

Notice is hereby given that an ordinary meeting of the Finance, Audit & Risk Subcommittee will be held on:

**Date:** Wednesday 22 February 2017  
**Time:** 5.00 pm  
**Meeting Room:** Council Chambers  
**Venue:** Horowhenua District Council  
Levin

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## Finance, Audit & Risk Subcommittee

### OPEN AGENDA

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#### MEMBERSHIP

**Acting Chairperson  
Members**

Cr Wayne Bishop  
Cr Ross Brannigan  
Cr Ross Campbell  
Mayor Michael Feyen  
Cr Neville Gimblett  
Cr Barry Judd  
Cr Victoria Kaye-Simmons  
Cr Jo Mason  
Cr Christine Mitchell  
Cr Piri-Hira Tukapua  
Cr Bernie Wanden

**Reporting Officer  
Meeting Secretary**

Mr Doug Law (Chief Financial Officer)  
Mrs Karen Corkill

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

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



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**1 Apologies**

**2 Public Participation**

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

**3 Late Items**

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

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

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

**4 Declaration of Interest**

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

**5 Announcements**

Treasury Report

Mr Miles O'Connor from Bancorp will be in attendance to present on treasury processes.



# Treasury Report

File No.: 17/63

## 1. Purpose

To present to the Finance, Audit & Risk Subcommittee the Bancorp Treasury Report for the December 2016 quarter.

## 2. Recommendation

- 2.1 That Report 17/63 Treasury Report 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

This Quarterly Treasury report is produced by our treasury advisors, Bancorp Treasury Services Limited, and is produced for the benefit of Senior Management and Council.

## 4. Issues for Consideration

The latter part of 2016 was dominated by the impact of Donald Trump's election as the 45<sup>th</sup> US president.

The New Zealand economy is still buoyant in relation to the Northern Hemisphere. Fonterra's forecast dairy payout is now \$6 per kilogram of milk solids. The reserve bank lowered the OCR to 1.75%, expected to be the floor for the OCR, but may increase later in 2017 on the back of oil price rise inflation and any impact of a trump stimulus package. Interest rates have begun to rise with the 10 year swap rate going up 1.25%, however the shorter term interest rates have remained lower. We have taken advantage of that by refinancing the LGFA 6 month CP at 2.175% in December down from the 2.405% in June 2016

Council's weighted average interest rate over all our borrowing is 4.31%. This is down from 4.61% in June and 4.46% in September 2016. This is calculated with the bank line fee and interest rate swaps included.

Council is compliant with its Borrowing Management and prudential covenants.

## Attachments

No.	Title	Page
A	Bancorp Treasury Report December 16	9


### Confirmation of statutory compliance

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

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

and preferences of affected and interested parties bearing in mind the significance of the decision.

### Signatories

Author(s)	Doug Law <b>Chief Financial Officer</b>	
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Approved by	Doug Law <b>Chief Financial Officer</b>	
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CONFIDENTIAL

TREASURY REPORT

FOR



AS AT

31 DECEMBER 2016



**BANCORP**

BANCORP TREASURY SERVICES LIMITED

AUCKLAND • WELLINGTON • CHRISTCHURCH

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## 1. MARKET ENVIRONMENT

### 1.1 Global Markets Overview (as at 31 December 2016)

The December quarter was dominated by the lead-up to, and the result of, the US Presidential election on 8 November, its influence growing as the election date approached to the point where it usurped the influence on financial markets from central banks and worries about the European banking sector.

As far as reaction to the election was concerned, prior to 8 November there was talk of a Brexit type market reaction in the unlikely event that Donald Trump would win, i.e. US bond yields would fall sharply, with a flow on effect around the world. However, when reality hit that Trump had been elected as the 45th US President, no one could really believe it. Sentiment changed during the vote counting and even during Trump's victory speech with expectations of a large fiscal stimulus programme pushing US bond yields sharply higher.

The US 10 year Treasury bond yield opened the quarter at 1.60%, but climbed sharply to a high of 2.64% in mid-December amid concerns about the inflationary effects of Trump's fiscal policies and expectations of an impending series of rate hikes from the US Federal Reserve ("Fed") (see commentary next paragraph). Global bond yields followed the US lead, the German 10 year bund shaking off its sub-zero status in early October, climbing to a high of 0.41% in mid-December before retreating to close the month at 0.20%. To put the global bond sell-off into perspective scale, more than USD2.0 trillion was wiped off global bond values after Donald Trump's win.

The Fed meeting in December as expected raised the Fed Funds rate by 25 basis points. However, what took the markets by surprise were the projections from the Fed officials on future monetary policy action which indicated another three hikes in 2017, whereas in September they had only projected two hikes and then another three hikes in 2018 which was unchanged. The Fed expects the Fed Funds rate to peak at 3.00% in 2019 which is only 10 basis points higher than the September projection.

The Italians voted a decisive 'no' in the referendum on constitutional reform, marking another significant global protest vote. The result prompted Prime Minister Matteo Renzi to resign, and some are now questioning the future of the Eurozone - as the third largest economy in the Eurozone, an exit by Italy would put a massive strain on the single currency. However the process which Italy would need to pursue to exit the Eurozone is considerably more onerous than the United Kingdom's. But the vote will embolden other nationalistic parties in Europe who have already gained increased support after the Brexit and the Trump victories.

1.2 New Zealand Market Overview (as at 31 December 2016)

	OCR	90 day	2 year swap	3 year swap	5 year swap	7 year swap	10 year swap
30 Sep 16	2.00%	2.20%	2.02%	2.04%	2.16%	2.31%	2.49%
31 Dec 16	1.75%	1.99%	2.50%	2.76%	3.11%	3.34%	3.54%
Change	-0.25%	-0.21%	+0.48%	+0.72%	+0.95%	+1.03%	+1.25%

From an economic perspective, New Zealand still seemingly stands out as one of the shining lights of the global economy. Fonterra's forecast dairy payout is now \$6.00 per kilogram of milk solids for the 2017 season and may even go higher if the current upward trend continues. Economic growth as measured by GDP is one of the highest of the developed economies, the labour market is strong, inward net migration is near record levels, tourism continues to boom and projected government surpluses are increasing. It is little wonder that some commentators are attaching the 'Rock Star Economy Version 2' tag to New Zealand at present.

However, the headline numbers hide ongoing poor productivity growth and stagnant export volumes. Per capita GDP is weak with growth increasingly dependent on the sugar rush of massive immigration lows. At 70,000 per annum on a percentage basis, immigration inflows are double those of the UK, one of the key factors that led to the Brexit vote being successful. The weak underbelly of the economy and the massive pressure on infrastructure to meet population growth will be key factors as we approach the general election later this year.

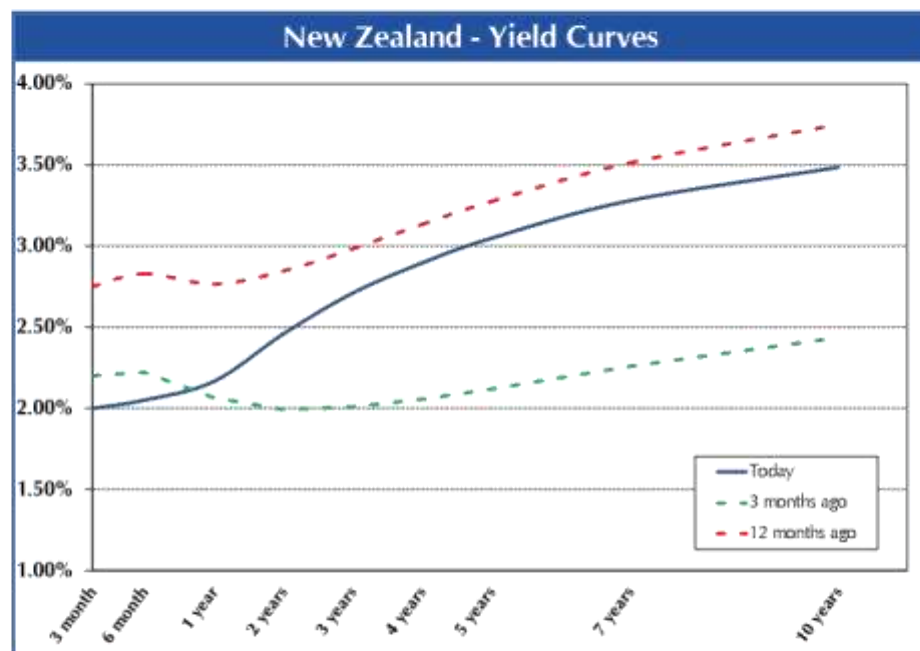
For the financial markets, the Reserve Bank of New Zealand's ("RBNZ") *Monetary Policy Statement*, released the day after the US election, seemed little more than an afterthought. The RBNZ delivered an Official Cash Rate ("OCR") cut to 1.75% and an assessment in line with market expectations. The RBNZ clearly indicated that, subject to its projections and assumptions, 1.75% will be the floor for the OCR in this cycle but the plan is to keep the rate there for the next three years, or more. Since then however local market pricing implies at least one cash rate hike this year as analysts' factor in higher global inflation driven by increased oil prices after the OPEC deal on production cuts and the potential impact of a Trump stimulus package.

Bond yields and swap rates in New Zealand, already moving higher before the US Presidential election, climbed sharply once news of the Trump victory had been digested. On an open to close basis the 10 year swap rate climbed 1.25% during the quarter, and with shorter term swap rates not subject to the same upward pressure as longer term rates, the yield curve has steepened sharply. The market indicator 2 year to 10 year swap spread increased from 47 basis points at the beginning of the quarter to 104 basis points by the end of December.



The sentiment that has so far produced Brexit and the Trump victory, specifically an anti-establishment backlash, characterised by move away from globalisation and the attendant free movement of people and trade across borders could well be mirrored in other countries, notably those in Europe. This will no doubt heighten the risk of "idiosyncratic shocks" to the New Zealand economy, due to our reliance on global trade, and thus create more volatility in medium and longer term interest rates in particular.

The chart below shows the change in the shape of the yield curve over the past three months and one year, with the sharp up-move in the December quarter clearly visible.

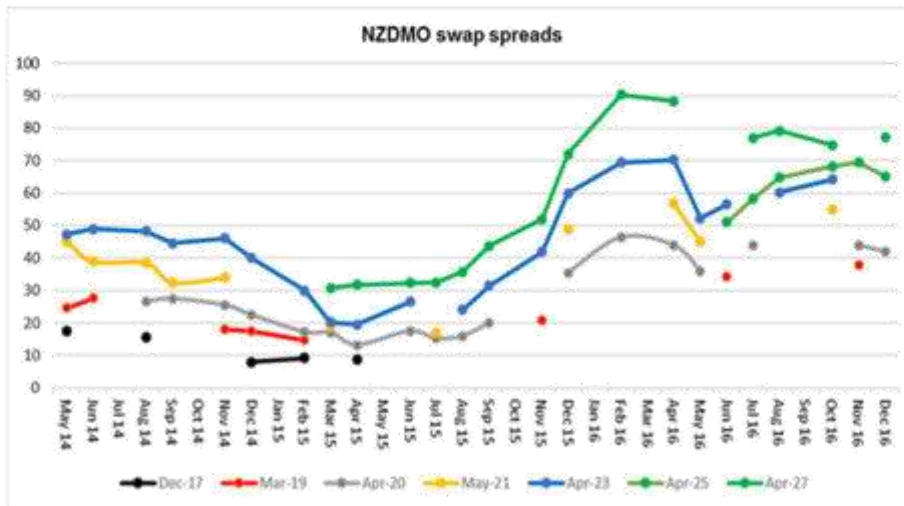


### 1.3 Local Authority Sector

The Local Government Funding Agency ("LGFA") held its last tender for the quarter on 14 December. In total, \$170 million of bonds and Floating Rate Notes ("FRNs") were issued. A total of \$527 million of bids were received, equating to a bid to issuance ratio of 3.1. Details of the tender were as follows:

- 15 April 2020 maturity - \$25 million issued at a margin of 61 basis points over swap for an 'A+' rated borrower.
- 15 April 2025 maturity - \$100 million issued at a margin of 88 basis points over swap for an 'A+' rated borrower.
- 15 April 2027 maturity - \$45 million issued at a margin of 96 basis points over swap for an 'A+' rated borrower.

The chart below depicts the swap spreads for the varying LGFA maturity dates going back to May 2014 and shows the relative stability of LGFA issuance spreads over the last few months, a period that has been notable for significant increases in the margins applying to bank debt.



#### 1.4 Credit Spreads

The chart on the following page shows credit spreads for the S&P/NZX Corporate 'A' Grade Bond index (the grey shaded area) and the three year swap rate (red line) dating back to 2008. At the end of September 2016, the average credit spread of the index was 83 basis points. It climbed slightly to end December at 86 basis points.



## 2. FUNDING PROFILE

As at 31 December 2016, Horowhenua District Council ("HDC") had \$71.0 million of external debt, comprising a combination of Commercial Paper ("CP"), Fixed Rate Bonds and FRNs, some of which have been sourced from the LGFA. Details of the individual issues are as follows:

### HOROWHENUA DISTRICT COUNCIL BONDS

- \$3.0 million issued in March 2012, maturing on 15 March 2017, at a margin of 135 basis points over swap, equating to a rate of 5.05%.
- \$4.0 million issued in May 2012, maturing on 23 May 2017, at a margin of 140 basis points over swap, equating to a rate of 4.39%.
- \$2.0 million issued in November 2011, maturing on 15 November 2018, at a margin of 150 basis points over swap, equating to a rate of 5.59%.

### LGFA

- \$10.0 million CP issued in December 2016, maturing on 12 June 2017 at a margin of 8 basis points equating to an all up rate of 2.175%.
- \$2.0 million FRN issued in February 2013, maturing 15 December 2017, at a margin of 88 basis points.
- \$4.0 million fixed rate bond issued in December 2012, maturing 15 March 2019, at a margin of 113 basis points over swap, equating to a rate of 4.45%.
- \$3.0 million FRN issued in May 2013, maturing 15 March 2019, at a margin of 77 basis points.
- \$5.0 million fixed rate bond issued in February 2013, maturing 15 March 2019, at a margin of 92 basis points over swap, equating to a rate of 4.71%.
- \$4.0 million FRN issued in May 2013 maturing 15 May 2021, at a margin of 84 basis points.
- \$5.0 million fixed rate bond issued in May 2013 maturing 15 May 2021, at a margin of 79 basis points over swap, equating to a rate of 4.56%.
- \$5.0 million fixed rate bond issued in September 2013 maturing 15 May 2021, at a margin of 109 basis points over swap, equating to a rate of 5.99%.
- \$5.0 million fixed rate bond issued in December 2013 maturing 15 May 2021, at a margin of 87 basis points over swap, equating to a rate of 5.85%.
- \$3.0 million FRN issued in May 2015 maturing 18 May 2022, at a margin of 42.5 basis points.

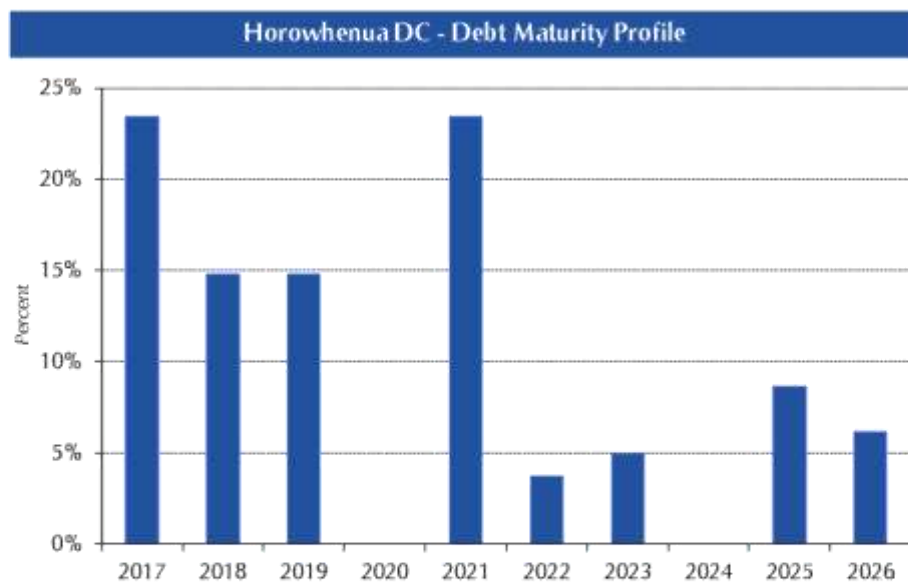
- \$4.0 million fixed rate bond issued in November 2014 maturing 15 April 2023, at a margin of 81 basis points over swap, equating to a rate of 5.13%.
- \$7.0 million FRN issued in May 2015 maturing 19 May 2025, at a margin of 49 basis points.
- \$5.0 million fixed rate bond issued in July 2016 maturing in 15 July 2026 at a margin of 84 basis points over swap equating to a rate of 3.37%.

During the December quarter, a \$7.0 million tranche of LGFA CP issued at a rate of 2.405% matured. This was replaced with a six month tranche of LGFA CP with a nominal value of \$10.0 million, as an additional \$3.0 million of funding was required. The rate for this tranche of CP was 2.175%

As at 31 December 2016, HDC had no drawings under its BNZ facility.

HDC's current debt maturity profile is depicted in the graph below. It indicates a good spread of maturities between 2017 and 2026 and, as such, complies with Section 4.6 of the Liability Management Policy ("LMP") that governs HDC's funding risk management activities.

Included in the funding profile is the \$10.0 million Committed Cash Advance Facility with BNZ that matures in October 2018.



### 3. DEBT AND HEDGING PROFILE

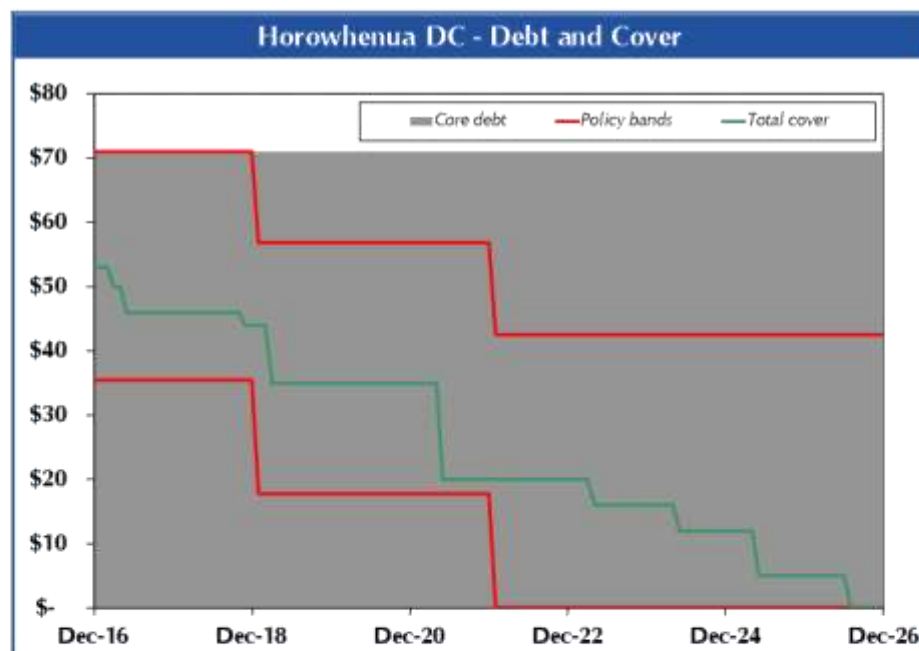
As at 31 December 2016, HDC had \$71.0 million of external debt and two interest rate swaps, as follows:

- \$4.0 million, commenced 18 February 2013, maturing 18 May 2024, at 4.015%.
- \$7.0 million, commenced 18 May 2015, maturing 18 May 2025, at 4.75%.

Section 4.3 of the LMP details the Fixed Rate Hedging Percentages as in the table below:

Fixed Rate Hedging Percentages		
	Minimum Fixed Rate Amount	Maximum Fixed Rate Amount
0-2 years	50%	100%
2-5 years	25%	80%
5-10 years	0%	60%

The debt and hedging profile incorporating these parameters is depicted in the graph below. Included in the fixed rate hedging percentages are the fixed rate bonds and the interest rate swaps. The graph indicates that, as at 31 December 2016, HDC was compliant with the fixed rate hedging percentages contained in the Treasury Policy.



HDC's cost of funds (inclusive of the bank line fee) as at 31 December 2016 was 4.31%, down from 4.46% at the end of the September 2016 quarter. The decline was a result of a fall in the underlying floating rate which applied to the unhedged portion of HDC's total debt.

#### 4. POLICY COMPLIANCE (AS AT 31 DECEMBER 2016)

	Yes/No
<i>Have all transactions been entered into compliance with policy?</i>	√
<i>Are the fixed rate hedging percentages within policy control limits?</i>	√
<i>Is HDC maintaining liquidity within policy control limits?</i>	√
<i>Are all counterparty exposures within policy control limits?</i>	√
<i>Is HDC compliant with the financial covenants contained in the LMP</i>	√

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# Financial Reports for December 2016 and January 2017

File No.: 17/34

## 1. Purpose

To present to the Finance, Audit & Risk Subcommittee the financial reports for December 2016 and January 2017.

## 2. Recommendation

- 2.1 That Report 17/34 Financial Reports for December 2016 and January 2017 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

## 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. Note the monthly reports (as opposed to the quarterly reports) are now reduced to the dashboard type report and not full financial reporting that has occurred in the past.
- 3.2 The reports are self-contained so there is no need to repeat information in this facing report.
- 3.3 Note that at this meeting we have also enclosed the full half year report to the 31 December, as this meeting was the first available meeting to include this report.

## Attachments

No.	Title	Page
A	Financial Reporting - Monthly Report - 31 December 2016	21
B	Financial Reporting - Monthly Report - 31 January 2017 - Dashboard - Agenda	89


### 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	
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Approved by	Doug Law <b>Chief Financial Officer</b>	
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# Six Month Report

1 July 2016 - 31 December 2016



## Executive Summary

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

	Estimated 30 Jun 2017	Target	
Operational Balance Budget Ratio*	99%	100%	x
Essential Services Ratio*	109%	100%	✓
Debt to Total Projected Revenue Ratio (Debt should be no more than 175% of projected revenue)**	114%	175%	✓
Interest to Rates Revenue**	9%	25%	✓

\* Balance Budget ratio and Essential Services ratio should equal 100% or higher. The Balance Budget ratio is Total Income excluding gains on sale and vested assets divided by Total Expenditure excluding landfill provision and loss on sale. The Capital expenditure should be equal or more than depreciation for essential services.

\*\* Debt to Total Projected Revenue 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 \$142K as at 31 December 2016 against a budgeted deficit of (\$565K).

**Sundry debtors:** The total outstanding debtors have decreased from November 2016 to \$755K.

30 Jun 2016	30 Nov 2016	31 Dec 2016
\$664,219	\$840,087	\$755,132

### Major variances

	30 Jun 2016	31 Dec 2016	Variance
On charges	\$126,614	\$35,185	(\$91,429)
Development Contribution	\$133,387	\$87,268	(\$46,119)
90 day outstanding	\$235,191	\$260,128	\$24,937

**Treasury:** Our weighted average interest rate has decreased to 4.31% at December 2016. This is a potential saving of \$979 in interest payable compared to the LTP interest rate assumption of 5.75% for 2016/17.

The weighted average rate of 4.31% 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  
26 January 2017

## SUSTAINABILITY

<b>Rates to operating revenue</b>		<b>73%</b>
Rates revenue	\$17.04 m	
Operating revenue	\$23.45 m	
73% of operating revenue is derived from rates revenue		

<b>Balance budget ratio</b>		<b>99%</b>
Operational revenue	\$23.45 m	
Operational expenditure	\$23.63 m	
Operational revenue should be equal or more than operational expenditure. Year to date revenue is 1% less than operational expenditure		

<b>Essential services ratio</b>		<b>109%</b>
Capital expenditure	\$5.14 m	
Depreciation	\$4.70 m	
Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 109% more than depreciation.		

<b>Debt to total projected revenue</b>		<b>114%</b>
Total borrowing	\$71.00 m	
Total projected revenue	\$62.06 m	

With the total borrowing of \$71m we are still under the set limit of 175% of projected revenue

<b>Interest to rates revenue (LGFA Cov.)</b>		<b>9%</b>
Interest paid	\$1.51 m	
Rates revenue	\$17.04 m	
9% of rates revenue is paid in interest. Our set limit is 25% of of total rates revenue.		

<b>Interest cover ratio (LGFA Cov.)</b>		<b>6%</b>
Interest paid	\$1.51 m	
Operating revenue	\$23.45 m	
6% of operating revenue is paid in interest. Our set limit is 20% of operating revenue.		

<b>Available financial accommodation to external indebtedness (LGFA Cov.)</b>		<b>116%</b>
Net debt	\$64.00 m	
Undrawn committed facilities	\$10.00 m	

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

## GOOD TO GREAT

We are half way through the financial year to June 2017 and we are continually making improvements to this report because we never settle until our good is better and our better is great.

We have made some major improvements to the dashboard. Previously we were providing the operational expenditure dashboard with a limited number of graphs for capital expenditure. We have now created a separate dashboard to highlight capital expenditure in various dimensions.

**Total capital expenditure:** This graph has been moved out of the Operational Summary into Capital Summary. It provides monthly progress of capital expenditure against monthly budget for the whole year.

**Capital expenditure by group of activities:** This new bar graph provides year to date actual vs. year to date budget for capital expenditure along with a target line of full year budget by month.

**Capital expenditure by suburb:** This is a new bar graph similar to the one above but provides the capital expenditure for each suburb.

Three new pie charts has been introduced to show the apportionment of capital expenditure by group of activities, by suburb and by type, i.e., New projects and renewal projects.

As we are half way through the financial year we would like to draw your attention to our operational revenue and expenditure and capital expenditure:

At the end of six months our actual revenue is \$80k or 0.3% more than what we budgeted in the Annual Plan. For the same period of six months our actual expenditure is 3% less than the budget of \$25 million, that generated a surplus of \$142k against the budgeted deficit of \$565, almost 125% in favour.

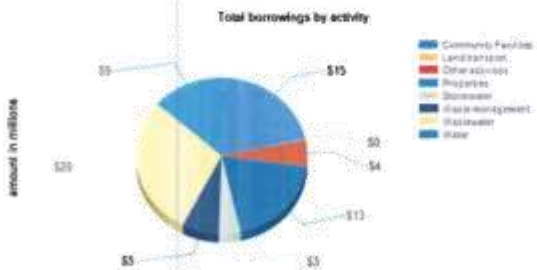
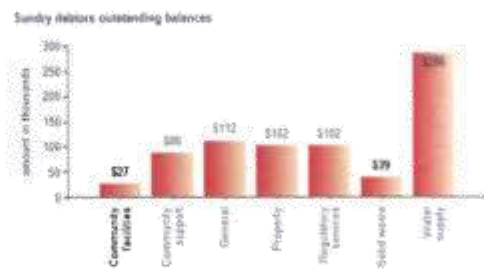
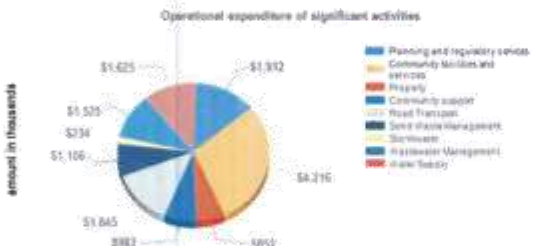
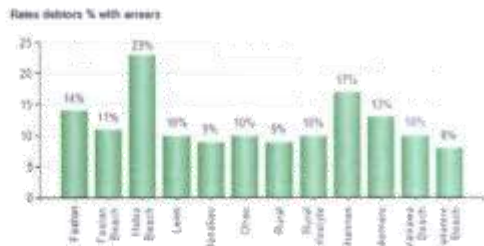
When we analyse the trend of capital expenditure at the end of six months it is quite noticeable that we are on the track of spending less than what we budgeted. In December we have spend 18% or \$2 million less than what we budgeted, in November we spend 11% below budget and in October it was 10% less than what we budgeted.



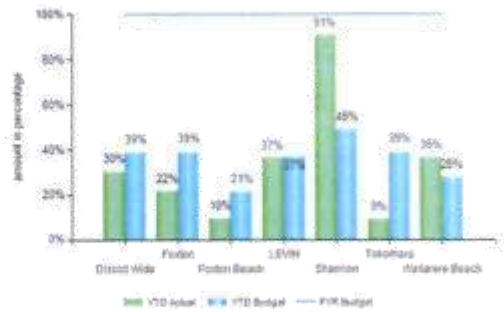
Operational Summary

<b>Operational revenue</b> <b>\$23.45m</b> <i>is 2% less than the total budget of \$23.89m</i>	<b>Operational expenditure</b> <b>\$16.36m</b> <i>is 2% less than the total budget of \$16.92m</i>	<b>Operational surplus(deficit)</b> <b>\$7.09m</b> <i>is 2% more than the total budgeted surplus of \$6.96m</i>
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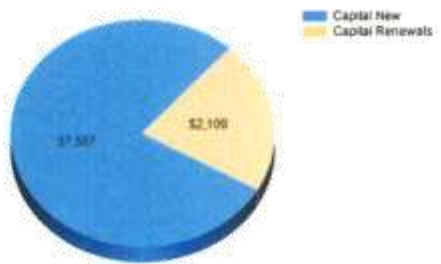
<b>Total revenue</b> <b>\$24.03m</b> <i>is equal to the total budget of \$24.03m</i>	<b>Total expenditure</b> <b>\$23.89m</b> <i>is 1% less than the total budget of \$24.17m</i>	<b>Total surplus(deficit)</b> <b>\$0.14m</b> <i>is 120% less than the total budgeted deficit of (\$10.10)</i>
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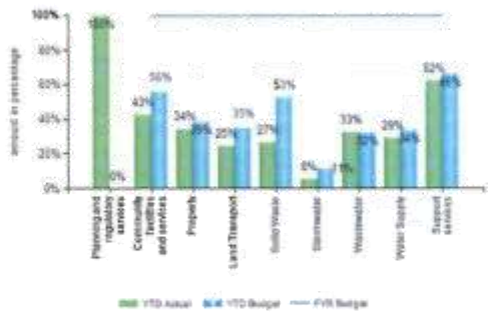
Capital expenditure by suburb



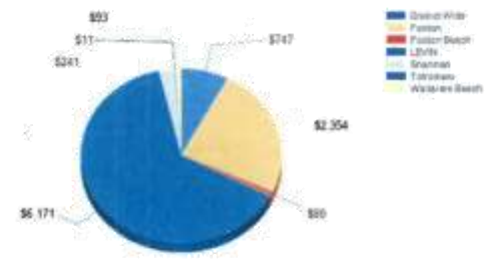
Capital expenditure by type



Capital expenditure by group of activities

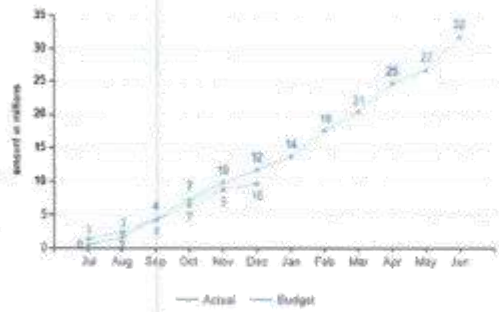


Capital expenditure by suburb

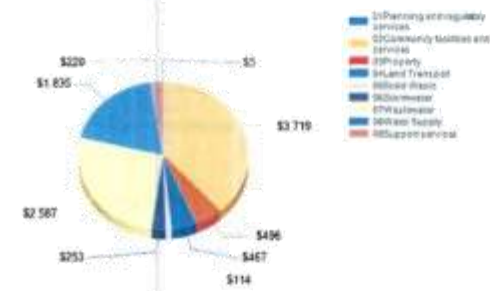


Capital Summary

Total capital expenditure



Capital expenditure by group of activity



Operational Cost of Service Statement by Activity

Activities	OPERATING REVENUE					YEAR TO DATE				FULL YEAR		
	Rates revenue	Interest revenue	Grants and subsidies	Fees and charges	Other revenue	Total actual	Total budget	Dollar variance	Percentage variance	Total budget	Variance to FYD Actual	
<b>Planning and regulatory services</b>												
Animal Control	0	0	0	0	489,291	489,291	466,591	22,700	5%	464,016	25,275	5%
Building Consents	0	0	0	0	563,904	563,904	383,225	180,679	47%	706,581	(144,679)	(20%)
Liquor Licences	0	0	0	0	49,921	49,921	21,727	28,194	130%	43,461	6,460	15%
Parking	0	0	0	0	122,565	122,565	319,800	(197,235)	(62%)	782,087	(660,522)	(84%)
Planning Policy	0	0	0	0	2,754	2,754	0	2,754	100%	0	2,754	100%
Resource Consents	0	0	0	0	263,208	263,208	169,210	93,998	56%	311,778	(48,570)	(16%)
Safety Licensing	0	0	0	8,873	(900)	8,473	897	7,576	845%	2,294	6,179	269%
<b>Total planning and regulatory services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,873</b>	<b>1,491,244</b>	<b>1,500,117</b>	<b>1,361,450</b>	<b>138,665</b>	<b>10%</b>	<b>2,312,717</b>	<b>(812,602)</b>	<b>(33%)</b>
<b>Community facilities and services</b>												
Aquatic Centers	0	0	0	158,673	17,466	176,539	170,006	6,534	4%	469,342	(292,802)	(62%)
Beautification	0	0	0	0	0	0	1,028	(1,028)	(100%)	2,050	(2,050)	(100%)
Cemeteries	0	0	3,660	101,563	1,522	106,745	101,809	4,937	5%	201,565	(94,820)	(48%)
Community Hubs	0	0	41,600	237,242	310	279,352	230,724	47,829	21%	430,450	(141,897)	(34%)
Halls	0	0	8,953	0	4,673	13,625	6,371	7,255	114%	12,746	880	7%
Libraries & Community Services	0	0	34,250	91,914	0	126,164	290,252	(164,088)	(57%)	4,883,096	(4,133,922)	(97%)
Public Toilets	0	0	0	0	26	26	0	26	100%	0	26	100%
Reserves	0	0	0	32,482	7,929	40,411	28,910	11,500	4%	77,828	(37,418)	(48%)
Sportsgrounds	0	0	0	11,737	(240)	11,497	8,454	3,043	36%	16,917	(5,419)	(32%)
Urban Cleansing	0	0	0	0	0	0	0	0	100%	0	0	100%
<b>Total community facilities and services</b>	<b>0</b>	<b>0</b>	<b>78,910</b>	<b>642,965</b>	<b>31,684</b>	<b>753,559</b>	<b>847,554</b>	<b>(93,992)</b>	<b>(11%)</b>	<b>5,464,797</b>	<b>(4,711,235)</b>	<b>(86%)</b>
<b>Property</b>												
Carriageways	0	0	0	11,273	0	11,273	12,110	(837)	(7%)	24,228	(12,955)	(53%)
Commercial and Endowment Properties	0	0	0	360,935	6,576	367,511	372,656	(5,146)	(1%)	656,072	(288,562)	(43%)
General Properties and Council Building	0	0	0	32,161	4,158	36,319	40,098	(3,779)	(25%)	98,184	(61,865)	(53%)
Residential Housing	0	0	0	446,173	2,784	448,957	438,576	10,381	2%	877,297	(428,340)	(49%)
<b>Total property</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>850,542</b>	<b>13,517</b>	<b>864,059</b>	<b>872,780</b>	<b>(8,721)</b>	<b>(1%)</b>	<b>1,650,341</b>	<b>(786,282)</b>	<b>(48%)</b>
<b>Representation and community leadership</b>												
Governance and Democratic Services	0	0	0	0	15,671	15,671	0	15,671	100%	0	15,671	100%
<b>Total representation and community leadership</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,671</b>	<b>15,671</b>	<b>0</b>	<b>15,671</b>	<b>100%</b>	<b>0</b>	<b>15,671</b>	<b>100%</b>
<b>Community support</b>												
Community Development	0	0	0	0	17	17	2,567	(2,550)	(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	4,773	4,773	0	4,773	100%	125,000	(120,227)	(96%)
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%
<b>Total community support</b>	<b>0</b>	<b>0</b>	<b>13,534</b>	<b>0</b>	<b>5,031</b>	<b>19,445</b>	<b>16,405</b>	<b>3,060</b>	<b>19%</b>	<b>157,800</b>	<b>(138,355)</b>	<b>(88%)</b>
<b>Infrastructure services</b>												
Road Transport	0	0	990,309	0	122,990	1,113,299	1,697,198	(583,899)	(34%)	3,218,549	(2,105,249)	(66%)
Solid Waste Management	0	0	0	1,081,166	911	1,082,077	892,572	189,524	21%	1,795,146	(703,050)	(39%)
Stormwater	0	0	0	0	0	0	0	0	100%	0	0	100%
Wastewater Management	0	0	0	524,679	51,550	576,229	515,197	61,031	12%	1,030,396	(454,168)	(44%)
Water Supply	321,495	0	0	65,021	346	386,864	607,374	(220,509)	(36%)	1,214,751	(827,886)	(68%)
<b>Total infrastructure services</b>	<b>321,495</b>	<b>0</b>	<b>990,309</b>	<b>1,670,886</b>	<b>175,799</b>	<b>3,158,489</b>	<b>3,712,341</b>	<b>(553,852)</b>	<b>(15%)</b>	<b>7,248,642</b>	<b>(4,090,353)</b>	<b>(56%)</b>
<b>Other activities</b>												
Council Management	0	0	7,485	0	172,091	179,496	24	179,471	0%	51	179,444	351851%
Rates and Financing	16,943,318	14,371	0	0	5,570	16,963,259	17,052,375	(90,117)	(1%)	34,051,753	(17,088,475)	(50%)
<b>Total other activities</b>	<b>16,943,318</b>	<b>14,371</b>	<b>7,485</b>	<b>0</b>	<b>177,661</b>	<b>17,142,755</b>	<b>17,052,399</b>	<b>89,354</b>	<b>1%</b>	<b>34,051,704</b>	<b>(16,908,931)</b>	<b>(50%)</b>
<b>Total</b>	<b>17,264,814</b>	<b>14,371</b>	<b>1,090,157</b>	<b>3,173,265</b>	<b>1,611,509</b>	<b>23,454,116</b>	<b>23,863,929</b>	<b>(409,813)</b>	<b>(2%)</b>	<b>50,886,181</b>	<b>(27,432,067)</b>	<b>(54%)</b>

Internal User: [Link to the report](#)

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



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

OPERATING SURPLUS/(DEFICIT) Activities	YEAR TO DATE			
	Actual	Budget	Dollar variance	Percentage variance
<b>Planning and regulatory services</b>				
Animal Control	148,464	62,734	85,729	132%
Building Consents	(94,984)	(320,932)	225,945	(70%)
Liquor Licences	(52,849)	(95,613)	42,763	(45%)
Parking	(20,838)	90,928	(111,763)	(123%)
Planning Policy	(190,591)	(254,836)	64,245	(25%)
Resource Consents	(107,958)	(102,144)	(5,814)	6%
Safety Licensing	(93,321)	(112,341)	19,019	(17%)
<b>Total planning and regulatory services</b>	<b>(412,078)</b>	<b>(732,204)</b>	<b>320,122</b>	<b>(44%)</b>
<b>Community facilities and services</b>				
Aquatic Centers	(818,640)	(940,227)	121,589	(13%)
Beautification	(248,769)	(327,933)	79,162	(24%)
Cemeteries	(71,426)	(52,617)	(18,807)	36%
Community Hubs	(173,646)	(241,713)	68,069	(28%)
Halls	(74,562)	(100,165)	25,605	(26%)
Libraries & Community Services	(700,845)	(653,138)	(47,710)	7%
Public Toilets	(139,981)	(144,144)	4,163	(3%)
Reserves	(662,769)	(808,988)	146,219	(18%)
Sportsgrounds	(392,342)	(424,014)	31,672	(7%)
Urban Cleansing	(178,993)	(126,818)	(52,175)	41%
<b>Total community facilities and services</b>	<b>(3,461,971)</b>	<b>(3,819,757)</b>	<b>357,787</b>	<b>(9%)</b>
<b>Property</b>				
Camp Grounds	10,041	6,413	3,627	57%
Commercial and Endowment Properties	163,509	80,389	83,120	103%
General Properties and Council Building	(190,538)	(71,052)	(119,484)	168%
Residential Housing	28,562	25,612	2,949	12%
<b>Total property</b>	<b>11,573</b>	<b>41,362</b>	<b>(29,788)</b>	<b>(72%)</b>
<b>Representation and community leadership</b>				
Governance and Democratic Services	(1,715,014)	(1,645,247)	(69,769)	4%
<b>Total representation and community leadership</b>	<b>(1,715,014)</b>	<b>(1,645,247)</b>	<b>(69,769)</b>	<b>4%</b>
<b>Community support</b>				
Community Development	(105,985)	(153,010)	47,024	(31%)
Community Grants & Funding	(158,309)	(212,588)	54,281	(26%)
District Communication & Marketing	(113,838)	(107,310)	(6,529)	6%
Economic Development & Visitor Information	(390,371)	(462,081)	71,712	(16%)
Emergency Management	(117,125)	(152,764)	35,640	(23%)
Rural Fire	(78,343)	(116,911)	38,568	(33%)
<b>Total community support</b>	<b>(963,971)</b>	<b>(1,204,664)</b>	<b>240,696</b>	<b>(20%)</b>
<b>Infrastructure services</b>				
Road Transport	(731,335)	(211,900)	(519,435)	245%
Solid Waste Management	(23,738)	(29,001)	5,260	(18%)
Stormwater	(234,482)	(270,582)	36,099	(13%)
Wastewater Management	(948,689)	(1,128,782)	180,089	(16%)
Water Supply	(1,238,348)	(943,177)	(295,174)	31%
<b>Total infrastructure services</b>	<b>(3,176,593)</b>	<b>(2,583,442)</b>	<b>(593,161)</b>	<b>23%</b>
<b>Other activities</b>				
Council Management	263,405	97,414	165,982	170%
Rates and Financing	16,543,779	16,793,112	(249,333)	(1%)
<b>Total other activities</b>	<b>16,807,184</b>	<b>16,890,526</b>	<b>(83,351)</b>	<b>(0%)</b>
<b>Total</b>	<b>7,089,130</b>	<b>6,946,574</b>	<b>142,556</b>	<b>2%</b>



## Notes

### Revenue Variances

**Building Consents** - the revenue received is above budget due to higher than anticipated levels of building activity.

**Liquor** – the revenue received is above budget due to a higher than anticipated number of new applications received.

**Parking** - the revenue received is below budget due to (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** - the revenue received is above budget due to increased development activity, LIM requests and more complex consent applications being processed than anticipated.

**Community Hubs** – the revenue received is above budget due to receipt of unbudgeted donations and grants that are earmarked for specific programmes or costs.

**Libraries and Community Services** – the revenue received is below anticipated budget due to capital grants for Te Awahou-Nieuwe Stroom having yet to be received. This revenue is expected to be received once the various conditions have been met.

**Halls** – the revenue received is above budget with repayment of a portion of insurance cover on District halls.

**Sportsgrounds** - the revenue received is above budget due to prepayments for summer sports leases.

**General Property and Council Building** – the revenue received is below budget with less rent received from Commercial Properties with lease negotiations.

**Road Transport** – the revenue received is below 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.

**Solid Waste Management** – the revenue received is above budget due to increased charges and billing and amount of waste received. There will however be a degree of matching increases in costs in other budgets.

**Wastewater Management** – the revenue received is above budget with the increased Trade Waste Tariff charges from 1 July 2016.

### Expenditure Variances

**Parking** – the expenditure is below budget due to lower court lodgement fees and internal charges incurred than budgeted.

**Resource Consents** – the expenditure 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.

**Cemeteries** – the expenditure 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

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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** – the expenditure 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** – the expenditure is below anticipated due to some operational efficiencies, however some salary savings due to delays in staff appointments.

**Libraries and Community Services** - the expenditure is below anticipated due to some operational efficiencies and timing for some anticipated internal costs

**Urban Cleansing** – The expenditure is over budget as (a) Solid Waste have started to make an internal charge for green waste tipping since the parks function moved out of infrastructure. 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.

**Commercial and Endowment Properties** – The expenditure is under budget due to a less than anticipated rates expenditure; less than anticipated costs relating to asset management systems; a reduction in the use of consultants; and a decrease in reactive maintenance.

**Properties** – The expenditure is over budget as (a) condition surveys on Council properties have 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

**Solid Waste Management** – The expenditure is over budget with the Landfill Consent Review and S17 study consultant's report.

## Statement of Comprehensive Revenue and Expense

Percentage of year completed: 50.00%	End of the year			Year-to-date				% Actual to Annual Plan I = I/B	Variance Act to Prj K = A - I	% Variance Act to Prj L = I/A	Notes to accounts
	Projection A	Annual Plan B	Variance C = B - A	Actual E	Budget F	Variance in \$ G = F - E	Variance in % H = G/F				
<b>Operating revenue</b>											
<b>Rates revenue</b>											
General rates	8,668,277	8,644,898	23,379	4,332,607	4,322,082	10,525	0%	50%	4,326,670	50%	
Rates penalties	500,000	625,000	(65,000)	220,911	332,000	(111,089)	(33%)	36%	329,089	40%	
Targeted rates	26,301,833	25,820,838	480,995	12,711,329	12,810,368	(99,039)	(2%)	49%	13,490,518	49%	
<b>Interest revenue</b>	253,249	253,249	0	24,371	76,877	(52,506)	(68%)	9%	129,378	9%	
<b>Grants and subsidies</b>											
Capital grants	6,089,680	5,854,096	235,584	333,644	1,139,425	(805,781)	(71%)	0%	5,726,036	5%	
Operating grants	1,554,202	1,433,589	120,613	756,514	752,056	4,458	1%	54%	757,688	49%	
<b>Fees and charges</b>											
Rental income	1,752,538	1,778,886	(26,348)	960,372	937,107	23,265	3%	54%	793,666	50%	
User charges	3,625,683	3,880,284	(254,601)	2,212,393	1,890,578	321,815	17%	57%	1,483,290	60%	
<b>Other revenue</b>											
Dividend	6,350	6,350	0	5,570	6,150	(580)	(9%)	93%	580	93%	
Contributions and fines	323,600	625,350	(301,750)	19,838	240,234	(220,396)	(92%)	3%	303,762	6%	
Petrol tax	204,000	200,000	4,000	103,996	85,000	18,996	0%	52%	100,004	53%	
Regulatory revenue	1,326,973	1,643,547	(316,574)	1,423,979	1,204,801	219,178	20%	87%	(297,807)	126%	
Rendering of services	372,686	250,284	122,402	358,128	37,851	320,277	523%	143%	34,558	96%	
<b>Total operating revenue</b>	<b>58,697,248</b>	<b>58,886,382</b>	<b>(189,134)</b>	<b>21,454,116</b>	<b>21,861,929</b>	<b>(407,813)</b>	<b>(2%)</b>	<b>46%</b>	<b>(27,243,239)</b>	<b>46%</b>	
<b>Non operating revenue</b>											
Vested assets	6,323	0	6,323	63,986	0	63,986	100%	100%	(57,863)	3045%	
Gains	11,253,894	11,253,894	0	514,289	30,000	484,289	472%	5%	30,638,985	5%	
<b>Total non operating revenue</b>	<b>11,260,217</b>	<b>11,253,894</b>	<b>6,323</b>	<b>578,275</b>	<b>30,000</b>	<b>548,275</b>	<b>(400%)</b>	<b>5%</b>	<b>(38,783,122)</b>	<b>5%</b>	
<b>Total revenue</b>	<b>69,957,465</b>	<b>69,140,276</b>	<b>(817,189)</b>	<b>22,032,391</b>	<b>21,891,929</b>	<b>140,462</b>	<b>(2%)</b>	<b>39%</b>	<b>(38,624,355)</b>	<b>39%</b>	

## Statement of Comprehensive Revenue and Expense (Continued...)

Percentage of year completed: 50.00%	End of the year			Year to date				% Actual to Annual Plan I = E/B	Variance Act to Prj K = A - E	% Variance Act to Prj L = E/A	Notes to accounts
	Projection A	Annual Plan B	Variance C = B - A	Actual E	Budget F	Variance in \$ G = F - E	Variance in % H = G/F				
<b>Operating expenditure</b>											
Employee benefit expenses	11,935,031	11,946,770	11,739	1,504,558	1,916,010	411,452	7%	46%	6,430,473	46%	
Other operating expenses											
Asset maintenance contract expenditure	11,019,097	11,464,120	445,023	1,054,654	1,746,778	692,124	17%	44%	5,964,443	46%	
General grants	405,312	405,312	0	141,445	157,491	16,046	6%	60%	163,867	60%	
Other expenses	4,242,253	4,013,311	(228,942)	1,159,896	2,780,030	(1,620,134)	(14%)	79%	1,082,267	74%	
Professional services	3,521,077	3,539,662	(18,585)	1,920,946	1,715,580	(205,366)	(12%)	54%	2,000,131	49%	
Utilities	943,107	980,579	37,472	483,487	501,466	17,979	4%	49%	458,620	53%	
<b>Total operating expenditure</b>	<b>32,465,877</b>	<b>32,951,754</b>	<b>(134,123)</b>	<b>16,364,986</b>	<b>16,917,355</b>	<b>552,369</b>	<b>3%</b>	<b>51%</b>	<b>16,100,891</b>	<b>50%</b>	
<b>Non-operating expenditure</b>											
Depreciation and amortisation	11,655,211	11,655,211	0	3,764,185	3,827,906	63,721	1%	49%	5,891,026	49%	
Landfill provision	95,400	95,400	0	0	0	0	100%	0%	95,400	0%	
Loss on sale	254,467	0	(254,467)	254,467	0	(254,467)	100%	100%	0	100%	
Finance costs	2,967,000	3,570,000	603,000	1,307,815	1,774,189	466,374	15%	42%	1,450,185	53%	
<b>Total non-operating expenditure</b>	<b>14,972,078</b>	<b>15,320,611</b>	<b>348,533</b>	<b>7,326,467</b>	<b>7,601,855</b>	<b>275,388</b>	<b>1%</b>	<b>49%</b>	<b>7,445,611</b>	<b>50%</b>	
<b>Total expenditure</b>	<b>47,437,955</b>	<b>47,672,365</b>	<b>(234,410)</b>	<b>23,691,453</b>	<b>24,519,210</b>	<b>827,757</b>	<b>1%</b>	<b>50%</b>	<b>23,546,502</b>	<b>50%</b>	
<b>Total surplus/(deficit)</b>	<b>14,619,401</b>	<b>14,507,700</b>	<b>111,701</b>	<b>141,548</b>	<b>(565,281)</b>	<b>706,829</b>	<b>(125%)</b>	<b>1%</b>	<b>14,477,853</b>	<b>100%</b>	
<b>Summary</b>											
Operating revenue	50,607,340	50,886,183	(188,832)	21,454,116	21,863,919	(409,803)	2%	46%	(27,243,233)	46%	
Operating expenditure	32,465,877	32,951,754	(134,123)	16,364,986	16,917,355	552,369	3%	51%	16,100,891	50%	
Depreciation/amortisation	11,211,472	11,334,427	(122,955)	7,089,130	8,948,374	1,859,244	2%	31%	11,742,342	33%	
Non-operating revenue	11,360,007	11,293,894	66,113	578,885	80,000	498,885	(542%)	5%	(10,781,122)	5%	
Non-operating expenditure	14,972,078	15,320,611	348,533	7,326,467	7,601,855	275,388	1%	49%	7,445,611	50%	
Non-salting/salting/other	(1,812,071)	(1,016,727)	(795,344)	(8,842,582)	(7,511,851)	(1,330,731)	(18%)	(73%)	7,535,311	(132%)	
<b>Total surplus/(deficit)</b>	<b>14,619,401</b>	<b>14,507,700</b>	<b>111,701</b>	<b>141,548</b>	<b>(565,281)</b>	<b>706,829</b>	<b>(125%)</b>	<b>1%</b>	<b>14,477,853</b>	<b>100%</b>	



## Notes

**Rates penalties** – The penalties are under budget with reduction in prior years arrears debt and increase in current year debt. It is forecasted the the total penalties for the year will be under budget with increased debt recovery.

**Interest Revenue** - Due to lower interest rates in the market.

**Grants and Subsidies** – Subsidised Rooding Capital Project Foxton Main Street delay and Library Grants yet to be received due to them being subject to conditions. It is anticipated the full budgeted amount will be received by 30 June 2017.

**Infringement Fines** - Parking revenue received is below budget due to the timing of our tickets issued to court and recovery for the fines from the courts. This is anticipated to continue through to 30 June 2017.

**Rendering of Services** – Business Services recieved unbudgeted income for Business Advisory (\$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 (\$47K), Resource Planning (\$34K) and Wastewater (\$52K) for miscellaneous services.

**Gains** – Property gains on sale for Endowment land, general property and acquisition of Te Horowhenua Trust assets. This also includes the budgeted asset revaluation gains expected at 30 June 2017.

Activity	Gain	Loss	Total
Endowment	290,482	-14,467	276,015
General Property	1,575		1,575
Camp Grounds		-240,000	-240,000
Treasury	222,842		222,842
	514,899	-254,467	260,432

**Other Expenses** - HDC Property rates, Landfill consent fees, and increase in Rates remissions expenditure more than anticipated.

**Professional Services** – Legal costs, increase in consultation for Levin Town Centre Strategy, contractors for Stormwater CCTV for the district.

**Loss on Sale** – Camp Grounds loss on sale is a correction from the 2014/15 Annual report that was recently discovered.

Statement of Financial Position

	Last year Actual \$000	YTD Actual \$000	Full year Budget \$000	Notes
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents	7,430	6,326	6,064	
Debtors and other receivables	6,044	5,995	5,381	1
Other financial assets	358	358	475	
Assets held for sale	285	285	470	
<b>Total current assets</b>	<b>14,117</b>	<b>12,964</b>	<b>12,390</b>	
<b>Non-current assets</b>				
Operational assets	44,594	46,270	48,572	
Infrastructural assets	394,713	395,817	419,894	
Restricted assets	38,664	39,074	43,786	
Intangible assets	1,727	1,814	1,543	
Forestry assets	952	952	973	
Commercial property	5,926	5,926	3,831	
Council Controlled Organisations	140	220	2,190	
- investment in other entities	913	913	0	
<b>Total non-current assets</b>	<b>487,629</b>	<b>490,985</b>	<b>520,789</b>	
<b>Total assets</b>	<b>501,746</b>	<b>503,948</b>	<b>533,179</b>	
<b>Liabilities</b>				
<b>Current liabilities</b>				
Creditors and other payables	11,650	10,346	9,704	
Provisions	940	940	1,003	
Employee entitlements	993	607	997	
Borrowings	16,000	19,000	2,000	
<b>Total current liabilities</b>	<b>29,583</b>	<b>30,893</b>	<b>13,704</b>	
<b>Non-current liabilities</b>				
Provisions	2,240	2,240	2,151	
Employee entitlements	161	161	178	
Borrowings	49,000	52,000	84,000	
Other	2,419	789	0	2
<b>Total non-current liabilities</b>	<b>53,820</b>	<b>55,189</b>	<b>86,329</b>	
<b>Total liabilities</b>	<b>83,403</b>	<b>86,083</b>	<b>100,033</b>	
<b>Net assets</b>	<b>418,343</b>	<b>417,866</b>	<b>433,146</b>	
<b>Equity</b>				
Retained earnings	263,946	263,477	267,710	
Revaluation reserves	147,449	147,442	158,438	
Other reserves	6,948	6,948	6,998	
<b>Total equity</b>	<b>418,343</b>	<b>417,866</b>	<b>433,146</b>	
Total equity attributable to:				
<b>Horowhenua District Council</b>	<b>418,343</b>	<b>417,866</b>	<b>433,146</b>	

## Notes

### 1. Debtors and other receivables:

Sundry Debtors	\$755K
Rates	\$3,047K
Water Billing	\$256K
Infringements & Other	<u>\$1,937K</u>
	\$5,995K

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

### 2. Non-current liabilities – Other

LGFA Amortisation Reserve	\$451K
Development Contributions	<u>\$338K</u>
Total	\$789K

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 July 2015.

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

Strat of activities	Work Code	Description	Type	Total project budget	Project progress to date			Spans to %	Estimated start date		Estimated date of Project Completion*	Project % Complete**	General Comments	
					Actual	Budget	Variance		Planning, Designing and Resource Committing	Contract Awarded				
Land Transport	8512	Foston Townscape Main Street Upgrade	LS	1,300,000	180,278	480,000	254,722	56%	Completed	August	June	1%	Delayed start due to coronaph-protest.	
	8626	Footpath Renewal	REA	400,000	131,313	180,000	44,887	27%	Ongoing	Rolling Contract	June	1%	Multiple sites - This has costs from last financial year.	
	8627	New Footpaths	LS	100,000	73,312	40,000	(33,312)	(80%)	Ongoing	Rolling Contract	June	0%	Multiple sites - This has costs from last financial year.	
		<b>Total Land Transport</b>		<b>1,800,000</b>	<b>384,903</b>	<b>670,000</b>	<b>275,987</b>	<b>41%</b>						
Stormwater	8472	District Wide Reticalation - Unplanned Renewals	REA	51,000	0	31,140	31,140	100%		Jul-16	Jul-17	10%	Budget is for unplanned works as and when they happen. Performed under the Downer contract.	
	8475	Levin Queen Street	LS	200,000	5,000	12,000	7,000	56%					Project on hold due to lack of Archaeological Authority.	
	8477	Levin Catchment Management Plan	LS	83,040	7,280	34,800	27,520	85%					Works have commenced and are expected to be completed by April 2017.	
	8478	Foston Beach Catchment Management Plan	LS	83,040	20,000	28,882	8,882	25%					Works have commenced and are expected to be completed by April 2017.	
	8480	Improvements NE Levin	LS	3,781,000	173,877	295,360	81,883	32%					This is a multi - faceted project. Tenders have been received and are being evaluated. Council expect to seek tenders in December. \$700K will not be spent this financial year, and will be carried forward to next financial year.	
									Aug-15	Jan-17	Jun-17	0%	Works have commenced and are expected to be completed by April 2017.	
	8714	Sherron Catchment Management Plan	LS	83,040	3,540	80,867	77,127	96%					Works have commenced and are expected to be completed by April 2017.	
	8715	Development Planning Foston Beach	LS	185,700	0	13,000	13,000	100%					Some preliminary planning has been undertaken. Further work will be undertaken in the second half of the financial year.	
	8754	Foston Catchment Management Plan	LS	83,040	21,300	36,182	14,882	41%					Works have commenced and are expected to be completed by April 2017.	
		<b>Total Stormwater</b>		<b>4,628,780</b>	<b>238,887</b>	<b>486,841</b>	<b>288,644</b>	<b>52%</b>						
Water Supply	8406	Levin Reticalation- RENEWAL	REA	836,480	103,545	56,022	(47,523)	(9%)	Jan-16	Nov-16	Jan-17	0%	Tenders for this work have closed and preferred contractor identified. The contract has been awarded. Construction planning is underway.	
	8459	Foston Beach Edingburg Terrace Bore- RENEWAL	REA	150,000	0	0	0	0%	Oct-16			0%	Investigation stage.	
	8464	Levin Treatment Plant - Renewals	REA	51,800	6,880	25,500	18,610	74%					Consent renewals underway.	
	8485	Levin Clarifier Installation	LS	1,000,000	930,986	1,000,000	80,002	7%	Oct-16	Mar-16	Jan-16	75%	Clarifier has been constructed overseas and has arrived on site in Levin. The clarifier will be commissioned March 2017.	
	8486	Reactive renewals - District Wide	REA	155,700	61,284	110,000	48,716	44%					Budget is for unplanned works as and when they happen. Performed under the Downer contract.	
	8470	Sherron reservoir structural work	REA	50,000	3,481	10,000	6,519	60%					Budget will be utilised for consent renewals.	
	8717	Foston Consents- RENEWAL	REA	51,800	1,386	10,000	0	0%					Project yet to commence	
	8718	Foston Beach Development plan	LS	88,048	11,175	7,500	(3,675)	(40%)	Nov-16		Jan-17	0%	Some preliminary planning has been undertaken. Further work will be undertaken in the second half of the financial year.	
	8719	Levin Treatment plant upgrade	LS	3,738,800	536,246	787,200	231,956	30%	Oct-15	May-16	Jan-17	20%	A contract has been signed with Filco to undertake this work. Construction has commenced and will be complete before the end of this financial year.	
			<b>Total Water Supply</b>		<b>6,126,348</b>	<b>1,633,782</b>	<b>1,886,622</b>	<b>324,636</b>	<b>16%</b>					
Wastewater	8483	Foston Wastewater Treatment Plant - Strategic Upgrade	LS	3,214,388	376,515	810,000	531,625	58%				0%	Progressing.	
	8481	Tokomaru Wastewater Treatment Plant - Consent Renewal	REA	101,900	11,186	33,000	21,812	66%	Sep-16		Jan-17	10%	Progressing.	
	8484	Waikareu Wastewater Treatment Plant - Planned	REA	77,860	17,272	0	(17,272)	0%					Progressing.	
	8488	Foston Wastewater Reticalation - Renewals	REA	131,984	17,225	14,155	(3,100)	(22%)	Apr-16	Oct-16	May-17	0%	These works form part of the District Wide Wastewater Renewal Contract 16-01. Construction will be undertaken in the second half of the financial year.	
	8489	Levin Wastewater Reticalation - Renewals	REA	536,352	381,007	193,345	(187,662)	(91%)	Apr-16	Oct-16	May-17	0%	These works form part of the District Wide Wastewater Renewal Contract 16-01. Construction will be undertaken in the second half of the financial year.	
	8500	Debetehide - Reticalation Unplanned Renewals	REA	187,223	62,971	123,289	60,394	46%			Jul-16	Jun-17	10%	Budget is for unplanned works as and when they happen. Performed under the Downer contract.
	8501	Levin Wastewater Treatment Plant - Planned Renewals	REA	1,003,623	727,588	887,000	(80,988)	(9%)			Jul-16	Jun-17	10%	In progress under Downer contract.
	8502	Levin Wastewater Treatment Plant - Strategic Upgrade	LS	448,340	886,388	304,000	(291,888)	(125%)			Jul-16	Jun-17	10%	Progressing.
	8503	Levin Wastewater Treatment Plant - Unplanned Renewals	REA	81,840	8,818	57,400	50,584	86%			Jul-16	Jun-17	10%	Budget is for unplanned works as and when they happen. Performed under the Downer contract.
	8805	Levin WW Tannery Industrial Development	LS	100,000	11,713	25,000	8,287	41%	Sep-16				Preliminary designs are being undertaken for this work. This is part of the wider development work that Parks and Property are undertaking on this site.	
8720	Waikareu Wastewater Treatment Plant - Strategic Upgrade	LS	51,600	0	46,710	46,710	100%					Project has commenced and will be involved in January 2017.		
8722	Development Planning Foston Beach	LS	155,700	548	8,000	8,454	94%	Nov-16		Jan-17	0%	Some preliminary planning has been undertaken. Further work will be undertaken in the second half of the financial year.		
		<b>Total Wastewater</b>		<b>7,736,919</b>	<b>2,311,968</b>	<b>2,376,325</b>	<b>87,288</b>	<b>3%</b>						
Solid Waste	8516	Landfill Development	LS	214,301	15,823	50,024	35,001	66%					Completion of pump booster dome, cap reshaping etc. progressing.	
	8519	Landfill Leachate Pre-treatment	LS	80,000	25,758	23,334	(2,419)	(10%)	Jul-16		Jul-17	10%	In-house design underway.	
	8520	Levin Landfill Energy Recovery / Plans	LS	130,000	130,588	130,000	19,412	13%		Oct-16	Jul-17	10%	Design, build, deliver and installation contract signed.	
		<b>Total Solid Waste</b>		<b>424,301</b>	<b>171,969</b>	<b>223,958</b>	<b>87,471</b>	<b>36%</b>						



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

Group of activities	Work Order	Description	Type	FY 2016 Budget	Actual	Project estimate to date Budget	Variance in \$	Variance in %	Estimated Start date: Planning, Designing and Resource Consents	Contract Awarded	Estimated date of Project Completion	Project % Completed*	General Comments	
Property	8521	Thompson House Interior Refurbishment, including kitchen	LS	80,000	188,898	80,000	(108,898)	(136%)				100%		
	8523	Thompson House Exterior Renew & Paint	REA	54,350	5,050	54,350	49,300	91%					This project is made up of three budgets (PR11, PR12, and PR13) and has a total value of \$174,200. Expenditure to date has been \$202, 601. The overspend amounts to approx 16% and was as a result of a number of structural timbers found to be rotten following removal of wall and roof linings. The project is now 100% complete.	
	8528	Focal Point Cinema Air Conditioning	REA	197,340	201,000	197,340	(3,660)	(2%)				100%	Work is complete within budget awaiting final invoice.	
	8535	General Property Renewals	REA	386,925	43,944	54,487	(28,437)	(207%)					Total budget for this scheme is \$206,925 and work is programmed to be completed in June 2017. However, the opportunity has arisen to renew a number of assets prior to June. The current variance represents 15% of the 2016-2017 annual budget for this work and relates primarily to renewals that were not included in the capital projects for 2016-2017.	
	8601	Tanana Industrial Development	REA	501,760	220	0	(220)	0%					Detailed design work has been completed costs to date, relate to that, and. There is insufficient budget to complete the subdivision. Report will go to Council identifying options in the New Year.	
	8704	Levin Depot Pole Shed Reroof	LS	51,200	0	51,200	51,200	100%					There is insufficient budget to complete the works and as such the project has been deferred to 2017-2018, additional funding has been requested via the annual plan.	
	8705	Levin Depot New sewer connection	LS	37,260	2,027	5,900	2,873	59%					There is insufficient budget to complete the works and as such the project has been deferred to 2017-2018, additional funding has been requested via the annual plan.	
	Community Facilities and Services	8827	Shannon Memorial Hall – Accessible Facility's Upgrade	LS	50,000	0	0	0	0%					Defer budget to 2017-2018. Extremely low use levels at Shannon hall do not suggest the upgrade is cost-effective or contributing to Community outcomes.
		8543	Foxton Aquatic Centre Plan Renewals	REA	120,480	6,510	120,480	113,970	95%					Capital work is associated with work required at the Foxton Aquatic Centre to take care of concerns for Summer period. Further planning and investigations continue as to options for Foxton Aquatic Centre for year round operation. This report will come to Council in the New Year.
		8551	Waikarewa Dune management: Dune management - Ballon recreation	REA	102,500	0	0	0	0%					Work will be programmed following the installation of the new surf life saving club rooms at Waikarewa Beach.
8561		Reserves Renewals	REA	81,164	0	0	0	0%					Will be undertaken in the New Year (Autumn)	
8566		Levin Domain Pathways Resurfacing	REA	298,790	0	0	0	0%					Minor repairs to the Levin cycle track to be undertaken January 2017. Tenders to be sought for resurfacing in the New Year.	
8576		General Network Modelling		50,000	0	50,000	50,000	100%					On Track	
8579		Te Awahou	LS	4,684,658	1,740,159	2,598,617	848,658	33%					Majority of works associated with Levin Aquatic Centre are now completed. Final negotiations with regards to the Project in particular contingencies related to additional required work will be reported to Council in February.	
8625		Levin disable facilities upgrade, hydrotherapy pool	LS	1,651,528	1,563,328	1,563,328	0	0%					98%	
8652		Cemetery - Foxton Land Development	LS	145,480	2,968	0	(2,968)	0%					Initial scoping works and reading design is complete. Variation represents approximately 1% of the budget for 2016-2017. Physical works will be undertaken in the New Year	
8699		Levin UV distribution investigation, and installation Pool 18	LS	51,200	0	51,200	51,200	100%					These works have been completed and the full budget available will be spent.	
8700	Levin Install Certificates – online booking Pool 20	LS	56,320	0	56,320	56,320	100%					This project will be completed by EOY. Currently no budget has been spent as options are still being investigated.		
8706	Halls Renewals	REA	447,160	23,390	0	(21,390)	0%	Nov-16				Expenditure relates to initial assessment of a range of properties including Halls as per the requirements of the property strategy. The initial preparation work is required prior to undertaking any physical works. The variation represents less than 5% of the total annual budget for the work this year.		
8753	Purchase of Library Books		166,148	59,389	83,072	23,655	29%							
<b>Total Community Facilities and Services</b>				<b>8,888,716</b>	<b>3,393,730</b>	<b>4,513,217</b>	<b>1,119,467</b>	<b>39%</b>						
Support Services	8690	EDRMS Upgrade	LS	102,500	49,299	102,500	53,201	52%		Aug-16	Nov-16	70%	Payments made in instalments based on milestones delivery. Upgrade was completed in November 17 successfully with the final phase of added value improvements due early 2017.	
	<b>Total Support Services</b>				<b>102,500</b>	<b>49,299</b>	<b>102,500</b>	<b>96,024</b>	<b>89%</b>					

### Statement of Rates Debtors

Area	Total assessments	Assessments with arrears	% with arrears	Total arrears	Year to date arrears	Instalment one arrears	Instalment two arrears	Penalties arrears	Prior year arrears
F - Foxton	1271	179	14%	273,182	121,871	34,692	71,590	15,590	151,311
FB - Foxton Beach	1577	171	11%	150,841	108,950	26,257	72,079	10,615	41,890
HB - Hokio Beach	199	45	23%	753,297	19,014	7,457	9,513	2,043	734,283
L - Levin	7390	722	10%	765,472	497,118	133,306	308,508	55,305	268,354
MK - Manakau	86	8	9%	2,870	2,670	200	2,264	206	0
NR - Non Rateable	127	7	6%	3,680	1,789	364	1,104	320	1,890
OH - Ohau	150	15	10%	13,602	10,694	3,148	6,554	992	2,908
R - Rural	2311	210	9%	531,289	113,572	27,293	63,292	22,988	417,716
RL - Rural Lifestyle	2486	254	10%	259,163	141,465	32,629	91,726	17,109	117,698
S - Shannon	673	114	17%	198,105	83,716	24,782	42,839	16,096	114,389
TK - Tokomanu	164	21	13%	17,854	15,185	4,625	9,212	1,348	2,669
UT - Utilities	16	0	0%	0	0	0	0	0	0
WB - Waitarere Beach	949	98	10%	68,988	53,754	10,106	38,414	5,234	15,215
WK - Waikawa Beach	231	18	8%	8,791	7,609	792	6,122	695	1,182
<b>Total as at 31 December 2016</b>	<b>17,630</b>	<b>1,862</b>	<b>11%</b>	<b>3,046,914</b>	<b>1,177,409</b>	<b>305,650</b>	<b>723,217</b>	<b>148,542</b>	<b>1,869,506</b>
<b>Total as at 31 December 2015</b>	<b>17,783</b>	<b>875</b>	<b>5%</b>	<b>2,371,949</b>	<b>1,055,413</b>	<b>94,876</b>	<b>715,179</b>	<b>245,358</b>	<b>1,316,536</b>

## Statement of Sundry Debtors

Category	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days Outstanding	Notes
<b>Current debtors</b>						
Aquatic Centre	7,052	3,612	3,440	0	0	
Building Consents	54,359	23,569	17,708	0	13,082	2
Building Fee - BWOFF	1,105	715	195	130	65	
Cemeteries	19,537	11,872	7,665	0	0	
Dogs	572	0	0	0	572	
Dogs - Debt Collection	8,416	0	4	0	8,413	
Dogs Arrange to pay	257	0	0	0	257	
Fines	2,920	0	1,478	0	1,442	
Fire Hazard	631	0	0	0	631	
General	50,518	49,481	1,037	0	0	5
Health Accreditation Renewals	3,433	1,645	245	0	1,543	
Hire	7,693	2,722	282	2,909	1,781	
On Charges	35,185	23,430	5,014	0	6,742	3
Pension Housing	2,800	2,800	0	0	0	
Resource Consent Fees	30,614	5,353	79	1,935	23,247	4
Rubbish Bags	36,480	25,080	11,400	0	0	
Staff Account	2,134	67	751	0	1,316	
Te Horowhenua Trust General	8,943	0	0	0	8,943	
Te Takere	15,338	12,343	2,995	0	0	
Waste Transfer Station	2,589	2,589	0	0	0	
Water & Trade Waste	282,731	0	263,054	537	19,140	
Water Septage - Septic Tank	3,315	0	1,767	1,548	0	
<b>Total current debtors</b>	<b>576,621</b>	<b>165,278</b>	<b>317,111</b>	<b>7,059</b>	<b>87,173</b>	
<b>Non current debtors</b>						
Dev Cont New Policy	37,393	0	0	0	37,393	1
Develbp Cont Old Policy	49,875	0	0	0	49,875	1
Rental Income Monthly	91,244	1,641	3,915	0	85,688	
<b>Total non-current debtors</b>	<b>178,511</b>	<b>1,641</b>	<b>3,915</b>	<b>0</b>	<b>172,955</b>	
<b>Total as at 31 December 2016</b>	<b>755,132</b>	<b>166,919</b>	<b>321,026</b>	<b>7,059</b>	<b>260,128</b>	<b>6</b>
Total as at 31 December 2015	726,262	142,770	62,795	11,564	509,133	

### 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 \$260K 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
<b>Due within a year</b>						
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	0
LGFA CP	12 Jun 17	2.1750%	0	10,000,000		10,000,000
BNZ CAAF	19 Dec 16	3.6500%	0	3,000,000	3,000,000	0
LGFA FRN	15 Dec 17	3.1225%	2,000,000			2,000,000
<b>Total due within a year</b>						<b>19,000,000</b>
<b>Due within 2 - 5 years</b>						
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	15 May 21	2.9125%	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
<b>Total due within 2 - 5 years</b>						<b>33,000,000</b>
<b>Due after 5 years</b>						
LGFA Bond	15 Apr 23	5.1336%	4,000,000			4,000,000
LGFA FRN	18 May 22	2.4750%	3,000,000			3,000,000
LGFA FRN	19 May 25	2.5400%	7,000,000			7,000,000
LGFA Bond	15 Jul 26	3.3700%	0	5,000,000		5,000,000
<b>Total due after 5 years</b>						<b>19,000,000</b>
<b>Total</b>			<b>65,000,000</b>	<b>18,000,000</b>	<b>12,000,000</b>	<b>71,000,000</b>



### Statement of External Loans and Interest by Activity

Activity	Loans as at 30 Jun 2016	Loans as at 30 Dec 2016	Year to date Finance costs
<b>Land Transport</b>	<b>100,000</b>	<b>400,000</b>	<b>2,320</b>
<b>Stormwater</b>	<b>2,750,000</b>	<b>2,900,000</b>	<b>63,792</b>
<b>Water supply</b>			
Water Levin	4,950,000	7,550,000	114,826
Water Shannon	1,300,000	1,300,000	30,156
Water Foxton	900,000	850,000	20,877
Water Foxton beach	300,000	300,000	6,959
Water Tokomaru	350,000	350,000	8,119
<b>Total for water supply</b>	<b>7,800,000</b>	<b>10,350,000</b>	<b>180,938</b>
<b>Wastewater Disposal</b>			
Wastewater Levin	7,750,000	8,200,000	179,778
Wastewater Shannon	7,850,000	8,050,000	182,098
Wastewater Foxton	2,300,000	2,600,000	53,353
Wastewater Foxton Beach	200,000	250,000	4,639
Wastewater Tokomaru	500,000	500,000	11,599
Wastewater Waitarere	0	50,000	0
<b>Total for wastewater disposal</b>	<b>18,600,000</b>	<b>19,650,000</b>	<b>431,467</b>
<b>Solid Waste</b>	<b>4,550,000</b>	<b>4,650,000</b>	<b>105,547</b>
<b>Community Facilities &amp; Services</b>			
Libraries	7,950,000	8,650,000	184,417
Pools	3,100,000	4,600,000	71,911
Reserves	1,300,000	1,300,000	30,156
Sports grounds	1,400,000	1,350,000	32,476
Halls	250,000	250,000	5,799
Toilets	500,000	500,000	11,599
Cemeteries	100,000	100,000	2,320
<b>Total for Community Facilities &amp; Service</b>	<b>14,600,000</b>	<b>16,750,000</b>	<b>338,678</b>
<b>Properties</b>			
General properties	700,000	900,000	16,238
Council building	6,200,000	5,950,000	143,822
Commercial properties	1,100,000	1,050,000	25,517
Residential housing	5,000,000	5,000,000	115,986
<b>Total for Properties</b>	<b>13,000,000</b>	<b>12,900,000</b>	<b>301,563</b>
<b>Other activities</b>			
Information technology	1,400,000	1,400,000	32,476
District plan	2,200,000	2,000,000	51,034
<b>Total for other</b>	<b>3,600,000</b>	<b>3,400,000</b>	<b>83,510</b>
<b>Total</b>	<b>65,000,000</b>	<b>71,000,000</b>	<b>1,507,815</b>

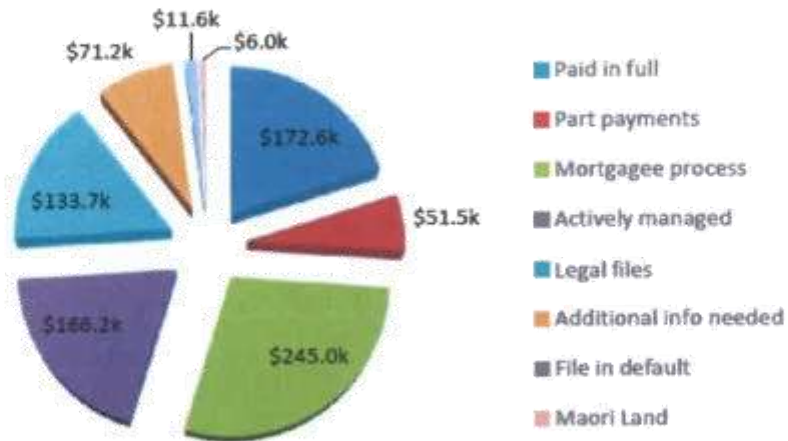
### Statement of Internal Loans and Interest by Activity

Activity	Loans as at 30 Jun 2016	Loans as at 31 Dec 2016	Year to date Finance costs
<b>Land Transport</b>	<b>71,273</b>	<b>56,973</b>	<b>1,536</b>
<b>Stormwater</b>	<b>98,187</b>	<b>41,153</b>	<b>2,116</b>
<b>Water supply</b>			
Water Levin	1,234,719	16,127	26,608
Water Shannon	89,345	36,465	1,925
Water Foxton	35,153	47,747	758
Water Foxton beach	25,147	26,948	542
Water Tokomaru	47,456	34,042	1,023
<b>Total for water supply</b>	<b>1,431,820</b>	<b>161,329</b>	<b>30,856</b>
<b>Wastewater Disposal</b>			
Wastewater Levin	33,095	14,449	713
Wastewater Shannon	999,165	678,200	21,532
Wastewater Foxton	24,609	7,536	530
Wastewater Foxton Beach	84,469	30,736	1,820
Wastewater Tokomaru	44,895	25,973	967
Wastewater Waitarere	69,022	16,261	1,487
<b>Total for wastewater disposal</b>	<b>1,255,255</b>	<b>773,155</b>	<b>27,051</b>
<b>Solid Waste</b>	<b>197,365</b>	<b>32,746</b>	<b>7,057</b>
<b>Community Facilities &amp; Services</b>			
Libraries	40,559	27,423	874
Pools	19,022	13,110	410
Reserves	35,113	37,387	757
Sports grounds	73,142	64,216	1,576
Halls	17,937	7,220	387
Toilets	27,569	8,918	594
Cemeteries	9,742	8,319	210
Beautification	22,153	21,267	477
<b>Total for Community Facilities &amp; Services</b>	<b>245,237</b>	<b>187,860</b>	<b>5,285</b>
<b>Properties</b>			
Commercial properties	65,821	69,408	1,418
General properties	30,068	1,911	648
Residential housing	69,818	69,818	1,505
Council building	12,030	13,549	259
<b>Total for properties</b>	<b>177,737</b>	<b>154,686</b>	<b>3,830</b>
<b>Other activities</b>			
Information technology	82,876	41,084	1,786
District plan	26,107	3,496	563
<b>Total for other</b>	<b>108,983</b>	<b>44,580</b>	<b>2,349</b>
<b>Total</b>	<b>3,585,857</b>	<b>1,452,482</b>	<b>80,079</b>

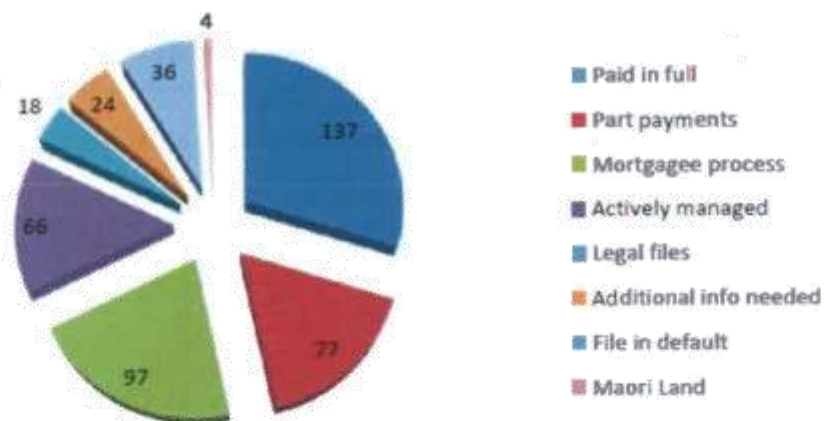


## Debt Management Central (DMC) Year to 31 December 2016

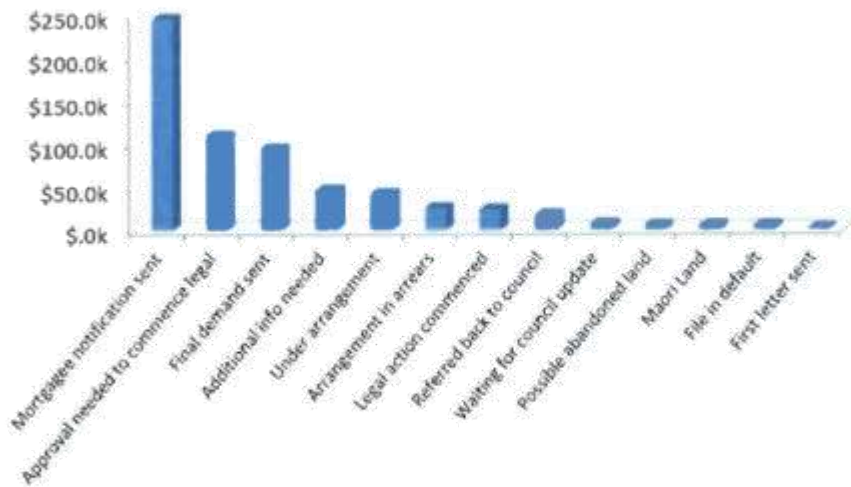
### 2016 - 2017 Overview (\$860k)



### 2016 - 2017 Overview (388 files)



### Status of files as at 31 Dec 2016



**Comments:**

239 new debts have been loaded this year totalling \$446.7k. The majority of these were loaded on 19 October 2016 and as at 31 Dec 2016 \$138.2k has been paid.

Payments YTD total \$224k and 137 files have been paid in full. 81 mortgage demands will be due on 20 January 2017 if they have not paid or placed under an arrangement.

12 files totalling \$109.8k are waiting for approval to commence legal action.

**LAND TRANSPORT (ROADS) – Performance Measures – LTP/Annual Plan**

Service	How will we measure our performance	Target (16/17)	Actual Performance
A safe road network.	The change from the previous financial year in the number of fatalities and serious injury crashes on the local road network.	0 change or less over a 5 year average.	<p><b>Unable to Report</b></p> <p>This measure is marked as unable to report as it is a yearly target reported as at 30 June 2017.</p> <p>The number of fatalities and serious injury crashes on the local road network is calculated utilising data from the crash analysis system (CAS) database. It compares one year with the next, and as such it will be reported on in June 2017.</p>
Roads in good condition.	The average quality of ride on a sealed local road network measured by smooth travel exposure.	Minimum 85%	<p><b>Unable to Report</b></p> <p>This measure is marked as unable to report as it is a yearly target reported as at 30 June 2017.</p> <p>The annual roughness survey for 2016/17 will be completed later in the financial year and reported on once completed.</p>
Roads that are maintained well.	The percentage of the sealed local road network that is resurfaced annually.	Minimum of 5% of total area	<p><b>Unable to Report</b></p> <p>This measure is marked as unable to report as it is a yearly target reported as at 30 June 2017.</p> <p>The Reseal Programme for 2016/17 is confirmed with a total of 28.31km which equates to 185,025 m2. This represents 5.4% of the total sealed local road network.</p> <p>The actual amount sealed will be reported on following the completion of the reseal season which is at the end of June 2017.</p>

**LAND TRANSPORT (FOOTPATHS) – Performance Measures – LTP/Annual Plan**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Footpaths are in an acceptable condition.	Target footpath condition rating (% compliant with Councils standards).	Minimum 30% in excellent condition. Maximum 10% in poor condition.	<b>Unable to Report</b> The system for assessing footpath condition is currently under review and will be based on a 5 year cycle. Once the review is complete the rating survey is anticipated to commence for 'Year 1'.
Good response to service requests.	The percentage of customer service requests relating to roads and footpaths to which Council responds within 15 working days.	>95%	<b>Not Achieved</b> During the month of December 2016, the percentage of requests responded to within 15 days = 90%  This was essentially due to the Christmas break where both HDC Roading Staff and Contractor's staff were away on leave between 21/12/16 to 8/01/17. Therefore CRMs were not able to be processed during this time  For the period 1st July 2016 to 31st December 2016, 1,058 CRMs were received, with 98% of requests responded to within 15 working days.

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
An adequate stormwater system.	Number of flooding events that occur in the District.	<5 per year	<b>Unable to report as there were no flooding events</b> Number of flooding events in December 2016 = Nil  For the period 1st July 2016 to 31st December 2016, there have been zero (0) reported flooding events.
	For each flooding event the number of habitable floors affected per 1,000 connections to Council's stormwater networks.	2 or less	<b>Unable to report as there were no flooding events</b> Number of habitable floors affected in December 2016 = Nil which equates to 0.00 per 1,000 connections.  For the period 1st July 2016 to 31st December 2016, there have been zero (0) habitable floors affected, which equates to 0.00 per 1,000 connections.
Response to faults.	The median response time to attend a flooding event, measured from the time that Council receives notification to the time that service personnel reach the site.	1 hour	<b>Unable to report as there were no flooding events</b> Median response time for December 2016 = 0hrs 00mins  For the period 1st July 2016 to 31st December 2016, the median response time to get to site is 0hrs 00mins.
Customer satisfaction.	The number of complaints received by Council about the performance of its stormwater system expressed per 1,000 properties connected to the system.	<10 per year	<b>Achieved</b> Number of complaints in December 2016 = 1 received, which equates to 0.08 per 1,000 connections.  For the period 1st July 2016 to 31st December 2016, four (4) complaints were received, which equates to 0.33 per 1,000 connections regarding the performance of our stormwater system.



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

Service	How will we measure our performance	Target (16/17)	Actual Performance																																				
	Percentage of customers satisfied with the stormwater service. As per the Annual Resident Satisfaction Survey.	80%	<p><b>Unable to Report</b></p> <p>This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year.</p> <p>The results from the 2015/2016 Customer Satisfaction Survey are shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Total %</th> <th>Kere Kere %</th> <th>Levin %</th> <th>Miranui %</th> <th>Waiopahu %</th> </tr> </thead> <tbody> <tr> <td>Very Satisfied</td> <td>4.35</td> <td>2.65</td> <td>6.46</td> <td>0.00</td> <td>3.52</td> </tr> <tr> <td>Satisfied</td> <td>22.16</td> <td>20.35</td> <td>24.31</td> <td>25.00</td> <td>16.20</td> </tr> <tr> <td>Neither Satisfied nor Dissatisfied</td> <td>27.35</td> <td>28.32</td> <td>28.92</td> <td>18.75</td> <td>26.06</td> </tr> <tr> <td>Dissatisfied</td> <td>19.92</td> <td>17.70</td> <td>20.00</td> <td>22.92</td> <td>19.01</td> </tr> <tr> <td>Very Dissatisfied</td> <td>13.88</td> <td>23.01</td> <td>12.31</td> <td>16.67</td> <td>9.86</td> </tr> </tbody> </table>		Total %	Kere Kere %	Levin %	Miranui %	Waiopahu %	Very Satisfied	4.35	2.65	6.46	0.00	3.52	Satisfied	22.16	20.35	24.31	25.00	16.20	Neither Satisfied nor Dissatisfied	27.35	28.32	28.92	18.75	26.06	Dissatisfied	19.92	17.70	20.00	22.92	19.01	Very Dissatisfied	13.88	23.01	12.31	16.67	9.86
	Total %	Kere Kere %	Levin %	Miranui %	Waiopahu %																																		
Very Satisfied	4.35	2.65	6.46	0.00	3.52																																		
Satisfied	22.16	20.35	24.31	25.00	16.20																																		
Neither Satisfied nor Dissatisfied	27.35	28.32	28.92	18.75	26.06																																		
Dissatisfied	19.92	17.70	20.00	22.92	19.01																																		
Very Dissatisfied	13.88	23.01	12.31	16.67	9.86																																		
A sustainable stormwater service.	The number of Abatement Notices, Infringement Notices, Enforcement Orders, and convictions received by the Council in relation to Horizons Regional Council resource consents.	0	<p><b>Achieved</b></p> <p>For the period 1st July to 31st December 2016:                      Abatement Notices = 0                      Infringement Notices = 0                      Enforcement Orders = 0                      Convictions = 0</p>																																				



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

Service	How will we measure our performance	Target (16/17)	Actual Performance
Safe water supply.	Percentage in which the local authority's drinking water supply complies with: (a) part 4 of the Drinking Water Standards (bacteria compliance criteria) in Levin, Shannon, Foxton, Foxton Beach, Tokomaru.	100%	<b>Achieved</b> 100% compliance  For the period 1st July to 31st December 2016, 662 samples were collected, of which 662 (100%) were analysed. All 100% of the analysed samples complied with the New Zealand Drinking Water Standards (NZDWS) requirements of <1 E.coli.
	(b) part 5 of the Drinking Water Standards (protozoa compliance criteria) in: Levin Shannon Foxton Foxton Beach Tokomaru	100% 100% 100% 100% 100%	<b>Not Achieved</b> The target will not be achieved fully until June 2017.  <ul style="list-style-type: none"> <li>• Levin: 0% **</li> <li>• Shannon: 100%</li> <li>• Foxton: 100%</li> <li>• Foxton Beach: 100%</li> <li>• Tokomaru: 100%</li> </ul> ** Protozoa compliance for Levin can only be achieved after the completion of the upgrade project that includes the installation of a clarifier and a UV unit in June 2017.

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

Service	How will we measure our performance	Target (16/17)	Actual Performance					
Drinking water that tastes and looks satisfactory.	The total number of complaints received about any of the following (expressed per 1,000 connections): 1. Drinking water clarity 2. Drinking water taste 3. Drinking water pressure or flow 4. Continuity of supply; and 5. The Council's response to any of these issues.	5	<b>Not Achieved</b>					
			As at 31 December 2016:					
					YTD Result		December 2016 Result	
					Number per 1,000 connections	Number of Complaints	Number per 1,000 connections	Number of Complaints
			1)	Clarity	1.88	24	0.39	5
			2)	Taste	0.94	12	0.08	1
			3)	Pressure or Flow	0.55	7	0.00	0
4)	Continuity of Supply	1.80	27	0.39	5			
5)	Council Response	0.00	0	0.00	0			
<b>Total</b>		<b>5.17</b>	<b>70</b>	<b>0.86</b>	<b>11</b>			
Total number of connections as of December 2016 = 12,773								

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

Service	How will we measure our performance	Target (16/17)	Actual Performance				
Response to faults.	The median time from the time that Council received notification to the time that service personnel:  a) reach the site for urgent call-outs  b) confirm resolution of the fault or interruption of urgent call-outs  c) reach the site for non-urgent call-outs  d) confirm resolution of the fault or interruption of non-urgent call-outs	a) 1 hour  b) 8 hours  c) 3 days  d) 3 days	<b>Achieved</b>				
			As at 31 December 2016:				
				YTD Result		December 2016 Result	
			Item	Result	Comment	Result	Comment
			a) Median Time to reach the site for urgent call-outs	0hrs 20mins	Received 13 urgent call-outs and attended to 12 within 1 hour or less	0hrs 34mins	Received 4 and attended to all 4 within 1 hour or less.
			b) Median Time for resolution of the fault or interruption of urgent call-outs	0hrs 55mins	Received 13 urgent call-outs and resolved 13 within 8 hours or less	1hr 16mins	Received 4 and resolved all 4 within 8 hours or less.
c) The median time to reach the site for non-urgent call-outs	3hrs 1min	Received 281 non-urgent call-outs and attended to 227 within 3 days or less.	5hrs 8mins	Received 51 non-urgent call-outs and attended to 41 within 3 days or less.			
d) The median time for resolution of the fault or interruption of non-urgent call-outs	5hrs 40mins	Received 281 non-urgent call-outs and resolved 261 in 3 days or less.	8hrs 20mins	Received 51 and resolved 46 non-urgent call-outs in 3 days or less.			

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

Service	How will we measure our performance	Target (16/17)	Actual Performance																		
Water supply is continual.	Total number of unplanned water shut downs.	30 per year	<p><b>Achieved</b></p> <p>Number of unplanned water shut downs for December 2016 = 22 See table below for breakdown:</p> <table border="1"> <thead> <tr> <th>Result</th> <th>YTD</th> <th>Dec 2016</th> </tr> </thead> <tbody> <tr> <td>Total shutdowns reported</td> <td>33</td> <td>4</td> </tr> <tr> <td>Total unplanned shut downs</td> <td>22</td> <td>4</td> </tr> <tr> <td>Average unplanned shutdown length in hours</td> <td>3.00</td> <td>1.00</td> </tr> <tr> <td>Reasons for shutdown (most of)</td> <td>Burst Main/Ridermain</td> <td>Burst Main/Ridermain</td> </tr> <tr> <td>Average # of homes affected</td> <td>21</td> <td>11</td> </tr> </tbody> </table>	Result	YTD	Dec 2016	Total shutdowns reported	33	4	Total unplanned shut downs	22	4	Average unplanned shutdown length in hours	3.00	1.00	Reasons for shutdown (most of)	Burst Main/Ridermain	Burst Main/Ridermain	Average # of homes affected	21	11
Result	YTD	Dec 2016																			
Total shutdowns reported	33	4																			
Total unplanned shut downs	22	4																			
Average unplanned shutdown length in hours	3.00	1.00																			
Reasons for shutdown (most of)	Burst Main/Ridermain	Burst Main/Ridermain																			
Average # of homes affected	21	11																			
Firefighting needs are met.	Percentage of the network where firefighting flows in urban residential areas meet the NZ Fire Service firefighting water supplies Code of Practice SZ 4509:2008.	76%	<p><b>Unable to Report</b></p> <p>The last assessment was conducted in October 2015 and the results of that assessment achieved more than 76% of firefighting flows in the urban residential areas. The next assessment is due by June 2017. It is not expected that the results from 2015 will change significantly as there has been no major changes within the network.</p>																		
Water supply has adequate flow and pressure.	Percentage of the network where supply pressure at the property boundary is not less than 250kPa for on demand connections and 150kPa for restricted flow connections.	100%	<p><b>Achieved</b></p> <p>100% of all water connections checked across the district up to December 2016 exceeded pressures of 250kPa.</p> <p>Note – for properties connected as a restricted connection, a certain pressure is required for those properties to be able to get their required number of units. With no complaints about reduction in units it implies that the required pressures are being achieved at the boundaries of properties served by restrictors.</p>																		



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

Service	How will we measure our performance	Target (16/17)	Actual Performance																		
Consent conditions are met.	Compliance with all water take limits of resource consents.	100%	<b>Achieved</b> For the year-to-date, the percentage of water take which complied with limits of resource consent = 100%																		
Water supply is sustainable.	Average consumption of drinking water per day per resident within the water supply areas (target based on One Plan Section 5.4.3.1).	300lt per day	<b>Not Achieved</b> The average consumption for December 2016 = 470lt/per day.  For the period 1st July 2016 to 31st December 2016, the average consumption is 406lt/per day.  Individual supplies are shown in the table below: <table border="1"> <thead> <tr> <th>Supply</th> <th>YTD</th> <th>December 2016</th> </tr> </thead> <tbody> <tr> <td>Foxton</td> <td>645</td> <td>504</td> </tr> <tr> <td>Foxton Beach</td> <td>365</td> <td>237</td> </tr> <tr> <td>Levin</td> <td>496</td> <td>487</td> </tr> <tr> <td>Shannon/Mangaore</td> <td>443</td> <td>385</td> </tr> <tr> <td>Tokomaru</td> <td>296</td> <td>286</td> </tr> </tbody> </table> Please note that only about 50-60% of Levin's commercial customer water usage was used for this month's assessment due to some discrepancies in the meter readings submitted and previous readings.	Supply	YTD	December 2016	Foxton	645	504	Foxton Beach	365	237	Levin	496	487	Shannon/Mangaore	443	385	Tokomaru	296	286
Supply	YTD	December 2016																			
Foxton	645	504																			
Foxton Beach	365	237																			
Levin	496	487																			
Shannon/Mangaore	443	385																			
Tokomaru	296	286																			
Minimal water losses.	Percentage of real water loss from the network as measured by the standard Infrastructure Leakage Index method.	15%	<b>Unable to Report</b> This measure is reported as unable to report as the assessment which determines our achievement/non achievement is calculated annually in June. The calculation will be completed in June 2017.																		
Provide water conservation education to the public.	As provided in the Water Demand Management Plan 2014.	Achieved	<b>Unable to Report</b> This measure is reported as unable to report as the education programme spans across the year, therefore our achievement/non achievement will be reported once the programme is completed.																		



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

Service	How will we measure our performance	Target (16/17)	Actual Performance				
Reliable Wastewater collection and disposal.	The number of dry weather overflows from the wastewater system per 1,000 connections.	<2	<b>Achieved</b>				
				<b>YTD Result</b>		<b>December 2016</b>	
			Number per 1,000 connections	Number of Overflows	Number per 1,000 connections	Number of Overflows	
			Dry weather overflows	0.25	3	0.00	0
Council provides a good response to faults reported.	The median time (hrs) from the time that Council receives a notification, to the time that services personnel reach the site in responding to an overflow or wastewater blockage.	<1 hour	<b>Achieved</b>				
			<b>Median time for:</b>	<b>YTD Result</b>		<b>December 2016</b>	
				<b>Result</b>	<b>Comment</b>	<b>Result</b>	<b>Comment</b>
	Overflows only	0hrs 36mins		0hrs 00mins			
	Wastewater Blockages	0hrs 24mins		0hrs 25mins			
The median time (hrs) from the time that Council receives a notification, to the time that services personnel confirm a resolution of a blockage or other fault within the wastewater system.	12 hours	<b>Achieved</b>					
		<b>Median time for:</b>	<b>YTD Result</b>		<b>December 2016</b>		
			<b>Result</b>	<b>Comment</b>	<b>Result</b>	<b>Comment</b>	
		Overflows only	2hrs 31mins		0hrs 00mins		
Blockages and other faults	1hr 49mins		2hrs 31mins				

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

Service	How will we measure our performance	Target (16/17)	Actual Performance					
The service is satisfactory.	The total number of complaints received (expressed per 1,000 connections to the wastewater system) regarding:  a) Wastewater odour; b) Wastewater systems faults; c) Wastewater system blockages d) The Council's response to issues with its wastewater system. e) Total number of complaints received about any of the above.	a) <8 b) <8 c) <8 d) 8 e) <32	<b>Achieved</b>					
				<b>YTD Result</b>		<b>December 2016</b>		
				<b>Number per 1,000 connections</b>	<b>Number of Complaints</b>	<b>Number per 1,000 connections</b>	<b>Number of Complaints</b>	
			a)	Odour	0.08	1	0.00	0
			b)	System Faults	1.64	20	0.25	3
			c)	System blockages	2.29	28	0.33	4
d)	Councils response	0.08	1	0.00	0			
e)	<b>Total</b>	<b>4.09</b>	<b>50</b>	<b>0.58</b>	<b>7</b>			
Total # of connections as of 31 December 2016 = 12,204								

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

Service	How will we measure our performance	Target (16/17)	Actual Performance																																				
The service is satisfactory.	Percentage of customers satisfied with the service, based on the Annual Resident Satisfaction Survey.	82%	<p><b>Unable to Report</b></p> <p>This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year.</p> <p>The results from the 2015/2016 customer satisfaction survey are shown below:</p> <table border="1"> <thead> <tr> <th></th> <th>Total %</th> <th>Kere Kere %</th> <th>Levin %</th> <th>Miranui %</th> <th>Waiopahu %</th> </tr> </thead> <tbody> <tr> <td>Very Satisfied</td> <td>5.87</td> <td>1.74</td> <td>8.67</td> <td>4.17</td> <td>4.90</td> </tr> <tr> <td>Satisfied</td> <td>26.15</td> <td>33.91</td> <td>27.24</td> <td>20.83</td> <td>23.08</td> </tr> <tr> <td>Neither Satisfied nor Dissatisfied</td> <td>27.27</td> <td>26.09</td> <td>30.03</td> <td>16.67</td> <td>23.78</td> </tr> <tr> <td>Dissatisfied</td> <td>15.10</td> <td>16.52</td> <td>14.86</td> <td>20.83</td> <td>10.49</td> </tr> <tr> <td>Very Dissatisfied</td> <td>10.35</td> <td>12.17</td> <td>7.74</td> <td>20.83</td> <td>8.39</td> </tr> </tbody> </table>		Total %	Kere Kere %	Levin %	Miranui %	Waiopahu %	Very Satisfied	5.87	1.74	8.67	4.17	4.90	Satisfied	26.15	33.91	27.24	20.83	23.08	Neither Satisfied nor Dissatisfied	27.27	26.09	30.03	16.67	23.78	Dissatisfied	15.10	16.52	14.86	20.83	10.49	Very Dissatisfied	10.35	12.17	7.74	20.83	8.39
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Dissatisfied	15.10	16.52	14.86	20.83	10.49																																		
Very Dissatisfied	10.35	12.17	7.74	20.83	8.39																																		
Safe disposal of wastewater.	The number of Abatement Notices, Infringement Notices, Enforcement Orders, and convictions received by the Council in relation to Horizons Regional Council resource consents.	0	<p><b>Achieved</b></p> <p>For the period 1st July 2016 to 31st December 2016:                      Abatement Notices = 0                      Infringement Notices = 0                      Enforcement Orders = 0                      Convictions = 0</p>																																				

**SOLID WASTE – Performance Measures – LTP/Annual Plan**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Waste Transfer Stations are available at convenient times.	Transfer Stations are available on agreed days at agreed times.	Achieved	<b>Not Achieved</b> 95 % – One early closure occurred in Shannon on the 11th September 2016 due to the fact that the bins were full.
Solid Waste Activities are undertaken in a healthy and safe manner.	No reported incidences of injury or illness attributable to use of the Council's Waste Transfer or Recycling Station facilities.	Achieved	<b>Achieved</b>
Waste Transfer and Recycling Stations have a minimal impact on the immediate and surrounding environment.	No. odour complaints and minimal reports of solid waste in or around: <ul style="list-style-type: none"> <li>• Waste Transfer Stations; and</li> <li>• Recycling Stations</li> </ul>	3 per month 3 per month	<b>Achieved</b> As at 31 December 2016, no odour complaints or reports of solid waste in or around waste transfer/recycling stations had been received.
Response to service requests regarding Council's Solid Waste Activities is timely.	Time that all requests are responded to within.	3 days	<b>Not Achieved</b> As at 31 December 2016 we have received: 135 service requests 111 (82%) of these were responded to within 3 days. Please note that 16 requests were responded to (closed out) between 4 and 35 days. And, there are 9 requests that have no close out date (awaiting bulk supply of recycle crates).  It must be noted that despite the fact that some CRMs do not have a close out date or have been closed out well outside the 3 day period this does not mean that the requests were not responded to within the 3 day timeframe. Some close out dates longer than the 3 actual day period, include weekends and public holidays.  The above has not taken into account 10 odour complaints reported for the landfill, 7 of which were responded to the same day.



**SOLID WASTE – Performance Measures – LTP/Annual Plan**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Levin landfill,	Conditions of resource consents are met.	100%	<p><b>Not Achieved</b></p> <p>As at 31 December 2016: 40%</p> <p>For the period 1st July 2016 to 31st December 2016, we have only received 1 report from Horizons for the month of August 2016.</p> <p>In this report a total of 5 consent conditions were monitored across 2 consents. Of the 5 conditions monitored, 3 were graded as non-complying. We have not received a monitoring report since August 2016.</p>
Kerbside recycling and refuse collection service is available.	Percentage of serviceable households that kerbside recycling shall be offered to.	91%	<p><b>Achieved.</b></p> <p>As at 31 December 2016: 95%</p> <p>We are currently servicing approximately 95% of households based on the serviceable areas within the District.</p>
Recycling and refuse is collected on time and in a sanitary manner.	<p>Number of complaints about non collection of:</p> <ul style="list-style-type: none"> <li>• Kerbside recycling</li> <li>• Kerbside refuse</li> </ul>	<p>5 per month</p> <p>5 per month</p>	<p><b>Achieved.</b></p> <p>For the period 1st July 2016 to 31st December 2016, 23 complaints were received regarding Kerbside recycling (equates to 4.0 per month). Three (3) of which were reported in the month of December 2016.</p> <p>For the period 1st July 2016 to 31st December 2016, 12 complaints were received regarding Kerbside refuse (equates to 2.0 per month). Two (2) of which were reported in the month of December 2016.</p>
Recycling stations are available and accessible in urban centres in Summer.	Recycling stations are available at the agreed locations on the agreed days and times.	Achieved	<p><b>Achieved.</b></p> <p>As at 31 December 2016, recycling stations are available at all agreeable locations.</p>
Information on Council's recycling and refuse services is available from service centres and on the website.	Up-to-date brochures will be available at all offices and on the HDC website.	Achieved	<p><b>Not Achieved</b></p> <p>Council is utilising other communication mediums as brochures are not proving to be an effective method of information dissemination. This performance measure will be reviewed as part of the 2017/18 Annual Plan process as it is no longer considered appropriate.</p>



**SOLID WASTE – Performance Measures – LTP/Annual Plan**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Affordable recycling service is available.	No user charge set.	Achieved	<b>Achieved</b> As at 31 December 2016.
Customers are content with Council's transfer stations, recycling collection, and refuse collection services offered.	Measured via the Annual Resident Satisfaction Survey.	75%	<b>Unable to Report</b> This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year.  The results of the 2015/2016 customer satisfaction survey are shown below: 81% of customers were satisfied with recycling services. 83% of customers were satisfied with kerbside rubbish collection services.
Customers are educated on waste minimisation practices.	Education services provided in local schools.	Achieved	<b>Unable to Report</b> An annual programme is in place and achievement/non-achievement against this yearly target will be reported upon once the programme is complete.

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>District Planning</b>			
Processing of applications under the Resource Management Act (RMA).	Applications under the RMA will be processed within statutory timeframes.	100% compliance with relevant statutory timeframes.	<p><b>Not Achieved</b></p> <p>As at 31 December 2016: 105 applications have been received YTD. 99 (98%) applications were completed within statutory timeframes, and 1 application was approved outside the statutory timeframe. There is a remaining 20 applications which are still being processed, and are still currently within statutory timeframes.</p> <p>The 1 application which was approved outside of statutory timeframes was processed by an external consultant. Due to some miscommunication with the consultant planner, the application went beyond the statutory timeframe.</p> <p>NOTE: It is possible that the total number of consents approved and still being processed may exceed the total number of applications that have been received. This is due to the fact that the number of applications received cover the period of 1 July in any one year to 30 June the following year, however consents approved or still being processed in the same period will include applications that may have been received in another year but were not completed from a processing perspective in that year.</p>
Monitoring of District Plan requirements, resource consent compliance and complaints.	Known and reported instances of non-compliance with the District Plan and any resource consents will be responded to and appropriate action will be taken.	100% responded to within 2 working days	<p><b>Achieved</b></p> <p>As at 31 December 2016: 19 complaints have been received 100% were responded to within 2 working days</p>

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>District Planning</b>			
Monitoring of District Plan requirements, resource consent compliance and complaints.	Resource consents are monitored for compliance with conditions.	100%	<p><b>Not Achieved</b></p> <p>As at 31 December 2016:</p> <p>104 consents require monitoring 29% of consents were monitored 31 consents have been monitored YTD. 11 of these were found to be compliant and 20 did not comply with consent conditions.</p> <p>NOTE – conditions attached to a resource consent may have varying time life attached to them, therefore it is highly unlikely that the 100% target will ever be achievable. This measure will be refined in the coming year.</p>
The District Plan provides for a balanced regulatory framework that protects important community and environmental values.	Percent of non-complying resource consents approved as a proportion of all approved consents.	<10%	<p><b>Achieved</b></p> <p>As at 31 December 2016, there has been one (1%) of non-complying resource consents approved.</p>

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>Building Control</b>			
Carry out Building Consent Authority accreditation functions including enforcement of legislation relating to construction of buildings and structures.	Percent of building consent applications granted within 20 working days or less.	100% of applications	<p><b>Not Achieved</b> As at 31 December 2016: 338 consents were granted 67% have been granted &lt;21 days due to higher than expected consent levels. This measure cannot be achieved. However, in the month of 31 December 2016, of the 41 consents granted, 90% were being granted &lt;21 days.</p> <p>NOTE: It is possible that the total number of consents approved and still being processed may exceed the total number of applications that have been received. This is due to the fact that the number of applications received cover the period of 1 July in any one year to 30 June the following year, however consents approved or still being processed in the same period will include applications that may have been received in another year but were not completed from a processing perspective in that year.</p>
	Consent applications for new residential dwellings are processed in 18 days or less.	95% of applications	<p><b>Not Achieved</b> As at 31 December 2016: 109 new residential dwelling consents were granted 85% have been granted within 18 days A prolonged high period of activity and resource shortage contributed to this measure not being achieved.</p>
	Reported cases of illegal building work will be responded to within 3 working days.	100% of cases	<p><b>Achieved</b> As at 31 December 2016: 2 reported instances have been received by Council 100% have been responded to within 3 working days</p>



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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>Building Control</b>			
Carry out Building Consent Authority accreditation functions including enforcement of legislation relating to construction of buildings and structures.	Percent of private swimming pools on register inspected annually for compliance.	33% of private swimming pools are inspected.	<p><b>On Track</b> As at 31 December 2016: 213 pools are on the register (1/3rd = 71 inspections to be conducted before 30 June 2017). 78% of the 71 pools required to be inspected have been inspected. The measure is reported as "on track", as inspections are conducted throughout 2016/2017. The target achievement/non-achievement will be reported in June 2017.</p>
	Council will maintain its accredited status as a Building Consent Authority.	Accreditation maintained	<p><b>Achieved</b> Council is an accredited BCA. The latest assessment was held 28-30 April 2015 and the BCA received re-accreditation without receiving any Corrective Action Requirements. The next assessment is scheduled for 2017.</p>



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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>Environmental Health – Food Safety</b>			
Food Safety – Food businesses are monitored to ensure compliance with legislation.	Food businesses operating under the Food Act 2014 are verified at the frequency determined by the Food Regulations 2015	100%	<p><b>On Track</b></p> <p>As at 31 December 2016: 63 premises are operating under the Food Act 2014 52% have been verified year-to-date.</p> <p>The measure is reported as "on track", as verification is conducted throughout 2016/2017. The target achievement/non-achievement will be reported in June 2017.</p>
	Food premises operating under the Food Hygiene Regulations 1974 are inspected.	100%	<p><b>On Track</b></p> <p>As at 31 December 2016: 89 premises are operating under the Food Hygiene Regulations 58% have been inspected year-to-date.</p> <p>The measure is reported as "on track", as verification is conducted throughout 2016/2017. The target achievement/non-achievement will be reported in June 2017.</p>
Food Safety – Existing food businesses are provided with assistance to transition onto the requirements of the Food Act 2014.	Food businesses are provided with written material about the Food Act 2014 and have opportunities to attend training sessions/seminars	100% of businesses required to transition in Year 1 of the Act (by 30 June 2017) are provided with written information and access to training / mentoring activities.	<p><b>Unable to Report</b></p> <p>As at 31 December 2016, it is estimated that there are 13 food businesses and 18 Clubs with Liquor Licences that need to transition by 30 June 2017.</p> <p>Initial communication has been made.</p> <p>The target achievement/non-achievement will be reported in June 2017 in line with the target timeframe.</p>

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>Liquor Licensing</b>			
Monitoring of licensed premises to ensure compliance with relevant legislation.	Percent of premises that are inspected annually to check for compliance with their licence conditions.	100% of premises are inspected.	<b>On Track</b> As at 31 December 2016: 71 licensed premises holding 74 operative licences exist 8% have been inspected year-to-date  The measure is reported as "on track", as inspections are conducted throughout 2016/2017. The target achievement/non-achievement will be reported in June 2017.
	Percent of applications for a licence that will be forwarded to Public Health and the Police for comment.	100% of licence applications	<b>Achieved</b> As at 31 December 2016: 135 licence applications were received 100% were forwarded
<b>Animal Control</b>			
Reported instances of non-compliance and dog nuisance will be responded to.	Percent of reported instances of non-compliance and dog nuisance will be responded to.	100%	<b>Achieved</b> As at 31 December 2016: 658 complaints have been received 100% were responded to.
	An after-hours emergency response will be continuously provided.	Achieved	<b>Achieved</b> The service is provided by staff on a weekly roster.
Registration and classification of all known dogs within the District.	Percent of known dogs that will be registered or accounted for annually by 31 October.	100%	<b>Achieved</b> As at 31 December 2016: 5,872 (94.6%) dogs have been registered 333 (5.4%) remain unregistered All owners of the 333 remaining unregistered dogs have been issued Infringement notices. 100% of known dogs have been accounted for.

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>Parking Enforcement</b>			
All parking restricted areas in Levin will be enforced under the provisions of Council's Bylaw and the Transport Regulations.	Enforcement conducted each working day.	Achieved	<b>Achieved</b> Enforcement has been conducted each working day.
<b>General Regulatory Services</b>			
Noise complaints response service will be provided.	Noise complaints services are provided all year round and 90% of complaints will be responded to within 60 minutes.	Achieved	<b>Achieved</b> As at 31 December 2016: 906 complaints have been received 100% were responded to within 60 minutes  This service is provided by way of Contract.
Public safety bylaws and other legislation will be enforced.	Percent of reported non compliances and complaints that are responded to within 5 working days.	100%	<b>On Track</b> As at 31 December 2016: 101 complaints have been received 100% were responded to within 5 working days  The breakdown of complaints is as follows: 27 Smoke complaints 33 Abandoned Vehicle reports (8 impounded) 16 Litter Notices 23 Health Act Nuisance complaints 2 Solid Waste complaints  There are 30 premises registered under the Health Act 1956 (6 Camping Grounds, 21 hairdressers and 3 Funeral Directors) requiring inspection. A total of 2 (6%) inspections have been carried out YTD.  The measure is reported as "on track", as inspections are conducted throughout 2016/2017. The target achievement/non-achievement will be reported in June 2017.



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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>Reserves</b>			
Reserves are available for community use.	Sufficient space is available (ha/1000 population).	1	<b>Achieved</b> As at 31 December 2016, Council has over 100 hectares of space available.
<b>Community Halls</b>			
Community Halls are available for public use.	Number of uses per fortnight for the Levin, Foxton and Shannon Halls.	10	<b>Achieved</b> As at 31 December 2016: Levin Memorial Hall was used 267 times Shannon Memorial Hall was used 15 times Foxton Memorial Hall was used 28 times Total = 310 times (an average of 23.84 times per fortnight)
<b>Sports Grounds</b>			
Sports grounds are available for community use.	Percent of time that sport grounds are available for use during their opening hours.	95%	<b>Achieved</b> As at 31 December 2016: 100% of sports grounds were available for use during their opening hours.
<b>Playgrounds</b>			
Playgrounds are safe for users.	Playground facilities comply with relevant standards.	100%	<b>Achieved</b> As at 31 December 2016: 100% of playground facilities complied.
<b>Cemeteries Management</b>			
Cemeteries are managed and maintained to an appropriate standard.	Meet needs according to legal requirements.	Meet	<b>Achieved</b> As at 31 December 2016, there was no legal or regulatory non-compliance instances identified.

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<b>Cemeteries</b>			
Cemeteries operate to an acceptable level.	All arrangements and interments at Council cemeteries are made satisfactorily before 24 hours from interment.	Achieved	<b>Achieved</b> As at 31 December 2016: 95 interment arrangements were completed satisfactorily before 24 hours from interment.



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

Service	How will we measure our performance	Target (16/17)	Actual Performance						
Safe aquatic facilities are operating in the District.	Compliance with relevant standards including Pool Safe Accreditation.	100% compliant	<p><b>Achieved</b></p> <p>As at 31 December 2016:</p> <p>Levin = 100%</p> <p>Foxton = 100%</p> <p>Both pools have received "Pool Safe" accreditation during March 2016 until April 2017. "Pool Safe" certification for the next year has just been received.</p>						
Aquatic Centres meet customer needs.	Percent of customer satisfaction, based on the Annual Customer Satisfaction Survey.	90% Satisfied	<p><b>Unable to Report</b></p> <p>This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year.</p> <p>The results of the most recent survey conducted in the 2015/2016 year are as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>2016 Dissatisfied %</th> <th>2016 Satisfied %</th> </tr> </thead> <tbody> <tr> <td>Swimming Pools</td> <td>12.86</td> <td>87.14</td> </tr> </tbody> </table> <p>This result could be a reflection of the shutdown period as a result of the Levin Aquatics Centre Redevelopment.</p>		2016 Dissatisfied %	2016 Satisfied %	Swimming Pools	12.86	87.14
	2016 Dissatisfied %	2016 Satisfied %							
Swimming Pools	12.86	87.14							
A high quality Swim School operates at the Levin and Foxton Aquatic Centres.	Number of participants in Learn to Swim classes.	400 per term	<p><b>Unable to Report</b></p> <p>126 = Term Three (Foxton only)</p> <p>392 = Term Four</p> <p>257 (237 Levin and 20 Foxton) = Term One (2017) – this term is still enrolling at the time of this report.</p> <p>Term Two (2017)</p> <p>The final result achieved/not achieved, will be reported at the end of term two in 2017.</p>						

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
Local clubs are supported to deliver their own events.	Number of events per year held by clubs - clubs growing and taking ownership of their own events and future.	5 per year	<p><b>On Track</b></p> <p>The following events have been scheduled by Aquatics User Clubs/Schools at Levin Aquatics Centre this year:</p> <p>YTD</p> <ul style="list-style-type: none"> <li>○ Spring Carnival – Levin Swim Club – 9 October 2016</li> <li>○ Special Olympics NZ Swim Meet – 26 October 2016</li> <li>○ Special Olympics – 10 September 2016</li> <li>○ Special Olympics – 11 September 2016</li> <li>○ Regional Canoe Polo U14 event – 26 September 2016</li> </ul> <p>The measure is reported as "on track", as the target is for the year 2016/2017. The target achievement/non-achievement will be reported in June 2017.</p>

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
<p>Growing existing events and developing new ones for the following areas; children, general public, and retirees.</p>	<p>Number of events per year for children, general public, and retirees.</p>	<p>3 events per group each year</p>	<p><b>On Track</b></p> <p>The following events have been scheduled for 2016/2017:</p> <ul style="list-style-type: none"> <li>○ February – “Aging Well” Wellness Week – nutrition, exercise, health, illness and lifestyle information</li> <li>○ February – Valentine’s Day promotion</li> <li>○ Go Active Kids TRYathlon – 11 March 2017 – Shannon</li> <li>○ Go Active Kids TRYathlon – 18 March 2017 – Foxton</li> <li>○ Go Active Kids TRYathlon – 25 March 2017 – Levin</li> <li>○ March – Family Fun Day</li> <li>○ March – Foxton Aquathon</li> <li>○ April – School Holidays – Hydroslide and inflatable challenge</li> <li>○ April – World Health Day Promotion</li> <li>○ May – Mother’s Day Promotion</li> <li>○ June – Mid- winter Pool Party</li> </ul> <p>The following events have taken place delivered by HDC at aquatic facilities this year.</p> <p>YTD:</p> <ul style="list-style-type: none"> <li>○ Opening Community Day – 24 September 2016</li> <li>○ Aquathon (Aquacise classes 2hrs everyday) – 10-14 October 2016</li> <li>○ December – Xmas Pool Party – Foxton and Levin Pool</li> </ul> <p>The measure is reported as “on track”, as the target is for the year 2016/2017. The target achievement/non-achievement will be reported in June 2017.</p>

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council provides Community facilities for residents, ratepayers, and visitors to access community services including library services.	Communities with library and community facilities providing an integrated and District wider service.	Levin, Foxton, and Shannon	<b>Achieved</b> Library Services are delivered in in Levin, Shannon and Foxton.
	Percent of residents and non-residents satisfied with library and community services.	>85%	<b>Unable to Report</b> This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year.  The results of the survey conducted in the 2015/2016 year showed customer satisfaction of these facilities at 93.53%. This is down from 94.56% the prior year.
	Number of booking counts for community facilities.	380	<b>Achieved</b> In December 2016, 54 bookings have been made for community facilities.  YTD: 597 bookings have been made for community facilities.  Therefore the measure is reported as "Achieved", as the target for the year 2016/2017 has been met.
	Number of visitor counts to Te Takere, Foxton Library & Service Centre and Shannon Library.	650,000 people across all sites annually	<b>On Track</b> In December 2016, 47,821 people have visited.  YTD: 332,734 people have visited across all sites.  The measure is reported as "on track", as the target is for the year 2016/2017. The target achievement/non-achievement will be reported in June 2017.



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

Service	How will we measure our performance	Target (16/17)	Actual Performance										
Customers have access to a range of current information in both print and digital format.	Number of items loaned from the Library across District, including books, magazines etc.	350,000	<p><b>On Track</b></p> <p>As at 31 December 2016, the total number of issues YTD is 191,061.</p> <p>The breakdown for the month of December 2016 is as follows:</p> <table data-bbox="1332 646 1556 798"> <tr> <td>Levin</td> <td>24,009</td> </tr> <tr> <td>Foxton</td> <td>1,445</td> </tr> <tr> <td>Shannon</td> <td>767</td> </tr> <tr> <td>Digital</td> <td>188</td> </tr> <tr> <td><b>Total</b></td> <td><b>26,409</b></td> </tr> </table> <p>The measure is reported as "on track", as the target is for the year 2016/2017. The target achievement/non-achievement will be reported in June 2017.</p>	Levin	24,009	Foxton	1,445	Shannon	767	Digital	188	<b>Total</b>	<b>26,409</b>
Levin	24,009												
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**COMMUNITY FACILITIES AND SERVICES – Performance Measures – LTP/Annual Plan  
(Community Centres and Libraries)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
<p>Customers have access to a range of current information in both print and digital format.</p>	<p>Percent of increase in use of website.</p>	<p>+&gt;1%</p>	<p><b>On Track</b> As at 31 December 2016, the YTD totals are:  59,076 = unique users 85,328 = sessions  The breakdown for the month of December 2016 is:  8,480 = unique users 11,849 = sessions  The measure is reported as "on track", as the target is for the year 2016/2017. The target achievement/non-achievement will be reported in June 2017. A comparison to the prior year will also be made at year end.</p>
<p>Customers have access to programmes and initiatives that enhance the wellbeing of the District.</p>	<p>Number of programmes delivered.</p>	<p>100</p>	<p><b>Achieved</b> As at 31 December 2016, 166 (Community) and 128 (Learning) programmes have been delivered for the YTD.  The breakdown for the month of December 2016 is as follows: Te Takere – 12 (Community), 10 (Learning) Foxton – 3 (Community), 3 (Learning) Shannon – 13 (Community), 1 (Learning)  Therefore the measure is reported as "Achieved", as the target for the year 2016/2017 has been met.</p>

**PROPERTY – Performance Measures – LTP/Annual Plan**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council operated facilities are available for public hire.	Facilities availability (hrs) and hire charges by annual review.	8 hrs per day and review annually	<p><b>On Track</b></p> <p>Council has three Memorial Hall facilities available for hire.</p> <p>As at 31 December 2016, all were available for at least eight (8) hours per day.</p> <p>The measure is reported as "on track", as the target includes an annual review. The target achievement/non-achievement will be reported in June 2017.</p>
Residential housing is provided for the elderly	Occupancy Rate (Percent)	95% occupied	<p><b>Achieved</b></p> <p>As at 31 December 2016, there has been 99.04% occupancy.</p>
Endowment property is appropriately managed.	Number of sections available for sale.	20 sections	<p><b>Not Achieved</b></p> <p>As at 31 December, there are eight (8) sections available for sale. There has been an increase in the sales of sites. There is a need to revise this Performance Measure down or to put additional sections on the market.</p>
Council's properties will comply with relevant legislation.	All buildings with compliance schedules will have current building WOF.	Achieved	<p><b>Achieved</b></p> <p>As at 31 December 2016 all Council buildings with Compliance Schedules have current BWOFS. All specified systems including fire alarms have been maintained and inspected in accordance with the compliance schedule. This meets the requirement of the Building Act 2004.</p>
Commercial property is appropriately managed.	Rent is within a percentage range of current market rentals at time of review/renewal.	10%	<p><b>Achieved</b></p> <p>Current commercial leases are within 10% of the market rate.</p> <p>During December 2016 the Ministry of Social Development signed their Deed of Renewal and Variation of Lease for the period 1 November 2015 to 31 October 2018. The final expiry date is 31 October 2024.</p>

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

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council provides open, accessible processes to local government.	Local body elections will be held in compliance with relevant legislation.	Achieved (only measured in election year)	<b>Achieved</b> Local body elections were held in October 2016.
	Number of complaints upheld against the election process.	0	<b>On Track</b> To date zero (0) complaints have been upheld following the October 2016 election.
Council supports residents and ratepayers to have their views heard and considered in Council decision making.	Percent of residential and non-residential ratepayers who are satisfied with the way the Council involves the public in its decision making.	>50%	<b>Unable to Report</b> This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year. Upon completion achievement/non-achievement against this measure will be reported.
	Council's Community Engagement Strategy is implemented and reviewed every 3 years.	90% of Annual Work Plan is completed	<b>On Track</b> Councils' Community Engagement Strategy is in the implementation phase. It will be reviewed again in 2017.
Council's planning documents meet statutory requirements and meet Audit NZ standards.	The LTP is completed within the statutory timeframe, including a Financial Strategy which meets the new requirements of the Local Government Act.	Adopted before 30 June (every 3 years)	<b>Achieved</b> Council adopted the Long Term Plan and Financial Strategy on 24 June 2015.
	The Annual Plan will be adopted before 30 June, annually.	Achieved	<b>Achieved</b> Council's Long term Plan 2015-2025 was adopted at a Council meeting held on 24 June 2015.
	The Annual Report will include an unqualified audit opinion.	Achieved	<b>Achieved</b> The 2016 Annual Report received an unmodified audit opinion.



**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Emergency Management and Rural Fire)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Community awareness is promoted and encouraged.	5 media messages promoting preparedness for an emergency will be made to residents and ratepayers annually.	Achieved	<p><b>On Track</b></p> <p>Total number of media releases / public advertising promoting preparedness for an emergency as at 31 December 2016: 19</p> <p>The year-to-date is broken down as follows:</p> <ul style="list-style-type: none"> <li>• Get Ready Facebook post 30/12/2016</li> <li>• Drop Cover Hold Facebook post 27/12/2016</li> <li>• Get Thru Facebook post 23/12/2016</li> <li>• Tsunami Evacuation Information Facebook post 19/12/2016</li> <li>• Getaway Kit Facebook Post 14/12/2016</li> <li>• Tsunami Information sign instalment Community Connection 07/12/2016</li> <li>• Drop, Cover, Hold Facebook post 05/12/2016</li> <li>• Never Happens, Happens Facebook post 24/11/2016</li> <li>• Drop, Cover Hold Facebook post 16/11/2016</li> <li>• What would you do Facebook post 14/11/2016</li> <li>• World Tsunami Awareness Day Facebook post 05/11/2016</li> <li>• Promoting World Tsunami Awareness Day Facebook post 01/11/2016</li> <li>• What would you do? Facebook post 19/10/2016</li> <li>• Get Ready Week Facebook post 13/10/2016</li> <li>• Never happens? Happens Facebook post 12/10/2016</li> <li>• What's the plan Stan? Facebook post 11/10/2016</li> <li>• Get Ready Week Community Connection 05/10/2016</li> <li>• What would you do? Facebook post 3/09/2016</li> <li>• Exercise Tangaroa media release 01/09/2016</li> </ul>

**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Emergency Management and Rural Fire)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council maintains a functional EOC and trained staff.	Civil Defence and Emergency Management assessment of readiness and capability.	95% of Council staff	<p><b><u>EMIS TRAINING (Emergency Management Information Systems)</u></b>                      EMIS Training delivered in December 2016: Nil Activity to Report.                      Number of HDC staff who participated: Nil                      Number of external agency staff who participated: Nil</p> <p>Total number of HDC staff who have participated in <u>EMIS</u> training year-to-date: 84 current staff members are trained to at least the Foundation level of EMIS.                      Total number of external agency staff who have participated in EMIS training year-to-date: 2</p> <p><b><u>ITF TRAINING ( Integrated Training Framework )</u></b>                      ITF Training delivered in December 2016: Nil Activity to Report.                      Number of HDC staff who participated: Nil                      Number of external agency staff who participated: Nil</p> <p>Total number of HDC staff who have participated in <u>ITF</u> training year-to-date: 47 current staff members are trained to the Foundational level of EMIS.                      Three (3) staff members are trained to the Intermediate level.                      Total number of external agency staff who have participated in ITF training year-to-date: Nil local external agency staff at this time.</p>



**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Emergency Management and Rural Fire)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council maintains a functional EOC and trained staff.	Civil Defence and Emergency Management assessment of readiness and capability.	95% of Council staff	<p><b>OTHER CIVIL DEFENCE AND EMERGENCY MANAGEMENT TRAINING</b></p> <p><u>Other CDEM Training</u> delivered in December 2016: Nil Activity to Report</p> <p>Number of HDC staff who participated: Nil</p> <p>Number of external agency staff who participated: Nil</p> <p>Total number of HDC staff who have participated in <u>other CDEM Training</u> year-to-date: 55 (Exercise Tangaroa).</p> <p>Total number of external agency staff who have participated in <u>other CDEM Training</u> year-to-date: 12 (Exercise Tangaroa).</p>

**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Emergency Management and Rural Fire)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Rural Fire services are provided.	Percentage of call outs that are responded to.	100% of call outs	<p><b>Total Rural Fire Service Callouts year-to-date: 58</b></p> <p>All fires were responded to in a timely manner. Nil claims on the National Rural Fire Fighting Fund have been made over the reporting period.</p> <p>Rural Fire Activity for November 2016:                      Structure – 0                      YTD: 6                      Vegetation – 4                      YTD: 20                      Vehicle – 2                      YTD: 9                      Rubbish – 3                      YTD: 12                      False Alarm – 0                      YTD: 3                      Other – 0                      YTD: 8</p> <p>HDC Permits issued: 11                      HDC Horo VRFF: Nil                      HDC Tanker: 4</p>

**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Community Engagement)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council provides effective leadership in advocating, coordinating and facilitating on behalf of community needs.  Council supports the vision that young people in the Horowhenua live in a safe and supportive environment, which empowers them to make positive life choices.	Number of Community Wellbeing Executive meetings per year. <b>(Note:</b> the schedule for 2015 onwards has changed from 6 weekly to bi-monthly).	5	<b>On Track</b> As at 31 December 2016, two (2) Community Wellbeing Executive meetings have been held. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
	Number of Youth Voice meetings per year.	8	<b>On Track</b> As at 31 December 2016, six (6) Youth Voice meetings have been held. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
	Number of Programmes or projects implemented by Youth Voice.	4	<b>Achieved</b> As at 31 December 2016, four (4) programmes/projects have been implemented by Youth Voice as follows: <ul style="list-style-type: none"> <li>• Young Leaders Day in August 2016</li> <li>• Canteen Fundraising in September 2016</li> <li>• Reverse Colour Run as part of White Ribbon Horowhenua in November 2016</li> <li>• Consultations with Kapiti and Wellington Youth Councils on Youth Spaces and Programmes for Youth Councils in December 2016</li> </ul> A Youth in Civil Defence Project is scheduled for April 2017. Youth Voice are presenting to Council in December on their achievements for the 2016 year. Therefore the measure is reported as "Achieved", as the target for the year 2016/2017 has been met.
	Number of Youth Network meetings per year. <b>(Note:</b> the schedule for 2015 onwards has changed from monthly to bi-monthly).	6	<b>On Track</b> As at 31 December 2016, four (4) Youth Network meetings have been held. As this is a yearly target, we will report our achievement/non-achievement at June 2017.

**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Community Engagement)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council supports the vision that Horowhenua residents are empowered to make choices enabling them to live a satisfying and healthy lifestyle.	Number of Older Person Network meetings per year.	10	<b>On Track</b> As at 31 December 2016, five (5) Older Persons Network meetings have been held. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
	Number of Elder Berries Magazine Publications annually.	4	<b>On Track</b> As at 31 December 2016, two (2) issues have been published. The latest issue can be found at: <a href="http://www.horowhenua.govt.nz/Community/Positive-Ageing/Elderberries">http://www.horowhenua.govt.nz/Community/Positive-Ageing/Elderberries</a> As this is a yearly target, we will report our achievement/non-achievement at June 2017.
Council supports the vision that Horowhenua is a vibrant, creative and friendly community with an abundance of art, rich cultures and a strong sense of heritage.	Number of Creative Communities funding rounds per year.	2	<b>On Track</b> The Creative Communities Grant Committee met mid-September for Round 1. \$11,048.65 was awarded and \$2,451.35 was left in the kitty for the next funding round. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
Council supports the vision that Horowhenua is New Zealand's foremost region in taking joint responsibility for the success of our community through education.	Number of Education Horowhenua meetings per year. <b>(Note: the schedule for 2015 onwards has changed from ad-hoc to quarterly).</b>	4	<b>On Track</b> As at 31 December 2016, three (3) Education Horowhenua meetings have been held. As this is a yearly target, we will report our achievement/non-achievement at June 2017.



**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Community Engagement)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council supports the vision that the Horowhenua is fully accessible to all people.	Number of Disability Leadership Forums per year.	4	<b>On Track</b> As at 31 December 2016, two (2) Disability Leadership Forums have been held. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
Council promotes community empowerment and provides opportunities for community driven initiatives and projects.	Percent of funds distributed through contestable Community Grants and Funding schemes that comply with grant criteria.	100%	<b>On Track</b> As at 31 December 2016, there have been 36 successful applicants, and of those 36 applicants, 100% have been notified of their success. Of the 36 applicants, 33 have returned their "Letters of Intent" to have funds uplifted (92%).
Council promotes community group empowerment, and provides opportunity for community groups to grow and develop.	Number of Community Capacity and Capability Building Programme workshops or trainings offered.	10	<b>On Track</b> As at 31 December 2016, four (4) Community Capacity and Capability Building workshops/trainings have been held YTD. These are as follows: <ul style="list-style-type: none"> <li>Professional Speaking Course – September 2016 – 15 attendees</li> <li>Treasurer 101 Training – October 2016 – 12 attendees</li> <li>Secretary Training (Minute Taking) – November 2016 – 10 attendees</li> <li>Chairpersons Training – December 2016</li> </ul> As this is a yearly target, we will report our achievement/non-achievement at June 2017.
	Percent of satisfaction with Capacity and Capability Building Programme workshops or training.	80%	<b>Unable to Report</b> This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year. The results of the survey conducted in the 2015/2016 year showed over 90% of respondents indicated that they would be likely or highly likely to recommend Horowhenua Community Capacity Building Programme workshops to other people.



**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Community Engagement)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council promotes community group empowerment, and provides opportunity for community groups to grow and develop.	Number of individuals participating in Capacity and Capability Building Programme workshops or training over the year.	100	<b>On Track</b> As at 31 December 2016, 51 individuals have participated in Capacity and Capability Building Programme workshops or training. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
Council supports beach safety initiatives within communities by providing financial support.	Number of weeks Council funded surf lifesaving service is provided at Foxton and Waitarere Beaches.	6	<b>On Track</b> As at 31 December 2016, the funding related to the service agreement for the 2016/2017 summer season has been paid. The Schedule for the six weeks is: Monday to Friday, 11am to 6pm. Starting: Monday, 19 December 2016 Finishing: Friday, 27 Jan 2017. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
Council effectively communicates with its ratepayers and residents.	Number of Council "Community Connections" Newsletters published annually.	10	<b>On Track</b> As at 31 December 2016, 5 Community Connections have been published. Copies can be found at: <a href="http://www.horowhenua.govt.nz/Community/Community-Engagement/Community-Connection">http://www.horowhenua.govt.nz/Community/Community-Engagement/Community-Connection</a> As this is a yearly target, we will report our achievement/non-achievement at June 2017.
	Number of media releases published annually.	100	<b>On Track</b> As at 31 December 2016, 67 Media Releases have been published. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
	Council provides a 24/7 telephone contact centre operation for people to phone.	100%	<b>Achieved</b> Council's 06 366 0999 telephone number is operational 24/7.

**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Visitor Information)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council supports the promotion of Horowhenua as a tourism destination.	Communities with Visitor Information financially supported.	Levin, Foxton and Foxton Beach, Shannon	<b>Achieved</b> Levin: A Visitor information service is provided through Te Takere o Kura–Hau–Po (Te Takere). Foxton and Shannon: A contract has been established with De Molen Foxton and Shannon Progressive Association to deliver Visitor Information in Foxton and Shannon.
	Percent of key performance indicators achieved by providers of Visitor Information as set out in annual service level agreement.	>85%	<b>On Track</b> Key Performance Indicators are being delivered as required. As this is a yearly target, we will report our achievement/non-achievement at June 2017.
	Percent of key performance indicators achieved by Destination Manawatu (Regional Tourism Organisation) as set out in annual service level agreement.	>85%	<b>On Track</b> As at 31 December 2016, Destination Manawatu has been assisting with the following projects: <ul style="list-style-type: none"> <li>• Main Street Foxton</li> <li>• Community Signage</li> <li>• Experience Horowhenua Forum</li> <li>• Summer Promotion</li> <li>• Cycleway and walkways promotion</li> </ul> As this is a yearly target, we will report our achievement/non-achievement at June 2017.

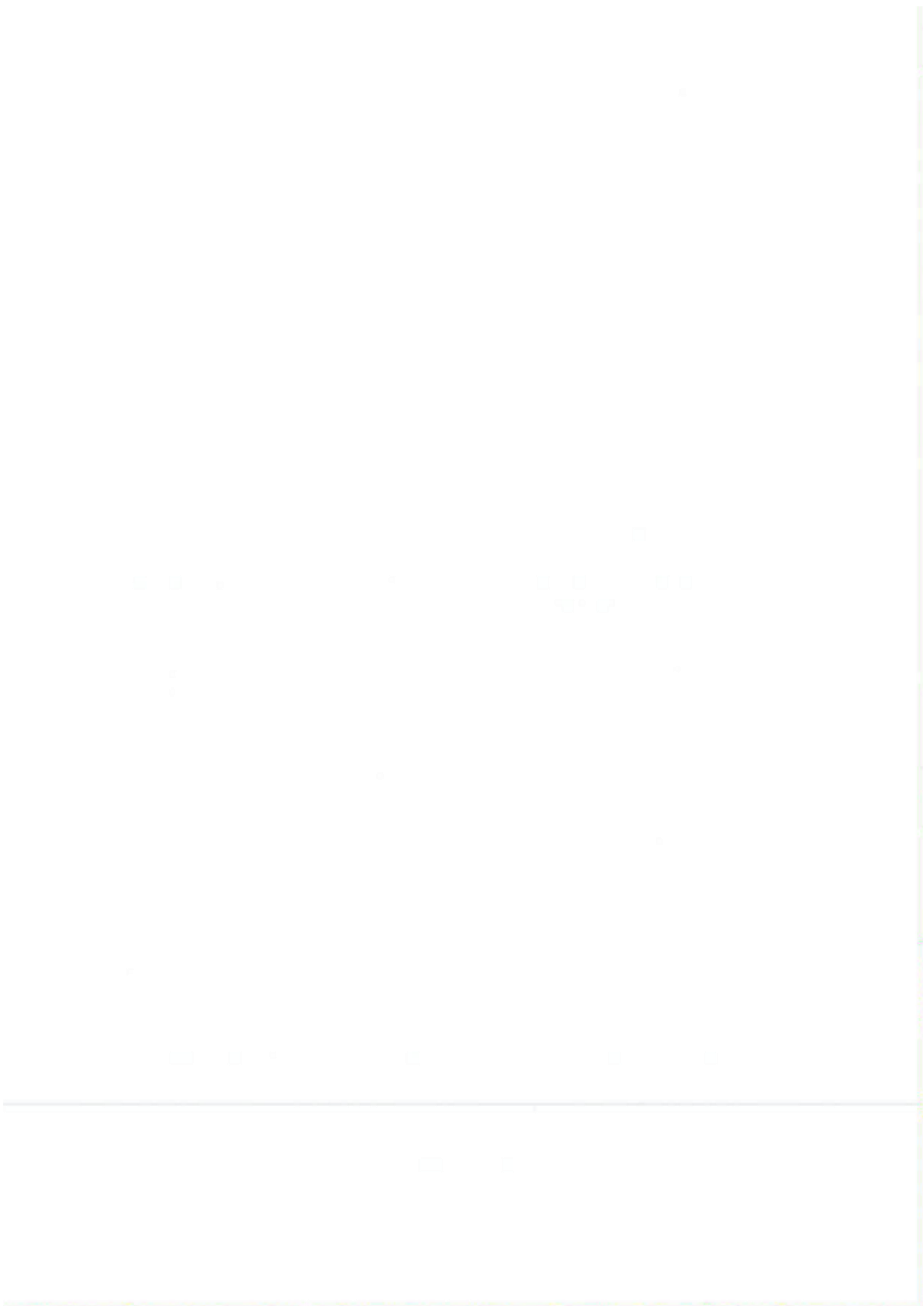
**COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan  
(Economic Development)**

Service	How will we measure our performance	Target (16/17)	Actual Performance
Council provides strategic leadership in coordinating Economic Development activities across the District.	Councils Economic Development function will meet performance indicators and objectives as defined in the Horowhenua Economic Development Strategy.	90% of annual work plan is completed	<p><b>On Track</b></p> <p>As at 31 December 2016, 45% of the annual work plan has been completed. Major milestones completed are:</p> <ul style="list-style-type: none"> <li>Completion of Action Plan development per Regional Economic Action Plan (Accelerate25) for Quality Care and Lifestyles for Older People initiative resulting in first stage Government funding of \$250,000.</li> </ul> <p>As this is a yearly target, we will report our achievement/non-achievement at June 2017.</p>
	Number of Economic Development Board meetings held per year.	10	<p><b>On Track</b></p> <p>As at 31 December 2016, six (6) Economic Development Board meetings have been held.</p> <p>As this is a yearly target, we will report our achievement/non-achievement at June 2017.</p>
Council provides opportunities for businesses to collaborate and network resulting in a stronger business sector.	Number of Business networking meetings held per year.	10	<p><b>On Track</b></p> <p>As at 31 December 2016, 5 Business Networking meetings have been held.</p> <p>As this is a yearly target, we will report our achievement/non-achievement at June 2017.</p>
Council advocates for and facilitates business development and new business investment in the Horowhenua.	Percent of the District's business community that are satisfied or more than satisfied with the Council's overall performance in the Economic Development Activity.	>75%	<p><b>Unable To Report</b></p> <p>This measure is marked as unable to report as the customer satisfaction survey is conducted annually. The customer satisfaction survey is yet to be completed for the 2016/2017 financial year.</p> <p>The results of the survey conducted in the 2015/2016 year, showed customer satisfaction of this activity at 50.87%.</p>

## 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.
Utilities	Water use, electricity and gas charges





**Horowhenua**   
DISTRICT COUNCIL

# Seven Month Report

1 July 2016 - 31 January 2017



## Executive Summary

### A. Trends and Activity of Interest

1. Resource Consents –115 consents have been lodged as at 31 January 2017 against 82 for the same period last year.
2. Building Consents –
  - a) Value of consents issued as at 31 January 2017 is \$50,781,255 against \$38,118,175 for the same period last year
  - b) 121 new house builds as at 31 January 2017 against 98 for the same period last year.

In respect of building consents the consent numbers overall are tracking very similar to last year, but we are seeing an increase in the value of the work being done in residential additions & alterations as well as new builds.

Neither activity is showing any sign of letting up.

### B. Financial Performance

Council has achieved a surplus of \$300K as at 31 January 2017 against a budgeted deficit of (\$145K).

**Doug Law**

Chief Financial Officer

22

February

2017

## SUSTAINABILITY

### Rates to operating revenue 73%

Rates revenue	\$19.86 m
---------------	-----------

Operating revenue	\$27.15 m
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73% of operating revenue is derived from rates revenue

### Balance budget ratio 100%

Operational revenue	\$27.15 m
---------------------	-----------

Operational expenditure	\$27.16 m
-------------------------	-----------

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

### Essential services ratio 115%

Capital expenditure	\$6.31 m
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Depreciation	\$5.48 m
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Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 115% more than depreciation.

### Debt to total projected revenue 113%

Total borrowing	\$71.00 m
-----------------	-----------

Total projected revenue	\$62.94 m
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With the total borrowing of \$71m we are still under the set limit of 175% of projected revenue

### Interest to rates revenue (LGFA Cov.) 8%

Interest paid	\$1.59 m
---------------	----------

Rates revenue	\$19.86 m
---------------	-----------

8% of rates revenue is paid in interest. Our set limit is 25% of of total rates revenue.

### Interest cover ratio (LGFA Cov.) 6%

Interest paid	\$1.59 m
---------------	----------

Operating revenue	\$27.15 m
-------------------	-----------

6% of operating revenue is paid in interest. Our set limit is 20% of operating revenue.

### Available financial accommodation to external indebtedness (LGFA Cov.) 115%

Net debt	\$67.00 m
----------	-----------

Undrawn committed facilities	\$10.00 m
------------------------------	-----------

Committed bank facility to enable us to borrow at least 10% of our current external debt immediately, currently we can borrow 15% more than our current debt

## PERFORMANCE

This month we didn't do any changes to the layout of the report.

We are more than half way through the financial year so lets look into detail how we are performing financially.

By the end of January our total revenue was \$27.73 million which was \$217 thousand or just 1% less than what we budgeted. For the same period of seven months our actual expenditure is 2% less than the budget of \$28 million that generated a surplus of around \$300 thousand against the budgeted deficit of \$145 thousands, almost 306% in favour. Interest rate 4.31% remained same as last month and because of that we paid 17% less than the budgeted amount \$1.9 million. At the same time interest received has dropped 82% than the budgeted amount of \$90 thousand.

When we analyse the trend of capital expenditure at the end of seven months it is quite noticeable that we are on the track of spending less than what we budgeted. By the end of January we have spend two million or 14% less than the budgeted amount of \$14 million, last month we spend 17% below budget and in november we spend 11% less than budget.



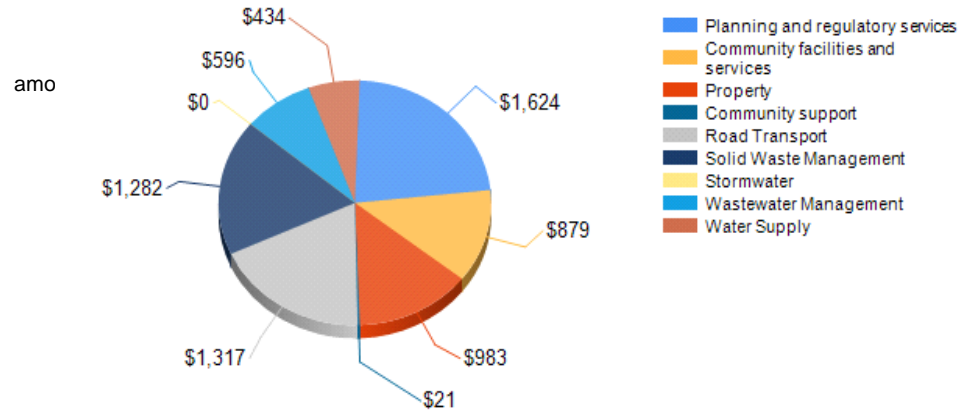


# Operational Summary

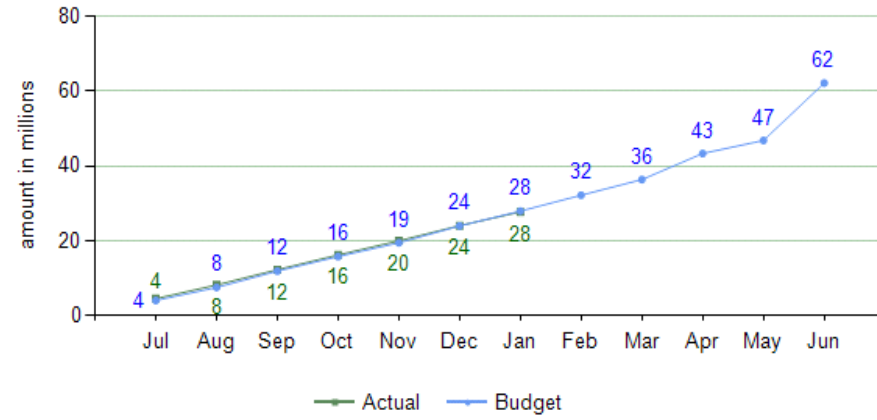
Operational revenue	Operational expenditure	Operational surplus/(deficit)
<b>\$27.15m</b>	<b>\$18.84m</b>	<b>\$8.31m</b>
is 3% less than the total budget of \$27.85m	is 3% more than the total budget of \$19.38m	is 2% less than the total budgeted surplus of \$8.47m

Total revenue	Total expenditure	Total surplus/(deficit)
<b>\$27.73m</b>	<b>\$27.43m</b>	<b>\$0.30m</b>
is 1% less than the total budget of \$27.94m	is 2% less than the total budget of \$28.09m	is 306% less than the total budgeted deficit of (\$0.15m)

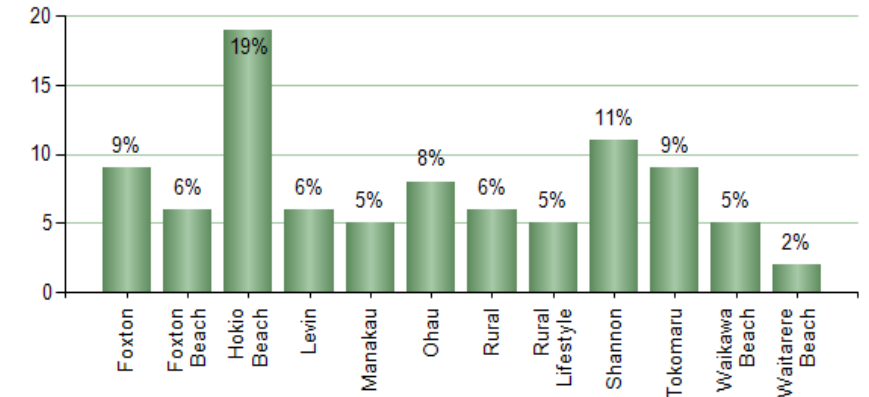
Operational revenue of significant activities



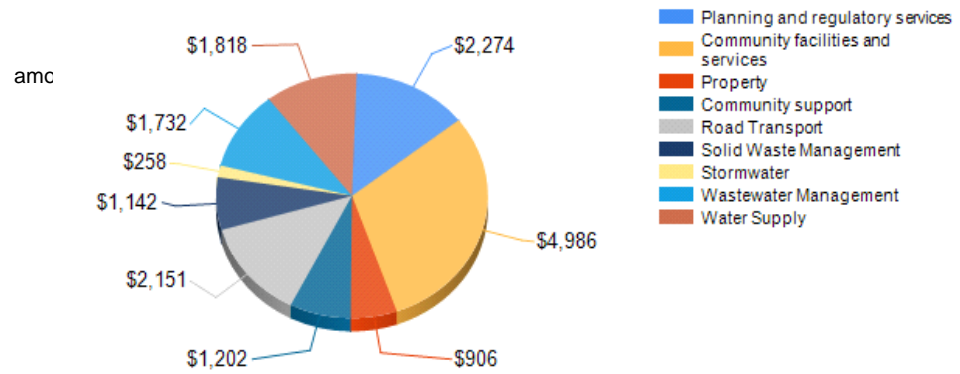
Total revenue



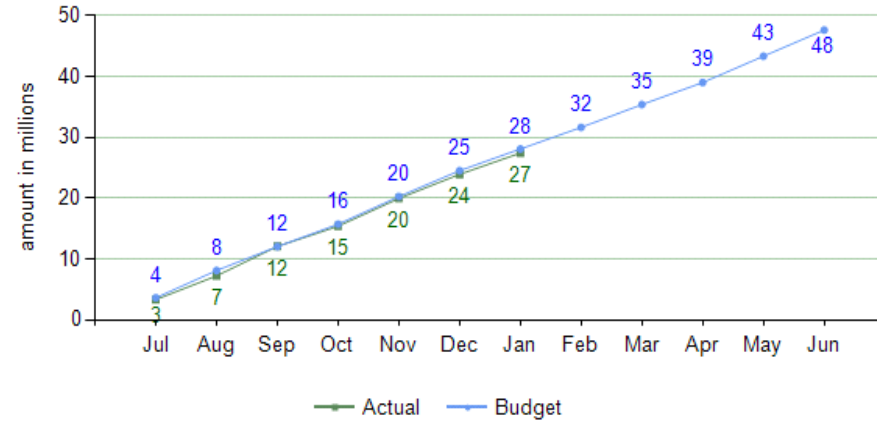
Rates debtors % with arrears



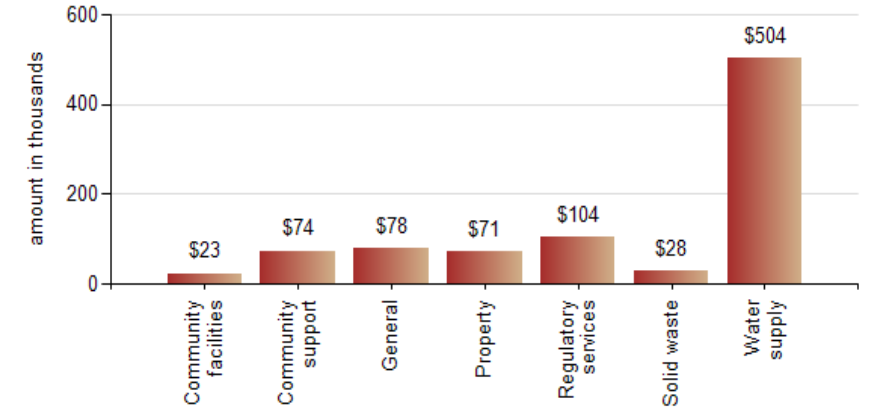
Operational expenditure of significant activities



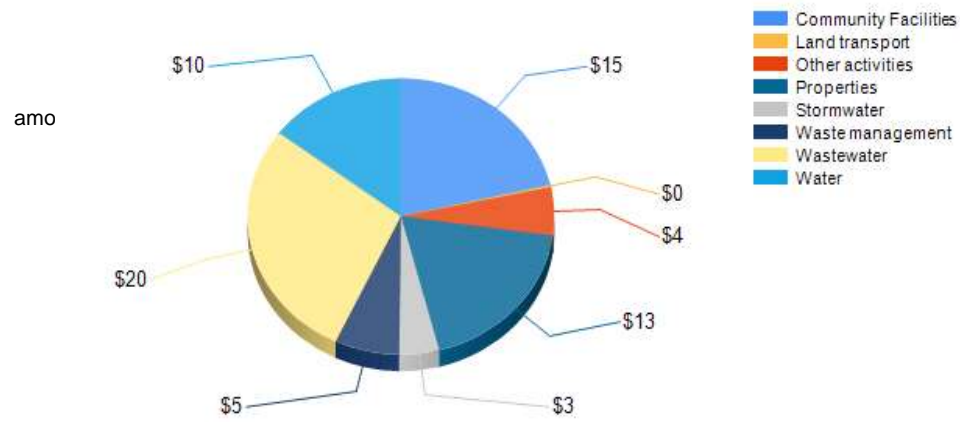
Total expenditure



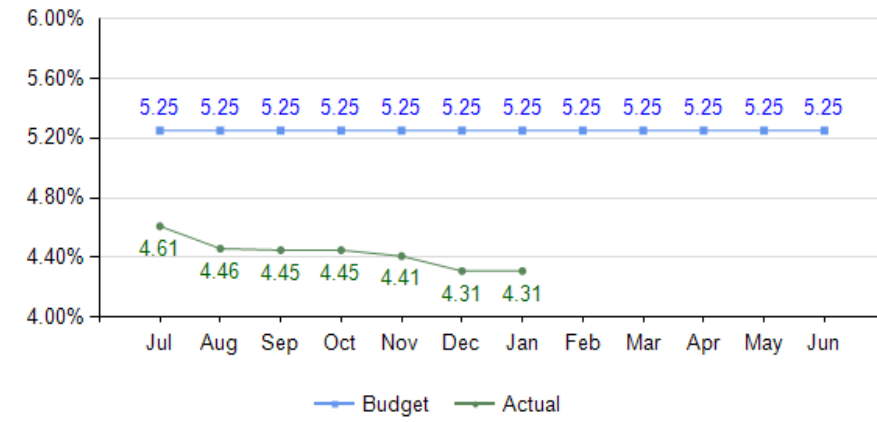
Sundry debtors outstanding balances



Total borrowings by activity



Interest rate movement

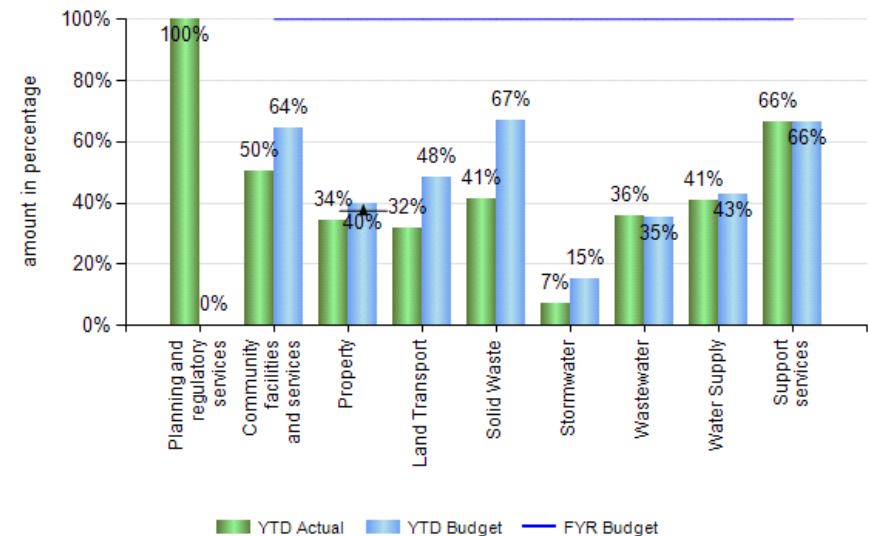


# Capital Summary

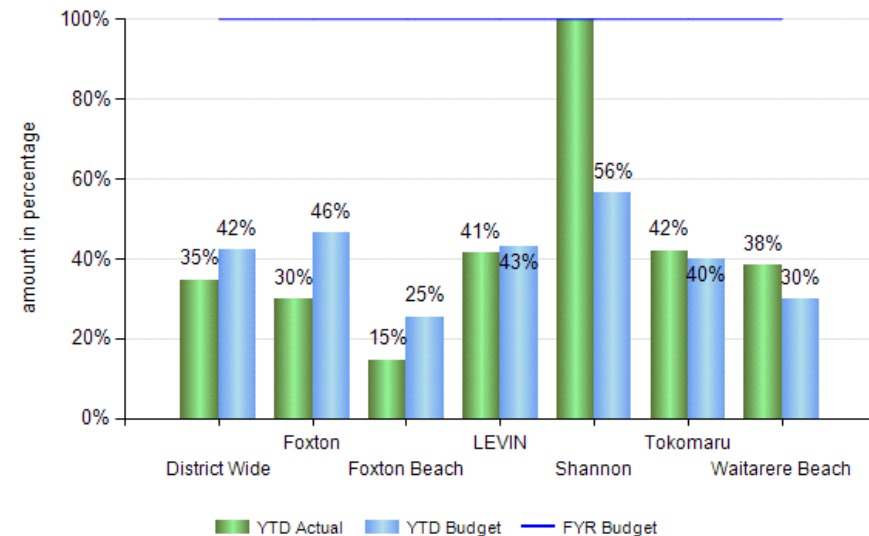
Total capital expenditure



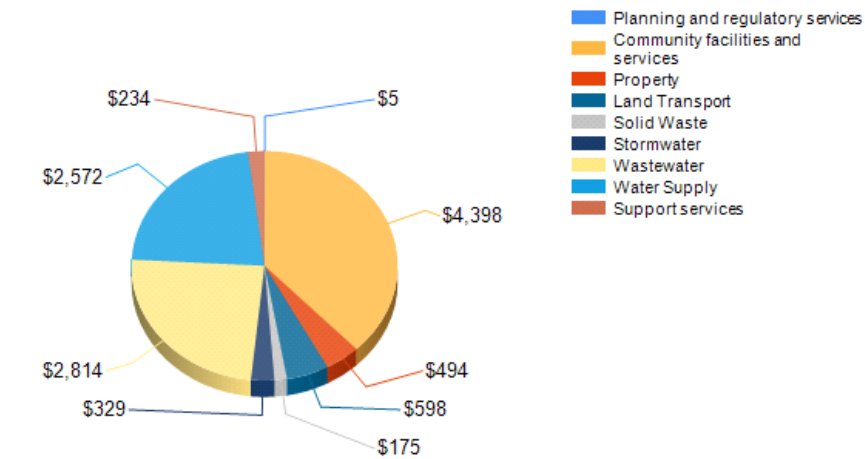
Capital expenditure by group of activities



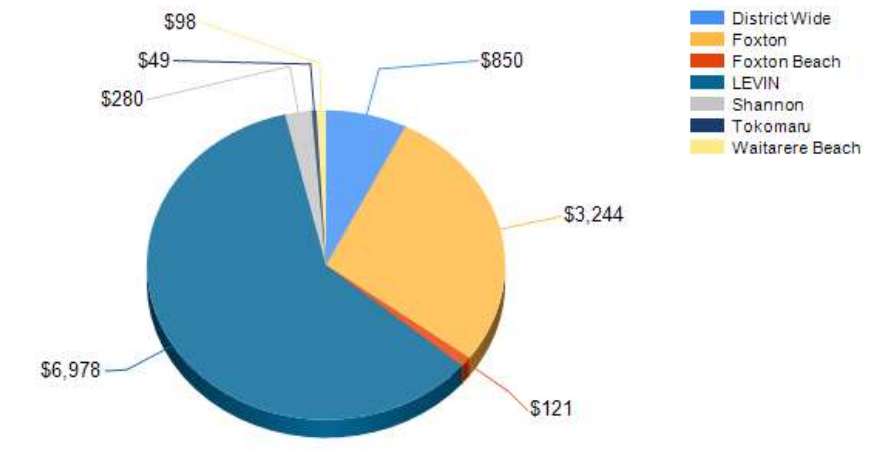
Capital expenditure by suburb



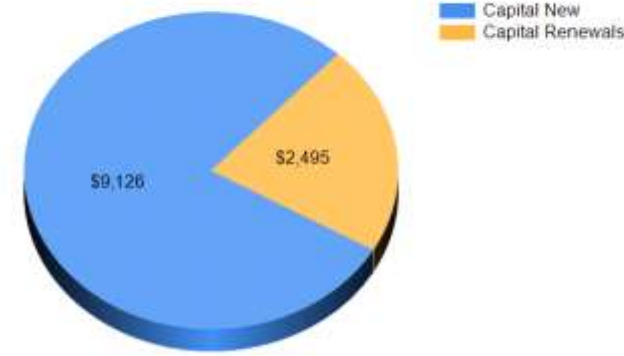
Capital expenditure by group of activity



Capital expenditure by suburb



Capital expenditure by type



# Projects Update Report February 2017

File No.: 17/41

## 1. Purpose

To provide the Finance, Audit & Risk Subcommittee with an update on projects being undertaken by the Projects Team.

## 2. Recommendation

- 2.1 That Report 17/41 Projects Update Report February 2017 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

## 3. Background/Previous Council Decisions

Information provided in the attached reports.

## 4. Issues for Consideration

There are no issues for consideration.

## Attachments

No.	Title	Page
A	Levin Water Treatment Plan Upgrade	97
B	NE Levin Stormwater	107
C	Telemetry	113
D	Wastewater Renewals	117
E	Water Renewals	123

### 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 <b>Group Manager - Infrastructure Services</b>	
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<p><b>To: Finance, Audit &amp; Risk Committee</b>  <b>CC: Gallo Saidy – Group Manager Infrastructure Services</b>  <b>Engineers Representative : Garth Flores</b>  <b>Project Manager: Gerry O'Neill</b></p>	<p><b>PROJECT STATUS REPORT</b>  <b>AS OF 14 FEBRUARY 2016</b>  <b>CONTRACTS 15/14, 15/18 &amp; 15/19</b>  <b>LEVIN WTP UPGRADE</b>  <b>PROJECT PHASE</b>  <b>CONSTRUCTION</b></p>	<p><b>Overall Project Status</b></p>
<p><b>Project Manager Satisfaction Index (1 poor, 10 excellent)</b></p>		<p><b>9</b></p>

 On Schedule  
  NI Not progressing as scheduled but no impact on deliverables  
  OT Off Track  
  C Completed  
  NS Not Started

PROJECT OBJECTIVES AND STATUS
<p>The project consists of three contracts:</p> <ul style="list-style-type: none"> <li>• 15/14: Levin WTP Upgrade (Design and Build for Civil, Mechanical and Electrical Works)</li> <li>• 15/18: Design and Supply of Clarifier Package</li> <li>• 15/19: Design and Supply of UV Package</li> </ul> <p>H2ope Consulting has been assisting HDC with the process design and tender evaluations. Appointments have been made on Contracts 15/14, 15/18 and 15/19.</p> <p>The project will see the Levin Water Treatment Plant (WTP) upgraded 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.</p> <p>Significant progress over the last reporting period includes:</p> <p><b><u>15/14: Levin WTP Upgrade (Design and Build for Civil, Mechanical and Electrical Works)</u></b>                      Filtec have poured the chemical loading bay apron and commenced with the UV building.                      Filtec have continued with electrical and pipe work on various parts of the project.                      Filtec are constructing various pieces of mechanical equipment at their workshops in Auckland.</p> <p><b><u>15/18: Design and Supply of Clarifier Package:</u></b>                      Once Filtec have completed the pipework and connected the Clarifier, Veolia will commission the Clarifier.</p> <p><b><u>15/19: Design and Supply of UV Package:</u></b>                      The UV reactor is being stored at Xylem's warehouse in Auckland until we are ready to receive it.</p> <p><b><u>Project satisfaction index comment:</u></b> The project is on track to be completed in April 2017.</p>

PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2016



CONTRACT 15/14; 15/18 & 15/19  
LEVIN WTP UPGRADE

Key Milestone / Deliverable	Due Date	Status	% Planned	% Complete	Progress
<b>UV Unit</b>					
Xylem Appointment	22 Mar 2016		100%	100%	Completed
Design Confirmation	13 May 2016		100%	100%	Completed
UV fabrication	30 Jun 2016		100%	100%	Completed
UV sea transport	Start 9 Jul 16 End 20 Aug 16		100%	100%	Completed
UV delivery	Target date 31 Jan 2017	NS	0%	0%	Not started. UV unit stored at supplier warehouse in Auckland.
Commissioning and testing	Target date 31 Mar 2017	NS	0%	0%	Not started.
<b>Actiflo Unit</b>					
Veolia Appointment	3 March 2016		100%	100%	Completed
Design Confirmation	16 May 2016		100%	100%	Completed
Actiflo fabrication	15 August 2016		100%	100%	Completed
Actiflo sea transport	Start 31 Aug 16 End 15 Oct 16		100%	100%	Completed
Actiflo delivery	31 Oct 2016		100%	100%	Completed
Commissioning and testing	Target date 31 Mar 2017	NS	0%	0%	Not started.

PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2016



CONTRACT 15/14; 15/18 & 15/19  
LEVIN WTP UPGRADE

Key Milestone / Deliverable	Due Date	Status	% Planned	% Complete	Progress
<b>Main Works Contract</b>					
<b>Filtrec Appointment</b>	13 May 2016		100%	100%	Completed.
<b>Design Confirmation</b>	16 May 2016		100%	99%	HDC have reviewed the final design and are resolving some minor snags with the Contractor.
<b>Site Establishment</b>	31 August 2016		100%	100%	Completed.
<b>Installation of Clarifier</b>	30 November 2016		98%	98%	Clarifier needs to be commissioned over the next 6 weeks.
<b>Installation of UV</b>	28 Feb 2017		10%	10%	Progressing well.
<b>Construction of Dosing Building</b>	31 Jan 2017		80%	80%	Progressing well.
<b>Construction of Chlorine Building</b>	31 Jan 2017		80%	80%	Progressing well.
<b>Electrical Works</b>	28 January 2016		60%	60%	Progressing well.

Author: Garth Flores

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PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2016



CONTRACT 15/14; 15/18 & 15/19  
LEVIN WTP UPGRADE

**Project Financials – Contracts Awarded (A)**

Description	Expenditure	Contract Price	Available	% Spent
15/14 – Filtec*	\$1,941,258.11	\$2,476,134.50	\$534,876.39	78%
15/18 – Veolia	\$819,061.70	\$1,049,387.00	\$230,325.30	78%
15/19 - Xylem	\$152,631.98	\$174,720.00	\$22,088.02	87%
<b>TOTAL</b>	<b>\$2,912,951.79</b>	<b>\$3,700,241.50</b>	<b>\$787,289.71</b>	<b>79%</b>

**Project Financials - Other Costs Related to the Project (B)**

Description	Expenditure	Project Budget	Available	% Spent
Consultants - H2ope	\$73,524.04	\$180,000.00	\$106,475.96	41%
Other	\$19,251.80	\$20,000.00	\$748.20	96%
Project Management Costs	\$60,542.16	\$140,000.00	\$79,457.84	43%
<b>TOTAL</b>	<b>\$153,318.00</b>	<b>\$340,000.00</b>	<b>\$186,682.00</b>	<b>45%</b>

Notes:

**Other costs:** include Downer call outs, legal fees, tender advertising costs and miscellaneous other costs related to the project.

**Project Financials – Combined (A + B)**

Description	Expenditure	Budget Estimate	Available	% Spent
<b>COMBINED TOTAL</b>	<b>\$3,066,269.79</b>	<b>\$4,040,241.50</b>	<b>\$973,971.71</b>	<b>76%</b>

**PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017**



**CONTRACT 15/14; 15/18 & 15/19  
LEVIN WTP UPGRADE**

**Risks Register (Risks 001 – 004 closed. Next risk is Risk 009):**

Risk No.	Date Raised	Title and Description	Owner	Details of Risk (include level and description of the likelihood and consequences)	Likelihood score	Consequence score	Priority	Treatment (to change likelihood and consequence)	Due Date	History of all activities [date of latest activity first] and cross reference to all other key documents
8466.R.005	30-May-16	Chlorine Leak	Filtec	There is a risk that chlorine could leak whilst Filtec do the work. This is very dangerous to people and animals.	Rare	Major	Very High	<b>Risk mitigation:</b> Alarms will warn contractor / operators of any gas leaks, and automatically shut-down gas drums. Downer and Filtec have safe working procedures in place to mitigate risks of leaks occurring.		<p><b>30 May 2016:</b> Risk identified</p> <p><b>14 June 2016:</b> Matter discussed at Clarifier Workshop. Will be addressed through Haz Op discussion.</p> <p><b>3 Aug 2016:</b> During the HAZOP process the chlorine delivery system was discussed. Various alarms are in place to warn operators should a chlorine leak occur.</p>
8466.R.006	30-May-16	Raw water cut-in	HDC	If the cut-in to the raw water main is takes longer than 8 hours, Levin may run out of water supply.	Unlikely	Major	Very High	<b>Risk mitigation:</b> HDC, Filtec and Downer to co-ordinate cut-ins so that reservoirs are filled prior to shut-downs. Filtec to have all necessary plant and pipework on site to complete pipework within the 8 hour timeframe.	As an when cut-ins occur	<p><b>30 May 2016:</b> Risk identified</p> <p><b>14 June 2016:</b> Matter discussed at Clarifier Workshop. Will be addressed through Haz Op discussion.</p> <p><b>14 September 2016:</b> HDC, Filtec and Downer discussed cut-in requirements and will workshop this in more detail closer to the cut-in time.</p>
8466.R.007	30-May-16	Unknown services	Filtec	There is a risk that Filtec expose unknown services. They could damage the unknown service in the process.	Likely	Moderate	Medium	<b>Risk mitigation:</b> Should Filtec find any unknown services they should contact HDC immediately to confirm what the service is.		<p><b>30 May 2016:</b> Risk identified</p> <p><b>14 September 2016:</b> HDC, Filtec and Downer discussed communications channels to resolve unknown services.</p>
8466.R.008	15-Sep-16	Delivery defects	Suppliers	If Veolia / Wedeco delivery the Actiflo / UV and these are found to be damaged / not working correctly, then it will have a long lead time to replace them.	Unlikely	Moderate	Medium	HDC cannot mitigate the risk of supplier defects. HDC will discuss delay implications with Filtec to determine financial risk to HDC due to the delay in replacing the faulty unit.	30-Oct-16	<p><b>15 September 2016:</b> Risk identified.</p>

Author: Garth Flores

**Issues Register:** There are currently no open issues.

**Notes on Very High Priority Risks:**

**Risk 005:** is inherent in any WTP where there is a gas chlorine system. Safe working procedures can mitigate the risk and reduce the negative consequences, but this risk cannot be eliminated.

**Risk 006:** HDC officers and Downer staff have been through the shut-down process with the Levin Reservoir installation, and will put the lessons learnt to good use to mitigate the risk of supply disruptions.

Whilst not necessarily a construction risk, the presence of various hazardous chemicals on site will be an ongoing risk for the WTP owner and operator. During the HAZOP process risks have been eliminated or avoided if possible, and where this is not possible, risks are mitigated through various measures (eg alarms and automatic shut-downs, safe work procedures and personal protective equipment).

PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017



Concrete loading apron reinforcing (Jan 2017)

Author: Garth Flores

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PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017



UV building earthworks (Jan 2017)



PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017



New chlorine dosing equipment (Feb 2017)



<p>To: Finance, Audit &amp; Risk Committee CC: Gallo Saidy – Group Manager Infrastructure Services Engineers Representative : N/A Project Manager: Garth Flores</p>	<p><b>PROJECT STATUS REPORT AS OF 14 FEBRUARY 2017 CONTRACT 901/2016/62 NORTH-EAST QUADRANT LEVIN PROJECT PHASE PLANNING</b></p>	<p><b>Overall Project Status</b></p>
<p><b>Project Manager Satisfaction Index (1 poor, 10 excellent)</b></p>		<p><b>8</b></p>



PROJECT OBJECTIVES AND STATUS
<p><b>1. Purpose</b> The purpose of this report is to update the Council on the progress to date on the North-East (NE) Levin Quadrant Stormwater Upgrade project.</p> <p><b>2. Progress up to 18 January 2017</b> Significant milestones achieved during the reporting period include:</p> <ul style="list-style-type: none"> <li>• HDC Council approval to award Fairfield Pipeline Contract to Higgins.</li> <li>• Consent application submitted to HDC for final review.</li> <li>• Discussions with strategic planning team regarding future projects in 2017/18 Annual Plan and LTP.</li> </ul> <p><b>3. Key actions to progress this project over the next month</b></p> <ul style="list-style-type: none"> <li>• Continue Consulting with community and land-owners.</li> <li>• Submit Resource Consent application to HRC.</li> <li>• Commence with Construction work along Fairfield.</li> <li>• Commence with discussion regarding on-site residential attenuation capacity for future buildings in NE Levin with HDC internal staff.</li> </ul> <p><b>4. Work Orders and Funds Available</b> W 8480 - \$ 3,781,000.00 (2016/17)</p>

PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017



PROJECT STW 27 AND 28  
N-E LEVIN STORMWATER

**Kennedy Park Pumpstation and Rising Main Upgrades**

Key Milestone / Deliverable	Due Date	Status	% Complete	Progress
Investigation and Concept Design	August 2016		100%	Completed.
Tender Review and Evaluation	January 2017		100%	Completed.
Supply of Pumps	September 2016		100%	Pumps have been delivered to Levin.
Pumpstation Retrofitting	May 2017	NS	0%	
Rising Main Installation	May 2017	NS	0%	Pipeline material has been delivered to Levin.
Project complete	May 2017	NS	0%	

**Fairfield Road Stormwater Pipeline**

Key Milestone / Deliverable	Due Date	Status	% Complete	Progress
Investigation and Concept Design	August 2016		100%	Completed.
Tender Review and Evaluation	January 2017		100%	Completed.
New Pipeline with limited discharge end structure	May 2017	NS	0%	
Rehabilitate Fairfield Road	June 2017	NS	0%	
Remove modified end-structure	June 2017	NS	0%	
Project complete	June 2017	NS	0%	



PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017



PROJECT STW 27 AND 28  
N-E LEVIN STORMWATER

### Koputaroa Stream Improvements

Key Milestone / Deliverable	Due Date	Status	% Complete	Progress
Investigation and Concept Design	Feb 2017		60%	
Consenting Process	Mar 2017	NS	0%	
Construction	April 2018	NS	0%	

**Other projects / opportunities have been identified and HDC will report on those as they occur:**

- a. Levin SH1 Bypass (there could be some opportunity for collaboration once the preferred route is identified).
- b. Easton Way – Market Gardens Drain
- c. Tavistock Road Rehabilitation
- d. Buckley Road Pumpstation
- e. Building and Development Rules Change (greater on site attenuation of roof and pavement run-off).
- f. Kennedy Park attenuation
- g. Vincent Reserve attenuation

PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017



PROJECT STW 27 AND 28  
N-E LEVIN STORMWATER

**Expenditure on the project**

Description	Expenditure	Contract Price	Available	% Spent
KSB Pumps	\$ 39 366.60	\$ 44 564.00	\$ 5 197.40	88 %
Assmuss Pipes	\$ 53 782.55	\$ 52 727.99	\$ 1 054.56	102 %
Kennedy/ FF Pipelines	-	\$2 750 000.00	\$ 2 750 000.00	0 %
Stream Improvements (Estimated budget)	-	\$ 250 000.00	\$ 250 000.00	0 %
Contingency	-	\$ 150 000.00	\$ 150 000.00	0 %
<b>TOTAL</b>	<b>\$93 149.15</b>	<b>\$3 247 291.99</b>	<b>\$ 3 154 142.84</b>	<b>3 %</b>

Notes:

The increase in the Assmuss costs was due to additional cost for hiring a "hi-ab" to unload the pipes.

PROJECT STATUS REPORT  
AS OF 14 FEBRUARY 2017



PROJECT STW 27 AND 28  
N-E LEVIN STORMWATER

**Project Risks**

Risk Number	Name	Description	Mitigation measures
Risk 001	Consent to increase stormwater discharge	There is a risk that HRC will not award the Resource Consent. If this happens, HDC will "choke" the outlet of the new Fairfield pipeline.	HDC officers are consulting with HRC and downstream land-owners to resolve any concerns they may have.
Risk 002	Development scenario	The stormwater infrastructure being installed is sized for a future development scenario based on the 2008 development plan. There is a risk that this development never occurs (in which case the pipe will be over-sized) or that additional development may occur (in which case the pipe could be under-sized).	<ol style="list-style-type: none"> <li>Future developers may need to attenuate stormwater peaks on-site</li> <li>HDC can identify new development areas in other catchments.</li> </ol>
Risk 003	Climate change	The pipeline has been sized to accommodate increased rainfall associated with 2°C climate change. If climate change is higher, then the pipe may be undersized and conversely if climate change is lower, then the pipe could be too big.	Using NZ climate change guidelines.
Risk 004	Construction risks	The construction will have deep excavations.	Contractors will need safe working procedures to eliminate / mitigate these and other construction risks.

Note on Risk 001:

*In the event of the outlet being choked, the pipe will have some additional capacity to attenuate some of the peak flow. Furthermore since neither development nor climate change have occurred, the pipe may be "oversized" for the next few years. HDC can propose an incremental increase in the outlet orifice to match increased stormwater run-off due to climate change and development.*

Author: Garth Flores

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<p><b>To: Finance, Audit &amp; Risk Committee</b>  <b>Project Sponsor: Gallo Saidy – Group Manager Infrastructure Services</b>  <b>Project Manager: Gerry O’ Neill</b></p>	<p><b>PROJECT STATUS REPORT</b>  <b>AS OF 13 February 2017</b>  <b>CONTRACT 13-07 TELEMETRY DESIGN AND BUILD</b>  <b>PROJECT PHASE: DELIVERY</b></p>	<p><b>Overall Project Status</b></p>
<p><b>Project Manager Satisfaction Index (1 poor, 10 excellent)</b></p>		<p><b>7.5</b></p>

 On Schedule    
  NI Not progressing as scheduled but no impact on deliverables    
  OT Off Track    
  C Completed    
  NS Not Started

**PROJECT OBJECTIVES AND STATUS**

**Project Summary**

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 is replacing the old ad-hoc telemetry system that was developed utilising inconsistent methods and materials on a reactive basis. The project runs from 2013 to 2017 and is being conducted in three phases.

Phase 1 - 2014/2015 – 63 sites

Phase 2 - 2015/2016 – 18 sites

Phase 3 - 2016/2017 – 6 sites.

The project was awarded to Crossman Richards of Hastings.

The completion due date of Phase 1 was 5 October 2015.

The completion due date of Phase 2 was 30 June 2016.

The completion due date of Phase 3 is 30 June 2017.

CR Automation is the main contractor.

**Project satisfaction index comment:** Project largely going according to plan. However, there are a number of small matters from various parties that need to be resolved. The contractors are addressing these matters.

**Progress Over Reporting Period (11 November 2016 – 13 February 2016)**

A start of year meeting was held in January between HDC, CR Automation and Downer to plan the year ahead and to make sure any outstanding matters from last year had been properly captured and documented. No new issues were identified.

The project is nearing completion. With the exception of 2 sites all Phase 1 and 2 sites are complete. Two Phase 3 sites have been complete at the time of writing this report and a further two are expected to be complete by 24 February. CR Automation are awaiting hardware to complete the last two Phase 3 sites, and are expecting to have these complete by the end of March 2017.

HDC approved a variation (Variation 9) to the Phase 3 sites allowing a simpler solution for these sites. Both Downer and CR Automation considered the original solution to be more complicated that what was required for these sites and overly costly. This variation has resulted in a saving of \$11,081.54 and the addition of telemetry installation at Taylors ST WSPS and Holben parade SWPS (which were not originally included in the scope). Variation 9 will reduce the radio traffic, lower hardware costs, and allow quicker installation.

The installation of telemetry at the Levin Wastewater Treatment Plant, that was added as a variation

Author: Gerry O’Neill

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(Variation 6) is progressing well. CR Automation are waiting for HDC to complete the installation of the Sludge Press before this can be added to the telemetry system. The rest of the telemetry has been installed at this site and is awaiting sign off by Downer.

Some of the matters that need to be resolved are:

1. Detuning. The telemetry system provides a wide range of reports and alerts options we can choose from to meet our specific needs. However, the system was not designed to issue reports and alerts for everything all the time. HDC needs to determine what reports and alerts they need, when and how often so that CR Automation can detune the system to improve the overall performance of the telemetry system.
2. WAN – Wide Area Network. Downer staff are unable to view other sites on the telemetry at Foxton Water, Tokomaru, Shannon Foxton Beach and Levin Water Treatment Plants; making it difficult to diagnose problems. Spark are working on fixing this issue for HDC. This is not part of CR Automation contract but impacts of the deliverables for the telemetry project.
3. ADSL<sup>1</sup> connection to Levin Waste Water Treatment Plant is very slow. Downer advise this is an old line. Downer is checking with the Alliance Group Ltd who manage the meat processing plant on Hamaria Road, to determine whether this is a network area problem or a site specific problem.

### Work To Be Completed Over Next Month

1. Complete all Phase 1, 2 and 3 sites by end of March 2017.
2. Address the WAN issue.
3. Investigate ADSL issue

### Project Variation Requests

No1 P14/2633, Change to Overall System Performance Standards listed in the Employers Requirements section of the contract documentation – Status -Approved

No2 P14/2753, Pump Station Electrical Panel Modification Proposal – Status - Approved

No3 - P15/78 & 79, Pump Station UPS<sup>2</sup> Back-up Proposal Status – Not approved – Initially this variation put on hold pending project roll-out. Schneider subsequently donated 11 UPS to the project due to the inconvenience caused by a firmware problem. HDC's Water and Waste team then purchased an additional 50 UPS for the remaining Pump Stations.

No 4 - P15/640 and P15/610 79, Te Pahi Negotiation and Engineering. Status - Approved.

No 5 – P15/1539, Improve SCADA functionality at certain sites where functionality is lacking. Status – Approved.

No 6 – P16/1339, To upgrade the Levin Wastewater Treatment Plant control system. Status – Approved.

No 7 – P16/2568, Additional Engineering to align P&ID drawings, and additional PLC Hardware and Electrical Install arising from consolidated IO List. Status – Approved.

No 8 – P16/2491, Replace old variable speed drives at Levin WWTP with Ethernet-capable VSD's to realise PLC IO reduction, improve VSD diagnostics and performance data. Status – Approved.

No 9 – P17/103, Lower cost solution for Phase 3 sites as these sites do not require the original generic configuration used elsewhere (saving \$11,081.41). Status – Approved.

### Project Risks - Telemetry

As the project nears completion there are no project risks that are considered more than Low risk.

<sup>1</sup> Asymmetric digital subscriber line (enables faster data transmission over copper telephone lines than conventional voice band modem)

<sup>2</sup> Uninterrupted Power Supply (UPS) provides emergency power in the event of a mains power failure

**Project Issues - Telemetry**

Issue No.	Date Raised	Raised by	Title	Description	Owner	Status	Priority	Action	Impact Date	Decision and / or Outcome	Date Closed
1010	15-Nov-16	Chris (CR) and Todd (Downers)	WAN performance	When at some sites operators are unable to see other sites leaving them blind for diagnostics and trending.	Kelvin (Spark)	Open	Medium	Kelvin to install same configuration used at Levin WWTP at other plants.	15-Nov-16	15 Feb 2017. Work undertaken in mid-January by Kelvin (Spark) and Chris (CR) appears to have fixed the Levin WWTP issue. Looking to try same configuration on Levin WTP next week weather permitting. 14 Feb 2017. Emailed CR for update on this issue.	
1014	24-Jan-17	Todd (Downers)	ADSL connection to Levin WWTP very slow	Unsure why this is slow and connection dips out occasionally. Todd says it's quite an old line into the plant.	Todd Brady	Open	Medium	Todd to check with Alliance whether they are also experiencing problems (to determine whether the old line is the issue).	28-Feb-17	15 Feb 2017 Email sent to Todd (Downer) asking for update.	

Author: Gerry O'Neill

### Financial Summary

Downer has been assisting with the telemetry project. Their invoices to date have not specified how much of their time relates to the Levin WWTP as opposed to Phases 1 & 2. As a result, the Levin WWTP shows no costs for Downer time spent on this part of the project, and all of Downers time has been allocated to the Phase 1 & 2 costs. We have asked Downer to provide this information so the finances are more accurately reported.

The costs reported below indicate that the Telemetry project for Phase 2 is over budget by \$10,008.26. This is due to a number of reasons:

1. Downer's costs have not been fully charged to the correct budget line.
2. HDC underestimated the amount of work required by other contractors such as Advantage to support the project.

Description	Phase 2 Expenditure	Phase 2 Sites Budget	Available (Phase 2)	Phase 2 % Spent	Phase 3 Expenditure	Phase 3 Budget	Available (Phase 3)	Phase 3 % Spent	Levin WWTP Expenditure	Levin WWTP Budget	Available (Levin WWTP)	Levin WWTP % Spent
Contractor Cost	\$244,307.47	\$252,526.00	\$8,218.53	96.7%	\$0.00	\$57,456.45	\$57,456.45	0.0%	\$84,702.71	\$145,729.00	\$61,026.29	58.12%
Other	\$36,700.79	\$18,474.00	-\$18,226.79	198.7%	\$0.00	\$12,543.55	\$12,543.55	0.0%	\$0.00	\$0.00	\$0.00	
<b>Total to Date</b>	<b>\$281,008.26</b>	<b>\$271,000.00</b>	<b>-\$10,008.26</b>	<b>103.7%</b>	<b>\$0.00</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>0.0%</b>	<b>\$84,702.71</b>	<b>\$145,729.00</b>	<b>\$61,026.29</b>	<b>58.1%</b>

Other costs include Downer, Advantage, Spark, and Project Management Costs

<p><b>To: Finance, Audit &amp; Risk Committee</b>  <b>CC: Gallo Saidy – Group Manager Infrastructure Services</b>  <b>Project Manager: Gerry O'Neill</b>  <b>Project Delivery Manager: Ronaldo Serrano</b></p>	<p><b>PROJECT STATUS REPORT #3</b>  <b>AS OF 14 February 2017</b>  <b>Contract 16-01 Wastewater Reticulation Renewals 2016/17</b>  <b>PROJECT PHASE : Execution/Implementation</b></p>	<p><b>Overall Project Status</b></p>
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OS On Schedule    
 NI Not progressing as scheduled but no impact on deliverables    
 OT Off Track    
 C Completed    
 NS Not Started

**PROJECT OBJECTIVES AND STATUS**

**Project Summary**

This project is for the Design and construction works to renew approximately 957m of 150mm diameter wastewater reticulation main and associated laterals. The project is for the renewal of mains within the following areas as shown in the figures below :

- Area 1 : Dorset Street and Eton Place - Levin




- Area 2 : Winchester Street - Levin





PROJECT STATUS REPORT  
AS OF 14 February 2017



CONTRACT 16-01  
WASTEWATER RETICULATION  
RENEWALS 2016/17

- Area 3 : Chester Street - Levin



- Area 4 : Cook Street – Foxton



This Contract was awarded to Tatana Contractors' Limited and is due to be completed on 21<sup>st</sup> April 2017.

The total construction budget allowed for this project is \$660,000.00 with \$600,000.00 representing the actual contract works cost (inclusive of contingency). The remaining sum of \$60,000.00 is for project management.

The work will be completed using a combination of Pipe-bursting and open trench methodology.

### General

At the time of writing this report the contractors have commissioned the main sewer line and laterals connected into the mainline at Cook St in Foxton including the required testing. The contractor has prepared the pavement surfacing along Cook St, however, the chip sealing works has been delayed due weather condition. The contractor is now marking and preparing for pipe bursting at Chester St in Levin. Pipe bursting is scheduled to be undertaken this week.

### Complaints/Concerns Received During Reporting Period

Nil



PROJECT STATUS REPORT  
AS OF 14 February 2017



CONTRACT 16-01  
WASTEWATER RETICULATION  
RENEWALS 2016/17

### Financial

Description	Project Management Cost	Contractor Cost	Contingency Sum	Total
Budget	\$ 60,000.00	\$ 550,000.00	\$ 50,000.00	\$ 660,000.00
Expenditure	\$ 8,239.13			\$ 8,239.13
Available	\$ 51,760.87	\$ 550,000.00	\$ 50,000.00	\$ 651,760.87
% Spent	14%	\$ -	\$ -	1.2%

Note : Contractor noted that they will prepare for claim once pavement restoration is completed for Cook St and Eton Place

\*Project Management Costs include costs for HDC staff and Downers

### Variations to Date

1. Nil

Key Milestone / Deliverable	Due Date	Status	% Planned (based on total length of main)	% Complete (based on total length of main)	Progress
Project Planning with Contractor	<b>Start date</b> 12 October 2016 <b>End date</b> 9 <sup>th</sup> November 2016		100%	100%	Complete
Area 1 :Dorset Street and Eton Place - Levin Main -482m	<b>Start</b> 14 <sup>th</sup> Nov , 2016 <b>End</b> 21 <sup>st</sup> April 2017		0%	5%	100% done pipe replacement for Eton Place including laterals
Area 2 Winchester Street - Levin Main 190m	<b>Start</b> TBC after Break <b>End</b> 21st May 2017	NS	0%	0%	Not Started
Area 3: Chester Street - Levin Main 155m	<b>Start</b> TBC after Break <b>End</b> 14 <sup>th</sup> April 2016 Actual Start : 13 February 2017		0%	0%	Markings of existing underground utilities and letter drop on affected house service connection informing them about the works commencement
Area 4 Cook Street - Foxton Main 130m	<b>Start</b> 14 <sup>th</sup> November 2016 <b>End</b> 21 <sup>st</sup> April 2016 Actual Start : 09 January 2017		100%	100%	Pavement preparation completed. Good weather is required before chip sealing works are undertaken.

CONTRACT 16-01  
WASTEWATER RETICULATION RENEWALS  
2016/17



PROJECT STATUS REPORT  
FOR 14 February 2017

## OPEN RISKS

There are currently no open risks

## OPEN ISSUES

There are currently no open issues

Author : Ronaldo Serrano

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<p><b>To: Finance, Audit &amp; Risk Committee</b>  <b>CC: Gallo Saidy – Group Manager Infrastructure Services</b>  <b>Project Manager: Gerry O'Neill</b>  <b>Project Delivery Manager: Ronaldo Serrano</b></p>	<p align="center"><b>PROJECT STATUS REPORT #2</b>  <b>AS OF 14 February 2017</b>  <b>Contract 901/2016/57 Water Main Reticulation Renewals 2016/17</b>  <b>PROJECT PHASE : Execution/Implementation</b></p>	<p align="center"><b>Overall Project Status</b></p>
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● On Schedule    
 ● NI Not progressing as scheduled but no impact on deliverables    
 ● OT Off Track    
 ● C Completed    
 ● NS Not Started

**PROJECT OBJECTIVES AND STATUS**

**Project Summary**

This project is for the Design and construction works to renew approximately 580m of 100mm diameter and 380m of 63mm diameter watermain reticulation renewals and associated laterals. The project is for the renewal of mains within the following areas as shown in the figures below :

- Rata Street - Levin



- McKenzie Street - Levin





PROJECT STATUS REPORT  
AS OF 14<sup>th</sup> February 2017

CONTRACT 901/2016/57  
WATER MAIN RETICULATION  
RENEWALS 2016/17

- William and Beatty Street – Levin



This Contract was awarded to Higgins Contractors Ltd (Levin) and is due to be completed on 15 June 2017.

The total construction budget allowed for this project is \$540,000.00 with \$477,950.00 representing the actual contract works cost (inclusive of contingency). The remaining sum of \$62,050.00 is for project management.

The work will be completed using a combination of Trenchless and open trench methodology.

### General

At the time of writing this report the contractor has completed the watermain on the south side of William St (approximately 200 meters) and 110meters along Beatty St; both are 100mm diameter pvc pipe. The contractor is currently laying the 63mm diameter rider main north side of William St. Pressure testing will be schedule once all the laterals have been laid for both side of William St.

Pavement restoration along Rata St is being delayed due to intermittent weather conditions.

### Complaints/Concerns Received During Reporting Period

PROJECT STATUS REPORT  
AS OF 14<sup>th</sup> February 2017



CONTRACT 901/2016/57  
WATER MAIN RETICULATION  
RENEWALS 2016/17

Nil				
<b>Financial</b>				
<b>WORK ORDER 8456 FINANCIAL INFORMATION AS OF 14 February 2017</b>				
<i>Description</i>	<i>Budget</i>	<i>Actual</i>	<i>Percentage Expenditure</i>	<i>Balance</i>
<b>Contract 901/2016/57</b>				
Contractor Payments	\$ 477,950.00	\$ 110,905.39	23.20%	\$ 367,044.61
HDC Project Costs	\$ 65,000.00	\$ 16,120.00	24.80%	\$ 48,880.00
Others (Info Media)	\$ -	\$ 246.40	N/a	-\$ 246.40
<b>WORK ORDER 8456</b>				
<b>TOTAL</b>	<b>\$ 542,950.00</b>	<b>\$ 127,271.79</b>	<b>23.44%</b>	<b>\$ 415,678.21</b>
*Project Management Costs include costs for HDC staff and Downers				

**Variations to Date**

1. Nil

Key Milestone / Deliverable	Due Date	Status	% Planned (based on total length of main)	% Complete (based on total length of main)	Progress
Project Planning with Contractor	Start date 14 Nov 2016 End date 30 Nov 2016		100%	100%	Complete
Rata Street Main 190m	Start 28 Feb 2017 End 29 March 2017 Actual Start 9 Jan 2017		100%	100%	Old AC pipe already been decommissioned. Remaining works to be undertaken is the connection of main line new 100mm diameter from Rata St to 150mm diameter at Liverpool St
McKenzie Street Main 170m	Start 30 Mar 2017 End 20 April 2017 Actual Start 7 Dec 2016		100%	100%	Completed and Commissioned. Remaining works final pavement surfacing on intersections Keepa and Hokio Beach Road
William Street and Beatty Street					
William St 208m -100mm 208m – 63mm	Start 12 Jan 2017 End 27 Feb 2017 Actual Start 25 Jan 2017			50%	Completed the 100mm pvc, to date pipelaying of 63mm diameter PE tubing. Installed FH and Sluice valve
Beatty St 220m – 100m	Start 21 April 2017 End 22 May 2017 Actual Start 31 Jan 2017			50%	Installed Fire hydrant and 100mm sluice valve
Bartholomew St					Some of Bartholomew to be added on as variation if funding permits.  Review of Higgins cost proposal.
<ul style="list-style-type: none"> <li>Bath St to Meadowvale Road Section</li> <li>Meadowvale Road to Liverpool St Section</li> </ul>					

CONTRACT 901/2016/57  
WATER MAIN RETICULATION  
RENEWALS 2016/17



**PROJECT STATUS REPORT**  
FOR 18 January 2017

### **OPEN RISKS**

There are currently no open risks

### **OPEN ISSUES**

There are currently no open issues

Author: Ronaldo Serrano

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File No.: 17/33

## Elected Member Remuneration

### 1. Purpose

The purpose of this report is to seek agreement from Council to submit to the Remuneration Authority, Elected Members' Remuneration for the period 1 July 2016 to 30 June 2017.

### 2. Recommendation

- 2.1 That Report 17/33 Elected Member Remuneration be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act
- 2.3 That the Horowhenua District Council submits to the Remuneration Authority that the allocation of the reviewed 2016/2017 remuneration pool be as tabulated within this report.

### 3. Background / Previous Council Decisions

- 3.1 It is usual practice following a local government election to review elected member's remuneration once the committee structure is confirmed.
- 3.2 The 2017-2019 Horowhenua District Council committee structure was formally adopted at the 1 February 2017 Council meeting.
- 3.3 There are changes to the committee structure from the last triennium; therefore a review of elected member remuneration is required.
- 3.4 The maximum amount available for Horowhenua District Council for payment of additional duties is \$51,045. The amount provided for has not changed from the amount set at the beginning of the financial year.
- 3.5 Once the confirmed structure, allocation of additional duties and remuneration has been gazetted by the Remuneration Authority, it will be in a position to confirm the position structure and remuneration for the remainder of the 2016/17 year to 30 June 2017.
- 3.6 Once the changes are approved by the Remuneration Authority, additional payments will be backdated to the commencement date of the new committee structure (1 February 2017).

### 4. Discussion

- 4.1 There are pro-rata provisions for members who are not in position for the full 12 months of the determination (i.e. those outgoing or incoming).
- 4.2 The following table of salary provisions for 2016/17 was approved and gazetted by the Remuneration Authority as at 1 July 2016. The base rates and amount available for payment of additional duties and the recommended remuneration rates are:

<b>Council Positions of Responsibility 2016/2017</b>
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Position	Number of Positions	2016/17 Position Salary
Mayor	1	\$101,270
Deputy Mayor	1	\$35,906
Chairperson, Projects Committee	1	\$31,140
Chairperson, Finance, Audit & Risk Subcommittee	1	\$31,140
Chairperson, Hearings Committee	1	\$31,140
Chairperson, Community Wellbeing Executive	1	\$28,331
Councillor		\$25,523
Planning Meetings		\$18,675
Foxton Community Board Member	4	\$5,945
Foxton Community Board Chair	1	\$11,890

Following the confirmed committee structure for the 2017–2019 triennium, the following table of salary provisions is recommended for the remainder for the 2016/17 year. The base rates, amount available for payment of additional duties and the recommended remuneration rates are:

Council Positions of Responsibility 2016/2017		
Position	Number of Positions	2016/17 Position Salary
Mayor	1	\$101,270
Deputy Mayor	1	\$35,906
Chair, Hearings Committee and Community Wellbeing Committee	1	\$33,949
Chair, Finance, Audit & Risk Subcommittee	1	\$31,140
Chair, Community Funding & Recognition Committee	1	\$28,331
Councillor		\$25,523
Planning Meetings (total maximum)		\$18,675
Foxton Community Board Member	4	\$5,945
Foxton Community Board Chair	1	\$11,890

## 5. Consultation

Consultation is not required on this matter.

## 6. Legal Considerations

There are no legal considerations to be made.

## 7. Financial Considerations

Costs are included in Council's 2016/17 Annual Plan budget. No increase in budget is required.

## 8. Next Steps

If Council accepts the recommendations, the Remuneration Authority will be advised accordingly.

The Remuneration Authority will in turn advise Council once it has accepted the proposed remuneration at which stage salary payments can be made in accordance with the new rates.


### **Confirmation of Statutory Compliance**

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

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

## 1. Appendices

There are no attachments for this report.

Author(s)	David Clapperton <b>Chief Executive</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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# Risk Management Project Update

File No.: 17/60

## 1. Purpose

To provide elected members with a progress update on an ongoing basis.

## 2. Recommendation

- 2.1 That Report 17/60 on Risk Management Project Update 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 As at 31 December 2016 all major milestones for this project had been met. With the framework, policy and staff toolkits complete, the focus for 2017 shifted to organisation wide implementation.
- 3.2 As articulated in the January 2017 CEO report the second phase of this project focuses on working alongside the business, with the first focus area being creation of a risk register.
- 3.3 A risk register is a management tool that enables an organisation to understand its comprehensive risk profile. It is in essence an internal control system where the view and review of risk occurs.
- 3.4 A risk register can be described as a log of all kinds of risks that threaten an organisations success in achieving its declared aims and objectives. It is a dynamic and living document, which is populated through a risk identification and assessment process. This enables each risk to be quantified and ranked. It provides structure for consistent collation of information about risks irrespective of department.

## 4. Issues for Consideration

- 4.1 It is acknowledged that the departments of Council are at varying levels when it comes to how well risk information has been captured and maintained to date. It has also become evident that there is some inconsistency in reporting of risk across Council.
- 4.2 Council's commitment to implement a risk management framework seeks to address the above concerns, as it provides the organisation with an overarching consistent approach, or put another way the goal posts that we are all working towards.
- 4.3 The timeframe for embedding the risk management framework across Council is by the 31 December 2017. It should be noted that full implementation of this framework is going to take time. It should be acknowledged that further opportunities to improve on the foundation created will arise as the implementation phase progresses.
- 4.4 The journey to date has proven that spending time to get this right is important not only for the organisation to engage and embrace the changes, but also for us to ensure the sustainability of good practice long term.
- 4.5 During February 2017 specific officers attended information sessions with the opportunity to debrief on progress to date and expectations for the year ahead. The opportunity to discuss risk in context with officers was received well with genuine support and buy in to the project expressed.
- 4.6 As part of these sessions officers were given a toolkit for use in each department to facilitate a risk identification process. It is important that officers have an opportunity to work together



to undertake this exercise and build on existing knowledge bases to create the starting point of capturing departmental risk.

4.7 At a high level, the workshop involves officers thinking about the organisations aims and objectives and then asking themselves the following questions:

- What could affect the success of your department's ability to achieve or fulfil your strategic goals, business plans, and major initiatives?
- What do you see as the strengths, weaknesses, threats, and opportunities facing your area?
- Have there been any recent major changes to your area of responsibility or control (new regulations, new programs/activities, organisational changes, etc.) that pose new risks?
- What can happen? When, where, why and how might this occur?
- Who and what might be involved?
- Who or what will be affected if this happens?

4.8 An update will be provided next month on progression of the workshops across the organisation.

## 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)	Nicki Brady <b>Group Manager - Business Services</b>	
Approved by	David Clapperton <b>Chief Executive</b>	

## Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

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

### C1 Declaration of Interest

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.