



**AGENDA**

**ORDINARY MEETING**

**HOROWHENUA DISTRICT COUNCIL**

**24 JUNE 2009**

**NOTICE IS HEREBY GIVEN** that a meeting of the Horowhenua District Council will be held in the Horowhenua District Council Chambers, 126-148 Oxford Street, Levin, on Wednesday, 24 June 2009 commencing at 4.15 p.m.

Members of the Horowhenua District Council are:

His Worship the Mayor, Mr B J Duffy (Chair)  
Cr D A Allan  
Cr D J Colling  
Cr G G Good  
Cr L E McMeeken  
Cr A M Hunt  
Cr B F Judd  
Cr P K Keenan  
Cr N D H Murray  
Cr A D Rush  
Cr R N Shaw

Reporting Officer: Mr D G Ward (Chief Executive Officer)  
Meeting Secretary: Mrs K J Corkill

Business will be according to the attached Agenda.

# AGENDA

24 JUNE 2009

## ORDER OF BUSINESS:

**APOLOGIES**

**ANNOUNCEMENTS**

## CONFIRMATION OF MINUTES

Ordinary Meeting 3 and 4 June 2009

## MATTERS ARISING

Ordinary Meeting 17 June 2009

## MATTERS ARISING

These minutes will be circulated prior to the meeting.

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## REPORTS

### Item-1723 Horowhenua Library Trust - Statement of Intent 2009-2010

**File No** 3936

**To:** His Worship the Mayor and Councillors  
Horowhenua District Council

**From:** Strategic and Corporate Services Manager

**Date:** 24 June 2009

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#### 1. Purpose

- a. For the Council to consider the Horowhenua Library Trust's Statement of Intent for 2009/2010, as required by Section 65 of the Local Government Act 2002.

#### 2. Recommendation

- a. That Report 3936 be received.
- b. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- c. That Council advises the Horowhenua Library Trust that it accepts the Horowhenua Library Trust Statement of Intent for 2009/2010.

#### 3. Background

- a. The Horowhenua Library Trust (HLT) is a council controlled organisation (CCO) as defined in the Local Government Act 2002 (the Act). The Act establishes a number of accountability requirements in respect of CCOs, including the need for the organisation to prepare a Statement of Intent (Sol) each year.
- b. The role of the Council, in respect of its relationship with the Trust, is strengthened and clarified by the Act through increased transparency and accountability requirements. For example, the Sol requires the Trust to prepare and submit to Council for comment a Sol before it is finally adopted. If the Council does not agree with the proposed Sol, the Act includes an overriding provision for the Council to formally require by resolution the Sol to be modified, following consultation with the Trust.
- c. HLT met its statutory obligation to deliver its draft Sol before 1 March 2009.
- d. The Strategic and Corporate Services Manager of Council has considered the Sol and amendments from resolution from Council meeting 1 April 2009:

Council requested the Horowhenua Library Trust to modify the draft Statement of Intent, specifically on the following aspects:

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- i) Funding  
The Trust is to review the strategies required to generate 20% of operating costs from "other income" sources
- ii) Funding  
The Trust to recalculate budgets for the three years of the Statement of Intent based on the following Council Grant:
 

2009/2010	\$920,000
2010/2011	\$1,108,600
2011/2012	\$1,163,620

The Horowhenua Library Trust has met the requested changes to the Sol except the request for an additional \$10,000 grant from Council in 2009/2010, for a total grant of \$930,000.

It is the opinion of the Strategic and Corporate Services Manager that the SOI meets requirements of Council and should be adopted.

- e. The Statement of Intent meets the criteria of the Local Government Act 2002.
- f. Monitoring and reporting on the Trust's performance and progress against its Sol occurs at mid and year end.

**4. Consultation/Significance/Statutory Compliance**

a. Strategic Plan

Clause 4.4.1(di) of Council's Strategic Plan contains the strategy of providing and developing a range of library services. The three actions identified in the Strategic Plan, of investigating expansion of the libraries at Levin and Foxton, and monitoring the need of additional library services at small communities, are reflected in the Sol.

b. Long Term Council Community Plan

The LTCCP provides for annual operating budgets and capital improvements to the Foxton and Levin Libraries.

c. Funding Policy

Council's Funding Policy for library services is to treat 85% of the services as a public good and 15% as a private good.

d. Previous Resolutions of Council

At its 24 May 2005 meeting, Council resolved that the following annual funding grants be made by Council to the Horowhenua Library Trust over the next three years:

2005/06	\$800,000
2006/07	\$830,000
2007/08	\$860,000
2008/09	\$890,000

Resolved 26 June 2009

At the same meeting Council resolved: *"That expenditure on new books totalling \$540,000 in annual instalments of \$170,000, \$180,000 and \$190,000 respectively be a performance measure for the Horowhenua Library Trust."*

This is reflected in the 2008/09 Sol *"That the HLT Statement of Intent 2005/06 form the basis of a three year management agreement for the provision of Council's library services by the Horowhenua Library Trust, commencing 1 July 2005."*

A Management Agreement between Horowhenua District Council and Horowhenua Library Trust was executed 1 July 2005.

## 5. Consultation

### a. Statutory Requirements

The HLT has met its statutory requirement of producing a draft Sol by 1 March 2008. The completed Sol is required by 30 June 2009.

The Council is required to refer any comments back to the trust on its' draft Statement of Intent by 1 May 2009.

### b. Additional Consultation

A copy of this report was forwarded to the HLT for feedback prior to the 2 April 2009 meeting.

### c. Communication of Decision

The Council's decision will be forwarded to the HLT. The Sol must then be made available to the public and should be published on the HLT website.

## 6. Discussion of Issues

- a. **Appended** to this report is a copy of the revised version of the Statement of Intent for 2009/10, following consultation between the HLT and the Strategic and Corporate Services Manager.

**7. Assessment of Options**

- a. Option 1 - Accept the Statement subject to amendment

Under this option, the Sol as attached to this report would be acceptable to Council subject to the inclusion of budgets for 2008/2009 and 2009/10.

	<b>Name and title of signatories</b>	<b>Signature</b>
Prepared by	DM Clapperton <b>Strategic and Corporate Services Manager</b>	
<b><u>Confirmation of statutory compliance</u></b>		
In accordance with section 76 of the Local Government Act 2002, this report is approved as: <ul style="list-style-type: none"><li>a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,</li><li>b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.</li></ul>		

**8. Attachments**

- g. Horowhenua Library Trust Statement of Intent for 2009/10

# Horowhenua Library Trust

10 Bath Street, Levin, New Zealand, Telephone 06 368 1953, Fax 06 367 9218 www.library.org.nz  
Supported by major funding from Horowhenua District Council

May 29, 2009

The Chief Executive Officer  
Horowhenua District Council  
Levin

Dear David,

I enclose a copy of the Trust's Statement of Intent. In response to your letter of 16 April, we have adjusted the budgets to the level requested for 2010/11 and 2011/12. For 2009/10, however, we have stripped expenses to the minimum, and are requesting a grant of \$930,000. Even at this level, we will run at a deficit of \$10,000. We trust this will be acceptable to Council.

The Trustees are addressing the question of fund-raising vigorously, understanding that all additional funds raised will go towards the new buildings in Foxton and Levin.

Yours sincerely



Rosalie Blake  
Head of Libraries  
Horowhenua Library Trust



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**HOROWHENUA LIBRARY TRUST**  
*DRAFT*  
**STATEMENT OF INTENT 2009/2010**

**Our Mission**

*To provide an excellent community-driven  
library service in Horowhenua district*

***Opportunity***

The most exciting development in library service for more than 40 years is poised to happen in Horowhenua. Although HLT has expanded hours and services in its first decade, Council's foresight in purchasing a site in Foxton, and the building adjoining Levin library enables the Trust to look ahead into the middle of this century. More space will enable us to match current library best practice and also allow us to pick up the new roles Council has indicated. These include stepping beyond the traditional emphasis on books and study towards a more community-centric role for the libraries: housing and promoting the district's historical collections and genealogy resources; providing space to display the district's cultural activities; and instituting targeted services for seniors and teens.

During the coming year we will make significant steps towards offering more services electronically so that while the library remains a place in the community, it is able to deliver many services without walls, anywhere and at any time.

The five key roles for Horowhenua Library services remain the same, as does our commitment to achieving all five roles:

- The print library, supporting the joy of reading, for recreation, for interest, or to support a hobby;
- A community centre, offering a welcoming community space where citizens feel they belong;
- A learning centre, providing opportunities to learn new information skills for the knowledge society, and supporting life-long learning;
- An information gateway, using many media, networking and staff expertise to help people find answers to their questions;
- A centre for harbouring and making available resources pertaining to our local area.

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## **SIGNIFICANT ACTIVITIES OVER THE NEXT THREE YEARS**

Our plans for the next three years assume a big increase in library services at Levin and Foxton.

### ***Community Development***

It is a commitment to develop further partnerships with our communities to strengthen the libraries' role as a focus for community activities.

- Services focussed on the particular needs of Maori users will continue to be developed. Increasing use of the libraries by Maori was one of the success stories of the first terms of the Library Trust. We will continue this work, especially in the area of encouraging Maori in the use of computers and the Internet as a source of information.
- The co-operation between the libraries, historians and genealogists in our community has been a fruitful partnership that has ensured both the preservation of local archives, and the means for interested parties to have access to those records for research. We look forward to housing these district treasures within the new Levin library building, and will continue to be available for support and advice, especially on IT, and to host the historical and cemetery websites.
- A partnership between Horowhenua District Council, the Department of Internal Affairs, SeniorNet Horowhenua and the Library Trust lead to the production of Kete Horowhenua. Kete will become, in the years to come, the foremost reservoir of information about our district, its history, art and culture. It is the Trust's responsibility that this happens, and that the project so well begun continues to develop its potential.
- Free Internet has given us an opportunity to offer relevant library service to the Pacific Islands community. We are gradually meeting the children, and then the parents, and plan to extend these tentative links to build stronger links with this community.

### ***Technology***

Technology plays an essential part in delivering modern library service, and libraries play a key part in linking technology and people.

- Free access to the Internet has placed strains on the capacity available. It seems an ever-increasing demand. It has been a salutary lesson to us in the importance of delivering those services which the people want, need and will use.
- In 2008, we made application to join the Aotearoa People's Network. This central government strategy is putting state-of-the-art equipment into public libraries, and connecting them with much faster networks than the Trust can afford on its own resources. Unfortunately we were not successful with our application, but have retained a place on the waiting list, and continue hopeful that funding will eventually be available.
- The combination of APN and the space to house many more computers in the new Foxton and Levin libraries will allow us the opportunity to contribute significantly to lowering the digital divide in Horowhenua, especially outside Levin, where there are fewer computers in homes, and fewer opportunities for citizens to enter the world of information on line.
- The library has both an educational role and an information delivery role in terms of government (and increasingly local government) e-information. These roles are expected to grow in the next three years.

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## **Buildings**

We are committed to maintaining services at all libraries. The Trust staffs libraries at Levin, Foxton and Shannon. Volunteers run a library stocked by the Trust at Tokomaru. Books and videos are also lent, as required, to a volunteer-run library at Waitarere Beach.

In 2009/10, the Trust expects to open a new centre in Foxton. The centre will offer Council services to the residents of the north-west area of our district, as well as function as the Information Centre for visitors, and the community centre/library. Foxton has long had a very cramped space in a side street for its library-centred activities, and the double boost of generous space and a highly visible site will give a big boost to the use which Foxton residents make of the library.

Levin library will relocate during the coming year to temporary premises. This will leave our building vacant for the builders to move in and perform their miracle of turning an old supermarket and former library into Te Takeretanga o Kura-Hau-Po. Te Takeretanga means the place from which knowledge is dispersed, and is the very appropriate name which the people of Muaupoko iwi have suggested as the name for Levin's new centre. Like the new Foxton centre, Te Takeretanga will function very broadly as a variety of community spaces available for a variety of community purposes, whether cultural, informational or community-capacity building.

## **Marketing**

The interest which will be stimulated by the opening of two new library spaces over two years will result in increased use of our libraries. The Trust will ensure that this interest is translated into continuing increased take-up of library services by a programme of vigorous marketing.

## **Staff**

The Trust is committed to being a good employer, and to providing a work environment that is satisfying, challenging, rewarding and safe for its employees.

- We will develop employees' potential and encourage them to undertake further training.
- In-house training and a focus on customer service are core commitments.
- Salaries will be maintained at a level which is commensurate with the level of staff skills, and comparable with salaries paid in comparable libraries.

## **Funding**

The Trust will operate in a financially responsible manner.

- The Trust's contract with Horowhenua District Council for the provision of library service runs through to June 2010. The Trustees accept the concept of an extension of the existing contract until such time as the redevelopments are better understood, and attendant costs can be calculated more accurately.
- The Horowhenua District Council contracts the Horowhenua Library Trust to provide council services in Shannon. A separate grant covers the cost of providing this service.
- We will explore opportunities for co-funding with some of the new community activities which may become co-tenants of the new large Levin library.
- 15% of our operating costs has, until now, been raised by the Trust from various "pay" services, and from fund raising activities. There will be higher costs associated with much larger buildings and wider responsibilities for a variety of community purposes. Some of the purposes (eg making available a seniors' lounge and information network, a Teen Drop-in space, and safe archival housing for the Historical Society's archives) do not lend

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themselves to income generation. Adding these costs to the traditional library costs may alter the 15% figure which was adopted back in the mid 1990s, when the Trust was established.

- Horowhenua Libraries are among the highest performing libraries within their size range, achieving higher than average non-rate income and very high performance ratings in almost all categories at the lowest cost per resident.<sup>1</sup>

### ***Fund-raising***

Finding repeating operational funding is a considerable challenge, but one which the Trust will undertake vigorously to meet its obligation to deliver its share of library funding.

- Council has employed a professional fund raiser for the campaign for major additional funding for the building projects. The Trustees are committed to co-operating to the fullest extent to raise the large sums required.
- There will be opportunities to increase non-rate income in the new buildings, eg by rental income from the café undertaking in Levin, grants towards the costs of housing the Historical Society and Genealogical group, and rental of various rooms and facilities such as the meeting room, gallery space, the media centre and the committee room.
- The Trust will take advantage of the high profile of the new buildings to set up a Library Foundation to receive donations and bequests. The interest from such a foundation's investments will ensure a continuing stream of income to the libraries.
- The Trust will continue to partner the Friends of the Library in their promotional fundraising ventures.

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<sup>1</sup> Excerpts of statistics for libraries of similar size to Horowhenua are attached. (Appendix 1)

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## **PERFORMANCE TARGETS IN 2009/2010**

### **1. Significant Activities and Targets for 2009/2010**

#### **1.1 The Extended Levin Library**

Work with the Council's working party and architect to deliver the best possible development of the new space available for Levin library, while acknowledging and ameliorating the disruptions to service which are certain to accompany the building process.

#### **1.2 The new Foxton Library**

Work with the Foxton community to ensure the delivery of HDC's vision of a new multi-purpose amenity facility which will be "a very attractive and efficient option for servicing and promoting not only the immediate area but also the entire District." We expect to increase activity within the library – issues, number of visitors, reference questions answered, hours of public computer use, etc – by at least 40% as soon as we move into the new building.

#### **1.3 RFID Security System**

The two new libraries require a new security system to protect library materials from theft. RFID (radio frequency identification) has been selected as the most appropriate and effective technology which can be interfaced with the library's computer system. All items in the Trust's collections will be equipped with RFID tags and security gates will be installed at each entrance in the new buildings. This will not only protect items from theft, but will permit library users to issue items to themselves and pay any charges incurred, rather than having to queue for service.

### **2. Core Library Services**

*Objective: To offer an equitable library service at all branches.*

#### ***Targets for 2009/2010***

- 2.1 Every month, distribute new books according to the following ratio: 70-78% to Levin 15-20% to Foxton library, and 7-12% to Shannon library.
- 2.2 Circulate stock regularly among the libraries so that all residents have a chance to look at a varied range of books, magazines, videos and DVDs.
- 2.3 Spend not less than \$6.50 per capita on purchasing new library materials.
- 2.4 Report on the number of items added to the Kete Horowhenua database, and the number of unique visitors to the site.
- 2.5 Manage the move of Levin library to temporary premises with minimal disruption to public service.

### **3. Marketing**

*Objective: To determine the community needs for library service and to develop and promote programmes and services to match those needs.*

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**Targets for 2009/2010**

- 3.1 Raise awareness of the new libraries to gain the input of the wider community, and encourage a sense of ownership.
- 3.2 Develop the perception of 'the library' as a destination, and of the new services and spaces which will be features of the new libraries.

**4. Partnerships**

*Objective: To establish partnerships with individuals and/or groups in the community.*

**Targets for 2009/2010**

- 4.1 Consult with historical and genealogical society members to develop historical and genealogical work and resource areas within the greater Levin library.
- 4.2 Work with HDC to develop library strategies which will deliver HDC's desired outcomes for Youth and Seniors sections in the new Levin library.
- 4.3 Develop current contacts with Horowhenua iwi and continue to seek ways in which we can enhance each other's work to grow the cultural richness of our community.
- 4.4 Seek out links into the Pasifika communities in Horowhenua to ensure the new libraries meet their informational and cultural expectations.
- 4.5 Participate in the Koha and Kete international communities so that Horowhenua Library Trust continues to maximize the benefit it receives from its investment in open source software.
- 4.6 Continue to work with service groups which support the libraries.

**PERFORMANCE TARGETS 2010/2013**

**2010-2011**

- Develop the community centre concepts and ensure that operating procedures are shaped to deliver the required outcomes.
- Promote the new services being offered in libraries.
- Refine the new services being offered in line with best library practice and actual Horowhenua experience.
- Participate in the Kete and Koha communities outside Horowhenua to retain our interest in the development of the software.

**2011-2012**

- Maintain community awareness of all library services by a vigorous marketing drive.
- Participate in the Koha and Kete communities outside Horowhenua to retain our interest in the development of the software.
- Explore new avenues such as author visits, and a winter lecture series to promote the libraries as the cultural focus of Horowhenua.

**2012-2013**

- Participate fully in the Koha and Kete communities to protect our interest in the development of the software.
- Maintain community awareness of all library services by a vigorous marketing drive.

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## BUDGET

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<b>OPERATING INCOME</b>	<b>2009-2010</b>	<b>2010-11</b>	<b>2011-12</b>
Council Grant	930,000	1,108,600	1,163,600
Reserves, loan charges	43,350	44,000	\$50,400
Fines	15,500	15,750	\$16,000
Other operating income	20,350	26,000	\$27,300
Sponsorships, donations	31,500	50,000	\$52,500
Holiday Programmes	6,600	6,600	\$6,600
Interest, other income	11,000	15,000	\$15,750
Rental Income		25,000	\$50,000
Real cash available for spending	<b>1,058,300</b>	<b>1,290,950</b>	<b>1,382,150</b>
Value of donated items	12,000	14,000	15,000
<b>Total income</b>	<b>1,070,300</b>	<b>1,304,950</b>	<b>1,397,150</b>
<b>HDC's share</b>	<b>87%</b>	<b>85%</b>	<b>83%</b>

<b>OPERATING EXPENSES</b>			
Staff	640,100	715,000	782,250
Books and other resources	217,200	250,000	250,000
Administration	88,400	90,200	92,900
Communications	21,600	30,000	31,500
Equipment	42,000	73,000	77,700
Premises	54,000	126,750	166,000
Holiday Programmes	5,000	6,000	6,000
<b>Total</b>	<b>1,068,300</b>	<b>1,290,950</b>	<b>1,406,350</b>
<b>Cash Deficit</b>	<b>-10,000</b>		<b>-24,200</b>

The timetable for occupation of the expanded Levin library is assumed to be:

- July 2009 vacate existing library,
- July 2010 occupy new library.

No additional costs operating costs attributable to the new Levin building are anticipated before the 2010-11 year.

No allowance has been made for any costs associated with re-locating Levin library July 2009-July 2010.

No allowance has been made for differences in income or expenses associated with the new Foxton building.

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## **HOROWHENUA LIBRARY TRUST**

**Directory: Trustees:** Sharon Crosbie (Chair)  
George Sue (Deputy Chair)  
Heather Birrell  
Alan Smith  
Bernie Wanden

**Head of Libraries:** to be appointed  
**Deputy Head of Libraries:** Joann Ransom

**Library Branches:** Levin open 44.75 hours per week  
Foxton open 37 hours per week  
Shannon open 24 hours per week  
Tokomaru

<b>Resources (Feb 2008)</b>	<b>83738 (2.8 items per resident)</b>
Books	75,095
Videos	2,474
Talking Books	375
CDs and CD ROMs	658
DVDs	2,592
Jigsaws	453
Maps, photos, posters	174
Get Well Bags	8
Newspaper & Magazine titles	300

**Bank:** Westpac Trust, Levin

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### **Compliance with LGA 2002**

Horowhenua Library Trust is a council-controlled organisation under section 6 of the Local Government Act 2002. Section 64 of the Act requires the Trust annually to prepare a Statement of Intent, the requirements for which are set out in Clause 9 of Schedule 8 of the Act. These cover the following matters:

a) **Objectives**

The objectives of the Horowhenua Library Trust are as stated above.

b) **Governance**

The Trustees believe their role to be that of Directors. Their responsibility is governance, policy setting, reporting to Council and the appointment of the Head of Libraries. Management responsibilities are delegated to the Head of Libraries.

c) **Nature and Scope of Undertakings**

The nature and scope of undertakings of the Horowhenua Library Trust are as stated above.

d) **Ratio of Shareholders' funds**

The percentage of shareholders funds to total assets is 91.2% as identified and defined in the Trust's Financial Statements for the year ended 30 June 2007.

e) **Accounting policies**

The Trust's accounting policies are outlined in Appendix 1. Financial information is prepared in accordance with generally accepted accounting practice.

f) **Performance Targets**

The Performance Targets of the Horowhenua Library Trust are as stated above.

g) **Distribution of funds**

The Trust is a registered charitable trust, and there will be no distribution of funds. Any surplus will be held as Trust reserve funding.

h) **Information provided**

The Trust reports quarterly to Horowhenua District Council on performance in relation to targets, and presents an Annual report and Annual Financial statements to Horowhenua District Council and to the public at an Annual General Meeting each year.

i) **Purchase of Shares**

No share purchases are intended.

j) **Compensation from Local Authority**

The Trust has agreements with Horowhenua District Council for the provision of library services and the provision of Council services at the Shannon Service Centre. No other compensation is sought from Horowhenua District Council.

k) **Commercial value of investment**

The Trust considers its investment has minimal commercial value.

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## **Appendix 1**

### **STATEMENT OF ACCOUNTING POLICIES**

#### **Reporting Entity**

The financial statements presented here are for the reporting entity HOROWHENUA LIBRARY TRUST.

The Horowhenua Library Trust (Incorporated) is a reporting entity for purposes of the Financial Reporting Act 1993. The financial statements have been prepared in accordance with the requirements of the Charitable Trusts Act 1957.

The Horowhenua Library Trust is a Council Controlled Organisation as defined by section 6 of the Local Government Act 2002.

#### **Measurement Base**

Unless otherwise stated, the financial statements have been prepared on a historical cost basis. Accrual accounting is used to recognise expenses and revenues when they occur. The following specific accounting policies which materially affect the measurement of financial performance and financial position have been applied.

#### **Fixed Assets**

Fixed assets are recorded at historical cost. Depreciation of fixed assets is provided on a diminishing basis so as to allocate the cost of assets to their estimated residual value over their useful lives. The estimated economic useful lives are:

Furniture & Fittings	4 to 12.5 years
IT Equipment	2.5 to 5 years
Books	10 years

Other Lending Resources are depreciated on a diminishing value basis at rates from 10% to 63.5%.

#### **Income Tax**

No provision is made for income tax. The trust is incorporated under the Charitable Trusts Act 1957 and has received an exemption from income tax from the Inland Revenue Department.

#### **Financial Instruments**

The Trust is party to financial instruments as part of its normal operations. These financial instruments include bank accounts, short term deposits, debtors and creditors. All financial instruments are recognised in the Statement of Financial Position at their fair values. All revenues and expenses in relation to the financial instruments are recognised in the Statement of Financial Performance.

#### **Revenue Recognition**

All revenue is recognised on an accrual basis with the exception of fines and lost book charges that are recognised on a cash basis.

#### **Goods and Services Tax (GST)**

The Goods and Services Tax has been excluded from the accounts (with exception of sundry debtors and creditors). Sundry Debtors and Sundry Creditors balances are inclusive of GST.

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**Debtors**

Debtors associated with fines and lost book charges are recognised on a cash basis.

**Receivables**

These are recorded at expected realisable value.

**Employee Entitlements**

Holiday pay employee entitlements are accrued into financial statements at 30 June of each year. These amounts are owing to employees at this date as per the terms of their contracts. There is an accrual for amounts due in retirement grants. This accrues at the rate of 1 week's salary per year of employment for one employee.

**Investments**

Investments are recorded at cost.

**Change in Accounting Policies**

There have been no changes in Accounting Policies. All policies have been applied on a basis consistent with those used in previous years.

Public Library Statistics

Libraries in partly rural districts with population between 25,000 and 34,000

Library	Funding										Performance Indicators		
	Population	Staff FTE	No of items held in stock	Visits to Librarians	Exp on materials per capita	Average salary	Funding from ratepayers	Rates as % of income	Funding from rates per capita	Contacts per capita	Costs per annum	Cost per contact	
Seiwyn District	33666	11.7	94282	213500	\$4.46	\$55,983	\$35.64	94.9%	\$35.64	8	\$4.35		
Taupo District	32418	14.5	144838	148683	\$7.09	\$50,534	\$30.45	92.4%	\$30.45	11	\$3.78		
Western Bay of Plenty	31556	11.1	87509	138778	\$6.96	\$36,261	\$24.93	94.2%	\$24.93	10	\$2.65		
Ashburton District	27372	7.9	95014	262985	\$4.83	\$40,076	\$30.91	88.2%	\$30.91	11	\$3.45		
Horowhenua District	29868	13.8	88193	138084	\$7.30	\$40,837	\$28.79	76.6%	\$28.79	15	\$2.61		
Manawatu District (Feilding)	28254	7.8	88039	233070	\$6.26	\$41,874	\$30.29	91.0%	\$30.29	13	\$2.56		
South Taranaki District	26484	19.0	124971	233070	\$7.00	\$44,422	\$60.23	96.2%	\$60.23	12	\$6.25		
Southland District	28440	15.0	124971	233070	\$5.49	\$41,796	\$35.95	97.6%	\$35.95	13	\$2.92		
Thames-Coromandel	25941	6.8	57911	189183	\$5.56	\$43,649	\$27.29		\$27.29	9	\$4.80		
Average	29333	11.9	97595	189183	\$6.10	\$43,937	\$33.83	91.4%	\$33.83	11	\$3.71		

**Item-1724 Adoption of 2009/2019 Long Term Council Community Plan**

**File No**                **3949**

**To:**                    **His Worship the Mayor and Councillors  
Horowhenua District Council**

**From:**                **Finance Manager**

**Date:**                **24 June 2009**

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**1. Purpose**

- a. To obtain Council's adoption of the final audited LTCCP 2009-2019.

**2. Recommendation**

- a. That Report 3949 be received.
- b. That these matters or decisions be recognised as significant in terms of s76 of the Local Government Act 2002
- c. That the Horowhenua District Council adopts the final audited Long Term Council Community Plan 2009-2019, including the Policies contained therein and the Schedule of Fees and Charges, in accordance with Sections 83 and 93 of the Local Government Act 2002.
- d. That the Horowhenua District Council adopt the Rates Resolution attached.

**3. Issues for Consideration**

- a. The LTCCP will be forwarded to Council under separate cover before the meeting.
  - b. The draft LTCCP was the subject of consultation using the Special Consultative Procedure, with submissions on the Draft heard over the period 2 to 4 June 2009, followed by deliberations on 10, 11 and 17 June 2009. Council has made changes as a result of the 456 public submissions received.
  - c. Changes were made that were detailed in the agenda of Council's meeting of the 17 June 2009 and are not repeated here. The minutes of the 17 June 2009 detail the changes to the Fees and Charges schedule and the Shannon Water Supply Upgrade Special Fund.
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- d. The **attached** Rates Resolution needs to be adopted in its entirety after the formal adoption of the LTCCP.

Prepared

D Law  
**Finance Manager**

**Attachment Rates Resolution**

# Horowhenua District Council Rates Resolution For the Year Ended 30 June 2010

## SETTING OF RATES FOR THE 2009/ 10 FINANCIAL YEAR

1. That the Horowhenua District Council set the following rates under the Local Government (Rating) Act 2002, on rating units in the district for the financial year commencing 1 July 2009 and ending on 30 June 2010.

### (a) General Rates

A general rate set under section 13 of the Local Government (Rating) Act 2002 made on every rating unit, assessed on a differential basis as described below:

- A rate of \$0.00383027 (GST inclusive) of land value on every rating unit in the "urban" category
- A rate of \$0.00124977 (GST inclusive) of land value on every rating unit in the "township" category
- A rate of \$0.00095052 (GST inclusive) of land value on every rating unit in the "rural business" category
- A rate of \$0.00109978 (GST inclusive) of land value on every rating unit in the "rural residential" category
- A rate of \$0.00006977 (GST inclusive) of land value on every rating unit in the "District wide" category

### (b) Rooding Rate

A Rooding rate set under section 16 of the Local Government (Rating) Act 2002 made on every rating unit, assessed on a differential basis as described below:

- A rate of \$0.00286964 (GST inclusive) of land value on every rating unit in the "urban" category
- A rate of \$0.00093632 (GST inclusive) of land value on every rating unit in the "township" category
- A rate of \$0.00071213 (GST inclusive) of land value on every rating unit in the "rural business" category
- A rate of \$0.00082395 (GST inclusive) of land value on every rating unit in the "rural residential" category
- A rate of \$0.00005227 (GST inclusive) of land value on every rating unit in the "District wide" category

### (c) Library Rate

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 of \$86.20 (GST inclusive) on every separately used or inhabited part of a rating unit in the district for the provision of a library service

### (d) Representation and Governance Rate

A targeted rate set under section 16 of the Local Government (Rating) Act 2002 of \$167 (GST inclusive) on every separately used or inhabited part of a rating unit in the district to fund the Representation and Governance Activity costs.

### (e) Solid Waste Disposal Rates

A targeted rate for solid waste disposal set under section 16 of the Local Government (Rating) Act 2002, to fund the Solid Waste activity costs assessed on a differential basis as described below:

- A rate of \$41 (GST inclusive) on every separately used or inhabited part of a rating unit in the "rural" category,
- A rate of \$55 (GST inclusive) on every separately used or inhabited part of a rating unit in the "urban and township" category.

**(f) Swimming Pool Rate**

A targeted rate for the provision of swimming pools set under section 16 of the Local Government (Rating) Act 2002, assessed on a differential basis as described below:

- A rate of \$107.20 (GST inclusive) on every separately used or inhabited part of a rating unit in the "Levin, Foxton and Foxton Beach" category,
- A rate of \$43.00 (GST inclusive) on every separately used or inhabited part of a rating unit in the "District Wide" category.

**(g) Sewage (Waste Water) Disposal Rates**

A targeted rate for sewage disposal set under section 16 of the Local Government (Rating) Act 2002 of \$279.30 (GST inclusive) for each separately used or inhabited part of any rating unit that is connected to a sewer network;

An additional rate of \$580 (GST inclusive) on every rating unit that is connected to the Levin sewer network in the Fairfield and Roslyn Roads sewer extension

**(h) Water Supply Rates**

A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002 of \$238 (GST inclusive) for each separately used or inhabited part of any rating unit, or number of connections to each separately used or inhabited part of any rating unit (whichever this the greater) that are connected to a water supply network (except for Foxton Beach).

- For the Foxton Beach water supply network:  
\$162 (GST inclusive) for each separately used or inhabited part of any rating unit or number of connections to each separately used or inhabited part of any rating unit (whichever this the greater) that is connected to the Foxton Beach water supply network.

Targeted rates for water supply, set under section 19 of the Local Government (Rating) Act 2002 of,

- \$0.93 (GST inclusive) per m<sup>3</sup> of water consumed in excess of 1m<sup>3</sup> per day on any rating unit connected to the any water supply, except Foxton Beach, where a meter is used to measure consumption on the network during the period from 1 July 2009 to 30 June 2010.
- \$0.47 (GST inclusive) per m<sup>3</sup> of water consumed in excess of 1m<sup>3</sup> per day on any rating unit connected to the Shannon untreated bore water supply where a meter is used to measure consumption on the network during the period from 1 July 2009 to 30 June 2010.
- The cost per m<sup>3</sup> (GST inclusive) of water consumed by any rating unit connected to the Moutua water supply network, calculated quarterly, during the period from 1 July 2009 to 30 June 2010.

- For Foxton Beach Water Supply
  1. **Step 1** - \$0.38 (GST inclusive) per m<sup>3</sup> for the first 50 m<sup>3</sup> of water consumed per quarter on any rating unit or separately used or inhabited part of a rating unit connected to the Foxton Beach water supply network during the period from 1 July 2009 to 30 June 2010 with an additional minimum charge of \$5 per quarter.
  2. **Step 2** - \$0.84 (GST inclusive) per m<sup>3</sup> for the second 50 m<sup>3</sup> of water consumed per quarter in excess of 50 m<sup>3</sup> on any rating unit or separately used or inhabited part of a rating unit connected to the Foxton Beach water supply network during the period from 1 July 2009 to 30 June 2010.
  3. **Step 3** - \$1.26 (GST inclusive) per m<sup>3</sup> for the balance of water consumed per quarter in excess of 100 m<sup>3</sup> on any rating unit or separately used or inhabited part of a rating unit connected to the Foxton Beach water supply network during the period from 1 July 2009 to 30 June 2010

**(i) Targeted Rate for Water Races**

A targeted rate for water supply, set under section 16 of the Local Government (Rating) Act 2002 of 0.00062 cents in the dollar (GST inclusive) of land value on any rating unit connected to the Waikawa water race network.

**2. DIFFERENTIAL CATEGORIES**

That the Horowhenua District Council adopts the following definitions for its differential categories for the 2009/10 financial year.

**General and Rooding Rates**

- (a) **Urban** all rating units within the urban areas of Levin, Foxton and Shannon. This category has a differential factor of 53.1%.
- (b) **Townships** - all rating units within the urban areas of Waikawa Beach, Manakau, Ohau, Hokio Beach, Waitarere Beach, Foxton Beach and Tokomaru. This category has a differential factor of 8.1%.
- (c) **Rural Residential** - all rating units defined as Lifestyle and Residential (except vacant lifestyle or residential) in the Rating Valuation Rules 2008 Appendix F.2.1 in all rural areas. This category has a differential factor of 6%
- (d) **Rural Business** - all rating units within the district that are not in the "urban", "township" or "rural residential" differential. This category has a differential factor of 31%.
- (e) **District Wide** - all rating units within the district that are not in the "rural business" differential. This category has a differential factor of 1.8%.

**Solid Waste Disposal Rate**

- (a) **Urban and Township** - all rating units within the urban areas of Levin, Foxton, Shannon, Waikawa Beach, Manakau, Ohau, Hokio Beach, Waitarere Beach, Foxton Beach and Tokomaru. This category has a differential factor of 80%.
- (b) **Rural** - all rating units within the district that are not in the "urban and township" differential. This category has a differential factor of 20%.

### **Swimming Pool Rate**

- (a) **Levin, Foxton and Foxton Beach** - all rating units within the urban areas of Levin, Foxton, and Foxton Beach. This category has a differential factor of 60%.
- (b) **District Wide** - all rating units within the district. This category has a differential factor of 40%.

### **3. DUE DATES FOR PAYMENT OF RATES**

That all rates will be payable in four instalments due on:

15<sup>th</sup> September 2009  
15<sup>th</sup> December 2009  
15<sup>th</sup> March 2010  
15<sup>th</sup> June 2010

### **4. PENALTIES**

That the Council applies the following penalties on unpaid rates:

- I. a charge of 10 percent on so much of each instalment that has been assessed after 1<sup>st</sup> July 2009 and which is unpaid after the due date of each instalment, to be applied:
  - 15<sup>th</sup> September 2009
  - 15<sup>th</sup> December 2009
  - 15<sup>th</sup> March 2010
  - 15<sup>th</sup> June 2010
- II. a charge of 10 percent on so much of any rates levied before the 1<sup>st</sup> July 2009 which remain unpaid on 3<sup>rd</sup> July 2009,
- III. a further charge of 10 percent on any rates to which a penalty has been added under ii above if the rates remain unpaid on 3<sup>rd</sup> January 2010.

## 5. PAYMENT OF RATES

That rates shall be payable at any of the following places:

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Levin	Public Office, 126 Oxford Street,	Mon, Tues, Thurs, Fri Wed	9.00 am to 5.00 pm 9.30 am to 5.00 pm
Foxton	Service Centre Main Street	Mon to Fri	9.00 am to 12.15 pm 1.30 pm to 4.30 pm
Shannon	Library/Service Centre Plimmer Terrace	Mon to Thurs Fri Sat	1.00 pm to 5.00 pm 10.00 am to 12 noon 1.00 pm to 5.00 pm 10.00 am to 12 noon

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Where a payment made by a ratepayer is less than the amount now payable, the Council will apply the payment firstly to any arrears from previous years and then proportionately across all current year rates due



