

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

**Date:** Wednesday 15 March 2023  
**Time:** 2:00 pm  
**Meeting Room:** Council Chambers  
**Venue:** 126-148 Oxford St  
Levin

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## **Council**

# **OPEN AGENDA**

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### **MEMBERSHIP**

**Mayor**  
**Deputy Mayor**  
**Councillors**

His Worship The Mayor Bernie Wanden  
Councillor David Allan  
Councillor Mike Barker  
Councillor Rogan Boyle  
Councillor Ross Brannigan  
Councillor Clint Grimstone  
Councillor Nina Hori Te Pa  
Councillor Sam Jennings  
Councillor Paul Olsen  
Councillor Jonathan Procter  
Councillor Justin Tamihana  
Councillor Piri-Hira Tukapua  
Councillor Alan Young

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**Full Agendas are available on Council's website**  
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**Full Agendas are also available to be collected from:**  
**Horowhenua District Council Service Centre, 126 Oxford Street, Levin**  
**Te Awahou Nieuwe Stroom, Foxton,**  
**Shannon Service Centre/Library, Plimmer Terrace, Shannon**  
**and Te Takeretanga o Kura-hau-pō, Bath Street, Levin**

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the Chief Executive Officer or the Chairperson.



ITEM	TABLE OF CONTENTS	PAGE
<b>KARAKIA</b>		
<b>PROCEDURAL</b>		
1	Apologies	5
2	Public Participation	5
3	Late Items	5
4	Declarations of Interest	5
5	Confirmation of Minutes	5
<b>REPORTS</b>		
6	Elected Members Reports	
6.1	Mayoral Report to 28 February 2023	7
6.2	Chairperson's Report - Te Awahou Foxton Community Board	33
7	Reports for Decision	
7.1	Adoption of the Horowhenua District Council Governance Statement 2022-2025	37
7.2	Appointment of Registrar of Pecuniary Interests, and noting of Pecuniary Interests Register	85
7.3	Adoption of the Consultation Document and associated Supporting Information for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024	113
7.4	Risk and Assurance Committee - Amendment of Terms of Reference	125
8	Reports for Noting	
8.1	Organisation Performance Report - March 2023	129
8.2	Long Term Plan 2021-2041 Monitoring Report	261
8.3	Regional Committee Activity Update	268
8.4	Council Resolution and Actions Monitoring Report March 2023	281
9	Proceedings of Committees	
9.1	Proceedings of Te Awahou Foxton Community Board 20 February 2022	287
9.2	Proceedings of the District Plan Steering Group 22 February 2022	299
9.3	Proceedings of the Ōtaki to North of Levin and Levin Town Centre Taskforce 22 February 2023	303
9.4	Proceedings of the Risk and Assurance Committee 1 March 2023	307
<b>IN COMMITTEE</b>		
10	Procedural motion to exclude the public	317
C1	Property Sales - 258-262 Gladstone Road	317
C2	Section 17a Parks and Open Spaces Review recommendations	317
C3	Options for Grounds Maintenance Service	317
C4	Tararua Wastewater and Water Main Renewals	317

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**C5 Proceedings of the Chief Executive Employment and Performance  
Committee 01 March 2023**

**318**



**Karakia**

**1 Apologies**

**2 Public Participation**

Notification of a request to speak is required by 12 noon on the day of the meeting by phoning 06 366 0999 or emailing [public.participation@horowhenua.govt.nz](mailto:public.participation@horowhenua.govt.nz).

**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 Declarations of Interest**

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

**5 Confirmation of Minutes**

**5.1 Meeting minutes Council, 1 February 2023**

**5.2 Meeting minutes In Committee Meeting of Council, 1 February 2023**

**Recommendations**

That the meeting minutes of Council, 1 February 2023 be accepted as a true and correct record.

That the meeting minutes of the In Committee Meeting of Council, 1 February 2023 be accepted as a true and correct record.



## 6.1 Mayoral Report to 28 February 2023

File No.: 23/160

### 1. Purpose

The purpose of this report is for His Worship the Mayor to report to Council on community events and Council-related meetings he has attended during the month of February 2023, and provide an update on items of interest.

### 2. Recommendation

- 2.1 That Report Mayoral Report to 28 February 2023 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. February 2023 - Meetings, Functions and Events Attended

February meetings and engagements included:

February 2023
February Council Meeting
Council Workshops: Options for Consultation - Levin Landfill; LTPA Consultation Document
Wellington Regional Growth Framework – guest at Ed Sheeran Concert
Proposed Arawhata Wetlands – meeting with landowner
Expressions Exhibition – official opening
Foxton Pool Refurbishment - Pre-works Blessing
Mayoral Presentation to Rotary Meeting
Council Workshop: LTP Consultation Document - Including Landfill
Stormwater Taskforce
Health Hub Update with The Horowhenua Company
Accessing Central NZ Governance Group Meeting
Regional Mayor's Cyclone Gabrielle Briefing #1
Council Legal Induction - Simpson Grierson
Regional Mayor's Cyclone Gabrielle Briefing #2
Regional Mayor's Cyclone Gabrielle Briefing #3
Workshop: Horowhenua District Council submission to Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill.
Regional Mayor's Cyclone Gabrielle Briefing #4
Workshop: Future for Local Government Review draft report
Horowhenua Older Person's Network
Levin Dairy Owners - representatives meeting with Council and Police
Senior Citizen's Meeting

Electra Business After 5 – Bernard Hickey
Hurricanes vs. Crusaders Game at the Levin Domain
Shannon Car and Bike Show at the Shannon Domain
Horowhenua DC and Waka Kotahi Regional Relationship meetings
Meeting with Mayor Campbell Barry from Lower Hutt City Council
Risk & Assurance Committee – induction for independent members
Te Awahou Foxton Community Board Meeting
Dawn Blessing and Official Opening - Gladstone Road Realignment
MidCentral Clinical Services Plan - Community Engagement interview
Coast Radio – Political Piece interview
Wellington Regional Leadership Committee – Chair and Project Director
90 <sup>th</sup> Birthday visit
Ō2NL & Town Centre Taskforce
Elected Members Regional Forum
Purple Poppy Day – plaque unveiling and commemoration at the Levin War Memorial
Viewing of Herstory of Womens Rugby at Te Takeretanga o Kura-hau-pō
Hurricanes Poua vs. Chiefs Manawa at the Levin Domain
Walk of Fame Unveiling Function
C4LD Plenary Group - General update and way forward
Select Committee - speaking in support of HDC's RMA Submission
Mayor's Taskforce for Jobs – update from officers
Horowhenua FMU Water Quality Interventions - Governance Group meeting

#### 4. Submission - Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill

On 17 February, Horowhenua District Council submitted to the 'Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill'. The submission outlines Council's position on the Three Waters reform and provides explicit feedback on the legislation where it will affect our organisation and community.

We requested an opportunity to speak in support of the submission, during committee hearings. Submission **attached**.

#### 5. Submission – Waka Kotahi Resource Consent and Notices of Requirement for Ō2NL

Council also made a submission on resource consent applications and notices of requirement by Waka Kotahi to construct and operate, maintain and make improvements to Ō2NL.

Ō2NL will be the largest Government investment in the Horowhenua District in generations and will address significant existing issues on a key piece of national infrastructure. The project will deliver significant safety and resilience benefits to our community and, as a result, is widely supported by Council and the community. We therefore took the opportunity to confirm our support for the proposal. Submission **attached**.

## 6. Submission - Future for Local Government Draft Report

The Review into the Future for Local Government is an opportunity to create a new system of local governance and democracy that will effectively respond to a changing New Zealand and create conditions for communities to thrive.

The draft report, He mata whāriki, he matawhanui, outlines the need for a local governance system in Aotearoa that is community-focused and citizen-centred, based on strong relationships and partnerships. The draft report, which was released in October 2022, is intended to provoke further discussion and invited submissions which will shape the final report and recommendations.

In our submission, we noted that there is a range of views among Council and that the submission is based on the views of the majority. Council further noted that it agrees, in principle, with the five key shifts proposed by the Panel.

The Five Key Shifts are:

### **1. Strengthened local democracy**

From low public trust and participation in local governance

To citizens participating in local decision making; councils being trusted and reflecting community diversity.

### **2. Authentic relationship with hapū/iwi and Māori**

From variable relationships between councils and hapū/iwi/Māori

To strong, authentic relationships between councils and hapū/iwi/Māori that enable self-determination and shared authority.

### **3. Stronger focus on wellbeing**

From councils often narrowly focused on delivering services and infrastructure

To councils focusing on holistic strategies to improve the wellbeing of their communities.

### **4. Genuine partnership between local and central government**

From low trust between local and central government

To genuine partnership to co-invest in and deliver wellbeing outcomes for communities.

### **5. More equitable funding**

From an over-burdened and constrained funding system

To an equitably funded system that enables communities to thrive.

Submission **attached**.

## 7. Regional Mayoral Forum

The purpose of the Manawatū-Whanganui Mayoral Forum is to support effective leadership on shared priorities and matters of importance to the region's communities. It is a joint committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The objectives of the Forum are:

To enable Manawatū-Whanganui councils to work more collaboratively in response to regionally significant challenges and opportunities;

To provide a forum for engagement between councils, central government, tangata whenua, and other leaders in the region;

To explore, with iwi and hapū, how governance relationships might be further progressed in future;

To provide a collective voice to advocate for and raise the profile of these issues and opportunities;

To increase the effectiveness of local government in meeting the needs of Manawatū-Whanganui communities;

To develop and implement programmes (including joint plans where appropriate), which are responsive to the needs and expectations of the community; and

To prepare for institutional changes, such as joint planning arrangements, and oversee preliminary work to inform joint strategies and plans.

At the March meeting, Mayor Wanden was appointed as chair of the forum for 2023.

## Attachments


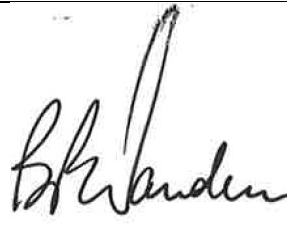
No.	Title	Page
<a href="#">A</a>	Submission - Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill	11
<a href="#">B</a>	Submission - Waka Kotahi - Resource Consent and Notices of Requirement - Ō2NL	26
<a href="#">C</a>	Submission - Future for Local Government Draft Report	29

### Confirmation of statutory compliance

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

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

## Signatories

Author(s)	Bernie Wanden <b>Mayor</b>	
Approved by	Bernie Wanden <b>Mayor</b>	



Committee Secretariat  
Finance and Expenditure  
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Wellington 6140

Members of the Finance and Expenditure Select Committee

### **Water Services Legislation Bill and the Water Services Economic Efficiency and Consumer Protection Bill**

Horowhenua District Council welcomes the opportunity to submit on the Water Services Legislation (WSL) Bill and the Water Services Economic Efficiency and Consumer Protection (WSEEC) Bill. This submission comments on both Bills.

#### **Legislative drafting error constrains Councils' planning process**

There is inconsistency between Clause 27 of Schedule 1AA to the Local Government Act 2002 (LGA), and Subpart 4 of Schedule 1 of the Water Services Entities Act 2022 (WSEA), in relation to the long-term planning that can be undertaken by local authorities during the establishment period.

Both provisions form part of the transitional arrangements for the Government's Three Waters reform proposals, and have been enacted.

The provisions of Subpart 4 of Schedule 1 of the WSEA confer oversight powers on the Department of Internal Affairs for certain decisions proposed by local authorities (includes long-term plans (LTP) and amendments to long-term plans (LTPA)); and Clause 27 of Schedule 1AA to the LGA precludes local authorities from including any content relating to water services from any long-term planning (which includes amendments to long-term plans).

The preclusion in clause 27 means that local authorities cannot practically initiate any long-term planning that addresses the provision of water services during the establishment period, which in our view does not reflect the policy sitting behind Subpart 4 of Schedule 1 of the WSEA. Importantly, and of most concern to us and the sector, the preclusion captures amendments to long-term plans, which certain councils consider necessary this year (as part of their annual plan cycle, or separately).

The sector is in receipt of advice from Local Government New Zealand which states that the phrase 'and amendments' in clause 27 (LGA) includes amendments to the current (21/31) LTPs. We understand that this view is shared by the Office of the Auditor-General and has recently been communicated by Audit New Zealand.

The practical impact of clause 27 is that local authorities who need to initiate any amendments to the LTPs may not include any information relating to three water services (in their proposed amendment, or associated documentation). As local authorities retain full responsibility for the provision of water services up to the close of 30 June 2024, this is unduly constraining of their ability to make decisions relating to this service.

Any LTP amendment must show updated forecast financial statements, and so this preclusion creates an issue, as it will not be possible to include information on the costs of and funding for three water services. Critical financial parameters (in particular debt) relating to the transfer of three waters undertakings are currently unknown and could remain unknown for some time yet. In a similar vein, the schedules of assets will not be finalised for some time. This may be a subject of some debate between local authorities and the Department – particularly with stormwater assets where there will be some degree of case-by-case discussion of what does and doesn't transfer.

Those local authorities that want to (or need to) amend their 2021/31 LTPs are then faced with a requirement that they could meet only by making assumptions about what does and doesn't transfer. This places an addition barrier or constraint around the negotiation and asset transfer process.

If a Council fails to carry out the above, Audit NZ have indicated that it would result in an adverse audit opinion - *An adverse opinion states that the financial statements do not present fairly the financial position, results of operations, or cash flows of the entity in conformity with generally accepted accounting principles. An adverse opinion can seriously damage a company's reputation.* Far from ideal for councils wanting to be genuine, transparent and build trust with their communities.

It is completely unrealistic, and in our view unachievable to develop a 2023 Long Term Plan Amendment that excludes 3 Waters. The Long Term Plan Amendment has been months in the making and simply 'excluding' 3 Waters will have an impact on critical financial parameters. It will result in a domino effect; re-calculations will result in failure to meet audit deadlines; resulting in failure to uphold section 93A of Local Government Act 2002; resulting in extended timeframes, late audit opinions and ultimately, the failure to adopt a Long Term Plan Amendment by 30 June 2023 as mandated by the Local Government Act 2022.

The drafting error which is in contradiction to the practical transition guidelines will constrain us from delivering a Long Term Plan Amendment for our community. The obvious lack of understanding and disregard of the adverse implications of such an error does not install confidence in our Council in the ability of the government to deliver on the reform in its current state.

**Recommendation**

Amend clause 27, schedule six of the Local Government Act to exclude amendments to the 2021/31 long-term plans thus ensuring local authorities are able to demonstrate accountability to the community and manage the financial consequences of their delivery of water services to 30 June 2024



### Three Waters in Horowhenua District

The Council's three waters network (drinking water, wastewater, and stormwater) includes 961.16km of pipes, 15 reservoirs, 73 pump stations and 11 treatment facilities, with a combined value in the hundreds of millions. The network services 12,547 water supply connections; 10,737 wastewater connections; 12,527 storm water connections. Our three waters system, by its very nature, is largely out of sight and can be easily overlooked.

### Our role - Kaitiakitanga

We as Council, in collaboration with Horowhenua Tangata Whenua share Kaitiakitanga. Our role as kaitiaki is to have guardianship of and to care for the mana and the mauri of our environment – of people, animals, plants, of water and land. We have many purposes with our role as kaitiaki; partnerships, community, wellbeing, infrastructure, recreation, education. With or without 'three waters,' we will still be guardians of our rohe and advocate for positive outcomes that enhance the wellbeing of our people and environment, which will protect a future that matters. Kaitiakitanga is never ending.

### Managing Growth

Three Waters has been a focus for Horowhenua in Council's strategic planning, as the infrastructure is a key enabler for the district's ability to provide for a population growth projection of around 30,000 across the district over the next 20 years.

The Council is taking a proactive approach to planning for growth. At a regional level Council has been a key partner in the development of the Wellington Regional Growth Framework and the Manawātū-Whanganui Regional Spatial Plan.

Horowhenua is in the midst of an exciting transformation. The district is undergoing significant growth and it is essential that there is continued investment in its infrastructure. Levin in particular is experiencing significant growth pressures due to enhanced access and proximity to the major centres of Wellington and Palmerston North and its availability and affordability for housing developments. The district is currently growing at a rate higher than the 95 percentile population growth rate factored into the Council's Long Term Plan 2021-2041.

Council has provided \$231.7m in that Long Term Plan for enabling infrastructure investment across the housing development areas, with \$191m of that planned for three waters infrastructure. Key strategic three waters infrastructure planned within 10 years include:

- Alternative water supply for the growing population, as well as investigating sources of sustainable supplementary water supply for providing resilience and climate change mitigation.

- Levin Wastewater Treatment Plant and treated effluent disposal site which is locally known as The Pot (irrigated to forestry mixture of exotic and native trees).

- Full service water and wastewater reticulation upgrades to serve our growing settlements.

Alongside growth investment Council has invested significantly in its wastewater infrastructure with close to full irrigation of wastewater to land and for safe water supplies. This investment and ongoing renewal and maintenance has ensured continuity of service and wellbeing for our community.

Council has also worked hard to ensure that its three waters infrastructure and service activity be delivered in a way that recognises the role of iwi partners. This partnership approach has influenced Council's approach to wastewater treatment and delivery of safe water to the district's communities.

Council's Long Term Plan prioritised master planning for the Levin water supply and wastewater are finalised. Council want to ensure that a robust work programme is developed that meets current and future demand. Council also need certainty on ensuring its district will receive, at the very minimum, the same level and timing of current planned growth infrastructure.

This investment has the support of our community who we consulted during development of the Long Term Plan, and is needed to support the growth and future of our district. Therefore, we recommend that the functions of water services entities includes giving effect to providing for new and existing businesses as committed to in Spatial Plans and Long Term Plans.

### Our position

We acknowledge that safe, reliable, and affordable water services that support good health and environmental sustainability are critical for our community. Horowhenua District Council's position on the Three Waters reform remains unchanged from its submission to the Finance and Expenditure Committee on 22 July 2022.

It is Council's position that:

Council considers the sequencing of three waters reforms ahead of finalisation of the Government's own concurrent future of local government review is ill-considered and inappropriate; The Three Waters Reform will have a significant impact on the future functions of local government. Council considers it is appropriate to proceed with the Future of Local Government discussion ahead of the Three Waters Reform. The Future of Local Government reform should provide the over-arching direction for the responsibilities and requirements for local government. This would clarify the activities to be delivered by local government, which could guide the future of water service delivery in Aotearoa New Zealand. The Resource Management Reforms are also likely to have a significant impact on three waters service delivery, including regulation of the disposal of wastewater effluent and stormwater. The detailed requirements for Spatial Planning will also be important in setting direction for growth investment by the new water service entity.

It is paramount that the voices of the Horowhenua community are heard and responded to. The district's community has concerns around issues such as additional charges. Council needs assurance that the Horowhenua community has their concerns answered, feels well informed and understands the pros and cons of reform. Council wants our community to be engaged with for significant decision making for Three Waters infrastructure, at a minimum, to the level of community engagement currently carried out by Council. The continued absence of such engagement on these "essential" services is a further reason the Council does not support the approach proposed.

Council stands by its earlier position and recommends that the approach is changed and an enduring solution is sought through a genuine cross-party process. Many organisations, councils and communities want the three waters system to be reformed. There is genuine interest in working together to develop a solution for such an essential service. By listening to sentiment in the wider community and local government sector the Government would not be 'losing' by pausing. When it comes to matters such as the provision of a safe and reliable water supply, parties shouldn't be 'winners' or 'losers'. It's our communities who lose through this approach. On one hand, communities face implementation of a system they have not had input into and do not support. On the other hand, the needed reform will be delayed if this legislation is repealed if there is a change of Government. The three waters reform process purports to have community interests at heart, but that is not what is playing out. By listening and holding further discussions and taking a cross-party approach, people

would view that bold step as it should be seen – brave and the right thing to do. It is how we want our leaders to lead.

## **Water Services Legislation Bill**

### **Purpose of WSEs and local government**

Under the Local Government Act 2002, councils are required to promote the social, economic, cultural and environmental wellbeing of communities. This drives how councils make decisions about the investments we undertake and services we deliver. WSEs do not share this purpose, and their governing legislation does not reflect the important role water services play in upholding the social, economic, cultural and environmental wellbeing of communities.

The WSL Bill appears to treat councils as just another stakeholder group for a WSE to engage with.

### **Stormwater**

There is significant complexity associated with a part-transfer of stormwater functions to a WSE. It is important that the functions, powers, obligations and liabilities of the respective agencies for stormwater are clear with adequate protections for all parties.

There is a lack of clarity between the new “transport stormwater system” definition (clause 5 of the Bill) and the WSE’s stormwater network (from which transport stormwater systems are excluded). Where a road discharges to a stream located within the road corridor, the stream is presumably to be treated as “green water services infrastructure”, and part of a transport stormwater system, as opposed to being part of the WSE’s stormwater network. However, when the stream meanders and is no longer in the road corridor, it will not be a part of the transport stormwater system, and it will then become part of the stormwater network for which the WSE is responsible (or, if in the rural environment, part of the network that will be the responsibility of the council).

Under the Bill, the dividing line between the systems, and therefore responsibility, is unclear. The definition of “transport stormwater system” refers to infrastructure used or operated by a transport corridor manager to drain or discharge stormwater affecting a transport corridor. This seems to mean that the infrastructure (including green water services infrastructure) does not necessarily need to be located ‘in’ the transport corridor to be part of the transport stormwater system.

Furthermore, if a stormwater management plan or set of rules is prepared, and seeks to regulate discharges into the WSEs network (which is empowered), will this mean that those rules will not apply uniformly to all intersecting networks? There is scope for uncertainty here that should be resolved.

### Stormwater charging

The stormwater charging regime will not be established until at least 30 June 2027. The WSL Bill contemplates allowing WSEs to charge councils for stormwater service provision until this time as they will be unable to charge consumers directly. However, other provisions in the Bill prohibit councils from including any three waters related content into their long term plans so they would be unable to generate revenue from rates for these costs. In short, who would bear the costs of stormwater in this extended transition period remains undecided and problematic.

#### **Recommendation**

Amend the WSL Bill provisions on stormwater (including definitions) to clarify the points of intersection between the stormwater networks of road controlling authorities, councils and WSEs, particularly where the road controlling authority responsibilities would end and those of a WSE would start.

Delete clause 63 OR amend clause 27, Schedule 1AA of the Local Government Act 2002 and/ or include a specific provision to allow councils to rate for any stormwater services being charged to them by a WSE.

### Asset and liability transfer

The transfer of assets and liability from councils to WSEs is a complex matter with the potential to significantly disadvantage the parties if not done carefully and with integrity. We urge the Government to honour its commitment in the Heads of Agreement with LGNZ that all councils will be 'no worse off' as a result of the transition.

### Allocation schedules

The process for preparation of an allocation schedule has been enhanced by the inclusion of new section 39 of Schedule 1 to the WSL Bill (consultation on allocation schedule) – a requirement by a WSE to engage with councils, and an ability for councils to provide comments on the content of a draft allocation schedule. After comments are provided, the establishment CE is obliged by clause 39(d) to inform councils in writing of the reasons for any "amendments made" to the draft; there is no requirement to respond generally to comment made by Councils. We recommend new section 39(d) be extended to cover reasons for not making amendments as well.

Clause 40 of the Bill also provides the Minister with the power to approve the allocation schedule, and power to make "any amendments the Minister considers appropriate". This is an unconstrained power with no apparent policy basis (this is not an emergency situation requiring instant decision-making powers). We recommend this power should be, at the least, linked to a requirement to consider the written comments provided by a council, the response from the establishment CE, and a requirement to provide reasons for any changes to the allocation schedule.

We also recommend changes to the dispute resolution process in new section 44 of Schedule 1 of the WSL Bill. The immediate leap to costly and binding arbitration in the case of a dispute is extreme. There needs to be an intermediate step of mediation to attempt to resolve matters. We also recommend that the amended dispute resolution process be made available to any disputes over the allocation schedule transfer process in clause 42, not just the process in clause 43.

### Purpose of Water Services Entities and Local Government

Under the Local Government Act 2002, councils are required to promote the social, economic, cultural and environmental wellbeing of communities. This drives how councils make decisions about the investments we undertake and services we deliver. WSEs do not share this purpose, and their governing legislation does not reflect the important role water services play in upholding the social, economic, cultural and environmental wellbeing of communities.

The WSL Bill appears to treat councils as just another stakeholder group for a WSE to engage with. The WSL Bill provides for collaborating with hapū or iwi relating to the provision of water services. However, the Bill is silent on collaboration with any agencies outside the water sector (section 13(j) of the WSL Bill acting to limit the agencies WSEs are expected to collaborate with to water services sector-related). Building strong relationships with the business sector to plan for and enhance economic wellbeing and collaborating with other utility providers to share learnings and best practice, is equally as important as collaboration with overseas water agencies (as set out in proposed new section 13(k)).

#### **Recommendation**

Amend Part 1 clause 7 by adding collaboration with other infrastructure providers to promote social, environmental and economic wellbeing to the list of functions of water service entities.

### Relationship Agreements – Part 13, sub-part 3

The purpose of a Relationship Agreement is to identify the governing principles, dispute resolutions processes, information sharing arrangements, any arrangements with hapū or iwi relating to the provision of water services for which the parties have obligations for, ways of working to operate and maintain stormwater, and engagement processes between the parties for strategic planning.

WSEs are required to enter into Relationship Agreements with a territorial authority owner, a regional council whose boundary is inside, or overlaps with, the water services entity's service area, and a transport corridor manager whose jurisdiction overlaps with the water services entity's service area. One Relationship Agreement can be entered by multiple parties.

These agreements are not legally binding and are to be high-level, setting out how the parties intend to work together collaboratively and in good faith. Given that the relationship agreement will not be legally enforceable, the WSL Bill should do more to establish the context of the special role and nature of the relationship agreement between a WSE and a council – via an express statutory basis and mandate. In its current form, the WSL Bill treats councils as simply another stakeholder, rather than the core organisation undertaking growth planning and placemaking which three waters services enables. The legislation needs to reflect that WSEs will operate within a broader system that services communities but that councils remain central to that overall picture as well as being democratically accountable. Communities should be able to expect both service organisations to work together for their benefit.

We want to see a requirement for a relationship agreement to include how WSEs will support councils to deliver their statutory obligations around long term plans and infrastructure strategies. Council has to prepare a long term plan every three years that goes through a prescriptive process under the Local Government Act 2002 and involves extensive community engagement. The long term plan process becomes more intense as it progresses through the last six months prior to adoption having

very little 'wiggle room' to accommodate anything that might delay the process (including any changes to delivering activities that would impact on financial bottom lines). The long term plan process includes development of infrastructure strategies (and financial strategies).

**Recommendation**

The WSE extend the intention of WSE Relationship Agreements to include the special role and nature of the Council. For example, an express expectation of joint care and stewardship for all the systems impacted by their respective actions for the benefit of local communities. Specifically, the WSE needs to clarify how it will support legislative requirements, and give effect to growth and placemaking requirements of the Council's District and Spatial plans as the WSEs prepare 30 -year infrastructure strategies.

**Paying rates**

Under proposed new section 342 of the WSL Bill (WSEs not liable for rates), WSEs will not pay rates on pipes through land they do not own, nor on assets located on land they do not own. Council strongly disagrees with this provision.

This would treat WSE infrastructure differently from all other network infrastructure, for example, telecommunications, gas, and electricity pipes or lines, all of which is rateable when fixed in, on or under the road. Council must be able to cover the costs of its activities. While Council will not (post-transition) be delivering three waters, it will still have collaboration costs associated with three waters, including engagement with WSEs on shared functions (such as stormwater management plans) and impacting functions (such as spatial planning and resource management).

Council uses the principles in the Local Government Act 2002 for determining how to rate for its activities. The drivers of the need for the activity or service and those who benefit from the activity or service will share in the costs of the provision of that service. The Council's position is that there is no good reason for giving WSE infrastructure special rates treatment. Doing so is inconsistent with the proposed financial independence (and self-sustaining policy) of the WSEs, in particular the prohibition on council owners giving their WSE financial support (section 171(1)(c) of the WSEA). An exclusion from paying rates is, in substance, a form of financial support. Councils should not be subsidising WSEs.

In addition, if the intention in the WSL Bill is to make land owned by WSEs non-rateable, this is also opposed. Clause 137 of the Bill proposes an amendment to the Schedule of non-rateable land in the Local Government (Rating) Act 2002 to add a new clause 3(3)(e) (although this reference appears to be in error). There is nothing about land used for water services that qualifies it for non-rateability. The same land used for the same purposes and presently owned by councils or their CCOs is fully rateable, and there is no good reason for altering that status, and depriving councils of much needed rates revenue, simply because the assets are transferring to WSEs. Pertaining to resourcing, if any WSE land is to be non-rateable, the Council will still be required to assess that land in the normal way, which is a resource burden on the Council that should not be arbitrarily accommodated.

**Recommendation**

That section 342 of the WSL Bill is removed to allow councils to rate WSEs for all land holdings, pipes through land they do not own, and on assets located on land they do not own.

That there is no amendment to the Schedule of non-rateable land in Local Government (Rating) Act 2002

**Billing**

Pass through billing - the Chief Executive of WSE may authorise local authorities to collect charges. The expectation is that councils will collect charges on behalf of the water services entity, with reasonable compensation for doing this work. If there is any disagreement regarding the terms of a charges collection agreement the matter must be referred to the Minister (to be resolved within 20 working days). The charges collection agreement expires at the close of 30 June 2029.

We find it unacceptable that local government must collect water charges on behalf of WSEs until potentially 2029. We oppose being compelled to collect revenue for a service that we no longer control and deliver, despite a 'reasonable payment' being made for providing this service. This arrangement has the potential to cause public confusion as councils will be collecting money for a service, they have no direct accountability for. There will potentially be a significant administrative burden to manage for unpaid charges. It is noted that local authorities are not required to take responsibility for unpaid charges but are required to advise the Entity Chief Executive about the unpaid charge and if Council does not intend to collect the unpaid charge.

**Recommendation**

That clauses 336-338 be removed from the WSL Bill and Entities take responsibility for their own billing requirements.

**Governance structure and accountability**

The regional representative groups and regional advisory panels, entities and their boards are to be accountable to communities. We wish to reiterate our Council's concerns raised in our submission on the Water Services Entities Act 2022 relating to the complexity of the governance structure diluting local voice.

Each body will be representing a wide geographic area with many diverse communities and areas of interest.

- Local communities need to be assured that their interests are safeguarded and represented in this process.
- We suggest that the Regional Representative Group (RRG) works with councils and iwi/Māori to develop a model that allows for strong local/ regional representation based around sub-Water Service Entity cluster areas. This could be achieved in the interim through applying existing regional council boundaries, entailing the local councils and iwi.
- In resolving any tension between councils and the WSEs, it appears that councils would potentially be limited to escalating issues to the RRG and providing input on relevant planning/ policy documents (unless resolution is included in a 'relationship agreement').

- We are concerned that planning and investment prioritisation processes have the potential for misalignment between those plans councils produce and the prioritised infrastructure delivery of the WSEs. For example:
  - Approval of the Statement of Expectation (SOE) and Statement of Intent (SOI) as they need to be aligned with the representative groups at the sub-WSE areas.
  - Alignment of the WSE planning processes with spatial planning and proposed Resource Management Act (RMA) reforms at regional and local levels.

When combining the WSEs' governance arrangements with some of the function outlined in the WSL Bill, such as councils collecting water services rating on behalf of WSEs, our Council is concerned that there will continue to be an implicit expectation from the community that local government is still responsible for three waters service delivery. Councils need to have control over things they are responsible for. In fulfilling its Local Government Act 2002 responsibilities, local government must be given the mandate to set some of the operating parameters that a WSE must respond to in order for local government to deliver on its duties and objectives.

### Reconfiguring agreements

The provisions around reconfiguring agreements in new clauses 52 and 53 of Schedule 1 of the WSL should be amended to ensure:

the power to direct the splitting of a contract between a Council and WSE is not unduly limited  
Councils are given the same ability as WSEs would have to provide comments to the Minister in relation to a proposed direction on the reconfiguration of a contract.

Clause 52, Part 2 of Schedule 1 to the WSL Bill provides a mechanism for existing agreements to be split, so some of a council's rights and obligations under an agreement are transferred to a WSE. However, under clause 52(6)(c), the agreements must be split by "a local government organisation remaining a party in relation to certain provisions and the board of the water services entity replacing the local government organisation as a party in relation to other provisions".

In some instances it may be useful to split a contract by way of the services provided under the contract, rather than being restricted to severing off whole provisions of a contract. If the current drafting is retained, there may be a tendency for the Minister to direct the sharing of contracts rather than splitting. This would likely disadvantage councils, as under clause 52(10), a council would be left with the liability associated with those aspects of the contract that relate to the WSE's functions.

Clause 53 enables a WSE Board, but not a council, the ability to comment on a proposed direction relating to a reconfiguration of an existing agreement. This is unfair and should be amended. The reconfiguration of a council's existing agreement(s) may impact on the council's ability to discharge its remaining statutory functions so councils should be given an opportunity to raise any potential issues prior to the direction being made.



### Debt

We are concerned about the process for determining Council's three waters debt in new section 54 of Schedule 1 of the WSL Bill. The WSL Bill gives, seemingly, unfettered powers to the Chief Executive of DIA to decide the total water infrastructure debt levels of councils. There is a risk that councils may be stranded with three water debt that they may have difficulty servicing.

Should a council disagree with the determination of the Chief Executive of DIA on the total three waters debt, there appears to be no recourse. There should be. The dispute resolution processes in new section 44 of Schedule 1 to the WSL Bill with the amendments suggested in this submission (to add a mediation step) should apply to debt validation. The Bill anticipates scenarios where councils may keep holding (some portion of) this debt for a period of up to five years. The reason for this needs to be clarified in the WSL Bill along with the debt servicing arrangements.

### Balance sheet support

The observation from reviewing the Water services legislation Bill was a distinct lack of direction relating to funding of the new WSE's and any framework or direction for how the entities will be supporting their balance sheet. We would have expected to see some borrowing guidelines relating to who can lend to the organisations along with some direction on what constraints would be applied to the borrowing so as to guide treasury / financing functions once they are stood up. It is critical that when assets are transferred off Council's balance sheet, our Council is left "no worse off" as contemplated when the reform process started – without any detail about how this will occur in this Bill, Council is exposed to significant risk.

## *The Water Services Economic Efficiency and Consumer Protection Bill*

The Water Services Economic Efficiency and Consumer Protection Bill will provide the economic regulation and consumer protection framework for water services. We support the information disclosure elements towards the regulatory policy outcomes targeted for improvement.

Council supports the need for economic regulation and consumer protection as part of the Government's wider three waters reforms.

The economic regulator has an important role to help reassure consumers that there has been proper scrutiny of costs for water services through the range of controls set out in this submission.

We are supportive of a range of economic regulation for water, including information disclosure, price-quality, pricing, consumer protection and dispute resolution.

Economic regulation and consumer protection as a part of the future legislative framework and in relation to the operating requirements of the proposed Water Services Entities (WSE) are important to ensure:

- fair and transparent pricing
- incentivisation and transparency of performance
- increased efficiencies, over time
- an investment pathway for addressing long-term issues (rather than ad-hoc and reactive decision making)
- consumers have clear channels for raising issues and can have confidence in fairness of pricing
- effective resolution of disputes.

### Integrated and bespoke approach:

Economic regulation for water must be carefully designed as part of the wider three waters reforms and ensure a bespoke approach that balances economic efficiency with broader outcomes.

This includes how economic regulation for three waters relates to:

- the wider design of legislation and system stewardship arrangements
- representation and governance
- planning integration processes
- how economic regulation works with the other water regulators to give economic effect to their requirements; and
- transition processes and timing.

Economic regulation for water will require a different approach to that seen in other regulated sectors. The three waters are inherently more complex than those utilities currently regulated by the Commerce Commission. Reasons for this include:

- The WSEs differ from the other regulated monopolies in their degree of vertical integration and complexity – spanning from bulk water supply, to reticulation, servicing households and businesses across three waters, and the billing and customer relationship with end users. They must also grapple with security and scarcity constraints.
- The WSE will offer a fully integrated service – collection, treatment and distribution of three waters. There's no separate retail layer (as in electricity, gas and telecommunications), so the firms will have to manage billing, revenue assurance, infrastructure planning and investment.
- The WSE will be subject to Government stewardship arrangements, including a Government Policy Statement.
- The WSEs will be bigger (by value) than any network the Commerce Commission currently regulates, and this will only grow based on the renewal, growth, service improvement and climate change adaptation investment anticipated. Investment will include significant CAPEX programmes across multiple projects in each WSE.
- Economic regulation for water will be closely interlinked with wider regulation and governance / representation. Roles, responsibilities and decision-making accountabilities need to be clear.
- In addition to economic regulation, the WSEs will be regulated by Taumata Arowai and by environmental planning controls (primarily through regional councils). These will directly drive investment requirements. Economic regulation needs to accommodate other regulatory requirements and how these will impact on costs, quality and management practices.
- Water is essential for the well-being of people. Water services cannot simply be disconnected if there are issues of non-payment or debt. This includes statutory requirements under the Health Act.

### Support for policy direction

We are supportive of the following key policy settings of the Bill in that:

- economic regulation focuses on the four proposed WSE, rather than other smaller rural and community-based providers and schemes. This is to ensure that the regulation model focuses on where it can have the greatest benefit, is cost effective and can be effectively resourced. We are also supportive that economic regulation will apply to all three waters
- the Bill allows for flexibility and different approaches to regulating entities, such as Entity A, and services, such as stormwater
- information disclosure regulation and quality-only regulation should apply in the first regulatory period. Subject to flexibility on implication dates that information disclosure regulation and

- price-quality regulation will apply in the second regulatory period. A flexible approach is critical to enable development of the information and capability requirements.
- The Commerce Commission be required to set and enforce minimum service level codes
  - A consumer dispute resolution scheme be established for the three waters sector, as well as other measures to strengthen the consumer voice
  - A position of a Water Commissioner, or similar, be established on the Commerce Commission board

### Amendments required to the Water Services Economic Efficiency and Consumer Protection Bill

Economic regulation needs to be fully integrated and aligned with the design and policy decisions of the water reforms. Particular attention needs to be given to the wider community benefits and environmental outcomes expected.

In addition to efficiency, investment by the WSE must also balance meeting regulatory requirements and delivery of broader social, cultural and environmental outcomes. There needs to be more recognition of climate change, resilience and the costs and service levels that this will require. There are also cost and service level implications for meeting specific environmental and social expectations. e.g., how wastewater is treated and how drinking water is disinfected. The new freshwater regulations will also require significant investment into wastewater treatment and retention ponds.

Such considerations are outside of a focus on efficiency and need to include thinking around resilience, (increased stormwater capacity, redundancy of pipe networks e.g., duplicated mains, wastewater sumps for overflows, and bigger water storage). Such matters will need to be factored into any price / quality regulations.

As drafted, the Bill does not sufficiently recognise the wider range of outcomes that are enabled by investment in three waters and there is a risk that a focus on cost and price will override the ability of the WSE to also invest to enable community outcomes or growth. These broader outcomes need to be better reflected in the Bill, including in Part 1 clauses 3-6.

Clause 12 appears too narrow to cover all the relevant characteristics and outcomes enabled by WSE services. These include a range of environmental, economic and social outcomes.

We submit that a modified version of the objective statement should be developed, which balances a workably competitive market (and understood outcomes of innovation, investment, efficiency, quality, prices, and profit), with community and environmental outcomes, and the principles of Te Mana o te Wai.

We suggest three complementary objective statements. These would need to be aligned with the statutory objectives of WSE (this may require amendments to the Water Services Entities Bill). The three objectives would be:

Outcomes for consumers consistent with competitive markets and relevant to services provided to connected parties.

Outcomes for communities and the environment consistent with a well performing local authority. This part of the objective statement could borrow from s14 of the Local Government

Act 2002, and most of the matters there are relevant to the provision of public or quasi-public services.

Outcomes consistent with Te Mana o te Wai. The part of the objective statement could borrow from section 3.2 of the National Policy Statement for Freshwater Management 2020.

### Te Tiriti and Te Mana o te Wai

Economic regulation will also need to consider how to give effect to the principles of Te Tiriti o Waitangi. This includes recognition of co-governance of the WSE and how economic regulation reflects and recognises the principles and outcomes sought through Te Mana o te Wai which puts the health of a waterbody first, human health needs second, followed by recreational, economic and other needs.

We recommend that further consideration is given as to whether the Bill sufficiently considers how economic regulation can give effect to Te Tiriti o Waitangi and the principles and outcomes sought through Te Mana o te Wai. This may require a specific statutory objective or changes to clauses 6 and 12.

### Consumers

The Bill does not adequately identify the range of consumers, services provided to each consumer group, and whether these services are supplied by a WSE or another body. This may require amendments to clause 7 or a new section.

Consumers will include a range of types of users:

- Households
- schools, hospitals and other social / community institutions
- Iwi / Māori
- local and regional councils
- land and property developers
- a range of corporate and commercial users, including very large industrial consumers
- rural consumers
- vulnerable consumers
- private and community water schemes and self-suppliers

Defining what is meant by a consumer and understanding the range and variability of water consumers will be critical to successfully developing a regulatory framework that advances the long-term interests of consumers. We recommend that further consideration and focus is given to defining consumer groups, services, and the role and statutory powers of WSE and economic regulation in relation to each group.

### Capability and timing

Timing and enabling flexibility in the implementation approach are critical to support the development of the required capacity and capability of WSEs to meet economic regulation requirements.

Water reforms will take time to embed and mature. In this environment, it will be vital that economic regulation plays a constructive and proactive role to support and work with WSE and Taumata Arowai to meet bottom lines and regulatory requirements.

Economic regulation also places a lot of demands on an organisation in terms of reporting and long-range planning. We therefore consider that it will be important to take a transitional approach to

economic regulation while also ensuring that the pathway is clear and achievable so that this can be planned for and resourced. Establishment and transition will require a learning culture and an approach based on sharing of lessons and raising sector capability.

We suggest the Bill includes a stronger focus on the capability, culture and behaviours to ensure economic regulation plays a constructive and proactive role to support and work with WSE and Taumata Arowai to meet bottom lines and regulatory requirements.

### Support of submissions

Horowhenua District Council supports and endorses in full, the following submissions on the Water Services Legislation (WSL) Bill and the Water Services Economic Efficiency and Consumer Protection (WSEEC) Bill from:

Local Government New Zealand  
Taituarā  
Communities 4 Local Democracy

### Timing of submissions


We are disappointed at the timing of the release of the two water services bills and the short submission period. It coincides with the Christmas and New Year period and the submissions periods for the two resource management bills and the Future for Local Government Review report. This made preparing a submission on this important matter very difficult. We remain concerned that this difficulty would have been even more pronounced for Iwi partners, members of the public, and community groups.

Horowhenua District Council thank you for the opportunity to submit on these bills. We would like the opportunity to appear before the Committee in support of this submission.

Ngā mihi nui,



**Bernie Wanden**  
Mayor



**Monique Davidson**  
Chief Executive



28<sup>th</sup> February 2023

Manawatū-Whanganui Regional Council  
Private Bag 11025  
Manawatū Mail Centre  
Palmerston North 4442  
Via email: [consent.submissions@horizons.govt.nz](mailto:consent.submissions@horizons.govt.nz)

To Whom It May Concern,

**Submission by HDC Elected Members on resource consent applications and notices of requirement by Waka Kotahi New Zealand Transport Agency to construct and operate, maintain and improvement the Ōtaki to North of Levin Highway Project (Ō2NL).**

The Ō2NL project (the project/the proposal) is the largest Government investment in the Horowhenua District in generations and will address significant existing issues on a key piece of national infrastructure.

The project will deliver significant safety and resilience benefits to our community and, as a result, is widely supported by the community. As representatives of the community, Horowhenua District Council's (HDC) Elected Members wish to take this opportunity to state their support for the proposal.

HDC also wish to take this opportunity to acknowledge the action taken by Waka Kotahi to embed Iwi interests and values into the project.

Safety and Resilience

The State Highways that currently pass through Horowhenua have poor safety records. Despite State Highway 1 being the only north-south route between Ōtaki and Levin (therefore being a key connector between Wellington and the rest of the North Island), it, along with State Highway 57, is classified as a High-Risk Rural Road and has a Star Rating of just 2 out of 5.

The stretch of State Highway 1 between Levin and Ōtaki is plagued by frequent closures, due to both traffic accidents and weather events, with the only detour increasing journeys by over two hours (more in peak times). These issues are likely to worsen due to the impacts of climate change and increasing traffic volumes.

Turning to safety, we note that in the 5-year period to 2021 there were 72 deaths and serious injuries on State Highways within the Horowhenua District. As we know, the ripple effect of these incidents extends far beyond the individuals directly involved – having significant and enduring effects on friends, family, whanau, employers and colleagues.

Ō2NL will make a significant contribution towards addressing these issues.

Improving Prosperity, Food Security, and Well Being

As stated above, the Ō2NL project will deliver numerous benefits for our community, by improving the safety of a dangerous stretch of road and by improving resilience in the transport network. This will lead to numerous productivity benefits and will strengthen distribution and supply chains. As the vegetable bowl of the lower North Island, improving Horowhenua's connectivity to the rest of the country will assist with improving food security thus delivering wider wellbeing outcomes.

Horowhenua is part of the Wellington Regional Growth Framework, demonstrating the opportunities that exist within Horowhenua to address serious housing shortages within the Wellington region. However, realising this opportunity relies on Ō2NL improving the District's proximity to Wellington. Ō2NL will support District growth, unlock the potential of housing growth areas, improve business opportunities, and increase the range of employment and education opportunities accessible to our community.

#### Environmental Effects and Technical Assessments

HDC Elected Members note that a project of this size has the potential to have environmental impacts. While HDC Elected Members are providing this submission in our role as a community advocate, we are also cognisant of the important regulatory role we play in this process. While HDC Elected Members and the Horowhenua community support the proposal, it is important that the cultural and environmental integrity of our district is protected and, where possible, enhanced as the proposed highway (and associated works) is constructed and operated. As such, HDC Elected Members seek any changes to the proposal that will better achieve this outcome than what is currently proposed. It is possible that the project will be refined, or additional conditions required as a result of technical assessments and matters raised in submissions. HDC Elected Members look forward to the ensuing Environment Court process to achieve this outcome.

The decision we seek is for the notices of requirement to be confirmed and the resource consents granted, with conditions that will ensure the effects of the proposal are appropriately avoided, remedied, or mitigated and that the proposal is consistent with the objectives and policies of all relevant planning documents.

#### Concluding Comments

HDC Elected Members look forward to continuing to work with Waka Kotahi, both within the regulatory process and outside, as a key project stakeholder and partner, in order to achieve the best possible outcomes for our community.

Our submission details are included on the final page of this submission.

Kind Regards,



Bernie Wanden

**District Mayor**

Copy to:

Ōtaki to north of Levin Project  
Waka Kotahi NZ Transport Agency  
PO Box 5084  
Wellington 6140  
Attn: Caitlin Kelly  
Via email: [O2NL@nzta.govt.nz](mailto:O2NL@nzta.govt.nz)

## Submission Details

### Section A – Submitter Details

**Organisation:** Horowhenua District Council Elected Members  
**Postal Address:** Private Bag 4002, Levin 5540  
**Email:** [mayor@horowhenua.govt.nz](mailto:mayor@horowhenua.govt.nz) (preferred contact method)  
**Phone Number:** (06) 366 0999

HDC Elected Members are not trade competitors for the purposes of section 308B of the Resource Management Act 1991.

HDC Elected Members are directly affected by an effect of the subject matter of the submission that adversely affects the environment and does not relate to trade competition or the effects of trade competition.

### Section B – What is your position on the application?

	<i>Support</i>	<i>Oppose</i>	<i>Neutral (neither support or oppose)</i>
<b>Resource Consents</b> <i>Horizons Regional Council - APP-2021203231.00</i>	✓with possible amendments		
<b>Resource Consents</b> <i>Greater Wellington Regional Council - WGN230122</i>	✓with possible amendments		
<b>Notice of Requirement</b> <i>Horowhenua District Council – 504/2022/22</i>	✓with possible amendments		
<b>Notice of Requirement</b> <i>Kāpiti Coast District Council - RM220254</i>	✓with possible amendments		

Refer to submission above for decisions sought.

### Section C – Do you wish to speak at the hearing?

HDC Elected Members wish to speak to this submission. We would consider presenting a joint case if others make a similar submission. We do not require any special assistance in presenting our submission.





28 February 2023

## Members of the Future for Local Government Review Panel

### Submission on the Review into the Future for Local Government draft report

Horowhenua District Council (HDC) thanks members of the Future for Local Government Review Panel (the Panel) for the opportunity to respond to Review into the Future for Local Government (2022) *He mata whāriki, he matawhanui*, draft report (the draft report).

HDC agrees with the Panel's statement in the draft report that:

*"[...] it is clear that significant change is required to many aspects of the local government system to maximise the wellbeing and resilience of communities now and into the future and strengthen local democratic decision-making. Facing these challenges, combined with the pace of change, is causing many of our communities to lose trust in democratic institutions and to disengage. As the layer of government closest to community, local government holds the key to rebuilding trust and confidence in civil society. The challenge is that the current system does not support local government to take full advantage of the important role it holds."*

HDC notes the report is not a draft of the final report but reflects your thinking to date.

### General Position

HDC notes that there is a range of views among Elected Members and that this submission is based on the views of the majority. HDC agrees in principle with the five key shifts proposed by the Panel. There is a lot to support there, citizen-led democracy, being one example HDC strongly supports. The key is the "how" this will be done. It will require a genuine commitment by all. The Panel has identified as having a role in local governance, particularly central government, being the primary lawmaker. We comment on this further below.

HDC looks forward to the Panel's final report. HDC believes it would have been preferable to present a 'draft final report' with the proposed new form of local governance able to be commented on. As such, it is a missed opportunity to build the 'well-considered and well supported reform and implementation plan' the Panel's final report will inform. There has been widespread support for bold reform. This support could have been focused around consideration of a particular proposal.

### Connection to wider reform programme

The Future for Local Government Review is being considered alongside the Three Waters Reform and Resource Management System reform. HDC considers that the Future for Local Government should lead and shape the latter two reforms. The current programming means the 3 waters and RMA reforms are significantly reshaping the role of local government.

Instead of considering what remains, the Panel should *directly* address what the role of local government should be. The future of local government and form of local governance should be determined first.

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While HDC supports reform of both areas, albeit not necessarily supporting the specific proposals, we do not support loss of local voice to the extent proposed. HDC proposes that the Panel recommends that the role of local voice be protected.

HDC also recommends and that the Panel take a greater role in connecting the reforms, specifically regarding the unique role of local government (more below).

HDC supports a Tiriti-based partnership between Māori and local government. We note that this needs to be resourced appropriately. Resource and capacity constraints are already a significant barrier to meaningful participation and partnership, particularly for pre-settlement Iwi (though we note capacity issues do not disappear after settlement).

### *The Panel's Final Report*

The body of our submission focus on key issues that should be included in the final report:

#### *Recognise the unique role of local government*

Local government is an important and unique layer of governance in New Zealand. This must be recognised and spelt out in the Panel's final report.

Local government provides community governance through enabling, supporting, brokering, facilitating, coordinating ideas and actions to deliver economic, social, environmental and cultural wellbeing.

HDC strongly supports the Panel's finding that *"As the layer of government closest to community, local government holds the key to rebuilding trust and confidence in civil society. The challenge is that the current system does not support local government to take full advantage of the important role it holds."*

Councils share kaitiakitanga (guardianship) of their districts with Tangata Whenua. Our role as kaitiaki is to have guardianship of and to care for the mana and the mauri of our environment – of people, animals, plants, of water and land. We have many purposes with our role as kaitiaki; partnerships, community, wellbeing, infrastructure, recreation, education. HDC has also reiterated through the Government's Three Waters reform that we will still be guardians of our rohe and advocate for positive outcomes that enhance the wellbeing of our people and environment, which will protect a future that matters. Kaitiakitanga is never-ending.

#### *Recognise that emergency response possible because of day-to-day work*

As has been widely seen and shown throughout and after Cyclone Gabrielle, Councils are able to respond to significant shocks and challenges to assist their communities and connect with lifelines and central government support.

The Minister of Emergency Management Kieran McNulty highlighted this in his comment on 14 February 2023:

*"A strength of emergency management is how localised it is."*<sup>1</sup>

He is ideally placed as Minister of both Emergency Management and Local Government to recognise this important role across both portfolios. It must be noted that an ability to respond doesn't just happen. It is because Councils have the closest relationship with their communities, staff have expertise and a strong drive to serve their communities. But this isn't often seen in 'peacetime' as the Minister called it, because services are functioning, and residents don't need assistance with basic necessities. HDC contends that the critical local government has day-to-day should be recognised as it is during emergencies.

The expertise and relationships evident now will enable Councils to help fill current gaps in service provision. HDC supports Councils having a stronger role in community governance functions for

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<sup>1</sup> Press Conference, 10am, 14 February 2023

example housing (intensification, social and community housing), transport, education ('community of learning'), employment (vocational training), public health (healthy communities and lifestyles) and livable communities. As the Panel has recommended, this should be developed following the principles of subsidiarity and localism.

#### *Protect local government's role in governance*

HDC recommends that the role of local government is recognised and is entrenched. This would formally recognise and protect '*the layer of government closest to community*' and take away the politics from the role of local government.

For example, the concept of localism has cross-party support. HDC contends that if this support is genuine, it should be protected. Doing so will provide certainty to the sector, allows for roles to be defined – and redefined from their current state.

#### *Be clear about what local governance look like and what that means for local government*

The Panel's report acknowledges that there is a trade-off between local, regional, and national decision making, each level having strengths and weaknesses. However, the report doesn't answer the question about which roles and responsibilities belong at which level.

This should be an important part of the review. Without it, it is difficult to comment on the specific recommendations of the report, which focus on how local government operates, without knowing what our roles and responsibilities will be.

The Panel's report doesn't adequately differentiate between regional and local government. As above, the respective roles of each level should be considered. The draft report does not directly raise the question of amalgamation. This may have been deliberate so that Councils raise the matter themselves. Indications from amalgamating resource management and three water functions that changing and condensing service delivery is at the forefront of thinking.

If this type of reform is to be recommended in the final report, all Councils (and all others) need the opportunity to comment on it. As such, the report then misses the opportunity to propose how local government will function in the future. That is, how we transition from the current system to the future one.

Local government is complicated in terms of both the legislation that defines it and the reality of how it operates in practice. The Panel need to include some guidance on how the sector will transition to the new system it has envisioned.

#### *Horowhenua can help*

##### *Pilot new ways of working*

When the Panel makes its recommendations about the shape and role of local government, HDC offers our support and willingness to pilot new ways of working within the local governance framework. Horowhenua is a rapidly growing district, close to central government services in Wellington, work closely with both the Wellington and Manawatu-Whanganui regions. We are known as innovative, and we deliver.

We have a substantial master planned urban development for which subdivision consents lodged and infrastructure works underway. We're proud that HDC was the only council to use 3 Waters Stimulus funding to ensure safe drinking water is available to all marae in our district. Horowhenua is leading the way in outcomes for the Mayor's Taskforce for Jobs.

We are well placed to pilot a stronger role in community governance functions mentioned above, such as housing, transport, employment, vocational training, and healthy and livable communities.

##### *Grow central and local government understanding*

HDC recommends the Panel include direction in their final report about "*creating the collaborative relationship between central and local government that builds on current strengths and resources*". An

understanding of the roles of each is essential for this. MPs and Councillors roles are different, government department and council staff's roles are different. But each has an important place.

HDC recommends that to improve understanding and foster a collaborative relationship, MPs and Central Government staff spend a series of days with Councils to experience the range of matters Councils work on with and for their communities, the demands, the time put in, and the connection that exists on a day-to-day level. This could be carried out during recess periods as this is a time MPs also connect with their communities.

### Conclusion

HDC again thanks the Panel for the opportunity to provide feedback on their draft report. We make the following recommendations for inclusion in the Final Report:

- Recognise the unique role of local government through entrenchment
- Recognise that local emergency responses are possible because of day-to-day work. Expertise and connections are grown and evident day-to-day and enable councils to take greater roles in matters such as housing, transport, building resilient and liveable communities
- Be clear about what local governance looks like and what that means for local government, including transition arrangements

We also recommend that in order to support Tiriti-based partnership between Māori and local government iwi/Māori must be resourced appropriately.

We also offer our assistance as a Council and district to pilot new ways of working and to grow central and local government understanding. We would welcome an opportunity to discuss this with you.

Nga mihi nui,



Bernie Wanden  
**District Mayor**

## 6.2 Chairperson's Report - Te Awahou Foxton Community Board

File No.: 23/168

### 1. Purpose

To receive the Chairperson's Report for Te Awahou Foxton Community Board, and to hear from the Chairperson of the board in relation to matters of note to the Board.

### 2. Recommendation

- 2.1 That Report 23/168 Chairperson's Report - Te Awahou Foxton Community Board 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

The Board met on 20 February 2023 and the unconfirmed minutes from that meeting are presented to the Council today for consideration as proceedings of committees.

The Chairperson's Report from that meeting is attached to this report for information.

The attachment referred to in the Chairperson's Report – "Horizons MW Report - Te Awahou Foxton Flood Mitigation" – can be accessed from the Horizons Regional Council website here: [Integrated Catchment Committee - Wednesday, 15 February 2023 \(horizons.govt.nz\)](https://www.horizons.govt.nz/integrated-catchment-committee-wednesday-15-february-2023)

### 4. Issues for Consideration

Issues for consideration are included in the Proceedings of Committee report at item 9.1.

### Attachments

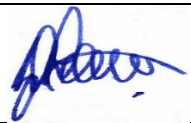

No.	Title	Page
A	Te Awahou Foxton Community Board Report Chairperson's Report - February 2023 20 February 2023	34

#### Confirmation of statutory compliance

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

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

### Signatories

Author(s)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	

File No.: 23/89

## 6.1 Chairperson's Report - February 2023

### 1. Purpose

To receive the Chairperson's report highlighting matters of interest to the Te Awahou Foxton Community Board, and to appoint a members as the Board's liaison person with the Foxton Beach Community Centre

### 2. Recommendation

- 2.1 That Report 23/89 Chairperson's Report - February 2023 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 Board appoint Community Board Member [Name] as the Board's liaison person with Foxton Beach Community Centre.
- 2.4 That the Board notes the proposed rugby game between the Foxton Rugby Club and 21<sup>st</sup> Supply Company.
- 2.5 That the Board support future Business Breakfasts and works with the Horowhenua Company to organise these.
- 2.6 That the Board invites members of the equestrian community to speak at a future board meeting.

### 3. Matters of Interest

#### Foxton Beach Community Centre.

- 3.1 At our last meeting it was suggested that I approach the Foxton Beach Community Centre to enquire if they would appreciate a Te Awahou Foxton Community Board representative to be appointed to liaise with them. The Foxton Beach Community Centre have confirmed they would appreciate the appointment of a liaison person form the Board. The Board needs to appoint a member to act as its Liaison officer.

#### Foxton Rugby Club.

- 3.2 When the 21<sup>st</sup> Supply Company last marched through Foxton, it was suggested that a Rugby game between them and the Foxton Rugby Club would be a good idea for building Community involvement. The Rugby Club was approached and offered a date for a game in March. Unfortunately the Army cannot make it at this time but are working towards either a post season game or something next season.

#### Business Breakfasts.

- 3.3 Following the success of the Business Breakfast arranged mainly by the Horowhenua Company and Horowhenua District Council, it has been discussed that it would be an excellent idea to have regular such breakfasts perhaps a week or two before Te Awahou Foxton Community Board meetings. The Horowhenua Company and the

Te Awahou Foxton Community Board  
20 February 2023

Board will work together to include as many local businesses as possible. The Council are supportive. The Horowhenua Company have received indications of support from the business community.

Foxton War Memorial Hall.

- 3.4 Due to the number of Te Awahou Foxton Community Board members who have interest and/or involvement in what can happen to the hall, the collective conflicts of interests mean that the Board cannot be involved in making recommendations to Council. This is a matter that will need to be addressed by Council itself.

Equestrians in the Foxton Area.

- 3.5 Members of several equestrian groups in the area met with me to discuss how they can enjoy more of the district and improve local facilities. It has been suggested that the Equestrian group be invited to make a presentation to the Board which would enable it to be put on our agenda enabling discussion and potential progress through Horowhenua District Council.

Foxton East Drainage Scheme.

- 3.6 Horizons Regional Council will receive paper at its Integrated Catchment Committee on 15 February 2023. I makes for disappointing reading. The intent is to significantly pull back from the Foxton East Drainage Scheme. I have attached a copy of their paper to this report. I will be attending that meeting with the Mayor and the Deputy Mayor to express the concerns of the Board on behalf of our community. I will provide a further verbal update at out meeting.

#### 4. Appendices

No.	Title	Page
A	Horizons MW Report - Te Awahou Foxton Flood Mitigation	

Author(s)	John Girling <b>Chairperson, Te Awahou Foxton Community Board</b>	
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Approved by	John Girling <b>Chairperson, Te Awahou Foxton Community Board</b>	
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File No.: 23/60

## **7.1 Adoption of the Horowhenua District Council Governance Statement 2022-2025**

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### **1. Purpose**

To receive and adopt the Horowhenua District Council Governance Statement 2022-2025 as required by section 40 of the Local Government Act 2002 (LGA).

### **2. Executive Summary**

The Council is required to adopt a Governance Statement under section 40 of the Local Government Act 2002. This must be adopted within six months of local body elections. The content of the statement is governed by the Act.

### **3. Recommendation**

- 3.1 That Report 23/60 Adoption of the Horowhenua District Council Governance Statement 2022-2025 be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That in accordance with Section 40(1) of the Local Government Act 2002, the Council adopts and makes publicly available the Governance Statement for the 2022-2025 Triennium as attached at Appendix A of this report.

### **4. Background / Previous Council Decisions**

- 4.1 A Local Governance Statement is a collection of information about the processes through which the Council engages with its community, how the Council makes decisions, and how the community can influence those decisions.
- 4.2 The Council under s40 LGA a local authority must prepare and make publicly available, following a triennial election of members, a local governance statement that must include specific information. This must be adopted by Council within six months after the triennial election. The Council's Triennial Election was held on Saturday 8 October 2022.
- 4.3 The Governance Statement can be adopted by ordinary resolution, and is separate from the obligations to prepare a long-term plan and the annual plan, which both require the special consultative procedure to be followed.
- 4.4 Section 40 of LGA is attached to this report.

## 5. Discussion

### 5.1 Horowhenua District Council Governance Statement has been amended to reflect:

The new Council for the 2022–2025 triennium

Minor amendments i.e. review dates and descriptions.

Governance structures, including external organisation appointments as adopted by Council on 16 November 2022 following the 2022 triennial election

Updated Council management structure

District representation arrangements

Council committees and structures

Meeting processes including public forum.

### 5.2 Council must also note the statutory deadline for completion of the Governance Statement, which is six months after each triennial election. This means that this document must be adopted by 8 April 2023.

## 6. Options

Council needs to adopt and make publicly available an updated Governance Statement by 8 April 2023 in order to comply with the provisions of the Local Government Act 2002.

## 7. Next Steps

Once the Governance Statement has been adopted it will be made publicly available on Council's website.


### **Confirmation of statutory compliance**

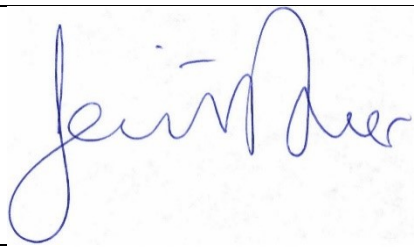

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, 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.

## 8. Appendices

No.	Title	Page
<a href="#">A</a>	Governance Statement 2023-2025	40
<a href="#">B</a>	Section 40 Local Government Act 2002	83

Author(s)	Jody Lygo <b>Democracy Support Officer</b>	
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Approved by	Jacinta Straker <b>Group Manager - Organisation Performance</b>	
	Monique Davidson <b>Chief Executive Officer</b>	



# Governance Statement

**2023 - 2025**



## Contents

1. What is a Local Governance Statement? .....	3
2. Functions, Responsibilities and Activities .....	4
3. Legislation .....	5
4. Local Legislation .....	6
5. Bylaw.....	6
6. Requests for Official Information.....	7
7. The Electoral System and the opportunity to change it .....	9
8. Representation Arrangements.....	10
8.1 Wards.....	10
8.2 Community Board.....	11
8.3 Māori Wards .....	11
8.4 Review of Representation Arrangements.....	11
9. Structure and Reorganisation Proposals .....	12
10. Members' Roles and Conduct .....	13
10.1 Division of Responsibility between the Council and Management.....	13
10.2 Role of the Council .....	13
10.3 Mayor.....	13
10.4 Deputy Mayor .....	14
10.5 Code of Conduct .....	14
11. Public Access to Council and Elected Members .....	15
11.1 Contacting the Council.....	15
11.2 Community Connection .....	15
11.3 Opportunities for Participation in Council Activities.....	15
11.4 Elected Representatives .....	16
12. Management Structure.....	21
13. Council Organisations .....	22
14. Appointments to Statutory Bodies, Community .....	23
15. Governance Structures and Processes .....	24
15.1 Establishment of Committees .....	24
15.2 Committee Appointments.....	25
15.3 Meeting Frequency .....	26
15.4 Terms of Reference.....	26
16. Meeting Processes .....	38
17. Engagement and Consulting with Māori .....	39
18. Key Approved Planning Documents .....	40
The Long Term Plan (LTP) .....	40

Annual Plan .....	40
Annual Report.....	40
Horowhenua District Plan.....	40
19. Consultation.....	41
19.1 Special Consultation Procedure .....	41
19.2 Significance and Engagement Policy .....	41
20. Equal Employment Opportunities Policy .....	42

## 1. What is a Local Governance Statement?

A Local Governance Statement is a collection of information about the processes through which Horowhenua District Council engages with the residents of the Horowhenua District, how Council makes decisions, and how residents and ratepayers can influence those processes.

The Local Governance Statement supports the purpose of local government by promoting local democracy. The statement provides the public with information on the ways to influence local democratic processes

The Local Governance Statement is a requirement of the Local Government Act 2002 and includes the following broad categories of information:

- functions, responsibilities, and activities of the council
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other
- the management structure and key policies of the council

### The purpose of local government is —

(a) to enable democratic local decision-making and action by, and on behalf of, communities; and  
(b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are —

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

The governance statement will be updated from time to time to ensure that its content is accurate and up to date. For the most recent copy please contact Council on (06) 366 0999 or visit our website [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)

## 2. Functions, Responsibilities and Activities

The Local Government Act 2002 sets out the purpose of local government as:

- (1) The purpose of local government is—
  - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- (2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—
  - (a) efficient; and
  - (b) effective; and
  - (c) appropriate to present and anticipated circumstances.

The Local Government Act 2002 introduced changes to the way councils plan ahead, and as part of this, placed a responsibility on councils to work with their communities to identify the community's expectations and priorities – known as community outcomes.

Council has an obligation to ensure that its work programmes and services contribute to community outcomes.

Our Long-Term Plan (LTP) sets out the Community Outcomes and the Council's priorities for the next 20 years. It also provides information on budgets, rating levels, major projects and general Council services. A LTP highlights the Council's plans for the next 20 years, including the means of funding the Council's ongoing programmes and capital works projects. Horowhenua District Council is currently delivering on the Long Term Plan 2021 - 2041.

Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

- Core infrastructure and Services (i.e. roadways, footpaths, water, sewerage and stormwater)
- Community Services and Facilities (i.e. libraries, recreational facilities and community facilities)
- Regulatory Functions and Services (i.e. building and resource consents, health, animal control, parking and general bylaws)
- Environment (i.e. parks, reserves and built environment)
- Local Economy (promoting a resilient and diverse economy)
- Local Democracy (i.e. access to Council information and public engagement opportunities)
- Financial Management of the Council (ensuring Council expenditure is affordable and sustainable)



### 3. Legislation

In conducting its activities, Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by New Zealand and Local Legislation. The following outlines applicable statutory requirements. Please note this list is not exhaustive, but outlines those statutes which are most commonly used:

**Section 46(1) Local Government Act 2002** - Councillors can be held liable for losses resulting from negligence or unlawful action by the elected Council.

**Schedule 7 clause 1 of The Local Government Act 2002** - Any elected member (the Mayor or a councillor) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

**Local Authority (Members' Interests) Act 1968** - This regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year. Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically be disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

**The Local Government Official Information and Meetings Act 1987 ("LGOIMA")** - The obligations of LGOIMA are binding on members. They apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Section 7 of the Act gives a number of grounds for withholding disclosure. The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

**Statutes Pertaining to Local Government** - In fulfilling its purpose, the Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. These are:

- Local Government Acts of 1974 and 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991

In addition, there are numerous other general Acts of Parliament that confer powers on the council and regulate its functions.

## 4. Local Legislation

In addition to the legislation that applies to all local authorities (in particular the Local Government Act, the Rating Act, the Resource Management Act, the Building Act, and the Reserves Act), Council is also bound by various local legislation (acts that apply specifically to it). These are:

Levin Borough Empowering Act 1966 [1966, No. 22 (L)]

Levin Borough Empowering Amendment Act 1968 [1968, No. 5 (L)]

Levin Borough Empowering (Playford Park) Act 1948 [1948, No. 10 (L)]

Levin Borough Empowering Amendment Act 1952 [1952, No. 54 564 (2)]

Levin Borough Reserves Vesting and Empowering Act 1907 [1907, No. 12 (12)]

Horowhenua County Loan Act 1910 [1910, No. 12 (L)]

Manawatu County Loan and Empowering Act 1917 [1917, No. 2 (L)]

Reserves and Other Land Disposal Act 1956 – Section 21 [Foxton Beach]

Reserves and Other Land Disposal Act 1965 – Section 9 [Endowment]

Reserves and Other Land Disposal Act 1968 – Section 13 [Land]

## 5. Bylaw

Where an issue is not already covered under existing legislation, Council may create a new bylaw provided that the proposed bylaw is the most appropriate form of bylaw; and does not give rise to any implications under the New Zealand Bill of Rights 1990. If a draft bylaw is approved, it will go out for public consultation. Horowhenua District Council must follow a special consultative procedure (with exceptions) on any proposed changes to an existing bylaw or in the creation of a new bylaw.

For a list of current and operative Bylaw enforced by Horowhenua District Council visit:

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies>

## 6. Requests for Official Information

Two pieces of legislation prescribe how and what information is disclosed and protected for Local Government.

They are:

- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Privacy Act 1993

### Local Government Official Information and Meetings Act 1987 (LGOIMA)

The purposes of this Act are –

- To provide for the availability to the public of official information held by local authorities
- To promote the open and public transaction of business at meetings of local authorities, in order
- To enable more effective participation by the public in the actions and decisions of local authorities; and
- To promote the accountability of local authority members and officials, and thereby enhance respect for the law and to promote good local government in New Zealand
- To provide for proper access by each person to official information relating to that person
- To protect official information and the deliberations of local authorities to allow for public interest and the preservation of personal privacy.

The underlying principle of the Act is the 'principle of availability'. That is, information should be made available unless there is good reason to withhold it.

Given the size of our organisation, a policy dealing with information requests needs to be simple and easy to use. Information to guide staff on when and how to apply either piece of legislation is required so Council can make appropriate and consistent decisions.

The Act also promotes the open and public transaction of business at meetings of local authorities.

Generally, members of the public are entitled to attend any meeting of Council or a committee of Council. There are times however when, for specific reasons, public may need to be excluded for the whole or part of a meeting. Any exclusion must be justified under the Act.

Official information includes any information held by a local authority. Most information held by a local authority is classified as official information. This can be held in any form including tape, electronic, maps, plans, etc. It does not include information contained in library or museum material used for reference or exhibition purposes.

Personal information includes information about a "natural" person (living identifiable person).

Once a request is made, the Council must supply the information within 20 working days unless there is a reason for withholding it. The Council may charge for official information under guidelines set down by the Ministry of Justice. This will apply particularly where considerable staff time is required to research information.

The LGOIMA says that information may be withheld if release of the information would:

- prejudice maintenance of the law;
- endanger the safety of any person;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

### Privacy Act 1993

The Privacy Act 1993 amended the LGOIMA by removing the right of access to personal information about the person making the request, and requiring consultation with the Privacy Commissioner by the Ombudsman when considering a decision to withhold information on privacy grounds.

The Privacy Act deals with requests for personal information about a 'natural' person (living identifiable person). The objective of the Privacy Act is to provide protection for individual privacy. The Act's focus is on how information about a person is collected, used, disclosed, stored and accessed. There are 12 'principles' that should be adhered to.

### Privacy Officer

At least one person in the organisation is assigned the duties of a 'Privacy Officer'. That person's responsibilities include encouraging compliance with the Act and assisting the Privacy Commissioner to investigate any complaints made.

#### *Key points for implementing the Act:*

- Only an individual who is in New Zealand or who is a citizen or permanent resident of New Zealand can make an information privacy request.
- Requests need not be in writing, can be verbal in person or over the phone
- To take all reasonable steps to grant the request within 20 working days after the request has been received
- Council may impose a charge in some circumstances. The individual making the request will be informed of the cost, should there be one, prior to officers proceeding with the request
- Council needs to communicate the reasons for refusing to provide information. It must also provide information on the right to seek a review from the privacy commissioner
- Legislation outlines the complaints process and powers of the Privacy Commissioner.

Horowhenua District Council processes requests for information in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. These aim to balance issues of transparency and public interest with limits on the disclosure of personal information. Releases of information are sent via email, where an email address has been supplied.

#### *Information can be requested by:*

- Downloading and completing our Official Information Request form available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz) and emailing it, along with any attachments to [LGOIMAOfficer@horowhenua.govt.nz](mailto:LGOIMAOfficer@horowhenua.govt.nz) ;
- Phoning our Customer Service Centre on (06) 366 0999;
- Asking in person at one of our Customer Service Centres; or
- Downloading and completing our Official Information Request form available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz) and posting it, along with any supporting documents, to: LGOIMA Officer, Horowhenua District Council, Private Bag 4002, Levin 5540.
- Please be as specific as you can be in making your request; it helps us to find the information quickly for you. Make sure you include your contact phone number and either a postal or email address so we can provide you with a response. Further information about LGOIMA requests can be found at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

## 7. The Electoral System and the opportunity to change it

The Horowhenua District Council currently operates its elections under the First Past the Post (FPP) electoral system.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV).

Currently, voters rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

Council can resolve to change the electoral system it uses at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll under the Local Electoral Act 2001.

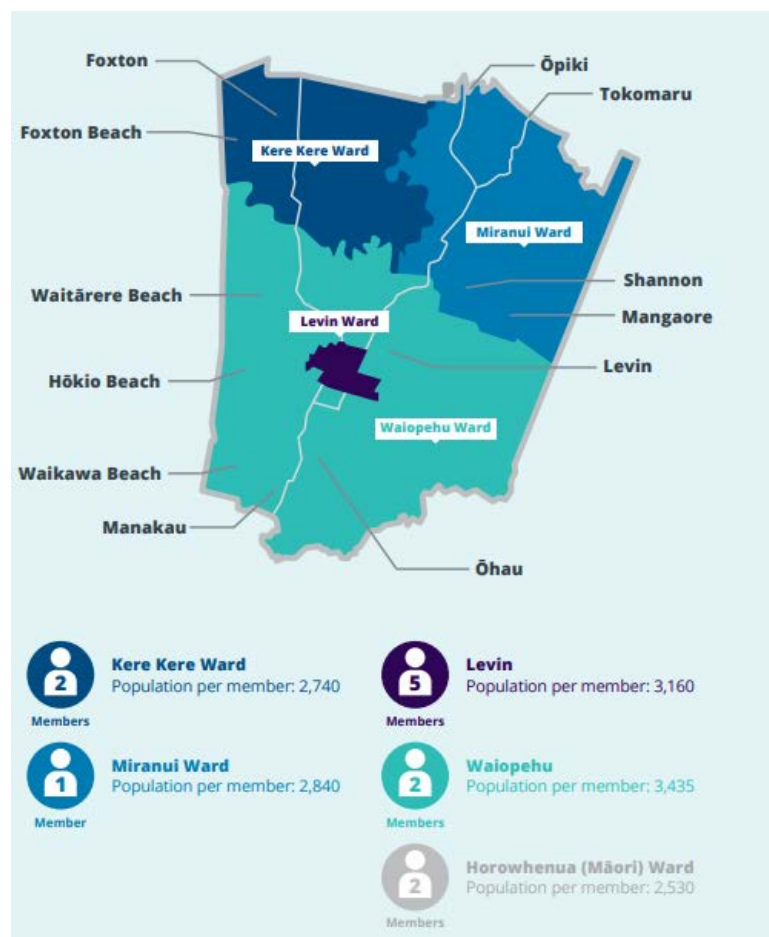
At least 5% of electors can initiate a poll by signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. the electoral system cannot change for one election and then change back for the next election.

## 8. Representation Arrangements

### 8.1 Wards

Horowhenua District is divided into four wards as shown on the map below. The Mayor is elected at large over the whole district, and Councillors by ward.

Kere Kere Ward	5,480 ( 2 members)
Miranui Ward	2,840 (1 member)
Levin Ward	15,800 (5 members)
Waiopēhu Ward	6,870 (2 members)
Horowhenua (Māori) Ward	5,060 (2 members)
<b>Total</b>	<b>36,060</b>



## 8.2 Community Board

Council has one Community Board - Te Awahou Foxton Community Board. This Board is constituted under Section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of its community
- consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board
- make an annual submission to Council on expenditure in the community
- maintain an overall of services provided by the Council within the community
- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by the Council (currently the Council has not delegated any such responsibilities)

The Te Awahou Foxton Community Board has a Chairperson and four other members. The five members are elected triennially by electors in the Board's community, and the Council appoints one member from the two Kere Kere Ward Councillors. The Board elects its own Chairperson and Deputy Chairperson at its first meeting after the triennial election.

Electors can demand the formation of a new community board. This is done by a process similar to the reorganisation process described in the Local Government Act.

## 8.3 Māori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent (or more) of electors can require the Council to conduct a poll.

The Council resolved in 2021 to create two Māori Ward Councillors which were included in the 2022 Elections.

## 8.4 Review of Representation Arrangements

Local authorities are required to review representation arrangements at least once in every period of six years. Horowhenua District Council's last reviewed its arrangements in 2021 and retained the FPP system at a meeting on 11 August 2021. This decision was publically notified.

A review must include the following:

- The number of elected members
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their ward (or a mix of both systems)
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred)
- Whether or not to have separate Māori wards
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review. It should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to the Council, and the right to speak to the submission at a hearing.

Electors have the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election are found in the Local Electoral Act 2001.

## 9. Structure and Reorganisation Proposals

The Local Government Act 2002 sets out procedures, which must be followed during proposals to:

- Make changes to the boundaries of the District
- Create one or more new territorial local authorities (city or district councils)
- Create a unitary authority, ie transfer the functions of Horizons Regional Council to district councils in the Manawatu-Wanganui region
- Transfer a particular function or functions to another council.

The process begins when an application is lodged with the Local Government Commission. This can be done by any person, body or group, including a local authority or the Minister of Local Government.

Further information on these requirements is in the Local Government Act 2002, Schedule 3. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation, which are available on its website [www.lgc.govt.nz](http://www.lgc.govt.nz)



## 10. Members' Roles and Conduct

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management.

### 10.1 Division of Responsibility between the Council and Management

The Local Government Act 2002 sets out a series of governance policies that support the principles of local government.

The Council is required to publish a Local Governance Statement. This clarifies the governance and management responsibilities together with the governance role and expected conduct of elected members. The Statement describes the effective, open and transparent processes used by Council. This ensures separation of regulatory and non-regulatory responsibilities and explains the good employer requirements.

Council's Local Governance Statement ensures the community has information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

While Council has delegated many of its functions, it maintains overall responsibility for effective systems of internal control. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

### 10.2 Role of the Council

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction in conjunction with the community - Long Term Plan (LTP)
- Determining the services and activities to be undertaken
- Managing principal risks
- Administering various regulations and up-holding the law
- Monitoring the delivery of the LTP and Annual Plan
- Ensuring the integrity of management control systems
- Safeguarding the public interest
- Ensuring effective succession of elected members
- Reporting to ratepayers.

The Mayor and Councillors of the Horowhenua District Council have the following roles:

- setting the policy direction of Council
- monitoring the performance of the Council
- representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)
- employing the Chief Executive Officer (under the Local Government Act 2002, the local authority employs the Chief Executive Officer who in turn employs all other staff on its behalf)

### 10.3 Mayor

The Mayor is elected by the District 'as a whole', and as one of the elected members, shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders)
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council
- Ceremonial head of Council
- Provides leadership and feedback to other elected members on teamwork and chairing committees.

## 10.4 Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council following each triennial election. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

## 10.5 Code of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. Horowhenua District Council adopted its Code on 16 November 2022. This code also applies to all persons appointed to Committees or Subcommittees of Council. A copy of the Code of Conduct can be made available upon request to Horowhenua District Council on (06) 366 0999 or found online here:

<https://www.horowhenua.govt.nz/Council/About-Council/Council-Committees>

Horowhenua District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media and general public.

The objectives of the Code of Conduct are to enhance:

- the effectiveness of the Council as a good local government for the District
- the credibility of the Council
- Mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties.

The Code of Conduct is based on the following general principles of good governance:

- Public interest - members must serve the interests of the District as a whole, their primary duty is to the interests of the entire District, not just the ward that elected them
- Honesty and integrity - members must not place themselves in situations where their honesty and integrity may be questioned
- Objectivity - members must make decisions on merit, including decisions making appointments, awarding contracts, or recommending individuals for rewards or benefits
- Accountability - members must be accountable to the public for their actions and the manner in which they carry out their responsibilities
- Openness - members must be open about their actions and those of the Council
- Personal judgment - members can and will take account of the views of others, but must reach their own conclusions on the issues before them
- Respect for others - members must promote equality by treating people with respect
- Duty to uphold the law - members must uphold the law, and on all occasions act in accordance with the trust the public places in them.
- Stewardship - members must ensure that the Council uses its resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations to both present and future generations.

## 11. Public Access to Council and Elected Members

Contact details for Horowhenua District Council are as follows:

Horowhenua District Council  
126-148 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
Phone 06 366 0999 (operates 24 hrs/7 days a week)  
[enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz)  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
[www.facebook.com/HorowhenuaDC](https://www.facebook.com/HorowhenuaDC)

### 11.1 Contacting the Council

Council can be contacted in a number of ways. Requests for Council service can be lodged in various ways including visiting, phoning or writing (including emails to [enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz) and faxes) to the relevant Council department, the Chief Executive; or through Council's website [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

To contact the Mayor or a Councillor refer to pages 16-18.

Contact details for Council's management are shown on page 19 of this Local Governance Statement.

### 11.2 Community Connection

The Community Connection is published in the Horowhenua Chronicle on the first Wednesday of every month, excluding January. In addition to this it is available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

### 11.3 Opportunities for Participation in Council Activities

Council offers numerous opportunities for community input into decision-making processes and strategy development. Council will inform Horowhenua residents (through the likes of newsletters, website and other key media publications) when key plans and policies are being developed/reviewed that require community input or feedback.

Regular opportunities exist for members of the public to raise their views with their elected members. These opportunities allow for a more informal conversation between elected members and the community.

Before each Council meeting, time is set aside for members of the public to raise with the Mayor and Councillors any matters they wish. Where a matter is the subject of a Council report, members of the public can request to speak to Councillors as part of the meeting.

At regular times throughout the year, the Mayor and Councillors host informal "cuppa with a councillor" meetings at venue through the district. These sessions involve the Mayor and one other councillor, or two councillors being based at various community facilities, and being available to talk with members of the community over a cup of tea.

All of these opportunities are mechanisms for the public to raise grass roots community concerns with the Mayor and councillors on an ongoing basis..

## 11.4 Elected Representatives






The elected representatives to Council are the Mayor and twelve Councillors. The Councillors are elected on a ward basis as follows:






Kere Kere Ward	2 members
Miranui Ward	1 member
Levin Ward	5 members
Waiopehu Ward	2 members
Horowhenua (Maori) Ward	2 members


The only Community Board in the district is the Te Awahou Foxton Community Board, which has five elected members. The Local Government Commission has determined that there will be one liaison Councillor elected from the Kere Kere Ward Councillors.

The Mayor, Councillors and Board Members are:




	<p>Mayor Bernie Wanden</p> <p>Mobile: 027 291 5546</p> <p>Email: <a href="mailto:mayor@horowhenua.govt.nz">mayor@horowhenua.govt.nz</a></p>
	<p>Deputy Mayor David Allan</p> <p>Ward: Kere Kere</p> <p>Mobile: 021 031 1812</p> <p>Email: <a href="mailto:cr.david.allan@horowhenua.govt.nz">cr.david.allan@horowhenua.govt.nz</a></p>



	<p>Cr Mike Barker</p> <p>Ward: Levin</p> <p>Mobile: 021 642 953</p> <p>Email: <a href="mailto:cr.mike.barker@horowhenua.govt.nz">cr.mike.barker@horowhenua.govt.nz</a></p>
	<p>Cr Rogan Boyle</p> <p>Ward: Waiopahu</p> <p>Mobile: 020 4109 6108</p> <p>Email: <a href="mailto:cr.rogan.boyle@horowhenua.govt.nz">cr.rogan.boyle@horowhenua.govt.nz</a></p>
	<p>Cr Ross Brannigan</p> <p>Ward: Kere Kere</p> <p>Mobile: 021 247 7338</p> <p>Email: <a href="mailto:cr.ross.brannigan@horowhenua.govt.nz">cr.ross.brannigan@horowhenua.govt.nz</a></p>
	<p>Cr Clint Grimstone</p> <p>Ward: Levin</p> <p>Mobile: 027 227 1394</p> <p>Email: <a href="mailto:cr.clint.grimstone@horowhenua.govt.nz">cr.clint.grimstone@horowhenua.govt.nz</a></p>
	<p>Cr Nina Hori Te Pa</p> <p>Ward: Horowhenua (Maori)</p> <p>Mobile: 022 367 3477</p> <p>Email: <a href="mailto:cr.nina.horitepa@horowhenua.govt.nz">cr.nina.horitepa@horowhenua.govt.nz</a></p>

	<p>Cr Sam Jennings</p> <p>Ward: Levin</p> <p>Mobile: 029 471 1130</p> <p>Email: <a href="mailto:cr.sam.jennings@horowhenua.govt.nz">cr.sam.jennings@horowhenua.govt.nz</a></p>
	<p>Cr Paul Olsen</p> <p>Ward: Miranui</p> <p>Mobile: 022 588 0199</p> <p>Email: <a href="mailto:cr.paul.olsen@horowhenua.govt.nz">cr.paul.olsen@horowhenua.govt.nz</a></p>
	<p>Cr Jonathan Procter</p> <p>Ward: Waiopahu</p> <p>Mobile: 021 634 488</p> <p>Email: <a href="mailto:cr.jonathan.procter@horowhenua.govt.nz">cr.jonathan.procter@horowhenua.govt.nz</a></p>
	<p>Cr Justin Tamihana</p> <p>Ward: Horowhenua (Maori)</p> <p>Mobile: 027 246 8728</p> <p>Email: <a href="mailto:cr.justin.tamihana@horowhenua.govt.nz">cr.justin.tamihana@horowhenua.govt.nz</a></p>
	<p>Cr Piri-Hira Tukapua</p> <p>Ward: Levin</p> <p>Mobile: 027 529 4883</p> <p>Email: <a href="mailto:cr.piri-hira.tukapua@horowhenua.govt.nz">cr.piri-hira.tukapua@horowhenua.govt.nz</a></p>

	<p>Cr Alan Young</p> <p>Ward: Levin</p> <p>Mobile: 027 843 2844</p> <p>Email: <a href="mailto:cr.alan.young@horowhenua.govt.nz">cr.alan.young@horowhenua.govt.nz</a></p>
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**Te Awahou Foxton Community Board**

	<p>John Girling</p> <p><i>Chairperson</i></p> <p>Mobile: 021 025 75080</p> <p>Email: <a href="mailto:johngirling@horowhenua.govt.nz">johngirling@horowhenua.govt.nz</a></p>
	<p>Trevor Chambers</p> <p><i>Deputy Chairperson</i></p> <p>Mobile: 022 401 6615</p> <p>Email: <a href="mailto:trevor.chambers@horowhenua.govt.nz">trevor.chambers@horowhenua.govt.nz</a></p>
	<p>Nola Fox</p> <p>Mobile: 022 497 7424</p> <p>Email: <a href="mailto:cb.nola.fox@horowhenua.govt.nz">cb.nola.fox@horowhenua.govt.nz</a></p>

	<p>David Roache</p> <p>Mobile: 027 442 5961</p> <p>Email: <a href="mailto:DavidRoache@horowhenua.govt.nz">DavidRoache@horowhenua.govt.nz</a></p>
	<p>Brett Russell</p> <p>Mobile: 021 499 224</p> <p>Email: <a href="mailto:cb.brett.russell@horowhenua.govt.nz">cb.brett.russell@horowhenua.govt.nz</a></p>



## 12. Management Structure

The Chief Executive and staff are responsible for managing day-to-day operations and implementing Council's decisions and policies. The organisation is structured under five groups, each of which is headed by a Group Manager.

- Community Infrastructure
- Community Experience and Services
- Community Vision and Delivery
- Housing and Business Development
- Organisation Performance

Further information on Council's Leadership Team can be found by going to:

<http://www.horowhenua.govt.nz/Council/Your-Council/Leadership-Team>

The Local Government Act requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to the Council. Under the LG Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should be directed to the Chief Executive, rather than the Mayor or Councillors.

Council is supported by a professional corporate organisation, led by the Chief Executive. Senior Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council seeks to accomplish during the triennium.

Monique Davidson is Council's Chief Executive. Her contact details are:



Monique Davidson  
Chief Executive

Email: [moniqued@horowhenua.govt.nz](mailto:moniqued@horowhenua.govt.nz)

Phone: 06 366 0999

## 13. Council Organisations

Part 1 of the Local Government Act 2002 identifies two types of organisations for which a local authority has governance responsibilities. Briefly, these organisations are described as:

1. Council Organisations (COs) – where one or more local authorities control one or more voting rights, or have the right to appoint one or more directors.
2. Council-Controlled Organisations (CCOs) – where one or more local authorities control 50% or more of the voting rights, or have the right to appoint 50% or more of the directors.

Each of these organisations delivers services, provides advice, or in some way supports the achievement of the objectives in the Council's Long Term Council Community Plan.

The Local Government Act 2002 requires that Council may appoint a person as a director of a CO or CCO only if the Council considers the person has the skills, knowledge and experience to:

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

The Council is required to adopt a policy setting out an objective and transparent process for identifying and considering the skills, knowledge, and experience required of directors of a CO or CCO, and their appointment and remuneration.

The Council has direct and indirect shareholdings in a variety of CCOs and control, either through ownership greater than 50%, or the ability to appoint more than half of the board. These organisations all operate on a commercial basis at arm's length from the Council.

There are a number of regionally owned or controlled organisations in which the Council has an interest through ownership or representation, but does not have the ability to appoint more than half of the directors, or does not own 50% or more of the shareholding. These include Civic Assurance, MWLASS and Local Government Financial Agency, of which Council have a minor shareholder interest in.

The Council also has non-controlling interests in numerous Council organisations, by virtue of appointing one or more board members or trustees. These are generally "not for profit" bodies, and includes:

### Council Controlled Organisations

- **Shannon Community Development Trust** – Council appoints 100% of the new Trustees to the Shannon Community Development Trust. The Shannon Community Development Trust distributes funding to support projects that bring benefits to the Shannon community.

## 14. Appointments to Statutory Bodies, Community Groups/Associations and Other Organisations 2022-2025

At the beginning of each term, Council appoints representation to statutory bodies, community associations and other organisations for the elected term. These appointments enable Council to support special interests groups and community orientated bodies within the community.

Community Organisation / Group	Appointment(s)
Access and Inclusion	Cr Piri-Hira Tukapua
Horowhenua Crime Prevention Camera Trust	Cr Sam Jennings
Education Horowhenua	Cr Clint Grimstone
Foxton Beach Community Patrol Inc	Cr Ross Brannigan
Foxton Futures Governance Group	Cr Justin Tamihana
Horizons Regional Council – Passenger Transport Committee	Cr Paul Olsen
Horizons Regional Council – Regional Transport Committee	HWTM Bernie Wanden
Horizons Regional Council – Road Safety Group	HWTM Bernie Wanden
Horowhenua Learning Centre Trust	Cr Clint Grimstone
Keep Horowhenua Beautiful Committee	Cr Nia Hori Te Pa
Lake Accord (He Hokioi Rerenga Tahi)	HWTM Bernie Wanden Cr Nina Hori Te Pa
Manawatu River Users Advisory Group	HWTM Bernie Wanden
Manawatu/Wanganui Regional Disaster Relief Fund Trust	HWTM Bernie Wanden
Manawātū-Wanganui Regional Civil Defence Emergency Management Group Governance Body	HWTM Bernie Wanden
Mayor's Taskforce for Jobs	HWTM Bernie Wanden
Neighborhood Support	Cr Mike Barker
Older Person's Network	HWTM Bernie Wanden
Save Our River Trust	Cr Justin Tamihana
Shannon Community Development Trust	Cr Paul Olsen
yEP	CR Alan Young CR Piri-Hira Tukapua CR Rogan Boyle (alternate)
Youth Network	CR Piri-Hira Tukapua Cr Alan Young

## 15. Governance Structures and Processes

The Council reviews its committee structure after each triennial election to ensure that it aligns with how Council wishes to go about the business of setting strategic direction and the decision making process.

Council's governance structure recognises the Risk and Assurance Committee, Community Funding & Recognition Committee, Hearings and Regulatory Committee, Chief Executive Employment and Performance Review Committee, District Licensing Committee and Community Wellbeing Committee as official committees of Council.

### Horowhenua District Council Committee Structure 2022-2025

Council Meeting				Meets 6 Weekly Speaking Rights: Public Forum – ½ hour at beginning of each meeting Formal Agenda
Chief Executive Employment and Performance Committee	Risk and Assurance Committee	Community Wellbeing Committee		Meets 12 Weekly Formal Agenda
Hearings and Regulatory Committee	Community Funding and Recognition Committee	District Licensing Committee		Meets as required Formal Agenda
District Plan Steering Group		Capital Projects Delivery Steering Group		Meets 6 Weekly (1 hour) Informal Agenda – Formal Report to Council
Ōtaki to North Levin and Towncentre Taskforce	Waste and Landfill Taskforce	Rating and Financing Review Taskforce	Three Waters Transition and Planning Taskforce	Meets 6 Weekly (1 hour) Informal Agenda - Formal Report to Council

In addition to Council's Committees there are two Steering Groups and four taskforces. These are the District Plan Steering Group, Capital Projects Delivery Steering Group, Ōtaki to North Levin and Towncentre Taskforce, Waste and Landfill Taskforce, Rating and Financing Review Taskforce, and the Three Waters Transition and Planning Taskforce.

### 15.1 Establishment of Committees

Under section 41A of the Local Government Act 2002 the Mayor has the power to establish the committees of the governing body and appoint the chairperson of each committee of the governing body before the other members of the committees are determined.

Committee includes, in relation to the Council:-

1. A committee comprising all the members of the Council;
2. A standing committee or special committee appointed by the Council;
3. A standing committee or special committee appointed by the Mayor;

4. A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
5. Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition;  
and
6. A subordinate decision-making body, including Subcommittees and Forums.

## 15.2 Committee Appointments

Appointments for the 2022 - 2025 triennium are as follows:

Committee	Members	Chair	Deputy Chair
Risk and Assurance Committee	Cr Young Cr Procter Cr Grimstone Mayor Wanden Independent Member x2	Cr Jennings	Cr Olsen
Community Wellbeing Committee	Cr Hori Te Pa Cr Grimstone	Mayor Wanden	
Chief Executive Employment and Performance Committee	Councillor Tukapua Councillor Olsen Councillor Jennings	Mayor Bernie Wanden	Councillor Allan
Hearings and Regulatory Committee	Councillor Tukapua Councillor Tamihana Councillor Jennings Mayor Bernie Wanden	Councillor Allan	
Community Funding and Recognition Committee	Councillor Boyle Councillor Allan Councillor Young Councillor Hori Te Pa Mayor Bernie Wanden Councillor Tukapua		
District Licensing Committee	DLC Panel	Councillor Brannigan	Councillor Tamihana
District Plan Steering Group	Councillor Tukapua Councillor Barker Councillor Tamihana Councillor Grimstone	Councillor Jennings	
Capital Projects Delivery Steering Group	Councillor Barker Councillor Jennings Councillor Boyle Councillor Olsen Independent Member	Councillor Brannigan	
Otaki to North Levin and Towncentre Taskforce	All Members		
Waste and Landfill Taskforce	All Members		
Rating and Financing Review taskforce	All Members		
Three Waters Transition and Planning Taskforce	All Members		

## 15.3 Meeting Frequency

Council and the Te Awahou Foxton Community Board meet on a six weekly meeting cycle.

Chief Executive Employment and Performance Committee, Risk and Assurance Committee, and Community Wellbeing Committee meet on a 12 weekly cycle.

Hearings and Regulatory Committee, Community Funding and Recognition Committee and District Licensing Committee meet as required. A schedule of meetings dates can be found on Council's website: <http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

## 15.4 Terms of Reference

Terms of Reference for Council, committees and special committees were adopted by Council on 16 November 2022.

COUNCIL	
Membership	13
Meeting Frequency	Meets on a six weekly basis  Extraordinary Meetings can be called following a resolution of Council, or on the requisition of the Chair or one third of the total membership of Council
Quorum	7

### Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision-making body.

The power to:

- make a rate
- make a bylaw
- borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
- adopt a Long Term Plan or Annual Plan and Annual Report
- appoint a Chief Executive
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement
- adopt a remuneration and employment policy
- approve or amend Council's Standing Orders
- approve or amend the Code of Conduct for elected members
- appoint and discharge members of committees
- establish a joint committee with another local authority or other public body
- make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.

*In addition, Council can:*

- approve a proposed plan under the Resource Management Act 1991
- approve Council policy and strategy
- remove chairpersons of committees and subcommittees
- approve Council's recommendation to the Remuneration Authority for the remuneration of

- elected members
- q) approve the Triennial Agreement
- r) approve the Local Governance Statement
- s) determine whether or how to fill any extraordinary Council vacancies
- t) make decisions on representation reviews
- u) appoint or remove trustees, directors or office holders to Council CCOs, COs or external bodies
- v) approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and
- w) approve a proposed plan or a change to a district plan under clause 17 of the First Schedule.

RISK AND ASSURANCE COMMITTEE	
Membership	Seven
Meeting Frequency	Meets on a 12 weekly basis
Quorum	Half the membership, or a majority of members if there is an odd number
Reports to	Council

### Purpose

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Horowhenua District Council by:

- a) Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- b) Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- c) Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- d) Promoting a culture of openness and continuous improvement.

### Terms of Reference

The Council delegates to the Risk and Assurance Committee the following responsibilities:

- a) To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, this should be recommended to Council.
- b) To review the Council's insurance policies on an annual basis.
- c) To review, in-depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.
- d) To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.
- e) To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk management policy and processes, including that they align with commitments to the public and Council strategies and plans. This will incorporate a review of the strategic risks register annually and on a quarterly basis monitor the high risks and emerging risks through an in-depth review
- f) To provide a communications link between management, the Council and the external and internal auditors.

- g) To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.
- h) To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.
- i) To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.
- j) To engage with the external and internal auditors on any one-off assignments.
- k) To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines, ensuring the evaluation and monitoring of the organisation's legislative compliance programme and systems.
- l) Evaluate and monitor business continuity policies and planning to provide assurance as to organisational readiness.
- m) Be aware of and monitor any legal proceedings involving potential or contingent liability.
- n) Monitor the continuous improvement recommendations that come out of key reviews (CouncilMARK, Section 17a Reviews or any other) to ensure key actions and recommendations are progressed.

### Specific Delegations

Subject to any expenditure, having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:

- a) Risk management and internal audit programmes.
- b) Terms of the appointment and engagement of the audit with the external auditor.
- c) Additional services provided by the external auditor.
- d) The proposal and scope of the internal audit.

In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:

- e) The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.
- f) The Risk and Assurance Committee can recommend to Council:
  - i. Adoption or non-adoption of completed financial and non-financial performance statements.
  - ii. Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.
  - iii. Accounting treatments, changes in generally accepted accounting practice (GAAP).
  - iv. New accounting and reporting requirements.

The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.



COMMUNITY FUNDING AND RECOGNITION COMMITTEE	
Membership	Six
Meeting Frequency	As required
Quorum	Half the membership, or a majority of members if there is an odd number.
Reports to	Council

### Purpose

The Community Funding and Recognition Committee is responsible for the effective allocation and monitoring of the Council's grants. In addition, the committee is responsible for considering applications and making recommendations for Civic Honours and Youth Excellence Scholarships.

### Terms of Reference

The Community Funding and Recognition Committee is responsible for the following areas:

- a) Approve the priorities for allocating grants within each grant fund annually
- b) To determine under delegation the allocation of funding to specified applicants and report these allocations back to Council.

In fulfilling their role, all members shall be impartial and independent at all times.

#### Community Grants and Funding

- a) To consider the allocation of community grants in line with the relevant grants criteria and priorities for:
  - Community Development Grant
  - Community and Social Services Grant
  - Special Projects Grant
  - Rural Halls Grant
  - Vibrant Communities Grant.
- b) To consider the Community Wellbeing Strategy and the associated Action Plan priorities: Education, Positive Ageing, Youth, Arts, Culture & Heritage, Pride & Vibrancy, and Access & Inclusion when making funding recommendations:
- c) To make recommendations to Council for endorsement of funding allocations to specified applicants
- d) The criteria and focus areas for community grants funds will be reviewed by the Community Funding & Recognition Committee each triennium and recommendations regarding any significant changes will be made to Council during each three (3) year term.

#### Civic Honours and Special Awards

The Committee has the delegated responsibility to make decisions on behalf of Council with all decisions to be reported to Council (In-committee).

- a) To assess and consider applications for the following awards:
  - Certificate of Recognition
  - Civic Honours
  - 50 Years' Service Award.

#### Youth Excellence Scholarships

The Committee has the delegated responsibility to:

- a) assess and consider applications for Youth Excellence Scholarships and award in line with criteria and budget allocation
- b) make recommendations to Council (In-committee) for endorsement of funding to specified applicants.

#### Tertiary Scholarships

Tertiary Scholarship recipients are selected in conjunction with the sponsoring Council Manager by whom the Scholarship recipient will be required to be supervised.

One member of the Community Funding & Recognition Committee and a Council Manager from the Group in which the scholarship applicant has applied to work will:

- a) assess and consider applications for Tertiary Scholarships and award in line with criteria and budget allocation.

The Committee will:

- b) review the scholarship criteria and make recommendations to Council each triennium.

All recommendations are reported to Council for endorsement.

#### International Representation Grant

International Representation Grants are awarded on an ad-hoc basis throughout the year as individuals are offered opportunities for international representation.

Grants are awarded within the allocated budget and in line with the grant criteria.

As individual applications are received, a Council officer will prepare a summary report and make a recommendation. This will be circulated to Committee members via email along with a copy of the application. Committee Members will:

- a) assess and consider applications and award in line with criteria and budget allocation
- b) make decisions on behalf of Council. Due to the at times, tight timeframes, it is not always practical to report to Council prior to awarding a grant
- c) All decisions will be reported to Council.

HEARINGS AND REGULATORY COMMITTEE	
Membership	Five
Meeting Frequency	Meets as required
Quorum	Half the membership, or a majority of members if there is an odd number
Reports to	Council

### Area of Focus

The Hearings Committee will consider and determine matters under these acts:

- Resource Management Act 1991
- Dog Control Act 1996

### Terms of Reference

The Hearings Committee has responsibility for and authority to:

- undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other committee or retained by Council
- approve Council's list of Hearings Commissioners under the Resource Management Act 1991 (comprising qualified Councillors sitting as Hearings Commissioners and independent Commissioners)
- review and agree the Council's guidelines for composition of hearings panels
- conduct statutory hearings on regulatory matters such as Council Bylaws, matters under the Dog Control Act 1996, etc, and undertake and make decisions on those hearings (excluding Resource Management Act 1991)
- hear and determine submissions and objections in relation to proposed changes to the operative District Plan
- hear and determine submissions and objections in relation to any proposed District Plan or variation thereof
- hear and determine any objections made under S 357 of the Resource Management Act (under which applicants may object to certain resource consent decisions made by officers under delegated authority)
- hear and consider matters requiring a decision as a result of the special consultative process having been undertaken and make any decisions needed as a consequence, except the actual adoption, pertaining to the formulation and review of Policy and Bylaws
- determine matters under any other legislation where a hearing process is necessary.

Note: 4. above does not preclude Committee Members dealing with matters under the Resource Management Act 1991.

CHIEF EXECUTIVE EMPLOYMENT AND PERFORMANCE COMMITTEE	
Membership	Five
Meeting Frequency	12 Weekly
Quorum	Half the membership, or a majority of members if there is an odd number
Reports to	Council

### Area of Focus

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

### Terms of Reference

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

The Chief Executive Employment and Performance Committee will have responsibility and authority to:

- a) Lead the Chief Executive recruitment process in accordance with best practice and the Local Government Act 2002, with the exception of the power to appoint a Chief Executive
- b) Manage any employment dispute(s) that may arise
- c) Agree with the Chief Executive the annual performance objectives
- d) Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments to the objectives with the Chief Executive
- e) Conduct a review at the end of the financial year to assess progress against the performance objectives and provide constructive feedback
- f) Undertake the annual remuneration review and make recommendations regarding remuneration to Council.

The committee do not have delegations to conduct the following – These responsibilities sit with the role of the wider Council.

- g) Undertake contract renewal/extension in accordance with the Local Government Act 2002
- h) Negotiate and amend the terms and conditions of employment of the Chief Executive
- i) Determine annual remuneration review decisions

COMMUNITY WELL-BEING COMMITTEE	
Membership	(To be decided)
Meeting Frequency	(To be decided)
Quorum	Half the membership, or a majority of members if there is an odd number
Reports to	Council

### Purpose

The Community Wellbeing Committee brings together representatives from Council, government and non-government organisations, and community forums. The Committee will focus on population level results and indicators (rather than specific programme deliverables or client level results) and key action plans.

### Terms of Reference

The Community Wellbeing Committee will have responsibility to:

- a) Oversee the implementation of the Community Wellbeing Strategy and associated wellbeing action plans.
- b) Determine the key population level results and indicators for the next 3 years, and monitor those
- c) Receive reports from the Community Development Team that summarise target population group activity by Council and Council working groups
- d) Receive six monthly reports from all member agencies regarding activity directed at target population groups and provision of data that relates to specified strategy indicators
- e) Actively encourage coordination of members and their activities
- f) Foster strategic collaborations and partnerships
- g) Provide advice to Council officers on matters of community wellbeing in relation to specific target populations
- h) Seek to collectively influence relevant public policy
- i) Communicate Committee activity and information, to the public
- j) Educate the public and community on wellbeing matters
- k) Actively seek individual agency performance improvement, as well as "community wide" improvement
- l) Encourage community based local solutions to local issues
- m) Keep the wider community updated on progress towards the results sought across the Horowhenua District.

TE AWAHOU FOXTON COMMUNITY BOARD	
Membership	Five plus Kere Kere Ward Councillor (one)
Meeting Frequency	12 Weekly
Quorum	Half the membership, or a majority of members if there is an odd number
Reports to	Council

## Purpose

The role of Te Awahou Foxton Community Board is to:

- represent and act as an advocate for the interests of its community
- consider and report on matters referred to it by Council
- maintain an overview of services provided by Council within the community
- prepare an annual submission to Horizons Regional Council and Horowhenua District Council for expenditure within the community
- communicate and liaise with community organisations and special interest groups within the community on matters of interest and concern.

## Terms of Reference

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues including input into the Long Term Plan, Annual Plan and policies that impact on the Community Board area
- engage with Council Officers on local issues and levels of service, including infrastructure, parks and recreation, and community services matters.
- Council will consult with the Board on all issues that impact on the Board's area and allow enough time for the Board's feedback to be considered before a decision is made.

The Community Board has responsibility for and authority to:

- a) Make submissions to any organisation, including submissions on resource consents notified by Horowhenua District Council or Horizons Regional Council, relating to matters of interest within the Board's area. A copy of any submissions made should be copied to the Chief Executive.
- b) Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to residents within its area.
- c) Consider matters referred to it by Officers, Council or committees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This includes:
  - i. monitoring and keeping the Council informed of community aspirations
  - ii. keeping Council informed about the level of satisfaction with services provided
  - iii. providing input to proposed District Plan changes that may impact on the Board's area
  - iv. providing input into strategies, policies and plans
  - v. providing input to bylaw changes that impact on the Board's area.
- d) Provide input and feedback to Council Officers on the following matters:
  - i. local road work priorities
  - ii. traffic management issues such as traffic safety, pedestrian crossings and street lighting

- iii. application of the Resource Management Act (including notification of decisions) within the Board's area
  - iv. the Emergency Management needs of the area.
- e) This input and feedback can be provided from the full Board or from a subcommittee of the Board. The final decision on matters in d), will be made by Council Officers acting under their delegated authority.
- f) The Board shall formally report back to Council on its activities at each Council meeting via a written report of the Chairperson. The Chairperson will have speaking rights at each Council meeting.

DISTRICT LICENSING COMMITTEE	
Membership	Three
Meeting Frequency	As required
Quorum	Three
Reports to	Statutorily independent

### Purpose

The Sale and Supply of Alcohol Act 2012 (the Act) requires Council to appoint a District Licensing Committee to deal with licensing matters. The District Licensing Committee is appointed to administer the Council's alcohol licensing framework, as determined by the Act.

### Terms of Reference

The functions of the District Licensing Committee are specified by the Act and include:

- a) to consider and determine applications for licenses and manager's certificates
- b) to consider and determine applications for renewal of licenses and manager's certificates
- c) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act
- d) to consider and determine applications for the variation, suspension, or cancellation of special licenses
- e) to consider and determine applications for the variation of licenses (other than special licenses) unless the application is brought under section 280 of the Act (Note: section 280 relates to applications by constables or inspectors to the Alcohol Regulatory Licensing Authority (ARLA) for the variation, suspension or cancellation of a licence, other than a special licence)
- f) with the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority
- g) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
- h) any other functions conferred on licensing committees by or under the Act or any other enactment.



DISTRICT PLAN STEERING GROUP	
Membership	Five
Meeting Frequency	Six Weekly
Quorum	Half the membership, or a majority of members if there is an odd number

CAPITAL PROJECTS DELIVERY STEERING GROUP	
Membership	Five
Meeting Frequency	Six Weekly
Quorum	Half the membership, or a majority of members if there is an odd number

### Purpose

The bodies outlined in this section do not meet the definition of meeting under Part 7, clause 45 of the Local Government (Official Information and Meetings) Act 1987, as they are advisory or supervisory on nature and do not have any decision making power. They have been included in these terms of reference in the interests of openness and transparency.

Each body set out in the following will be required to report to Council on their activities on a regular basis.

In addition to the two formal steering groups, Council is also establish Taskforce Groups. These groups are open to membership of all of Council, and are established with the intent to create an opportunity for more interactive and engaged governance on those four key areas of focus for Council:

- Otaki to North Levin and Towncentre Taskforce
- Waste and Landfill Taskforce
- Rating and Financing Review Taskforce
- Three Waters Transition and Planning Taskforce

The Taskforces do not require a formal quorum of Council. They will meet six weekly and will formally report in public to the next Council meeting.

## 16. Meeting Processes

The legal requirements for council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have Public Participation time allocated unless they make prior arrangements with the Council.

Public Forums are a great opportunity for members of the public to raise any matters of concern directly to the Mayor and Councillors. These Forums are held prior to Council Meetings and run for 30 minutes. There is no need for a member of the public to request to speak to the forum, if they wish to speak they can just attend and voice their concerns.

More information about how to request time to speak to an item on the agenda at a Council or committee meeting can be found on the HDC website or by calling Council.

<http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

All Open Council meetings and workshops are publically livestreamed through YouTube:

<https://www.youtube.com/@HorowhenuaDistrictCouncil>

The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

The Horowhenua District Council adopted their Standing Orders for Meetings on 16 November 2022. These can be found on Council's website. During meetings of the Council or committees, all council members must follow Standing Orders unless Standing Orders are suspended by a vote of three-quarters of the members present and voting. The Mayor or committee chair is responsible for maintaining order at meetings.

The Council agenda is a public document, although parts may be withheld if it contains an item that is to be considered with the public excluded.

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice.

Monthly meeting schedules are required to be publicly notified together with the dates, times and venues of meetings to be held. Copies of order papers can be viewed either from the Horowhenua District Council Service Centres, Libraries and Council's website:

<http://www.horowhenua.govt.nz/Council/Your-Council/Council-Meetings>

## 17. Engagement and Consulting with Māori

There are four Iwi within the boundaries of the Horowhenua District Council – Muaūpoko, Ngāti Raukawa ki te Tonga, Ngāti Apa and Rangitāne. Horowhenua District Council recognises the importance and special position of tangata whenua within the district.

Engaging and consulting with Māori is important and as such Council is looking to enhance relationships by increasing the level of capacity and capability within the organisation. We are currently working on a Māori engagement framework and are in the final stages of developing the Tūhono ki Te Ao Māori – cultural induction toolkit for staff. This will help to achieve more meaningful and effective consultation on a wide range of issues affecting Māori.”

Protecting the environment, economic growth and social wellbeing is important to Council and Māori. As such it is vital that those with local knowledge and experience are consulted on a range of issues, activities and plan reviews such as Long Term Plan, Annual Plan and District Plan to name a few.

Through its decision-making processes, Council recognises the principals of the Treaty of Waitangi and kaitiakitanga, providing for the relationship of Māori and their traditions with their ancestral lands, water sites, waahi tapu and other taonga. And further, Council recognises its obligations under the Local Government Act 2002 to establish and provide opportunities to Māori to contribute to its decision-making processes and make information available to Māori for this purpose.

More information about these Iwi partnerships can be viewed at:  
<http://www.horowhenua.govt.nz/Council/Iwi-Relationships>

## 18. Key Approved Planning Documents

The following are key Council planning and policy documents. To view or find out more about these plans, reports, policies or strategies, please contact Council.

### The Long Term Plan (LTP)

A Long Term Council Community Plan (LTP) must be prepared that sets out Council's priorities for the next 20 years. It must provide information on budgets, rating levels, major projects and general Council services. It must also outline Horowhenua District's community outcomes – the aspirations of the community for the next 20 years or so – and Council's role in meeting them. The current LTP was adopted in June 2021 for the financial year beginning 1 July 2022. The Plan is reviewed and updated every three years, with the next review due in 2024.

### Annual Plan

In intervening years where an LTP is not prepared, an annual plan must be prepared. Each annual plan will describe the work programme to deliver that year's 'slice' of the LTP.

### Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The purpose of the annual report is to:

- Compare the actual activities and actual performance of the local authority in the year with the intended activities and performance as set out in the LTP or annual plan
- Promote the local authority's accountability to the community for decisions made throughout the year by the local authority.

The Annual Report must be adopted by the end of October each year and contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget. Audit NZ are responsible for auditing Council's financials.

### Horowhenua District Plan

The District Plan is Council's key document for managing the district's natural and physical resources, recognising Council's functions and duties under the Resource Management Act 1991. The main purpose of the District Plan is to ensure that land use and subdivision in the Horowhenua District are sustainably managed. The District Plan identifies the district's significant resource management issues and sets out objectives, policies and rules to address these.

The Council's second generation District Plan became operative on 1 July 2015 following the review of the Horowhenua District Plan (1999).

**The following Strategies and Action Plans can be found on Council's website. These strategies and plans have been adopted by Council and inform the strategic vision and work plan for Council:**

- Community Wellbeing Strategy and Action Plans
- Heritage Strategy
- Horowhenua Economic Development Strategy
- Open Space Strategy
- Waste Management and Minimisation Plan
- Horowhenua Development Plan
- Reserve Management Plan
- Horowhenua Shared Pathways Strategy

## 19. Consultation

The Horowhenua District Council carries out consultation according to the Local Government Act 2002. The Act sets out consultation requirements and principles for Council (sections 75-87) to follow when making decisions. You can find out more by visiting:

[http://www.localcouncils.govt.nz/lqip.nsf/wpg\\_url/About-Local-Government-Local-Government-In-New-Zealand-How-councils-should-make-decisions#Decision-MakingPrinciples](http://www.localcouncils.govt.nz/lqip.nsf/wpg_url/About-Local-Government-Local-Government-In-New-Zealand-How-councils-should-make-decisions#Decision-MakingPrinciples)

Following a review of Council's engagement activities, strategy and policy, Council has updated its Significance and Engagement Policy and will engage with the public on the revised policy, through the draft 2017/18 Annual Plan engagement process.

The major recommendation is that the policy includes Council's engagement principles in its Community Engagement Strategy and that the strategy is rescinded.

### 19.1 Special Consultative Procedure

The Special Consultative Procedure has specific procedures that Council must follow when making certain types of decisions. The Special Consultative Procedure (mainly sections 83-87 of the Local Government Act 2002) is regarded as a minimum process that the Council must use when making decisions that trigger particular criteria within the Local Government Act 2002 or the Council's Significance and Engagement Policy.

To find out more about the Special Consultative Procedure, go to:

<http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM172328.html>

### 19.2 Significance and Engagement Policy

Council's Significance and Engagement Policy (required under LGA 2002) outlines:

- general approach to determining the significance of proposals and decisions
- criteria or procedures for assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences
- how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable
- how the local authority will engage with communities on other matters.

The purpose of the policy is for the council and the community to identify significance and have clarity about how the council will engage with the community.

Find out more at

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies/Significance-and-Engagement-Policy>

The Council can and does conduct consultation outside of these processes. A range of consultation techniques have been used including surveys, focus group meetings, meetings and displays.

## 20. Equal Employment Opportunities Policy

Horowhenua District Council is committed to developing Equal Employment Opportunities (EEO) for all current and future employees. Council is a member of Equal Employment Opportunities Trust. Diversity is valued and embraced.

Fair and equitable employment practices are essential for an efficient and effective workforce.

Staff will be recruited, appointed, developed and promoted on the basis of their paid and unpaid work experience, ability, skills and future potential.

Council policies and practices are designed to prevent discrimination based on:

- Gender
- Race
- Family preferences
- Marital status
- Religious, cultural or political belief
- Disability
- Age
- Sexual orientation

Staff are provided information and education on Council's employment policies and procedures. This aims to support the prevention of discrimination and to promote a workplace that values diversity and promotes equal employment opportunities.

#### 40 Local governance statements

- (1) A local authority must prepare and make publicly available, following the triennial general election of members, a local governance statement that includes information on—
  - (a) the functions, responsibilities, and activities of the local authority; and
  - (b) any local legislation that confers powers on the local authority; and
  - (ba) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under [section 158](#) or [159](#); and
  - (c) the electoral system and the opportunity to change it; and
  - (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
  - (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
  - (f) governance structures and processes, membership, and delegations; and
  - (g) meeting processes (with specific reference to the applicable provisions of the [Local Government Official Information and Meetings Act 1987](#) and standing orders); and
  - (h) consultation policies; and
  - (i) policies for liaising with, and memoranda or agreements with, Māori; and
  - (j) the management structure and the relationship between management and elected members; and
  - (ja) the remuneration and employment policy, if adopted; and
  - (k) equal employment opportunities policy; and
  - (l) key approved planning and policy documents and the process for their development and review; and
  - (m) systems for public access to it and its elected members; and
  - (n) processes for requests for official information.
- (2) A local authority must comply with subsection (1) within 6 months after each triennial general election of members of the local authority.
- (3) A local authority must update its governance statement as it considers appropriate.

Section 40(1)(ba): inserted, on 14 October 2007, by [section 7](#) of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

Section 40(1)(ja): inserted, on 5 December 2012, by [section 20](#) of the Local Government Act 2002 Amendment Act 2012 (2012 No 93).





File No.: 23/61

## 7.2 Appointment of Registrar of Pecuniary Interests, and noting of Pecuniary Interests Register

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### 1. Purpose

To recommend the appointment of a Registrar of Pecuniary Interests for Horowhenua District Council, and to note the receipt and publication of the 2023 Register of Members Pecuniary Interests.

### 2. Executive Summary

A change to the Local Government Act in 2022 introduced a new requirement on local body politicians to make an annual declaration of pecuniary interests, and for Council to appoint a Registrar to maintain a register of members' pecuniary interests. The Registrar is required to publish the register annually.

### 3. Recommendation

- 3.1 That Report 23/61 Appointment of Registrar of Pecuniary Interests, and noting of Pecuniary Interests Register be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council appoint the Chief Executive as the Registrar of Pecuniary Interests for Horowhenua District Council to maintain the register of members' pecuniary interests.
- 3.4 The Council note that the 2023 Horowhenua District Council Register of Pecuniary Interests will be published on the Council's website.

### 4. Background / Previous Council Decisions

- 4.1 The Local Government (Pecuniary Interests Register) Amendment Act 2022 (the Act) changes the way that Councils manage pecuniary interests. It introduced a new Subpart 3 – Register of members' interests. This change helps to improve transparency, the law requires councils to create a register of member's interests and publish a summary of the register on the council's website. A copy of the new subpart 3 is attached to this report.
- 4.2 The Act came into force on 20 November 2022. This report provides a short explanation of key aspects of the Act and seeks the appointment of a Registrar to provide advice to members and oversee the process.

### 5. Discussion

#### The Register

- 5.1 The purpose of the register of members' pecuniary interests is to record members' interests so as to provide transparency and to strengthen public trust and confidence in local government processes and decision-making.
- 5.2 The Act does not replace the requirements of Local Authorities (Members' Interests) Act 1968 (LAMIA), instead it seeks to expand them. This means essentially members are expected to meet the requirements of both acts. The main differences are that LAMIA

- requires an elected member to declare their partners interest and the Act does not. Additionally a summary of interest is required by the Act to be made publically available.
- 5.3 Under the Act, members are responsible for making a declaration and for alerting the Registrar when a mistake or omission of an interest has been made. Failure to disclose an interest could lead to a fine of \$5,000.00.
- 5.4 The Act requires members to declare their pecuniary interests no later than the last day of February each year. Officers will distribute the declaration of pecuniary interest form to members in January of each year for members to complete.
- 5.5 As a part of Councillors' induction, a declaration of pecuniary interest form was provided. This form captured the interests required to be declared under the Act. The information in this form was used to complete the register. As of Wednesday 8 February 2023 all Elected Member pecuniary interest forms have been completed and returned to council officers. The information has been used to create the summary of pecuniary interest register.
- 5.6 Section 54H firmly puts the responsibility on individual members to ensure that they comply with the disclosure requirements. It makes it clear that the Registrar is not required to:
- obtain a return from a member
  - notify a member if they fail to make a return by the due date, or
  - notify a member if there is any error or omission in their return.
- 5.7 The information collected from members in the declaration of pecuniary interests will only be used for the production of the register, and that information will be discarded seven years after it has been collected, as provided for in s.54A of LGA.
- 5.8 A summary of members' interests will be published on the council's website as soon as practicable after 15 March 2023. The information contained in the register is taken from individual member's declarations. Certain information, such as the physical addresses of a family home has not been included in the register, whilst its ownership has. This balances the privacy of elected member with the public interest in having members interests publicly declared.
- 5.9 The attached public register has been assessed by the Council's Privacy Officer, and they are satisfied that register complies with the requirements of the Privacy Act.
- 5.10 All elected members have been introduced to their declaration requirements as part of their induction. All elected members have also completed their own declaration, and these are reflected in the register.
- 5.11 Elected members are reminded at the beginning of each meeting of their responsibility to declare any conflicts of interest.
- 5.12 Publication of the attached register is the final step in satisfying the requirements of Act.
- 5.13 Elected members will be asked to make a new declaration at the beginning of each year.

### **The Registrar**

- 5.14 Section 54G(1) of the Act requires Councils to appoint an officer to be the Registrar. The Registrar is responsible for:
- collating all the interests declared by Members into a register,
  - making any correction to the Register to maintain an accurate record, and
  - providing advice and guidance to members in connection with their obligations.
- 5.15 The Act allows for the Chief Executive to be appointed as registrar.

## **6. Options**

- 6.1 The Declaration of Interest and production of the pecuniary interest register are a requirement of the Act.

6.2 Officers recommend that Council appoint the Chief Executive as the Registrar of Pecuniary Interests.

6.3 Alternatively Council could ask for officers to investigate the appointment of another person as Registrar. However in the interim the current register of pecuniary interests will still need to be published.

## 7. Next Steps

Once adopted a summary of members' interests will be made publically available as soon as practicable following this meeting.

## 8. Supporting Information


### Confirmation of statutory compliance



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

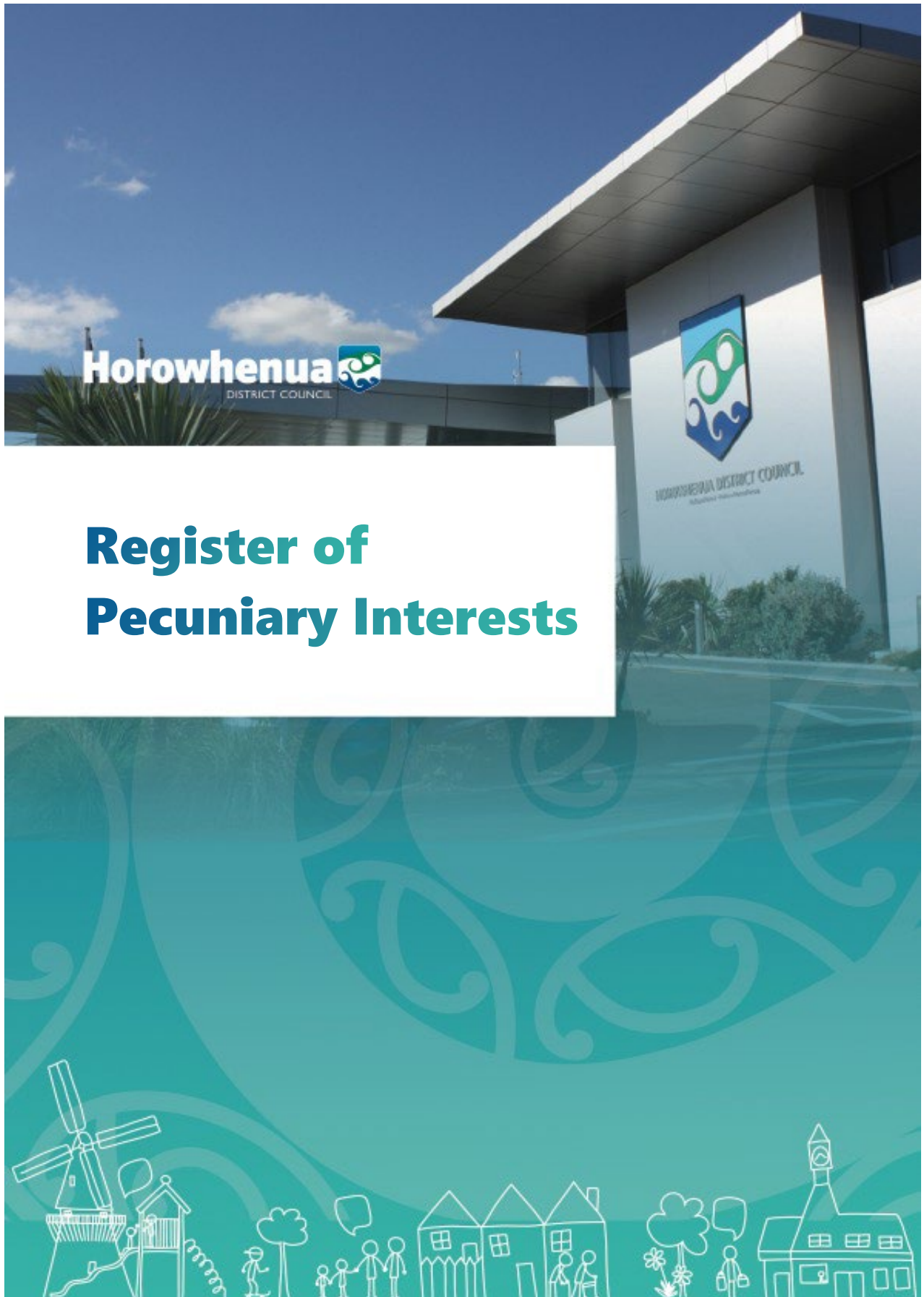
- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind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

## 9. Appendices

No.	Title	Page
A <a href="#">↓</a>	Horowhenua District Council Register of Pecuniary Interest Feb 2023	88
B <a href="#">↓</a>	Local Government Act 2002, Subpart 3.	110

Author(s)	Jody Lygo <b>Democracy Support Officer</b>	
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Approved by	Grayson Rowse <b>Principal Advisor - Democracy</b>	
	Monique Davidson <b>Chief Executive Officer</b>	





## Introduction

Elected members are required by sections 54A to 54I of the Local Government Act 2002 to provide an annual return of certain pecuniary interests. These are:

1. Company Directorships (section 54E(1)(a)).
2. Holding or controlling more than 10% of the voting rights in a company (section 54E(1)(a)).
3. A pecuniary interest in any other company or business entity (section 54E(1)(b)).
4. Employment (section 54E(1)(c)).
5. Interests in Trusts (section 54E(1)(d)).
6. Organisations and trusts seeking Council or community board funding (section 54E(1)(e)).
7. Appointments to any organisation by virtue of being an elected member (section 54E(1)(f)).
8. Interest in real property (section 54E(1)(g)).
9. Beneficiary of trust that holds real property (section 54E(1)(h)).
10. Overseas travel funded by others (section 54F(1)(a)).
11. Gifts received (section 54F(1)(b)).
12. Payment for activity (section 54F(1)(c)).

The Horowhenua District Councils Privacy Officer has reviewed this register and is satisfied that it complies with the Privacy Act.



## Mayor Bernie Wanden

Interest	Details
1. Company Directorships	McLeods Book Centre Ltd – Retail Books & Stationery
2. Holding or controlling more than 10% of the voting rights in a company	McLeods Book Centre Ltd – Retail Books & Stationery
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	McLeods Book Centre Ltd – Retail books & Stationery
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	Residential Property – Levin
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared



## Councillor David Allan

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	None Declared
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	Horowhenua FMU Water Quality Te Awahou Foxton Community Board
8. Interest in real property	Residential property – Foxton
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Mike Barker

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	Self Employed manufacturing Jeweler
5. Interests in Trust	Barker Family Trust
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	Residential Property – Levin
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Rogan Boyle

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	Rogan Organics (Organic Orchard) – Sole Trader
4. Employment	Atomos (Australian) - Production of video recording/production hardware
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	Snails artist run trust - Management Board Member (funded by PNCC under creative communities)
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	Residential property/potential commercial orchard – Koputaroa
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	Australia – Traveled for work, to visit head office. Paid for by employer Atomos.
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Ross Brannigan

Interest	Details
1. Company Directorships	EM Services 2020 Ltd. Trading as Emergency Management Services Ltd. Provides Emergency Management advice. Consultancy, contracting, capability development to various organizations including local Govt, Govt & NGO's
2. Holding or controlling more than 10% of the voting rights in a company	EM Services 2020 Ltd
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	None Declared
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	Foxton Area Medical Community Trust (Te Waiora) - Trustee Museum of Audio, Visual& Technology – MAVTech, Foxton - Trustee
8. Interest in real property	Residential Property – Foxton Beach
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Clinton Grimstone

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	Banking Westpac NZ Limited
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	Hato hone St John Horowhenua Area - Committee Chairperson Levin AFC - Junior Manager (Football Club) Order of St John Central Region - Trustee
8. Interest in real property	Residential property – Levin
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	Levin AFC \$1,000.00 - Honoraria role, Junior Manager.

## Councillor Nina Hori Te Pa

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	Community Corrections – Ara Poutama
5. Interests in Trust	Mw Hori Te Pa Trust
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	None Declared
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Sam Jennings

Interest	Details
1. Company Directorships	Eleven Sixty Sic Ltd – Property Holding Company / Ad Hoc Enterprises Jennings Consulting Ltd – Legal & Policy Consulting
2. Holding or controlling more than 10% of the voting rights in a company	Eleven Sixty Sic Ltd – Property Holding Company / Ad Hoc Enterprises Jennings Consulting Ltd – Legal & Policy Consulting
3. A pecuniary interest in any other company or business entity	None Declared.
4. Employment	Self-employed
5. Interests in Trust	Jennings Family Trust
6. Organisations and trusts seeking Council or community board funding	Horowhenua Crime Prevention Camera Trust (appointment pending – expected to be confirmed Nov 2022)
7. Appointments to any organisation by virtue of being an elected member	Trustee - Horowhenua Crime Prevention Camera Trust (appointment pending – expected to be confirmed Nov 2022) - CCTV management organisation Trust Board Council Representative – Horowhenua Learning Centre (current appointment will be removed Nov 2022)
8. Interest in real property	Residential property - Levin
9. Beneficiary of trust that holds real property	None Declared.
10. Overseas travel funded by others	Regular travel and multiple locations throughout the pacific in connection with policy and legal consulting business services by multiple clients (unconnected to Local Government Sector)
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Paul Olsen

Interest	Details
1. Company Directorships	Okunui Holdings Ltd - Dry Stock Farming Rangeview Agri Ltd – Dairy Farm
2. Holding or controlling more than 10% of the voting rights in a company	Okunui Holdings Ltd - Dry Stock Farming Rangeview Agri Ltd – Dairy Farm
3. A pecuniary interest in any other company or business entity	Pauanui Partnership – Farming Activity
4. Employment	None Declared
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	Potatoes NZ – Director Beef and Lamb NZ – Farmer Council Teltard Farm Board - Director
8. Interest in real property	Dairy Farm – Opiki Dry Stock – Shannon Residential Property - Akitio
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared



## Councillor Jonathan Procter

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	Massey University – Tertiary Education
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	Muaupoko Tribal Authority
7. Appointments to any organisation by virtue of being an elected member	Muaupoko Tribal Authority – Board Member
8. Interest in real property	Residential property - Levin
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	USA, Australia – Massey University
11. Gifts received	None Declared
12. Payment for activity	Meeting Fees Consultancy Charges

## Councillor Justin Tamihana

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	Kopuapangopango Trust Inc Hapū/Marae entity primary servicing issues relevant to members
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	Ngāti Huia Ki Poroutawhāo Marae Committee, Hapū Matters. Ngāti Kikopiri Reservation Trustees, Muhunua West Road, Hapū Matters Board member of Te Runanga o Raukawa Inc. for Ngāti Huia ki Poroutawhāo, Iwi matters  Raukawa ki te Tonga Trust, Trustee Raukawa Fisheries Portfolio/Entity Save Our River Trust (SoRT), Foxton Futures, Manawatu Estuary Management Committee.
7. Appointments to any organisation by virtue of being an elected member	Raukawa ki te Tonga Trust – Trustee Iwi fisheries entity.
8. Interest in real property	Residential property - Foxton.
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Piri-Hira Tukapua

Interest	Details
1. Company Directorships	Taitoko Ltd Raukawa Whanau Ora Ltd Iti Rangatira Ltd
2. Holding or controlling more than 10% of the voting rights in a company	Taitoko Ltd – Graphic Design, Print production inc. Signage, Māori design advisory, consulting & tech training, event management, advertising/marketing.
3. A pecuniary interest in any other company or business entity	Raukawa Whanau Ora Ltd – Health and Social Services
4. Employment	Taitoko Ltd – Self Employed
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	Foxton Area Medical Centre Trust Birthright Levin Paranui Marae Committee
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	None Declared
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Councillor Alan Young

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	Noodle Canteen
4. Employment	None Declared
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	None Declared
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	None Declared
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Board Member John Girling

Interest	Details
1. Company Directorships	Ecolonz Limited – Currently Dormant
2. Holding or controlling more than 10% of the voting rights in a company	Ecolonz Limited – Currently Dormant
3. A pecuniary interest in any other company or business entity	Ecolonz Limited – Currently Dormant
4. Employment	Foxton Districts Budget Service – Budget & Financial Management, personal money coaches.
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	Foxton Districts Budget Service Foxton Flax Stripper Museum Save Our River Trust
7. Appointments to any organisation by virtue of being an elected member	Chair – Foxton Districts Budget Service Chair – Foxton Flax Stripper Museum
8. Interest in real property	Residential property - Foxton
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	Foxton District Budget Service – paid for 15 hours, weekly for Management & Admin.

## Board Member Trevor Chambers

Interest	Details
1. Company Directorships	Chambers Farrier Service
2. Holding or controlling more than 10% of the voting rights in a company	Chambers Farrier Service
3. A pecuniary interest in any other company or business entity	None declared
4. Employment	Self Employed
5. Interests in Trust	None declared
6. Organisations and trusts seeking Council or community board funding	None declared
7. Appointments to any organisation by virtue of being an elected member	None declared
8. Interest in real property	Residential property - Foxton
9. Beneficiary of trust that holds real property	None declared
10. Overseas travel funded by others	None declared
11. Gifts received	None declared
12. Payment for activity	None declared

## Board Member Nola Fox

Interest	Details
1. Company Directorships	None Declared
2. Holding or controlling more than 10% of the voting rights in a company	None Declared
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	GEF Consulting – 10 Hours per month IT services
5. Interests in Trust	None Declared
6. Organisations and trusts seeking Council or community board funding	Wildlife Foxton Trust – Trustee Manawatu Estuary Trust – Trustee Foxton War Memorial Hall Society Inc – Chair Foxton Beach Progressive Ass – Member Save our River Trust - Member
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	Residential property - Foxton Beach
9. Beneficiary of trust that holds real property	None Declared
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared

## Board Member David Roache

Interest	Details
1. Company Directorships	Roaches Concrete Products – Concrete manufacture goods & construction. Foxpac Ltd
2. Holding or controlling more than 10% of the voting rights in a company	Roaches Concrete Products Ltd
3. A pecuniary interest in any other company or business entity	None Declared
4. Employment	Roaches Concrete Products Ltd - Owner
5. Interests in Trust	Roache Family Trust
6. Organisations and trusts seeking Council or community board funding	MAVtech – Trustee Foxton Tourist & Development Association Foxton RSA Executive Committee
7. Appointments to any organisation by virtue of being an elected member	None Declared
8. Interest in real property	None Declared
9. Beneficiary of trust that holds real property	Roache Family Trust Residential property - Foxton Roaches Concrete Products - Foxton
10. Overseas travel funded by others	None Declared
11. Gifts received	None Declared
12. Payment for activity	None Declared



## Board Member Brett Russell

Interest	Details
1. Company Directorships	None declared
2. Holding or controlling more than 10% of the voting rights in a company	None declared
3. A pecuniary interest in any other company or business entity	None declared
4. Employment	None declared
5. Interests in Trust	Family Trust
6. Organisations and trusts seeking Council or community board funding	Foxton Beach Progressive Association Incorporated.
7. Appointments to any organisation by virtue of being an elected member	Chairman of Foxton Beach Progressive Association Incorporated.
8. Interest in real property	None declared
9. Beneficiary of trust that holds real property	None declared
10. Overseas travel funded by others	None declared
11. Gifts received	None declared
12. Payment for activity	None declared

## Subpart 3—Register of members' pecuniary interests

Subpart 3: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

### 54A Register of members' pecuniary interests

- (1) A local authority must keep a register of the pecuniary interests of—
  - (a) members of the local authority; and
  - (b) members who have been elected under the [Local Electoral Act 2001](#) to a community board that is part of the local authority; and
  - (c) members who have been elected under the [Local Electoral Act 2001](#) to a local board that is part of the local authority.
- (2) The register must comprise the pecuniary interest returns that—
  - (a) are made by members under [section 54C](#); and
  - (b) contain all information in any pecuniary interest return that is required to be disclosed under [sections 54E](#) and [54F](#), and include any notifications made under [section 54D](#) of errors or omissions in those returns.
- (3) The local authority must—
  - (a) make a summary of the information contained in the register publicly available; and
  - (b) ensure that information contained in the register—
    - (i) is only used or disclosed in accordance with the purpose of the register; and
    - (ii) is retained for 7 years after the date on which a member provides the information, and is then removed from the register.

Section 54A: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

### 54B Purpose of register

The purpose of the register of members' pecuniary interests is to record members' interests so as to provide transparency and to strengthen public trust and confidence in local government processes and decision-making.

Section 54B: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

### 54C Members to make pecuniary interest returns

- (1) A member described in [section 54A\(1\)\(a\), \(b\), or \(c\)](#) must make a pecuniary interest return containing the information specified in [sections 54E](#) and [54F](#) in respect of the 12-month period that ended on the day that is 1 month before each date specified for the return in subsection (2).
- (2) The member must make the pecuniary interest return by the following dates:
  - (a) the day that is 120 days after the date on which the member comes into office under [section 115](#) of the Local Electoral Act 2001;
  - (b) the last day of February in each subsequent year.
- (3) The member must make the return by providing it to the Registrar.

Section 54C: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

### 54D Accuracy of information included in pecuniary interest return

- (1) When making a pecuniary interest return under [section 54C](#), a member must ensure that the information contained in the return is accurate.
- (2) However, if a member becomes aware of an error or omission in any return that the member has made, the member must advise the Registrar of that error or omission as soon as practicable after becoming aware of it.
- (3) When advised of an error or omission in a pecuniary interest return, the Registrar must correct the register of members' pecuniary interests accordingly.

Section 54D: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

### 54E Contents of pecuniary interest return relating to member's position

- (1) Every pecuniary interest return must contain the following information:
  - (a) the name of each company of which the member is a director or holds or controls more than 10% of the voting rights and a description of the main business activities of each of those companies;
  - (b) the name of every other company or business entity in which the member has a pecuniary interest, other than as an investor in a managed investment scheme, and a description of the main business activities of each of those companies or business entities;
  - (c) if the member is employed, the name of each employer of the member and a description of the main business activities of each of those employers;
  - (d) the name of each trust in which the member has a beneficial interest;
  - (e) the name of any organisation or trust and a description of the main activities of that organisation or trust if—

- (i) the member is a member of the organisation, a member of the governing body of the organisation, or a trustee of the trust (as applicable); and
  - (ii) the organisation or trust receives funding from, or has applied to receive funding from, the local authority, local board, or community board to which the member has been elected;
- (f) the title and description of any organisation in which the member holds an appointment by virtue of being an elected member;
- (g) the location of real property in which the member has a legal interest, other than an interest as a trustee, and a description of the nature of the real property;
- (h) the location of real property, and a description of the nature of the real property, held by a trust to which the following apply:
  - (i) the member is a beneficiary of the trust; and
  - (ii) the member knows or ought reasonably to know that the member is a beneficiary of the trust; and
  - (iii) it is not a unit trust whose name is disclosed under subclause (1)(d); and
  - (iv) it is not a retirement scheme whose membership is open to the public.
- (2) For the purposes of subsection (1)(b), a member does not have a pecuniary interest in a company or business entity (**entity A**) merely because the member has a pecuniary interest in another company or business entity that has a pecuniary interest in entity A.
- (3) For the purposes of subsection (1)(e), a member is not required to disclose the name and a description of the main activities of an organisation that is a council-controlled organisation.
- (4) For the purposes of subsection (1)(g) and (h), a member is not required to disclose the street address of the real property, but must provide the general location (for example, the suburb and city in which it is located).
- (5) For the purposes of this section,—

**business entity** means any body or organisation, whether incorporated or unincorporated, that carries on any profession, trade, manufacture, or undertaking for pecuniary profit, and includes a business activity carried on by a sole proprietor, but does not include any blind trust

**company** has the same meaning as in [section 2\(1\)](#) of the Companies Act 1993, and includes—

- (a) a body corporate that is incorporated outside of New Zealand;
- (b) a society incorporated under the [Industrial and Provident Societies Act 1908](#) or any former Industrial and Provident Societies Act

**employed**—

- (a) means employed under a contract of service; but
- (b) does not include holding—
  - (i) the position of an elected member of a local authority, local board, or community board (as applicable); or
  - (ii) any other position for which the person in question would not be qualified unless he or she had been elected a member of a local authority, local board, or community board (as applicable)

**managed investment scheme** has the same meaning as in [section 9\(1\), \(2\), and \(4\)](#) of the Financial Markets Conduct Act 2013.

Section 54E: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

## 54F Contents of pecuniary interest return relating to member's activities

- (1) Every pecuniary interest return must also contain the following information:
  - (a) for each country (other than New Zealand) that the member travelled to,—
    - (i) the name of the country; and
    - (ii) the purpose of travelling to the country; and
    - (iii) the name of each person who contributed (in whole or in part) to the costs of the travel to and from the country; and
    - (iv) the name of each person who contributed (in whole or in part) to the accommodation costs incurred by the member while in the country;
  - (b) a description of each gift (including hospitality and donations in cash or kind but excluding any donation made to cover expenses in an electoral campaign) received by the member and the name of the donor of each of those gifts (if known or reasonably ascertainable by the member) if—
    - (i) the gift has an estimated market value in New Zealand of more than \$500; or
    - (ii) the combined estimated market value in New Zealand of all gifts from the donor is more than \$500;
  - (c) a description of each payment received by the member for activities in which the member is involved other than—
    - (i) the salary or allowances paid to that person under the [Remuneration Authority Act 1977](#) or this Act; and
    - (ii) any payment the member received from an interest required to be disclosed under [section 54E](#); and
    - (iii) any payment made in respect of any activity the member ceased to be involved in before becoming a member.
- (2) The information referred to in subsection (1)(a) does not have to be included in the pecuniary interest return if the travel costs and accommodation costs were paid in full by the following or any combination of the following:

- (a) the member;
  - (b) a member of the member's family.
- (3) The information referred to in subsection (1)(b) does not have to be included in the pecuniary interest return if the gift was from a member of the member's family unless the member, taking the purpose of the register into account (*see* [section 54B](#)), considers the information should be included.
- (4) For the purposes of this section, **member of the member's family** means the member's spouse, partner, parent, grandparent, child, stepchild, foster child, grandchild, or sibling.

Section 54F: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

#### 54G Registrar

- (1) A local authority must appoint a Registrar to—
- (a) compile and maintain the register of members' pecuniary interests; and
  - (b) provide advice and guidance to members in connection with their obligations under this subpart.
- (2) The chief executive of a local authority may be the Registrar under subsection (1).

Section 54G: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

#### 54H Responsibility of members

- (1) It is the responsibility of each member to ensure that they fulfil the obligations imposed on them under this subpart.
- (2) A Registrar is not required to—
- (a) notify any member of—
    - (i) that member's failure to make a pecuniary interest return by the due date; or
    - (ii) any error or omission in that member's pecuniary interest return; or
  - (b) obtain any pecuniary interest return for a member.
- (3) To avoid doubt,—
- (a) a member's obligations under this subpart are in addition to any obligations under, and do not affect the application of, the [Local Authorities \(Members' Interests\) Act 1968](#); and
  - (b) a pecuniary interest that a member has declared under this subpart is not necessarily an interest for the purposes of the [Local Authorities \(Members' Interests\) Act 1968](#).

Section 54H: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

#### 54I Definition of Registrar

In this subpart, **Registrar** means the Registrar appointed under [section 54G](#).

Section 54I: inserted, on 20 November 2022, by [section 4](#) of the Local Government (Pecuniary Interests Register) Amendment Act 2022 (2022 No 24).

File No.: 23/152

## **7.3 Adoption of the Consultation Document and associated Supporting Information for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024**

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### **1. Purpose**

To adopt the Consultation Document and associated Supporting Information for the draft Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

### **2. Executive Summary**

As part of the development of a Long Term Plan Amendment the Local Government Act (LGA) requires councils to develop and use a consultation document with additional supporting information for the purpose of undertaking meaningful consultation. When completing an Annual Plan alongside a Long Term Plan Amendment, the LGA requires council to combine the consultation topics for both in one consultation document.

This report sets out how the draft Long Term Plan Amendment and Annual Plan 2023/24 have been developed, the audit process, and provides an overview of the supporting documents and consultation document for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2-24. The LGA requires the supporting documents to be adopted before the consultation document for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024. Council is required to adopt these documents before consultation on the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 begins.

### **3. Recommendations**

- 3.1 That Report 23/152 Adoption of the Consultation Document and associated Supporting Information for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 be received.
- 3.2 That this matter or decision is recognised as significant in terms of S76 of the Local Government Act.
- 3.3 That Horowhenua District Council approves the content and options proposed for the Rates Review.
- 3.4 That Horowhenua District Council approves the content and options proposed for the Future of the Levin Landfill.
- 3.5 That Horowhenua District Council approves the content and options proposed for Key Water Infrastructure.
- 3.6 That Horowhenua District Council adopts the Financial Strategy, Infrastructure Strategy, Activity Statements, Significant Forecasting Assumptions, Revenue and Financing Policy, Rates Remissions Policy, Remissions of Rates on Maori Freehold Land, Liability Management Policy, Prospective Accounting Policies, Summary of Council's policy on determining significance, Working with Maori, Financial Statements, Council Controlled

Organisations, as supporting documents to the consultation process for the Council's Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

- 3.7 That Horowhenua District Council adopts the consultation document for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 for public consultation.
- 3.8 That if necessary, the Group Manager Community Vision and Delivery, in consultation with the Chief Executive, be authorised to correct any minor errors or omissions in the Consultation document for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/24 before it is made publicly available.

#### **4. Background / Previous Council Decisions**

- 4.1 Section 93 of the LGA requires Council to have a Long Term Plan spanning a minimum of 10 years at all times, updating it at least every three years. The LGA also provides Council the ability to amend out Long Term Plan at any time. During the adoption of the Annual Plan 2202/2023 Council committed to amending the Long Term Plan 2021-2041 to enable effective consultation with our community on changes needed to our planned programme of activities and how we fund our activities.
- 4.2 The Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 has been in development since July 2022. Elected Members have received a significant number of workshops in this time for the purpose of seeking direction during the development of the consultation document and supporting information.
- 4.3 The consultation document is based on the range of information clearly set out in the supporting documents. The purpose of these documents is to provide more detailed information on the key issues and the data showing the implications of each option. The information that is proposed to change contained in these documents has been presented to Council in the LTPA workshop series over the past months.
- 4.4 When undertaking a Long Term Plan Amendment, Council must use the special consultative procedure as set out in Section 93A of the LGA. Council is required to produce, have audited and adopt a consultation document that aligns with the purpose of consultation documents as set out in section 93B of the LGA. The purpose is as follows:
- (a) Providing a fair representation of the matters that are proposed for inclusion in the long Term Plan, and presenting them in a way that –
    - (i) Explains the overall objectives of the proposals, and how rates, debt, and levels of service might be affected; and
    - (ii) Can be readily understood by interested or affected people; and
  - (b) Identifying and explaining to the people of the district or region, significant and other important issues and choices facing the local authority and district or region, and the consequences of those choices; and
  - (c) Informing discussions between the local authority and its communities about the matters in paragraphs (a) and (b).
- 4.5 To achieve the requirement of keeping the consultation document short, a number of supporting documents are required to provide the detailed information that informed the development of the consultation document.

#### **Development of the draft Long Term Plan Amendment and Annual Plan**

- 4.6 Since August 2022 there have been 8 workshops with Elected Members discussing the need for an LTP Amendment in addition to the Annual Plan, discussion of information and options.
- 4.7 On 14 December 2022 Council agreed:

That Council approves the scope of the Long Term Plan 2021-2041 Amendment as the Future of the Levin Landfill, Key Water Projects, Revenue and Financing Policy, and

Rates Review. Dependent on future decisions by Council, Levels of Service for various activities may also be included in this amendment to help keep the rates income increase to an affordable level.

That Council acknowledges that uncontrollable cost pressures are going to have a significant impact going into the 2023/2024 financial year and beyond.

That Council acknowledges that the early budgets and rate income increase are not palatable and that the budgets will continue to be worked on by Council officers. Officers will present a range of options to the Council workshops that would result in a rate income increase between 5 and 10%.

- 4.8 The public Council workshops held in 2023 have focused on developing the consultation material and associated supporting information, to reflect the direction of Council and identify the options (including Council's preferred option) for consultation.

## 5. Discussion

The supporting documents that are up for adoption are:

- Financial Strategy
- Infrastructure Strategy
- Revenue and Financing Policy
- Rates Remissions Policy
- Remissions of Rates on Maori Freehold Land,
- Liability Management Policy
- Prospective Accounting Policies
- Working with Maori
- Significant Forecasting Assumptions
- Summary of Council's policy on determining significance
- Financial Statements
- Council Controlled Organisations
- Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 Consultation Document

- 5.1 This report provides an overview of the changes proposed through this Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024. The full changes can be viewed in the supporting information and the consultation document.

### Financial Strategy

- 5.2 Council is required to have a Financial Strategy within the Long Term Plan. As Council is amending the Long Term Plan 2021-2041, it is important that the Financial Strategy reflects any changes made through amendments to other parts of the current Long Term Plan. The purpose of the financial strategy as set out in section 101A of the LGA is to:

- (2) (a) facilitate prudent financial management by the local authority by providing a guide for the local authority to consider proposals for funding and expenditure against; and
- (b) provide a context for consultation on the local authorities proposals for funding and expenditure by making transparent the overall effects of those proposals on the local authorities services, rates, deb, and investments.

- 5.3 The financial strategy provides an overview of Council's financial goals, projected population growth, changing land use, major capital projects, and Councils approach to debt, rates, and



balancing the budget. Also covered in the financial strategy are Council's policies on securities, investments and insurance.

- 5.4 The main changes made to Council's Financial Strategy can be found in the capital projects, rates, borrowings and debt.

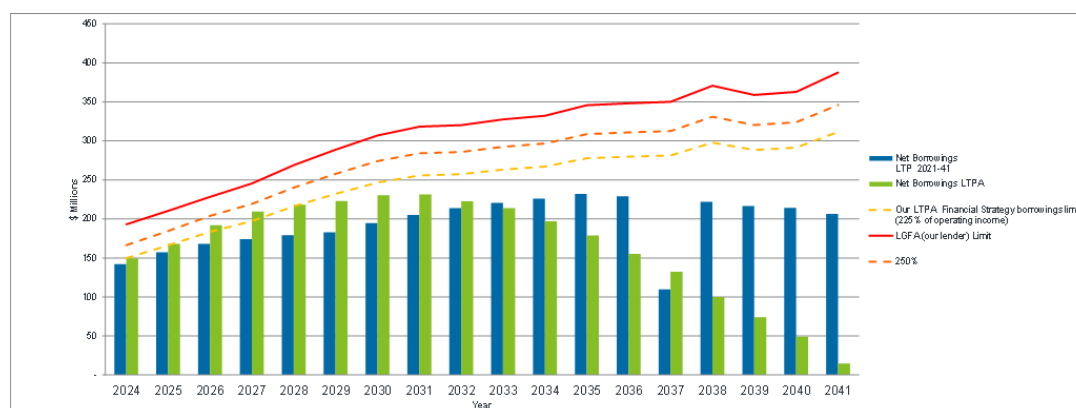
### Rates

- 5.5 The rates increase in the LTP is no longer able to cover the costs Council will incur following the planned program due to significant increases in costs and a reshuffle of major projects to ensure they are delivered when the community need them. The proposed rates increase after growth for the 2023/2024 financial year is 7.8%. Rates increases have also been identified for the following years to be able to continue delivering the planned program.

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
Rates increase after growth	7.8%	7.8%	7.8%	6.0%	9.6%	10.0%	10.0%	6.2%	1.9%	1.3%	2.8%	8.1%	-2.7%	2.5%	-1.7%	-2.8%	4.8%	6.8%	-1.1%	5.8%
Growth	2.1%	2.0%	2.1%	2.5%	2.4%	2.3%	2.6%	2.5%	2.6%	2.6%	2.6%	2.6%	2.7%	2.5%	2.8%	2.5%	3.8%	3.1%	3.1%	3.1%
Rates Limit (after growth)	8.9%	7.5%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Total Rates LTPA (\$m)	45.8	47.2	51.8	56.2	62.7	70.1	78.6	85.1	88.6	91.3	95.8	97.1	96.6	100.6	100.9	100.9	107.7	102.6	103.7	111.8

### Borrowings and debt

- 5.6 Council is proposing to increase our debt limit from 225% to 250% to provide sufficient room to fund the additional \$70 million that is needed to upgrade Council's water infrastructure. Once Council's water assets are transferred to the new entity it is proposed that the debt limit will be reduced back to 225%.



### Infrastructure Strategy

- 5.7 Council is required to include an infrastructure strategy that covers a minimum of 30 years within the Long Term Plan. The purpose of the infrastructure strategy is to:

- Identify significant infrastructure issues for the local authority over the period covered by the strategy; and
- Identify the principal options for managing those issues and the implications of those options.

- 5.8 Changes to the Infrastructure Strategy reflect the proposed changes to the timing and costs of investment in Council's programme of water infrastructure investment.

### Revenue and Financing Policy

- 5.19 Council is required to include our revenue and financing policy within the Long Term Plan. The purpose of this policy is to identify Council's sources of funding, and how it is used to



fund operational and capital expenditure. In other words it sets out who pays for what and why.

- 5.10 The Amendment to the current Long Term Plan aims to make rates fairer for our district. The changes made to the revenue and financing policy reflect the proposed changes to rates in the consultation document.
- 5.11 The revenue and financing policy is the policy that allows us to charge for development contributions. However, there are only minor changes to this part of the policy to reflect that development contributions were re-introduced during the Long Term Plan 2021-2041.

Working with Maori

- 5.12 This chapter was previously called Development of Maori Capacity to Contribute to Decision Making in the Long Term Plan 2021-2041. Council is required to set out any steps that Council intends to take to foster the development of Maori capacity to contribute to decision making processes over the period of the long term plan.
- 5.13 The changes made to this chapter have been made to better reflect Council's intention to better foster the strong and meaningful relationships.

Significant Forecasting Assumptions

- 5.14 Council is required to identify any significant forecasting assumptions that are made when developing the associated Long term Plan. The interest costs, inflation, and Levin landfill assumptions have been updated to reflect the changes in assumptions that inform this long term plan amendment.
- 5.15 The current interest costs we are seeing are significantly higher than expected. The updated interest cost assumptions reflect this.
- 5.16 Inflation has also been significantly higher than anticipated, which is anticipated to continue. The assumed level of inflation that informs Council's projected costs of delivering the programed work has been updated to more accurately reflect the current environment.
- 5.17 As proposed in the consultation document, Council's preferred option for the Levin landfill involves keeping it closed. The Long Term Plan 2021-2041 was written on the assumption that the landfill will remain open, as it was at the time. This assumption has been updated to reflect Council's preferred option.

Prospective Accounting Policies

- 5.18 The prospective accounting policies are required to be included in a long term plan. This policy has been updated to reflect that this Long Term Plan Amendment will be operative beginning at the start of the 2023/2024 financial year.

Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 Consultation Document

- 5.19 The consultation document has been designed to present the information on the issues Council is seeking feedback on in an engaging and informative way. The theme #FutureHorowhenua reflects Council's desire to plan in consultation with the community, to build the best future for our district. The consultation document sets out the key issues as:

Future of the Levin Landfill

Changing the way we share rates across the district

Our Key Water Infrastructure

Updating Development Contributions for changes to the key water infrastructure program

This years rates

- 5.20 We will also be consulting on adjusting user fees and charges and the Foxton Freeholding Account.
- 5.21 All matters included in the consultation document and supporting information are open for public submission. The usual process of submissions, hearings, and deliberations will be followed before Council adopts the final Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.
- 5.22 The LTP Amendment consultation document and supporting information is required to be audited before Council adopt it ahead of consultation. Audit NZ has indicated what their opinion to be included in the consultation document is and is discussed in the following sections.

**Legislative drafting error and Audit opinion**

- 5.23 Council has found itself in an unfortunate position where because of a drafting error in an amendment made to the Local Government Act in December last year, the Consultation Document for the LTPA will receive an adverse opinion because of the inclusion of three waters information beyond 2024.
- 5.24 The amendment to insert Clause 27 into Schedule 1AA of the Local Government Act 2022 stated that 'long-term planning, during the establishment period, must exclude any content (for example, any proposals or associated information) relating to water services.'
- 5.25 With that clause in the legislation as it stands, the only course of action open to Audit is to issue an adverse opinion due to this non-compliance with the law.
- 5.26 Officers have worked with
- Audit and Office of the Auditor General
  - Department of Internal Affairs
  - Local Government Funding Authority
  - Three Waters National Transition Unit
  - Minister of Local Government via Taituara
  - Other impacted councils.
- 5.27 Officers have also sought legal advice to understand potential alternative approaches, the implications and associated risks of receiving an adverse opinion.
- 5.28 Officers have sought extensive advice through discussion and commissioning legal advice to determine what options are available to Council.
- 5.29 Upon this matter being brought to the attention of the local government sector at the start of February 2023, the Chief Executive immediately raised this directly with the Deputy Chief Executive, Local Government at the Department of Internal Affairs, alerting him to the clause and its paralysing effect on our LTP Amendment and provision of services for our community.
- 5.30 Officers have had several meetings with staff from DIA, the Office of the Auditor General, Audit NZ and understand several meetings have occurred between staff from those organisations to discuss these issues. It has been imperative to emphasise the extent of the problems caused by the clause in the LGA.
- 5.31 Officers wish to acknowledge the discussions with staff from these organisations and recognition that this situation was not of Council's making and further recognition of the uncertain environment we are all operating in.
- 5.32 It is noted that the future of the Three Waters reform programme at central government level is currently uncertain. The Government has indicated that changes will be made to the reforms in the near future. It is also election year. The Leader of the Opposition leader has

set out a different approach for Three Waters Reform. Council is following the current programme set out by the Government of the day, but notes that changes we don't yet know the extent of, will be coming. Councils have been advised that the Minister of Local Government has indicated that once he has spoken to colleagues, he intends to consult with the local government sector and iwi before taking a proposal to Cabinet. His intention is for this to take weeks rather than months.

- 5.33 Officers also acknowledge that while this has been a pressing issue for us, the new Minister of Local Government has also had the impacts of Cyclone Gabrielle to contend with.
- 5.34 Other councils are also affected by this clause and following Cyclone Gabrielle some councils that had previously not anticipated needing to change their LTP waters programmes now face the reality of needing to as they respond to the aftermath of the cyclone.
- 5.35 National Transition Unit
- 5.36 On 30 January 2023, officers sought significant decision approval from the NTU under the Water Services Entities Act 2022 for the proposed changes to three waters as part of the LTP Amendment. Initially the NTU confirmed that a response would be provided within 20 working days. Despite ongoing follow-up requests to the NTU, the NTU have not responded within these timeframes and have not been able to provide a timeframe for a response.
- 5.37 On Monday 6 March 23, a meeting was held between Horowhenua District Council (HDC) and the National Transition Unit (NTU) / Department of Internal Affairs (DIA) regarding 'three waters' debt settlement, specifically the transfer of HDC 'three waters' debt to the Water Services Entity as part of the Three Waters Transition.
- 5.38 Council is proposing a 7.9% rates increase in its LTP Amendment for the 23/24 financial year, with a percentage of the rates increase revenue apportioned to various activities as required. It was noted by the NTU/DIA that the proposed apportioned rates decrease of -4% for 'three waters' in the 23/24 financial year is disproportionate to the overall proposed rates increase of 7.9%. It was signaled that the NTU/DIA have zero appetite for the proposed disproportionality which could possibly result in, or have a negative impact on the finances of the water Services Entity. The NTU advised that Council can expect to receive formal advice on this matter in the near future, this advice will guide further discussions.

Possible solutions

- 5.39 In discussions with the above organisations, and looking for solutions ourselves, officers have explored the following approaches:
- a) An LTP Amendment that includes 3 Waters beyond 2024
  - b) An LTP Amendment that excludes 3 Waters after 2024
  - c) An LTP Amendment for Landfill and Rates Review and 3W for 2023/24 as Annual Plan
  - d) Annual Plan only – defer LTP topics until LTP (proper in 2024)
  - e) Delaying adoption of the LTP Amendment consultation document until the legislative drafting error is remedied

Implications of different approaches

*(b) Excluding water from the LTPA*

- 5.40 To exclude all 'water content' from an LTP Amendment doesn't only mean removing any water projects. It means removing waters from capital spending and from rates calculations, borrowings, and development contributions. The calculations draw together the whole of the financial situation.
- 5.41 On the other hand, if it was possible to remove the waters from calculations that would likely lead to a situation where auditors would need to provide an audit opinion with a matter of emphasis for the three waters assumptions, given the high levels of uncertainty associated with the assumptions and the three waters reform. The Three Waters Reforms are being

progressed but are not at a stage that debt, assets and other assumptions have been agreed or there is robust guidance. The possibility of changes to the three waters reforms in the coming weeks further increases uncertainty associated with the three waters information.

- 5.42 Removing the three waters content would reduce the visibility and transparency for the community. Multi-year projects that run past the current year would not be visible and understood by the community.

*(c) and (d) Include three waters in the 2023/24 Annual Plan only or only do an Annual Plan*

- 5.43 If Council amended the waters budget for the 2023/24 year only through an Annual Plan, this would not provide funding for the Levin Wastewater Treatment Plant upgrade for example as that is new funding and would change a 'level of service'. Level of service changes need to be included in an LTP Amendment.

*(e) Delaying adoption*

- 5.44 Officers understand that after more than a month of lobbying, a legislative solution is imminent and will soon be presented to Cabinet. It is understood that the solution would remedy the drafting error in the Local Government Act and enable water content to be included lawfully. While indications of the timing of this suggest it may only be a matter of days away, it comes very late in the process for this LTP Amendment.
- 5.45 If the legislation were changed, it would create a pathway for Council to proceed with the LTP Amendment including three waters without attracting an adverse audit opinion.
- 5.46 Council could decide to delay adopting the consultation document and supporting information until this occurs. Before adopting, it would be necessary for additional audit work to be undertaken before an audit opinion that responds to the updated legislation could be provided.
- 5.47 Delaying adoption and the consultation period has potential to influence the quality of the consultation with the community, and would put pressure on provision of analysis and advice to Council for deliberations due to the condensed timeframe.

#### Recommended approach

*(a) Current approach – LTPA that includes 3 Waters beyond 2024*

- 5.48 Officers note that a critical need to ensure key water infrastructure exists and operates effectively drove the development of this proposed amendment to the LTP. Removing all water content from the LTP Amendment would be contrary to our duty (also in the LGA) to provide water services and infrastructure to our community.
- 5.49 Officers recommend that this approach is continued because:

Council is responsible to and has a duty to our community to ensure the provision of safe, reliable water services.

The proposed amendment will enable the services needed, in the timeframe needed. While Audit is likely to issue an adverse opinion, the risks associated with this are not considered to adversely impact Council. An adverse opinion in this case would be an indication that LTP Amendment does not comply with the law as currently drafted not that the calculations or proposals are flawed.

This approach does not impact Council's ability to strike the rates, apply the Development Contributions Policy or to borrow money.

It is important for our community to see the whole story given the uncertainty of whether the three waters reform will go ahead in its current form.

The timeframes associated with this approach would enable a full community consultation period and appropriate timeframes to ensure that submissions can be duly assessed and responded to in a way that helps elected member deliberations.

- 5.50 Officers have received legal advice that while an LTP Amendment including waters would attract an adverse opinion from auditors, it will not impact the ability to strike rates or charge development contributions.
- 5.51 The Local Government Funding Authority has indicated an adverse opinion would not impact council's ability to borrow money.
- 5.52 It is important to note that the adverse opinion relates only to the key water infrastructure information.
- 5.53 The Rates Review and Future of the Levin Landfill material has been audited. An audit opinion on these matters will be provided to Council ahead of the Council meeting.

## **6. Options**

Option 1: Adopt the Consultation Document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

- 6.1 If the supporting documents are adopted by Council, Council officers will proceed to make these supporting documents along with the consultation document available to the public. This will trigger the start of the consultation process for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 and enable public notification of this process and timeframes. If these documents are adopted, public consultation will commence on Monday 27 March 2023.

- 6.2 For the reasons outlined above this option is the Officer's recommended option.

Option 2: Delay the adoption of Consultation Document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

- 6.3 Council could consider delaying the adoption of the consultation document and associated supporting documents if it deemed that further updates or changes were necessary before adopting or if Council wanted to avoid receiving an adverse opinion and wait until legislative solution has been finalised.
- 6.4 If the adoption is delayed, Council would need to be clear on the reasons for this and either identify where additional changes are required or the timeframe for delaying- e.g. waiting until a legislative change has been finalised.
- 6.5 If any requested changes are significant, it may require the changes to go through a further audit process. Waiting on a legislative change to occur would also require further audit work to be undertaken so it reflects the updated legislation. This will delay the beginning of the consultation process, which will have flow on effects of delaying the hearings, deliberations, and may impact the adoption date of the final Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024. This may compromise the ability for Council to adopt the final Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 before the statutory deadline of 30 June 2023.
- 6.6 For the reasons outlined above in the report, this is not the Officer's recommendation.

### **6.7 Cost**

The cost of the development of the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 and the associated community consultation is incorporated into existing budgets.

#### **6.7.1 Rate Impact**

- 6.8 The adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 for the Annual Plan 2023/2024 will not have a direct rate impact.
- 6.9 The rate impact resulting from the adoption of options found within the document at the adoption of the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 can be



found in the consultation document, with the supporting information providing the justification for the recommended options and other options.

#### **6.10 Community Wellbeing**

There are no negative impacts on community wellbeing associated with the adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

#### **6.11 Consenting Issues**

There are no consenting issues arising from the adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

#### **6.12 LTP Integration**

These documents form part of the draft Long Term Plan and Annual Plan. The consultation document sets out the options.

### **7. Consultation**

The adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024, followed by the publication of the documents will trigger the start of public consultation. If adopted as part of the 15 March 2023 Council meeting, the consultation period would commence on 27 March and close on 1 April. To help inform submissions, the community will have a range of engagement opportunities to speak with Elected Members and to find out more about the issues and options being consulted on.

### **8. Legal Considerations**

The supporting information for the Long Term Plan 2021-2041 amendment and consultation document for the Long Term Plan 2021-2041 and Annual Plan 2023/2024 has been developed in accordance with the relevant statutory requirements. Elected members will have access ahead of the Council meeting to the legal advice that has been obtained.

### **9. Financial Considerations**

There are no financial considerations associated with the adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024. The associated process, will be completed within existing budgets. The submissions, hearings and deliberation process is where Council will make the decisions that have financial implications.

### **10. Iwi Considerations**

There are no specific Iwi considerations associated with the adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024. As part of the consultation period further engagement with Iwi will occur.

### **11. Climate Change Considerations**

There are no specific climate change considerations associated with the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

## 12. Environmental Considerations

There are no specific environmental considerations associated with the adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

## 13. Health & Safety Considerations

There are no specific health and safety considerations associated with the adoption of the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024.

## 14. Next Steps

If the consultation document and associated supporting documents for the Long Term Plan 2021-2041 Amendment and Annual Plan 2023/2024 are adopted the next steps upon publishing the documents will be to commence the consultation period. This involves notification that the consultation document is publicly available and asking for public comment. It is proposed that the consultation period will begin on 27 March 2023. Following this, hearings will be held, followed by deliberations before the final Long Term Plan and Annual Plan 2023/2024 are adopted.

## 15. Supporting Information

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Reputational	Audit of the LTP Amendment attracts an adverse audit opinion due to the legislation drafting error not being corrected, and the community lose trust and confidence in Council because they have failed to understand that this is due to a non-compliance with the current legislation and not that the	Likely	Possible	Moderate	If an adverse audit opinion is issued then managing the communications by providing the narrative that explains to the community the nuance of this opinion, and why they can still have trust and confidence in the information and process.

	information is incorrect or flawed.				
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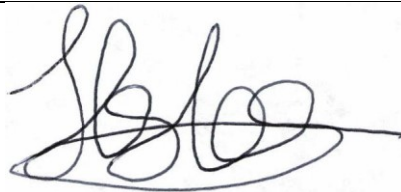

### **Confirmation of statutory compliance**



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 advantages and disadvantages, 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.

## **16. Appendices**

No.	Title	Page
A	Consultation Document and Supporting Information Long Term Plan 2021-2041 Amendment and Annual Plan 2023/24 ( <i>Under Separate Cover</i> )	

Author(s)	Janna Isles <b>Strategic Planner</b>	
	Carolyn Dick <b>Strategic Planning Manager</b>	

Approved by	David McCorkindale <b>Group Manager - Vision &amp; Delivery</b>	
	Monique Davidson <b>Chief Executive Officer</b>	



File No.: 23/161

## 7.4 Risk and Assurance Committee - Amendment of Terms of Reference

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### 1. Purpose

This report seeks Councils' approval to amend its Terms of Reference to increase the membership of the Risk and Assurance Committee from seven to eight members, and further to appoint Cr Tukapua to the Committee.

### 2. Executive Summary

The Chair of the Risk and Assurance Committee has identified that the addition of Cr Piri-Hira Tukapua to the Risk and Assurance Committee would enhance the Committee's ability to provide effective assurance to the Council. Cr Tukapua's knowledge of council processes and previous experience on Council would provide valuable insights and increase the Committee's ability to provide targeted advice and oversight on council-specific risks and internal control matters. The Councilor has also identified an ongoing interest in this area of governance.

### 3. Recommendation

- 3.1 That Report 23/161 Risk and Assurance Committee - Amendment of Terms of Reference be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council amends its Terms of Reference to increase the membership of the Risk and Assurance from seven to eight.
- 3.4 That Council appoints Cr Piri-Hira Tukapua to the Risk and Assurance Committee for the remainder of the 2022-2025 triennium.

### 4. Background / Previous Council Decisions

- 4.1 The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Horowhenua District Council by:
  - a) Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
  - b) Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
  - c) Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
  - d) Promoting a culture of openness and continuous improvement.

## 5. Discussion

- 5.1 The value of a Risk and Assurance Committee lies in its ability to provide an independent and objective assessment of the organisation's treasury, audit, health, safety and wellbeing, and risk management control systems.
- 5.2 Cr Tukapua has been on Council for a number of terms and her experience and expertise are highly relevant to the work of the Risk and Assurance Committee. Her knowledge of council processes and previous experience on Council would only enhance the Committee providing targeted advice and oversight on council-specific risks and internal control matters. Additionally, Cr Tukapua's experience would bring a unique perspective to the Committee, aiding it to consider risk and internal control matters from a broader strategic perspective.
- 5.3 The Committee's current composition is adequate; however, the inclusion of an additional member with Cr Tukapua's expertise will enhance the Committee's ability to provide effective oversight and advice on all critical areas of risk and internal control.

## 6. Options

- 6.1 Council could amend its Terms of Reference to increase the Risk and Assurance Committee's membership from seven to eight members and appoint Cr Piri-Hira Tukapua to the Committee. This would enhance the effectiveness of the Committee. This reflects officer's recommendation.
- 6.2 Alternatively, the Council could maintain the status quo, with no changes to the membership of the Risk and Assurance Committee. This would have no negative effect on the functioning of the Committee.


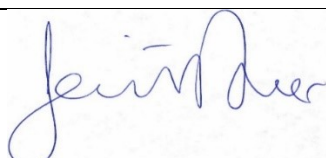

### **Confirmation of statutory compliance**

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 advantages and disadvantages, 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.

## 7. Appendices

There are no appendices for this report

Author(s)	Ashley Huria <b>Business Performance Manager</b>	
Approved by	Jacinta Straker <b>Group Manager - Organisation Performance</b>	
	Monique Davidson <b>Chief Executive Officer</b>	



## 8.1 Organisation Performance Report - March 2023

File No.: 23/62

### 1. Purpose

To present the Organisation Performance Report for March 2023.

### 2. Recommendation

- 2.1 That Report 23/62 Organisation Performance Report - March 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That having considered all matters raised in the Organisation Performance Report March 2023 report be noted.

### 3. Background/Previous Council Decisions

This report is provided for information purposes only and seeks to update Council on a number of key projects and priorities for Horowhenua District Council. This report seeks to provide a snapshot of progress since the previous meeting. Officers are happy to receive feedback on future improvements to this report.

### Attachments


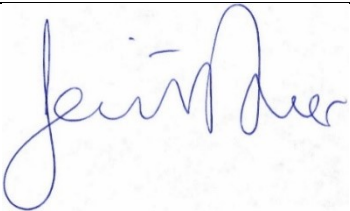

No.	Title	Page
<a href="#">A</a>	Organisation Performance Report - March 2023	130

#### 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)	Charlie Strivens <b>Senior Advisor - Organisation Performance</b>	
Approved by	Jacinta Straker <b>Group Manager - Organisation Performance</b>	
	Monique Davidson <b>Chief Executive Officer</b>	



## **Horowhenua District Council Organisation Performance Report March 2023**





## Chief Executive Introduction



Kia ora Koutou I te hapoi (community and Elected Members)

I am pleased to present the 3<sup>rd</sup> Horowhenua District Council Organisation Performance Report. This report was prepared for the 15 March Council Meeting.

The 2023 calendar has started off with a bang. All across the organisation a lot is happening and being achieved by our hardworking staff. I am sure you will enjoy reading about the many different ways our work reaches into our community.

Cyclone Gabrielle - We like the rest of the country have been saddened by the number of weather events that impacted our friends in the north, culminating in the devastating Cyclone Gabrielle. As a Council we have supported fellow Councils by providing resources and staff to support the response and recovery. It is heartbreaking to witness first hand, the level of destruction that this weather event has brought on the community as a whole. On the flipside of this, it's humbling to see the rest of New Zealand rally around to help and support where they can; whether it being deployment to affected areas, providing services and much needed supplies to those many in need or contributing financially.

With our formal adoption of "Tararua", plans are already underway with a range of local businesses and movers and shakers to make plans for some serious fundraising efforts. Producers and associated sponsors under the Taste Trail banner were already preparing an event to fundraise for Hawke's Bay, we have now been able to partner with them and include Tararua in the mix. More information will come out in the next couple of days, but The Black Out is a district-wide event taking place on 31 March where businesses and schools are encouraged to wear black and donate to the fund. The Black Out event will end with an evening auction event on Saturday April 1 at Te Takaretanga o kura-hau-po showcasing the district's producers and local businesses. From a school mufti day to a glamorous evening event there is a tangible way for all of our community to come together and support this cause.

Government Reform - The Governments' Three Waters Reform Programme continues to gain momentum with the Water Services Entities Bill being passed in the house in early December. Our teams remain committed to ensuring Council and community is as best placed from the reform programme as possible. The past month has been a real submissions focus, with Submissions lodged on O2NL, the Future for Local Government, RMA Reform submission to the Environment Select Committees and the 3 Waters submission. This is important work ensuring our local voice is being heard in a period of so much uncertainty.

Future Leaders Programme - I would like congratulate the following staff who have been selected by the Executive Leadership Team (ELT) to attend year one of the MWLASS Future Leaders Programme for 2023 - Tamara Catchpole, Sarajane Swinton, Nakita Hartley, Aimee Pearson and Taitiana Taukiri. Congratulations also to Janna Isles and Natalie MacDonald who both will be progressing to the programme for year 2. It will be exciting to watch these staff members as they make the most of this valuable development opportunity. We received a high number of applications that were all of a very high standard which made our decision extremely difficult.

At today's Council meeting, Elected Members will be considering the adoption of the Draft Long Term Plan Amendment (LTPA) for consultation. The work that has taken place by both Elected Members and Council staff in preparing the Draft Long Term Plan is significant, and in many ways the LTPA looks to address a number of key issues that matter to our community. The engagement period ahead is a critical time, as we look to hear from our community as to whether what we have prepared makes sense and delivers solutions for the hard decisions ahead.

Ngā mihi

Monique Davidson

Chief Executive

*Photo credit to @RADARPhotography for the front cover image*



## About this Report

We're on a journey on being transparent on how our organisation is performing with Elected Members and our Community, this report is the first step. The report is a great opportunity to share our stories, our successes, our concerns and where we need to improve. This report is just a snapshot of the great work we do across our community.

This report will be prepared for every full Council meeting, each time you will see refinements, improvements, additions and deletions. We will always be working towards keeping Elected Members and our community fully informed and up to date.

A Risk Report has been added to the stable of reports we now provide. The next Organisation Performance Report will be revamped to align with the recently released Council Plan on a Page.

The reporting period for Health and Safety Report, Activity Updates, Growth Report, Capital Projects Overview and Risk Report is **11 January 2023 – 22 February 2023**

Financial and performance measure reporting is **31 January 2023 Year to Date.**

### Health and Safety Report

Health and Safety is so important we have put this at the front of the report. This is in addition to the detailed dashboard that the Risk and Assurance Committee receives.

Each report we will provide updates on

- Leadership
- Worker engagement
- Risk management

### Activity Updates

Each of our 11 activities will provide an update on the following

- General Updates
  - This is where we provide updates on any work not covered by the What we are Delivering section below
- What we are Delivering
  - This is where we report on the many pieces of work we do as a result of actions set in our key documents such as Long Term Plan, Annual Plan, Blueprint, Strategies, Community Outcomes etc.
- Any relevant risk or issues

### Growth Report

Growth is an important issue for our Community. In this section we provide updates on

- district plan changes,
- how we are actioning the Growth Strategy
- how we are actioning the Housing Action Plan
- other relevant growth updates

### Capital Projects Overview

This section contains the newly introduced Lifecycle and Confidence Report provides a one page summary of our key capital projects

### Financial Summary Report

Important financial information detailing how we are performing financially

**Statement of Service Performance (SSPs)**

These SSPs we set after consultation with our community during the 2021 – 2041 Long Term Plan consultation process. They are important measures of our ‘business as usual’ work. We note whether these SSPs are on track or not to achieve their target for the financial year

## Contents

Chief Executive Introduction.....	1
About this Report.....	3
Contents.....	5
Health and Safety Report.....	6
Activity Updates Report .....	10
Property .....	11
Communities Facilities and Services .....	16
Representation and Community Leadership .....	21
Regulatory Services .....	24
Community Support .....	29
Community Infrastructure .....	38
Land Transport .....	47
Solid Waste Management .....	52
Wastewater Treatment .....	55
Stormwater .....	60
Water Supply .....	63
Growth Report .....	68
Capital Projects Overview .....	74
Financial Summary Report .....	77
Risk Report.....	93
Statement of Service Performance (SSP's).....	96



# **Health and Safety Report**

## **Pūrongo mō te Hauora me te Haumaru**



## Health and Safety Report

### Pūrongo mō te Hauora me te Haumaru

#### Risk Management

To highlight one piece of work completed during the reporting period with a focus on risk management was the demolition of the club room, toilet block and a storage shed at the rear of the Levin Women's Bowling Club situated beside Remembrance Park, Levin. A stone-walled heritage cottage on the site is to be left intact and repurposed into a gardeners' cottage.

As part of the project there was a risk of asbestos so to ensure that risk was managed a sample survey report was completed which confirmed there were asbestos containing materials (ACMs) identified as both Class A and Class B categories, present in the buildings.

Council officers completed a scope of work and approached appropriately qualified and experienced contractors for removal and demolition of the building.

Before work started on the site the contractors met with Council officers to complete a site induction. This induction is to ensure the contractors are aware of the hazards and associated risks that Council has identified at the site before work starts.

Once work was underway site visits and site audits were completed to confirm the work is in line with the plans. These site visits strengthen the relationship between Council and Contractors and ensures that consultation duty obligations are met.



*Council staff meeting with Contractors – site induction (above)*



*Site signage and asbestos bags at front of site (above)*

## Worker Engagement – OPSEC Situational Safety Training

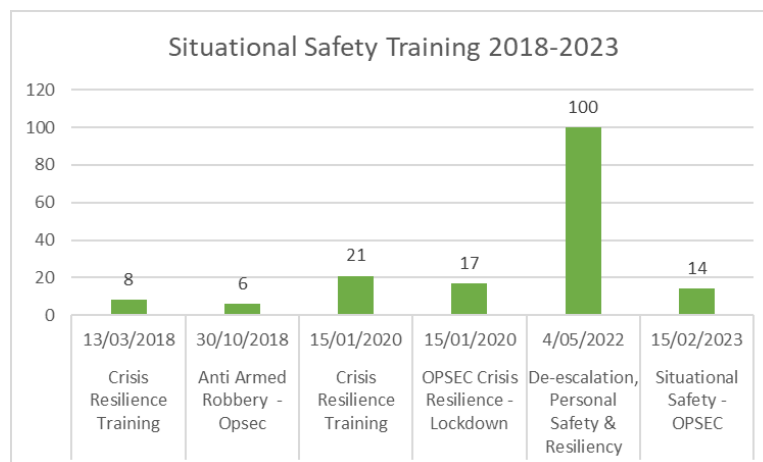
Situational Safety training was undertaken in February by 14 staff, facilitated by OPSEC Solutions. Attending the training were customer service staff from Aquatics, Libraries & Community Centres and Civic building, Lifeguard Team Leaders and Democracy team member.

The variety of staff from across Council facilities ensured for a lively and engaging training session, with various scenarios acted out to support the learning of the attendees. Topics covered include;

- De-escalation – positive techniques in heated situations
- Traffic Light Model of intent, ability and opportunity of threats
- Situational Awareness - Islands of safety, Exits, Communication
- CRED – Compassion, Respect, Empathy, Dignity
- GOLDEN – Greet early, Open rapport, Listen actively, Deliver options, Ensure understanding, Nominate the safety action
- Fight, flight, freeze – how do we manage our own stress responses.

One of Council's responsibilities under the Health and Safety at Work Act is the primary duty of care, which includes providing any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking. This type of training is important for staff as they can experience behaviour that is stressful or aggressive from members of the public, in their workplace. 'People Behaviour' is a critical risk identified in the risk register.

Below is a graph showing the types of situational safety training engaged by Council over the past five years.



## Leadership – Health and Safety Moment

In preparation for the first Risk and Assurance Committee meeting and within the reporting period, conversations took place to identify a work plan for health, safety and wellbeing, to meet due diligence requirements for Elected Members (Officers) under the Health and Safety at Work Act.

During the conversation with Elected Members a draft work plan was outlined for the year, noting that critical risk deep dive investigations are included along with the opportunity for site visits.

Throughout the year Risk and Assurance Committee members will provide direction on reporting requirements.

As part of the Leadership Health and Safety work programme, the Executive Leadership Team (ELT) are included in a schedule to attend the Komiti Oranga (Health and Safety Committee) monthly meetings. This initiative has proven very successful to ensure clear and open communication between Health and Safety Representatives (HSR) and ELT. Each ELT member brings a different focus on and experience in health, safety and wellbeing to the table. This regular contact has strengthened both Mahi Tahi and Manaakitanga of the Komiti Oranga.

### HDC SafePlus Reporting Dashboard

To assist in monitoring HDC's progress in its cultural maturity, a dashboard has been created and presented to the Risk and Assurance Committee. This shows another layer of detail and assists in understanding how well HDC is doing in lifting maturity within the performing category where we currently sit.

To view this dashboard use the link below and go to page 15.

<https://www.horowhenua.govt.nz/files/assets/public/meetings2023/council/horowhenua-district-council-risk-and-assurance-committee-open-agenda-1-march-2023.pdf>





## Activity Updates Report

He korero mohou mō ngā  
mahi





## Property Ngā Rawa

### General Update

The Parks and Property team continues to process bookings of facilities and facility maintenance notifications within its allocated timeframes having received in excess of 200 referrals over January and February 2023.

The team is cognisant of the impact that well-maintained facilities have on users and visitors and as such strives to ensure such facilities are maintained in optimum condition. They do this through contracting cyclical maintenance work to a number of providers who undertake a wide portfolio of services from pest management to renewals.

Whilst the assets in any particular facility lose some efficiency and value over time with use, the current property renewals program assists the team in maintaining the majority of core property and facilities in a state fit for purpose.

### Demolition of Ex-lady's Bowling Clubrooms

The Ladies Bowling Club has been resident at Thompson House Gardens (in the Levin Public Garden) since 1942, however the group decided to close its doors on 9th, May 2021 due to a significant drop off in membership and the inability to attract new members.

The P&P team initially looked at the opportunity to repurpose the clubrooms for another community group but following due diligence assessments it was found to be earthquake prone, contain asbestos and have a number of structural issues.

The building was demolished late January. The team are considering replacing the bowling green and club rooms with a picnic lawn and small outdoor events space but is going to the community to canvas other ideas. A small brass plaque will be incorporated on site to celebrate the long history the club had on Thompson House Gardens.



*Site of ex Bowling Club reinstated with topsoil*

## What we are Delivering

### Property Renewals

#### Roof Renewal Pottery Club

The Levin Pottery Club lease a building in the grounds of Thompson House. The club has been on site since 1972 and amongst other services offers pottery classes to the local community. As part of its ongoing Property Renewals program Council has replaced the roof of the venue in January, which had deteriorated to such an extent it leaked. If the facility had been left unattended to it would have resulted in the devaluation of a Council asset and potential loss of a well-used community space.

*Community Outcomes – Fit for Purpose Infrastructure, we develop and maintain facilities and infrastructure to meet the needs of current and future generations*



*Levin Pottery Club Reroof*

### Property Disposals

Neil Gray from Egmont Dixon who has extensive experience in Property Management has been engaged by Horowhenua District Council as its property consultant for the 22-23 disposals plan. Neil was recruited to commence this piece of work as a consultant in early-February 2023

*Annual Plan – Key Project, Property Disposals*

#### Leases

The Whaioro Trust operates an alternative education program for those children for whom the existing school system doesn't work. The organisation has seen a significant uptick in its numbers and is as a result reviewing its options to increase its capacity. One of the options being considered is the introduction of a new building/mobile classroom on the site it currently occupies as a sub-Lessee on Playford Park. The organisation approached Council officers mid February for assistance and the Parks and Property team is liaising with the organisation to see how it might assist in the ongoing planning

*Community Outcomes - Strong Communities we help create facilities and places where people of all ages and backgrounds feel included, safe and connected*

A local community group has expressed an interest in taking over the site short-term lease at 104a Main Street Foxton. Safe Talk Foxton work to promote positive mental health and general wellbeing through health promotion programmes and education. A community lease has been prepared for the organisation's consideration and has been accepted in principle by that organisation in mid-February. Officers are continuing to work with the organisation.

*Community Outcomes - Strong Communities, we help create facilities and places where people of all ages and backgrounds feel included, safe and connected*

## Issues and Risks

A number of Council's earthquake prone buildings are still being used by the community on a regular basis including -

- Foxton Memorial Hall;
- Foxton Coronation Hall;
- Levin Memorial Hall;

### *Senior Citizens Hall Holben Reserve, Foxton Beach*

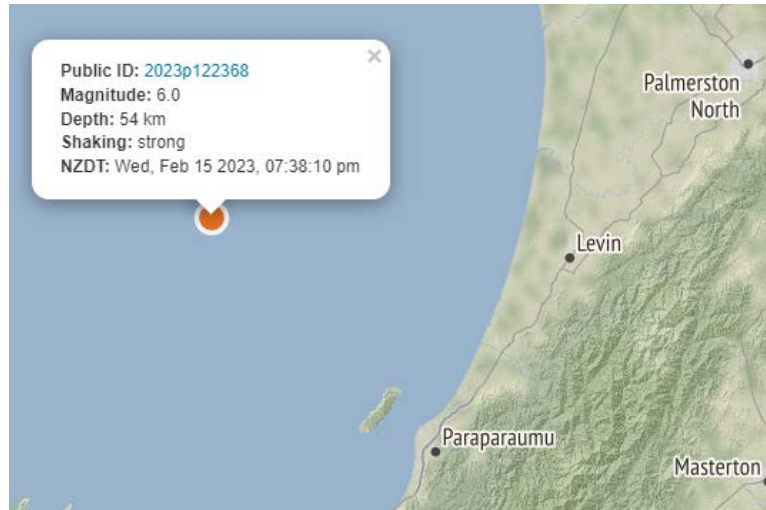
- Shannon Domain Grandstand; and
- Levin Domain Grandstand.

Whilst a building might be classified as earthquake prone that doesn't preclude ongoing use of the building under law. However, all earthquake prone buildings are required to display the necessary Earthquake Prone Building Notice in a prominent position in the building. This requirement is necessary under Section 133AL of the Building Act 2004.

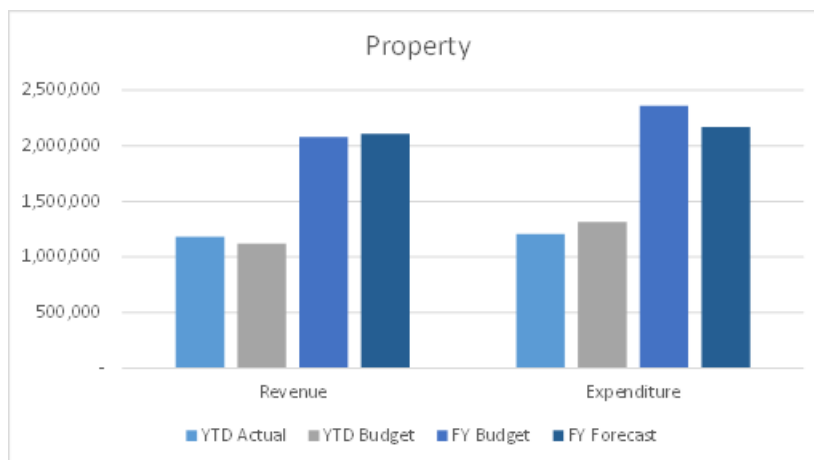
Earthquake Prone Building Notices were issued by Council's Building Team to the Parks and Property team within the period of this report and have been installed at the relevant sites. The affected buildings will need to be strengthened or demolished within the next 15 years (by 2037). Whilst Council is anticipating that a number of community organisations will effect repairs to Council buildings, as part of a transfer process (eg Foxton Memorial and Coronation Halls), no provision has currently been made for a number of others (Levin Memorial Hall, Senior Citizens Holben Reserve, and Council Grandstands at Levin and Shannon).

There are several ongoing risks related to the current approach to earthquake prone buildings, these include -

- Whether the relevant community organisations will be in a position to raise the appropriate funding for earthquake strengthening and improvements;
- There are currently no arrangements in place for several of Council's earthquake prone buildings;
- Is Council prepared to continue to let communities utilise earthquake prone buildings given events like the recent (15/02/2023), magnitude 6 earthquake at a depth of 54km, which was 50km North-west of Paraparaumu and a similar distance from Levin
- Earthquake of Feb 15th 2023 (Courtesy of <https://www.geonet.org.nz/earthquake/2023p122368>)

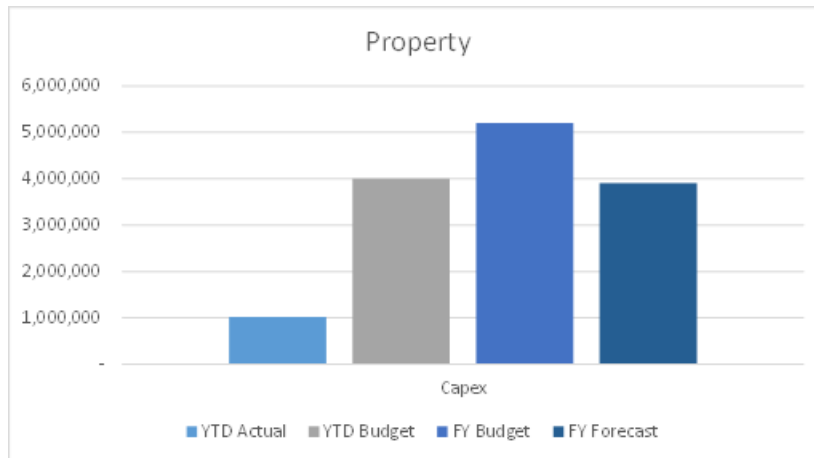


## Financial



### Expenditure

Expenditure is below budget due to consultancy fees being significantly less than anticipated for the property disposals program.



### Capex

Actual YTD Capex is less than budget due to the delayed timing of the Waitārere Beach Surf Club construction. It is expected to be completed by October 2023. At year end it is expected to be \$718k less budget but that will be carried over to next financial year.

## Communities Facilities and Services

### Ngā Taiwhanga ā-Rēhia me ngā Ratonga

#### General Update

In this update from Community Facilities and Services, it's all about numbers and community reach. It's also about those special connections that we are making with members of our community who regularly make the most of our facilities and services, or new visitors, discovering what we have on offer, becoming our new users.

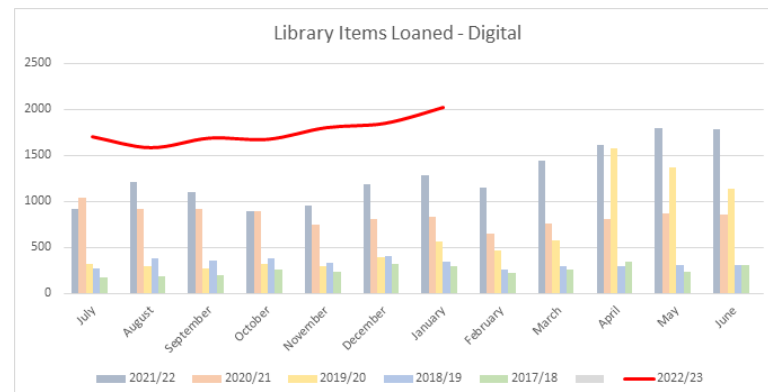
At Te Takeretanga o Kura-hau-pō, Te Awahou Nieuwe Stroom and Shannon Library, our visitor numbers are up on figures from 2022 and starting to rise to pre COVID-19 levels. On average across the District, for the month of January we've seen an 80% increase in visitors compared to last year. It is important to highlight that towards the end of January 2022, New Zealand moved to Alert Level 3 due to the Omicron outbreak which rightly so, reduced the number of visitors to our facilities. In addition to the above statistics, our libraries had a 4% increase in the number of items issued and as you'll read below, our eLibrary services have had a part to play in this achievement.

Our team is placing some energy into getting our basics right when it comes to customer service, our customer service 101's, if you will. We're mindful that we're a big team interacting with a significant cross-section of our community. That's why keeping our customers front of mind, is key when we're delivering our services. Whether that is helping one of our 'HomeLink' customers to set up her audio player and audiobook at her house. Or customers telling us how welcoming, clean and safe Shannon Library felt when they visited there, to staff sitting down with whanau of one of our young people as we adopted a whanaungatanga approach to make everyone feel safe in our facilities. Not to mention our Aquatics Instructors getting high praise from their 'MoveWell' class participants expressing how much they're enjoying these classes. These are just a few examples of the feedback we've received recently. This is our why and what drives us, striving to ensure we deliver customer service excellence.

#### What we are Delivering

As technology evolves, so too does our community facilities and how we provide some of our services. eLibrary is just one example and recently, we passed a milestone. In January we had 2020 issued items across our three digital platforms. This is the first time we have gone past 2000 in a single month. Our eLibrary service allows 24/7 access to our digital collection and looking at these figures, it's proving to be popular. The COVID-19 restrictions meant that like many other libraries across the motu, we had to adapt and encourage members of our community to change their approach, accessing our resources and services remotely. The below graph shows the significant difference in digital issued items that has carried through to a post-COVID-19 world.

*Stronger Communities Strategy | Ensure our community facilities are fit for purpose | Keep up to date with modern trends in relation to social infrastructure offerings and Community Outcomes | Strong Communities | We take an inclusive approach and encourage our people to participate*



De la Milpa a la Mesa – Mexican Food Exhibition at Te Awahou Nieuwe Stroom wrapped up in January after an impressive showing. The exhibition was on display between the end of November to the end of January. During that time, we saw 3,500 visitors make their way into the exhibition space. Due to the interactive element and design of the exhibition, we were able to adapt and change the space, something that is new for us. We’ve now shifted gears and currently hosting local artists through the Horowhenua Arts Society and their exhibition. (Economic Development Implementation Plan | Promoting Horowhenua as a great place to live, learn, create and play | Develop an events strategy, focused on creating a wider programme of events, aligned to the District Story to encourage visitation throughout the year)

We’re proud of the programmes we run and we love it when we see more people coming to give it a go. Recently, one of our Aquacise classes had approximately 40 participants. Our Aquatics Manager says that this is the biggest turnout he has seen. It’s also heartening to know that with the recent closure of Foxton Pool, our community has bound together, making their way to Levin Aquatic Centre for classes. Adding to that success, our recent Pool Party drew a crowd of over 200 people which is yet again, another fantastic result.

*Stronger Communities Strategy | Ensure our community facilities are fit-for-purpose| Continue to provide opportunities for social participation for all of our community*



*Our recent Pool Party at Levin Aquatic Centre drawing a crowd of over 200 people.*



In February, Mayor Bernie alongside our iwi partners, members of Te Awahou Foxton Community Board, Councillors, staff and contractors participated in karakia prior to Apollo (construction contractors) taking procession of Foxton Pool. It was a special and significant occasion that marked the beginning of an exciting journey, as demolition kicks the project off. (Long Term Plan Major Capital Expenditure Projects | Foxton Pool Redevelopment and Stronger Communities Strategy | We will be a determined advocate and supporter of building strong and resilient Māori communities | Value and include Te Ao Māori in everything we do)



*Karakia for Foxton Pool*

Serving our whole community is front of mind, making sure we cater to all. A dedicated Dementia Friendly Collection has now been set up at Te Takeretanga o Kura-hau-pō. This is work that we have done alongside the work we did last year with 24 of our team being Dementia Friends in conjunction with Alzheimer's New Zealand. The collection includes resources for those caring for people with Alzheimer's and dementia as well as resources for those with those afflictions. Our Library Services Team have also set apart a small portion of our book budget to continue to curate this collection, increasing our investment to this section of our community.

*Community Outcomes | Strong Communities | We take an inclusive approach and encourage people to participate*

Our AA service desk at Te Takeretanga o Kura-hau-pō, has been selected to take part in a national pilot programme, providing SuperGold Cards with card holders' photos on the card. Ministry of Social Development has found that parts of our older community, may not have adequate photo identification and that the SuperGold Card scheme could be a way of giving them that service. Therefore, cardholders can apply at the AA service desk, get their photo taken and it will be sent away to be processed.

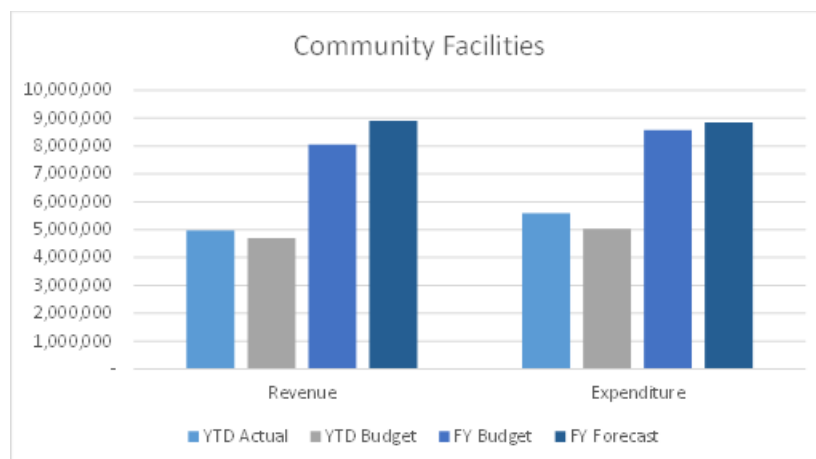
*Community Outcomes | Strong Communities | We build collaborative relationships with service providers to help enable all of our people to live positive and healthy lifestyles*



## Issues or risks

Recently, as the school holidays ended, we had a small number of incidents with users of the Youth Space at Te Takeretanga o Kura-hau-pō. One of which resulted in giving the Police a call and a subsequent trespass notice from the facility. Our team are proactive in engaging with the young people and where appropriate their whanau too.

## Financial

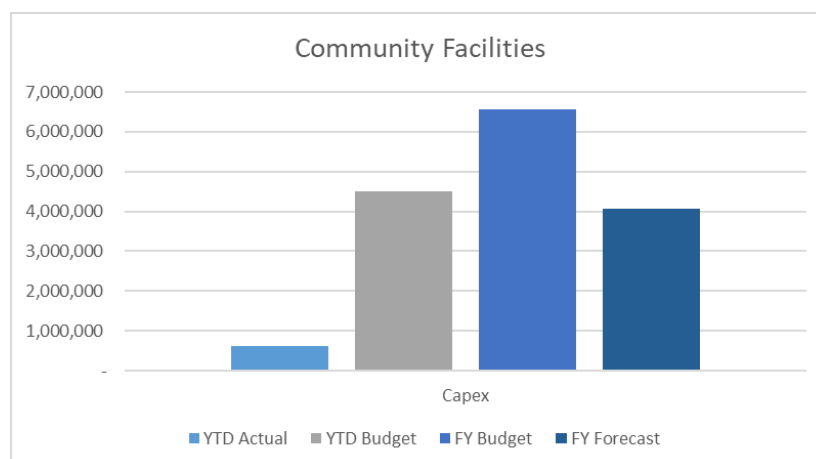


### Revenue

Revenue YTD is higher due to an unbudgeted \$200k capital grant for the Foxton Aquatic Centre.

### Expenditure

Expenditure YTD is higher due to employee costs \$243k mostly due to not getting the vacancy savings budgeted as a result of roles filled.



**Capex**

The lower spending for the Capex is in relation to the Foxton Pool Redevelopment project. Pre- construction task have begun, and spending will increase in the coming months.

## Representation and Community Leadership Te Whakakanohi me te Hautū i te Hapori

### General Update

The Council has started 2023 busy as ever, with the main focus being on the Long Term Plan Amendment.

Since the previous report Elected Members went on their first site visit of our infrastructure facilities; to the water and wastewater treatment plants at Levin and Tokomaru. These site visits are an important part of the induction programme to gain an understanding of the facilities for future decision making.

Councillors have attended 1 Council meeting, and ten workshops – the workshops, open to the public, including the 2021-2041 Long Term Plan Amendment, and submissions on the Natural and Built Environments Bill and Spatial Planning Bill (Resource Management system reform), next two Water Services Entities Bills and the Future for Local Government Review.

The Council meeting and the workshops were livestreamed, and recordings are available for viewing on the Council's YouTube page.

Councillor attendance at Council and committee meetings was 100%, and for workshops and briefings 85%.

The first meetings were held for the District Plan Steering Group and the Ōtaki to North of Levin and Town Centre Task Force on 22 February 2023. The main focus of these sessions was to provide an update on the progress and set the context for the future discussions

The first Te Awahou Foxton Community Board meeting was held for the year. Prior to the meeting a workshop was held where Board Members heard from officers about the alternations at Foxton Aquatic Centre

#### Review into the Future for Local Government submission

Elected Members discussed key issues for inclusion in the submission on 15 February. The submission is being finalised ahead of being submitted on 28 February.

### What we are Delivering

#### Long Term Plan Amendment and Annual Plan

##### Preparation of Consultation material

Elected Members discussed the proposed approach on 8 February. Officers will update Elected Members on 8 March on developments with Audit and legal advice about the way ahead. This has been discussed in public workshops in early February. At this stage, we are working to the original plan of taking the consultation document and supporting information to Council on 15 March for adoption ahead of consultation.

##### Early engagement

Members of the LTP Amendment project team met with the Te Awahou Foxton Community Board in late January to update the Board on further progress and involvement in the consultation process.

We received 112 expressions of interest for inclusion in a Citizen's Panel and have created a database. The Panel will run similar to focus groups, with discussion focussing on the LTPA key topics during the consultation period.

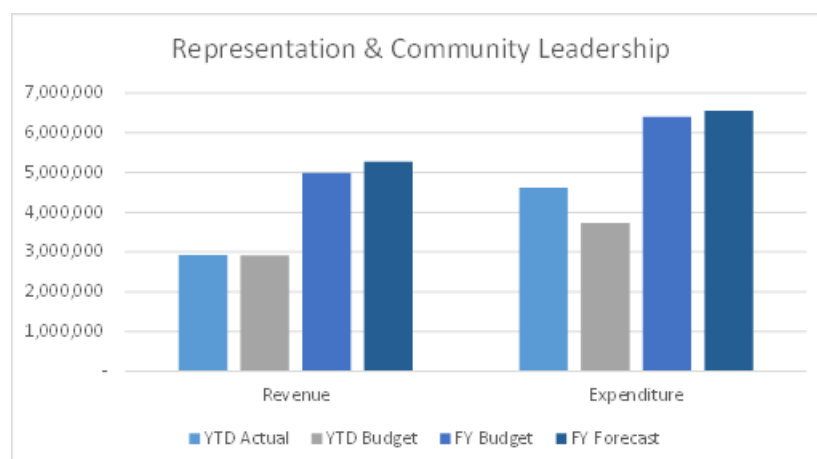
*Statutory Requirement: Local Government Act 2002, Chief Executive Performance Agreement: Provide leadership and work with Elected Members to set the tone for the 2023/2024 Annual Plan, Community Outcomes: Fit for Purpose Infrastructure ,we develop and maintain facilities and infrastructure to meet the needs of current and future generations, we provide efficient, reliable and affordable infrastructure, our community facilities and infrastructure are resilient, helping us to respond to climate change and natural hazards, CouncilMark Recommendation: Develop plan to address rates affordability and finding alternatives funding sources. Taking on additional debt should be considered for funding the creation of long term infrastructure projects*

## Issues or risks

Audit of Consultation Document. Audit not completed and may provide Adverse Opinion due to an error in the Local Government Act (inserted Dec 2022) which prevents any content about waters being included. The three key issues in our proposed Long Term Plan Amendment are the Future of the Levin Landfill, Rates Review and key water infrastructure, Officers are working with Audit, Department of Internal Affairs, LGFA and seeking legal advice to find the best way forward for our community.

- Likelihood: Highly Likely
- Consequence: Moderate
- Control Effectiveness: Partial.

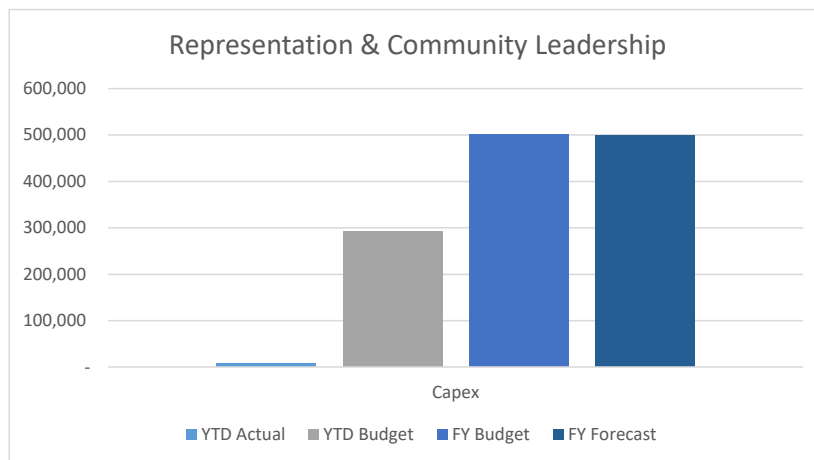
## Financial



### Expenditure

The YTD variance of \$470k is due to the spending on O2NL consultancy fees, Council's contribution to the Wellington Regional Growth Framework and Elections costs. Consultancy costs associated with O2NL are on charged and recovered from Waka Kotahi.

No spend on the Levin Town Centre Strategy Activation Projects so far this year. The first Taskforce meeting of the O2NL and Levin Town Centre Taskforce was held 22 February 2023. As part of that Taskforce Elected Members were asked to consider the process they would like to go through to prioritise the projects the Activation funding should be spent on. This process will be developed in the next quarter.



### Capex

Work on the Levin Town Centre strategy activation projects has not started yet.

## Regulatory Services

### Ngā Ratonga Whakariterite ā-Ture

#### General Update

##### Compliance

In addition to the business-as-usual tasks carried out, there were several events held in the Horowhenua during this period that had members of the Compliance Team involved for various aspects, in the name of public safety.

Most likely as a result of the holiday period having come to an end, we've seen a reduction in the number of noise complaints received compared to the previous six weeks. It is expected that as the cooler temperatures settle in that the number of noise complaints received will also settle down until the next holiday period, being Easter.

Our agreement with Kāpiti Coast District Council under section 16 of the Dog Control Act 1996 was renewed in January 2023. This agreement enables our Animal Control Officers and the Animal Management Officers from Kāpiti to use their warranted powers in each district. This is particularly helpful for training and development and in situations where cover is needed due to emergencies or otherwise

Animal Control responded to a variety of requests during the reporting period, some of which were reported in local social media platforms. Two matters of interest during this period are:

A social media post alerted us to a mother hen and 10 baby chicks that were seen crossing the state highway daily and creating a hazard. In response, our Officers spent time searching the nearby scrub in search of the poultry. The team were able to locate one hen and one rooster which were taken back to the pound for suitable homes to be found.



In early February the team picked up five puppies that were abandoned outside the dog pound in Mako Mako Road Levin. All five puppies were later transferred to HUHA for care and rehoming and where Ras, Marz, Bono, Keira and Puddles were described as “soft, gentle puppies, so relaxed, playful and cuddly”.



### Planning & Building

Consenting numbers continue to trend down as was communicated last month, while the complexity of the applications has increased.

The latest interest rate move continue to have an impact on the demand for consenting activities both in the Resource and Building consenting spaces.

Forbes economists note that as we begin to move through 2023, the economy continues to be pulled in all directions by high inflation, steep interest rates, ongoing geopolitical uncertainties and recession fears. Albeit housing stock across the nation remains limited.

It is still expected that 2023 will see a reduction in the general build demand as interest rates continue to creep up while the pending general elections add some uncertainty to the market.

It is also expected that actual dwelling units built will hold up given the nationwide backlog of consents granted however this assumption is yet to be proven.

The underlying need for housing remains and it is hoped that social builds driven by Kainga Ora will gain momentum through 2023.

According to CoreLogic's Chief Building Economist, Kelvin Davidson, "longer term annual new dwelling consents were expected to ease from around 50,000 per year to the 30,000 to 35,000 range in 2023.

With mortgage rate increases appearing to slow there is some suggestion that the housing market could turn around late 2023 and rebound in 2024.

### Consents

Building Consenting Building consent trends based on data for the period from 1 July 2022 to 31 January are as follows:

	YTD to 31 January 2023	YTD to 31 January 2022	Trend
Number of building consents lodged	336	453	↓29%
Number of building consents issued	357	429	↓17%
Number of new dwelling consents issued	124	179	↓31%
Number of new dwelling units consented	174	224	↓22%
Percentage of consents issued for commercial work	7%	4%	↑75%
Value of building consents issued	\$112,731,563	\$102,913,744	↑6%
Number of inspections completed	4194	3615	↑16%
Number of CCCs issued	300	307	↓2%
Number of enquiries about building control functions	1103	877	↑26%

The next accreditation re-assessment for the Building Consent Authority (BCA) has been confirmed as being from 17-21 April 2023. The pre-assessment documentation has been submitted ahead of the deadline on 20 February 2023 and preparation for this assessment is being prioritised.

Building team resourcing remains challenging however the decline in consenting demand should assist in rebalancing the demand and supply equation.

## Resource Consenting

Resource consent trends based on data for the period 1 July 2022 to 31 January 2023 are as follows:

	YTD to 31 January 2023	YTD to 31 January 2022	Trend
Number of resource consent applications lodged	172	217	↓21%
Number of subdivisions consents approved	100	111	↓10%
Number of land use consents approved	54	61	↓11%
Number of new allotments created at 223 stage	99	142	↓30%
Number of new allotments created at 224 stage	92	147	↓37%
Number of enquiries about resource consenting activity	755	1112	↓32%

The processing of resource consents continues to be challenging due to several factors, including the high volume of applications in progress and the increasing complexity of applications, compared to the number of staff & contractors available to process applications.

One resource consent application for a Streamlined Housing activity has been received this financial year and has been approved. Four pre-application/pre-qualification meetings have been held for streamlined housing projects this financial year, which is one more than the previous report. Three building consents have been approved for one of the two Streamlined Housing consents issued in the previous financial year.



Securing Resource Consent Planners in the market remains challenging which has the effect of shifting costs towards the external consulting base.

## What we are Delivering

### Compliance

Between 13 January – 24 February 2023 Council received 197 noise complaints that were responded to by our contractor. This is a decrease in complaints received from the previous six weeks, and consistent with the end of the holiday season and the warmer 'party weather' temperatures. *Outstanding Environment Community Outcome / We ensure our built environment supports the wellbeing of our people*

There were 53 residential swimming pool barriers inspected between 14 January and 24 February 2023. Pool barriers are inspected to ensure they meet the building code requirements for restricting unsupervised children under 5 years old from accessing the pool.

*Outstanding Environment Community Outcome / We ensure our built environment supports the wellbeing of our people*

Eight permits were processed for the amusement devices operating at the annual AP&I show held at the Events Centre in late January, and at the Medieval Market in early February.

*Vibrant Economy Community Outcome / We are business friendly*

Alcohol special licences were issued to two stall holders for sales at the Medieval Market and 47 food stall and public places permits issued to those selling kai at events around the district, including at the AP&I show, Medieval Market, Shannon Spectacular Car Show, and the Hurricanes pre-season game at the Levin Domain.

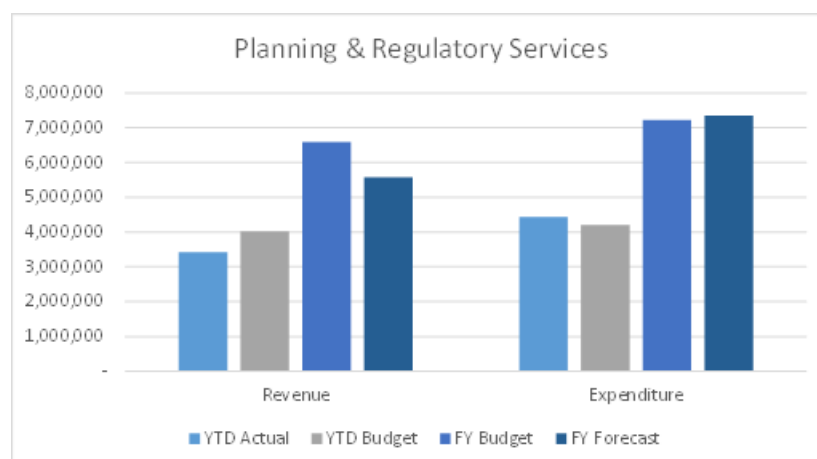
*Vibrant Economy Community Outcome / We are business friendly*

### Issues or risks

Staff resourcing continues to be a challenge for the Compliance team, with the RMA Monitoring and Compliance role vacant since 4 January 2023. Recruitment is ongoing until we fill this role.

The team is struggling to meet statutory timeframes relating to the processing of resource and building consents with current levels of staff and contractors. Recruitment is ongoing and additional contractors are being engaged where possible.

### Financial

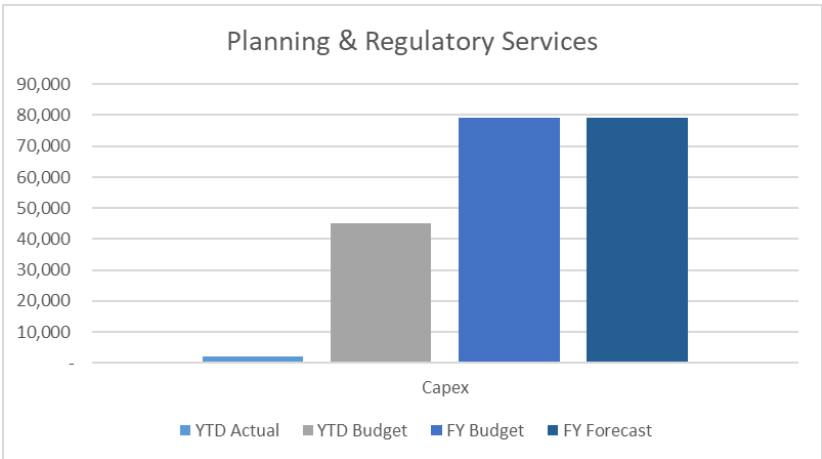


Revenue

The YTD revenue is under budget by \$600k due to decreased activity levels in Resource planning (\$200k) and Building Consents (\$390k).

Expenditure

The YTD expenditure is over budget by \$200k due to the reliance on contractors to process resource consents due to staff vacancies.



Capex

Mobile parking devices (\$18k) are planned to be purchased shortly. The projects for the Dog pound facility refurb investigation work (\$26k) have not yet started due to resourcing. The Animal control body worn video camera replacements (\$26k) will be purchased by the end of the year.

## Community Support Te Tautāwhi i te Hapori

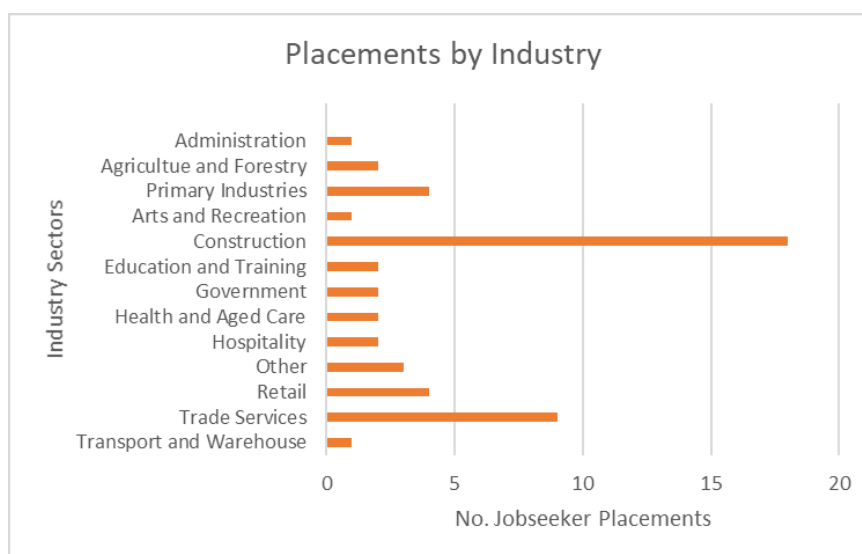
### General Update

It has been a busy and exciting start to the year for the Community Development Team with several successful community-led events as we make the most of the summer season. Similar to other teams within the Council, it's great to see our community again as people re-engage with events. It's our chance to connect, say "kia ora" and make meaningful partnerships. As part of this update, we'll share with you some of the successes from community events.

Partnering with our community is our 'why' and because of these special and meaningful relationships, we create mana-enhancing benefits for our wider communities. Our recent work with Shannon Kai Hub is just one example. In January the Hub requested urgent assistance for a place temporarily site a container that was coming from Wellington and filled with essential items to be given free within the Shannon community. Council teams worked collectively to approve a site on Council land and the request was swiftly approved. The container has subsequently been moved onto its permanent site next to the kai hub. The community are hoping to decorate the outside with a mural funded by our Creative Communities fund. This is a fantastic example of working collectively to get a quick, good result for the community and enabling what matters.

### Mayor's Taskforce for Jobs (MTFJ) - Community Resilience Programme

The MTFJ programme continues producing success stories for our local communities that brings about positive social and economic impacts for employers, employees and their families as well as the wider community. Since the beginning of January, we've secured 29 people in jobs, bringing our total employment placements to 64 since July 2022



We're fortunate that our mahi produces some really neat stories about the people we work with such as this story about a motivated 19 year old with a young family. In 2022 he returned with his partner and young child to live in Levin after being in Australia for several years. He has a positive attitude, charismatic personality as well as a solid work history.

Our team worked with him, developing his CV and coaching him in interview techniques. We sourced a work trial opportunity with Granite Tops Levin Ltd. Utilising MTFJ programme funding we were able to purchase the clothing, shoes and provisions he needed to start his trial well equipped and confident. The MTFJ programme also provided pastoral care to the young family by offering food vouchers for lunches, and a week of healthy dinners during the work trial period. To enhance his abilities within the business, our team worked with the employee on obtaining his driver's license.

The young man was really excited when in January the employer offered a permanent role. As you can imagine, it was smiles all around, as seen in this photo.



Speaking of drivers licences, in February, our MTFJ Coordinators have connected with a Community Coordinator and Iwi Liaison working with the Shannon community. One of the key barriers to securing employment for this community is the lack of public transport from Shannon to main centres, Levin, Foxton or Palmerston North. To address this barrier our MTFJ Coordinators have offered to support people in Shannon with the "no cost" drivers' licence programme and will arrange transport to Levin for people to be able to sit either a learners or restricted driver's licence. Members of the community were invited to come to a MTFJ information session. We expected 10-12 people and were delighted when 35 people attended.

## What we are Delivering

### Welcoming Communities

We have connected with some enthusiastic cultural champions in our district to initiate a local Multicultural and Welcoming Advisory group.

Initially, this group will help to support and develop multiculturalism in Horowhenua. It will be a key driver to promote and protect the interests of local ethnic groups. It will bring a multicultural perspective and feedback to Council consultation processes, Long Term Plans, Community Wellbeing Committee and other community engagement. Other opportunities for the Multicultural and Welcoming Advisory group will be planning, organising and supporting multicultural local events, development and planning of creating more inclusive welcoming spaces, bringing people together for social connection and friendship. In February we invited the new group to the first whanaungatanga and planning session scheduled for March 2023.

*Strong Communities Strategy / Improve council engagement with communities. Identify mechanisms to enable relationships and regular engagement with population based communities not specifically covered by the existing forums*

Our friends, the newly settled Colombian community have expressed to Council that they are very grateful for the maanakitanga that has been expressed by the Levin community. When the whānau arrived to their new homes, they were welcomed by Mūaupoko Tribal Authority with a whare karakia. In the days following were given ongoing support and friendship from local social service organisations. As a token of their appreciation, in February, the Colombian whānau hosted a Fiesta at Adventure Park inviting Council staff, Iwi, Red Cross and all the volunteers who have guided them on their journey as new New Zealanders. It was a great evening of laughter, Spanish language and delicious Colombian style food.

*Strong Communities Strategy Foster an environment that promotes a vibrant community. Encourage increased community participation (individually and collectively) in community-led development activities*

*Strong Communities Strategy Foster an environment that promotes a vibrant community. Celebrate our community's cultural diversity.*



Kahui Ako day is an annual event organised by Mūaupoko Tribal Authority, in the last week of the summer school holidays, for people working locally in the education and social sector. The kaupapa is to learn about Mūaupokotanga, local history, significant sites, wāhi tapu, waiata and language. The learnings are given by Iwi to be used in schools and social practices for tamariki, rangatahi and whānau to grow understanding and connection to Taitoko and Mana Whenua.

Mūaupoko Tribal Authority reached out to Council for help to arrange the 'Amazing Race' activity where 50 contestants race around Levin to find seven pit stops (significant Mūaupoko sites) completing challenges, selfies and waiata along the way. The final pit stop was in Te Takeretanga o Kura-hau-pō where teams had 25 minutes to put together their final challenge, being a performance. The performances were judged by four Mūaupoko kaumatua. The competition was fierce, everyone wanted the mana of first place.



*Strong Communities Strategy– We will be a determined advocate and supporter of building strong and resilient Māori communities, Value and include Te Ao Māori in everything we do. Celebrate our people and Horowhenua's community-led initiatives, Celebrate significant voluntary community contributions. Facilitate and enable community-led development, Provide capacity and capability building to support resident- and community-led initiatives*

Over the last four weeks Council's social services and education networks have had the first meetings for 2023. All networks had great levels of attendance and engagement. The Community Development team provide facilitation and secretarial support for the networks as well as organising speakers and capacity building opportunities. In the first meetings this year the networks discussed priorities and started to develop some actions.

Network	Attendance	Key discussions
Education Horowhenua	16	Established action group 1 - Truancy Established action group 2 -Transition to life after school
Youth Services	16	Organisation Priorities Rangatahi anxiety g Increased cost of living hardship for whānau Need Youth housing Vaping crisis
Older Persons'	19	Community Safety Age Friendly Strategy Older people accessing food banks & food bank supplies
Access & Inclusion	14	Ability to access natural environment Grow forum membership Locality health plans

*Strong Communities Strategy. Facilitate and enable community-led development. Improve resident and community access to the right parts of council that are related to their initiatives. Improve council engagement with communities. Improve access to our community and social development related information*

Horowhenua Vibes' our rangatahi event series, engaging with local young people providing safe and inclusive activities was at Foxton Beach pump track in January. We were grateful to have Youthline grab the tongs and run the BBQ with approximately 80 young people enjoying the event. In February we hosted the event at the Levin Village Green attracting 70 young people. Again, we're fortunate to partner with MTA, Onboard Skate, Youthline and Raukawa Whanau Ora.

*Strong Communities Strategy. Support community-led placemaking, Work with communities to develop community-led placemaking projects, identify areas within our community where placemaking will make a difference. Foster an environment that promotes a vibrant community. Encourage increased cross sector collaboration and sharing of information*





*Shannon Domain - 19 January 2023 - 80 people attended*



*Foxton Beach Pump Track - 26 January 2023 - 80 people attended*



*Levin Skate Park - 9 February 2023 - 70 people attended*



*Solway Park, Levin - 22 February 2023 - 60 people attended*



## Emergency Management

Cyclone Gabrielle impacted the North Island from February 12th and drove heavy wind and rain across much of the North Island and down the east coast of the North Island. Gabrielle was arguably New Zealand's worst storm and created widespread flooding and damage which tragically saw at least 11 people lose their life and displacing thousands more.

5 different regions declared a State of Emergency and suffered substantial damage to critical to infrastructure and lifelines. Here in Horowhenua, we activated our Incident Management Team and worked closely with our Emergency Management Committee and were ready to respond if required. Fortunately for us the weather didn't not cause any issues and we were able to continue as normal.

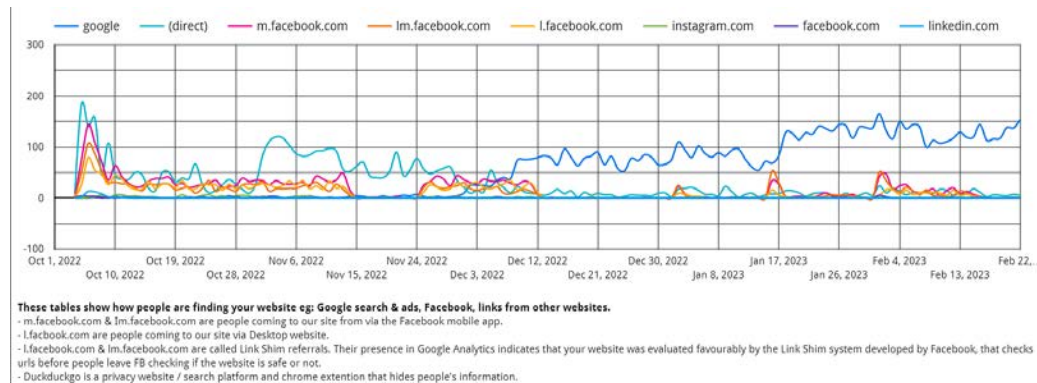
In response to the Cyclone Horowhenua District Council has supported other regions by providing personal and resources to assist their communities. We responded to calls of help from Central Hawkes Bay District Council and sent 3 tankers of Drinking water along with 20 boxes of bottled water to the area and have provided personnel to Auckland, Tararua, Napier and Central Hawkes Bay. The Recovery from this event will continue for months to come and we are still responding to requests for assistance at the time of writing this report.

*Civil Defence Emergency Management Act 2002, Local authorities must: ensure they can continue to function, albeit potentially at a reduced level, during and after an emergency, and plan and provide for civil defence emergency management within their district.*

## Destination Management

Horowhenua NZ brand continues to gain traction, our Google Adwords campaign (where we develop an extensive list of key search terms and bid on those, so that our ads will appear first when users are searching for those key words) is seeing the most success – see the blue line below and the pages people are looking at the most, noting that visits to pages ‘work here’ and ‘job vacancies’ have grown significantly due to targeted key word search. This was accompanied by a targeted social campaign heroing ‘things to do’ in Horowhenua. Horowhenua.co.nz has been live since 5 October 2022. Analytics are as at 22 February 2023:

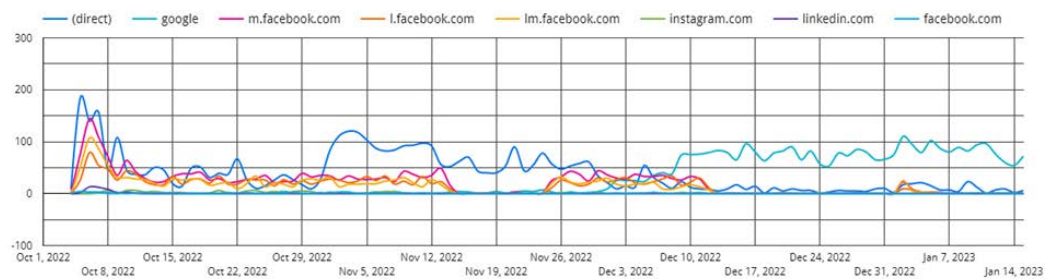
- 37,589 page views (up c.10k on last month)
- 19,328 sessions on site (up c.6k on last month)
- 16,760 new visitors (up c.5k on last month)
- Traffic sources to site:



#### What pages are people looking at most?

	Page path	Sessions	Engaged sessions	Views	Total users
1.	/	9,925	6,395	11,915	8,519
2.	/stay/	2,494	498	3,811	2,336
3.	/things-to-do/	3,367	1,499	3,788	3,168
4.	/live-work-and-learn/work-here/	2,356	1,649	2,862	2,245
5.	/live-work-and-learn/work-here/job-vacancies/	879	15	2,133	841
6.	/taste/	1,358	484	1,794	1,258
7.	/things-to-do/whats-on/	1,165	415	1,313	1,065
8.	/things-to-do/adventure/	579	47	709	539
9.	/things-to-do/horowhenua-highlights/	443	6	582	410
10.	/things-to-do/nature/	411	12	529	368

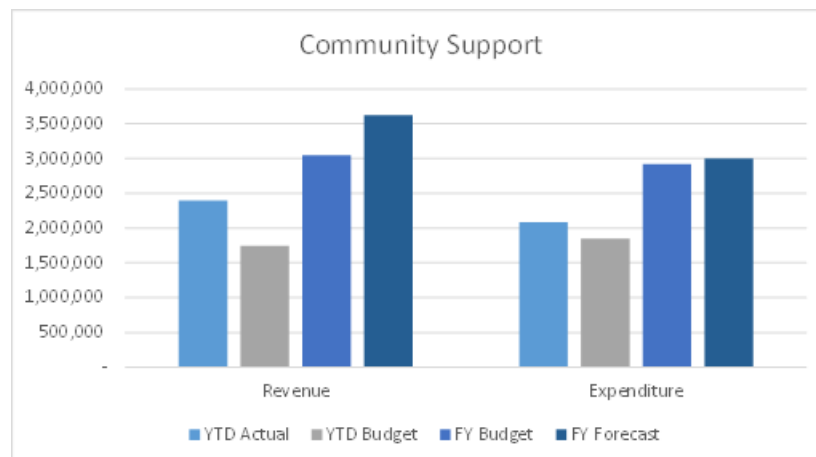
1 - 10 / 515 < >



## Issues or risks

Nil

## Financial

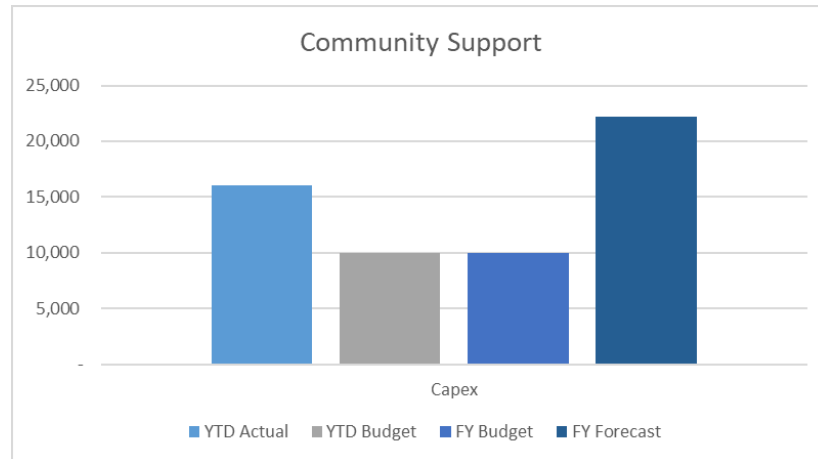


### Revenue

Additional revenue is due to receiving grant funding for Mayoral Taskforce for Jobs (MTFJ) (\$590K).

### Expenditure

Expenditure YTD is overbudget by \$160k due to emergency maintenance works.



### Capex

Capex has been spent on renewing the District boundary signs with the new Horowhenua branding \$14k which was unbudgeted.

## Community Infrastructure

### Tūāhanga Hapori

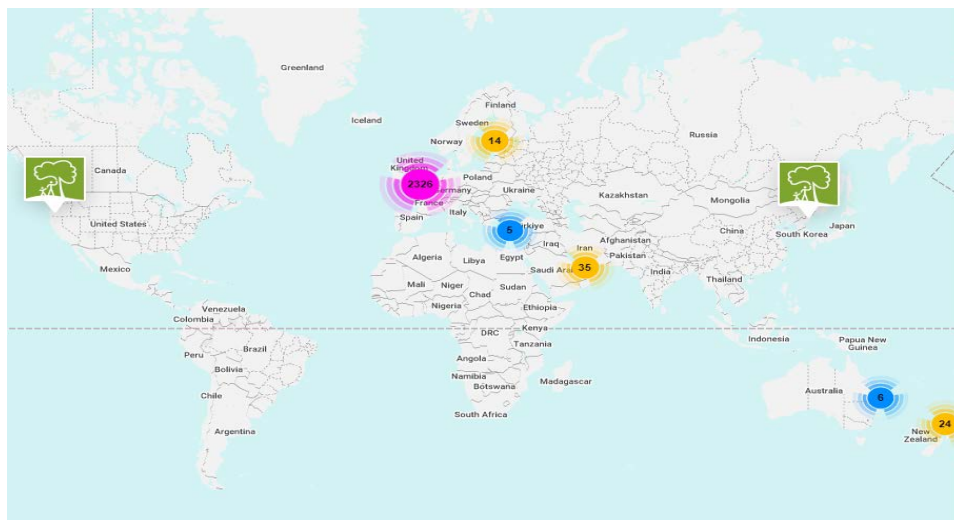
#### General Update

Community Infrastructure services are in many respects the shop window of the community and add significantly to the liveability of the community. But more than that good quality urban greenspace has significant positive benefits for the physical and mental health and wellbeing of the community. In times of stress and challenge having a good-quality green space to exercise in, or alternatively relax and unwind is of great importance.



*Nola Simpson Rose Garden*

This team likes to test itself in an independent arena to ensure it delivers meaningful places and spaces for its community and as such has been an active participant in the international Green Flag award since 2019. Green Flag is judged annually, and existing recipients of the award need to reapply to retain Green Flag status every year. Given one of the key criteria is community engagement/input, the award provides good evidence that not only are the spaces awarded of high quality they are also relevant to the community. I am pleased to say that Horowhenua was advised by Recreation Aotearoa in late January that it has retained its five Green Flags for 2022 which puts it just behind Auckland with seven. Green Flag is established in 6 of 7 continents in countries stretching from England in the northern hemisphere to New Zealand in the southern, so spreads pretty much from one side of the world to the other. Clicking on the World Map at <https://www.greenflagaward.org/> allows you, from anywhere in the world, to drill down to the Horowhenua sites and indeed any other Green Flag park in the world. Green Flag puts you 'on the world map' literally and metaphorically.



*Green Flag World Map*

Of course, it is not just Council Parks that perform well nationally, Donnelly Park became the natural choice for relocating the Chapple/Hadlee Cup on 19th -21st of February following the saturation of the cricket grounds at Palmerston North after Cyclone Gabrielle.

A very successful pre-season match between the Hurricanes and Crusaders was held at Levin Domain on Friday 17th February. The pitch looked superb, and it received very positive comments from both coaching teams. Best of all Hurricanes won 31-26.



*Levin Domain Preparation for Hurricanes and Crusaders Match*

### Innovation and the extra-mile

The installation of the splashpad at Jubilee Park has seen a substantial uptick in the use of it and consequently there has been an increase in the amount of solid waste generated on site. After a recent complaint from a member of the public about the bins being overfull the team decided to install solar compactor bins to assist in managing the additional litter.

The bins hold 120 litre's of compacted rubbish and were selected over 240 litre equivalents given that compacted rubbish from the larger bins exceeds the 20kg cut off for manual handling. This would consequently turn a single-person job into a two-person job with all the additional costs that would bring. The team is looking at options to install a fun wrap that will encourage children to 'feed them' with litter.



*120 Litre Solar Bins Installed at Jubilee Park*

## What we are Delivering

### Reserves Renewals

#### Flagstaff Reserve

The outlook in Flagstaff Park has been suffering from subsidence for a period of time due to children jumping the barriers and sliding down the slopes. Officers are in the process of reinstating the retaining walls and are considering other improvements for the site

*Community Outcomes – Fit for Purpose Infrastructure, we develop and maintain facilities and infrastructure to meet the needs of current and future generations*





*Flagstaff Reserve Remediation Works*

#### Levin Domain

A number of works were undertaken at Levin Domain in preparation for the Hurricanes v Crusaders match to ensure it was presented in the best possible light for the match and resolve some long-standing issues. These included improvements to the grandstand and improving access to the toilet block for the game

*Community Outcomes - Vibrant Economy, we support diversity and resilience in our local economy*



*Levin Domain – improving accessibility to the toilet.*



*Levin Domain – reinstating side windows on the grandstand and other work*

## Parks Events

Events in parks and reserves play an important part in community capacity building, recreation and leisure and providing spaces to meet and enjoy friends and family.

## Waitangi Day

Waitangi Day has historically been held at Muaupoko Park but for reasons outside Council's and the Community's control that was not possible for 2023. As such a back-up venue of Donnelly Park was proposed given its close proximity to the lake, its ample parking, and large open spaces.

Reports from the event suggest it was a positive move despite there being initial concern about the move and whether Donnelly Park was sufficiently well known to host the event

*Partnership with Tangata Whenua, we support whanau, marae, hapū and iwi in achieving their aspirations,*





*Waitangi Day Donnelly Park*

### Car Show Shannon Domain

The Community Development Team assisted the Shannon Progressive Association and Volunteer Fire Brigade to stage its annual event the Shannon Spectacular Car and Bike Show on 19th February 2023, an event held at the Shannon Domain. The event attracted over 300 show entrants and around 2,000 people over four hours with a large audience from outside the district. Funds raised are used for local community projects and to support community groups



*Images from Car and Bike Spectacular Shannon (Courtesy Michelle Rogerson)*

*Community Outcomes - Strong Communities, we provide infrastructure and services as a foundation for resilient and connected communities.*

### Waitārere Beach Surf Lifesaving Community Facility

2023 has started off on schedule and we have started to see the first lot of precast panels installed as well as continuation of service installation.

*Long Term Plan major capital expenditure projects, Waitārere Beach Surf Life Club design and build*



## Issues or risks

The current grounds maintenance contract is in its last year and there is a need to engage a provider to continue to deliver the Community Infrastructure activity.

Growth and new subdivisions are leading to an ever-increasing community facilities portfolio which is impacting on Council's ability to continue to deliver the current Levels of Service without additional funding. Most impacted sub-activities are -

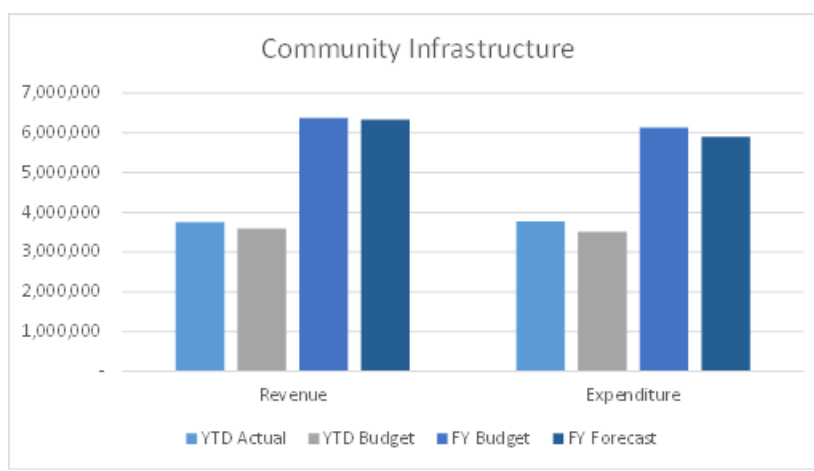
- Beautification – developers are continuing to develop sub-divisions with rain gardens, swales, and berms to manage stormwater runoff, and are continuing to plant sub-divisions with other landscape features (trees, berms etc.) to improve the aesthetic of that subdivision for sale. Once the developer moves off-site these new landscape improvements often vest in Council increasing maintenance costs, reducing operational efficiencies, and in the context of cul-de-sacs and access roads, providing little public good, given such developments generally serve, and are utilised primarily by the immediate residents.
- Reserves – a number of larger subdivisions are incorporating large public open spaces for the management of stormwater, and in order to deliver local access to recreational and leisure space. Whilst this is desirable in terms of 'liveability' in terms of the urban residential zone it is less necessary in Greenbelt and rural areas unless those Reserves become public destinations in themselves. Clearly new reserves require an appropriate level of funding for maintenance purposes.
- Sportsgrounds – as the population grows additional pressure is being placed on sportsgrounds to manage an increasing user profile. There will also be challenges in relation to the types of sports facilities required. Currently Council has no public provision for indoor sports such as table-tennis, badminton, volleyball or basketball. Though demand is met to some extent by other local providers. It is likely given a changing demographic that demand will increase for indoor facilities.
- Urban Cleansing – this sub-activity includes maintenance of the grass berms on Council's roading network, and its urban weed-spraying programme. As more roading is vested in Council arising from

sub-divisions the portfolio is increasing. There is likely to be a significant uptick in the need for maintenance should Ō2NL be built and the existing State Highway vested in Council.

Funding for the Waitāre Beach Surf Lifesaving Community Facility continues to be a risk, feedback from the Lottery Community Facilities Fund is that funding is unlikely to be provide due to other higher projects deemed higher priority and as well as impacts from the recent cyclone.

This leaves an approx. \$750k funding gap in addition to the 120k shortfall due to the inclusion of the lift. The outcome from the Eastern central Trust application for 250k is still to be provided by the surf club but it is hoped this will be successful, however, this could also be affected by the cyclone.

## Financial

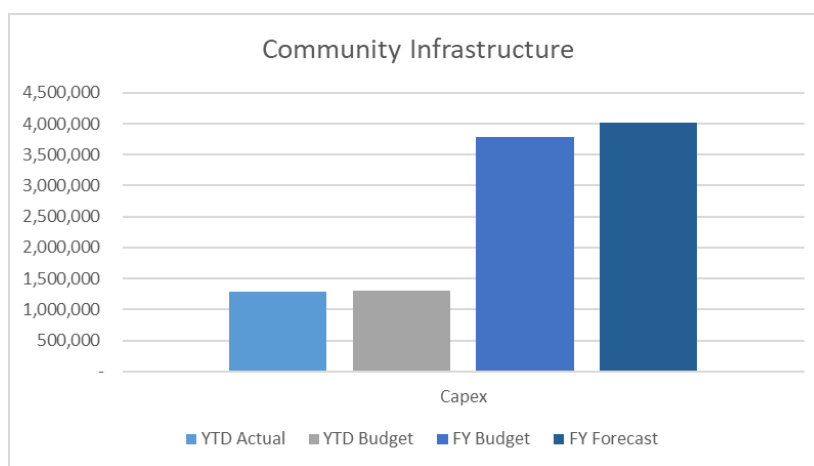


### Revenue

Revenue is currently above budget due to O2NL Consultancy Cost Recovery funding.

### Expenditure

Expenditure is over budget due to unplanned maintenance on sportsgrounds due to the Levin tornado & a burst water pipe. These are both subject to an insurance claim.



**Capex**

The forecast is above budget due to the extra spend required for ground works for the splash pad and new toilets. The addition spend portion for the splash pad forecast still needs to be allocated to the Community Facilities activity.

## Land Transport Ngā Ara Whenua

### General Update

Our thoughts are with all our fellow Councils who are dealing with the devastating impacts of Cyclone Gabrielle. Members of the Land Transport Team were immediately deployed after the Cyclone to help affected Councils. They were replaced by two more shifts of HDC staff, who were assisting primarily with welfare and operational support. We are also supporting our friends at Central Hawkes Bay District Council by providing cover, at a distance, for their Land Transport staff who are working on the emergency response.

One of our contractors have found a safer and quicker way for their staff to inspect sumps on our behalf, by using a nimble little buggy. They are currently checking sumps in Foxton so look out for them doing the hard mahi!



### Waitārere Rise

Officers have been continuing to work on the flood mitigation project for Waitārere Rise. Geotechnical investigations have recently taken place, the results of these will help identify potential options. We're also progressing the design of short-term solutions to have in place prior to winter.

### Resurfacing

Due to inclement weather in November through to February, we were not able to make significant progress on our resurfacing programme. Resurfacing work has not progressed over the reporting period. However, we are on track to complete our full programme by mid-March.

### Footpath Renewals and Improvements

Currently our contractors are close to completing a 700m footpath renewal on Wilton Street in Levin. Wilton Street itself is all complete, but we're still finishing off the tram crossings and corners around the Wilton St/ Winchester St intersection.

Council staff and contractors work hard to balance completing work and keeping the needs of local residents in mind. So it was great for this to be recognised. The contractors working on the Wilton Street footpath renewal received a nice letter from a resident thanking them for making it easy for him to get in and out of his house while this work has been done.

Concrete work is currently underway on the Queen Street East shared pathway, which will connect the new Queen St / Arapaepae Road roundabout with the existing pathway which goes to the Trig walking track.



### Drainage Work

We are continuing our focus on drainage improvement works to help mitigate flood risks. An improvement project on Paranui Road is close to complete.

During the reporting period we've also cleared the roadside drain in Ada Street, Shannon (1st image) and in Matipo Street, Tokomaru. (2nd image)





## Road Improvements and Renewals

### Cousins Ave West and Hennessy Street in Foxton Beach

We have recently completed the design for a roading and drainage improvement project on Cousins Ave West and Hennessy Street in Foxton Beach, which is due to start construction shortly,

### Poplar Road Rehabilitation

A 2km long rural road rehabilitation project is due to start construction shortly, the design has been completed and the contractor is currently finalising pricing.

## What we are Delivering

### Gladstone Road Realignment

After two major slips in 2021 and a lot of hard work by the many people involved a dawn blessing and opening ceremony was held to mark the completion of the Gladstone Road Realignment Project. The project is now practically complete, with just linemarking and signage to be installed.



*Annual Plan key projects – Gladstone Rd Realignment*

## Horowhenua Transport Network Improvement Programme Business Case (PBC)

Work on finalising the strategic case of the programme business case has been progressing over the last 6 weeks, while we await a funding decision from Waka Kotahi to proceed to the second stage of the PBC. We are expecting this decision in early March.

Blue print Action 10 - Keep the district moving Undertake planning and design work regarding to Ō2NL, based on the strategic objectives for the district related to the connectivity, logistics related employment and presentation to travellers from the south. Focus on the locations of interchanges and crossings, as well as how changes to the movement network influence how easy the district is accessed and perceived. Accompany this with strategy for 'gateways' into the district and its towns

*Blue print Action 10 - Keep the district moving Undertake planning and design work regarding to O2NL, based on the strategic objectives for the district related to the connectivity, logistics related employment and presentation to travellers from the south. Focus on the locations of interchanges and crossings, as well as how changes to the movement network influence how easy the district is accessed and perceived. Accompany this with strategy for 'gateways' into the district and its towns*

## Issues or risks

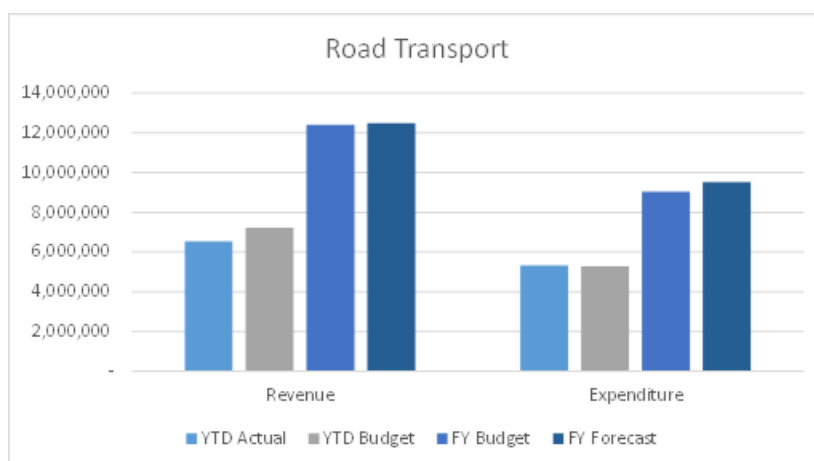
### Road and Roadside Flooding

Over the last 2 years, the district has experienced numerous flooding events, precipitated by both high intensity, short duration rainfall events, and longer-term increases in the total amount of rainfall in the district on an annual basis.

It is prudent to assume that these weather patterns will continue, and to prioritise addressing known drainage issues in order to mitigate the risk of similar issues flooding which recently experienced in the district.

The Land Transport Team has been working alongside other parts of Council in resolving known drainage issues as a priority, however our resources, funding and time is limited, so we will not be able to address all known flooding issues before heavier rain fall months arrive.

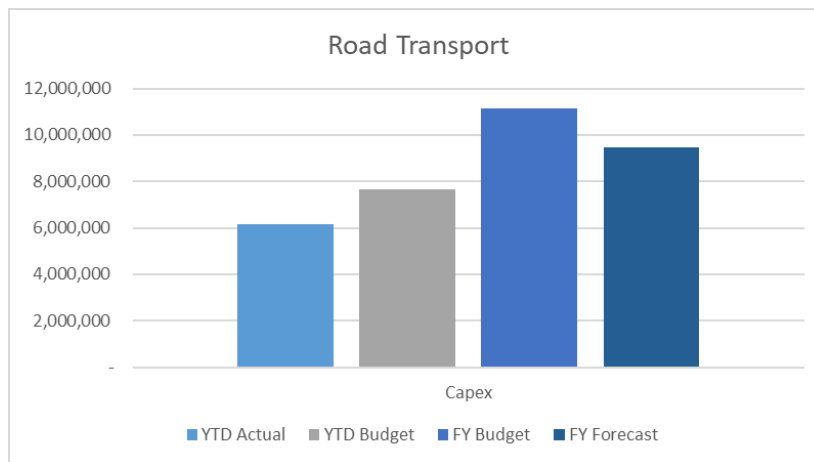
## Financial



### Revenue

Revenue is less than budget YTD due to not receiving Tara-ika capital grant because the work isn't complete.





### Capex

The variation in YTD Actual and YTD budget relates to the timing of budgeted expenditure. The variation between full year budget and full year forecast is due to the Tara-Ika project on hold for this financial year.

## Solid Waste Management Te Para Totoka

### General Update

#### Remediation of Old Dump

Progress underway with planning and costing for extra cover to remediate slumped and under spec thickness of top layer clay capping. Definition: Capping is a clay-based soil applied to surface of refuse to prevent the transport of water.

Production thinning of the pines at Levin Landfill site.

Production thinning requires an Archaeological Authority from Heritage NZ.

Application for an Archaeological Authority has started. As part of the application consultation with local iwi is to be scheduled.



*A drone survey was undertaken to establish ground levels.*

#### Levin Landfill

- Progress underway with planning and costing for the final capping of stage 3b.
- Preventative maintenance initiated on landfill gas reticulation. Purpose to ensure methane gas reaches flare for combustion.
- Upgrading of borehole access tracks on landfill to ensure safe access for monitoring contractors.

#### Waste Management Minimisation Plan (WMMP) preparation:

- Initiated data collection from district waste operators. Purpose to ensure prerequisite data is available for WMMP.

## What we are Delivering

### Levin Landfill

- Consultants have completed a review of the future of Levin landfill
- Subject to questions from Audit, options for consultation will next be put to Elected Members for final approval prior to public consultation

*Chief Executive Performance Agreement/ Complete a review of the Future of the Levin Landfill and subsequent community engagement and the council decision making process, to enable Council to consider its position and future decisions.*

### Old Dump leachate remedial projects

- Preliminary discussions taking place with subject experts
- Next, options will be examined by Council officers to decide the best practical way forward

*Annual Plan key projects – Solid Waste - Old Levin landfill leachate remedial projects.*

## Issues or risks

### The Landfill gas reticulation system.

- Deferred maintenance has left the reticulation in a vulnerable condition. Maintenance is in progress to remedy the situation.

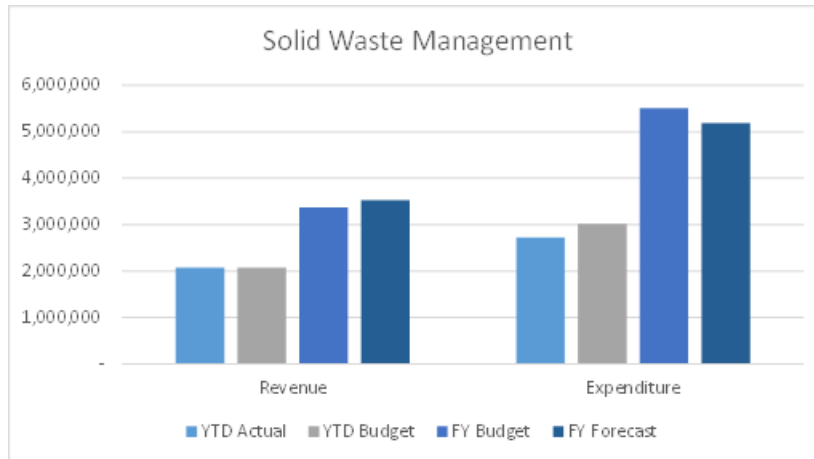
### Capping of Levin Landfill

- Delays in securing suitable clay. Note: Council is confident that adequate clay can be sourced.
- Delays in starting work before wet season arrives.

### Capping of Old Dump

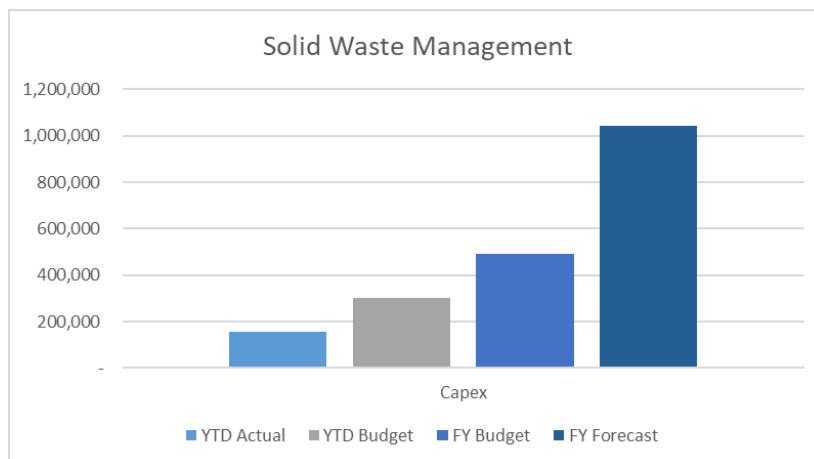
- Delays in securing suitable clay. Note: Council is confident that adequate clay can be sourced.
- Delays in starting work before wet season arrives.

## Financial



### Expenditure

Full year forecast is less than full year budget due to less spending on professional services for the Landfill.



### Capex

The variance in YTD expenditure relates to a delay in the commencement of landfill projects. The additional spending is for the additional work on leachate remedial work and for additional spending on capping of Levin Landfill.

## Wastewater Treatment Te Pūnaha Wai Para

### General Update

During the reporting period the following was completed:

HDC Wastewater Treatment Plant boat was used by local iwi to assist with Lake Horowhenua botulism monitoring and response.

#### Foxton Wastewater Treatment Plant

- Moutoa flood gates opened late pm on 14 February, preventing access to Matararapa island and the Wastewater Treatment Plant for a week.

#### Foxton Beach Wastewater Treatment Plant

- Contractor on site to mulch and repair overgrown back infiltration beds, still working on beds. Discharging to front filtration beds.
- Exceeded Discharge consent condition Thursday 16th due to cyclone – Horizon Regional Council notified
- Control valve to old beds keeps faulting out with possible valve needing replaced.

#### Shannon Wastewater Treatment Plant

- Downer Engineering Services to investigate vegetation island in main pond and make recommendations on mitigating actions such as whether to repair or discard. Information on sampling for the last 6 months to be shared.
- Site power failure due to Cyclone Storm event. Electra, BEC and Retic team having issues with Stancell St drain storm pump running higher than normal amps. Aerators turned off to assist with operation of high amperage from flood pump. Aerators turned back on when demand dropped.

#### Tokomaru Wastewater Treatment Plant

- Water source to be investigated to service step screen.

#### Waitarere Beach Wastewater Treatment Plant

- Scada communication has been intermittent over the past few weeks. Contractor currently investigating the issue and will report back to the Horowhenua Alliance on what repairs or upgrades are required.

#### Kings Drive Wastewater Renewal and Growth upgrade

- Kings Drive wastewater project tender period ended and the two contractor submissions were received and assessed. A preferred tenderer has been identified and pre award meeting will be scheduled and contract documentation finalised in late February, with a start date to be confirmed pending material availability.

### What we are Delivering

During the reporting period the following was completed:

### Levin Wastewater Treatment Plant

- First samples have been collected as part of the influent study. Results will be reviewed in due course.
- Reduced Pressure Zone (RPZ) assembly was replaced on the watermain at the entrance to the WWTP on 16 February 2023.
- Lime added to biofilter due to a slightly low pH reading.
- Following unauthorised entry incident reported. Site boundary fencing completed waiting on automation of front gate to be fitted.

*Long Term Plan major capital expenditure projects - Levin wastewater treatment plant - strategic upgrade.*

### Foxton Wastewater Treatment Plant

A simple design is being developed for raising and stabilising the existing bund around the wastewater pond which will give further buffer during wet weather events.

*Annual Plan Key Projects – Wastewater Treatment Plant renewals.*

### Shannon Wastewater Treatment Plant

The Shannon WWTP is operated and maintained by the Horowhenua Alliance; however, the irrigation block is managed by another party. Some recent irrigation equipment breakdowns have highlighted that no maintenance has been carried out for some time. Discussions are now in place for irrigation system to be included in the Horowhenua Alliance contract.

*Annual Plan Key Projects – Wastewater Treatment Plant renewals.*

### Tokomaru Wastewater Treatment Plant

WSP consultants will continue to complete the optioneering and high-level cost estimate for the following upgrade options.

1. Upgrade of the existing WWTP with a new membrane plant in conjunction with the final effluent being discharged to the new irrigation block.
2. The Tokomaru wastewater flows are pumped via a new pipeline to Palmerston North WWTP
3. The Tokomaru wastewater flows are pumped via a new pipeline to Shannon WWTP. This would also require an upgrade to the existing WWTP and irrigation block.

*Annual Plan Key Projects – Wastewater Treatment Plant renewals.*

### Waitarere Beach Wastewater Treatment Plant

- Tatana contracting starting work onsite to reinstate bed two irrigation

*Annual Plan Key Projects – Wastewater Treatment Plant renewals.*

### Foxton Wastewater

- Discussions have been held with Downer Engineering Service to investigate Foxton Wastewater Network as a starting point for condition assessment.

*Annual Plan Key Projects – Wastewater renewals and upgrade.*

### Foxton Beach Sewer Replacements

- Designs have been completed for Thomas Place sewer main replacement. This work will be carried out by the Horowhenua Alliance and is now at the construction planning stages.

*Annual Plan Key Projects – Wastewater renewals and upgrade.*

### Levin Waste Disposal (POT)

- Ongoing upgrade's happening on site
- Multiple contractors also completed work for native tree planting around the plant
- Paul Ireland Digger Hire on site repairing ring road due to flooding issues.

*Annual Plan – Key Projects - Wastewater - Strategic upgrade of the POT to enable growth in Levin.*

### Levin Renewals and Growth Upgrades

Cambridge Street North sewer construction recommenced and the final section to be trenched is underway between MacArthur St and Highbury Dr. Cambridge St North. Sewer replacement to incorporate upgrade of pumping main from Kennedy Drive wastewater pump station, work will be undertaken with the contractor to construct this portion of the section.

*Annual Plan key projects, wastewater renewals and upgrades.*



Kings Drive renewal upgrade procurement process was completed. Pipes will be upgraded to DN475mm. The contract should be awarded by the end of February 2023, with work commencing in March pending material procurement.

*Annual Plan key projects, wastewater renewals and upgrades.*

Stage two of the Tara-Ika wastewater and water renewal procurement plan was approved by the Procurement Review Group. Pipes have been procured and notification has been undertaken. Watermain construction is planned to commence late February with the wastewater commencing in March.

Growth Strategy, Tara-Ika Master Plan.

## Issues or risks

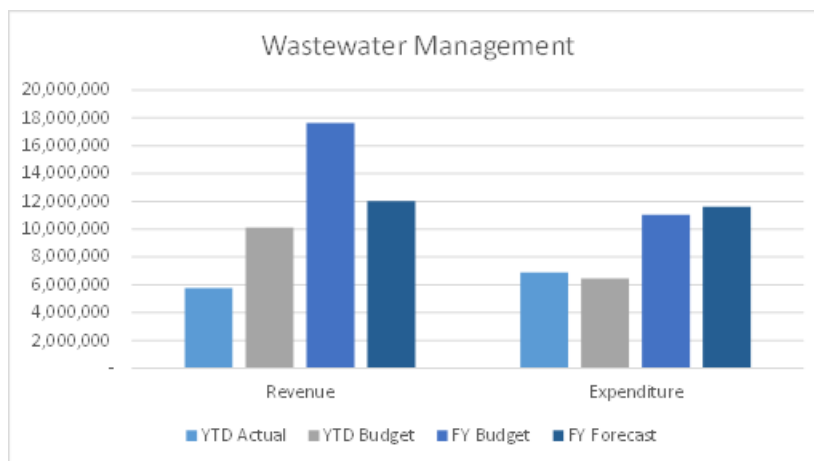
### Tokomaru Wastewater Treatment Plant

The existing plant will not cope with future growth and wet weather events without potential discharge to a drain that leads to a river. Nothing can be done to address this until a decision is made on options that will be presented to Elected Members in quarter three. Pre optioneering design are currently being developed. Either of the three options option will still come at a high cost and any decision will also be in conjunction with the Department of Internal Affairs National Transition Unit.

### Foxton Wastewater Treatment Plant

Stabilising and raising of the pond bund would reduce risk to any wet weather overflows caused by severe wet weather events.

## Financial



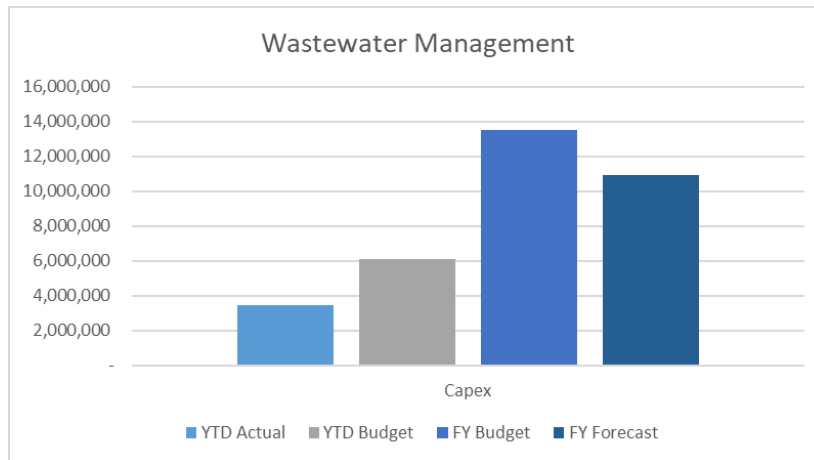
### Revenue

Revenue is less than anticipated as Tara-Ika projects are behind schedule and the capital subsidies have been forecast down.

### Expenditure

YTD expenditure is over budget due to additional maintenance spending in response to flooding across the district and under budgeted utilities costs (\$100k).





### Capex

The YTD actuals are tracking low against the FY Budget, due to large projects yet to start. Actuals will be expected to increase over 2023 as projects such as Tararua Wastewater stage 2, Kings Drive and Cambridge North are completed.

## Stormwater Te Pūnaha Wai Ua

### General Update

On-going network investigations and maintenance under way district wide by the Horowhenua Alliance. Hokio beach, Waikawa and Levin in progress with repairs to network completed as required.

During the reporting period the following has been completed:

Stormwater pumps at Stansells Drain, Shannon have now been added to a maintenance schedule and have been greased / lubricated. This has fixed the 'noise' these pumps were making, and this will now be carried out on a routine and scheduled basis.

CCTV investigations completed. This is in response to flooding complaints in the retirement village on Queen Road. Very heavy rainfall in August had caused flooding in the village and subsequently damaged their internal private road. CCTV was completed in Byrd Street, Macarthur Street and Queenwood Road and not much found. However, a sump lead on MacArthur Street was found to have collapsed. It is not known if this has contributed to the flooding but regardless the repair has been passed over to Tatana to be actioned.

CCTV completed on Rua Ave, Waitarere Beach after a complaint by a resident. This involved identification and mapping of unmapped storm water pipes at the rear of around 10 properties on Rua Ave. Job completed successfully and results will be reviewed.

A contractor has provided costing to dig a channel behind houses on Nash Parade, Foxton Beach. Impacted owners of horses that need to relocate have been contacted.

### What we are Delivering

#### Salisbury Street Storm Water Upgrade

Downer Projects Consultants is currently working to provide costing for the Salisbury Street SW upgrade which will be represented to Council for review and a decision to be made. The project will reduce any potential flooding in the Levin Mall carpark by the upsizing of the stormwater network. Construction is due to commence around April 2023.

*Annual Key Projects - Stormwater Network Improvements.*

#### Ramona Ave & Forest Road Stormwater Improvements

This is a project to provide a reticulated pressure stormwater system to relieve the flooding issues experienced in Ramona Ave and Forest Road in Waitarere Beach. This system will remove the need for temporary stormwater pumps to be used to relieve flooding in this area.

The project has been designed internally; we recently provided the designs to Horowhenua Alliance for pricing. Higgins will be undertaking the pipe installation works and will proceed shortly.

*Annual Plan Key Projects - Stormwater Network Improvements.*

### Queen Street & Weraroa Road Storm Water Renewals

The Queen Street & Weraroa Road Storm Water renewals are to be delivered by the Horowhenua Alliance team and sub-contractor Tatana. This is currently being priced and will be presented to Council for review and a decision to be made. Work involves relining the existing stormwater pipework through the Levin domain. Construction is due to commence around April/May 2023.

*Annual Plan Key Projects - Stormwater Network Improvements.*

### Northeast Levin Stormwater Scheme

Coley Pond inlet internal works have continued at Coley Pond. The Inlet area within the pond has been completed and shaping earthworks continued and looks to be complete by the end of February. The remaining works to connect the main in the road corridor planned for March. A planting plan is currently being developed, with key plants identified. Once finalised the plan will be provided to local Iwi for feedback. Wetland shaping is underway.

*Long Term Plan major capital expenditure projects, Levin Northeast Stormwater drainage.*



### Issues or risks

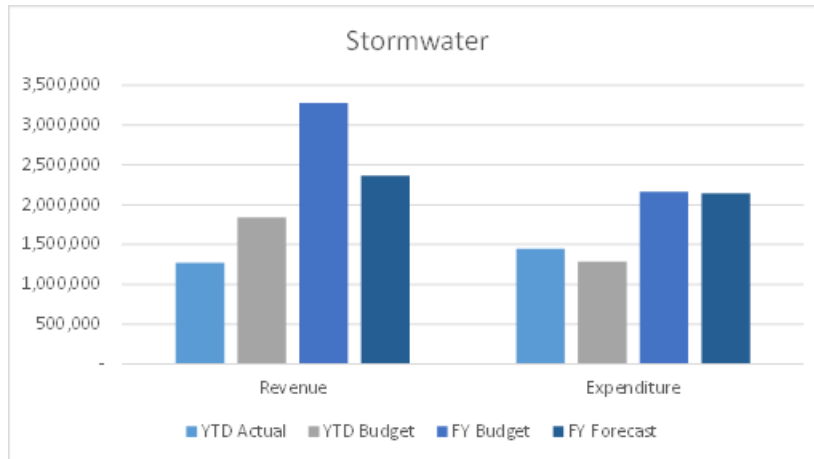
#### Road and Roadside Flooding

Over the last 2 years, the district has experienced numerous flooding events, precipitated by both high intensity, short duration rainfall events, and longer-term increases in the total amount of rainfall in the district on an annual basis.

It is prudent to assume that these weather patterns will continue, and to prioritise addressing known drainage issues in order to mitigate the risk of similar issues flooding which recently experienced in the district.

The Stormwater Team has been working alongside other parts of Council in resolving known drainage issues as a priority, however our resources, funding and time is limited, so we will not be able to address all known flooding issues before heavier rain fall months arrive.

## Financial

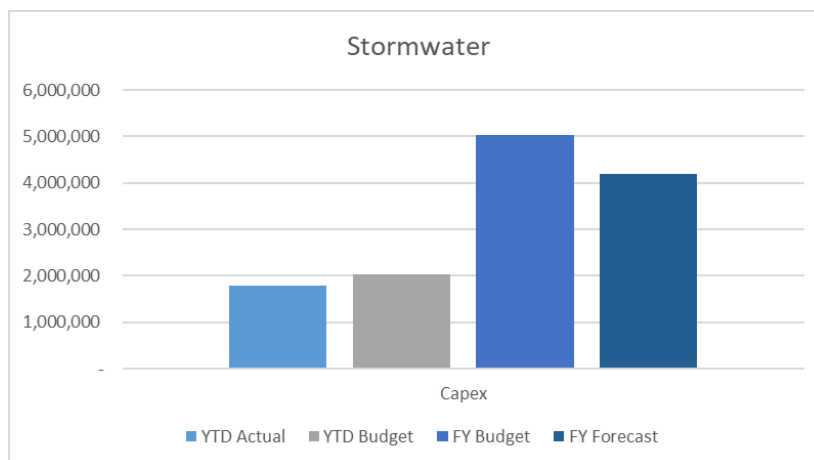


### Revenue

Revenue is less than anticipated due to the CIP grant funding note being received this year and not expected for this year due to the project being delayed.

### Expenditure

There has been additional spending due to higher maintenance costs.



### Capex

The lower spending is due to the Northeast Levin Stormwater Scheme- Coley Pond project, with significant components still to be completed. Actuals will be expected to increase over 2023 as this project progresses. The Tara-Ika Stormwater project isn't expected to start this financial year.

## Water Supply Te Whakarato Wai Māori

### General Update

During the reporting period the following was completed:

Both Liverpool Street and Mangahao water renewals have commenced late January 2023 with works to be completed this financial year.

#### Levin Water Treatment Plant

- Following several complaints from the community about taste. The Hydrogen Peroxide System had maintenance work completed during February enabling the system to be in full operation. The Hydrogen Peroxide system is only operated at times when taste and odour become an issue.
- Maintenance carried out on UV system, caustic pumps and poly batching system.
- Pipework maintenance also completed for the month and will continue regularly.

#### Foxton Water Treatment Plant

- Chlorine regulators upgraded to allow for emergency shut off to be fitted.

#### Foxton Beach Water Treatment Plant

- High water demand continues within the beach community with some higher-than-normal discharge flows to town due to the fire brigade using the network.
- Further maintenance required on non-returns on backwash tanks

#### Shannon Water Treatment Plant

- Maintenance/repairs required on caustic washing after high temperatures causing plant shutdown.
- New chemical safety signs installed
- Plant shutdown on 6 February due to weather event causing high turbidity and again during cyclone from power spikes.

#### Tokomaru Water Treatment Plant

- Plant shutdowns on 28 January & 6 February due to high turbidity from weather events requiring carting treated water from Levin until such time that the turbidity improved to start up the plant.
- Some network connection issues with Scada software, being investigated by IT and sub-contractor.

#### Districtwide Water Networks

- Meter reading on going
- Fire Hydrant painting started in Levin
- All Pressure Reducing Valve's (PRV) were tested and working efficiently.
- General toby maintenance on going
- 2 x new water connections installed during the period.

### **Levin Water Treatment Plant (WTP) Fluoride Implementation**

A revised procurement plan including a request for proposal is currently underway for the fluoride implementation to the Levin WTP. A request for proposal will be put out to the market as a design & build over the next few months with the upgrade not commencing until around December 2023.

### **Tokomaru Water Treatment Plant**

Currently looking at options including upgrading to a membrane plant and looking at the potential future of the introduction of fluoride. A specific report and recommendations will be brought to Council in Q2/3 2023. Further scoping and design required to ensure that the water treatment plant does not shut down which is caused by high turbidity during weather events.

## **What we are Delivering**

During the reporting period the following was completed:

### **Foxton Beach Watermain Replacements**

Designs have been completed for Thomas Place and Hall Place water main replacements. This work will be carried out by the Horowhenua Alliance and is now at the construction planning stages.

*Annual Plan key projects Drinking water - Treatment plants - minor replacements works.*

### **Levin Water Supply Masterplan**

Lutra completed a review of the Levin Water Supply and submitted a technical memorandum titled "Levin Water Treatment Plant Long Term Master planning Phase 2 Options" dated 04 May 2022. This masterplan gave options for HDC to upgrade the Levin Water Treatment Plant across a 30yr timeframe to ensure that we meet treated water demand and compliance with Taumata Arowai Quality Assurance Rules.

We are currently seeking further engagement with Lutra to update the masterplan and to include the proposed new reservoir at Poads Road. This is required due to a change in raw water source and to scope any future upgrades.

*Long Term Plan major capital expenditure projects - Alternative water source for Levin*

### **Liverpool Street**

The northern ryder main has been completed with reinstatement underway. The contractor will then switch to the southern side.

*Fit for Purpose Infrastructure, we develop and maintain facilities and infrastructure to meet the needs of current and future generations.*



### Mangahao Road

Pipe welding commenced and investigative works were completed. The contractor will begin the installation of the pipe via drilling in early March.

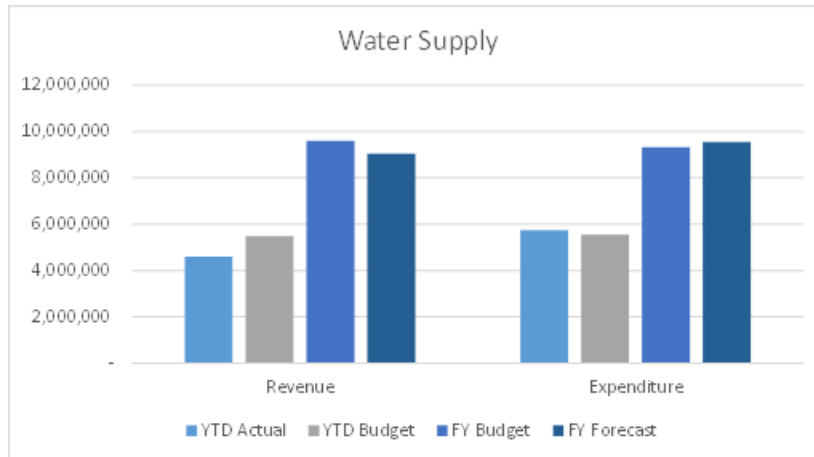
*Fit for Purpose Infrastructure, we develop and maintain facilities and infrastructure to meet the needs of current and future generations.*

### Issues or risks

On occasions water is carted from either Shannon or Levin to Tokomaru due to the existing Tokomaru Water treatment plant shutting down during weather events. This impacts the Tokomaru community who are not receiving reliable water supply. This also means a high operational cost until such time as an upgrade has been completed.

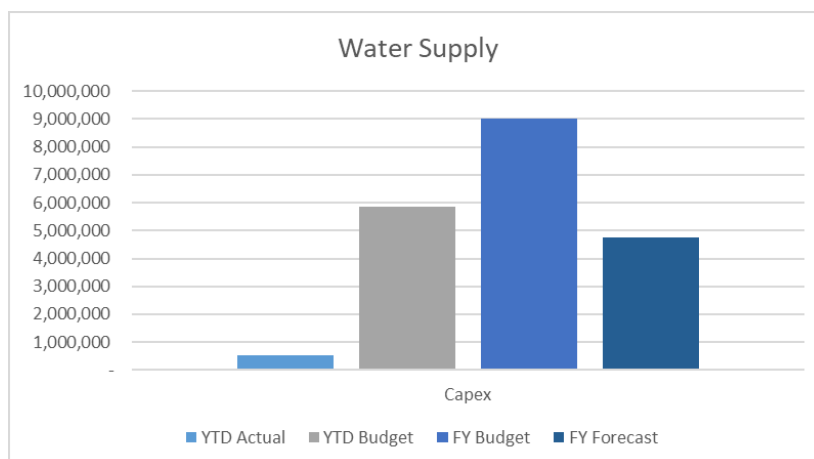
A request has been made to the Ministry of Health for an extension from 31 July 2023 til 30 April 2024 for the implementation of fluoride to the Levin Water treatment plant. Although we are hopeful an extension will be granted there is a risk, we will not meet Ministry of Health's deadlines and requirements.

## Financial



### Revenue

Revenue is less than anticipated as only a portion of the budgeted Government Capital Subsidies have been received YTD. Forecast revenue is down due to not expecting Tara-Ika capital subsidies this year.



### Capex

The YTD actuals are tracking low against the FY budget, due to Mangahao and Liverpool Street projects having only recently started. Actuals will be expected to increase during 2023 as these projects progress.





# Growth Report

## Pūrongo mō te Tipu o te Rohe



## Growth Report

### Pūrongo mō te Tipu o te Rohe

#### District Plan Changes

The first District Plan Steering Group meeting was held on 22 February and shared an overview and update of work underway.

##### Plan Change 4 Tara-Ika

Officers have been working to resolve the three appeals received on this plan change. Positive progress has been made on the appeal from the largest landowner, with Council officers and the primary appellant reaching agreement about how to resolve this appeal. Officers have also received verbal agreement from one of the s274 parties on the agreed approach. 'Section 274 parties' are people who have joined the appeal proceedings but who aren't the main appellant. There were two s274 parties for the first appeal and we are waiting to hear back from the second. Council's legal team are reviewing the agreement and working to get a response from the final s274 party. The next step will be to lodge this agreement with the Environment Court for approval.

The second of three appeals progressed to Environment Court Assisted Mediation in the middle of December. This process did not resolve the appeal. Work continues to explore options for resolving this appeal.

The final of the three appeals involves direct negotiation between the parties. The first of these discussions took place on 20th January.

*LTP Major Capital Expenditure Projects - Tara-Ika and Annual Plan Key Project - Tara-Ika Growth Area*

##### Plan Change 5 Waitārere

Officers are working to identify a Hearing Panel and set a hearing date for the first half of the year.

Following a request from Elected Members at the Steering Group meeting for additional information, there will be an additional briefing for Elected Members specifically on this Plan Change.

*Annual Plan Key Project - District Plan Changes - to respond to needs of district*

##### Plan Change 6 Urban Growth

All background reports from technical experts have now been received. These are being analysed to determine whether the current District Plan residential zone rules will be appropriate for the five growth areas being progressed for rezoning under this plan change, or whether a more location-specific approach is needed.

*Annual Plan Key Project - District Plan Changes - to respond to needs of district*

##### Plan Change 7 Intensification

The second, lengthier phase of stormwater work by contractors is about to begin on to help develop an appropriate stormwater management approach for both greenfield and intensification development. The key focuses over the next three months will remain iwi engagement, community engagement, and stormwater management.

*Annual Plan Key Project - District Plan Changes - to respond to needs of district*

## Wellington Regional Growth Framework (WRGF) Projects

### Levin Structure Plan

The focus has remained on aligning timing and opportunities for engagement with other internal actions and projects. As mentioned at the first Town Centre Taskforce meeting officers are looking to book a time with Elected Members to discuss the draft Structure Plan and Action Plan.

*Blueprint Action 10 – Keep the district moving - Work with Wellington Regional Growth Partners on the Levin Structure Plan to guide longer term development and improvement of the station catchment*

### Horowhenua/Kāpiti Joint Growth Opportunities Project

Both Horowhenua and Kāpiti Districts are experiencing rapid growth, and at higher rates than other areas around us. As two neighbouring districts within the WRGF area and sitting between Palmerston North and Wellington City there may be opportunities for our Councils and districts to work together to attract investment, businesses and services to and for our districts. Council is leading this project with assistance from KCDC. It will identify opportunities and areas worth investigating further. The draft report is behind schedule as the LTP Amendment and submissions have taken precedence. A draft is expected by the end of March.

*Vibrant Economy Community Outcome - We seize growth opportunities for our district*

## Other Projects

### O2NL

The O2NL Notice of Requirement (NOR) consultation period will have concluded (28 Feb) by the time Elected Members receive this report.

*Chief Executive Performance Agreement - Ensure persistent focus on O2NL project, ensuring Horowhenua District Council is working with Waka Kotahi to achieve the very best outcomes for Horowhenua.*

### Liquefaction Mapping

Officers have received the liquefaction mapping work agreed to by Council in August 2022. This is being reviewed internally and will be brought to Council in the near future to give consideration about the application of this information and whether any site specific testing by Council is warranted.

### RMA Reform

The Council submission has been made on the Natural and Built Environment Bill and the Spatial Planning Bill (replacements for the RMA). Mayor Bernie led the Council's oral submission to the Environment Select Committee on 27 February 2023.

*Annual Plan key projects – Keep informed and respond to central government*

## Growth Strategy Actions

Action	11 Jan – 22 Feb update
Investigate stormwater management needs in both growth areas and existing urban areas	Please see the PC7 section above for detail.
Establish a database of landowners within growth areas and survey their interest in developing and any barriers they face.	Work in progress – we have some spreadsheets of owners in the various PC6 growth areas that could be used to populate a database, noting that it will need regular updates to account for properties changing hands.
Consider settlement character when considering future development density	This is part of the Intensification plan change consideration.
Work closely with WKNZTA to ensure that the Ōtaki to north of Levin Project and associated interchanges provide the optimal opportunities for urban form which satisfies the Growth Strategy principles	Please see the O2NL section above for detail

## Housing Action Plan

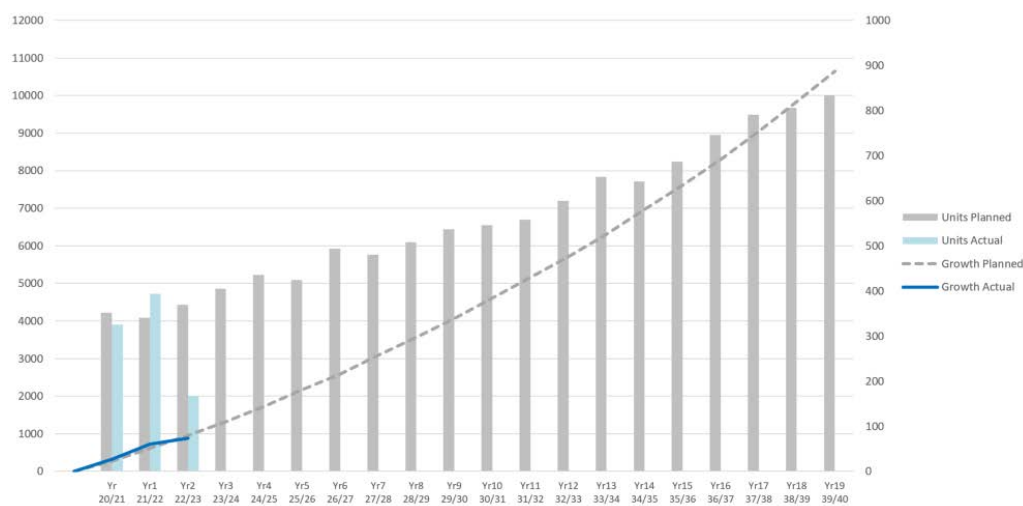
As outlined in the Regulatory Services activity update, the demand for consenting activities is declining and it is expected this trend will continue through 2023 given current and pending forecast economic conditions.

There are several consents already approved, not yet built, thus it is hoped completed dwelling numbers will hold up through the ongoing build pipeline.

Having reached the midway point of the 2022/2023 year at 167 units YTD, it is not expected that this number will double by year end. With positive numbers achieved in 2021/2022 it is however likely that the growth plan will remain 'on plan' at the end of the current budget year.

## Housing Growth Overview

Building Consents Issued for New Dwellings vs. LTP Growth Forecast



## Housing Action Plan Overview Table

The Housing Action Plan is made of of three priority areas, each with a subset of initiatives. The following table provides an overview of the direction and status of each initiative. The table illustrates the Lead group and Supporting group with a view to align where possible to existing programmes of work are already underway or have aligned linkages.

Key	Group		Group
<b>HABD</b>	Housing & Business Development	<b>INF</b>	Community Infrastructure
<b>THC</b>	The Horowhenua Company	<b>OPG</b>	Organisational Performance
<b>SAP</b>	Community Vision & Delivery	<b>COM</b>	Community Experience & Services

Initiative	Lead	Support	Updates
<b>Priority Area 1: Regulatory policy, delivery, infrastructure &amp; advisory services</b>			
1. Establishing a regular housing information outreach hub	THC	HABD	Investigating potential to develop joint initiative with the Horowhenua Company, also part of wider Economic Development space.
2. Integrated, streamlined, and improved consenting and approvals	SAP	HABD	Streamlined housing process currently trialling, work to begin on 'One System' approach to delivering consenting activities.
3. Undertake necessary plan changes to incentivise housing and provide best practice notes on the interpretation of policy to ensure the consistent administration of district plan	SAP	HABD	Primarily the domain of the Community Vision & Delivery Group, aim to develop insights to inform this process, an integrated planning system will help.
4. Investigate the current state, capacity and funding options for infrastructure	INF	HABD	Critical in determining where development goes and can be supported. Initial investigations ongoing with the Community Infrastructure team.
5. Prepare submissions and advocate on amendments to the resource management legislation to improve housing and neighbourhood outcomes	SAP	HABD	This activity primarily sits with the Community Vision & Delivery Group with active support from the operational Consenting teams.
<b>Priority Area 2: Increasing supply of affordable housing (emergency, social, assisted rental, assisted ownership, universal design) for rangatahi/young people/older persons, those on lower incomes and our disability community</b>			
6. Investigate the age cohort for Horowhenua to understand the implications of an aging population on the supply of housing for young people and the unique challenges they face in accessing housing	HABD	COM	Ongoing task to gather data and engage directly with community groups to determine the real areas of need, also the scale/extent of the need.
7. Develop partnerships to enable the development of affordable homes (emergency, social, student housing, assisted rental, assisted ownership and homes with universal design).	HABD	COM	Have established strong linkages with KO, MHud and other groups across the Community already. Need to consider all available models with a view to enabling those most suited to the district in delivering Emergency, Social and Affordable housing.
8. Investigate the use of surplus council land for housing	HABD	INF	As above, land up for disposal has been reviewed and assessed for development/partnership opportunities. Options re potential housing models being sought/considered.
9. Investigate ways that incomes can be enhanced	THC	HABD	Seeking to align with the Horowhenua Company development programme as this aspect is also reliant on the future of the Economic Development policy
<b>Priority Area 3: Māori and papakainga housing</b>			
10. Investigate the remission of rates on Maori freehold land where this supports the	OPG	HABD	Need to consider feasibility through the Organisation Performance Group, any potential

development of Maori housing, and the land is inalienable Maori land			outcomes then driven by final housing model selection.
11. Support iwi in their engagement with Te Puni Kokiri on marae, hapu and whanau planning for successful housing initiatives that will follow for joint ventures to deliver homes for Maori on a sustainable basis, including ongoing servicing and funding arrangements.	COM	HABD	Create sustainable relationships through the Community Experience and Services team to ensure needs are kept top of mind. Considering operating consenting models that will enhance the partnership and visibility of all future development.
12. Advance opportunities working with Te Puni Kokiri, the private sector, Horowhenua Learning Centre, and others to explore the ways in which trade training pathways to employment can be provided for Maori centred around Marae and housing development.	THC	HABD	Aligned to the Mayors Taskforce for jobs and the Horowhenua Company GoGet initiative. Aim would be to connect to these initiatives rather than developing another workstream.
13. Maintain the Pasifika housing working group forum	COM	HABD	Create sustainable relationships through the Community Services team to ensure all group needs are kept top of mind and considered. Need to progress
14. Improve opportunities for young people and residents to gain employment through trade training and associated apprenticeships to enhance the labour supply for the delivery of homes and enhance opportunities for improved incomes for local people so that housing costs can be met.	THC	HABD	As above in point 12, similar pathway and target outcome would be sought in connecting these initiatives.



# Capital Projects Overview

## Tiro Whānui Hinonga Matua



## Capital Projects Overview

### Tiro Whānui Hinonga Matua

#### Lifecycle and Confidence Report

You will note this report has been revised since the last Organisation Performance Report. Columns have been deleted or rearranged to more accurately reflect HDC's capital projects. Movement within the report will be recorded in the next Organisation Performance Report onwards. This summary is currently focussed on Community Infrastructure, the next Organisation Performance Report will cover the full Council-wide work programme along with a dashboard type breakdown of lifecycle and confidence in each activity section.

	Overall delivery confidence
	Successful delivery of the project against its project parameters appears on track as planned, and there are no major outstanding issues or risks that appear to threaten delivery
	Successful delivery of the project against its project parameters appears feasible but significant issues already exist, requiring management attention. These appear resolvable at this stage and, if addressed promptly, should not present a cost/schedule overrun or loss/delay of benefits
	Successful delivery of the project against its project parameters appears to be unachievable. There are major issues with schedule, budget, resource, quality and/or benefits delivery, which at this stage does not appear to be solvable. The project may need rescoping and/or its overall viability reassessed.



Project Lifecycle	Development	Consent	Plan and Procure	Deliver	Close and Evaluate
	<i>Scope and approvals</i>		<i>Implementation planning</i>	<i>Implementation</i>	<i>Monitor benefits</i>
	Foxton East Drainage Scheme 1	Foxton Beach SW planning and consent	Foxton Water Renewal	Waitarere Beach Surf Life Saving Club	Gladstone Road Realignment
	Actions from SW catchment management plans	Queen St SW consent	Minor Road Improvements	Footpath Renewals	
	Lake Horowhenua water quality improvements	Tokomaru WW disposal	Levin WWTP renewals	Annual Rooding Reseal Programme	
	Shannon WWTP	Poads Rd Reservoir	Tara-Ika - Queen St Stg.1 SW	North East Levin SW - Srinagar and Coley Pond works	
	Tokomaru WWTP		SH57/Tararua Road Roundabout	Foxton WWTP	
	Foxton Beach WTP		Old Dump remedial works	Levin NE WW Renewals	
	Levin WTP renewal		Foxton WW Renewals	Tara-Ika - Tararua Road WW	
	Shannon WTP renewal		Foxton Water renewal	Pot Development	
	Foxton Beach WTP renewal		Levin New Landfill - Additional capping	Levin Water renewal- Liverpool Street	
	Tokomaru WTP renewal		Levin Water Supply Flurodation	Cycle Facilities	

	Foxton Beach Water renewal		District Wide SW renewals	District Wide - Reactive water repairs	
	Levin Pot - Strategic upgrade		District Wide SW Capex New	Mangahao Water Renewal	
	Hokio Stream Cut Remediation			Levin WW Renewals - Kings Drive	
	Levin WWTP Master Plan			Tara-Ika - Trunk Watermain (Taranua)	
	Levin WTP Master Plan			Roading Rehabs	
	Horowhenua Transport Investment - PBC			Waitarere WWTP	
				Foxton Beach WWTP	
				Road improvements	

1 Foxton East Drainage Scheme - While HDC is a funding partner and stakeholder, Horizons Regional Council is the owner of this project. Risk around scope and delivery have been identified. Council is working with Horizons to understand revised plan and implications for funding contributions to date.



# **Financial Summary Report**

## **Pūrongo Ahumoni Whakarāpopoto**

## Financial Report

### Pūrongo Ahumoni Whakarāpopoto

#### Executive Summary

<b>Total Capital Spending</b>  <b>\$15.5m</b> is \$13.8m less than the YTD budget of \$29.4m	<b>Grants and Subsidies (Capital &amp; Operating)</b>  <b>\$5.3m</b> is \$5.5m less than the YTD budget of \$10.8m	<b>Total Net Borrowings</b>  <b>\$131.9m</b> is 177% of budgeted operating income (financial strategy limit is 225%)
<b>Operating Revenue</b>  <b>\$34.5m</b> is 3.0% more than the YTD budget of \$33.5m	<b>Operating Expenditure</b>  <b>\$44.9m</b> is 9% more than the YTD budget of \$41.1m	<b>Operating Surplus/(Deficit)</b>  <b>(\$10.4m)</b> is \$2.9m more than the YTD budget deficit of (\$7.6)m

Council has completed \$15.6m towards the budgeted capital programme of \$29.4m for 2022/23. The 2022-23 Annual Plan had a total capital programme of \$56.2m but \$35m budgeted to be spent.

The level of capital grants is also lower than budgeted due to the timing of the capital programme changing from what was originally planned. This is largely due to the Tara-Ika programme moving out to future years.

The level of operating income is \$1m higher due to higher levels of Operational Grants and Subsidies (\$590k) due to the unbudgeted 1st tranche of Mayors' Taskforce for Jobs (MTFJ) funding and 1st tranche of transition support package from DIA received.

Overall, the level of operational expenditure is \$3.8m higher than the level set in the Annual Plan which is primarily due to Maintenance spend variance of \$1.3m, higher finance costs of \$679k due to higher interest rates and the level of labour recoveries is \$1.2m less than budget partly due to less capital spend year to date and also due to all time recording not yet reflected in the results.

Overall, the Council is currently forecasting an Operating deficit of \$13.6m versus a revised budget of \$12m. Driven largely by a \$1m decrease in revenue from building and resource consents and less labour recoveries on capital projects and increased spend on maintenance, which is detailed below.

## Operational Summary

### Statement of Comprehensive Revenue and Expense As at January 2022/23

	Actual YTD Jan-23 \$000	LTP Budget YTD Jan-23 \$000	Variance YTD Jan-23 \$000	Forecast Full Year Jun-23 \$000	Revised Budget Full Year Jun-23 \$000	Notes
<b>Revenue</b>						
Rates Revenue	27,456	27,275	(181)	47,505	47,227	
Operational Grants & Subsidies	1,876	1,116	(761)	4,239	2,120	1
Finance Income	75	20	(55)	85	205	2
Fees & Charges	2,120	2,187	68	3,532	3,693	
Other Revenue	2,977	2,899	(78)	3,656	4,718	
<b>Total Revenue</b>	<b>34,503</b>	<b>33,496</b>	<b>(1,007)</b>	<b>59,016</b>	<b>57,963</b>	
<b>Expenditure</b>						
Employee Benefit Expenses	11,414	11,528	114	19,890	20,095	3
Finance Costs	2,702	2,023	(679)	4,392	3,467	4
Depreciation and Amortisation	10,123	10,031	(93)	17,196	17,196	
Other Expenses	20,700	17,508	(3,192)	31,166	29,221	5
<b>Total Expenditure</b>	<b>44,939</b>	<b>41,090</b>	<b>(3,850)</b>	<b>72,643</b>	<b>69,979</b>	
<b>Operating surplus/(deficit) before capital revenue and taxation</b>	<b>(10,436)</b>	<b>(7,593)</b>	<b>2,843</b>	<b>(13,627)</b>	<b>(12,016)</b>	
Capital Grants and Subsidies	3,470	9,686	6,216	23,538	16,605	
Development Contributions	666	852	186	1,721	1,461	
Vested Assets	-	-	-	-	-	
Investment (Gains)/Losses	-	-	-	33	33	
(Gain)/Loss on sale of assets	-	-	-	-	-	
Taxation	-	-	-	-	-	
Gain on Derivatives	546	-	(546)	546	-	
Loss on Derivatives	-	-	-	-	-	
<b>Total Surplus/(deficit)</b>	<b>(5,754)</b>	<b>2,945</b>	<b>8,699</b>	<b>(12,211)</b>	<b>(6,083)</b>	

- Note 1** **Operational Grants and Subsidies** **favourable** variance of \$761k is due to unbudgeted funding for MTFJ \$590k and \$129k in Water Supply for 1<sup>st</sup> tranche of transition support package from DIA.
- Note 2** **Financial Income** **favourable** variance of \$55k due to increased interest rates however the Council is not expecting to carry the level of deposits budget and so will receive less income for the year.
- Note 3** **Employee Benefit Expenses** **favourable** variance of \$114k is due to vacancies in the team.
- Note 4** **Finance Costs** **unfavourable** variance of \$679k relates to increased interest rates. The Council is carefully monitoring the interest rates changes and ensuring we have an appropriate level of fixed interest rates cover.
- Note 5** **Other Expenses** **unfavourable** variance \$3.2m as detailed below:

Note 5 Other Expenses	Actual	LTP	Variance	Forecast	Revised Budget	Notes
	YTD	YTD	YTD	Full Year	Full Year	
	Jan-23	Jan-23	Jan-23	Jun-23	Jun-23	
	\$000	\$000	\$000	\$000	\$000	
Professional Services	4,243	3,889	(354)	6,101	6,313	
Materials	51	74	22	140	127	
Maintenance	11,010	9,676	(1,333)	16,870	17,078	5A
Bank Fees	38	38	(0)	70	50	
Insurance Brokerage	13	24	10	13	24	
Grants Paid	504	349	(154)	448	631	
Utilities	764	622	(142)	1,153	1,254	
Communications	103	141	38	267	236	
Other Expenses	4,324	4,227	(97)	6,375	6,087	5B
Vehicle Expenses	77	97	19	70	154	
Other Treasury Expenses	35	31	(4)	114	111	
Labour Recoveries for Capex projects	(471)	(1,683)	(1,212)	623	(2,844)	5C
<b>Total Other Expenses</b>	<b>20,691</b>	<b>17,484</b>	<b>(3,207)</b>	<b>32,244</b>	<b>29,221</b>	

- Note 5A** Maintenance Costs **unfavourable** variance of \$1.3m. In the Roothing activity a variance of \$688k is the result of miscoded capital work classed as operational this will be corrected for the next report. The Wastewater overspend of \$319k was mostly under the Alliance contract and was due to increased sludge disposal costs and more reactive maintenance across the district. The Water Supply overspend of \$240k was additional spend by the Alliance in Levin. Community Infrastructure additional spend of \$369k mainly due to of unplanned maintenance in Reserves as a result of preparation for Green Flags, Sportsgrounds mostly for tornado repairs and an inflation adjusted increase in Recreational Services contract.
- Note 5B** Other Expenses is forecast to be overspent by \$288k due to insurance being higher as a result of the bigger than expected asset revaluations.
- Note 5C** Labour Recoveries for capex projects **unfavourable** variance of \$1.2m is the result of less capital spend than budgeted.
- Note 6** **Capital Grants and Subsidies** **unfavourable** variance of \$6.2m variance is due to the timing of the capital programme changing from what was originally planned.
- Note 7** **Gain on Derivatives** **favourable** variance of \$546k variance relates to the increase value of the interest rates swaps as a result of the increasing interest rates.

## Financial Statements

Cashflow Statement	Council Actual \$ 30 June 2022 \$000	Council Budget \$ 30 June 2023 \$000	Council Actual \$ 31 Jan 2023 \$000
<b>Cashflow from operating activities</b>			
<b>Cash was provided from:</b>			
Revenue from rates	43,191	47,227	27,965
Other revenue	20,785	28,597	5,918
Interest received	129	205	75
Net GST movement	166	–	–
<b>Total cash provided</b>	<b>64,271</b>	<b>76,029</b>	<b>33,958</b>
<b>Cash was disbursed to:</b>			
Suppliers, services and employees	49,873	48,240	31,566
Interest paid	2,869	3,467	2,583
Net GST movement	–	–	810
<b>Total cash disbursed</b>	<b>52,742</b>	<b>51,707</b>	<b>34,959</b>
<b>Net cashflow from operating activity</b>	<b>11,529</b>	<b>24,772</b>	<b>(1,001)</b>
<b>Cashflows from investing activities</b>			
<b>Cash was provided from:</b>			
Proceeds from asset sales	1,146	4,180	(1,050)
Proceeds from investments	–	–	–
<b>Total cash provided</b>	<b>1,146</b>	<b>4,180</b>	<b>(1,050)</b>
<b>Cash was disbursed to:</b>			
Purchases of investments	620	–	100
Purchase of assets	31,459	35,000	14,561
<b>Total cash disbursed</b>	<b>32,079</b>	<b>35,000</b>	<b>14,661</b>
<b>Net cashflow from investing activity</b>	<b>(30,933)</b>	<b>(30,820)</b>	<b>(15,711)</b>
<b>Cashflows from financing activities</b>			
<b>Cash was provided from:</b>			

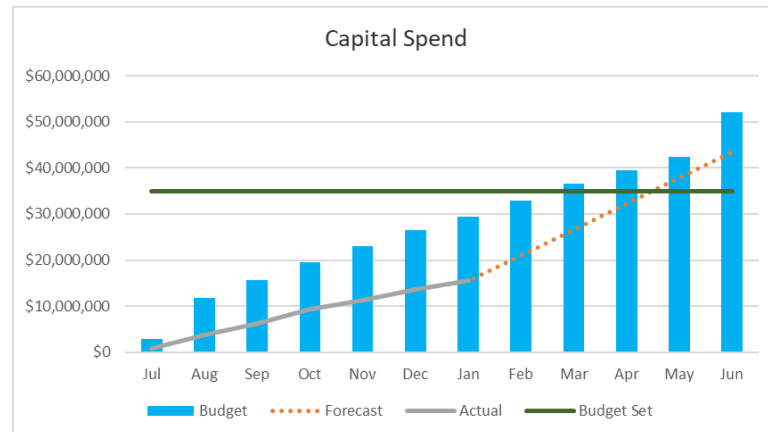
Loans raised	78,000	18,356	(14,000)
<b>Total cash provided</b>	<b>78,000</b>	<b>18,356</b>	<b>(14,000)</b>
<b>Cash was disbursed to:</b>			
Repayment of public debt	62,000	10,000	(28,000)
<b>Total cash disbursed</b>	<b>62,000</b>	<b>10,000</b>	<b>(28,000)</b>
<b>Net cashflow from financing activity</b>	<b>16,000</b>	<b>8,356</b>	<b>14,000</b>
<b>Net increase (decrease) in cash held</b>	<b>(3,404)</b>	<b>1,858</b>	<b>(2,712)</b>
Add opening cash brought forward	9,402	2,522	5,998
<b>Closing cash balance</b>	<b>5,998</b>	<b>4,380</b>	<b>3,286</b>
<b>Closing balance made up of cash and cash equivalents</b>	<b>5,998</b>	<b>4,380</b>	<b>3,286</b>



Statement of Financial Position	Council	Council	Council
	Actual \$	Budget \$	Actual \$
	30 June 2022	30 June 2023	31 Jan 2023
	\$000	\$000	\$000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5,998	4,380	3,286
Debtors and other receivables	5,905	7,587	11,149
Derivative financial instruments	192	–	280
Other financial assets	386	350	386
Non-current assets held for sale	–	1,091	–
<b>Total current assets</b>	<b>12,481</b>	<b>13,408</b>	<b>15,101</b>
<b>Non-current assets</b>			
Plant, property and equipment			
– Operational assets	75,679	60,992	77,022
– Infrastructural assets	649,313	660,129	652,402
– Restricted assets	96,192	75,022	96,228
Intangible assets	1,739	1,211	1,539
Forestry assets	1,110	1,301	1,110
Investment property	884	–	884
Derivative financial instruments	901	–	1,292
Other financial assets:			–
– Investments CCO's & similar entities	204	220	204
– Investments in associates	52	37	52
– Other	2,392	1,777	2,492
<b>Total non-current assets</b>	<b>828,466</b>	<b>800,689</b>	<b>833,225</b>
<b>Total assets</b>	<b>840,947</b>	<b>814,097</b>	<b>848,326</b>

Liabilities			
Current liabilities			
Payables and deferred revenue	15,983	15,948	15,043
Provisions	1,614	30	1,614
Employee benefit liabilities	1,546	1,422	1,661
Derivative financial instruments	104	–	104
Borrowings and other financial liabilities	25,000	21,000	25,000
Other financial liabilities	–	702	–
<b>Total current liabilities</b>	<b>44,247</b>	<b>39,102</b>	<b>43,422</b>
Non-current liabilities			
Provisions	6,379	5,542	6,379
Employee benefit liabilities	330	256	330
Borrowings and other financial liabilities	99,000	98,463	113,000
Derivative financial instruments	71	–	4
Other	–	1,279	–
<b>Total non-current liabilities</b>	<b>105,780</b>	<b>105,540</b>	<b>119,713</b>
<b>Total liabilities</b>	<b>150,027</b>	<b>144,642</b>	<b>163,048</b>
<b>Net assets</b>	<b>690,920</b>	<b>669,455</b>	<b>685,191</b>
Equity			
Retained earnings	253,222	267,488	247,427
Revaluation reserves	427,910	389,873	427,910
Other reserves	9,788	12,094	9,854
<b>Total equity</b>	<b>690,920</b>	<b>669,455</b>	<b>685,191</b>

## Capital Spending Summary



Council has completed \$15.6m towards the budgeted capital programme of \$35m for 2022/23. The 2022-23 Annual Plan had a total capital programme of \$56.2m but \$35m budgeted to be spent.

Further work is required to determine which projects will be included in the \$35m for this financial year.

Further detail is included in the capital section of this report.

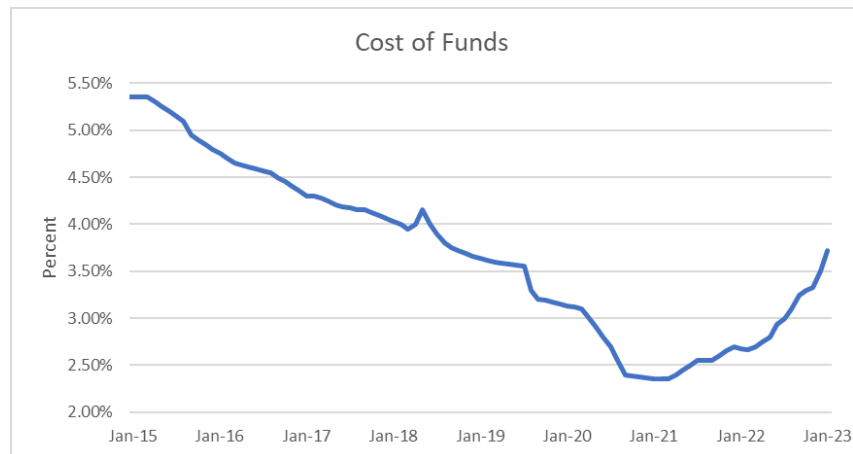
## Treasury snapshot

As at 31 January 2023, Council had \$138 million of external debt, up from \$128 million at the end of September. The debt is comprised of Commercial Paper (CP), Fixed Rates Bonds (FRBs) and Floating Rates Notes (FRNs), all sourced from the Local Government Funding Agency (LGFA). In addition, we had two tranches of LGFA forward starting debt, one an FRN for \$4.0 million starting in April 2023 and maturing in April 2025 and the other an FRN starting in April 2023 and maturing in April 2029 for \$10.0 million.

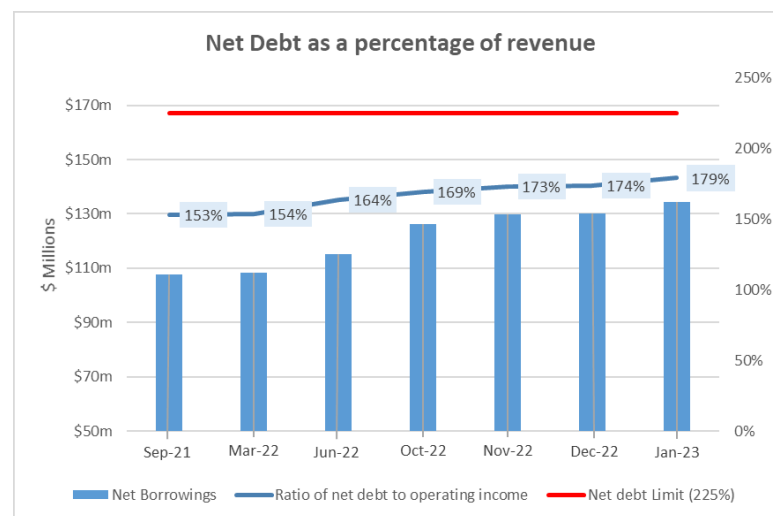
Our debt maturity profile (which includes the forward starting debt) is depicted in the graph below and indicates a good spread of maturities between 2023 and 2029. Council is compliant with Section 4.6 of the Liability Management Policy ("LMP"), which governs its funding risk management activities.



Council's cost of funds (inclusive of the bank line fee) as at 31 January was 3.72%, up from 3.24 % at the end of September. The cost of funds exclusive of the bank line fee was 3.67%. The cost of funds dating back to January 2015 is depicted in the following graph.



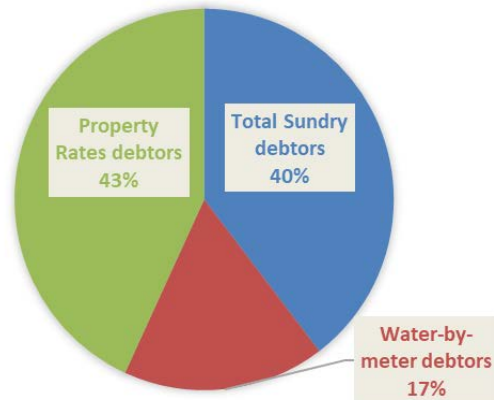
Our net debt (total borrowings less term deposits, borrower notes and cash) at 31 January was \$134 million, equating to 179% of operating income - well below the limit of 225% set out in the 2021/41 Long-term plan.



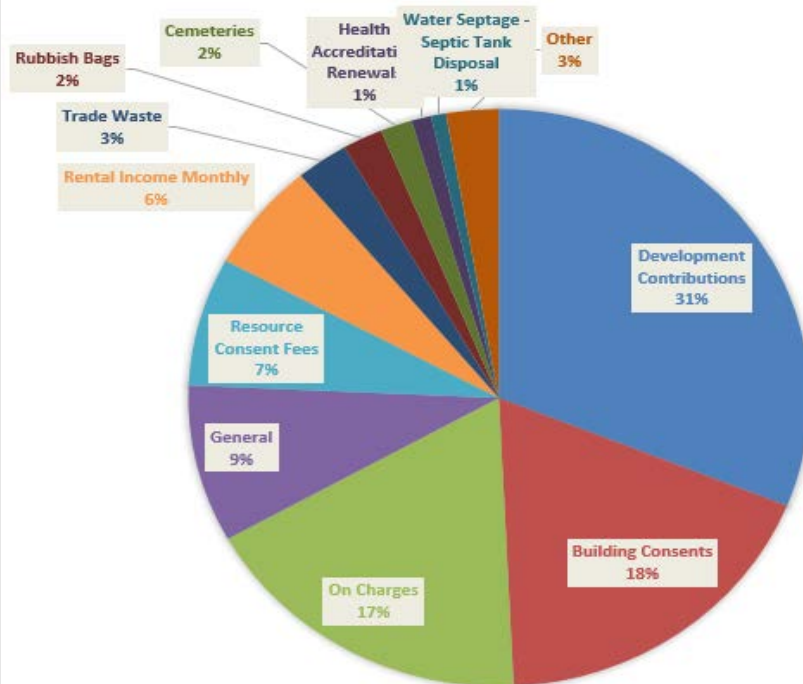
## Total outstanding debts by debtor type

Total outstanding debts as at 31 January 2023 amounted to \$3,753,427.

**TOTAL OUTSTANDING DEBTS BY  
DEBTOR TYPE AS AT 31 JANUARY 2023**



**TOTAL OUTSTANDING DEBTS BY SUNDRY DEBTOR TYPE AS AT  
31 JANUARY 2023**



### Statement of Rates Debtors

Rate Zone	Assessment Count	Assessments Matching Criteria	% Matching Criteria	Total Rates Due
Cancelled Assessment	573	2	0%	\$3,541
Foxton	1,292	77	6%	\$136,374
Foxton Beach	1,633	66	4%	\$210,589
Hokio Beach	178	19	11%	\$85,549
Levin	7,850	387	5%	\$494,020
Mamaku	86	3	3%	\$2,697
No Charges	499		0%	
Non Rateable	198	2	1%	\$5,539
Okeu	155	8	5%	\$8,440
Rural Farming	1,983	97	5%	\$198,873
Rural Other	3,054	142	5%	\$227,872
Shannon	693	69	10%	\$190,959
Tokomaru	164	11	7%	\$12,105
Utilities	17		0%	
Waikawa Beach	231	5	2%	\$4,416
Waikare Beach	1,065	41	4%	\$38,371
<b>Total at 31 January 2023</b>	<b>19,671</b>	<b>929</b>	<b>5%</b>	<b>\$1,619,347</b>
<b>Total at 31 January 2022</b>	<b>19,317</b>	<b>783</b>	<b>4%</b>	<b>\$2,046,740</b>

This table excludes assessments with total rates due under \$99 and assessments with credit balances.

Overall the level of rates debt has reduced by 20% for the same period last year

There is a total of 19,671 rating assessment counts as at 31 January 2023, with 929 assessments having total rates due of \$1,619,347. The Rates team works closely with Council's debt collection agent to enforce prompt debt collection actions.

2x Cancelled assessments with rates due are related to historical subdivision that is in the process of being corrected.

2x Non-Rateable assessments with rates due are still rated for water and wastewater. One assessment is Māori Freehold Land eligible for 6 years write off as per the Local Government (Rating) Act. This will keep appearing on the report until such time that the write off can be actioned (i.e., 6 years). The other one is a childcare and education centre that has missed instalment two and will catch up in due course.

### Statement of Water-by-meter Debtors

Area	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days Outstanding
Levin	\$ 320,479	\$ -	\$ 122,187	\$ -	\$ 198,372
Whirokimo	\$ 167,277	\$ 5,968	\$ 37,362	\$ -	\$ 123,946
Foxton Beach	\$ 74,268	\$ 30,154	\$ 99	\$ 6,169	\$ 37,845
Foxton	\$ 48,092	\$ 133	\$ 12,433	\$ -	\$ 35,527
Shannon	\$ 24,594	\$ 1,740	\$ -	\$ -	\$ 22,854
Okeu	\$ 9,055	\$ 1,527	\$ 983	\$ -	\$ 6,536
Tokomaru	\$ 3,253	\$ 1,354	\$ -	\$ -	\$ 1,899
<b>Total at 31 January 2023</b>	<b>\$ 647,019</b>	<b>\$ 40,876</b>	<b>\$ 172,994</b>	<b>\$ 6,169</b>	<b>\$ 426,980</b>
<b>Total at 31 December 2023</b>	<b>\$ 675,091</b>	<b>\$ 210,159</b>	<b>\$ 10,776</b>	<b>\$ 87,568</b>	<b>\$ 366,586</b>

The total outstanding water-by-meter rates as at 31 January 2023 is \$426,980, a slight reduction of 4% from last month. Debt collection plan and process is being worked on so the appropriate debt collection action can be enforced. Officers are also actively working with Council contractor (Downer) to ensure data integrity in meter reading and meter allocation.

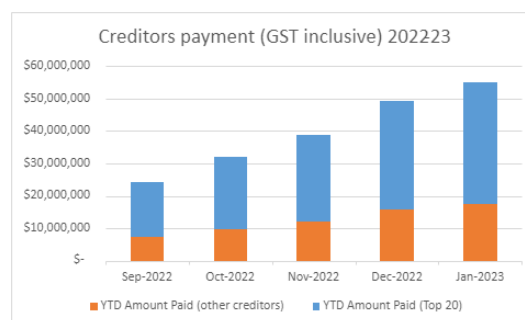
## Statement of Sundry Debtors

Category	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days
<b>Current debtors</b>					
Aquatic Centre	\$ 288	\$ -	\$ -	\$ -	\$ 288
Building - Exempt Work	\$ 1,103	\$ -	\$ 195	\$ 330	\$ 578
Building Consents	\$ 269,846	\$ 43,261	\$ 30,123	\$ 25,002	\$ 171,441
Building Fee - Building Warrant of Fitness	\$ 2,830	\$ 560	\$ 680	\$ 635	\$ 955
Cemeteries	\$ 24,491	\$ 20,195	\$ 1,612	\$ 122	\$ 2,561
Dogs - Debt Collection	\$ 412	\$ 89	\$ -	\$ -	\$ 323
Dogs Arrange to pay	\$ 1,715	\$ 90	\$ 432	\$ 810	\$ 384
Dogs Pre Payments	\$ 20	\$ -	\$ -	\$ -	\$ 20
General	\$ 130,997	\$ 9,601	\$ 107,901	\$ 296	\$ 13,197
Health Accreditation Renewals	\$ 15,446	\$ 8,955	\$ 170	\$ 1,190	\$ 5,121
Hire	\$ 9,535	\$ 3,162	\$ 2,314	\$ 82	\$ 3,978
On Charges	\$ 262,373	\$ 12,146	\$ 1,185	\$ 243,038	\$ 6,000
Resource Consent Fees	\$ 106,865	\$ 9,152	\$ 25,180	\$ 8,028	\$ 64,505
Rubbish Bags	\$ 31,160	\$ 28,690	\$ 380	\$ -	\$ 1,900
Staff Account	\$ 5,739	\$ 2,347	\$ 230	\$ 1,041	\$ 2,121
Swimming Pools	\$ 3,565	\$ 2,790	\$ 310	\$ 155	\$ 310
Te Awahon	\$ 4,377	\$ 1,943	\$ 580	\$ 441	\$ 1,413
Te Horowhenua Trust General	\$ 8,943	\$ -	\$ -	\$ -	\$ 8,943
Te Taire	\$ 4,901	\$ 1,364	\$ 103	\$ 846	\$ 2,568
Trade Waste	\$ 40,639	\$ 1,363	\$ 39,274	\$ -	\$ 12
Water Septage - Septic Tank Disposal	\$ 11,560	\$ 7,963	\$ 3,576	\$ -	\$ -
<b>Total current</b>	<b>\$ 927,859</b>	<b>\$ 153,924</b>	<b>\$ 214,245</b>	<b>\$ 282,017</b>	<b>\$ 277,674</b>
<b>Non current debtors</b>					
Development Contribution New Policy	\$ 462,422	\$ 34,255	\$ 72,537	\$ 229,434	\$ 126,196
Development Contribution Old Policy	\$ 6,055	\$ -	\$ -	\$ -	\$ 6,055
Rental Income Monthly	\$ 90,726	\$ 4,722	\$ 468	\$ 16,961	\$ 68,583
<b>Total non-current</b>	<b>\$ 559,203</b>	<b>\$ 38,977</b>	<b>\$ 72,997</b>	<b>\$ 246,395</b>	<b>\$ 200,834</b>
<b>Total as at 31 January 2023</b>	<b>\$ 1,487,062</b>	<b>\$ 192,901</b>	<b>\$ 287,242</b>	<b>\$ 528,411</b>	<b>\$ 478,508</b>
<b>Total as at 31 December 2022</b>	<b>\$ 1,864,508</b>	<b>\$ 921,520</b>	<b>\$ 437,420</b>	<b>\$ 105,297</b>	<b>\$ 400,271</b>

The total outstanding debtors' balance of \$1,487,062 as at 31 January 2023 is a 20% reduction from last month. \$230k revenue for Mayors Taskforce for Jobs Rural Community Resilience Programme within the "On Charges" category has since been received in February 2023.

## Total payments to our Creditors

Total payment (including GST) made to Council's creditors totalled \$55.1m for the period 1 July 2022 to 31 January 2023.





Council's top 20 creditors as at 31 January 2023 are:

<b>Top 20 Creditors as at 31 January 2023</b>	
	<b>Amount (incl GST)</b>
1 Higgins Contractors Levin	\$6,682,155
2 Downer EDi Works Ltd	\$6,245,658
3 Inland Revenue Department	\$3,829,242
4 Recreational Services Limited	\$2,345,294
5 Computershare Investor Services Limited (Int/Pr)	\$2,283,166
6 Emmetts Civil Construction Ltd.	\$2,245,083
7 Fulton Hogan	\$2,174,254
8 Horizons Regional Council (Debtors)	\$1,393,202
9 Northland Waste	\$1,390,245
10 HDC Rates Rebates	\$1,214,594
11 Aon New Zealand	\$1,179,798
12 Tatana Contracting Ltd	\$1,162,249
13 Smart Power Limited	\$1,031,672
14 CR Automation Limited	\$763,143
15 Spark Digital	\$688,590
16 WSP New Zealand Limited	\$679,244
17 Professional Property and Cleaning Services Limited	\$597,649
18 The Horowhenua Company Limited	\$577,875
19 Fitzherbert Rowe	\$566,898
20 Civica Pty Limited	\$495,400
Other creditors	\$ 17,550,562
<b>Total payments to Creditors (1 Jul 2022 to 31 January 2023)</b>	<b>\$ 55,095,971</b>



# Risk Report



## Risk Management Report

We find ourselves in unprecedented times, councils find themselves with aging infrastructure, rising debt levels, crippling interest rate increases, climate change and environmental influences such as Covid that impact on revenue streams, skill shortages and extreme pressure on inflation. It is more important than ever that our approach to running our business needs to be well measured including applying a Risk Management Framework that allows us to make value added propositions with well-informed measurements and data.

To support the Council in the delivery of the Council's Long- Term Plan (LTP), we need to consider the impact of uncertainties on its objectives. The deliverables associated with the plan are diverse and complex, often prioritised on our ability to deliver with the limited resources we have. The Council's vision is to enhance its risk capability and maturity across its different business groups using a deliberate and integrated approach will positively support the delivery of its community outcomes.

The report below is in addition to the risk management submission presented to the Risk and Assurance Committee where we deep dive into Risk Management.

### Leadership

The Risk Management Strategy, Framework and Workplan has been drafted and will be presented to the Risk and Assurance Committee, following the feedback changes will be made and the documents will be taken to Council for adoption. This will set in motion our intention to profile risks in meeting the needs and expectations of our community in what is an increasingly complex environment.

With a newly formed Council, Risk and Assurance Committee, Executive Leadership Team and the appointment of the Risk Manager position, the time is ripe to review, completely overhaul and refocus our organisations approach to managing risk within our business.

Overtime our approach to managing risk will become business as usual as our Risk Management (RM) architecture and culture matures, forming regular and routine approach, designed to provide governance with oversight and input into the way that identified risks are being managed by Council.

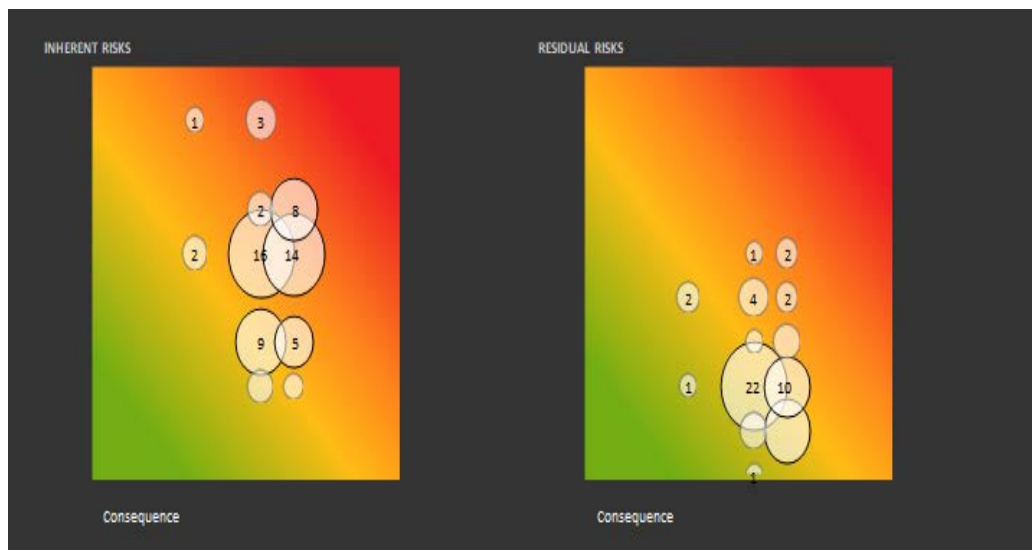
### Engagement & Development

As our data and measurements mature, so will our ability to map trends and improvements to profiling risk. The actions below are some of the identified priorities in the Workplan objectives we have set to achieve over the next 3 years (2023-25). The last six weeks have included the following progress:

Objective	Action	Status
AoG Maturity Self-Assessment	Assess current RM environment interview GMs in providing a foundation to work from in establishing goals and outcomes	Started - Due for completion 10 March 2023
Risk Management Strategy & Workplan	Draft Strategy & Workplan developed and submit to ELT, RAC and Council	ELT - 7 Feb Completed RAC – 1 March – On Agenda Council 15 March – Submitted for agenda
Risk Management Framework	Draft Framework to support strategy and submit to ELT, RAC & Council	ELT - 7 Feb Completed RAC – 1 March On Agenda Council - 15 March Submitted for agenda
Risk Management Induction Document & Presentation	Design two Induction Documents for Elected Members and Officers	Design 24 March Completed Induction ELT & Staff 1 March Induction Elected Members 1 March
Establish Promapp and HDC Risk Register	Establish and upgrade Promapp as HDC Risk register utilise as one source of truth for capturing and managing organisational risks	Feb 17 Completed now reviewed daily and as per risk review schedule
Risk Awareness & Reporting	ELT- Risk Manager permanent agenda and monthly risk reporting to the Exec  RAC - Quarterly reporting and risk analysis submissions to the RAC  OPR - Contributing Risk Management Report to the OPR	7 Feb - Completed & Ongoing 1 March – Submitted for Agenda 27 Feb - Completed
Insurance Renewal Review Document	Outlines approach to 2023 Insurance Renewal Declaration review process and long-term approach to Insurance Renewal management	28 Feb – draft due to be submitted
Alliance Risk Management Committee	Working with Alliance to established RM Committee as a vehicle to enhance monitoring and management of operational risks.	22 Feb – Completed ongoing

## Risk Summary

In its infancy our current risk register has 61 logged risks all at a different levels of residual risk rating indicating that the status of controls and treatments for the identified risks are at various levels remedial action. The Heat Map below illustrates the effectiveness of work(s) undertaken to mitigate our Inherent Risk rating with lower Residual risk outcomes. The first heat map shows our identified risk in its raw state and as indicated risks sit at a higher level of consequence to our organisation. Subsequently the second heat map shows that the residual value of our risks reduce in consequence due to actioned treatment or controls.





## **Statement of Service Performance (SSP's)**

## SSP Summary

	Number	Percentage
On Track	82	75%
Not on track	15	14%
Unable to report	13	12%
	<b>110</b>	

## Statement of Service Performance (SSP's)

### Property – Statement of Service Performance

Ref	Service	How performance is measured	Target	On track/Not on track	
PR1	Council operated facilities are available for public hire.	Number of hours and days Levin, Foxton and Shannon Memorial Halls are available for public hire outside of maintenance closedowns	8 hrs per day	<b>On Track</b>  As at 31 January 2023 Council's three (3) Memorial Hall facilities were available for hire, for at least eight (8) hours per day 7 days per week outside of maintenance closedowns	
PR2		Conduct an annual review of hire charges	Achieve	<b>On Track</b>  As at 31 January 2023 An annual review of hire charges was conducted as part of the Annual Plan process and as a result hire charges were increased by approximately 2% for this activity	
PR3	Council's properties will comply with relevant legislation.	All buildings with compliance schedules will have current building WOF.	Achieve	<b>On Track</b>  As at 31 January 2023	

**Community Facilities and Services – Statement of Service Performance**

Ref	Service	How Performance is measured	Target	On Track/Not on Track	
CF8	Safe aquatic facilities are operating in the District.	Compliance with relevant standards including Pool Safe Accreditation.	Achieve	<b>On Track</b>  As at 28 February 2023, Both Foxton and Levin pools have received PoolSafe accreditation during February 2022. This is valid until April 2023 when the next Pool Safe assessment is completed. Note, Foxton pool is closed for redevelopment and will be assessed when it reopens	
CF9	Aquatics centres meet customer needs.	Percent of customers satisfied, based on the Annual Customer Satisfaction Survey.	≥ 90%	<b>Unable to report</b> A survey has not been conducted as of reporting time.	
CF10	A high quality Swim School operates at the Levin and Foxton Aquatic Centres.	Number of participants in learn to Swim classes	≥ 400 per term	<b>On Track</b>  As at 31 January 2023, Term Three = 500 Term Four = 503 Term One (2023) = 488 Term Two (2023) =	
CF11	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	<b>On Track</b>  As at 31 January 2023 Waiopahu College Swimming Sports Shannon Rugby Club Junior Rugby prize giving Athletic Junior Rugby u10s prize giving College Old Boys Junior Rugby prize giving Swim Meet – Levin Swim Club Swim Meet – Special Olympics Mandy's Swimming end of term party Waiopahu College – Swim meet	
CF12	Growing existing events and developing new ones for the	Number of events per year for:	V	<b>On Track</b>	



	following areas; children, general public, and retirees.	Children; General public; and Retirees.	≥ 3 ≥ 3 ≥ 3	As at 31 January 2023 The following events have taken place and been delivered by HDC at aquatic facilities this year. <table><tr><td>Children</td><td>General public</td><td>Retirees</td></tr><tr><td>4</td><td>4</td><td>2</td></tr></table> Foxton Family Fun Day Mid-winter Pool Party Swim the Takutai Foxton Season Opening \$1 Fitness Promotion Week Aquathon Bring a friend End of Holiday pool Party	Children	General public	Retirees	4	4	2							
Children	General public	Retirees															
4	4	2															
CF13		Communities with library and community facilities providing an integrated and District wide service.	Levin, Foxton, and Shannon	<b>On Track</b>  As at 31 January 2023 Library Services are delivered in Levin, Shannon and Foxton.													
CF14	Council provides community facilities for residents, ratepayers, and visitors to access Community services including library services.	Number of visitors to our Community Hubs and Libraries.  Te Takeretanga o Kura-hau-pō  Te Awahou Nieuwe Stroom  Shannon Library	≥ 550,000  ≥ 375,000  ≥ 150,000  ≥ 25,000	<b>Not on Track</b>  As at 31 January 2023 <table><tr><td></td><td>January 2023</td><td>Year to date</td></tr><tr><td>Te Takeretanga o Kura-hau-pō</td><td>26,982</td><td>195,030</td></tr><tr><td>Te Awahou Nieuwe Stroom</td><td>8153</td><td>55,419</td></tr><tr><td>Shannon Library</td><td>909</td><td>7,555</td></tr></table>		January 2023	Year to date	Te Takeretanga o Kura-hau-pō	26,982	195,030	Te Awahou Nieuwe Stroom	8153	55,419	Shannon Library	909	7,555	
	January 2023	Year to date															
Te Takeretanga o Kura-hau-pō	26,982	195,030															
Te Awahou Nieuwe Stroom	8153	55,419															
Shannon Library	909	7,555															
CF15	Libraries and community facilities meet the public's needs	Percent of residents and non-residents satisfied with library and Community services based on the Annual Customer Satisfaction Survey.	> 90%	<b>Unable to Report</b>  As at 31 January 2023A survey has not been conducted as of reporting time.													
CF16	Community facilities are available for public use.	Number of booking counts for community facilities. Te Takeretanga o Kura-hau-pō Te Awahou Nieuwe Stroom	≥ 1,400  70% 30%	<b>On Track</b>  As at 31 January 2023													

				<table><tr><td></td><td>January 2022</td><td>Year to</td></tr><tr><td>Booking Counts</td><td>77</td><td>956</td></tr><tr><td>Te Takeretanga o Kura-hau-pō</td><td>69%</td><td>77%</td></tr><tr><td>Te Awahou Nieuwe Stroom</td><td>31%</td><td>23%</td></tr></table>		January 2022	Year to	Booking Counts	77	956	Te Takeretanga o Kura-hau-pō	69%	77%	Te Awahou Nieuwe Stroom	31%	23%	
	January 2022	Year to															
Booking Counts	77	956															
Te Takeretanga o Kura-hau-pō	69%	77%															
Te Awahou Nieuwe Stroom	31%	23%															
CF17	Customers have access to a range of current information in both print and digital format.	Number of items loaned from the libraries across the District, including books, magazines etc.	≥ 270,000	<div>Not on Track</div> <div>As at 31 January 2023</div> <div>Broken down as follows:</div> <table><tr><th>Library</th><th>Issues</th></tr><tr><td>Levin</td><td>98,909</td></tr><tr><td>Foxton</td><td>12,295</td></tr><tr><td>Shannon</td><td>3,556</td></tr><tr><td>Digital</td><td>12,334</td></tr><tr><td>Total</td><td>127,904</td></tr></table>	Library	Issues	Levin	98,909	Foxton	12,295	Shannon	3,556	Digital	12,334	Total	127,904	
Library	Issues																
Levin	98,909																
Foxton	12,295																
Shannon	3,556																
Digital	12,334																
Total	127,904																
CF18		Collections are refreshed and meet the literacy and information needs of the community in accordance with the NZ Public Library Standards.	\$7 per capita spent on library resources	<div>On Track</div> <div>As at 31 January 2023</div>													
CF19		Percent of increase in use of websites and online engagement.  Note: These numbers include statistics for Te Takeretanga o Kura-hau-pō website, OPAC, and Kete Horowhenua.	+> 1%	<div>On Track</div> <div>As at 31 January 2023</div> <table><tr><td></td><td>2022/23 YTD</td><td>2021/22 YTD</td><td>% change</td></tr><tr><td>Unique users</td><td>46,370*</td><td>46,303</td><td>0%</td></tr><tr><td>Sessions</td><td>65,264*</td><td>66,906</td><td>-2%</td></tr></table> <div>*The OPAC statistics for January 2023 are unavailable due to a systems error</div>		2022/23 YTD	2021/22 YTD	% change	Unique users	46,370*	46,303	0%	Sessions	65,264*	66,906	-2%	
	2022/23 YTD	2021/22 YTD	% change														
Unique users	46,370*	46,303	0%														
Sessions	65,264*	66,906	-2%														

CF20	Customers have access to programmes and initiatives that enhance the wellbeing of the District.	Number of programmes delivered: Levin Foxton Shannon	500 ≥ 50% ≥ 30% ≥ 20%	<b>On Track</b>  As at 31 January 2023 The programmes that have been delivered are broken down as follows: <table><tr><th></th><th>Number January 2023</th><th>% Jan 2022</th><th>Number YTD</th><th>% YTD</th></tr><tr><td>Levin</td><td>85</td><td>68%</td><td>450</td><td>69%</td></tr><tr><td>Foxton</td><td>21</td><td>17%</td><td>110</td><td>17%</td></tr><tr><td>Shannon</td><td>19</td><td>15%</td><td>95</td><td>15%</td></tr></table>		Number January 2023	% Jan 2022	Number YTD	% YTD	Levin	85	68%	450	69%	Foxton	21	17%	110	17%	Shannon	19	15%	95	15%
	Number January 2023	% Jan 2022	Number YTD	% YTD																				
Levin	85	68%	450	69%																				
Foxton	21	17%	110	17%																				
Shannon	19	15%	95	15%																				

### Representation and Community Leadership - Statement of Service Performance

Ref	Service	How performance is measured	Target	On track/Not on track	
RCL1	Council provides open, accessible information and processes to local government and the Community.	Number of successful challenges to Council's decision-making processes.	< 2	<b>On Track</b>  As at 31 January 2023  There have been no successful challenges to Council's decision making processes.	
RCL2		Official Information requests are processed in accordance with the LGOIMA	100% compliance rate	<b>Not on Track</b>  As at 31 January 2023  59 LGOIMA requests had been received 46 were processed on time 1 was sent late 9 remain open on time 1 remains open with a partial extension/release 1 were withdrawn 1 were transferred	
RCL3	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 Council involves the public in its decision making, based on the Annual Customer Satisfaction Survey	> 50%	<b>Unable to report</b>  As at 31 January 2023 A survey has not been conducted as of reporting time.	
RCL4		Council will pre-engage on all significant decisions as outlined in the Significance of Engagement Strategy found on Council's website	Achieve	<b>On Track</b>  As at 31 January 2023	
RCL5	Council's planning documents meet statutory requirements and have unqualified audit opinions	The LTP is completed within the statutory timeframe, including a Financial and Infrastructure Strategies which meets the requirements of the Local Government Act.	Adopted before 30 June (every 3 years)	<b>On Track</b>  As at 31 January 2023 LTP Amendment	
RCL6		The Annual Plan will be adopted before 30 June annually.*	Achieve	<b>On Track</b>	

				As at 31 January 2023	
RCL7		The Annual Report will include an unqualified audit opinion.	Achieve	<b>Unable to Report</b>  As at 31 January 2023 This is not able to be established until the report has been reviewed by an auditor	
RCL8	The District Plan provides for a balanced regulatory framework that protects important community and environmental values.	Council will process non-complying consents in a robust way. When the percentage of non-complying consents approved exceed 5% we will undertake an investigation of the District Plan rules that have triggered the non-complying consents.	< 5%	<b>On Track</b>  As at 31 January 2023 Five (5) non-complying resource consent has been approved, which represents approximately three percent (3%) of applications approved.	

### Regulatory Services – Statement of Service Performance

Ref	Service	How performance is measured	Target	On track/Not on track	
RS1	Processing of applications under the Resource Management Act (RMA) 1991.	Applications under the RMA will be processed within statutory timeframes.	95%	<b>Not On Track</b>  As at 31 January 2023: 188 consents have been approved for Land Use, Subdivision, Boundary Activities and “other”, approximately 47% of consents were approved within statutory timeframes. This has been due to high volume of applications received and the increasing complexity of applications, recruiting staff in this discipline has and continues to prove difficult. More contractors are coming available to process applications. Internal capacity and performance review will seek to improve performance in this space.	
RS2	Carry out Building Consent Authority functions including	Percentage of building consent applications that are processed with in statutory timeframes.	98%	<b>Not on Track</b>	

	enforcement of legislation relating to construction of buildings and structures.			As at 31 January 2023: 355 building consents were granted YTD, 66% within statutory timeframes. One hundred and twenty-one (121) consents have been processed outside the statutory timeframe YTD. This was due to the high number of consents in progress and the number of staff who have been off periodically with Covid and on other leave over the last few months. It is anticipated that the level of statutory compliance will improve throughout the year.	
RS3		Council will maintain its accredited status as a Building Consent Authority.	Achieve	<b>On Track</b>  As at 31 January 2023: IANZ reconfirmed our accreditation on 11 January 2022. Our next accreditation re-assessment is in April 2023.	
RS4	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.	Achieve	<b>On Track</b>  As at 31 January 2023, 85 Food businesses operating a MPI template food control plan have been verified YTD and in accordance with the timeframes specified in the Food Regulations.	
RS5	Monitoring of licensed premises to ensure compliance with relevant* legislation.	Premises are inspected annually to check for compliance with their licence conditions.	Achieve	<b>On Track</b>  As at 31 January 2023, 68 licensed premises holding an operative licences exist. 19 licensed premises have been inspected YTD, representing 27.9% of licensed premises.	
RS6	All parking restricted areas in Levin will be enforced under the provisions of Council's Bylaw and the Land Transport Regulations.	Parking infringement explanations are responded to within 5 business days of receipt	Achieve	<b>On Track</b>  As at 31 January 2023 274 parking infringement explanations were received and responded to. 100% were responded to within 5 business days	

RS7	Carry out territorial authority functions including enforcement of legislation.	All reported cases of illegal building work will be responded to within five working days.	Achieve	<b>On Track</b>  As at 31 January 2023 Compliance officers received 3 reports of illegal building work during the month; 100% were responded to within 5 working days.	
RS8		Percentage of private swimming pools on register inspected annually for compliance.	> 33%	<b>On Track</b>  As at 31 January 2023, 327 pools are on the register. 28 inspections have been completed YTD.	
RS9	Carry out territorial authority functions including enforcement of legislation.	100% of BWOs are renewed or Notices to Fix are issued.	Achieve	<b>On Track</b>  As at 31 January 2023 327 BWOs are on the register and compliant. No 'notice to fix' issued YTD.	
RS10	Monitoring of District Plan requirements, resource consent compliance and complaints.	All known and reported instances of non-compliances with the District Plan and any resource consents will be responded to within five working days	Achieve	<b>Not On Track</b>  As at 31 January 2023 66 reported complaints regarding non-compliance with the District Plan YTD. 15 of the complaints were not responded to within 5 working days.	
RS11		All resource consents that are required to be monitored for the year are monitored for compliance with conditions.	Achieve	<b>On Track</b>  As at 31 January 2023 Consents are requiring monitoring based on a complaints basis.	
RS12	Reported instances of non-compliances and dog nuisances will be responded to.	Percent of reported instances of non-compliances and dog nuisances will be responded to.	100%	<b>On Track</b>  As at 31 January 2023, 705 complaints have been received YTD; 100% were responded to.	
RS13		An after-hours emergency response will be continuously provided.	Achieve	<b>On Track</b>  As at 31 January 2023, The service is provided by staff on a weekly roster or via availability for consult via phone as necessary.	

RS14	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>On Track</b>  As at 31 January 2023, 130 dog owners have been infringed for failing to register their dog. All other dogs in the register have been registered by 31 October.													
RS15	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.	Achieve	<b>On Track</b>  As at 31 January 2023, 930 complaints have been received; 93% were responded to within 60 minutes.													
RS16	Public safety bylaws and other legislation will be enforced.	Percent of reported non-compliances and complaints that are responded to within five working days.	100%	<b>On Track</b>  As at 31 January 2023, 87 complaints received have been responded to. The complaints responded to comprise of: <table><tr><th></th><th>Year to Date</th></tr><tr><td>Smoke</td><td>15</td></tr><tr><td>Health Act</td><td>19</td></tr><tr><td>Local Government Act</td><td>38</td></tr><tr><td>Council Bylaws</td><td>15</td></tr><tr><td>Total</td><td>87</td></tr></table>		Year to Date	Smoke	15	Health Act	19	Local Government Act	38	Council Bylaws	15	Total	87	
	Year to Date																
Smoke	15																
Health Act	19																
Local Government Act	38																
Council Bylaws	15																
Total	87																

### Community Support – Statement of Service Performance

Ref	Service	How performance is measured	Target	On track/Not on track	
CS1	Community awareness is promoted and encouraged.	12 media messages promoting preparedness for an emergency will be made to residents and ratepayers annually.	Achieved	<b>On Track</b>  As at 31 January 2023,	
CS2	Council maintains a functional EOC and trained staff.	Civil defence and emergency management assessment of readiness and capability.	Council's EOC (and alternate(s) are fully functional and meet the	<b>On Track</b>  As at 31 January 2023 Appropriate levels of Council Staff have been trained to the CDEM Integrated Training Framework (ITF) Standards with Incident Management Team (IMT)	



			requirements of the CDEM Act 2002.	members trained to the minimum intermediate level but with an expectation that they will go on and achieve the relevant functional training qualification. A number of IMT personnel have completed the higher level of training to the functional level within this reporting year. Further training and exercising is planned throughout the 2022/2023 year to continue to increase capability and understanding of all the facets of emergency management across the local, regional and national hazard-scape within the organisation.	
CS3	Council provides effective leadership in advocating, coordinating and facilitating on behalf of community needs.	Number of Community Wellbeing Committee meetings per year.	≥ 4	<b>Not on Track</b>  As at 31 January 2023 One (1) Community Wellbeing Committee meeting held.  One Community Wellbeing meeting was cancelled during the change of Council and appointment of Chairperson.	
CS4	Young people in the Horowhenua live in a safe and supportive environment, which empowers them to make positive life choices.	Number of Youth Empowerment Project meetings per year	≥ 8	<b>On Track</b>  As at 31 January 2023 Three (3) yEP meetings held.	
CS5		Number of programmes or projects implemented by Youth Empowerment Project.	≥ 4	<b>On Track</b>  As at 31 January 2023 One (1) programme/project implemented by yEP	
CS6		Number of Youth Services Network meetings per year.		<b>On Track</b>  As at 31 January 2023 Four (4) Youth Services Network meetings held.	
CS7	Horowhenua residents are empowered to make choices enabling them to Horowhenua residents are empowered to make choices enabling them to	Number of Older Person's Network meetings per year	≥ 6	<b>On-Track</b>  As at 31 January 2023, two (2) Older Persons' Network meetings held.	
CS8		Number of <i>Puāwai</i> magazine publications annually.		<b>On Track</b>	

	live a satisfying and healthy lifestyle.			As at 31 January 2023, two (2) <i>Puāwai</i> magazine has been published.	
CS9	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>  As at 31 January 2023 One (1) Creative Communities funding round.	
CS10	Horowhenua is New Zealand's foremost District in taking joint responsibility for the success of our community through education.	Number of Education Horowhenua meetings per year	≥ 4	<b>On Track</b>  As at 31 January 2023 One (1) Education Horowhenua meeting held	
CS11	Horowhenua is fully accessible to all people	Number of Access and Inclusion Leadership forums per year	≥ 4	<b>On Track</b>  As at 31 January 2023 One (1) Access and Inclusion Leadership forum.	
CS12	Council promotes community group empowerment and provides opportunities for community driven initiatives and projects, and to grow and develop	Number of Community Capacity and Capability Building Programme workshops or trainings offered.	≥ 10	<b>On Track</b>  As at 31 January 2023 Six (6) Community Capacity and Capability Building workshops/trainings held.	
				Mental Health First Aid	Levin (12)
				Funders Expo	Levin (24)
				Funders Expo	Foxton (8)
				Marae Governance Training	Shannon (10)
				Real Talk (Mental Health)	Levin (160)
				Mental Health 101	Foxton (9)
CS13		Percent of satisfaction with Capacity and Capability Building Programme workshops or training.	≥ 85%	<b>On Track</b>  As at 31 January 2023 100 percent (100%) satisfaction has been recorded from programme workshops or training	

CS14		Number of individuals participating in Capacity and Capability Building Programme workshops or training over the year.	≥ 200	<b>On Track</b>  As at 31 January 2023 Two hundred and twenty three (223) individuals have participated in Capacity and Capability Building Programme workshops or training.	
CS15	Council supports beach safety initiatives within communities by providing financial support.	Number of weeks Council funded surf lifesaving service is provided at Foxton and Waitārere beaches.	≥ 6	<b>On Track</b>  As at 31 January 2023 Six (6) weeks have been funded.	
CS16	Council effectively communicates with its ratepayers and residents.	Percent of media releases feature in media within 21 days of release.	≥ 60	<b>On Track</b>  As at 31 January 2023 There have been 44 media releases and 100% featured in media.	
CS17		Percent of residents are well informed about what the council is doing	≥ 60	<b>On Track</b>  As at 31 January 2023 There have been 44 media releases and 100% featured in media.	
CS18	Council provides a variety of ways to access information.	Number of Council Community Connections newsletters published annually.	≥ 10	<b>On Track</b>  As at 31 January 2023	
CS19*		Number of new digital services are delivered online annually.	≥ 2	<b>On Track</b>  As at 31 January 2023 The HDC website has been refreshed and one (1) online payment form has been completed or significantly updated, including: Application to Renew Registration of Dogs;	

CS20	Council provides a 24/7 telephone contact centre operation.	Telephone contact is continually provided 24/7.	Achieve	<b>On Track</b>  As at 31 January 2023 Council's 06 366 0999 telephone number is operational 24/7. After hour's service and continuous phone supply under Contract with PNCC – CM9 record D22/95747. The phone system is hard coded to divert to PNCC should it have a fault at HDC.	
CS21	Council staff are knowledgeable in tikanga māori and the principles of Te Tiriti o Waitangi.	Percent of staff who have undertaken training. (Partnership with Tangata Whenua).	60% of Council staff	<b>On Track</b>  As at 31 January 2023, Te Tiriti o Waitangi and Cultural Competence training is in progress with external facilitator 'Engaging Well'. The next 5 cohorts are scheduled for training from 13 March 2023.  Training sessions based on sections within the Tūhono ki Te Ao Māori toolkit, are being scheduled for staff. These sessions will be delivered by the Cultural Outcomes Team and are due to start in April 2023.	
CS22	Council supports the promotion of Horowhenua as a tourism destination.	i-Site accreditation is maintained at Te Awahou Nieuwe Stroom and Te Takeretanga o Kura-hau-pō facilities.	Achieve	<b>On Track</b>  As at 31 January 2023 i-Site accreditation is maintained.	
CS23		Annual number of visitor information enquiries conducted from Horowhenua i-Sites.	≥ 10,000	<b>On Track</b>  As at 31 January 2023 Manually collated statistics on Visitor Information enquiries are: 6598	
CS24	Council provides opportunities for businesses to collaborate and network resulting in a stronger business sector.	Number of business networking meetings organised per year.	≥ 10		

				<b>On Track</b> As at 31 January 2023 There have been seven (7) Business Networking events held. This includes 1 Women in Business networking lunch, 1 Foxton Business Breakfast and 5 Business After 5 events.	
CS25	Council advocates for and facilitates business development and new business investment in the Horowhenua District.	Percent of the District's Business Community that are satisfied or more than satisfied with Council's overall performance in the Economic Development Activity.	> 75%	<b>Unable to report</b> As of 31 January 2023 A survey has not been conducted as of reporting time.	

### Community Infrastructure – Statement of Service Performance

Ref	Service	How performance is measured	Target	On track/Not on track	
CF1	Reserves are available for Community use.	Residential dwellings in urban areas are within 400 metres to local reserves, either Council or privately provided.	≥ 80%	<b>On Track</b> As of 31 January 2023: Council has 82.09% of residential dwellings in urban areas that are within 400 metres to local reserves, either Council or privately provided.	
CF2		Residential dwellings in urban areas are within 800 metres of playgrounds or destination reserves.	≥ 80%	<b>On Track</b> 31 January 2023: Council has 90.66% of residential dwellings in urban areas that are within 800 metres of playgrounds or destination reserves.	
CF3	Reserves meet local needs.	Percentage of customers satisfied with the service, based on the Annual Customer Satisfaction Survey.	≥ 80%	<b>Unable to report</b> As of 31 January 2023 A survey has not been conducted as of reporting time	
CF4	Playgrounds are safe for users.	Playground facilities comply with relevant National Playground standards.	Achieve	<b>On Track</b> As of 31 January 2023	

CF5	Sports grounds are available for Community use.	Percent of time that sport grounds are available for use during their opening hours.	≥ 95%	<b>On Track</b>  As of 31 January 2023: 100% of sports grounds were available for use during their opening hours.	
CF6	Sports grounds meet local needs.	Number of Customer Request Management complaints reporting of ground conditions per annum.	< 5	<b>On Track</b>  As of 31 January 2023: Zero complaints have been received.	
CF7	Community Halls are available for public use.	Number of uses per fortnight for Community Halls.	10	<b>Unable to Report</b>  Change in recording process requires review.	

### Land Transport – Statement of Service Performance

Ref	Service	How performance is measured	Target	On track/Not on track	
LT1	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.	No (or Zero) change or a reduction from previous year.	<b>On Track</b>  As at 31 January 2023 The number of fatalities and serious injury crashes on the local road network is calculated utilising data from the crash analysis system (CAS) database.	
LT2	Roads in good condition*.	The average quality of ride on a sealed local road network measured by smooth travel exposure.	Minimum 85%	<b>On Track</b>  As at 31 January 2023	
LT3	Roads that are maintained well*.	The percentage of the sealed local road network that is resurfaced annually.	Minimum of 5% of total area	<b>Not on Track</b>  As at 31 January 2023 Rising bitumen costs will mean we will be unlikely to reach our 5% target.	

LT4	Footpaths are in an acceptable condition*.	Target footpath condition rating (% compliant with Council's standards found in the Land Transport Activity Plan).	Minimum 30% in excellent condition. Maximum 10% in poor condition.	<b>On Track</b> As at 31 January 2023	
LT5	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>On Track</b> As at 31 January 2023, Year-to-date 1142 CRMs have been received with 96% closed within 15 working days.	

### Solid Waste - Statement of Service Performance

Ref	Service	How performance is managed	Target (2022/23)	On Track/Not on Track							
SW1	Provision of landfill but minimising the amount that is sent there.	Quantity of waste going to the landfill per person per year.	≤ 400 kg per person per year	<b>Unable to report correctly</b>  As of 31 January 2023							
SW2	Recycling is encouraged	Level of recycling at: Kerbside Transfer stations	≥ 40% of total waste ≥ 50% of total waste	<b>Unable to report correctly</b>  As of 31 January 2023							
SW3	Waste transfer and recycling stations have a minimal impact on the immediate and surrounding environment.	Number of odour complaints and minimal reports of solid waste in or around: Waste transfer stations; Recycling stations per month.	< 4 per month < 4 per month	<b>On Track</b>  As of 31 January 2023 <table><tr><td></td><td>October 2022</td><td>Year to Date</td></tr><tr><td>Waste transfer stations</td><td>0</td><td>0</td></tr></table>		October 2022	Year to Date	Waste transfer stations	0	0	
	October 2022	Year to Date									
Waste transfer stations	0	0									

				Recycling stations	0	0										
SW4	Response to service requests regarding Council's Solid Waste Activities is timely.	Time all requests are responded to.	Within 3 working days	<b>Not on Track</b>  As of 31 January 2023 <b>CRMs closed</b> <table><tr><td>October 2022</td><td>Year to Date</td></tr><tr><td>128/139</td><td>448/479</td></tr></table> <b>Responded within 3 working days:</b> <table><tr><td>October 2022</td><td>Year to date</td></tr><tr><td>56/67</td><td>303/407</td></tr></table>				October 2022	Year to Date	128/139	448/479	October 2022	Year to date	56/67	303/407	
October 2022	Year to Date															
128/139	448/479															
October 2022	Year to date															
56/67	303/407															
SW5	Recycling and refuse is collected on time and in a sanitary manner.	Number of complaints per-month about non collection of: Kerbside recycling Kerbside refuse	< 6 per month < 6 per month	<b>Not on Track</b>  As of 31 January 2023												
SW6	Recycling stations are available and accessible in urban centres in summer.	All recycling stations are available at the agreed locations on the agreed days and times outlined on Council's website.	Achieve	<b>On Track</b>  As of 31 January 2023 Static recycling stations have been available as outlined on the Councils website. Stations may be removed temporarily in order to be emptied.												
SW7	Customers are content with Council's transfer stations, recycling collection, and refuse collection services offered.	Percentage of customers satisfied with their solid waste services: Kerbside recycling Kerbside refuse	≥ 80% ≥ 80%	<b>Unable to report</b>  As of 31 January 2023 A survey has not been conducted as of reporting time.												
SW8	Customers are educated on waste minimisation practices.	Number of school aged students waste education is provided to each year	≥ 300 students per year	<b>On Track</b>												



				As of 31 January 2023											
SW9	Customers are educated on waste minimisation practices.	Number of events Council attends to promote ways to minimise waste	≥ 5 events per year	<b>On Track</b>  As of 31 January 2023											
SW10	Sustainable solid waste management.	The number of: Abatement Notices; Infringement Notices; Enforcement Orders; and Convictions  Received by Council in relation to Horizons Regional Council resource consents.	0 0 0 0	<b>Not on Track</b>  As of 31 January 2023: <table><tr><th></th><th>Year to Date</th></tr><tr><td>Abatement Notice</td><td>0</td></tr><tr><td>Infringement Notice</td><td>0</td></tr><tr><td>Enforcement Order</td><td>0</td></tr><tr><td>Convictions</td><td>0</td></tr></table>		Year to Date	Abatement Notice	0	Infringement Notice	0	Enforcement Order	0	Convictions	0	
	Year to Date														
Abatement Notice	0														
Infringement Notice	0														
Enforcement Order	0														
Convictions	0														

### Wastewater Treatment - Statement of Service Performance

Ref	Statement of Service Performance Service	How will we measure our performance	Target (2022/23)	Actual Performance													
WW1	Reliable wastewater collection and disposal*.	The number of dry weather wastewater overflows from the wastewater system per 1000 connections.	≤ 2	<b>On Track</b>  As at 31 January 2023: <table><tr><td></td><td colspan="2">Year to Date</td></tr><tr><td></td><td>Per 1000 Connections</td><td>No. of Overflows</td></tr><tr><td>Number of overflows</td><td>0.9</td><td>12</td></tr><tr><td colspan="3">Number of connections as at 1 July 2022 = 13,299</td></tr></table>		Year to Date			Per 1000 Connections	No. of Overflows	Number of overflows	0.9	12	Number of connections as at 1 July 2022 = 13,299			
	Year to Date																
	Per 1000 Connections	No. of Overflows															
Number of overflows	0.9	12															
Number of connections as at 1 July 2022 = 13,299																	
WW2	Safe disposal of wastewater*.	The number of:  Abatement Notices; Infringement Notices; Enforcement Orders; and Convictions  Received by Council in relation to Horizons Regional Council resource consents.	0 0 0 0	<b>On Track</b>  As at 31 January 2023: <table><tr><td></td><td>Year to Date</td></tr><tr><td>Abatement Notice</td><td>0</td></tr><tr><td>Infringement Notice</td><td>0</td></tr><tr><td>Enforcement Order</td><td>0</td></tr><tr><td>Convictions</td><td>0</td></tr></table>		Year to Date	Abatement Notice	0	Infringement Notice	0	Enforcement Order	0	Convictions	0			
	Year to Date																
Abatement Notice	0																
Infringement Notice	0																
Enforcement Order	0																
Convictions	0																
WW3	Council provides a good response to wastewater system 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 resulting from a wastewater blockage or other fault.*	< 1 hour	<b>Not on Track</b>  As at 31 January 2023: <table><tr><td></td><td>Year to Date</td></tr><tr><td>Response time</td><td>1hr 27mins</td></tr></table> <i>Back-to-back weather events throughout the year delayed the response to individual properties as priority was given to main system faults. This affected the YTD response time.</i>		Year to Date	Response time	1hr 27mins									
	Year to Date																
Response time	1hr 27mins																

WW4		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 causing the overflow.*	< 12 hours	<b>On Track</b>  As at 31 January 2023: <table><tr><td></td><td>Year to Date</td></tr><tr><td>Resolution time</td><td>2hr 49mins</td></tr></table>		Year to Date	Resolution time	2hr 49mins																					
	Year to Date																												
Resolution time	2hr 49mins																												
WW5	The service is satisfactory*	The total number of complaints received (expressed per 1000 connections to the wastewater system) regarding:  Wastewater odour; Wastewater systems faults; Wastewater system blockages; and Council's response to issues with its wastewater system. Total number of complaints received about any of the above.	< 4 < 6 < 8 < 4  < 22	<b>On Track</b>  As at 31 January 2023: <table><tr><td></td><td colspan="2">Year to Date</td></tr><tr><td></td><td>Per 1000 Connections</td><td>No. of Complaints</td></tr><tr><td>Odour</td><td>0.38</td><td>15</td></tr><tr><td>Faults</td><td>0.83</td><td>11</td></tr><tr><td>Blockages</td><td>4.89</td><td>65</td></tr><tr><td>Council's Response</td><td>0</td><td>0</td></tr><tr><td><b>Total</b></td><td><b>6.09</b></td><td><b>81</b></td></tr><tr><td colspan="3">Number of connections as at 1 July 2022 = 13,299</td></tr></table>		Year to Date			Per 1000 Connections	No. of Complaints	Odour	0.38	15	Faults	0.83	11	Blockages	4.89	65	Council's Response	0	0	<b>Total</b>	<b>6.09</b>	<b>81</b>	Number of connections as at 1 July 2022 = 13,299			
	Year to Date																												
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<b>Total</b>	<b>6.09</b>	<b>81</b>																											
Number of connections as at 1 July 2022 = 13,299																													
WW6		Percentage of customers not dissatisfied with the service, based on the Annual Customer Satisfaction Survey.	≤ 84%	<b>Unable to Report</b>  <b>As at 31 January 2023</b> A survey has not been conducted as of reporting time.																									

\* These performance measurements are provided by the Department of Internal Affairs, and they are mandatory.

### Stormwater - Statement of Service Performance

Ref	Service	How performance is measured	Target (2022/23)	On Track/ Not on track										
ST1	An adequate stormwater system*.	Number of flooding events that occur in the District.	< 5 per year	<b>On Track</b>  As at 31 January 2023: There were 0 flooding events that met the definition of a flooding event set by DIA for this SSP										
ST2		For each flooding event the number of habitable floors affected per 1,000 connections to Council’s stormwater networks.	2 or less	<b>On Track</b>  As at 31 January 2023: <table><tr><th>Flooding Event</th><th>Per 1,000 Connections</th><th>Habitable Floors Affected</th></tr><tr><td>0</td><td>0</td><td>0</td></tr><tr><td colspan="3">There were 13,265 connections as at 1 July 2022</td></tr></table>		Flooding Event	Per 1,000 Connections	Habitable Floors Affected	0	0	0	There were 13,265 connections as at 1 July 2022		
Flooding Event	Per 1,000 Connections	Habitable Floors Affected												
0	0	0												
There were 13,265 connections as at 1 July 2022														
ST3	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>On Track</b>  As at 31 January 2023: <table><tr><th>Time</th><th>Comment</th></tr><tr><td>0.0</td><td></td></tr></table>	Time	Comment	0.0							
Time	Comment													
0.0														
ST4	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>On Track</b>  As at 31 January 2023: <table><tr><th>Per 1,000 Connections - YTD</th><th>No. of Complaints - January</th><th>No. of Complaints - YTD</th></tr><tr><td>0-45</td><td>2</td><td>2</td></tr><tr><td colspan="3">There were 13,265 connections as at 1 July 2022</td></tr></table>	Per 1,000 Connections - YTD	No. of Complaints - January	No. of Complaints - YTD	0-45	2	2	There were 13,265 connections as at 1 July 2022			
Per 1,000 Connections - YTD	No. of Complaints - January	No. of Complaints - YTD												
0-45	2	2												
There were 13,265 connections as at 1 July 2022														

ST5	Customer satisfaction.	Percentage of customers satisfied with the stormwater service. As per the Annual Resident Satisfaction Survey.	≥ 80%	<b>Unable to Report</b>  <b>As at 31 January 2023</b> A survey has not been conducted as of reporting time.											
ST6	A sustainable stormwater service.	The number of:  Abatement Notices; 0 Infringement Notices; 0 Enforcement Orders; and 0 Convictions 0  Received by Council in relation to Horizons Regional Council resource consents* for discharge from its stormwater system**		<b>On Track</b>  As at 31 January 2023: <table><tr><th></th><th>Year to Date</th></tr><tr><td>Abatement Notice</td><td>0</td></tr><tr><td>Infringement Notice</td><td>0</td></tr><tr><td>Enforcement Order</td><td>0</td></tr><tr><td>Convictions</td><td>0</td></tr></table>		Year to Date	Abatement Notice	0	Infringement Notice	0	Enforcement Order	0	Convictions	0	
	Year to Date														
Abatement Notice	0														
Infringement Notice	0														
Enforcement Order	0														
Convictions	0														

\* These performance measurements are provided by the Department of Internal Affairs and they are mandatory.

\*\* Currently there is no discharge consent for Levin's stormwater.

## Water Supply - Statement of Service Performance

Ref	Service	How performance is measured	Target (2022/23)	On Track/Not on Track													
WS1	Safe water supply*.	Council’s drinking water supply complies with: (a) part 4 of the Drinking Water Standards (bacteria compliance criteria) in Levin Shannon Foxton Foxton Beach Tokomaru	Achieve Achieve Achieve Achieve Achieve	<b>On Track</b>  As of 31 January 2023: <table><tr><th>Scheme</th><th>Year to Date</th></tr><tr><td>Levin</td><td>100%</td></tr><tr><td>Shannon</td><td>100%</td></tr><tr><td>Foxton</td><td>100%</td></tr><tr><td>Foxton Beach</td><td>100%</td></tr><tr><td>Tokomaru</td><td>100%</td></tr></table>	Scheme	Year to Date	Levin	100%	Shannon	100%	Foxton	100%	Foxton Beach	100%	Tokomaru	100%	
Scheme	Year to Date																
Levin	100%																
Shannon	100%																
Foxton	100%																
Foxton Beach	100%																
Tokomaru	100%																
WS2		(b) part 5 of the Drinking Water Standards (protozoa compliance criteria) in: Levin Shannon Foxton Foxton Beach Tokomaru	Achieve Achieve Achieve Achieve Achieve	<b>On Track</b>  As of 31 January 2023: <table><tr><th>Scheme</th><th>Year to Date %</th></tr><tr><td>Levin</td><td>100%</td></tr><tr><td>Shannon</td><td>100% *</td></tr><tr><td>Foxton</td><td>100%</td></tr><tr><td>Foxton Beach</td><td>100%</td></tr><tr><td>Tokomaru</td><td>100%</td></tr></table>	Scheme	Year to Date %	Levin	100%	Shannon	100% *	Foxton	100%	Foxton Beach	100%	Tokomaru	100%	
Scheme	Year to Date %																
Levin	100%																
Shannon	100% *																
Foxton	100%																
Foxton Beach	100%																
Tokomaru	100%																
WS3	Customer Satisfaction*	Percentage of customers not dissatisfied with the service, based on the Annual Customer Satisfaction Survey.	≥ 84%	<b>To be reported at year end</b>  A survey has not been conducted as of reporting time.													

WS4	Drinking water that tastes and looks satisfactory*.	The total number of complaints received about any of the following (expressed per 1000 connections): Drinking water clarity; Drinking water taste; Drinking water odour; Drinking water pressure or flow; Continuity of supply; and Council's response to any of these issues. Total:	1 1 1 1 1 1 1 1 ≤ 6	<b>On Track</b>  As at 31 January 2023: <table><tr><th rowspan="2"></th><th colspan="2">Year to Date</th></tr><tr><th>Per 1000 Connections</th><th>No. of Complaints</th></tr><tr><td>Clarity</td><td>0.44</td><td>6</td></tr><tr><td>Taste</td><td>0.44</td><td>6</td></tr><tr><td>Odour</td><td>0</td><td>0</td></tr><tr><td>Pressure or flow</td><td>0</td><td>0</td></tr><tr><td>Continuity of supply</td><td>0.7</td><td>1</td></tr><tr><td>Council's response</td><td>0</td><td>0</td></tr><tr><td><b>Total</b></td><td><b>0.95</b></td><td><b>13</b></td></tr></table> Number of rated connections as of 1 July 2022 = 13,947		Year to Date		Per 1000 Connections	No. of Complaints	Clarity	0.44	6	Taste	0.44	6	Odour	0	0	Pressure or flow	0	0	Continuity of supply	0.7	1	Council's response	0	0	<b>Total</b>	<b>0.95</b>	<b>13</b>
	Year to Date																													
	Per 1000 Connections	No. of Complaints																												
Clarity	0.44	6																												
Taste	0.44	6																												
Odour	0	0																												
Pressure or flow	0	0																												
Continuity of supply	0.7	1																												
Council's response	0	0																												
<b>Total</b>	<b>0.95</b>	<b>13</b>																												
WS5	Firefighting needs are met.	Percentage of sampled network where firefighting flows in urban residential areas meet the NZ Fire Service firefighting water supplies Code of Practice SZ 4509:2008.	≥ 80%	<b>Not on Track</b>  As at 31 January 2023 Frequent weather events have prevented this work resuming this year. Plan to resume the flow testing in the 2022/23 financial year and will change methodology to comply with SZ4509:2008																										
WS6	Water supply has adequate flow and pressure.	Network supply pressure at all property boundaries visited during maintenance work is not less than 250kPa for on demand connections and 150kPa for restricted flow connections.	Achieve	<b>On Track</b>  As at 31 January 2023: 100% of water connections checked across the district were measured to be equal to or exceeded pressures of 250kPa at the property boundary for on demand supply and 150kPa for restricted connections. One connection in Foxton had a lower pressure which is suspected to be due to an internal leak. This is being investigated.																										

WS7	Water supply is sustainable*	Average consumption of drinking water per person per day (lpcd) within the water supply areas (target based on Horizons One Plan - Section 5.4.3.1). lpcd – litres per capita per day.	≤ 300 lpcd	<b>On Track</b>  As at 31 January 2023 The average consumption across the district is 292L/person/day. An increase in demand is noticed across all supplies in November as we head into the warmer summer months. This is calculated based on total water produced, minus commercial consumption, then divided by the connected population, in November. Please note that the figure above includes residential consumption, water taken from hydrants for firefighting/training and system leaks. Therefore the actual residential consumption should be much less than the amount noted above																
WS8	Response to faults*.	The median time from the time that Council received notification, to the time that service personnel: Reach the site for urgent call-outs;^ Confirm resolution of the fault or interruption of urgent call-outs;^ Reach the site for non-urgent call-outs; and^ Confirm resolution of the fault or interruption of no-urgent call-outs.^	< 1 hour < 8 hours  < 3 days (72hrs) < 3 days (72hrs)	<b>On Track</b>  As at 31 January 2023: <table><thead><tr><th></th><th>Time</th><th>Comment</th></tr></thead><tbody><tr><td>Reach the site for urgent call-outs</td><td>0hrs 39mins</td><td>Received 01 urgent call outs and attended to 1 within 1 hour or less.</td></tr><tr><td>Resolution of the fault or interruption of urgent call-outs</td><td>3hrs 19mins</td><td>Received 1 urgent call outs and resolved 1 within 8 hours or less.</td></tr><tr><td>Reach the site for non-urgent call-outs</td><td>5hrs 50mins</td><td>Received 218 non-urgent call outs and attended to 207 within 3 days or less.</td></tr><tr><td>Resolution of the fault or interruption of non-</td><td>18hrs 39mins</td><td>Received 218 non-urgent call outs and resolved 196 in 3 days or less.</td></tr></tbody></table>		Time	Comment	Reach the site for urgent call-outs	0hrs 39mins	Received 01 urgent call outs and attended to 1 within 1 hour or less.	Resolution of the fault or interruption of urgent call-outs	3hrs 19mins	Received 1 urgent call outs and resolved 1 within 8 hours or less.	Reach the site for non-urgent call-outs	5hrs 50mins	Received 218 non-urgent call outs and attended to 207 within 3 days or less.	Resolution of the fault or interruption of non-	18hrs 39mins	Received 218 non-urgent call outs and resolved 196 in 3 days or less.	
	Time	Comment																		
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Reach the site for non-urgent call-outs	5hrs 50mins	Received 218 non-urgent call outs and attended to 207 within 3 days or less.																		
Resolution of the fault or interruption of non-	18hrs 39mins	Received 218 non-urgent call outs and resolved 196 in 3 days or less.																		



				urgent call-outs															
WS9	Minimal water losses*.	Real water loss performance of the network as measured by the standard World Bank Institute Band for Leakage.	Band “B”	<b>Not on Track</b>  As at 31 January 2023: A system for the monitoring of night flow trends, which form the basis of this performance assessment, has been implemented for all the supplies. . <table><tr><th>Supply</th><th>"Snapshot" Infrastructure Leakage Index</th></tr><tr><td>Levin</td><td>C</td></tr><tr><td>Shannon &amp; Mangaore</td><td>C</td></tr><tr><td>Foxton</td><td>D</td></tr><tr><td>Foxton Beach</td><td>A</td></tr><tr><td>Tokomaru</td><td>B</td></tr></table> Only Foxton Beach and Tokomaru achieved the target WBI band for Leakage in November.				Supply	"Snapshot" Infrastructure Leakage Index	Levin	C	Shannon & Mangaore	C	Foxton	D	Foxton Beach	A	Tokomaru	B
Supply	"Snapshot" Infrastructure Leakage Index																		
Levin	C																		
Shannon & Mangaore	C																		
Foxton	D																		
Foxton Beach	A																		
Tokomaru	B																		
WS10	Sustainable water supply management	The number of:  Abatement Notices; 0 Infringement Notices; 0 Enforcement Orders; and 0 Convictions 0  Received by Council in relation to Horizons Regional Council resource consents.		<b>On Track</b>  As at 31 January 2023: <table><tr><th></th><th>Year to Date</th></tr><tr><td>Abatement Notice</td><td>0</td></tr><tr><td>Infringement Notice</td><td>0</td></tr><tr><td>Enforcement Order</td><td>0</td></tr><tr><td>Convictions</td><td>0</td></tr></table>					Year to Date	Abatement Notice	0	Infringement Notice	0	Enforcement Order	0	Convictions	0		
	Year to Date																		
Abatement Notice	0																		
Infringement Notice	0																		
Enforcement Order	0																		
Convictions	0																		

















## 8.2 Long Term Plan 2021-2041 Monitoring Report

File No.: 23/124

### 1. Purpose

The purpose of this report is to present to Council the ongoing monitoring report, which reflects the progress of those actions and recommendations from the Long Term Plan 2021-2041 deliberations.

### 2. Recommendation

- 2.1 That Report 23/124 Long Term Plan 2021-2041 Monitoring 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

During Long Term Plan 2021-2041 Deliberations, Council gave direction on a number of actions and recommendations, which are recorded in the attached monitoring report.

### 4. Issues for Consideration

It is intended that this monitoring report be presented to Council on a quarterly basis.

### Attachments



No.	Title	Page
A	LTP 2021-2041 monitoring report - March 2023	262

#### 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)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	

MONITORING REPORT – Long Term Plan 2021/2041 – February 2023						Completed
						In Progress
						Transfer
						Off Track
Item Description	Topic	Resolved/Actions	Officer	Action by Date	Status	Officer Comment
Three Waters	1	Council Officers will provide an update on the progress of the Levin stormwater discharge resource consent application on its website by Sept 2022.	C Hiddleston	Sept 2022		Team being setup to deliver stakeholder engagement and consenting programme.
	2	Council will provide an update on the Foxton Beach stormwater discharge water quality monitoring, and the resource consent application progress, on Council's website by Sept 2022.	C Hiddleston	Sept 2022		Team being setup to deliver stakeholder engagement and consenting programme.
	9	That Council continue working collaboratively with Horizons to deliver the improvements to the Foxton East Drainage Scheme to ensure that best outcome is achieved for the community.	C Hiddleston	On-going		HRC have reduced the scope of the Foxton East Drainage Scheme to resilience work package for the Foxton Climate Resilience Project only (including Cook St Wetland)
	11	That Council continue promoting Enviroschools and general water conservation education.	C Hiddleston	On-going		This is an ongoing education programme. HDC website updated to include more information on Enviroschools and how schools can sign up.
Solid Waste	8	That Council continue with the feasibility study for the diversion of green waste and food waste from landfills.	T Taukiri	On-going		Officers have engaged with Ministry of Environment for funding application and potential suppliers for trial purposes of organic waste collection. Further work required before application for funding can be made

As at 8 March 2023

D22/151299

Land Transport	5	That Officers continue to develop walking and cycling forward works programmes.	J Wallace	Jun 2021		Although June 2021 target has not been met, the development of the Walking & Cycling Strategy is underway and on track for completion by December 2023.
		That Officers develop a 'Walking and Cycling Strategy', with input from key stakeholder groups.	J Wallace	Jun 2021		Although June 2021 target has not been met, the development of the Walking & Cycling Strategy is underway and on track for completion by December 2023.
		That Officers will investigate whether a similar education programme to 'bikes in schools' could be made available for our local schools.	J Wallace	Jun 2021		This work is being investigated as part of the Walking and Cycling Strategy.
	8	That officers continue to advocate on behalf of the district for the construction of Ō2NL.	D McCorkindale	On-going		Officers will continue to advocate to Ministers and Waka Kotahi officials in support of the construction of Ō2NL. The aftermath of Cyclone Gabrielle may add some additional risk to the funding for the construction of the Ō2NL project and therefore the continued advocacy for it on behalf of the district will be important.
	9	That officers continue to advocate Waka Kotahi for the investigation and delivery of appropriate safety interventions for the Manakau section of the existing State Highway 1.	D McCorkindale	On-going		Officers have requested Waka Kotahi to provide some visibility to the planning that is being undertaken to manage the safety of the existing State Highway 1 network ahead of Ō2NL being constructed.
	9	<u>Ō2NL Revocation</u> With the desire expressed for Elected Members to be more involved with this, it was stressed that this was part of the	D McCorkindale	On-going		The first Council Taskforce meeting for Ō2NL was held 22 February 2023. At this meeting Officers discussed the

As at 8 March 2023

D23/26575

		Horowhenua Integrated Transport Strategy and Council was doing everything it could in relation to Ō2NL.				upcoming opportunities to be involved in revocation planning.
	10	That Officers involved in Ō2NL discussions raise KEAG's desire for the inclusion of a Bridleway in the proposed shared pathway, which integrates where possible with the existing Bridleway network of the Kāpiti Expressways.	D McCorkindale	On-going		The Notice of Requirement application for Ō2NL has been lodged. The application identifies a shared pathway that integrates with the existing network of the Kāpiti Expressways. The application references the shared path being for pedestrians and cyclists. The submission process on the Ō2NL Notice of Requirement has provided a further opportunity for the community to influence the final form and function of the proposed shared pathway. The detailed design phase for the Ō2NL.
Community Infrastructure	2	<u>Foxton War Memorial Hall</u> <i>THAT the Horowhenua District Council supports the transfer of Foxton Memorial Hall to the Foxton War Memorial Hall Interim Committee (FWMHIC).</i>	A Nelson	Ongoing		Officers have had discussions with the Foxton War Memorial Hall Interim Committee and have provided seismic assessments for the building. Officers are awaiting the Business and Feasibility Plans due on 31 <sup>st</sup> March 2023.
		<i>THAT negotiations with the Foxton War Memorial Hall Interim Committee will include, but not be limited to:</i> <ul style="list-style-type: none"> <li>– ownership of land and building to be transferred to FWMHIC upon receipt of a satisfactory Business Plan and the CEO and both Kere Kere Ward Councillors to complete due diligence before 30 June 2022;</li> <li>– there is no burden on Council'</li> <li>– provision of a business case to identify how the</li> </ul>	A Nelson	March 2023		Date for return of relevant documents has been extended to 31st March 2023

As at 8 March 2023

D23/26575

		<p>facility will become self-funding;</p> <ul style="list-style-type: none"> <li>– how the FWMHIC will fund ongoing renewals of the building in order to maintain it in a fit-for-purpose condition going forward;</li> <li>– Māori and Youth representation on the Trust Board to be encouraged;</li> <li>– seed funding provision no greater than one year of the existing maintenance budget.</li> <li>– the completion of seismic strengthening by 2031;</li> <li>– should the FWMHIC disband, Horowhenua District Council will be given first option to take ownership of the land and building at no cost to Council.</li> </ul>				
		Council to continue to lobby Central Government in relation to the River Loop as it was not a Council decision initially that gave rise to this issue.	M Davidson	On-going		Engagement on this continues
	20	<p><u>Naming of Reserves</u></p> <p>THAT the Horowhenua District Council supports officers to discuss with local iwi, a potential Te Reo name for the River Loop Reserve, with a view to undertaking wider consultation with the community concerning the proposed name.</p>	A Nelson	Jan 2023		This work is currently off-track given other priorities. Officers will engage with iwi prior to the end of the current financial year (2022-2023).
	22	Officers from the Parks and Property and Roading Teams will continue to investigate the opportunity to install a shared pathway connecting Queen Street shared pathway and Mako Mako Road in the 2021/2022 Financial Year.	J Wallace	Jun 2022		This project will be investigated as part of the Walking & Cycling Strategy, and Implementation plan.
	23	<p><u>Butterfly Pathway</u></p> <p>THAT the Horowhenua District Council supports in principle the establishment of a butterfly pathway at the Thompson House Remembrance Park and helps clarify wider community support, with consideration to be given to providing a contribution (if any) at the next Annual Plan.</p>	A Nelson	Ongoing		Officers have met with the group on four occasions thus far and the group has settled on Jubilee Park as the site for the Pathway. A draft landscape plan has been prepared and shared with the group. Cllr Piri Hira Tukapua has agreed to chair the group with Jo Mason acting as Deputy Chair.

As at 8 March 2023

D23/26575

Property	1	<u>Foxton Courthouse</u> <i>THAT the Horowhenua District Council does not support providing funding to strengthen the Foxton Courthouse Museum for the purpose of establishing a Foxton Heritage Centre.</i>	A Nelson	Jun 2021		Council has been successful in gaining funding to the value of \$80,000 from the Three Waters Better Off funding package and is currently looking to engage a consultant to manage the development plan.
	2	That Council officers continue to progress work to identify and protect Cultural Sites as part of the District Plan activity and that this be done in partnership with Iwi.	C Dick			No progress has been able to be made on this yet as the capacity and focus of officers has been dedicated to progressing current plan changes 4 (Tara-Ika), 5 (Waitarere Beach), 6 (Urban Growth) and 7 (Intensification). Officers had commissioned external support to help set up an iwi engagement process for the current plan change work. As this work has progressed, and building on existing relationships, officers will continue to work with iwi/hapū to develop these plan changes. As this progresses there will be work that crosses over between these plan changes and a sites of cultural significance plan change.
	17	That the group reviewing the Foxton Beach Freeholding Account Strategy and Policy considers the points relevant to the freehold account from the submission of the Foxton Beach Progressive Association to the LTP 2021-2041.	G Rowse	On-going		Te Awahou Foxton Community Board have agreed to engage with iwi before any further consultation on the review takes place. The submission by the Foxton Beach Progressive Association from the 2021-41 LTP will be considered in this process to

As at 8 March 2023

D23/26575

						see if it is of value to the review.
	26	That Council officers engage with Hospitality NZ (and related parties) on ways which Council can increase support to the Tourism/Hospitality sector and enhance commercial business settings in Horowhenua.	B Spencer	June 2022		The Communications team will soon be distributing 7,000 newly designed visitor information guides to Ruapehu, Whanganui, Manawatū, Hawkes Bay, Taranaki, Wellington and Horowhenua iSites. They have also engaged with Tourism NZ to ensure API listings for the district go direct to our Horowhenuanz.co.nz website. There are over 120 listings on the new destination site and the team shares tourism stories via social media almost daily to promote those commercial businesses.
	27	The Information Services Team investigates options to improve the hardware in Council Chambers and meeting rooms to better support accessibility.  The Information Services Team investigates automated closed captioning versus other vendors providing transcription services and provide advice on options within the next 3 months.  The Information Services Team continues to promote Microsoft Teams use and the use of closed captioning when required.	S McTaylor-Biggs	Nov 2022		AV equipment and associated technology/services has been replaced. An interim solution remains to use the closed captioning services provided by Microsoft and YouTube. Transcription services can also continue to be booked if/when required. There have been no requests or complaints raised about this service.
	31	Officers to make contact with Muaūpoko iwi representatives in regards to the Muaūpoko Report	M Davidson	On-going		This is still to be actioned.

As at 8 March 2023

D23/26575

## 8.3 Regional Committee Activity Update

File No.: 23/166

### 1. Purpose

To provide an update to elected members of recent activity related to the various regional committees of which the Council is a member and represented

### 2. Recommendation

- 2.1 That Report 23/166 Regional Committee Activity 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

The Horowhenua District Council is member of the following regional committees or bodies:

Regional Transport Committee

Regional Joint Standing Committee for Emergency Management

Climate Action Joint Committee

The following meetings have occurred, and their minutes are attached to this report:

Meeting	Date
Climate Action Joint Committee	5 September 2022
Regional Joint Standing Committee for Emergency Management	6 December 2022
Regional Transport Committee	6 December 2022

### Attachments

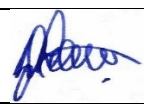

No.	Title	Page
<a href="#">A</a>	Minutes of Climate Action Joint Committee - Monday, 5 September 2022	269
<a href="#">B</a>	Minutes of Civil Defence Emergency Management Group Joint Standing Committee - Tuesday 6 December 2022	272
<a href="#">C</a>	Minutes of Regional Transport Committee - Tuesday 6 December 2022	277

#### 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)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	





Minutes of the fourth meeting of the eleventh triennium of the Climate Action Committee held at 1.30pm on Monday 5 September 2022, in the Tararua Room, Horizons Regional Council, 11-15 Victoria Avenue, Palmerston North.

**PRESENT**

Crs RJ Keedwell (Chair), Mayor B Wanden (Horowhenua District Council), Mayor A Watson (Rangitikei District Council), Mayor D Cameron (Ruapehu District Council), Mayor H Worboys (Manawatu District Council) (from 1.43pm), Mayor H McDouall (Whanganui District Council) (via zoom), Mayor T Collis (Tararua District Council) (via zoom) (from 2.42pm).

Tangata Whenua: Professor H Smith (Co-Chair) (via zoom), Ms J Sheehy, Ms H Rainforth (via zoom), Mr C Shenton (via zoom), Ms H Rainforth (via zoom), Mr J Proctor (via zoom) (from 1.42pm).

**IN ATTENDANCE**

Councillors	Ferguson, F Gordon (via zoom)
Chief Executive	Mr M McCartney
Committee Secretary	Mrs KA Tongs

**ALSO PRESENT**

At various times during the meeting:

Mr T Bowen (Principal Advisor, Strategy & Policy), Mr A Watt (Coordinator Climate Action) (via zoom), various territorial authority managers and staff (via zoom), Mr C Rudd and Ms V Bold (members of the public).

Co-Chair Keedwell opened the meeting and then Co-Chair Professor Smith welcomed everyone to the meeting and gave a karakia.

**APOLOGIES**

**CAJC 22-15**

**Moved**

**Wanden/Watson**

*An apology was received from Mr J Kendrick and an apology for lateness was received from Mayor Collis.*

**CARRIED**

**PUBLIC FORUMS / DEPUTATIONS / PETITIONS**

There were no requests for public speaking rights.

**SUPPLEMENTARY ITEMS**

There were no supplementary items to be considered.

**MEMBERS' CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

## CONFIRMATION OF MINUTES

**CAJC 22-16**      **Moved**      **Watson/Cameron**

*That the Committee:*

**confirms** the minutes of the Climate Action Joint Committee meeting held on 28 February 2022 as a correct record, and notes that the recommendations were adopted by the Council on 29 March 2022.

**CARRIED**

## COMMUNITY RESILIENCE PROJECTS

*Report No 22-109*

Professor Glavovic (Massey University), provided a presentation which outlined findings of work at Anzac Parade and updated Members on progress with the Living with Uncertainty project.

**CAJC 22-17**      **Moved**      **Smith/Proctor**

*That the Committee recommends that Council:*

- a. receive the presentation by Professor Glavovic and information contained at the Annex.

**CARRIED**

## JOINT CLIMATE ACTION PLANNING UPDATE

*Report No 22-108*

Mr Bowen (Principal Advisor, Strategy & Policy) introduced this report which provided an update on progress towards a joint climate action plan. It was anticipated that the Committee would be in a position to formally consider the proposed joint climate action plan at a March 2023 meeting.

As discussed at a recent Accelerate25 (A25) meeting, the Chief Executive said he would work with the Principal Advisor, Strategy & Policy to bring aspects of the joint climate action plan into the work A25 would pursue in future.

**CAJC 22-18**      **Moved**      **McDouall/Smith**

*That the Committee recommends that Council:*

- a. receive the information contained in Report No. 22-108 and Annex.
- b. endorse an approach to climate action planning that focuses on Te Taiao and on empowering communities.
- c. note that the proposed joint climate action plan will be available for the Committee to consider early in the new Triennium.
- d. note that implementation of the joint climate action plan will require decisions and a commitment of resource by individual Councils.

**CARRIED**



Climate Action Joint Committee – Minutes of 05 September 2022

Co-Chair Keedwell thanked all members of the Committee for their contribution and also thanked and farewelled Mayor Don Cameron from the Committee.

Co-Chair Professor Smith confirmed that all current, appointed tangata whenua members were interested in continuing in their role on the committee.

The meeting closed at 2.43pm with a karakia.

Confirmed

\_\_\_\_\_  
CHIEF EXECUTIVE

\_\_\_\_\_  
CHAIR



Item No: 03  
Date: 7 March 2023  
File No: PEM 01 08

Unconfirmed minutes of the Civil Defence Emergency Management Group Joint Standing Committee held via Zoom Video Conferencing, commencing at **9.00am on Tuesday 6 December 2022**

**PRESENT**

Michael McCartney	Horizons Regional Council (opening Chair) (to 10.08)
Cr. Rachel Keedwell	Horizons Regional Council (appointed Chair)
Mayor Grant Smith	Palmerston North City Council
Mayor Bernie Wanden	Horowhenua District Council
Mayor Tracey Collis	Taranaki District Council
Mayor Helen Worboys	Manawatu District Council
Mayor Weston Kirton	Ruapehu District Council
Mayor Andy Watson	Rangitikei District Council
Mayor Andrew Tripe	Whanganui District Council (Zoom) (9.00-9.30)
Hollei Gabrielsen	Iwi Advisory Member (Zoom)
Chris Kumeroa	Iwi Advisory Member (Zoom) (9.30-10.00)
Jonathan Procter	Iwi Advisory Member

**IN ATTENDANCE**

Ged Shirley	Horizons Regional Council
Ian Lowe	Horizons Regional Council
Lynne Best	Horizons Regional Council
Jeanie Ferry	Horizons Regional Council
Matthew Putt	Horizons Regional Council
Katherine Biggs	National Emergency management Agency - Zoom

**APOLOGIES**

Ian Wilson	National Emergency Management Agency
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Keedwell/Watson  
**CARRIED**

Horizons Regional Council Chief Executive Michael McCartney opened the meeting and welcomed members, especially those newly elected Mayors.

**ELECTION OF CHAIR AND DEPUTY CHAIR (Item 3)**

**Voting System**

There were two voting choices available to members. System A and System B, under Schedule 7, clauses 25(3) and 25(4) of the Local Government Act 2002.

**Under System A**, for the election of Chair and Deputy Chair, Councillors may determine that the person be elected by a system of voting that requires that the person to be elected receives the votes of a majority of the membership present and voting. Where more than one round of voting is required, the least successful candidate in a round of voting shall not be a candidate in the next

round of voting. This system ensures that the successful candidate has the support of the majority of Councillors. Where there is an equality of votes for the most votes, the tie is resolved by lot.

**Under System B**, there is only one round of voting and the person is appointed if he or she has more votes than any other candidate. Where there is an equality of votes for the most votes, the tie is resolved by lot.

**System B was passed by unanimous vote, and adopted for this election process.**

**Election of Chair**

- Nominations for Chair of the Joint Committee were called.
- Mayor Grant Smith nominated Councillor Rachel Keedwell for the position. No other nominations were received.
- This nomination was seconded by Mayor Tracey Collis.
- The nomination was passed by unanimous vote. **Councillor Rachel Keedwell was declared as elected as Chair.**

**Election of Deputy Chair**

- Nominations for Deputy Chair of the Joint Committee were called.
- Mayor Andy Watson nominated Mayor Grant Smith for the position. No other nominations were received.
- This nomination was seconded by Mayor Tracey Collis.
- The nomination was passed by unanimous vote. **Mayor Grant Smith was declared as elected as Deputy Chair.**

**Chair: Councillor Rachel Keedwell**  
**Deputy Chair: Mayor Grant Smith**

**RECOMMENDATION**

It is recommended that the Manawatū-Whanganui Civil Defence Emergency Management Joint Committee:

- a. **receives** the information contained within the report;
- b. **resolves** that **System B** of the procedure as set out in Schedule 7, clauses 25(3) and 25(4) of the Local Government Act 2002 (at Annex A), be adopted for the election of the Chair and Deputy Chair;
- c. **resolves** that **Councillor Rachel Keedwell** be nominated for the position of Chair of the CDEM Groups Joint Committee;
- d. **declares** that **Councillor Rachel Keedwell** be elected as Chair of the CDEM Groups Joint Committee;
- e. **resolves** that **Mayor Grant Smith** be nominated for the position of Deputy Chair of the CDEM Groups Joint Committee;
- f. **declares** that **Mayor Grant Smith** be elected as Deputy Chair of the CDEM Groups Joint Committee;
- g. **notes** for information that previous elections of Chair and Deputy Chair have used System B.

Watson/Collis  
**CARRIED**

#### CONFIRMATION OF MINUTES (Item 4)

It was resolved that the minutes of the previous meeting of the Joint Standing Committee, held on Tuesday 6 September 2022, be confirmed as a true and correct record.

Smith/Collis  
**CARRIED**

#### MATTERS ARISING (Item 5)

There were no matters arising.

#### OVERVIEW OF CIVIL DEFENCE EMERGENCY MANAGEMENT (Item 6)

Mr Lowe presented members with a high level overview of Civil Defence Emergency Management (CDEM) in New Zealand, and in particular the role and structure of the Manawatū-Whanganui CDEM Group.

He also provided a list of the key sections of legislation in the Civil Defence Emergency Management Act 2002 as part of the item to assist members to understand what the CDEM Group does, and why. The list was not exhaustive, however provided a high level overview of requirements.

#### RECOMMENDATION

It is recommended that the Manawatū-Whanganui Civil Defence Emergency Management Group's Joint Committee:

- a. **receives** the report for information.

Collis/Wanden  
**CARRIED**

#### UPDATE ON GROUP ACTIVITIES (Item 7)

Mr Lowe gave an update on recent activities within the Group Office, including:

- Welfare Coordination Group
- Rural Coordination Group
- Lifelines Advisory Group
- Group GIS Strategy

Also included in the item were written updates provided by the wider Group.

#### RECOMMENDATIONS

It is recommended that the Manawatū-Whanganui Civil Defence Emergency Management Groups Joint Committee:

- a. **receives** the report for information.

Worboys/Wanden  
**CARRIED**

#### IWI- MAORI ENGAGEMENT (Item 8)

The purpose of this item was to provide members with an overview of the various activities and levels of iwi/māori engagement occurring across the Group and the wider sector.

Since the last meeting of the Joint Committee, Chris Kumeroa (Joint Committee/CEG Iwi Advisor), Jeanie Ferry (Group Office Snr Emergency Management Coordinator), and Jonathan Proctor (Joint Committee, Iwi Advisor) attended the Te Kotahitanga o ngā Tai in Wellington over 13 and 14 September 2022.

The reflections from this were attached to the agenda.

**RECOMMENDATION**

It is recommended that the Manawatū-Whanganui Civil Defence Emergency Management Group's Joint Standing Committee:

- a. **receives** the report for information.

Keedwell/Collis  
**CARRIED**

**GEOSPATIAL (GIS) STRATEGY (Item 9)**

Jeanie Ferry provided members with an overview and background of the development of the Strategy and the involvement of the Coordinating Executive Group (CEG) in getting the document to where it is today for adoption. It was noted that the CEG subsequently recommended the adoption of the Strategy at its meeting on 25 October 2022.

The Strategy was presented today for adoption.

**RECOMMENDATION**

It is recommended that the Manawatū-Whanganui Civil Defence Emergency Management Group's Joint Committee:

- a. **receives** the report for information; and
- b. **adopts** the Geospatial Strategy for use across the Group.

Smith/Wanden  
**CARRIED**

**NATIONAL EMERGENCY MANAGEMENT AGENCY MATTERS (Item 10)**

The purpose of this item was to provide members with an update regarding National Emergency Management Agency (NEMA) matters.

NEMA representative Kathrine Biggs updated members regarding their current work programme.

**RECOMMENDATION**

It is recommended that the Manawatū-Whanganui Civil Defence Emergency Management Group's Joint Committee:

- receives** the report for information.

Kirton/Watson  
**CARRIED**

**PROCEDURE TO DECLARE A STATE OF LOCAL EMERGENCY (Item 11)**

Mr Lowe provided members with an overview on the process to declare a state of local emergency aligned to the requirements of the Civil Defence Emergency Management Act 2002 (the Act) and the Manawatū-Whanganui Civil Defence Emergency Management Group Plan (the Plan).

**RECOMMENDATIONS**

It is recommended that the Manawatū-Whanganui Civil Defence Emergency Management Group's Joint Committee:

- a. **receives** the report for information.

*Smith/Collis*  
**CARRIED**

**NEXT MEETING**

The next meeting is set for Tuesday 7 March at 9.00am. The Chair declared the meeting closed at 10.43 am.



Regional Transport Committee  
07 March 2023



Minutes of the first meeting of the twelfth triennium of the Regional Transport Committee held at 11.00am on Tuesday 6 December 2022, in the Tararua Room, Horizons Regional Council, 11-15 Victoria Avenue, Palmerston North.

**PRESENT** Crs RJ Keedwell (Chair), SD Ferguson, Mayor B Wanden (Horowhenua District Council), Mayor H Worboys (Manawatu District Council), Ms L Stewart (Waka Kotahi), Mayor G Smith (Palmerston North City Council), Mayor A Watson (Rangitikei District Council), Mayor W Kirtton (Ruapehu District Council), Mayor T Collis (Tararua District Council), Mayor T Tripe (Whanganui District Council) (via zoom from 11am-12.03pm), Mr E Christiansen (Road Users), Inspector A Gurney (New Zealand Police), Mr S Walker (Transporting New Zealand), Mr L Hammond (KiwiRail via zoom), and Mr A Behrens (Active Transport).

**IN ATTENDANCE** Group Manager Regional Services and Information Mr G Shirley  
Manager Transport Services Mr M Read  
Committee Secretary Mrs KA Tongs

**ALSO PRESENT** At various times during the meeting:  
Ms S Downs (Waka Kotahi), Mr A Mayston & Ms L Shirley (Senior Transport Planners), Ms D Webster (Road Safety Coordinator), and various territorial authority staff / roading / asset managers.

The Chair welcomed everyone to the meeting with a karakia.

**APOLOGIES**

**RT 22-1** *Moved* **Keedwell/Wanden**  
*That the Committee receives an apology for early departure from Mayor Tripe (Whanganui District Council) and Mayor Smith (Palmerston North City Council).*  
**CARRIED**

**PUBLIC FORUMS / DEPUTATIONS / PETITIONS**

There were no requests for public speaking rights.

**SUPPLEMENTARY ITEMS**

There were no supplementary items to be considered.

**MEMBERS' CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

Regional Transport Committee  
07 March 2023



**REGIONAL TRANSPORT COMMITTEE FUNCTIONS, MEMBERSHIP AND KEY WORK PROGRAMME**

*Report No 22-154*

Mr Read (Manager Transport Services) provided Members with an overview of the Regional Transport Committee's functions, the key roles of the Transport Services team, and provided information on existing and planned work programmes, and noted an amendment to the Meeting Schedule in 11.2 which should have read Tuesday 6 June 2023.

**RT 22-2                      Moved                      Collis/Ferguson**

*That the Committee recommends that Council:*

- a. receives the information contained in Report No. 22-154 and Annexes.

**CARRIED**

**APPROVED ORGANISATION QUARTERLY UPDATE**

*Report No 22-155*

This item updated Members on significant roading, public transport and planning activities within the Horizons Region. It also served to inform Members on the progress against various work programmes approved through the National Land Transport Programme 2021-24 and Regional Land Transport Plan 2021-31.

**RT 22-3                      Moved                      Worboys/Wanden**

*That the Committee recommends that Council:*

- a. receives the information contained in Report No. 22-155 and Annex.

**CARRIED**

**WAKA KOTAHI NZ TRANSPORT AGENCY DIRECTOR'S REPORT**

*Report No 22-156*

Ms Stewart (Waka Kotahi, NZ Transport Agency) updated members on the Waka Kotahi NZ Transport Agency's regional and national activities.

**RT 22-4                      Moved                      Collis/Wanden**

*That the Committee recommends that Council:*

- a. receives the information contained in Report No. 22-156 and Annexes.

**CARRIED**

Regional Transport Committee  
07 March 2023



**INTRODUCTION TO THE REGIONAL LAND TRANSPORT PLAN REVIEW**

*Report No 22-157*

Mr Read (Manager Transport Services) introduced this report which provided members with an introduction of the current Regional Land Transport Plan (RLTP & the Plan) 2021 and the planning process and timeframe associated with the three-yearly review, due to be completed by 30 April 2024.

**RT 22-5                      Moved                      Ferguson/Collis**

*That the Committee recommends that Council:*

- a. receives the information contained in Report No. 22-157 and Annex.*
- b. notes the timeline for completing the next RLTP.*
- c. notes the intention to conduct a 'focused review' rather than a complete overhaul of the next Regional Land Transport Plan.*

**CARRIED**

**UPDATE ON DEVELOPMENT OF REGIONAL SPEED MANAGEMENT PLANS**

*Report No 22-158*

This item was presented by Mr Read (Manager Transport Services) and updated members on the development of Regional Speed Management Plans and sought endorsement of the Regional Speed Management Plan Principles and Objectives.

**RT 22-6                      Moved                      Worboys/Wanden**

*That the Committee recommends that Council:*

- a. receives the information contained in Report No. 22-158 and Annex.*
- b. endorses the Regional Speed Management Plan Principles and Objectives proposed in Annex A.*

**CARRIED**

The meeting closed at 12.28pm.

Confirmed

\_\_\_\_\_  
MANAGER TRANSPORT SERVICES

\_\_\_\_\_  
CHAIR



## 8.4 Council Resolution and Actions Monitoring Report March 2023

File No.: 23/170

### 1. Purpose

The purpose of this report is to present to Council the updated monitoring report covering resolutions and requested actions from previous meetings of Council.

### 2. Recommendation

- 2.1 That Report 23/170 Council Resolution and Actions Monitoring Report March 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

### Attachments



No.	Title	Page
<a href="#">A</a>	Council Actions Monitoring Report 2023 - March 2023	282

#### Confirmation of statutory compliance

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

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

### Signatories

Author(s)	Grayson Rowse <b>Principal Advisor - Democracy</b>	
Approved by	Monique Davidson <b>Chief Executive Officer</b>	

## Council Actions Monitoring Report 2023 As at 8 March 2023

Completed
In progress
Transfer
Off track

Reference	Resolution/Action	Officer	Due date	Status	Officer Comment
21/502	That the Chief Executive provide a full report on all options in respect of vehicular beach access at Waikawa Beach.	A Nelson	02/03/2023	In progress	Officers have tendered this work and received three responses. An evaluation has been completed and a preferred provider identified. The work will include consultation with iwi and the community and a report will be prepared for presentation to Council.
22/166	That Council requests the Chief Executive to prepare a report into implications of, and options for, granting land access for the Foxton Beach Community Centre to build a three-bay garage, and report on implications and options for boundary line adjustments for the land upon which the Foxton Beach Community centre sits.	S Hester	02/03/2023	In progress	Council at its meeting of 22 June 2022 agreed to make available 325m2 of Dawick Street available for the construction of a three-bay garage for the Foxton Beach Community Centre. Officers have engaged Egmont Dixon as its Property Adviser to manage this process in parallel with its Property Disposals program for 22-23. The subdivision/title amendment will be completed by Truebridge Associates.

22/166	That Council requests the Chief Executive to work with the Windmill Trust and the Foxton Tourism Development Association (FTDA) to look at options for an alternative storage site for the Foxton Tram.	S Hester	30/06/2023		Officers attended the TAFCB workshop on 24 January 2023 and provided a brief update about the Horse Drawn Tram, including that no funding has been secured for a permanent display. Although a broad discussion was held with TAFCB members, no specific direction was provided and officers await further direction regarding TAFCB aspirations for this Tram.
22/166	That Council enters into a variation of the existing lease for Café Molen in support of option 1, as presented to the Foxton Community Board's meeting of 11 April 2022 – to extend the lease for the Dutch Oven into the current tram storage space.	S Hester	02/03/2023		The Windmill Trust has confirmed it wants a meeting with senior Officers around the overall tourism development plan for Foxton CBD prior to re-signing the current lease.
CO/2022/27	That Council supports in principle the approach of a consent fee rebate being provided to applicants where new CPT data from their consent application is uploaded to the NZ Geotechnical database. Officers are asked to prepare a report for Council to consider that sets out the process and associated cost implications.	B Spencer	28/02/2023		Ongoing - Officers are currently considering process cost and benefit. Currently awaiting outcomes of the wider testing programme/mapping being undertaken. From there a recommendation will be made in relation to the way forward. Wider district mapping is expected to be completed early 2023.
CO/2022/28	That Council approves Officers proceeding with the additional liquefaction assessment and mapping to complete the district liquefaction map, and that this work be funded from within existing operational budgets	D McCorkindale	28/02/2023		The assessment work has been completed with the Draft Report from Tonkin & Taylor was received in February. Officers are currently reviewing the report before it is finalised. The implications and applications of this report will be

D23/26571

Last update: 8-Mar-23

					worked through with Elected members during March.
CO/2022/59	That Council Agrees to the Board request for officers to commence consultations on the review of the Foxton Beach Freeholding Account Strategy and Policy.	G Rowse	28/02/2023		Te Awahou Foxton Community Board have recommended to Council that consultation be put on hold while the Board engage with Iwi. This may result in changes to the proposed strategy and policy. Any changes will be reported back to Council prior to any further consultation.
CO/2022/131	That Council asks the Chief Executive, in consultation with the Mayor, Deputy Mayor and the Chair of the Risk and Assurance Committee, to facilitate a recruitment process to identify suitable candidates for appointment as independent members to its committees.  and  That Council asks the Chief Executive to bring a report no later than of shortlisted of candidates for appointment to Council for consideration no later than 1 February 2023.	M Davidson	01/03/2023		Independent members appointed.  Policy adopted 1 February 2023
CO/2022/170	That Council enter into a lease agreement of thirty (30) years with the Levin-Waitāre Surf Lifesaving Club at a rental level calculated to align with the criteria set out in Council's Community Leasing Policy.	S Hester	28/02/2023		Council agreed at its meeting of 14 <sup>th</sup> Dec 2022 to progress with a thirty-year lease. The lease has been finalised and likely outgoings confirmed with the club. Officers have

D23/26571

Last update: 8-Mar-23



	That Council give delegated authority to the Chief Executive Officer to negotiate and enter into a new lease on Council's behalf.				assisted the club to write and develop several external funding applications.
CO/2022/168	<p>That Council agrees to:</p> <p>Procure a maintenance contractor to monitor the landfill cap and repair as needed (including repairing seeps as needed) at an estimated cost of \$130,000 per annum as part of opex expenditure. Fund the importation of clay soil, shaping the top of the Old Dump to stop water ponding, cease ingress and control surface stormwater flows. Re-establish vegetation, at an estimated cost of \$320,000 to be completed by June 2023.</p> <p>Procure specialist assistance to confirm contamination in the gulley area at borehole C2, scope the required remediation of contaminated land, and undertake remediation at an estimated cost of \$300,000. Initial actions to be completed by June 2023.</p> <p>Approve a programme of work to firstly assess targeted restoration areas of the Tatana Drain and Hokio Stream by working alongside Iwi and willing landowners, develop a restoration programme, secure additional funding and then proceed with appropriate restoration projects. The initial cost of this action is \$300,000.</p> <p>Authorise Council Officers to undertake scoping activities to determine the cost of adding additional capping to the top and</p>	D Haigh	30/06/2023		<p>Meetings with contractor held to undertake a survey and scope the extent of the old dump remediation. Trees have been removed to allow for borehole physical investigation works. PRG have approved procurement plan. Detailed onsite physical investigations to confirm scope and pricing for old dump capping early March 2023. Works to commence shortly thereafter.</p> <p>Investigation plan being developed for borehole C2 that will install and sample additional sites in this area.</p>

	<p>sides of the Old Dump as suitable soil becomes available and ensure that suitable drainage is constructed as capping is applied.</p> <p>Council notes that taking these actions does not preclude any further remediation actions or enhancements on the sites. Any further remediation actions or enhancements above the scope of those outlined above will be returned to Council for approval before commencing.</p> <p>Council authorise the Chief Executive to begin the procurement process to undertake the work identified and authorise the Chief Executive to enter into contracts to begin the work required over the summer earthworks season.</p>				
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## 9.1 Proceedings of Te Awahou Foxton Community Board 20 February 2022

File No.: 23/121

### 1. Purpose

To present to the Council the minutes of Te Awahou Foxton Community Board meeting held on 20 February 2023.

### 2. Recommendation

- 2.1 That Report 23/121 Proceedings of Te Awahou Foxton Community Board 20 February 2022 be received.
- 2.2 That the Council receives the minutes of Te Awahou Foxton Community Board meeting held on 20 February 2023.
- 2.3 That Council note the Board's action to engage further with Mana Whenua prior to consulting with the community on changes to the Foxton Beach Freeholding Account Policy and Strategy Review. This engagement may result in changes to the proposed review of the policy and strategy which will be reported back to Council prior to further consultation.
- 2.4 That Council approve a proposal for \$230,000.00 for the promenade development to be funded from the Foxton Beach Freeholding Account be consulted on within the LTPA for the promenade development.
- 2.5 That Council approve a proposal for \$500,000.00 for the Foxton Aquatic development to be funded from the Foxton Beach Freeholding Account be consulted on within the LTPA for the Foxton Aquatic development.

### 3. Issues for Consideration

The following items considered by Te Awahou Foxton Community Board meeting held on the 20 February 2023 require further consideration by the Horowhenua District Council and are included in the recommendations:

#### **Update on Foxton Beach Freeholding Account**

#### **Resolution Number TAFCB/2023/10**

MOVED by Cr Allan, seconded, Mr Russell:

That Te Awahou Foxton Community Board recommends Council note the Board's action to engage further with Mana Whenua prior to consulting with the community on changes to the Foxton Beach Freeholding Account Policy and Strategy Review. This engagement may result in changes to the proposed review of the policy and strategy which will be reported back to Council prior to further consultation.

**Carried**

#### **Resolution Number TAFCB/2023/11**

MOVED by Mr Roache, seconded Mr Chambers:

That Te Awahou Foxton Community Board recommends that Council approve a proposal for \$230,000.00 for the promenade development to be funded from the Foxton Beach Freeholding Account be consulted on within the LTPA for the promenade development.

That Te Awahou Foxton Community Board recommends Council approve a proposal for \$500,000.00 for the Foxton Aquatic development to be funded from the Foxton

Beach Freeholding Account be consulted on within the LTPA for the Foxton Aquatic development.

**Carried**

The report – Update on Foxton Beach Freeholding Account – which was presented to Te Awahou Foxton Community Board on 20 February 2023 is attached to this report for background information.

## Attachments



No.	Title	Page
A1	Te Awahou Foxton Community Board Report Update on Foxton Beach Freeholding Account 20 February 2023	289

### **Confirmation of statutory compliance**

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

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

## Signatories

Author(s)	Grayson Rowse <b>Principal Advisor - Democracy</b>	
Approved by	Monique Davidson <b>Chief Executive Officer</b>	

Te Awahou Foxton Community Board  
20 February 2023

File No.: 23/91

## 7.2 Update on Foxton Beach Freeholding Account

### 1. Purpose

To provide the Board with an update on the Foxton Beach Freeholding account, confirm the Board's proposals and undertakings and set out a plan to progress the policy review

### 2. Executive Summary

- 2.1 The Foxton Beach Freeholding Account is due to be reviewed. A draft policy has been developed however, Iwi were not engaged prior to the review. This report recommends that engagement takes place now, noting such engagement may result in changes to the review, prior to undertaking any community consultation.
- 2.2 This report also seeks to formalise requests for funding so they can be included in the Long Term Plan Amendment consultation document.

### 3. Recommendation

- 3.1 That Report 23/91 Update on Foxton Beach Freeholding Account be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Te Awahou Foxton Community Board recommends Council note the Board's action to engage further with Mana Whenua prior to consulting with the community on changes to the Foxton Beach Freeholding Account Policy and Strategy Review. This engagement may result in changes to the proposed review of the policy and strategy which will be reported back to Council prior to further consultation.
- 3.4 That Te Awahou Foxton Community Board recommends that Council approve \$230,000 from the Foxton Beach Freeholding Account for the promenade development, and include this in the forthcoming Long Term Annual Plan Amendment Consultation document.
- 3.5 That Te Awahou Foxton Community Board recommends that Council approve \$500,000 from the Foxton Beach Freeholding for the Foxton Pool Redevelopment Project, and include this in the forthcoming Long Term Plan Amendment Consultation document.
- 3.6 That Te Awahou Foxton Community Board notes that officers will develop a project plan for the engagement and review and will report back to the Board on progress.

### 4. Background / Previous Council Decisions

- 4.1 The Foxton Beach Freeholding Account Strategy and Policy ("the Policy") was last reviewed in 2009. As part of Long Term Plan 2021-41 discussions, a request was made to review the strategy and policy, as well as the delegations to the Foxton Community Board.
- 4.2 Subsequently a draft review was completed by the Board, and presented to Council for adoption as a draft for consultation. At its meeting on 14 September 2022 Council resolved:

**Resolution Number CO/2022/59**

*MOVED by Cr Allan, seconded Cr Brannigan:*

Te Awahou Foxton Community Board  
20 February 2023

2.4 That Council Agrees to the Board request for officers to commence consultations on the review of the Foxton Beach Freeholding Account Strategy and Policy.

**CARRIED**

- 4.3 An initial workshop with the Board and members of community, including mana whenua was held on 19 December 2022. At that workshop, it became clear that engagement with mana whenua had not occurred in the development of the reviewed policy and strategy. It was the view of the Board that it would appropriate to take a step back in the consultation process, and engage with mana whenua and then seek to develop a review of the policy and strategy that incorporates the views and aspirations of mana whenua.
- 4.4 Concomitantly there have been there have been requests for support from the fund for a number of items.
- 4.5 At its meeting on 22 August 2022 the Board resolved:

**Resolution Number FCB/2022/3**

*MOVED by Cr Allan, seconded Mr Roache:*

*That Report 22/411 Update on Foxton Beach promenade development be received.*

*That the Foxton Community Board endorse the use of the Foxton Beach Freeholding Account to fund this work, with a report to be submitted by Council officers to the Council meeting of 14 September 2022 seeking that approval.*

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

**CARRIED**

- 4.6 While the report to Council did not eventuate, the Board still wishes to progress the promenade project and request \$230,000 from the Foxton Beach Freeholding account to progress the Promenade project.
- 4.7 Additionally, during consideration by Council on approving funding for the Foxton Pool Redevelopment, the Chair of the then Foxton Community Board indicated that the Board would be prepared to support the redevelopment by contributing \$500,000 from the Foxton Beach Freeholding Account. This report seeks the Board's confirmation of this course of action.

## 5. Discussion

- 5.1 The Foxton Beach Freeholding Account is due for review.
- 5.2 While work has gone into the review of the policy and strategy, upon reflection and representation from the mana whenua, we cannot be satisfied that we have adequately met our obligations as a treaty partner.
- 5.3 The significance of the land, which underpins the fund, to iwi indicates that better engagement is required. The view of the Board following its recent workshop was that it would be appropriate to take a step back and re-engage.
- 5.4 Officers will develop a project plan around the engagement and subsequent review and will report back to the Board on progress.

Te Awahou Foxton Community Board  
20 February 2023

## 6. Options

- 6.1 The Foxton Beach Freeholding account policy and strategy must be reviewed as it is past its review date.
- 6.2 The Board could maintain the status quo and proceed to consult on the existing draft. This would ignore the Board's obligation under the Local Government Act 2002 in relation to Te Tiriti.
- 6.3 It is recommended that the Board do seek to engage with Iwi in relation to the Foxton Beach Freeholding account, acknowledging its obligation under the Act, and also noting the importance to Iwi of the land that underpins, or has contributed to, the fund in the past.

## 6.4 Cost

There are no rating impacts; the Foxton Beach Freeholding account is self-funding.

## 6.5 Community Wellbeing

There are no negative impacts on community wellbeing arising

## 6.6 Consenting Issues

There are no consenting issues arising from this report.

## 6.7 LTP Integration

The request for funding from the Foxton Beach Free Holding account will be including the Long Term Plan Amendment consultation document to seek the views of the Foxton and Foxton Beach communities.

## 7. Consultation

Consultation will occur alongside the Long Term Plan Amendment.

## 8. Legal Considerations

The use of funds from the Foxton Beach Freeholding account must be in accordance with the Reserves and Other Lands Disposal Act 1956 and 1968.

## 9. Financial Considerations

There is no financial impact on Council.

## 10. Iwi Considerations

The review of the Foxton Beach Freeholding account policy and strategy requires engagement with Iwi. To date this has not happened. This report seeks to open the way for engagement to begin.

## 11. Climate Change Considerations

There is no climate impact.

## 12. Environmental Considerations

There are no environmental considerations.

### 13. Health & Safety Considerations

There is no health and safety impact.

### 14. Next Steps

- 14.1 The next steps are to begin engagement with Iwi on the review of the Foxton Beach Freeholding account, and for the items seeking funding to be included in the Long Term Plan Amendment consultation document.
- 14.2 Officers will report back at next meeting on progress.



#### **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 advantages and disadvantages, 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.

### 15. Appendices

There are no appendices for this report

Author(s)	Grayson Rowse <b>Principal Advisor - Democracy</b>	
Approved by	Monique Davidson <b>Chief Executive Officer</b>	



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# Te Awahou Foxton Community Board

## OPEN MINUTES UNCONFIRMED

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Minutes of a meeting of Te Awahou Foxton Community Board held in Te Awahou Nieuwe Stroom, 92 Main Street, Foxton on Monday 20 February 2023 at 6.39pm.

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### PRESENT

<b>Chairperson</b>	Member John Girling
<b>Deputy</b>	Member Trevor Chambers
<b>Chairperson</b>	
<b>Members</b>	Member Nola Fox
	Member David Roache
	Member Brett Russell
	Deputy Mayor David Allan

### IN ATTENDANCE

<b>Reporting Officer</b>	Jacinta Straker	Group Manager – Organisation Performance
	Ashley Huria	Business Performance Manager
<b>Meeting Secretary</b>	Jody Lygo	Democracy Support Officer
	Brent Harvey	Group Manager – Community Experience and Services
	Mark Hammond	Community Facilities and Services Manager

### 1 Apologies

There were none.

### 2 Public Participation

Christina Paton	6.1 - Chairperson's Report – February 2023 7.2 - Update on Foxton Beach Freeholding Account
Sue-Ann Russell	7.2 - Update on Foxton Beach Freeholding Account 7.3 - Foxton beach Freeholding Account – financial result to 31 January 2023
Bill Huzzif	6.1 - Chairperson's Report – February 2023
Sam Fergusson & Emma Clarke	6.1 - Chairperson's Report – February 2023

(Horizon Regional Councillors)	
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### 3 Late Items

There were none.

### 4 Declaration of Interest

There were none.

### 5 Confirmation of Minutes

#### **Resolution Number TAFCB/2023/1**

MOVED by Cr Allan, seconded Russell:

That the minutes of the meeting of Te Awahou Foxton Community Board held on Monday, 21 November 2022, be amended and confirmed as a true and correct record.

**CARRIED**

### 6 Elected Members Reports

#### **6.1 Chairperson's Report - February 2023**

To receive the Chairperson's report highlighting matters of interest to Te Awahou Foxton Community Board, and to appoint a members as the Board's liaison person with the Foxton Beach Community Centre.

#### **Resolution Number TAFCB/2023/2**

MOVED by Mr Girling, seconded Cr Allan:

That Report 23/89 Chairperson's Report - February 2023 be received.

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

**CARRIED**

The Chairperson provided a verbal update on Save our River Trust (SoRT) speaking about recent meeting with Council Park and Property Officers in relation to the Rowing club and the need for access improvement.

#### **Resolution Number TAFCB/2023/3**

MOVED by Russell, seconded Mr Roache:

That the Board appoint Community Board Member Nola Fox as the Board's liaison person with Foxton Beach Community Centre.

**CARRIED**

#### **Resolution Number TAFCB/2023/4**

MOVED by Mr Girling, seconded Russell:

That the Board notes the proposed rugby game between the Foxton Rugby Club and 21<sup>st</sup> Supply Company.

That the Board support future Business Breakfasts and works with the Horowhenua Company to organise these.

**CARRIED**

**Resolution Number TAFCB/2023/5**

MOVED by Mr Roache, seconded Mr Chambers:

That the Board invites members of the equestrian community to speak at a future board meeting.

**CARRIED**

**6.2 Community Board Member Update - Brett Russell**

To report back on liaison activity with:

the Horowhenua Community Camera Trust and,  
the Wildlife Foxton Community Trust

**Resolution Number TAFCB/2023/6**

MOVED by Russell, seconded Fox:

That Report 23/49 Community Board Member Update - Brett Russell be received.

**CARRIED**

Board Member Russell spoke to his report.

**6.3 Community Board Member Update - Nola Fox**

To report back on liaison activity with:

MAVTech  
Foxton Beach Progressive Association

**Resolution Number TAFCB/2023/7**

MOVED by Fox, seconded Mr Roache:

That Report 23/68 Community Board Member Update - Nola Fox be received.

**CARRIED**

Board Member Fox spoke to her report.

**7 Reports**

**7.1 Community Board Executive Committee - Zone 3 - Vote on Candidates**

To confirm the Board's vote on the candidates for the Zone 3 representatives on the Community Board Executive Committee.

**Resolution Number TAFCB/2023/8**

MOVED by Fox, seconded Cr Allan:

That Report 23/56 Community Board Executive Committee - Zone 3 - Vote on Candidates be received.

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

That the Board agree that the Chair will vote for Marcus Buddo as the Zone 3 representative on the Community Board Executive Committee.

**CARRIED**

## **7.2 Update on Foxton Beach Freeholding Account**

To provide the Board with an update on the Foxton Beach Freeholding account, confirm the Board's proposals and undertakings and set out a plan to progress the policy review

### **Resolution Number TAFCB/2023/9**

MOVED by Cr Allan, seconded Mr Roache:

That Report 23/91 Update on Foxton Beach Freeholding Account be received.

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

**CARRIED**

The Group Manager of Organisation Performance spoke to this report, highlighting the need for a detailed plan and clear criteria on what this review will look like. Discussion was held surrounding the need to prioritise engagement with Mana Whenua prior to planning to ensure the next steps are in line with what they want and engagement is inclusive.

### **Resolution Number TAFCB/2023/10**

MOVED by Cr Allan, seconded Russell:

That Te Awahou Foxton Community Board recommends Council note the Board's action to engage further with Mana Whenua prior to consulting with the community on changes to the Foxton Beach Freeholding Account Policy and Strategy Review. This engagement may result in changes to the proposed review of the policy and strategy which will be reported back to Council prior to further consultation.

**CARRIED**

### **Resolution Number TAFCB/2023/11**

MOVED by Mr Roache, seconded Mr Chambers:

That Te Awahou Foxton Community Board recommends that Council approve a proposal for \$230,000.00 for the promenade development to be funded from the Foxton Beach Freeholding Account be consulted on within the LTPA for the promenade development.

That Te Awahou Foxton Community Board recommends Council approve a proposal for \$500,000.00 for the Foxton Aquatic development to be funded from the Foxton Beach Freeholding Account be consulted on within the LTPA for the Foxton Aquatic development.

**CARRIED**

### **Resolution Number TAFCB/2023/12**

MOVED by Russell, seconded Cr Allan:

That Te Awahou Foxton Community Board notes that officers will develop a project plan for the engagement and review and will report back to the Board on progress.

**CARRIED**

### **7.3 Foxton Beach Freeholding Account - financial result to 31 January 2023**

To report to Te Awahou Foxton Community Board financial position of the Foxton Beach Freeholding Account to 31 January 2023.

#### **Resolution Number TAFCB/2023/13**

MOVED by Russell, seconded Cr Allan:

That Report 23/93 Foxton Beach Freeholding Account - financial result to 31 January 2023 be received.

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

**CARRIED**

### **7.4 Elected Members Training and Development Policy - referred from Council meeting 1 February 2023**

To receive for information a copy of a report to Council - Elected Members Training and Development Policy - referred from Council meeting 1 February 2023.

#### **Resolution Number TAFCB/2023/14**

MOVED by Russell, seconded Fox:

That Report 23/88 Elected Members Training and Development Policy - referred from Council meeting 1 February 2023 be received.

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

**CARRIED**

#### **Resolution Number TAFCB/2023/15**

MOVED by Fox, seconded Mr Roache:

That a proposal is put to Council that the policy be changed to be cost neutral for four Board members to attend the annual Board Conference.

A division was called for, voting on which was as follows:

#### **For:**

Councillors: Trevor Chambers  
Nola Fox  
Brett Russell

#### **Against:**

Councillors: David Allan  
John Girling  
David Roache

The division was declared EQUAL, therefore the division was **LOST**

#### **Resolution Number TAFCB/2023/16**

MOVED by Cr Allan, seconded Russell:

That the Board notes the Elected Members Training and Development Policy.

The Board notes that its members have access to the Ākona platform for their own development.

**CARRIED**

## **7.5 Monitoring Report to 14 February 2023**

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

The monitoring report has been reviewed, and two older times are recommended to be closed. There are no identifiable actions or resolutions that relate to either item.

Future reports will be produced in a similar format to the Council actions monitoring report, and a monitoring report on the LTP actions focussed on Foxton will be produced quarterly in line with the Council's LTP monitoring report.

### **Resolution Number TAFCB/2023/17**

MOVED by Mr Roache, seconded Russell:

That Report 23/92 on Monitoring Report to 14 February 2023 be received.

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

**CARRIED**

It was requested that Officers bring back information regarding the consenting status of the Drury Street pipeline and the Taylor Street Pump to the next Board meeting.

8.03 pm

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

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

**DATE:** .....

**CHAIRPERSON:**

## 9.2 Proceedings of the District Plan Steering Group 22 February 2022

File No.: 23/122

### 1. Purpose

To present to the Council the minutes of the District Plan Steering Group meeting held on 22 February 2023.

### 2. Recommendation

- 2.1 That Report 23/122 Proceedings of the District Plan Steering Group 22 February 2022 be received.
- 2.2 That the Council receives the minutes of the District Plan Steering Group meeting held on 22 February 2023.

### 3. Issues for Consideration

There are no items that require further consideration.

### Attachments



There are no attachments for this report.

#### Confirmation of statutory compliance

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

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

### Signatories

Author(s)	Grayson Rowse <b>Principal Advisor - Democracy</b>	
Approved by	Monique Davidson <b>Chief Executive Officer</b>	

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# District Plan Steering Group

## OPEN MINUTES

## UNCONFIRMED

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Minutes of a meeting of District Plan Steering Group held in the Council Chambers, 126-148 Oxford St, Levin on Wednesday 22 February 2023 at 12.00pm.

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### PRESENT

<b>Chairperson</b>	Cr Sam Jennings
<b>Councillors</b>	Cr Piri-Hira Tukapua
	Cr Mike Barker
	Cr Justin Tamihana
	Cr Clint Grimstone

### ALSO IN ATTENDANCE

David McCorkindale  
Lauren Baddock  
Lisa Poynton  
Jacinta Ward

#### 1 Apologies

There were no apologies.

#### 2 Confirmation of Minutes

There were no minutes

#### 3 Matters discussed

Welcome from Cr Jennings

Officers introduced the work programme for the year.

Current plan was made operative in 2015, and due for review in 2025.

An update was given of Plan Changes 5, 6 and 7

The role of the steering group was discussed

The change in the legislative environment was discussed.

Plan change 4 is nearing completion.

Plan change 5 – Waitarere Beach – is approaching the hearing stage.

Plan change 6 and 7 are at early stages and an opportunity exists for the Steering Group to



be involved.



## 9.3 Proceedings of the Ōtaki to North of Levin and Levin Town Centre Taskforce 22 February 2023

File No.: 23/156

### 1. Purpose

To present to the Council the minutes of the Ōtaki to North Levin and Town Centre Taskforce meeting held on 22 February 2023.

### 2. Recommendation

- 2.1 That Report 23/156 Proceedings of the Ōtaki to North of Levin and Levin Town Centre Taskforce 22 February 2023 be received.
- 2.2 That the Council receives the minutes of the Ōtaki to North Levin and Town Centre Taskforce meeting held on 22 February 2023.

### 3. Issues for Consideration

There are no items that require further consideration.

### Attachments



There are no attachments for this report.

#### Confirmation of statutory compliance

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

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

### Signatories

Author(s)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	

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# Otaki to North Levin and Town Centre Taskforce

## OPEN MINUTES

## UNCONFIRMED

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Minutes of a meeting of Otaki to North Levin and Town Centre Taskforce held in the Council Chambers, 126-148 Oxford St, Levin on Wednesday 22 February 2023 at 1.00pm.

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### PRESENT

<b>Chairperson</b>	Mayor Bernie Wanden
<b>Deputy</b>	Deputy Mayor David Allan
<b>Chairperson</b>	
<b>Councillors</b>	Cr Mike Barker, Cr Rogan Boyle, Cr Ross Brannigan, Cr Clint Grimstone, Cr Sam Jennings, Cr Justin Tamihana, Cr Piri-Hira Tukapua, Cr Alan Young Cr Jonathan Procter

### IN ATTENDANCE

David McCorkindale	Group Manager – Community Vision and Delivery
Daniel Haigh	Group Manager – Community Infrastructure

#### 1 Apologies

There were no apologies.

#### 2 Confirmation of Minutes

There were no minutes to confirm.

#### 3 Matters for discussion

### **3.1 Otaki to North Levin**

David McCorkindale introduced the topics to be covered, and started by outlining the progress of the project so far.

Consenting process continues with a final decision expected by early 2024., and initial indications of project completion by late 2029.

Councillors discussed the Notice of Requirement process, and revocation issues.

### **3.2 Levin Town Centre**

Comprises main commercial area of Levin

Looking at what is required develop the area, including provision for big box retailing while not detracting from existing retailers

Open spaces will need to be considered as part of the Levin Town Centre development.

Options for engaging and involving youth will be considered as part of the development.

Further work is required on activation fund priorities for short, medium and longer projects..



## 9.4 Proceedings of the Risk and Assurance Committee 1 March 2023

File No.: 23/123

### 1. Purpose

To present to the Council the minutes of the Risk and Assurance Committee meeting held on 01 March 2023.

### 2. Recommendation

- 2.1 That Report 23/123 Proceedings of the Risk and Assurance Committee 1 March 2023 be received.
- 2.2 That the Council receives the minutes of the Risk and Assurance Committee meeting held on 01 March 2023.

### 3. Issues for Consideration

There are no items that require further consideration.

### Attachments



There are no attachments for this report.

#### Confirmation of statutory compliance

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

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

### Signatories

Author(s)	Grayson Rowse <b>Principal Advisor - Democracy</b>	
Approved by	Monique Davidson <b>Chief Executive Officer</b>	

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## Risk and Assurance Committee

### OPEN MINUTES UNCONFIRMED

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Minutes of a meeting of Risk and Assurance Committee held in the Council Chambers, 126-148 Oxford St, Levin on Wednesday 1 March 2023 at 1:00pm.

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#### PRESENT

<b>Chairperson</b>	Cr Sam Jennings	
<b>Deputy Chairperson</b>	Cr Paul Olsen	
<b>Members</b>	Cr Alan Young	
	Cr Clint Grimstone	
	Cr Jonathan Procter	
	Mayor Bernie Wanden	
	Jenny Livschitz	Independent Member
	Sarah Everton	Independent Member

#### IN ATTENDANCE

<b>Reporting Officer</b>	Monique Davidson	Chief Executive
	Daniel Haigh	Group Manager - Community Infrastructure
	Jacinta Straker	Group Manager - Organisation Performance
	Brent Harvey	Group Manager - Community Experience and Services
	David McCorkindale	Group Manager – Community Vision and Delivery
	Blair Spencer	Group Manager – Housing & Business Development
	Ashley Huria	Business Performance Manager
<b>Meeting Secretary</b>	Grayson Rowse	Principal Advisor – Democracy
	Tanya Glavas	Health and Safety Lead
	Rob Benefield	Risk Manager



The Chairperson welcomed all to the meeting, and noting the attendance of the independent members.

**1 Apologies**

There were no apologies.

**2 Public Participation**

There was no public participation.

**3 Late Items**

There were no late items

**4 Declaration of Interest**

There were no declarations of interest.

**5 Confirmation of Minutes**

There were no minutes to confirm as this was the first meeting of the committee.

The Chair introduced members of the committee and acknowledged the presence of the newly appointed independent members, Jenny Livschitz, and Sarah Everton.

Prior to receiving reports the Chair iterated the Committee's purpose.

## 6 Reports for Noting

### 6.1 Health, Safety and Wellbeing Quarterly Report - March 2023

#### 1. Purpose

To provide the Committee with health, safety and wellbeing information and insight up to the end of February 2023 and to update the Committee on key health and safety critical risks and initiatives.

#### **Resolution Number RAACC/2023/1**

MOVED by Cr Jennings, seconded Cr Young:

- 2.1. That Report 23/94 Health, Safety and Wellbeing Quarterly Report - March 2023 be received.
- 2.2. That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

**CARRIED**

Officers presented the report.

Cr Piri-Hira Tukapua attending the meeting and was invited to the table and asked for clarification around how all Councillors will be involved in meeting the delivery of the Charter.

Site health and safety visits for elected members used to demonstrate the work around mitigating health and safety risks.

Aim for the next two years is to move from performing to leading in the next MWLASS Safeplus assessment.

Health and safety training this year is lower than previous as this year has more targeted training.

E-Road reporting significant reduction over-speed reports. Reported monthly to ELT. There is a low tolerance for over speed. The Chief Executive reassured the committee that over speed is covered by the employee code of conduct.

Aquatics incidents spike during school holiday period. Aquatics report even the most minor incident.

Contractor incidents are reported as ultimately the council is responsible for safety on those worksites. We work closely with the contractors

## 6.2 Risk Management Status Quarterly Report - March 2023

### 1. Purpose

The purpose of this paper is to report to the Risk and Assurance Committee the risk landscape, risk management work in progress and to ignite discussion with the committee about risk.

### Resolution Number RAACC/2023/2

MOVED by Cr Jennings, seconded Cr Olsen:

- 2.1 That Report 23/95 Risk Management Status Quarterly Report - March 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

**CARRIED**

Does further work needed to be done on the risk framework and risk appetite prior to adoption. A foundation document is needed for us to move forward.

Clarity is required around the level of risk reporting. Top ten risks will always be reported to the Committee. The risks are managed in real time. Level of risk tolerance may need some further work, particularly round level of financial loss.

Risk appetite statement needs to have recent input from councillors. The risk appetite influences the distribution of resource. the roll and responsibility of elected members to set the level of risk appetite. This will be supported by a risk induction for elected members on 15 March 2023.

### Resolution Number RAACC/2023/3

MOVED by Cr Jennings, seconded Cr Young:

- 2.3 The Risk and Assurance Committee endorse the Draft Risk Management Framework, Strategy and Work Plan in providing a key part in leading the Risk Management architecture and culture within the organisation, subject to further engagement with the Committee and all other elected members as discussed.

**CARRIED**

Three waters continues to represent a significant risk to the organisation. An unintended consequence of three waters legislation means the Council faces an unfavourable audit (adverse) opinion.

### **6.3 Local Government Funding Agency (LGFA) Annual Meeting 2022**

#### **1. Purpose**

To update elected members on Council's position on the matters put forward for consideration at the Local Government Funding Agency (LGFA) Annual Meeting (AM) on 23 November 2022.

#### **Resolution Number RAACC/2023/4**

MOVED by Cr Jennings, seconded Mayor Wanden:

- 2.1 That Report 23/37 Local Government Funding Agency (LGFA) Annual Meeting 2022 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

**CARRIED**

#### **Resolution Number RAACC/2023/5**

MOVED by Cr Jennings, seconded Cr Olsen:

- 2.3 That the Committee notes the Local Government Funding Agency Annual Meeting was held on 23 November 2022 in Wellington.
- 2.4 That the Committee notes the appointment of Monique Davidson, Chief Executive Officer, as the shareholder representative for Horowhenua District Council at the Annual Meeting.
- 2.5 That the Committee note the appointments of Jacinta Straker, Group Manager Organisation Performance, and Pei Shan Gan, Financial Services Manager, as Council's proxy in her place.
- 2.6 That the Committee notes the proxy or alternate voted in favour of the following proposals which require ordinary shareholder resolutions:

Anthony Quirk was re-elected to the Local Government Funding Agency's board as an independent director;

Helen Robinson was elected to the Local Government Funding Agency's board as an independent director;

Bay of Plenty Regional Council was re-elected to the Shareholders' Council;

Hamilton City Council was re-elected to the Shareholders' Council.

**CARRIED**

#### **6.4 Risk and Assurance Committee Resolutions and Actions Monitoring Report**

##### **1. Purpose**

The purpose of this report is to report to the Risk and Assurance Committee on previous resolutions.

##### **Resolution Number RAACC/2023/6**

MOVED by Cr Jennings, seconded Cr Grimstone:

- 2.1 That Report 23/99 Risk and Assurance Committee Resolutions and Actions Monitoring 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.

**CARRIED**

##### **Resolution Number RAACC/2023/7**

MOVED by Cr Jennings, seconded Cr Young:

- 2.3 That the Risk & Assurance Committee notes the Risk & Assurance Committee resolution and actions monitoring report.

**CARRIED**

## **6.5 Risk and Assurance Committee Work Programme**

### **1. Purpose**

The purpose of this report is to provide the Risk and Assurance Committee with an outline of a Draft Work Programme.

### **Resolution Number RAACC/2023/8**

MOVED by Cr Jennings, seconded Cr Young:

- 2.1 That Report 23/96 Risk and Assurance Committee Work Programme be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

**CARRIED**

### **Resolution Number RAACC/2023/9**

MOVED by Cr Jennings, seconded Cr Olsen:

- 2.3 That the Risk and Assurance Committee notes the Risk and Assurance Committee Work Programme.

**CARRIED**

## 7 Procedural motion to exclude the public

### Resolution Number RAACC/2023/10

MOVED by Cr Jennings, seconded Cr Procter:

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 Risk Management - Risk Register March 2023

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. s7(2)(f)(i) - the free and frank expression of opinions by or between or to members or officers or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty;.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

#### C2 GST compliance evaluation findings report by PwC

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)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.	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.

That Councilors who are not members of the committee but are present are permitted to remain at this meeting after the public has been excluded

because of their knowledge of Council risks and processes.. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *(specify)*. *(Delete if inapplicable.)*

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

**CARRIED**

3.08 pm    The public were excluded.

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

X.XX pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF RISK AND ASSURANCE  
COMMITTEE HELD ON

**DATE:**                    .....

**CHAIRPERSON:**



## 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 Property Sales - 258-262 Gladstone Road

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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

### C2 Section 17a Parks and Open Spaces Review recommendations

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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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.

### C3 Options for Grounds Maintenance Service

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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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.

### C4 Tararua Wastewater and Water Main Renewals

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)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	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.
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**C5 Proceedings of the Chief Executive Employment and Performance Committee 01 March 2023**

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.