

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

**Date:** Wednesday 10 June 2020  
**Time:** 4.00 pm  
**Meeting Room:** Council Chambers  
**Venue:** 126-148 Oxford St  
Levin

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## Council

# OPEN AGENDA

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### MEMBERSHIP

<b>Mayor</b>	Mr Bernie Wanden	
<b>Deputy Mayor</b>	Mrs Jo Mason	
<b>Councillors</b>	Mr David Allan	
	Mr Wayne Bishop	
	Mr Ross Brannigan	
	Mr Todd Isaacs	
	Mr Sam Jennings	
	Mrs Victoria Kaye-Simmons	
	Mr Robert Ketu	
	Mrs Christine Mitchell	
	Ms Piri-Hira Tukapua	
<b>Reporting Officer</b>	Mr David Clapperton	(Chief Executive)
<b>Meeting Secretary</b>	Mrs Karen Corkill	

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Website: [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)

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

Full Agendas are also available to be collected from:  
Horowhenua District Council Service Centre, 126 Oxford Street, Levin  
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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<b>ITEM</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</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
6	Announcements	5
7	Proceedings of Committees	
7.1	Proceedings of the Emergency Committee held on 7 May 2020	7
7.2	Proceedings of the Community Wellbeing Committee 12 May 2020	13
7.3	Proceedings of the Foxton Community Board 25 May 2020	21
7.4	Proceedings of the Community Funding & Recognition Committee 26 May 2020	27
7.5	Proceedings of the Finance, Audit & Risk Committee 27 May 2020	31
<b>REPORTS</b>		
8	Executive	
8.1	Monitoring Report to 10 June 2020	39
8.2	Chief Executive's Report to 10 June 2020	43
8.3	Electra Trust 2020 Trustee Elections	59
9	Customer and Regulatory Services	
9.1	Adoption of Fees and Charges 2020/2021 Food Act Premises and Resource Consenting (Planning)	63
10	Strategy and Development	
10.1	Heritage Incentive (Consent Fee Waiver/Reimbursement Fund) Review	69



**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).

See over the page for further information on Public Participation.

**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 Council Open and In Committee Minutes - 6 May 2020**  
**Council Open Minutes – 3 June 2020**

**6 Announcements**

Youth Health

Dr Glenn Colquhoun will speak to the meeting on Youth Health in the Horowhenua District.

Public Participation (further information):

The ability to speak at Council and Community Board meetings provides the opportunity for members of the public to express their opinions/views to Elected Members as they relate to the agenda item to be considered by the meeting.

Speakers may (within the time allotted and through the Chairperson) ask Elected Members questions as they relate to the agenda item to be considered by the meeting, however that right does not naturally extend to question Council Officers or to take the opportunity to address the public audience be that in the gallery itself or via the livestreaming. Council Officers are available to offer advice too and answer questions from Elected Members when the meeting is formally considering the agenda item i.e. on completion of Public Participation.

Meeting protocols

1. All speakers shall address the Chair and Elected Members, not other members of the public be that in the gallery itself or via livestreaming.
2. A meeting is not a forum for complaints about Council staff or Council contractors. Those issues should be addressed direct to the CEO and not at a Council, Community Board or Committee meeting.
3. Elected members may address the speaker with questions or for clarification on an item, but when the topic is discussed Members shall address the Chair.
4. All persons present must show respect and courtesy to those who are speaking and not interrupt nor speak out of turn.
5. Any person asked more than once to be quiet will be asked to leave the meeting

# Proceedings of the Emergency Committee held on 7 May 2020

File No.: 20/181

## 1. Purpose

To present to the Council the minutes of the Council meeting held on 07 May 2020.

## 2. Recommendation

- 2.1 That Report 20/181 Proceedings of the Emergency Committee held on 7 May 2020 be received.
- 2.2 That the Council receives the minutes of the Council meeting held on 07 May 2020.

## 3. Issues for Consideration

There are no items that require further consideration.

## Attachments



No.	Title	Page
A	Memo to the Emergency Committee - Funding Agreement for Worker Redeployment on Local Road Projects	10

### Confirmation of statutory compliance

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

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

## Signatories

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

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# Council Emergency Committee

## OPEN MINUTES

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Minutes of a meeting of Horowhenua District Council's Emergency Committee held via Audio/ Visual Link on Thursday 7 May 2020 at 4.00 pm.

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### PRESENT

Mayor Mr B P Wanden  
Deputy Mayor Mrs J F G Mason

### IN ATTENDANCE

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

#### 1 Apologies

An apology was recorded for Cr Mitchell.  
NOTED

#### 3 Declarations of Interest

None declared.

#### 3 Executive

##### 3.1 MBIE Funding Agreement for Worker Redeployment on Local Roding Projects

###### Purpose

To seek Emergency Committee's approval for the Chief Executive to sign the Ministry of Business, Innovation and Employment's Funding Agreement for Worker Redeployment on Local Roding Projects.

MOVED by Deputy Mayor Mason, seconded Mayor Wanden:

*THAT Report 20/170 MBIE Funding Agreement for Worker Redeployment on Local Roding Projects be received.*

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

**CARRIED**



The Chief Executive spoke to the report reiterating the main points provided in the explanatory memo provided by Mr Maguire and responding to queries:

- in terms of Higgins (the contractor proposed for the projects), 65 of their workers were locally based;
- this was 100% funding from the Provincial Growth Fund, with no local input required;
- the projects should be able to be completed by November 2020 as proposed;
- there was also the opportunity, as set out in 3.3 Social Procurement Objectives, to increase the participation of Māori and Pasifika workers and enterprises.

MOVED by Cr Mason, seconded Mayor Wanden:

*THAT the Horowhenua District Council's Emergency Committee accepts the project contribution from the Ministry of Business, Innovation and Employment as set out in the Funding Agreement for Worker Redeployment on Local Roothing Projects and approves signing of the Funding Agreement by the Chief Executive.*

**CARRIED**

4.20 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....



7 May 2020

To: Emergency Committee  
From: Brent Maguire & Kevin Peel  
Subject: Funding Agreement for Worker Redeployment on Local Road Projects

**Purpose**

1. To seek approval to sign the MBiE contract for the above project.

**Attachment**

2. Contract between MBiE and Council for the Funding Agreement for Worker Redeployment on Local Road Projects

**Context**

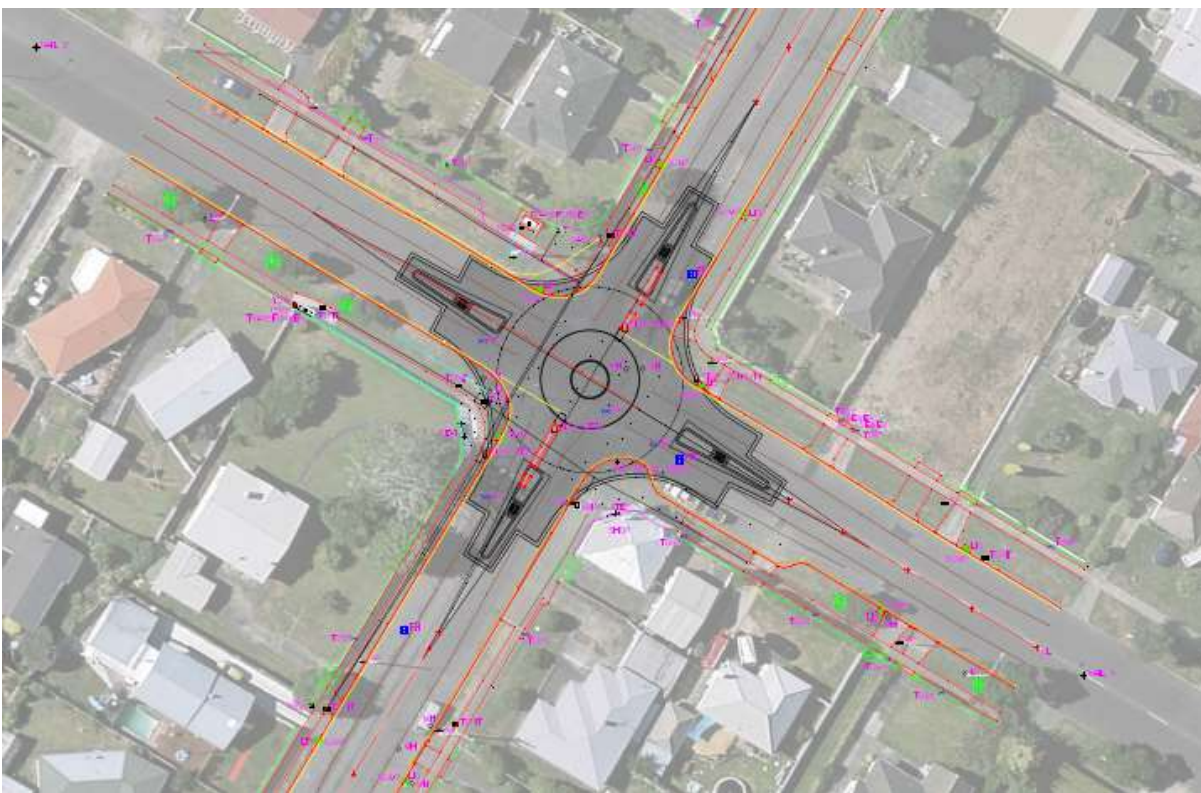
3. On 4 May 2020, Cabinet approved funding from the Provincial Growth Fund of \$27M for specific local roading projects to provide urgent economic relief for the workforce sector.
4. Mid-February we sent advice to MBiE on potential shovel ready projects that could be eligible for these funds when it became available.
5. Yesterday we have received a contract offer to receive \$1.65m funding from the Provincial Growth Fund for two roading projects.

**The Projects**

6. The two funded projects are:

Project Element	Anticipated Redeployment	Estimated Total Cost (\$m)
1. Queen St/Tiroiro Road Intersection	Up to 8 FTEs	\$700,000
2. Queen Street Improvements, Oxford to Salisbury	Up to 12 FTEs	\$950,000
Total Funding		\$1,650,000

7. For further context, proposed layouts of the two projects are shown below.



**Our Action**

- 8. We have been asked to review the contract and provide a signed copy back to MBE by cob today.
- 9. We have reviewed the contract and note the following:
  - a) We have been asked how we wish to receive the funding, upfront or split?  
Our view is to receive it upfront. We can make a start on both projects concurrently.
  - b) Completion date for the contract is set by us.

Given the projects involve pavements which must be laid in the warmer months, the completion date will be November 2020

- c) There are also outcomes the Cabinet approval requires such as agreeing appropriate and measurable social procurement metrics and being a party to the project and resource planning.

We have two weeks from start up to report these to MBIÉ

### **Procurement and Fast Start**

- 10. We propose to use Higgins to deliver the works as a variation to their Road Maintenance Contract. Works orders will be set up to separate costs and report independently.
- 11. We will draft a procurement plan to explain the process and reasoning. The road maintenance contract was tendered competitively and we will use those rates to compile the contract works schedule. Any additional items can be drawn from the Queen Street Roundabout works Higgins are currently performing.

### **Local Content**

- 12. Local employment is the most important metric from MBIÉ. We have met with Higgins and have started a planning exercise to structure a local works crew and subcontractor network drawn from local businesses.
- 13. We have also discussed using this project to support cadetships and on the job training for people looking to re-train and enter the construction sector. Higgins have an agreement with UCOL we can use for this.

### **Your Action**

- 14. Please review and authorise the CEO to sign the attached contract.



***Brent Maguire***

Group Manager Infrastructure Development  
Horowhenua District Council  
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M: 021 424 245

# Proceedings of the Community Wellbeing Committee 12 May 2020

File No.: 20/180

## 1. Purpose

To present to the Council the minutes of the Community Wellbeing Committee meeting held on 12 May 2020.

## 2. Recommendation

- 2.1 That Report 20/180 Proceedings of the Community Wellbeing Committee 12 May 2020 be received.
- 2.2 That the Council receives the minutes of the Community Wellbeing Committee meeting held on 12 May 2020.

## 3. Issues for Consideration

There are no items that require further consideration by Council.

## Attachments

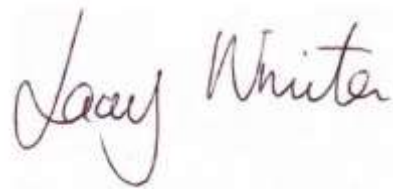

There are no attachments for this report.

### Confirmation of statutory compliance

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

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

## Signatories

Author(s)	Lacey Winiata <b>Community Wellbeing &amp; Engagement Manager</b>	
Approved by	Nicki Brady <b>Deputy Chief Executive</b>	

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# Community Wellbeing Committee

## OPEN MINUTES

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Minutes of a meeting of the Community Wellbeing Committee held via Audio Visual Link on Tuesday 12 May 2020 at 1.00 pm.

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### PRESENT

<b>Chairperson</b>	Cr Victoria Kaye-Simmons	
<b>Deputy Chairperson</b>	Cr Jo Mason	
<b>Members</b>	Mr James Etuale	(Department of Internal Affairs)
	Mr Mike Fletcher	(Ministry Social Development)
	Ms Eve Fone	(Oranga Tamariki)
	Ms Chiquita Hansen	(THINK Hauora)
	Ms Jo McCabe for Mr Keith Hilson	(Kainga Ora)
	Ms Alice Mose-Tuialii	(Horowhenua-Ōtaki Children's Team)
	Ms Angela Rainham	(MidCentral DHB)
	Ms Di Rump	(Muaūpoko Tribal Authority)
	Mayor Bernie Wanden	(Ex-Officio)

### IN ATTENDANCE

<b>Reporting Officer</b>	Mrs Lacey Winiata	(Community Wellbeing & Engagement Manager)
	Mrs Cathryn Pollock	(Community & Social Development Manager)
	Mrs Nicki Brady	(Deputy Chief Executive)
	Mr David McCorkindale	(Group Manager – Customer & Strategy)
<b>Meeting Secretary</b>	Miss Sharon Bowling	

### ALSO IN ATTENDANCE

	Ms Jayne McNeilage	(Psychosocial Welfare Response, MidCentral Health Board)
	Mr Robert Ketu	(Elected Member)

The Chair opened meeting by thanking members for their time given over the phone and/or emails with herself and Deputy Mayor Jo Mason; and thanked those who were able to participate today acknowledging that technical limitations meant some members were unable to do the same.

### 1 Apologies

Apologies were received from Michelle Bussey, Sr Sosefina, Tracy Merson, Jim Greening, Sgt Beth Purcell, Margaret Williams, Pauline Holland, Keith Hilson, Mark Robinson, and Patrick Rennell.

Mike Fletcher advised the Chair that he would need to leave the meeting early.



## 2 Public Participation

No requests for public participation had been received.

## 3 Confirmation of Minutes

MOVED by Ms Angela Rainham, seconded Mr Mike Fletcher:

*THAT the minutes of the meeting of the Community Wellbeing Committee held on Tuesday, 11 February 2020, be confirmed as a true and correct record.*

**CARRIED**

## 4 Reports

### 4.1 Community Wellbeing Committee Officer Report

#### Purpose

The purpose of this report is to provide the Community Wellbeing Committee with an update on Council intertwined community development and COVID-19 pandemic response.

MOVED by Deputy Mayor Jo Mason, seconded Mayor Bernie Wanden:

*THAT Report 20/155 Community Wellbeing Committee Officer Report be received.*

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

**CARRIED**

Reporting Officer Lacey Winiata requested that the report be taken as read, with the following updates:

#### Grants & Funding

At the 06 May 2020 meeting, Council decided to support the proposal that next year's grants and funding round that Council owned be amalgamated into one, in response to the Covid-19 pandemic, to support community recovery (an amount of \$140k). The new grant will have different criteria which the Community Development team are currently reviewing, before taking the recommendation to the Funding and Recognition Committee.

#### Council Welfare Response

Updated figures provided to those in the Report. As at 08 May 2020, the welfare team has received 217 requests for welfare support and 424 requests for food parcels (distributed by Horowhenua Foodbanks).

The role of Council's welfare response was clarified – welfare support being coordinated via Council's Incident Management Team (IMT), and being just one of many of the services provided within the Horowhenua community. It was noted that this arm has undertaken quite amazing mahi, with feedback that it has been mana enhancing to support and provide for their community, whānau and friends.

#### Youth Week – 10-15 May 2020

Youth Week is presenting a variety of competitions and themed activities mainly via social media channels. Youth Space has been active in the last 7 weeks with our youth coordinators providing support for our young people; with activities continuing or ramping up during Youth Week.

The Committee was advised that with the move into Alert Level 2 on Thursday, that changes will be occurring with the detail of those still being considered re health & safety. The HDC Main office will open to customers from Monday 18 May, as will libraries. The holding of community network meetings is yet to be decided.

## **Discussion**

The Youth Week programme for Horowhenua's young people (12-24) is being led by Council's youth voice network, Youth Empowerment Project (yEP) in collaboration with Raukawa Whānau Ora, Muaūpoko Tribal Authority, and Māori youth support group Rangitahi 4 Waiora. Youth Space, Aquatics and Te Takeretanga o Kura-hau-pō have also partnered to provide many activities. For example, local rangatahi expressing and sharing their story ('My Story') through Facebook Messenger which can be shared on yEP's Facebook page; online 'Fitness Challenge' for body and spirit; video challenge 'Trick Shot Challenge'.

To encourage rangatahi to get involved, the challenge was put out to Mayor Bernie Wanden, Deputy Mayor Jo Mason and Cr Victoria Kaye-Simmons to post their own Tik Tok's up from their own work spaces – to let rangatahi know that Youth Week is recognised and acknowledged.

Despite daily meetings with various Horowhenua/Ōtaki regional leaders and key partners, Di Rump was surprised to learn that the Manawatū-Whanganui Regional Civil Defence group included Horowhenua. This aside, as part of a local iwi health alliance for the Whānau Ora Covid-19 Response, Muaūpoko Tribal Authority (MTA) have also supported regional emergency response teams at HDC and other organisations. As at this week, over 2000 Hauora care packages have been delivered to support whānau across the Horowhenua and Ōtaki regions, which will continue over the next few weeks. In addition, \$8k worth of mobile and/or food vouchers have been distributed. Overall there has been a great collaborative effort from the community – it had been taken to another level.

To clarify, the role of the Manawatū-Whanganui Regional Civil Defence group was explained, and how Horowhenua fits into that. As part of the response to Covid-19, HDC established an Incident Management Team (IMT), which worked within the Civil Defence Emergency Management framework with decisions guided by the National response. The IMT comprised a welfare function, which has been coordinating and supporting welfare services within the District. This function operating via a welfare support freephone landline. The HDC welfare support team continues to operate, and there has been a reduction in calls.

Muaūpoko Tribal Authority (MTA) also ran a number of successful Māori and Pacific Peoples flu vaccination 'drive-throughs' which had incredible turn out, with approximately 400-500 people vaccinated across the Horowhenua/Ōtaki regions. No one was turned away.

Comment was made that the communications around the flu vaccination 'event' and the information shared around people/families was significant. As a result, families who have never needed welfare have come to light – families from all ethnicities and backgrounds. It became a beehive of information sharing, and was especially pleased to see this in the Horowhenua District.

Chiquita Hansen was really proud of the collaboration around the flu vaccination initiative for the regions Māori and Pacific Peoples. She added that 1039 over 65s and 163 Pacific Peoples remained unvaccinated, which would be captured in the next round, with the Horowhenua next on the list for further vaccination supplies. She thanked the efforts of those involved in the vaccination drive.



Jayne McNeilage explained the DHB space to welfare response, whereby Horizons oversee the DHB and has the responsibility to reporting up to the Manawatū-Whanganui Civil Defence group on psychosocial aspects. She also was impressed with the mahi of all agencies and associated people. Explaining her role as that of picking up on any emerging trends, she added that whilst people are being feed, watered, and accommodated, it is from now on trends will emerge and the change people are going through. With this regard, her attendance to the CWC meeting is to observe and listen, and ascertain if there is any place that DHB can support the agencies around the table further.

Di Rump wanted her thanks noted for the contact/provision of resources by Elizabeth Dempster, which were of good quality and used a lot collectively, shared with whānau, and outbound programmes within her networks. It was mentioned that the DHB website also has Covid-19 resources available.

As IMT welfare manager, Cathryn Pollock thanked everyone and agencies for their great mahi. The welfare response has been second to none in the Horowhenua, particularly in the Māori and Pacific Peoples space. The volume of calls has reduced because of agency linkages and collaborations. Community wellbeing now has another meaning for the Horowhenua, and our whānau and community will need us a lot more in the coming months; and she looked forward to continuing to work together for this purpose.

Mike Fletcher said a discretionary fund had enabled assistance with (e.g. IT) mahi under restrictive conditions in the Horowhenua. Family violence/harm received additional funding, and communication with some providers indicated that funding will be received now for the next 3 years to support costs pressures and increased work that will present (e.g. PPE delivery, more masks etc.).

## **5 General Discussion**

In opening the discussion the Chair said the purpose is to explore a recovery plan and Council's role in how it can support the community and key partners going forward. Members were invited to consider what they envisage Council to be part of in the recovery space, and provide those thoughts/ideas via email or speak to it today.

Deputy Mayor Jo Mason had observed amazing work across the District and received positive feedback via many groups, and expressed congratulations to all for this. Speaking on behalf of Margaret Williams who wished to have it noted at the meeting today, that she would not like us to continue all our meetings via zoom.

Despite what some media had reported, Jo Mason believed the housing shortage has not entirely gone away, anticipating there will be those without homes; and that the HDC Housing Action Plan would provide a foundation in that arena.

Reiterating the Chair, for the long term she questioned what do we need to be advocating for going forward in the wellbeing resilience area; and how Council could utilise the experience and wisdom from this group.

Mayor Bernie Wanden also acknowledged all the work that has been done in response to the community, including HDC Officers who have gone above and beyond any expectation in many circumstances. He believed the medium-long term is the concern now, and how we position ourselves to respond or facilitate that, along with the CWC assistance. The ongoing effect – housing, unemployment and other social issues – the greater concern.

In their absence, the Chair shared updates on behalf of the following members:

*Tracy Merson, HALT*

'HALT as part of the Horowhenua Family Harm Team has been monitoring family harm reports over lockdown. Our local numbers have not been higher (as might be anticipated) during lockdown. In fact during the first two weeks of Level 4, reporting numbers were lower. This may indicate that family harm is occurring but was not being reported as frequently or that our whānau were 'on good behaviour' in reaction to lockdown conditions. The Police representative attending the Zoom today may have more context.

Secondly, HALT has been advised by MSD (their main funders) that funding ceases 01 December 2020. This places the ongoing operation of HALT in jeopardy. We are currently reviewing our options. It is a very disappointing development given that HALT's role is a significant one as part of the successful community response to family harm. If HALT is discontinued, then mechanism of providing referrals to whānau experiencing family harm disappears unless another system is put into place. In addition, I have personally since 2019 been able to provide specialised Psychological therapy to clients (particularly couples) experiencing family harm. While this intervention arm has only been in existence for 18 months' evidence indicates it has successful outcomes. Having a Psychologist attached to a family harm team is an innovative and effective development and the evidence-based approach is likely to cease.'

*Sgt Jeff Lvyer, NZ Police*

Number of incidents over the Alert Level(s) period: 161 in February; 176 in March; 156 in April; 25 for the days 01-04 May.

Jayne McNeilage raised concern upon hearing of the cessation of funding for HALT, particularly as it is expected that family harm numbers will increase coupled with continuing and increasing pressures with loss of jobs etc. If Council were open to suggestions of areas to support she encouraged that happening in the family harm/violence sector.

Not knowing the detail around the HALT funding, Eve Fone indicated there is a shift in focus around funding from one of coordinating to direct services. She suggested this korero needs to go through Mike Fletcher; questioning whether HALT were able shift its focus and become eligible for continued funding.

**ACTION: Community Development to follow up with Mike Fletcher to obtain background information regarding the cessation of funding for the HALT team.**

Mayor Bernie Wanden suggested both the Chair and Lacey Winiata collaborate to create a questionnaire for the CWC members to ask how we can assist, help, liaise. The more information provided, the easier it will be to develop a plan and strategy. The Chair confirmed that a 1:1 meeting is already in place for this purpose.

**ACTION: The Chair and Lacey Winiata to create a survey to be sent to CWC members**

Regards economic resilience, it was asked if there were statistics or any predictions available on the extra unemployment resulting from Covid-19. Mayor Bernie Wanden responded that it is hard to obtain such figures, however it was expected that HDC's Financial Resilience Working Group (FRWG) would soon begin to receive weekly statistics from MSD. Di Rump and the Mayor would korero as to the composition of the FRWG.

At both a Horowhenua and iwi level, Di Rump spoke of Muaūpoko Tribal Authority (MTA) already putting in place outwardly focused economic development ideas, particularly around training and employment, with a dedicated youth focus; describing it as a 'work broker on steroids' programme. An application for PGF funding would be submitted for the initiative. Given that pre-Lockdown, in the Horowhenua, Māori and Pacific Peoples unemployment stood at 2.8 vs European 1.0, she could only guess it will become worse.

Mayor Bernie Wanden had recently met with Shane Jones re PGF, citing the 12-week window to get that operative. He believed the Horowhenua New Zealand Trust (HNZT) were undertaking a similar initiative, and suggested Di Rump connect with HNZT and be part of that recovery plan space. Di Rump responded she has previously tried to suggest some diversity in approach as it makes sense not to duplicate; and that any plan needs to include Māori and Pacific Peoples. Adding that we have all we need in our community, but we need to facilitate and make it accessible. Economic development being her space, she is very excited for the opportunity for us to play a different role and how we navigate that.

Cr Robert Ketu commented that he has listened to lots of things happening in our District and supports the work everyone is doing in their spaces; and how iwi are coming together with Council and other agencies to respond to Covid-19. Listening to the korero today, meeting with some of the HDC teams and what Council are doing (taking care of our whānau and communities), and how we are responding to that which all of us are facing, it has been fantastic for us as iwi, connecting as whānau and as a District. To predict what is going to happen in the coming months is going to be huge for us as Council. He is pleased with how things are coming together to meet the recovery head on and looked forward to what strategies develop for the months ahead.

Still wanting to hunt out any lurking Covid-19, Chiquita Hansen asked how Council might assist the MidCentral District Health Board's Public Health Team with encouraging the Horowhenua community to have swabs if they have a sniffle/running nose etc. As part of her role in IMT and as Public Information Manager (PIM), Lacey Winiata said direction had already been given to the HDC Communications teams to urging residents to be Covid-19 tested over the weekend. From a Council perspective she is aware of and happy to support any further messaging going out around that.

Reiterating that the drive for the flu vaccination had a good communications plan, which only took few people to get the word out via key contacts, Alice Mose-Tuialii was happy to assist with getting that communications plan out.

Closing the meeting, the Chair sincerely apologised for not commencing the meeting with a karakia; and ensured the oversight would not occur again.

**Next meeting date: Tuesday 11 August 2020**

2.16 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....



# Proceedings of the Foxton Community Board 25 May 2020

File No.: 20/213

## 1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 25 May 2020.

## 2. Recommendation

- 2.1 That Report 20/213 Proceedings of the Foxton Community Board 25 May 2020 be received.
- 2.2 That the Council receives the minutes of the Foxton Community Board meeting held on 25 May 2020.

## 3. Issues for Consideration

The Board placed on record its support for funding to be made available from the Foxton Beach Freeholding Account to the Foxton Beach Progressive Association for CCTV Cameras at Foxton Beach:

MOVED by Mr Chambers, seconded Mr Girling:

*THAT the Foxton Community Board formally endorses the Foxton Beach CCTV project and supports the recommendation for Council to approve to fund 100% from the Foxton Beach Freeholding Account, up to \$110,000.*

**CARRIED**

## Attachments


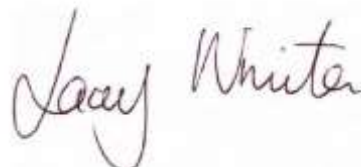
There are no attachments for this report.

### **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)	Chloe Marheine <b>Executive Assistant</b>	
Approved by	Lacey Winiata <b>Community Wellbeing &amp; Engagement Manager</b>	

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# Foxton Community Board

## OPEN MINUTES

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Minutes of a meeting of the Foxton Community Board held via Audio/Visual Link on Monday 25 May 2020 at 6.00 pm.

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### PRESENT

<b>Chairperson</b>	Mr D J Roache
<b>Deputy Chairperson</b>	Ms P R Metcalf
<b>Members</b>	Cr D A Allan
	Cr R J Brannigan
	Mr T J Chambers
	Mr J F Girling
	Mrs N J Newland

### IN ATTENDANCE

<b>Reporting Officer</b>	Mrs L Winiata	(Community Engagement Manager)
	Ms C H Marheine	(Meeting Secretary)

### ALSO IN ATTENDANCE

Mayor B P Wanden	
Mr E Melton	(Foxton Beach Progressive Association Inc)

#### 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

None declared.

#### 5 Confirmation of Minutes

MOVED by Cr Allan, seconded Mr Girling:

*THAT the minutes of the meeting of the Foxton Community Board held on Monday, 27 January 2020, be confirmed as a true and correct record.*

**CARRIED**

## **6 Announcements**

It was noted there would be a Youth Engagement workshop following the meeting.

It was noted the report circulated to board members by Ms Newland would be discussed under the Chairperson's report.

## **7 Reports**

### **7.1 Monitoring Report to 25 May 2020**

#### **Purpose**

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

MOVED by Cr Allan, seconded Mr Girling:

*THAT Report 20/175 Monitoring Report to 25 May 2020 be received.*

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

**CARRIED**

Page 8 14/674 - Target Reserve Strategic Plan

The board noted there was no representative nominated at the beginning of the new trimester for the Target Reserve User Group. It was agreed by members there should be a FCB representative. Mr Roache asked members, who would like to be the representative on the group. Mr Girling advised he would be happy to be the board representative.

MOVED by Mr Chambers, seconded Ms Metcalf:

*THAT Mr John Girling be nominated as the Foxton Community Board representative on the Target Reserve User Group.*

**CARRIED**

#### Late Item - Increase parking capacity in Thomas Place

Mr Brannigan raised the point that this item had been completed as noted in the monitoring report. Mr Roache agreed and asked for it to be removed.

Page 9 17/39 - Foxton Beach Reserves Investment Plan

There was discussion around the draft plan and FCB feedback being incorporated in the plan. Mrs Winiata reminded the Board that Boffa Miskell and Parks and Property officers presented the draft plan at the April workshop and it was decided by the Board in principle, and agreed that the plan could go out for consultation.

Mrs Winiata confirmed consultation had commenced with initial engagement with Ngāti Raukawa, and would then proceed to the wider public and stakeholders, including the FBPAI. Mrs Winiata suggested if the Board had further feedback on the draft plan, this could be provided during the consultation period.

Mr Brannigan sought clarification from Mrs Winiata that the draft plan would come back to the Board following public consultation. Mrs Winiata confirmed the plan would come back to the Board following the consultation period.

Page 11 19/456 - Adoption of standing Orders (Council Report)

Ms Metcalf queried the status and next steps in terms of the Foxton Beach Freeholding Account Review. Mr Roache confirmed he had forwarded the Board's recommendations to Mr Clapperton for review and Mr Clapperton advised following his review he would come back to the Board. Cr Allan raised the point that a meeting was to be convened between Mr Clapperton, Mr Roache and Mr Melton, Chair of the FBPAI, to mesh the feedback together. Mr Roache confirmed a meeting would be convened, and a report brought back to the Board.

## 7.2 Chairperson's Report to 25 May 2020

### Purpose

To present to the Foxton Community Board matters relating to the Foxton Community Board area.

MOVED by Ms Metcalf, seconded Mr Girling:

*THAT Report 20/176 Chairperson's Report to 25 May 2020 be received.*

*THAT these matters or decisions be recognised as not significant in terms of s76 of the Local Government Act 2002.*

**CARRIED**

### 3.1 Update COVID-19 Response

Mrs Winiata requested the report be taken as read, and outlined the work undertaken by Council in response to COVID-19. Council's main area of response for the Incident Management Team had been from a Welfare perspective and coordinating the welfare response to calls coming through for requests of support from the community as well as supporting the extensive work community service providers had been providing. Mrs Winiata asked for it to be noted that the service providers had been exceptional at providing care for the community during this time. Mrs Winiata noted the report outlined a number of steps Council had taken, and highlighted that Council had adopted a zero increase to fees and charges for the 2020/21 financial year.

Cr Brannigan, in response to the report, relayed his appreciation and noted that HDC had done a marvellous job in supporting the community and thanked the team for the excellent delivery at the local level. Mr Roache on behalf of the Board endorsed Cr Brannigan's comments and thanked HDC.

### 3.2 Project update

Mrs Winiata reminded the Board that at the last meeting it was decided to include the project reports that relate to Foxton and the Foxton Beach community that have been presented to the Finance Audit and Risk Committee, to also be on the FCB agenda. Mr Roache advised the Board these updates were for information, and questions asked would be noted by Mrs Winiata and responded to after discussion with the appropriate Council officers. Mrs Winiata noted the board members questions and advised she would talk to the officers and provide a written response to the Board. There was discussion around the need for questions to be sent to Mrs Winiata before the meeting so she could provide a response at the meeting.



3.3 Foxton Beach Progressive Association Inc – Chairperson’s Report

Mr Melton spoke to the report, with discussion focussing on the CCTV funding request, and the excessive hooning and speeding on Foxton Beach Streets.

Mr Melton highlighted the community support for CCTV and noted the support of the Board through the Annual Plan submission. Board members queried the final figure and sought clarification on the figure the board had agreed to fund up to 100% from the Foxton Beach Freeholding Account. Mr Melton confirmed the Board had been advised of the \$115k figure, but the contract price was only \$110k. The \$115k figure was presented by the FCB Chair to Council through the Annual Plan submission.

Ms Metcalf requested written quotes and supporting documentation from FBPAI to support the request for funding from the Foxton Beach Freeholding Account as per past requests.

Mr Melton advised he would be happy to provide FCB members a copy of the contract and technical papers in confidence. Mrs Winiata provided detail on the process and confirmed a recommendation through the Annual Plan process has been drafted and provided to Councillors for consideration through the Annual Plan deliberations.

Mr Roache noted the Board supported the recommendation in principle but now needed to formally endorse the recommendation to Council for approval of 100% funding from the Foxton Beach Freeholding Account for the Foxton Beach CCTV project.

MOVED by Mr Chambers, seconded Mr Girling:

*THAT the Foxton Community Board formally endorses the Foxton Beach CCTV project and supports the recommendation for Council to approve to fund 100% from the Foxton Beach Freeholding Account, up to \$110,000.*

**CARRIED**

The Board discussed the excessive hooning and speeding on Foxton and Foxton Beach streets in detail. Mr Roache requested a report from the Rooding Team relating to speeding in Andrews Street and any of the other main thoroughfares in Foxton and Foxton Beach and how officers were working with Police to reduce speed limits. Cr Allan commented this could be a standing item on the agenda for the liaison meeting between FCB and FBPAI, and requested the Police be invited to speak at the next FCB meeting on all issues pertaining to law and order.

Mrs Newland’s update report from the Tourism Development meeting was endorsed by the Board.

Mrs Winiata reminded members that the next FCB meeting is on 27 July 2020 and June is a workshop.

7.20 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....



# Proceedings of the Community Funding & Recognition Committee 26 May 2020

File No.: 20/212

## 1. Purpose

To present to the Council the minutes of the Community Funding and Recognition Committee meeting held on 26 May 2020.

## 2. Recommendation

- 2.1 That Report 20/212 Proceedings of the Community Funding & Recognition Committee 26 May 2020 be received.
- 2.2 That the Council receives the minutes of the Community Funding and Recognition Committee meeting held on 26 May 2020.
- 2.3 That this matter of decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.4 That as recommended by the Community Funding and Recognition Committee, the Horowhenua District Council ratifies the Community Development Grant Criteria for 2020/2021, with the following amendments:
  - *the Grant will now be called the Horowhenua Community Support Grant,*
  - *the grant to be available in 4 x 2 monthly rounds beginning in August 2020.*
  - *Criteria, as outlined below, to be adopted;*
    1. *Reduced social isolation and/or increased connectedness of people within the community.*
    2. *Increased participation in communities and social connectedness through collaborating organisations and people working together to achieve a common purpose.*
    3. *Improved health and general wellbeing of vulnerable sections of our community*
    4. *Local people, particularly those who are vulnerable, lonely or isolated, are able to access services and activities that meet their needs.*
    5. *To support community groups with fixed operating costs that can demonstrate a loss of at least 30% of income (compared to 2019) due to COVID 19.*
    6. *To build organisational capacity to respond to increased demand for services and/or building future resilience.*

## 3. Issues for Consideration

At the 6 May 2020 Council meeting the Community Funding and Recognition Committee was requested to review the criteria for Council's Community Development Grant and to bring back to Council criteria in response to the COVID-19 pandemic and to provide support for community recovery.

The Community Funding and Recognition Committee met on 26 May 2020 and Council's ratification of the criteria as proposed in Recommendation 2.4 is now sought.

## Attachments


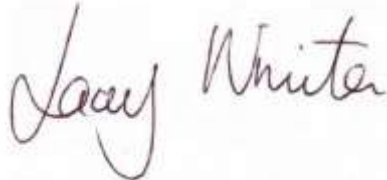
There are no attachments for this report.

### 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)	Cathryn Pollock <b>Community &amp; Social Development Manager</b>	
Approved by	Lacey Winiata <b>Community Wellbeing &amp; Engagement Manager</b>	

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# Community Funding and Recognition Committee

## OPEN MINUTES

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Minutes of a meeting of Community Funding and Recognition Committee held by Zoom Video-Conference, 26 May 2020 at 4:00pm.

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### PRESENT

**Chairperson** Cr P Tukapua  
**Members** Cr T N Isaacs  
Cr S J R Jennings  
Cr R R Ketu  
Cr David Allan  
**Reporting Officer** Mr N Hirini (Community Development Advisor)

### IN ATTENDANCE

Mrs C Pollock (Community & Social Development Manager)

#### 1 Apologies

No apologies recorded for meeting.

#### 2 Declarations of Interest

No declarations of interest were declared.

#### 3 Confirmation of Minutes

MOVED by Cr Isaacs, seconded Cr Ketu:

*THAT the Open Committee minutes of the meeting of the Community Funding and Recognition Committee held on 18 March 2020, be confirmed as a true and correct record.*

**CARRIED**

#### 4 Discussion – Remaining funding for 2019/2020

MOVED by Cr Jennings, seconded Cr Allan:

*THAT the unclaimed and unallocated 2019/2020 community funding amount of \$15,723.13 be transferred to the 2020/2021 Community Support Grant Budget.*

**CARRIED**

5 Executive

**Community Development Grant Criteria 2020 / 2021**

**Purpose**

The purpose of this report is to present the proposed draft criteria for the 2020 / 2021 Community Development Grant to the Community Funding & Recognition Committee for consideration.

MOVED by Cr Isaacs, seconded Cr Jennings:

*THAT Report 20/186 Community Development Grant Criteria 2020/2021 be received.*

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

**CARRIED**

**Consideration of Community Development Grant Criteria 2020 / 2021**

MOVED by Cr Isaacs, seconded Cr Jennings:

*THAT the Community Funding & Recognition Committee recommends to the Horowhenua District Council that the Community Development Grant Criteria for 2020/2021, with the following amendments, now be ratified:*

- *Grant will now be called the Horowhenua Community Support Grant,*
- *Grant to be available in 4 x 2 monthly rounds beginning in August 2020.*
- *Criteria, as outlined below, to be adopted;*
  1. *Reduced social isolation and/or increased connectedness of people within the community.*
  2. *Increased participation in communities and social connectedness through collaborating organisations and people working together to achieve a common purpose.*
  3. *Improved health and general wellbeing of vulnerable sections of our community*
  4. *Local people, particularly those who are vulnerable, lonely or isolated, are able to access services and activities that meet their needs.*
  5. *To support community groups with fixed operating costs that can demonstrate a loss of at least 30% of income (compared to 2019) due to COVID 19.*
  6. *To build organisational capacity to respond to increased demand for services and/or building future resilience.*

**CARRIED**

5.42 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD  
AT A MEETING OF THE COMMUNITY FUNDING  
AND RECOGNITION COMMITTEE HELD ON

**DATE:**.....

**CHAIRPERSON:**.....

# Proceedings of the Finance, Audit & Risk Committee 27 May 2020

File No.: 20/182

## 1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Committee meeting held on 27 May 2020.

## 2. Recommendation

- 2.1 That Report 20/182 Proceedings of the Finance, Audit & Risk Committee 27 May 2020 be received.
- 2.2 That the Council receives the minutes of the Finance, Audit & Risk Committee meeting held on 27 May 2020.
- 2.3 That this matter or decision is recognised as not significant in terms of s76 of the Local Government Act 202.
- 2.4 THAT as recommended by the Finance, Audit & Risk Committee, the Horowhenua District Council, as a shareholder of the Local Government Funding Agency, votes in favour of amending the Net Debt / Total Revenue covenant as proposed, at the LGFA Special General Meeting to be held on 30 June 2020.

## 3. Issues for Consideration

The following items considered by the Finance, Audit & Risk Committee meeting held on the 27 May 2020 requires further consideration by the Horowhenua District Council:

### Local Government Funding Agency's Special General Meeting

Council's ratification of the recommendation from the Finance, Audit & Risk Committee is sought (Recommendation 2.4).

## 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)	Doug Law Chief Financial Officer	
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Approved by	Nicki Brady <b>Deputy Chief Executive</b>	
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# Finance, Audit & Risk Committee

## OPEN MINUTES

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Minutes of a meeting of the Finance, Audit & Risk Committee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 27 May 2020 at 4.00 pm.

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### PRESENT

<b>Chairperson</b>	Mr P Jones
<b>Deputy Chairperson</b>	Mrs C B Mitchell
<b>Members</b>	Mr D A Allan
	Mr W E R Bishop
	Mr R J Brannigan
	Mr T N Isaacs
	Mr B J Jackson
	Mr S J R Jennings
	Mrs V M Kaye-Simmons
	Mr R R Ketu
	Mrs J F G Mason
	Ms P Tukapua
	HWTM B P Wanden

### IN ATTENDANCE

<b>Reporting Officer</b>	Mr D Law	(Chief Financial Officer)
	Mr D M Clapperton	(Chief Executive)
	Mr D McCorkindale	(Group Manager – Customer & Strategy)
	Mr B Maguire	(Group Manager – Infrastructure Development)
	Mrs L Slade	(Group Manager – People & Culture)
	Mr J Paulin	(Finance Manager)
	Ms C Marheine	(EA – Infrastructure Development Group)
	Mrs K J Corkill	(Meeting Secretary)

### ALSO IN ATTENDANCE

	Mrs D Perera	(Audit Director, Audit New Zealand)
	Mr S Lucy	(Audit Director, Audit New Zealand)
	Ms T Whiti	(Secretary, Cr Ketu)

#### 1 Apologies

There were no apologies.

#### 2 Public Participation

None requested.

### 3 Late Items

There were no late items.

### 4 Declarations of Interest

There were no declarations of interest.

### 5 Confirmation of Minutes

MOVED by Cr Allan, seconded Cr Isaacs:

*THAT the minutes of the meeting of the Finance, Audit & Risk Committee held on Wednesday, 29 April 2020, be confirmed as a true and correct record.*

**CARRIED**

### 6 Announcements

There were no announcements.

### 7 Reports

#### 7.1 Projects Update

##### Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects being undertaken by the Infrastructure Group.

A. Tokomaru Water Supply

Agreement had been reached with the Regional Council with the consent able to be progressed without going to a hearing. The consent is for 18 years, expiring 1 July 2038.

B. Tokomaru Wastewater Discharge

Following the short term consent revised draft conditions being circulated to submitters, two submitters were still in discussions and one was opposed. The Regional Council had therefore determined that the short term consent needed to progress to a hearing, which would likely be held before the end of July. To keep costs down, a one-day hearing with a single commissioner, on Council premises, would be proposed.

Responding to a budget query, Mr Clapperton clarified that there were two projects - one was for the short term (five year) consent for the existing wastewater disposal to water, with the other being disposal to land which was a separate budget.

C. Foxton Beach Stormwater Consent

In terms identifying where the contamination was coming from, Mr Maguire said it was his understanding that it was a combination of speaking with locals and well as using consultants.

Site visits were suggested/requested for newer Councillors.

MOVED by Cr Brannigan, seconded Mayor Wanden:

*THAT Report 20/68 Projects Update be received.*

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

**CARRIED**

## **7.2 Ten Month Report 1 July 2019 - 30 April 2020**

### **Purpose**

To present to the Finance, Audit & Risk (FAR) Committee the financial report for the ten months ended 30 April 2020.

Mr Law spoke to the report explaining the effect C19 had had on Council's recent financial operation, with the cost of funds having dropped to 3% during April and to 2.97 % for May. With interest rates still dropping, Mr Law said it gave him confidence in the 3% interest rate assumption for the next financial year.

With a query raised in relation to the unfavourable variance on swaps, Mr Jones suggested that there be a presentation on this topic at the next FAR meeting to explain what swaps were and how they were treated in Council's books.

Also raised was if there would be a discount for Council in terms of the recycling collection that did not occur during lockdown, with Mr Clapperton saying that discussions were being undertaken with Low Cost Bins in terms of the volume that had been collected when the service was able to be reinstated.

MOVED by Cr Tukapua, seconded Mr Jackson:

*THAT Report 20/177 Ten Month Report 1 July 2019 - 30 April 2020 be received.*

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

**CARRIED**

## **7.3 LGFA Special General Meeting**

### **Purpose**

For the Financial, Audit & Risk Committee to provide a recommendation for Council to vote in favour of a resolution at the Local Government Funding Agency's (LGFA) Special General Meeting (SGM).

LGFA were seeking shareholder approval at an SGM on 30 June to increase the Net Debt / Total Revenue covenant for rated Councils from the current 250% to a new limit of 300% for the 2020/21 and 2021/22 financial years and then for it to decrease by 5% for each subsequent year until it reached the new limit of 280% in the financial year to June 2026. This was to assist Councils in responding to the COVID-19 crisis.

Responding to a query in relation to the risks for Council, Mr Law said the risk was that although it gave the ability to increase the covenant, it was only for a set period of time and would have to go down again within four years. Having this available did provide some larger/city councils with the head room to do some work, but he did not think it was appropriate for HDC; however, it did provide some confidence should Council need to use it in an emergency.

Explaining the rationale for having this on the Agenda, Mr Law said as a shareholder Council was able to have a representative at the meeting and Council's direction was sought in terms of attendance and voting.

MOVED by Cr Bishop, seconded Cr Jennings:

*THAT Report 20/179 LGFA Special General Meeting be received.*

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

*THAT the Finance, Audit & Risk Committee recommends that the Horowhenua District Council, as a shareholder of the Local Government Funding Agency, votes in favour of amending the Net Debt / Total Revenue covenant as proposed, at the LGFA Special General Meeting to be held on 30 June 2020.*

CARRIED

#### **7.4 Audit New Zealand - Final Management Report for the year ended 30 June 2019**

##### **Purpose**

To present to the Finance, Audit & Risk Committee the Audit New Zealand Management Report for the year ended 30 June 2019.

The in-coming Audit Director, Stephen Lucy, and his out-going counterpart, Debbie Perera, were welcomed to the table.

Mr Law noted that the Audit New Zealand Report was received annually, a little later this year than normally, with Audit New Zealand representatives invited to talk to the report and to respond to any queries.

Noting the list of recommendations in the report, Mr Jones queried if Council should be concerned, particularly as some of the recommendations appeared to be repeats, such as the one-up approval provisions.

Whilst the one-up approval issue had been raised a number of times previously, Mrs Perera said she was pleased to note that the financial management system now had that embedded as from 1 July. Mr Lucy and the Audit Team, when doing the interim review for the 2020 audit, would look at that and other recommendations, and there would be a number of issues that would be cleared.

Also raised was the number of previous recommendations that remained open, with one marked as urgent. Mrs Perera directed Elected Members to page 55 of what was a comprehensive (74 pages) Audit Report saying that from the responses received back from management, there was nothing there that caused her any concerns and a number of the issues would be resolved as the recommendations were worked through. One area where Council could see a major benefit was in relation to revaluation, covered in Section 6 of the Report, with Mrs Perera outlining the things the Council could do to address that issue. She reiterated her comment that she had been happy with the responses received from Council.

The Chair stressed the importance of the recommendations in the report being addressed and requested that these be collated into a Monitoring Report that would be included in FAR Agendas – perhaps two monthly - going forward.

With regard to the one-up authorisation, with the audit date being 30 June 2019 and the implementation date being 1 July 2019, Mr Clapperton noted that that recommendation had been completed.

Responding to a query in relation to the Internal Audit that was in progress, Mr Jones said that was basically a separate audit and whilst it would normally have been reported by now, it had been slowed down because of COVID-19. He was scheduling a Zoom meeting with the Internal Auditor to progress the matter.

With this being Mrs Perera's last Audit for Council (under the Audit engagement process there was a requirement for the Audit Director to be changed every six years) the Chair acknowledged the sterling work done by Mrs Perera and he wished her all the best for the future.

MOVED by Cr Jennings, seconded Cr Tukapua:

*THAT Report 20/183 Audit New Zealand - Final Management Report for the year ended 30 June 2019 be received.*

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

**CARRIED**

## **7.5 Draft Rates Postponement Policy**

### **Purpose**

To present to the Finance, Audit & Risk Committee a draft Rates Postponement Policy for consideration prior to it going out for public consultation as required by the Local Government Act 2002 (LGA), subsequent to its adoption by the Horowhenua District Council.

Following Mr Law outlining the pros and cons for implementing such a policy and responding to queries, Mr Jones sought direction from Elected Members individually as to whether or not they thought such a policy was something that Council should have in its 'tool-kit' in addition to the current Rates Remission Policy to respond to such events as COVID-19.

With the majority of Elected Members supporting having a Rates Postponement Policy, discussion delved into the criteria provided for consideration.

To bring the discussion back into focus, Mr Clapperton noted that Council was not going out to consult on whether or not a Rates Postponement Policy was needed for COVID-19; the consultation was whether or not Council should have a policy to cover any unforeseen event. If Council did adopt such a policy it would be event specific and its utilisation would go to Council for adoption, together with event specific criteria. What was proposed today was putting a framework in place. The criteria could be changed depending on what type of event occurred and where targeted relief was needed. Providing for COVID-19 relief was another step in the process.

Responding to a query from the Chair as to whether strict financial hardship criteria was required to be considered for the recommendations before today's meeting, Mr Clapperton said his advice was that it was not needed at the moment. Criteria would be set to respond to specific events; an earthquake could have different criteria than that required for COVID-19, and it did not need to be spelt out in the policy.

The Chair said he had sought legal advice and that indicated support for a policy where the criteria was set by way of Council resolution. The reason given was that there were other rates postponement policies which had very broad criteria and which provided Council officers with flexibility to determine what was financial hardship. This would not be his preferred option.

Noting the significant amount of resource that went into the regional recovery process by a considerable number of agencies, of which Council was a part, Cr Brannigan spoke in support of having a policy which had criteria which could be tailored depending on a specific event and which could be implemented if required.

With the Chair recommending removing the financial hardship criteria as outlined on pages 170 and 171, and with the criteria for an event to be included within the resolution that was moved by Council, it was:

MOVED by Mr Jones, seconded Mayor Wanden:

*THAT Report 20/185 Draft Rates Postponement Policy be received.*

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

*THAT the Finance, Audit and Risk Committee recommends that the Horowhenua District Council adopts a Rates Postponement Policy for Public Consultation removing the paragraph limiting the number of rating units that a ratepayer can own and also removing the financial hardship criteria as outlined on pages 170 and 171, with the criteria then to be included within the resolution declaring an event, including evidence based criteria.*

**CARRIED**

In terms of timing, Mr Clapperton noted that this recommendation would need to go to a Council meeting, which would involve considerable work over the next few weeks. His suggestion was that if it went to a meeting in July, it could be adopted, consulted on and it would then be available, if it went through, for the first rates instalment for the new financial year. He suggestion was that an amended draft be circulated and feedback sought before it was presented to Council and prior to going out for consultation.

5.55 pm

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

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

**DATE:**.....

**CHAIRPERSON:**.....

# Monitoring Report to 10 June 2020

File No.: 20/49

## 1. Purpose

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

## 2. Recommendation

- 2.1 That Report 20/49 Monitoring Report to 10 June 2020 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

## Attachments



No.	Title	Page
A	Horowhenua District Council Monitoring Report	40

### Confirmation of statutory compliance

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

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

## Signatories

Author(s)	David Clapperton <b>Chief Executive</b>	
Approved by	David Clapperton <b>Chief Executive</b>	

<b>MONITORING REPORT</b> <b>HOROWHENUA DISTRICT COUNCIL</b>							
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Completed	Officer Comment
17/534	27 November 2017	Provisional Local Alcohol Policy – Appeals	<i>THAT Council resolves that the Hearings Committee of Council be directed to act on behalf of Council on this matter as may be required following notification by the Licensing Authority.</i>	V Miller			A decision is now awaited from ARLA.
19/199	12 June 2019	Proceedings of the Foxton Community Board 27 May 2019	<i>THAT as recommended by the Foxton Community Board, the Horowhenua District Council supports the development of a detailed design for a wetland at Holben Reserve and requests officers to progress to a detailed design through an RFP process.</i>	A Nelson	20.04.2020	ongoing	An initial concept design has been presented at the Foxton Community Board meeting of 20 April 2020. A wider consultation is currently being undertaken with iwi and the Foxton Beach community.
20/116	8 April 2020	Delegations Register – Update	The delegated authority provided to the Chief Executive in 7.1 Authorisation of Operating and Capital Expenditure within Approved Budgets to be referred to the FAR Committee for further discussion	D Clapperton			



**MONITORING REPORT**  
**HOROWHENUA DISTRICT COUNCIL**

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Completed	Officer Comment
20/120	8 April 2020	Fees and Charges 2020/2021: Food Act and Resource Consenting (Planning)	<p><i>THAT the Horowhenua District Council resolves that the Food Act Fees and Resource Consent (Planning) Fees for the 2020/21 year be retained at the 2019/20 level and be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.</i></p> <p><i>THAT the hearing of any submissions be heard by the Hearings Committee of Council acting under delegated authority, and a subsequent recommendation be made by the Committee to Council on this matter.</i></p>	M Leyland/ V Miller			Officers had directly contacted all the relevant food businesses; no submissions were received. A report for the adoption of the Fees and Charges is included in the June 2020 Council Agenda.
20/164	6 May 2020	Draft Rates Postponement Policy	<i>THAT Report 20/164 Draft Rates Postponement Policy lay on the table pending a workshop to be held to further consider the Policy.</i>	D Law			A draft Policy was included in the May FAR Agenda, with the recommendation to Council to be included in the June 2020 Council Agenda, prior to going out

**MONITORING REPORT**  
**HOROWHENUA DISTRICT COUNCIL**

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Completed	Officer Comment
							for public consultation.
20/154	6 May 2020	Options for Community Grants and Funding in the 2020/2021 financial year in response to the COVID-19 pandemic	<i>THAT the Community Funding and Recognition Committee brings to the 10 June 2020 meeting of Council recommended grants and funding criteria.</i>	N Brady			A report on the recommended grants and funding criteria is included in the June 2020 Council Agenda
20/91	6 May 2020	Draft Water Supply Bylaw 2020	That the Draft Water Supply Bylaw go out for public consultation prior to coming back to Council for adoption	Sarie Van der Walt			

# Chief Executive's Report to 10 June 2020

File No.: 20/163

## 1. Purpose

For the Chief Executive to update Councillors, or seek endorsement on, a number of matters being dealt with.

## 2. Recommendation

- 2.1 That Report 20/163 Chief Executive's Report to 10 June 2020 be received.
- 2.2 That these matters or decisions be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council appoints ..... to be its proxy to vote on its behalf at the Civic Financial Services 2020 Annual General Meeting.
- 2.4 That the Horowhenua District Council supports the nominations of ..... and ..... as directors of Civic Financial Services.
- 2.5 That the Horowhenua District Council **does/does not** support the resolutions submitted by the Christchurch City Council.
- 2.6 That the Horowhenua District Council adopts the updated Acceptance of Late Submissions Policy.

## 3. Chief Executive Updates

### 3.1 Civic Financial Services 2020 Annual General Meeting

The Civic Financial Services 2020 Annual General will be held via Zoom on Friday 19 June 2020.

As a shareholder, HDC can appoint a proxy to vote on its behalf on the resolutions before the meeting. The resolutions which are not procedural are:

- (a) in relation to the election of two directors, with four nominations for consideration (see 4. in the **attachment** for candidate information);
- (b) other business being resolutions submitted by Christchurch City Council in relation to an alteration in the management fee structure (see 6. in the **attachment**).

Council's appointment of a proxy to vote on its behalf is sought as well as direction on the directors' nomination and the resolutions submitted by the Christchurch City Council.

### 3.2 Acceptance of Late Submissions Policy

Council's Acceptance of Late Submissions Policy was adopted in 2013 and it is timely for it to be reviewed.

A draft Policy is **attached**, with the suggested updates being relatively minor.

## Attachments

No.	Title	Page
A	Civic Financial Services Notice of AGM_19 June 2020	45
B	Draft Acceptance of Late Submissions Policy 2020	57

**Confirmation of statutory compliance**

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

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

**Signatories**

Author(s)	David Clapperton <b>Chief Executive</b>	
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Approved by	David Clapperton <b>Chief Executive</b>	
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## NOTICE OF MEETING

Notice is hereby given that the Annual General Meeting of Civic Financial Services Limited will be held via Zoom conference on Friday 19 June 2020 commencing at 3.00pm for the purpose of transacting the following business:

**(Please note the new time for this meeting which has changed from the notice we sent out on 16 March 2020)**

### ORDINARY BUSINESS

1. **Apologies**  
To receive apologies.
2. **Minutes of 2019 Annual General Meeting**  
To approve Minutes of the AGM held 21<sup>st</sup> June 2019.
3. **Annual Report and Financial Statements**  
To receive and consider the Annual Report which includes financial statements for the year ended 31 December 2019 and the report of the auditor therein.
4. **Directorate**  
To approve the appointment of two Directors in accordance with the Constitution.  
  
Basil Morrison and Anthony Gray retire from office by rotation in accordance with the Constitution of the Company. Both Directors have been nominated by the board for re-election.  
  
Jen Crawford and Louise Edwards have each been nominated by Christchurch City Council as a Director and offer themselves for election.  
  
Resumes received from each of the candidates are attached.
5. **Appointment and Remuneration of Auditor**  
To record the appointment of the Auditor-General as auditor (pursuant to Section 207 of the Companies Act 1993 and Section 15 of the Public Audit Act 2001) to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to determine the remuneration for the auditor for the year.  
Note: The Auditor-General has appointed Mr Silvio Bruinsma of Deloitte to undertake the audit.
6. **To transact any other business that may be properly brought before the meeting.**  
To this end, the following resolutions have been added to the agenda at the request of Christchurch City Council, in its capacity as a shareholder of Civic:
  1. *It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.*
  2. *That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.*
  3. *That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.*

Attached are:

- Statement from Christchurch City Council giving the background to its resolutions.
- Statement from Civic's Board providing background as to why it **does not** support the resolutions proposed by Christchurch City Council.

ATTENDANCE VIA ZOOM: PROXIES/APPOINTED REPRESENTATIVES AND VOTING

A shareholder entitled to attend and vote at the AGM may appoint a proxy for this meeting to cast its vote. A shareholder may also appoint a representative to attend the meeting, pursuant to Clause 14.3 of the Constitution of the Company.

Additionally, as the meeting is to take place via Zoom conference:

- 1) Voting on resolutions will take place by way of proxy appointment and accordingly:
  - a. Each shareholder must submit its proxy appointment form specifying the votes it intends to make at the AGM, no later than one business day before the AGM.
  - b. At the AGM, when the time comes to vote on resolutions each validly appointed proxy will be asked by the Returning Officer to confirm their vote in accordance with their proxy appointment form submitted in advance of the meeting.
  - c. Votes confirmed at the AGM will be valid for the purpose of determining the outcome of the vote.
  - d. Votes on resolutions will only be valid if a proxy appointment form is submitted to the Returning Officer in advance of the AGM. No votes on resolutions by representatives during the AGM will be valid.
- 2) Details regarding participation in the meeting, including the link to join, will only be provided to properly appointed representatives and proxies.

A completed proxy form/notice in writing of appointment of a representative signed by the shareholder must be provided to the Returning Officer (by email) by 3.00pm one business day before the start of the meeting i.e. 18<sup>th</sup> June 2020.

By Order of the Board  
Glenn Watkin  
Chief Financial Officer  
14 May 2020

Returning Officer:  
Dominika Mitchell  
Associate, Dentons Kensington Swan  
Dominika.mitchell@dentons.com



**Civic Financial Services Limited  
Proxy Form**

\_\_\_\_\_ of  
(Shareholder Name)

\_\_\_\_\_ being a shareholder of Civic Financial Services Limited, hereby appoints  
(Location)

\_\_\_\_\_ of \_\_\_\_\_ contact email  
(Name) (Employer)

[insert] or, failing him/her

\_\_\_\_\_ of \_\_\_\_\_ contact email  
(Name) (Employer)

[insert] as its proxy to vote for and on its behalf at the Annual General Meeting of Shareholders of Civic Financial Services Limited, to be held via Zoom conference on 19th June 2020 and at any adjournment of that meeting.

The proxy will vote as directed below:

**Agenda Item**

In Favour (✓)	Against (✓)
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1. **Receive apologies.**

2. **Approve the Minutes of the AGM held 21 June 2019.**

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3. **To receive the Annual Report**

To receive the Annual Report which includes the financial statements for the year ended 31 December 2019 and the report of the auditor therein.

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4. **To elect two Directors** *Please only vote for a maximum of two candidates. Should votes be cast in favour of more than two directors all of the shareholder's votes in this section will be invalidated*

**Basil Morrison** who retires in terms of the Constitution and being eligible and having been nominated by the Board, offers himself for re-election.

**Tony Gray** who retires in terms of the Constitution and being eligible and having been nominated by the Board, offers himself for re-election.

**Jen Crawford** who has been nominated by Christchurch City Council and offers herself for election.

**Louise Edwards** who has been nominated by Christchurch City Council and offers herself for election.

5. **Appointment and Remuneration of Auditor**

To record the appointment of the Auditor-General as auditor (pursuant to Section 207 of the Companies Act 1993 and Section 15 of the Public Audit Act 2001) to hold office until the conclusion of the next Annual General Meeting and to authorise the Directors to determine the remuneration for the auditor for the year.

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Civic Financial Services Ltd • 116 Lambton Quay • PO Box 5521, Wellington 6140 • Email: admin@civicfs.co.nz

www.civicfs.co.nz • Tel: 04 978 1250 • Fax: 04 978 1260

Agenda Item	In Favour (✓)	Against (✓)
<b>6 Other business submitted by Christchurch City Council</b>		
<b>6.1</b> It is noted that the Board, effective from 1 April 2020, has made the decision to reduce the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes from 0.50% to 0.44% per annum. This has the effect of reducing the extent of funds that might otherwise be available for distribution to shareholders in favour of benefiting the superannuation scheme members.		
<b>6.2</b> That effective from 1 April 2021 the Board returns the management fee charged to the members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes back to 0.50%.		
<b>6.3</b> That the Board tables options on changing superannuation fee structures to shareholders detailing the effect, if any, on the payment of future dividends.		

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Signature(s) of Shareholder

\_\_\_\_\_  
Position(s) Held

Please return to: Returning Officer, Dominika Mitchell, Dentons Kensington Swan, by email [Dominika.mitchell@dentons.com](mailto:Dominika.mitchell@dentons.com) prior to 3.00pm 18 June 2020.



#### ATTENDANCE AT MEETINGS OF THE COMPANY

The Constitution provides for members to be represented at meetings of the Company only by proxies or appointed representatives.

Clause 14.3 (as amended in May 2004) provides:

“A shareholder may exercise the right to vote by being present by a representative or by proxy.

The representative or proxy for a shareholder is entitled to attend and be heard and vote at a meeting of shareholders as if the representative or proxy were a shareholder.

A proxy must be appointed in writing signed by the shareholder and the notice must state whether the appointment is for a particular meeting or a specified term not exceeding twelve months.

No proxy is effective in relation to a meeting unless a copy of the notice of appointment is produced to the registered office of the company not later than twenty-four hours before the start of the meeting.

A shareholder may appoint a representative to attend a meeting of shareholders on its behalf in the same manner as that in which it could appoint a proxy”.

Accordingly, proxies/notification of appointed representatives must be emailed to [Dominika.mitchell@dentons.com](mailto:Dominika.mitchell@dentons.com) (and copied to me) by 3.00pm 18 June 2020.

*It would be appreciated if shareholders, when considering who to appoint as their representative/proxy holder, would contact Glenn Watkin thereby facilitating a quorum for the AGM.*

Glenn Watkin  
Chief Financial Officer  
Phone: (04) 978 1252  
Email: [glenn.watkin@civicfs.co.nz](mailto:glenn.watkin@civicfs.co.nz)  
Fax: (04) 978 1260

## **Basil Morrison, CNZM, JP**

### **Skills and Experience**

Basil has worked and been involved in Local Government over many years acquiring a wealth of knowledge of Local Government and community issues at international, national, regional and district level. He is a highly skilled Chairperson and Board Director with significant public and private sector governance experience involving key leadership roles within many Local Government and community organisations. His experience has included:

- witnessing and understanding considerable change in the role of Local Government
- establishing successful working relationship between Local Government and Central Government
- championing concerns of rural communities, regional development, conservation and tourism
- serving on a large number of hearings panels
- leading regional civil defence and emergency management issues
- extensive involvement in community, sporting and charitable organisations
- under the RMA sitting on panels to consider District Plans, the Proposed Auckland Unitary Plan, Waitangi Tribunal and Special Housing Legislation

### **Current Appointments**

- Republic of Uganda's Honorary Consul in New Zealand
- Director of Civic Financial Service Ltd
- Waitangi Tribunal Member
- Chairman of the Zealand Local Government Superannuation Board of Trustees
- Accredited Resource Management Act Commissioner since 2005
- Independent Hearings Commissioner for Auckland Council
- Thames-Coromandel District Council Hearings Panel
- Waikato Regional Council Hearings Panel

### **Previous New Zealand and International Appointments**

- Chairman of the Local Government Commission
- Chair of the Commonwealth Local Government Forum
- President of Local Government New Zealand (LGNZ) Nov 2000-July 2008
- Regional Councillor for Environment Waikato from 2004-2007
- Mayor of the Hauraki District from 1989-2004
- Member of the Hurunui/Kaikoura Earthquakes Recovery Act Review Panel
- Director of Government SOE Landcorp Farming

### **Services to Local Government**

- Companion of the New Zealand Order of Merit
- Recipient of the 1990 Medal for Local Government Services
- Justice of the Peace since 1985

## Anthony Trevor Gray

Mobile: 021 939 593

Home phone number: 06 877 1950

Address: 20 Sandown Lane, Chambers Estate, Havelock North

Date of Birth: 20 August 1952

### Personal Profile

#### Qualifications

- Accountants Professional Examinations – awarded a Fellowship in 1993.

#### Professional Memberships

- Institute of Chartered Accountants New Zealand and Australia member of the Chartered Accountants College (Awarded Fellow Chartered Accountant FCA – 1993). Served on various Institute of Chartered Accountants Committees, including the Council (six years) and the Executive Board (two years).
- INFINZ (1997) (Resigned 2010)
- Institute of Directors (1996)
- Chartered Member-Institute of Directors
- Sub Committee Member-East Coast Branch –Institute of Directors

### Current Directorships

- Eastland Group Limited and Chair of Audit, Finance and Risk Committee
  - Gisborne Airport Limited
  - Eastland Port Limited
  - Eastland Network Limited
- Civic Financial Services Limited and member of Risk and Audit Committee
- Trustee Civic Property Pool
- Local Government Mutual Funds Trustee Limited
- Ngāti Pūkenga Investments Limited-Chair
- Artemis Nominees Limited
- Quality Roading and Services (Wairoa) Limited and Chair of Audit and Risk committee
- Tatau Tatau o Te Wairoa Commercial Limited-Chair
- Hawke's Bay Food Innovation Hub-Establishment Board Chair

### Previous Significant Directorships

- Sky Network Television Limited (also Audit Committee)
- CLEAR Communications Limited (also audit Committee)
- Avalon Television Studios Limited
- Broadcast Communications Limited
- Television Australia (Pty) Limited
- Gennett Services Limited (Chairman)
- Horizon Pacific Television Limited
- South Pacific Pictures Limited
- Asia Business News (Singapore) Limited
- Teamtalk New Zealand Limited (Independent Director)
- Rotokawa Generation Limited
- Rotokawa Joint Venture Limited
- Southdown Co-generation Limited
- Board Member Hastings District Council Maintenance Group

- Board Member – Omarunui LFG Limited Partnership Advisory Board
- Maungaharuru Tangitu Limited and member of Audit and Risk Committee
- Ngati Apa Developments Limited-member of Audit Committee

### **Employment History**

Executive Project Adviser  
Hastings District Council  
*July 2015-Present*

Special Projects Manager  
Hastings District Council  
*February 2015- July 2015*

Chief Financial Officer  
Hastings District Council  
*August 2009- February 2015*

General Manager Secretariat and Group Monitoring  
Te Rūnanga o Ngāi Tahu  
*March 2008- August 2009*

Contract Chief Financial Officer  
Wickliffe Limited  
*February 2007- July 2007*

Overseas travel, rest and recreation  
*September 2006- February 2007*

Chief Financial Officer/ Group Finance Manager  
Mighty River Power Limited  
*September 1999- September 2006*

Financial Consultant  
TVNZ, Tourism Holdings limited and CFO Maui Worldwide  
*July 1998- September 1999*

Director of Finance, Chief Financial Officer and Director of Investment  
TVNZ  
*October 1986- July 1998*

### **Interests**

- Golf
- Fishing
- Motorcycling
- Horse Racing (part owner)
- General Sports

## Jen Crawford

- 20+ years' experience as a specialist lawyer in NZ and the UK.
- Professional chartered director.
- Particular expertise in risk management, regulatory compliance, planning, local government and professional services.
- Strong governance skills with current directorships include Independent Chair of Ashton Wheelans Chartered Accountants and Regenerate Christchurch Board Member/Risk, Audit and Finance Committee Chair. Member of the External Advisory Group to the Christchurch City Council 2021-2031 Long Term Plan. Past governance roles include Ngāi Tahu Seafood Limited, Arts Centre of Christchurch Trust and University of Canterbury Foundation.
- Governance experience includes leadership of chartered accountant and business advisory firm
  - Ashton Wheelans Ltd including oversight and direction for a new management structure; strategic oversight of major strategic project undertaken by Ngāi Tahu Seafood Ltd and maintenance of key stakeholder relationships within Te Rūnanga o Ngāi Tahu; led negotiations with the Crown, Christchurch City Council, Ngāi Tahu and Heritage NZ to modernise governance arrangements (The Arts Centre of Christchurch Trust Act 2015).
- Executive experience – consultancy legal services to clients, peer support Institute of Directors Canterbury Branch. Equity partner (Anderson Lloyd 2003-2017) and senior legal counsel on project consenting and infrastructure development, Head of Department 2016-2017.

## Louise Edwards

- Good understanding of the superannuation and insurance regulatory and compliance regime that Civic operates under through experience as Chief Executive at Perpetual Trust, and as a director on the boards of National Provident Fund, Credit Union Baywide and Co-opMoney.
- In-depth understanding of investment management and capital projects built up from many years working in the financial services sector, in particular latterly as Chief Executive of Rata Foundation managing and monitoring an investment portfolio of over \$620 million and on the board of National Provident Fund (superannuation funds of \$1.8 billion).
- Strong financial acumen and understanding of risk – working as an accountant for many years - excellent financial and analytical skills and extensive experience chairing Audit and Risk Committees at a board level (currently chairing two Audit and Risk Committees).
- Roles at chief executive level have built up good strategic thinking skills and the ability to look beyond operation detail to ensure investment returns are optimised within the appropriate risk parameters.



## Reasons to support the resolutions proposed by Christchurch City Council

### Background

In December 2019, the Board, after informal consultation proposed and implemented a reduction in the management fee charged to members of the SuperEasy and SuperEasy KiwiSaver Superannuation Schemes.

The Christchurch City Council has questioned management of Civic to determine whether the process for making such a decision, favouring members over shareholders was in the best interest shareholders.

Given the limited ownership structure of Civic, the Christchurch City Council contends that all shareholders should have been given a formal opportunity to review all options and to provide feedback on a decision that would likely affect future dividend streams.

The Christchurch City Council appreciates that SuperEasy and SuperEasy KiwiSaver Superannuation Schemes have some of the lowest management fees in the industry, which already reduces the potential for future dividend streams to shareholders.

Civic has provided Christchurch City Council the following fee-related information (as at September 2019):

Management Fees	New %	Old %	Other restricted schemes (average) %	Default schemes (average) %
Conservative Funds	0.44	0.50	0.95	0.65
Balanced Funds	0.44	0.50	1.02	0.88
Growth Funds	0.44	0.50	1.03	0.93

A snapshot from Civic's 2019 Annual Report on the schemes shows the following:

- the SuperEasy schemes are described as featuring low member charges;
- 94% (69 from 73) councils have appointed Civic as preferred provider of KiwiSaver (for those employees not nominating other KiwiSaver schemes);
- Funds under management are \$420 million, up 50% since 2016;
- There are 10,734 members of Civic's superannuation funds which is around 40% of all local government employees. Member numbers have increased 6.7% since 2016.

Christchurch City Council's assessment of the information provided by Civic shows that the rationale for a reduction in member fees is not immediately apparent.

### Conclusion

The Christchurch City Council proposes that the above resolutions be put to the 2019/20 annual general meeting in order to formally recognise the actions by the Board to reduce the management fees and requests that the management fee be reinstated to 0.50% and that the Board, tables options including the effect, if any, on the payment of future dividends.



## **The Board of Civic Financial Services Ltd DOES NOT support the resolutions proposed by Christchurch City Council**

Background to the Board's decision to reduce the management fee charged to members of its superannuation schemes from 0.50% pa 0.44% pa are;

1. The Board's view is that Civic Financial Services and the companies that preceded it have always been in operation for the benefit of local government.
2. When providing insurance, the Board's view was that the majority of shareholders felt that the company's primary role was to keep the insurance market honest; paying a dividend was seen as secondary to that primary role.
3. The Board now sees its major role as being the "holding company" providing superannuation schemes for those employed in local government.
4. Having not paid a dividend since 2009 apart from the special dividend on the sale of Civic Assurance House paid in August 2019, the company's financial projections for the 2020 year showed that funds were available to pay a dividend to shareholders.
5. Civic's primary source of income is from the management fees it receives from the members of the company's superannuation schemes. The Board felt that reducing the Schemes' management fee would secure and enhance Civic's income in the future.
6. The Board resolved to use the funds that could have been used to pay a dividend to shareholders to reduce the management fee charged to members of the company's superannuation schemes. The Board made the decision to reduce fees, to not only give benefit to existing members but also to help attract new members which enhances the income of the company.
7. When considering whether to pay a dividend or reduce the management fees to members of the company's superannuation schemes, the Board considered the materiality on any dividend payable to its shareholders. The total dividend to be distributed amongst all of the 73 shareholders could have been \$186,316.



## ACCEPTANCE OF LATE SUBMISSIONS POLICY

### 1. INTRODUCTION

This policy sets out the intended practice for the Horowhenua District Council (“Council”) with regard to the acceptance of late submissions under the Local Government Act 2002 (“LGA”).

### 2. OBJECTIVES OF THE POLICY

The objectives of this policy are:

- To formalise Council’s policy on the acceptance of late submissions under the LGA;
- To meet the requirements and principles of consultation within the LGA;
- To provide greater certainty and clarity for submitters and elected members.

### 3. BACKGROUND

Late submissions are received from time to time when Council is undertaking the special consultative process as set out in the LGA. It has been common practice, where submissions are received after the close-off date, that such submissions are generally accepted, subject to a Council resolution at the beginning of the hearing process.

Under the Resource Management Act 1991 (“RMA”) the criteria for consideration of late submissions is stipulated quite specifically. This includes considering the impact on the decision-making process, both administratively and ensuring fair and balanced consultation.

The RMA provides enough guidance around late submissions that it does not require further definition; however, the LGA is relatively open to interpretation. To provide greater certainty and clarity to submitters and elected members, a set of criteria, similar to those specified in the RMA are set out in this policy.

### 4. POLICY

#### 4.1 Principles

In determining whether or not to accept late submissions, the following principles will be taken into account: ~~The principles that underlie this policy include:~~

- That submitters should provide their submissions within time unless good reason exists for the delay
- There should be consistency across all submitters and across all consultation processes;
- Acceptance of a late submission should not unduly affect the overall process; and
- A late submission should only be accepted if it is fair and equitable to do so ~~Overall fairness.~~

In line with the principles of consultation under the LGA, accepting late submissions enables a full range of options to be available and ensures that submitters are heard.

#### 4.2 Acceptance of Late Submissions

Submissions which are received after the close-off date stipulated in the public notice may be accepted subject to a Council resolution at the beginning of the hearing or deliberation process (if applicable). ~~The~~ Late submissions will be addressed on an individual basis at the discretion of Council.

Submissions will not be accepted if any of the following apply:

- (i) The submission is received at a point in the process where Council deems it not practical to consider the submission. This includes, but is not limited to, **consideration of the submission will cause unreasonable delay in adopting any plan or policy or in making any Council decision.** ~~the following circumstances:~~
  - ~~(i) The submissions arrives more than one month after the close-off date stipulated in the public notice; or~~
  - ~~(ii) consideration of the submission will cause unreasonable delay in adopting any plan or policy or in making any Council decision; or~~
- (ii) Consideration of the submission would result in that submitter having an unfair advantage over another submitter ~~or an unfair disadvantage to any other submitter, e.g. by having substantially more time or more information than other submitters to be able to make their submission; or~~
- (iii) The submission is not directly relevant to the issue. In this instance, the submission may be forwarded ~~on~~ to the relevant process or relevant Council; or
- (iv) The **content of the** late submission has already been covered by another submission.

# Electra Trust 2020 Trustee Elections

File No.: 20/178

## 1. Purpose

To decide Council's two candidates for the Electra Trust Election 2019.

## 2. Recommendation

- 2.1 That Report 20/178 Electra Trust 2020 Trustee Elections be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That the Horowhenua District Council proceeds/does not proceed with exercising its voting rights for the Electra Trust 2020 Trustee Elections.
- 2.4 That the Horowhenua District Council votes for ..... and .....in the 2020 Electra Trust elections.

## 3. Background/Previous Council Decisions

Each Electra account holder is an elector for the purpose of the Electra Trustee election. Council is the holder of 148 accounts, and is now in receipt of the same number of voting papers, which it may choose to cast for the 2020 Trustee election.

Voting closes at 12 noon on Friday, 12 June 2020.

## 4. Issues for Consideration

- 4.1 Council needs to determine whether it will or will not proceed with exercising its voting rights for the Electra Trust 2020 Trustee elections. Over the past few years Council has exercised its voting rights.
- 4.2 Should Council decide to proceed to exercise its voting rights for the Electra Trust 2020 Trustee elections, candidates for election are:
  - Lindsay BURNELL
  - Kevin BURROWS
  - Brendan DUFFY
  - Neil MacKAY

The candidate profiles are **attached** to this report.

- 4.3 The method of casting Council's vote involves an open voting process whereby each member casts up to two votes, with the two highest polling candidates receiving the full number of the Council voting allocation.

## Attachments



No.	Title	Page
A	Electra 2020 Trustee election candidate profiles v4	61

### Confirmation of statutory compliance

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

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

### Signatories

Author(s)	David Clapperton <b>Chief Executive</b>	
Approved by	David Clapperton <b>Chief Executive</b>	



## 2020 Trustee Elections CANDIDATE PROFILES

*Disclaimer: The Returning Officer for Electra Trust accepts no responsibility for the content or accuracy contained in the statements as supplied by the candidates.*



### **BURNELL Lindsay**

We must remain community owned. As the longest serving and experienced Electra Trustee. I believe in community ownership so each of us benefits from a strong reliable, local electrical network we own and control, which returns a valuable annual discount.

I have extensive local and regional government experience and enjoy many community activities. These keep me in close contact with our consumers, ensuring that I bring your views to the table.

Local Trust ownership of our lines company is essential and if re-elected I undertake to represent you with integrity and will ensure that you continue to receive your discount.



### **BURROWS Kevin**

Electra provides a valuable service to the local community and the rebates it provides are appreciated by everyone and needs to be retained in public ownership. Prior to retirement I worked for the New Zealand Public Service Association Te Pukenga (PSA) and the New Zealand Educational Institute (NZEI).

I've been on the board of the Electrical Supply Industry Training Organisation (ESITO) and the Governing Council of the Wellington Institute of Technology (Weltec). For the past five years I have been involved in Kapiti Grey Power as President, Vice President and Committee member.

I have a degree majoring in Economic History.



### **DUFFY Brendan**

The term I am completing on the Trust has seen us make some significant improvements to several of the Trust's processes. We are very determined to ensure that the Board of Directors are skilled and will deliver the financial benefits to the residents in Kapiti Horowhenua, whom we on the Trust represent. My focus has been on efficient governance, a review of multiple policies and ensuring that the Trust relationship with the Board is as focussed as possible. I fully support the Chair, Sharon Crosbie, and the Trust direction and am willing to serve a second term with your support.



### **MacKAY Neil**

I spent twelve years on the Electra Board (2007-2019) the last three as Chair. I fully understand the strategies/operations of the business, the challenges in the electricity sector and the role, functioning and importance of a strong Electra Trust.

Under my leadership Electra significantly improved its overall financial position and passed on increased sales discounts to the electricity consumers each year.

I have extensive background in governance, business and the community. I will strongly protect and support your interests to ensure the highest levels of service and valuable annual discounts. I am fully committed to maintaining local ownership.



# Adoption of Fees and Charges 2020/2021 Food Act Premises and Resource Consenting (Planning)

File No.: 20/204

## 1. Purpose

To seek a resolution of Council to adopt fees and charges in respect of Food Act Premises and Resource Consenting for the 2020/2021 year.

## 2. Recommendation

- 2.1 That Report 20/204 Adoption of Fees and Charges 2020/2021 Food Act Premises and Resource Consenting (Planning) 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 Schedule of Fees and Charges attached as **Attachment A** (Food Act Premises) and **Attachment B** (Resource Consenting (Planning)) be adopted as operative fees and charges for the 2020/21 year, effective 1 July 2020.

## 3. Background/Previous Council Decisions

- 3.1 At the 8 April 2020 meeting, Council resolved to consult on proposed fees and charges in respect of Food Act Premises and Resource Consenting, using the special consultative process.
- 3.2 The proposed fees were retained at the same level as the 2019/20 year.
- 3.3 The consultation process was impacted by the Covid-19 restrictions. While the proposed fees were notified by public notice on the Horowhenua District Council website, to ensure that those most likely to be impacted by the proposed fees were aware of the opportunity to make submissions, extra efforts were made by officers to directly contact those potentially impacted.
- 3.4 Officers directly consulted with food business operators regarding the proposed Food Act Premises fees. This was achieved by way of phone calls to the business operators, as most of the businesses were not operating at the time due to Covid-19 restrictions.
- 3.5 There were no submissions received in relation to Food Act Premises fees for the 2020/21 year.
- 3.6 Officers directly consulted with a planning consultants who regularly apply for resource consents, as agents acting on behalf of the applicants. This was achieved by way of email, as most consultants were still working remotely while Covid-19 restrictions were in place.
- 3.7 There were no submissions received in relation to Resource Consenting (Planning) fees for the 2020/21 year.
- 3.8 Therefore, a resolution of Council is sought to adopt the schedule of fees and charges as Attachment A (Food Act Premises) and Attachment B (Resource Consenting) as operative fees and charges for the 2020/2021 year, effective 1 July 2020.

## 4. Issues for Consideration

There are no issues requiring the consideration of Council other than the adoption of the fees and charges proposed – due process has been followed in respect of the setting of these fees.

## Attachments




No.	Title	Page
A	Food Act Premises Schedule of Fees and Charges 2020/2021	65
B	Resource Consenting (Planning) - Schedule of Fees and Charges 2020/21	66

### 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)	Megan Leyland <b>Consents Manager</b>	
	Vaimoana Miller <b>Compliance Manager</b>	
Approved by	David McCorkindale <b>Group Manager - Customer &amp; Strategy</b>	



Food Act Premises Schedule of Fees and Charges 2020/2021

Description	Proposed fee 20/21	Variance
Registering a Food Control Plan that is based on a MPI template	\$250.00 fixed fee	Nil
Registering a business under a national programme	\$250.00 fixed fee	Nil
Renewing the registration of a Food Control Plan that is based on a MPI template	\$200.00 fixed fee	Nil
Renewing the registration of a business operating under a national programme	\$200.00 fixed fee	Nil
Amendment to registration	Charged at hourly rate of \$150.00 per hour	Nil
Verification of a Food Control Plan that is based on an MPI template	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	Nil
Verification of a National Programme	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	Nil
Compliance and Monitoring	Charged at hourly rate of \$150.00 per hour	Nil
Charges for travel outside of Horowhenua District - <i>*Applicable where a verifier is required to travel outside of the Horowhenua District to verify a template Food Control Plan or a National Programme business.</i>	Cost + 20%	Nil

Resource Consenting (Planning) Schedule of Fees and Charges 2020/2021

Description	Fee/Charge 2019/20	Proposed Fee/Charge 2020/21	Variation
<b>Consent Applications</b>			
Processing Fee	\$155.00 per hour	\$155.00 per hour	Nil
10 Day Land Use Consents	\$1,000.00 fee	\$1,000.00 fee	Nil
Land Use Consent (non-notified)	\$1,000.00 deposit	\$1,000.00 deposit	Nil
Subdivision Consents (non-notified)	\$1,200.00 deposit	\$1,200.00 deposit	Nil
Digital Capture Levy (applies to hard copy consent applications only)	\$200.00 fee	\$200.00 fee	Nil
<b>Other Applications</b>	<b>Fee/Charge 2019/20</b>	<b>Proposed Fee/Charge 2020/21</b>	<b>Variation</b>
Bond Administration	\$200.00 fee	\$200.00 fee	Nil
s125 Extension of Time	\$750.00 fee	\$750.00 fee	Nil
s221 Preparation of Consent Notice	\$210.00 fee	\$210.00 fee	Nil
S223 Approval of Land Transfer Plan	\$150.00 fee	\$150.00 fee	Nil
Processing Fee	\$155.00 per hour	\$155.00 per hour	Nil
Certificate of Compliance	\$600.00 deposit	\$600.00 deposit	Nil
Existing Use Certificate	\$600.00 deposit	\$600.00 deposit	Nil
s127 Application	\$600.00 deposit	\$600.00 deposit	Nil
s221 Consent Notice Amendment and/or cancellation	\$600.00 deposit	\$600.00 deposit	Nil
s224(c) or (f) Application	\$400.00 deposit	\$400.00 deposit	Nil
Outline Plan approval or waiver	\$600.00 deposit	\$600.00 deposit	Nil
Any other application or certificate under the RMA	\$205.00 deposit	\$205.00 deposit	Nil
Any other application	\$500.00 deposit	\$500.00 deposit	Nil

under provisions of LGA 1974 not repealed			
Boundary Activities	\$350.00 fixed fee	\$350.00 fixed fee	Nil
Marginal or Temporary Activities	\$500.00 deposit	\$500.00 deposit	Nil
<b>Notification &amp; Hearing Costs</b>	<b>Fee/Charge 2019/20</b>	<b>Proposed Fee/Charge 2020/21</b>	<b>Variation</b>
Limited Notification	\$1,115.00 deposit	\$1,115.00 deposit	Nil
Full Notification	\$2,230.00 deposit	\$2,230.00 deposit	Nil
Hearing Costs – Council Hearings Committee	\$3,200.00 deposit based on 6 hour hearing	\$3,200.00 deposit based on 6 hour hearing	Nil
Commissioner Costs	At cost	At cost	Nil
s357 Lodgement of Objection & Assessment	\$550.00 deposit	\$550.00 deposit	Nil
<b>Miscellaneous Matters</b>	<b>Fee/Charge 2019/20</b>	<b>Proposed Fee/Charge 2020/21</b>	<b>Variation</b>
Consultant s42A planning reports	Cost + 20%	Cost + 20%	Nil
Specialist Reports	Cost + 20%	Cost + 20%	Nil
Mileage	AA rate applicable	AA rate applicable	Nil
Disbursements	Cost + 20%	Cost + 20%	Nil
Pre-Hearing Meetings	Cost + 20%	Cost + 20%	Nil
Consent Monitoring & review of reports	\$155.00 per hour	\$155.00 per hour	Nil



File No.: 20/207

## Heritage Incentive (Consent Fee Waiver/Reimbursement Fund) Review

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### 1. Purpose

To provide information to enable Council to make a decision on the review of the Heritage Incentive (Consent Fee Waiver/Reimbursement Fund) and whether or not it wishes to retain the Heritage Incentive Fund.

### 2. Executive Summary

In 2017, Council consulted with the community about the possibility of establishing a Heritage Incentive Fund as part of the development of the Annual Plan 2017/2018. As a result, Council decided to allocate \$50,000 per annum for the Heritage Incentive Fund with a review scheduled for 2020/2021. The fund commenced and two successful rounds have now occurred. A review of the fund has been undertaken and recommendations provided for consideration.

### 3. Recommendation

- 3.1 That Report 20/207 Heritage Incentive (Consent Fee Waiver/Reimbursement Fund) Review 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 discontinue the Heritage Incentive (Consent Fee Waiver / Reimbursement) Fund for the 2020/21 financial year and that the continuation of this fund be reconsidered by Council as part of preparing the Long Term Plan 2021-2041.

### 4. Background / Previous Council Decisions

- 4.1 In 2011/2012 Council identified the need for a strategy to assist it and the community to more effectively manage heritage within the District. The Horowhenua District Heritage Strategy was subsequently drafted, consulted on, and then adopted by Council in September 2012.
- 4.2 The Horowhenua Heritage Strategy 2012 (Heritage Strategy) identified a vision, goals and included an action plan to facilitate the more effective management of local heritage. One of the actions in the Heritage Strategy (action 4.2.6) identified was the need to explore mechanisms to incentivise the maintenance and enhancement of local heritage buildings and sites.
- 4.3 Actions 4.1.1, 4.1.2 and 4.2.2 of the Heritage Strategy related to Council identifying additional local heritage buildings and sites, and then undertaking a plan change to update Schedule 2 of the Horowhenua District Plan to include additional buildings and sites of local historical significance. Work on this plan change commence late 2015 with a call for public nominations of local heritage buildings and sites. The non-residential buildings and sites that were nominated were assessed by heritage professionals during 2016 and a plan change was undertaken in 2017.
- 4.4 While developing the plan change officers and Council also looked at and considered options for heritage incentives.
- 4.5 Many other councils across New Zealand provide some form of incentive to heritage property owners to recognise the public benefit of their building or site being protected and conserved

for future generations. There are a variety of heritage incentives available for councils to utilise including regulatory incentives (e.g. waivers of zone provisions or specified permitted uses) and non-regulatory incentives (grants, consent fee waivers, or rates relief).

- 4.6 During the Annual Plan 2017/2018 process, Council sought feedback from the community about whether there was support for establishing a fund for heritage incentives which could be made available to the owners of heritage buildings and sites to help conserve, restore and enhance the significant heritage values of their property.
- 4.7 The options that were consulted on were: for Council to not establish a heritage fund; for Council to allocate \$50,000 per annum for a heritage fund; and for Council to allocate \$100,000 per annum for a heritage fund. Council received 75 submissions on its Annual Plan 2017/2018 and of those who commented on the heritage fund topic, 77% of submitters were supportive of establishing some kind of fund and 23% were not supportive.
- 4.8 Council resolved on 24 May 2017 as part of Annual Plan Deliberations that it would allocate \$50,000 per annum for a Heritage Fund, and a review period of three years was agreed as well.
- 4.9 On 7 March 2018 Council agreed on the terms for which the Heritage Incentive Fund would be allocated. With \$20,000 going towards consent fee waivers/reimbursement and \$30,000 being made available as a discretionary fund, with the Community Funding and Recognition Committee being given delegation to allocate the discretionary funds until 2020/2021 when the review of the Heritage Incentives was due to take place.
- 4.10 Officers briefed Council on 29 January 2020 about the Heritage Incentive Fund and agreed to produce this report for Council's consideration. The briefing showcased the work that the fund has enabled since its establishment and provided feedback from the successful applicants to this fund. The timing of Council considering this report is to confirm the funding that would be included in the Annual Plan 2020/21 and potentially budgets for future years.

#### 4.11 Overview of the Heritage Incentive Fund

The Heritage Incentive Fund of \$50,000 per annum is currently divided into two parts being: \$30,000 for the Heritage Fund (a discretionary available for allocation each year); and \$20,000 for the waiver or reimbursement of resource consent fees.

The Heritage Fund is for projects or works that conserve, restore or enhance the heritage value or character of a property listed in Schedule 2 of the District Plan or within the Heritage/Character Overlay Areas in Foxton and Shannon. This covers things like conservation and restoration work, strengthening of earthquake prone buildings, emergency building work, specialist advice, conservation plans (these plans guide how the historic feature is cared for and managed); and relocation of a heritage building may also be considered.

The waiver/reimbursement of resource consent fee covers Council processing fees (relating to the heritage component only) for resource consents that were required because of the heritage listing in the District Plan.

#### 4.12 Overview of District Plan provisions specific for heritage properties:

The District Plan has specific provisions for buildings, structures and sites listed in Schedule 2 of the District Plan and an overview of these is as follows:

- The maintenance, redecoration and repair of the interior and exterior of a Group 1 or 2 building or structure is permitted in the District Plan. *Maintenance, redecoration and repair are limited in scope and defined in the District Plan.*
- The maintenance and repair of existing lawns, gardens, structures (including fences), buildings, removal of vegetation, and maintenance of signage on any listed heritage site is permitted.

- The earthquake strengthening of any Group 1 or 2 heritage building requires resource consent as either Controlled or Restricted Discretionary Activities.
- Alteration to, or relocation of, a Group 1 or 2 building or structure requires resource consent as a Discretionary Activity.
- Demolition of a Group 2 building or structure requires resource consent as a Discretionary Activity.
- Subdivision within the heritage setting of a Group 1 or 2 building or structure requires resource consent as a Discretionary Activity.
- New building or additions to an unlisted building located within the heritage setting of a Group 1 or 2 building or structure requires resource consent as a Discretionary Activity.
- Earthworks within the heritage setting of a Group 1 or 2 building or structure requires resource consent as a Discretionary Activity.
- The following are Discretionary Activities for a Schedule 2 listed site: construction of a new building or the extension of the footprint of an existing building or structure on a site; earthworks; and subdivision of land.
- Demolition or destruction of a Group 1 building or a site is a Non-complying Activity.

For buildings within the Foxton and Shannon Town Centre Heritage/Character Overlay this provisions are as follows:

- The redevelopment, alteration, and repair of existing buildings which do not change the external building form (floor area and height) of the existing building is permitted.
- The total or partial demolition or removal of buildings and structures is permitted.
- Any external additions and alterations to existing buildings that do not comply with the permitted activity conditions requires consent as a Restricted Discretionary Activity.

## 5. Discussion

### 5.1 Overview of Heritage Incentive Fund Grants from 2018/2019 and 2019/2020

#### Heritage Fund

A total of nine applications were received during the 2018/2019 funding round. In total applicants applied for \$64,905, with the full \$30,000 being allocated and split between seven applicants. These properties were a mix of residential and commercial/public buildings and the work covered emergency building work and restoration/conservation.

A total of six applications were received during the 2019/2020 funding round totaling \$163,301, with the full \$30,000 being allocated and split between four applicants. These properties were a mix of residential and commercial/public buildings and the work covered specialist advice, emergency building work, and conservation/restoration.

#### Waiver/Reimbursement

In 2018/2019 and 2019/2020, \$20,000 was set aside in the Heritage Incentive Fund for waiver/reimbursement of resource consent fees. One application was received during 2019/2020 funding round this was granted and they received \$733.50 in reimbursement.

No other applications have been received. This means that \$20,000 in year 2018/2019 was not allocated and \$19,266.50 in year 2019/2020 was not allocated.

## 5.2 Evaluation of the Heritage Fund

Both rounds of the Heritage Fund have been successful in seeing the applications from across the district from a mix of residential and commercial/public buildings. A combined total of \$228,206 was requested over the two years (2018/2019 and 2019/2020) by 15 applicants - covering specialist advice, emergency building work, and conservation/restoration. The increase in value of \$98,396 requested by applicants from year 2018/19 to 2019/20 is a reflection of the nature and type of work being done, as well as potentially increased building and labour costs, and the recognised value of heritage properties in the Horowhenua District.

The fund has had a high level of interest from heritage property owners and it is anticipated that in the coming years this fund will be further utilised, especially as the timeframes associated with the earthquake prone building requirements draw closer.

To date the Heritage Fund has been successful in what it set out to achieve, providing positive outcomes for local heritage. This can be seen through the work completed so far, some of which would not have happened if the fund had not been in place, which would have resulted in further deterioration and potential loss of important aspect of the history and culture of the district.

### Heritage/Character Overlay and earthquake-prone building requirements:

Buildings and sites within the Heritage/Character Overlays of Foxton and Shannon are eligible for the fund, although property owners must demonstrate the heritage values of their building or site when they make an application. The benefit of the fund being available for these property owners is that it helps ensure that the unique heritage character of the main streets in Shannon and Foxton is maintained, preserved, and enhanced. This character is recognized as an important element of these communities as it creates a sense of place for locals and visitors.

The District Plan has specific requirements which aim to encourage the preservation of the heritage values of properties listed in Schedule 2 of the District Plan or within a Heritage/Character Overlay. This does mean that property owners are more constrained by the District Plan requirements than non-heritage landowners in terms of what they are permitted to do on their property. The fund helps to recognise this additional constraint and provides some relief for the owners of heritage buildings and sites as a reflection of the public good provided by these properties being well maintained.

In the coming years Council will start issuing earthquake prone building notices. The impact of this will vary between towns, with the potential of businesses closing and buildings being demolished. Buildings listed in Schedule 2 of the District Plan require resource consent to be demolished (as either a Discretionary or Non-Complying Activity depending on their heritage group status). There is a risk that heritage building owners who cannot afford to strengthen their buildings, may also find that they cannot demolish their buildings, and therefore, buildings could be left to deteriorate; making the town centres look untidy and potentially becoming a safety concern.

Continuing to provide a fund for these heritage building owners to apply to for assistance may encourage/enable some of them to be able to strengthen and maintain their buildings. There is some national funding available to assist heritage building owners, however, this funding is quite limited and typically goes to category 1 Heritage New Zealand listed buildings. The Horowhenua District only has two category 1 Heritage New Zealand listed buildings/sites (these are Shannon Railway Station and the Weraroa State Farm).

The Heritage Fund makes provision for eligible property owners to apply for funding for seismic assessments to be undertaken. Also if a building requires strengthening as a result



of the Building (Earthquake-prone Buildings) Amendment 2015, applicants can apply to the Heritage Fund for assistance with the costs for this work to be carried out. As such officers anticipate that following the earthquake prone building notices being issued the number of applications to the Heritage Fund will increase.

## 6. Options

### Option 1

Council continues to allocate \$50,000 per annum for the Heritage Incentive Fund for three years. This would mean that heritage property owners would continue to be able to apply to this fund for assistance, with positive benefits for our community as local heritage is maintained and enhanced. A review of the fund in three years time would be recommended to again review the uptake and effectiveness.

### Option 2

Decrease the Heritage Incentive Fund to \$25,000 per annum for three years, with the majority of the fund being made available as a discretionary fund and a small amount of \$1,000-\$2,000 being set aside to waiver/reimburse resource consent fees. If this is Council's preferred option then officers can confirm the exact detail of how this fund will be allocated with Council prior to the first funding round being made open for applications later in 2020.

A review of the fund in three years time would be recommended, to again review the uptake and effectiveness.

The reduction from \$50,000 to \$25,000 would reflect the difficult economic situation that our community is facing from Covid-19 but still enables some valuable support to be provided to local heritage property owners who may be seeking to carry out works. This option will not have an additional rates impact above what has been proposed as \$50,500 was already budgeted for this fund in the Long Term Plan 2018-2038 and the Draft Annual Plan 2020/21, so the \$25,000 reduction would have a positive impact on the rate for 2020/21.

### Option 3:

Discontinue the Heritage Incentive (Consent Fee Waiver/Reimbursement) Fund for the 2020/21 year. This would mean that no funding would be made available to the heritage property owners and \$50,500 would be removed from the budget for Annual Plan 2020/21. This option recognises the difficult economic situation that our community is facing from Covid-19 and Council's efforts to reduce costs and the rate impact for the community in 2020/21.

If Council does decide to discontinue the Heritage Incentive Fund for 2020/21 then officers recommend that the continuation of the Heritage Incentive Fund is reconsidered as part of the preparation of the Long Term Plan 2021-2041. Earthquake prone building legislation will place increased pressure on building owners to either strengthen or demolish their buildings during the timeframe of that Long Term Plan. The preparation of the Long Term Plan 2021-2041 would be a prudent time for Council to reconsider the effectiveness of having a Heritage Incentive Fund to support and encourage the preservation of heritage buildings in Horowhenua.

If Council was to retain the Heritage Incentive Fund going forward the following changes in criteria would be recommended:

- The reimbursement/waiver of resource consent fees has been under utilised to date. Officers have not been able to carry the funds over and as such money that could have been gone towards heritage protection has been lost. Officers would therefore recommend that a greater proportion of the available fund be used for the Heritage Fund and/or the unallocated money from reimbursement/waiver of resource consent fees is reallocated before the end of the financial year to the Heritage Fund to allow

additional local heritage building owners the ability to restore and maintain their buildings.

- The current criteria of the Heritage Fund is narrow when it comes to specialist advice and what that entails and encompasses, it would be beneficial to expand that criteria to be called professional services and itemise what specialist advice/professional services are covered by the fund.

In light of the current Covid-19 context, the Officer's recommended option is Option 3.

## 6.1 Cost

Option	Cost
1.Retain Status Quo	\$50,000 per annum for three years
2.Decrease funding	\$25,000 per annum for three years
3.Discontinue for 2020/21 year	\$0.00 for 2020/21

### 6.1.1 Rate Impact

The Heritage Fund is funded by a targeted rate which is district wide based on SUIPs. In 2019/2020 it cost \$4.05 per SUIP, out of a total rate of \$256 per SUIP based on 2019/2020 year.

## 6.2 Community Wellbeing

The heritage of Horowhenua District contributes to community identity and pride, it offers residents a meaningful connection with the district's past.

Council's Art, Culture and Heritage Plan and Heritage Strategy that sits within the Community Wellbeing Framework identifies the importance and role that heritage can have for supporting thriving and vibrant communities. Within the District Heritage Plan there is focus on three areas for Heritage:

#### Recognising

- *To identify heritage resources that are representative of the district's history of occupation and settlement*

#### Protecting

- *To appropriately protect and manage heritage resources that have been identified*

#### Promoting

- *To promote public awareness of, and appreciation for, identified heritage resources*

Heritage also ties into the Community Outcomes adopted by Council as follows:

#### Vibrant Cultures

- *We are proud of the heritage and diversity of our District and our people.*

#### Thriving Communities

- *Our communities have a sense of place that people feel proud to live here*

#### Stunning Environment

- *We are proud of our natural and built environment*
- *We sustainably manage our environment and natural resources to ensure they can be enjoyed now and by future generations*

Conservation of heritage buildings is important because it provides a sense of identity and sense of place and belonging in this fast changing world. It ensures that present and future generations can experience and enjoy the physical expression of past generations. It allows the community to feel pride for those involved and it tells stories of the community so the histories and culture of the district are not lost. Preserving heritage buildings plays a vital role in remembering our culture. Our region is rich with historic places and that should be celebrated and embraced.

### 6.3 **Consenting Issues**

There are no consents required or consenting issues arising.

### 6.4 **LTP Integration**

The Heritage Incentives Fund is an operational cost under the District Plan expenditure and is already budgeted for within the Long Term Plan 2018-2038.

## 7. **Consultation**

There is no consultation required to be undertaken to make a decision on the review of the Heritage Incentives Fund.

## 8. **Legal Considerations**

While there are no Legal Requirements or Statutory Obligations affecting the options, Council is conscious of fulfilling its statutory duty under the Resource Management Act 1991 to recognize and provide for matters of national importance including the protection of historic heritage from inappropriate subdivision, use and development.

## 9. **Financial Considerations**

In light of COVID-19 Council is reconsidering its priorities, this project has already been included in budgets so there is no additional impact to the ratepayer. If Council determines to discontinue the fund it would contribute to the overall reduction of costs, however the rating impact of this project is minimal and the fund provides community wide benefits.

## 10. **Iwi Considerations**

There are no Iwi considerations as there are no buildings, structures or sites owned by Iwi which are eligible, as none are listed in Schedule 2 of the Horowhenua District Plan, or are properties within the Town Centre Heritage and Character Areas of Foxton and Shannon. In reviewing the Heritage Incentives Fund and recognizing that it does not provide for Maori cultural heritage such as marae, officers have considered alternative options that could be explored to provide similar support for local marae.

## 11. **Climate Change Considerations**

There is no Climate Change impact.

## 12. **Environmental Considerations**

Environmental benefits of heritage retention and conservation;

- Reduced energy and resource consumption
- Reduced greenhouse gas emissions
- Reduced waste and pollution

Conservation of heritage buildings can play a significant role in achieving sustainable urban environments through reductions in the emissions by energy saving and reduction in refuse.

Old buildings represent a huge investment in natural and human resources. The maintenance and conservation of heritage buildings therefore drastically reduces (or eliminates) demolition and new construction.

Heritage buildings not only contribute to our quality of life by adding character and a sense of place to our landscapes, they also play a significant role in creating a sustainable future for our planet.

Reusing and conserving as many of our heritage buildings as possible makes sound environmental sense.

### 13. Health & Safety Considerations

The Heritage Incentives Fund supports the health and safety of the community by providing a funding source to encourage and assist with earthquake strengthening on buildings that are Earthquake Prone and are eligible partially within the Foxton and Shannon Town Centre Overlay.

### 14. Other Considerations

There are no other considerations

### 15. Next Steps

- If the Heritage Incentives Fund is retained (Option 1 or 2) in 2020/2021 then the first funding round will open in July 2020 and letters will be sent to all eligible heritage property owners informing them of the funding round and the available funding.
- If the fund is discontinued (Option 3) then letters will be sent to all eligible heritage property owners informing them of the decision and the continuation of the fund will be considered as part of the development of the Long Term Plan 2021-2041.

### 16. Supporting Information

<p><b>Strategic Fit/Strategic Outcome</b></p> <p>Stunning Environment by supporting the built environment and to sustainably manage our environment so they can be enjoyed now and by future generations</p> <p>Thriving Communities by providing a sense of place that makes people feel proud to live here.</p> <p>Vibrant Cultures by being proud of the heritage and diversity of our District and our people.</p> <p>Exuberant Economy by supporting the main streets of Foxton and Shannon maintain the historic character to attract visitors.</p>
<p><b>Decision Making</b></p> <p>Elected Members can make the decision to continue the fund with a resolution that can ensure the relevant budget is retained in the Annual Plan 2020/21.</p>
<p><b>Consistency with Existing Policy</b></p> <p>Community Well-being Framework Community Outcomes Heritage Strategy</p>

Arts, Heritage and Culture Strategy
<p><b>Funding</b></p> <p>The Heritage Incentives Fund is an operational cost under the District Plan expenditure and is already budgeted for within the Long Term Plan 2018-2038.</p>


Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic					
Financial					
Service Delivery					
Legal					
Reputational					

<p><b><u>Confirmation of statutory compliance</u></b></p> <p>In accordance with section 76 of the Local Government Act 2002, this report is approved as:</p> <ol style="list-style-type: none"> <li>containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,</li> <li>is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.</li> </ol>
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## 17. Appendices

There are no appendices for this report

Author(s)	Ashley Huria <b>Projects Coordinator - Strategy &amp; Development</b>	
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Approved by	David McCorkindale <b>Group Manager - Customer &amp; Strategy</b>	
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