	1,217	143	5,579	
Dogs Pre Payments	13	0	0	0	13	
Fines	8,546	0	1,735	0	6,811	
Fire Hazard	631	0	0	0	631	
General	26,427	5,676	13,301	132	7,318	6
Health Accreditation Renewals	722	142	232	0	349	
Hire	7,497	2,105	3,679	0	1,713	
On Charges	103,356	16,289	17,682	0	69,385	4
Pension Housing	626	459	0	0	167	5
Rental Income Monthly	115,848	530	26,338	949	88,031	2
Resource Consent Fees	104,998	28,377	29,744	155	46,723	
Rubbish Bags	3,880	0	3,880	0	0	
Staff Account	753	372	279	0	102	
Waste Transfer Station	3,090	2,249	387	129	325	
Water & Trade Waste	37,490	1,097	30,540	0	5,853	
Water Septage - Septic Tank Disposal	3,155	1,806	1,115	234	0	
<b>Total as at 31 March 2016</b>	<b>659,908</b>	<b>114,110</b>	<b>138,345</b>	<b>1,832</b>	<b>405,621</b>	<b>7</b>
<b>Total as at 31 March 2015</b>	<b>1,073,399</b>	<b>217,928</b>	<b>175,371</b>	<b>47,448</b>	<b>632,592</b>	

## Notes and Comments

1. These Development Contribution debtors are being actively pursued. The batch of debt letters sent had a positive effect with several payments being made. Most of the Development Contributions – Old Policy are with the Debt Collection Agency, with the balance of them either being paid off or having an arrangement to pay when the sections sell.
2. The Rental Income category is comprised mainly of annual endowment leases, which are billed in October each year and have until September the following year to pay. The majority of these lessees pay regular monthly amounts, with a few making lump sum payments, for some leases this builds up a credit balance which is offset against the October invoicing.
3. Amongst the Building Consents category, there are some damage deposit bonds in here, as well as extensions of time for a number of the older aged consents.
4. In the On Charges category, the majority of the 90+ Days debtors have been provided for as Doubtful Debts.
5. Amongst the Resource Consent category, there are some land use bonds. The debtors in this category are being actively pursued, and some of the 90+ Days debtors have been provided for as Doubtful Debts.
6. In this category this is charges for grazing leases, new connections, car access way, HR charges and THT charges.
7. Out of the \$406K owing +90 Days, \$283k is provided for in the Doubtful Debts Provision. As at 31 March 2016 there are 548 sundry debtors with a balance.

## Statement of Loans by Parcel

Loan parcels	Maturity	Interest	Opening balance	Raised	Repaid	Closing balance
<b>Due within a year</b>						
Stock FRN	16 May 16	3.9000%	2,000,000			2,000,000
Stock	16 Aug 16	6.2750%	2,000,000			2,000,000
Stock	15 Mar 17	5.0550%	3,000,000			3,000,000
<b>Total due within a year</b>						<b>7,000,000</b>
<b>Due within 2 - 5 years</b>						
Stock	23 May 17	4.3900%	4,000,000			4,000,000
LGFA FRN	15 Dec 17	3.2563%	2,000,000			2,000,000
Stock	15 Nov 18	5.5950%	2,000,000			2,000,000
LGFA Bond	15 Mar 19	4.4500%	4,000,000			4,000,000
LGFA Bond	15 Mar 19	4.7064%	5,000,000			5,000,000
LGFA FRN	15 Mar 19	3.1463%	3,000,000			3,000,000
<b>Total due within 2 - 5 years</b>						<b>20,000,000</b>
<b>Due after 5 years</b>						
LGFA FRN	17 May 21	3.4454%	4,000,000			4,000,000
LGFA Bond	15 May 21	4.5650%	5,000,000			5,000,000
LGFA Bond	15 May 21	5.9852%	5,000,000			5,000,000
LGFA Bond	15 May 21	5.8516%	5,000,000			5,000,000
LGFA Bond	15 Apr 23	5.1336%	4,000,000			4,000,000
LGFA FRN	18 May 22	3.0250%	3,000,000			3,000,000
LGFA FRN	19 May 25	3.0900%	7,000,000			7,000,000
<b>Total due after 5 years</b>						<b>33,000,000</b>
<b>Total</b>			<b>60,000,000</b>	<b>0</b>	<b>0</b>	<b>60,000,000</b>

## Statement of External Loans and Interest by Activity

Activity	Loans as at 30 Jun 2014	Loans as at 30 Jun 2015	Year to date Finance costs
Water supply			
Water Levin	2,550,000	3,300,000	115,698
Water Shannon	1,350,000	1,400,000	49,084
Water Foxton	900,000	900,000	31,554
Water Foxton beach	350,000	300,000	10,518
Water Tokomaru	100,000	400,000	14,024
<b>Total for water supply</b>	<b>5,250,000</b>	<b>6,300,000</b>	<b>220,878</b>
Wastewater			
Wastewater Levin	6,050,000	7,000,000	245,420
Wastewater Shannon	6,150,000	6,650,000	233,149
Wastewater Foxton	1,150,000	1,400,000	49,084
Wastewater Foxton Beach	350,000	300,000	10,518
Wastewater Tokomaru	0	50,000	1,753
Wastewater Waitarere	0	50,000	1,753
<b>Total for wastewater</b>	<b>13,700,000</b>	<b>15,450,000</b>	<b>541,676</b>
<b>Stormwater</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>80,638</b>
<b>Waste management Landfill</b>	<b>4,500,000</b>	<b>4,550,000</b>	<b>159,523</b>
Recreation and leisure			
Libraries	6,900,000	7,900,000	276,974
Pools	2,850,000	2,700,000	94,662
Reserves	1,300,000	1,350,000	47,331
Sports grounds	1,500,000	1,450,000	50,837
<b>Total for recreation and leisure</b>	<b>12,550,000</b>	<b>13,400,000</b>	<b>469,803</b>
Properties			
Residential housing	5,000,000	5,000,000	175,300
Halls	250,000	250,000	8,765
Commercial properties	1,200,000	1,150,000	40,319
Toilets	300,000	300,000	10,518
General properties	800,000	750,000	26,295
Cemeteries	0	100,000	3,506
Council building	6,800,000	6,500,000	227,890
<b>Total for properties</b>	<b>14,350,000</b>	<b>14,050,000</b>	<b>492,592</b>
Other activities			
Information technology	1,500,000	1,500,000	52,590
District plan	2,600,000	2,450,000	85,897
<b>Total for other</b>	<b>4,100,000</b>	<b>3,950,000</b>	<b>138,487</b>
<b>Total</b>	<b>56,750,000</b>	<b>60,000,000</b>	<b>2,103,597</b>



## Statement of Internal Loans and Interest by Activity

Activity	Loans as at 30 Jun 2014	Loans as at 30 Jun 2015	Year to date Finance costs
<b>Water supply</b>			
Water Levin	38,323	44,338	1,613
Water Shannon	41,366	47,234	1,718
Water Foxton	5,172	49,717	1,808
Water Foxton beach	4,237	40,130	1,460
Water Tokomaru	7,997	14,491	527
<b>Total for water supply</b>	<b>97,095</b>	<b>195,910</b>	<b>7,126</b>
<b>Wastewater</b>			
Wastewater Levin	26,056	14,425	525
Wastewater Shannon	5,628	7,066	257
Wastewater Foxton	97,038	31,782	1,156
Wastewater Foxton Beach	(1,729)	3,732	136
Wastewater Tokomaru	81,678	28,411	1,033
Wastewater Waitarere	81,962	26,458	962
<b>Total for wastewater</b>	<b>290,633</b>	<b>111,874</b>	<b>4,069</b>
Stormwater	1,996	72,917	2,652
<b>Total for Stormwater</b>	<b>1,996</b>	<b>72,917</b>	<b>2,652</b>
Waste management Landfill	56,659	37,161	1,352
<b>Total for Waste management Landfill</b>	<b>56,659</b>	<b>37,161</b>	<b>1,352</b>
<b>Recreation and leisure</b>			
Libraries	277,057	25,929	943
Pools	(3,821)	10,561	384
Reserves	17,034	49,463	1,799
Sports grounds	48,853	42,503	1,546
Beautification	24,038	23,076	839
<b>Total for recreation and leisure</b>	<b>363,161</b>	<b>151,532</b>	<b>5,512</b>
<b>Properties</b>			
Residential housing	10,207	35,866	1,305
Halls	34,405	29,101	1,059
Commercial properties	22,987	24,068	875
Toilets	18,546	9,187	334
General properties	4,824	49,906	1,815
Cemeteries	121,930	17,294	629
Council building	25,856	14,478	527
<b>Total for properties</b>	<b>238,755</b>	<b>179,900</b>	<b>6,544</b>
<b>Other activities</b>			
Information technology	109,024	44,663	1,625
District plan	451	23,452	853
<b>Total for other</b>	<b>109,475</b>	<b>68,115</b>	<b>2,478</b>
<b>Total</b>	<b>1,157,774</b>	<b>817,409</b>	<b>29,733</b>

# Planning and Regulatory Services

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan		Year to date				% Actual to Annual Plan G = C/A	% Variance to total Annual Plan H = E/Tot A	Notes to accounts
	A	B	C	D	E = D - C	F = E/D			
<b>Income</b>									
Significant activity revenue									
Health Applications	54,290	53,693	69,670	53,583	16,087	-30.02%	128.33%	-0.67%	
Liquor Applications	72,200	58,582	84,077	54,135	29,942	-55.31%	116.45%	-1.25%	
Dog Control	473,600	446,087	488,249	460,947	27,302	-5.92%	103.09%	-1.14%	
Animal Control	1,000	60	1,346	747	2,093	280.23%	-134.63%	-0.09%	
Resource Management Application	304,175	2,070	279,615	228,132	51,483	-22.57%	91.93%	-2.14%	
Resource Management	0	180,874	3,152	0	3,152	100.00%	100.00%	-0.13%	
Safety Licencing	2,750	272	1,127	1,811	(2,938)	162.22%	-40.98%	0.12%	
Building Applications	616,975	468,441	521,459	463,118	58,341	-12.60%	84.52%	-2.43%	
Parking Enforcement	738,500	425,532	264,187	553,878	(289,691)	52.30%	35.77%	12.06%	1
<b>Total</b>	<b>2,401,470</b>	<b>1,635,611</b>	<b>\$1,710,629</b>	<b>1,919,842</b>	<b>(209,213)</b>	<b>10.90%</b>	<b>71.23%</b>	<b>8.71%</b>	
<b>Total income</b>	<b>2,401,470</b>	<b>1,635,611</b>	<b>1,710,629</b>	<b>1,919,842</b>	<b>(209,213)</b>	<b>10.90%</b>	<b>71.23%</b>	<b>8.71%</b>	
<b>Expenditure</b>									
Significant activity expenditure									
Liquor Applications	196,906	224,890	125,939	147,681	21,742	14.72%	63.96%	0.58%	
Parking Enforcement	444,242	285,126	211,842	334,661	122,819	36.70%	47.69%	3.26%	2
Safety Licencing	355,134	175,727	164,554	268,224	103,670	38.65%	46.34%	2.75%	3
Building Applications	705,636	595,077	450,883	530,108	79,225	14.94%	63.90%	2.10%	
Dog Control	563,148	448,779	366,426	423,355	56,929	13.45%	65.07%	1.51%	
Health Applications	188,320	28,782	127,940	141,295	13,355	9.45%	67.94%	0.35%	
Resource Management Application	512,642	485,148	396,505	384,489	(12,016)	-3.13%	77.35%	-0.32%	
Resource Management	404,676	366,237	251,412	311,007	59,595	19.16%	62.13%	1.58%	
Animal Control	222,864	110,881	140,075	166,892	26,817	16.07%	62.85%	0.71%	
Environmental Health Policy	41,352	28,166	27,714	31,014	3,300	10.64%	67.02%	0.09%	
Liquor Policy	14,820	1,305	8,601	11,115	2,514	22.62%	58.04%	0.07%	
Building Policy	179,928	75,458	112,161	134,946	22,785	16.88%	62.34%	0.60%	
<b>Total</b>	<b>3,689,688</b>	<b>2,825,576</b>	<b>\$2,384,052</b>	<b>2,779,802</b>	<b>395,750</b>	<b>14.24%</b>	<b>64.61%</b>	<b>10.50%</b>	
Other expenses									
Depreciation and amortisation	77,712	82,964	58,293	58,281	(12)	-0.02%	75.01%	0.00%	
<b>Total</b>	<b>77,712</b>	<b>82,964</b>	<b>\$58,293</b>	<b>58,281</b>	<b>(12)</b>	<b>-0.02%</b>	<b>75.01%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>3,767,400</b>	<b>2,908,540</b>	<b>2,442,345</b>	<b>2,838,083</b>	<b>395,738</b>	<b>13.94%</b>	<b>64.83%</b>	<b>10.50%</b>	
<b>Non-operational costs</b>									
Non operating expenditure									
Internal interest expense	149,836	103,892	90,333	112,378	22,045	19.62%	60.29%	100.00%	
<b>Total</b>	<b>149,836</b>	<b>103,892</b>	<b>\$90,333</b>	<b>112,378</b>	<b>22,045</b>	<b>19.62%</b>	<b>60.29%</b>	<b>100.00%</b>	
<b>Total non-operational costs</b>	<b>149,836</b>	<b>103,892</b>	<b>90,333</b>	<b>112,378</b>	<b>22,045</b>	<b>19.62%</b>	<b>60.29%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>1,515,766</b>	<b>1,376,821</b>	<b>822,050</b>	<b>1,030,619</b>	<b>208,569</b>	<b>20.24%</b>	<b>54.23%</b>		

### Notes

1. Revenue will be below budget due to less income in the parking activity
2. Expenditure is below budget due to staff vacancies. This is reflected in income also.
3. Expenditure is below budget due to staff vacancies. There is however expected expenditure in this area relating to legal advice on bylaws yet to be made.

## REGULATORY SERVICES – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<b>District Planning – Resource Consenting:</b> Processing of applications under the Resource Management Act. Monitoring of the District Plan requirements, resource consent compliance and complaints.	1. Applications under the Resource Management Act will be processed within statutory timeframes. Target 100%	As at 31 March 2016, one hundred and seven (107) applications have been processed all within statutory timeframes (100% compliance).
	2. Known and reported instances of non-compliance with the District Plan and any resource consents will be responded to and any appropriate action will be taken. Target 100% responded to in 2 working days.	As at 31 March 2016, forty-two (42) complaints have been received, all responded to within 2 working days (100% compliance).
	3. Resource consents will be monitored for compliance with conditions.(Target 100%*) * Interpreted to mean those that required monitoring.	As at 31 March 2016, one hundred and three (103) resource consents were monitored for compliance, seventy-four (74) complied, twenty-nine (29) required enforcement action (28 warnings, 1 abatement notice issued). (100% compliance).
<b>District Planning – Policy:</b> The District Plan provides for a balanced regulatory framework that protects important Community and environmental values.	1. Percent of non-complying resource consents approved as a proportion of all approved consents is less than 10%.	As at 31 March 2016, one (1) non-complying resource consent has been approved out of a total of ninety-five (95) approved consents (1.05%).
<b>Building Control:</b> Carry out Building Consent Authority accreditation functions including enforcement of legislation relating to construction of buildings and structures.	1. The percent of building consent applications granted within 20 working days or less is 100% of applications.	As at 31 March 2016, there have been four hundred and twelve (412) consents granted to be issued, and all (100%) have been processed in less than 20 working days (average time being 12.62 days). Four hundred and seven (407) consents have been issued to applicant. YTD for a combined value of \$47,881,671.
	2. The percent of consent applications for new residential dwellings are processed in 18 days or less is 90% of applications.	As at 31 March 2016, one hundred and twelve (112) new residential dwellings consents have been granted in < 18 days (100%).
	3. That 100% of reported cases of illegal building work will be responded to within 3 working days.	As at 31 March 2016, there has been one (1) reported incident that has been responded to within 3 working days (100%).
	4. The percent of private swimming pools on the register inspected annually for compliance is 33% of private swimming pools are inspected.	There are two hundred and forty-two (242) pools on the register. One third of swimming pools = 80. Sixty-five (65) have been inspected as at 31 March 2016. All inspections will be completed by 30 June 2016.

## REGULATORY SERVICES – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<b>Building Control:</b> Carry out Building Consent Authority accreditation functions including enforcement of legislation relating to construction of buildings and structures.	5. Council will maintain its accredited status as a Building Consent Authority.	Council is an accredited BCA. The latest assessment was held 28-30 April 2015 and the BCA received re-accreditation without receiving any Corrective Action Requirements. The next assessment is scheduled for 2017.
<b>Environmental Health – Food Safety:</b> Monitoring of food services used by the Community to ensure that they are healthy and safe.	1. The percent of food premises fitting the scope of templated Food Control Plans apply for exemption from the Food Hygiene Regulations 1974 will be 10%.	As at 31 March 2016, fourteen (14) premises have applied for an exemption which represents 14% of those premises that fit the scope of the Voluntary Implementation Plan. Complied. No further businesses are able to apply under the Voluntary Implementation Plan as the Food Act 2014 has now been fully enacted.
	2. The percent of registered premises that are inspected/audited and graded will be 100%.	As at 31 March 2016, one hundred and fifty-four (154) premises are registered, of which one hundred and four (104) have been inspected (67%) YTD – <u>it is possible that with the requirements to implement the Food Act from 1 March 2016, that not all premises will be inspected for the year ending 30 June 2016.</u> A total of fifty (50) premises have not yet been inspected and an additional eleven (11) businesses that have moved onto Food Control Plans are due to be audited within the next three (3) months.  Current grading's are as follows: A Grade = 138 B Grade = 8 Ungraded = 1 New = 7  Twenty (20) premises have opened and seventeen (17) premises have closed YTD.
<b>Liquor Licensing:</b> Monitoring of licensed premises to ensure compliance with relevant legislation.	1. The percent of premises that are inspected annually to check for compliance with their licence conditions are 100% of premises are inspected.	There are a total of seventy-four (74) licensed premises holding seventy-nine (79) operative licences. (NB: A premise can hold more than 1 licence). Twenty-five (25) inspections (33%) have been completed YTD, all will be inspected by 30 June 2016.
	2. The percent of applications for a licence that will be forwarded to Public Health and the Police for comment are 100% of applications.	As at 31 March 2016, one hundred and fifty-two (152) applications have been received and all licence applications (74) that were required to be forwarded to Police and Public Health for comment were (100%).

## REGULATORY SERVICES – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Animal Control:</b> Reported instances of non-compliance and dog nuisance will be responded to.</p>	<p>1. The percent of reported instances of non-compliance and dog nuisance will be responded to 100%.</p> <p>2. An after-hours emergency response will be continuously provided</p>	<p>As at 31 March 2016 there have been one thousand, one hundred and seventy-six (1,176) complaints made (with priority given to those reported as dog attacks), comprising: Barking = 454 Wandering = 568 Reported as attacks = 67 Aggressive behaviour = 83 Stock worrying = 4</p> <p>(100%) of complaints have been responded to.</p> <p>Two (2) prosecutions have been successfully completed YTD.</p> <p>304 dogs have been impounded of which 26 have been rehoused, 146 claimed by their owner and 48 have been euthanised.</p> <p>The service has been provided by way of an after-hours roster.</p>
<p>Registration and classification of all known dogs within the District.</p>	<p>3. The percent of known dogs that will be registered or accounted for annually by 31 October will be 100%.</p>	<p>As at 31 March 2016, of the known 6,359 dogs currently on the dog database, 6,142 (96%) are registered and the 217 that show as unregistered have been accounted for by way of an infringement notice issued. All known dogs (100%) have been accounted for.</p>
<p><b>Parking Enforcement:</b> All parking restricted areas in Levin will be enforced under the provisions of Council's Bylaw and the Transport Regulations.</p>	<p>Enforcement will be conducted each working day.</p>	<p>Enforcement has been conducted each working day, with the exception of the three (3) days between Christmas and New Year. As at 31 March 2016, 3,047 stationary vehicle infringement notices have been issued and 1,521 notices have been processed to the Courts for collection.</p>
<p><b>General Regulatory Services:</b> Noise complaints response service will be provided.</p>	<p>1. Noise complaints services are provided all year round and 90% of complaints will be responded to within 60 minutes.</p>	<p>As at 31 March 2016 there have been 1,810 complaints and all (100%) have been responded to within 60 minutes of receipt resulting in 217 verbal directions being given and 237 abatement notices have been issued. Six (6) equipment seizures have occurred, and police assistance has been required on fifteen (15) occasions.</p>
<p>Public Safety bylaws and other legislation will be enforced.</p>	<p>2. The percent of reported non-compliances and complaints that are responded to within 5 working days is 100%.</p>	<p>There have been fifty-one (51) smoke complaints and twenty-eight (28) vehicles reported as abandoned. All (100%) have been responded to within 5 working days.</p>

# Community Facilities and Services

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan		Year to date				% Actual to Annual Plan G = C/A	% Variance to total Annual Plan H = E/Tot A	Notes to accounts
	A	B	C	D	E = D - C	F = E/D			
<b>Income</b>									
Significant activity revenue									
Halls	12,447	19,549	13,908	9,333	4,575	-49.02%	111.74%	-0.14%	
Sportsgrounds	16,504	8,139	22,356	12,375	9,981	-80.65%	135.46%	-0.32%	
Reserves	81,595	53,061	58,248	61,197	(2,949)	4.82%	71.39%	0.09%	
Cemetery	198,630	148,180	131,420	148,979	(17,559)	11.79%	66.16%	0.56%	
Swimming Pool(s)	457,700	370,070	338,605	343,278	(4,673)	1.36%	73.98%	0.15%	
Libraries	120,000	115,321	96,966	90,000	6,966	-7.74%	80.81%	-0.22%	
Beautification	2,000	1,093	0	1,503	(1,503)	100.00%	0.00%	0.05%	
<b>Total</b>	<b>888,876</b>	<b>715,413</b>	<b>\$661,503</b>	<b>666,665</b>	<b>(5,162)</b>	<b>0.77%</b>	<b>74.42%</b>	<b>0.16%</b>	
Capital subsidies									
Capital subsidies and grants	2,270,241	2,174	0	0	0	100.00%	0.00%	0.00%	
<b>Total</b>	<b>2,270,241</b>	<b>2,174</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	
<b>Total income</b>	<b>3,159,117</b>	<b>717,587</b>	<b>661,503</b>	<b>666,665</b>	<b>(5,162)</b>	<b>0.77%</b>	<b>20.94%</b>	<b>0.16%</b>	
<b>Expenditure</b>									
Significant activity expenditure									
Swimming Pool(s)	2,246,882	1,760,695	1,521,947	1,689,341	167,394	9.91%	67.74%	1.70%	1
Urban Cleansing	237,411	0	254,227	178,054	(76,173)	-42.78%	107.08%	-0.77%	2
Public Toilets	290,677	190,775	197,159	218,488	21,329	9.76%	67.83%	0.22%	
Sportsgrounds	821,714	580,344	747,964	619,125	(128,839)	-20.81%	91.02%	-1.31%	3
Reserves	1,576,406	1,032,086	942,083	1,208,777	266,694	22.06%	59.76%	2.71%	4
Cemetery	295,595	249,657	156,591	222,548	65,957	29.64%	52.97%	0.67%	
Beautification	585,412	331,044	460,391	439,053	(21,338)	-4.86%	78.64%	-0.22%	
Halls	228,806	161,222	117,595	178,237	60,642	34.02%	51.39%	0.62%	
Libraries	2,612,936	1,884,365	1,833,582	1,972,114	138,532	7.02%	70.17%	1.41%	5
<b>Total</b>	<b>8,895,839</b>	<b>6,190,188</b>	<b>\$6,231,538</b>	<b>6,725,737</b>	<b>494,199</b>	<b>7.35%</b>	<b>70.05%</b>	<b>5.02%</b>	
Other expenses									
Depreciation and amortisation	946,652	506,615	709,992	709,988	(4)	0.00%	75.00%	0.00%	
<b>Total</b>	<b>946,652</b>	<b>506,615</b>	<b>\$709,992</b>	<b>709,988</b>	<b>(4)</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>9,842,491</b>	<b>6,696,803</b>	<b>6,941,530</b>	<b>7,435,725</b>	<b>494,195</b>	<b>6.65%</b>	<b>70.53%</b>	<b>5.02%</b>	
<b>Non-operational costs</b>									
Non operating income									
Revaluation gains	3,218	0	23,409	0	23,409	100.00%	727.43%	100.00%	
Development Contributions	0	24,402	0	0	0	0.00%	0.00%	0.00%	
<b>Total</b>	<b>3,218</b>	<b>24,402</b>	<b>\$23,409</b>	<b>0</b>	<b>23,409</b>	<b>100.00%</b>	<b>727.43%</b>	<b>100.00%</b>	
Non operating expenditure									
Internal interest expense	820,718	25,983	520,686	615,542	94,856	15.41%	63.44%	100.00%	
<b>Total</b>	<b>820,718</b>	<b>25,983</b>	<b>\$520,686</b>	<b>615,542</b>	<b>94,856</b>	<b>15.41%</b>	<b>63.44%</b>	<b>100.00%</b>	
<b>Total non-operational costs</b>	<b>817,500</b>	<b>1,581</b>	<b>497,277</b>	<b>615,542</b>	<b>118,265</b>	<b>19.21%</b>	<b>60.83%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>7,500,874</b>	<b>5,980,797</b>	<b>6,777,305</b>	<b>7,384,602</b>	<b>607,297</b>	<b>8.22%</b>	<b>90.35%</b>		

**Notes**

- 1,4,5 Community Facilities & Services is under budget and forecasted to be end of year as a result of the new Community Facilities contracts in place. The under budget is a result of both savings from the new contracts as well as better management. It should also be noted that the Community Support Activity is also projected to be under budget, this is a result of operational savings achieved also due to better management.
2. Urban Cleansing is above budget due to a LoS omission. This relates primarily to the emptying of litter bins. The contractor priced the operation on a frequency of operation basis which has proved insufficient to meet the needs of the service. This has been exacerbated by the unauthorised disposal of commercial waste through the urban cleansing stream (commercial packaging). It is likely the demand for a higher level of funding will continue should existing LoS be desirable. The impact of this additional cost could be mitigated by ensuring commercial waste enters the commercial stream.
3. Sports Ground is above budget due to timing of scheduled works. A significant sum is expended during sportsfield renovations in spring and autumn. It is anticipated the current overspend is as a result of adopting a flat line to expenditure profiling. The impact could be reduced by reviewing the profile to better represent the impact of non-routine scheduled works on expenditure per month.
4. Reserves are under budget for similar reasons as sportsfields are over budget that being the tendency to flat-line expenditure. A considerable amount of improvement and development works on Reserves is completed during Spring and Autumn and better tracking might be achieved by profiling expenditure in line with operational demand.

## COMMUNITY FACILITIES AND SERVICES – Performance Measures – LTP/Annual Plan (Reserves, Public Halls, Sports Grounds, Cemeteries and Beautification)

Objective	LTP Performance Targets	Actual Performance
<p><b>Reserves:</b> To ensure reserves are available for community use.</p>	<p>To ensure sufficient space is available and is at least 1 hectare/1,000 population.</p>	<p>As at 31 March 2016, complied.</p>
<p><b>Community Halls:</b> To ensure Community Halls are available for public use.</p>	<p>The Levin, Foxton and Shannon halls will be used at least ten (10) times per fortnight.</p>	<p>As at 31 March 2016, the Levin Memorial Hall was used 227 times, the Shannon Memorial Hall was used 104 times, and the Foxton Memorial Hall was used 49 times. A total of 380 times (an average of 19.49 times per fortnight). The LTP performance target has therefore been achieved.</p>
<p><b>Sports Grounds:</b> To ensure sports grounds are available for community use.</p>	<p>To ensure sports grounds are available for use during their opening hours 95% of the time.</p>	<p>As at 31 March 2016, sportsgrounds were open for a minimum of 95% of the scheduled opening times.</p>
<p><b>Playgrounds:</b> To ensure playgrounds are safe for users.</p>	<p>To ensure playground facilities comply with relevant standards 100% of the time.</p>	<p>As at 31 March 2016, all surfaces complied.</p>
<p><b>Cemeteries Management:</b> To ensure cemeteries are managed and maintained to an appropriate standard.</p>	<p>To ensure Council meet the needs according to legal requirements.</p>	<p>As at 31 March 2016, complied. There was no legal or regulatory non-compliance.</p>
<p><b>Cemeteries:</b> To ensure cemeteries operate to an acceptable level.</p>	<p>To ensure all arrangements and interments at Council cemeteries are made satisfactorily before 24 hours from interment.</p>	<p>As at 31 March 2016, all interment arrangements were completed satisfactorily within the required timeframe.</p>



## COMMUNITY FACILITIES AND SERVICES – Performance Measures – LTP/Annual Plan (Aquatic Centres and Recreation)

Objective	LTP Performance Targets	Actual Performance
<b>Aquatics:</b> 1. To ensure safe aquatic facilities are operating in the District.	To ensure 100% compliance with relevant standards including Pool Safe Accreditation.	As at 30 December 2015, the Levin and Foxton Pool are both 100% water compliant. Both pools have received "Pool Safe" accreditation during March 2015 until April 2016.
2. To ensure the Aquatics Centres meet customer needs.	To ensure the Annual Customer Satisfaction Survey for the Aquatic Centres show at least 90% of customers to be 'satisfied' or 'very satisfied'.	The most recent Annual Resident Satisfaction Survey conducted in May 2015 showed Customer satisfaction at 91.94%.
Aquatics: 3. To ensure a high quality Swim School operates at the Levin and Foxton Aquatic Centres.	The number of participants in Learn-to-Swim classes per school term will exceed 400.	As at 31 March 2016, there were 492 participants in the Term 1 Learn-to Swim classes. There are 54 Enrolments in Learn-to-Swim classes in Foxton for Term 2 and 438 enrolments in Learn-to-Swim classes in Levin.
4. To ensure that local clubs are supported to deliver their own events.	The number of events per year held by clubs – clubs growing and taking ownership of their own events and future will be 4 per year.	<p>Council staff are working with local clubs to build capacity and capability so that clubs take growing ownership of the Aquatics facility and run their own events.</p> <p>Council officers continue to work with community organisations to ensure that they have the tools necessary to carry out successful events.</p> <p>The following tournaments have been scheduled by Aquatics Users/Clubs/Schools at Levin Aquatics Centre in this calendar year where the whole pool is booked:</p> <ul style="list-style-type: none"> <li>• Waiopēhu Swim Sports (February)</li> <li>• Go Active TRYathlon (6 March)</li> <li>• Levin Swim Club (6 March)</li> <li>• Levin School Swim Sports (8 March)</li> <li>• Koputaroa Swim Sports (24 March)</li> <li>• Levin Masters Swim Meet (24<sup>th</sup> and 25<sup>th</sup> June)</li> <li>• Special Olympics (10<sup>th</sup> and 11<sup>th</sup> September)</li> <li>• Special Olympics NZ Swim Meet (26 October)</li> </ul> <p>Council officers sit on the Sports Park User Group Committee to ensure that everyday sport activity is carried out without any issues.</p> <p>HDC has delivered 16 Community Capacity workshops in 2015/2016.</p>

**COMMUNITY FACILITIES AND SERVICES – Performance Measures – LTP/Annual Plan  
(Aquatic Centres and Recreation)**

Objective	LTP Performance Targets	Actual Performance
<p>4. To ensure that local clubs are supported to deliver their own events.</p>	<p>The number of events per year held by clubs – clubs growing and taking ownership of their own events and future will be 4 per year.</p>	<p>Note: “Events” do not include the regular swim, fitness and aqua classes based at the pools.</p> <p>Events run this year-to-date are as follows:</p> <p><b>Children – 4</b> – Fun Day, Go Active, Water Polo (in Foxton and Levin) and Tiny Tots promotion.</p> <p><b>General Public – 9</b> – Foxton open day, Levin Aquatic Centre birthday, Electra Business After 5 (Supported), Industry Training Graduation, Civic Honours, Levin Christmas Parade, Armistice Day, International Food Festival, 3 x Go Active TRYathlon trainings, Go Active Kids TRYathlon and Prime Ministers visit (Supported).</p> <p><b>Community Support – 5</b> – Great Forest Events, Whanau Tri, Careers Expo, White Ribbon Reverse Colour Run and Youth Council Conference.</p> <p><b>Retirees – 4</b> – Fitness lunch x 2, Dash and Splash, Age on the Go Expo and Teen Raves x 2.</p> <p><b>Teens Raves – 2</b></p>

## COMMUNITY FACILITIES AND SERVICES – Performance Measures – LTP/Annual Plan (Community Centres and Libraries)

Objective	LTP Performance Targets	Actual Performance
<p>1. Council provides Community facilities for residents, ratepayers, and visitors to access community services including library services.</p>	<p>1. To ensure Levin, Foxton and Shannon Communities are provided with library and community facilities providing an integrated and District wider service.</p>	<p>Library Services are provided by Te Horowhenua Trust in Levin, Shannon and Foxton.</p>
	<p>2. To ensure greater than 85% of residents and non-residents are satisfied with library and community services.</p>	<p>The most recent Annual Resident Satisfaction Survey conducted in May 2015 showed Customer Satisfaction of these facilities at 89.85%.</p>
	<p>3. To ensure at least 380 of booking counts for community facilities.</p>	<p>Te Horowhenua Trust report to Council on a quarterly basis (see below).</p>
	<p>4. To ensure at least 650,000 people across Te Takere, Foxton Library &amp; Service Centre and the Shannon Library visit annually.</p>	<p>Te Horowhenua Trust report to Council on a quarterly basis (see below).</p>
<p>2. To ensure customers have access to a range of current information in both print and digital format.</p>	<p>1. To ensure at least 370,000 items are loaned from the Library across the District, including books, magazines, etc.</p>	<p>Te Horowhenua Trust report to Council on a quarterly basis (see below).</p>
	<p>2. To ensure an increase of +&gt;1% in the use of the website.</p>	<p>Te Horowhenua Trust report to Council on a quarterly basis (see below).</p>
<p>3. To ensure customers have access to programmes and initiatives that enhance the wellbeing of the District.</p>	<p>To ensure at least 100 programmes are delivered.</p>	<p>Te Horowhenua Trust report to Council on a quarterly basis (see below).</p>

Quarterly Report to Horowhenua District Council 15/16

The Trust is required to report quarterly to Council on progress against the KPIs identified in the Statement of Intent.

<b>R</b>	<b>HDC</b>	<b>Collaboration - Strategic and operational partnerships.</b>	Time Period	Actual Value	Target Value
I	HDC	Number of new relationships developed	Q2 2016	20	4
I	HDC	Number of collaborative projects delivered.	Q2 2016	8	6
<b>R</b>	<b>HDC</b>	<b>Library - Access to information, ideas and works of the imagination.</b>	Time Period	Actual Value	Target Value
I	HDC	New Library materials distributed to Foxton Library	Q2 2016	15%	15%
I	HDC	New Library materials distributed to Shannon Library	Q2 2016	10%	10%
I	HDC	Library materials refetched at Foxton Library	Q2 2016	4,701	1,000
I	HDC	Library materials refetched at Shannon Library	Q2 2016	3,004	700
I	HDC	Investment per capita in new Library materials	Q2 2016	\$4,41	\$4,00
<b>R</b>	<b>HDC</b>	<b>Community - Opportunities to participate in community life.</b>	Time Period	Actual Value	Target Value
I	HDC	Community activities delivered across the District - programmes	Q2 2016	55	15
I	HDC	Community activities delivered across the District - sessions	Q2 2016	451	—
I	HDC	Community activities delivered at Foxton Library - programmes	Q2 2016	8	3
I	HDC	Community activities delivered at Foxton Library - sessions.	Q2 2016	85	—
I	HDC	Community activities delivered at Shannon Library - programmes	Q2 2016	15	3
I	HDC	Community activities delivered at Shannon Library - sessions	Q2 2016	64	—
I	HDC	Average visitor door counts per month over all sites	Q2 2016	54,074	57,000
I	HDC	Average visitor doorcounts per month at Te Takere	Q2 2016	41,692	45,000
<b>R</b>	<b>HDC</b>	<b>Lifelong Learning and Digital - Independent learners have educational and training opportunities.</b>	Time Period	Actual Value	Target Value
I	HDC	Learning activities delivered across the District - programmes	Q2 2016	27	5
I	HDC	Learning activities delivered across the District - sessions	Q2 2016	186	—
<b>R</b>	<b>HDC</b>	<b>Sustainability - Facilities, technology, resources and services that deliver social, cultural and economic benefits</b>	Time Period	Actual Value	Target Value
I	HDC	% of funding from sources other than the Annual Grant.	Q2 2016	35%	25%
I	HDC	# of different organisations who use the meeting spaces at Te Takere.	Q2 2016	102	74

# Property

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan		Year to date				% Actual to Annual Plan G = C/A	% Variance to total Annual Plan H = E/Tot A	Notes to accounts
	Last year	Actual	Budget	Variance In \$ E = D - C	Variance In % F = E/D				
	A	B	C	D					
<b>Income</b>									
Significant activity revenue									
Residential Housing	856,349	634,633	668,891	642,258	26,633		78.11%	-1.21%	
General Property	88,738	81,637	48,880	66,564	(17,684)	26.57%	55.08%	0.81%	1
Commercial Property	536,236	414,644	414,594	402,171	12,423	-3.09%	77.32%	-0.57%	
Council Building	7,000	934	788	5,256	(4,468)	85.01%	11.26%	0.20%	2
Endowment Property	125,328	155,146	113,759	93,996	19,763	-21.03%	90.77%	-0.90%	
Camping Grounds	23,638	17,729	17,729	17,730	(1)	0.01%	75.00%	0.00%	
<b>Total</b>	<b>1,637,289</b>	<b>1,304,723</b>	<b>\$1,264,641</b>	<b>\$1,227,975</b>	<b>36,666</b>	<b>-2.99%</b>	<b>77.24%</b>	<b>-1.67%</b>	
<b>Total income</b>	<b>2,192,889</b>	<b>1,304,723</b>	<b>1,264,641</b>	<b>1,227,975</b>	<b>(54,944)</b>	<b>3.34%</b>	<b>72.49%</b>	<b>2.51%</b>	
<b>Expenditure</b>									
Significant activity expenditure									
Council Building	385,978	-115,803	252,950	304,914	51,964	17.04%	65.53%	2.87%	
General Property	505,660	441,465	336,959	402,423	65,464	16.27%	66.64%	3.62%	
Residential Housing	626,989	486,075	425,648	533,416	107,768	20.20%	67.89%	5.96%	3
Camping Grounds	8,200	23,621	1,776	6,906	5,130	74.28%	21.66%	0.28%	
Endowment Property	231,551	305,135	182,492	200,117	17,625	8.81%	78.81%	0.97%	
Commercial Property	243,603	223,667	177,072	187,534	10,462	5.58%	72.69%	0.58%	
<b>Total</b>	<b>2,001,981</b>	<b>2,001,981</b>	<b>\$1,376,897</b>	<b>\$1,635,310</b>	<b>258,413</b>	<b>15.80%</b>	<b>68.78%</b>	<b>10.93%</b>	
Other expenses									
Depreciation and amortisation	362,228	353,830	271,674	271,670	(4)	0.00%	75.00%	0.00%	
<b>Total</b>	<b>362,228</b>	<b>353,830</b>	<b>\$271,674</b>	<b>271,670</b>	<b>(4)</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>2,364,209</b>	<b>2,355,811</b>	<b>1,648,571</b>	<b>1,906,980</b>	<b>258,409</b>	<b>13.55%</b>	<b>69.73%</b>	<b>10.93%</b>	
<b>Non-operational costs</b>									
Non operating income									
Gain on sale	307,036	44,214	89,199	0	89,199	100.00%	29.05%	100.00%	
<b>Total</b>	<b>307,036</b>	<b>44,214</b>	<b>\$89,199</b>	<b>0</b>	<b>89,199</b>	<b>100.00%</b>	<b>29.05%</b>	<b>100.00%</b>	
Non operating expenditure									
Loss on sale	0	138,247	19,745	0	(19,745)	100.00%	100.00%	100.00%	
Internal interest expense	820,804	577,971	493,923	615,601	121,678	19.77%	60.18%	100.00%	
<b>Total</b>	<b>820,804</b>	<b>716,218</b>	<b>\$513,668</b>	<b>615,601</b>	<b>101,933</b>	<b>16.56%</b>	<b>62.58%</b>	<b>100.00%</b>	
<b>Total non-operational costs</b>	<b>513,768</b>	<b>672,004</b>	<b>424,470</b>	<b>615,601</b>	<b>191,131</b>	<b>31.05%</b>	<b>82.62%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>129,488</b>	<b>1,723,092</b>	<b>3,337,681</b>	<b>3,750,556</b>	<b>504,484</b>	<b>13.45%</b>	<b>122.19%</b>		

Note:

1. Income is below budget due to less lease uptake at Levin Depot. This is being actively marketed.
2. Income is below budget in Council building due to less use of Civic Area.
3. Residential housing is below budget as a result of savings in Maintenance Contracts.

## PROPERTY – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Facilities for Public Hire:</b> To ensure Council operated facilities are available for public hire.</p>	<p>To ensure facilities are available for at least eight (8) hours per day for hire and charges are to be reviewed annually.</p>	<p>All District Memorial Halls were available for hire for at least eight hours per day.</p>
<p><b>Pensioner Housing:</b> To ensure residential housing is provided for the elderly.</p>	<p>To ensure pensioner accommodation will achieve at least a 95% occupancy rate.</p>	<p>As at 31 March 2016 there has been 96.18% occupancy.</p>
<p><b>Endowment Property:</b> To ensure endowment property is appropriately managed.</p>	<p>The number of sections available for sale will be 20 sections of endowment property which are released by Council for purchase.</p>	<p>As at 31 March 2016 there are currently 27 sections available for sale. The sale of 6 Forbes Road fell through (hadn't gone unconditional).</p>
<p><b>General:</b> All Council owned property will comply with relevant legislation.</p>	<p>100% of Council owned buildings with Compliance Schedules will have a current Building Warrant of Fitness (BWOFF).</p>	<p>All buildings with Compliance Schedules have current BWOFF's. This means all specified systems including fire alarms have been maintained and inspected in accordance with the compliance schedule. This meets the requirement of the Building Act 2004.</p>
<p><b>Commercial Property:</b> To ensure commercial property is appropriately managed.</p>	<p>To ensure rent is within a 10% percentage range of current market rentals at time of review/renewal.</p>	<p>Deed of Renewal of Lease for the Levin Pottery Club for a further period of five years. The lease will now terminate on 31 March 2021. No change to the annual rent as the current annual rental is consistent with Council policy.</p> <p>Deed of Variation of Lease – Deborah Gay Nichol – Area varied: The area of land leased is reduced by 834m<sup>2</sup> more or less being part of Section 2 SO 23799 Blk III Moutere SD, with no change to the annual rent.</p>

# Representation and Community Leadership

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan		Year to date				% Actual to Annual Plan G = C/A	% Variance to total Annual Plan H = E/Tot A	Notes to accounts
	Last year	Actual	Budget	Variance in \$	Variance in %				
	A	B	C	D	E = D - C	F = E/D			
<b>Income</b>									
Significant activity revenue									
General Governance Other	0	1,961	74,041	0	74,041	100.00%	100.00%		100.00%    1
<b>Total</b>	<b>0</b>	<b>1,961</b>	<b>\$74,041</b>	<b>0</b>	<b>74,041</b>	<b>100.00%</b>	<b>100.00%</b>		<b>100.00%</b>
<b>Total income</b>	<b>0</b>	<b>1,961</b>	<b>74,041</b>	<b>0</b>	<b>74,041</b>	<b>100.00%</b>	<b>100.00%</b>		<b>100.00%</b>
<b>Expenditure</b>									
Significant activity expenditure									
General Governance Other	1,593,451	1,216,011	1,419,102	1,165,706	(253,396)	-21.74%	89.06%		-9.03%    2
Community Board	150,238	90,661	109,575	112,677	3,103	2.75%	72.93%		0.11%
LTP/Annual Plan/Annual Report	1,043,116	886,609	582,233	825,459	243,226	29.47%	55.82%		8.67%    3
Elections	17,624	24,198	4,377	14,390	10,013	69.58%	24.84%		0.36%
<b>Total</b>	<b>2,804,429</b>	<b>2,217,479</b>	<b>\$2,115,287</b>	<b>2,118,232</b>	<b>2,945</b>	<b>0.14%</b>	<b>75.43%</b>		<b>0.11%</b>
Other expenses									
Depreciation and amortisation	240	179	180	180	0	0.00%	75.00%		0.00%
<b>Total</b>	<b>240</b>	<b>179</b>	<b>\$180</b>	<b>180</b>	<b>0</b>	<b>0.00%</b>	<b>75.00%</b>		<b>0.00%</b>
<b>Total expenditure</b>	<b>2,804,669</b>	<b>2,217,658</b>	<b>2,115,467</b>	<b>2,118,412</b>	<b>2,945</b>	<b>0.14%</b>	<b>75.43%</b>		<b>0.11%</b>
<b>Total surplus/(deficit)</b>	<b>2,804,669</b>	<b>2,215,697</b>	<b>2,041,426</b>	<b>2,118,412</b>	<b>76,986</b>	<b>3.63%</b>	<b>72.79%</b>		

Note:

1. Funding has been received for Levin Town Strategy General Governance paid which has offset the expenditure.
2. Donation of \$15k to Relief Fund Trust and Levin Town Strategy costs
3. LTP/AP is below budget due to not consulting on the Annual Plan 2016/2017

## REPRESENTATION AND COMMUNITY LEADERSHIP – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
To ensure Council provides open, accessible processes to local government.	1. Local body elections will be held in compliance with relevant legislation.	Local body elections were held in October 2013. The next Local Body Elections will be held in October 2016.
	2. The number of complaints upheld against the election process will be zero (0).	Zero (0) complaints were upheld following the October 2013 election.
To ensure Council supports residents and ratepayers to have their views heard and considered in Council decision making.	1. The percent of residential and non-residential ratepayers who are satisfied with the way the Council involves the public in its decision making is to be greater than 50%.	This is a new measure identified in the Long Term Plan 2015-2025 and will be assessed during Councils annual resident satisfaction survey in May 2016.
	2. To ensure the Council's Community Engagement Strategy is implemented and reviewed every three (3) years and that 90% of the Annual Work Plan is completed.	The Council's Community Engagement Strategy is in the implementation phase. It will be reviewed again in 2017.
To ensure Council's planning documents meet statutory requirements and meet Audit NZ standards.	1. To ensure the LTP is completed within the statutory timeframe, including a Financial Strategy which meets the new requirements of the Local Government Act and must be adopted before 30 June (every 3 years).	Council adopted the Long Term Plan and Financial Strategy on 24 June 2015. Complied.
	2. The Annual Plan will be adopted before 30 June annually.	The Annual Plan is due for adoption by 30 June 2016.
	3. The Annual Report will include an unqualified audit opinion.	The Annual Report for the Year Ended 30 June 2015 received an unqualified audit opinion on 28 October 2015.



# Community Support

## COST OF SERVICE STATEMENT

### For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan	Last year	Actual	Year to date		% Actual to Annual Plan G = C/A	% Variance to total Annual Plan H = E/Tot A	Notes to accounts
	A	B	C	Budget	Variance in \$ E = D - C			
<b>Income</b>								
Significant activity revenue								
Community Grants	27,000	29,779	29,542	27,000	2,542	-9.41%	109.41%	-6.43%
Community Development	5,000	19,537	36,928	3,753	33,175	-883.97%	738.57%	-83.99%
Economic Development	7,500	1,372	2,141	0	2,141	100.00%	28.55%	-5.42%
Rural Fire	0	0	13,751	0	13,751	100.00%	100.00%	-34.81%
Emergency Management	0	37,144	4,079	0	4,079	100.00%	100.00%	-10.33%
<b>Total</b>	<b>39,500</b>	<b>87,832</b>	<b>\$86,441</b>	<b>30,753</b>	<b>55,688</b>	<b>-181.08%</b>	<b>218.84%</b>	<b>-140.98%</b>
<b>Total income</b>	<b>39,500</b>	<b>87,832</b>	<b>86,441</b>	<b>30,753</b>	<b>55,688</b>	<b>-181.08%</b>	<b>218.84%</b>	<b>-140.98%</b>
<b>Expenditure</b>								
Significant activity expenditure								
Emergency Management	286,420	261,713	188,387	214,471	26,084	12.16%	65.77%	1.39%
Rural Fire	222,232	0	124,352	166,674	42,322	25.39%	55.96%	2.25%
Economic Development	539,499	325,931	294,820	374,841	80,021	21.35%	54.65%	4.26%
District Marketing	177,064	125,980	100,698	132,804	32,106	24.18%	56.87%	1.71%
Community Development	280,252	173,864	197,861	215,201	17,340	8.06%	70.60%	0.92%
Community Grants	338,864	208,183	224,630	245,276	20,646	8.42%	66.29%	1.10%
<b>Total</b>	<b>1,844,331</b>	<b>1,095,671</b>	<b>\$1,130,748</b>	<b>1,349,267</b>	<b>218,519</b>	<b>16.20%</b>	<b>61.31%</b>	<b>11.64%</b>
Other expenses								
Depreciation and amortisation	32,616	94,283	24,462	24,462	0	0.00%	75.00%	0.00%
<b>Total</b>	<b>32,616</b>	<b>94,283</b>	<b>\$24,462</b>	<b>24,462</b>	<b>0</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>
<b>Total expenditure</b>	<b>1,876,947</b>	<b>1,189,954</b>	<b>1,155,210</b>	<b>1,373,729</b>	<b>218,519</b>	<b>15.91%</b>	<b>61.55%</b>	<b>11.64%</b>
<b>Total surplus/(deficit)</b>	<b>1,837,447</b>	<b>1,102,122</b>	<b>1,068,769</b>	<b>1,342,976</b>	<b>274,207</b>	<b>20.42%</b>	<b>58.17%</b>	

## COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Emergency Management and Rural Fire:</b></p> <p>1. To reduce the potential impact of Civil Defence emergencies on communities.</p>	<p>1. Five (5) media releases promoting preparedness for an emergency will be made to residents and ratepayers annually.</p>	<p>The following media releases promoting Emergency Preparedness have been made this year-to-date: We have undertaken CDEM advertising in the following:</p> <ul style="list-style-type: none"> <li>• 2015/16 Neighbourhood Support Wall Planner</li> <li>• 2015/16 Manawatu-Horowhenua Medical Practitioners Wall Planner</li> <li>• Palmerston North / Horowhenua / Manawatu Neighbourhood Support Handbook – 2015 edition</li> <li>• Horowhenua A-Z Business Directory 2015/16</li> <li>• Horowhenua Chronicle Emergency Services feature (plus other features throughout the year)</li> <li>• Newspaper &amp; radio advertising re NZ Shakeout 2015</li> <li>• Various CDEM features in Community Connection throughout the year</li> <li>• Homelink Road Safety Booklet for Horowhenua Schools 2015</li> <li>• Continue to circulate the Horowhenua Emergency Planning Guide (Get Ready Get Thru)</li> </ul> <p>Plus other various advertising opportunities as they arise.</p>
<p>2. To ensure Council maintains a functional EOC and trained staff.</p>	<p>2. To ensure Civil Defence and Emergency Management assessment of readiness and capability of 90% of Council staff.</p>	<ul style="list-style-type: none"> <li>• Council currently have 70 staff trained in at least the basic user level of EMIS (Emergency Management Information System).</li> <li>• 4 staff plus the Emergency Management Officer are trained Super Users of EMIS.</li> <li>• The district EMO is a member of the National EMIS User Group which is administered by MCDEM and continues to be proactive in the ongoing development and functionality of the system.</li> <li>• 30 Council personnel are trained in the Foundational level of the ITF (Integrated Training Framework) CDEM training package which focuses on CDEM structures, CIMS and EOC operations.</li> <li>• In March 2016 there was another training rollout in EMIS systems for HDC Staff.</li> <li>• Horowhenua District Council has planning underway for Exercise Tangaroa in 2016.</li> </ul> <p>Note: The Council has a contract in place with Horizons Regional Council for the delivery of Civil Defence Emergency Management Services and Rural Fire Services. Operational response capability is maintained at a local level through the Emergency Management Committee and the Volunteer Rural Fire Force.</p>

## COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Emergency Management and Rural Fire:</b></p> <p>3. To ensure Rural Fire services are provided.</p>	<p>3. To ensure 100% of call outs are responded to.</p>	<p>A Fire Safety Plan is currently being prepared by Horizons for Horowhenua District Council to sign off.</p> <p>The Volunteer Rural Fire Force is active and meeting regularly. It operates out of the Depot on Hokio Beach Road. Call outs are responded to in the first instance by the Fire Service (by way of agreement), with the volunteers required to attend within one hour.</p> <p>Volunteer training provided in 2015/2016:</p> <ul style="list-style-type: none"> <li>· Local Team training is the main training that has been happening.</li> <li>· Volunteer training planned: <ul style="list-style-type: none"> <li>○ Defending Structures – July 2016</li> <li>○ Lead Heavy Machinery – July 2016 (\$ Contribution required from HDC) (Note that the July date is chosen due to availability of instructors as well as the resources/facilities required for the training).</li> </ul> </li> </ul>
<p><b>Community Engagement:</b></p> <p>1. To ensure Council provides effective leadership in advocating, co-ordinating and facilitating on behalf of community needs.</p>	<p>There are to be five (5) Community Wellbeing Executive meetings per year. <b>(Note:</b> the schedule for 2015 onwards has changed from 6 weekly to bi-monthly).</p>	<p>The Community Wellbeing Executive has met five (5) times since the beginning of the financial year. A draft Community Wellbeing Strategy has been prepared and tabled for discussion.</p> <p>A Workshop to confirm the results and measures for the Wellbeing Strategy is being planned for May 2016.</p>
<p>2. Council supports the vision that young people in the Horowhenua live in a safe and supportive environment, which empowers them to make positive life choices.</p>	<p>1. There are to be eight (8) Youth Voice meetings per year.</p>	<p>Monthly Youth Voice meetings continue, with numerous sub-group meetings to deliver Youth Voice projects. Year-to-date seven (7) meetings have been held. Further meetings are scheduled for May and June.</p> <p>The 2015 Youth Council disbanded in December. The 2016 Youth Council was selected and inducted in March, with previous Youth Councillors interviewing applicants. Their orientation evening was Friday 1 April.</p>
	<p>2. There are to be four (4) programmes or projects implemented by Youth Voice.</p>	<p>Youth Voice has helped to implement: 1) Listen to the Music; 2) The Lower North Island Youth Councils Conference; 3) The Reverse Colour Run event with HALT; and is currently preparing to confirm 4) The Revised Youth Action Plan.</p>
	<p>3. There are to be six (6) Youth Network meetings per year. <b>(Note:</b> the schedule for 2015 onwards has changed from monthly to bi-monthly).</p>	<p>The Youth Network continues to meet every six (6) weeks. Six (6) meetings have occurred since the beginning of the financial year. There are two (2) more meetings scheduled for this financial year.</p>

## COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Community Engagement:</b></p> <p>3. Council supports the vision that Horowhenua residents are empowered to make choices enabling them to live a satisfying and healthy lifestyle.</p>	<p>1. There are to be ten (10) Older Person Network meetings per year.</p>	<p>The Older Persons Network continues to meet monthly. Year-to-date seven (7) meetings have been held. Three (3) more meetings are scheduled and they are progressing with development of a new Positive Ageing Action Plan for 2016-2019.</p>
	<p>2. There are to be four (4) issues of the Elderberries Magazine publications annually.</p>	<p>Two (2) issues have been published so far.</p>
<p>4. Council supports the vision that Horowhenua is a vibrant, creative and friendly community with an abundance of art, rich cultures and a strong sense of heritage.</p>	<p>There are to be two (2) Creative Communities funding rounds per year.</p>	<p>The Creative Communities Committee met in March and allocations have been prepared for the April Council meeting seeking ratification.</p>
<p>5. Council supports the vision that Horowhenua is New Zealand's foremost region in taking joint responsibility for the success of our community through education.</p>	<p>There are to be four (4) Education Horowhenua meetings per year. (<b>Note:</b> the schedule for 2015 onwards has changed from ad-hoc to quarterly).</p>	<p>Education Horowhenua continues to meet every 6-9 weeks. Six (6) meetings have been held year-to-date. There was a meeting with Ministers Parata and Guy in February 2016. Minister Parata's office recommended that a nomination be submitted for the "Excellence in Engagement Award". This was subsequently prepared and submitted on 18 March 2016.</p>
<p>6. Council supports the vision that Horowhenua is fully accessible to all people.</p>	<p>There are to be four (4) Disability Leadership Forums per year.</p>	<p>The Disability Leadership Forum continues to meet quarterly. Three (3) meetings have been held year-to-date. One meeting occurred in March 2016.</p>
<p>7. Council promotes community empowerment and provides opportunities for community driven initiatives and projects.</p>	<p>To ensure 100% of funds are distributed through contestable Community Grants and Funding schemes that comply with grant criteria.</p>	<p>On track. The Grants and Funding Committee met in March and allocations have been prepared for the April Council meeting seeking ratification.</p>
<p>8. Council promotes community group empowerment and provides opportunity for community groups to grow and develop.</p>	<p>1. There are to be ten (10) Community Capacity and Capability Building Programme workshops or trainings offered per year.</p>	<p>Eighteen (18) have been held year-to-date. On track for a new target of nineteen (19) workshops this financial year. HDC has delivered the following Community Capacity workshops   this calendar year suitable for not-for-profit sport and recreation organisations:</p> <ul style="list-style-type: none"> <li>• St John Level 1 Workplace First Aid (refresher) – February 2016</li> <li>• St John Level 1 Workplace First Aid (full course) – February 2016</li> <li>• Health and Safety Act Update</li> <li>• Youth Relationships</li> <li>• Youth Strategy and Engagement</li> <li>• Social Media for non-profits</li> </ul>

## COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<b>Community Engagement:</b> 8. Council promotes community group empowerment and provides opportunity for community groups to grow and develop.	2. There is to be 80% satisfaction with the Community Capacity and Capability Building Programme workshops or training.	Data to be collected in April/May 2016.
	3. There are to be at least 100 individuals participating the Community Capacity and Capability Building Programme workshops or training over the year.	On track to be achieved.
9. Council supports beach safety initiatives within communities by providing financial support.	There are to be six (6) weeks of Council funded surf life-saving services provided at Foxton and Waitarere Beaches.	On track. Council has awarded the contract to the Levin Waitarere Surf Lifesaving Club.
10. Council effectively communicates with its ratepayers and residents.	1. There are to be ten (10) "Community Connections" newsletters published annually.	The March 2016 issue of Community Connections was published in the Horowhenua Chronicle.
	2. There are to be at least 100 media releases published annually.	Year-to-date, sixty-two (62) Media Releases have been published.
	3. Council is to provide a 24/7 telephone contact centre operation for people to phone.	Council's 06 366 0999 telephone number is operational 24/7.
<b>Visitor Information:</b> Council supports the promotion of Horowhenua as a tourism destination.	1. To ensure the Levin, Shannon, Foxton and Foxton Beach Communities with Visitor Information are financially supported.	Contracts for the Levin, Shannon and Foxton Visitor Information Centres have been created, agreed upon and signed off by all parties. Quarterly payments have gone to all centres.
	2. To ensure greater than 85% of key performance indicators are achieved by providers of Visitor Information as set out in the Annual Service Level agreement.	Visitor information centres are being supported through the Experience Horowhenua Group which consists of Council representatives, Tourism Horowhenua, Foxton Tourism and Development Organisation, and key stakeholders including Destination Manawatu. All centres provided quarterly reports for the year-to-date. A two (2) year action plan has been developed and approved by all parties. This will give us a framework to work towards moving forward.
	3. To ensure greater than 85% of key performance indicators are achieved by Destination Manawatu (Regional Tourism Organisation) as set out in the Annual Service Level agreement.	Destination Manawatu has been assisting with the following projects; Main Street Foxton, Community Signage, Experience Horowhenua Forum, Summer Promotion, Cycleway and Walkways Promotion. 85% of performance measures have been achieved.

## COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Economic Development:</b></p> <p>1. Council provides strategic leadership in co-ordinating Economic Development activities across the District.</p>	<p>1. To ensure the Council's Economic Development function will meet performance indicators and objectives as defined in the Horowhenua Economic Development and that 90% of the Annual Work Plan is completed.</p> <p>2. To ensure that ten (10) Economic Development Board meetings are held per year.</p>	<p>Councils Economic Development Manager and the Horowhenua Economic Development Board continue to progress a number of strategic priorities as identified in the Economic Development Strategy.</p> <p>The Economic Development Board has met monthly, as well as having a number of informal meetings. The Board also facilitated a joint briefing with Councillors in December 2015. Meetings for the first half of 2016 have been scheduled.</p>
<p>2. Council provides opportunities for businesses to collaborate and network resulting in a stronger business sector.</p>	<p>To ensure that ten (10) Business Networking meetings are held per year.</p>	<p>Council has most recently facilitated an Electra Business After 5 event with Bernard Hickey presenting. This was the first time that the event has sold out, with over 130 registering to attend. The next networking event will be held in March 2016.</p>
<p>3. Council advocates for and facilitates business development and new business investment in the Horowhenua.</p>	<p>To ensure greater than 75% of the District's business community are satisfied or more than satisfied with the Council's overall performance in the Economic Development Activity.</p>	<p>The most recent Annual Resident Satisfaction Survey conducted in May 2015 showed Customer satisfaction of this activity at 50.87%.</p>

# Land Transport

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan	Last year	Actual	Year to date Budget	Variance In \$	Variance In %	% Actual to Annual Plan	% Variance to total Annual Plan	Notes to accounts
	A	B	C	D	E = D - C	F = E/D	G = C/A	H = E/Tot A	
<b>Income</b>									
Significant activity revenue									
Unsubsidised Roading	0	32,827	25,523	0	25,523	100.00%	100.00%	-0.76%	
Subsidised Roading	1,667,000	956,307	1,254,092	1,258,318	(4,226)	0.34%	75.23%	0.13%	
<b>Total</b>	<b>1,667,000</b>	<b>989,134</b>	<b>\$1,279,615</b>	<b>1,258,318</b>	<b>21,297</b>	<b>-1.69%</b>	<b>76.76%</b>	<b>-0.63%</b>	
Capital subsidies									
Capital subsidies and grants	1,698,000	600,391	829,743	1,566,447	(736,704)	47.03%	48.87%	21.89%	1
<b>Total</b>	<b>1,698,000</b>	<b>600,391</b>	<b>\$829,743</b>	<b>1,566,447</b>	<b>(736,704)</b>	<b>47.03%</b>	<b>48.87%</b>	<b>21.89%</b>	
<b>Total income</b>	<b>3,365,000</b>	<b>600,391</b>	<b>2,109,358</b>	<b>2,824,765</b>	<b>(715,407)</b>	<b>25.33%</b>	<b>62.69%</b>	<b>21.26%</b>	
<b>Expenditure</b>									
Significant activity expenditure									
Unsubsidised Roading	251,640	546,639	166,742	189,255	22,513	11.90%	66.26%	0.28%	
Footpaths	79,256	53,062	58,380	59,445	1,065	1.79%	73.66%	0.01%	
Subsidised Roading - Emergency	0	0	209,902	0	(209,902)	100.00%	100.00%	-2.57%	2
Subsidised Roading - CAPEX	0	0	1,220	0	(1,220)	100.00%	100.00%	-0.01%	
Subsidised Roading	3,168,934	2,074,659	2,448,024	2,395,951	(52,073)	-2.17%	77.25%	-0.64%	
<b>Total</b>	<b>3,499,830</b>	<b>2,674,360</b>	<b>\$2,884,268</b>	<b>2,644,651</b>	<b>(239,617)</b>	<b>-9.06%</b>	<b>82.41%</b>	<b>-2.94%</b>	
Other expenses									
Depreciation and amortisation	4,657,314	4,315,102	3,492,990	3,492,984	(6)	0.00%	75.00%	0.00%	
<b>Total</b>	<b>4,657,314</b>	<b>4,315,102</b>	<b>\$3,492,990</b>	<b>3,492,984</b>	<b>(6)</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>8,157,144</b>	<b>6,989,462</b>	<b>6,377,258</b>	<b>6,137,635</b>	<b>(239,623)</b>	<b>-3.90%</b>	<b>78.18%</b>	<b>-2.94%</b>	
<b>Non-operational costs</b>									
Non operating income									
Development Contribution	0	67,182	0	0	0	0.00%	0.00%	0.00%	
<b>Total</b>		<b>67,182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	
<b>Total non-operational costs</b>		<b>67,182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>		
<b>Total surplus/(deficit)</b>	<b>4,792,144</b>	<b>6,321,889</b>	<b>4,267,900</b>	<b>3,312,870</b>	<b>(955,030)</b>	<b>-28.83%</b>	<b>89.06%</b>		

### Notes

1. Exactly 50% of Subsidised - Renewals" & "Subsidised - Road Improvements costs claimed which is in line with the FAR rate.
2. Unbudgeted emergency works for repairs to roads due to slips and seal washouts.

## LAND TRANSPORT (ROADS AND FOOTPATHS) – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Roads and Footpaths:</b> To have a safe road network.</p>	<p>The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.</p>	<p>This is reported on annually.</p>
<p>To have roads in good condition.</p>	<p>The average quality of ride on a sealed local road network measured by smooth travel exposure with a minimum of 85%.</p>	<p>Smooth Travel Exposure measures the proportion (%) of vehicle kilometres travelled in a year (VKT) that occurs on 'smooth' sealed roads and indicates the ride quality experienced by motorists. A 'smooth' road is one smoother than a predetermined NAASRA roughness threshold. The thresholds used vary with traffic density and road location i.e. not all roads are calculated the same. Heavily trafficked roads have a lower (smoother) threshold. High volume urban roads have lower roughness thresholds than low volume rural roads. Our STE percentages are generated by running a report in RAMM. The Annual Roughness Survey for 2014/15 was completed by Briken Ltd in January 2015 and covered half of the district. The other half of the district will be done in 2015/2016. The data is used to help with decision making when producing the 10yr Forward Works Plan. Urban Roads = 87% Rural Roads = 96% The annual condition and roughness ratings for 2015/16 will be carried out early in the 2016 calendar year.</p>
<p>To have roads that are well maintained.</p>	<p>The percentage of the sealed local road network that is resurfaced annually with a minimum of 5% of total area.</p>	<p>There are 33km in the current reseal programme. To be undertaken over the reseal season. (November 2015 to March 2016). This equates to 210,453m<sup>2</sup> which is 6% of the total 3,427,641m<sup>2</sup> total sealed local road network.</p>
<p>To make sure footpaths are in an acceptable condition.</p>	<p>Target footpath condition rating (% compliant with Councils standards). Minimum of 30% in excellent condition and a maximum of 10% in poor condition.</p>	<p>From the last footpath condition rating Excellent Condition 28% - Poor Condition 12%. There is currently \$400k in the footpath renewal budgets to increase the amount of excellent condition and reduce the amount of poor condition.</p>
<p>To make sure there is a good response to service requests.</p>	<p>The percentage of customer service requests relating to roads and footpaths to which Council responds within 15 working days is greater than 95%.</p>	<p>Currently 99%.</p>



# Stormwater

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan	Last year	Year to date				% Actual to	% Variance to	Notes to accounts
	A		B	Actual	Budget	Variance In \$ E = D - C	Variance In % F = E/D	Annual Plan G = C/A	
Income									
Significant activity revenue									
Stormwater Drainage	0	10,000	0	0	(0)	100.00%	100.00%	100.00%	
<b>Total</b>	<b>0</b>	<b>10,000</b>	<b>\$0</b>	<b>0</b>	<b>(0)</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>Total income</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
Expenditure									
Significant activity expenditure									
Stormwater Drainage	545,164	322,320	332,042	420,733	88,691	21.08%	60.91%	8.50%	
<b>Total</b>	<b>545,164</b>	<b>322,320</b>	<b>\$332,042</b>	<b>420,733</b>	<b>88,691</b>	<b>21.08%</b>	<b>60.91%</b>	<b>8.50%</b>	
Other expenses									
Depreciation and amortisation	498,417	421,417	373,815	373,812	(3)	0.00%	75.00%	0.00%	
<b>Total</b>	<b>498,417</b>	<b>421,417</b>	<b>\$373,815</b>	<b>373,812</b>	<b>(3)</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>1,043,581</b>	<b>743,737</b>	<b>705,857</b>	<b>794,545</b>	<b>88,688</b>	<b>11.16%</b>	<b>67.64%</b>	<b>8.50%</b>	
Non-operational costs									
Non operating income									
Development Contributions	0	2,311	0	0	(0)	100.00%	100.00%	100.00%	
<b>Total</b>	<b>0</b>	<b>2,311</b>	<b>\$0</b>	<b>\$0</b>	<b>(0)</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
Non operating expenditure									
Internal interest expense	163,314	91,968	86,662	122,484	35,822	29.25%	53.06%	100.00%	
<b>Total</b>	<b>163,314</b>	<b>91,968</b>	<b>\$86,662</b>	<b>122,484</b>	<b>35,822</b>	<b>29.25%</b>	<b>53.06%</b>	<b>100.00%</b>	
<b>Total non-operational costs</b>	<b>163,314</b>	<b>89,657</b>	<b>86,662</b>	<b>122,484</b>	<b>35,822</b>	<b>29.25%</b>	<b>53.06%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>1,206,895</b>	<b>823,394</b>	<b>792,519</b>	<b>917,029</b>	<b>124,510</b>	<b>13.58%</b>	<b>65.67%</b>		

1.

2.

### 3. STORMWATER – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance																																			
<b>System Adequacy:</b> To have an adequate stormwater system.	1. The number of flooding events that occur in the authority district is less than five per year, per 1,000 properties connected to the territorial authority's stormwater system.	Complied. In the month of March 2016 there were no reported flooding events (flooding of habitable floors from the Stormwater Drainage System).  <i>Year-to-date – zero (0) per 1,000 connections</i>																																			
	2. For each flooding event, the number of habitable floors affected is two or less, per 1,000 properties connected to the Council's stormwater network.	Complied. In the month of March 2016 there were no reported flooding events.  <i>Year-to-date – zero (0) per 1,000 connections</i>																																			
<b>Response Time:</b>	The median response time to attend a flooding event is one hour or less from the time that Council receives notification to the time that service personnel reach the site.	In the month of 31 March 2016, the median response time to attend flooding events in the Horowhenua District was less than one hour from the time of notification. Complied (no flooding events). <i>Year-to-date – zero (0) per 1,000 connections</i>																																			
<b>Customer Satisfaction:</b>	1. The number of complaints received by Council about the performance of its stormwater system is less than 10 per year, expressed per 1,000 properties connected to the Council's stormwater system.	In the month of 31 March 2016, there were zero (0) complaints received regarding the performance of Council Stormwater systems. This equates to 0.00 complaints per 1,000 connections. Complied.  <i>Year-to-date – 34 complaints received at 2.78 per 1,000 connections</i>																																			
	2. The percentage of customers satisfied with the stormwater service is 70%. As per the Annual Customer Satisfaction Survey.	The results from the 2015 Customer Satisfaction Survey are shown below: <table border="1" data-bbox="1323 874 2123 1173"> <thead> <tr> <th></th> <th>Total %</th> <th>Kere Kere %</th> <th>Levin %</th> <th>Miranui %</th> <th>Waiopehu %</th> </tr> </thead> <tbody> <tr> <td>Very Satisfied</td> <td>3.50</td> <td>5.62</td> <td>3.41</td> <td>7.50</td> <td>1.81</td> </tr> <tr> <td>Satisfied</td> <td>22.41</td> <td>23.60</td> <td>25.08</td> <td>25.00</td> <td>18.07</td> </tr> <tr> <td>Neither Satisfied nor Dissatisfied</td> <td>27.59</td> <td>34.83</td> <td>24.77</td> <td>22.50</td> <td>25.30</td> </tr> <tr> <td>Dissatisfied</td> <td>27.17</td> <td>22.47</td> <td>30.03</td> <td>5.00</td> <td>30.12</td> </tr> <tr> <td>Very Dissatisfied</td> <td>11.34</td> <td>7.87</td> <td>13.93</td> <td>10.00</td> <td>12.05</td> </tr> </tbody> </table>		Total %	Kere Kere %	Levin %	Miranui %	Waiopehu %	Very Satisfied	3.50	5.62	3.41	7.50	1.81	Satisfied	22.41	23.60	25.08	25.00	18.07	Neither Satisfied nor Dissatisfied	27.59	34.83	24.77	22.50	25.30	Dissatisfied	27.17	22.47	30.03	5.00	30.12	Very Dissatisfied	11.34	7.87	13.93	10.00
	Total %	Kere Kere %	Levin %	Miranui %	Waiopehu %																																
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Very Dissatisfied	11.34	7.87	13.93	10.00	12.05																																
<b>Sustainability:</b> To have a sustainable stormwater service.	To have 100% compliance with Horizons Regional Council's resource consents for discharge from its Stormwater system measured by receiving none of the below: <ul style="list-style-type: none"> <li>· Abatement notices;</li> <li>· Infringement notices;</li> <li>· Enforcement orders; and</li> <li>· Convictions.</li> </ul>	As at 31 March 2016, there was 100% compliance with the Regional Council's resource consents for discharge from its Stormwater system.  <i>Year-to-date – 100% Compliance</i>																																			

4.

5. **STORMWATER – Performance Measures – LTP/Annual Plan**

Objective	Management Reporting Performance Targets	Actual Performance
<b>Planning:</b>	As per Management: <ul style="list-style-type: none"> <li>· An Asset Management Plan will be adopted providing a 10-year planning horizon and reviewed every 3 years.</li> <li>· An Infrastructure Strategy will be adopted providing a 30-year planning horizon and reviewed every 3 years.</li> </ul>	As at 31 March 2016: <ul style="list-style-type: none"> <li>· A Stormwater Asset Management Plan has been prepared.</li> <li>· Completed. The Infrastructure Strategy was adopted at the Council meeting on the 18th February 2015.</li> </ul>
<b>Stormwater Drainage:</b> To provide reliable stormwater drainage.	1. As per Management, to adopt a Stormwater Management Strategy.	As at 31 March 2016, a Stormwater Management Strategy is currently being developed.
	2. To ensure 100% compliance with Regional Council resource consents.	As at 31 March 2016, there is 100% compliance with the Regional Councils resource consents.  <i>Year-to-date – 100% Compliance</i>

# Water Supply

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan		Year to date				% Actual to Annual Plan G = C/A	% Variance to total Annual Plan H = E/Tot A	Notes to accounts
	A	B	C	D	E = D - C	F = E/D			
Income									
Significant activity revenue									
Shannon Water	19,000	18,604	10,439	14,250	(3,811)	26.74%	54.94%	0.33%	
Levin Water	774,000	429,182	746,755	580,500	166,255	-28.64%	96.48%	-14.61%	1
Foxton Beach Water	105,000	69,064	74,250	78,750	(4,500)	5.71%	70.71%	0.40%	
Foxton Water	236,577	159,915	221,433	177,429	44,004	-24.80%	93.60%	-3.87%	
Tokomaru Water	3,700	4,576	2,126	2,775	(649)	23.40%	57.45%	0.06%	
<b>Total</b>	<b>1,138,277</b>	<b>681,341</b>	<b>\$1,055,004</b>	<b>853,704</b>	<b>201,300</b>	<b>-23.58%</b>	<b>92.68%</b>	<b>-17.68%</b>	
<b>Total income</b>	<b>1,138,277</b>	<b>681,341</b>	<b>1,055,004</b>	<b>853,704</b>	<b>201,300</b>	<b>-23.58%</b>	<b>92.68%</b>	<b>-17.68%</b>	
Expenditure									
Significant activity expenditure									
Levin Water	1,533,411	958,199	1,085,298	1,170,548	85,250	7.28%	70.78%	1.77%	
Foxton Water	395,772	380,222	407,718	302,407	(105,311)	-34.82%	103.02%	-2.18%	2
Water Races Water	0	31,520	0	0	0	100.00%	100.00%	0.00%	
Shannon Water	373,609	237,661	314,946	285,775	(29,171)	-10.21%	84.30%	-0.61%	3
Tokomaru Water	197,914	90,454	113,140	149,239	36,099	24.19%	57.17%	0.75%	
Foxton Beach Water	393,699	223,256	339,741	299,314	(40,427)	-13.51%	86.29%	-0.84%	4
<b>Total</b>	<b>2,894,405</b>	<b>1,921,312</b>	<b>\$2,260,843</b>	<b>2,207,283</b>	<b>(53,560)</b>	<b>-2.43%</b>	<b>78.11%</b>	<b>-1.11%</b>	
Other expenses									
Depreciation and amortisation	1,925,924	1,450,088	1,444,455	1,444,442	(13)	0.00%	75.00%	0.00%	
<b>Total</b>	<b>1,925,924</b>	<b>1,450,088</b>	<b>\$1,444,455</b>	<b>1,444,442</b>	<b>(13)</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>4,820,329</b>	<b>3,371,400</b>	<b>3,705,298</b>	<b>3,651,725</b>	<b>(53,573)</b>	<b>-1.47%</b>	<b>76.87%</b>	<b>-1.11%</b>	
Non-operational costs									
Non operating income									
Development Contribution	0	39,697	0	0	0	100.00%	100.00%	100.00%	
Vested Assets	0	31,466	46,999	0	46,999	100.00%	100.00%	100.00%	
<b>Total</b>	<b>0</b>	<b>71,163</b>	<b>\$46,999</b>	<b>0</b>	<b>46,999</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
Non operating expenditure									
Internal interest expense	332,870	213,624	237,238	249,653	12,415	4.97%	71.27%	100.00%	
<b>Total</b>	<b>332,870</b>	<b>213,624</b>	<b>\$237,238</b>	<b>249,653</b>	<b>12,415</b>	<b>4.97%</b>	<b>71.27%</b>	<b>100.00%</b>	
<b>Total non-operational costs</b>	<b>332,870</b>	<b>142,461</b>	<b>190,239</b>	<b>249,653</b>	<b>59,414</b>	<b>23.80%</b>	<b>57.15%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>4,014,922</b>	<b>2,832,520</b>	<b>2,840,533</b>	<b>3,047,674</b>	<b>207,141</b>	<b>6.80%</b>	<b>70.75%</b>		

**Notes**

1. Water billing / 2 large user connection charges
2. Unplanned reservoir cleaning and minor electrical repairs
3. Incorrectly posted chemicals, consent renewal fees (capex), payment to Pall NZ
4. Incorrectly posted chemicals / Overheads

## WATER SUPPLY – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Water Supply:</b> To provide a reliable supply of safe water.</p>	<p>To ensure the percentage in which the local authority's drinking water supply complies with:</p> <p>a) part 4 of the Drinking Water Standards for New Zealand 2005 (revised 2008) bacterial compliance criteria complies 100% of the time as below:</p> <ul style="list-style-type: none"> <li>· Levin</li> <li>· Shannon</li> <li>· Foxton</li> <li>· Foxton Beach</li> <li>· Tokomaru</li> </ul>	<p>The target of 99% has been achieved regarding compliance with the 2005 Drinking Water Standards for New Zealand (revised 2008) for Levin, Foxton, Foxton Beach, Shannon and Tokomaru supply.</p> <p>There was 100% compliance for all bacterial testing done in March 2016. This was based on a report of all test results viewed on the Lab website. Two results for E.coli came back positive towards the end of March but the 3 consecutive tests done in the 3 days following the positive sample came back clear. It is unsure why the results came back positive for the two samples.</p>
	<p>b) part 5 of the Drinking Water Standards for New Zealand 2005 (revised 2008) protozoa compliance criteria complies as below:</p> <ul style="list-style-type: none"> <li>· Levin: 0%</li> <li>· Shannon: 100%</li> <li>· Foxton: 100%</li> <li>· Foxton Beach: 100%</li> <li>· Tokomaru: 100%.</li> </ul>	<p>The target of 99% has been achieved regarding compliance with the 2005 Drinking Water Standards for New Zealand (revised 2008) for Levin, Foxton, Foxton Beach, Shannon and Tokomaru supply.</p> <p>All set targets were achieved in the month of March 2016 except for one recorded incident of a missed MIT on the Rack A Membrane filter. Awaiting results of the investigation into the failure.</p>
<p><b>Customer Satisfaction:</b> To have drinking water that tastes and looks satisfactory.</p>	<p>The total number of complaints received about any of the following (expressed per 1,000 connections) is no more than 5 complaints about each of the following:</p> <ol style="list-style-type: none"> <li>1. Drinking water clarity</li> <li>2. Drinking water taste</li> <li>3. Drinking water pressure or flow</li> <li>4. Continuity of supply; and</li> <li>5. The Council's response to any of these issues.</li> </ol>	<p>As at 31 March 2016, the total number of connections recorded is 10,838, and there were:</p> <ul style="list-style-type: none"> <li>· 12 complaints were received for targets 1 and 2, with 58 for year-to-date (5.35 per 1,000 connections YTD).</li> <li>· 4 complaints were received for targets 3 and 4, with 29 for year-to-date (2.68 per 1,000 connections YTD).</li> <li>· Zero (0) complaints were received for Target 5.</li> </ul> <p>The Total complaints per 1,000 connections for all five targets is 8.03 YTD.</p>

## WATER SUPPLY – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance																	
<b>Fault Response:</b>	<p>The median time from the time that Council received notification to the time that service personnel:</p> <ul style="list-style-type: none"> <li>Attendance for urgent call-outs; from the time that Council receives notification to the time that service personnel reach the site is one hour or less.</li> <li>Resolution of urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption is 8 hours or less.</li> <li>Attendance for non-urgent call-outs: from the time that Council receives notification to the time that service personnel reach the site is 3 days or less.</li> <li>Resolution of non-urgent call-outs: from the time that Council receives notification to the time that service personnel confirm resolution of the fault or interruption is 3 days or less.</li> </ul>	<p>As at 31 March 2016:</p> <ul style="list-style-type: none"> <li>The median time for attending urgent call-outs was 1 hours 12 minutes                             <ul style="list-style-type: none"> <li>Received 3 and attended to 2 within 1 hour or less.</li> </ul> </li> <li>The median time for resolving urgent call-outs was 1 hours and 27 minutes                             <ul style="list-style-type: none"> <li>Received 3 and resolved 2 within 8 hours or less.</li> </ul> </li> <li>The median time for attending non-urgent call-outs was 1 hours 55 minutes                             <ul style="list-style-type: none"> <li>Received 70 non-urgent call-outs and attended to 69 within 3 days or less.</li> </ul> </li> <li>The median time for resolving non-urgent call-outs was 2 hours 45 minutes                             <ul style="list-style-type: none"> <li>Received 70 and resolved 68 non-urgent call-outs in 3 days or less.</li> </ul> </li> </ul> <p><i>Year-to-date:</i></p> <ul style="list-style-type: none"> <li>Received 71 and attended to 43 within 1 hour or less</li> <li>Received 71 and resolved 56 within 8 hours or less</li> <li>Received 496 non-urgent call-outs and attended to 476 within 3 days or less.</li> <li>Received 496 and resolved 474 non-urgent call-outs in 3 days or less</li> </ul>																	
<b>Shutdowns:</b> To ensure water supply is continual.	To ensure the total number of unplanned water shutdowns is less than 35 per year.	<table border="1"> <thead> <tr> <th data-bbox="1314 1034 1794 1066">RESULTS</th> <th data-bbox="1794 1034 1984 1066">March</th> <th data-bbox="1984 1034 2103 1066">YTD</th> </tr> </thead> <tbody> <tr> <td data-bbox="1314 1066 1794 1106">Total shutdowns</td> <td data-bbox="1794 1066 1984 1106">6</td> <td data-bbox="1984 1066 2103 1106">34</td> </tr> <tr> <td data-bbox="1314 1106 1794 1145">Average shutdown length in hours</td> <td data-bbox="1794 1106 1984 1145">1.3</td> <td data-bbox="1984 1106 2103 1145">2.1</td> </tr> <tr> <td data-bbox="1314 1145 1794 1241">Reasons for shutdown (most of)</td> <td data-bbox="1794 1145 1984 1241">Damage caused by Higgins</td> <td data-bbox="1984 1145 2103 1241">Bursts</td> </tr> <tr> <td data-bbox="1314 1241 1794 1281">Average number of homes affected</td> <td data-bbox="1794 1241 1984 1281">34</td> <td data-bbox="1984 1241 2103 1281">20</td> </tr> </tbody> </table>			RESULTS	March	YTD	Total shutdowns	6	34	Average shutdown length in hours	1.3	2.1	Reasons for shutdown (most of)	Damage caused by Higgins	Bursts	Average number of homes affected	34	20
RESULTS	March	YTD																	
Total shutdowns	6	34																	
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Reasons for shutdown (most of)	Damage caused by Higgins	Bursts																	
Average number of homes affected	34	20																	
<b>Fire Fighting:</b> To ensure firefighting needs are met.	To ensure 74% of the network where firefighting flows in urban residential areas meet the NZ Fire Service Fire Fighting Water Supplies Code of Practice SNZ 4509:2008.	<p>As at 31 March 2016, 97% of fire hydrants tested met the target. 3% are on rural 50mm mains and are mainly used for flushing purposes and for fire trucks during fire-fighting in the rural areas.</p>																	

## WATER SUPPLY – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance																		
<p><b>Supply Pressure:</b> To ensure water supply has adequate flow and pressure.</p>	To ensure 100% of the network where supply pressure at the property boundary is not less than 250KPa for on demand connections and 150KPa for restricted flow connections.	As at 31 March 2016, 100% of all properties assessed exceeded 250kPa.																		
<p><b>Water Take:</b> To ensure consent conditions are met.</p>	To ensure 100% compliance with water take limits of resource consents.	As at 31 March 2016, 100% of water takes complied with consent limits.																		
<p><b>Demand Management:</b> To ensure the water supply is sustainable.</p>	To ensure the average consumption of drinking water per day per resident within the water supply areas is 300lt per day (target based on One Plan Section 6.4.3.1).	<p>As at 31 March 2016, the average consumption per resident results in L/person/day are as below:</p> <table border="1"> <thead> <tr> <th>SUPPLY</th> <th>MARCH 2016</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>FOXTON</td> <td>634</td> <td>528</td> </tr> <tr> <td>FOXTON BEACH</td> <td>354</td> <td>288</td> </tr> <tr> <td>LEVIN</td> <td>602</td> <td>577</td> </tr> <tr> <td>SHANNON/MANGAORE</td> <td>449</td> <td>350</td> </tr> <tr> <td>TOKOMARU</td> <td>333</td> <td>236</td> </tr> </tbody> </table> <p>Please note that these figures include both residential and commercial usage. Usage for Foxton is mainly commercial driven so the consumption per resident is significantly lower than the value reported here.</p>	SUPPLY	MARCH 2016	YTD	FOXTON	634	528	FOXTON BEACH	354	288	LEVIN	602	577	SHANNON/MANGAORE	449	350	TOKOMARU	333	236
SUPPLY	MARCH 2016	YTD																		
FOXTON	634	528																		
FOXTON BEACH	354	288																		
LEVIN	602	577																		
SHANNON/MANGAORE	449	350																		
TOKOMARU	333	236																		
<p><b>Water Loss:</b> To ensure minimal water losses.</p>	To ensure the percentage of real water loss from the network as measured by the standard Infrastructure Leakage Index method is 20% or less.	No way to measure this target.																		
<p><b>Water Conservation:</b> To provide water conservation education to the public.</p>	To provide water conservation education to the public as provided in the Water Demand Management Plan 2014.	The Primary School Program is scheduled for this 2015/16 financial year.																		



### WATER SUPPLY – Performance Measures – LTP/Annual Plan

Objective	Management Reporting Performance Targets	Actual Performance
<b>Water Supply:</b> To provide a reliable supply of safe water.	The activity shall be provided within the funding policy target for 2015/16 of \$1,112,700. (20%-30% private good).	As at 31 March 2016, the revenue is \$985,754.
<b>Risk Management Plans:</b>	Compliance with the Health (DW) Amendment Act 2007. Number of water supplies with approved Public Health Risk Management Plans is to be five (5).	As at 31 March 2016, all five (5) water supplies are operating with approved Public Health Risk Management Plans.

# Wastewater Disposal

## COST OF SERVICE STATEMENT

### For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan		Year to date				% Actual to Annual Plan G = C/A	% Variance to total Annual Plan H = E/Tot A	Notes to accounts
	A	Last year B	Actual C	Budget D	Variance In \$ E = D - C	Variance In % F = E/D			
<b>Income</b>									
Significant activity revenue									
Levin Wastewater	575,687	291,438	313,204	431,772	(118,568)	27.46%	54.41%	14.96%	1
Shannon Wastewater	2,500	122,990	58,096	1,872	56,224	-3,003.41%	2323.83%	-7.09%	2
Foxton Wastewater	205,000	179,135	241,240	153,756	87,484	-56.90%	117.68%	-11.04%	3
Foxton Beach Wastewater	6,000	431	0	4,500	(4,500)	100.00%	0.00%	0.57%	
Tokomaru Wastewater	0	699	817	0	817	100.00%	100.00%	-0.10%	
Waitarere Beach Wastewater	3,500	0	3,432	2,628	804	-30.57%	98.04%	-0.10%	
<b>Total</b>	<b>792,687</b>	<b>594,693</b>	<b>\$616,788</b>	<b>594,528</b>	<b>22,260</b>	<b>-3.74%</b>	<b>77.81%</b>	<b>-2.81%</b>	
<b>Total income</b>	<b>792,687</b>	<b>594,693</b>	<b>616,788</b>	<b>594,528</b>	<b>22,260</b>	<b>-3.74%</b>	<b>77.81%</b>	<b>-2.81%</b>	
<b>Expenditure</b>									
Significant activity expenditure									
Levin Wastewater	1,846,749	1,476,277	1,186,110	1,414,716	228,606	16.16%	64.23%	4.17%	4
Shannon Wastewater	358,370	244,090	309,052	276,389	(32,663)	-11.82%	86.24%	-0.60%	5
Foxton Wastewater	294,046	284,212	173,681	224,559	50,878	22.66%	59.07%	0.93%	
Tokomaru Wastewater	106,633	54,068	55,945	81,071	25,126	30.99%	52.47%	0.46%	
Foxton Beach Wastewater	230,498	168,813	201,497	177,575	(23,922)	-13.47%	87.42%	-0.44%	6
Waitarere Beach Wastewater	216,556	119,322	123,340	165,386	42,046	25.42%	56.96%	0.77%	
<b>Total</b>	<b>3,052,852</b>	<b>2,346,782</b>	<b>\$2,049,625</b>	<b>2,339,696</b>	<b>290,071</b>	<b>12.40%</b>	<b>67.14%</b>	<b>5.29%</b>	
Other expenses									
Depreciation and amortisation	2,434,287	1,674,097	1,825,722	1,825,715	(7)	0.00%	75.00%	0.00%	
<b>Total</b>	<b>2,434,287</b>	<b>1,674,097</b>	<b>\$1,825,722</b>	<b>1,825,715</b>	<b>(7)</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>5,487,139</b>	<b>1,674,097</b>	<b>3,875,347</b>	<b>4,165,411</b>	<b>290,064</b>	<b>6.96%</b>	<b>70.63%</b>	<b>5.29%</b>	
<b>Non-operational costs</b>									
Non operating income									
Development Contribution	0	41,250	0	0	0	100.00%	100.00%	100.00%	
Vested Assets	0	26,905	23,958	0	23,958	100.00%	100.00%	100.00%	
Revaluation gains	8,338	0	0	0	0	100.00%	0.00%	100.00%	
<b>Total</b>	<b>8,338</b>	<b>68,155</b>	<b>\$23,958</b>	<b>0</b>	<b>23,958</b>	<b>100.00%</b>	<b>287.33%</b>	<b>100.00%</b>	
Non operating expenditure									
Internal interest expense	934,980	558,946	568,337	701,232	132,895	18.95%	60.79%	100.00%	
<b>Total</b>	<b>934,980</b>	<b>558,946</b>	<b>\$568,337</b>	<b>701,232</b>	<b>132,895</b>	<b>18.95%</b>	<b>60.79%</b>	<b>100.00%</b>	
<b>Total non-operational costs</b>	<b>926,642</b>	<b>558,946</b>	<b>544,380</b>	<b>701,232</b>	<b>156,852</b>	<b>22.37%</b>	<b>58.75%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>5,621,094</b>	<b>1,570,195</b>	<b>3,802,939</b>	<b>4,272,115</b>	<b>469,176</b>	<b>10.98%</b>	<b>67.65%</b>		

**Notes**

1. Trade waste charges outstanding – est \$166k
2. Budgeted amount appears incorrect
3. Increased revenue due to increased load
4. Overheads more than anticipated
5. Professional Services / Operations of Valvaleen Farm – offset against future income
6. Overheads / Heavy rain June - August

## WASTEWATER DISPOSAL – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<p><b>Wastewater:</b> To provide a reliable system of wastewater collection and disposal.</p>	<p>To ensure the number of dry weather overflows from the wastewater system is less than two (2) per 1,000 connections.</p>	<p>Complied. There were two (2) dry weather sewer overflows reported in the month of March 2016 and equates to 0.16 overflows per 1,000 connections.</p> <p><i>Year-to-date – 12 dry weather sewer overflows at 0.98 per 1,000 connections</i></p>
<p><b>Fault Response:</b> To ensure Council provides a good response to faults reported.</p>	<p>1. To ensure the median time (hours) from the time that Council receives a notification to the time that services personnel reach the site in responding to an overflow or wastewater blockage is less than one (1) hour.</p>	<p>As at 31 March 2016, complied. (Information obtained from CRM and Downer Work Report Forms) The median response time = 0.26 hours</p> <p><i>Year-to-date – Complied</i></p>
	<p>2. To ensure the median time (hours) from the time that Council receives a notification to the time that services personnel confirm resolution of the blockage or other fault within the wastewater system will be no more than twelve (12) hours.</p>	<p>As at 31 March 2016, complied. (Information obtained from CRM and Downer Work Report Forms) The median resolution time = 2.00 hours</p> <p><i>Year-to-date – Complied</i></p>
<p><b>Customer Satisfaction:</b></p>	<p>To ensure the total number of complaints received (expressed per 1,000 connections to the wastewater system) regarding:</p> <ul style="list-style-type: none"> <li>• Wastewater odour: 10 or less</li> <li>• Wastewater systems faults: 8 or less</li> <li>• Wastewater system blockages: 10 or less</li> <li>• The Council's response to issues with its wastewater system: 10 or less</li> <li>• Total number of complaints received about any of the above: 38 or less</li> </ul>	<p>As at 31 March 2016, there were:</p> <ul style="list-style-type: none"> <li>• Zero (0) – equates to zero (0) per 1,000 connections</li> <li>1. <i>Year-to-date – 3 equates to 0.27 per 1,000 connections (1 stagnant water, 1 open wastewater pipe &amp; 1 Tokomaru WWTP Pond or Cattle-waste effluent)</i></li> <li>• Zero (0) – equates to zero (0) per 1,000 connections (3 pump station and 3 sewer pipe repairs)</li> <li>2. <i>Year-to-date – 24 equates to 1.97 per 1,000 connections (1 pumping main repair, 126 pump station &amp; 11 sewer pipe repairs)</i></li> <li>• Four (4) – equates to 0.33 per 1,000 connections</li> <li>3. <i>Year-to-date – 69 equates to 5.65 per 1,000 connections</i></li> <li>• Zero (0) – equates to zero (0) per 1,000 connections</li> <li>4. <i>Year-to-date – 3 equates to 0.24 per 1,000 connections (2 MH levels &amp; 1 backflow)</i></li> <li>5.</li> <li>• Four (4) – equates to 0.33 per 1,000 connections</li> <li><i>Year-to-date – 103 equates to 8.44 per 1,000 connections</i></li> </ul>

## WASTEWATER DISPOSAL – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance																																				
<p><b>Customer Satisfaction:</b></p>	<p>To ensure the percentage of customers satisfied with their wastewater service, based on the Annual Customer Satisfaction Survey is at least 80%.</p>	<p>The results from the 2015 Customer Satisfaction Survey are shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Total %</th> <th>Kere Kere %</th> <th>Levin %</th> <th>Miranui %</th> <th>Waiopehu %</th> </tr> </thead> <tbody> <tr> <td>Very Satisfied</td> <td>6.91</td> <td>7.78</td> <td>7.95</td> <td>7.32</td> <td>4.79</td> </tr> <tr> <td>Satisfied</td> <td>29.14</td> <td>32.22</td> <td>33.64</td> <td>21.95</td> <td>22.75</td> </tr> <tr> <td>Neither Satisfied nor Dissatisfied</td> <td>27.90</td> <td>30.00</td> <td>28.13</td> <td>19.51</td> <td>28.14</td> </tr> <tr> <td>Dissatisfied</td> <td>15.33</td> <td>13.33</td> <td>15.29</td> <td>4.88</td> <td>14.97</td> </tr> <tr> <td>Very Dissatisfied</td> <td>7.87</td> <td>11.11</td> <td>8.87</td> <td>7.32</td> <td>7.19</td> </tr> </tbody> </table>		Total %	Kere Kere %	Levin %	Miranui %	Waiopehu %	Very Satisfied	6.91	7.78	7.95	7.32	4.79	Satisfied	29.14	32.22	33.64	21.95	22.75	Neither Satisfied nor Dissatisfied	27.90	30.00	28.13	19.51	28.14	Dissatisfied	15.33	13.33	15.29	4.88	14.97	Very Dissatisfied	7.87	11.11	8.87	7.32	7.19
	Total %	Kere Kere %	Levin %	Miranui %	Waiopehu %																																	
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Very Dissatisfied	7.87	11.11	8.87	7.32	7.19																																	
<p><b>Discharge Compliance:</b> To ensure safe disposal of wastewater.</p>	<p>To ensure Council's compliance in relation to Horizons Regional Council resource consents for discharge from its wastewater systems measured by receiving none of the below:</p> <ul style="list-style-type: none"> <li>· Abatement notices;</li> <li>· Infringement notices;</li> <li>· Enforcement orders; and</li> <li>· Convictions</li> </ul>	<p>As at 31 March 2016, there was 100% compliance with Horizon's Regional Council's resource consents for discharge from its wastewater system.</p> <p><i>Year-to-date – 100 % Compliance</i></p>																																				
Objective	Management Reporting Performance Targets	Actual Performance																																				
<p><b>Wastewater:</b> To provide a reliable system of wastewater disposal with minimal disruption to the environment.</p>	<p>1. The activity shall be provided within the funding policy target for 2015/16 of \$700,000. (10%-20% private good).</p>	<p>As at 31 March 2016, the revenue is \$497,436.</p>																																				
	<p>2. An Asset Management Plan will be adopted providing a 10-year planning horizon and reviewed every 3 years.</p>	<p>The Asset Management Plan review for Wastewater has been completed and the proposed programmes incorporated into the Horowhenua District Council Infrastructure Strategy 2015-2045.</p>																																				
	<p>3. An Infrastructure Strategy will be adopted providing a 30-year planning horizon and reviewed every 3 years.</p>	<p>The Infrastructure Strategy was adopted by Council on 18 February 2015.</p>																																				

	<p>4. To ensure 99.5% of connected properties will be protected from system-related overflows during the year.</p>	<p>Complied. In the month of March 2016 there were two (2) properties affected by sewer overflows. 12,204 properties are connected to the Council's wastewater system and 99.98% of these are protected from system-related overflows.</p> <p><i>Year-to-date – 30 properties affected by overflows – 99.75% are protected</i></p>
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## WASTEWATER DISPOSAL – Performance Measures – LTP/Annual Plan

Objective	Management Reporting Performance Targets	Actual Performance					
		<u>Asset</u>	<u>Asset Location</u>	<u>Description</u>	<u>Consent #</u>	<u>Type</u>	<u>Comment</u>
<b>Wastewater:</b> To provide a reliable system of wastewater disposal with minimal disruption to the environment.	5. Treated effluent will be in compliance with the effluent quality standards as defined in relevant Resource Consents.	Wastewater	Foxton WWTP	Matakarapa Island	103925 & 103926	Discharge to Water and discharge to Land	July 2015 – The effluent discharge limit was exceeded for 30 days. The WWTP was operating under Section 330 of the RMA, 1991, and not operating under Resource Consent Conditions. As applied to, and agreed with, Horizons following the heavy rainfall events in June,
		Wastewater	Tokomaru WWTP	30 Nikau Street	101227 & 101228	Discharge to Water and Land	July 2015 – The effluent discharge limit was exceeded for 16 days. The WWTP was operating under Section 330 of the RMA, 1991, and not operating under Resource Consent Conditions. As applied to, and agreed with, Horizons following the heavy rainfall events in June,
		Wastewater	Levin WWTP	The 'Pot' Hokio Sands Rd	6610	Discharge to Land	July 2015 – The effluent discharge irrigation limit was exceeded for 18 days. The WWTP was operating under Section 330 of the RMA, 1991, and not operating under Resource Consent Conditions. As applied to, and agreed with, Horizons following the heavy rainfall events in June.
		Wastewater	Foxton Beach WWTP	248 Palmer Road	102249	Discharge to Land	August 2015 – The effluent discharge limit was exceeded for 7 days due to a heavy rainfall event. Horizons were informed.
		Wastewater	Foxton WWTP	Matakarapa Island	103925 & 103926	Discharge to Water and discharge to Land	August 2015 – The effluent discharge limit was exceeded on 21 days. HDC agreed with Horizons to carry out additional weekly sampling for ammonia and E.coli from the Pond effluent and from the Foxton Loop

							upstream and downstream of the pond effluent discharge. Test results received up to 18 August 2015 show no adverse effect in the receiving environment.
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**WASTEWATER DISPOSAL – Performance Measures – LTP/Annual Plan**

Objective	Management Reporting Performance Targets	Actual Performance					
<p><b>Wastewater:</b> To provide a reliable system of wastewater disposal with minimal disruption to the environment.</p>	<p>5. Treated effluent will be in compliance with the effluent quality standards as defined in relevant Resource Consents.</p>	Wastewater	Waitarere Beach WWTP	Forest Road	102220	Discharge to Land	<p>August 2015 – Compliance Report received from Horizons on 22 July 2015. Assessed as Non-compliant due to HDC's failure to submit the Annual Consent Compliance Report and data for the period July 2013 – June 2014. However, HDC had emailed the Report and data on 29 August 2014 to Horizons and a copy of this email was forwarded to Horizons on 25 August 2015 – TRIM Ref D15/111730.</p>



# Solid Waste Management

## COST OF SERVICE STATEMENT

For the Nine Months Ended 31 March 2016

Percentage of year completed: 75.00%	Annual Plan	Last year	Actual	Year to date	Varlance In	Varlance In	% Actual to	% Varlance to	Notes to accounts
	A	B	C	Budget	\$ E = D - C	% F = E/D	Annual Plan G = C/A	total Annual Plan H = E/Tot A	
<b>Income</b>									
Significant activity revenue									
Roadside Collection	243,600	191,593	179,638	182,700	(3,062)	1.68%	73.74%	0.18%	
Landfill	1,287,606	1,076,719	1,093,371	965,700	127,671	-13.22%	84.91%	-7.33%	1
Waste Transfer Stations	115,000	95,668	118,972	86,247	32,725	-37.94%	103.45%	-1.88%	
Recycling Centre	95,000	8,749	57,976	71,253	(13,277)	18.63%	61.03%	0.76%	2
<b>Total</b>	<b>1,741,206</b>	<b>1,372,729</b>	<b>\$1,449,957</b>	<b>1,305,900</b>	<b>144,057</b>	<b>-11.03%</b>	<b>83.27%</b>	<b>-8.27%</b>	
<b>Total income</b>	<b>1,741,206</b>	<b>1,372,729</b>	<b>1,449,957</b>	<b>1,305,900</b>	<b>144,057</b>	<b>-11.03%</b>	<b>83.27%</b>	<b>-8.27%</b>	
<b>Expenditure</b>									
Significant activity expenditure									
Waste Transfer Stations	251,747	131,713	180,740	189,983	9,243	4.86%	71.79%	0.47%	
Landfill	567,753	331,058	429,036	355,322	(73,714)	-20.75%	75.57%	-3.74%	3
Roadside Collection	195,900	119,224	130,501	146,925	16,424	11.18%	66.62%	0.83%	
Recycling Centre	666,782	466,343	412,033	500,110	88,077	17.61%	61.79%	4.47%	4
<b>Total</b>	<b>1,682,182</b>	<b>1,048,338</b>	<b>\$1,152,310</b>	<b>1,192,340</b>	<b>40,030</b>	<b>3.36%</b>	<b>68.50%</b>	<b>2.03%</b>	
Other expenses									
Depreciation and amortisation	288,920	308,878	216,693	216,690	(3)	0.00%	75.00%	0.00%	
<b>Total</b>	<b>288,920</b>	<b>308,878</b>	<b>\$216,693</b>	<b>216,690</b>	<b>(3)</b>	<b>0.00%</b>	<b>75.00%</b>	<b>0.00%</b>	
<b>Total expenditure</b>	<b>1,971,102</b>	<b>1,357,216</b>	<b>1,369,003</b>	<b>1,409,030</b>	<b>40,027</b>	<b>2.84%</b>	<b>69.45%</b>	<b>2.03%</b>	
<b>Non-operational costs</b>									
Non operating income									
Revaluation gains	3,072	0	0	0	0	100.00%	0.00%	100.00%	
<b>Total</b>	<b>3,072</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>0</b>	<b>100.00%</b>	<b>0.00%</b>	<b>100.00%</b>	
Non operating expenditure									
Internal interest expense	284,844	182,045	167,528	213,633	46,105	21.58%	58.81%	100.00%	
<b>Total</b>	<b>284,844</b>	<b>182,045</b>	<b>\$167,528</b>	<b>213,633</b>	<b>46,105</b>	<b>21.58%</b>	<b>58.81%</b>	<b>100.00%</b>	
<b>Total non-operational costs</b>	<b>281,772</b>	<b>182,045</b>	<b>167,528</b>	<b>213,633</b>	<b>46,105</b>	<b>21.58%</b>	<b>59.46%</b>	<b>100.00%</b>	
<b>Total surplus/(deficit)</b>	<b>511,668</b>	<b>166,532</b>	<b>86,575</b>	<b>316,763</b>	<b>230,188</b>	<b>72.67%</b>	<b>16.92%</b>		

### Notes

1. Waste rebate
2. Lower than expected tipping fees
3. Consenting costs
4. No control

## SOLID WASTE MANAGEMENT – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<b>Waste Transfer Stations:</b> To ensure Waste Transfer Stations are available at convenient times.	To ensure Waste Transfer stations are available on agreed days at agreed times.	The Waste Transfer Stations were open on agreed days.
<b>Solid Waste:</b> To ensure Solid Waste Activities are undertaken in a healthy and safe manner.	To ensure no reported incidences of injury or illness attributable to use of the Council's Waste Transfer or Recycling Station facilities.	As at 31 March 2016, achieved. This is Contractors care.
<b>Waste Transfer and Recycling Stations:</b> To ensure Waste Transfer and Recycling Stations have a minimal impact on the immediate and surrounding environment.	To ensure the number of odour complaints and reports of solid waste are minimal in or around: <ul style="list-style-type: none"> <li>· Waste Transfer Stations: Less than 3 per month</li> <li>· Recycling Stations: Less than 3 per month</li> </ul>	As at 31 March 2016, there were no complaints regarding odour.
<b>Response Times:</b> To ensure response to service requests regarding Council's Solid Waste Activities is timely.	To ensure that all requests are responded to within three (3) days.	Not achievable. Contractors and other departments control outcomes of CRM's.
<b>Levin Landfill:</b>	The Levin Landfill will be fully compliant with the annual resource consent inspection report.	Horizons six (6) monthly compliance report was received in December 2015 giving a "Comply- Full assessment". Six (6) odour complaints were received in March. The Landfill Consent Review is underway. A prehearing meeting is planned for the 6 <sup>th</sup> April 2016. The Review Hearing is scheduled for the 9 <sup>th</sup> May 2016.
<b>Kerbside Recycling:</b> To ensure Kerbside recycling and refuse collection service is available.	Kerbside recycling shall be offered to 91% of all serviceable households.	As at 31 March 2016, kerbside recycling services are offered to 95.3% of serviceable households in the District.
<b>Recycling:</b> To ensure recycling and refuse is collected on time and in a sanitary manner.	To ensure the number of complaints about non-collection of: <ul style="list-style-type: none"> <li>· Kerbside Recycling: Less than 5 per month</li> <li>· Kerbside Refuse: Less than 5 per month</li> </ul>	As at 31 March 2016: <ul style="list-style-type: none"> <li>· Three (3) this month, 25 year-to-date</li> <li>· Two (2) this month, 56 year-to-date</li> </ul>
<b>Recycling Stations:</b> To ensure recycling and refuse is collected on time and in a sanitary manner.	To ensure recycling stations are available at the agreed locations on the agreed days and times.	As at 31 March 2016, achieved. <b>Note:</b> The Shannon static recycling station has relocated from Ballance Street to Thompson Street.

## SOLID WASTE MANAGEMENT – Performance Measures – LTP/Annual Plan

Objective	LTP Performance Targets	Actual Performance
<b>Solid Waste Information:</b> To ensure information on Council's recycling and refuse services is available from service centres and on the website.	Up-to-date brochures will be available at all offices and on the HDC website.	As at 31 March 2016, it is considered that with internet access brochures are no longer required. Collection area maps were updated in August 2015.
<b>Affordability:</b> To ensure an affordable recycling service is available.	No user charge is set.	As at 31 March 2016, achieved.
<b>Customer Satisfaction:</b> To ensure customers are content with Council's transfer stations, recycling collection, and refuse collection services offered.	To ensure the percentage of customers satisfied with their solid waste service, based on the Annual Customer Satisfaction Survey is at least 75%.	81% of customers were satisfied with recycling services. 83% of customers were satisfied with kerbside rubbish collection services.
<b>Education:</b> To ensure customers are educated on waste minimisation practices.	To ensure that education services are provided in local schools.	As at 31 March 2016, Waste Education is being successfully carried out in Schools throughout the District. Achieved.
Objective	Management Reporting Performance Targets	Actual Performance
<b>Landfill:</b> To ensure the landfill is operated in an environmentally friendly way.	The Landfill activity shall be provided within the funding policy target for 2015/16 of \$1,287,606. (60%-70% private good).	As at 31 March 2016, the revenue is \$1,065,884.
<b>Recycling:</b> To ensure recycling collection services are provided and recycling is actively promoted.	Council will collect at least 2,000 tonnes of recyclable material from the kerbside and static recycling schemes.	As at the year-to-date, 1,662 tonnes has been collected. On track.
<b>Roadside Collection:</b> To provide a reliable system of roadside collection of refuse bags and recycling.	The Roadside Collection activity shall be provided within the funding policy target for 2015/16 of \$243,600. (60%-70% private good).	As at 31 March 2016, the revenue is \$179,634.
	The level of satisfaction with kerbside collection of recycling and refuse is measured by receiving less than 15 justified calls per month.	Council has over 13,000 recycling crates in service throughout the district and collects on average 6,700 rubbish bags per month. Achieved. For March 2016, there were five (5) justified complaints regarding non-collection of rubbish and recycling.

## SOLID WASTE MANAGEMENT – Performance Measures – LTP/Annual Plan

Objective	Management Reporting Performance Targets	Actual Performance
<p><b>All Solid Waste:</b> To measure all solid waste and undertake community education.</p>	<p>The Waste Transfer Stations activity shall be provided within the funding policy target for 2015/16 of \$115,000. (60%-70% private good).</p>	<p>As at 31 March 2016, the revenue is \$118,972.</p>
	<p>The Council will measure the amount of Recycling and Rubbish per Resident.</p>	<ul style="list-style-type: none"> <li>· For the month of 31 March 2016, the average person diverted 7kg of recycling (YTD 52kg).</li> <li>· For the month of 31 March 2016, the average person diverted 3kg of green waste (YTD 22kg).</li> <li>· For the month of 31 March 2016, the average person disposed of 41kg of rubbish (YTD 345kg).</li> </ul>

File No.: 16/64

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## Urban Rainwater Systems

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### 1. Purpose

The purpose of this report is to seek Council's ratification of the Urban Rainwater System Business Case.

### 2. Executive Summary

Through the Long Term Plan consultative procedure, it was determined that Rainwater Tanks for urban dwellings was seen favourably by the Community. This report and attached Business Case provide information on why rainwater systems should be implemented in the Horowhenua District and how the Council can play an integral role leading this Water Conservation initiative.

The main objectives of are

- To improve efficiency of water supply to residents by the Horowhenua District Council
- To introduce capacity in the stormwater system "at source" in line with low impact design principles
- To reduce risk associated with service failure in the event of natural disasters or other disruptions to supply

Rainwater tanks are a relatively simple way of enhancing community reliability and resilience with regards to water supply and reducing the need for large capital expenditure on stormwater infrastructure. There are numerous benefits to Homeowners, Council and the Community, both monetary and non-monetary. The installation of rainwater systems which attenuate stormwater can reduce the potable water supply demand. Should the Business Case be ratified by Council, it can be seen as a water conservation initiative and an addition to the stormwater strategy. This can attract potential developers to the Horowhenua District, and potentially minimise rate increases through offsetting water supply and stormwater infrastructure upgrades.

### 3. Recommendation

- 3.1 That Report 16/64 Urban Rainwater Systems be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act
- 3.3 That the Horowhenua District Council in principle endorses the Urban Rainwater System Business Case.
- 3.4 That Council Officers undertake to implement the Urban Rainwater System Business Case.

### 4. Background / Previous Council Decisions

The Horowhenua District Council Water Demand Management Plan (2014) adopted by Council on 2 April 2014 has identified several objectives that are relevant in the context of this report. Specifically they are:

- To build on the current demand management initiatives
- To achieve significant and sustained water savings by customers

- To continue to build a water conservation culture across the district
- To demonstrate that the Council is leading by example in water conservation.

The Water Demand Management Plan refers to rainwater systems as a demand management strategy to be considered in the future. Certainly, the use of rainwater systems can contribute in part to all four of the above objectives.

#### 4.1 Resource Consent 107093 – abstraction of surface water from the Ohau River

The recently granted Resource Consent No. 107093 has prescribed a reduced take from the Ohau River to be phased in over two decades.

The consent conditions proposed in this resource consent is to reduce abstraction rate. We anticipate that Horizons may seek to reduce abstraction rates elsewhere in the district. This is a driving reason for Water Conservation initiative in the District

The consent conditions proposed in this resource consent is to reduce abstraction rate. We anticipate that Horizons may seek to reduce abstraction rates elsewhere in the district. This is a driving reason for Water Conservation initiative in the District.

#### 4.2 Previous reports and resolutions

Open Council Meeting, 27 May 2015

Draft Long Term Plan 2015/2025 - Three Waters

*MOVED by Cr Rush, seconded Cr Mitchell:*

*THAT Council accepts in principle the proposed to introduce the use of water tanks for new urban residential homes.*

*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 November 2015 before a final decision is made by Council.*

*THAT the programme of works related to water, wastewater and stormwater services identified in the Infrastructure Strategy be implemented.*

**CARRIED**

## 5. Discussion

Incorporated by reference to the Horowhenua District Plan (Operative 2015) is the Horowhenua District Council, Subdivision and Development Principles and Requirements 2014. This document specifically encourages the efficient use of water resources through the retention, treatment and use of stormwater for non-potable uses such as toilets, laundries, and irrigation. The use of rainwater systems as described in this report will align with this requirement

### 5.1 Benefits of rainwater tank systems

Rainwater systems can provide many benefits but like other 'localised' solutions, many of the benefits do not become obvious at a community level until a critical mass of adoption is reached. If 5% of households install rainwater systems then the benefits will not be immediately apparent. If 15%+ of households installed systems then the reduction in water usage in Horowhenua District would be more visible.

It should be noted that due to the decentralised nature of a rainwater supply system, it is difficult for potable supply from rainwater systems to compete on a cost only basis with the economies of scale that can be realised through a public water scheme. However this gap in cost must be compared to the non-monetary benefits rainwater systems can provide in terms of stormwater attenuation, resource consent compliance, emergency water availability, and increased public amenity.

Some of the benefits to the Homeowner, Council and the Community are outlined in Table 5.1. This table is expanded in Appendix A, Section 6.2 of the attached Business Case.

Table 5.1: Matrix of Rainwater Tank Benefits (Urban Rainwater Tank Business Case)

	Quantifiable (and monetary)	Quantifiable (and non-monetary)	Qualitative (intangible)
<b>Benefit to Homeowner</b>	Reduced water rates (only if volumetric charging is used).	Increased water use flexibility when restrictions in place	Intrinsic reward of helping the community
<b>Benefit to Council</b>	Reduced volume of water supply required. Delay expenditure to water supply/stormwater infrastructure.	Assistance to comply with the abstraction Resource Consents	Leadership in Water Conservation
<b>Benefit to Community</b>	More affordable infrastructure to minimise rate increases	Increased local employment opportunities Reduced load on stormwater infrastructure	Emergency water availability (increased resilience) Potential to improve gardens (both public and private)

In addition to the above benefits, Rainwater systems can be used to detain stormwater generated from residential roof runoff. The rainwater can then either be used by the household or released in a controlled manner to match the infiltration capability of the residential soak pit

## 5.2 Concerns of rainwater systems

As with any water supply system there are concerns around the health and safety of the system. The Drinking Water Assessor would play an integral role in ensuring the minimum system meets the requirements of the drinking water standards in New Zealand and that the health and safety of the residents and community is not compromised.

## 5.3 Previous Consultation

The Draft 2015/25 Long Term Plan provided an opportunity for the community to voice their opinion on the hot topic of rainwater tanks. The following questions were asked:

- Should Council make the installation of rainwater tanks for new dwellings compulsory?
- Should Council provide financial assistance to property owners wishing to install a rainwater tank, whether for a new dwelling or an existing one?

Council received 99 submissions on this topic out of the total 267 submissions. Table 5.2 shows that there was overwhelming support (90.9%) for the compulsory installation of rainwater systems for new dwellings. And 4% were against the idea of rainwater tanks.

Of the submitters who were for the compulsory installation, only 14.8% were against the Council providing financial assistance to property owners wishing to install a rainwater tank.

Table 5.2: Summary of 2015/25 LTP submission opinion on rainwater tank topic

Compulsory installation of rainwater tanks	For	Against
Percentage of submitters	90.9%	4%

#### 5.4 **Compulsory installation for all new dwellings on mains water supply in the District**

The installation of rainwater tanks should be compulsory for all new (new or relocated) dwellings built on properties on mains water supply in the Horowhenua District. The recommendation is for compulsory installation on new dwellings only. This is because the cost of a rainwater system is much cheaper when designing and building a dwelling rather than trying to retrofit the system to an existing one.

This installation will also assist in stormwater attenuation in areas where there will be rapid land use change in greenbelt areas that are currently pervious that will be changed through development to impervious, resulting in greater overland flows.

#### 5.5 **Comparison of District Plan and Water Supply Bylaw**

The District Plan regulates land use activities as a means of Council giving effect to its statutory functions under s31 of the Resource Management Act which includes “the integrated management of the effects of the use, development, or protection of land and associated natural and physical resources of the district”. As rainwater systems are proposed to improve the efficiency of the water supply (being a natural resource of the district) a rule under the District Plan would be one means of Council giving effect to its statutory functions. It is assumed that the District Plan rule would enable dwellings as a permitted activity if there was a rainwater system installed that met the minimum specifications, but would require resource consent (with a resultant cost) should homeowners not want to install a system. An analysis of the objectives and policies of the District Plan would be required to determine if there were suitable objectives and policies which would support such a rule, or if the Proposed District Plan change would also need to include additional objectives and policies relating to integrated water management. Implementing the requirement via the District Plan has the benefit that the requirements of Council are made explicit to the homeowner at the start of the building process, as it is during the planning process that District Plan requirements would be checked and at the Building Consent application phase that District Council officers also check for compliance with the District Plan. This ensures that the requirement for the rainwater system is understood and planned for prior to building works commencing

Alternatively, a change to Water Supply Bylaw which is enforced via the Local Government Act may be considered. Bylaw requirements are taken in to consideration when applications are made for connection to the network. This may be at a time when building works are already substantially complete and subsequently lead to frustration and increased costs for homeowners.

As the benefits are more related to integrated water management, and not solely water supply benefits, it is considered that implementation via a District Plan rule is more appropriate than a Water Supply Bylaw amendment.

This comparison is described in more detail in Appendix A, Section 7.1 of the attached Business Case.

#### 5.6 **Existing dwelling rainwater system rebate scheme**

If a rebate scheme is implemented as outlined in the Business Case, this will encourage the uptake of rainwater system installations for existing dwellings. The rebate would be dependent on the system meeting the minimum required standard.

This rebate scheme is described in more detail in Appendix A, Section 7.2.1 of the attached Business Case.

#### 5.7 **Existing dwelling rainwater system building consent waiver**

An additional incentive measure for homeowners with existing dwellings who are interested in installing rainwater tank systems could be the waiving of the Building Consent fee. While the Building Consent application and inspections will still be required, Council could waive



the fee surrounding this process to make it more appealing to the installation of rainwater systems.

This waiving of fees would occur if the consent was purely for the installation of a rainwater system. If the consent included other works they would not be eligible for the waiving of this fee.

This Building Consent waiver is described in more detail in Appendix A, Section 7.2.2 of the attached Business Case.

### 5.8 Existing dwelling rainwater system interest free loan

A further incentive for the implementation of rainwater systems for existing dwellings could be an interest free loan. This will provide the opportunity for homeowners who wish to install the rainwater system but are not in a financial position to do so with capital funds. The loan would be recovered through an increase in rates over a period of 36 months.

Should the property owner sell the property within the 36 month repayment period then the remaining balance of the loan must be paid in full prior to settlement of sale.

The interest free loan is described in more detail in Appendix A, Section 7.2.3 of the attached Business Case.

## 6. Options

### 6.1 Council adopts the Urban Rainwater System Business Case;

The Council has stated one of its objectives is to lead by example in water conservation. The proposal to mandate inclusion of a rainwater system for all new dwellings will demonstrate the willingness of the Council to lead a move towards a water-wise community.

Rainwater systems can provide greater efficiency by using water that would have otherwise become stormwater and treated as waste. This reduces demand on potable water supply and eases pressure on the stormwater network (a clear increase in efficiency of water use). Rainwater systems also provide "at source" capacity in line with stormwater best management practice and reduce the risk associated with supply disruption in the event of natural disasters

The recently granted water abstraction Resource Consent No. 107093 has prescribed a reduced water take from the Ohau River to be phased in over two decades. The consent conditions proposed in this resource consent is to reduce abstraction rate. Rain water use is one of the tools for Water Conservation. When implemented , if 15%+ of households install a rainwater system, then the reduction in water usage in Horowhenua District would be more visible.

It should be noted that due to the decentralised nature of a rainwater supply system, it is difficult for potable supply from rainwater systems to compete on a cost only basis with the economies of scale that can be realised through a public water scheme. However this gap in cost must be compared to the non-monetary benefits rainwater systems can provide in terms of stormwater attenuation, resource consent compliance, emergency water availability, and increased public amenity.

In addition to the above benefits, Rainwater systems can be used to detain stormwater generated from residential roof runoff. The rainwater can then either be used by the household or released in a controlled manner to match the infiltration capability of the residential soak pit.

### 6.2 Council does not adopt the Urban Rainwater System Business Case.

If the recommendation is not adopted, Council will not be seen to be supporting and leading the way regarding the water conservation decisions that they have made through the District Plan, the Water Demand Management Plan and the LTP consultation process.

### 6.3 Cost

No cost implication.

#### 6.3.1 Rate Impact

Should the Urban Rainwater System Business Case not be adopted there will be no Rate impacts arising.

Should the Urban Rainwater System Business Case be adopted there may be Rate impacts arising.

### 6.4 Community Wellbeing

As outlined in Table 5.1, there are a number of benefits to the Community both of monetary and non-monetary nature.

### 6.5 Consenting Issues

There are no consenting issues.

### 6.6 LTP Integration

There are no considerations in the 2015/25 Long Term Plan for this Business Case and any actions which may arise from the Business Case.

## 7. Consultation

As noted in Section 5.3 this was consulted upon in the 2015/25 Long Term Plan.

## 8. Legal Considerations

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

## 9. Financial Considerations

There are no financial considerations arising from the ratification of the Business Case.

## 10. Other Considerations

There are no other considerations.

## 11. Next Steps

If Recommendation 3.3 is adopted the next steps will include:

- Officer research for a Section 32 report.
- Preparation of a Section 32 report to be adopted by Council.
- Officer research for a financial report on the financial incentives outlined.

## 12. Supporting Information

### Strategic Fit/Strategic Outcome

The Infrastructure Strategy goals are:

1. Ensure adequate infrastructural capacity to meet the demands of current and future generations whilst being affordable to the Community.
2. Increase the reliability and resilience of the existing and future infrastructure.

3. Ensure sustainable use of resources and protection of critical environmental values.

**Decision Making**

Not applicable.

**Consistency with Existing Policy**

This decision to install rainwater tank systems for new and existing dwellings aligns with the following documents:

- Water Supply Demand Management Plan (2014)
- Water Supply Asset Management Plan (2014)
- Stormwater Asset Management Plan (2014-2017)
- Infrastructure Strategy (2015-2045)
- HDC District Plan (Operative 2015)
- HRC One Plan (Operative 2014)

**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	Urban Rainwater System Business Case - Final	109

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Horowhenua District Council

Urban Rainwater System Business  
Case

Rainwater Systems for New and Existing Urban  
Residential Homes

March 2016

Horowhenua  
DISTRICT COUNCIL

goodearthmatters.com

gemconsulting

Client: Horowhenua District Council  
Report Title: Urban Rainwater System Business Case  
Rainwater Systems for New and Existing Urban Residential Homes  
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## 1 INTRODUCTION

Horowhenua District Council is investigating several options to assist the community reduce demand for potable water. A key driver to reduce water demand is the regulatory environment that expects greater efficiency in water supply and use in the community. This is complemented by an increase in water conservation awareness from residents in Horowhenua District.

As part of the Horowhenua District Council 2015/25 Long Term Plan, the Infrastructure Strategy outlines three Infrastructure Goals; to promote the sustainable use of resources, develop a resilient community; and provide an affordable method of meeting demand both now and in the future. With reference to these goals, this report focuses on the use of rainwater systems in the urban residential environment.

Through this report, the collective system that incorporates the rainwater collection, storage, optional treatment and distribution is referred to as a rainwater system.

The recently granted Resource Consent No. 107093 has prescribed a reduced take from the Ohau River which is the primary water source for the town of Levin, Ohau, and Hokio Beach. Future population growth will continue to place pressure on the ability of the Horowhenua District Council to meet demand. While the example of Levin and the abstraction from the Ohau River is used in this report due to the fact that sufficient data was available to analyse, it is clear that greater efficiency of the available water resource use must be achieved across the entire Horowhenua District.

While multiple initiatives to conserve and/or use water are in the process of implementation or under review, this report will focus on the potential costs and benefits of rainwater systems. In addition to the potential to act as a supplementary water source for residents, rainwater systems can also confer benefits in stormwater attenuation and increase the resilience of the community. The degree to which these benefits are optimized depends on how the rainwater systems are configured and will be explored in greater detail.

## 2 OBJECTIVES

This report aims to examine if the use of rainwater systems can be a cost effective tool to assist the Council meet the following objectives.

- To improve efficiency of water supply to residents by the Horowhenua District Council
- To introduce capacity in the stormwater system "at source" in line with low impact design principles
- To reduce risk associated with service failure in the event of natural disasters or other disruptions to supply

These objectives have been defined in consultation with Horowhenua District Council officers and with reference to the Horowhenua Water Demand Management Plan, the Council Long Term Plan, Infrastructure Strategy, and District Plan.

## 3 PROPOSAL

The proposals to consider in relation to rainwater systems are:

- the mandatory requirement for a minimum standard of rainwater system for all new residential buildings;
- whether this mandatory requirement should be introduced via a District Plan change or Council By-law;
- the adoption of a \$4,000 rebate per installation for 10,000L tank and \$2,000 rebate for 5,000L tank where larger tank install is not practical. This will encourage voluntary installation of rainwater systems that meet the minimum standards by existing residential homeowners;



- the waiver of building consent application fees for voluntary rainwater systems to encourage adoption;
- provision of an additional interest free loan for voluntary installations of rainwater systems for existing households of up to \$4,000 to be redeemed via rates over 36 months.

## 4 BACKGROUND

### 4.1 Resource Consent Requirements

The recently granted Resource Consent No. 107093 has prescribed a reduced take from the Ohau River to be phased in over two decades. While this Consent is currently being appealed, the following table illustrates the reductions required currently and the subsequent reductions required in 10 and 20 years.

**Table 4.1**  
**Resource Consent - Levin Water Supply (Previous, Current and Future Allocations)**

RIVER FLOW	Previous Consent Allowance (m <sup>3</sup> /day)	New Consent (107093)		
		Current Allowance (m <sup>3</sup> /day)	10 years from Commencement (m <sup>3</sup> /day)	20 years from Commencement (m <sup>3</sup> /day)
Normal Flow (>0.820m <sup>3</sup> /s)	16,000	13,000	12,300	11,700
Low Flow (<0.820m <sup>3</sup> /s)	12,500	12,500	11,700	10,270

Note: These allowances do not include the additional 750 m<sup>3</sup>/day consented to be abstracted for backwashing.

In order to meet the reduced take from the river but still ensure that the residents of Levin, Ohau, and Hokio Beach have adequate water, it is anticipated that the majority of the reduction in water demand will come from the identification and repair of leaks in the network. As noted in the Water Demand Management Plan, the quantity of water unaccounted for in the Levin water supply has not yet been adequately quantified. The estimates of current leakage in submissions during the Consent process varied considerably (21-36%). Therefore, it is prudent to explore additional methods of demand reduction.

### 4.2 Horowhenua District Council Water Demand Management Plan

The Horowhenua District Council Water Demand Management Plan (2014) has identified several objectives that are relevant in the context of this report. Specifically they are:

- To build on the current demand management initiatives
- To achieve significant and sustained water savings by customers
- To continue to build a water conservation culture across the district
- To demonstrate that the Council is leading by example in water conservation.

The Water Demand Management Plan refers to rainwater systems as a demand management strategy to be considered in the future. Certainly, the use of rainwater systems can contribute in part to all four of the above objectives.

#### 4.3 Horowhenua District Council Infrastructure Strategy (2015-2045)

The Horowhenua District Council's 30 year Infrastructure Strategy (as included in the 2015/25 Long Term Plan) establishes three Infrastructure Goals.

**Goal 1**

Ensure adequate infrastructural capacity to meet the demands of current and future generations whilst being affordable to the Community.

**Goal 2**

Increase the reliability and resilience of the existing and future infrastructure.

**Goal 3**

Ensure sustainable use of resources and protection of critical environmental values.

As with the objectives in the Water Demand Management Plan, the use of rainwater systems can contribute towards all three of these goals. However, this is only true as long as the implementation and maintenance of systems is performed in an affordable manner to the community and the reliability of delivery of water supply is not impacted. The affordability of rainwater systems must be compared to all of the benefits that rainwater systems can convey, both those that can be quantified with a monetary value and those that cannot easily have a monetary value ascribed to them.

#### 4.4 Horowhenua District Plan

Incorporated by reference to the Horowhenua District Plan (Operative 2015) is the Horowhenua District Council, Subdivision and Development Principles and Requirements 2014. This document specifically encourages the efficient use of water resources through the retention, treatment and use of stormwater for non-potable uses such as toilets, laundries, and irrigation. The use of rainwater systems as described in this report will align with this requirement.

#### 4.5 Hydrology

Consideration of the groundwater hydrology is important for residents in Horowhenua District. As stated in the Horowhenua District Council, Subdivision and Development Principles and Requirements 2014;

*"Stormwater from developed lots, developments or redevelopments, shall be attenuated or disposed of on-site"*

in addition;

*"Council does not provide reticulated stormwater for disposal of stormwater from private property into a piped or open drain."*

Consequently, the standard method of stormwater disposal for residents is to install a soak pit. Unfortunately some areas in Horowhenua District have anecdotal reports of upwelling after high rain events where the installation of soak pits has perforated clay levels. Some of the monitoring points used in the Horowhenua District show water level depth between 0-20m, while others show depth of between 50-100m. The infiltration potential for stormwater around these sites with a relatively shallow water table is reduced during, or shortly following, heavy rain events. Rainwater systems can be used to detain stormwater generated from residential roof runoff. The rainwater can then either be used by the household or released in a controlled manner to match the infiltration capability of the residential soak pit.

#### 4.6 Rainfall Patterns

Rainfall patterns are important when considering the use of rainwater systems from season to season. For instance, if low rainfall is experienced during summer but corresponds to a high level of water demand, this has an impact on required system size and availability of rainwater supply. Likewise, during winter if rainfall is higher, demand for water in gardens will be lower and the tank can be expected to fill more often. Unless the water in the tank is used or removed stormwater attenuation during winter will be limited. The rainfall pattern at Levin has been assessed as a proxy for the rainfall over the Horowhenua District. Data from 1999-2015 sourced from NIWA Cliflo has been interpreted and presented in Table 4.2 below.

**Table 4.2**  
**NIWA Cliflo Rainfall Data for Levin**

	Average Monthly Rainfall (mm)	Average Number of Wet Days	Average Maximum Rainfall Day (mm)
January	65.2	7.7	22.9
February	72.4	6.4	27.6
March	53.1	7.2	18.6
April	77.1	8.9	24.8
May	87.4	9.8	24.1
June	99.5	11.2	27.1
July	87.7	11.1	24.0
August	82.9	11.9	20.0
September	88.7	11.2	24.1
October	94.9	12.2	24.7
November	76.9	9.1	23.6
December	96.8	10.2	25.6

As the data illustrates, the rainfall pattern is relatively consistent through the year. This makes the potential benefits from the use of rainwater systems greater than in regions that experience greater seasonality. If the system is used for residential household demand such as toilet flushing or laundry uses this places a consistent demand on the system through the year. Additionally, it is worth noting that the average maximum rainfall day is also relatively consistent for each month (18.6 - 27.1mm). This is important when optimizing system size to provide stormwater attenuation.

## 5 RAINWATER SYSTEM CONFIGURATION

Rainwater harvesting is currently used by approximately 10 percent of New Zealanders, particularly in areas not served by public water supplies (Horowhenua District Council, Water Demand Management Plan 2014). In rural regions, because of the lack of mains water, the use of rainwater systems is focused on providing potable water supply. Consequently, storage capacity is maximised to ensure continuous supply and delivery to the household is the primary function. However, in an urban setting where potable mains water is available, rainwater systems have the option of storing and delivering non-potable water or acting as a temporary detention basin for attenuation of stormwater peak flows.

This report considers three configurations for rainwater systems that are suitable for use in Horowhenua; Rainwater Detention Tanks, Dual Purpose Rainwater Tanks, and Water Supply Rainwater Tanks. Each configuration is designed to optimise a different function of rainwater systems as explained in detail below.

### 5.1 Rainwater Detention Tanks

The Rainwater Detention Tank is the simplest type of collection system. It is designed to maximise the capture and attenuation of stormwater. The objective is to reduce peak flow that occurs as a result of a storm event. Once water begins to enter the tank it will slowly drain via a small diameter orifice to an approved soakage device. Examples of soakage devices that could be appropriate include soak pits, rain gardens, or across filter strips to natural waterways. The slower release from the system can prevent flooding that may have otherwise occurred from the rapid transport of water from the roof. In this system, runoff from roofs and paved areas could be collected as no use is planned. To minimise the discharge of any sediment accumulation, a volume of "dead" storage is retained at the bottom of the tank. This allows for sedimentation that may pass the first flush filter to accumulate at the bottom of the tank. A first flush filter is designed to dispose of the majority of the contaminants (e.g. leaves that collect in guttering) prior to rainwater entering the tank. For a Detention Tank it is not critical, but it does help to prevent accumulation of debris in the bottom of the tank. If debris is diverted prior to entry it will extend the time between required maintenance. For this reason it is included as a common element to all rainwater systems discussed in this report.

As the system is not connected to the internal house plumbing it is simple to retrofit to existing dwellings. However, this configuration does not involve any use of collected water. While stormwater attenuation is a benefit of this configuration, in Horowhenua it would still require the disposal of all stormwater to a soak pit. In areas with high groundwater this would be less suitable than other configurations.

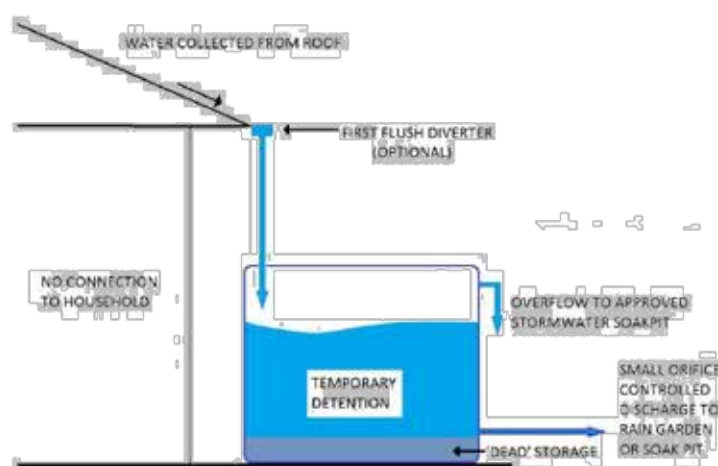


Figure 5.1  
Detention Tank Configuration

## 5.2 Dual Purpose Rainwater Tanks

Dual Purpose Tanks typically combine the attenuation function of Detention Tanks with the potential to store and use rainwater for non-potable household uses. The name of this system evolves from the alternative Single Purpose Tank which is designed to store non-potable water. As this configuration also allows for the beneficial stormwater attenuation, it is labelled a Dual Purpose Tank. The non-potable water can be used in the garden, the laundry or for toilet flushing. This configuration can be optimized to meet non-potable household needs with rainwater and allow enough capacity in the system to collect and slowly release stormwater during and after rainfall events.

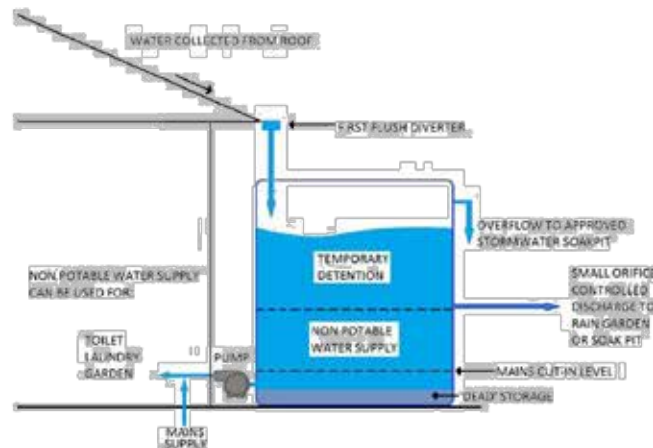


Figure 5.2  
Dual Purpose Tank Configuration

This configuration is specifically designed for the urban environment because it relies on a mains supply to supplement tank water during a period of low rainfall or high non-potable use. A pump is used to provide working pressure and a connection is required from the mains supply to ensure continuous supply in the event of the tank running dry. To avoid any contamination from the non-potable tank water it is important that steps are taken to prevent backflow to the mains supply. This use of a solenoid to control the mains connection when the tank empties and check valves to avoid contamination in times of low mains pressure are recommended.

Typically this system supplies non-potable water which replaces water that would have previously been delivered via the potable mains supply system. This is particularly attractive to residents where water supply is metered and charged based on consumption. Depending on rates charged, the ongoing savings in consumption may justify the initial capital cost of the system for the householder. However, even where metered consumption pricing is not used then the council will realise the cost saving from the reduced mains water demand.

As this configuration requires some separation of internal plumbing for potable and non-potable water it is best suited to new dwellings.

The key to this design is the positioning of a small diameter orifice part way up the tank to provide the slow release of water collected during a rainfall event. The positioning of the orifice effectively separates the tank into two zones. Below the orifice is storage for non-potable household uses, while the void above creates capacity for temporary detention purposes. The position of the orifice depends on a combination of the size of the tank, the size of the roof, the predicted non-potable demand and the expected rainfall pattern over the site. It has been suggested that Horowhenua District Council Building Assessment Officers

could assist in the optimization of systems when they are submitted for approval. This optimization would be designed to avoid frequent overflowing to soak pits or regular emptying of the system.

To have maximum effectiveness, this configuration will likely be larger in volume than a Detention Tank for the same site. However, even if the system is not large enough to cater for all non-potable household requirements, or if it overflows during infrequent rainfall events, it still will convey the benefits to the limits of its design. The flexibility to choose the level that separates the two working zones allows for optimization of system performance.

This configuration can provide a stormwater attenuation benefit regardless of water demand as the drainage to the level of the orifice will commence automatically. However, in areas of high groundwater the controlled release of the stormwater after the rain event has passed may exceed the ability of the soak pit and therefore other configurations may be more suitable.

### 5.3 Water Supply Rainwater Tanks

The Water Supply Rainwater Tank is the most complex configuration presented in this report. The objective is to maximise the availability of a potable water supply. This will either completely remove the need for mains water or minimise the supplement of mains water required. The system is designed to provide a ready supply of potable water to the household. Because potable supply is delivered, a localised treatment is required (e.g. micro-filter or UV treatment) and more rigorous design applied to the collection system to reduce contamination in the system (e.g. additional filtration or screening). These elements create a complexity in design and increase in cost that is not required in the previous configurations.

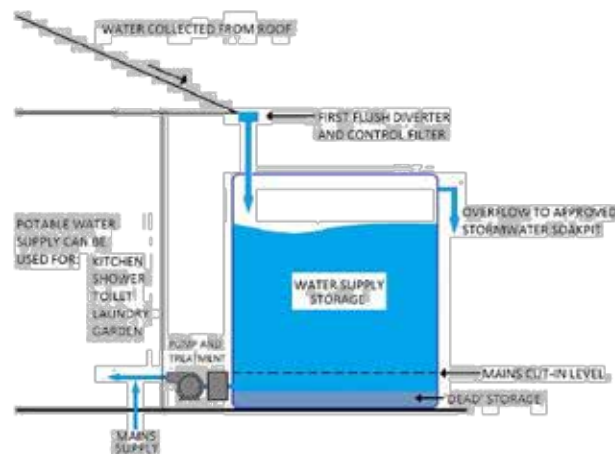


Figure 5.3  
Water Supply Tank Configuration

As for the Dual Purpose Tank, appropriate backflow prevention must be put in place to protect the public mains supply from untreated water. The water inside the tank has not yet been treated, and therefore must be considered non-potable until it has had the installed treatment system remove any dangerous contaminants. This system design requires a good level of operational understanding by the resident and a detailed understanding by the installer. It also will require the most maintenance of all the configurations. Marsden Jacobs and Associates, 2007 estimates that maintenance of similar rainwater systems would be between \$50-100 per year on average. After accounting for inflation, maintenance required could be in the order of \$100-\$200 per year on average.

Because the treatment of tank water occurs prior to the water entering the plumbing system this system can be connected to the existing houses as well as new homes. Additionally, this configuration is suitable for areas with high ground water, provided that tank size is large enough to accommodate the majority of large storm events and household demand is large enough compared to the collection area (i.e. the roof).

As suggested above for Dual Purpose Tanks, Horowhenua District Council Building Assessment Officers could assist in the optimization of systems when they are submitted for approval. For instance, it is possible to combine the small orifice outlet from a Dual Purpose Tank with the Water Supply Tank if it was deemed appropriate for the situation. This optimization may be to increase the availability of stormwater attenuation capacity. This assessment could be standardized based on the roof size of the home, the area available for a tank, and the likely demand level from the household. This level of customization could also take into account the local groundwater level and likelihood of flooding.

## 6 COSTS / BENEFITS OF RAINWATER SYSTEMS

This section quantifies the costs and benefits of rainwater systems. Where possible, these benefits have been quantified, but additional benefits are also discussed qualitatively in section 6.2.

Because of the decentralised nature of a rainwater supply system, it is difficult for potable supply from rainwater systems to compete on a cost only basis with the economies of scale that can be realised through a public water scheme. However this gap in cost must be compared to the non-monetary benefits rainwater systems can provide in terms of stormwater attenuation, resource consent compliance, emergency water availability, and increased public amenity. These are further elaborated on below.

### 6.1 Costs

To compare the direct costs of rainwater systems with their potential benefits, a range of estimates has been tabulated in Appendix A. These have been gathered from a combination of local installer quotes and current market prices. The different configurations have different elements to incorporate and consequently have different costs. These differences are summarised by the range of installation costs in the tables below. Table 6.1 shows a range of cost estimates for new houses. Table 6.2 show a range of estimates for existing houses. Whether the configuration conveys the benefits of Potable or Non-Potable Supply, Stormwater Attenuation, Emergency Supply is indicated with the check boxes to the right.

**Table 6.1**  
**Rainwater System Installation in New Houses - Costs and Benefits**

	5,000L Tank (\$ cost)	10,000L Tank (\$ cost)	Potable Supply	Non-Potable Supply	Stormwater Attenuation	Emergency Supply
Detention Tank	2,150 - 4,000	3,350 - 4,400	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dual Purpose Tank	2,525 - 5,200	3,925 - 5,600	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Water Supply Tank	3,495 - 6,660	4,695 - 7,060	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Table 6.2**  
**Rainwater System Installation in Existing Houses - Costs and Benefits**

	5,000L Tank (\$ cost)	10,000L Tank (\$ cost)	Potable Supply	Non-Potable Supply	Stormwater Attenuation	Emergency Supply
Detention Tank	4,050 - 6,790	5,250 - 7,190				
Dual Purpose Tank	4,500 - 8,515	5,700 - 8,915				
Water Supply Tank	5,470 - 9,975	6,670 - 10,375				

The higher installation cost for existing houses is largely due to the greater complexity and material required when plumbing around fixed structures. If the inclusion of a rainwater system is planned prior to building, these costs can be minimised.

As can be seen from the above tables, the range of installation costs is considerable. A 10,000L Water Supply Tank retrofitted to an existing house with extensive plumbing required and an automated UV treatment system can cost up to \$10,375. However, if the fittings required are minimal, the cost for a retrofit for the same system may be kept to \$6,670. Interestingly, the cost for the same type of system with the smaller 5,000L tank is not that different. This is because the tank itself only represents 25-34% of the cost of the system.

### 6.1.1 Cost Assumption for Financial Modelling

For the purposes of financial modelling and to meet the minimum requirements for potable water, it will be assumed that a retrofitted 10,000L Water Supply Tank will cost \$8,000 (ie average estimated install cost for existing houses). This will allow for the installation of a suitable pump, filters, and appropriate treatment at the primary potable water supply point. It also accounts for a reasonable amount of retrofitting required to install the system to an existing home.

The requirement for a pump will add to the ongoing cost both with the consumption of electricity and maintenance that will be required. In addition, the cleaning of tanks, gutters and screens on a regular basis is required to maintain optimum performance. Much of the maintenance associated with rainwater systems is simple and only needs to be done once a year to maximise the performance of a system. Homeowners may choose to do this maintenance themselves but for the purpose of this business case it must be assumed that householders are not in a position to undertake this maintenance. Considering the demographics of the Horowhenua population this is a reasonable assumption.

## 6.2 Benefits

Rainwater systems can provide many benefits but like other 'localised' solutions, many of the benefits do not become obvious at a community level until a critical mass of adoption is reached. If 5% of households install rainwater systems then the benefits will not be immediately apparent. If 15%+ of households installed systems then the reduction in water usage in Horowhenua District would be more visible. This is discussed in detail with reference to both mains water demand and stormwater below.



Depending on configuration, benefits of rainwater system in the urban residential environment may include the following:

- 6.2.1 Reduced mains water demand
- 6.2.2 Increased storage of stormwater
- 6.2.3 Delayed expenditure to water supply and stormwater infrastructure
- 6.2.4 Water security increase in emergency situations
- 6.2.5 Reduced input to wastewater treatment systems where illegal connections exist between the stormwater and wastewater network
- 6.2.6 Increased reticulation potential for gardens, increasing value to the community
- 6.2.7 Local employment opportunities
- 6.2.8 Assistance to comply with requirements of the abstraction Resource Consent.

These benefits can be divided into monetary, non-monetary, and intangible benefits. They can further be organised into categories that define whether the benefit is to the homeowner, the council, or the community. These are summarised in Table 6.3 below.

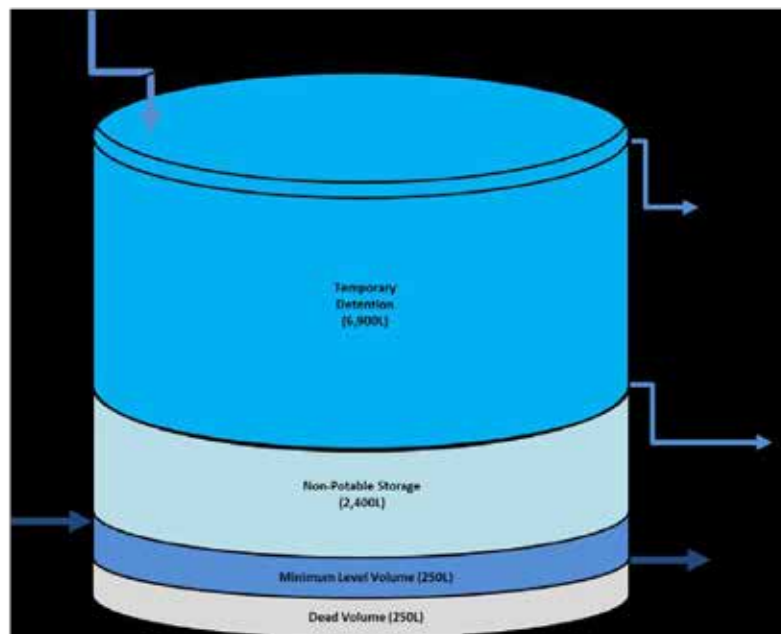
**Table 6.3**  
**Matrix of Rainwater System Benefits**

	Quantifiable (and monetary)	Quantifiable (and non-monetary)	Qualitative (intangible)
Benefits to Homeowner	Reduced water rates (only if volumetric charging is used)	Increased water use flexibility when restrictions in place	Intrinsic reward of helping the community
Benefits to Council	Reduced volume of water supply required Delay expenditure to water supply/stormwater infrastructure	Assistance to comply with Resource Consent	Leadership in Water Conservation
Benefits to Community	More affordable infrastructure to minimise rate increases	Increased local employment opportunities Reduced load on stormwater infrastructure	Emergency water availability (increased resilience) Potential to improve gardens (both public and private)

To quantify the benefits of reducing the demand from the potable mains water system, a model of the performance of a rainwater system under typical Horowhenua conditions was built. The NIWA Cliflo data from Section 4.6, Table 4.2 was used and adjustments to storage volume, roof size, configuration of the system and water use incorporated. Best operating practice requires that a minimum volume or "dead" volume is kept in storage at the bottom of the tank so this was removed from the effective volume available in the system. Likewise, the position of the overflow outlet at the top of the tank will also lead to a small loss in available volume.

For example, a 10,000L Dual Purpose Tank set up with the configuration below is considered. In June 2015 a storm event deposited 62.8mm. This event was greater than the calculated 10% AEP event but less than the 5% AEP event. If this event is assumed to fall on a roof of 150m<sup>2</sup> the following scenario can be examined.

10



**Figure 6.1**  
**Example 10,000L Dual Purpose Tank**

At the beginning of the rainfall event, the tank is assumed to be full to the level of the small orifice drain. In winter this is not an unrealistic assumption as a previous event may have filled the tank to this level recently. As a result 6,900L is available for stormwater storage. For simplicity, no losses via the small orifice outlet are assumed while the tank is filling.

**Table 6.4**  
**Stormwater Captured and Directed to Soak Pit during a June 2015 Storm**

June 2015 Rainfall Event		
Rainfall event	62.8	mm
Roof size	150	m <sup>2</sup>
Total volume generated	9.42	m <sup>3</sup>
First flush loss	0.47	m <sup>3</sup>
Stormwater directed to Dual Purpose Tank	8.95	m <sup>3</sup>
Volume available for storage	6.90	m <sup>3</sup>
Volume lost to overflow	2.05	m <sup>3</sup>
Total volume directed to soak pit (first flush + overflow)	2.52	m <sup>3</sup>
Water available for non-potable use	2.40	m <sup>3</sup>

The volume of water directed towards the soak pit via the first flush and overflow, during the rain event, is reduced from  $9.42\text{m}^3$  to  $2.52\text{m}^3$ . This is 27% of the volume prior to having the rainwater system in place (i.e. a volume reduction of 73%). The attenuated stormwater volume in the tank of 6,900L is allowed to free drain through a small diameter orifice (~20-30mm diameter). Typically this would occur over ~48hr to an approved stormwater system such as a soak pit or rain garden. In this example, the retention of 2,400L remains available for non-potable uses. According to Phillips (2007), the average demand for toilet flushing and garden use from a typical household is 240L/day. This allows for 10 days of use before the tank runs dry.

In comparison, a second example of a 10,000L Water Supply Tank can be considered if connected to a roof of the same size and under the same rainfall event.

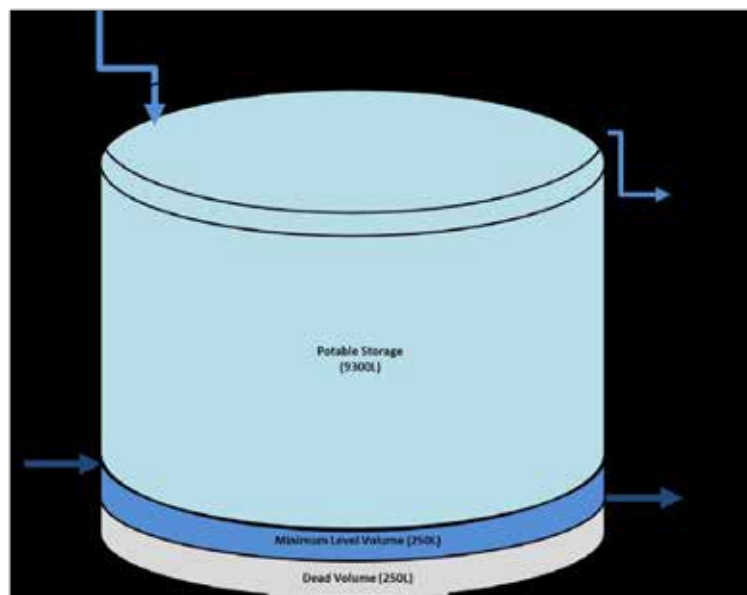


Figure 6.2  
Example 10,000L Water Supply Tank

The volume generated from this storm will be the same ( $9.42\text{m}^3$ ) as will the volume lost to the first flush system ( $0.47\text{m}^3$ ). However, the Water Supply Tank does not have the ability to automatically empty the tank via the small orifice pipe between storm events. So any stormwater attenuation benefit depends on water demand between events to reduce the tank level and provide capacity for future storms. An average resident in Levin uses 537L/day (from Horowhenua District Council data) and because the average household in Horowhenua has 2.4 people the demand generated from houses with either 2 people or 3 people has been presented in Table 6.5 below. If the tank starts full, and 2 people live in the house, at least 8.3 days of dry weather are required for the household to draw down enough storage to provide capacity to contain all of the runoff the June rainfall event of 62.8mm creates. If 3 people live in the same house then only 5.6 days of dry weather are needed for this system to have enough capacity for this storm.

**Table 6.5**  
**Potential Stormwater Captured, Stored and Used - June 2015 Event**

June 2015 Rainfall Event		
Rainfall event	62.8	mm
Roof size	150	m <sup>2</sup>
Total volume generated	9.42	m <sup>3</sup>
First flush loss	0.47	m <sup>3</sup>
Stormwater directed to Water Supply Tank	8.95	m <sup>3</sup>
Average household daily demand (2-3 people)	1.07 - 1.61	m <sup>3</sup> /day
"Dry" days required to provide adequate storage before event	8.3 - 5.6	Days

This water balance equation is most sensitive to the ratio of household water demand and roof size. If the roof size is much larger than the household demand, the tank will fill more often. If household demand greatly outweighs roof size, then the tank will empty between rain events and mains supply will be used. In conjunction with Horowhenua Building Assessors, it is anticipated that the rainwater system will be optimized for individual circumstances during an application.

#### 6.2.1 Reduced Water Mains Demand

Given the relatively regular average rainfall that Horowhenua District receives throughout the year, the availability of water in a 10,000L Dual Purpose Tank connected to a 150m<sup>2</sup> roof and used for toilet refill and gardening can be estimated as ~90-95%. This accounts for the use of an average 240L/day used for non-potable demand (Phillips, 2007), resulting in total annual water savings of 140m<sup>3</sup>. According to Horowhenua District Council, the average cost to supply water in the reticulated network is \$0.89 per m<sup>3</sup>. This cost of treated water does not include the expenses of internal overheads, new water additions, depreciation, and the interest on loans. Without further information regarding these expenses it is not possible to refine this forecast. Using an average cost of \$0.89 per m<sup>3</sup> a saving of approximately \$125 per year in reduced potable supply per household can be realised by the council.

Changes in system configuration to a 10,000L Water Supply Tank connected to the same roof and used for household potable supply can also potentially use up to 95% of available water (or 140m<sup>3</sup>). This would also yield a saving of \$125 per year to Council.

Some high use water users in Horowhenua District have water meters installed. An allowance of 91m<sup>3</sup> per quarter is provided as part of the normal rates and above this high water users in the communities of Levin, Foxton, Whirokino, Ohau and Shannon pay \$1.51 per m<sup>3</sup>. In Foxton Beach a stepped consumption pricing plan between \$0.64 and \$1.92 per m<sup>3</sup> is used. For high water users the reduced water demand that rainwater systems can provide will convey a financial benefit direct to the household.

Of course, when roof size and tank size is increased, the savings can also be increased as more water is captured and available for use. However, unless there is a demand for the water, the extra storage may sit idle and the initial capital cost is unnecessary.

As mentioned above, rainwater systems will provide noticeable benefits once a broad level of adoption is reached. This can be demonstrated with a simple example.

Assuming the following:

Roof size:	150m <sup>2</sup>
Tank size:	10,000L Tank (Water Supply Configuration)
Available Storage for Potable Use:	9,300L
Rainfall:	Average Rainfall for Levin (see Section 4.6)
Average Household Water Demand:	537L/day (from Horowhenua District Council data)
Total Volume Utilized from Each Tank:	140.0 m <sup>3</sup> /year

According to the latest data from Horowhenua District Council, the water demand for an average household connected to the reticulated network is 1.29 m<sup>3</sup>/day or 470 m<sup>3</sup>/year. Therefore, the use of a rainwater system in this configuration will reduce water demand by approximately 29.8%. If 5% of households adopt a similar system configuration the total reduction to the water supply network will amount to 1.5%. If a long term 20% adoption target could be reached, the total reduction will be 6.0%.

**Table 6.6**  
**Community Wide Demand Reduction with 10,000L Water Supply Tanks**

	Individual Household	Theoretical Community Adoption Rates			
		5%	10%	15%	20%
Demand Reduction (%)	29.8%	1.5%	3.0%	4.5%	6.0%

It should be noted that the above percentage reduction estimate only applies to the reduction from residential demand.

If this effect is applied to the Levin network with 6,900 households the following reductions presented in Table 6.7 could be achieved. The potential reduction in take from Ohau River will be less, in terms of percentage reduction, as it comprises of household demand as well as commercial and industrial demand and network losses. In addition, the communities of Ohau, and Hokio Beach are not included in this data.

**Table 6.7**  
**Potential Water Demand for Levin with Assumed Adoption Rates of 10,000L Water Supply Tanks**

Adoption Rate	0%	5%	10%	15%	20%
Number of Systems Installed	0	345	690	1,035	1,380
Average Demand (m <sup>3</sup> /day)	8,893	8,760	8,628	8,496	8,363

These potential reductions are discussed further in Section 7.

### 6.2.2 Increased Storage/Attenuation of Stormwater

The 10,000L Dual Purpose Tank example illustrates that the temporary detention of stormwater can provide significant benefits. While the total volume of stormwater generated and eventually released remains the same, the peak flow is greatly reduced allowing a soak pit time to absorb water. This also occurs when using a Detention Tank but the flexibility to use water is lost in this configuration. In a similar manner to the water supply reduction discussed before, the stormwater benefit is noticeable when looking at a single house (if that house currently experiences issues with on-site disposal of stormwater), but to

create a community wide effect, adoption rates are important. Using the same 10,000L Dual Purpose example, it can be estimated that stormwater volumes at individual sites can be reduced between 75-95% using monthly average maximum storms. Using the same theoretical adoption rates as before, the effect of this reduction on community stormwater generation can be seen.

**Table 6.8**  
Effect of Adoption Rates of Stormwater Peak Reduction with a 10,000L Dual Purpose Tank

	Individual Household	Community Adoption Rates			
		5%	10%	15%	20%
Stormwater Peak Reduction	95.0%	4.8%	9.5%	14.3%	19.0%
	75.0%	3.8%	7.5%	11.3%	15.0%

While the direct monetary benefit of the stormwater attenuation is difficult to quantify it can be acknowledged that the performance of soak pits would improve as would the incidence of localised flooding from large infrequent rain events.

When a 10,000L Water Supply Tank is attached to a 150m<sup>2</sup> roof, the average household water demand (1.29m<sup>3</sup>/day) will exceed the generation of stormwater in all months of the year (average of 53mm in March to 99.5mm in December). However, this calculation considers only monthly average demand and the average rainfall. There is a 20% probability that a 24hr storm event will exceed the 10,000L tank at least once a year. At this point the overflow will be directed to the household stormwater system. Compared to the pre-tank scenario, only the excess water must be dealt with by the soak pit or other approved stormwater system. If the system has been emptied in the days prior to the storm, the resulting stormwater requiring disposal will be ~13.5% of the total stormwater generated during this 20% AEP event. Therefore, the Water Supply Tank can provide a stormwater attenuation benefit when household water demand is sufficient to draw down the rainwater system in between storms.

### 6.2.3 Water Security Increase in Emergency Situation

In the event of an earthquake or flood or similar disaster that may disrupt the supply of potable water, rainwater tanks can act as emergency supply. If treatment relies on power supply (e.g. UV systems) which could be cut in such an emergency, or if the tank is normally for non-potable use, then additional treatment (boiling water) would be required. In the event of such a disaster, boiling water would be considered a small inconvenience for the increased certainty of water supply. Greater Wellington Regional Council notes that rainwater systems do increase emergency resilience for households and should be considered to lift emergency preparedness of communities.

### 6.2.4 Reduced Loading on Wastewater Treatment System during Storm Events

While illegal, there is an unfortunate existence of connections between the stormwater and wastewater network. During peak storm events overflow of soak pits and illegal direct links to the wastewater network create a volume surge to the wastewater treatment system which can overload the design capacity and require emergency discharge. The stormwater attenuation benefit explored previously can also help to prevent these illegal connections through provision of an alternative means for on-site stormwater management. However, this will only improve the current situation if stormwater systems that are currently illegally connected to the wastewater network are fitted with a system that provides this attenuation automatically (Detention or Dual Purpose Tanks) or is large enough to deal with peak storms and still have capacity for stormwater attenuation (Water Supply Tanks). If adoption levels are high enough, this may even improve water quality in Lake Horowhenua. Without data to quantify illegal cross-connections it is not possible to quantify this benefit.

### 6.2.5 Delay Upgrades to Water Supply Infrastructure

The ability of rainwater systems to delay future upgrades to water supply and stormwater infrastructure will depend again on the adoption of rainwater systems from homeowners. Kapiti Coast District and North Shore City have implemented schemes to encourage and facilitate the use of rainwater systems but adoption rates have typically been around 5% so far. Consequently, any delay to water supply infrastructure upgrades is likely to be minor unless significant resources are committed to driving a broad level of adoption.

### 6.2.6 Alternative to Stormwater Infrastructure

As mentioned previously, the benefits to stormwater capture or attenuation can be significant when the rainwater system is sized appropriately for the roof size and expected household demand. The retention and use of stormwater with rainwater systems captures a valuable asset rather than treating it as a waste product to be conveyed elsewhere. While it is difficult to ascribe an exact value to this benefit, it is possible to compare more conventional measures of dealing with stormwater. It is noted that Council is currently investigating multi-million dollar stormwater infrastructure solutions to address specific localised issues. If rainwater systems have reasonable adoption rates in areas where there are currently difficulties experienced in disposing of stormwater on site, the stormwater benefits achieved may reduce or defer the need for capital investment in stormwater infrastructure.

For example, Horowhenua is currently considering a significant infrastructure investment in the order of \$4m to address stormwater issues in North East Levin. The area which will benefit has approximately 160 households. To install a 10,000L system to collect and use stormwater for a similar number of households would cost in the order of \$1.3m (assuming a cost of \$8,000 per system). While it is noted that the current proposals in North-East Levin are not specifically addressing on-site stormwater disposal issues, it provides a useful comparison to understand the relative cost for similar sized conventional stormwater systems compared to a rainwater system that provides stormwater attenuation benefits. Of course this simple comparison considers only the stormwater benefits that can be provided by rainwater systems and not the water savings quantified earlier.

### 6.2.7 Improved Gardens and Public Spaces

Rainwater systems could allow for continued watering of gardens during periods of water restriction, increasing value to the community. The Council could potentially meet one of the objectives of the Water Demand Management Plan (2014) and show additional leadership by installing rainwater systems connected to council buildings to assist reticulation of gardens in public spaces and reduce mains water consumption.

### 6.2.8 Local Employment Opportunities

While there are already many NZ businesses that supply water tank equipment, the promotion of rainwater systems locally will open opportunities for installation, inspection, and maintenance of systems for local plumbers, landscape designers, electricians, and gardeners.

### 6.2.9 Assistance to Comply with Requirements of the Resource Consent

As explored in the background information, the recently granted Resource Consent for abstraction from the Ohau River requires a reduction in water taken from the river to be phased in over the next 20 years. The use of rainwater systems is a tool that council can use in part to meet this reduction. It is important to note that rainwater systems will not provide a "silver bullet" solution to meet the requirements but they can complement other strategies.

Assuming a 20% uptake and if all systems are configured as 10,000L Water Supply Tanks, the reduction in average water demand is calculated to be 820 m<sup>3</sup>/day. So potentially, the resultant savings from such a high level of adoption of rainwater systems could make a significant contribution to the water use reductions



required under the consent. However, if only a 5% adoption is achieved, the reduction of 132 m<sup>3</sup>/day is considerably short of the water use reduction required under the consent.

Clearly the ability of rainwater systems to make a contribution to a reduction in water use is dependent on the adoption levels amongst homeowners. In turn, the financial incentives that council is proposing to commit to encourage homeowners to retrofit will assist this adoption and in turn assist meeting the Resource Consent requirements.

## 7 IMPLEMENTATION

The Council has stated one of its objectives is to lead by example in water conservation. The proposal to mandate inclusion of a rainwater system for all new dwellings will demonstrate the willingness of the Council to lead a move towards a water-wise community. Installing a rainwater system to a new home is the lowest cost method for homeowners and best place for the council to begin. If the average house in New Zealand costs between \$2,000-2,500 per m<sup>2</sup> and the average house size is between 150-200m<sup>2</sup> then the incremental cost of including a rainwater system is a small percentage of the total cost (1.0-1.6% if the system costs \$8,000). Additionally, as explored earlier, rainwater systems also provide stormwater attenuation benefits that are complementary to the use of soak pits. As soak pits are the recommended solution for disposal of residential stormwater then the use of rainwater systems will improve their performance.

When deciding how to fund a rainwater system scheme it is important to recognise that the benefits exist across water supply, stormwater and to a lesser extent wastewater systems. Because all three water services will benefit from the implementation of rainwater systems, the planning, budgeting and installation should include input from parties responsible for all three services.

### 7.1 Implementation via District Plan or Bylaw

Part of the proposal is for the installation of rainwater systems to be compulsory on all new dwellings within the Council's water supply areas. There are two main mechanisms available for Council to achieve this – either via a District Plan rule or by modification of the Water Supply Bylaw.

The District Plan regulates land use activities as a means of Council giving effect to its statutory functions under s31 of the Resource Management Act which includes “the integrated management of the effects of the use, development, or protection of land and associated natural and physical resources of the district”. As rainwater systems are proposed to improve the efficiency of the water supply (being a natural resource of the district) a rule under the District Plan would be one means of Council giving effect to its statutory functions. It is assumed that the District Plan rule would enable dwellings as a permitted activity if there was a rainwater system installed that met the minimum specifications, but would require resource consent (with a resultant cost) should homeowners not want to install a system. An analysis of the objectives and policies of the District Plan would be required to determine if there were suitable objectives and policies which would support such a rule, or if the Proposed District Plan change would also need to include additional objectives and policies relating to integrated water management. Implementing the requirement via the District Plan has the benefit that the requirements of Council are made explicit to the homeowner at the start of the building process, as it is during the planning process that District Plan requirements would be checked and at the Building Consent application phase that District Council officers also check for compliance with the District Plan. This ensures that the requirement for the rainwater system is understood and planned for prior to building works commencing.

The alternative means is to implement the requirement via a change to the Water Supply Bylaw. This bylaw is enforced via the Local Government Act and therefore would link the initiative to the service delivery functions of the Council. However, for most Councils, bylaw requirements are often taken in to consideration when applications are made for connection to the scheme. This may be at a time when building works are already substantially complete and subsequently lead to frustration and increased costs for homeowners. Further, the water supply bylaw relates only to the water supply system. As this report

has demonstrated, the benefits of rainwater system installation are a combination of water supply efficiency, increased amenity for homeowners (ie ability to use non-potable water for outside use during water restrictions), and stormwater attenuation benefits. As the benefits are more related to integrated water management, and not solely water supply benefits, it is considered that implementation via a District Plan rule is likely to be more appropriate than a Water Supply Bylaw amendment.

According to Horowhenua District Council records, over the last 5 years, there has been an average of 124 new building connections that would qualify for mandatory installation of a rainwater system. Assuming the requirement for rainwater systems to be installed with all new residential buildings is implemented, it will take approximately 4.3 years at this rate to increase the level of adoption of urban rainwater systems by 5%.

## 7.2 Financial Incentive for Existing Dwellings

For existing homeowners the proposal is to offer a financial incentive scheme to retrofit rainwater systems. Such a scheme needs to strike a balance between affordability for the council, and being sufficiently attractive to the homeowner. Similar programs in both New Zealand and Australia have found that adoption rates are low without significant capital cost subsidies or ongoing reduction in rates. The difficulty in valuing the true benefit of rainwater systems is due to the many non-monetary benefits they convey.

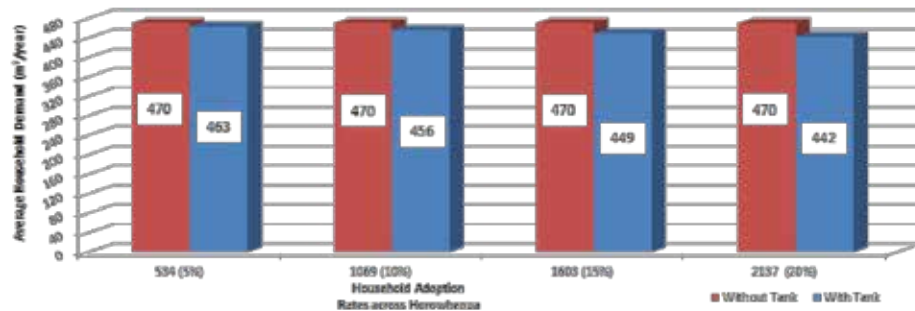
### 7.2.1 Rebate Scheme

Using the previous example of the 10,000L Dual Purpose Tank, water savings of \$125 per year are possible. If valued as an annuity with a life of 30 years and an interest rate of 5%, that saving is worth \$1,916 as a present value. This saving is proposed to be passed on to the householder in the form of a \$4,000 rebate to assist with the initial cost of the system. In a situation where a 10,000L system is not practical, it is proposed that a \$2,000 rebate be offered for a 5,000L system. The difference between the calculated present value of the water saving and the rebate proposed accounts for the additional non-monetary benefits that the Council will accrue as rainwater systems are installed throughout the community.

Even with the proposed rebate scheme for existing households, there is a significant gap between the cost of installing and maintaining rainwater systems and the direct financial benefit that can be attributed to it. Using the same example of a 10,000L tank, a present value of the water savings is \$1,916, but requires potentially \$8,000+ to install. The homeowner will also need to pay for maintenance to maintain the system in working order. However, as mentioned previously, this gap in cost vs benefit needs to be assessed against the non-monetary benefits that rainwater systems provide as detailed in Section 6.2. The question for both Council and the homeowner is whether the combination of improvements to stormwater, resilience, wastewater and amenity are worth the difference?

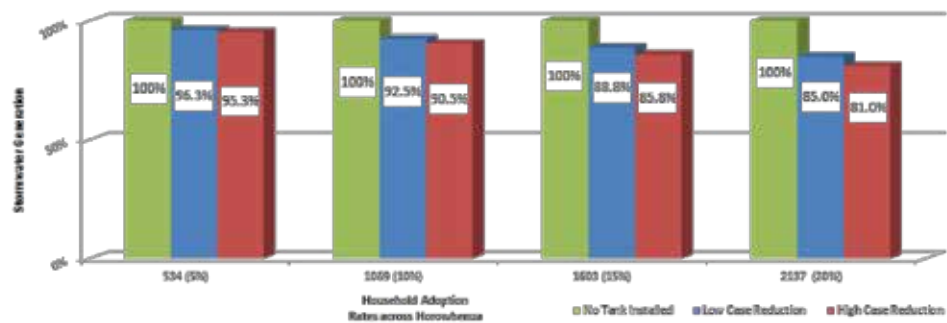
Incentivising homeowners to pay the difference for the installation will depend greatly on how much the council is willing to educate the public on the additional benefits that rainwater systems contribute. As the system will be owned, operated and maintained by the homeowner, the council is effectively relinquishing part of the urban water supply network to each household that installs a rainwater system. The homeowner is already responsible for the stormwater generated on their property so the addition of a rainwater system places more control in their hands, allowing greater flexibility in water collection, use, and disposal.

As explored earlier in Section 6, the costs of the proposed rebate scheme to Council can be compared to the accrued benefits to the community using the following graphs. Using Table 6.6, as community adoption increases, the corresponding water savings also increases. A 15% adoption rate in the community can translate to a reduction in average water demand of 4.5%.



**Figure 7.1**  
**Reduction in Water Network Demand due to Adoption Rates of Tanks**

As shown, if sized correctly, rainwater systems can have a large volume reduction in stormwater generation. The effect of the same level of community adoption creates a larger percentage benefit as shown in Figure 7.2. This data is drawn from Table 6.7, which shows a 15% adoption level in the community could drive a total stormwater reduction of between 12-14.3%. Of course, if the rainwater tanks are clustered together it will concentrate the benefit. Conversely, if the tanks are dispersed throughout the community the effect will not be as pronounced.



**Figure 7.2**  
**Reduction in Stormwater Volume due to Adoption Rates of Tanks**

Adoption rates experienced by other New Zealand Councils have been around 5% with similar schemes. It is not unreasonable to assume that a similar level of early adoption is likely in Horowhenua in the first 1-2 years. If Horowhenua could encourage the same level of uptake to repeat over the following 2 years through the use of additional incentives, and in combination with the mandatory inclusion of rainwater systems for all new houses (+5%), the total level of adoption may approach 15% in 4 years. This could reduce the water supply required by 4.5% and reduce stormwater disposal required by 12.0-14.3% across Horowhenua.

### 7.2.2 Building Consent Fee Waiver

A waiver of building consent application fee may also provide an incentive to drive uptake from homeowners. This fee is estimated as \$600 by Council officers and as such would not be a large loss of revenue to Council, but would be viewed as the removal of a perceived obstacle to installing a rainwater system by homeowners.

### 7.2.3 Interest Free Loan

The last incentive for existing households to install a rainwater system that is proposed is the provision of an interest free loan of up to \$4,000 to help cover the remaining cost of the system. The loan would be recovered with an increase in rates over the following 36 months which would equate to an extra \$111.11 per month. The cost to Council for this plan would be the interest accrued in the meantime on money owed. Assuming a rate of 5% and without considering the time value of money, this comes to \$308 per loan.

### 7.2.4 Total Cost to Council

In total, if the council were to fund \$4,908 per system installed in existing houses<sup>1</sup>, in combination with a mandatory requirement for systems in new houses, the annual cost to reach a 15% target in 4 years is estimated as \$1,311,507 per year.

The total cost of the scheme depends on the number of households that take up the scheme. Similarly, the annual budget required depends on the rate of uptake.

Total costs of the scheme for various adoption levels are as set out in Table 7.1. As noted, a 5% adoption level can be achieved at no cost, and within 4.3 years if it is made mandatory for new dwellings.

**Table 7.1**  
**Total Cost Depending on Adoption Levels**

Adoption Level (% of Households with Rainwater System)	Total Cost to Council	Cost per Year if Spread Over 4 Years
5%	\$-	\$-
10%	\$2.6 million	\$0.65 million
15%	\$5.2 million	\$1.3 million
20%	\$7.9 million	\$2.0 million

It is noted that funding the scheme requires budget to be put aside that may or may not be used (depending on uptake rates). Risk around over-subscription can be managed by having an annual cap on number of installations that can be funded.

However, under-subscription may result in funds being set aside that could be utilised elsewhere by Council. This can be managed by reviewing funding allocation annually and/or by conducting a Willingness-To-Pay Survey prior to setting aside funding. A Willingness-To-Pay Survey would provide an indication of likely uptake rates.

<sup>1</sup> Comprising \$4,000 rebate; \$600 building consent fee waiver; and \$308 cost of interest free loan.

### 7.3 Public Health Concerns

If installed correctly, the risk of contamination to the public water mains system is minimal. The use of check valves can provide adequate protection. Perhaps a greater risk exists with respect to certainty over the quality of water consumed as a result of individual homeowners potentially not complying with recommended maintenance schedules or changing connections after inspections have been performed.

These potential risks have not been discussed with the Drinking Water Assessor nor has consideration been given to any necessary updates to the Water Safety Plan. Prior to any decision to proceed with a rainwater system, consultation with the Drinking Water Assessor is recommended to define what level of treatment is required to protect the health of residents using potable rainwater systems.

### 7.4 Minimum Standards

The modelling suggests that for a Water Supply Tank to provide effective stormwater attenuation when connected to a 150m<sup>2</sup> roof, 10,000L is required. If a Dual Purpose Tank is chosen, then 5,000L can still provide more limited non-potable water and stormwater benefits at a lower price.

Homeowners may prefer to use a non-potable system if they are concerned about the health risk compared to water from the mains supply. Additionally, a homeowner of an existing house may not have available or appropriate space for a rainwater system with sufficient setback from the house or boundary. While 10,000L is the preferred minimum tank size, it may be necessary for households with limited space to install a smaller tank. In this circumstance, it would be appropriate for a tank of 5,000L to have the initial rebate reduced to \$2,000 to reflect the lower cost of the system and the lower water supply and stormwater attenuation that this system can provide.

The complexity in retro fitting non-potable plumbing in existing houses can make the cost prohibitive. In this case, a Water Supply Tank would be appropriate to supplement the existing water supply without needing extensive re-work of plumbing. It is also important to note that it may not be appropriate for a rainwater system to be installed on some existing houses at all. In comparison, new houses can design and locate a system so that the liveable space of the household is not compromised and the necessary plumbing is installed during the build.

The Council does not need to be funding "gold-plated" rainwater systems with the latest treatment technology. Instead Council should be assisting community-minded residents install rainwater systems that convey a benefit to themselves and the community. Whether this system should be configured for indoor potable water requirements or outdoor and non-potable household needs should be determined by the homeowner. However, the installation should be subject to a council inspection whether the system is installed in a new building or existing home. The following preferred and minimum standards are suggested for new and existing homes:

#### New Homes

**Preferred Standard** - 10,000L Water Supply Tank with an approved treatment system to be determined in consultation with the Drinking Water Assessor, via review of the Water Safety Plan for the water schemes. Not eligible for rebate or financial incentives.

**Minimum Standard** - 10,000L Tank (either Water Supply or Dual Purpose). If a Dual Purpose Tank is selected then the percentage of tank volume to be allowed to free drain to an approved soak pit will be determined by Horowhenua Building Assessors. This assessment will consider roof size, household demand and ground water levels. Not eligible for rebate or financial incentives.

#### Existing Homes

**Preferred Standard** - 10,000L Water Supply Tank with an approved treatment system to be determined in consultation with the Drinking Water Assessor, via review of the Water Safety Plan for the water schemes. Eligible for \$4,000 rebate, building consent waiver and up to \$4,000 interest free loan.

**Minimum Standard** - 5,000L Tank (either Water Supply or Dual Purpose). If a Dual Purpose Tank is selected then the percentage of tank volume to be allowed to free drain to an approved soak pit will be determined by Horowhenua Building Assessors. This assessment will consider roof size, household demand and ground water levels. A 5,000L tank should be allowed if the installation of a 10,000L tank is not practical. However, the initial rebate should be reduced to \$2,000 to reflect the lower water and stormwater benefit that will be conveyed by this smaller tank size. This installation will also be eligible for building consent waiver and up to \$4,000 interest free loan.

## 8 CONCLUSIONS

Compared to the delivery cost of mains water, water supply from rainwater systems is always going to be expensive when only considering the water savings that are made. While a small element of residents will want to invest in rainwater systems because of the non-monetary benefits they provide, the experience of Kapiti Coast District Council and North Shore City Council show that wide adoption without significant financial assistance is unlikely.

If a broad adoption of rainwater systems can be driven over the coming years the benefits in water supply savings, stormwater attenuation, and deferral of both water and stormwater infrastructure can cumulatively form an argument that rainwater systems are not as expensive as they might first appear.

To drive adoption, the Council can start with the mandatory requirement for a minimum standard of rainwater system for all new residential buildings. This should be implemented via a new rule in the District Plan plus associated new Objective and Policy if required.

In tandem, to drive adoption from existing homeowners, the adoption of a \$4,000 rebate scheme to encourage voluntary installation of 10,000L systems would be an important step. A smaller option of a \$2,000 rebate for a 5,000L tank could allow some flexibility for residents requiring a smaller system.

Additional measures of waiving building consent application fees and the optional provision of an interest free loan for voluntary installations of rainwater systems provides further significant incentives for homeowners but at only an incremental cost for Horowhenua District Council.

For Horowhenua District, the adoption of such a scheme is in line with the goals and objectives outlined in the Water Demand Management Plan, the Infrastructure Strategy 2015-2045 and the District Plan.

In summary, it has been shown that rainwater systems can provide greater efficiency by using water that would have otherwise become stormwater and treated as waste. This reduces demand on potable water supply and eases pressure on the stormwater network (a clear increase in efficiency of water use). Rainwater systems also provide "at source" capacity in line with stormwater best management practice and reduce the risk associated with supply disruption in the event of natural disasters.

When comparing the use of rainwater systems against the goals as outlined in the Horowhenua District Council Infrastructure Strategy 2015-2045, the question of affordability is dependent on the value ascribed to the non-monetary benefits that rainwater systems can convey. Indeed, using such systems does not provide a "silver bullet" solution to either stormwater or water supply limitations. However, the promotion of rainwater systems would show that Horowhenua District Council is leading by example on water conservation issues, building on demand management initiatives, and is moving towards building a water conservation culture.

## 9 REFERENCES

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## Appendix A

### RAINWATER SYSTEM COST COMPONENTS



## RAINWATER SYSTEM COST COMPONENTS

	\$ Low (ex GST)	\$ High (ex GST)
Tank (10,000L)	2,300	2,600
Tank (5,000L)	1,100	2,200
Tank (2,000L)	600	1,295
Tank install (New House)	300	400
Tank install (Existing House)	1,000	1,200
Fittings (New House)	200	400
Fittings (Existing House)	850	1,150
Pump (New House)	375	1,200
Pump (Existing House)	450	1,725
Downpipes (New House)	400	600
Downpipes (Existing House)	950	1,840
First flush diverter	150	400
Filter	370	460
UV treatment unit	600	1,000

## Appendix B

### DEFINITIONS

## DEFINITIONS

**Backflow Prevention Device:** A device to prevent backflow. These are reduced pressure devices, double check valves, vacuum breakers and air gap separation.

**Detention Tank:** A tank used to temporarily store rain water and release it at a controlled rate. The primary function is to reduce the peak flow to a rate closer to pre-development stormwater generation.

**Dual-Purpose Rainwater Tank:** A tank that combines the storage and slow release of a Detention Tank but retains a percentage of tank volume for storage and use in non-potable uses similar to a Single Purpose Tank.

**First Flush Diverter:** A device which removes the first flush of rainwater from a roof area so that this water does not enter the rainwater tank. Note that most of the contaminants that have collected on the roof area between rainfall events will be in the first flush.

**Mains Water Supply:** Potable water supply from the Council's water supply network.

**Non-Potable Water:** Water that is only suitable for non-drinking purposes.

**Potable Water:** Water that is suitable for human consumption.

**Rainwater Tank:** Any type of tank used to collect and store rainwater. Four configurations are discussed in this report; Detention, Single Purpose, Dual Purpose, and Water Supply Rainwater Tanks.

**Rainwater Harvesting:** The capture and storage of rainwater in a tank for use in a building. The rainwater can either be used as a secondary supply for non-potable uses or as water supply to the building.

**Single-Purpose Rainwater Tank:** A rainwater tank which is used to harvest rainwater from roof areas for non-potable supply to a building.

**Top-Up System:** A system to augment the rainwater tank with mains water during extended periods of low rain.

**Water Supply Rainwater Tank:** A rainwater tank which is used as the primary water supply to a building in areas where a potable supply is not available.

**Working Volume:** The volume of water in the rainwater tank between the lowest outlet and the overflow/discharge level.

## Appendix C

### COMPARISON OF PROPOSAL TO KAPITI COAST DISTRICT COUNCIL SCHEME

## COMPARISON OF PROPOSAL TO KAPITI COAST DISTRICT COUNCIL SCHEME

The Council's neighbouring district - Kapiti Coast District - has a 'Water Retrofit Service' to support the use of rainwater and grey-water for outdoor irrigation. The following provides a comparison of the Kapiti Coast District Council's scheme to the Horowhenua District Council proposal.

	Kapiti Coast	Proposal for Horowhenua District
New Houses	Mandatory via District Plan rule. Minimum install is either 10,000L tank for non-potable water; or 4,000L tank for non-potable water and grey-water reuse system.	Mandatory via District Plan rule but excludes Kapiti Coast District Council's option regarding grey-water use.
Existing Houses		
Eligibility:	Must have good history of rate payments and applicant must be registered owner.	Not considered in detail. Kapiti Coast District Council criteria would be considered appropriate.
Scheme Funds:	Any of: <ul style="list-style-type: none"> <li>• New tank 5,000 - 10,000L</li> <li>• Restore existing tank of at least 5,000L</li> <li>• New pump on existing tank at least 5,000L</li> <li>• Grey-water system.</li> </ul>	New tank installations only.
Funding Available:	Up to \$5,000 including GST payable on invoices and proof of install. Funding is recovered over 10 year targeted rate on property. Funding can be deferred if scheme is over-subscribed.	<ul style="list-style-type: none"> <li>• Up to \$4,000 rebate</li> <li>• Waiver of building consent fees</li> <li>• Up to \$4,000 interest free loan recoverable over 36 months.</li> </ul>



File No.: 16/209

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## Stormwater Strategy 2016

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### 1. Purpose

The purpose of this report is to present to Council for adoption the 2016 Stormwater Strategy.

### 2. Executive Summary

- 2.1 The Horowhenua District is served by a number of stormwater systems located in the communities of Levin, Foxton, Foxton Beach, Hokio Beach, Shannon, Mangaore, Tokomaru, Manakau, Ohau, Waikawa Beach and Waitarere Beach. An overview of these systems is included in the Council's Stormwater Asset Management Plan 2014 – 2017 and the Council's Infrastructure Strategy 2015-45 and key Stormwater issues are identified in these documents.
- 2.2 Council's approach to date has generally been to provide services primarily for the management and disposal of stormwater from the roading network and to require on-site management and disposal of stormwater from private property. The focus has been on ensuring roads are kept in a safe and trafficable condition during rainfall events and to help to reduce the risk of flooding for private (residential and commercial/industrial) properties.
- 2.3 The requirement for on-site management is achieved via the District Plan policies and rules as well as through the adoption of the Council's Subdivision and Development Principles and Requirements (which have been included by way of reference in the District Plan). In addition, Council's role as a Building Consent Authority requires Council to work to ensure compliance with Building Act requirements for stormwater management on site. The requirement for on-site management is further enforced by the Council's Wastewater and Trade Waste Bylaws which prohibit the discharge of stormwater to Council's wastewater network.
- 2.4 This Strategy has been developed to provide a strategic direction for the Horowhenua District Council in order to optimise the delivery of stormwater services in the District in a planned and coordinated way to meet current and future projected needs. It is not intended to provide rules or place financial commitments on Council. Rather, it is to provide the vision for stormwater management, which is then implemented by Council through other documents, processes and activities

### 3. Recommendation

- 3.1 That Report 16/209 Stormwater Strategy 2016 be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act
- 3.3 That the Horowhenua District Council adopts the Stormwater Strategy 2016.

### 4. Background / Previous Council Decisions

- 4.1 The 2014 Stormwater Asset Management Plan and the Infrastructure Strategy identified the lack of a Stormwater Strategy as a key issue in the management of Stormwater and as a

result, the development of a Stormwater Strategy was included in the Long-term Plan process.

- 4.2 This Strategy has been developed to provide a strategic direction for the Horowhenua District Council in order to optimise the delivery of stormwater services in the District to meet current and future projected needs. It is not intended to provide rules or place financial commitments on Council. Rather, it is to provide the vision for stormwater management, which is then implemented by Council through other documents, processes and activities.

## 5. Discussion

This document is a non-statutory document which provides guidance to the Council's approach to delivery of stormwater services. The current version of the District Plan became Operative in 2015 following a Plan revision to address, amongst other things, provisions of the One Plan. Therefore, for the purpose of this Strategy, the District Plan provisions can be considered to give effect to, and reflect, the provisions of the National Policy Statements, National Environmental Standards and the One Plan (Regional Policy Statement and Regional Plan) to the extent that they are relevant to the Council's functions under section 31 of the Resource Management Act.

## 6. Options

No other options have been considered. This document is a non-statutory document which provides guidance to the Council's approach to delivery of stormwater services and is not intended to provide rules or place financial commitments on Council.

### 6.1 Cost

No cost implication

#### 6.1.1 Rate Impact

There will be no rate impact

### 6.2 Community Wellbeing

This strategy will have a direct benefit to the health and safety of our communities.

### 6.3 Consenting Issues

There are no consenting issues

### 6.4 LTP Integration

This document provides guidance as to how Stormwater will be managed and there are no LTP integration issues arising from the adoption of this strategy. This document is not a statutory document and a Special Consultative Procedure is not required to be undertaken under the Local Government Act 2002

## 7. Consultation

There was no consultation required to be undertaken.

## 8. Legal Considerations

There are no Legal considerations.



## 9. Financial Considerations

There is no financial impact.

## 10. Other Considerations

There are no other considerations.

## 11. Next Steps

When the strategy is adopted it will be used to provide guidance to Council's approach in the delivery of Stormwater services within the district.


### **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

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Author(s)	Gallo Saidy <b>Group Manager - Infrastructure Services</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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# Stormwater Strategy

March 2016



4 Acknowledgements:

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4 In preparing this strategy document, Council acknowledges the work undertaken by its consultants as follows:

- Beca Limited; December 2013 report; Horowhenua District Council Stormwater Strategy Issues
- Lowe Environmental Impact Limited; December 2015 report; Horowhenua Stormwater Management Strategy
- Good Earth Matters Consulting Limited; February 2016 report; Stormwater Strategy.

4

4 This document has been drafted by Good Earth Matters Consulting Limited on behalf of the Council, drawing on work detailed in the above reports.



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## 1 INTRODUCTION

### 1.1 Purpose of Stormwater Strategy

This Strategy has been developed to provide a strategic direction for the Horowhenua District Council in order to optimise the delivery of stormwater services in the District to meet current and future projected needs. It is not intended to provide rules or place financial commitments on Council. Rather, it is to provide the vision for stormwater management, which is then implemented by Council through other documents, processes and activities.

In contrast to some other infrastructure services where the assets and service delivery are almost entirely within Council control and ownership, successful functioning of stormwater systems relies on a mixture of public (both Council and other public organisations) and private assets; as well as functions derived from non-stormwater assets (eg the roading network, open space areas for detention). Affordability of the service is a key issue moving forward as the Council manages ageing infrastructure against a backdrop of increasing service and quality expectations, climate change and an increasing proportion of the population on fixed and / or lower household incomes. Reliance on private parties to provide elements of the stormwater network (eg on-site management or private infrastructure) may also lead to variations across the District in asset type, quality and design capacity and / or inefficient investment in stormwater assets if not appropriately managed and coordinated.

Council is aware of the above current and emerging issues and is seeking to ensure that its investment (in terms of capital and operational expenditure as well as staff time) will be effective in providing a coordinated and strategic response. This document has been prepared to detail that strategic response.

### 1.2 Regulatory and Policy Environment

This document is a non-statutory document which provides guidance to the Council's approach to delivery of stormwater services. The document therefore needs to give effect to higher level documents which specify Council's statutory responsibilities and adopted goals and strategies. This Stormwater Strategy can therefore be seen as a means of giving effect to the goals and strategies set out in those documents as far as they relate to the provision of stormwater services.

The principal documents, goals and objectives are set out in Figure 1.1 on the following page. It distinguishes between Council's statutory responsibilities under the Local Government Act and those under the Resource Management Act.

In terms of the Local Government Act, the Council's purpose includes meeting current and future needs for good quality infrastructure where good quality infrastructure means "efficient, effective and appropriate to present and anticipated future circumstances"<sup>1</sup>. What this means for Horowhenua is defined in the community outcomes of the Long Term Plan and the Infrastructure Goals of the Infrastructure Strategy. Key elements include:

- Planning for current and future demand in an affordable manner.
- Increasing reliability and resilience of infrastructure.
- Improving and protecting waterway health.

Council undertakes two different functions under the Resource Management Act. As a service delivery provider, they have a responsibility to ensure that actual and potential adverse environmental effects of the service provision are avoided, remedied or mitigated. This is typically achieved by securing and

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<sup>1</sup> Section 10, Local Government Act.

complying with the appropriate resource consents as required under the Regional Council's regulatory documents. The second function is Council's regulatory function under section 31 of the Resource Management Act which places an obligation on Council to control the actual or potential effects of use, development and protection of land. This is achieved by setting objectives, policies and rules in the District Plan and via implementation of the District Plan's regulatory and non-regulatory methods.

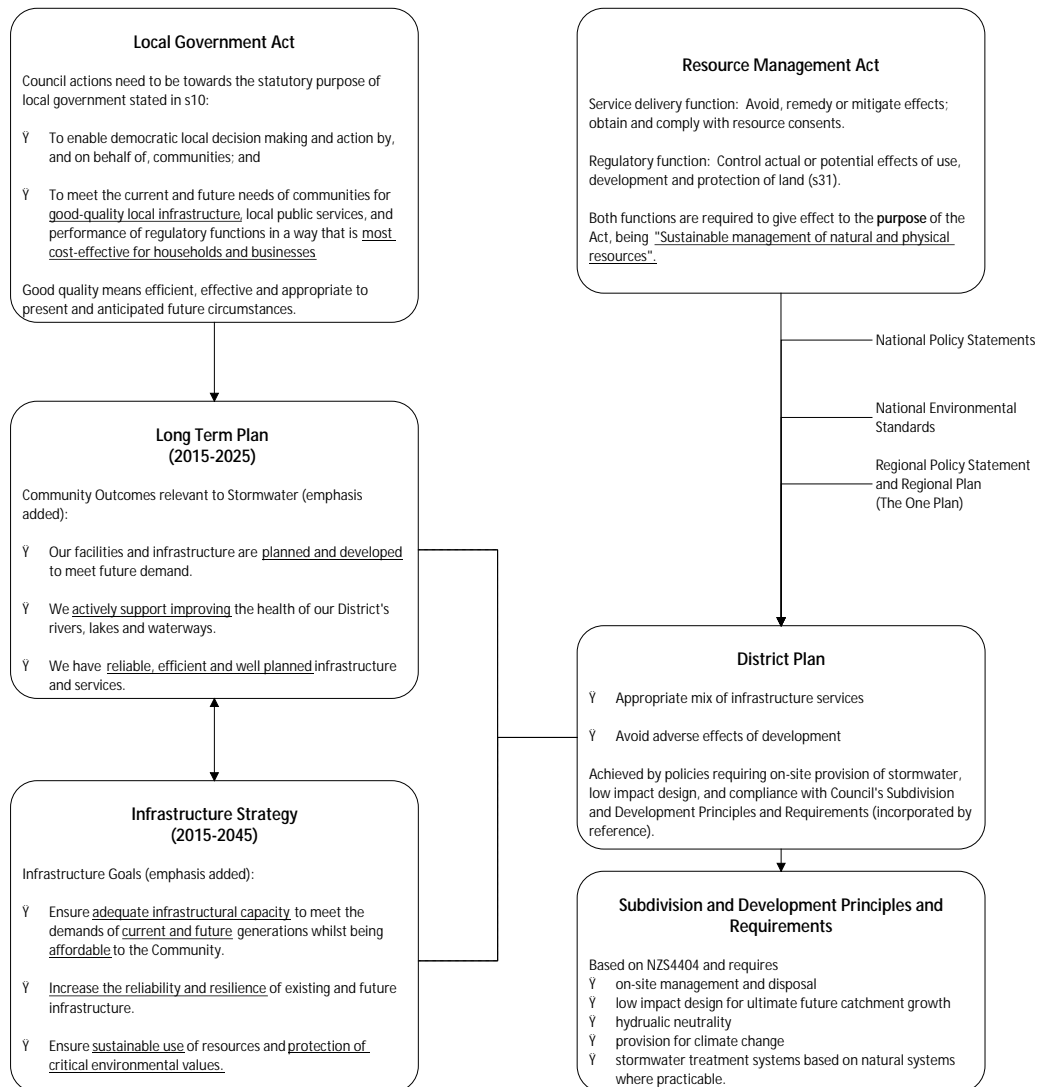


Figure 1.1  
Overview of Requirements and Objectives Relating to Stormwater

The current version of the District Plan became Operative in 2015 following a Plan revision to address, amongst other things, provisions of the One Plan. Therefore, for the purpose of this Strategy, the District Plan provisions can be considered to give effect to, and reflect, the provisions of the National Policy Statements, National Environmental Standards and the One Plan (Regional Policy Statement and Regional Plan) to the extent that they are relevant to the Council's functions under section 31 of the Resource Management Act.

Figure 1.1 shows a link between the Council's service delivery function under the Local Government Act and their regulatory functions under the Resource Management Act. This is because the District Plan sets out the objectives and form, function and quality aspects of community growth and development which are also articulated through the community outcomes of the Long Term Plan. Similarly, Council officers are required to review and approve development proposals from a technical perspective against the Subdivision and Development Principles and Requirements and, where appropriate, approve private



infrastructure for vesting with Council. This means that private assets delivered via the approval process under the Resource Management Act may become public assets which are later managed by Council in a manner that contributes to the Infrastructure Strategy goals.

In addition to the statutes and functions summarised in Figure 1.1, the Council is also a Building Consent Authority under the Building Act. It therefore has obligations to ensure compliance with the Building Act requirements relating to on-site stormwater management.

### 1.3 Vision, Goals and Objective

Considering all of the above, the vision of this Stormwater Strategy is therefore:

4 *To provide a safe, integrated, and progressively more reliable stormwater system to sustainably meet future demands for stormwater disposal in an affordable manner that supports a growing economy and sustainable development while minimising adverse effects on the natural environment, people, transportation, and property.*

The goals of this Stormwater Strategy are:

- Stormwater infrastructure is effective for achieving the Levels of Service agreed with the community;
- Stormwater management minimises adverse effects on property and the environment in an affordable and sustainable manner; and
- Stormwater infrastructure asset details are accurately known throughout each catchment.

The objective of this Stormwater Strategy is:

4 *To provide strategic direction to the delivery of stormwater services in a manner that gives effect to the Council's Infrastructure Goals, Community Outcomes and achieves a coordinated, integrated and cost-effective stormwater system for the residents of Horowhenua District.*

This will be achieved by ensuring that:

- Conflicting, unclear, or impracticable design standards are resolved by Council;
- Consistent design standards and methods are understood and implemented in an integrated manner by all stakeholders;
- The nature and extent of gaps and issues for effective stormwater management are accurately known and documented;
- Methods are implemented that will resolve stormwater management issues and clarify the extent of each stakeholder's roles; and
- Council's development of stormwater infrastructure is strategically planned and managed in an integrated manner.

The Guiding Principles outlined in this Strategy are:

- Hazard avoidance is preferred over hazard management and engineered solutions;
- Adequate infrastructural capacity is available to meet the demands of current and future generations whilst being affordable to the community;
- Increasing reliability and resilience of existing and future infrastructure is achieved;
- New development and its infrastructure is not exposed to, or does not increase the levels of flood hazard risks over its intended serviceable lifetime;

- A precautionary approach is adopted when making land-use planning decisions relating to new, and changes to existing development in flood hazard areas that takes account of the level of risk and uses existing scientific knowledge and accounts for scientific uncertainties when assessing and responding to those risks;
- The role of natural features is recognised in decision-making processes, and consequently natural features are secured and promoted as the fundamental form of stormwater inundation defence and as an economic, environmental, social and cultural resource;
- An integrated and sustainable approach to the management of development and flood hazard risk is adopted, which contributes to the environmental, cultural, social and economic well-being of people and communities;
- Stormwater is managed in a way which protects environmental values and actively supports improving the health of the District's rivers, lakes and waterways.

## 1.4 Document Outline

The Stormwater Strategy is set out as follows:

- Section 1: This introduction sets out the purpose, vision, goals and objective of the Stormwater Strategy, as well as the overall objectives for Council's stormwater service provision.
- Section 2: Provides an overview of Council's stormwater systems, Council's approach to date in delivering stormwater services, and current levels of service.
- Section 3: Provides a discussion of the current and emerging issues for the delivery of stormwater services.
- Section 4: Details the recommended strategic approach and plan.

## 2 BACKGROUND

### 2.1 Council's Stormwater System

The Horowhenua District is served by a number of stormwater systems located in the communities of Levin, Foxton, Foxton Beach, Hokio Beach, Shannon, Mangaore, Tokomaru, Manakau, Ohau, Waikawa Beach and Waitare Beach. An overview of these systems is included in the Council's Stormwater Asset Management Plan 2014 - 2017, which identified the key issues as:

1. Lack of or no stormwater strategy and catchment management plans;
2. Gaps in topographical information;
3. Rural land use changes affecting stormwater runoff quantity and quality;
4. Loss of water races contributing to flooding;
5. Gaps in ownership and unclear maintenance responsibilities for some drainage systems;
6. Unclear obligations on Horowhenua District Council from Horizons One Plan with its water management zones, drainage schemes and associated targets;
7. High groundwater levels and/or impermeable soils making soakage disposal impractical in some areas;
8. Flooding and water quality risk in the Manakau/Kuku Drain/water race, Ohau, Foxton, Foxton Beach and Shannon;
9. Flooding risks to Waikawa Beach and Hokio Beach;
10. Some areas of Levin's drainage system are under capacity and its water quality may be affecting Lake Horowhenua;

11. Flooding risk from Waitarere Stream in the township and blocking of coastal outfalls;
12. Flooding, water quality and drain safety risks in Tokomaru;
13. Unknown issues in Mangaore village; and
14. Degradation of valuable receiving environments.

Council's Infrastructure Strategy 2015-45 further identified the following key issues for stormwater:

1. Lack of coordinated planning and development of an integrated stormwater network within developed areas of the District has resulted in stormwater discharging from the network onto privately owned lands and flooding the road corridors.
2. Stormwater discharges from the network are often not treated and in some cases have contributed to contamination of our lakes and rivers.

Additional issues identified during the development of this Stormwater Strategy are:

1. High groundwater levels or poor soakage rates will be exacerbated by climate change;
2. Increasing areas of impervious surfaces within urban areas causing greater stormwater run-off volumes, peak flowrates and velocities; and
3. Anticipated areas of urban and intensified rural residential development in and around the existing urban areas will require improved stormwater infrastructure to be installed prior to development occurring.

Note that the identification of issues to date is mostly anecdotal and not related to a specific return period design event, nor are the effects experienced quantified.

District wide, the Council's stormwater assets have a value of approximately \$42.5 million and comprise 16 pumping stations, 86 km of mains, 1128 manholes and other assets such as soak pits and almost 80 km of open channel<sup>2</sup>.

The key issues relating to each community stormwater system are summarised in Table 2.1.

**Table 2.1**  
**Summary of Existing Systems and Reported Performance Issues**

Community	Overview	Anecdotal Reports of Performance Issues
Levin	The system has significant reliance on soakage disposal systems with a piped drainage network designed around road runoff. Three pump stations supplement the gravity / soakage drainage systems. The main receiving environment is Lake Horowhenua via main drains running east to west.	<ul style="list-style-type: none"> <li>• Soakage disposal ineffective in several areas.</li> <li>• On site drainage onto road network leads to capacity issues.</li> <li>• Reported flooding problems relatively widespread (it is unknown in what return period event these problems occur).</li> <li>• Upstream flooding problems experienced as a result of closure and filling of Hokio Water Race.</li> </ul>
Foxton	Piped drainage network orientated east-west discharging in to Foxton River Loop at several locations.	<ul style="list-style-type: none"> <li>• Resource consent may be required for the discharges.</li> <li>• High groundwater may affect on-site disposal.</li> <li>• Some localised capacity and flooding issues.</li> <li>• Silting up of the loop may impact long term drainage.</li> </ul>
Foxton Beach	Combination of open and piped drainage network running generally north-south, with several soakage disposal points and pump stations. The system discharges to the Manawatu River Estuary. There are some detention areas as part of recent subdivisions.	<ul style="list-style-type: none"> <li>• Ponding occurs in Holben Reserve / Dewe Terrace areas - recent swales and sumps have mitigated the issue but not alleviated the extent of flooding.</li> <li>• Some low lying properties are subject to periodic inundation.</li> <li>• Constraints on discharges during River flood conditions can lead to ponding.</li> </ul>

<sup>2</sup> Stormwater Asset Management Plan, 2014.

Community	Overview	Anecdotal Reports of Performance Issues
Hokio Beach	System includes some piped drainage and a pump station.	<ul style="list-style-type: none"> <li>Pump station is overwhelmed in heavy rainfall events leading to flooding of surrounding properties.</li> </ul>
Shannon	Drainage towards Stansells Drain.	<ul style="list-style-type: none"> <li>River flooding can affect performance of Stansells Drain.</li> </ul>
Mangaore	-	<ul style="list-style-type: none"> <li>No documented issues.</li> </ul>
Tokomaru	Drainage is via open drains generally running south-east to north-west.	<ul style="list-style-type: none"> <li>Council has received some requests for open drains to be piped to address safety concerns.</li> <li>Growth is planned in unserviced areas and it is unknown if the land indicated has flooding issues.</li> </ul>
Manukau	There is no formal drainage network, however, the Manukau Stream, Waikawa Stream and Kuku drain border the community.	<ul style="list-style-type: none"> <li>Culverts under the railway line and State Highway may be under capacity.</li> <li>Growth is planned in unserviced areas and it is unknown if the land indicated has flooding issues or can support soakage disposal.</li> </ul>
Ohau	Drainage is via open channels and soakage pits.	<ul style="list-style-type: none"> <li>Flooding caused by blockages in culverts under the railway can lead to flooding of private properties.</li> <li>Flooding risk from Ohau River is unclear</li> <li>Loss of water race system may impact on drainage.</li> </ul>
Waikawa Beach	Piped drainage assets and several pump stations and on site soakage. Low impact design solutions included in recent subdivision.	<ul style="list-style-type: none"> <li>Flooding occurs in low lying areas.</li> <li>Soakage systems can become overwhelmed.</li> <li>Beach outlets of the piped system can become blocked.</li> </ul>
Waitarere Beach	System is a mixture of on-site soakage, piped and pump assets.	<ul style="list-style-type: none"> <li>Stormwater management ponds are included in recent large subdivision.</li> <li>Soakage disposal becomes overwhelmed and beach outlets can become blocked.</li> </ul>

## 2.2 Council's Approach to Stormwater Services

Council's approach has generally been to provide services primarily for the management and disposal of stormwater from the roading network and to require on-site management and disposal of stormwater from private property. The focus has been on ensuring roads are kept in a safe and trafficable condition during rainfall events and to help to reduce the risk of flooding for private (residential and commercial/industrial) properties<sup>3</sup>.

The requirement for on-site management is achieved via the District Plan policies and rules as well as through the adoption of the Council's Subdivision and Development Principles and Requirements (which have been included by way of reference in the District Plan). In addition, Council's role as a Building Consent Authority requires Council to work to ensure compliance with Building Act requirements for stormwater management on site. The requirement for on-site management is further enforced by the Council's Wastewater and Trade Waste Bylaws which prohibit the discharge of stormwater to Council's wastewater network.

<sup>3</sup> Refer Long Term Plan, 2015-2025, Description of Stormwater Group of Activities.

The Subdivision and Development Principles and Requirements are based on NZS4404 Land Development and Subdivision Infrastructure with local amendments. This document requires (amongst other things):

- On site management of stormwater (with a focus on soak pits for 1-2 lot developments), taking in to account winter groundwater mounding and groundwater levels.
- Implementation of Low Impact Design solutions including minimal disturbance to site and natural water systems; reduced impervious cover; and facilitation of detention and infiltration opportunities.
- The developer to consider the ultimate future development of the catchment and design for hydraulic neutrality up to the 100 year event, including allowance for climate change.
- Stormwater treatment systems that are based on natural systems where possible.
- Meeting the requirements of any stormwater management plans or catchment management plans.
- Using natural features and processes where possible and creating multifunctional landscapes where the design integrates with other aspects of site planning and provides multiple benefits.
- Stormwater treatment systems based on created natural systems.
- Simple, non-structural, low-tech and low cost methods.

While the Subdivision and Development Principles and Requirements promote (and arguably require) developers to take a low impact design approach, consider the overall catchment development and provide treatment of stormwater, there is little guidance as to how these elements are to be delivered, the standard required (eg what level of treatment is necessary), or acceptable solutions.

As at January 2016, and with the exception of the Gladstone Greenbelt area, Structure Plans for growth areas which are incorporated in to the District Plan do not provide any guidance on the provision of water services in general or stormwater services specifically. The structure plans provide overall layout for roading, open space and indicative landscape features. All of these can be used to provide a stormwater management function subject to design but this function is not currently recognised in the structure plans. For the Gladstone Greenbelt area, the current Structure Plan identifies corridors which will provide landscape, stormwater, pedestrian and cycling connections.

It is noted that Council's Open Space Strategy does acknowledge stormwater functionality roles within the provision of open space area. The Council's Open Space Strategy (2012) relies strongly on linking and enhancing existing natural landscape features that often include waterways. These waterways form an integral part of the District's stormwater systems. There is clear encouragement of and provision for ensuring that stormwater infrastructure is catered for and integrated using low impact design retention and conveyance within open space developments and existing reserves. One of the common outcomes of the Open Space Strategy across the District includes protecting lakes and rivers from stormwater runoff contaminants and their potential adverse effects.

## 2.3 Current Levels of Service

Council's current Levels of Service and Performance Measures are defined in the Long Term Plan. The majority of levels of service measures are mandatory measures required by the Department of Internal Affairs.

As at January 2016, neither the levels of service, nor the performance measure detail an explicit link to a design return period event for the system. This means that the ability for the system to meet the level of service expectations each year is highly dependent on the number of large rainfall events which occur. For example, the level of service "An adequate stormwater system" is measured by the number of flooding events that occur in the District. If an extremely wet year occurred which had a number of extreme over-design rainfall events, compliance with performance measures may be compromised.

### 2.3.1 Design Standards

The Stormwater Asset Management Plan 2014 states that the majority of the District's stormwater pipes have been designed for 5 year rainfall events, with a small proportion having been designed for 10 year rainfall events (mainly in industrial and commercial areas). Further it states that Foxton Beach reticulation has only been designed for a 2 year event.

The design standards required by Council are set out in the Subdivision and Development Principles and Requirements 2014 and repeated in the Council's Asset Management Plan. These are summarised in Table 2.2 below.

**Table 2.2**  
**Summary of Adopted Design Standards**  
**(current as at January 2016)**

Land Use	Primary System Design Standard (Storm Frequency Return Period)	Secondary System
Residential	10 years + 16% for climate change (note that prior to 2014, the standards specified 5 years)	100 year event + 16% for climate change, less allowance for flows conveyed via the primary system.  Note: where no secondary overflow paths are provided, or where these are through private property, the primary system is required to meet the 100 year design event plus 16% allowance for climate change.
Industrial	10 years + 16% for climate change	
Commercial	10 years + 16% for climate change	
Rural	5 years + 16% for climate change except culverts which are required to have a 10 year design return period.	
Soak pits	70 mm/hour rainfall intensity	

The Stormwater Asset Management Plan 2014 notes that the majority of pump stations are designed for 5 year events, with the exception of two Foxton Beach pump stations which have a 100 year design and one pump station in Levin which has a 10 year design event.

It appears that the standard for primary stormwater systems changed in 2014 from a 5 year design return period to 10 year design return period with the current version of the Subdivision and Development Principles (2014). It is therefore likely that installed stormwater pipework is likely to be designed for 5 year return periods, as indicated in the Stormwater Asset Management Plan 2014.

The design standards provide for some inundation of private property in the 100 year event (up to 300 mm except in dedicated stormwater attenuation areas where inundation may be more) provided this does not impact on building sites. Roads may be inundated up to 300 mm at the centreline in the 100 year event.

## 3 CURRENT AND EMERGING ISSUES

The following sets out the current and emerging issues for the delivery of stormwater services in the Horowhenua District. These are issues which have the potential to affect the achievement of community outcomes and Council's goals and objectives as set out in Section 1.2 of this document.

The issues discussed below do not relate to specific performance or capacity issues for individual assets or systems, as how these are resolved will be an outcome of this strategy and the catchment management planning processes currently being initiated. The issues set out below are those which will need to be considered and a strategic approach adopted in order to resolve the identified performance or capacity issues.

### 3.1 Affordability

Maintaining the affordability of the stormwater service provision is a critical factor and key consideration in determining the level of, and targeting, capital and operating expenditure.

Horowhenua District has an ageing population and it is projected that by 2031 over 30% of the population will be aged over 65 years. That is, almost a third of the population will be living on a single or limited fixed income and will have little potential to increase earning ability. The District has one of the highest proportions of population over 65 years in the country and projections are that this will continue to be the situation in to the future.

Service delivery cost pressures arise from addressing ageing or under-capacity assets, as well as increasing expectations regarding level and quality of service. However, the ageing population base means that the Horowhenua community will be less able to afford any significant increase in the cost of service delivery than other communities throughout the country.

The challenge to Council is ensuring that expenditure is optimised for both current and future projections and that, as far as practicable, any new assets provide multiple benefits (eg low impact design approaches which provide additional capacity, treatment and urban design elements).

### 3.2 Localised Performance Issues

As documented in the Council's Stormwater Asset Management Plan, there are several areas where localised performance (capacity) issues have been identified including instances of flooding and property inundation. It is understood that in several cases, the locations which have experienced flooding and property inundation experience these issues on what is perceived to be an unacceptable frequency.

It is also understood that there are several areas where on-site disposal from soak pits does not function well, primarily due to high groundwater levels and / or localised groundwater mounding. Groundwater assessments indicate these issues may be exacerbated and occur over a wider area in future due to a trend for rising groundwater levels in some areas.

Unsatisfactory on-site soakage conditions can result in property owners directing stormwater to the roading system and Council stormwater network which has not been designed to accommodate such inflows. This can lead to downstream effects in the Council network.

Localised performance issues have also occurred where assets (including Council, private or third party organisations) are under-capacity or not maintained to appropriate levels.

To date, the instances of flooding and property inundation have not been quantified in terms of a return period event when flooding occurs, nor the extent or depth of surface water ponding. Such analysis is required to determine:

- Does the stormwater network provide the required design capacity (return period event)? If not, a prioritised programme of improvements is likely to be required to upgrade the network to the design capacity.
- Is the flooding / ponding experienced due to rainfall events in excess of the design capacity? If this is the case, consideration may need to be given to ensuring all parties have common expectations regarding the level of service provided by Council. This may include discussions regarding the cost of



providing an increased level of service so that this can be considered against the cost and inconvenience of the flooding / ponding.

- Where on-site soakage and disposal is not practicable due to groundwater conditions, is a coordinated solution between Council and property owners a more cost effective solution in some areas than each property providing individual on-site disposal?

Catchment modelling and analysis as part of a catchment management planning process will assist to answer the above questions and determine the most cost effective options for addressing the reported performance issues.

### 3.3 Growth Pressures

The District is experiencing steady, low levels of growth. Council's growth projections predict the population will grow by approximately 0.4% per annum for the next 30 years and that this population growth will be evenly spread across the District (ie, all areas will grow at the same rate). The projection is also that the average number of occupants within each household will continue its current declining trend. This means that the rate of household growth will exceed the rate of population growth.

This has implications for stormwater services as the extent of service required is heavily determined by the number of households, however, declining occupancy rates diminish the overall household income and ability to pay.

The Council's growth projections indicate minimal growth in the commercial and industrial sectors.

The above projections do not include any allowance for the effects of the Roads of National Significance projects which are occurring south of the District. These projects will decrease the travel time from the Wellington metropolitan area, and may result in the District being more attractive from a commuter perspective and therefore resultant increases in growth rates.

This potentially provides an unique opportunity for Council to attract population, business and industry to the District. For example, Horowhenua's ease of access to the lower North Island is likely to be attractive to businesses considering relocation. However, business and industry are likely to consider access to, and cost of infrastructure services as one of several location considerations. Ensuring adequate servicing will assist Council to capitalise on the potential growth opportunities opened up by the Roads of National Significance projects.

The Council has identified a number of urban growth areas and provided Structure Plans for these areas in the District Plan. However, with the exception of the Gladstone Greenbelt area in Levin, these structure plans do not define how stormwater services are expected to be provided.

The following issues need to be considered in relation to growth areas in the District:

- Growth significantly in excess of projected demand can lead to pressures on the existing stormwater network and / or demands for accelerated renewal and upgrading of assets.
- Providing adequate and cost effective infrastructure will assist to attract and capitalise on growth opportunities arising from the Roads of National Significance projects.
- Piecemeal development of growth areas (eg by a number of smaller subdivision proposals across the area) can lead to a less cost effective solution for stormwater than an integrated proposal for the entire area. For example, if each developer is required to provide detention areas to achieve hydraulic neutrality this may be less efficient (in terms of land use, capital and operating costs) than a single facility which may be integrated in to, for example, a community park or open space.
- Infill growth in areas where on-site soakage disposal is not currently performing is likely to exacerbate existing issues and result in increased ponding and/ or transfer of stormwater from private property to the Council network.

### 3.4 Roles and Responsibilities

The overall stormwater system (ie, conveyance of stormwater through areas) relies on public (including Council and third party organisations) and private infrastructure, topography and downstream conditions.

In terms of the Horowhenua District, stormwater conveyance in urban areas is influenced by how stormwater is managed in the rural areas upstream (including drainage systems maintained by private parties and Regional Council drainage schemes), as well as how stormwater is managed as it crosses national transportation infrastructure such as the North Island Main Trunk Railway Line and State Highways. The system therefore relies not just on the District Council's assets but also the appropriate design and maintenance of assets provided by Regional Council, New Zealand Transport Agency, Railways and private drainage scheme providers.

Ownership and responsibilities for various assets is often not clearly understood. Even where these responsibilities are clear, design standards and maintenance programmes vary between organisations, and the effects of under capacity assets or maintenance issues are not necessarily experienced by the owning agency. For example, blockages of a State Highway culvert can lead to flooding of private properties or Council services, and may not necessarily affect the State Highway roading network.

For critical infrastructure which affects assets and property across organisation boundaries, it will be important to clarify ownership, levels of service, and maintenance responsibilities.

The roles and responsibilities of each party need to be balanced. Council do not wish to unnecessarily control stormwater and land uses including earthworks. Council need to minimise the risks of exposure to liability and to expenditure on enforcement that may not be able to be recovered from the other parties. This Strategy provides a process to clearly identify these roles and responsibilities for each section of stormwater related infrastructure. This includes:

- Generally Council will not own or manage infrastructure that passes through private land. Council will operate, upgrade, and maintain much of the urban infrastructure within publicly-owned land including roads. Land owners need to address nuisance run-off or impeded overland flow paths to remedy effects on neighbours. Rural schemes are mostly private drains or HRC drainage and flood control schemes. Some are water races which can operate under unclear ownership, roles, and responsibilities.
- There is a need to balance the pragmatic ability and rights of land owners to modify and manage landscapes against Council controls by way of resource consenting, development standards, and engineering certifications. The available enforcement mechanisms and enforcement agencies also stem from this balance, i.e. private (civil) actions instead of Council actions.
- Council's insurance risks need to be minimised in order to minimise claims, premiums, and public liabilities.
- Developers are required to ensure that their subdivision infrastructure is designed for minimising or avoiding upstream and downstream effects as well as assuring adequate disposal controls have been installed for the subdivided area.
- Council liability needs to be minimised upon vesting of the infrastructure. The primary method for achieving this is to ensure that developers continue to be liable for upgrades for 5 years following vesting so that the infrastructure's performance during large storms can be verified and rectified without risk or cost to Council.

In addition to those parties that have a role in managing assets within the system, as noted above, there are a number of other stakeholders who have an interest in how the stormwater system is managed. This includes iwi, Council's fellow signatories to the Lake Horowhenua and Manawatu River Accord, and parties to the Manawatu Estuary Management Plan. Consultation and engagement with these parties is necessary to ensure the management of the stormwater system actively supports the goals and objectives for these waterbodies.

### 3.5 Understanding of Stormwater Systems and Assets

Council utilise a GIS asset data system to collect, update and manage asset data throughout the District. In terms of the stormwater assets, the data contained within the GIS system is considered to be accurate, but is assessed as representing only approximately 30% of the overall stormwater network. Lack of knowledge of the stormwater asset is recognised as a significant risk in the Council's Infrastructure Strategy and Asset Management Plan.

Obtaining a complete and accurate understanding of the stormwater system is also influenced by the fact that various elements are in separate ownership (ie private or third party) and that assets which provide a stormwater functionality are not always clearly identified or recognised as stormwater assets (eg open spaces acting as detention areas, roading network).

This notwithstanding, the cost and time of collecting data can be significant and can delay strategic decision making.

Asset data knowledge is only one component in assisting to make informed operating and capital expenditure decisions. It is important to understand not just what assets are installed, but how these behave and interact in various storm events. Catchment modelling is therefore an important tool to enhance understanding of the stormwater systems and inform decision making. Council is currently commencing a Catchment Management Planning project which will include modelling of the stormwater systems. This project should consider the criticality of data, be targeted in its data collection, and use techniques such as sensitivity analysis and scenario testing to identify cost effective and reliable solutions where there is incomplete data.

### 3.6 Stormwater Quality

To date, Council's stormwater services have been focused on providing capacity for conveyance of flows, and have not included stormwater treatment elements. There is now an intention to include stormwater quality considerations as a result of the direction provided via national and regional policies under the Resource Management Act, a community interest in improving water quality (eg Lake Horowhenua) and a community outcome expressed in the Long Term Plan to "actively support improving" the health of waterways in the District.

At present, while there is a stated intention to improve the health of the waterways, the quality of stormwater being discharged, the effect this has on the waterways and the desired level of treatment / water quality is not well understood. Clarity around stormwater quality objectives is required to ensure expenditure in this area is optimised.

Incorporating stormwater quality functionality in to the stormwater network will need to consider two areas. Firstly, the cost and practicality of retrofitting stormwater quality improvements to the existing network. Often this is expensive, and space can be limited at existing discharge points which prevents natural system options such as swales, detention areas or wetlands from being adopted. In these instances, it may be more appropriate to focus on source control such as litter and trash traps, oil interceptors and bunding or separation of likely contaminants from the stormwater system.

The second area is the inclusion of stormwater quality elements in new infrastructure such as will need to be installed in the identified growth areas. The Council's Subdivision and Development Principles and Requirements include a requirement for treatment to be provided using natural systems where possible. However, there is currently little guidance on required quality or design standards to assist either developers in preparing proposals, or Council officers who are required to assess those proposals. Lack of such guidance may lead to inconsistent approaches and standards being applied across the District.

### 3.7 Climate Change

The potential impacts of Climate Change, including coastal change impacts, are identified in the Council's Infrastructure Strategy noting that the prediction is that impacts are unlikely to be felt within the strategy's planning timeframe (30 years). As a result, the Infrastructure Strategy states that no immediate response is required, although this comment appears to relate more to coastal change than climate change in general.

While the effects of climate change may not be felt within the current planning horizons, they will be experienced within the asset life of any assets currently being installed or renewed. The Subdivision and Development Principles and Requirements require design to include a 16% increase in rainfall due to climate change. These requirements relate to new infrastructure design standards. It is unclear how climate change is being considered as part of the Council's asset renewal process.

While climate change is predicted to result in increased intensity of rain events, there are also predictions of longer, dryer periods between rain events. Opportunities may exist for stormwater harvesting to occur which would assist to mitigate not only peak stormwater events, but also provide water for the dry periods thereby reducing demand on the water system.

### 3.8 Low Impact Design

Council documents clearly articulate an intention to move towards low impact design solutions, with the Subdivision and Development Principles and Requirements requiring developers adopt a Low Impact Design approach. Low Impact Design solutions are required to reference an appropriate design guide and / or have full construction details provided. There are various design guides available for Low Impact Design and it is unclear what Council considers an "appropriate design guide". It is also important that where design guides are adopted which have been developed for different regions or countries, the differences (eg rain intensities, suitable species for planting) are clearly understood to ensure their translation to installed assets in Horowhenua is appropriate.

The wide range of Low Impact Design solutions, and the range of available design guides, may lead to a very complex stormwater system and portfolio of assets when considered at a catchment level. For example, each developer may adopt a different Low Impact Design approach or combination of techniques (eg swales, rain gardens, detention ponds, bio-retention, green roof, permeable surfaces, etc).

Adoption of Low Impact Design solutions will require a different skill set and knowledge base for Council officers than required for managing "hard engineering" systems such as pump stations and pipe networks. This skill set is required for the management of Council assets as well as for assessing and approving development proposals via the consenting process and / or approving assets for vesting in Council.

### 3.9 Age of Infrastructure

Council's overall water infrastructure (water, wastewater and stormwater) has an average age of 60 years, however the stormwater assets are relatively new with only 6% of assets having a remaining life of less than 40 years<sup>4</sup>.

Significant asset renewal in the short-medium term is therefore unlikely to be required.

## 4 STRATEGIC RESPONSE

Having considered all of the above, the following sets out a recommended strategic response to provide direction to the delivery of stormwater services by Horowhenua District Council. The strategic response is presented in two sections:

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<sup>4</sup> Stormwater Asset Management Plan, 2014.

- Strategic Approach: This section sets out the key strategies recommended for Council in the delivery of its services. These are about defining and providing clarity as to the scope of activity, level of service provided, and future expectations.
- Strategic Plan: This section sets out a work programme, separated in to three phases, for informing and making the strategies and for directing the provision of services moving forward.

## 4.1 Strategic Approach

Council is in the process of commissioning Catchment Management Plans. These will assist Council to understand the stormwater systems, critical assets, current and future pressures on the system. They will assist to inform Council as to how they address the specific issues in each of the catchments.

This notwithstanding, the following strategic approach is recommended.

### 4.1.1 Scope of Council System

#### Strategy

- 4 *Council will investigate and consider area wide stormwater solutions where private stormwater disposal is problematic and where provision of Council infrastructure will provide a more cost-effective, sustainable solution.*

#### Explanation

To date, the Council stormwater infrastructure has been designed and managed principally to manage stormwater flows from the roading network. Council will need to consider to what extent they wish to expand the scope of the system to provide integrated or area wide solutions for areas currently experiencing flooding issues and / or future growth areas.

As noted in Section 3.2 above, it is unclear at this time which of the observed performance issue areas are experiencing flooding as a result of over-design rainfall events, capacity issues in the network, or due to groundwater conditions preventing on-site disposal. A clear understanding of the frequency, extent and consequences of the current performance issues is required to inform any decision to provide or upgrade infrastructure. Catchment Modelling and Catchment Management Plans will assist to inform these decisions.

Continuing to provide stormwater services for the roading network only is likely to lead to increased isolated flooding issues and complaints being addressed in a reactive and ad hoc manner by Council. On the other hand, providing a fully integrated system which takes private property stormwater is likely to be unaffordable. Council should only consider expanding the scope of its stormwater system to accept and manage stormwater from individual properties where this provides a more cost-effective, sustainable solution.

The Catchment Management Plans will assist Council to identify any areas where additional or upgraded infrastructure is required and to target any increase in scope of the system to:

- Areas where there are ongoing flooding issues in rainfall events below the design standard, and where a wider solution would be of benefit economically and environmentally.
- Areas where there is likely to be a number of developments occurring by separate parties over a short-medium term and an area wide approach to stormwater management would be beneficial and provide a more cost-effective, sustainable solution.

Work Area Focus:

- Use Catchment Modelling and Management Plans to understand the extent and frequency of existing flooding/inundation issues.
- Where levels of service are unable to be achieved (eg due to high groundwater) investigate options and consider cost-effectiveness of provision of additional public infrastructure.
- Use Catchment Modelling and Management Plans to consider effects of future growth areas on stormwater systems and determine most appropriate means of servicing growth areas including appropriate balance of private and public infrastructure.

#### 4.1.2 Provision of Guidance on Climate Change, Low Impact Design and Treatment Standards

Strategy

- 4 *Council will take a leadership role in providing guidance and defining minimum standards for addressing climate change impacts on the stormwater system, low impact design and treatment standards.*

Explanation

Council's Subdivision and Development Principles and Requirements require developers to design for climate change, adopt low impact designs and provide natural treatment systems. However, there is little guidance as to how to translate design guides developed for other regions or countries to Horowhenua District, nor is there guidance as to what techniques or methods of Low Impact Design are more appropriate or acceptable. This may lead to inappropriate design, a wide range of design solutions and increasingly complex systems when considered on a catchment basis.

Whether or not private infrastructure is formally vested in Council, it is recognised that any future failure of such infrastructure normally requires Council intervention. Council may therefore wish to consider the level of guidance provided to assist developers and Council officers to address climate change, low impact design, and stormwater treatment systems to achieve expected outcomes and (if desirable) to standardise solutions. Some degree of standardisation of systems would likely make any future maintenance and/or intervention more cost effective.

Council may also wish to review the level of guidance for internal work such as asset renewals to ensure that any renewal expenditure addresses future demand projections and quality standards. Affordability of the stormwater service is a key issue for Council and will become more so in the future given projections for ageing population. Providing capacity for addressing climate change through the renewal process will ensure that maximum benefit is achieved through the expenditure of approved renewal budgets.

Work Area Focus:

- Use outcomes of Catchment Management Plans as a basis of reviewing and updating Structure Plans to include details as to stormwater services within growth areas.
- Develop guidelines for low impact design, provision for climate change and minimum stormwater quality standards which are relevant to, and appropriate for, Horowhenua District.
- Ensure Council officers are able to use their knowledge and expertise to facilitate good quality stormwater outcomes via the planning and approval processes.

### 4.1.3 Clarification of Roles and Responsibilities

#### Strategy

- 4 *Council will engage collaboratively with stakeholders and other organisations to clarify and define roles and responsibilities for assets and functions in the stormwater system.*

#### Explanation

From the current understanding of the performance issues in the networks, it is clear that there are many areas where asset ownership, roles and responsibilities will need to be resolved. This particularly relates to responsibilities for culverts and drainage under the Railway and State Highway assets as well as links between District Council and Regional Council drainage schemes and the impact of water race closure on drainage systems.

However, experience has shown that resolution of ownership and maintenance issues may not be easy or achieved in a timely manner. Areas where these issues need resolution should therefore be prioritised based on the criticality of the asset function and / or opportunities for cross-agency coordination and cooperation to achieve outcomes.

Outcomes from Catchment Modelling and Catchment Management Planning processes should be used to identify critical assets or elements in order to prioritise where officer time should be spent obtaining clarification of roles and responsibilities.

#### Work Area Focus:

- Use Catchment Management Plan process to identify critical assets, improvements and maintenance requirements to maintain functionality of the overall system.
- Engage with asset owners and stakeholders to ensure there is a common understanding of system performance and behaviour.
- Clarify and document roles and responsibilities with third party owners of system critical assets. Consider documenting via a Role Allocation Policy or similar document.
- Engage and review above understanding with third party asset owners on regular basis to ensure understanding is maintained.

### 4.1.4 Prioritisation of Improvements

#### Strategy

- 4 *Council will prepare a prioritised improvement plan to meet the infrastructure goals (as defined in the Council's Infrastructure Strategy) in an affordable manner.*

#### Explanation

Catchment Management Planning processes currently being initiated are expected to identify a number of areas for improvements to the stormwater systems. This includes, identifying "long term tactics to reduce current flooding areas and future flooding risk" as well as "long term run-off management tactics to improve the quality of water in streams, lakes"<sup>5</sup>.

It will be necessary for Council to confirm the outcomes of the Catchment Management Plans and prioritise the improvements to maintain affordability of the stormwater services. It is recommended that criteria be

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<sup>5</sup> *Horowhenua District Council Stormwater Catchment Management Plans, Request for Proposal, December 2015.*

developed which will assist the Council to prioritise the improvements required in order to deliver the outcomes of the Catchment Management Plans in an orderly and affordable manner. Such criteria is likely to include the following:

- Whether or not the improvements are required for current statutory compliance.
- Whether the works will address areas where the current network does not meet design standard and flooding issues are experienced in rainfalls less than the design standard.
- The pace and immediacy of growth pressures being experienced.
- Whether or not delays in implementing the improvements will affect the Council's ability to meet its levels of service performance measures.
- Ability of Council to resource the improvement programme in an orderly manner to best practice standards in terms of design, procurement and construction supervision.

The outcome of this process should be a Prioritised Improvement Programme which matches the affordable level of expenditure and is incorporated in to the Stormwater Asset Management Plan.

Work Area Focus:

- Identify improvements required for current and future demand based on recommendations and finding from the catchment management plans.
- Develop and agree criteria for prioritising improvements.
- Prepare and agree a Prioritised Improvement Programme and incorporate programme into the Stormwater Asset Management Plan.
- Undertake, monitor and review implementation of the Prioritised Improvement Programme.

#### 4.1.5 Achieve Consistency Across Planning, Strategy and Statutory Requirements

Strategy

4 *Council will align stormwater requirements across the relevant planning, strategy and statutory documents to ensure consistency and facilitate delivery of good quality infrastructure.*

Explanation

The stormwater system is managed via a range of planning, strategy and statutory requirements which may have, or appear to have, conflicting obligations. For example, Regional Council's One Plan has policies relating to development in flood prone areas to be designed for 200 year events; Council's engineering standards relate to 5-10 year events with secondary systems capable of 100 year event design flows; and the Building Code requires surface water not to enter buildings in a 50 year event.

Such differences in design events are not necessarily inconsistent as they relate to different performance criteria and are used in different ways (eg for the setting of building floor levels or the sizing of piped infrastructure).

A detailed assessment is required to determine if there are conflicting obligations and, if so, resolve these in the most cost-effective and appropriate manner. Some standards (eg the Council's Subdivision and Development Principles and Requirements) may be costly and time consuming to amend as they require a detailed statutory process to be followed such as a District Plan change. Other documents are outside of the Council's jurisdiction and the Council is unable to affect any changes.

In most cases, it is expected that clarity and guidance as to how the standards are to be applied will be sufficient to resolve any perceived conflicts.



Work Area Focus:

- Undertake detailed assessment across relevant documents to identify any inconsistencies and assess likely consequences of not resolving inconsistencies.
- Where necessary, consider and identify most cost effective means of resolving inconsistencies and achieving alignment. Implement identified means to achieve consistency.
- If appropriate, prepare guidance notes to explain any perceived conflicts or inconsistencies to ensure provisions and requirements are applied and enforced appropriately.

## 4.2 Strategic Plan

The following strategic plan is recommended to enable Council to make informed decisions as to the above matters and to achieve delivery of stormwater services in a manner that gives effect to the Council's Infrastructure Goals and desired Community Outcomes.

The strategic plan is summarised in Figure 4.1 and has been presented in a flow chart which clarifies the links between the various recommended work streams. The Strategic Plan involves three distinct phases which are discussed in more detail below. Phase 1 involving Catchment Management Plans, has already been initiated by Council and is due for completion in the mid-2017. The exact timing of subsequent phases will depend on the outcomes of Phase 1.

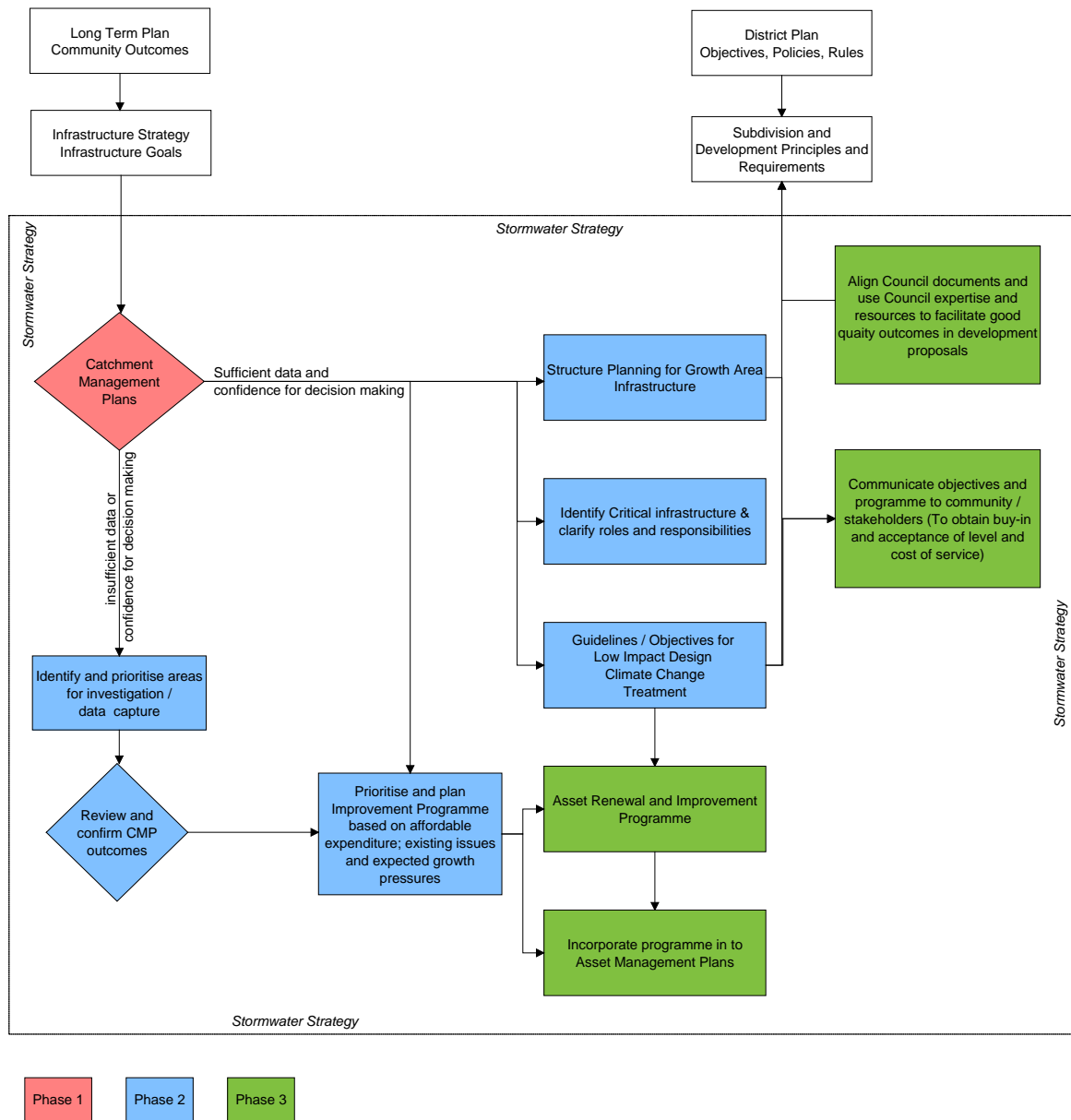


Figure 4.1  
Recommended Strategic Plan

#### 4.2.1 Phase 1: Improving Understanding and Knowledge of Stormwater Systems

Timing: January 2016 to June 2017

This phase involves Catchment Management Plans for each of the Council's Stormwater Systems and is a fundamental underlying phase which will provide the analysis and system knowledge required to inform future decision making.

Council is currently in the process of procuring a supplier for undertaking the Catchment Modelling and Catchment Management Plans. This work stream will produce eight Catchment Management Plans which will<sup>6</sup>:

<sup>6</sup> Horowhenua District Council Stormwater Catchment Management Plans, Request for Proposal, December 2015

- Show what effect historical change in rural land use has had on stormwater runoff quantity and quality;
- Determine the extent to which the loss of water races in the various areas has contributed to flooding;
- State what the obligations on the Council from Horizons One Plan are for water management zones, drainage schemes and associated targets;
- Summarise the scale and impact of degradation of valuable receiving environments;
- Present for each current flood prone area options for mitigation, control or removal of the flood risk, current or future;
- Present for each identified flood problem options for mitigation or control of the problem.

In order to ensure that informed decisions are able to be made, the modelling undertaken as part of the Catchment Management Planning process will need to consider the extent and confidence levels of the asset data used to build the models. Techniques such as site inspection and ground proofing, sensitivity testing, and scenario analyses should be used to ensure that any additional data capture expenditure (both time and cost) is optimised to areas where it will improve the quality of information provided for informed decision making. Where necessary, additional data capture may be required and the outcomes of Catchment Management plans reviewed and confirmed.

The Catchment Management Plans are expected to be delivered progressively through the 2016/2017 financial year in order to facilitate movement to subsequent phases of the Strategic Plan as soon as practicable for agreed catchments.

Specific Actions Required Are:

- Follow the 2015-25 LTP's prioritised listing of the various catchments for development of Catchment Management Plans;
- Identify the data requirements, the extent of the current data, methods of generating the required data for filling gaps, and allocate the data collection and modelling roles as appropriate;
- Identify and quantify all stormwater-related infrastructure including road bridges and culverts in Council's GIS. Progressively obtain and collate relevant data, and model each catchment's capacity limitations;
- Determine and prioritise the key upgrade needs for improved integrated stormwater management of each catchment for current and future scenarios;
- Develop and adopt the Catchment Management Plans as resources and data availability (including modelling outputs) allow;
- Determine and design appropriate systems to mitigate stormwater and other potential point source discharges into the stormwater system. The system design should be the best practicable option that will achieve the receiving environment objectives, noting that the best practicable system option will likely be achieved by:
  - Focussing on high value environments within the catchment areas where those values are significantly influenced by the discharge of stormwater;
  - Making changes to the stormwater management system that provides the greatest benefit;
  - Recognising opportunities that may arise to retrofit stormwater management measures into the existing stormwater management system; and
  - Ensuring that the measures are practical and affordable.
- Identify which water races currently also function as stormwater infrastructure. Identify gaps in the known or agreed roles and responsibilities for each section of every system, including private drains, and map them in Council's GIS;

- Develop Council's GIS maps of on-site stormwater soakage suitability zones across the District, both urban and rural. This should be based on LandCare NZ's and HRC's soil and groundwater data, LEI's land prioritisation maps, Council soakage test data from subdivision and building consents, and Council staff knowledge. Preferably link documentation of known stormwater issues to the GIS tools to assist with stormwater management and planning. Also map ponding areas and overland flow paths.

#### 4.2.2 Phase 2: Guidance and Planning

Timing: To be determined. A portion of this work stream can be undertaken concurrently with Phase 1, and completion can follow soon after Phase 1 work.

Phase 2 is focused on providing guidance and direction to the design and delivery of new infrastructure to ensure it is delivered in a planned manner that meets future requirements. There are four elements to Phase 2 as follows:

- **Structure Planning for Growth Areas:**  
It is recommended that the current Structure Plans for growth areas be updated to include direction as to how stormwater infrastructure will be provided, including any low impact design solutions (eg detention areas) or treatment elements which may be best delivered on an area wide rather than site specific basis. Modelling undertaken in Phase 1 will include consideration of the stormwater service demand created by the growth areas and identify options for management. These outcomes will input in to the structure plans. It is recommended that consideration be given to the expected timing and pace of development in the growth areas to prioritise and complete structure plans in a timely manner to ensure integrated development in the growth areas, and to ensure that Council is able to capitalise on growth opportunities arising from the Roads of National Significance projects.
- **Identify Critical Infrastructure & Clarify Roles and Responsibilities:**  
Where Catchment Management Plans identify critical infrastructure which is not within Council's ownership or control, discussions with the owning agency should be prioritised to agree and clarify roles and responsibilities. This is likely to include development of a draft Role Allocation Policy that contains the criteria and processes for determining role allocations for typical sections of the stormwater system (including the water races). This will need to include a dispute resolution process.
- **Guidelines for Low Impact Design, Climate Change and Treatment Systems:**  
This work stream is about providing guidance for internal and external use as to the design standards, types of solutions appropriate for Horowhenua and acceptable to Council and the treatment standards required (refer section 4.1.2 above). This work stream requires interaction with the regulatory arm of Council, Regional Council and the Catchment Management Planning work to ensure that any guidance provided is appropriate and maintains the affordability of the stormwater service.
- **Prioritised Improvement Programme:**  
This work stream takes the outputs of the Catchment Management Plan to prepare a Prioritised Improvement Programme as discussed in section 4.1.4 above. It is recommended that the Improvement Programme be incorporated in to the Asset Management Plan upon completion and therefore this work stream should be targeted for completion to feed in to the next Asset Management Plan review in 2017 for contribution in to the 2018-2028 Long Term Plan process.

#### 4.2.3 Phase 3: Implementation

Timing: Follows immediately from Phase 2

Phase 3 is the implementation phase and is where the benefits from the investment in Phases 1 and 2 are to be realised. That is, any expenditure on infrastructure delivery or improvements will provide the optimum benefit in achieving the objectives and goals of the Long Term Plan, Infrastructure Strategy and District Plan (refer section 1.2). There are three elements to this phase:

- Delivery of the Asset Renewal and Improvement Programme:  
This will follow the normal infrastructure management practices as set out in the Council's Asset Management Plan and statutory processes and procedures. Future revisions of the Stormwater Asset Management Plans must reflect the outcomes from the role allocation process, and incorporate relevant details as they are generated by stormwater system mapping and modelling and development of Catchment Management Plans. Further to this Asset Management Plans outcomes and budgets would be incorporated into the 2018 – 2028 LTP and each of the subsequent Annual Plans.
- Communicate Objectives and Expectations to the Community:  
This element is about ensuring that there is a common and accepted understanding about the level of service provided by Council and what may be expected in over-design storm events. That is, the community understands their role (eg provide and maintain on-site soakage), that public infrastructure is designed for a specific return period event and flooding may occur in larger events, and that there is an appropriate balance between the cost of service and the design capacity and quality outcomes of the system.

Specific actions include:

- Develop a Consultation and Community Engagement Plan to ensure that all relevant stakeholders are identified, effectively targeted by various public communications, and encouraged to participate in consultation and implementation activities;
  - Update the Action Plans for the Lake Horowhenua and Manawatu River Accords as relevant actions are generated from the role allocation process, stormwater system mapping, and development of Catchment Management Plans. Council will continue to implement the agreed actions and will continue to actively support other stakeholders such as iwi and community groups to implement their agreed actions for each Accord;
  - Commence a programme that applies the adopted Role Allocation Policy to engage with all relevant parties and agree on role allocations for resolving the identified gaps in stormwater system responsibilities. Ensure that all new allocations and stormwater design details are promptly reflected in Council's GIS;
  - Resolve known conflicting or unclear allocations by applying the adopted Role Allocation Policy to engage with all relevant parties and agree on role allocations. Ensure that all reallocations are promptly reflected in Council's GIS; and
  - Ensure that any necessary legal processes such as ownership transfers, easements, or agreements are correctly and effectively implemented.
- Align Council documents and use Council Expertise to Facilitate Good Quality Outcomes in Development Proposals:  
This element is about ensuring that the subdivision approval process and implementation of the Subdivision and Development Principles and Requirements deliver good quality outcomes for the community. It relates to the use of council expertise as well as the work undertaken in the catchment management planning, structure planning and guidance phases to ensure this information is understood and recognised in delivery of new public or private infrastructure.

Specific actions to align Council documents and provide the framework to ensure quality outcomes include:

- Develop a robust Policy that describes stormwater issues that Council has jurisdiction over and the actions that Council can take in response to any issues coming to their attention. This Policy will also describe the issues over which Council has no jurisdiction, such as overland stormwater run-off directly between private land owners, and will identify the relevant agency or private action(s) that could assist with resolving the issues without involving Council;
- Develop a draft Stormwater Bylaw, amendments to the District Plan (in addition to the amendments required for implementing the Financial Contributions Policy in place of the Development Contributions Policy), and/or (if necessary) further amendments to the Council Subdivision and Development Principles and Requirements 2014 in order to improve clarity, consistency, and enforceability of Council's requirements for stormwater management;

- Develop draft amendments to the General and/or site-specific Reserve Management Plans if necessary to more explicitly cater for stormwater management within reserves and to improve alignment with the Open Space Strategy 2012;
- Ensure that the policies and design requirements can be enforced through Building Consents, Resource Consents, Building Act/RMA/Bylaw infringements, or other agencies; and
- Commence the relevant public consultation and adoption processes for each of these policies, bylaws, and Plans. Progressively adopt each document upon completion of the required consultation and legal processes.

#### 4.3 Review of Strategic Plan

This strategy has been developed based on information contained in the Council's Asset Management Plan, Long Term Plan, Infrastructure Strategy, a Beca Limited 2013 report entitled 'Stormwater Strategy Issues' and Lowe Environmental Impact Limited's Horowhenua Stormwater Strategy, December 2015.

As mentioned throughout this strategy, the reported performance issues are based on anecdotal reports and observations and have not necessarily been quantified in terms of a return period event or extent of inundation. Catchment modelling is proposed (as part of Phase 1) which will quantify these performance issues and, no doubt, identify other areas where improvements may be warranted. **As Phase 1 of this strategy is focused on improving the understanding and knowledge of the stormwater systems, it is recommended that the strategy be reviewed upon completion of Phase 1. This will ensure subsequent phases remain appropriate given the improved understanding of issues arising from Phase 1.**

File No.: 16/221

## North East Levin Stormwater Improvement Project

### 1. Purpose

The purpose of this report is for Council to resolve for officers to proceed to implement the North East Levin Stormwater Development Project.

### 2. Executive Summary

- 2.1 The Levin North East Stormwater Planning and Development projects have been identified in both the 2012/22 and the 2015/2025 Long-term Plans. These projects are to identify infrastructure needs for enabling residential developing within the North East Levin area in the district plan for residential development. Year 2 of the LTP includes \$789,000 for this Stormwater project. To develop infrastructure to enable this residential growth within the defined zone, the whole catchment network for infrastructure need to be considered and Stormwater is one part of this.
- 2.2 Following the significant flooding in the Okarito Avenue and East Way area in June/July last year, Council Officers were asked to look at options to fast tract the Stormwater component of the project to help alleviate the localized flooding happening within the catchment.
- 2.3 Different engineering options were considered and the preferred options is to upgrade existing network, install new reticulation mains and the construction of a flood pump station in the vicinity of the confluence of the Kapataroa and the Manawatu river. The cost estimate for this option is \$4.2m.

### 3. Recommendation

- 3.1 That Report 16/221 North East Levin Stormwater Improvement Project be received.
- 3.2 That this decision is recognised <as not/as> significant in terms of S76 of the Local Government Act
- 3.3 That officers proceed with the implementation of the development project to mitigate flooding in the North East Levin area whilst taking into account the need for enabling residential growth as defined in the district plan.

### 4. Background / Previous Council Decisions

- 4.1 The district plan identified North East Levin for residential growth. The Long-term Plan included a planning and development programme for planning and designing of required infrastructure that will enable residential development in the NE Levin area. Currently some localized flooding occurs within the area of Okarito and Easton Way and the June 2015 flooding triggered the need to fast-track this project. The estimated cost of the Stormwater project to address both the localized flooding and also enable residential development was presented to Council on the 3 February 2016. The Council requested a full council briefing be held by officers to explain the full details of the project. This Council briefing occurred on the 16<sup>th</sup> March 2016.
- 4.2 The North East Levin Stormwater project and the estimated costs was included in the Council report 3 February 2016 to consider whether to consult on the 2016-2017 Annual Plan. Council resolved that "*Horowhenua District Council does not consult on the 2016-*

2017 Annual Plan as it deems that there are no significant or material differences from the content of Year 2 of the 2015-2025 Long Term Plan”.

## 5. Discussion

- 5.1 In the most recent district plan, the area between Kennedy Drive and Roslyn Road and around Fairfield Road has been identified as a future growth area and zoned as residential. There is potential to develop between 650 and 700 sections in the allotted area. The Okarito subdivision which happened in 2006-2007 can be seen as the first of many similar developments in the area.
- 5.2 Due to the topography, geology and limited stormwater infrastructure in the area, the North-Eastern Quadrant (NEQ) area is prone to flooding. Any development in the area will undeniably impact current run-off patterns and coupled with climate change and higher rainfall intensities, higher flood peaks will become more frequent. If no significant investment into the stormwater infrastructure network is made, flooding problems will compound if development is allowed in the area. Therefore until a suitable solution to the stormwater problem is found, this problem is preventing development in the area.

## 6. Options

Different options were investigated and this is included in the attached summary report. Officers identified the following preferred solutions:

- Upgrade Kennedy Park and Okatiro Pumpstations (interim to long term, localised solution with pumping of 1:10 run-off and attenuation of 1:100 run-off, or alternatively pumping of 1:100 run-off).
- Install new 300 mm Ø rising main along Kennedy Drive (as per the pumpstation solution).
- Install a new 1200 mm Ø outfall line along Fairfield Road (accommodate 1:10 flows in pipe, 1:100 flows can flow overland towards Koputaroa tributary).
- Koputaroa mitigation works (no additional flooding / damage in 1:100 run-off events).

### 6.1 Cost

The total cost of the project is estimated to be \$4.2 million

#### 6.1.1 Rate Impact

This was discussed at the 3<sup>rd</sup> February 2016 Council meeting. A summary for the Stormwater impact is produced below.

*“With all the changes/differences to Year 2 of the LTP the resulting rate increase for the 2016-2017 year is 5.43% which is in line with the Year 2 LTP increase of 5.52%”.*

The rate requirement, for stormwater has changed from the LTP budget as follows:

Example 1	Stormwater	\$76.04	\$77.18	\$ 1.10
Example 2	Stormwater	\$234.46	\$237.98	\$ 3.52
Example 3	Stormwater	\$ 40.56	\$ 41.16	\$ 0.60

### 6.2 Community Wellbeing

This project will contribute to the health and safety of the community and will contribute greatly to the economic development of the district.



### 6.3 Consenting Issues

Officers are working with the Regional Council ensuring that it is fully informed of the engineering options that we are investigating. When the design is complete the necessary consents will be applied for.

### 6.4 LTP Integration

This project is already identified and partly budgeted for in the LTP

## 7. Consultation

Officers have been in consultation with affected residents and have also meet with farmers who will be affected by the project. The full consultation report is included in the attached report.

## 8. Legal Considerations

No legal matters to be considered at this stage

## 9. Financial Considerations

This was discussed with Council at the February 3<sup>rd</sup>, 2016 Council meeting. The funding of the project will be sourced from within existing LTP budgets.

## 10. Other Considerations

This is a project that needs to be completed to enable residential development of North East Levin as planned in the district plan. The impending growth projections for Horowhenua as a result of the Roads of National Significance (RONS), re-enforces the urgency and need to plan for this growth. This is an opportunity for Council to be proactive and create opportunity at the same time resolving the frequent flooding that is occurring within this area.

## 11. Next Steps

Officers will progress the design, implement some of the works that do not require resource consent and need doing irrespective of the overall project progressing or not. Officers will continue to work with the affected parties and HRC and obtain the required consents for the installation of the pump stations.


### **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

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Author(s)	Gallo Saidy <b>Group Manager - Infrastructure Services</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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# Levin North-Eastern Quadrant: Stormwater Improvements

Report to Horowhenua District Council for Chief Executive Officers Report for the May 2016 Council Meeting.

- Prepared by G Flores      Civil Design Engineer      22 April 2016
- Checked by G Saidy      Group Manager Infrastructure Services      22 April 2016

## Background

In the most recent district plan, the area between Kennedy Drive and Roslyn Road and around Fairfield Road has been identified as a future growth area and zoned as residential. There is potential to develop between 650 and 700 sections in the allotted area. The Okarito subdivision which happened in 2006-2007 can be seen as the first of many similar developments in the area.

Due to the topography, geology and limited stormwater infrastructure in the area, the North-Eastern Quadrant (NEQ) area is prone to flooding. Any development in the area will undeniably impact current run-off patterns and coupled with climate change and higher rainfall intensities, higher flood peaks will become more frequent. If no significant investment into the stormwater infrastructure network is made, flooding problems will compound if development is allowed in the area. Therefore until a suitable solution to the stormwater problem is found, this problem is preventing development in the area.

In the Infrastructure Services Business Plan, the work being done falls under two project work orders:

- WO 8479 (STW 27)      :      Development Planning North East Levin
- WO 8480 (STW 28)      :      Improvements NE Levin

The first WO covers the planning required to identify and select stormwater upgrade options. The second WO covers the detail design, procurement and implementation work to construct the upgrades.

## Solutions and Options Comparison

HDC have engaged various consultants over the years to investigate the flooding problem in the NEQ and in the last 12 months some preferred solutions were identified. Each solution has its unique merits and challenges. Solutions can be classified into three categories:

- Attenuation solutions: keeping the bulk of the flood dammed up somewhere and slowly releasing it into the natural environment.
- Conveyance solutions: improving the network to more efficiently move the flood volume to some point downstream without negatively impacting on land users adjoining the network.
- Recharge solutions: capturing the rainwater and forcing it underground.

In reality, the final solution will be a combination of the above solutions to one degree or another. This will allow Council to utilise the strengths of each solution, while mitigating the draw-backs in a cost-effective manner.

As mentioned there were three main categories of solutions (attenuation, conveyance and recharge) and these can be further classified by area as follows:

- Localised solutions: only beneficial to a few land-owners in a certain area of a sub-catchment less than 10 ha.
- Intermediate solutions: beneficial to land-owners in across a sub-catchment, size between 11 ha and 5 km<sup>2</sup>.
- Regional solutions: beneficial to all users in the catchment, size above 5 km<sup>2</sup>.

Another classification has been in terms of the upgrade solutions' useful lifespan as follows:

- Interim solutions: solutions that "buy Council time" until long term solutions can be put in place, or until long-term solutions are required. Long-term solutions may either require consents which prevents them from being implemented immediately, or they may only be needed in a few year's time when the actual development takes place)
- Long-term solutions: solutions that will be able to cater for most (if not all) future growth and climate change variables.

Lastly, solutions should be for specific rainfall events (eg 1:10 or 1:100). The table below demonstrates the relationship between rainfall recurrence and exceedance probabilities:

**Table 1 Rainfall recurrence vs exceedance**

Return Period / Recurrence Interval	Exceedance Probability	Explanation
1:2	0.5	50 % of all historically recorded rainfall events are smaller than this rainfall event.
1:10	0.1	90 % of all historically recorded rainfall events are smaller than this rainfall event.
1:100	0.01	99 % of all historically recorded rainfall events are smaller than this rainfall event.
1:500	0.002	99.8 % of all historically recorded rainfall events are smaller than this rainfall event.

A 1:100 event means that there is a 1 % chance the next rainfall event will produce a flood that is bigger than 99% of all recorded floods. Whilst solutions can be found for larger recurrence events (eg 1:500), the costs of such solutions are normally excessive, and hence the NZS 4404:2010 Land Development and Subdivision Infrastructure standards require that residential areas have a primary stormwater system than

can handle a 1:10 year event without flooding, and a secondary stormwater system which can handle a 1:100 year event with safely controlled flooding, ponding and overland flow paths.

### **Attenuation solutions:**

In general, attenuation solutions are good for localised areas, but as the size of the catchment increases, the size of the attenuation structure increases and becomes economically impractical.

Rainwater tanks: On a micro level, if residents installed rainwater tanks and managed them so that they stayed at about 25 % full, rainwater tanks could act as mini-attenuation structures. The buy-in from land-owners to manage their tanks will be difficult to enforce, and hence the reliability of the system will be limited in terms of benefits to stormwater flooding management. The system will also have limited impact if it is not enforced on all property owners in an area. However the benefits of rainwater tanks in terms of resilience and water conservation and demand management make the compulsory installation of rainwater tanks on all new developments attractive solution. An added benefit is that land owners would self-fund this investment and be responsible for the maintenance of the assets.

Converting parks and reserves into above ground attenuation areas: the benefits of this options is using current Council owned land to temporarily store flood peaks, but the draw-backs are that it will require a zoning change, and poses a health and safety risk, which means the parks will be fenced off and public cannot access will be limited.

Installing underground attenuation structures in parks and reserves: limits health risks associated with above ground attenuation, and allows community to enjoy existing parks and reserves. The underground structures are expensive to install which will require occasional inspections to clean out silt. There is only limited storage capacity in the structures, but if the ground conditions are favourable, they can also allow for soakage.

Purchase of land to construct dedicated attenuation structures: depending on the area and the willingness of the owner to sell the property, this could be a very expensive solution.

With all attenuation structures, the trick is to get them empty fast enough after a big flood event so that they can be ready for the next one. A draw-back is for long duration events, the amount of water that is required to be stored makes it impossible to store all the run-off. Building dams/ ponds/ wetlands, will require consents from Horizons, and changing land-use could also prove a tricky hurdle to negotiate. In recent times, the engineering mind-set has been moving towards increasing attenuation and treatment of stormwater, and this is highlighted in NZS 4404:2010.

### **Conveyance solutions:**

Conveyance has traditionally been the preferred "weapon of choice" for engineers. It sees engineers designing pipe-culvert and drainage channel networks to quickly move the stormwater out of an area, but in so doing it often is merely a case of "shifting the downstream". Any conveyance improvements in the NEQ will result in increased flood peaks in the Koputaroa Stream and its tributary. HDC will need to quantify the impact of the increased flood peaks and identify what measures are required to protect land-

users downstream so that they are not adversely affected by the NEQ stormwater upgrade. The following solutions have been identified:

Pump station upgrades: both Kennedy Park and Okarito pumpstations are incorrectly sized. Whilst it is possible to speculate on why they are too small, looking forward the capacity of the pumpstations need to be increased to effectively shift stormwater run-off away from the natural ponding areas found in Kennedy Park and Okarito Avenue. This project can be completed in 3 months. The table below shows the proposed upgrades required and will increase the pumping capacity by 450 %.

**Table 2 NEQ Pumpstation Upgrades**

Pump Station	Old Capacity (m <sup>3</sup> /min)	New Capacity (m <sup>3</sup> /min)
Kennedy Park	1.2	7.2
Okarito	1.2	3.6
<b>TOTAL</b>	<b>2.4</b>	<b>10.8</b>

Rising main installation: requires the installation of a new 300 mm Ø rising main from Kennedy Park to Fairfield Road. The existing 200 mm Ø rising main becomes a dedicated rising main for the upgraded Okarito pumpstation. The project falls within HDC owned property (no tricky land-owner problems, easements or land-purchases required). However, the where does the pumped water go once it reaches Fairfield Road? This project can be implemented with little turn-around time (approximately 2-3 months after appointing a Contractor).

Fairfield Road "outfall": Install a new 1200 mm culvert along Fairfield Road, from MacArthur Street in the south, to Roslyn Road in the north. To increase the stormwater discharge into the Koputaroa tributary at the corner of Fairfield and Roslyn Roads requires a Horizons consent. So until the consent is issued, the end of the pipe will be "choked" and the pipe will in affect be a large underground attenuation structure. Some value-add during the pipe construction could be the installation of sub-soil drainage structures that could serve as soakage systems and alter the groundwater profile, which in turn could alleviate the pressure on the ground water situation in and around Okarito.

In order to quantify any groundwater benefits, groundwater monitoring before and after installation of the large diameter pipeline is required.

Koputaroa mitigation works:

- Roslyn to SH57 improvements (includes increasing undersized culverts and improving stream protection in areas).
- SH57 to Koputaroa School improvements (includes work on the stopbanks north of Tavistock Road and increasing the height of Tavistock Road).
- Installation of new 2700 l/s pumpstation at the Manawatu-Koputaroa Stopbank.

Some of the improvements to the Koputaroa will have regional benefits and Horizons are particularly interested in working together with HDC. HDC submitted a submission for the Horizons LTP process to establish a ratings scheme to operate such a new pumpstation.

Reinstating old water races: old water races could be reinstated to assist with improving the drainage in the area. It will require buy-in from farmers, and this may prove challenging.

Long term solutions: when developing the area, the storm water pipes can be designed so as to negate the need for Okarito and possibly event Kennedy Pumpstation. It may require deep excavations in places. This solution will require either easements or land-purchase now, and it will impact on the layout pattern of future development (houses should not be built on top of it).

### **Recharge:**

Recharge can either happen by gravity where the geology and groundwater level allows for it, or by pumping where the aquifer is 20 to 30 m below ground and is overlain by impermeable layers of rock and silt. In general, the areas of Levin north of Roosevelt and Middelsex Streets have poor soakage capacity for gravity soak pits. This is further compounded during winter, when the ground is saturated for long periods of time. For soakpits to work well the water should be quite clean, otherwise they will get full of debris which further reduces their effectiveness.

Moving water to the south of Levin to suitable soils for soakage: HDC could convey water to the south of Levin and construct large soakage structures in suitable soils. Vincent Drive Reserve and Maire Street Park are possible locations. Market gardens to the east of Levin could also be investigated.

Aquifer recharge using boreholes: if one views an aquifer as a large dam, the level in the aquifer can be controlled to allow for pumping of stormwater run-off into the aquifer. This will require deep boreholes (20-30 m deep) and will require the water being pumped in to be of a high quality to prevent polluting the aquifer and to prevent the wells from blocking up with grit. This option may also not be acceptable to Horizons from a groundwater quality point of view.

### **Other options:**

Catchment dams: In order to compensate for the increased discharge into the Koputaroa, dams can be built in gullies in the Koputaroa to attenuate run-off which allows HDC to increase the peak.

Afforestation: The upper reaches of the catchment can be planted with tree that consume a lot of water and evapo-transpire the groundwater into the atmosphere. The area required, and the effectiveness of this has not as yet been determined.

Wetlands: wetlands act as a sponge to retain floods, and improve water quality. The purchase of farmland to revert back to wetlands, will improve the situation, but may be a very expensive solution. It will however have a positive impact on biodiversity.

Lake Horowhenua: due to the current situation around Lake Horowhenua, diverting stormwater run-off into the Lake is seen as a last option. Whilst from an engineering point of view it may make sense, from a cultural point of view it is not considered a feasible solution. Long term HDC will need to rethink its position on this, because development in the North-West Quadrant is on land that naturally drains into the Lake.

### Costs of preferred options

HDC Officers identified the following preferred solutions:

- Upgrade Kennedy Park and Okatiro Pumpstations (interim to long term, localised solution with pumping of 1:10 run-off and attenuation of 1:100 run-off, or alternatively pumping of 1:100 run-off).
- Install new 300 mm Ø rising main along Kennedy Drive (as per the pumpstation solution).
- Install a new 1200 mm Ø outfall line along Fairfield Road (accommodate 1:10 flows in pipe, 1:100 flows can flow overland towards Koputaroa tributary).
- Koputaroa mitigation works (no additional flooding / damage in 1:100 run-off events).

The use of Vincent Drive Reserve as a underground attenuation area and soakage area for market-gardens run-off should be further investigated to solve flooding issues along Easton Way, but does not hold significant benefits for the development of NEQ to be further considered in this project.

### Cost estimate:

#	Description	Phase	Consent	Costing	Construction Duration
2	Kennedy Drive and Okarito Pumps and rising main	PD	N/a	\$ 574000	3 months
4	Fairfield Road 1200 mm	PD	Un-submitted	\$ 1 521 000	6 months
5	Koputaroa PS	PD	Un-submitted	\$ 1 686000	9 months
8	Easton Way and other minor projects	N/A	N/A	\$ 500 000	N/A
	<b>TOTAL</b>			<b>\$ 4281000</b>	

HDC have already obtained proposals for Consultants to commence with planning work to assist with optimising the preferred solutions. HDC's Infrastructure Services Projects Teams is also working on some of the project packages and will manage the process on behalf of HDC.



## Consultation and Public Discourse History Log

The following is a summary of the consultation undertaken with affected parties and Terms of Reference regarding the proposed Okarito Avenue/North East Levin stormwater planning and development project:

A community meeting was held in June 2015 convened by the Mayor after residents requested a community forum to state their issues and listen to Council's plan on moving forward on the North East Levin issue. All residents were notified of the meeting by letterbox drop. A summary of working party meetings following this are as follows:

### June 2015 meeting:

- Officers presented a series of photos and slides and a stages approach on how HDC will investigate options to address the issues.
- The community were asked to put their names down to be part of a working group to be involved in the investigations and options and to communicate back to the wider community. Was approximately 90 people attend from the community.
- Agreed for working group to meet 1st Thursday of every month.
- Mayor stated that there will be another community group in October.

### July 2015 meeting:

- Presentation and discussions on options and actions to address the issues.
- Terms of reference and meeting minutes developed in draft.

### August 2015 meeting:

- Presentation and discussions on options and actions to address the issued.
- Finalise and agree on terms of reference for the working group.
- Presentation and discussions on options and actions to address the issues.
- Update on actions and further options.
- Presentation by Market gardens consultant on best practice operation of Market Gardens and discussions with HRC rep.

### October 2015 meeting:

- Letter box drop of entire area of North East Levin including Easton Way and surrounding area.
- Full community meeting as Presentation and discussions on options and actions to address the issues.
- Progress was well received and happy the way the project is going.

- Update by Horizons Regional Council at the meeting on general acceptance of project.

November 2015 meeting:

- General update on project in more detail and agreement by working group to communicate progress to wider community over the holidays.

### **7 April 2016 Meeting**

HDC met with the Okarito Residents working group to discuss the project and provide a progress report on the project.

## **2016 Council Meetings:**

### **6 April 2016 Council Meeting**

In the monitoring report presented at the meeting it was suggested that Okarito Avenue was only one part of a larger area which should more appropriately be referred to as the North Eastern Quadrant.

### **2 March 2016 Council Meeting**

Under the matters arising, an addition was made to the minutes on Page 6 "the expected budget for the Northeast Stormwater Project is \$4.6m."

### **3 February 2016 Council Meeting**

In the February 3<sup>rd</sup> Council meeting, Okarito Stormwater discussed as part of the Annual Plan Report. Council was informed that the Northeast Stormwater Project is not new business because it was already included in the LTP and it was consulted on last year; the issue was the scale in terms of dollars.

## **Council Briefings:**

### **16 March 2016 Council Briefing**

The project was formally presented to the Councillors at a Council Briefing on the 16<sup>th</sup> March where the Infrastructure Services Group Manager, gave Councillors a detailed overview of the project and what the milestones were going forward.

## **Horizons Regional Council Engagement:**

### **14 April 2016**

HDC Officers, the HRC Southern Area Engineer (Mr Foxall) and a local Contractor (Mr Bonis of Higgins) investigated sites to determine the feasibility of using them for stormwater attenuation. Whilst not ideal for stormwater from North-Eastern Quadrant, the area could be used in future for run-off from the North-Western Quadrant development area.

### **12 April 2016**

Met with Cr Sheldon, Cr Burnell and HRC Group Manager – Operations (Mr Ramon Strong) to discuss the background to the project and what options have been identified. HRC are aware of the project, and the take-out from the meeting is that HDC and HRC would like to work collaboratively to provide a sustainable solution in which all parties win.

### **April 2016:**

HDC prepared and submitted a LTP submission for the establishment of a ratings scheme and the long term maintenance of a new Manawatu-Koputaroa pumpstation.

## **Koputaroa Farmers Consultation**

### **11 March 2016**

HDC Officers presented the project and how it could impact on farmers who neighbour the Koputaroa Stream or its tributary between Roslyn Road and SH57. Whilst most farmers were amiable, they also had reservations that any additional run-off would compound existing flooding woes.

## **Other notable events**

HDC responded to queries from the Manawatu Standard. An article was published.

## Plans:

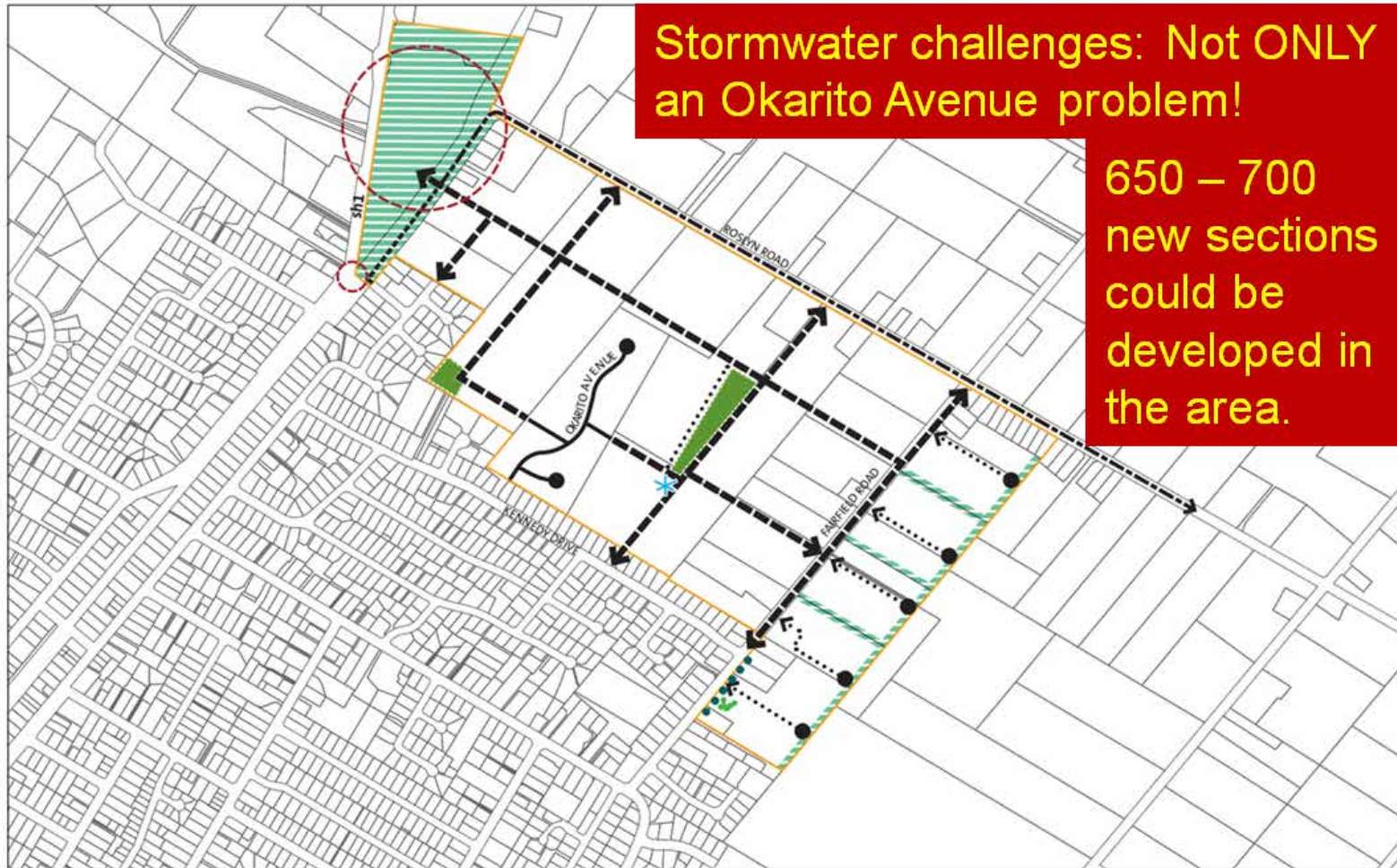


Figure 1 HDC Structure Plan for NEQ

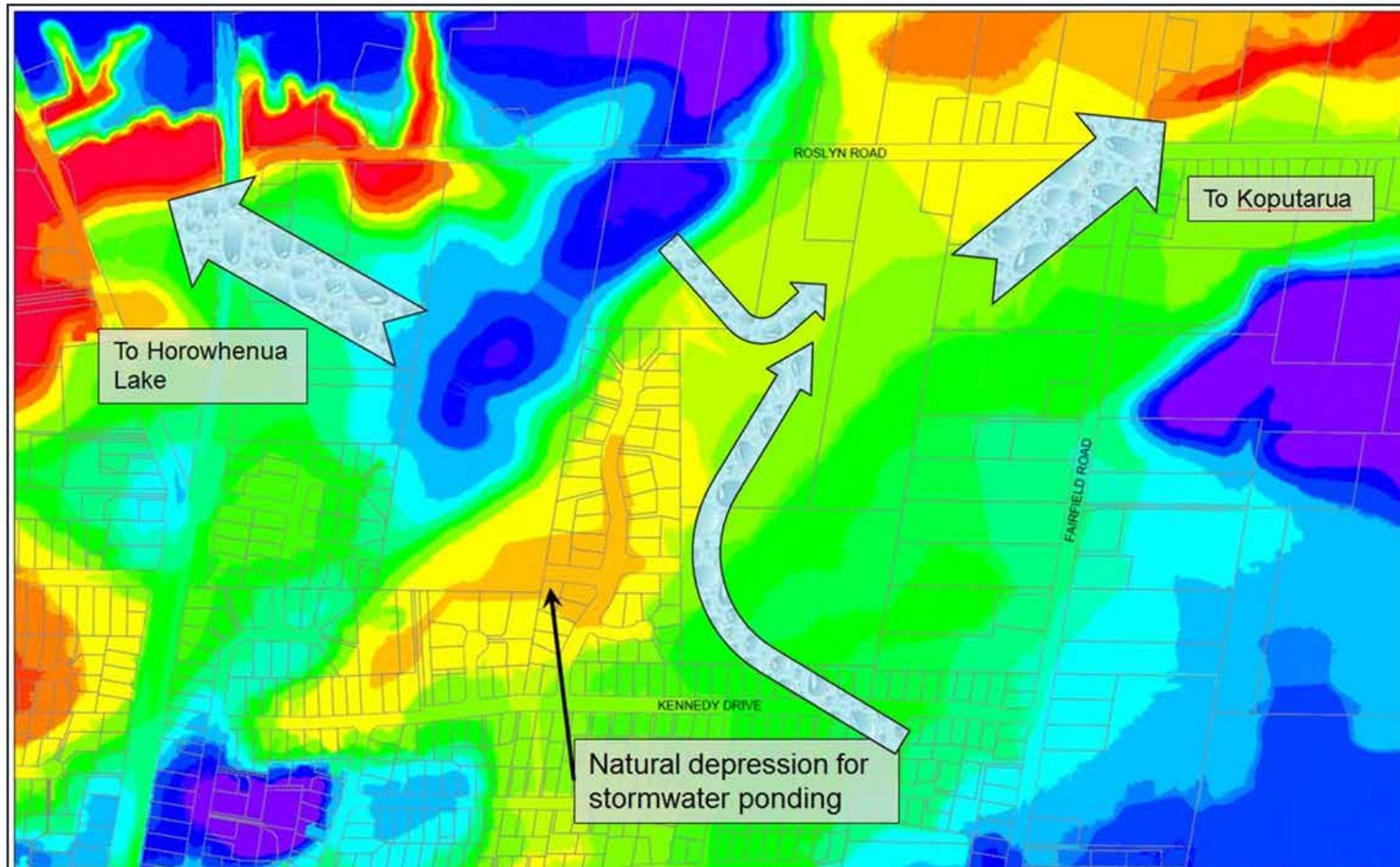


Figure 2 Topographic analysis of NEQ (blue higher areas, red lower areas)

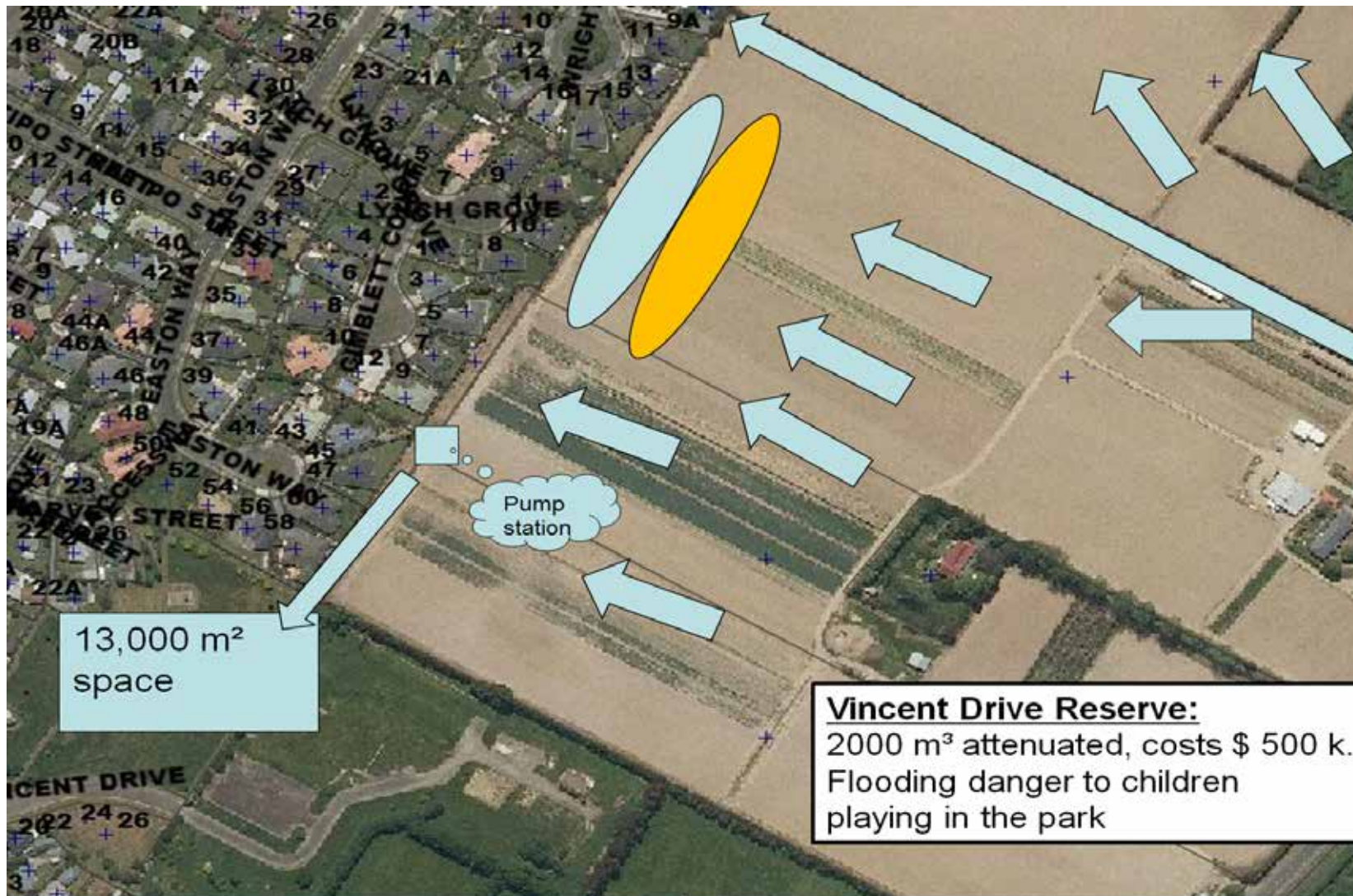


Figure 3 Attenuation options investigation along eastern side of Levin

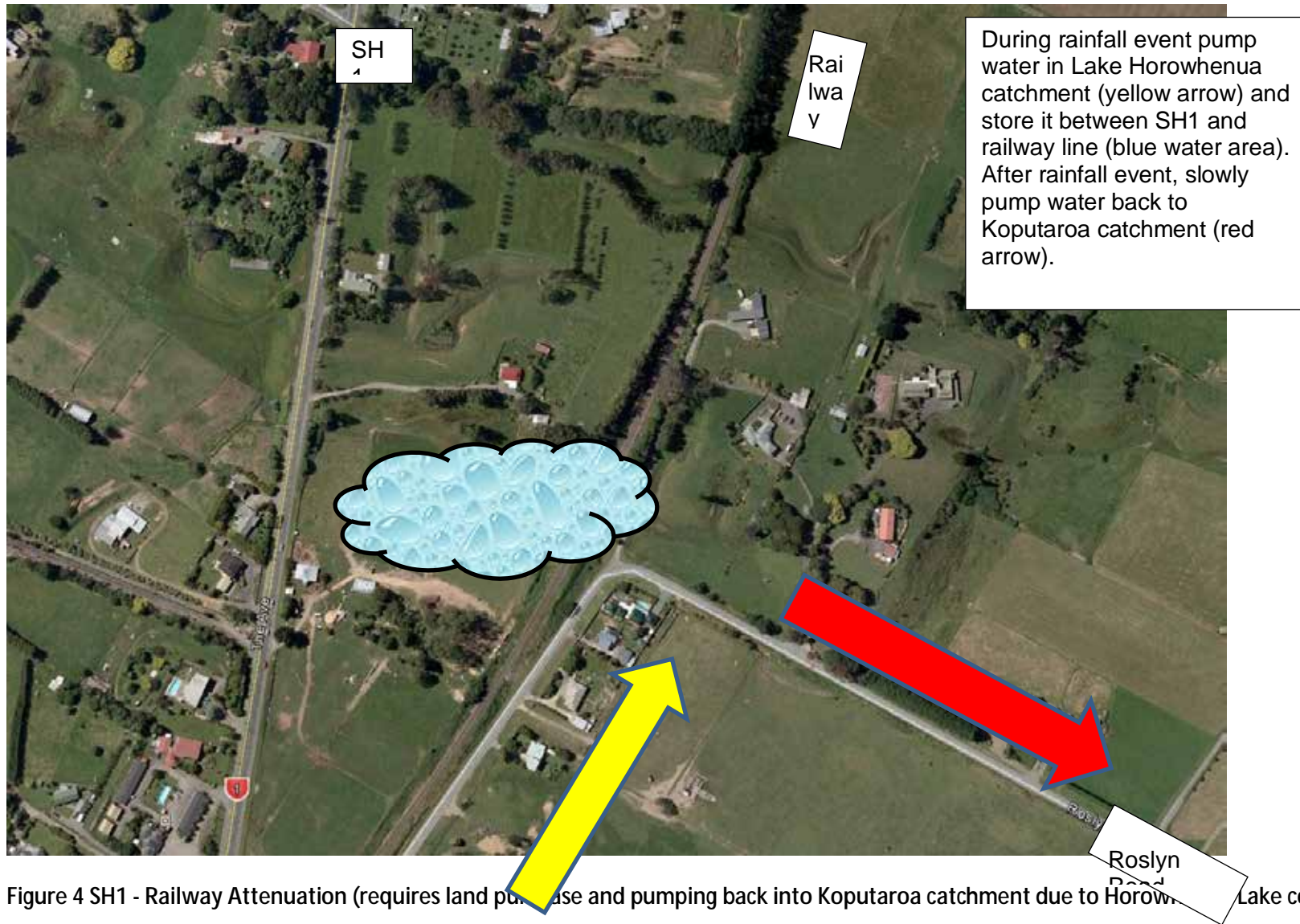


Figure 4 SH1 - Railway Attenuation (requires land purchase and pumping back into Koputaroa catchment due to Horowhenua Lake concerns)

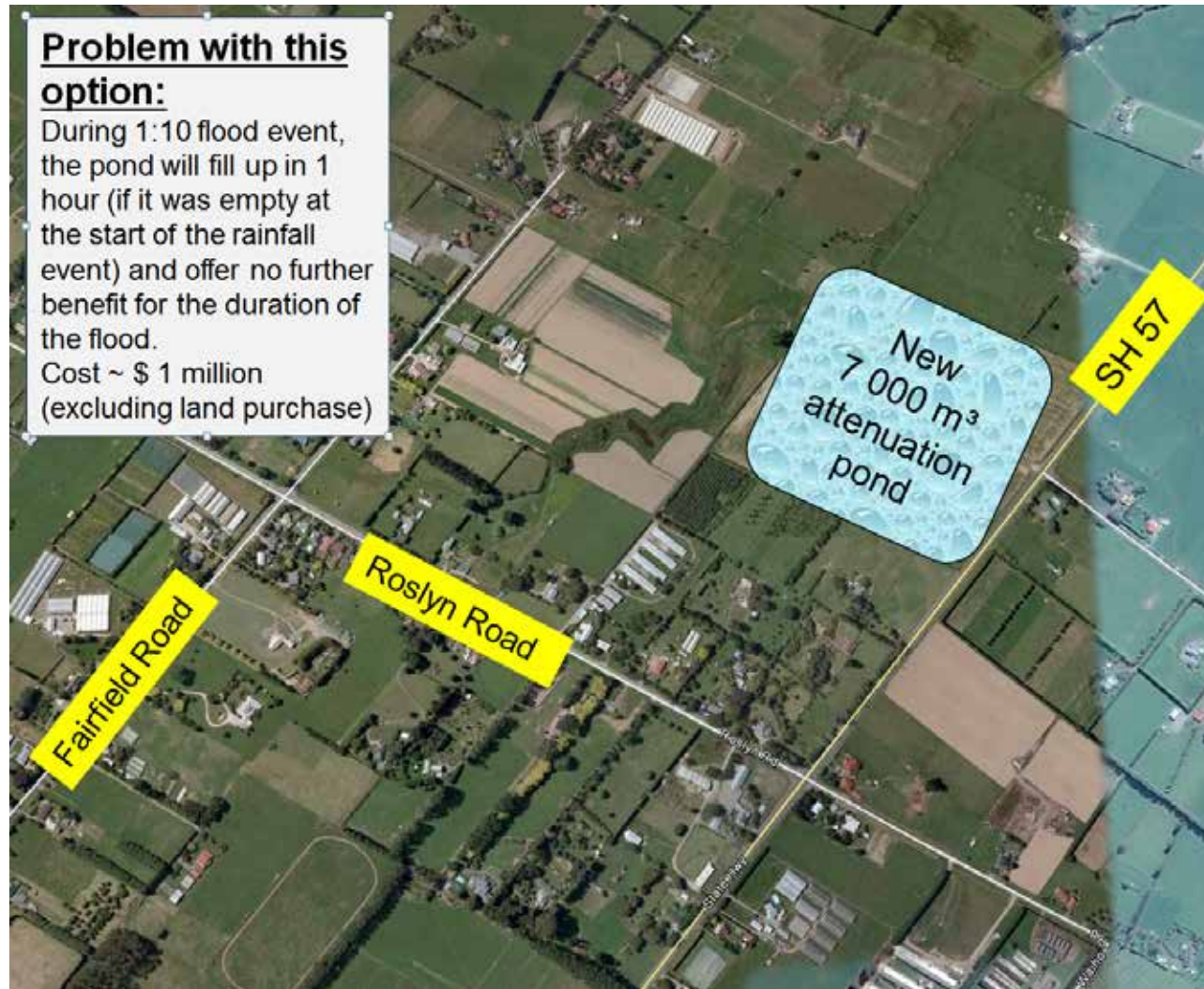


Figure 5 Attenuation investigation between Roslyn and SH 57





Figure 6 Conveyance options in NEQ

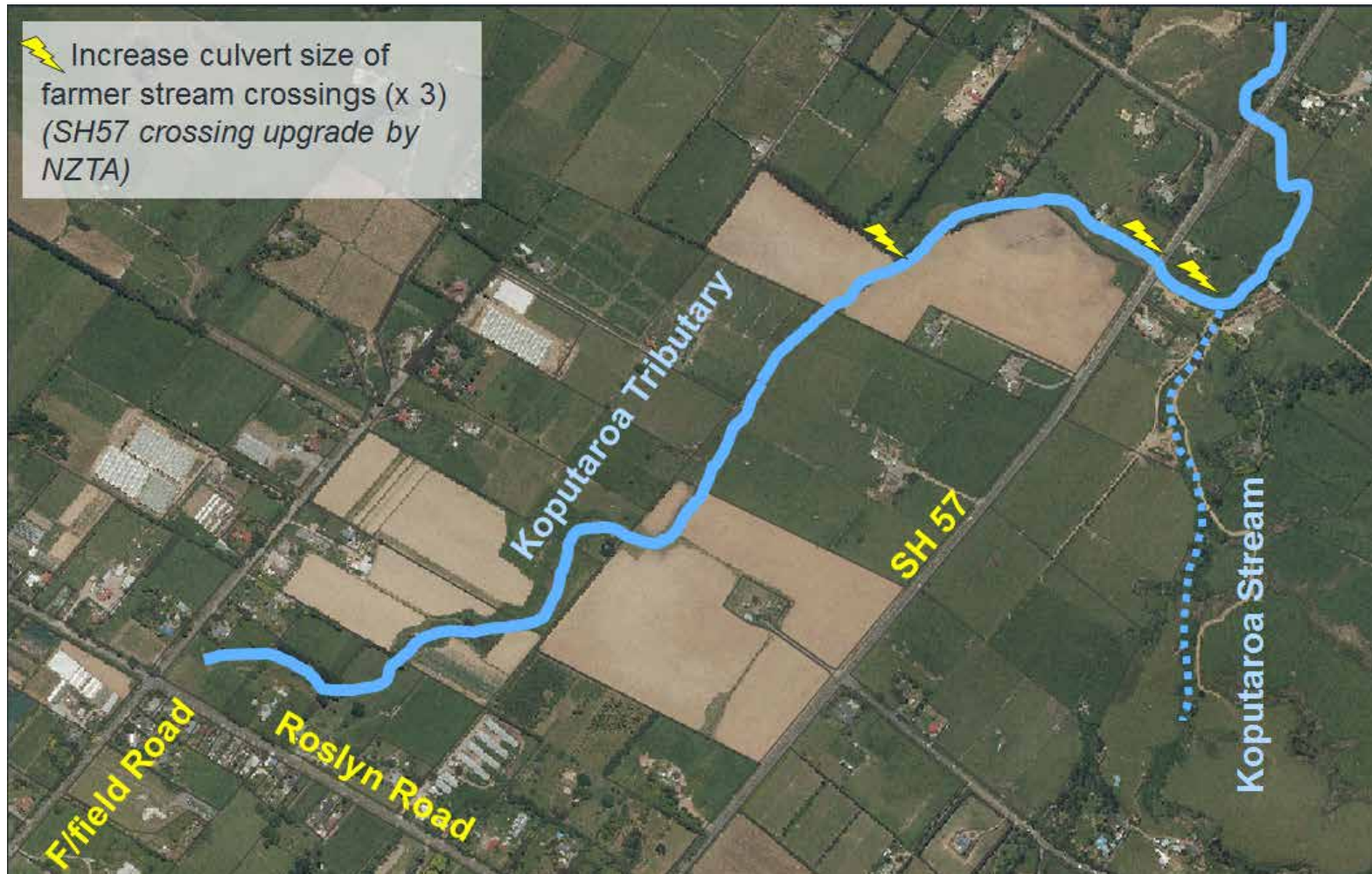


Figure 7 Stream Protection Works between Roslyn Road and SH57



Figure 8 Stream alignment improvements between SH 57 and Tavistock Road



Figure 9 Stopbank and Tavistock Road height increase



Figure 10 New Koputaroa Pumpstation at the end of Buckley Road



# Monitoring Report to 4 May 2016

File No.: 16/225

## 1. Purpose

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

## 2. Recommendation

- 2.1 That Report 16/225 Monitoring Report to 4 May 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	200

### 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							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 July 2012	Report 12/347	North Eastern Quadrant Stormwater	<i>THAT the stormwater review is progressed in 2012 – 2014.</i>	P Gaydon	April 2015	Progressing and on track	<p>This is a multi-year project through to the next LTP. Draft Scope and pricing has been developed and presented to council in a workshop on 16 March 2016</p> <p>The project expected completion date is May 2017</p>
2 July 2014	14/585	District Plan: Plan Change Timing	<p><i>THAT the preparation and processing by officers of the following plan changes to the District Plan be postponed from the 2014/15 financial year and be undertaken within 2015/16 financial year:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sites of Cultural Significance</li> <li><input type="checkbox"/> Historic Heritage</li> <li><input type="checkbox"/> Dunefields Assessment</li> <li><input type="checkbox"/> Coastal Hazards.</li> </ul>	D McCorkindale	July 2015		<p>The period for public nominations for heritage buildings/features closed 29<sup>th</sup> January 2016 with 78 nominations received. Officers are now working with Heritage experts to assess the nominated non-residential buildings and sites and identify those that will form part of a formal plan change to the District plan.</p>



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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
3 Dec 2014	14/890	Extension of N5 Part B Water and Wastewater Services Contract	<p><i>THAT the Horowhenua District Council accepts the proposal from Downer to extend the current contract for another 24 months;</i></p> <ul style="list-style-type: none"> <li>- <i>During this period (24 months) review the existing work schedule and</i></li> <li>- <i>Develop a new contract arrangement with a duration of 8 years with a 4 year plus a 2 x 2 year extension</i></li> </ul> <p><i>THAT the Horowhenua District Council works jointly with Downer to develop a new contract arrangement, to go to Council for approval by 1 January 2017, and if acceptable to Council the new contract will commence 1 July 2017.</i></p>	P Gaydon	1 July 2015		<p>Downer have accepted to extend the contract for another 24 months</p> <p>Discussions with Downer continuing.</p> <p>Looking at differing options e.g.</p> <ul style="list-style-type: none"> <li>· Alliance</li> <li>· Performance based contract.</li> <li>· Bring in-house</li> <li>· Other contractors</li> </ul>

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 Feb 2015	14/940	Te Awahou Nieuwe Stroom		D Clapperton		Completed	Report presented to Council 2 March 2016 seeking Council approval to undertake the redevelopment of Te Awahou Nieuwe Stroom as a managed contract.  That the Projects Committee and the CEO negotiate a managed contract for the construction of Te Awahou Nieuwe Stroom with Caldow Builders Ltd to +/- 10%.
	15/551	Public Places Bylaw 2015	<i>THAT Council resolves that:</i>  <i>(i) A bylaw is the most appropriate way of addressing "Public Place" matters, s155(1) of the Local Government Act 2002; and</i>  <i>THAT Council resolves that the Special Consultative Procedure as</i>	M Lepper	December 2015	Completed	Submissions have closed with over 100 received, primarily relating to smoking and Mobile traders. The Hearings Committee considered submissions on 8 March 2016. Report scheduled for May 2016 meeting of Council.

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>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 decisions arising from there from, except the actual adoption), for a subsequent recommendation to Council.</i></p>				
4 Nov 2015	15/.648	Finance, Audit & Risk Subcommittee	<p><i>THAT the Finance, Audit and Risk Subcommittee charter be reviewed after the 2016 triennial election.</i></p>	D Clapperton	November 2016		This will be completed post the election.

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
	15/551	Alcohol (Liquor) Ban 2015	<p><i>THAT Council resolves that:</i></p> <p><i>(i) A bylaw is the most appropriate way of addressing "Liquor" 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 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</i></p>	M Lepper	December 2015		<p>Submissions have closed with over 2 submissions received. Submissions were considered by the Hearings Committee of Council on 8 March 2016. Report scheduled for May 2016 meeting of Council.</p>

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>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.</i>  <i>THAT the Projects Committee give approval to final design and budget within the budget allocated in the 2015-2025 Long Term Plan.</i>	M Davidson			The Projects Committee provided endorsement to design and budget at its March meeting.  Tenders for this project have closed, and the Tender Evaluation Committee are meeting early May to award a contract.
2 March 2016	15/776	Construction Contract for Te Awahou Nieuwe Stroom Project	<i>THAT the Horowhenua District Council undertakes the redevelopment of Te Awahou Nieuwe Stroom as a managed contract.</i>  <i>THAT Council authorises the Projects Committee and the CEO to negotiate a managed contract for</i>	D Clapperton			Ongoing negotiations are taking place with the contractor. Expression of interest response for exhibition and interior fit-out has been received.

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

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>the construction of Te Awahou Nieuwe Stroom with Caldow Builders Ltd to +/- 10%.</i>				
	16/87	Reinstatement of Council Building Access – Crs Campbell and Feyen	<i>THAT the Chief Executive prepare a report for the next Council meeting with regard to the behaviour of Crs Feyen and Campbell.</i>	D Clapperton			No action taken at this stage. Action to be taken to be guided by Standing Orders
	16/32	Fees and Charges 2016/17 – Food Act and Planning	<i>THAT Council resolves that Food Act Fees and Planning Services Fees as proposed for the 2016/17 year be used as the Statement of Proposal, and together with the Summary of Information, be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.</i>  <i>THAT the hearing of any submissions on this matter be heard by the Hearings Committee of Council</i>	M Lepper			The submission period has closed and there were no submissions received. A recommendation to adopt the fees and charges is proposed in the Chief Executives Report.

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>acting under delegated authority and a subsequent recommendation be made by the Committee to Council.</i>				
6 April 2016	16/122	Code of Conduct Complaint – Cr Ross Campbell	<i>THAT Council resolves to investigate the alleged breach of its Code of Conduct by Councillor Ross Campbell. THAT a Committee comprising Ms Jenny Rowan and Mr Doug Rowan be appointed to pursue the matter and report back to Council in accordance with Council's Code of Conduct.</i>	D Clapperton			
	15/568	Levin Mall Car Park – Review of No Restriction Trial	<i>THAT Council resolves that the P120 parking restriction that applied on the eastern side of the Levin Mall Car Park be reinstated, with the western side remaining unrestricted, effective 7 April 2016.</i>	M Lepper		Completed	

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
	16/124	Te Horowhenua Trust Statement of Intent 2016/2017	<p><i>THAT the Horowhenua District Council <b>receives</b> the Draft Statement of Intent 2016/2017 from Te Horowhenua Trust.</i></p> <p><i>THAT the Horowhenua District Council <b>receives and considers for acceptance</b> a revised Statement of Intent 2016/2017 from Te Horowhenua Trust at its June Council meeting.</i></p>	D Kidd	June 2016		Progressing
13 April 2016	16/163	Community Housing Proposal – Amendment to Long Term Plan 2015-2025	<p><i>THAT Horowhenua District Council no longer provides Pensioner Housing as a core Council Service.</i></p> <p><i>THAT Horowhenua District Council seeks expressions of interest from Community Housing Providers for the stock transfer of Council's Pensioner Housing</i></p>	M Davidson	June 2016		Amendment to the Long Term Plan 2015-2025 is included in the May Council agenda for adoption.



MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>Portfolio including those land parcels tagged for future Pensioner Housing.</i></p> <p><i>THAT Horowhenua District Council continues to take a leadership role in advocating and facilitating for wider community issues with regard to accessibility and affordability of quality housing.</i></p>				
	16/177	Code of Conduct Complaint - Mayor Brendan Duffy	<p><i>THAT Council resolves to investigate the alleged breach of its Code of Conduct by Mayor Duffy.</i></p> <p><i>THAT the Chief Executive recommends to Council that Ms Jenny Rowan and Mr Doug Rowan comprise the Code of Conduct Committee.</i></p>	D Clapperton			
	16/178	Code of Conduct Complaint – Cr Tony Rush	<p><i>THAT Council resolves to investigate the alleged breach of its Code of Conduct by Councillor Rush.</i></p>	D Clapperton			

**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 the Chief Executive recommends to Council that Ms Jenny Rowan and Mr Doug Rowan comprise the Code of Conduct Committee.</i></p>				

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# Chief Executive's Report to 4 May 2016

File No.: 16/119

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## 1. Purpose

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

## 2. Recommendation

- 2.1 That Report 16/119 Chief Executive's Report to 4 May 2016 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council adopts the Schedule of Fees and Charges 2016/17 for Food Act Premises (**attached** as Attachment) A and Planning Fees (**attached** as Attachment B).

## 3. Chief Executive Updates

### 3.1 General

April was another busy month for Council. The lead up to the winter presents a significant challenge to our staff and contractors to complete renewal and maintenance programmes before the onset of less favourable weather. However, the good weather we are experiencing, coupled with excellent forward planning by staff, will mean all renewal projects for roading, water, wastewater and solid waste, will be completed before the end of the financial year.

Last month saw the completion of 2 significant capital projects. The upgraded Shannon Wastewater disposal system and the new 6 million litre reservoir tank for Levin water, with a total spend of over \$12 million, are significant milestones in Council's infrastructure upgrade programme.

### 3.2 Strategic/Business Plan Update

During the month Council was updated on the following strategic initiatives:

- (a) Update on the development of the Levin Townscape Strategy, presented by Anna Wood, Council's Urban Planner. Initial consultation on the early stages of this strategy development will commence in May.
- (b) Update on the Heritage Strategy section of the District Plan was presented by Tiffany Williams, Strategic Planner.
- (c) Update on the Affordable Care and Lifestyle for Older People project from the Manawatu Whanganui Regional Growth Study (Accelerate 25) was presented by Shanon Grainger, Economic Development Manager, and consultant Grant Davidson.
- (d) Update on Council's strategic positioning in light of forecasted growth for the Horowhenua over the next 15-20 years was presented by consultant Leigh Auton and the Chief Executive.

### 3.3 Financial

Council's Group Manager - Finance, Doug Law, is finalising the 2017/18 Annual Plan for presentation to Council at the June 2016 meeting. Since Council's decision to not consult on the Annual Plan there have been no further significant changes to budgets. Consequently we will be presenting to Council a budget in line with year 2 of the 2015-2025 Long Term Plan (LTP).

Audit New Zealand has approved the variation to the 2015-2025 LTP as a result of Council's decision to no longer deliver Pension Housing services and seek requests for proposals from Community Housing Providers to purchase Council's Pensioner Housing Stock.

### 3.4 **Government Announcements**

The following is a summary of Government announcements and releases for members' interest. Officers consider each of these, along with advice from SOLGM and LGNZ, and the impact they may have on Council:

#### "Office of the Auditor General

Controller and Auditor General, Lyn Provost, has released the following reports of interest to Local Government:

#### *Reflections from our audits: Governance and Accountability – April 2016*

The work programme theme for 2014/15 was Governance and Accountability. This report brings together some reflections from OAG's work under this theme.

This report reflects on common issues and challenges, and examples of good and emerging practice that public entities can use to help improve their governance and accountability arrangements. Eight elements of good governance have been identified. We encourage entities to consider their own governance arrangements against these elements. The report also considers emerging trends, such as new reporting standards, that present both challenges and opportunities for enhancing transparency and accountability.

#### *Local Government: Results of the 2014/15 audits – April 2016*

This report includes commentary on:

- the financial results from the 2014/15 annual reports of all local authorities;
- how timely local authorities are in adopting their annual reports and publicly releasing their annual reports and summary annual reports;
- matters arising during the audit of three local authorities that we consider worth bringing to the attention of others – these matters include the establishment of council-controlled organisations (CCOs) by a CCO itself, disclosure of severance payments, and decisions about the future management of investment funds outside of a council's control; and
- the audit reports that Audit NZ issued in 2015.

The report notes that the most significant result in the financial results is in capital expenditure, where the Office identified that overall spending continues to be substantially under-budget. The report also looks at capital expenditure on the renewal and replacement of assets and has compared it to depreciation expenditure. As with previous years, depreciation continues to be higher than capital expenditure. The Office notes that local authorities need to continue to develop and refine their knowledge of their asset information in order to make good decisions about asset investment in the future.

The report also includes a focus on:

- recent work of the Office in the local government sector, including our reports about governance and accountability;
- airports within their mandate, given their value to local communities – some small regional airports have experienced challenges lately following the loss of some airline services; and
- matters relevant for the upcoming local body elections. This includes communication in the pre-election period and pre-election reports. Audit NZ also comments on the importance of governance training for newly elected members after the elections and encourages local authorities to think about whether they establish an audit committee after the election.

### Parliamentary Commissioner for the Environment

Parliamentary Commissioner for the Environment, Dr Jan Wright, as released the following publications/submissions of interest to Local Government:

#### *Submission on the Resource Legislation Amendment Bill 2015*

The Commissioner has prepared a submission with her advice to Parliament on the Resource Legislation Amendment Bill (14 March 2016). The Commissioner has made six recommendations on the Bill – three are concerned with the direction given by the Government to Council, and three are focused on the changes to Council processes.

#### *Submission on Government Review of the Emissions Trading Scheme*

The Commissioner has prepared a submission with her advice to Parliament on the Review of the Emissions Trading Scheme (18 February 2016). The Commissioner supports moves to strengthen New Zealand's climate rules and highlights the need for a focus to transition to a low carbon economy.

Both submissions can be viewed on line.

### Ministry for the Environment

#### *Waste Minimisation Fund guide for applicants – March 2015*

This guide provides information about the Waste Minimisation Fund (WMF) and guidance for completing an application for funding for a waste minimisation project.

This guide can be viewed on line.

#### *Waste assessments and waste management and minimization planning: a guide for territorial authorities – December 2015*

This non-statutory guide for territorial authorities provides guidance on reviewing a waste management and minimization plan (WMMP). The guide:

- describes the legislative setting for waste management and minimization planning
- highlights the statutory requirements for undertaking a WMMP review
- provides a blueprint for undertaking a WMMP review and a WMMP template.

This guide updates and replaces the Waste management and minimization planning guidance published in 2009.

### Ministry for Business, Innovation and Employment

#### *Taking Ultra-Fast Broadband and the Rural Broadband Initiative to even more New Zealanders*

The Government has extended the ultra-fast broadband programme and Rural Broadband Initiative to even more New Zealanders.

An injection of \$210 million from the Future Investment Fund will increase the number of New Zealanders with access to UFB from 75% to 80%, meaning approximately 50 additional small towns will have access to fibre internet connections.

More rural New Zealanders will have access to the RBI too, with another \$100 million to extend it into even more rural areas. And Government is talking to businesses and communities throughout New Zealand to fix mobile coverage black spots along main highways and at major tourist sites.

#### *Health and Safety at Work Act 2015*

The Health and Safety at Work Act came into force on 4 April 2016.

The Act is part of “Working Safer: a blueprint for health and safety at work” and reforms New Zealand’s health and safety system following the recommendations of the Independent Taskforce on Workplace Health and Safety.

Working Safer is aimed at reducing New Zealand’s workplace injury and death toll by 25% by 2020. It will require leadership and action from business, workers and Government to achieve this goal. The Act’s key emphasis is on everyone in the workplace being responsible for health and safety.

The Act works to focus effort on what matters, based on business risk, control and size:

- it reinforces proportionality – what a business needs to do depends on its level of risk and what it can control
- it shifts from hazard spotting to managing critical risks – actions that reduce workplace harm rather than trivial hazards
- it introduces the “reasonably practicable” concept – focusing attention on what is reasonable for a business to do
- it changes the focus from the physical workplace to the conduct of work – what the business actually does and so what it can control
- it supports more effective worker engagement and participation – promoting flexibility to suit business size and need.

The Health and Safety at Work Act replaces the Health and Safety in Employment Act 1992. The new law is supported by regulations.

### 3.5 **March 2016 Communications Update**

- Brand Refresh Project is well underway and on track for completion.
- New Website Provider has been selected and project is on track to go live with new website for 1 July 2016.
- Key Focus for May-June is development of Marketing Strategy for Horowhenua and development of Horowhenua Prospectus.
- Communication and Design Support for:
  - Community Services Review
  - Visitor Information
  - Aquatics Centre Redevelopment
  - Cycling and Walkways Strategy
  - Community Housing Review
  - Economic Development
  - Te Awahou Nieuwe Stroom
  - Election 2016
  - NZTA=RONs Consultation
  - Shannon Waste Water.
- Easter Promotion:
  - Horowhenua was promoted as the place to be this Easter. We featured in newspaper advertising from Kapiti, Wanganui, Palmerston North and Wellington.
  - Advertising was run through the Wellington Regional district magazine.
  - Radio advertising also featured on More FM.
  - The NZMCEA Easter Rally:
    - Horowhenua District Council supported this event through providing Horowhenua maps and information, providing Horowhenua promotional items for all participants.

- Ran a Horowhenua Promotion which saw over 50 businesses offering the NZMCEA participants a special promotion for visiting their store.
- Manawatu College ran a survey for HDC at the Easter Rally – there were over 200 responses; this includes over 100 new subscriptions to our Horowhenua e-newsletter. The survey will help us target our advertising in future years, and also help the event offer other features the event goers are looking for.
- Ran a Photo Competition – with close to 200 entries.
- Media
  - 10 Media releases
  - 11 Media responses.
- Website Statistics
  - Users 10, 578.
- Social Media
  - HDC Facebook: 1,781
  - Horowhenua Facebook: 2,133
  - Twitter: 112.

#### Monthly Publications

<http://www.horowhenua.govt.nz/News/Community-Connection/March-2016/>

<http://www.horowhenua.govt.nz/News/Elderberries/>

<http://www.horowhenua.govt.nz/News/Latest-News/>

### 3.6 **CEO Activities**

It is important that I have the opportunity to engage in discussions with staff, other Councils, and external partners. During April these discussions included:

- attending the launch of Council's refreshed brand with staff;
- meeting with Ramon Strong, Horizons Regional Council's newly appointed Group Manager – Operations. Ramon replaces Alan Cook, a long standing staff member at Horizons, who has now retired.
- meeting with Te Horowhenua Trust to present the key findings from the Community Services Review;
- meeting with counterparts from Manawatu and Rangitikei District Councils to discuss shared services opportunities;
- meetings with NZTA to discuss proposals and process for the SH1 and SH57 network between Otaki and Levin;
- meeting with staff to discuss the development of the Horowhenua prospectus;
- meeting with the Chair of the Levin Adventure Park Trust discussing insurance requirements;
- meeting with advisors on the possibility of establishing a Special Economic Zone for Horowhenua.

### 3.7 **Other Matters of Interest**

Mediation continues with Horizons Regional Council regarding Council's appeal to the Ohau River water take consents. Should successful negotiations not conclude within the next two weeks, we will proceed to prepare witness evidence for the Environment Court hearing.

We have seen a significant increase in LGOIMA requests, which is not unusual during an election year.

A pre-hearing meeting for the Levin Landfill Consents Review resulted in agreed delay of the Review Hearing pending further discussions with interested parties. This is very promising and hopefully could lead to the avoidance of a full hearing.

### 3.8 **Adoption of Fees and Charges 2016/17 - Food Act Premises and Planning**

At its March 2016 meeting, resolved to consult using the special consultative procedure on 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. There have been no submissions received. Accordingly, it is recommended that the fees as consulted on be adopted.

### 3.9 **Unauthorised Signage**

In November 2015 the Leadership Team endorsed an approach to manage the large number of unauthorised signs within the rural and residential zones across the District.

Staff from the Regulatory, Parks and Property, Communications and Roading teams have established the "Signs Committee". This small team has been meeting regularly to develop an action plan for dealing with this long standing issue. The team is making steady progress on developing a communications plan that will include identification of key stakeholders and how to communicate with these parties to develop a good working relationship so that signage across the district can become an asset not an eyesore.

Another initiative proposed by the Signs Committee is to run a workshop with the sign writing companies where Council staff can convey the message about what makes a good sign and how to ensure that signs comply with the Council's District Plan. This workshop is proposed to occur in late May 2016.

Other initiatives also proposed include presentations to other sector groups like Real Estate Agents, and business groups who rely on signage to promote their business.

### 3.10 **HAIL/NES Working Group**

At the MWLASS meeting in April 2015 the board members resolved to support the establishment of a working group represented by all Councils to address the current gap in our collective knowledge regarding the management of hazardous activities and industries (HAIL) in line with the requirements of the National Environmental Standard for Assessing and Managing Contaminants in Soil to Protect Human Health 2011 (NES). These regulations require Regional and District Councils to have a process for ensuring that information on the potential for land affected by past or present land use are known and made available to the public to ensure protection of human health and the environment.

The working group has identified four opportunities that will provide a consistent approach for the management of HAIL activities and the NES, these include:

- Accessible, reliable, HAIL land information
- Accessible, complete, historical aerial photo archive
- Positively-focused communication strategy for land owners and the public
- A common process for implementing the NES.

Teams have been established to investigate and prepare outputs that deliver on these opportunities. Good progress is being made by the teams with regular updates being



provided to the MWLASS Board. The next update for the Board will be at the mid-June 2016 meeting.

3.11 **Report on the NZPI 2016 Conference – “Over the Rainbow”**

Cr Rush’s report on his attendance at the NZ Planning Conference is **attached**.

**Attachments**



No.	Title	Page
A	Food Act 2014 Fees and Charges for the 2016/17 Year - Final	218
B	Planning Fees and Charges 2016/17 - Final	220
C	Report on 2016 NZPI Planning Conference - Cr Tony Rush	227

**Confirmation of statutory compliance**

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

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

**Signatories**

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



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

**HOROWHENUA DISTRICT COUNCIL  
FOOD ACT FEES 2016/17**

<b>Food Business Fees Under the Food Act 2014</b>		
<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



# Planning Fees and Charges for the 2016/17 Year

## HOROWHENUA DISTRICT COUNCIL PLANNING FEES 2016/17

### 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)
<b>Land Use Consent</b>			
Fast Track Consent	\$480.00	No	1
Minor Land Use Consent	\$750.00	Yes	2
Other Land Use Consent	\$980.00	Yes	2
<b>Subdivision Consent</b>			
<b>Minor Subdivision / Boundary Adjustment</b>			
	\$930.00	Yes	2
<b>Other Subdivision</b>			
- 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	
<b>Planning</b>			
<b>District Plan Amendments</b>	<b>Fixed Charge</b>	<b>Additional Charge</b>	<b>Notes (Please refer below)</b>
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	
<b>Other Applications</b>	<b>Fixed Charge</b>	<b>Additional Charge</b>	<b>Notes (Please refer below)</b>
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	
<b>Notification and Hearing Costs</b>	<b>Fixed Charge</b>	<b>Additional Charge</b>	<b>Notes (Please refer below)</b>
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
<b>Monitoring Costs</b>	<b>Fixed Charge</b>	<b>Additional Charge</b>	<b>Notes (Please refer below)</b>
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
<b>Council Officer's Hourly Rates</b>	<b>Fixed Charge</b>	<b>Additional Charge</b>	<b>Notes (Please refer</b>

			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	
<b>Other Charges</b>	<b>Fixed Charge</b>	<b>Additional Charge</b>	<b>Notes (Please refer below)</b>
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 40m<sup>2</sup> 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.*



## Report on 2016 NZPI Planning Conference Dunedin, Tuesday 12<sup>th</sup> April to Friday 15<sup>th</sup> April 2016

From Cr Tony Rush

The NZ Planning Institute Conference in Dunedin had the Conference theme of 'Over the Rainbow' reflecting the Institute's desire to "address the opportunities and vision required by planners to take a "strategic policy oriented view of environmental sustainability and economic development in New Zealand." Despite the somewhat grandiloquent nature of the above, the conference was one of the most interesting I have attended with much directly relevant to my role as a Horowhenua District Councillor. The three themes that most interested me were:

- Population Aging
- Heritage
- Global Warming.

### Tuesday – Special workshop for Electeds

**Michael Garbett**, lawyer, spoke of the legal and procedural consequences of a chair or panel in a Resource Consent Hearing requiring pre-circulation of all evidence; balancing greater transparency and the avoidance of 'ambush' against potential delays, extra costs and complications. It's not a decision I have faced as yet but could be; it is one I would approach with more caution now.

*Key takeaways: Whilst requiring pre-circulation of evidence may provide greater transparency and protect against 'ambush' at the actual Hearing, this must be balanced against imposing extra costs on all involved and creating probable delays in process.*

**Lisa Bond**, a senior geo-environmental consultant, covered preparations staff and panel members should take in planning any site visit to potentially contaminated ground. An assessment of a site for potential contamination might be triggered by consent applications to remove or replace fuel systems, sampling or disturbing soil, land change of use or sub-division. A simple process might require a preliminary site investigation (PSI). A more detailed site investigation involving soil and land testing and sampling followed by an appraisal may then be required, including possible site visits. A full appraisal by a 'Suitably Qualified and experienced practitioner' may be required following the DSI; either before or after a site visit.

*Key takeaways: Keep safe and be cautious on any site visit; you don't know what you might find. Plan process and equipment potentially needed before a visit. If in doubt about what you see, back off and call a SQEP.*

**Fraser McRay**, Director Policy and Resource Planning at ORC, advises that we forget the arguments about what causes Global Warming (Man, Cyclical, and accept that it is happening. He notes there are no new effects occurring but what is occurring is more generally negative than beneficial and is changing in terms of speed, scale and impact.

Uncertainty, at the moment, is driven by "Infinite Probabilities and a Total Perspective Vortex, which is driving decision paralysis at a time when we need to ensure we are building an anti-fragile future. In other words, stop dithering at a time when we need to ensure we are building resilient communities, ensuring learning and facts infuse communications, resisting structural devices and taking a long view when investing.

Key takeaways: *Ask questions and understand the science not the myths, build understandings in others, create strong beneficial relationships, engage a range of disciplines. Build for the future and don't defend the ultimately indefensible.*

Professor Jacinta Ruru, co-director of the Maori Centre of Research Excellence at Otago University, confessed her area of expertise was more in the legal arena than with Maori-Council relationships. The research she presented was interesting however.

Key takeaway. *The Concept of a 'Social License to operate'.*

### **Wednesday – Plenary Sessions followed by two parallel workshop sessions**

**Sir Geoffrey Palmer** on the proposed changes to 'his' RMA. Sir Geoffrey lamented the NZ governmental practice of tinkering with existing laws rather than reviewing the actual or perceived problems and making effective and perhaps sweeping changes. This leads, he posits, to 'bad law' and he fears this is what will happen in the current changes. He noted that rather than one comprehensive review there are three nearly contemporaneous and overlapping reviews.

- The proposed Resource Legislation Amendment, going through Select Committee stages
- The Productivity Commission review
- The LGNZ Blue Skies review.

The proposed legislation may make around 40 changes to four acts. Sir Geoffrey fears they may lead to:

- Greater Ministerial control, direction and centralization
- Reduced local participation and consultation
- An emphasis on speedy resolution over quality environmental outcomes.
- A possible impact on what Councils may or may not do.

**Dr Nick Smith** – Minister for the Environment – spoke the following day but is covered here as his address was a counterpoint to Sir Geoffrey's speech. He spoke of the philosophical underpinnings of the Resource Legislation Amendment Bill as being to:

- Ensure good decision making based upon good science
- Provide stronger central government direction to ensure national consistency, and
- Encourage greater collaboration in decision making.
- Provide for better planning, more Maori participation and further process improvement

Dr Smith noted our process costs were generally high by international standards, District Plans are often too complex and rigid, consenting processes too lengthy and complex.

Dr Smith also covered changes to fresh water legislation seeking an improved National Fresh Water Policy Statement, with enhanced consultation with Iwi, farmers and conservation groups. He also looked at pest control and the pest threat to our bio-diversity. He sees as desirable a single national regulatory approach with new standardized controls on pests such as rats, stoats and possums.

Takeaway from the above two presentations. *The whole space is complex, highly political. Any simplification and increased speediness achieved by the changes may be in part at the expense of Council involvement in decision making. Watch this space carefully.*

**Professor Hirini Mataunga** reviewed the past 25 years of the RMA from a Maori perspective. As to improvements, the two key needs for Maori/Iwi are Tino Rangatirotanga, and guaranteed protection and access to natural resources and taonga. He concluded that for Maori critical elements are:

- Retention of Part 2, particularly sub clauses 6e, 7a, and 8.
- Clarity needed regarding implementation of the above
- Clarity needed around Treaty responsiveness
- A more structured approach needed toward implementation in RMA processes of Iwi Management Plans.

Takeaway: *Check re progress toward Iwi Management Plans for the two major Iwi. Can we help in any way?*

**Dr Jan Wright**, Parliamentary Commissioner for the Environment, spoke at length on the eventual impact of rising sea level, which she asserted was a certainty already scientifically evidenced. She saw the issue of mitigation (reducing carbon emissions, etc.) as a central government function. Adaption, whether through refusal, adaption or withdrawal, are strategies for local government to consider, ideally with regional cooperation and Government support.

Scientifically-based estimates point to a possible 30 cms increase in level over the next two to three decades. Dr Wright showed maps with the possible inundation characteristics for a number of New Zealand towns and cities. This caused headlines articles in the ODT since South Dunedin was singled out as one area particularly at threat.

Takeaway; This is *an issue, although not perhaps a major one for Horowhenua, we need to consider for resource consent planning in specific areas at threat.* Dr Wright's key areas of advice:

- Need for a Coastal Policy Statement giving Central guidance and direction
- Importance of accurately measuring and knowing land elevation
- Decisions on how much sea level rise to plan for and how far ahead to look
- Separate out scientific assessment and evaluation from judgement and decision making
- Engage with the community around social impact, making a staged approach to transparent decision making
- Develop strategies for our coastlines and river estuaries, focusing upon adaptive management, better monitoring of sediment flows, accretion or erosion, and avoidance of ad hoc reactions
- Analyze the fiscal risks carefully, are sea walls a viable answer? Avoid premature decisions.

**Joseph Minicozzi's** mantra is "In God We Trust – Everyone else bring Data". He is an American who is credited for the transformation of Asheville, North Carolina, from a small city with the largest debt per capita to one enjoying burgeoning municipal revenue; a town of 90,000 citizens which attracts nine million tourists a year. He uses hard numbers to convince Councils that investment in urban renewal can bring huge returns.

He evidenced that a renewed four or more story building in downtown generates far more in municipal revenue than a single story Warehouse or Bunnings-style retail development despite the far greater land requirements of the latter.

*Key Takeaway: Under a capital-rating system multi-story buildings, particularly in a CBD, have more rate income potential.*

### **Parallel Sessions – Aging Population theme, Hazards**

**Alicia Taylor** of Housing New Zealand spoke about building affordable social housing for the elderly. Her message in part was that Councils need to incorporate elderly oriented provisions, such as smaller houses and higher density in District Plans. The current planning and market approach, she posits, seeks to maximize value returns rather than affordable housing provision.

**Luke Hinchley**, partner in Chapman Tripp, had a topic of *Bespoke Solutions for Retirement Villages*. He suggested that because of the protections retirees have in the Retirement Villages Act there may be less need for RMA protections. The challenges he sees in current retirement village consent applications is that District Plans tend to be too general, inflexible and based upon a typical sub-division. They often lack understanding of elderly housing needs.

*Takeaways: If we are to achieve the potential growth in population due to the RNS, and with the targeting suggested by the Regional Growth Strategy, then getting this aspect of our planning and consenting right is crucial. Our goal should be around targeted enabling provisions, flexibility and less reliance on resource consents. Our Rules should reflect targeted controls to manage external effects, and restricted discretionary activities where permitted standards are not met. We should consider whether there is a need to make our District Plan more attuned to facilitate housing for the elderly.*

**Glen Vann** was advisor to the Queensland Floods Commission of Inquiry and is an international consultant. He spoke of community resilience as a factor of how well communities adapt to hazards, prepare for them, and recover following them. In planning one must understand risk and consequence, whether to avoid or protect and the commercial tolerance of risk.

Glen suggests building community resilience is a key task in recovering from real events. Do this through:

- integrating science and compassion
- Building community understanding of the often difficult options, repair or abandon, etc
- Develop organizational readiness and equip with right tools
- Fund to avoid and mitigate to minimize future recovery costs

### **Thursday**

**Professor Natalie Jackson** of Massey University addressed the *Ebbing of the Human Tribe*, suggesting global human growth will end in the current century due to:

- Structural aging – an increasing percentage of aged population
- Numerical aging – an increase in the absolute numbers of aged
- Natural decline – more elderly than children leads to more deaths than births, and

- Absolute decline – natural decline not offset by migration

Age-driven growth will be different from youth and family-driven growth. Retirement destination strategies such as retirement homes will be good for the next few decades but are not a long term solution. In NZ the aging profiles for Maori and Pacifica are markedly different.

*Takeaway; the projected 10,000 increase in Horowhenua's population over the next decade plus may exacerbate our aging demographic due to 'grey migration'. However, the impact of that 10,000 increased population on our infrastructure needs may be less than would be the case for a more age-balanced cohort.*

**Bruce Chapman and Glen Hazelton** spoke about Heritage Conservation. They saw the challenges as ensuring resilience in the heritage estate, the need to balance property rights with the common interest in heritage, and changes in economic geography. "What we remember and cherish is what defines us" against "Heritage owners providing museums for the public paid for by the owners".

Perceptions, they lament, rather than facts tends to be the key driver of heritage conservation actions. We need to understand that re-use of heritage buildings can be economically viable. Disaster should not be an excuse to demolish heritage buildings. On the other hand, Councils should consider supporting willing owners. Built heritage can be critical to:

- Economic development through tourism and recreation
- Community identity and pride
- Efficiency of resource utilization
- Catalyst for future development.

In assessing Resource Consent applications to demolish heritage stock planners should consider:

- Economic and financial implications
- Insurance gaps and public safety
- Reasonable alternatives explored
- Heritage and engineering assessments
- Alternative strengthening schemes if relevant

Alternatives to demolition were seen as:

- Strengthening
- Adaptive reuse
- Modern additions
- Subdivision
- Making safe and leaving
- Façade retention
- Relocation, and
- Possibly building replicas

*Takeaway. The need to plan and perhaps invest in solutions that are resilient and don't make things worse. Opportunities as well as threats particularly for Foxton.*

## Friday – Field to Oamaru

This had two foci. Oamaru's Heritage Precinct is an enviable collection of heritage buildings being strengthened, rehabilitated and re-purposed. They, and the 'heritage' or tourism-oriented businesses in them, attract a large number of tourists annually. In one building, for instance, is arguably one of the two best whisky specialist shops in New Zealand.

The second, co-located in a former wool store, is the Steam Punk Museum. This is a collection of created monstrosities and fantasy 'things'. They are hard to describe or even believe until one sees them but in the two years it has been open it has attracted awards and interest at home and internationally. It contributes to making Oamaru both a destination and a 'must stop at' on SH1.

*Takeaway. While Foxton does not have the same number of contemporaneous heritage buildings and streets it could see heritage revitalization as part of its economic development strategy for the future. Also a unique and creative attraction such as the Steam Punk museum could be created anywhere.*

## Conclusion.

Not every speaker or workshop was covered, just those that had the most impact on me. I believe that this conference has been the most directly relevant to my role as an elected and to my district of probably any I have hitherto attended.



Steam Punk creature, plus infinity lights universe created in a small bedroom sized room



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# Election Signage Policy

File No.: 16/218

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## 1. Purpose

To consider requirements for electoral signage for the purpose of the 2016 local elections, and any ensuing by-election.

## 2. Recommendation

- 2.1 That Report 16/218 Election Signage Policy be received.
- 2.2 That the “Local Election Signage Policy” dated 22 April 2016 be adopted.
- 2.3 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

## 3. Background/Previous Council Decisions

- 3.1 Preceding each local election staff review Council’s policy surrounding the placement of electioneering signs on Council and private land. The Policy provides for the regulation and administration of signage associated with elections.
- 3.2 Staff have taken the opportunity to review the Policy in light of issues that presented to electoral staff in 2013, the continued suitability of the three locations approved for signage, and the general content of the Policy.
- 3.3 A copy of the Policy to cover the period of the 2016 local election and any by-election in the lead up to the 2019 election is attached (Attachment A).
- 3.4 This Policy is substantially similar to the 2013 Policy. There have been minor changes to improve clarity and these are discussed below.

## 4. Issues for Consideration

- 4.1 From a staff perspective there were a few issues regarding electoral signage in 2013. Many of these related to the placement of signs and candidates interpretation of where a sign could be placed. Shannon was a significant area of concern and serious consideration was given by staff to identifying an alternate location for this year’s election.
- 4.2 The Policy at bullet point g under the Authorised Council Owned Land section has been amended to include the following wording:
  - a. “Signs are not permitted within the exclusion zones shown on the map” – added to the schedule.
  - b. “This schedule must be read in conjunction with the maps attached to this policy” – added under the schedule.
- 4.2 With the incorporation of these changes Council staff are comfortable that these three locations continue to provide visibility to candidates, and remain appropriate for election signage.
- 4.2 The remaining content of the Policy is considered to be relevant and appropriate. It is appropriate that separate regulations are retained for signage on private and public land to maintain consistency with District Plan and Public Places Bylaw requirements.
- 4.5 By way of clarification, electoral signs on public land other than the three areas stated in the Policy are not permitted and will be removed, with all costs charged to the owner of the sign. Electoral signs on private property will be permitted subject to the conditions in Policy. Mobile signs on registered vehicles/trailers will be permitted subject to compliance with

traffic and safety laws. Any signs on state highways will require the prior approval of the NZTA.

- 4.6 Complaints received by Council regarding electoral signage will be referred to the electoral officer or his deputy for investigation and referred, where the complaint is upheld, for enforcement through Council's regulatory arm.
- 4.7 Candidates must remove signs as soon as practicable after Election Day and each candidate is permitted only one sign at each of public areas. The purpose of this is to provide equality to candidates, bearing in mind the restricted space available.
- 4.8 Currently, candidates can place signage on the public areas during the 3 month election period. Council may wish to consider reducing this timeframe to reduce vandalism opportunities and limit the proliferation of signs in the district.

## Attachments

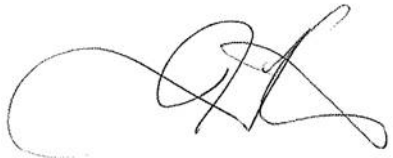

No.	Title	Page
A	Local Election Signage Policy	235

### Confirmation of statutory compliance

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

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

## Signatories

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

# Local Election Signage Policy

## *Authorised Council Owned Land*

- a. The Horowhenua District Council will allow electoral signage on Council owned land at specified locations in Levin, Foxton and Shannon only. Such signs will be subject to the following limits on numbers and size:
- Approved sites are shown on the attached maps.
  - No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council.
  - Signs may be permitted to be displayed up to two months prior to the election but must be removed as soon as practicable after Election Day.
  - Signs shall be displayed, if practicable, at right angles to the road.
  - Signs shall comply with the following specification:

	<b>Conditions</b>
Maximum number of words	11 words or symbols
Maximum number of characters	90
Minimum lettering height	120 mm
Maximum face area (may be double sided)	3.0 m <sup>2</sup>
Maximum sign height	4.0 m

- b. All signs must include an authorisation in accordance with the Local Electoral Act 2001.
- c. Each candidate will be permitted to erect one sign per location.
- d. Council reserves the right to require any electoral sign to be relocated or removed if the placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.
- e. In addition the following provisions shall apply:
- No signs will be permitted on Council roads or on unapproved Council owned land.
  - Where signs are found on Council property in unauthorised locations or in breach of any conditions officers shall:
    - advise the electoral officer; and,
    - maintain/update a register of such signs; and,
    - take immediate action to remove the signs; and,
    - contact the candidate for that person collect their sign/s.
  - Signs must be removed as soon as practicable after Election Day. Signs not removed within a reasonable timeframe shall be disposed of without further liability.
  - Mobile signs on cars and trailers will be permitted subject to those vehicles complying with all other vehicular requirements including the parking of vehicles on berms.
  - The Council shall be entitled to recover reasonable costs (at the discretion of the electoral officer) in the application of the policy.

- f. Candidates are advised to consult with NZTA (Wanganui) in regard to any signs on a State Highway.  
g. Sign locations:

<b>Area</b>	<b>Location</b>	<b>Permitted Area</b>	<b>Notes</b>
<b>Foxton Electoral Sign Area</b>	Seaview Gardens	Adjacent to the perimeter facing Union Street, outside the fence on road reserve, as depicted in Map 01 - 2013 Local Elections Signage.	No signs are to be attached to the fence or placed behind the fence. No signs are to obstruct the footpath or entrances to the Gardens.
<b>Shannon Electoral Sign Area</b>	Shannon Domain	The western end of Shannon Domain in Vogel Street in a northerly direction to the boundary with the Mavis Vincent Pavilion (a distance of approximately 50 metres) as depicted on Map 02 - 2013 Local Elections Signage.  <b><u>SIGNS ARE NOT PERMITTED WITHIN THE EXCLUSION ZONES SHOWN ON THE MAP</u></b>	No signs are permitted within 10 metres of the boundary with the intersection of Vogel and Ballance Streets or within 5 metres of the kerbline in Vogel Street.
<b>Levin Electoral Sign Area</b>	The Levin Village Green	Facing Salisbury Street, Queen Street and the Levin Mall Carpark as depicted on Map 03 - 2013 Local Election Signage.  <b><u>SIGNS ARE NOT PERMITTED WITHIN THE EXCLUSION ZONES SHOWN ON THE MAP</u></b>	No signs are permitted within 10 metres of the boundary with the intersection of Salisbury Street and Queen Street West or within 3 metres of paved areas.

This schedule must be read in conjunction with the maps attached to this policy.

### **Private Property**

- a. The Horowhenua District Council will allow electoral signage on private land subject to the following:
- No sign shall be located where it is considered to be a traffic hazard in the opinion of the Council or NZTA (Wanganui).
  - Signs may be permitted to be displayed up to two months prior to Election Day but must be removed as soon as practicable after Election Day.
  - Signs shall be displayed, if practicable, at right angles to the road.
  - Signs shall not be illuminated.
  - Signs shall comply with the following specification:

	<b>Posted speed limit Equal to or less than 70 kph</b>	<b>Posted speed limit – above 70 kph</b>
Maximum number of words	11 words or symbols	6 words or symbols
Maximum number of characters	90	40

Minimum lettering height	120 mm	160 mm
Maximum face area (may be double sided)	3.0 m <sup>2</sup>	3.0 m <sup>2</sup>
Maximum sign height	4.0 m	4.0 m

- b. Council reserves the right to require any electoral sign to be relocated or removed if the placement is considered hazardous or inappropriate; or if the content is inappropriate or breaches any policy, bylaw or enactment.
- c. In addition the following provisions shall apply:
- Where signs are found in breach of any conditions officers shall;
    - advise the electoral officer; and,
    - maintain/update a register of such signs; and,
    - take immediate action to remove the signs; and,
    - contact the candidate for that person to collect their sign/s.
  - d. The Council shall be entitled to recover reasonable costs (at the discretion of the electoral officer) in the application of the policy.
  - e. All signs must include an authorisation in accordance with the Local Electoral Act 2001.
  - f. Candidates are advised to consult with the NZTA (Wanganui) in regard to any signs on a State Highway.

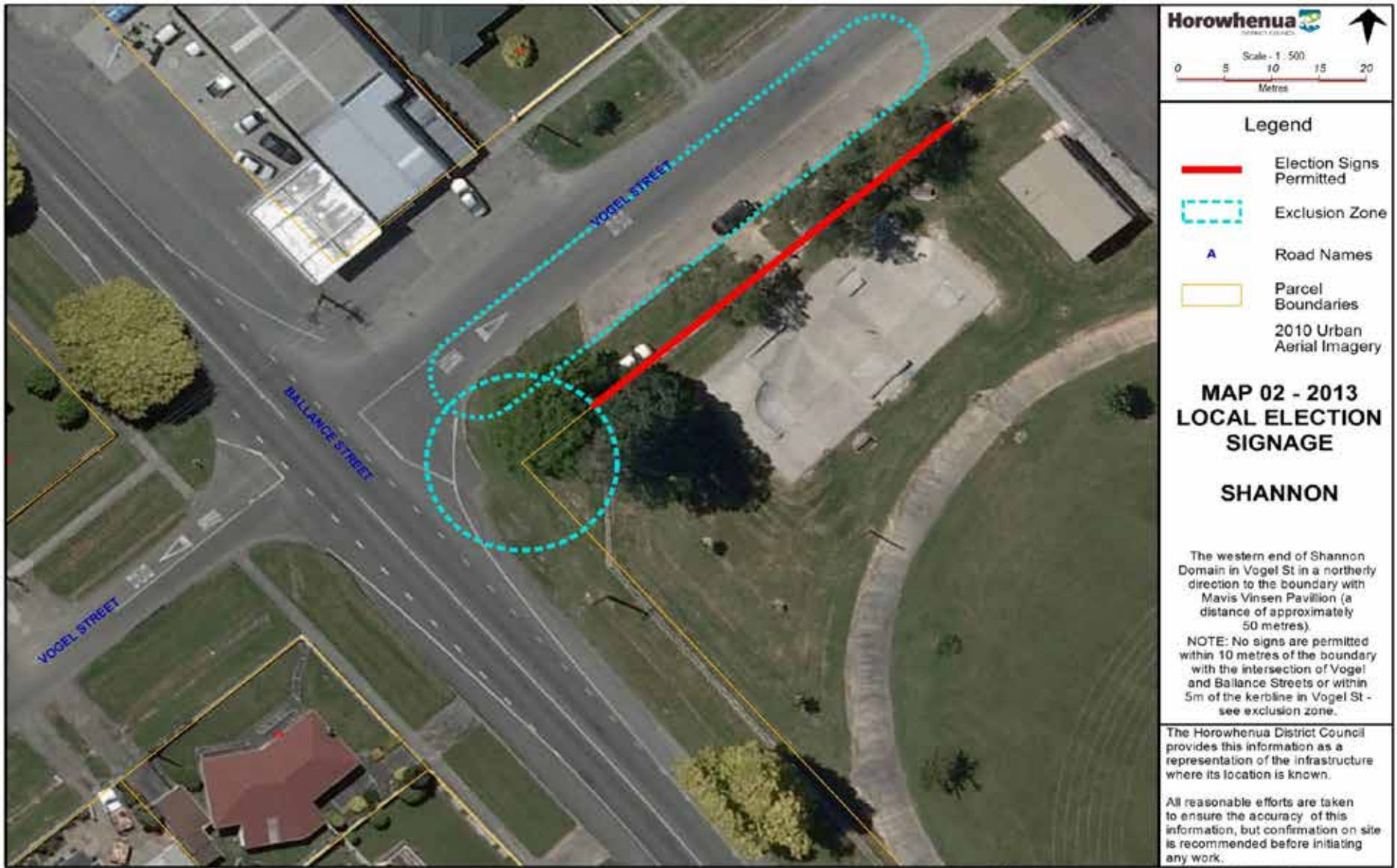
***Dated – 22 April 2016***



Cadastral Base Derived from Digital Cadastral Database- Crown Copyright Reserved.  
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REFERENCE: Electoral\_Signage.gws

DATED : 30 April 2013



**Horowhenua**  
DISTRICT COUNCIL

Scale - 1:500  
0 5 10 15 20  
Metres

**Legend**

- Election Signs Permitted
- - - Exclusion Zone
- A** Road Names
- Parcel Boundaries

2010 Urban Aerial Imagery

**MAP 02 - 2013  
LOCAL ELECTION  
SIGNAGE  
SHANNON**

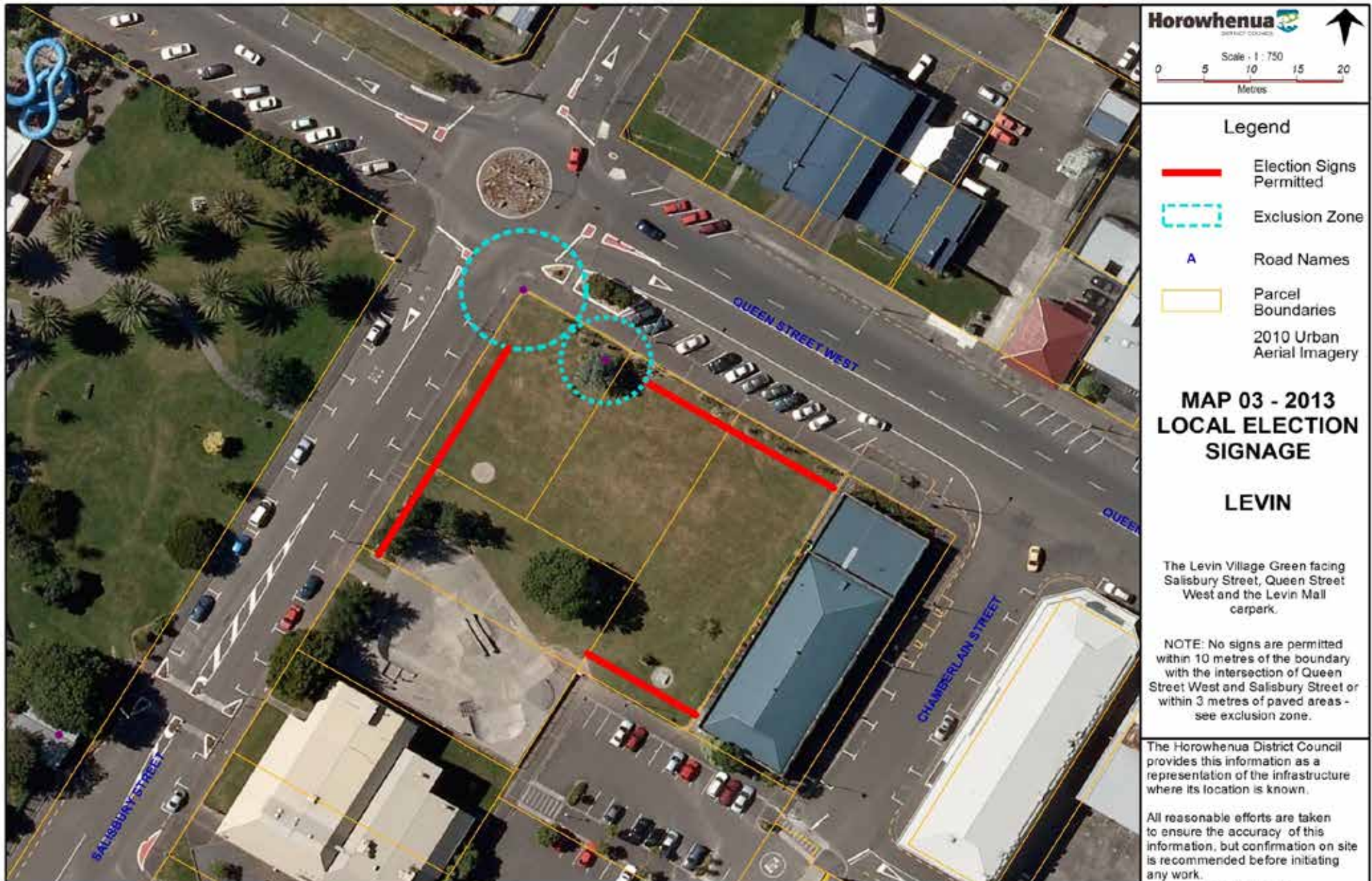
The western end of Shannon Domain in Vogel St in a northerly direction to the boundary with Mavis Vinsen Pavillion (a distance of approximately 50 metres).

**NOTE:** No signs are permitted within 10 metres of the boundary with the intersection of Vogel and Ballance Streets or within 5m of the kerbline in Vogel St - see exclusion zone.

The Horowhenua District Council provides this information as a representation of the infrastructure where its location is known.

All reasonable efforts are taken to ensure the accuracy of this information, but confirmation on site is recommended before initiating any work.

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# Documents Executed and Electronic Transactions Authorities Signed

File No.: 16/167

## 1. Purpose

To present to Council the documents that have been executed, Electronic Transactions Authorities and Contracts that have been signed by two elected Councillors, which now need ratification.

## 2. Recommendation

- 2.1 That Report 16/167 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) Electronic Transaction Authority relating to sale of 21 Forbes Road, Foxton Beach to Stephen Mark Simmons, contained in Certificate of Title 399460.
  - (b) Electronic Transaction Authority relating to sale of 35 Forbes Road, Foxton Beach to Gavin Lee Kotua, contained in Certificate of Title 399487.

## 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.

Following are contract document details:

### Contract No15-18 Levin Water Treatment Plant Clarifier Package

The tender from Veolia Water Technologies was accepted for this contract. One tender was received. The value for this contract is \$963,602.

### Contract No15-19 Levin Water Treatment Plant UV Package

The tender from Xylem Water Solutions NZ Ltd was accepted for this contract. Two tenders were received for this contract ranging from \$164,752.00 to \$225,811.00

### Contract No 15-16 Foxton Wastewater Renewals 2015-2016

The tender from Tatana Contracting Ltd was accepted for this contract. One tender was received for this contract of \$279,444.24.

## Attachments



There are no attachments for this report.

### **Confirmation of statutory compliance**

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

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

### Signatories

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

File No.: 16/222

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## Amendment to Long Term Plan 2015-2025 Adoption

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### 1. Purpose

The purpose of this report is to adopt the Horowhenua District Council Long Term Plan 2015-2025 Amendment.

### 2. Executive Summary

2.1 Council adopted its Long Term Plan 2015-2025 in June 2015.

2.2 Over the last four months, Council has been going through a process to review the provision of Community Housing. This included a full consultation process, pursuant to the requirements of amending a Long Term Plan.

2.3 On 13 April 2016 Council determined that:

- Horowhenua District Council no longer provides Pensioner Housing as a core Council service;
- Horowhenua District Council seeks expressions of interest from Community Housing Providers for the stock transfer of Council's Pensioner Housing Portfolio;
- Horowhenua District Council continues to take a leadership role in advocating and facilitating for wider community issues with regard to accessibility and affordability of quality housing

2.4 The Long Term Plan 2015-2025 has been amended to reflect these changes.

### 3. Recommendation

3.1 That Report 16/222 Amendment to Long Term Plan 2015-2025 Adoption be received.

3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act

3.3 That the Horowhenua District Council receives the audit opinion for inclusion in the Amended 2015-2025 Long Term Plan

3.4 That the Horowhenua District Council adopts the Amended 2015-2025 Long Term Plan, including the policies and statements contained therein, in accordance with Section 83 and 93 of the Local Government Act.

3.5 That the Chief Executive be given delegated authority to make editorial changes that arise as part of the publication process for the Long Term Plan 2015-2025 amendment.

### 4. Background / Previous Council Decisions

4.1 Council resolved in February to consult with the community on the Community Housing Review. The consultation document was prepared in accordance with sections 93D and 93E of the Local Government Act and approved by Council in February 2016.

4.2 Public Consultation was undertaken using the special consultative process. Submissions were received and then heard by Council on the 20 March 2016.

- 4.3 On 13 April Council, after considering public submissions and the information provided, determined that:
- Horowhenua District Council no longer provides Pensioner Housing as a core Council service;
  - Horowhenua District Council seeks expressions of interest from Community Housing Providers for the stock transfer of Council's Pensioner Housing Portfolio;
  - Horowhenua District Council continues to take a leadership role in advocating and facilitating for wider community issues with regard to accessibility and affordability of quality housing
- 4.4 The decision must be included in the Long Term Plan 2015-2025 before it can be acted on.

## **5. Discussion**

- 5.1 This report presents the amended Long Term Plan 2015-2025 for adoption (Attached in Appendix One as a separate cover).
- 5.2 In addition to the independent audit undertaken on the Consultation Document and supporting information, the full Long Term Plan amendment document has now been independently audited and the auditor's report forms part of the final Long Term Plan document. This report also presents the draft auditors opinion which will be presented at the Council meeting (Attached in Appendix Two).
- 5.3 All amendments within the Long Term Plan document were provided to Council in adopting the consultation document in February, and then determining the issue in April. These changes have now been included in the full Long Term Plan 2015-2025 document to make the amended version.

## **6. Options**

The Long Term Plan 2015-2025 amendment document incorporates changes made by Council as a result of deliberations held on 13 April 2016. It is recommended that Council adopt the Amended Long Term Plan 2015-2025.

## **7. Consultation**

Council has adequately consulted during this process, meeting all requirements under the Local Government Act.

## **8. Legal Considerations**

The adoption of the Amended Long Term Plan 2015-2025 is required to reflect the decision made by Council on 13 April 2016.

## **9. Financial Considerations**

Financial information was provided to Council during deliberations on 13 April 2016. This information is all attached in Appendix Three.

## **10. Other Considerations**

There are no further considerations.

## 11. Next Steps

- 11.1 If Council confirms Officers' recommendations, the Long Term Plan 2015-2025 Amendment will be finalised and published.
- 11.2 The Long Term Plan 2015-2025 Amendment will replace the Long Term Plan 2015-2025 that was adopted by Council in June 2015.


### **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	Long Term Plan Amendment Document 2015-2025 FINAL DRAFT ( <i>Under Separate Cover</i> )	
B	Long Term Plan Amendment Audit Opinion - Draft	246
C	Council Report Community Housing Proposal - Amendment to Long Term Plan 2015-2025 13 April 2016 Special	248

Author(s)	Monique Davidson <b>Group Manager - Customer and Community Services</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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## To the reader

### Independent auditor's report on Horowhenua District Council's Amended 2015-25 Long-Term Plan

I am the Auditor-General's appointed auditor for Horowhenua District Council (the Council). The Council adopted its 2015-25 long-term plan (the plan) on 30 June 2015.

A long-term plan must contain a report from the auditor on:

- whether the plan gives effect to the purpose set out in section 93(6) of the Local Government Act 2002; and
- the quality of the information and assumptions underlying the forecast information in the plan.

We issued an unmodified opinion on the plan in our report dated 24 June 2015.

The Council has since consulted on a proposed amendment to the plan. The amendment to the plan is that:

- Horowhenua District Council no longer provides Pensioner Housing as a core Council Service;
- Horowhenua District Council seeks expression of interests from Community Housing Providers for the stock transfer of Council's Pensioner Housing Portfolio;

Our audit report on the consultation document for the proposed amendment was dated February 2016.

Following the consultation process, the Council has decided to amend its plan. The amended plan replaces the previously adopted plan.

The amended plan must contain a report from the auditor that either confirms or amends the previous audit report issued when the plan was adopted.

My report is below.

I carried out the work for this report using the staff and resources of Audit New Zealand Limited. This work was completed on 4 May 2016.

### Report confirming our previous opinion

Our work for this report focused only on the amendment and its effect on the plan. We did not repeat the audit work we did on the plan when it was originally adopted.

As a result of this work, we do not consider necessary to amend our previous opinion which was included in our report on the plan as originally adopted.

I confirm that our previous audit opinion on the plan as originally adopted issued on 24 June 2015, is not affected by the amendment to the plan.

As for our opinion on the plan, this report does not provide assurance that the forecasts in the amended plan will be achieved, because events do not always occur as expected and variations may be material. Nor does it guarantee complete accuracy of the information in the amended plan.

## **Basis of this report**

We carried out our work in accordance with the Auditor-General's Auditing Standards and the:

- International Standard on assurance Engagements (New Zealand) 3000 (Revised): *Assurance Engagements Other Than Audits or Reviews of Historical Financial Information*;
- International Standard on Assurance Engagements 3400: *The Examination of Prospective Financial Information*, and
- Ethical requirements in those standards.

We did not evaluate the security and controls over the electronic publication of the amended plan.

## **Responsibilities of the Council and auditor**

The Council is responsible for:

- meeting all legal requirements affecting its procedures, decisions, consultation, disclosures and other actions relating to amending the plan;
- presenting forecast financial information in accordance with generally accepted accounting practice in New Zealand; and
- having systems and processes in place to enable the amended plan to be free from material misstatement.

I am responsible for reporting on whether the amendment to the plan affects my previous audit report on the plan as originally adopted. I do not express an opinion on the merits of the plan's policy content.

## **Independence**

We have followed the independence requirements of the Auditor-General, which incorporate those of the External Reporting Board. Other than our work in carrying out all legally required external audits, we have no relationship with or interests in the Council or any of its subsidiaries.

Debbie Perera, Audit New Zealand  
On behalf of the Auditor-General, Palmerston North, New Zealand

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## Community Housing Proposal - Amendment to Long Term Plan 2015-2025

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### 1. Purpose

The purpose of this report is to provide Council with the information required to inform a decision on the proposed changes to the Community Housing activity.

### 2. Executive Summary

- 2.1 Horowhenua District Council ("Council") has undertaken an evaluation of options to improve the sustainability of social housing delivery in the Horowhenua District ("District").
- 2.2 The objective of this review was to provide an up-to-date assessment of a number of issues in relation to social housing stock and delivery of community housing in the District and to assist Council in confirming its role in social housing.
- 2.3 Council underwent a special consultation process pursuant to Section 83 of the Local Government Act from 15 February to 18 March 2016 seeking feedback on Council's proposal that:
  - Horowhenua District Council no longer provides Pensioner Housing as a core Council service;
  - Horowhenua District Council seeks expressions of interest from Community Housing Providers for the stock transfer of Council's Pensioner Housing Portfolio;
  - Horowhenua District Council continues to take a leadership role in advocating and facilitating for wider community issues with regard to accessibility and affordability of quality housing.
- 2.4 Council has heard submissions to this proposed amendment to the Long Term Plan 2015-2025 and is now required to make a decision on this proposal.

### 3. Recommendation

- 3.1 That Report 16/163 Community Housing Proposal - Amendment to Long Term Plan 2015-2025 be received.
- 3.2 That this decision is recognised as significant in terms of S76 of the Local Government Act
- 3.3 That Horowhenua District Council no longer provides Pensioner Housing as a core Council Service.
- 3.4 That Horowhenua District Council seeks expressions of interest from Community Housing Providers for the stock transfer of Council's Pensioner Housing Portfolio including those land parcels tagged for future Pensioner Housing.
- 3.5 That Horowhenua District Council continues to take a leadership role in advocating and facilitating for wider community issues with regard to accessibility and affordability of quality housing.



## 4. Background / Previous Council Decisions

- 4.1 Horowhenua District Council indicated during the course of this electoral term a desire to review the Pensioner Housing portfolio. In February 2015 a full review of Council's Community Housing activity in the wider context of better Social Housing delivery in the Horowhenua was commissioned. A copy of this report is provided to Council in the In Committee section of this agenda and has been provided to Council previously.
- 4.2 The District's social housing is principally delivered by Council and Housing New Zealand who collectively own, manage and deliver a total of 377 housing units across the District.
- 4.3 The portfolios are split across three geographical locations being:
  - Levin.
  - Shannon; and
  - Foxton.
- 4.4 Approximately 97% of all social housing is located in the District's main centre of Levin.
- 4.5 The portfolio delivers a broad range of housing responses from small bedsit units through to larger four bedroom family homes and specialist community group housing units.
- 4.6 Council's portfolio is clustered in complexes and geographically dispersed verses Housing New Zealand's which is concentrated and presents a range of social issues, a number of which are being directly responded to through collaborative programmes such as Social Sector Trial and Children's Team.
- 4.7 Key issues identified in the social housing review are as follows:

### **Council**

- The service levels current being delivered by Council are not sustainable in the medium to long term without significant operational and capital expenditure being made.
- Council plays an important part in the delivery of housing options for older persons within the community; this could, however, improve and be far more sustainable into the future with a more focused delivery model.

### **Housing New Zealand Corporation**

- Housing New Zealand's portfolio is not geared nor currently positioned to respond to the broader social and affordable housing needs that exist across the District, nor is it providing a targeted response to District-wide housing affordability needs.
- Housing New Zealand's influence in the community is diminishing and could be considered to no longer have a positive role in the community.
- Any further social housing investment is highly unlikely as Government focuses its attention on markets with a higher and greater need.

### **Other providers**

- The District has little third sector housing capability to deliver further social or community housing solutions at a scale to meet the predicted growth in future housing needs nor deliver the wider affordable housing interventions the District will need to respond to external factors that may potentially influence its housing market.
- 4.8 In addition to this the Government has made significant changes to the way social housing (not just pensioner housing) is provided. The Government changes aim to encourage community housing providers to play a bigger role in providing and delivering social housing.
  - 4.9 Recently the Government made changes to the law which include the Social Housing Unit to administer a capital grant fund for building and making income related rent subsidies available to community housing providers.

- 4.10 Only registered community housing providers (including not for profit organisations, church and iwi groups) can access both of these. Councils cannot apply to be registered as a community housing provider.
- 4.11 In considering all information presented to Council, Council resolved to go out for consultation with the community.
- 4.12 In accordance with section 76AA of the Local Government Act (LGA) 2002 the Council is required to have a Significance and Engagement Policy (Policy). This Policy is required to set out the following:
- (a) *Council's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters;*
  - 10.** *(b) any criteria or procedures that are to be used by Council in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences;*
  - 11.** *(c) how Council will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and*
  - 12.** *(d) how Council will engage with communities on other matters.*
- 4.13 The Policy outlines the criteria and procedures for Council when determining whether or not a decision is significant. In accordance with its general approach, Council will determine all decisions to be significant unless the impact on the:
- Current or future cultural, economic, environmental and social wellbeing of the District is minimal;
  - Achievement of, or ability to achieve, the Council's stated levels of service as set out in the current Long Term Plan (LTP) is minimal;
  - Capacity of the Council to perform its role and carry out its activities, now and in the future is unaffected; and
  - Financial resource and other costs of the decision are minimal or included in an approved LTP.
- 4.14 By way of guidance, a proposal or decision will not be deemed to be significant unless it is of similar importance to the following examples:
- involves an activity that will significantly affect capacity or cost to Council
  - alteration to the level of service of a significant activity as defined in Council's LTP
  - alteration to the mode by which a significant activity is undertaken
  - transfer of ownership, control, construction, replacement or abandonment of a strategic asset
  - a change to the LTP
  - adoption of the LTP
- 4.15 Given that Council's Pensioner Housing stock is identified as a strategic asset in its Significance and Engagement Policy 2014.
- 4.16 In some cases the Act and other enactments require use of the special consultative procedure set out in section 83 of the Act. This process requires the Council to:
- Prepare and adopt a statement of proposal and in some cases a summary of the statement of proposal which must:
    - Be a fair representation of the statement of proposal
    - Be in a form determined by the Council
    - Indicate where it is available.
    - State the period it is open for public submission
  - Make publically available

- The statement of proposal
  - A description of how people will be able to present their views
  - A statement of the period the proposal is open for comment/submission.
  - Make the summary of proposal widely available
  - Allow people to present their views to the Council ensuring that they have a reasonable opportunity to do so and know how and when this opportunity will be available to them.
  - Allow people to present their views by audio link or audio visual link.
- 4.17 The consultation document attached to this report (**Appendix A**) is what was adopted by Council at its 2 February meeting 2016. This document was the Consultation Document which served as the basis for consultation with the community, and is the document which provides much of the information that will guide Council in its decision making.
- 4.18 Furthermore a range of financial information was made available to the community so that an assessment could be made on what impact the proposed change would have on the Long Term Plan 2015-2025. A copy of this is attached to the report (**Appendix B**).
- 4.19 Council consulted with the community from 18 February – 19 March 2016. During the course of this period Council specifically targeted its communications and engagement with current Pensioner Housing Tenants and those groups identified as key stakeholders.
- 4.20 A meeting was held with tenants, as well as a follow up workshop for those tenants who had further questions about the proposal. A number of tenants also took the opportunity to meet with officers or elected members to seek further clarification on the proposal. This engagement was robust and reflected strong levels of engagement from those most affected by the proposal.
- 4.21 On 30 March Council received and heard those submissions that had been received to the proposal. A copy of the unconfirmed minutes to this meeting is attached to this report. (**Appendix C**)

## 5. Discussion

- 5.1 The submissions received by Council regarding Community Housing Providers have no doubt been well read and considered by elected members.
- 5.2 A number of the issues or areas of clarification raised by submitters or elected members are clarified below:

### **What are the benefits of ownership by a Community Housing Provider?**

- 5.3 A Community Housing Provider will provide a targeted and focused response to the social and affordable housing needs of community, and for the Horowhenua this may include providing a much broader band of housing interventions over and above pensioner housing.
- 5.4 CHPs are eligible to access a range of Government subsidies most notably access to Income Related Rent Subsidy ("IRRS"), previously only available to Housing New Zealand Corporation ("HNZC"). Previously the Government has made Capital Grants available to CHPs and in the current Social Housing Reform Programme stock transfers are being targeted as a means of creating scale. It is possible the successful CHP may be an entity which will scale in delivery with a much more significant balance sheet to invest into new community housing initiatives within the Horowhenua District.
- 5.5 CHPs are also often linked or have relationships with other social services providers, enabling them to provide by association a wider range of social services connections.

### **How does this proposal align with Council's Older Persons Action Plan?**

- 5.6 The Horowhenua Positive Ageing Plan 2013-2016 is currently under review as part of the Community Wellbeing Strategy and will come back to Council for adoption in the near future. While the current action plan identifies the role Council plays in providing Pensioner Housing, this would need to be changed to reflect an advocacy, facilitation and coordination role which is consistent with both the principles and outcomes of the Community Wellbeing Strategy and Older Persons Action Plan. The Older Persons Network, a group of over 30 social service organisation which deliver services to Older People in the Horowhenua, lead the development and implementation of the action plan. A presentation on the Community Housing proposal and consultation was given to the February Older Persons Network. The only member of this group to make a submission was Greypower Horowhenua.

**What security and protection can be assured to tenants?**

- 5.7 As part of the transfer, a condition of sale will be inserted into the agreement which ensures the same terms and conditions of occupation to those currently being provided. It is the intent of Council that no tenant will be worse off than they currently are and their occupation will remain intact.
- 5.8 Any new tenancies will come under the CHP's tenant allocation/ management policies.
- 5.9 What security can be given to the portfolio being tagged to Older Persons only as per Council's current Pensioner Housing Portfolio?
- 5.10 The portfolio will be transferred on the basis of the existing Council policies unless otherwise agreed between Council and the CHP. This will form part of Council's decision making process.

**What is the current government and future government's intention around growing the third sector?**

- 5.11 The Government has implemented a Social Housing Reform Programme ("SHRP") which is aimed at growing the third sector through the stock transfer of HNZC stock and by providing providers an equal playing field in accessing market rents on the same basis as HNZC. The Government in areas of high housing need and demand via the Ministry Social Development ("MSD") is offering long term service contracts underwriting rental streams and offering other incentives to encourage the supply of housing. It is very unlikely that the Government will consider making available Community Housing Provider status to Local Government.

**When can someone receive an Independent Rent Related Subsidy (IRRS)?**

- 5.12 A person or family must qualify under MSD's Social Allocation Assessment, which measures a range of indicators relating to social and housing need. A person must have limited financial means and ability to support themselves. The assessment is undertaken on a case by case basis.

**What does this mean for the potential transfer and existing tenants?**

- 5.13 The transfer of existing tenants to a CHP and their ability to access IRRS still needs to be worked through. Technically only new tenancies are eligible for IRRS; as part of the transfer process this will be worked through with the provider and MSD. In terms of the tenants' current entitlements, this will not change. What we know for sure is that any new tenants will be eligible to apply for the IRRS. The eligibility of existing tenants to the IRRS requires further discussion between the successful provider and Ministry of Social Development.
- 5.14 While Officers cannot give Council certainty around these discussions, what can be assured is that existing tenants will not be disadvantaged and while further work is required around

the IRRS. What is known is that Community Housing Providers are in a far better position that Council to provide guidance to tenants on other entitlements available outside of the IRRS.

**What is the status of Councils suspensory loan and the likelihood of transferring this to the successful Community Housing Provider?**

- 5.15 Housing New Zealand has confirmed that this will be transferred as part of the sale subject to meeting a number of conditions imposed by HNZC.
- 5.16 HDC will proactively engage with HNZC throughout the procurement process to ensure HNZC is fully informed of who the potential transfer partner is and their credentials to ensure a parallel approval process.

**What is the process for getting Community Housing Provider accreditation?**

- 5.17 The CHP must satisfy a range of requirements as defined by the Community Housing Regulatory Authority.

**Why are there currently only 6 people receiving the IRRS currently in the district as referred to in a submission?**

- 5.18 This is not correct; most of HNZC's tenants will be receiving IRRS.

**What other Councils have/are going down this path of transferring stock to a Community Housing Provider?**

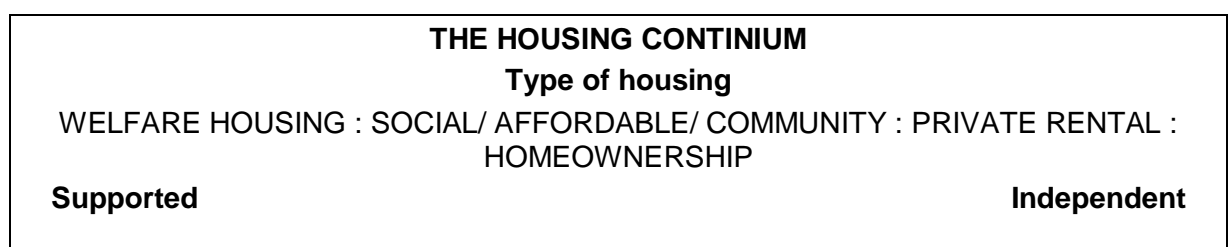
- 5.19 A number of Councils have or are exploring stock transfers. Those publically known are as follows:
  - Whakatane DC
  - Hamilton DC
  - Queenstown Lakes District Council
  - Christchurch City Council

**A submission asked "what's the possibility of privatisation?" And what if the organisation that takes over fails through bankruptcy etc?**

- 5.20 Nil; there will be measures put in place to prevent this from occurring namely the conditions of the HNZC loan transfer.

**Is social housing and community housing the same thing?**

- 5.21 Yes technically, social and community housing fall within a continuum of housing which ranges from welfare housing through to full independent housing delivery i.e homeownership
- 5.22 The aim of this stock transfer is to attract a provider who will offer more and better housing solutions (affordable and social) to community.



- 5.23 Throughout this process Council has evaluated a range of potential future business models for Council and the wider Horowhenua social housing sector.
- 5.24 A total of 22 options were initially assessed with a number being discounted for further review, including:
- Council disposes of portfolio on the open market.
  - Gifting of improvements and leasing of land.
  - Council commits to increase its role in social housing delivery.
- 5.25 Council Officers are of the view that there are two options that will achieve the outcome of a more sustainable social housing model.
- Option one – Stock transfer of Council's portfolio to a CHP.
  - Option two – Creation of a single Horowhenua Housing Trust.
- 5.26 Of the two options and Status, the preference continues to be Option One – the transfer of stock to a Community Housing Provider.
- It is believed that the community ownership and management of Council's and Housing New Zealand's portfolio is a logical next step for social and affordable housing delivery in the District; providing the transfer value does not undermine the objectives and sustainability of the purchasing entity.
  - A range of potential CHP's have been identified as potential transfer partners who it is believed would be capable of assuming a role as the primary provider and partner for social and affordable housing delivery in community.
  - Any transfer would need to be procured through a single negotiated transfer process.
  - Early stakeholder engagement with the sector would be required.
  - The transfer would be initiated via a formal expression of interest process and Council would play a key role in the procurement or evaluation process.
  - The transfer would be subject to a range of transfer conditions.
  - Council would continue to play a key role in affordable and social housing delivery via its regulatory and policy functions.
- 5.27 The alternative options were discounted on the basis of the following:
- Option 2 - Creation of a single Horowhenua Housing Trust
- 5.28 Risk and limitation associate with the option includes:
- A commitment by Council to support the establishment of the Trust, which may include seed funding
  - Uncertainty of Government support for such a model and access to Government subsidies IRRS
  - The options present a higher level of risk and uncertainty to Council and most importantly the tenants in terms of surety of delivery and sustainability without significant Council and Government support
  - It is likely Council will be unable to recover its existing outstanding debt liabilities and recover the funds that have been anticipated throughout this consultation process.
- 5.29 Retaining the Status Quo was given due consideration during the review. It is not a recommended option. Risks and limitations associated with the option include:
- An ongoing financial liability to cover the operating losses of its community housing activity.
  - The need in the future to make provision for an improvement and renewal programme.

- The forecasted housing needs of the community are unlikely to be met, namely the ageing and poor renter population.
- HNZC (as with most provincial centres) will continue to reduce its presence within the Horowhenua area as it focuses on locations with a higher housing need, for example Auckland and Christchurch.
- Council's current outstanding loan liability of \$5.12 million will most probably need to be written off as any real potential for repayment in full is highly unlikely.

## 6. Options

The Options available to Council are provided for on pages 9 and 10 of the Consultation Document which is attached in **Appendix A**.

Officers recommendation is that Council adopt Option 1. That is:

- That Council no longer provides Community Housing as a core Council service.
- That Council seeks expressions of interest from Community Housing Providers for the stock transfer of Council's Community Housing portfolio;
- That Council continues to take a leadership role in advocating and facilitating for wider community issues with regard to accessibility and affordability of quality housing.

### 6.1 Financial Considerations and LTP Integration

6.1.1 If Council makes a decision to adopt Option One, Officers will make the required changes to the Long Term Plan 2015-2025 as consulted on, and bring back the amended Long Term Plan 2015-2025 for adoption at the May Council Meeting.

6.1.2 If Council was able to achieve a successful stock transfer the reference of Pensioner Housing would be removed from the Long Term Plan 2015-2025 except to include Council's role in advocating for accessible and affordable community housing.

6.1.3 If either option 1 or 2 went ahead the financial impact and changes that would be reflected in the amended Long Term Plan would include:

- Removal of all revenue attributed to Pensioner Housing
- Removal of all Expenditure attributed to Pensioner Housing (both operational funding and capital funding)
- Removal of all performance measures attributed to Pensioner Housing.
- Reduction in total assets
- If assumed proceeds are achieved a reduction in Council's debt by 7%
- A reduction in interest costs on that debt servicing by \$367,000.00 annually
- Increase to the General Rate by 0.3% in 2017/2018 only to cover internal overhead costs that were formally covered by the rental income of the Housing Activity. This amounts to an increase in rate take by \$99,000 averaging \$5.50 per household. This amount will depend on the land value of each property.
- Council will no longer deliver pensioner housing as a level of service, therefore this will be removed from the Long Term Plan.

6.1.4 These changes have a flow on affect to Council's Financial Strategy statement outlined in Section 4 of the Long Term Plan 2015-2025.

6.1.5 This information is all provided for in the financial information attached in **(Appendix B)**.

6.1.6 Council's Financial Strategy as adopted in the Long Term Plan 2015-2025 refers to the fact that Council is investigating selling some of its property assets in order to pay off debt earlier than originally projected. In the 2015-2025 Long Term Plan Council is anticipating \$5m of such asset sales in the first 3 years.

## Current HNZN and Council liabilities

- 6.1.7 Council currently has a \$5,218,000.00, 20 year suspensory loan with HNZN that was borrowed to undertake a full retrofit and redevelopment programme. The loan is to be written down over a 20 year term so long as the community housing is retained for its original purpose.
- 6.1.8 If the housing is not retained for community housing purposes the loan is repayable in full.
- 6.1.9 Housing New Zealand has confirmed that this will be transferred as part of the sale subject to meeting a number of conditions imposed by HNZN.
- 6.1.10 HDC will proactively engage with HNZN throughout the procurement process to ensure HNZN is fully informed of who the potential transfer partner is and their credentials to ensure a parallel approval process.

## 6.2 Community Wellbeing

- 6.2.1 Officers believe that the proposal is the best option for the district because:
- This proposal best responds to the factors considered during the Community Housing Review.
  - The Council wants to ensure a wider range of social housing needs in Horowhenua are met. This option provides an opportunity for those most skilled in social services and support to have a greater role in delivering an important service to our community by purchasing the Council units
  - Community housing providers have access to Government funding through the Social Housing Fund and the income related rents. This provides opportunities to grow the social housing available in Horowhenua and for investment to occur in the social housing sector; something which the Council cannot do
  - Community housing providers can offer much wider wrap-around social services such as meals, outings, social services and health care.
- 6.2.2 If following consultation Council was to determine that it wished to still transfer the stock to a community housing provider, all properties bought by community housing providers would be retained as social housing for the district. This would be a condition of any sale and would be written into any sale and purchase agreements.
- 6.2.3 All properties bought by community housing providers would be retained as social housing for the district. This means that existing tenants would be able stay on in their units. This would be a condition of any sale.
- 6.2.4 Over time as units become available, new tenants may be introduced based on the Government's new eligibility criteria which is administered by the Ministry of Social Development. This would likely make the units available to a wider group of people in need, rather than only to older people.

### ***Protecting the rights and welfare of existing tenants***

- 6.2.5 Based on our review of Council's Housing Policy there are a number of tenancy rights and welfare benefits enjoyed by Council tenants that should be protected. These are:

*Rental allocation:* The units are targeted at 'low income' persons 55+ with an allocation preference for qualifying persons 65+.

*Security of tenure:* There is an unwritten expectation that tenants can remain in their tenancies so long as they pay their rent, are capable of independent living, and do not become a nuisance to other occupiers.



*Minimum unit standards:* Council's policy for service levels is based on providing a basic level of service delivery at a standard that seeks to maintain the status quo. Any potential owner should be expected to maintain this level of service and where possible demonstrate a long term commitment to improve it especially where there is a significant level of discount being applied.

- 6.2.6 The expectation would be that all current tenancy rights and benefits remain protected for the term of their tenure and any new tenancies would loosely fit with Council's allocation policies.

### 6.3 **Consenting Issues**

There are no consenting issues to consider.

## 7. **Consultation**

The transfer or sale of a strategic asset is considered significant under Council's Significance and Engagement Policy. Council has followed a special consultative process under Section 83 of the Local Government Act and Officers are confident that all requirements have been followed.

## 8. **Legal Considerations**

- 8.1 A review of the Local Government Act (2012) ("LGA") and Council's Long Term Plan ("LTP") has been undertaken and it is believed Council can either directly supply community housing or act as a facilitator. Even though housing is a strategic asset, any decision regarding its future status rests with Council.
- 8.2 As long as Council can demonstrate any transfer or divestment decision does not result in an individual or community benefit being forgone, Council can transfer and dispose of its community housing stock. The process requires adequate community consultation and engagement – this has been followed.

### *Public Works Act*

- 8.3 To date Council Officers have reviewed all certificates of title and LIM reports for Council's Pensioner Housing stock. No Public Works Act 1981 interests have been identified in this process. As a precaution, Council Officers have instructed The Property Group to undertake a formal s40 report. The Property Group has further advised that should a section 40 obligation exist, there is potential for them to include a contractual clause that confirms the land is still being used as a public work (i.e. social housing) and this obligation will pass on to the community housing provider. They advise that they have done this for a previous transfer of Pensioner Housing stock in similar circumstances.

### *Accountability or monitoring arrangements*

- 8.4 The Council will enter into property encumbrance and contractual obligations with the purchasing party for properties sold to the social housing sector. This is to ensure the property remains used for social housing purposes for an agreed length of time. The Council would have legal remedies under the encumbrances in the event of a breach. There is no ongoing accountability required for properties sold on the open market.

### *Conflicts of interest*

- 8.5 There are no conflicts of interest with the proposal to sell all the Council-owned social housing properties to a combination of community housing providers and on the open market or with any of the other options considered by Council.

## 10. Other Considerations

### *Procurement Process*

- 10.1 The Community Housing sector has grown significantly over the past 15 years and a number of providers over the past five years have been positioning themselves for stock transfers in particular those initiated by Government as part of Government's Social Housing Reform Programme.
- 10.2 Council has initiated a market testing process and has engaged with a number of likely providers who may be interested in the stock transfer/ acquisition of the portfolio. Council and its advisors, based on the feedback provided to date, are confident there will be a reasonable level of interest in the portfolio from CHPs.
- 10.3 Council will need to ensure any potential purchaser or transferee (including a new Trust), is equipped and geared to be a long term sustainable provider of social and affordable housing in the Horowhenua.
- 10.4 The procurement evaluation process will seek to identify a suitable CHP to assume ownership of Council's Community Housing Portfolio, through the formal EOI process CHPs will be selected against the following criteria, applied and judged by HDC in its sole discretion:
- Be an accredited CHP or demonstrate the entity is currently working through the Community Housing Registration Authority ("CHRA") accreditation process;
  - Demonstrated understanding of HDC's objectives;
  - A proven track record in delivering Community Housing; including:
    - Foundation for Partnership - a demonstrated commitment to partner with HDC;
    - Transition Management - ability to articulate a robust transition management plan in transferring the portfolio from Council.
    - Housing Management - Demonstrated track record in Community Housing management.
    - Tenancy Management - Robust tenancy management experience and a demonstrated track record in Community Housing tenancy management
    - Asset management - Robust asset management systems and a demonstrated track record in managing Community Housing portfolios.
    - Finance and Systems - Robust financial management systems, processes.
    - Organisational Health - Well funded, resourced and capable to grow.
    - Business Management - Strong Governance and Leadership at all levels of the organisation.
    - Contribution to the wider community - Demonstrated commitment to contribute to wider Community Housing outcomes across the Horowhenua District.
    - Potential to grow affordable housing role - An understanding of Community Housing and how Community Housing could be grown across the Horowhenua District.
    - Financial Offer - A financial offer reflective of the portfolios financial value.
    - Compliance with terms and conditions of the EOI; and
    - Any other criteria chosen by HDC.

### **Current delivery arrangements and contract(s)**

- 10.5 The property and tenancy management functions are currently managed in-house within Council. It is envisioned this resource will be reallocated internally within the Property and Parks team.
- 10.6 In reference to external Facilities Maintenance ("FM") providers, current contracts will be offered to CHPs as part of the transfer process, in the event the CHP elects not to proceed with the FM provider, the weighting of the commercial offer will be measured against the potential contract value costs that will have to be off-set through the process.

### **Risks**

- 10.7 The following risks to the process have been identified:
1. Market response does not align with Council's expectation
  2. Price does not match Council's expectations
  3. CHP commercial qualifications do not meet Council's bottom lines for transfer
- 10.8 It is important to note that any final decision on the transfer of Council's Community Housing portfolio sits with Council. It is anticipated that if Council support Office's recommendations a final recommendation will come to the July/August Council meeting.
- 10.9 A current market valuation will be completed concurrent to the Expression of Interest process and will inform the evaluation process as well as final guidance to Council on effecting a sale and purchase agreement.

### **Long term control over future use**

- 10.10 To ensure any conditions of sale are met it is believed the most effective measure would be for Council to place a time limited encumbrance on the title and seek a 'non-controlling' governance role in relation to the transferred assets.
- 10.11 It has been recommended that any formal mechanism to control future use is time limited and special consideration is given to the effect of any encumbrances when drafting so as not to inhibit or limit the future ability over the portfolio.

### **Conditions of sale**

- 10.12 It would be recommended as part of the transfer process Council adopts the following conditions of sale, to be limited to:
1. Sale to be subject to existing tenancies.
  2. Assurance that all new tenancies can reasonably expect to continue living in their tenancies and pay an affordable rent.
  3. Council has the right to place an encumbrance on titles to support the above conditions.
  4. In the event of a sale within 10 years, properties must be offered back to Council in the first instance at the original purchase price less depreciation.
  5. In the event of a sale to another party within 10 years, Council must approve the sale.
  6. The CHP must provide a 10 year business plan indicating how it intends to manage the properties over the next ten years and meet Council's requirements.
  7. The CHP is to provide a proposed transition plan for moving from Council to CHP ownership.

### **Managing the transfer process**

- 10.13 The transfer of a community and social housing portfolio is quite different from selling other types of residential property. The view is that a specialist property services company should

be appointed to manage the sale process. Key differences are a technical requirement around such matters as titling and PWA responsibilities, and the need for any selling agency to have a detailed understanding of the community housing environment.

## 11. Next Steps

If Council was to support Officers' recommendations Council would proceed with a formal EO/RFP process.

### **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	Community Housing Review - Consultation Document	
B	Amended LTP 2015-2025 - Council Financial Statements & Property Activity Statement - February 2016	
C	Council Minutes 30 March 2016 Special	
D	Submissions - Community Housing Review March 2016	

Author(s)	Monique Davidson <b>Group Manager - Customer and Community Services</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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# Alcohol (Liquor) Bylaw Adoption

File No.: 16/174

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## 1. Purpose

The purpose of this report is to present to Council the Horowhenua District Council Alcohol (Liquor) Bylaw 2015 for adoption, and the subsequent repeal of the Horowhenua District Council Liquor Bylaw 2004.

## 2. Recommendation

- 2.1 That Report 16/174 Alcohol (Liquor) Bylaw Adoption be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That Council resolves the consideration of section 147A of the Local Government Act 2002 has been made – see Clause 4 below.
- 2.4 That Council adopts the Horowhenua District Council Alcohol (Liquor) Bylaw 2015 attached as **Attachment A** as an operative bylaw of Council effective 5 May 2016.
- 2.5 That Council resolves that the Horowhenua District Council Liquor Bylaw 2004 be repealed effective 5 May 2016.

## 3. Background/Previous Council Decisions

- 3.1 The draft bylaw was consulted on using the Special Consultative Procedure, two submissions were received, and the submissions were considered by the Hearings Committee acting under delegated authority of Council. The delegation states “all functions except that actual adoption, pertaining to the formulation and review of policy and bylaws, this delegation entails calling for submissions, consideration and hearing of submissions received, and providing a subsequent recommendation to Council”. This delegation was made by Council at its meeting of 4 December 2013 – Report 13/2319.
- 3.2 The Hearings Committee considered submissions at a meeting held 8 March 2016 and now recommend the adoption of the Alcohol (Liquor) Bylaw 2015 attached as **Attachment A**, as an operative bylaw of Council.

## 4. Issues for Consideration

- 4.1 The only issue for Council is to resolve the consideration of matters laid down in section 147A of the Local Government Act 2002 – see recommendation 2.3. Section 147A states the criteria that must be considered for making and continuing bylaws under section 147 “Power to make bylaws for alcohol control purposes.
- 4.2 Section 147(3) states that a territorial authority must be satisfied that:
  - (a) the bylaw can be justified as a reasonable limitation on people’s rights and freedoms; and
  - (b) a high level of crime and disorder (being crime and disorder caused or made worse by alcohol consumption in the area concerned) is likely to arise in the area to which the bylaw is intended to apply if the bylaw is not made; and
  - (c) the bylaw is appropriate and proportionate in the light of that likely crime or disorder.
- 4.3 Police advised their support, see **Attachment B**, to the continuance of an Alcohol Liquor Ban Bylaw for the reason raised in 4.2(b) above, and this was taken account of by the

Hearings Committee when coming to their recommendation to Council on this matter. Therefore it is the writer's opinion that Council can be satisfied on the matters raised in Clause 4.2 (a), (b) and (c) above.

## Attachments



No.	Title	Page
A	Horowhenua District Council Alcohol (Liquor) Bylaw 2015	263
B	NZ Police Support of Liquor Bylaw	278

### Confirmation of statutory compliance

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

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

## Signatories

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



# ALCOHOL (LIQUOR) BYLAW 2015



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**HOROWHENUA DISTRICT COUNCIL  
ALCOHOL (LIQUOR) BYLAW 2015**

**1. PREAMBLE**

The Horowhenua District Council in pursuance of the powers contained in the Local Government Act 2002, the Bylaws Act 1910 and any other authority enabling the Council in that behalf makes the following Bylaw.

**2. TITLE AND COMMENCEMENT**

This Bylaw shall be known as "The Horowhenua District Council Alcohol (Liquor) Bylaw 2015" and shall come into effect on the ..... day of ..... 2015.

**3. SCOPE**

The Bylaw is made under the authority of Section 147 of the Local Government Act 2002. The primary purpose of this bylaw is to enhance safety and the public enjoyment of public places in a reasonable manner by providing for liquor control in specified areas to reduce the incidence of alcohol related offences.

**4. DEFINITIONS AND INTERPRETATION**

In this Bylaw, if not inconsistent with the context:

- "Alcohol" has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012".
- "Act" means the Local Government Act 2002.
- "Council" means the Horowhenua District Council.
- "Enforcement Officer" means a person appointed by the Council pursuant to s177 of the Local Government Act 2002 to exercise the powers of an Enforcement Officer.
- "Alcohol prohibition" means a prohibition specified in this Bylaw, on the consumption of alcohol, the bringing of alcohol into, and the possession of alcohol, in a designated public place (subject to the prescribed exceptions in Section 147(3) of the Local Government Act 2002).
- "Member of the Police" means a sworn member of the Police appointed under the Policing Act 2008.
- "Offence" means an offence under Section 239 of the Local Government Act 2002 that is a breach of this bylaw.
- "Licensed Premises" has the meaning given by section 5(1) of the Sale and Supply of Alcohol Act 2012.
- "Public Place" -
  - (i) means a place that is open to or is being used by the public, whether free or on payment of a charge, and whether any owner or occupier of the place is lawfully entitled to exclude or eject any person from it; but
  - (b) does not include licensed premises.
- "Vehicle" means a contrivance equipped with wheels, tracks, or revolving runners on which it moves or is moved; and includes a hovercraft, a skateboard, in-line skates, and roller skates.

**5. ENFORCEMENT POWERS UNDER THIS BYLAW**

### 5.1 Powers of Search

Where Council has resolved to prohibit the consumption or possession of alcohol in any public place, the requirements on Police relating to Search, Seizure and Arrest are detailed in Clause 5.2.

### 5.2 Powers of Search, Seizure and Arrest

A member of the police may, without warrant, -

- (a) for the purpose of ascertaining whether alcohol is present, search -
  - (i) a container (for example, a parcel, package, bag, or case) in the possession of a person who is in, or entering, a public place:
  - (ii) a vehicle that is in, or is entering, a public place:
- (b) seize and remove alcohol and its container if the alcohol is in a public place in breach of a bylaw:
- (c) arrest a person whom the member of the Police finds committing an offence against this bylaw.
- (d) arrest a person who has refused to comply with a request by a member of the Police -
  - (i) to leave the public place; or
  - (ii) to surrender to a member of the Police the alcohol that, in breach of a bylaw, is in that person's possession.

### 5.3 Before exercising the power of search under Clause 5.2(a) in relation to a container or a vehicle, a member of the police must -

- (a) inform the person in possession of the container or the vehicle, as the case may be, that he or she has the opportunity of removing the container or the vehicle from the public place; and
- (b) provide the person with a reasonable opportunity to remove the alcohol or the vehicle, as the case may be, from the public place.

### 5.4 Power to Request Name and Address

Any person whom an Enforcement Officer or member of the Police believes on reasonable grounds is committing or has committed an offence against this bylaw fails or refuses when required by the Enforcement Officer or member of the Police to give his/her name and/or address, or give a false name and/or address, he/she shall be guilty of an offence against the Act and liable on conviction to a fine not exceeding \$5,000.

## 6. PUBLIC PLACES

6.1 The places listed below are designated by this part of this Bylaw as public places in respect of which the consumption of alcohol, the bringing of alcohol into and the

possession of alcohol in those places is prohibited on the days of the week and during the hours prescribed for each place:

6.1.1 *Waitarere Beach*. This public place is the area known as Waitarere Beach depicted on the map as Appendix 1, and includes all reserves, formed and unformed public roads, thoroughfares, walkways, access ways and vehicle parking areas located within the boundaries specified.

Alcohol Prohibition. A alcohol prohibition applies in this public place from:

- (a) 5.00 pm on Guy Fawkes evening until 7.00 am on the day following, of each year
- (b) 5.00 pm on New Year's Eve evening until 7.00 am of New Year's Day of each year.

6.1.2 *Foxton Beach*. This public place is the area known as Foxton Beach depicted on the map as Appendix 2, and includes all reserves, formed and unformed public roads, thoroughfares, walkways, access ways and vehicle parking areas located within the boundaries specified.

Alcohol Prohibition. A alcohol prohibition applies in this public place from:

- (a) 5.00 pm on Guy Fawkes evening until 7.00 am on the day following, of each year
- (b) 5.00 pm on New Year's Eve evening until 7.00 am of New Year's Day of each year.

6.1.3 *Hokio Beach*. This public place is the area known as Hokio Beach depicted on the map as Appendix 3, and includes all reserves, formed and unformed public roads, thoroughfares, walkways, access ways and vehicle parking areas located within the boundaries specified.

Alcohol Prohibition. A alcohol prohibition applies in this public place from:

- (a) 5.00 pm on Guy Fawkes evening until 7.00 am on the day following, of each year
- (b) 5.00 pm on New Year's Eve evening until 7.00 am of New Year's Day of each year.

6.1.4 *Waikawa Beach*. This public place is the area known as Waikawa Beach depicted on the map as Appendix 4, and includes all reserves, formed and unformed public roads, thoroughfares, walkways, access ways and vehicle parking areas located within the boundaries specified.

Alcohol Prohibition. A alcohol prohibition applies in this public place from:

- (a) 5.00 pm on Guy Fawkes evening until 7.00 am on the day following, of each year
- (b) 5.00 pm on New Year's Eve evening until 7.00 am of New Year's Day of each year.

6.1.5 *Levin CBD.* This public place is the area known as Levin CBD depicted on the map as Appendix 5, and includes all reserves, formed and unformed public roads, thoroughfares, walkways, access ways and vehicle parking areas located within the boundaries specified, including the Sunrise Projects Limited carparks of Levin New World Supermarket, 21 Bath Street, Levin, and Write Price Foodbarn, 508 Queen Street, Levin.

Alcohol Prohibition. A alcohol prohibition applies in this public place at all times.

6.1.6 *Foxton CBD.* This public place is the area known as Foxton CBD depicted on the map as Appendix 6, and includes all reserves, formed and unformed public roads, thoroughfares, walkways, access ways and vehicle parking areas located within the boundaries specified.

Alcohol Prohibition. A alcohol prohibition applies in this public place at all times.

6.1.7 *Shannon CBD.* This public place is the area known as Shannon CBD depicted on the map as Appendix 7, and includes all reserves, formed and unformed public roads, thoroughfares, walkways, access ways and vehicle parking areas located within the boundaries specified.

Alcohol Prohibition. A alcohol prohibition applies in this public place at all times.

6.1.8 *Jubilee Park, Levin.* This public place is designated as the Jubilee Park site and includes all footpath areas bounding this site along Bath Street and Parker Avenue, Levin.

*Alcohol Prohibition.* A liquor prohibition applies in this public place at all times.

## 7. EXCEPTIONS FROM THIS BYLAW FOR TRANSPORTATION OF ALCOHOL

There is no offence against this Bylaw where alcohol has been purchased from an Off Licensed premises within the Liquor Ban area, and is being transported in an unopened state from this area.

## 8. EXCEPTIONS FROM THIS BYLAW FOR LICENSED PREMISES

Prohibitions in this Bylaw do not apply -

- alcohol sold by premises in a liquor ban area, under the Sale and Supply of Alcohol Act 2012, in an unopened state.
- Liquor being transported in an unopened state from premises in a liquor ban area, licensed for the sale and/or consumption of liquor under the Sale and Supply of Alcohol Act 2012;
- Where in compliance with a licence for the sale and/or consumption of alcohol under the Sale and Supply of Alcohol Act 2012, alcohol is allowed to be consumed

in the areas that are licensed as part of the liquor licence where they may be established in a liquor ban area.

**9. POWER OF WAIVER, DISPENSATION AND SUSPENSION FOR SPECIAL EVENTS**

- 9.1 The Chief Executive of the Horowhenua District Council or his/her nominated representative may, on application by any person including a Council officer, grant a waiver, dispensation or licence to do or refrain from doing anything which would otherwise be in breach of this bylaw for the purpose of enabling possession and/or consumption of alcohol in a public place at the time of any special event.
- 9.2 Such a waiver, dispensation or suspension of operation of any part of this bylaw shall be granted only in respect of specific time periods and specific locations associated with the special event, to enable better enjoyment of the event by members of the public.
- 9.3 In considering any such application, the person responsible for making a decision shall obtain and consider a response from New Zealand Police to the request, including the reasons for that response.
- 9.4 Where any such waiver, dispensation or suspension is granted, public notice of the waiver, dispensation or suspension should be given by public notice advertisement in a daily newspaper circulating the Horowhenua District at least 6 days prior to the commencement of the period when the waiver, dispensation or suspension commences.
- 9.5 A fee or charge may be payable by the applicant to cover any direct costs or outgoings associated with the public notice and/or obtaining a police response to the application under this section. This fee or charge may be refunded, remitted or waived at the discretion of the Chief Executive of the Horowhenua District Council, or his/her nominated representative.
- 9.6 Nothing in this Section over-rides any conditions in the Sale and Supply of Alcohol Act 2012 pertaining to Special Licences requirements.

**10. ADDITION OR DELETION OF PUBLIC PLACES**

The Council may from time to time add other public places to which the provisions of this bylaw shall then apply, or in like manner may delete public places in respect of which it considers this bylaw should no longer apply. In any case, the Special Consultative Procedure shall be used.

**11. BREACH OF BYLAW AND PENALTY**

Any person who acts in breach of any provision of this bylaw commits an offence and on summary conviction is liable to a fine not exceeding \$20,000.

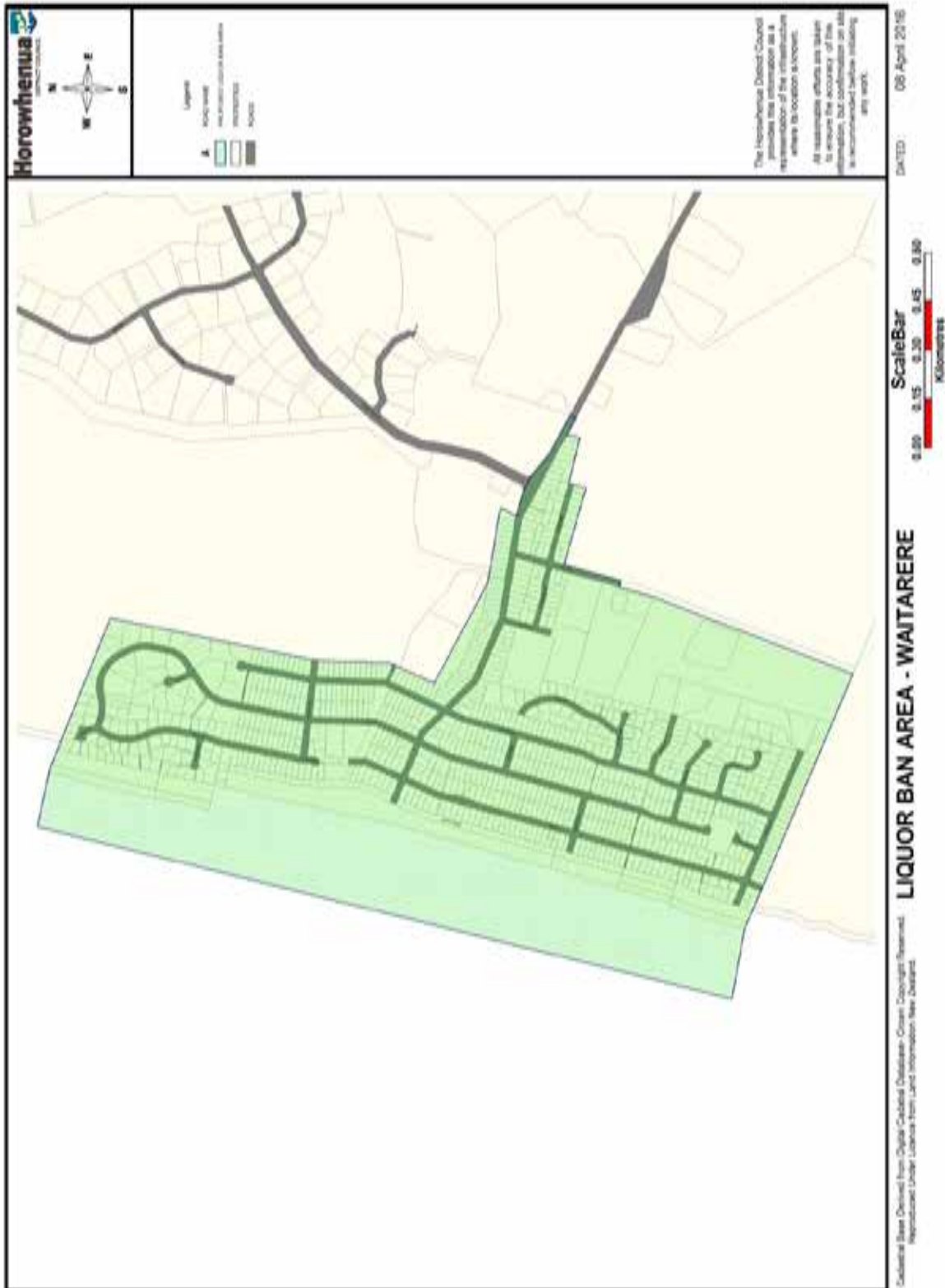
The foregoing Bylaw was duly made by the Horowhenua District Council by a resolution passed on the 7th day of October 2015 and was confirmed following consideration of community submissions received during a special consultation procedure, by a resolution passed on .....

The Common Seal of the )  
HOROWHENUA DISTRICT COUNCIL )  
was hereunto affixed in the presence of: )

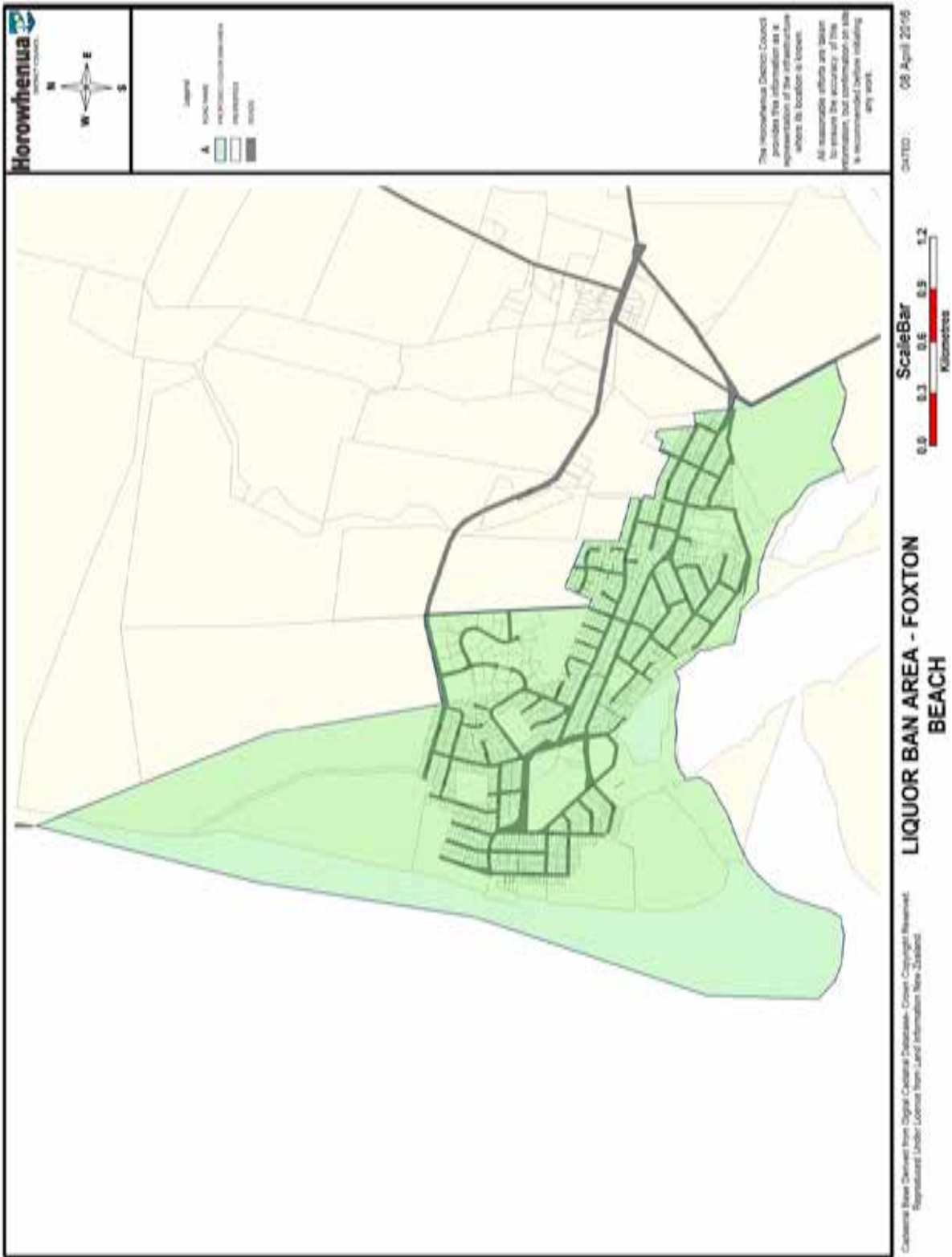
\_\_\_\_\_ Mayor

\_\_\_\_\_ Chief Executive

APPENDIX 1

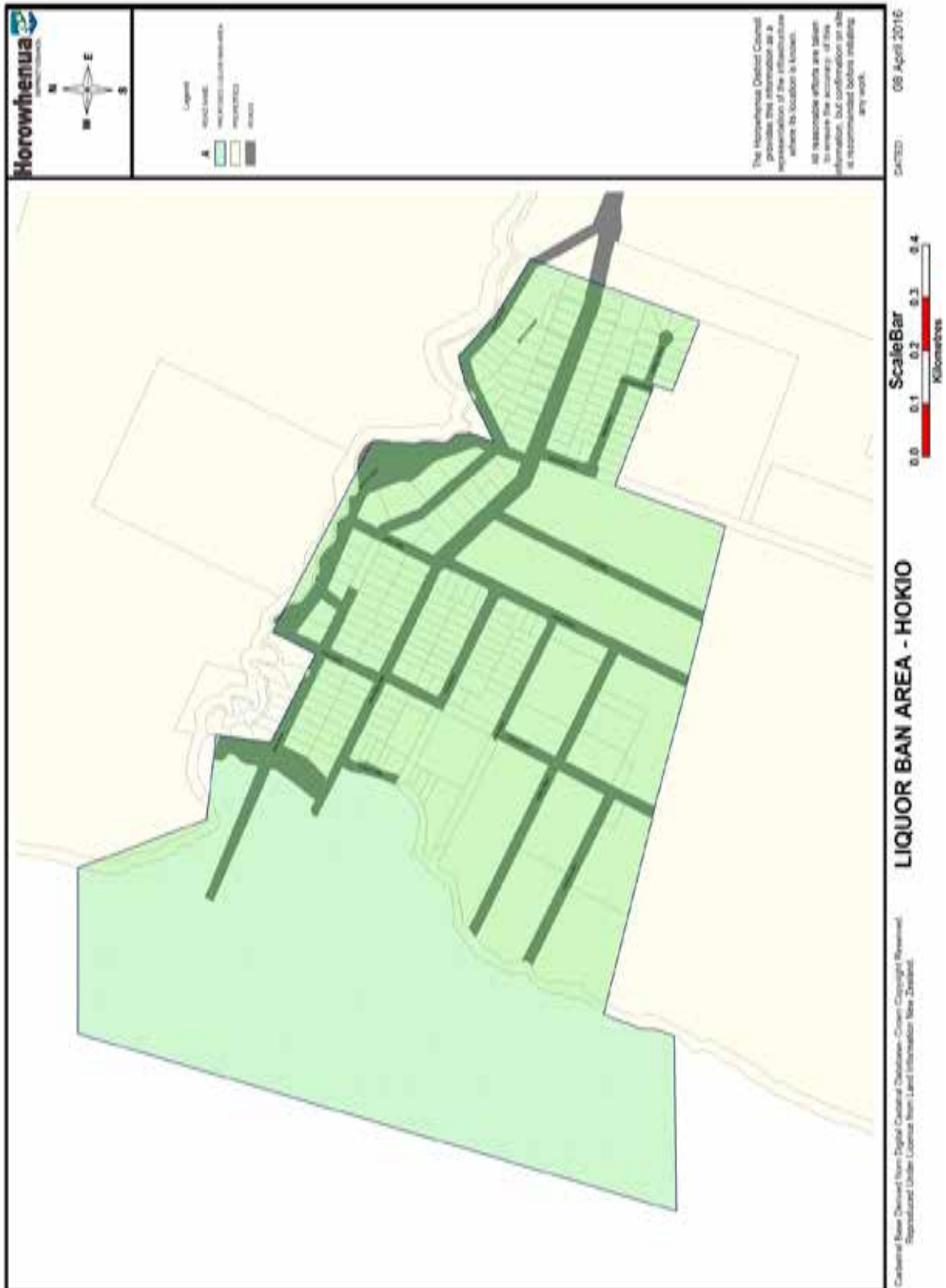


APPENDIX 2

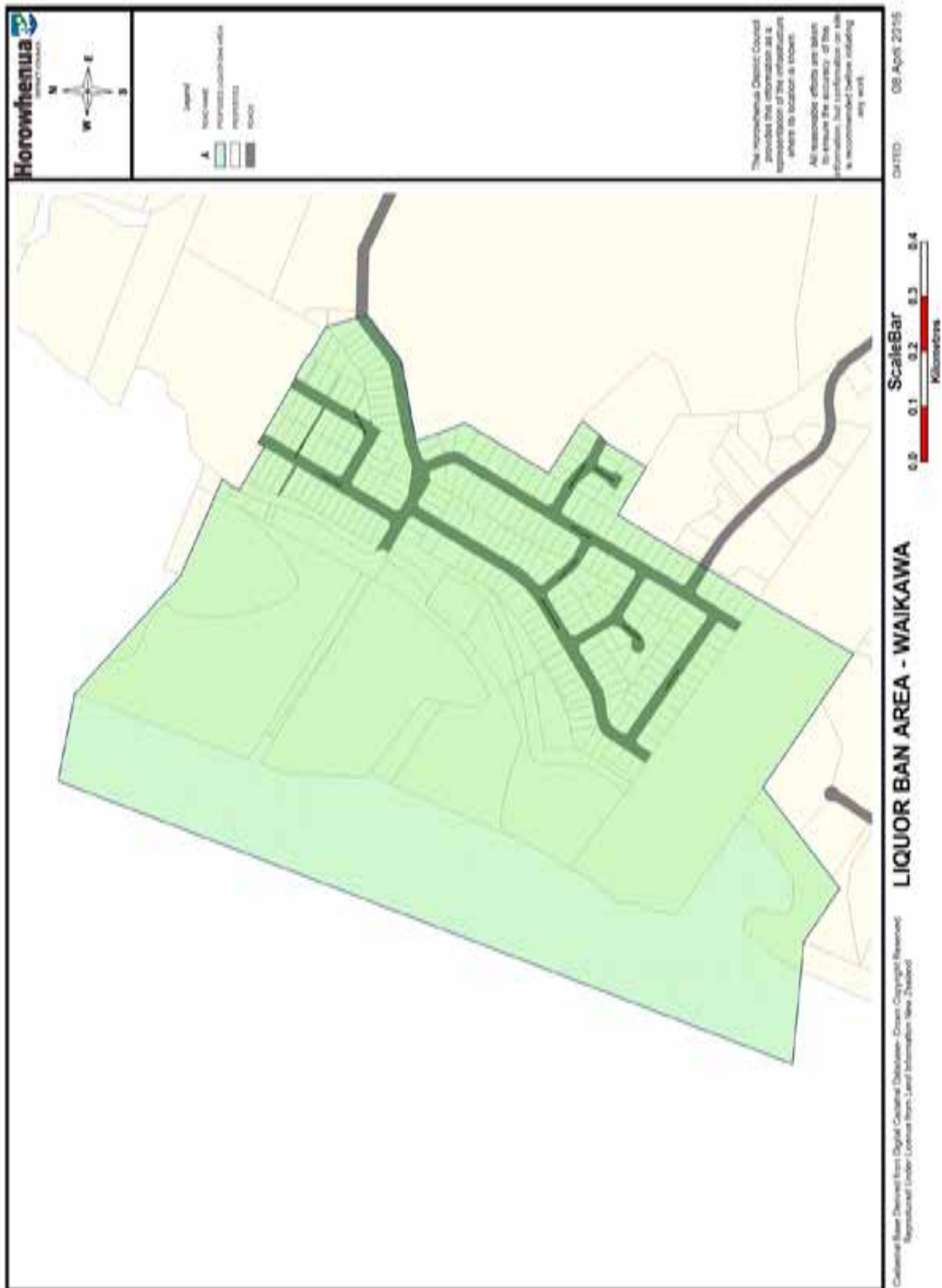




APPENDIX 3



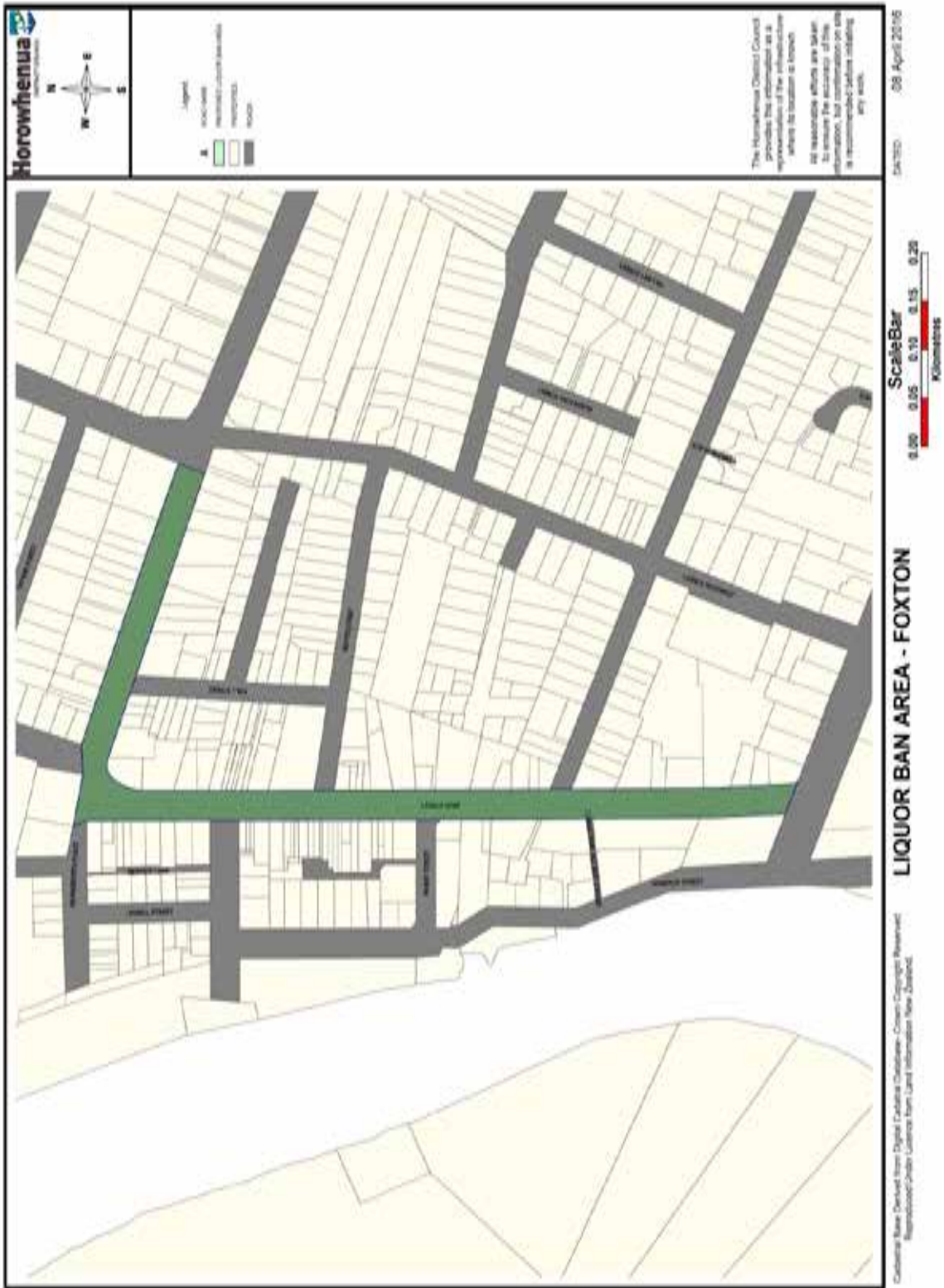
APPENDIX 4



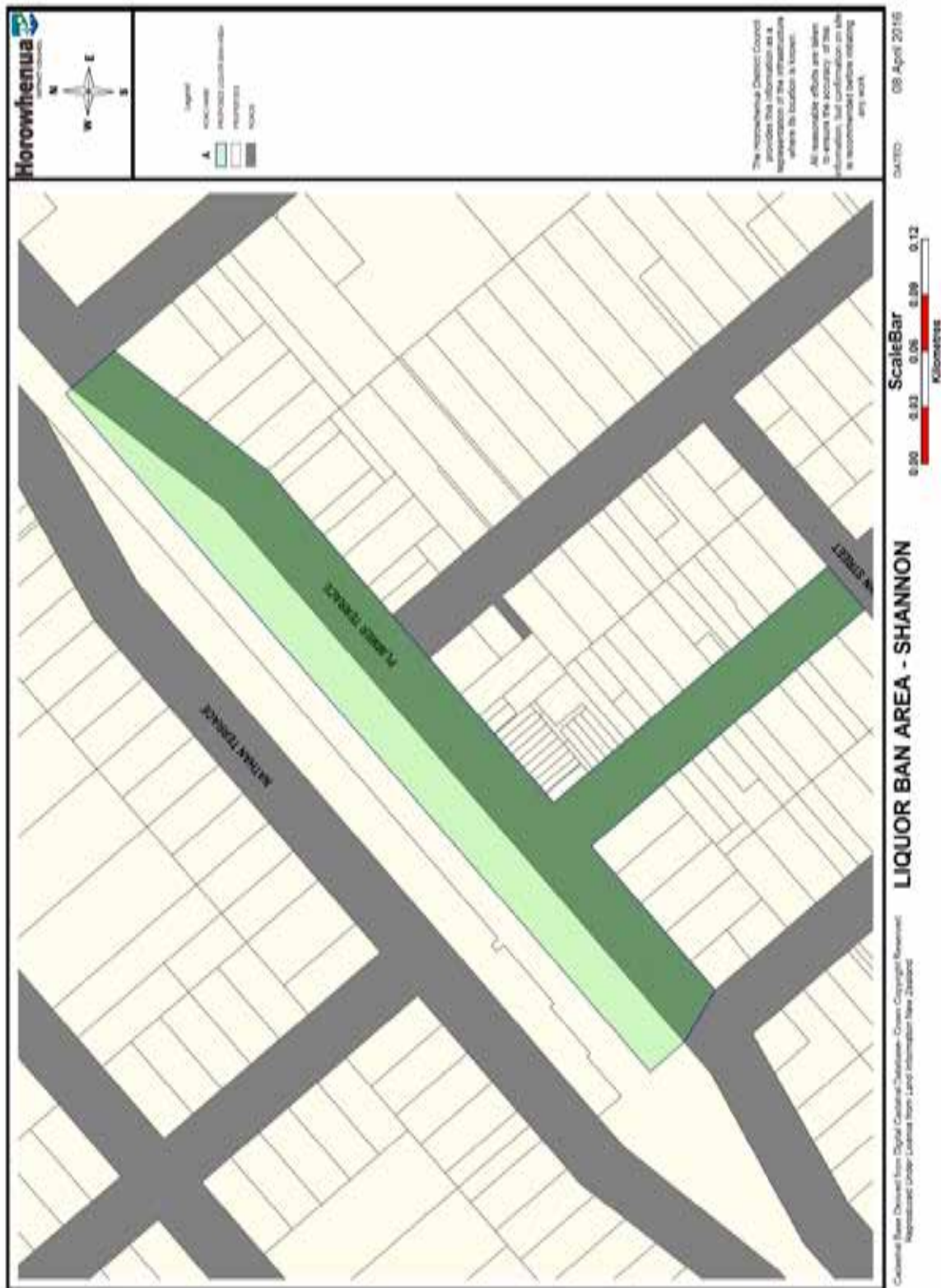
APPENDIX 5



APPENDIX 6



APPENDIX 7





10 February 2016

Mr Mike Lepper  
Customer and Regulatory Services Manager  
Horowhenua District Council

Dear Mr Lepper,

**RE: Police support of liquor ban bylaw in Horowhenua District**

I understand that the current liquor ban bylaw in Horowhenua District is going through the review and reconfirmation process by Council.

The liquor bans in place across Horowhenua have a positive impact on preventing disorder and criminal offending and provide an effective tool for police to prevent alcohol related harm in the areas that the liquor ban applies.

If the liquor bans were not in place there would undoubtedly be an increase in alcohol fuelled disorder and other crime in those areas and police ability to prevent alcohol related harm would be reduced.

In conclusion, police support the continuation of the liquor ban bylaw that applies in the Horowhenua District.

Yours sincerely

Sam Paroli  
Senior Sergeant  
Officer in Charge  
Horowhenua Police

Safer Communities Together

File No.: 16/188

## Liquor Licensing Matters from 1 January 2016 to 31 March 2016

### 1. Purpose

To report, for information purposes, on matters relating to liquor licensing for the period 1 January 2016 to 31 March 2016.

### 2. Executive Summary

All applications were uncontested, with decisions made by the Chairperson of the District Licensing Committee

### 3. Recommendation

- 3.1 That Report 16/188 Liquor Licensing Matters from 1 January 2016 to 31 March 2016 be received.
- 3.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

### 4. Background / Previous Council Decisions

Decisions on licensing matters are reported to Council for information purposes.

### 5. Discussion

5.1 The following decisions are advised -

- a Decision made by Chairperson of the District Licensing Committee Delegated Authority of Council dated 4 December 2013, and in accordance with section 191(2) of the Sale and Supply of Alcohol Act 2012 (Uncontested applications).

	<b>New/On/Off Club Licences</b>	<b>To Expire</b>
<b>(i) New Licence</b>		
Compass Liquor Limited	40/OFF/001/2016	02.02.17
<b>(ii) Renewed Licence</b>		
Innovative Liquor Limited	40/OFF/004/2016	16.03.19
Fumigador Holdings Limited	40/ON/002/2016	24.02.19
Jai Ambe Maa Limited	40/ON/001/2015	20.02.19
Levin Wanderers Rugby Football Club Inc	40/CL/001/2016	08.12.18
Western House Levin Limited	40/ON/001/2016	13.02.19
Weraroa Cricket Club Inc	40/CL/002/2016	25.02.19
Pheasant Creek Limited	40/OFF/005/2016	24.04.19
Robert Neil Hemmingson	40/ON/003/2016	13.02.19
Robert Neil Hemmingson	40/OFF/003/2016	13.02.19
Murrayfield Clydesdales (2006) Limited	40/ON/004/2016	21.03.19
<b>(iii) New Certificate</b>		
Brendan Murphy	40/CERT/001/2016	28.10.17

Bryce Gratton Alexander Harrison	40/CERT/002/2016	05.02.17
Jane Leslie Morris	40/CERT/012/2016	16.03.17
Sarah Garner	40/CERT/011/2016	16.03.17
Jordan Carr	40/CERT/008/2016	16.03.17
Raewyne Fay Lamb	40/CERT/013/2016	16.03.17

(iv) **Renewed Certificate**

Jannette Roberta Barrie	40/CERT/005/2016	20.03.19
Adelle Brunton	40/CERT/004/2016	20.02.19
Michael John Brunton	40/CERT/003/2016	20.02.19
Gagandeep Singh Bagga	40/CERT/086/2014	13.01.19
Kerry David Wano	40/CERT/006/2016	27.03.19
Shane David Parlato	40/CERT/007/2016	08.12.18
Diane Marie Corley	40/CERT/010/2016	20.03.19
Katrina Alice Brown	40/CERT/010/2015	15.04.19
Olivia Katy-Lee Green	40/CERT/001/2015	12.02.19

(v) **Special Licence**

**Number**

Business After 5	2317
Te Horowhenua Trust	2318
Bite Holdings Limited	2319
Wendy Morgan	2320
Bite Holdings Limited	2321
Manawatu Powerboat Club Inc	2322
Foxton Returned Services Association	2323
Levin Cosmopolitan Club	2324
Beverley Isobel Poulton	2325
Levin Club	2326
Manawatu Marine Boating Club	2327
Levin Bridge Club	2328
Waitarere Beach Development Association	2329
Milton Steele	2330
Levin Little Theatre Society	2331
Foxton Squash Racket Club	2333
Levin Performing Arts Society	2334
Waitarere Beach Bowling Club	2335

(vi) **Temporary Authorities**

**Number**

Best Supermarket Limited	T/A1
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- b. Decision made by the District Licensing Committee Delegated Authority of Council dated 4 December 2013, and in accordance with section 191(2) of the Sale and Supply of Alcohol Act 2012 (Contested applications).

No Hearings held.

- c. Other Activities

Workshop held for Licensees, managers and staff held in Palmerston North and run by Murray Clearwater who is the commissioner for three DLC's.

## 6. Options

The report is purely for information purposes.

### 6.1 Cost

Not applicable to this report.



### **6.1.1 Rate Impact**

Not applicable to this report.

## **6.2 Community Wellbeing**

There are no community well being matters requiring consideration.

## **6.3 Consenting Issues**

Not applicable to this report.

## **6.4 LTP Integration**

Not applicable to this report.

## **7. Consultation**

There are no consultation requirements; however decisions listed in 5.1b have been published on Council's website as required by section 211(5) of the Sale and Supply of Alcohol Act 2012 that states "Every territorial Authority must take all reasonably practicable steps to ensure that copies of all the decisions of its Licensing Committee are publicly available".

## **8. Legal Considerations**

Applications have been determined in accordance with legislative requirements.

## **9. Financial Considerations**

There are no financial considerations.

## **10. Other Considerations**

There are no other considerations required.

## **11. Next Steps**

Not applicable to this report.

## **12. Supporting Information**

Not applicable to 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.

## 1. Appendices

There are no attachments for this report.

Author(s)	Lisa Roiri <b>Liquor Licensing Inspector</b>	
Approved by	Mike Lepper <b>Customer and Regulatory Services Manager</b>	

# Planning Services Matters Considered Under Delegated Authority

File No.: 16/168

## 1. Purpose

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

## 2. Recommendation

- 2.1 That Report 16/168 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 Land Use Resource Consents Granted Under Delegated Authority 22/03/16 to 21/04/16

Granted Date	File Ref	Applicant	Address
22 Mar 16	501/2016/3738	Quin Buildings Direct	237 North Manakau Road, Levin Rural
05 Apr 16	501/2015/3702	The Little White Rabbit	106 Seabury Avenue, Foxton Beach
08 Apr 16	501/2016/3739	Quin Buildings Direct	17 Henham Lane, Levin Rural
08 Apr 16	501/2016/3646	Mark Ronald Moody	88 Koputaroa Road, Levin Rural
13 Apr 16	501/2016/3745	J Olive Short & Tracy Nigel Short	215 Heatherlea East Road, Levin Rural
19 Apr 16	501/2016/3719	Mansfield Installations Limited	61 Seabury Avenue, Foxton Beach

## 3. Issues for Consideration

That the Land Use Resource Consents be received as listed.

## Attachments

There are no attachments for this report.



### **Confirmation of statutory compliance**

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

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

decision.

### Signatories

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

## Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

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

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

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

### C1 Proceedings of the Hearings Committee 8 March 2016

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(g) - The withholding of the information is necessary to maintain legal professional privilege.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

### C2 Levin Water Treatment Plant Upgrade - Civil, Electrical and Mechanical Main Works

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.