

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

Date: Wednesday 7 December 2016
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council OPEN AGENDA

MEMBERSHIP

Mayor	Mr M Feyen	
Deputy Mayor	Mr R H Campbell	
Councillors	Mr W E R Bishop	
	Mr R J Brannigan	
	Mr N G Gimblett	
	Mr B F Judd	
	Mrs V M Kaye-Simmons	
	Mrs J Mason	
	Mrs C B Mitchell	
	Ms P Tukapua	
	Mr B P Wanden	
Reporting Officer	Mr D M Clapperton	(Chief Executive)
Meeting Secretary	Mrs K J Corkill	
	Ms S Bowling	

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

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

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1 Apologies

2 Public Speaking Rights

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

3 Late Items

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

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

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

4 Declaration of Interest

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

5 Confirmation of Minutes

5.1 Meeting minutes Council - 2 November 2016

6 Matters Arising

7 Leave of Absence

8 Announcements

Removal of Deputy Mayor from Office

File No.: 16/636

1. Purpose

To present to Council a requisition under clause 18(3)(b), Schedule 7 of the Local Government Act 2002 to remove the deputy mayor from office.

2. Recommendation

- 2.1 That Report 16/636 Removal of Deputy Mayor from Office 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 Deputy Mayor, Ross Campbell, as appointed by Mayor Feyen, is:
 - (a) endorsed by Council; or
 - (b) removed from office, and Councillor is appointed as the new Deputy Mayor.

3. Issues for Consideration

- 3.1 Under clause 41A of the LGA 2002 (3)(a) the Mayor has the power to appoint the Deputy Mayor. The following except from the LGA 2002 refers:

LGA 2002 41A Role and powers of mayors

- (1) *The role of a mayor is to provide leadership to –
 - (a) the other members of the territorial authority; and
 - (b) the people in the district of the territorial authority.*
- (2) *Without limiting subsection (1), it is the role of a mayor to lead the development of the territorial authority's plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.*
- (3) *For the purposes of subsections (1) and (2), a mayor has the following powers:
 - (a) to appoint the deputy mayor.....*
- (4) *However, nothing in subsection (3) limits or prevents a territorial authority from –
 - (a) removing, in accordance with clause 18 of Schedule 7, a deputy mayor appointed by the mayor under subsection (3)(a).....*
- (7) *To avoid doubt, -
 - (a) clause 17(1) of Schedule 7 does not apply to the election of a deputy mayor of a territorial authority unless the mayor of the territorial authority declines to exercise the power in subsection (3)(a).*

- 3.2 Mayor Feyen chose to exercise his mayoral power and appointed Cr Ross Campbell as his deputy.
- 3.3 Following that appointment, a requisition has been submitted under Schedule 7, clause 18(3)(b) of the Local Government Act 2002 (LGA 2002) calling a meeting to remove the deputy mayor from office.
- 3.4 The requisition complies with the components of Schedule 7, clause 18, in that:
 - it is in writing signed by the majority of the total membership of the territorial authority (3)(b));
 - it specifies the day, time, and place at which the meeting is to be held and the business to be considered the meeting (4)(a);

- the requisition indicates that if the deputy mayor is removed from office, a new deputy mayor is to be elected at the meeting if a majority of the total membership of the Council (excluding vacancies) so resolves (4)(b).
- receipt of the requisition complied with the required time frames in (5) and (6).

LGA 2002 18 Power to remove chairperson, deputy chairperson or deputy mayor

- (1) *At a meeting that is in accordance with this clause, a territorial authority may remove itsdeputy mayor from office.*
- (2) *If a deputy mayor is removed from office at that meeting, the territorial authority May elect a new deputy mayor at that meeting.*
- (3) *A meeting to remove a deputy mayor may be called by –*
 - (a) *a resolution of the territorial authority; or*
 - (b) *a requisition in writing signed by the majority of the total membership of the territorial authority(excluding vacancies).*
- (4) *A resolution or requisition must –*
 - (a) *specify the day, time and place at which the meeting is to be held and the business to be considered at that meeting; and*
 - (b) *indicate whether or not, if the deputy mayor is removed from office, a new deputy mayor is to be elected at the meeting if a majority of the total membership of the territorial authority(excluding vacancies) so resolves.*
- (5) *A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.*
- (6) *The Chief Executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.*
- (7) *A resolution removing a deputy mayor carries if a majority of the total membership of the territorial authority (excluding vacancies) votes in favour of the resolution.*

- 3.5 Should the majority of the total membership choose by resolution to remove the Deputy Mayor, then a resolution needs to be proposed for a replacement as outlined in the requisition.
- 3.6 The appointment of the deputy mayoral replacement will also need the support of the majority of the total membership.

Attachments



No.	Title	Page
A	Requisition - Removal of the Deputy Mayor - Council Meeting - December 2016	11

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	

Requisition

- This is a requisition under clause 18(3)(b), Schedule 7 of the Local Government Act 2002 (LGA 2002), calling a meeting to remove the deputy mayor from office.
- The meeting is to be held on 7 December 2016, at 4.00pm, in the Horowhenua District Council Chambers, Oxford Street, Levin, being the scheduled ordinary meeting of the Horowhenua District Council.
- The business to be considered at the meeting is a proposal to remove the deputy mayor from office and to make a new appointment to the position.
- If the deputy mayor is removed from office, a new deputy mayor is to be elected at the meeting if a majority of the total membership of the Council (excluding vacancies) so resolves.



Bernie Wanden

Jo Mason



Neville Gimblett



Ross Brannigan



Barry Judd



Christine Mitchell



Wayne Bishop



Piri-Hira Tukapua



Victoria Kaye-Simmons



EOC

From: Ross Brannigan
Sent: Wednesday, 9 November 2016 3:40 p.m.
To: EOC
Subject: Fwd: Requisition

Sent from my iPad

Begin forwarded message:

From: Jo Mason <cr.jo.mason@horowhenua.govt.nz>
Date: 9 November 2016 at 8:36:36 AM NZDT
To: Ross Brannigan <cr.ross.brannigan@horowhenua.govt.nz>
Cc: Barry Judd <cr.barry.judd@horowhenua.govt.nz>
Subject: Requisition

Greetings Ross,

I am writing to provide my support by email to the requisition under clause 18(3) (b) schedule 7 of the Local Govt Act 2002(LGA2002) calling for the removal of the deputy mayor.

I am unable to personally sign this requisition as I am unable to physically be present at the time of signing but I am supporting the requisition by email.

Yours sincerely

Cr Jo Mason

Sent from my iPad

Proceedings of the Foxton Community Board 21 November 2016

File No.: 16/637

1. Purpose

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

2. Recommendation

- 2.1 That Report 16/637 Proceedings of the Foxton Community Board 21 November 2016 be received.
- 2.2 That the Council receive the minutes of the Foxton Community Board meeting held on 21 November 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	

Foxton Community Board

OPEN MINUTES

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

PRESENT

Chairperson	Mr D J Roache
Deputy Chairperson	Ms P R Metcalf
Members	Mr D A Allan
	Mr J F Girling
	Ms J M Lundie
	Cr N G GImblett

IN ATTENDANCE

Mr D M Clapperton	(Chief Executive)
Mr P Gaydon	(Water & Waste Services Manager)
Mrs C McCartney	(Project Manager – Strategic Projects)
Mrs S Hori Te Pa	(Governance & Executive Team Leader)
Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

His Worship the Mayor, M Feyen

PUBLIC IN ATTENDANCE

There were approximately 28 members of the public in attendance at the commencement of the meeting.

1 Apologies

There were no apologies.

2 Public Speaking Rights

Foxton/Foxton Beach Water Supplies

Brian Wells

9.2 Chief Executive's Report

3.3 - Foxton Beach Public Reserves Draft Plan

Christina Paton

3.6 - FCB Long Term Plan Monitoring Report
Item 109 – Infrastructure Strategy – Stormwater
John Hutching/Gayle Heine

3 Late Items

Mr Clapperton suggested the Board might like to request two future reports:

- Increasing the parking capacity in Thomas Place;
- Progressing Stage 2 of the Forbes Road Subdivision.

4 Declaration of Interest

There were no declarations of interest.

5 Confirmation of Minutes

MOVED by Mr Allan, seconded Ms Metcalf:

THAT the minutes of the meeting of the Foxton Community Board held on Wednesday, 25 October 2016, be confirmed as a true and correct record.

CARRIED

6 Matters Arising

There were no matters arising.

7 Leave of Absence

None requested.

8 Announcements

Mr Roache proposed that a letter be sent from the Foxton Community Board to the Foxton Tourist & Development Association congratulating the Association for its very successful Spring Fling which had brought a considerable number of people to Foxton for the event.

Mr Roache noted the Freedom of Foxton Charter Parade that would occur on Saturday 26 November 2016 commencing at 11.00 am. It involved 21st Supply Company marching down the Main Street of Foxton and was a well-recognised event.

A card had been received from Basil Vertongen expressing his thanks to Mr Clapperton, Council staff and the Foxton Community Board for the farewell function that followed his last Community Board meeting and the gift, which was very much appreciated.

Foxton Beach Water Supply

As this was essentially the same issue as the Foxton Water Supply to which Mr Gaydon would speak, Cr Gimblett advised that he and Cr Brannigan would withdraw from comment.

Te Awahou Nieuwe Stroom Update

Mrs McCartney introduced herself and gave a very comprehensive PowerPoint presentation on the Te Awahou Nieuwe Stroom project, the floor plan showing the various spaces proposed and how the community and the various elements would occupy, share and interact in the facility. Questions from Board Members and the public were also responded to.

Foxton Water

Mr Clapperton introduced Council's Water & Waste Services Manager, Paul Gaydon, who gave a PowerPoint presentation on "Fixing Foxton's Water". In his presentation Mr Gaydon covered Foxton's water quality, water chemistry, why flushing was not a lasting solution, what he did see as the solution, summarising the issues and what could and could not be done, and some options covering their cost, advantages and disadvantages. One possible option noted by Mr Gaydon was using a new bore at 400m which tests indicated had very good water quality, unlike the water from the currently used 200m aquifer.

In exercising his speaking rights, Mr Brian Wells provided some historical information with regard to Foxton water, noting that when the treatment plant had been installed it had been state of the art, specifically designed to treat the water. He commented that initially the plant had been overseen by qualified technicians, which was not now occurring and the water testing did need to be done by expert people.

Responding to a query from Mayor Feyen if there would be any impact on farming if the 400m aquifer was used, Mr Clapperton said that was something that would need to be discussed with Horizons Regional Council.

Mr Roache further commented on historical aspects of Foxton's water and the use of bores.

In summarising Mr Gaydon's presentation and his responses to queries from the public, Mr Clapperton said the purpose of tonight's presentation had been to provide an update. . There were some options available but the key thing going forward was to come up with a long term solution. As a short term solution, as had been suggested by the Mayor, the possibility of having public filtered water taps would be pursued.

Mr Roache said he would be working very closely with Officers to keep the public regularly informed of progress.

MOVED by Cr Allan, seconded Cr Girling:

THAT the issue of Foxton and Foxton Beach water be placed on the Monitoring Report.

CARRIED

9 Reports

9.1 Monitoring Report to 21 November 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 Allan, seconded Ms Metcalf:

THAT Report 16/604 Monitoring Report to 21 November 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 14/674 – Target Reserve Strategic Plan

Mr Roache said he and Cr Brannigan had had some discussion with the Pistol Club. The responses they had both received had provided assurance that the Club was complying with start times, etc, and they were happy with the way the Club was run.

Page 8 14/43 – Sand Dune Management

The Chief Executive undertook to forward to new Board Members the LandVision Report.

Page 13 Kings Canal and Purcell Street Stormwater Catchment

Because it was unlikely this would be progressed by year's end, this item to remain on the Monitoring Report and the action date to be amended to March 2017.

Page 14 Foxton River Loop Working Party

Mr Roache reported that he had met with Mr Hapi who had in turn met with the three iwi. All were in agreement and would be signing the proposed letter of support to go forward.

There was to be a working party meeting later this week or early next week, with Mr Clapperton saying he would update Board Members on progress by email prior to Christmas.

9.2 Chief Executive's Report to 21 November 2016

Purpose

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

MOVED by Ms Metcalf, seconded Cr Gimblett:

THAT Report 16/605 Chief Executive's Report to 21 November 2016 be received.

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

CARRIED

3.3 Foxton Beach Public Reserves Draft Plan

There was an affirmative response to Mrs Paton's query if there would be public meetings and the opportunity for the public to ask questions during the feedback period on this Draft Plan.

Mr Roache noted that two workshops had already been held and the Plan had been drafted around public input. Everyone who was interested would have the opportunity contribute with it proposed to promote it over the Christmas period when there were more people around.

3.2 Foxton Pool Update

Mr Clapperton reiterated that the Pool was due to open on 1 December following the remedial work that had been undertaken.

Mr Girling queried if it was possible to see detailed costings and a breakdown of the money that had been spent.

With there having been considerable discussion when the Pool had first opened as to the viability of it being open all year round, Mr Allan said it was extraordinary and great thing for the community if this was able to be achieved.

Mr Roache commented that the catalyst had come when the Levin Pool was closed for renovations. However he would have like to have had more data when it came to local use of the pool during that time.

3.4 Meeting Frequency and Commencement Time

After discussion it was:

MOVED by Cr Roache, seconded Cr Allan:

THAT the Foxton Community Board continues to meet monthly for the triennium – except for January, May (Annual Plan period) and December.

CARRIED

MOVED by Cr Allan, seconded Cr Girling:

THAT the commencement time for Foxton Community Board meetings for the triennium be 6.00 pm.

CARRIED

3.5 Foxton Beach Freeholding Account

In response to a query it was noted that, as of last week, there were eight (8) sections left for sale in the Forbes Road subdivision.

As signalled under Late Items, Mr Clapperton suggested that the Board may wish to consider progressing Stage 2 of the Forbes Road Subdivision.

In terms of a feasibility study, Mr Clapperton advised that sometimes this was done internally and sometimes a consultant was used. He also noted that the Freeholding Account information provided was a cash flow report, not a balance sheet, and did not show the value of the sections held.

Mayor Feyen queried the possible impact of Development Contributions (DCs) should further sections in the subdivision be developed. Whilst there was a change in the DC Policy, would that impact on sales as it could be a significant cost to the Freeholding Account.

Mr Clapperton noted that DCs were only payable on those sections that were part of the current subdivision, with those DCs having been deferred to section sale rather than development as would normally have been the case. No further sections would incur DCs.

MOVED by Mr Allan, seconded Mr Roache:

THAT the Foxton Community Board requests an updated report on opening up further sections in the Forbes Road Subdivision.

CARRIED

3.6 Foxton Community Board Long Term Plan Monitoring Report

Item 109 – Infrastructure Strategy - Stormwater

Mr John Hutching, a resident in Roore Street, spoke at some length on the issues that had pertained for some 19 years with regard to the open drain at the rear of his and other neighbours' properties that did not work and they were continually getting flooded. The channel drained 34 sections through their back yards. There were safety issues, particularly with regard to young children, as well as issues with mosquitoes. He had raised it with Council on a number of occasions but the issue had not been addressed.

Whilst not up to date with the issues raised by Mr Hutching, Mr Clapperton undertook to take it up with Council officers and acquaint himself with available information. He would then arrange a time for himself, Mr Roache and Council officers to meet on site.

MOVED by Cr Roache, seconded Cr Allan:

THAT the Roore Street drainage issue raised by Mr Hutching be placed on the Monitoring Report.

CARRIED

Item 20 – Stop-over Site – Foxton

Mr Roache said two sites had been investigated – Harbour Street and Victoria Park – but this had not been progressed at this stage as it would need to be budgeted for. When Te Awahou Nieuwe Stroom was up and running might be a good time to review it.

Mr Girling suggested Harbour Street needed something as freedom campers

spoiled the area that volunteers had spent time cleaning up.

Item 89 – Earthquake-prone Halls

With regard to use of Halls and their earthquake prone status, it was noted that anyone can use such a hall at their own risk; however Council did not use them for events. It

Item 110 – Foxton Water solution

Mr Gaydon said the proposed Strategy should be in place by March 2017.

9.3 Foxton Community Board Representation

Purpose

The purpose of this report is for the Foxton Community Board to appoint Board representation on those groups recognised as key relationships for the Kere Kere Ward.

MOVED by Mr Allan, seconded Cr Gimblett:

THAT Report 16/628 Foxton Community Board Representation be received.

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

CARRIED

Mr Roache said he had canvassed Board Members as to the areas in which they would like to be involved.

Whilst the Community Board traditionally had a representative on the Foxton Area Medical Trust, Cr Gimblett, who was a Trustee of the Trust, clarified why such a representative was no longer required.

MOVED by Mr Allan, seconded Mr Girling:

THAT the Foxton Community Board appoints Ms Metcalf as its representative on MavTec.

CARRIED

MOVED by Mr Allan, seconded Mr Girling:

THAT the Foxton Community Board appoints Mr Roache as its representative on the Foxton Tourist & Development Association.

CARRIED

MOVED by Mr Allan, seconded Mr Girling:

THAT the Foxton Community Board appoints Ms Lundie as its representative on the Save Our River Trust.

CARRIED

MOVED by Mr Girling, seconded Ms Lundie:

THAT the Foxton Community Board appoints Ms Metcalf as its representative on the Manawatu Estuary Trust.

CARRIED

Appointing the Board's representation on the Foxton River Loop Working Party was also proposed.

MOVED by Ms Metcalf, seconded Ms Lundie:

THAT the Foxton Community Board appoints Mr Girling as its representative on the Foxton River Loop Working Party.

CARRIED

With regard to Te Awahou Nieuwe Stroom and possible Board representation, Mr Clapperton said that would be brought back to the Board early in the New Year as the governance structure for the facility was being discussed. A Board Member in an advisory capacity could be considered.

With regard to the Property Matters Report that had traditionally been a regular Agenda item, it was requested that this continue to be included monthly, rather than quarterly as had been suggested.

As had earlier been raised, Mr Clapperton commented on the possible need that had been raised for additional vehicular parking capacity in Thomas Place because of the increasing role at the Foxton Beach School.

MOVED by Mr Allan, seconded Ms Lundie:

THAT the Foxton Community Board requests an Officer's report on increasing the parking capacity in Thomas Place, Foxton Beach.

CARRIED

8.25 pm

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

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

DATE:.....

CHAIRPERSON:.....

Proceedings of the Community Wellbeing Executive 15 November 2016

File No.: 16/639

1. Purpose

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

2. Recommendation

- 2.1 That Report 16/639 Proceedings of the Community Wellbeing Executive 15 November 2016 be received.
- 2.2 That the Council receive the minutes of the Community Wellbeing Executive meeting held on 15 November 2016

3. Issues for Consideration

There are no items considered by the Community Wellbeing Executive that require further consideration by Council.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Denise Kidd Community Services Manager	
Approved by	Monique Davidson Group Manager - Customer and Community Services	

Community Wellbeing Executive

OPEN MINUTES

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

PRESENT

Chairperson	Cr V M Kaye-Simmons
Members	Ms B Bradnock
	Mrs J Ferrel
	Mr M Fletcher
	Mr C Fleury
	Ms E Fone
	Ms T Harris
	Mrs J Moynihan
	Mr M Robinson
	Ms J Smith
	Ms M Scott (for S Strowger/E Tavernor)

IN ATTENDANCE

Mrs D Kidd	(Community Services Manager)
Mr G Stevens	(Acting Youth & Community Service Centre Manager)
Ms M Herbert	(Administrator & Projects Assistant)
Mrs H Hayes	(Community Development Advisor)
Mr J Wharton	(Community Development Advisor)
Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Mr G G Good	(Education Horowhenua)
Mr S Grainger	(HDC, Economic Development Manager)

PUBLIC IN ATTENDANCE

There were no members of the public in attendance.

1 Apologies

Apologies were recorded for Cr Jo Mason, Margaret Williams, Suze Strowger, Ella Tavernor, and Katie Brosnahan.

2 Public Speaking Rights

None requested.

3 Confirmation of Minutes – 19 July 2016

MOVED by Ms Bradnock, seconded Mrs Moynihan:

THAT the minutes of the meeting of the Community Wellbeing Executive held on Tuesday, 19 July 2016, be confirmed as a true and correct record.

CARRIED

4 Matters Arising

The following amendment was provided by Mike Fletcher in relation to community funding:

“Raukawa Whanau Ora was continuing to deliver Family Start. It was there volumes that were reduced and funding reprioritised to enable a new service to commence in the Manawatu/Palmerston North/Tararua area”.

5 Announcements

Ambulatory Sensitive Hospitalisations (ASH) in Horowhenua

Craig Fleury, Manager of the Horowhenua Health Centre, gave a PowerPoint presentation on Ambulatory Sensitive Hospitalisations (ASH) in the Horowhenua, explaining what ASH was, what data it incorporates and what could be extrapolated from the data collected. The Community Wellbeing Strategy includes the following ASH indicators as measures; i) number and % of children 0-4 years with ambulatory sensitive hospital admissions (by ethnicity); ii) number and % of young people 7-14 years and 15-24 years with ambulatory sensitive hospital admissions (by ethnicity); iii) number and % of older adults (65 years and over) with ambulatory sensitive hospital admissions (by ethnicity) A copy of Mr Fleury's PowerPoint presentation is attached to the official minutes

Social Sector Trials

For those who were not familiar with the Social Sector Trials (SST), Eve Fone, Interim General Manager of Life to the Max, gave a brief overview of the history of the Trials which commenced in 2011 and which in the beginning had been defined as a new way of funding and delivering social services. There had been a lot of activity initially with a number of the projects being in relation to youth and improving youth wellbeing with a range of measures, particularly around engagement in education, decreasing truancy, decreasing alcohol and drug use and decreasing offending, with a number of the initiatives being run under the banner of Life to the Max.

At the end of 5½ years SST was winding down, to finish on 31 December 2016. All the formal supports around the Trials, all the administrative funding and the Ministerial and national reporting requirements were all going.

A legacy of SST was the way it had brought together a range of NGOs, schools, government departments, etc, working together for the community. The Truancy Free CBD was one of the earlier projects that had also included business people.

When it was known that SST was going, this community was asked by the Social Sector Trial Lead what it wanted to do going forward. A model, with the Local Management Group, previously used by Strengthening Families, included agencies who were involved in SST, was intending to continue to meet. Its purpose is about sharing information and sharing ideas, working on joint initiatives and was a great way for people and agencies to get together and talk about issues that were impacting on services. There has been some talk

about retaining the Local Management Group and using the CWE as its oversight group. There had been a joint forum this morning and it was agreed that they would still go ahead with that as the model with community services working together. There was only funding remaining for two services of the range of things previously funded and delivered as part of SST. SST will exit the community along with the structure and any reference to SST. What would remain however will be the Local Management Group which will look at how to work together and collaborate to deliver services or to have influence in forums such as the CWE.

Mrs Kidd said the purpose behind inviting Eve Fone to provide that overview was twofold. Up until now the SST had been a CWE member and would not be so in the future. CWE membership would be discussed a little later. Also, in terms of some of the thinking that had been explored about how the Local Management Group might have a potential future interface with the CWE particularly in relation to NGOs delivering services to children, young people and their families.

Horowhenua Education Action Plan

On behalf of Education Horowhenua, Garry Good gave a background to and explanation of the content of the Education Action Plan and how it tied in with the Community Wellbeing framework. Garry highlighted the Education Horowhenua Vision Statement, and how the four particular focus areas – Early Childhood, Primary, Secondary and Tertiary – fitted in with that vision. He noted that the role of Education Horowhenua was to facilitate and support. With regard to new initiatives, he mentioned Pathways Horowhenua (his comments on which were supported by Mark Robinson) which provided a conduit to find opportunities linking to higher levels of education and employment. He also put in a plug for HLC, which was running an extra ten programmes from New Plymouth to Wellington.

Mrs Kidd noted that in the normal course of events the Action Plan would have been brought to the Community Wellbeing Executive for its adoption to be recommended to Council. She was aware that this had not happened: however, as the last meeting of the CWE was cancelled. As a result, the CWE membership had endorsed the Education Action Plan by email voting and feedback. As a result the Plan went through to Council for adoption, which had occurred.

Mr Good acknowledged the work done by Garreth Stevens and other staff in the Action Plan's compilation and presentation.

In commenting on the value of on-going education for older people, Jo Smith said she thought for older people picking up the Plan it looked very much like a young person's document and an opportunity had been missed.

Mr Good said young people were the target group for this Action Plan; however there was the Positive Ageing Action Plan which recognised older people.

Horowhenua 2030 Strategy – Introduction and Outcomes for a “Thriving Community”

Mrs Kidd introduced Shanon Grainger, Council's Economic Development Manager. Mr Grainger had been working with a number of agencies external to the Council on a Growth Strategy, with one of the elements being of particular interest to the CWE; “Thriving Community”. The CWE Vision and Strategy had been provided to Mr Grainger to inform the 2030 initial development in relation to “Thriving Community” pillar.

Mr Grainger gave an overview of the 14 year strategy for the Horowhenua (Horowhenua 2030) that was being developed to take the district forward. The presentation by Mr Grainger introduced the four pillars to the framework; exuberant economy, stunning environment. thriving communities and vibrant cultures. Mr Grainger's presentation highlighted the proposed objectives, benefits, issues and needs related to “Thriving Community” and invited feedback. Mr Grainger suggested there were a huge range of opportunities and challenges

ahead and it was important that they were brought together in one place and everyone went forward in the same direction. To do that Central Government's key Better Business Case framework was being used. They were ensuring they spoke to key stakeholders which was critical in going forward and were incorporating and were leveraging off the planning and good work that had been done over the last 5 plus years.

Mr Grainger gave an explanation of, and sought feedback from CWE members on, the Thriving Communities outcomes which they had attempted to condense into four future objectives::

- Enable people to reach their full potential
- Maintain the comparative cost of living
- Ensure social equity and opportunity
- Promote further inclusivity.

Membership Update

Mrs Kidd spoke to the draft CWE Membership outline contained in the Agenda. The named Agencies were requested to confirm who they wished to represent them on the Executive. One area that had had some revision was how the Community and Community Sector were represented around the table going forward. The various agencies and groups named would be connected with over the next few weeks to clarify who their representative would be going forward.

Ms Harris commented on the changes that would be occurring with CYFs going forward, with the Ministry for Vulnerable Children, Oranga Tamariki coming into effect on 1 April 2017, and how that may impact on membership. She would indicate either by the end of the year or at the beginning of next year who the appropriate representative/s from that Ministry may be.

It was also noted that who Council's representatives on the Executive had yet to be confirmed.

9 Reports

9.1 Community Wellbeing Report to 15 November 2016

Purpose

To present to the Community Wellbeing Executive the Community Wellbeing Report to 15 November 2016.

MOVED by Ms Harris, seconded Mr Fletcher:

THAT Report 16/590 Community Wellbeing Report to 15 November 2016 be received.

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

CARRIED

Mrs Kidd spoke to the Community Wellbeing Report commenting particularly on the Attachment with regard to the Older Persons Network considering further pursuing "Age-Friendly Cities and Communities".

A correction was noted under Community Capacity Building, with the initial workshop mentioned to read "Secretarial" not "Security" training.

Mr Stevens commented on the "Peace in 10,000 Hands" exhibition that would commence at Te Takere on 19 November 2016 for four weeks. The exhibition opening was being run in conjunction with the Reverse Colour Run and White

Ribbon Ride.

7. Agency Round Table

Jacque Moynihan, Children's Team – it was the Team's second anniversary in September, with their target of 250 referrals having been reached. They continued to work with a number of vulnerable children and their families.

Maureen Scott, Ministry of Education – things were much as usual, with the usual end of the year pressures. Fortunately Colleges in the Horowhenua were able to open students could sit end of the year exams. They were working with NZQA to look at opportunities for bursary students in the future.

Jo Smith, Senior Portfolio Manager, Health of Older People, MidCentral District Health Board – planning was underway for the 2017/18 year. It was quite a challenge aligning older persons up with the Health and Older Persons Strategy about to be released over the next few weeks. A lot of focus was on prevention and social inclusion. Dementia was still an important factor. The level of dementia was dropping, but rising in terms of numbers of people. The focus in terms of dementia was world- wide. NZ was taking a strong stance on prevention. Those who were highly stimulated were less likely to get dementia. Overstimulation was good for the brain. Strategies for Ageing: to retain health - physical and mental, strength and balance.

Craig Fleury, Horowhenua Health Centre – they were in a business as usual phase. They had busy days and really busy days and the more people could do about looking after their health and reducing ASH rates the easier his life would be.

Mike Fletcher, MSD, Community Investment – it was business as usual but very busy. They were working through the consultation phase of what it would mean to move to a new Ministry and what that would look like. His team had spent a considerable amount of time building a Financial Contribution model. Budget Services had undergone a change which had created some issues which were being worked through.

Barb Bradnock, Senior Portfolio Manager, Children, Youth & Intersectoral Partnerships, MidCentral District Health Board - it was business as usual. They did have a new Chief Executive who had an appetite for doing a locality plan.

Tania Harris, CYFS – they were going through the consultation phase in terms of the new organisation, Ministry for Vulnerable Children, Oranga Tamariki, with consultation closing on 8 December. At this stage there would be no impact on the delivery of front line services.

Garreth Stevens, Acting Youth and Community Service Centre Manager, Te Takere – the White Ribbon events had been mentioned. The Food Trucks would be in Levin on Friday and would raise funds for HALT. Giving a background on Te Takere's change from Te Horowhenua Trust to Council, Garreth said he was doing some analysis to make operational improvements, cost savings, making it a fit for purpose facility to meet the needs of the community. This would occur over the next few months including interviews with various stakeholders. Any feedback would be appreciated.

Mark Robinson, Principal, Waiopahu College – as well as the Artificial Intelligence Road Show, other big events had been the launch of Te Hinaki, which would provide a great opportunity for students to showcase their talents and was a great thing for the community. Rotary was putting \$80,000 into the next phase which would enable students from 5 to 18 to purchase Chromebooks. All the local schools were

practising earthquake drill, with all schools having been able to open. The Community of Learners was being very well lead by Moira Howard-Campbell with the Working Party to have a half day planning meeting on Thursday. They were working very closely now with MTA and Raukawa, and Pacifika stakeholders to include all voices. They hoped to have something in front of the Ministry in 2017. Life to the Max and the Social Sector Trials had done amazing work keeping young people engaged in education. Any way that could be found to keep that connection with schools going forward would be very well received.

Shanon Grainger, Economic Development Manager, HDC – the district was very busy with more people moving to the Horowhenua. There had been a 1.6% annual population growth to 2016 whereas in recent years there had been a 0.1% loss. That was a significant turnaround. In terms of future planning and the provision of services Council was in growth mode. Another positive was significant growth in employment and building consents. All in all the district was in a very strong place with all sectors performing really well and moving in the right direction.

After discussion on frequency and timing of meetings for 2017, with the expectation that it would align with whatever meeting may precede it and agreement on continuing with a 1.00 pm start time, the following meeting dates were proposed for 2017: 14 February; 11 April; 13 June; 8 August; 10 October; 12 December.

2.45 pm

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

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

DATE:.....

CHAIRPERSON:.....

Four Month Financial Report to 31 October 2016

File No.: 16/638

1. Purpose

To present to the Horowhenua District Council the four month financial report to 31 October 2016.

2. Recommendation

- 2.1 That Report 16/638 Four Month Financial Report to 31 October 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.

3. Background/Previous Council Decisions

- 3.1 Council Officers complete a financial report for every month of the year except July. These reports are primarily focused on financial performance against budget and policy benchmarks.
- 3.2 The reports are self-contained so there is no need to repeat information in this facing report.

4. Issues for Consideration

- 4.1 This early in the financial year it is often difficult to identify trends that are of concern when we are only a third through the financial year.
- 4.2 In the current treasury/financial markets environment, post the surprising US presidential election, and post the Reserve Bank's decision to lower the OCR to 1.75%, wholesale short-term interest rates have fallen slightly but the long term interest rates have increased as is seen by some trading banks increasing their fixed rates for mortgages of 2 years and more recently. Of note is that the retail interest rates did not reflect the cut in the OCR, suggesting, that for retail borrowing at least, interest rates have bottomed out.
- 4.3 As at 31 October Council's weighted average interest rate has remained at 4.45%, but has since reduced to 4.41% upon interest rate resets in mid-November on Floating Rate Notes (FRN).

Attachments



No.	Title	Page
A	Financial Reporting - Monthly Report - October 2016	31

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 Chief Financial Officer	
Approved by	David Clapperton Chief Executive	

Horowhenua
DISTRICT COUNCIL



Four Month Report

1 July 2016 - 31 October 2016



Executive Summary

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

	Estimated 30 Jun 2017	Target	
Balance Budget Ratio*	106%	100%	✓
Essential Services Ratio*	104%	100%	✓
Debt Affordability Ratio (Debt should be no more than 175% of projected revenue)**	140%	175%	✓
Interest to Rates Revenue**	6%	25%	✓

* Balance Budget ratio and Essential Services ratio should equal 100% or higher

** Debt Affordability Ratio and Interest to Rates Revenue Ratio should be less than 175%. Please note the Interest to Rates Revenue 25% covenant is set by the LGFA. Interest to Rates Revenue is projected to be 9% at 30 June 2017.

B. Full Year surplus/ (deficit)

Council has achieved a surplus of \$852K as at 31 October 2016 against a budgeted surplus of \$62K.

Sundry debtors: The total Outstanding Debtors have decreased in the month. Outstanding Debtors is \$539K.

30 Jun 2016	30 Sep 2016	31 Oct 2016
\$664,219	\$630,934	\$539,057

Major variances

	30 June 2016	31 October 2016	Variance
On charges	\$126,614	\$56,851	(\$69,763)
Development Contribution	\$133,387	\$119,147	(\$14,240)
90 day outstanding	\$235,191	\$278,404	\$43,213

Treasury: Our weighted average interest rate has remained at 4.45% at October 2016. This is a potential saving of \$884K in interest payable compared to the LTP interest rate assumption of 5.75% for 2016/17.

The weighted average rate of 4.45% is on all the loans HDC have. It is calculated by multiplying the opening loan balance by the interest rate for that loan and dividing the total interest payable for all loans by the total loans. It is recorded in bands as required under GAAP or IPSAS.

The current rate reflects the fact that HDC has managed to get some great low interest rates deals as shown in the Statement of Loans by Parcel Report

Doug Law
Chief Financial Officer
7 December 2016

SUSTAINABILITY

GOOD TO GREAT

Rates to operating revenue

Rates revenue	\$11.60 m
Operating revenue	\$16.35 m

71% of operating revenue is derived from rates revenue

71% *This month in our story we would like to talk about the improvements we have made to this report and explain briefly about the remaining three ratios.*

Improvements:

The Operational Cost of Service Statement by Activity is now split into three sections: revenue, expenditure and surplus or deficit for ease of reading. We have also included the full year budget to compare with year to date actuals. This allows us to track progress against end of the year predictions.

Balance budget ratio

Operational revenue	\$16.35 m
Operational expenditure	\$11.01 m

Operational revenue should be equal or more than operational expenditure. Year to date revenue is more than 6%

106% *Last month we provided brief information about the Local Government Funding Agency and the related ratios we measure monthly. Non-LGFA ratios are also important in finding the financial sustainability of our business.*

Last month we provided brief information about the Local Government Funding Agency and the related ratios we measure monthly. Non-LGFA ratios are also important in finding the financial sustainability of our business.

Essential services ratio

Capital expenditure	\$3.27 m
Depreciation	\$3.14 m

Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 4% more than depreciation.

4%

Rates to operating revenue: *Our main source of income is rates and currently 71% of our operational revenue derives from them. This ratio shows our dependency on rates income so the larger the percentage the more we are dependent on rates. It is advisable to reduce this percentage by finding other sources of revenue.*

Debt affordability ratio - (LGFA Cov.)

Total borrowing	\$68.00 m
Total projected revenue	\$48.42 m

With the total borrowing of \$68m we are still under the set limit of 175% of projected revenue

140%

Balance budget ratio: *This ratio is usually used by goverment and not-for-profit organisations. Balance budget refers to a budget in which revenues are equal to expenditures. Thus, neither deficit nor surplus exists. More generally, it refers to a budget in which expenses are less than revenues. A successfully balanced budget demonstrates a measure of fiscal health, showing a level of spending that remains in step with expenditure. In revenue it excludes vested assets and gains on sale and in expenditure it excludes loss on sale and development contribution.*

Interest to rates revenue (LGFA Cov.)

Interest paid	\$0.65 m
Rates revenue	\$11.60 m

6% of rates revenue is paid in interest. Our set limit is 25% of of total rates revenue.

6%

Essential services ratio: *This ratio, also know as asset sustainability ratio, is an approximation of the extent to which assets managed by us are being replaced as they reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense for essential services, i.e., land transport, water supply, wastewater and stormwater services.*

Interest cover ratio - (LGFA Cov.)

Interest paid	\$0.65 m
Operating revenue	\$16.31 m

4% of operating revenue is paid in interest. Our set limit is 20% of operating revenue.

4%

Financially we are quite sustainable, next month in our story we will discuss our financial position and sustainability to see where we are in the journey from GOOD to GREAT.

Available financial accommodation to external indebtedness - (LGFA Cov.)

Net debt	\$63.50 m
Undrawn committed facilities	\$10.00 m

Committed bank facility to enable us to borrow atleast 10% of our current external debt immediately, currently we can borrow 16% more than our current debt

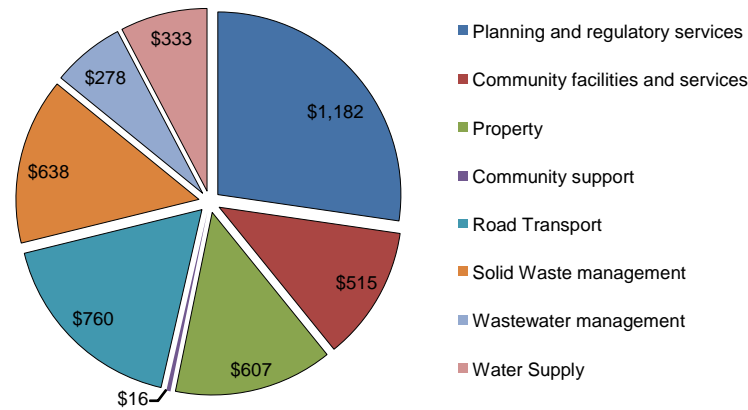
116%

Organisation Summary

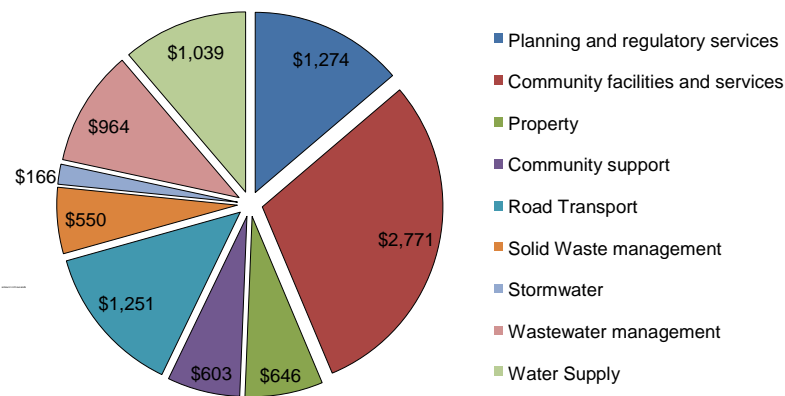
OPERATIONS

Operational revenue \$16.35m is 3% more than the total budget of \$15.78m	Operational expenditure \$11.01m against the total budget of \$10.99m	Operational surplus/(deficit) \$5.30m is 10% more than the total budgeted surplus of \$4.78m
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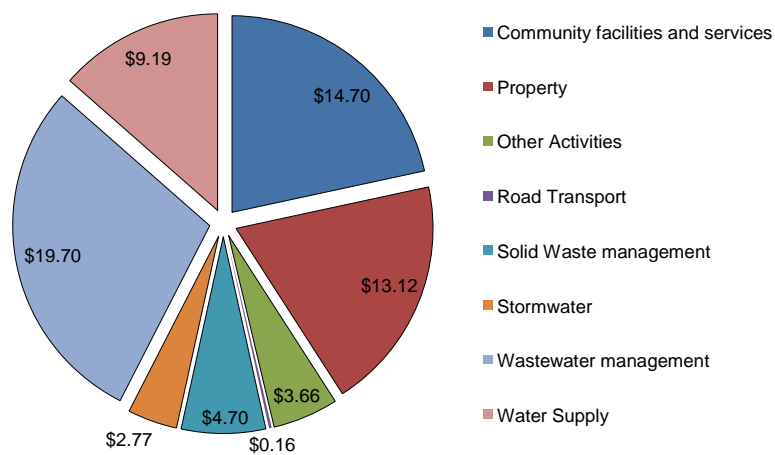
Operational revenue



Operational expenditure

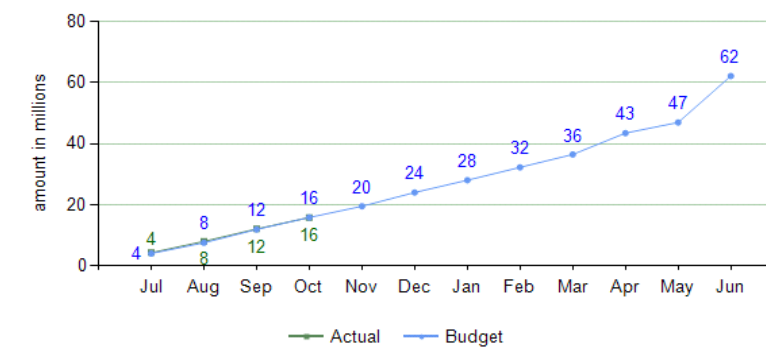


Loans by activity

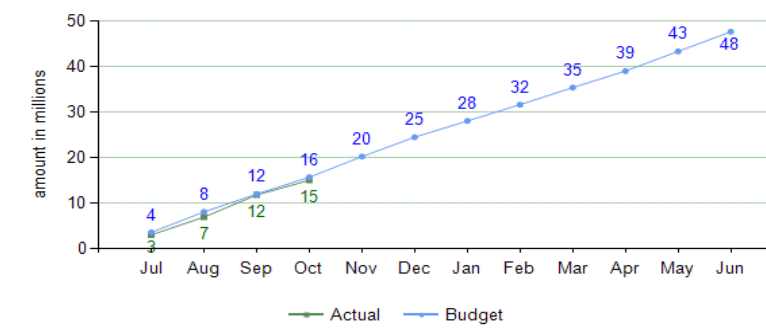


TRENDS

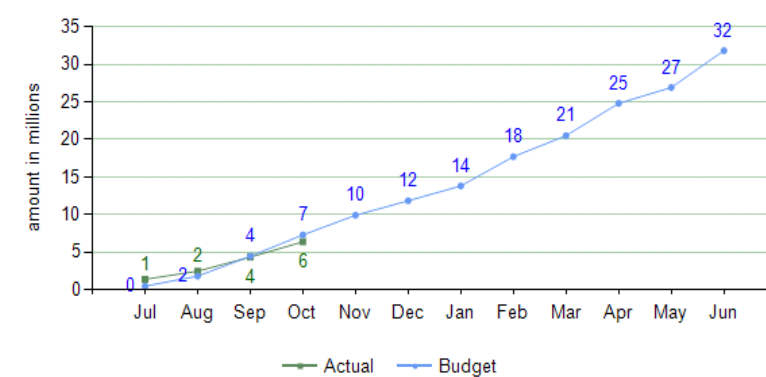
Total revenue



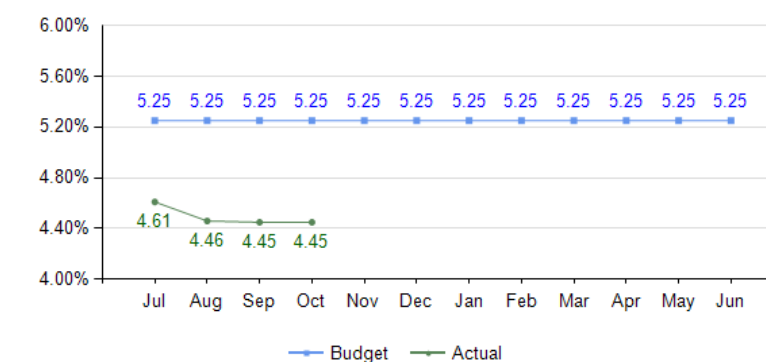
Total expenditure



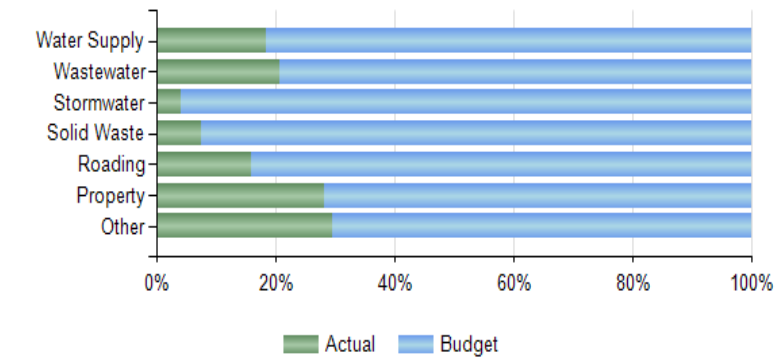
Total capital expenditure



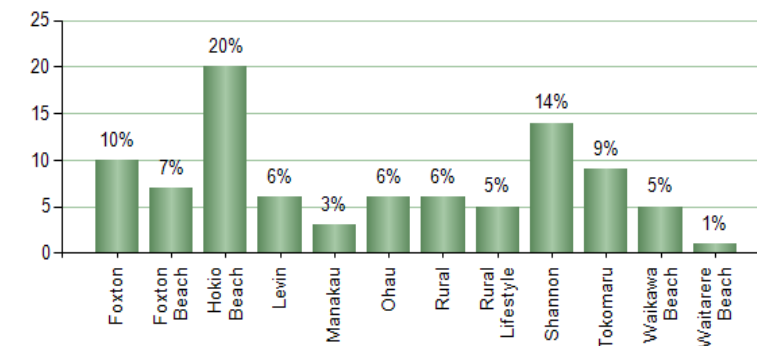
Interest rate movement



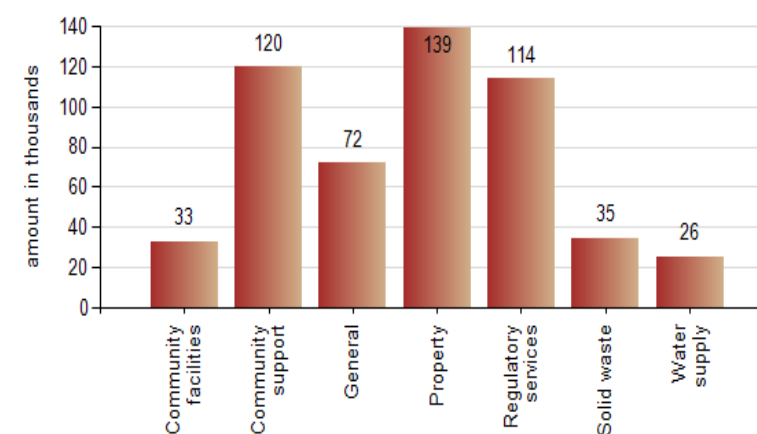
Capital expenditure



Rates debtors % with arrears



Sundry debtors outstanding balances



Operational Cost of Service Statement by Activity

OPERATING REVENUE Activities	YEAR TO DATE						FULL YEAR		Percentage variance	Total budget	Variance to YTD Actual	
	Rates revenue	Interest revenue	Grants and subsidies	Fees and charges	Other revenue	Total actual	Total budget	Dollar variance				
Planning and regulatory services												
Animal Control	0	0	0	0	459,359	459,359	441,288	18,071	4%	464,016	(4,657)	(1%)
Building Consents	0	0	0	0	386,870	386,870	272,435	114,436	42%	708,581	(321,710)	(45%)
Liquor Licences	0	0	0	0	34,558	34,558	14,553	20,005	137%	43,461	(8,903)	(20%)
Parking	0	0	0	0	88,702	88,702	260,856	(172,154)	(66%)	782,587	(693,885)	(89%)
Planning Policy	0	0	0	0	2,628	2,628	0	2,628	100%	0	2,628	100%
Resource Consents	0	0	0	0	204,579	204,579	121,690	82,890	68%	311,778	(107,198)	(34%)
Safety Licencing	0	0	0	5,688	0	5,688	897	4,791	534%	2,294	3,394	148%
Total planning and regulatory services	0	0	0	5,688	1,176,697	1,182,385	1,111,719	70,667	6%	2,312,717	(1,130,331)	(49%)
Community facilities and services												
Aquatic Centres	0	0	0	91,097	17,297	108,395	65,752	42,642	65%	469,142	(360,748)	(77%)
Beautification	0	0	0	0	0	0	686	(686)	(100%)	2,050	(2,050)	(100%)
Cemeteries	0	0	0	79,199	196	79,395	67,200	12,195	18%	201,535	(122,140)	(61%)
Community Hubs	0	0	41,000	132,054	0	173,054	167,482	5,574	3%	420,450	(247,394)	(59%)
Halls	0	0	0	7,158	1,531	8,689	4,247	4,443	105%	12,746	(4,056)	(32%)
Libraries & Community Services	0	0	30,750	66,589	0	97,339	77,086	20,255	26%	4,262,086	(4,164,745)	(98%)
Public Toilets	0	0	0	0	26	26	0	26	100%	0	26	100%
Reserves	0	0	0	30,406	7,174	37,580	29,665	7,915	27%	77,826	(40,246)	(52%)
Sportsgrounds	0	0	0	11,114	(240)	10,874	5,636	5,238	93%	16,912	(6,038)	(36%)
Urban Cleasing	0	0	0	0	0	0	0	0	100%	0	0	100%
Total community facilities and services	0	0	71,750	417,617	25,985	515,352	417,754	97,602	23%	5,462,747	(4,947,391)	(91%)
Property												
Camp Grounds	0	0	0	7,606	0	7,606	8,070	(464)	(6%)	24,228	(16,622)	(69%)
Properties	0	0	0	590,043	9,321	599,364	604,657	(5,293)	(1%)	1,626,013	(1,026,649)	(63%)
Total property	0	0	0	597,650	9,321	606,970	612,727	(5,757)	(1%)	1,650,241	(1,043,271)	(63%)
Representation and community leadership												
Council Management	11,319,564	11,056	4,734	0	668,408	12,003,762	11,414,000	589,761	5%	34,051,784	(22,048,023)	(65%)
Governance and Democratic Services	0	0	0	0	15,521	15,521	0	15,521	100%	0	15,521	100%
Total representation and community leadership	11,319,564	11,056	4,734	0	683,929	12,019,283	11,414,000	605,282	5%	34,051,784	(22,032,502)	(65%)
Community support												
Community Development	0	0	0	0	17	17	1,712	(1,695)	(99%)	5,125	(5,108)	(100%)
Community Grants & Funding	0	0	13,534	0	383	13,917	13,838	79	1%	27,675	(13,758)	(50%)
District Communication & Marketing	0	0	0	0	43	43	0	43	100%	0	43	100%
Economic Development & Visitor Information	0	0	0	0	1,729	1,729	0	1,730	100%	125,000	(123,270)	(99%)
Emergency Management	0	0	0	0	715	715	0	715	100%	0	715	100%
Rural Fire	0	0	0	0	0	0	0	0	100%	0	0	100%
Total community support	0	0	13,534	0	2,888	16,422	15,550	872	6%	157,800	(141,378)	(90%)
Infrastructure services												
Road Transport	0	0	676,782	0	83,111	759,893	1,017,215	(257,322)	(25%)	3,218,549	(2,458,656)	(76%)
Solid Waste Management	0	0	0	637,555	896	638,451	595,048	43,403	7%	1,785,146	(1,146,695)	(64%)
Stormwater	0	0	0	0	0	0	0	0	100%	0	0	100%
Wastewater Management	0	0	0	246,376	31,350	277,726	265,613	12,113	5%	1,030,396	(752,670)	(73%)
Water Supply	282,552	0	0	50,578	348	333,477	325,803	7,676	2%	1,214,751	(881,272)	(73%)
Total infrastructure services	282,552	0	676,782	934,509	115,705	2,009,547	2,203,679	(194,130)	(9%)	7,248,842	(5,239,293)	(72%)
Total	11,602,115	11,056	766,799	1,955,464	2,014,524	16,349,959	15,775,429	574,536	4%	50,884,131	(34,534,166)	(68%)

Operational Cost of Service Statement by Activity (continued...)

OPERATING EXPENDITURE Activities	YEAR TO DATE						Total actual	Total budget	Dollar variance	Percentage variance	FULL YEAR		
	Employee benefits and materials	Maintenance and materials	General grants	Other expenses	Professional services	Utilities					Total budget	Variance to YTD Actual	
Planning and regulatory services													
Animal Control	0	3,028	0	226,388	122	763	230,301	269,093	38,792	14%	802,378	572,077	71%
Building Consents	0	3,515	0	405,485	17,077	0	426,076	477,180	51,100	11%	1,383,480	957,400	69%
Liquor Licences	0	0	0	69,301	0	0	69,301	78,299	8,995	11%	234,681	165,377	70%
Parking	300	2,565	0	82,044	14,728	0	99,637	153,107	53,470	35%	457,157	357,520	78%
Planning Policy	97	0	0	128,651	7,026	0	135,774	167,328	31,554	19%	509,678	373,904	73%
Resource Consents	0	0	0	169,749	74,919	0	244,669	182,910	(61,759)	(34%)	542,719	298,050	55%
Safety Licencing	1,300	0	0	53,536	13,337	0	68,173	76,629	8,456	11%	226,481	158,308	70%
Total planning and regulatory services	1,697	9,107	0	1,135,155	127,209	763	1,273,932	1,404,546	130,608	9%	4,156,574	2,882,636	69%
Community facilities and services													
Aquatic Centres	275,766	80,417	0	280,778	4,968	51,549	693,479	695,028	1,552	0%	2,243,453	1,549,977	69%
Beautification	0	124,370	0	47,810	0	0	172,181	224,429	52,248	23%	657,931	485,750	74%
Cemeteries	0	103,532	0	17,351	1,991	0	122,874	101,624	(21,248)	(21%)	306,743	183,871	60%
Community Hubs	177,457	195	0	40,476	28,708	0	246,836	322,199	75,364	23%	1,160,690	913,855	79%
Halls	0	21,902	0	30,687	342	1,144	54,075	55,714	1,638	3%	190,922	136,846	72%
Libraries & Community Services	242,900	64,545	0	182,678	4,911	24,236	519,269	647,376	128,111	20%	1,924,783	1,405,518	73%
Public Toilets	0	61,999	0	25,701	570	1,339	89,608	93,826	4,217	4%	284,955	195,346	69%
Reserves	0	312,239	0	106,624	20,083	13,016	451,962	538,959	86,997	16%	1,602,829	1,150,867	72%
Sportsgrounds	0	233,769	0	61,311	495	7,056	302,630	294,809	(7,819)	(3%)	860,839	558,211	65%
Urban Cleasing	0	115,063	0	2,957	0	0	118,020	84,545	(33,475)	(40%)	253,625	135,605	53%
Total community facilities and services	696,123	1,118,031	0	796,372	62,068	98,339	2,770,933	3,058,509	287,585	9%	9,486,770	6,715,846	71%
Property													
Camp Grounds	0	0	0	417	0	0	417	1,748	1,332	76%	8,313	7,897	95%
Properties	0	185,791	0	401,975	15,670	42,333	645,769	602,734	(43,037)	(7%)	1,119,781	474,010	42%
Total property	0	185,791	0	402,392	15,670	42,333	646,186	604,482	(41,705)	(7%)	1,128,094	481,907	43%
Representation and community leadership													
Council Management	2,925,879	8,450	30,750	(2,828,104)	553,248	0	690,224	23,174	(667,057)	(2878%)	(91,217)	(781,448)	857%
Governance and Democratic Services	3,172	0	0	898,947	156,204	0	1,058,323	1,127,571	69,248	6%	3,128,998	2,070,675	66%
Total representation and community leadership	2,929,052	8,450	30,750	(1,929,157)	709,452	0	1,748,547	1,150,745	(597,809)	(52%)	3,037,781	1,289,227	42%
Community support													
Community Development	0	3,340	0	73,125	0	0	76,465	101,070	24,606	24%	326,533	250,069	77%
Community Grants & Funding	0	0	26,088	22,447	13,043	0	61,579	58,187	(3,392)	(6%)	358,550	296,971	83%
District Communication & Marketing	(0)	3,976	0	63,031	280	0	67,286	70,878	3,591	5%	214,618	147,331	69%
Economic Development & Visitor Information	0	0	55,485	171,926	20,310	0	247,721	322,373	74,649	23%	929,277	681,553	73%
Emergency Management	0	0	0	64,869	20,400	0	85,269	91,729	6,460	7%	301,429	216,160	72%
Rural Fire	0	0	0	33,540	30,854	621	65,015	69,143	4,128	6%	233,827	168,812	72%
Total community support	(0)	7,316	81,574	428,938	84,887	621	603,335	713,380	110,042	15%	2,364,234	1,760,896	74%
Infrastructure services													
Road Transport	0	958,447	0	292,920	0	0	1,251,367	1,265,232	13,863	1%	3,779,209	2,527,840	67%
Solid Waste Management	0	300,918	0	168,916	78,519	1,176	549,529	613,547	64,015	10%	1,833,846	1,284,314	70%
Stormwater	0	15,865	0	74,105	72,262	3,234	165,466	161,300	(4,164)	(3%)	523,712	358,248	68%
Wastewater Management	0	388,578	0	404,184	55,405	115,405	963,572	1,043,013	79,442	8%	3,072,267	2,108,696	69%
Water Supply	0	373,441	0	532,304	58,034	75,532	1,039,311	971,812	(67,497)	(7%)	2,969,267	1,929,958	65%
Total infrastructure services	0	2,037,249	0	1,472,429	264,219	195,347	3,969,245	4,054,904	85,659	2%	12,178,301	8,209,056	67%
Total	3,626,871	3,365,944	112,324	2,306,128	1,263,506	337,404	11,012,178	10,986,566	(25,620)	(0%)	32,351,754	21,339,568	152%

Operational Cost of Service Statement by Activity (Continued...)

OPERATING SURPLUS/(DEFICIT) Activities	YEAR TO DATE			
	Actual	Budget	Dollar variance	Percentage variance
Planning and regulatory services				
Animal Control	229,058	172,195	56,863	33%
Building Consents	(39,207)	(204,745)	165,536	(81%)
Liquor Licences	(34,743)	(63,746)	29,000	(45%)
Parking	(10,934)	107,749	(118,684)	(110%)
Planning Policy	(133,146)	(167,328)	34,182	(20%)
Resource Consents	(40,089)	(61,220)	21,131	(35%)
Safety Licencing	(62,485)	(75,732)	13,247	(17%)
Total planning and regulatory services	(91,546)	(292,827)	201,275	(69%)
Community facilities and services				
Aquatic Centres	(585,084)	(629,276)	44,194	(7%)
Beautification	(172,181)	(223,743)	51,562	(23%)
Cemeteries	(43,479)	(34,424)	(9,053)	26%
Community Hubs	(73,783)	(154,717)	80,938	(52%)
Halls	(45,386)	(51,467)	6,081	(12%)
Libraries & Community Services	(421,929)	(570,290)	148,366	(26%)
Public Toilets	(89,582)	(93,826)	4,243	(5%)
Reserves	(414,382)	(509,294)	94,912	(19%)
Sportsgrounds	(291,756)	(289,173)	(2,581)	1%
Urban Cleasing	(118,020)	(84,545)	(33,475)	40%
Total community facilities and services	(2,255,581)	(2,640,755)	385,187	(15%)
Property				
Camp Grounds	7,190	6,322	868	14%
Properties	(46,405)	1,923	(48,330)	(2513%)
Total property	(39,216)	8,245	(47,462)	(576%)
Representation and community leadership				
Council Management	11,313,538	11,390,826	(77,296)	(1%)
Governance and Democratic Services	(1,042,802)	(1,127,571)	84,769	(8%)
Total representation and community leadership	10,270,736	10,263,255	7,473	0%
Community support				
Community Development	(76,447)	(99,358)	22,911	(23%)
Community Grants & Funding	(47,662)	(44,349)	(3,313)	7%
District Communication & Marketing	(67,243)	(70,878)	3,634	(5%)
Economic Development & Visitor Information	(245,992)	(322,373)	76,379	(24%)
Emergency Management	(84,554)	(91,729)	7,175	(8%)
Rural Fire	(65,015)	(69,143)	4,128	(6%)
Total community support	(586,913)	(697,830)	110,914	(16%)
Infrastructure services				
Road Transport	(491,475)	(248,017)	(243,459)	98%
Solid Waste Management	88,922	(18,499)	107,418	(581%)
Stormwater	(165,466)	(161,300)	(4,164)	3%
Wastewater Management	(685,846)	(777,400)	91,555	(12%)
Water Supply	(705,833)	(646,009)	(59,821)	9%
Total infrastructure services	(1,959,698)	(1,851,225)	(108,471)	6%
Total	5,337,782	4,788,863	548,916	11%

Notes

Revenue Variances

Building Consents – is higher than budgeted due to increased levels of building activity.

Liquor – is higher than budgeted due to a higher than anticipated number of new applications received.

Parking – is below budget due (a) forecast included income from when paid parking was proposed for Levin Mall car park and couldn't be adjusted for this year; (b) – reduction in staff numbers and introduction of electronic ticketing which for a period of time reduced the number of tickets being issued during the transition (this has now been reversed and ticket numbers returned to normal output); (c) parking income also includes a debit to the income account that continually increases based on the value of tickets progressively processed to the Courts for collection – when the income is received from the court then the income account is once again credited; (d) the value of tickets remitted is also debited to the income account. It is anticipated that income will be \$600,000 for the year.

Resource Consents – is higher than budgeted due to increased development activity, LIM requests and more complex consent applications being processed than anticipated.

Aquatic Centres – is higher than budgeted due to additional revenue received from subcontracting some staff to Kapiti District Council while the LAC pool closure was undertaken. Additional revenue from new programming post the LAC development is also impacting the additional revenue.

Libraries & Community Services – is higher than budgeted due to challenges of correctly phasing the first year of Council operated Library and Community Services. The libraries annual budget includes \$4.132M of capital subsidy expected for Te Awahou Nieuwe Stroom subject to conditions.

Council Management – includes Treasury and Rates income of \$11,330K vs budget of \$11,413K. Also unbudgeted income received by Business Services for hosting the upcoming Civica Conference 29/30 November 2016. Additional income received through services offered by the People and Capability Team to other Councils and local business for payroll and employment advice.

Sportsgrounds – is higher than budgeted due to prepayments for summer sports leases.

Road Transport – is under budget due to delay of subsidised work being undertaken in Foxton. Claim can only be made to NZTA for revenue once works have been completed.

Expenditure Variances

Parking – is under budget due to lower court lodgement fees and internal charges incurred than budgeted.

Resource Consents – is over budget due to outsourcing consent processing and the use of consultant planners to assist with current workloads while recruiting for resource management planner roles.

Beautification – is under budget in general contract works, vandalism garden maintenance and track works. This is in line with the focus moving from unprogrammed works in winter (July/August) which were less than anticipated to programmed works (including grass cutting) in spring.

Cemeteries – this is over budget as (a) mowing costs in cemeteries increased as a direct result of correcting an initial error in the priced bill of quantities which has resulted in apportioning costs more accurately to the activity. There is as a result a corresponding decrease in the cost of mowing on Reserves. Overall mowing costs across the activities (Reserves, Cemeteries, Urban Cleansing, and Sportsgrounds) are cost neutral. (b) Internment costs are up because more people have been interred to this point than anticipated.

Reserves – is under budget as (a) mowing costs are under budget for the reason identified above in cemeteries i.e. a reapportionment of costs to rectify an initial error. Overall mowing costs across all activities are cost neutral; (b) general contract works have been less than anticipated as focus moves to programmed works.

Community Hubs – this is under budget due to careful management of expenditure.

Urban Cleansing – is over budget due to (a) Solid Waste applying internal charges for green waste tipping, previously no charge was made and consequently no budget for tipping fees has been provided for in the urban cleansing budget; (b) the cost of roadside rubbish bin collection has increased because bins are being emptied more frequently to maintain Level of Service; (c) mowing costs have increased in line with the reapportionment of costs as above in Cemeteries. Mowing costs on reserve have decreased to reflect this. Overall changes across all activities remain cost neutral. The budget for weed control and spraying has been reduced from 78k to 60k between 15-16 and 16-17.

Properties – is over budget due to condition surveys on Council properties been undertaken for the purpose of establishing an asset database. This will enable proactive asset management as the information obtained will be used to generate a renewals program.

Council Management – is over budget with increased rates remissions processed under our policy than budgeted and unbudgeted costs associated with Growth Response and Community Housing Review.

Governance and Democratic Services – is under budget due to the phasing of costs from Audit New Zealand.

Community Development - this is under budget due to timing issues for catering, hireage and advertising costs associated with planned events and activities. This is primarily due to staff recruitment delays.

Statement of Income and Expenditure

	Year to date				
	Percentage of year completed: 33.34%	Actual	Budget	Variance in	Variance in
		A	B	\$ C=B-A	% D=C/B
Operating revenue					
Rates revenue					
General rates	2,888,405	2,881,388	7,017	0%	
Rates penalties	171,292	270,500	(99,208)	(37%)	●
Targeted rates	8,542,418	8,527,799	14,619	0%	
Interest revenue	11,056	51,252	(40,196)	(78%)	●
Grants and subsidies					
Capital grants	220,653	515,611	(294,958)	(57%)	●
Operating grants	546,147	526,323	19,824	4%	
Fees and charges					
Rental income	691,226	656,521	34,705	5%	
User charges	1,264,238	1,147,250	116,988	10%	
Other revenue					
Infringements and fines	59,247	162,356	(103,109)	(64%)	●
Dividend	5,570	0	5,570	100%	
Petrol tax	67,909	63,333	4,576	7%	
Regulatory revenue	1,116,510	890,198	226,312	25%	
Rendering of services	310,097	35,754	274,343	8%	⚠
Total operating revenue	15,894,768	15,728,285	(166,483)	(1%)	
Non-operating revenue					
Vested assets	5,508	0	5,508	100%	
Gains	85,170	45,000	40,170	89%	⚠
Total non-operating revenue	90,678	45,000	45,678	(101%)	
Total revenue	15,985,446	15,773,285	212,161	1%	

Rates penalites – is under budget due to a reduction in prior years arrears debt.

Interest Revenue- is under budget due to lower interest rates in the market, it is anitcapted the total interest recieved for the year is to be \$40K.

Grants and Subsidies – is under budget due to delays in progressing key subsidised roading projects (Foxotn Main Street) and library grants yet to be received subject to conditions

Infringement Fines – is under budget due to the timing of our parking tickets being issued to court and recovery for the fines from the courts.

Rendering of Services – is over budget due to Business Services receiving un budgeted income for Business Advistory (\$120k), Aquatics recieved funding from Kapiti Distict council for lifeguards (\$17K), Governance funds for NZTA (\$15K), People & Capailtily funds for HDC staff working for other Councils (\$41K), Resource Planning (\$23K), and Wastewater (\$31K) for miscellaneous services.

Gains – is over budget due to gains on sale of endowment land and general property.

Activity	Gain	Loss	Total
Endowment	83,595	-14,467	69,128
General Property	1,575		1,575
	85,170	-14,467	70,703

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

Percentage of year completed: 33.34%	Year to date			
	Actual	Budget	Variance in \$	Variance in %
	A	B	C=B-A	D=C/B
Operating expenditure				
Employee benefit expenses	3,627,867	3,730,484	102,617	3%
Other operating expenses				
Asset maintenance contract	3,365,944	3,846,230	480,286	12%
General grants	112,324	94,925	(17,399)	(18%)
Other expenses	1,889,005	1,839,202	(49,803)	(3%)
Professional services	1,278,031	1,139,402	(138,629)	(12%)
Utilities	337,404	336,323	(1,081)	(0%)
Total operating expenditure	10,610,575	10,986,566	375,991	(3%)
Non-operating expenditure				
Depreciation and amortisation	3,854,400	3,885,068	30,668	1%
Landfill provision	0	0	0	100%
Loss on sale	14,467	0	(14,467)	100%
Finance costs	653,783	840,007	186,224	22%
Total non-operating expenditure	4,522,650	4,725,075	202,425	4%
Total expenditure	15,133,225	15,711,641	578,416	3%
Total surplus/(deficit)	852,221	61,644	790,577	11%

Summary

Operating revenue	15,894,768	15,728,285	212,161	(1%)
Operating expenditure	10,610,575	10,986,566	375,991	(1%)
Operating surplus/(deficit)	5,284,193	4,741,719	542,474	8%
Non-operating revenue	90,678	45,000	45,678	(101%)
Non-operating expenditure	4,522,650	4,725,075	202,425	4%
Non-operating surplus/(deficit)	(4,431,972)	(4,770,075)	248,103	(7%)
Total surplus/(deficit)	852,221	61,644	790,577	11%

General Grants – is over budget due to grants paid to the community earlier than budgeted.

Other Expenses – is over budget due to insurance paid for LAPP with the main budget for other insurances being November. HDC Property rates, Landfill consent fees, and increase in Rates remissions expenditure more than anticipated.

Loss on Sale – is over budget - refer to Gain on Sales note on previous page.

Statement of Financial Position

	Last year Actual \$000	YTD Actual \$000	Full year Budget \$000	Notes
Assets				
Current assets				
Cash and cash equivalents	7,430	4,486	6,064	
Debtors and other receivables	6,044	9,275	5,381	1
Other financial assets	358	358	475	
Assets held for sale	285	285	470	
Total current assets	14,117	14,404	12,390	
Non-current assets				
Operational assets	44,594	45,747	48,572	
Infrastructural assets	394,713	394,727	419,894	
Restricted assets	38,664	39,587	43,786	
Intangible assets	1,727	1,804	1,543	
Forestry assets	952	952	973	
Commercial property	5,926	5,926	3,831	
Council Controlled Organisations	1,053	1,133	2,190	
Total non-current assets	487,629	489,876	520,789	
Total assets	501,746	504,280	533,179	
Liabilities				
Current liabilities				
Creditors and other payables	11,650	10,707	9,704	
Provisions	940	937	1,003	
Employee entitlements	993	620	997	
Borrowings	16,000	14,000	2,000	
Total current liabilities	29,583	26,265	13,704	
Non-current liabilities				
Provisions	2,240	2,240	2,151	
Employee entitlements	161	161	178	
Borrowings	49,000	54,000	84,000	
Other	2,419	2,419	0	2
Total non-current liabilities	53,820	58,820	86,329	
Total liabilities	83,403	85,085	100,033	
Net assets	418,343	419,195	433,146	
Equity				
Retained earnings	263,946	264,798	267,710	
Revaluation reserves	147,449	147,449	158,438	
Other reserves	6,948	6,948	6,998	
Total equity	418,343	419,195	433,146	
Total equity attributable to:				
Horowhenua District Council	418,343	419,195	433,146	

Notes

1. Debtors and other receivables:

Sundry Debtors	\$539K
Rates	\$5,516K*
Water Billing	\$78K
Infringements & Other	<u>\$3,142K</u>
	\$9,275K

*Rates Arrears (as per Statement of rates debtors	\$2,729K
*Rates for 2 nd instalment (due 15 December 2016)	<u>\$2,787K</u>
	\$5,516K

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

2. Non-current liabilities – Other

LGFA Amortisation Reserve	\$501K
Development Contributions	\$250K
Swap Derivatives	<u>\$1,668K</u>
	2,419K

Development Contributions of \$250,088 are for 15 properties. Section 197A of the Local Government Act 2002 enables territorial authorities to recover a contribution for developments to fund infrastructure required due to growth. Council made the decision not to collect any further Development Contributions effective from 1 Jul 2015.

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

Group of activities	Work Order	Description	Type	Full year Budget	Actual	Project cost year to date			Estimated Start date		Estimated date of Project Completion*	Project % Completed**	General Comments		
						Budget	Variance in \$	Variance in %	Planning, Designing and Resource Consenting	Contract Awarded					
Land Transport	8512	Foxton Townscape Main Street Upgrade	ILS	1,390,000	61,425	200,000	138,575	69%	Completed	August	June	1%	Delayed start due to cenotaph protest.		
	8626	Footpath Renewal	REA	400,000	94,444	100,000	5,556	6%	Ongoing	Roading Contract	June	1%	Multiple sites - This has costs from last financial year.		
	8627	New Footpaths	ILS	100,000	73,312	20,000	(53,312)	(267%)	Ongoing	Roading Contract	June	0%	Multiple sites - This has costs from last financial year.		
		Total Land Transport		1,890,000	229,181	320,000	90,819	28%							
Stormwater	8472	District Wide Reticulation - Unplanned Renewals	REA	51,900	0	20,760	20,760	100%		Jul-16		Jul-17	10%	Budget is for unplanned works ie as and when they happen. Performed under the Downer contract.	
	8475	Levin Queen Street	ILS	200,000	0	2,000	2,000	100%						Project pended due to political issues.	
	8477	Levin Catchment Management Plan	ILS	83,040	0	27,680	27,680	100%							
	8478	Foxton Beach Catchment Management	ILS	83,040	20,000	1,384	(18,616)	(1345%)							
	8480	Improvements NE Levin	ILS	3,781,000	95,040	105,360	10,320	10%		Aug-15	Jan-17	Jun-17	0%	This multi faceted project has not yet gone out to contract. \$1.8 million has been carried forward.	
	8714	Shannon Catchment Management Plan	ILS	83,040	0	52,592	52,592	100%							
	8715	Development Planning Foxton Beach		155,700	0	0	0	0%						Some planning needs to be undertaken before it can be determined what needs to be contracted out, and what can be undertaken in house.	
	8754	Foxton Catchment Management Plan	ILS	83,040	0	12,456	12,456	100%							
	Total Stormwater		4,520,760	115,040	222,232	107,192	48%								
Water Supply	8456	Levin Reticulation- RENEWAL	REA	830,400	92,928	39,880	(53,048)	(133%)		Jun-16	Nov-16	Jun-17	0%	Tenders have closed and preferred contractor identified. Contract not yet signed.	
	8459	Foxton Beach Edingburg Terrace Bore-	REA	150,000	0	0	0	0%		Oct-16			5%	Investigation stage.	
	8464	RENEWAL	REA	51,900	612	0	(612)	0%							
	8466	Levin Clarifier Installation	ILS	1,000,000	923,776	977,600	53,824	6%		Oct-15	Mar-16	Jun-16	75%	Clarifier has been constructed overseas and has arrived on site. Still to be moved into position, connected and commissioned.	
	8468	Reactive renewals - District Wide	REA	155,700	28,929	15,000	(13,929)	(93%)						Budget is for unplanned works ie as and when they happen. Performed under the Downer contract.	
	8470	Shannon reservoir structural work	REA	50,000	3,451	10,000	6,549	65%							
	8717	Foxton Consents- RENEWAL	REA	51,900	0	0	0	0%							
	8718	Foxton Beach Development plan	ILS	99,648	3,125	3,500	375	11%			Nov-16		Jun-17	0%	Some planning needs to be undertaken before it can be determined what needs to be contracted out, and what can be undertaken in house.
	8719	Levin treatment plant upgrade	ILS	3,736,800	2,990	1,200	(1,790)	(149%)		Oct-15	May-16	Jun-17	20%		
	Total Water Supply		6,126,348	1,055,810	1,047,180	(8,630)	(1%)								
Wastewater	8483	Foxton Wastewater Treatment Plant - Strategic Upgrade	ILS	3,914,388	131,615	710,000	578,385	100%					0	Project pended - awaiting Consent renewal - unlikely to proceed this year	
	8491	Tokomaru Wastewater Treatment Plant -	REA	101,900	5,985	3,000	(2,985)	100%		Sep-26		Jun-17	10%		
	8494	Waitarere Wastewater Treatment Plant -	REA	77,850	9,961	0	(9,961)	0%							
	8498	Foxton Wastewater Reticulation -	REA	131,094	16,835	14,105	(2,730)	100%		Apr-16	Oct-16	May-17	5%	Part of the District Wide Wastewater Renewal Contract 16-01.	
	8499	Levin Wastewater Reticulation -	REA	536,352	373,818	33,302	(340,516)	99%		Apr-16	Oct-16	May-17	5%	Part of the District Wide Wastewater Renewal Contract 16-01.	
	8500	Districtwide - Reticulation Unplanned Renewals	REA	197,223	62,971	73,959	10,988	88%			Jul-16	Jun-17	10%	Budget is for unplanned works ie as and when they happen. Performed under the Downer contract.	
	8501	Levin Wastewater Treatment Plant -	REA	1,933,923	452,002	452,000	(2)	(0%)			Jul-16	Jun-17		In progress under Downer contract.	
	8502	Levin Wastewater Treatment Plant -	ILS	446,340	315,268	244,500	(70,768)	79%			Jul-16	Jun-17			
	8503	Levin Wastewater Treatment Plant - Unplanned Renewals	REA	91,840	6,816	34,440	27,624	80%			Jul-16	Jun-17	10%	Budget is for unplanned works ie as and when they happen. Performed under the Downer contract.	
	8505	Levin WW Tararua Industrial Development	ILS	100,000	4,238	10,000	5,762	100%		Sep-16				This is part of the wider development work that Parks and Property are undertaking on this site. Timing will be in part determined by them.	
	8720	Waitarere Wastewater Treatment Plant -	ILS	51,900	0	23,356	23,356	100%							
	8722	Development Planning Foxton Beach	ILS	155,700	0	0	0	0%			Nov-16		Jun-17	0%	Some planning needs to be undertaken before it can be determined what needs to be contracted out, and what can be undertaken in house.
	Total Wastewater		7,738,510	1,379,509	1,598,662	219,153	14%								
Solid Waste	8518	Landfill Development	ILS	214,361	15,623	0	(15,623)	0%							
	8519	Landfill Leachate Pre treatment	ILS	60,000	8,334	23,334	15,000	64%		Jul-16		Jul-17	10%	In-house design underway.	
	8520	Levin Landfill Energy Recovery / Flare	ILS	150,000	11,907	100,000	88,093	88%			Oct-16	Jul-17	10%	Design, build, deliver and installation contract signed.	
		Total Solid Waste		424,361	35,864	123,335	87,471	71%							

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

Group of activities	Work Order	Description	Type	Full year Budget	Actual	Project cost year to date			Estimated Start date		Estimated date of Project Completion*	Project % Completed**	General Comments
						Budget	Variance in \$	Variance in %	Planning, Designing and Resource Consenting	Contract Awarded			
Property	8521	Thompson House Interior Refurbishment,	ILS	80,000	80,000	63,934	(16,066)	(25%)				100%	All budget has been expended invoices awaiting payment
	8523	Thompson House Exterior Renew & Paint	REA	54,350	54,350	27,175	(27,175)	(100%)				100%	All budget has been expended invoices awaiting payment
	8528	Focal Point Cinema Air Conditioning	REA	197,340	138,348	0	(138,348)	0%					
	8535	General Property Renewals	REA	286,925	43,944	14,487	(29,457)	(162%)					General property renewals ongoing with a number of scheduled
	8651	Tararua Industrial Development	REA	501,760	220	0	(220)	0%					Full budget committed to works, rephasing of expenditure
	8704	Levin Depot Pole Shed Reroof	ILS	51,200	0	51,200	51,200	100%					Insufficient budget to complete works defer to 2017-2018.
	8705	Levin Depot New sewer connection	ILS	57,569	2,027	5,000	2,973	59%					Insufficient budget to complete works complete design (15k) and defer balance (\$37,569) to 2017-2018.
	Total Property			1,229,144	318,890	161,796	(157,094)	(97%)					
Community Facilities and Services	8527	Shannon Memorial Hall - Accesbile Facility's Upgrade	ILS	50,000	0	0	0	0%					The need for this budget is currently being reviewed on basis of extremely low use levels.
	8543	Foxton Aquatic Centre Plan Renewals	REA	120,480	6,816	60,000	53,184	100%					
	8551	Waitarere Dune management Dune management - flatten recountour	REA	102,900	0	0	0	0%					Work dependent on relocation of Surf Life club building, defer to 2017-2018.
	8561	Reserves Renewals	REA	61,164	0	30,582	30,582	100%					
	8566	Levin Domain Pathways Resurface	REA	298,780	0	0	0	0%					
	8576	General Network Modelling		50,000	24,500	25,000	500	2%					
	8579	Te Awahou	ILS	4,884,556	929,408	1,269,986	340,578	65%					
	8625	Levin disable facilities upgrade,	ILS	1,651,528	1,544,059	1,511,383	(32,676)	(2%)				98%	
	8692	Cemetery - Foxton Land Development	ILS	148,480	1,073	0	(1,073)	0%					
	8699	Levin UV disinfection investigation, and	ILS	51,200	0	51,200	51,200	100%					
	8700	Levin Install Centaman - online booking	ILS	56,320	0	56,320	56,320	100%					
	8706	Halls Renewals	REA	447,160	0	0	0	0%					
8753	Purchase of Library Books		166,148	30,542	55,380	24,838	45%						
	Total Community Facilities and Services			8,088,716	2,536,397	3,059,851	523,454	17%					
Support Services	8690	EDRMS Upgrade	ILS	102,500	8,908	102,500	93,592	91%		Aug-16	Nov-16	10%	Payments made in installments based on milestone delivery, major milestones will be during the month of October with final installment early November 2016.
		Total Support Services			158,875	61,951	158,875	96,924	61%				
													* Asset is usable and considered complete - possible some financial data to still be paid.
													** From contract awarded to last fiancial transactions

Statement of Rates Debtors

Area	Total assessments	Assessments with arrears	% with arrears	Total arrears	Year to date arrears	Instalment one arrears	Penalties arrears	Prior year arrears
F - Foxton	1271	124	10%	242,410	68,667	54,318	14,271	173,743
FB - Foxton Beach	1577	109	7%	124,158	57,761	48,319	9,415	66,397
HB - Hokio Beach	199	40	20%	749,023	10,249	8,462	1,780	738,774
L - Levin	7389	438	6%	643,302	252,426	205,899	46,054	390,876
MK - Manakau	86	3	3%	442	442	424	17	0
NR - Non Rateable	127	5	4%	3,126	1,235	708	286	1,890
OH - Ohau	150	9	6%	10,588	5,369	4,607	761	5,218
R - Rural	2324	146	6%	499,065	64,584	45,846	20,146	434,481
RL - Rural Lifestyle	2470	129	5%	201,655	61,359	47,136	14,236	140,296
S - Shannon	673	97	14%	190,015	55,951	39,773	16,095	134,064
TK - Tokomaru	164	14	9%	12,415	7,238	6,339	899	5,178
UT - Utilities	16		0%	0	0	0	0	0
WB - Waitarere Beach	948	47	5%	50,327	21,426	17,942	3,486	28,902
WK - Waikawa Beach	231	3	1%	2,633	1,451	1,274	176	1,182
Total as at 31 October 2016	17,625	1,164	7%	2,729,160	608,158	481,048	127,621	2,121,001
Total as at 31 October 2015	17,785	1,275	7%	2,771,159	545,061	302,295	242,766	2,226,098

Statement of Sundry Debtors

Category	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days Outstanding	Notes
Current debtors						
Aquatic Centre	4,458	4,210	0	64	184	
Building Consents	57,672	33,272	12,804	0	11,595	2
Building Fee - BWOF	2,275	975	910	260	130	
Cemeteries	26,897	26,087	810	0	0	
Dogs	592	0	0	0	592	
Dogs - Debt Collection	8,452	0	0	0	8,452	
Dogs Arrange to pay	330	0	205	0	125	
Fines	4,356	2,698	100	0	1,558	
Fire Hazard	631	0	0	0	631	
General	13,157	7,321	4,906	871	59	
Health Accreditation Renewals	3,473	1,930	980	0	563	5
Hire	13,312	9,955	874	190	2,295	
On Charges	56,851	33,590	6,873	10,527	5,861	3
Pension Housing	34,457	34,457	0	0	0	
Resource Consent Fees	36,979	8,033	8,460	0	20,486	4
Rubbish Bags	31,920	20,520	6,840	4,560	0	
Staff Account	2,277	0	1,901	0	376	
Te Horowhenua Trust General	8,943	0	0	0	8,943	
Te Takere	1,648	1,648	0	0	0	
Waste Transfer Station	2,896	2,184	301	86	325	
Water & Trade Waste	20,570	1,413	0	0	19,157	
Water Septage - Septic Tank	5,015	2,094	757	1,420	745	
Total current debtors	328,219	190,386	46,721	17,977	73,135	
Non current debtors						
Dev Cont New Policy	58,947	0	0	0	58,947	1
Develop Cont Old Policy	60,200	0	0	0	60,200	1
Rental Income Monthly	91,691	1,980	3,589	0	86,122	
Total non-current debtors	210,838	1,980	3,589	0	205,269	
Total as at 31 October 2016	539,057	192,366	50,310	17,977	278,404	6
Total as at 31 October 2015	875,270	176,620	161,587	17,881	519,193	

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. 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.
3. In the On Charges category, the majority of the 90+ Days debtors have been provided for as Doubtful Debts.
4. 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.
5. In this category there are charges for grazing leases, new connections, car access way and HR charges.
6. Out of the \$278K owing +90 Days, \$140k is provided for in the Doubtful Debts Provision.

Statement of Loans by Parcel

Loan parcels	Maturity	Interest	Opening balance	Raised	Repaid	Closing balance
Due within a year						
Stock	16 Aug 16	6.2750%	2,000,000		2,000,000	0
Stock	15 Mar 17	5.0550%	3,000,000			3,000,000
Stock	23 May 17	4.3900%	4,000,000			4,000,000
LGFA Short term	12 Dec 16	2.4050%	7,000,000			7,000,000
Total due within a year						14,000,000
Due within 2 - 5 years						
LGFA FRN	15 Dec 17	3.1225%	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	3.0125%	3,000,000			3,000,000
LGFA FRN	17 May 21	3.0685%	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
Total due within 2 - 5 years						35,000,000
Due after 5 years						
LGFA Bond	15 Apr 23	5.1336%	4,000,000			4,000,000
LGFA FRN	18 May 22	2.6450%	3,000,000			3,000,000
LGFA FRN	19 May 25	2.7100%	7,000,000			7,000,000
LGFA Bond	15 Jul 26	3.3700%		5,000,000		5,000,000
Total due after 5 years						19,000,000
Total			65,000,000	5,000,000	2,000,000	68,000,000

Statement of External Loans and Interest by Activity

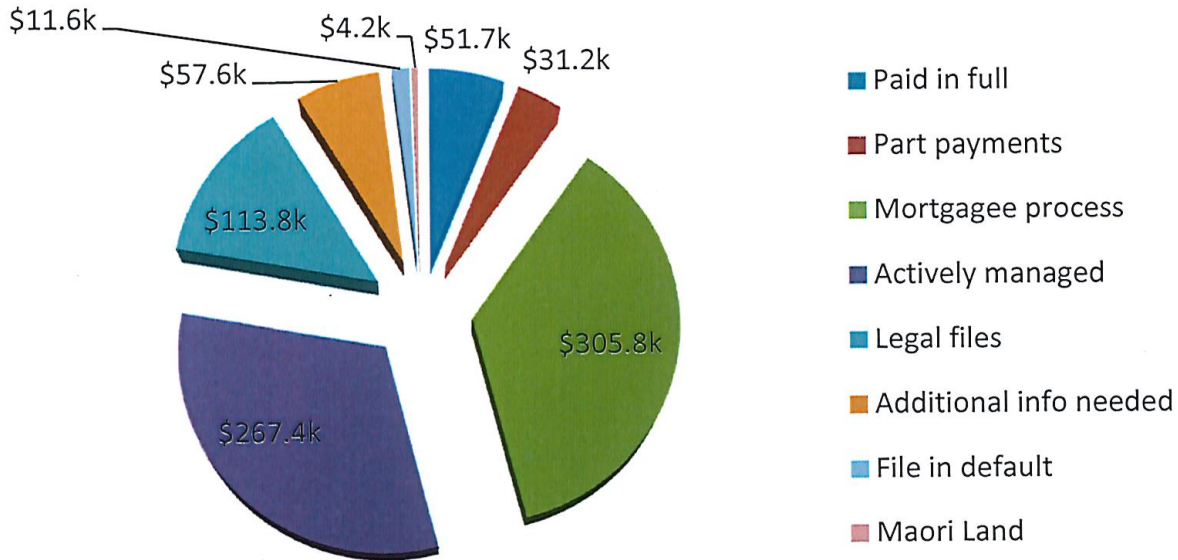
Activity	Loans as at 30 Jun 2016	Loans as at 31 Oct 2016	Year to date Finance costs
Land Transport	100,000	160,000	1,538
Stormwater	2,750,000	2,770,000	26,632
Water supply			
Water Levin	4,950,000	6,220,000	59,802
Water Shannon	1,300,000	1,370,000	13,172
Water Foxton	900,000	920,000	8,845
Water Foxton beach	300,000	300,000	2,884
Water Tokomaru	350,000	380,000	3,653
Total for water supply	7,800,000	9,190,000	88,357
Wastewater Disposal			
Wastewater Levin	7,750,000	7,770,000	74,704
Wastewater Shannon	7,850,000	8,800,000	84,607
Wastewater Foxton	2,300,000	2,300,000	22,113
Wastewater Foxton Beach	200,000	260,000	2,500
Wastewater Tokomaru	500,000	520,000	5,000
Wastewater Waitarere	0	50,000	481
Total for wastewater disposal	18,600,000	19,700,000	189,405
Solid Waste	4,550,000	4,700,000	45,188
Community Facilities & Services			
Libraries	7,950,000	7,970,000	76,627
Pools	3,100,000	3,100,000	29,805
Reserves	1,300,000	1,320,000	12,691
Sports grounds	1,400,000	1,460,000	14,037
Halls	250,000	250,000	2,404
Toilets	500,000	500,000	4,807
Cemeteries	100,000	100,000	961
Total for Community Facilities & Service	14,600,000	14,700,000	141,333
Properties			
General properties	700,000	720,000	6,922
Council building	6,200,000	6,200,000	59,610
Commercial properties	1,100,000	1,150,000	11,057
Residential housing	5,000,000	5,050,000	48,553
Total for Properties	13,000,000	13,120,000	126,142
Other activities			
Information technology	1,400,000	1,460,000	14,037
District plan	2,200,000	2,200,000	21,152
Total for other	3,600,000	3,660,000	35,189
Total	65,000,000	68,000,000	653,783

Statement of Internal Loans and Interest by Activity

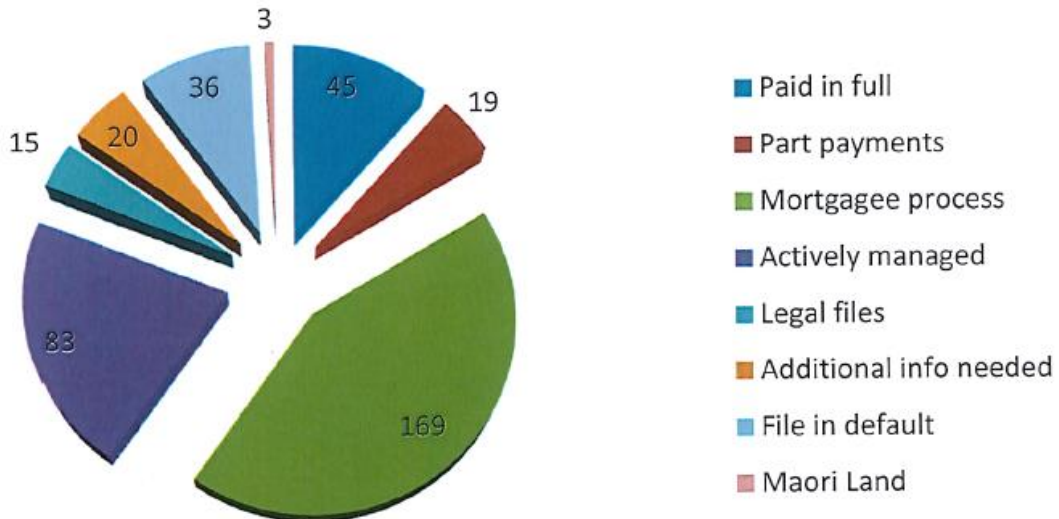
Activity	Loans as at 30 Jun 2016	Loans as at 31 Oct 2016	Year to date Finance costs
Land Transport	71,273	11,273	169
Stormwater	98,187	28,187	423
Water supply			
Water Levin	1,234,719	14,719	221
Water Shannon	89,345	19,345	290
Water Foxton	35,153	15,153	227
Water Foxton beach	25,147	25,147	377
Water Tokomaru	47,456	17,456	262
Total for water supply	1,431,820	91,820	1,377
Wastewater Disposal			
Wastewater Levin	33,095	13,095	196
Wastewater Shannon	999,165	49,165	737
Wastewater Foxton	24,609	24,609	369
Wastewater Foxton Beach	84,469	24,469	367
Wastewater Tokomaru	44,895	24,895	373
Wastewater Waitarere	69,022	19,022	285
Total for wastewater disposal	1,255,255	155,255	2,329
Solid Waste	197,365	47,365	704
Community Facilities & Services			
Libraries	40,559	20,559	308
Pools	19,022	19,022	285
Reserves	35,113	15,113	227
Sports grounds	73,142	13,142	197
Halls	17,937	17,937	269
Toilets	27,569	27,569	414
Cemeteries	9,742	9,742	146
Beautification	22,153	22,153	332
Total for Community Facilities & Services	245,237	145,237	2,179
Properties			
Commercial properties	65,821	15,821	237
General properties	30,068	10,068	151
Residential housing	69,818	19,818	297
Council building	12,030	12,030	180
Total for properties	177,737	57,737	866
Other activities			
Information technology	82,876	22,876	343
District plan	26,107	26,107	392
Total for other	108,983	48,983	735
Total	3,585,857	585,857	8,782

Debt Management Central (DMC) Year to 31 October 2016

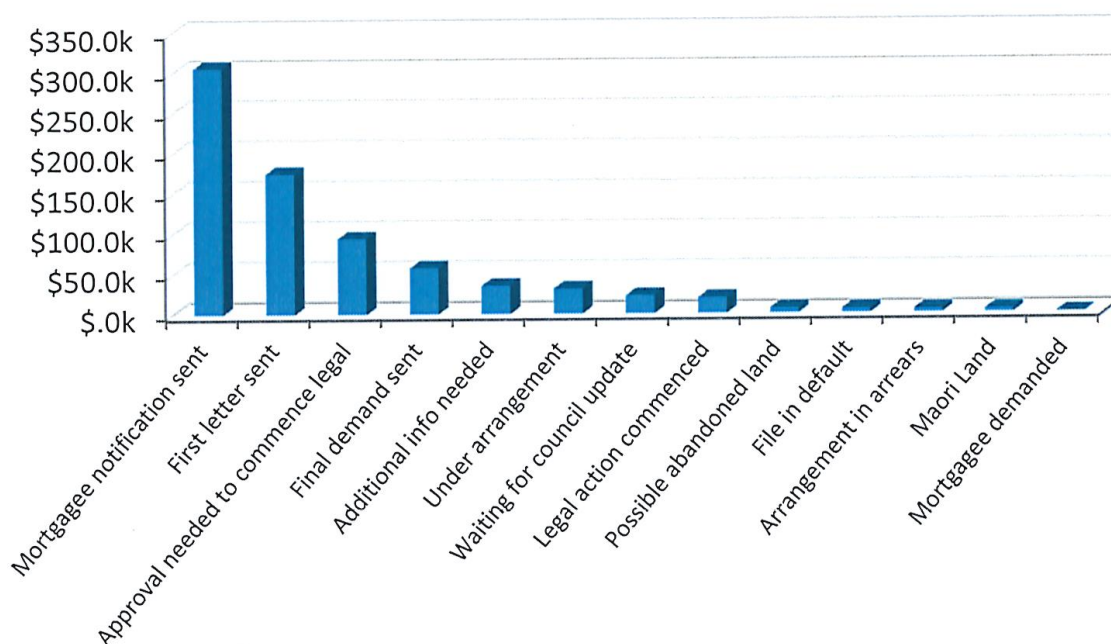
2016 - 2017 Overview (\$843.1k)



2016 - 2017 Overview (372 files)



Status of files as at 31 Oct 2016



Comments:

231 new debts have been loaded this year totalling \$441.6k. The majority these were loaded on 19 October 2016 and \$18.8k was collected within nine days of lodgement.

Payments YTD total \$82.9k and 45 files have been paid in full. The majority of mortgage demands will be due on 20 January 2017 if not paid or placed under an arrangement sooner.

9 files totalling \$94.9k are waiting for approval to commence legal action and one file is waiting for approval to obtain judgement.

Files where legal action has been commenced have had payments of \$12.4k received and we are holding off further action for 3 files as a result.

APPENDIX

Asset maintenance contract	General contract works, repairs, planned and unplanned maintenance, materials and consumables, cleaning and hygiene, inspections and reporting.
Finance cost	Interest on borrowings and interest on swaps.
Gains	Fair value revaluation gain and gain on sale.
General grants	Grants given to various organisations and individuals like Creative NZ, neighbourhood support, beach wardens, community development and youth scholarships.
Grants and subsidies	Grants and subsidies received from government and other organisations for roading, library, community hubs, cemeteries and aquatic centres.
Infringements and fines	Parking tickets, Prosecutions on WOFs and unregistered vehicles.
Employee benefits	Salaries and wages, training costs, FBT and ACC levies, superannuation, and staff recognition.
Other expenses	Printing, publication, postage, stationery, advertising, food and catering, photocopying, internet and communication and any other office expenses.
Professional services	Consultants, contractors, membership fees, legal fees, lab services, audit fees or any other professional services charges.
Regulatory revenue	Planning fees, building fees, animal fees, liquor fees and health fees.
Rendering of services	Commissions, car income, and any other income received for rendering services.
Rental income	Rent from Halls, residential and commercial properties, grazing land, reserves and other lease income.
Targeted rates	Rates for roading, waste management, representation and governance, stormwater, wastewater, water by meter and water supply.
User charges	Revenue received from admission, shop sale, Cemetery fees, trade waste, utility connection, events and exhibitions.

Update on Infrastructure Services Capital Projects - November 2016

File No.: 16/627

1. Purpose

To update the Horowhenua District Council on the Infrastructure Services Capital Projects.

2. Recommendation

- 2.1 That Report 16/627 Update on Infrastructure Services Capital Projects - November 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.

3. Background/Previous Council Decisions

- 3.1 The Infrastructure Capital Projects were previously reported to a Projects Committee. Until Council's committee structure is confirmed this update is being provided to the whole Council.
- 3.2 The information is provided in the attached reports.

4. Issues for Consideration

There are no issues for consideration.

Attachments


No.	Title	Page
A	Projects Update - November 2016	57


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)	Gerry O'Neill Projects Manager	
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Approved by	Gallo Saidy Group Manager - Infrastructure Services	
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Levin WTP Upgrade

This project is being undertaken at the Levin Water Treatment Plant on Gladstone Road.

The project is to upgrade the water treatment plant to ensure the plant is resilient and continues to produce water that is safe for human consumption and that complies with the Drinking Water Standards of New Zealand. In 2015/16 a new 6,000m³ reservoir was constructed at this site to provide additional storage capacity in order to meet firefighting and emergency requirements of 24 hours storage at average daily demand.

The project involves three contracts:

Contract	Contractor	Value
Supply of an Actiflo Clarifier	Veolia	\$1,049,387.00
Supply of a UV reactor	Xlyem	\$174,720.00
Design and Build for Civil, Mechanical and Electrical Works	Filtec	\$2,476,134.50

The concrete foundation and wetwell for the clarifier has been constructed. The clarifier has arrived on site and has been placed in position. The UV reactor has arrived in New Zealand and is being stored in Auckland until required.

The next step is the construction of the chemical storage and dosing buildings.

The expected completion date of these works is June 2017.



Placing of clarifier on the new concrete foundation

NE Levin

This project is being undertaken in North East Levin and includes work in Kennedy Drive, Fairfield Road, and work along the Koputaroa Stream.

The project is being undertaken to address ongoing stormwater issues in this area that results in frequent flooding.

The project involves three separate areas of work:

1. Upgrade to the Kennedy Park Pumpstation and Rising Main
2. Construction of a Stormwater pipeline on Fairfield Road
3. Improvements to the Koputaroa Stream

River modelling has been completed for the upper reaches of the Koputaroa tributary. A draft consent application has been prepared for changes to the Koputaroa Stream; which will be submitted to Horizons Regional Council. The tender documentation for the Fairfield Road Stormwater pipeline has been prepared, and is being reviewed prior to tender. Local farmers on the Koputaroa continue to be involved in discussions about this project.

Council has set aside \$3,781,000 for these works.

The works are expected to be complete by June 2017.



Kennedy Drive rising main pipes delivered to Downer yard (Hokio Beach Road – October 2016).



KSB stormwater pumps delivered to Downer yard (Hokio Beach Road – November 2016).

Wastewater Renewals

This project is to undertake the design and construction works for the renewal of approximately 957m wastewater reticulation main and associated laterals, in the following area:

- Area 1 : Dorset Street and Eton Place - Levin



- Area 2 : Winchester Street - Levin



- Area 3 : Chester Street – Levin



- Area 4 : Cook Street – Foxton



This Contract was awarded to Tatana Contractors' Limited. The total budget for these works is \$660,000.00.

The intention is to undertake the work in Eton Place and some of Winchester Street prior to Christmas; with the remaining works completed by May 2017.

Telemetry

The Telemetry Design and Build Project is to develop and install a modern and dependable updated strategic Telemetry system for the Three Waters facilities throughout the Horowhenua District. This will allow HDC to remotely collect data and control equipment installed across the district such as pumps, blowers, sludge presses, etc. The project runs from 2013 to 2017.

The project was awarded to Crossman Richards of Hastings, now called CR Automation. The total value of this work is \$1,396,132 including the installation of telemetry at the Levin Wastewater Treatment Plant

Telemetry has been installed at 78 sites around the district. There are 8 more sites to be installed plus the installation of telemetry at the Levin Wastewater Treatment Plant to be completed.

The expected completion date of these works is June 2017.

File No.: 16/640

Update on Procurement Strategy - 3 Waters O&M Contract

1. Purpose

To inform and update the Horowhenua District Council on the *Procurement Strategy of 3 Waters O&M Contract*.

2. Executive Summary

The Report presents the strategy to procure services of a suitably qualified contractor to provide 3 Waters O&M services (along with renewals) to the Council for initial contract duration of 5 years with possible one, two-year extension.

The criteria to select a suitably qualified O&M contractor would be two-staged with annual O&M budget of about \$4.8 million and renewals of about \$4.5 million per year over a period of 5-year contract duration.

3. Recommendation

- 3.1 That Report 16/640 Update on Procurement Strategy - 3 Waters O&M Contract be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act.

4. Background / Previous Council Decisions

- 4.1 Council manages the operation and maintenance of its water, wastewater and stormwater assets through a term maintenance contract. The current term maintenance contract is due to expire in June 2017. The current contract was for the period 2010/2015. Extensions have been negotiated and granted to the incumbent contractor (Downer) up to June 2017, making a total contract period of seven years.
- 4.2 Council in December 2014 meeting had approved developing collaboratively with the incumbent O&M Contractor a contract option, to be presented to the Council for approval. Considering the scale of the O&M contract, Council's procurement policy, auditors and community, it has been decided to tender the 3 Waters O&M Contract to ensure best value for money for rate payers.

5. Discussion

- 5.1 **Tender timelines:** To help prepare a suitable tender document and a procurement strategy, a Procurement Expert has been engaged. The broad scope of works of the Procurement Expert and timelines is presented below.

5.2

Activity	Timeline
Engage with key stakeholders in HDC to find needs & wants	✓
Suggest a suitable Contract model – ideal for HDC needs	✓
Prepare a tender document	Early January 2017
Attend a pre-bid meeting and reply to bidder's queries	End of January 2017
Co-ordinate the tender evaluation committee meetings and the final evaluation report	Mid - March 2017

Activity	Timeline
Assist HDC in negotiations with the preferred tenderer	End of March 2017
Council approval - Prepare Council Report for approval	04 April 2017
Prepare Contract Documents for signing	Mid - April 2017

The above timelines have been kept in mind to provide at least two months' notice to mobilize and for handover/ takeover proceedings in case the current contractor (Downer) is unsuccessful in securing the new Contract.

Adherence to the timelines above will enable a successful tenderer to mobilize and start effectively, to deliver contract expectations from 01 July 2017.

- 5.3 **Contract model:** The Procurement Expert has conducted workshops with the key stakeholders in the Council's Infrastructure Team including Downer. The review of the current Contract was undertaken and the preferred model agreed and suggested through these workshops was *collaborative contract outsourced model*.

The workshops covered various types of Contract models and focused on advantages and disadvantages of "Traditional" against "Collaborative" contract models. One of the key disadvantages of the Traditional contract model is time and resources required to administer the contract, due to which the actual funds and efforts to do the physical works reduces. On the other hand, collaborative contract model provides opportunity to have long-term partnership with the contractor where risks are shared. *Table 1* below presents some of the features of these two contracts types.

Table 1: Delivery Model – Advantages & Disadvantages

Contract Model	Advantages	Disadvantages
Traditional	<ul style="list-style-type: none"> ▪ Simple to use and understand ▪ Well understood by the industry ▪ More control of all work and spending ▪ Capability of in-house staff ▪ Allows small contractors to compete 	<ul style="list-style-type: none"> ▪ Large resource to administrator ▪ Difficult for suppliers to plan resources for long term ▪ Low cost certainty ▪ Extensive management by the Council
Collaborative	<ul style="list-style-type: none"> ▪ Single point of responsibility ▪ Allows long-term strategic partnerships ▪ Cooperative team and best for the network approach ▪ Reduction in the usual adversarial relationships ▪ Sharing of risk rather than transfer 	<ul style="list-style-type: none"> ▪ Lengthy and expensive procurement process ▪ Relatively complex and requires extensive coordination ▪ No role for small to medium sized contractors as lead contractor (sub-contracting opportunities for local businesses)

The Procurement Expert has recently sourced the collaborative contract models for Tararua District Council and Waikato District Council.

- 5.4 **Contract duration:** Considering that the benefits of collaborative contract model are realised over a long-term duration and also to attract more tenderers, an initial five-year contract tenure is proposed with a possible two year extension on the basis of performance (2017- 2022 plus 2 year extension).

To monitor the performance of the selected contractor, a performance scorecard would be developed with the input of the contractor. The scorecard would keep track of the contractor's performance on a monthly basis with areas of improvement and co-ordination highlighted.

- 5.5 **Overall scope of works:** The overall scope of the new 3Waters O&M Contract would include operations and maintenance of water supply, wastewater and stormwater networks

including network renewals which are part of network efficiency improvements. A snapshot of the scope of works is presented in *Table 2* below.

Table 2: Overall scope of works of new 3 Waters O&M Contract

Water Supply	Wastewater	Stormwater	Renewals
<ul style="list-style-type: none"> ▪ Raw water take ▪ Treatment Plants ▪ Distribution network ▪ Routine maintenance ▪ Reactive maintenance ▪ Ordered works 	<ul style="list-style-type: none"> ▪ Treatment Plants ▪ Network ▪ Routine maintenance ▪ Reactive maintenance ▪ Ordered works 	<ul style="list-style-type: none"> ▪ Distribution network ▪ Routine maintenance ▪ Reactive maintenance ▪ Ordered works 	<ul style="list-style-type: none"> ▪ Water supply ▪ Wastewater ▪ Stormwater

The Procurement Expert will assist Infrastructure Services in developing a detailed scope of works to clearly state Council's expectations related to the 3Waters O&M Contract at the time of tendering.

- 5.6 **Overall proposed budget:** Considering the contract model, the scope of works would include regular maintenance along with renewal works to maintain and continuously improve the network performance; the overall budget of the contract would be based on the approved LTP budgets. The breakdown of the budget as per the approved LTP is presented below.

Considering the 2017/18 approved LTP budgets, the average operational expense would be about \$4.8 million and renewal of about \$4.5 million per annum over the five year contract period.

- 5.7 **Contractor selection criteria:** To procure services of a stable and reputed contractor to provide services of O&M of 3Waters, it was agreed in the workshops with the Procurement Expert that the two parameters are key to selection –
- Financial stability &
 - Appropriate insurances

Stage 1: It is proposed that the procurement notice would be publicly advertised giving a brief of the overall scope of works. The interested contractors would be asked to provide above-mentioned documents for selection to the next stage of the tender. Stage 1 procurement notice is expected to be advertised in December 2016.

Stage 2: The next stage of tendering would involve - pre-bid meeting, site visits of key assets, pre-bid clarifications and submission of tender as per the tender documents.

It should be noted that in a collaborative contract model, price has little bearing as it is largely calculated in conjunction with the preferred supplier, based on auditable parameters.

The preferred contractor would be selected on the basis of the criteria presented in *Table 4* below.

Table 3: Selection Criteria for selection

Criteria	Comments	Ranking/ Weightage	Stage
Financially stable	Contractor must be solvent	As part of stage – 1	Stage - 1
Insurances	Contractor must have appropriate insurances	As part of stage – 1	
Methodology	Asset Management Delivery Quality Control & Reporting H&S and Risk Management Systems & Technology Implementation & Contract Management	(30%)	Stage - 2

Criteria	Comments	Ranking/ Weightage	Stage
Proven Track Record	Similar type of Clients Similar size & budgets Setting & meeting KPIs including H&S	(25%)	
Resources	Implementation & Contract Manager Asset Management O&M – key manpower Capacity Plant	(25%)	
Value for Money	Pricing for Services Innovation Added value	(20%)	

The above mentioned weighting would be further developed/ categorized to have a scoring sheet for each of the evaluation committee member. A combined score and a Tender Evaluation Report recommending a preferred Contractor would be presented to the Council in the April 2017 meeting for adoption.

Tender Evaluation Committee: The Tender Evaluation Committee would be headed by the General Manager Infrastructure and comprise of key Infrastructure Services staff along with the Procurement Expert. It is anticipated that tenderers at Stage 2 would make presentations to the wider Operations Team, whose feedback would be taken in consideration during the tender evaluation.

6. Options

Approve the procurement strategy and review the process of selecting a preferred tenderer at April 2017 Council meeting.

6.1 Cost

Independent Procurement Expert	Cost
Services of independent procurement expert to help procure a O&M contractor by developing a tender document and guiding Infrastructure Services team	\$40,000

6.1.1 Rate Impact

There will be no Rate impacts arising.

6.2 Community Wellbeing

The residents and ratepayers rely on Council to provide water, wastewater and stormwater services in a cost-efficient and compliant manner. The existing and any new contractor are bound by Council's customer charter so residents and ratepayers should not see any difference in the manner in which their water, wastewater and stormwater services are provided.

There are no negative impacts on Community Wellbeing arising.

6.3 Consenting Issues

There are no Consents required or consenting issues arising.

6.4 LTP Integration

The activities and corresponding budgets are approved in the LTP. There are no Special Consultative Processes required."

7. Consultation

There was no consultation required to be undertaken.

8. Legal Considerations

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

9. Financial Considerations

The budgets for each of the activity are approved in the LTP. There is no financial impact.

10. Other Considerations

There are no other considerations.

11. Next Steps

- Public notice towards Registration of Interest (RoI) by interested parties;
- Shortlisting of contractors based on parameters listed at Stage – 1 criteria;
- Circulation of Request for Proposal (RfP) or Tender Document to shortlisted contractors;
- Evaluation of RfP documents and submit a report to Council for adoption in April 2017

Supporting Information

Strategic Fit/Strategic Outcome

Residents and rate payers rely on Council for safe and reliable water supply for domestic and business activity use and also to maintain safe collection, treatment, and disposal of wastewater produced by these activities.

Decision Making

The contract works would be business as usual for Council. The report lays the procurement strategy and processes to be followed to procure a suitably qualified contractor to provide services as per the Tender Document and seeks approval on:

- Contract model;
- Contract duration;
- Scope of Works;
- Overall proposed budget;
- Contractor Selection Criteria

Consistency with Existing Policy

The activity and budgets are approved as per the LTP.

Funding

The funding/ budgets are approved in the LTP.

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

There are no appendices for this report

Author(s)	Rohit Srivastava Asset Planning Manager	
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Approved by	Gallo Saidy Group Manager - Infrastructure Services	
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Te Awahou Nieuwe Stroom - Construction Report November 2016

File No.: 16/641

1. Purpose

To present to Council an update on progress of the Te Awahou Nieuwe Stroom Project.

2. Recommendation

- 2.1 That Report 16/641 Te Awahou Nieuwe Stroom - Construction Report November 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.

3. Background/Previous Council Decisions

- 3.1 In September 2013 Council approved a business case recommending the purchase of the Mitre 10 building in Foxton. This was driven by a number of Council service delivery imperatives with the closure of the Council Service Centre in Foxton and the deteriorating state of the existing Foxton Library.
- 3.2 In February 2015 Council approved the development of the Te Awahou Nieuwe Stroom complex going to the Detailed Design phase; supported applications to Lotteries Significant Projects and Lotteries Community Facilities Fund and proceeding to consult through the LTP on allocation of \$500,000 from the Foxton Freeholding Account.
- 3.3 In March 2016 Council authorised the Projects Committee and the CEO to negotiate a managed contract for the construction of Te Awahou Nieuwe Stroom with Caldwell Builders Ltd.

4. Issues for Consideration

The project is proceeding on track and on budget and there are no issues for consideration.

Attachments

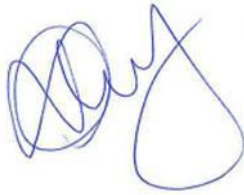

No.	Title	Page
A	Te Awahou Nieuwe Stroom - Construction Report 24 November 2016	71

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)	Cathy McCartney Strategic Projects Coordinator	
Approved by	David McCorkindale Senior Manager - Strategic Planning	

<p>To: Mayor and Councillors CC: David McCorkindale – Senior Manager Strategic Planning Project Manager: Cathy McCartney</p>	<p>PROJECT STATUS REPORT AS OF 24 November 2016 CONTRACT 903/2016/18 Te Awahou Nieuwe Stroom PROJECT PHASE Construction</p>	<p>Overall Project Status</p> <p style="text-align: center;">OS</p>
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On Schedule

Started



Not progressing as scheduled but no impact on deliverables



Off Track



Completed



Not

1. PROJECT OBJECTIVES AND STATUS

Te Awahou Nieuwe Stroom is a world-class, multi-purpose cultural heritage centre providing a community hub for the local community, Service Centre for Horowhenua District Council (the Council) and turns Foxton into the tourism centre for the region.

Te Awahou Nieuwe Stroom will feature a visitor information centre, the Piriharakeke Generation Inspiration Centre, the national Oranjehof museum, cafe, meeting rooms, education facilities and the much-needed new library for Foxton. The many open spaces within the facility will provide the community with a space to host a wide range of events, from Matariki celebrations to music performances and Dutch markets.

We are awaiting the outcome of an Expression of Interest to the Ministry of Culture and Heritage. We have been advised by the Ministry that they are taking longer than anticipated to process the Expressions of Interest.

. PROGRESS OVER THE REPORTING PERIOD (21 September to 24 November 2016)

Significant progress has been made on the project since September. The piling work is well underway and significant internal works have been undertaken. The mezzanine floor and internal walls for the meeting rooms have been erected. Electrical cabling is well underway; insulation under the mezzanine floor is in progress.

Mezzanine floor looking towards Main Street



View out towards the shared gallery. The new concrete floor in the Piriharakeke Gallery.



WORK TO BE COMPLETED OVER NEXT MONTH

Removal of trees between Mitre 10 building and Flax Stripper; power diversion; complete piling demolition of the Foxton Service Centre; commence steel erection; pour new ground floors.

Completion of quality and communication protocols.

Complete award of sub-contracts (approximately 35).



WORK TO BE COMPLETED OVER NEXT MONTH

The intention is to complete the building envelope – apart from the West lounge extension by Christmas. This will include the glazing on the eastern and southern sides of the building being installed. It is intended that piling, pouring of all floor slabs and steel works will be completed by mid December. Roofing is planned to commence in the next few weeks with electrical installation work to continue.

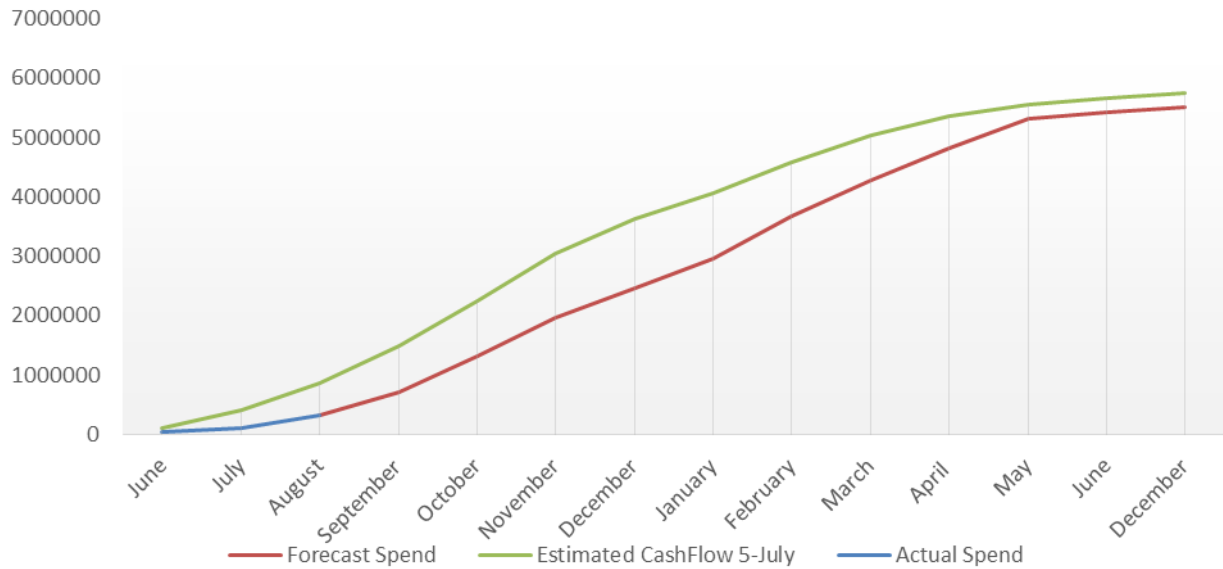
Key Milestone / Deliverable	Due Date	Status	% Planned	% Complete	Progress
Base Build Contract signing completed	June 2016		100%	100%	Base build contract is signed and construction underway
Negotiation and contract signing with sub-contractors.	August 2016		100%	75%	Contract signing underway with sub-contractors.
Base build started on site	July 2016		100%	100%	Base build has started.
Base build ready for fit-out	April 2017		0%	0%	This is on track
Base build construction completion	28 April 2017		0%	0%	On track.
Exhibition Design and Development completion	29 May 2017		0%		100% concept to be completed by end of September 2016.

Risk Register

Identified “moderate” risks at 24 November 2016

Risk	Mitigation
High water table	De-watering undertaken
Material selection (carpet)	Decision to be made on selection of carpet

Cash Flow



- **Slower than anticipated start**
- **Peak spend of \$700k forecast in February**

Monitoring Report to 7 December 2016

File No.: 16/595

1. Purpose

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

2. Recommendation

- 2.1 That Report 16/595 Monitoring Report to 7 December 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	78

Confirmation of statutory compliance

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

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

Signatories

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

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
4 July 2012	Report 12/347	North Eastern Quadrant Stormwater	<i>THAT the stormwater review is progressed in 2012 – 2014.</i>	G O'Neill	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 June 2017</p>
4 May 2016	16/221	North East Levin Stormwater Improvement Project	<i>THAT officers proceed with the implementation of the development project to mitigate flooding in the North East Levin area whilst taking into account the need for enabling residential growth as defined in the district plan.</i>				<p>We received the modelling report on the Koputaroa Stream in Nov 2016. This report is informing discussions with farmers and will assist with the consent application to HRC.</p> <p>HDC intend to lodge a consent application with HRC to increase the discharge to the stream before the end of 2016.</p>
3 August 2015							
7 Dec 2016							

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
							Tenders have been invited for the work on Fairfield Road and Kennedy Drive. Tenders close on 22 Dec 2016. Construction is expected to commence in the New Year.
2 July 2014	14/585	District Plan: Plan Change Timing	<p><i>THAT the preparation and processing by officers of the following plan changes to the District Plan be postponed from the 2014/15 financial year and be undertaken within 2015/16 financial year:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Sites of Cultural Significance</i> <input type="checkbox"/> <i>Historic Heritage</i> <input type="checkbox"/> <i>Dunefields Assessment</i> <input type="checkbox"/> <i>Coastal Hazards.</i> 	D McCorkindale	July 2015		Officers are working with Heritage experts to assess the nominated non-residential buildings, structures and sites and identify those that will form part of a formal plan change to the District plan. Plan Change is to be presented to Council's October 2016 meeting, which will propose to include additional buildings, structures and sites to the District Plan Heritage Schedule. Research is continuing on the Sites of Cultural

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
6 July 2016			Inclusion of the Shannon Conscientious Objectors' Camps				Significance. A Dunefields Assessment has been undertaken. Consideration is being given to the most appropriate District Plan response to the assessment findings. The Whitaunui Military Defaulter's Camp was nominated and a formal heritage assessment is currently being undertaken.
5 Oct 2016							Historic Heritage Plan Change report withdrawn. Report is anticipated to be presented to Council late 2016 or early 2017 following a workshop with the new Council.
3 Dec 2014	14/890	Extension of N5 Part B Water and Wastewater Services Contract	<i>THAT the Horowhenua District Council accepts the proposal from Downer to extend the current</i>	P Gaydon	1 July 2015	Ongoing	Downer have accepted to extend the contract for another 24 months

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>contract for another 24 months;</i></p> <ul style="list-style-type: none"> - <i>During this period (24 months) review the existing work schedule and</i> - <i>Develop a new contract arrangement with a duration of 8 years with a 4 year plus a 2 x 2 year extension</i> <p><i>THAT the Horowhenua District Council works jointly with Downer to develop a new contract arrangement, to go to Council for approval by 1 January 2017, and if acceptable to Council the new contract will commence 1 July 2017.</i></p>				<p>Discussions with Downer continuing.</p> <p>Looking at differing options e.g.</p> <ul style="list-style-type: none"> • Alliance • Performance based contract. • Bring in-house • Other contractors
4 Nov 2015	15/.648	Finance, Audit & Risk Subcommittee	<i>THAT the Finance, Audit and Risk Subcommittee charter be reviewed after the 2016 triennial election.</i>	D Clapperton	November 2016		This will be completed early 2017.
6 July	16/342	Adoption of Growth	<i>THAT the Horowhenua</i>	S Grainger	Ongoing		Officers are utilising the

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
2016		Targets	<p><i>District Council utilises the following growth assumptions from 1 July 2016 in informing and setting a platform for future work programmes, planning, evaluation and analysis leading towards the updating of the 2018-2028 Long Term Plan:</i></p> <p style="padding-left: 40px;"><i>2016-2036 Growth Forecasts: Population + 8,600 Households + 4,900 Jobs + 3,000</i></p> <p><i>THAT the Horowhenua District Council endorses the full pursuit of the following actions to realise and maximise the projected growth assumptions:</i></p> <p><i>A. Strengthening and leveraging the District's competitive advantage platform,</i></p>				targets to inform Council's Growth Response programme.

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>including:</i></p> <p><i>(i) Comparatively low cost land (residential and industrial)</i></p> <p><i>(ii) Comparatively low cost operating/low cost living environment</i></p> <p><i>(iii) Greater business productivity through proximity to Wellington (including customers, infrastructure, and labour market reach).</i></p> <p><i>B. Ensuring infrastructure, policy provision and planning is in place to enable the District to fully leverage its</i></p>				

MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Meeting Date	Item No.	Item Description	Resolved	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<p><i>competitive and comparative advantages.</i></p> <p><i>C. Attracting business investment and new industry to drive job growth and to broaden the economic base of the District.</i></p> <p><i>D. Fostering more intensive co-operation with neighbouring districts.</i></p> <p><i>E. Lifting firms' and households' openness to change and development.</i></p>				

Chief Executive's Report to 7 December 2016

File No.: 16/596

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 16/596 Chief Executive's Report to 7 December 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.

3. Chief Executive Updates

3.1 Economic Development Update

The September 2016 Quarterly Economic Monitor for the Horowhenua has been released. Once again, estimated GDP growth remains strong, sitting at 3.9% over the 12 months to September. Compare this to a regional growth of 2.1% and a national growth of 3.2% for the same period.

Recent data from Statistics New Zealand shows that Horowhenua's population is estimated to have grown by 1.6% over the June year, compared to average population growth of just 0.2% pa since 2000. This population expansion has helped underpin growth in retail sales and vehicle registrations, as well as put upward pressure on house prices and residential building consents. Although non-residential building consents have come off peak levels, the pipeline of work underway remains elevated.

The unemployment rate has decreased to 7.5% for the year ended September 2016, and 6% for the July to September quarter; the lowest rate in 7 years. Nevertheless, there was a slight increase in Job Seeker recipients, which was typical for this time of year.

3.2 Local Governance Statement – Council Work Programme

A Local Governance Statement is a collection of information about the processes through which Council engages with its community, how the local authority makes decisions, and how citizens can influence those processes.

Council is required to produce such a statement under Section 40 of the Local Government Act 2002, and to update it within six months following each triennial election.

The Local Governance Statement helps support the purpose of local government by promoting local democracy. The statement does this by providing the public with information on the ways to influence local democratic processes that Council uses to engage with the district's residents. It also outlines how Council makes decisions and shows how residents can influence those processes.

Accordingly, the Local Governance Statement provides the public with information under the following broad categories:

- Functions, responsibilities, and activities of the local authority
- Representation and electoral system
- Governance structures and processes
- The way elected members make decisions and relate to each other and to the management of the local authority
- Key policies of the local authority.

To ensure that Officers are in a position to bring the Local Governance Statement to Council within the statutory timeframe there are a number of items that Council can expect to be brought to Council in the near future. They are as follows:

February Council Meeting

- Adoption of Standing Orders
- Adoption of Code of Conduct
- Confirmation of Committee Structure, Terms of Reference and Membership
- Communications and Media Policy
- Significance and Engagement Policy.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

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

File No.: 16/577

Policy on Appointment and Remuneration of Directors for Council Organisations

1. Purpose

To bring to the attention of Council the existence of its Policy on Appointment and Remuneration of Directors for Council Organisations, and to identify any areas for amendment at the beginning of the new triennium.

2. Executive Summary

- 2.1 Council makes appointments to a small number of external organisations.
- 2.2 The Policy on Appointment and Remuneration of Directors for Council Organisations sets out important guidelines to assist in that appointment process.

3. Recommendation

- 3.1. That Report 16/577 Policy on Appointment and Remuneration of Directors for Council Organisations be received.
- 3.2. That this decision is recognised as not significant in terms of S76 of the Local Government Act
- 3.3. That Council confirms its Policy on Appointment and Remuneration of Directors for Council Organisations.

4. Background / Previous Council Decisions

The policy on Appointment and Remuneration of Directors for Council Organisations has been in existence since 2003 and was updated in 2013 to reflect changes to the list of CCOs and Cos.

5. Discussion

- 5.1 Given that there are only a small number of external organisations that Council makes appointments to and that remuneration is not a factor, no significant changes are proposed to the existing policy.
- 5.2 The only changes proposed are changes to the list of CCOs and COs to reflect changes since the policy was last changed in 2013.

The updated list is as follows:

CCOs - Shannon Community Development Trust – which is an exempt CCO under Section 7 of the Local Government Act due to the scope and scale of the Trust and existing robust reporting processes, with the exemption having been extended for three years in September 2015.

COs - Horowhenua Lake Domain Board, HLC Trust, Thompson House Executive, Foxton Area Medical Community Trust, Horowhenua Events Centre Trust.

6. Options

It is recommended that Council confirms the Policy on Appointment and Remuneration of Directors for Council organisations.

Council may wish, however, to make additional changes to this policy.

6.1. Cost

Given Remuneration is not a factor, there are no cost considerations.

6.1.1. Rate Impact

There are no rate impacts to consider.

6.2. Community Well Being

There are no significant Community Wellbeing considerations.

6.3. Consenting Issues

There are no Consenting issues to consider.

6.4. LTP Integration

There are no LTP integration issues to consider.

7. Consultation

There is no consultation to consider.

8. Legal Considerations

There are no legal considerations.

9. Financial Considerations

There are no financial considerations.

10. Other Considerations


There are no other considerations.

11. Next Steps

If the recommendation to confirm the Policy on Appointment and Remuneration of Directors for Council Organisations is accepted, the policy will continue to guide appointments and remuneration for Directors for Council Organisations.

12. Appendices

No.	Title	Page
A	Policy on Appointment and Remuneration for Directors on Council Organisations - November 2016	90

Author(s)	Monique Davidson Group Manager - Customer and Community Services	
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Approved by	David Clapperton Chief Executive	
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POLICY ON APPOINTMENT AND REMUNERATION OF DIRECTORS FOR COUNCIL ORGANISATIONS

NOVEMBER 2016

PART ONE: INTRODUCTION

The Horowhenua District Council has a governance role in number of organisations. These include the following:

1. Council-Controlled Organisations (CCOs): Shannon Community Development Trust.
2. Other (COs): Horowhenua Lake Domain Board, Horowhenua Learning Centre Trust, Thompson House Executive, Foxton Area Community Trust, Horowhenua Events Centre Trust.

Each of these organisations delivers services, provides advice, or in some way supports the achievement of the objectives in the Council's strategic plan.

The Local Government Act 2002 requires that the Council may appoint a person to a directorship of Council organisations only if the Council considers the person has the skills, knowledge and experience to:

- guide the organisation given the nature and scope of its activities, and
- contribute to the achievement of the objectives of the organisation.

The Council is required to adopt a policy setting out an objective and transparent process for identifying and considering the skills required of a director of a CO or CCO, and for appointing such directors.

PART TWO: SKILLS

The Council considers that any person that it appoints to be a director of a CO or CCO should, as a minimum, have the following skills:

- intellectual ability
- an understanding of governance issues
- either business experience or other experience that is relevant to the activities of the organisation (or both)
- sound judgement
- a high standard of personal integrity
- the ability to work as a member of a team.

PART THREE: APPOINTMENT PROCESS

When vacancies arise in any CO or CCO the Council will follow the following process for appointing directors.

The Council will decide in open council whether to advertise a particular vacancy or make an appointment without advertisement. When making this decision the Council will consider such factors as:

- the costs of any advertisement and process
- the availability of qualified candidates
- the urgency of the appointment
- the provisions of any existing constitution, trust deed etc
- the role of the organisation in promoting the achievement of Council's outcomes
- the scale and scope of the organisation's activities

Directors appointed to COs will generally be Councillors, and such appointments will generally be made by resolution in the open part of a Council meeting, without prior advertisement. Directors appointed to CCOs will generally not be Councillors, and such appointments will generally be made after advertising.

3.1 Appointment By Advertisement

Where the Council decides to advertise a vacancy, it may form an ad hoc committee to consider applications and make a recommendation to the Council. The Mayor, or a Councillor nominated by the Mayor, will chair the committee.

A shortlist of candidates will be prepared by the Mayor, the chairperson of the committee charged with responsibility for monitoring the CO or CCO, and the Chief Executive.

The short listed candidates will be interviewed by Council or the relevant committee and the committee will report to Council, in committee, on each of the candidates. The committee may make a recommendation if it wishes to do so.

3.2 Appointment Without Advertisement

Where the Council decides not to advertise a particular vacancy it will make an appointment or refer the matter to an ad hoc committee or to the Council committee that is responsible for monitoring the CO or CCO.

The Council committee will consider the appointment at its next scheduled meeting. The committee will, in committee to protect the privacy of natural persons, identify and may interview a shortlist of candidates whom it considers meet the above criteria, and will forward those to Council together with a report explaining why these candidates meet the criteria. The committee may make a recommendation.

3.3 Final Appointment

Where the Council makes a decision, which may be made in committee to protect the privacy of natural persons, a public announcement of the appointment will be made as soon as practicable after the Council has made its decision.

An elected member who is under consideration to fill a particular vacancy may not take part in the discussion or vote on that appointment.

PART FOUR: CONFLICT OF INTEREST

Horowhenua District Council expects that directors of Council organisations will avoid situations where their actions could give rise to a conflict of interest. To minimise these situations the Council requires directors to follow the provisions of the New Zealand Institute of Directors' Code of Ethics, which can be viewed at <https://www.iod.org.nz>. All directors are appointed 'at the pleasure of the Council' and may be dismissed for breaches of this code.

PART FIVE: REMUNERATION

Remuneration of directors of Council organisations is a matter of public interest.

Where the Council is the sole shareholder in a particular organisation the Council will set director's remuneration either by resolution at the annual general meeting or will review salaries on an annual basis (for those organisations that do not have such a meeting). In reaching a view on the appropriate level of remuneration for directors of COs and CCOs the Council will consider the following factors:

- the need to attract and retain appropriately qualified people to be directors
- the levels and movement of salaries in comparable organisations (the Council may take professional advice on salary levels and movements)
- the objectives of the CO or CCO (in particular whether or not it operates on a charitable basis)
- the past performance of the CO or CCO
- whether the CO or CCO is operating as a trading undertaking
- the financial situation of the CO or CCO.
- the provisions of any existing constitution, trust deed etc

In cases where the Council cannot exercise direct control, such as in an organisation where it is one shareholder among many, it will conduct its own monitoring of salaries against the above factors and will publicly disclose the name of any CO or CCO which it considers is not complying with the above factors.

Where a Councillor is appointed as a director of a CO or CCO, the only additional remuneration payable to the Councillor shall be the daily meeting allowance set by the Council from time to time, which shall be paid by the Council. No remuneration shall be paid by the CO or accepted by the Councillor.

Directors of COs or CCOs who are employees of government agencies/organisations will not be eligible for directors remuneration.

Documents Executed and Electronic Transactions Authorities Signed

File No.: 16/599

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 16/599 Documents Executed and Electronic Transactions Authorities Signed be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council hereby ratifies the signing of documents and Electronic Transaction Authorities as scheduled:
 - (a) Bond binding Paula Jane Loader to Horowhenua District Council in the sum of Two Thousand Four Hundred Dollars (\$2,400) to comply with conditions of consent 502/2016/3790 relating to the site described as Lot 11 DP 15539 comprised in Certificate of Title WN573/200 with an area of 880m², 64 Parker Avenue, Levin.
 - (b) Bond binding Christopher John Hathaway, Jeanine Catherine Hathaway & Raewyn Eva Brumby as to ½ share and Jeanine Catherine Hathaway, Christopher John Hathaway and Raewyn Eva Brumby as to a ½ share to Horowhenua District Council in the sum of Seven Thousand Dollars (\$7,000) to comply with conditions of consent LUC/501/2016/3815 relating to the site described as Part Lot 1 DP 2035 comprised in Certificate of Title WN51D/742 with an area of 3.1429 hectares, 119 Engles Road, Tokomaru Rural.
 - (c) Bonding binding Ian Ross Humphrey & Karen Frances Humphrey to Horowhenua District Council in the sum of Three Thousand Four Hundred and Fifty Dollars (\$3,450) to comply with conditions of consent SUB/502/2016/3766 relating to the site described as Lot 2 DP 21404 comprised in Certificate of Title WN12C/890 with an area of 809m², 6 Marine Parade South, Foxton Beach.
 - (d) Electronic Transaction Authority relating to sale of 19 Oxnam Place, Foxton Beach to Peter Potaka and Shona Bernice Potaka, contained in Certificate of Title 399498.
 - (e) Electronic Transaction Authority relating to sale of 8 Forbes Road, Foxton Beach to Allan George Price and Isobel Frances Price, contained in Certificate of Title 399519.
 - (f) Electronic Transaction Authority relating to the leasehold transfer of 143 Seabury Avenue, Foxton Beach to Gerald Peter Dance and Susan Anne Saunders, contained in Certificate of Title 11A/493.
 - (g) Electronic Transaction Authority relating to sale of 6 Forbes Road, Foxton Beach to Wayne Brendon Jensen and Nicola Patterson' Jensen, contained in Certificate of Title 399520.
 - (h) Electronic Transaction Authority relating to sale of 10 Forbes Road, Foxton Beach to Simon Luke and Xuan Luke, contained in Certificate of Title 399518.
 - (i) Electronic Transaction Authority relating to sale of 95 Seabury Avenue, Foxton Beach to Zeal Properties Limited, contained in Certificate of Title WN10C/915.

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 No 901-2016-57 – Water Reticulation Renewals

The tender from Higgins Contractors Limited was accepted for this contract. Two (2) tenders were received ranging from \$477,950.00 to \$546,121.10.

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	

Planning Services Matters Considered Under Delegated Authority

File No.: 16/600

1. Purpose

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

2. Recommendation

- 2.1 That Report 16/600 Planning Services Matters Considered Under Delegated Authority be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the matters decided under delegated authority (s104 of the Resource Management Act) as listed, be received:

All Subdivision Resource Consents Granted Under Delegated Authority 19/10/16 to 18/11/16

Approved Date	File Ref	Applicant	Address
26.10.2016	SUB/3830	Brett Mitchell	11 Montgomery Street, Levin
01.11.2016	SUB/3822	Levin Golf Club	142-160 Moutere Road, Levin Rural
02.11.2016	SUB/3841	Natural Bark & Compost Ltd	128-146 State Highway 1, Foxton
04.11.2016	SUB/3835	Selwyn Spicer	212 State Highway 57, Levin Rural
15.11.2016	SUB/3826	Matauri Mara Development Trust	Mangahao Road, Tokomaru
17.11.2016	SUB/3838	Jonathan Smith	292 Gladstone Road, Levin Rural
17.11.2016	SUB/3837	Target Developments Ltd	36C Palmer Road, Foxton

All Land Use Resource Consents Granted Under Delegated Authority 19/10/16 to 18/11/16

Approved Date	File Ref	Applicant	Address
19.10.2016	501/3836	Julian McBrearty	21 Okarito Avenue, Levin
21.10.2016	501/3832	Ian Humphrey	6 Marine Parade South, Foxton Beach
02.11.2016	501/3824	David Fraser	18 Gordon Place, Levin
03.11.2016	501/3840	Brendon Nicholson	518 Kawiu Road, Levin Rural
08.11.2016	501/3848	Dan 2001 Trust	278 Heatherlea East Road, Levin Rural
10.11.2016	501/3856	APD Design	8 Story Street, Foxton Beach
15.11.2016	501/3823	Homestead Concrete	56 Shortt Street, Foxton Beach

3. Issues for Consideration

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

Attachments


There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

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