

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

Date: Wednesday 11 November 2020
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council OPEN AGENDA

MEMBERSHIP

Mayor	Mr Bernie Wanden	
Deputy Mayor	Mrs Jo Mason	
Councillors	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	
Reporting Officer	Mr David Clapperton	(Chief Executive)
Meeting Secretary	Mrs Karen Corkill	

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

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
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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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.

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 Meeting minutes Council, 14 October 2020

6 Announcements

New Zealand Police

Senior Sergeants Beth Purcell and Sam Gilpin, will provide an update on policing within the Horowhenua.

Foxton Community Board

There will be the regular update on behalf of the Foxton Community Board.

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 to 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 Finance, Audit & Risk Committee 28 October 2020

File No.: 20/493

1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Committee meeting held on 28 October 2020.

2. Recommendation

- 2.1 That Report 20/493 Proceedings of the Finance, Audit & Risk Committee 28 October 2020 be received.
- 2.2 That the Council receives the minutes of the Finance, Audit & Risk Committee meeting held on 28 October 2020.
- 2.3 That these matters or decisions are recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.4 That as recommended by the Finance, Audit & Risk Committee, the Horowhenua District Council adopts the Health and Safety Strategic Charter and Plan 2020-2023, as amended.

3. Issues for Consideration

The following items considered by the Finance, Audit & Risk Committee meeting held on the 28 October 2020 require further consideration by the Horowhenua District Council;

Health & Safety Report

The Health & Safety Strategic Charter and Plan 2020-2023 (Appendix A) was presented to and discussed by the FAR Committee and its adoption by Council is now sought.

Joint Climate Action Committee

A report on this matter was taken to the 14 October Council meeting as a late item as a response had been requested by Regional Council by 31 October 2020. Due to some of the issues raised requiring further discussion, it was agreed that this item would lay on the table and be taken to the 28 October FAR Committee meeting, with the FAR Committee being given the delegated authority to receive, debate and finalise the recommendations.

After discussion and debate, the following resolutions were passed:

“THAT the Finance, Audit & Risk Committee, under the delegation provided by the Horowhenua District Council at its 14 October 2020 meeting, agrees to support the establishment of a Joint Climate Action Committee of the Horizons Regional Council and the region’s territorial authorities.

THAT upon establishment of the Joint Climate Action Committee, the Horowhenua District Council becomes a member.

THAT the Horowhenua District Council recommends to the Joint Climate Action Committee that the word “unanimous” be included in the Variations to this Agreement so that “Amendments to the agreement will be made by unanimous resolution of the Regional Chiefs on an as required basis”.

Attachments

No.	Title	Page
A	HDC H&S Strategic Charter and Plan - 2020-2023	18


B	Financial Reporting - Monthly Report - 30 September 2020	23
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Confirmation of statutory compliance

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

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

Signatories

Author(s)	Nicki Brady Deputy Chief Executive	
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Approved by	Nicki Brady Deputy Chief Executive	
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Finance, Audit & Risk Committee

OPEN MINUTES

Minutes of a meeting of the Finance, Audit & Risk Committee held in the Council Chambers, Horowhenua District Council, Levin on Wednesday 28 October 2020 at 4.00 pm.

PRESENT

Chairperson	Mr P Jones
Deputy Chairperson	Mrs C B Mitchell
Members	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
	Mr R R Ketu
	Mrs J F G Mason
	Ms P Tukapua
	HWTM B P Wanden

IN ATTENDANCE

Reporting Officer	Mr D Law	(Chief Financial Officer)
	Mr D M Clapperton	(Chief Executive)
	Mrs N Brady	(Deputy Chief Executive)
	Mr K Peel	(Group Manager – Infrastructure Operations)
	Mrs L Slade	(Group Manager – People & Culture)
	Mr D Haigh	(Principal Project Manager)
	Mr J Paulin	(Finance Manager)
	Mrs T Glavas	(Health & Safety Advisor)
	Mr S Magi	(Information Services Manager)
	Mrs K J Corkill	(Meeting Secretary)

PUBLIC IN ATTENDANCE

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

1 Apologies

An apology was recorded for Cr Kaye-Simmons.

MOVED by Cr Wanden, seconded Cr Jennings:

THAT the apology from Councillor Kaye-Simmons be accepted.

CARRIED

2 Public Participation

7.8 Chief Executive's Delegations – Mr Graeme Lindsay

Mr Lindsay posed some questions in relation to the CE's delegations in terms of whether there was enough information in the report to understand the intent of this process. Also, in terms of transparency and wishing to safeguard the standards of the process for awarding contracts, the Horowhenua District Ratepayers' and Residents' Association Inc suggested some of the wording was too loose. The wish was expressed that the FAR Committee/full Council would ensure that transparent reporting occurred for all the CE's financial and non-financial delegations.

3 Late Items

There were no late items.

4 Declarations of Interest

There were no declarations of interest.

5 Confirmation of Minutes

MOVED by Mr Jackson, seconded Cr Mitchell:

THAT the minutes of the meeting of the Finance, Audit & Risk Committee held on Wednesday, 30 September 2020, be confirmed as a true and correct record.

CARRIED

6 Announcements

There were no announcements.

7 Reports

7.1 Health & Safety Report

Purpose

To provide an update to the Finance Audit and Risk (FAR) Committee on health and safety matters at Horowhenua District Council for the three-month period July to September 2020.

With the report taken as read, Mrs Glavas and Mrs Slade joined the table to add further comment and respond to queries.

Mrs Glavas noted the following updates in relation to the report and the attached document:

- following discussion earlier in the afternoon, the words “take personal responsibility” had been removed from 2. on the front page of the Health & Safety Strategic Charter and Plan.
- re the liability in relation to the hiring of Council-owned buildings and spaces which had also been raised, this had been discussed with a Worksafe Inspector whose comments had supported Council's current position with Council's booking systems for various venues and events covering health and safety, road management requirements, etc.
- re the notable incident at Te Awahou Nieuwe Stroom, the stair nosing had been installed so this had now been addressed. The original error had been the

contractors, and they had addressed it at their cost. As the incident had not involved any injury, it was not a reportable or notifiable incident. However, what could be done to improve the stairs had been considered and addressed to ensure the safety of those using the facility.

Referencing the points discussed with the Worksafe Inspector and whether they had included earthquake-prone buildings, Mrs Glavas said earthquake-prone buildings had not specifically been covered. What had been discussed was more in relation to Council hiring out, or members of the community using, Council buildings and whether Council needed to do more than it was currently doing.

With the Strategic Charter and Plan particularly referencing ensuring the Chief Executive and Elected Members remained current in their knowledge of health and safety matters, Mrs Slade said if members wanted further support or training to augment the Health and Safety Induction they had previously had, that could be arranged.

With there still some concern as to whether the explanation given to potential users around the level of compliance and risk when using Council facilities covered Council in terms of liability, Mrs Slade said she would check that further with the Building Team.

Using the Levin and Foxton Memorial Halls (which had low earthquake ratings) as an example, Mr Clapperton said that anyone hiring those halls was advised of the low earthquake rating and that use was at their own risk. To allay concerns that this did not absolve Council from responsibility, Mr Clapperton said he would come back to Elected Members with some specific information in terms of the legislation and he would check with the Property Team as to what Council did with regard to the risk component of the earthquake rating on a building.

MOVED by Mayor Wanden, seconded Cr Brannigan:

THAT Report 20/422 Health & Safety Report 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 to the Horowhenua District Council adoption of the Health and Safety Strategic Charter and Plan 2020-2023 as amended.

CARRIED

7.2 Community Facilities - Activity Update

Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects and activities being undertaken within Community Facilities which form part of the Communities, Partnerships and Business Group.

Speaking to the report, Mrs Brady drew particular attention to user charges in relation to income and how they had been affected by COVID-19. This would continue to be monitored and reported back to Council.

MOVED by Cr Isaacs, seconded Cr Jennings:

THAT Report 20/464 Community Facilities - Activity Update be received.

THAT these matters or decisions are recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

7.3 Infrastructure Development - Activity Update

Purpose

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

Requesting the report be taken as read, Mr Peel (on behalf of Mr Maguire) and Mr Haigh made further comment and responded to queries.

3.1 Foxton River Loop Regeneration – Stage 1

- with approximately 400 school children having recently been through the site, which had been a huge success, a video was shown of a visit by a group of Foxton children;
- the key focus was still on the removal of silt from the river, which was approximately 50% of the way through, and a further focus was tidying up and looking forward to starting to reinstate the park itself over the next couple of months, with opening planned for the end of February 2021;
- in terms of what the area would be like at low tide, a level of approximately 1.4m below the low tide mark had been aimed for so there would always be water visible in the area;
- it was proposed to have a playground with the aspiration being to have something bigger and better. Engagement with key partners was being undertaken and certain aspects of the project that would come later may require some community engagement;
- Horizons was doing weekly audits and at this point in time the key result areas all showed green lights, with zero harm to report around health and safety and environmental matters.

3.2 Horowhenua Alliance Review

- there were a number of things that were already changing following the review, with the Principals Group being strengthened and an independent member appointed.
- the person who had been the Alliance Manager for the past couple of years had moved to a new role with Downers. There was an interim manager in place and interviews were being conducted for a new manager, with it expected that person would commence in the New Year.
- the recommendations from the review would be implemented by the new manager and a lot of the other changes would be embedded as and when possible.
- it was proposed to change the timing of the Principals Group meetings to align with the FAR Committee meetings so the Alliance Manager could report directly to FAR.

A number of issues were raised with regard to the content of the review report which included:

- it did not meet the expectations and understanding of what the review was going to achieve.
- originally it had been assumed this would be an independent review. Whilst the explanation of the merits of having the person who had set up the structure doing the review had been accepted at the time, there was the potential for subconscious bias towards the success or achievements of the Alliance rather than taking a hard review as to whether it had lived up to what was intended.
- the recommendations that the scope of services should be widened and the contract extended were beyond the ToR of the review.
- a deeper analysis of what was not working well was missing.
- as this was supposed to be an 'alliance' the comments with regard to 'culture',

which had received a very low score, were a concern.

Another perspective expressed was:

- the Alliance was only three year's old.
- the report was thorough and had provided some confidence that the Alliance was heading in the right direction.
- it had a good governance structure, which was being strengthened with the appointment of an independent Chair.
- improvements as well as deficiencies had been identified.
- it would be helpful to have a mechanism in place to have the review revisited, perhaps in twelve months' time.

Commenting on the issues identified, Mr Clapperton said there were some operational matters that had been raised by the reviewer that needed to be addressed at an operational level and this would be done largely by the appointment of a new manager. He suggested the other issues raised needed to go through the Principals Group in the first instance and then have a report come back to Council through the FAR Committee to ensure the expectations of both parties aligned.

The Chair's suggestion was that the issues raised should be considered by the Principals Group and then brought back to the FAR Committee by Christmas this year, including the wider scope, how the culture issue would be addressed, and the development of key measures, and these should be reported back to the Committee on a progressive basis.

To progress this the CE said a resolution was not required. It would become an action from the Committee which would require to be reported back on.

MOVED by Cr Allan, seconded Cr Isaacs:

THAT Report 20/462 Infrastructure Development - Activity Update be received.

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

CARRIED

7.4 Infrastructure Operations - Activity Update

Purpose

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

Mr Peel spoke to the report and responded to queries. Providing an update on the Provincial Growth Fund projects that were underway in Queen Street, Mr Peel said these had progressed well and the jobs were on track to be finished in line with the PGF November 2020 deadline.

He noted updated information from the Alliance had not been available, but it was anticipated that the dashboard KPI updates would be available for the next FAR meeting.

The issue of erroneous expense coding noted under OPEX Financials was raised, with Mr Peel saying it was under investigation. Rather than wait a month, Mr Clapperton said an explanation as to what had happened would be provided to Committee Members before the next meeting.

MOVED by Cr Brannigan, seconded Cr Bishop:

THAT Report 20/463 Infrastructure Operations - Activity Update be received.

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

CARRIED

7.5 Three Month Report 1 July 2020 - 30 September 2020

Purpose

To present to the Finance, Audit & Risk Committee the financial report for the three months to 30 September 2020.

Speaking to the report, as it was early in the financial year and with an audit being undertaken, Mr Law apologised for the lack of capital reporting; however in terms of the operational side, it was running virtually on budget.

He then responded to queries in relation to:

- Council's debt level and the difference between 2019 and 2020;
- the refinancing of \$10m of LGFA bonds, which would be reported on in more detail next month;
- the decrease of almost 25% in rates debtors, with this partly being due to ratepayers being keen to keep their debt as low as possible because of COVID-19; to the Council's debt collection agency, MWLASS, doing a really good job which had slowly been bringing the debt down; and the six yearly write off of some Māori land rates debt. This had meant that Council had not needed to invoke the Rates Postponement Policy, but it was available should things change over the next six to twelve months and should rates debt rise in 2021.

MOVED by Mr Jones, seconded Cr Bishop:

THAT Report 20/466 Three Month Report 1 July 2020 - 30 September 2020 be received.

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

CARRIED

7.6 Treasury Report

Purpose

To present to the Finance, Audit & Risk (FAR) Committee the Bancorp Treasury Report for the September 2020 quarter.

The current incredibly low interest rates were raised and discussed and whether Council could or should take advantage of those. The Chair suggested that it was something the Committee may want to look at in the New Year. There were a number of ways it could be done but they did come at a risk and it could require a change in Council's Treasury Policy.

Rather than wait until the New Year, it was suggested that this be looked at in tandem with the next FAR Committee meeting (25 November), with Mr Law noting that it was intended to have a workshop/briefing on the Financial Strategy after that meeting which would cover the effect of the capex programme on debt, etc, and it would be a good time to have that discussion.

MOVED by Cr Bishop, seconded Mr Jackson:

THAT Report 20/468 Treasury Report be received.

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

CARRIED

7.7 Joint Climate Action Committee

Purpose

To seek Council's agreement to the establishment of a Joint Climate Action Committee and, if agreement is forthcoming, Council's membership of said Committee.

Cynthia Ward and Asli Crawford joined the table to speak to the report, with Mrs Crawford noting that in terms of further information, members had been provided with the Whanganui District Council report on the matter, with that Council going through the same process.

Whether or not Council would be bound, as a participating Council, to accept/adopt any recommendations made by the Joint Committee was raised.

Noting that this concern was the reason for this report laying on the table, Mr Clapperton said that any recommendations that might come through from the Joint Climate Committee that had a policy or financial consideration, Council would be under no obligation to implement those, they would require a decision from this Council.

Mrs Ward said what was proposed was similar to the CDEM committee, where Council had opted to do specific research around natural hazards and it would be a similar sort of process and if there was a proposal to do something in a shared way, that would be reported through to Council. There was also the option to opt out and not join collaborative research or investigation.

As Horowhenua's intended representative, Mayor Wanden said the point of the committee was to understand the issues being faced in terms of climate change rather than providing solutions or providing recommendations in terms of what each individual TLA should be doing. He said he would anticipate if there were any recommendations that required a decision, it would be made by each Council and not by the committee. Part of his role would be to engage with Elected Members in terms of any decisions that may be required.

The use of the word 'Action' in the committee's title was raised, as was some of the wording throughout the Terms of Reference, such as under the "Power to Recommend" which seemed to presuppose there would be debate at a regional level. This gave pause as to whether the committee's role would be beyond just receiving information and evidence around climate change and then presenting that material to TLAs to consider to form their own view.

Following Mrs Ward's comment on Council's representation on the CDEM committee, which had a similar structure to what was proposed for the Joint Climate Action Committee, Mr Clapperton also noted the Regional Land Transport Committee and Accelerate25 being other forums which had representation from each of the Council's in the region. For those committees, and this was no different, if there was a decision required that impacted on policy or budgets, they would be brought back to the individual Councils for a decision. However, to allay any concerns about some parts of the ToR he would seek clarification, particularly in terms of the wording in 'Variations to this Agreement' and 'Delegations' and whether enabling delegations would be required from each Council.

Also raised in discussion:

- the Triennial Agreement with Horizons Regional Council and what impact that had

- on the operation of this committee;
- the ToR provided for the terms of the agreement to be reviewed annually. This was intended to be a living document, as was the Triennial Agreement;
- there did appear to be some disparity between what was set out in the Statement of Purpose and what was recorded in the Power to Act and Power to Recommend;
- how did the delegations here reconcile with the delegations given by Regional Chiefs for specific matters;
- there was no existing budget allocated for climate change; that was incorporated into Council's business as usual practice of looking at the benefits, advantages and disadvantages of projects and it would be more specific to projects such as stormwater improvements and water supply;
- Climate Change was provided for in Council's report template.

In terms of allaying concerns particularly in relation to local decision making, Mr Jones said from his reading of the recommendations, all Council was saying was that it was joining the committee, it was not actually signing up to do anything else.

With it suggested that the inclusion of the word 'unanimous' in the "Variations to this Agreement" would ensure amendments were made by unanimous resolution of the Regional Chiefs, Mr Clapperton said he would be happy to support that but that recommendation needed to be directed to the Climate Action Committee to change the ToR.

Noting also that the Agreement did not cover the process should a Council wish to withdraw from the Committee, although that would probably be done by Council resolution, Mr Jones also sought the mover and seconder's agreement to add a further recommendation to go to the Joint Climate Action Committee that amendments to the agreement would be made by 'unanimous' resolution of the Regional Chiefs on an as required basis.

MOVED by Cr Brannigan, seconded Deputy Mayor Mason:

THAT Report 20/472 Joint Climate Action Committee 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, under the delegation provided by the Horowhenua District Council at its 14 October 2020 meeting, agrees to support the establishment of a Joint Climate Action Committee of the Horizons Regional Council and the region's territorial authorities.

THAT upon establishment of the Joint Climate Action Committee, the Horowhenua District Council becomes a member.

THAT the Horowhenua District Council recommends to the Joint Climate Action Committee that the word "unanimous" be included in the Variations to this Agreement so that "Amendments to the agreement will be made by unanimous resolution of the Regional Chiefs on an as required basis".

CARRIED

Councillors Bishop, Jennings and Tukapua recorded their vote AGAINST the motion.

7.8 Chief Executive's Delegations

Purpose

To review the Chief Executive's financial and non-financial delegations.

Because there were a number of things raised in discussion which required more in depth consideration as it was suggested there was the potential for decisions to be

made that Elected Members should be aware of in terms of risk management and monitoring, and also in terms of financial delegations, it was agreed that the report should be withdrawn and a workshop held, preferably in conjunction with the next FAR Committee meeting, to determine how this item should be taken forward. It was confirmed that the existing delegations would subsist in the meantime.

MOVED by Mr Jackson, seconded Cr Jennings:

THAT Report 20/471 Chief Executive's Delegations be received.

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

THAT the Chief Executive Delegations Report be withdrawn from today's Agenda and that a workshop be held on this matter at a date and time to be advised.

CARRIED

7.9 FAR Committee - Actions

Purpose

To report back to the Finance, Audit & Risk Committee on requested actions.

Page 125 20/425 – FAR Committee Actions

20/116 – Delegations Register Update – deemed completed following consideration and outcome of today's Agenda item.

MOVED by Mayor Wanden, seconded Cr Brannigan:

THAT Report 20/467 FAR Committee - Actions be received.

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

CARRIED

6.00 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:.....

HOROWHENUA DISTRICT COUNCIL HEALTH & SAFETY STRATEGIC CHARTER AND PLAN 2020/2023

1. Vision Statement

Horowhenua District Council Elected Members subscribe to the principle that a key part of our governance role is ensuring our community and staff feel safe and healthy in the spaces the Horowhenua District Council provides.

To this end the Elected Members of Horowhenua District Council acknowledge their responsibility to take reasonable steps to understand the Council's operations and health and safety risks, and to use this knowledge to influence health and safety outcomes by ensuring those risks are managed through a high-functioning health and safety framework.

2. Health and Safety Leadership Charter

In this key component of the Strategic Health and Safety Plan for Horowhenua District Council, the Chief Executive and Elected Members, commit to fulfilling their due diligence requirements to support the continuous improvement of Health and Safety functionality in our workplace. This commitment is founded on the principle that the effective management of health and safety is essential to the operation of a successful and thriving organisation.

Specifically, Horowhenua District Council Chief Executive and Elected Members commit support to the following and take personal responsibility:

- To ensure Chief Executive and Elected Members remain current in their knowledge of health and safety matters;
- To ensure the Council has and uses, appropriate resources and processes to identify then eliminate or minimise health and safety risk;
- To strive for continuous health and safety improvement and to provide leadership and support to the Chief Executive to achieve this;
- To ensure Council is an environment that engages with staff on matters which will or are likely to affect their health or safety;
- To have worker participation practices that provide staff with reasonable opportunities to participate effectively in improving health and safety; and
- To extend health and safety efforts, wherever relevant, beyond the workplace recognising and supporting related initiatives within the community.

The attached strategic plan sets out how the Council intends to provide a safe workplace for all those that undertake Council work or may be influenced by Council work being undertaken.

Adopted by the Horowhenua District Council on this date: _____

Objectives	Expected Outcomes	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
1. Policy and Planning				
a) Develop and implement a robust annual health and safety plan for Council with a focus on risk management and continuous improvement.	Plans to be completed and operational by 31 July each year	Chief Executive/ Group Managers	Original Documents sighted	Finance, Audit and Risk Committee
b) Ensure all contracts for major or minor capital works are Council registered as approved contractors and have health and safety relevant documentation attesting to their competency	Council audits all Contractor Health and Safety documentation before acceptance on the Council approved Contractor Register		Quarterly management reporting	
c) Provide informed and relevant access to current H&S policy and procedures to all staff of Council which cover all aspects of best practice health and safety management	Policy and Procedures available to all staff as relevant in both electronic and hard copy form.		Management Performance Standards	
d) Continue to implement a regular policy and procedures review process	All policies and procedures are part of a review timetable monitored by the Health and Safety Advisor.		Health and Safety Committee updates in quarterly reports	
e) Develop and implement an internal audit process utilising the expertise of trained Health and Safety Committee representatives	Ensure the Health and Safety audit timetable remains fully operational – reportable to the Health and Safety Committee monthly.		Independent Audit - 2 yearly (SafePlus) Internal audit reports	
f) Continue to progress internal systems and processes for the gathering of accurate information to support health and safety management and reporting	Systems and processes are developed and continue to provide full support for health and safety management		Reporting is timely and accurate	

Objectives	Expected Outcomes	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
2. Delivery				
a) Ensure the development of Critical risk action plans to identify and control Council risk caused by the work undertaken, using either elimination or minimisation controls.	Council will have a Risk Action plan for every work group where critical risk or high probability risk has been identified.	Chief Executive/ Group Managers	Work Group risk action plans available at the request of the Audit and Risk Committee.	Finance, Audit and Risk Committee Leadership Team
b) Ensure a robust and regular risk action plan review process for all areas of Council	Every risk action plan will be reviewed following every notifiable incident and annually by the Health and Safety Committee and in consultation with staff.		Independent Audit 2 yearly (SafePlus) Internal audit reports Internal quarterly reporting	
c) Ensure all Managers performance measures include the standards of Health and Safety Management expected of them to achieve the strategic Health and Safety objectives	All manager PDP's have clear and measurable health and safety objectives to achieve		Achievement of personal Health and Safety objectives for senior managers reported annually.	
d) Ensure that appropriate emergency management plans are in place for all sites and that preparedness is regularly tested.	Continue to progress, educate, implement and regularly test the quality of emergency management plans		Emergency plans available for scrutiny. Quarterly reporting on preparedness testing.	
e) Ensure the right level of expertise to advise on Health and Safety best practice and to oversee the technical aspects of health and safety management	Employ or contract the level of expertise which will provide best practice and technical advice		Specialist external advice and expertise available to Council if/when required	
f) Ensure that appropriate training is available for all staff but in particular for those roles that require more relevant and role specific Health and Safety training such as the Council Health and Safety Representatives.	Continue to build on progress to date regarding internal health and safety inductions and education programmes for staff. Contract training programmes		Training programme and timetable Attendance and attainment reporting	

	to assist those with specific health and safety responsibilities such as H&S representatives and those responsible for managing critical risks.			
g) Facilitate engagement and participation with staff on all matters of health and safety including planning, monitoring and management through accessible worker participation practices.	Staff consulted and active in Worker Participation Practices such as Health and Safety Committee functionality work and operational Health and Safety management. Staff clear on their H&S requirements to not endanger themselves or others in any work undertaken.		Health and Safety Committee quarterly reports Achievement of personal Health and Safety objectives for senior managers reported on at least annually	
h) Proactively manage health and safety risk when undertaking work jointly with other organisations where able and where it is reasonably practical to do so.	Council will consult, co-operate and co-ordinate with all other businesses on matters of health and safety when working on joint undertakings.		Contractor Tenders Memorandum of Understandings for health and safety initiatives	

Objectives	Expected Outcomes	Responsibility	Risk Mitigation	
			Due Diligence	Council Monitor
3. Monitor				
a) Monitor absence through accident/illness and EAP usage and ensure staff are supported and return to work plans are completed as is reasonable practicable	Establish clear return to work and rehabilitation policies and absence monitoring systems	Chief Executive/ Group Managers	Sick leave and accident/incident/near miss quarterly reporting. EAP usage	Finance, Audit and Risk Committee
b) Monitor and review all incidents, noncompliance and near misses and be satisfied with the adequacy of the response via Peoplesafe	Develop and implement a review of incident/accident and near miss reporting process for all incidents including serious incidents		Quarterly incident, accident and near miss and serious incident reporting	Leadership Team
4. Review				
a) Ensure continuous improvement in health and safety management by regular review of systems and processes	Develop review timetable and parameters using appropriate reporting/statistical information	Chief Executive/ Group Managers	Independent Audit Audit Reports	Finance, Audit and Risk Committee
b) Ensure all audit outcomes are affected in a timely and complete manner	Follow up on audit recommendations		Incident, accident and near miss statistical data	Leadership Team

Horowhenua 
DISTRICT COUNCIL

Three Month Report

1 July 2020 - 30 September 2020



Executive Summary

A. Financial Performance – Operational Expenditure

Council shows a \$1.415m operational deficit against a budgeted operational deficit of \$1.739m.

It is 25% through the year and Council has spent 24.46% of the full year's budgeted expenditure and received 25.53% of the full year's budgeted income

Employee benefit expenditure is lower than budget due to unfilled vacancies, while finance costs are over due to the temporary effect of paying accrued interest on the refinanced \$10m of LGFA bonds three months ahead of the normal interest payment date for those bonds.

Overall, Council is within \$20k of its year to date budget after income from Capital grants and Subsidies.

Doug Law
Chief Financial Officer

16 October 2020

Operational Summary

Total revenue	Total expenditure	Total surplus/(deficit)
\$16.53m is 2% more than the total budget of \$16.20m	\$14.60m is 3% more than the total budget of \$14.20m	\$1.93m is 3% less than the total budget of 2.00m

SUSTAINABILITY

Rates to operating revenue 59%

Rates revenue	\$9.74m
Operating revenue	\$16.53m

59% of operating revenue is derived from rates revenue. Rates revenue excludes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, development contributions, asset revaluation gains and gains on derivatives.

Balance budget ratio 113%

Operating revenue	\$16.53m
Operating expenditure	\$14.60m

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets, development contributions, asset revaluation gains and gains on derivatives. Operating expenditure includes depreciation and excludes loss on derivatives, landfill liability and loss on asset revaluations. Year to date revenue is 113% of operating expenditure.

Net Debt to total projected revenue (LGFA Cov.) 143%

Total net borrowing	\$86.21m
Total budgeted operating revenue	\$60.41m

With net borrowing of \$86.21m we are still under the set limit of 195% of operating revenue. Total net borrowing is external borrowing less cash at bank.

Interest to rates revenue (LGFA Cov.) 7%

Net Interest	\$0.68m
Rates revenue	\$9.74m

7% of rates revenue is paid in interest. Our set limit is 25% of rates revenue. Net interest is interest paid less interest received. Rates revenue excludes penalties, water supply by meter and gross of remissions.

Interest to operating revenue (LGFA Cov.)

4%

Net Interest	\$0.68m
Operating revenue	\$16.53m

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

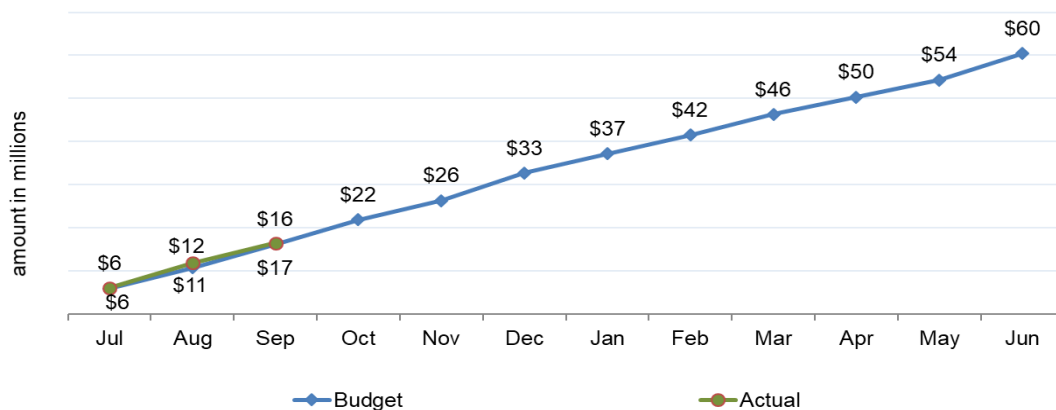
Available financial accommodation to external indebtedness (LGFA Cov.)

112%

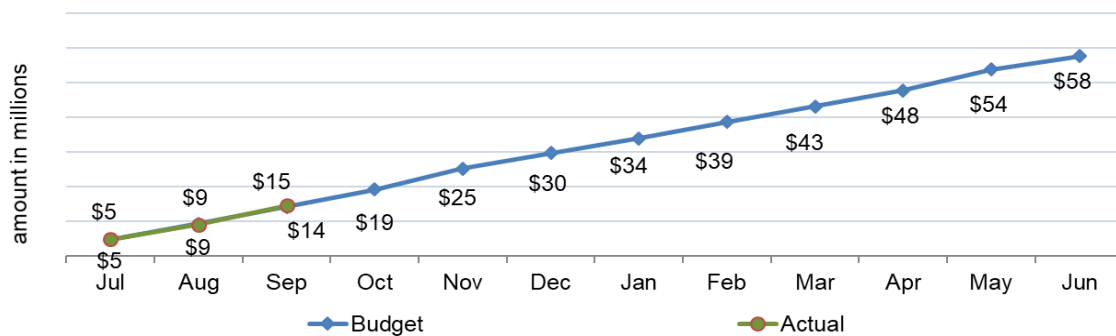
Net debt	\$86.21m
Undrawn committed facilities	\$10.00m

The committed bank facility enables us to borrow up to 112% of our current external debt immediately. The LGFA covenant minimum is 110%.

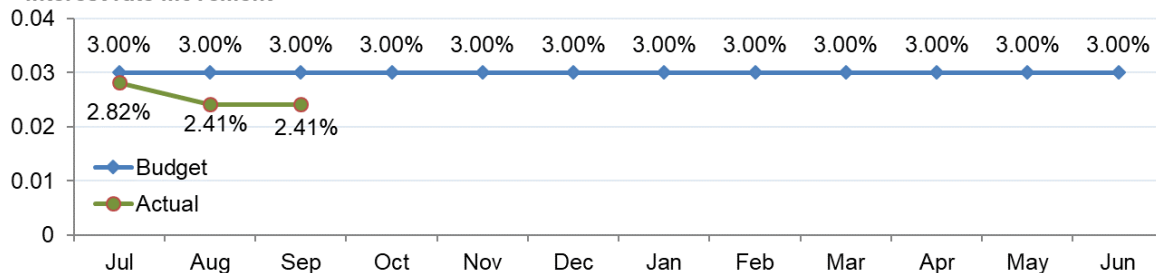
Total Revenue \$m



Total Expenditure \$m



Interest rate movement



Statement of Comprehensive Revenue and Expense

As at 30 September 2020								
	Annual Plan 2020 \$000	Annual Plan YTD Sep-20 \$000	Actual YTD Sep-20 \$000	C/A % Actual to Budget	Variance YTD 2020 \$000	Var/Bud %	% of Total Bud %	Notes
Revenue								
Rates Revenue	(39,684)	(9,676)	(9,738)	24.5% ☺	(62)	1%	0.5%	
Operational Grants & Subsidies	(2,104)	(508)	(481)	22.9% ☹	27	-5%	-0.2%	
Finance Income	(200)	(50)	(9)	4.5% ☹	41	-82%	-0.3%	
Fees & Charges,	(4,551)	(1,144)	(1,162)	25.5% ☺	(18)	2%	0.1%	
Other Revenue	(3,197)	(1,131)	(1,224)	38.3% ☺	(93)	8%	0.7%	
Gains on Disposal of Assets	-		(86)		(86)		0.7%	
Total Revenue	(49,736)	(12,509)	(12,700)	25.53% ☺	(191)	2%	2%	
Expenditure								
Employee Benefit Expenses	15,771	3,832	3,434	21.8% ☺	(398)	-10%	-2.8%	1
Finance Costs	3,202	524	691	21.6% ☹	167	32%	1.2%	3
Depreciation and Amortisation	14,848	3,712	3,525	23.7% ☺	(187)	-5%	-1.3%	
Other Expenses	23,892	6,180	6,465	27.1% ☹	285	5%	2.0%	2
Loss on Disposal of Assets	-				-		0.0%	
Total Expenses	57,713	14,248	14,115	24.46% ☺	(133)	-1%	-0.9%	
Operating (surplus) deficit before taxation	7,977	1,739	1,415	17.7%	(324)	-19%	-18.6%	
Capital Grants and Subsidies	(10,676)	(3,690)	(3,831)	35.9% ☺	(141)	4%	-1.0%	
Prior Year Adjustment			244	☹	244		1.7%	
Vested Assets								
Investment (Gains)/Losses								
Taxation					-			
Loss on Derivatives		0	241	☹	241		1.7%	4
Operating (surplus) deficit after taxation	(2,699)	(1,951)	(1,931)	71.5%	20	-1%	-1.0%	

Note 1 Employee benefit expenses **favourable** variance \$398k, reflecting delays in recruitment and lower training expenses due to Covid-19 restrictions.

Note 2 **Unfavourable** variance of \$285k as detailed below:

Note 2 Other Expenses	Annual Plan 2020 \$000	Annual Plan YTD Sep-20 \$000	Actual YTD Sep-20 \$000	% Actual to Budget	Variance YTD 2020 \$000	% Var/Bud %	% of Total Bud %	Notes
Professional Services	4,282	1,051	1,025	23.9% ☺	(26)	-2%	-0.2%	
Materials	107	21	32	29.9% ☹	11	52%	0.1%	
Maintenance	15,043	3,639	3,894	25.9% ☹	255	7%	1.8%	2A
Grants Paid	670	148	90	13.4% ☺	(58)	-39%	-0.4%	
Utilities	1,113	300	255	22.9% ☺	(45)	-15%	-0.3%	
Communications	216	53	55	25.5% ☹	2	4%	0.0%	
Other Expenses	5,058	1,561	1,469	29.0% ☺	(92)	-6%	-0.6%	
Vehicle Expenses	129	28	28	21.7% ☺	-	0%	0.0%	
Treasury Expenses	163	22	18	11.0% ☺	(4)	-18%	0.0%	
Labour Recoveries for Capex projects	(2,889)	(643)	(401)	13.9% ☹	242	-38%	1.7%	2C
Total Other Expenses	23,892	6,180	6,465	27.1% ☹	285	5%	2.0%	

- Note 2A** Maintenance costs **unfavourable** variance of \$255k, which is broken down as follows:
- Community Facilities and Services **unfavourable** variance \$340k.
 - *Note: \$354k opex expenditure for the PGF funded phase 1 of the shovel ready Manawatū River Loop at Foxton project is coded within the Community Facilities and Services activity as it relates to the reserve and ground maintenance. This is unbudgeted opex expenditure, however the corresponding PGF funding can be observed as a favourable income variance as reported in Note 1 on the Statement of Comprehensive Revenue and Expense by Activity table.*
 - Road Transport **favourable** variance \$28k
 - *Note: minor issue with phasing of expected maintenance costs for the first quarter, this is expected to end on budget at year end.*
 - Solid Waste **favourable** variance \$45k
 - *Note: minor issue with phasing of expected maintenance costs, this is expected to end on budget at year end.*
 -
 - Stormwater **favourable** variance \$32k
 - *Note: minor issue with phasing of expected maintenance costs, this is expected to end on budget at year end.*
 -
 - Wastewater Management **unfavourable** variance \$93k.
 - *Note: coding is currently being investigated by the Alliance Team supported by the GM Infrastructure Operations to determine if this is a phasing issue where expenditure is higher than what had been phased for the first quarter, or an incorrect coding situation.*
 -
 - Water Supply **favourable** variance \$70k
 - *Note: minor issue with phasing of expected maintenance costs at various plants, variances less than \$30k per plant, this is expected to end on budget at year end.*
- Note 2C** Labour recoveries for labour posted to CAPEX projects **unfavourable** variance \$242k reflecting the lower capital project expenditure and staff time allocation than budgeted.
- Note 3** Finance costs **unfavourable** variance of \$167k relating to interest accrued on the \$10m of LGFA bonds repaid early. This variance will disappear in November when the interest was due to have been paid if not for the early repayment.
- Note 4** Loss on derivatives **unfavourable** variance \$241k, due to the interest rates continuing to fall below the fixed rates on the derivatives. Reported variance at 30 August 2020 was 133k for comparative purposes.

Statement of Comprehensive Revenue and Expense by Activity

As at 30 September 2020									
25.0%	A	C	D	E	F	G	H	I	J
REVENUE	Annual Plan 2020 \$000	Year to date (YTD) This Year Budget \$000		% Actual to Budget		D-C YTD Variance \$000	G/D % Var/Bud	% of Total Bud	Notes to Accounts
Significant Activities									
Regulatory Sevices	(5,186)	(1,662)	(1,640)	32.0%	☺	22	1.3%	0.1%	
Community Facilities and Services	(17,141)	(5,286)	(4,309)	30.8%	☺	977	22.7%	4.2%	1
Road Transport	(13,004)	(3,182)	(4,160)	24.5%	☹	(978)	-23.5%	-4.2%	2
Water Supply	(6,859)	(1,695)	(1,682)	24.7%	☺	13	0.8%	0.1%	
Wastewater Management	(7,486)	(1,878)	(1,826)	25.1%	☺	52	2.8%	0.2%	
Solid Waste	(2,990)	(828)	(735)	27.7%	☺	93	12.7%	0.4%	
Stormwater	(1,505)	(346)	(347)	23.0%	☹	(1)	-0.3%	0.0%	
Treasury	(2,429)	(479)	(610)	19.7%	☹	(131)	-21.5%	-0.6%	3
Property	(1,317)	(371)	(274)	28.2%	☺	97	35.4%	0.4%	
Community Support	(2,779)	(704)	(701)	25.3%	☺	3	0.4%	0.0%	
Representation & Com. Leadership	(3,608)	(941)	(901)	26.1%	☺	40	4.4%	0.2%	
Total Activity Revenue	(64,304)	(17,372)	(17,185)	27.0%	☺	187	1.1%	0.8%	
Business Units	(22,818)	(5,484)	(5,949)	24.0%	☹	(465)	-7.8%	-2.0%	
Total Operating Revenue	(87,122)	(22,856)	(23,134)	26.2%	☹	(278)	-1.2%	-0.3%	
25.0%	A	C	D	E	F	G	H	I	J
EXPENDITURE	Annual Plan 2020 \$000	Year to date This Year Budget \$000		% Actual to Budget		D-C YTD Variance \$000	G/D % Var/Bud	% of Total Bud	Notes to Accounts
Significant Activities									
Regulatory Sevices	5,186	1,098	1,339	21.2%	☺	241	18.0%	1.1%	4
Community Facilities and Services	13,354	3,572	3,220	26.7%	☹	(352)	-10.9%	-1.7%	5
Road Transport	9,731	2,192	2,509	22.5%	☺	317	12.6%	1.5%	6
Water Supply	7,125	1,702	1,800	23.9%	☺	98	5.4%	0.5%	
Wastewater Management	7,835	1,996	1,978	25.5%	☹	(18)	-0.9%	-0.1%	
Solid Waste	3,669	910	896	24.8%	☹	(14)	-1.6%	-0.1%	
Stormwater	1,644	381	407	23.2%	☺	26	6.4%	0.1%	
Treasury	4,134	1,395	745	33.7%	☹	(650)	-87.2%	-3.1%	7
Property	1,298	332	349	25.6%	☺	17	4.9%	0.1%	
Community Support	2,778	647	790	23.3%	☺	143	18.1%	0.7%	8
Representation & Com. Leadership	4,818	1,212	1,200	25.2%	☹	(12)	-1.0%	-0.1%	
Total Activity Expenditure	61,572	15,437	15,233	25.1%	☹	(204)	-1.3%	-1.0%	
Business Units	22,851	5,488	5,950	24.0%	☺	462	7.8%	2.2%	
Total Operating Expenditure	84,423	20,925	21,183	24.8%	☺	258	1.2%	1.2%	
Operating (Surplus)/Deficit	(2,699)	(1,931)	(1,951)		☹	(20)	-1.0%	-0.09%	

Note 1 Community Facilities and Services income **favourable** variance \$977k.
Note: favourable result from PGF funding received at 30 September 2020 for Manawatū River Loop at Foxton and The Mahi Space.

Note 2 Road Transport income **unfavourable** variance \$978k.
Note: variance relates to the phasing of expenditure for the first quarter being out due to project's start dates being delayed for reasons outside of Council's control (e.g. Awaiting fibre cable to be relocated by Spark). This in turn has led to lower subsidies than expected at this point in the year. As we are only at the beginning of the construction season, this is expected to get back on track once projects get underway and it is anticipated to end on budget at year end.

- Note 3** Treasury income **unfavourable** variance of \$131k.
Note: unfavourable result is due to the income from the internal interest charges being \$141k lower due to lower interest rates (2.41%) being achieved from the Annual Plan assumption of 3.0%. Also, lower external interest received year-to-date (\$41k) as the budgets are assuming that interest will be received equally over the year when in fact it will be “lumpy” and will be lower overall than budget due to the lower interest rate environment. This is offset by higher rates penalty income (\$21k) and lower rates remissions than budget (\$32k). These trends will continue over the year.
- Note 4** Regulatory Services expenditure **favourable** variance \$241k.
Note: the drivers of the favourable variance presented for the first quarter relate to position vacancies within the Regulatory Services function, and lower overhead allocations to the activity for the first quarter than anticipated in budget setting.
- Note 5** Community Facilities and Services expenditure **unfavourable** variance \$352k.
Note: refer to note 2A which outlines the expenditure for the PGF funded phase 1 of the shovel ready Manawatū River Loop at Foxton project.
- Note 6** Road Transport expenditure **favourable** variance \$317k
Note: refer to note 2 within the income explanations. Favourable variance relates to the phasing of expenditure for the first quarter for projects that have been delayed, and therefore expenditure will be incurred slightly later in the construction season than expected.
- Note 7** Treasury expenditure **unfavourable** variance of \$650k.
Note: Refer to the commentary under note 3 and 4 in relation to the Statement of Comprehensive Revenue and Expense by Activity, pertaining to the accrued interest on the repayment of LGFA bonds and the loss on derivatives. Also a prior year adjustment for the unspent proportion of the Solid waste rebate of \$244k.
- Note 8** Community Support expenditure **favourable** variance of \$143k.
Note: costs projected in budget phasing for the first quarter of the financial year are less than anticipated, this is as a result of a staff vacancy in Emergency Management and lower professional services expenses (including the postponement of the housing forum action with the Pacific Peoples Leaders Fono as a result of Covid-19 alert level restrictions).

Statement of Rates Debtors

Rate Zone	Assessment Count	Assessments Matching Criteria	% Matching Criteria	Total Rates Due	Year to Date Rates Due	Instalment 1 Due	Penalties Arrears	Prior Year Arrears
Foxton	1,275	139	11%	\$206,943	\$69,977	\$58,635	\$11,342	\$136,967
Foxton Beach	1,606	125	8%	\$201,029	\$78,447	\$60,358	\$18,089	\$122,581
Hokio Beach	187	34	18%	\$210,051	\$12,936	\$11,055	\$1,881	\$197,115
Levin	7,531	623	8%	\$553,229	\$324,969	\$286,186	\$38,783	\$228,260
Manakau	86	7	8%	\$9,471	\$3,595	\$2,764	\$831	\$5,876
Non Rateable	130	6	5%	\$7,409	\$1,341	\$1,217	\$124	\$6,068
Ohau	152	10	7%	\$12,772	\$5,390	\$4,198	\$1,193	\$7,381
Rural	2,175	151	7%	\$377,518	\$64,178	\$51,372	\$12,806	\$313,340
Rural Lifestyle	2,767	213	8%	\$237,161	\$95,764	\$79,728	\$16,036	\$141,397
Shannon	682	95	14%	\$209,768	\$51,771	\$37,567	\$14,205	\$157,997
Tokomaru	164	19	12%	\$19,584	\$10,571	\$8,887	\$1,684	\$9,013
Utilities	17	4	24%	\$3,821	\$3,052	\$2,705	\$347	\$769
Waikawa Beach	231	8	3%	\$7,797	\$3,331	\$2,644	\$688	\$4,466
Waitarere Beach	992	69	7%	\$56,048	\$33,140	\$28,541	\$4,599	\$22,908
Total at 30 Sept 2020	17,995	1,503	8%	\$2,112,601	\$758,463	\$635,856	\$122,618	\$1,354,138
Total at 30 Sept 2019	18,838	2,030	11%	\$2,567,653	\$896,845	\$764,698	\$132,147	\$1,670,808

- This report excludes assessments with total arrears under \$99 and assessment with credit balances.
- The total arrears of \$2,112,601 are for total arrears over \$99 as at 30 September 2020.

Statement of Sundry Debtors

Category	Total Outstanding	Current Outstanding	31 - 60 days Outstanding	61 - 90 days Outstanding	Over 90 days Outstanding	Notes
Current debtors						
Aquatic Centre	3,612	594	441	144	2,433	
Building - Exempt Work	2,010	825	1,185	0	0	
Building Consents	96,729	48,189	31,516	0	17,024	1
Building Fee - BWOFF	7,165	2,598	2,503	945	1,120	
Cemeteries	14,810	12,460	2,170	0	180	
Dogs Arrange to pay	4,242	2,004	1,740	30	468	
Dogs Pre Payments	147	0	72	0	75	
General	147,136	54,281	11,146	2,166	79,542	2
Health Accreditation Renewals	12,613	5,438	2,475	2,213	2,488	
Hire	5,901	1,481	447	0	3,974	
On Charges	14,287	1,307	9,321	0	3,659	3
Rental income Annual	592	0	0	0	592	
Resource Consent Fees	51,912	25,646	9,360	150	16,756	4
Rubbish Bags	48,640	27,360	11,780	5,700	3,800	
Staff Account	4,105	2,514	60	729	801	
Swimming Pools	2,780	465	620	465	1,230	
Te Awahou	3,535	1,079	0	1,397	1,059	
Te Takere	7,912	4,616	831	1,565	901	
Trade Waste	140,832	258	100	124	140,350	
Water Septage - Septic Tank	8,845	4,859	0	3,537	449	
Total current debtors	577,805	195,973	85,767	19,166	276,899	
Non current debtors						
Dev Cont New Policy	19,741	0	0	0	19,741	5
Develop Cont Old Policy	6,055	0	0	0	6,055	5
Rental Income Monthly	73,816	27,196	6,381	0	40,239	
Total non-current debtors	99,612	27,196	6,381	0	66,035	
Total 30 September 2020	677,416	223,169	92,148	19,166	342,934	
Total 30 September 2019	1,124,860	412,525	80,694	247,515	384,125	

Notes and Comments

1. Amongst the Building Consents category, there are some damage deposit bonds in here, as well as extensions of time for a number of the older aged consents.
2. In this category there are charges for grazing leases, new connections, CAR access way and HR charges. This also includes the Alliance Contract recharge which has increased current period debtors.
3. In the On Charges category, the majority of the 90+ Days debtors have been provided for as Doubtful Debts.
4. Amongst the Resource Consent category, there are some land use bonds. The debtors in this category are being actively pursued, and some of the 90+ Days debtors have been provided for as Doubtful Debts.
5. These Development Contribution debtors are being actively pursued. The batch of debt letters sent had a positive effect with several payments being made. Most of the Development Contributions – Old Policy are with the Debt Collection Agency, with the balance of them either being paid off or having an arrangement to pay when the sections sell.

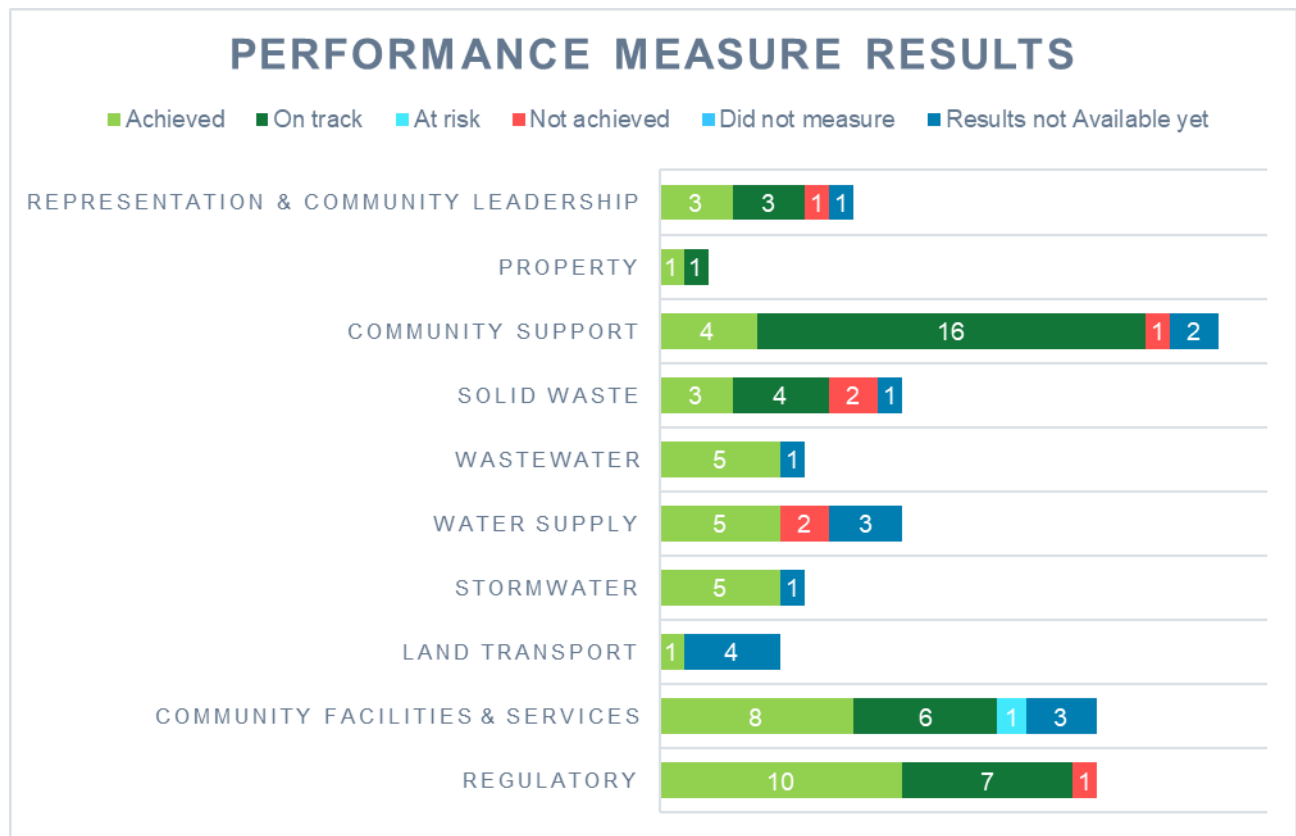
Statement of Loans by Parcel

Loan parcels	Maturity Date	Interest Rate	Opening balance	Raised	Repaid	Closing balance
Due within a year						
LGFA CP	18 Dec 20	0.5550%	16,000,000			16,000,000
LGFA FRN	17 May 21	1.1125%	4,000,000			4,000,000
LGFA Bond	17 May 21	4.5650%	5,000,000			5,000,000
LGFA Bond	17 May 21	5.9852%	5,000,000		5,000,000	0
LGFA Bond	17 May 21	5.8516%	5,000,000		5,000,000	0
Total due within a year			35,000,000	0	10,000,000	25,000,000
Due within 2 - 5 years						
LGFA FRN	14 Apr 22	0.8100%	9,000,000			9,000,000
LGFA FRN	18 May 22	0.7050%	3,000,000			3,000,000
LGFA Bond	15 Apr 23	5.1336%	4,000,000			4,000,000
LGFA FRN	15 Apr 23	0.8850%	6,000,000			6,000,000
LGFA Bond	15 Apr 23	1.4800%	4,000,000			4,000,000
LGFA Bond	15 Mar 24	3.7200%	4,000,000			4,000,000
LGFA Bond	15 Mar 24	3.7600%	4,000,000			4,000,000
LGFA Bond	15 Apr 24	2.5200%	3,000,000			3,000,000
LGFA Bond	15 Apr 25	4.2046%	3,000,000			3,000,000
LGFA FRN	15 Apr 25	1.1200%	5,000,000			5,000,000
LGFA FRN	19 May 25	0.7700%	7,000,000			7,000,000
Total due within 2 - 5 years			52,000,000	0	0	52,000,000
Due after 5 years						
LGFA Bond	20 Mar 26	3.3800%	9,000,000			9,000,000
LGFA Bond	15 Jul 26	3.3700%	5,000,000			5,000,000
LGFA FRN	15 Apr 27	1.0700%	5,000,000			5,000,000
LGFA Bond	15 Apr 27	1.6550%		5,000,000		5,000,000
LGFA Bond	16 Apr 28	1.6750%		5,000,000		5,000,000
Total due after 5 years			19,000,000	10,000,000	0	29,000,000
Total			106,000,000	10,000,000	10,000,000	106,000,000
Less Cash and Cash equivalents						19,795,000
Net Debt			0			86,205,000

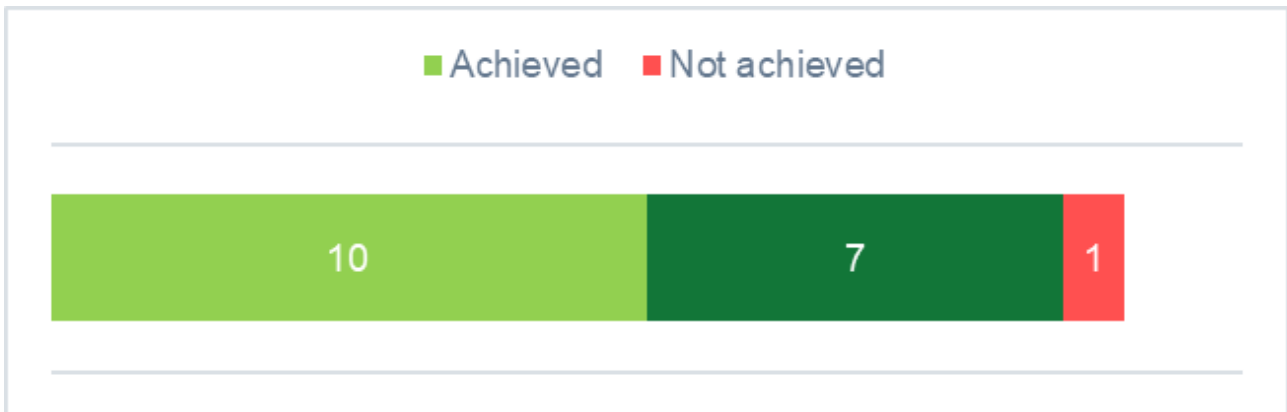
Notes and Comments

Our weighted average interest rate has decreased to 2.41% at 30 September 2020. This is a predicted saving of \$625k in interest payable compared to the Annual Plan interest rate assumption of 3% for 2020/21.

Performance Measure Results



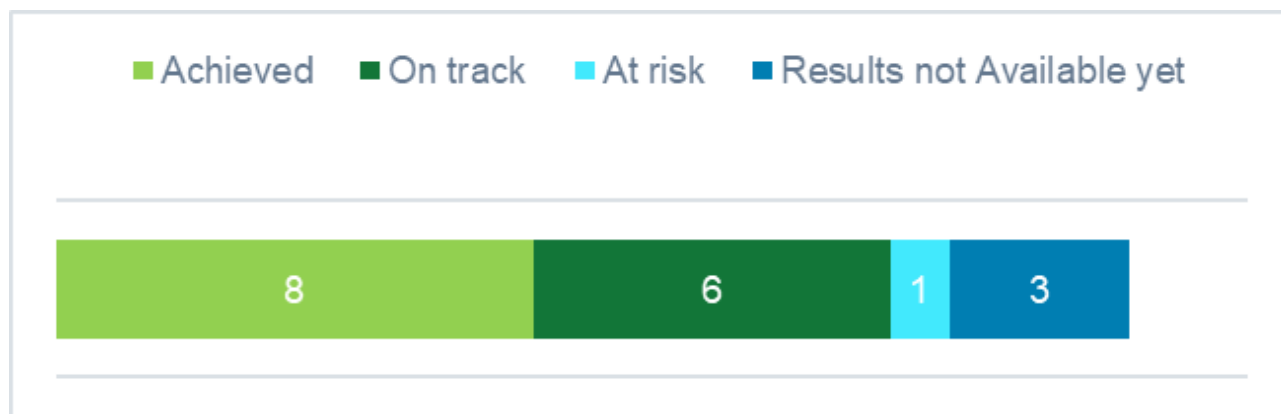
PLANNING AND REGULATORY Performance Measures – LTP/Annual Plan Summary



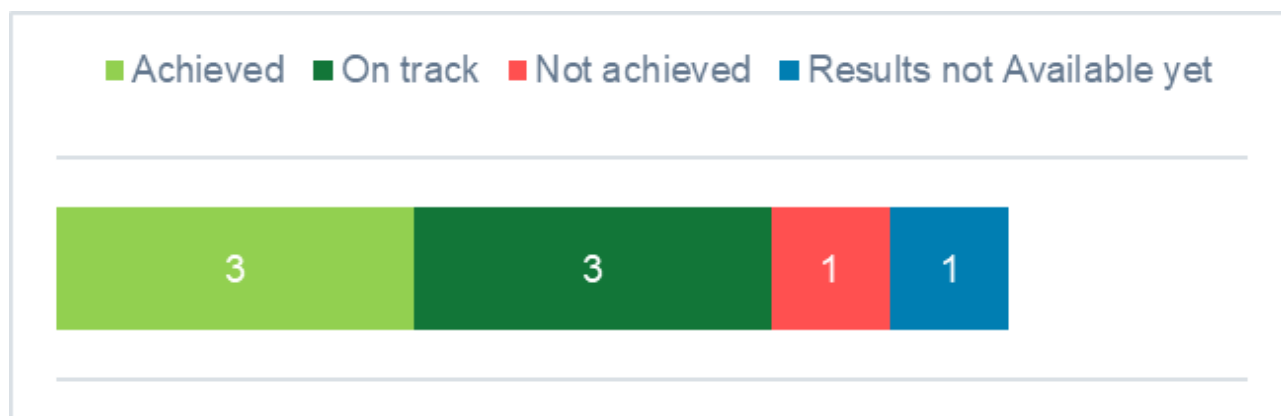
REGULATORY SERVICES - Performance Measures Not Achieved Measures Only

Ref	Service	How will we measure our performance	Target (2020/21)	Actual Performance	CM9 Ref
Resource Consenting					
RS1	Processing of applications under the Resource Management Act (RMA) 1991.	Applications under the RMA will be processed within statutory timeframes.	Achieve	<p>Not Achieved</p> <p>As at 30 September 2020, 82 consents have been approved YTD for Land Use, Subdivision and Boundary Activities, 95% were approved within statutory timeframes.</p> <p>Four (4) resource consents were approved outside of statutory timeframes. This has been due to high volume of applications received compared to the number of staff & contractors available to process applications. Recruitment of staff is ongoing.</p>	D20/157780

COMMUNITY FACILITIES AND SERVICES Performance Measures – LTP/Annual Plan Summary



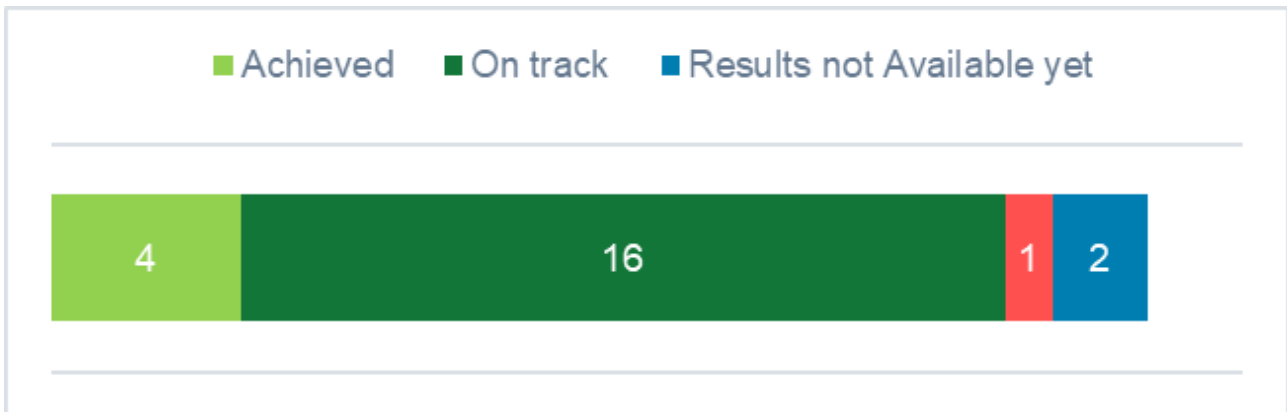
REPRESENTATION AND COMMUNITY LEADERSHIP Performance Measures – LTP/Annual Plan Summary



REPRESENTATION AND COMMUNITY LEADERSHIP– Performance Measures Not Achieved Measures Only

Ref	Service	How will we measure our performance	Target (2020/21)	Actual Performance	RM8 Ref
RCL2	Council provides open, accessible processes to local government.	LGOIMA requests responded to within 20 working days.	Achieve	<p>Not Achieved</p> <p>As at 30 September 2020, 68 LGOIMA requests were received. 48 were sent on time 17 remain open (current) 3 were sent late:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2 requests were 1 day overdue, due to administrative errors. <input type="checkbox"/> 1 request was sent 4 days overdue to an administrative error – staff absence and oversight. <p>No requests have had extensions applied for.</p>	

COMMUNITY SUPPORT Performance Measures – LTP/Annual Plan Summary



COMMUNITY SUPPORT – Performance Measures – LTP/Annual Plan (Emergency Management) – Not Achieved Measures Only

Ref	Service	How will we measure our performance	Target (2020/21)	Actual Performance	RM8 Ref
CS2	Council maintains a functional EOC and trained staff.	Civil defence and emergency management assessment of readiness and capability.	100% of Council staff with EOC roles	Not Achieved As at 30 September 2020, due to cyclic training schedules and new staff appointments.	

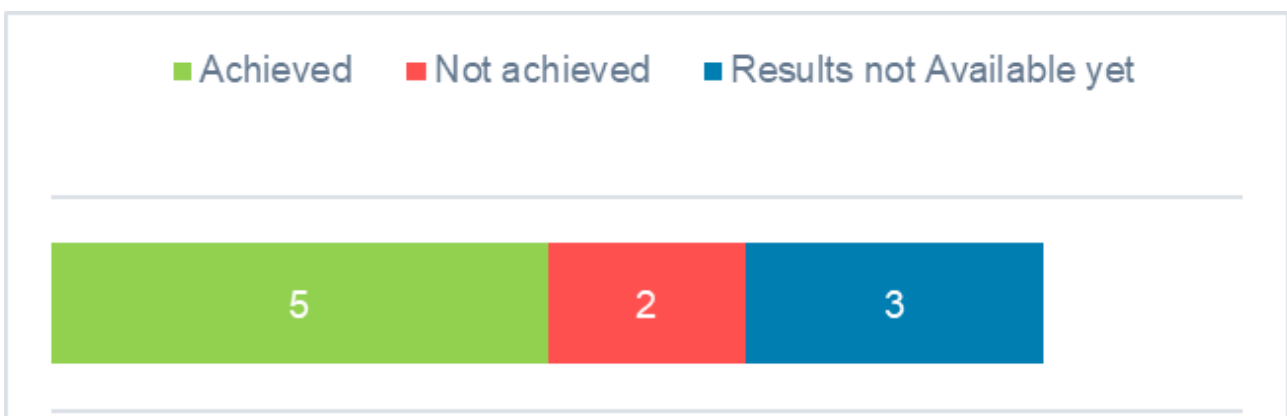
LAND TRANSPORT Performance Measures – LTP/Annual Plan Summary



STORMWATER Performance Measures – LTP/Annual Plan Summary



WATER SUPPLY Performance Measures – LTP/Annual Plan Summary



WATER SUPPLY – Performance Measures

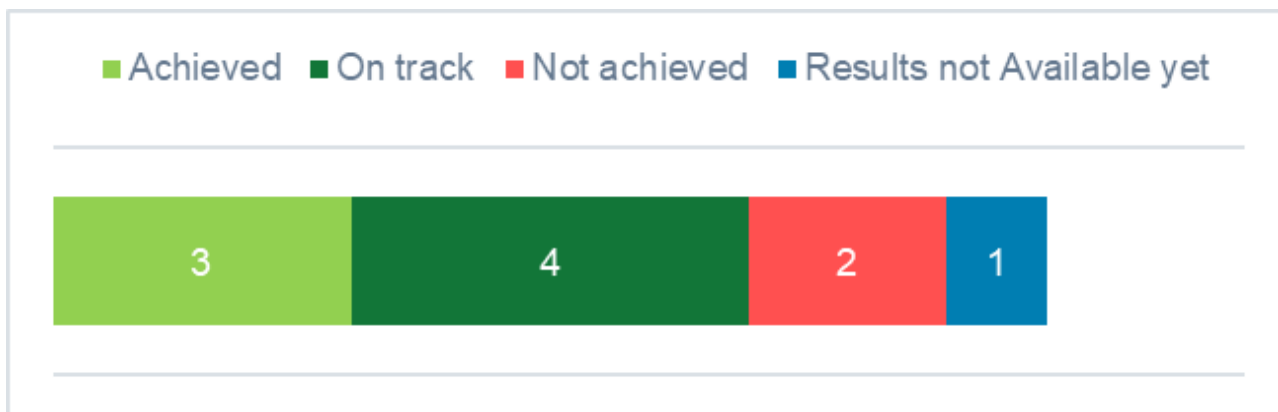
Not Achieved Measures Only

Ref	Service	How will we measure our performance	Target (2020/21)	Actual Performance	RM8 Ref												
WS1	Safe water supply*.	Council's drinking water supply complies with: (a) part 4 of the Drinking Water Standards (bacteria compliance criteria) in Levin Shannon Foxton Foxton Beach Tokomaru	Achieved Achieved Achieved Achieved Achieved	<p>Not Achieved As at 30 September 2020:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">Scheme</th> <th style="background-color: #0070C0; color: white;">Year to Date</th> </tr> </thead> <tbody> <tr> <td>Levin</td> <td style="text-align: center;">0%</td> </tr> <tr> <td>Shannon</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Foxton</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Foxton Beach</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Tokomaru</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p>A lightning storm over the weekend of the 26th of September affected the bulk meter transmitters on the bulk meter after the reservoir, which affected the bacteriological compliance under Criterion 2A. A spare unit was installed shortly after the issue was reported and a bacterial sample was taken from the reservoir as a precaution. DWA office has been notified of this incident.</p>	Scheme	Year to Date	Levin	0%	Shannon	100%	Foxton	100%	Foxton Beach	100%	Tokomaru	100%	D20/162163
Scheme	Year to Date																
Levin	0%																
Shannon	100%																
Foxton	100%																
Foxton Beach	100%																
Tokomaru	100%																
WS2		(b) part 5 of the Drinking Water Standards (protozoa compliance criteria) in: Levin Shannon Foxton Foxton Beach Tokomaru	Achieved Achieved Achieved Achieved	<p>Not Achieved As at 30 September 2020:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">Scheme</th> <th style="background-color: #0070C0; color: white;">Year to Date %</th> </tr> </thead> <tbody> <tr> <td>Levin</td> <td style="text-align: center;">0%</td> </tr> <tr> <td>Shannon</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Foxton</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Foxton Beach</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Tokomaru</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p>A lightning storm over the weekend of the 26th of September affected the computer at the Levin Water Plant that resulted in the need to reboot. SCADA sub contractor was called in to help and the plant was offline during the incident, so it should not affect compliance.</p>	Scheme	Year to Date %	Levin	0%	Shannon	100%	Foxton	100%	Foxton Beach	100%	Tokomaru	100%	D20/162163
Scheme	Year to Date %																
Levin	0%																
Shannon	100%																
Foxton	100%																
Foxton Beach	100%																
Tokomaru	100%																

WASTEWATER MANAGEMENT Performance Measures – LTP/Annual Plan Summary



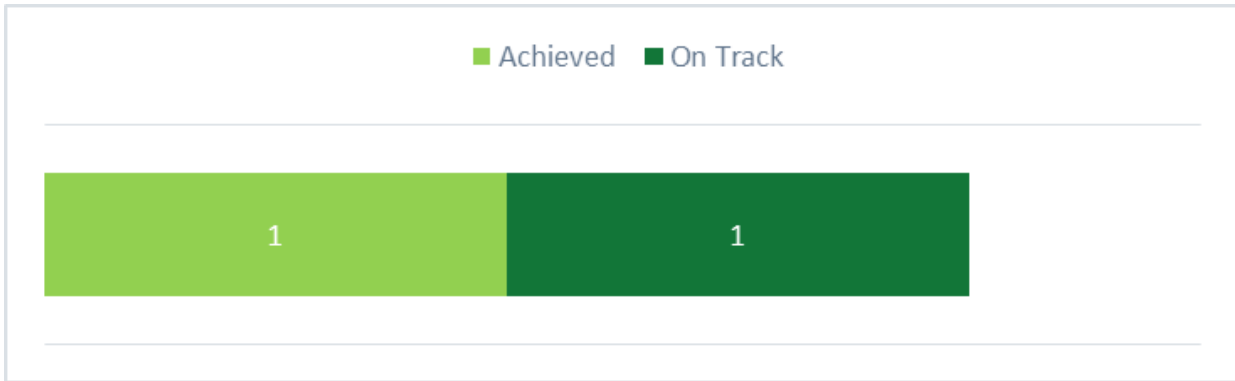
SOLID WASTE MANAGEMENT Performance Measures – LTP/Annual Plan Summary



SOLID WASTE – Performance Measures – LTP/Annual Plan Not Achieved Measures Only

Ref	Service	How will we measure our performance	Target (2020/21)	Actual Performance	RM8 Ref									
SW4	Response to service requests regarding Council's Solid Waste Activities is timely.	Time all requests are responded to.	Within 3 working days	<p>Not Achieved As at 30 September 2020:</p> <table border="1"> <thead> <tr> <th>For the Month</th> <th>Year to Date</th> </tr> </thead> <tbody> <tr> <td>42/98</td> <td>135/283</td> </tr> </tbody> </table>	For the Month	Year to Date	42/98	135/283	D20/161299					
For the Month	Year to Date													
42/98	135/283													
SW5	Recycling and refuse is collected on time and in a sanitary manner.	Number of complaints per-month about non collection of: Kerbside recycling Kerbside refuse	< 6 per month < 6 per month	<p>Not Achieved As at 30 September 2020:</p> <table border="1"> <thead> <tr> <th></th> <th>For the Month</th> <th>Year to Date</th> </tr> </thead> <tbody> <tr> <td>Kerbside recycling</td> <td>22</td> <td>67</td> </tr> <tr> <td>Kerbside refuse</td> <td>7</td> <td>19</td> </tr> </tbody> </table> <p>Please note: Not all complaints are due to genuine missed collections. Some bins may have not been collected for other reasons such as the bin not being out or the bin being contaminated.</p>		For the Month	Year to Date	Kerbside recycling	22	67	Kerbside refuse	7	19	D20/161299
	For the Month	Year to Date												
Kerbside recycling	22	67												
Kerbside refuse	7	19												

PROPERTY Performance Measures – LTP/Annual Plan Summary



APPENDIX

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

Mayoral Report - October 2020

File No.: 20/490

1. Purpose

For His Worship the Mayor to report to Council on the community events and Council-related meetings attended

AND FURTHER

To provide Councillors the opportunity to give a brief verbal update on conference/forums attended, or the activities of those organisations/groups for which they are a Council representative.

2. His Worship the Mayor's Recommendations

- 2.1 That Report 20/490 Mayoral Report - October 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.

3. Mayoral Report – October 2020 Meetings and Events

The month of October was again extremely busy with a mix of meetings and events where I was able to engage with members of the community and acknowledge some of the wonderful things happening across the district.

Here is how the month of October looked:

- | | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st | Farewell morning tea for Helen Blake
BA5 and Electra Business & Innovation Awards |
| 6 th | Levin Combined Probus Club – 25 th Birthday Celebrations
Ngāti Raukawa Hapī Hui |
| 7 th | The Mahi Space official opening, Te Takeretanga o Kura-hau-pō
Community Funding & Recognition Committee Meeting/Council Workshop/Briefing |
| 9 th | Electra Business & Innovation Awards 2020 |
| 12 th | Waitārere Beach Progressive Association Monthly Meeting |
| 13 th | LGG meeting (Local Governance Group for the Children's Team)
Local Government Commission – Boundary Change meetings – Opiki & Tokomaru |
| 14 th | Main Freight Visit
Community Funding & Recognition Committee Meeting
Council Meeting and Council Workshop/Briefing |
| 15 th | Foxton – Business Group Presentation
Foxton River Loop Project – site tour |
| 16 th | MidCentral Meeting |
| 17 th | Federation of New Zealand Netherlands Societies
100 th Birthday Celebration
Foxton Volunteer Fire Brigade – Ian Petersen Gold Star Presentation |
| 19 th | Waka Kotahi / NZ Transport Agency's Annual Partnership Meeting |
| 21 st | Council Workshop/Briefing |
| 22 nd | Police Awards, Levin Police Station |

	Supercharging Urban Economics by Design Workshop
23 rd	LTP Community Engagement, Manakau
25 th	Foxton Spring Fling
27 th	Meeting with Healthy Women, Children and Youth from MidCentral Health Board Levin Fire Service interviews
28 th	Engagement meeting – HDRRAI Finance, Audit & Risk Committee Meeting and Briefing
29/30 th	Zone Three Meeting
31 st	Aid to Humanity

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:

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

Signatories

Author(s)	Bernie Wanden Mayor	
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Approved by	Bernie Wanden Mayor	
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Monitoring Report to 11 November 2020

File No.: 20/383

1. Purpose

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

2. Recommendation

- 2.1 That Report 20/383 Monitoring Report to 11 November 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	50

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	
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Approved by	David Clapperton Chief Executive	
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MONITORING – Substantive Council Resolutions						
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Progress Status	Officer Comment
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	Ongoing Oct 2020	An initial concept design was presented at the Foxton Community Board meeting of 20 April 2020. An initial consultation has developed a detailed concept plan that is being refined by a second round of consultation likely to be completed by October 2020. The concept design is complete and has been submitted as part of the application made to the Freshwater Investment Fund (FIF) by Henley Hutchings on behalf of Council.
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	Completed	A report was included in the FAR Committee Agenda 28 October 2020. The report was withdrawn at the meeting, with a workshop to be held on the topic to flesh out issues. Workshop content and timing to be discussed with the FAR Chair.

MONITORING – Substantive Council Resolutions						
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Progress Status	Officer Comment
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. Engagement with NZ Fire & Emergency to be initiated.	Asli Crawford	Ongoing	Submissions closed on 27 July. There were 6 submissions. The hearing on 24 September was adjourned to seek further legal advice and date for reconvened meeting awaited.
20/306	12 August 2020	Proceedings of the Foxton Community Board 27 July 2020	<i>Funding for the Foxton Beach CCTV Project</i> <i>Due diligence to be undertaken by the CE prior to any funding being allocated.</i>	David Clapperton		Awaiting an agreement from the Horowhenua Camera Trust.

MONITORING – Officer Actions							
Item/ Report No.	Meeting & Date	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
	23/09/20		Criteria to be defined for the allocation of funding under the Resource Maturanga Māori project. The opportunity to support the overall resilience of marae to	David Clapperton			Response awaited from DIA prior to defining criteria for the allocation of funding.

MONITORING – Officer Actions							
Item/ Report No.	Meeting & Date	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
			also be captured.				

Chief Executive's Report to 11 November 2020

File No.: 20/469

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 20/469 Chief Executive's Report to 11 November 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 adopts the attached meeting schedule for Council, the Finance, Audit & Risk Committee and Community Wellbeing Committee for the period January to December 2021 (Appendix A).
- 2.4 That Council notes that additional ordinary, extraordinary and multi-day meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive.
- 2.5 That meeting times for other committees and subcommittees will be formally notified when they are required in accordance with the Local Government Official Information and Meetings Act 1987 and Local Government Act 2002.

3. Chief Executive Updates

3.1 Horowhenua District Council Meeting Schedule for 2021

As outlined in Schedule 7, Clause 19(1) of the Local Government Act 2002, Horowhenua District Council must hold meetings that are necessary for the good governance of the Horowhenua District.

It is good practice for Council to adopt a schedule of meetings for the following calendar year. This allows the business of the Council to be conducted in an orderly and transparent manner, thus enabling an open democratic process and allows public notification of meetings to be given in compliance with the Local Government Official Information and Meetings Act 1987.

Adopting a schedule also allows Elected Members to plan their commitments over the year.

The proposed meeting schedule is based on the current governance structure.

Council's adoption of the 2021 meeting schedule, as attached, is now sought.

3.2 2020 Electra Business & Innovation Awards

On behalf of the Board of Business Kapiti Horowhenua (BKH), Chair Brendan Duffy provided some words of thanks that he would like relayed to Council and this letter is **attached** to the report.

3.3 Annual Plan Monitoring Report

The Monitoring Report prepared for those items raised by submitters during the 2020/2021 Annual Plan submission process is **attached**.

Attachments

No.	Title	Page
A	Council & Committees Meeting Schedule 2021	55
B	Letter of thanks - Electra Business Innovation Awards 2020	56
D	Annual Plan 2020/2021- Resolutions Monitoring Report	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 Chief Executive	
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Approved by	David Clapperton Chief Executive	
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Horowhenua District Council – Meeting Schedule 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Council Frequency: Monthly 4:00pm Wednesday	-	10	10	14	-	9	-	11	8	13	10	8
Council for Long Term Plan Purposes Frequency: as required <i>Start times to be confirmed</i>	-		3 Adoption of Consultation Document	-	4, 5,6 Hearings 25, 26, 27 Deliberations	30 Adoption of Long Term Plan	-	-	-	-	-	-

Committees of Council

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance, Audit & Risk Committee Frequency: Monthly 4:00 pm Wednesday	27	24	31	28	26	30	28	25	29	27	24	-
Community Wellbeing Committee Frequency: Quarterly 1:00 pm Tuesday	-	09	-	-	11	-	-	10	-	-	09	-



A message to our sponsor family.

This year we experienced quite a few challenges, no different to every other business in NZ during this unprecedented time.

That said, as Chair and on behalf of the Board of Business Kapiti Horowhenua - thank you for supporting us.

All of you have limitations on your funding and we are just so grateful for your commitment to ensuring that businesses across our region continue to be stimulated and recognised.

Our Board is small, consisting of just seven members, supported by the six Judges, who all volunteer their valuable time, and without these teams, it just wouldn't happen.

This year we contracted PomPom as our Programme Managers, and I'm sure you would agree that Charlotte and Natalie have brought a heightened level of professionalism to the event.

We are very conscious of the importance of value for sponsors and you can be assured that we will continue to do our best to profile your brand in a professional, effective and accurate manner via our messaging and channels.

In conclusion, we have a Board debrief on the 28th October, if you have any feedback that you would like considered please feel free to contribute by emailing - awards@bkh.org.nz, we would love to hear your thoughts.

After that we will be commencing planning for the 2021 Awards culminating with the awards evening in Kāpiti, I do hope that you see value in continuing your relationship with us.

Regards
Brendan J Duffy ONZM, JP

A handwritten signature in black ink that reads "Brendan".

www.bkh.org.nz
awards@bkh.org.nz

Natalie - 021 202 9140 or Charlotte - 027 929 9450

ANNUAL PLAN 2020/2021

Resolutions Monitoring Report

	Completed
	In progress
	Yet to start

Item No.	Meeting Date	Item Description	Resolution	Responsible Officer	Date to Action By	Date Completed	Officer Comment
1	3 June 2020	Annual Plan 2020/2021	THAT Council approves to fund 100% of the Foxton Beach CCTV project from the Foxton Beach Freeholding Account, up to \$110,000, provided the Foxton Beach Progressive Association gets the quote revised.	Lacey Winiata	30 June 2020	3 June 2020	Council decision 3 June 2020
2	3 June 2020	Annual Plan 2020/2021	THAT Council considers the funding options for a Splash Pad when finalising the capital expenditure programme and rate requirement for the 2020/21 year	N/A	30 June 2020	29 June 2020	Council decision 17 June 2020.
3	3 June 2020	Annual Plan 2020/2021	THAT Council approves funding for a Sport Coordinator Role as requested by Sport Manawatū to the sum of \$7,297 for 2020/21 financial year.	N/A	30 June 2020	29 June 2020	Incorporated into budgets adopted as part of the Annual Plan 2020/2021.
4	3 June 2020	Annual Plan 2020/2021	THAT Council notes the concerns raised by submitters about any rate increase, in the year that the impacts of COVID-19 will affect many in the Horowhenua community, when finalising the rate requirement for the 2020/2021 year.	N/A	30 June 2020	17 June 2020	Decision by Council on financial scenario.
5	3 June 2020	Annual Plan 2020/2021	THAT Council notes the suggestions raised by submitters regarding the delaying or deleting of non-essential capital projects, in year that the impacts of COVID-19 will affect many in the Horowhenua community, when finalising the Annual Plan capital and expenditure programme for the 2020/2021 year	N/A	30 June 2020	17 June 2020	Decision by Council on financial scenario.
6	3 June 2020	Annual Plan 2020/2021	THAT Council considers the need for a review of the Revenue and Financing Policy as part of	Doug Law	30 June 2021	26 August 2020	Council direction to

Item No.	Meeting Date	Item Description	Resolution	Responsible Officer	Date to Action By	Date Completed	Officer Comment
			the LTP 2021-2041 process				investigate minor changes to the R&F Policy through the LTP
7	3 June 2020	Annual Plan 2020/2021	THAT the development of a Rates Postponement Policy for senior citizens be considered as part of the LTP 2021-2041 process.	Doug Law	30 June 2021		
8	3 June 2020	Annual Plan 2020/2021	THAT Council considers developing and consulting on funding options for growth as part of the LTP 2021-2041.	Doug Law / Brent Maguire	30 June 2021		
9	17 June 2020	Annual Plan 2020/2021	THAT the Horowhenua District Council supports the construction of a Community Splash Pad. THAT the Horowhenua District Council allocates \$50,000 Capex in the Annual Plan 2020/2021 to complete the following in association with the proposed Community Splash Pad at Jubilee Park: - Site Planning and Analysis - Feasibility and Evaluation - Stakeholder input - Aquatic Project drawings.	Brent Harvey	30 June 2021		Underway, will be completed as part of the Aquatic Feasibility Studies.
10	17 June 2020	Annual Plan 2020/2021	THAT following completion of the above, the Horowhenua District Council considers allocating a Capex budget of up to \$400,000 for the construction of a Community Splash Pad as part of the preparation of the 2021/2041 Long Term Plan, and explores the appropriate funding arrangements.	Brent Harvey	30 June 2021		Incorporated into draft Long Term Plan budgets (2021)
11	17 June	Annual Plan	THAT the Horowhenua District Council	Brent Harvey	30 June		Incorporated

Item No.	Meeting Date	Item Description	Resolution	Responsible Officer	Date to Action By	Date Completed	Officer Comment
	2020	2020/2021	allocates \$30,000 for maintenance of the Shannon School Pool in the Annual Plan 2020/2021.		2020		into budgets adopted as part of the Annual Plan 2020/2021.
12	17 June 2020	Annual Plan 2020/2021	THAT the Horowhenua District Council does not retain \$20,000 for Community Plans in the Annual Plan 2020/2021.	N/A	30 June 2020	26 June 2020	Removed from budgets adopted as part of the Annual Plan 2020/2021.
13	17 June 2020	Annual Plan 2020/2021	THAT the Horowhenua District Council retains \$32,000 for Long Term Plan development in the Annual Plan 2020/2021.	N/A	30 June 2020	26 June 2020	Retained in budgets adopted as part of the Annual Plan 2020/2021.
14		Annual Plan 2020/2021	THAT the Horowhenua District Council retains \$60,000 for the District Plan in the Annual Plan 2020/2021. THAT the Horowhenua District Council allocates \$110,000 for the District Plan Changes in the Annual Plan 2020/2021.	N/A	30 June 2020	26 June 2020	Retained and incorporated into budgets adopted as part of the Annual Plan 2020/2021.
15	17 June 2020	Annual Plan 2020/2021	THAT the Horowhenua District Council resolves to adopt Scenario 4b: The additional operational expenditure for the Levin Landfill of \$500,000 is not included and the reduction of income assumption of \$426,000 is lowered to \$150,000. The financial implications of this means a rate requirement below 0%, resulting at -1.83% which is 4.58% less than the 2.75%	N/A	30 June 2020	26 June 2020	Scenario 4b used as the basis of budgets adopted as part of the Annual Plan 2020/2021

Item No.	Meeting Date	Item Description	Resolution	Responsible Officer	Date to Action By	Date Completed	Officer Comment
			rates income increase outlined in Option 2. Council would meet its balanced budget benchmark (revenue would be 105% of its operating expenses) and its debt to income ratio would be 176% which is within its limit of 195% set in the Financial Strategy.				

File No.: 20/489

Levin Adventure Park

1. Purpose

To discuss the implications of the Levin Adventure Park Trust's decision to disband and the consequent implications for Council involvement in the site.

2. Executive Summary

- 2.1 The Levin Adventure Park is located on Crown Land and The Levin Adventure Park Charitable Trust (LAPT) is the current lessee. The current lease expires in February 2021 and the organisation has been in discussion with agents of the Crown (Colliers) about renewing the lease.
- 2.2 Colliers have granted a three-year lease on behalf of the Crown to the LAPT with a further three year Right of Renewal. However, the Crown has included a number of provisions in the lease that are not acceptable to the Trust. Foremost of these is a six-month break period clause. This allows the Crown to terminate its lease with the LAPT at any period over the course of the new lease provided they give six-month's notice. Once notice is given, the lessee (LAPT) will be required to remove all its improvements at its cost.
- 2.3 Subsequently the LAPT has provided Council with a formal notice (16/10/2020) that it intends to wind-up its operation and not re-engage with the Crown as a Lessee. The correspondence is attached.

3. Recommendation

- 3.1 That Report 20/489 Levin Adventure Park 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 the Horowhenua District Council provides further direction to Officers in respect of which of the options provided it wishes to pursue.

4. Background / Previous Council Decisions

- 4.1 The Levin Adventure Park was established on the site of the old Levin School, Oxford Street Levin by Helen and Collis Blake. The Blake's created the Levin Adventure Park Charitable Trust (LAPT) in May 2001, obtained a lease from the Crown and began transforming the derelict site in the centre of Levin into an Adventure Playground for the benefit of the Levin community.
- 4.2 Initially the LAPT was solely responsible for the operation and maintenance of the Park with Council contributing funding towards improvements and the operational running costs, with funding allocated to the LAPT as a grant through the Annual Plan process each year. Initial funding of \$28,000 per annum had increased to \$54,000 by 2007 as the park grew along with the associated operational costs.
- 4.3 In November 2007 Collis and Helen Blake publically "gifted" the park to the community of Levin and in February 2008 both formally resigned as trustees. New trustees joined the LAPT and in a submission to the Council's 2008/09 Annual Plan requested Council take over the responsibility and all associated costs related to the maintenance of the park.

- 4.4 From 2009 Council contractors have been undertaking all maintenance of the site, with Council operational budgets funding all costs associated with the Levin Adventure Park including rental, rates, insurance and all maintenance. The LAPT continued as kaitiaki, or guardian of the park, being solely responsible for the operation and maintenance of the children's train. They actively promote the Park and fundraise to enable additional development of the site.
- 4.4 The Levin Adventure Park Charitable Trust is the current lessee of the seven-acre site, which is land banked for Treaty settlement purposes. The current lease between LAPT and the Crown is a ten plus ten year lease which expires on 21 February 2021.
- 4.5 The Crown have provided the LAPT with a new draft lease for consideration. Whilst the document provides a lease tenure of 3 plus 3 years, it includes a break right clause which requires the lessee to remove all improvements and vacate the site within 6 months of receiving notification.
- 4.6 LAPT trustees met with Council Officers mid-October 2020 to notify Council that they were not intending to continue lease negotiations with the Crown and, further, that the LAPT was intending to dissolve the Trust. They also confirmed that despite the above, they wished to continue running the children's train.

5. Discussion

- 5.1 Levin Adventure Park is an iconic feature of Levin and has a 5 star rating on Trip Advisor. Located on State Highway 1 at the southern entrance to the Levin township, it is a popular site for travellers as well as being a recreational asset to our community.
- 5.2 It is also one of only two sites in the Authority that allows overnight camping by fee-paying members of the NZMCA, which has contributed to Levin's Motorhome Friendly accreditation by that organisation.
- 5.3 The land on which the park is sited is land banked by the Crown for Treaty Settlement and the Crown as the Lessor is unlikely to consider a long-term lease of the site. Consequently, regardless of the Lessee, it is likely any new lease of the land will include the six month break clause, and the requirement to remove all assets from the site following termination of the lease as per the current version of the lease. The relevant clauses are indicated below.

49. Landlord Break Right

At any point during the term (including any renewal term) of this lease, the Landlord may terminate this lease. The Tenant shall be given not less than six (6) months' notice in writing of such termination.

Termination under this clause shall be without compensation or damages and shall not affect any other right or remedy that either party may have in relation to any earlier breach of this lease. No account will be taken of this right of termination on any determination of rent on any review date under this lease.

20.1 Additions, Alterations, Reinstatement and Chattels Removal

The Tenant shall neither make nor allow to be made any alterations or additions to any part of the premises or alter the external appearance of the building without first producing to the Landlord on every occasion plans and specifications and obtaining the written consent of the Landlord (not to be unreasonably or arbitrarily withheld or delayed) for that purpose.

If the Landlord authorises any alterations or additions which are made before the commencement date or during the term of this lease the Tenant will at the Tenant's own expense if required by the Landlord no later than the end or earlier termination of the term reinstate the premises. Ownership of the alterations or additions that are not removed by the end or earlier termination of the lease may at the Landlord's election pass to the Landlord without compensation payable to the Tenant.

If the Tenant fails to reinstate then any costs incurred by the Landlord in reinstating the premises whether in whole or in part, within 6 months of the end or earlier termination of the term shall be recoverable from the Tenant.

- 5.4 Initially, there is a pressing need for Council to decide if it wants to retain the Levin Adventure Park for the immediate future in which case a new lease for the land needs to be secured.

6. Options

Option 1

LAPT assigns the new Lease to Horowhenua District Council with agreement from the Lessor (Crown) on 21 February 2021 on proposed terms and conditions. Officers subsequently establish an MOU for the operational and running of the train with LAPT, or replacement organisation.

Advantage

- The lease is confirmed and the Levin Adventure Park remains a local attraction.
- This option provides some time to consider longer term options.

Disadvantage

- Whilst the Levin Adventure Park is secured for the short-term this arrangement does not address the short to medium-term issue of the six month break clause.

Option 2

Council allows the existing lease between the Crown and the Levin Adventure Park Charitable Trust to expire on 21 February 2021, does not agree to the existing lease, and attempts to renegotiate a separate lease with the Crown.

Advantage

- Officers may be able to negotiate a better arrangement that secures the site in the short to medium term.

Disadvantages

- Given the site is being held by the Crown for a possible Treaty settlement, it is unlikely they would be amenable to a longer-term arrangement without the flexibility of the break period.
- The Crown may prefer not to grant a new lease which would result in Horowhenua losing the facility with all the attendant issues identified below in Option 3.

Option 3

Council allows the existing lease between the Crown and the Levin Adventure Park Charitable Trust to expire on 21 February 2021 and does not seek to establish a new lease.

Advantages

- Operational and Capital savings would accrue on an annual basis.

Disadvantages

- The district loses an iconic facility.
- Local residents lose a highly valued local recreation asset.
- Council would likely suffer some significant reputational damage locally and nationally.
- There would likely be a significant and prolonged community backlash.
- Horowhenua loses a proportion of its visitor income arising from the park.
- Lack of the facility damages the Council's destination management agenda.

Option 4

Council allows the existing lease between the Crown and the Levin Adventure Park Charitable Trust to expire on 21 February 2021 and relocates the Adventure Park onto a suitable piece of land which it already owns or may purchase a new piece of land specifically for the purpose of accommodating the park.

Advantages

- Council retains a highly valued asset.
- Council achieves a longer-term outcome and provides stability of the attraction in the local and national sense.
- Council makes operational savings in respect of the annual rent.
- If relocated onto an existing Council owned site (under maintenance), will potentially make some operational savings on previous arrangements.
- Council can produce a development plan for the facility without the constraint of the land being identified for treaty settlement.

Disadvantages

- There would be an initial capital cost to relocate the equipment.
- There would be the need to work through asset ownership with the LAPT.
- There would be the need to identify a suitable site.

There would likely be delays as Council undertakes a public consultation process to determine where the park should be located.

6.1 Cost

Council already maintains the facility at its cost and allowance has been made in the operational budget to continue to do so, so there is no additional cost in respect of Option 1.

Option 2 may result in additional cost dependent on Council's negotiation outcomes.

Should option 3 or 4 be agreed there will be additional costs to dismantle and dispose or relocate the play equipment and built structures.

Option	Cost
Option 1	No additional cost
Option 2	Potentially costs related to removal
Option 3	Costs relating to removal
Option 4	Costs relating to dismantling and relocating the facility

6.1.1 Rate Impact

Current operational Reserves Budgets fund all current operational and maintenance costs of the Levin Adventure Park.

Option 1: No rates impacts arising

Option 2: Should negotiations fail cost of removal will need to be funded by rates

Option 3: Costs to remove and dispose of equipment will need to be funded by rates

Option 4: Costs of dismantling and relocation will need to be funded by rates

6.2 Community Wellbeing

The services and amenities currently provided by the Levin Adventure Park currently achieve 5 of the Community Outcomes identified in the current Long Term Plan;

- Thriving Communities, An Exuberant Economy, Stunning Environment, Enabling Infrastructure and Vibrant Culture.

Option 1: New lease retains status-quo on the site. There are no negative impacts on Community Wellbeing arising;

Option 2: Relocation of Adventure Park assets – potentially a significant impact depending on whether negotiations are successful;

Option 3: Removal of Adventure Park assets – significant impact on Community Outcomes in the removal of these amenities and the play and recreational space;

Option 4: Relocation of Adventure Park assets likely to result in localised impact on Community Outcomes of a temporary nature.

6.3 Consenting Issues

Option 1: There are no Consents required or consenting issues arising.

Option 2: There are no Consents required or consenting issues arising.

Option 3: There are no Consents required or consenting issues arising.

Option 4: Relocation of Adventure Park assets – Building Consent will be required to relocate the Toilet and Kiosk buildings onto an alternative site.

6.4 LTP Integration

Option 1: Levin Adventure Park asset renewals are part of the wider renewals funding in the current LTP.

Option 2: Levin Adventure Park asset renewals are part of the wider renewals funding in the current LTP.

Option 3: Removal of the asset will see a reduction in Renewals funding.

Option 4: Levin Adventure Park asset renewals are part of the wider renewals funding in the current LTP. Funding for fixed assets such as hard surfaces and fencing on

the site will not be required, funding for relocated assets will still be required. Additional funding will be required to enable relocation.

7. Consultation

There has been no consultation undertaken in relation to any considerations offered in this report.

Option 1: This option does not change the status-quo of the existing site or current level of service that the site currently provides. No consultation will be required to be undertaken.

Option 2: This option does not change the status-quo of the existing site or current level of service that the site currently provides. No consultation will be required to be undertaken if negotiations are successful. Consultation will be required should the Crown withdraw its offer.

Option 3: This option will require full public and Iwi consultation as it removes a significant level of service currently provided to the community.

Option 4: This option will require full public and Iwi consultation to enable decisions as to where the assets will be relocated.

8. Legal Considerations

There are no known Legal Requirements or Statutory Obligations affecting the options provided.

9. Financial Considerations

Option 1: Levin Adventure Park operation, maintenance and renewals are currently funded through the Reserves Activity. This option does not impact the current operational or capital budgets.

Option 2: Should negotiations be successful it does not impact the current operational or capital budgets as these are already funded. Should negotiations not be successful there will be an initial cost to remove and dispose of the asset but there would be a subsequent operational saving.

Option 3: Funding will be required to remove and dispose of the assets from the site. Whilst these costs have not been investigated, operational budgets and potential cost recovery from the sale of some assets may be sufficient to enable this option to be cost neutral.

Option 4: Significant additional funding will be required to undertake the physical works associated with the relocation of the Levin Adventure Park assets to other sites. Existing operational budgets will need to be redirected within the Reserves Activity to allow the ongoing maintenance of these assets at the new locations. There will be some savings in operational expenditure such as mowing costs directly associated with the site.

10. Iwi Considerations

The Chief Executive will be engaging directly with his Muaūpoko Tribal Authority counterpart to discuss the potential impacts of the various options.

11. Climate Change Considerations

There is no known Climate Change impact relating to the options.

12. Environmental Considerations

There are no known Environmental considerations relating to the options.

13. Health & Safety Considerations

There is no known Health and Safety impact relating to the options.

14. Other Considerations

Any reduction to the current level of service that the Levin Adventure Park provides will have an immediate impact on the community and is highly likely to evoke strong community views.

It is likely that the community is unaware that the Levin Adventure Park land is not owned by Council and has a limited tenure.

15. Next Steps

Further direction is needed from Council in relation to the options discussed.

16. Supporting Information

<p>Strategic Fit/Strategic Outcome</p> <p>Levin Adventure Park is a current level of service delivered to the community through Council's Infrastructure Reserves Portfolio.</p>
<p>Decision Making</p> <p>A Council decision is required to progress the preferred option.</p>
<p>Consistency with Existing Policy</p> <p>Options provided for consideration in this report are consistent with existing strategic policy and the Long Term Plan.</p>
<p>Funding</p> <p>Funding will be required if Council decides to progress options 2-4.</p>

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic	Yes	High	High	High	Long term options to be considered following Councils decision
Financial	Yes	Medium	Medium	Medium	Funding could be provided through the

					current LTP process
Service Delivery	Yes	High	High	High	Communication plan will need to be developed following Councils decision
Legal	No				
Reputational	Yes	Extreme	High	High	Communication plan will need to be developed following Councils decision




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.

17. Appendices

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Author(s)	Ann Clark Parks & Property Lead South	
	Arthur Nelson Property and Parks Manager	
Approved by	Kevin Peel Group Manager - Infrastructure Operations	

Levin Adventure Park Charitable Trust
16 October 2020
Horowhenua District Council
Oxford Street
Levin

Attn: David Clapperton

Dear David

RE: Levin Adventure Park

As you are aware Levin Adventure Park Trust recently received the new version of the lease of the Park from the Office of Treaty Settlements.

This lease which varies greatly from our current lease (which expires on 22 February 2021) has been a catalyst in the Trustees coming to a unanimous consensus to resolve to wind up the Levin Adventure Park Trust and not reengage in a new lease.

The Trustees believe that they have done their job which was to enhance the Park into the great town asset it is today and have promoted the Park within the community and indeed across New Zealand which has led to it becoming such a major attraction both locally and nationally for visitors passing through.

In light of the new lease conditions and the shorter length of lease, the Trustees do not believe that they can add any more value to the growth of the park and therefore suggest that Council take over the lease as Council already maintain the Park as they do with other parks and reserves in the Horowhenua.

We recognize that the train is likely to be the only aspect of the park which will not be “core business” in the Council running of a park and suggest that something along the lines of “Friends of the Park” is established for the ongoing maintenance and running of the train which is indeed a major part of the attraction. Whilst the Levin Adventure Park Trust as it is now would wind up completely, the current Trustees would lead the establishment of “Friends of the Park” for the main purpose of the continued running of the train.

The Trustees have been privileged to play their part in supporting the Park in conjunction with Horowhenua District Council.

Please do not hesitate to contact us should you require any further information, and we look forward to working with you on a way forward.

Warm regards

Levin Adventure Park Trustees

File No.: 20/451

Ōhau and Manakau Community Plans - Adoption Report

1. Purpose

To present the Ōhau and Manakau Community Plans for Council adoption.

2. Executive Summary

- 2.1 Council is working to develop community plans for the settlements throughout the district to gain an increased understanding of local communities, identify aspirations and priorities, while improving the relationship between Council and the community. The development of community plans is supportive of the Horowhenua 2040 Strategy and is a method intended to support community wellbeing and resilience.
- 2.2 The Ōhau and Manakau Community Plans have been developed using a bottom-up approach, based on feedback from each of the two communities. The two Plans set out the vision, values, priorities and actions for each community. The Plans have been in development since July 2019. The Ōhau and Manakau Community Plans are now being presented to Council for adoption. The development of the Plans is the first step of an ongoing journey. Officers will continue working with the respective communities for implementation.

3. Recommendation

- 3.1 That Report 20/451 Ōhau and Manakau Community Plans - Adoption Report 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 Horowhenua District Council adopts the Ōhau Community Plan.
- 3.4 That Horowhenua District Council adopts the Manakau Community Plan.
- 3.5 That Council consider provision of funding for actions identified in the Ōhau and Manakau Community Plans as part of the development of its Long Term Plan 2021-2041.
- 3.6 That the Group Manager - Customer & Strategy is authorised to correct minor errors prior to the Ōhau and Manakau Community Plans being published.

4. Background / Previous Council Decisions

- 4.1 The development of community plans throughout the district is aligned with the Horowhenua 2040 Strategy (H2040) and Council's Community Outcomes. Through the development of H2040, Council has gained an increased understanding of the issues and challenges affecting our communities and their aspirations for the future. Core aspects of the H2040 Strategy are to protect and enhance community wellbeing, empowering communities, and increase community resilience.
- 4.2 Community Plans assist in understanding the needs, values and aspirations of specific communities, and deliver planning and actions from the bottom-up. Community Plans are being developed for each of the district's communities. Council adopted the Waitarere Beach Community Plan earlier this year. Community plans are currently being prepared for Ōhau, Manakau, Foxton Beach and Levin. Each plan identifies a vision, priorities and actions for the community it relates to.

- 4.3 For Council, community plans help provide an understanding of community priorities, provide inputs into Council's planning processes (e.g. Long Term Plan, Reserve Management Plans), support community-led initiatives and strengthen the relationships between Council and its communities throughout the district.

5. Discussion

- 5.1 The Ōhau and Manakau Community Plans have been in development since July 2019. They have been drafted through a 'bottom up' approach, based on feedback from the community. Each Plan sets out what is important to the community it relates to and the areas the Council and community should work together on for the future.
- 5.2 The Plans provide background information on the purpose and development of the Plan, history of the area and a snapshot statistical information. They outline the community's vision, values, priority areas and actions. A concept sketch is included at the end of the document to encourage further thinking about what the Ōhau and Manakau settlements could look like in the future. It is expected that the documents will evolve and the actions will be updated over time as the communities and their needs and context change.

Ōhau Community Plan Discussion:

- 5.3 Development of the Ōhau Community Plan started in July 2019. The initial round of engagement was an information gathering exercise with the community encouraged to put forward their ideas. An engagement exercise was done with the children of Ōhau School, a drop-in event was held in the community, and a survey was undertaken. This information was used to start drafting the Ōhau Community Plan. Drafting of this plan was further refined as officers held workshops/meetings with key stakeholders including Ngāti Kikopiri and members of the Ōhau community. Officers initially intended to consult on the draft community plan for Ōhau in April 2020 but this was delayed due to COVID-19. Instead consultation on this draft plan took place in August 2020.

This feedback has been used to update and finalise the Ohau Community Plan for adoption. Key themes of the feedback included:

- That growth should be provided for a managed in a way that will protect both the village and wider rural area;
- Desire for more recreation opportunities – both at locations such as the Ōhau Domain and near water bodies (e.g. lake and rivers);
- Concerns about traffic safety and choice.

- 5.4 The vision for the Ōhau community is:

Ōhau is a safe, connected village that is widely known as nature's playground. Ōhau will have a healthy, clean environment and will protect its rural, village character even as it grows.

The vision was developed based on the common themes and comments from the community. The vision shows the importance of the natural environment, and the value of a close knit community. Protecting this will help to retain what makes Ōhau special. This is particularly important to consider as Ōhau grows.

- 5.5 The values for the Ōhau community are:

Environmentally sustainable: *we nurture our environment, leaving it better than we found it. We are a place where people can experience the natural environment, as this helps to build a commitment to protecting it*

Caring for each other: *we know and look after each other, welcome newcomers and come together as a community to retain the sense of 'knowing your neighbours'*

Sense of identity: *we take pride in our history and identity. We celebrate our diversity – Māori and non-Māori, farmers and producers, rural village character and our natural environment*

The values identified are those, which are core to the current and future aspirations of the community. There is strong support for ongoing and improved environmental sustainability. The environment as a whole contributes to the identity of the community where people know their neighbours, welcome newcomers, and embrace their unique, varied identities.

5.6 The priorities and most important actions for the Ōhau community are (in no particular order):

Kia mau tonu, kia pakari ake te āhua ake o Ōhau hei papa kāinga tuawhenua.

Enhance and Protect the Village Character and Rural Identity of Ōhau.

- *Provide for and manage growth in a manner that protects the rural village character*
- *Provide infrastructure to support a growing community*
- *Provide opportunities for a 'village hub' to establish*
- *Establish and Ōhau community group*
- *Maintain an upgrade Ōhau Hall*
- *Hold community led events and projects*
- *Recognise and celebrate Ōhau history.*
- *Celebrate and enhance Kikopiri Marae to build connection with the community and to protect and secure its role in the community's future.*

A clear priority for Ōhau is to protect village character and rural identity. This priority covers both the village itself and the wider rural landscape. In addition to an appreciation of the natural and built environment, the Ōhau community value being a part of a small, close knit community where everybody knows their neighbours.

Kia aro ki te haumaruru o ngā huarahi, kia pai ake ngā kōwhiringa waka tūmatanui.

Address Road Safety Issues and Improve Transport Choice.

- *Continue to advocate for O2NL*
- *Improve connections between East and West Ōhau*
- *Improve road safety on local roads*
- *Provide footpaths, cycle ways, and bridleways*
- *Investigate and provide for public transport*

State Highway 1 currently bisects Ōhau, severing the community. As traffic on the State Highway increases, the community are becoming increasingly concerned about traffic safety, particularly when entering or exiting the State Highway, or crossing the State Highway to access the other side of the village.

Kia tiakina te taiao māori, kia pakari ake ngā rēhia tū-ā-nuku.

Protect the Natural Environment and Enhance Recreation Opportunities.

- *Maintain and improve access to Ōhau River*
- *Provide access to beach*
- *Make improvements at Ōhau Domain and the greenspace in Bishop's Vineyard*
- *Provide shared pathways and multiuse recreation walkways*
- *Maintain and improve fresh water quality*

The community place significant value on the variety of outdoor recreation opportunities available in and around Ōhau. Ōhau residents also identified a desire to see these

opportunities further enhanced, with particular focus on more play facilities for children and improving access to water bodies.

Manakau Community Plan Discussion:

- 5.7 Development of the Manakau Community Plan started in July 2019. The initial round of engagement was an information gathering exercise with the community encourage to put forward their ideas. An engagement exercise was done with the children of Manakau School, a drop-in event was held in the community, and a survey was undertaken. This information was used to start drafting the Manakau Community Plan. Drafting of this plan was further refined as officers held workshops/meetings with key stakeholders including the Ngāti Wehi Wehi Marae Committee, the Manakau District Community Association, and other interested members of the Manakau community. Officers initially intended to consult on the draft community plan for Manakau in April 2020 but this was delayed due to COVID-19. Instead consultation on this draft plan took place in August 2020.
- 5.8 Council received 14 pieces of feedback on the Draft Manakau Community Plan from local groups and individuals. This feedback has been used to update and finalise the Manakau Community Plan for adoption. Key themes of the feedback included:
- Growth and its potential implications for Manakau (both positive and negative)
 - Identification of local heritage features
 - Recognition of the special character of Manakau
 - Support for shared pathways especially developing them to better connect Manakau to other places (e.g. Manakau to Waikawa Beach or to Levin), or to provide better opportunities for people to access facilities (e.g. a shared pathway from Manakau Village to Manakau Domain)
 - Need for safety improvements to SH1 and the local road intersections with SH1
 - Support or opposition for feasibility study to be done for the provision of reticulated water/wastewater at Manakau
 - Significance of local soils and the need to better protect and utilise these
 - Need to diversify and evolve local farming and horticulture practices so that they are more environmental friendly and sustainable (as well as potentially for other industries to establish)
 - Need to recognise and enhance the ecological values and health of local streams
 - Ideas for the future development of the Manakau Domain and request for funding for a new grass mower
 - Need for better car parking provision outside the Manakau Store.

Council should note that the Manakau United Football Club, with the support of the Manakau District Community Association, submitted a 'Blueprint' for the future development of the Manakau Domain. The Manakau Domain is owned by Council but has been maintained by the Manakau District Community Association (and the Manakau United Football Club as a user group) for a number of years.

The blueprint provided for the Manakau Domain covered improvements to access, car parking, lighting, fencing, and planting. It also outlined possible pitch improvements, the benefit of a new toilet block, and ways that the Domain could be developed so that it could be better used as a community space. The Manakau United Football Club also requested funding for a new grass mower.

Throughout the development of the Manakau Community Plan, the Manakau Domain and ways that it could be improved to be better utilised by the community has featured highly in feedback received from the community. The unique management structure of the Domain has made it difficult for officers to commit to any of these suggested improvements in the Community Plan. Therefore, officers recommend that Council consider the proposed

blueprint for the Manakau Domain and the associated request for funding for a new grass mower as part of the development of the Long Term Plan 2021-2041.

5.9 The vision for the Manakau community is:

Manakau is a thriving, friendly and safe rural community with a strong sense of place, a healthy natural environment and good connectivity to other places.

The vision was developed based on the common themes and comments raised from the community. The vision shows the importance of being a rural community, supported by a healthy natural environment and safe, efficient access to other places.

5.10 The priorities and most important actions for the Manakau community are:

Kia tiakina te āhua ake o Manakau me ōna tuku ihotanga.

Protect the special character and heritage values of Manakau.

- *Undertake an assessment of the character of Manakau*
- *Identify and protect local sites of cultural significance*
- *Identify and protect significant local heritage features*
- *Learning about and celebrating the history of Manakau*
- *Hold additional community events and/or undertake community projects*

The community highly value the special character of Manakau and want to preserve, celebrate and enhance the things about Manakau that make it such a great place to live.

Kia toitū, kia tōpū hoki te āhua o te tipu haere o Manakau.

Ensure growth occurs in a sustainable and integrated way.

- *That growth at Manakau is provided for and managed in a sustainable and integrated way*
- *Investigate the provision of reticulated water and wastewater*

Manakau is growing and locals want to ensure that this growth is sustainable and that it does not detract from the unique character of Manakau Village.

Kia pai ake te haumarū o ngā huarahi, kia whānui ake hoki ngā kōwhiringa waka tūmatanui.

Improve traffic safety and provide more transport options.

- *Continue to Advocate for Ō2NL and for safety improvements along the section of SH1 in Manakau*
- *Advocate, and investigate options, for improved connectivity between parts of Manakau*
- *Advocate for Public Transport*

State Highway 1 currently bisects Manakau. As traffic on the State Highway increases, the community are becoming increasingly concerned about traffic safety, particularly when entering or exiting the State Highway, or crossing the State Highway on foot or while cycling.

Kia pai ake ngā wāhi o rēhia me te kounga o te wai.

Improve recreational spaces and water quality.

- *Undertake the actions identified in the Driscoll Reserve Development Plan*
- *Investigate and provide shared pathways/recreational walkways*

- *Improve Freshwater Quality*

The community place significant value on the variety of outdoor recreation opportunities available in and around Manakau. There is a strong desire to see these opportunities enhanced. Improving local freshwater quality was also identified as important with people wanting to have clean places where they can go and swim, fish, or collect kaimoana.

6. Options

Option 1 – Adopt the Ōhau and Manakau Community Plans.

Option 2 – Delay adopting the Ōhau and Manakau Community Plans and provide direction to officers on required changes.

The Officer recommendation is Option 1. The Ōhau and Manakau Community Plans have both been developed based on feedback from the community. The draft plans have been through public engagement processes, which showed community support for the documents.

6.1 Cost

There are no direct costs resulting from adopting the Ōhau and Manakau Community Plans. Projects identified in the Plans either have funding identified in the Annual Plan 2020/2021, or will be considered for inclusion as part of the Long Term Plan 2021-2041. The inclusion of a project in the Community Plan does not automatically signify that Council will fund it.

6.1.1 Rate Impact

There is no direct impact on rates resulting from adopting the Ōhau and Manakau Community Plans.

6.2 Community Wellbeing

The Ōhau and Manakau Community Plans support community wellbeing. They outline the communities' visions and aspirations for their future. The Plans show what is important for these communities, so that both Council and the communities can work to support their wellbeing.

6.3 Consenting Issues

There are no consenting issues arising resulting from the adoption of the Ōhau and Manakau Community Plan.

6.4 LTP Integration

The Ōhau and Manakau Community Plans will help to inform Council's planning for the Long Term Plan 2021-2041 for the Ōhau and Manakau communities.

7. Consultation

7.1 The Ōhau and Manakau Community Plans were developed based on a 'bottom-up' approach from the outset, with the aim of being a document that reflects the views and priorities of the local community.

7.2 Engagement on the Ōhau and Manakau Community Plans followed largely the same process and timeline. The process commenced launched with an online survey in July 2019, a community drop in day in August 2019, and a day with students from Ōhau and Manakau Schools in July 2019.

7.3 The bottom-up approach also involved going out to the community with a series of open questions. The questions asked things such as what they like about the area, their favourite

activities to do, what should be protected, areas for improvement and what they would like the area to look like in 20 years' time.

- 7.4 Approximately 80 people provided written feedback for the Ōhau Community Plan, approximately 30 people visited the drop in session and all year levels at Ōhau School participated in the School engagement day.
- 7.5 Approximately 50 people provided written feedback for the Manakau Community Plan; approximately 30 people visited the drop in session and year levels 5-8 at Manakau School participated in the School engagement day.
- 7.6 The responses from this feedback process were used to prepare an initial draft of the Community Plans. The draft Manakau Community Plan was presented to the Manakau District Residents Association. In the absence of such a group in Ōhau, the group of community members who responded to the draft survey were invited to a workshop session on the draft Ōhau Community Plan. This occurred towards the end of 2019.
- 7.7 After the Christmas and New Year period, focus turned to presenting the Ōhau and Manakau Community Plans to the wider community for a final round of feedback. However, COVID-19 prevented this from happening. Following lockdown, the final draft plans were released for online, telephone, or one-one-one meeting feedback.

8. Legal Considerations

There are no legal requirement affecting this decision. The Community Plan is a non-statutory document.

9. Financial Considerations

There are no financial considerations directly resulting from the adoption of the Ōhau and Manakau Community Plans. Specific considerations relating to the implementation of this plan will be made as part of the Annual Plan and Long Term Plan processes.

10. Iwi Considerations

Local iwi, Ngāti Raukawa (via Ngāti Kikopiri in Ōhau and Ngāti Wehi Wehi in Manakau) and Muaūpoko Tribal Authority, were involved in the development of the Ōhau and Manakau Community Plans. Both Iwi were given the opportunity to provide input and this input helped to shape the draft Ōhau and Manakau Community Plans.

11. Climate Change Considerations

There are no specific climate considerations associated with the adoption of the Ōhau and Manakau Community Plans.

12. Environmental Considerations

There are no specific environmental considerations associated with the adoption of the Ōhau and Manakau Community Plans.

13. Health & Safety Considerations

There are no Health & Safety considerations arising from adopting the Ōhau and Manakau Community Plans. Any community-led projects will be implemented in accordance with Council's Health & Safety requirements.

14. Other Considerations

There are no other considerations for Council related to the adoption of the Ōhau and Manakau Community Plan.

15. Next Steps

- 15.1 The development of the Ōhau and Manakau Community Plans is the first step in an ongoing process. The community planning process has resulted in Council having an enhanced understanding of this community, their priorities, concerns and aspirations.
- 15.2 Following the adoption of the Ōhau and Manakau Community Plans, officers will continue working alongside the local community in the implementation of the identified projects. There is funding currently budgeted for a community-led project of \$5,000 for each of these communities intended to kick start the implementation of the Community Plan and encourage the community to further mobilise behind the initiative chosen. Council Officers will work alongside the community to identify and implement this project.
- 15.3 Projects identified in the Plans will also be considered by Officers and Elected Members when developing the Long Term Plan 2021-2041.
- 15.4 It is intended that the Community Plans will be reviewed and updated. The timing of the review should synchronise with the Long Term Plan cycle so the Community Plan can inform the development of the Long Term Plan. A successful outcome of this process would be that the community recognise the benefits of the Community Plan and that the process for the next review would be able to be less Council-led and more Community-led with Council playing a supporting or administrative role.

16. Supporting Information

<p>Strategic Fit/Strategic Outcome</p> <p>The Ōhau and Manakau Community Plans are both consistent with Council's district vision and community outcomes. The vision and community outcomes are incorporated into the Plan.</p>
<p>Decision Making</p> <p>Council is being requested to adopt the Ōhau and Manakau Community Plans. This decision is not considered to be significant.</p>
<p>Consistency with Existing Policy</p> <p>The Ōhau and Manakau Community Plans outline the vision of the local community. It is consistent with Council's vision and community outcomes.</p>
<p>Funding</p> <p>Funding for projects in the Ōhau and Manakau Community Plans not already covered by the Annual Plan 2019/2020 and 2020/2021 will be considered through the development of the Long Term Plan 2021-41.</p>

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

Reputational	The community may get the impression that if a project is in the Community Plan it will automatically be funded.	Minor	Unlikely	Low	The Community Plan has been drafted to be clear about whether funding currently exists for projects.
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Confirmation of statutory compliance


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

- a. containing sufficient information about the options and their 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.

17. Appendices

No.	Title	Page
A	Ōhau Community Plan (<i>Under Separate Cover</i>)	
B	Manakau Community Plan (<i>Under Separate Cover</i>)	

Author(s)	Lauren Baddock Strategic Planner	
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Approved by	David McCorkindale Group Manager - Customer & Strategy	
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File No.: 20/473

Adoption of Taraika Master Plan and Proposed Plan Change 4

1. Purpose

To present the Taraika Master Plan and Proposed Plan Change 4 – Taraika Growth Area (including supporting evaluation and technical information) to Council for adoption and that officers proceed with public notification of the Proposed Plan Change (PPC4 or Plan Change).

2. Executive Summary

- 2.1 This report outlines the reasons for preparing the Taraika Master Plan, the process followed to date and the nature of the Proposed Plan Change that supports this Master Plan.
- 2.2 This report seeks for Council to adopt the Taraika Master Plan, signalling the Master Plan's completion and to adopt the associated Plan Change for public notification, which will commence the formal phase of the Plan Change process (process to be carried out in accordance with Schedule 1 of the Resource Management Act 1991). The proposed rules contained within the Plan Change do not take legal effect until these are 'beyond legal challenge'. This means that either no submissions are received in relation to that provision, or that if submissions are received a decision has been made in relation to the decision point and that either no appeals are received or that appeals have been resolved. While the rules do not have legal effect (e.g. one does not have to comply with them), s104(1)(b) of the Resource Management Act 1991 does require that the provisions (contents) of a Proposed Plan are considered as well as the Operative District Plan provisions when processing resource consent applications.
- 2.3 A resolution of Council is required to adopt the proposed plan change in its current form for public notification. Therefore officers preferred option is that the Council adopts Proposed Plan Change 4 and officers proceed with public notification.

3. Recommendation

- 3.1 That Report 20/473 Adoption of Taraika Master Plan and Proposed Plan Change 4 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 adopts the Taraika Master Plan.
- 3.4 That Council adopts Proposed Plan Change 4 – Taraika Growth Area and the associated Section 32 Evaluation Report for the purpose of public notification in accordance with Clause 5 of the First Schedule of the Resource Management Act 1991.
- 3.5 That, if necessary, the Group Manager – Customer and Strategy, in consultation with the Chair of the Hearings Committee be authorised (prior to public notification) to correct any minor errors or omissions in the text and maps of Proposed Plan Change 4 and the associated Section 32 Evaluation Report.
- 3.6 That, if necessary, the Group Manager – Customer and Strategy is authorised to correct minor errors prior to the Taraika Master Plan being published.

- 3.7 That officers be authorised to proceed with public notification of Proposed Plan Change 4 – Taraika Growth Area, in accordance with the statutory requirements set out in the First Schedule of the Resource Management Act 1991.

4. Background / Previous Council Decisions

- 4.1 Since 2013, the Horowhenua District has experienced rapid population growth. According to Census New Zealand, the Horowhenua District grew by 2% per annum between 2013 and 2018 and was the fastest growing district in the Manawatu-Whanganui region over that period. This growth is expected to continue for the foreseeable future. This is reflected by Council's recent decision to adopt the 95th percentile growth rate for the 2021-2041 Long Term Plan.
- 4.2 This population growth is generating considerable demand for housing. In response to this demand, Council prepared and adopted in November 2018 the Horowhenua Growth Strategy 2040 (HGS 2040). This identified a number of residential growth areas (and an industrial/commercial growth area for Levin) across the District. This included growth area 'LS6' to the immediate east of Levin. This area has been identified as a growth area for the District since the 2008 Horowhenua Development Plan. Until recently, this area was informally known as Gladstone Green, but after engagement with Muaūpoko through the development of the Master Plan it has more recently been known as Taraika.
- 4.3 The area the Master Plan and Plan Change relates is 420ha and is bounded by Tararua Road, Gladstone Road, Queen Street East, and State Highway 57/Arapaepae Road.
- 4.4 Since being identified in the HGS 2040, Taraika has been subject to a 'Master Planning' process. In this context, a Master Plan acts as a 'blueprint' for landowners within the development area to follow. It leaves enough flexibility and scope for each landowner/developer to create their own, individual development, but makes sure there is good integration between development for the important elements such as roads join up with each other and adequate provision is made for features such as parks and reserves. The Taraika Master Plan includes a vision, design principles, and a spatial plan to support this vision and principles.
- 4.5 The Taraika Master Plan is the first Master Plan to be developed in Horowhenua and brought forward as a Plan Change. The Taraika Master Plan has been prepared by Council in collaboration with landowners. The alternative approach had the key landowners not agreed to collaborate would have been for Council and the community to respond to a series of individual consent applications that would have lacked integration. The process has also involved close engagement with Muaūpoko and crown agencies. In August and September 2020, the Master Plan was subject to an informal public engagement process, which resulted in further refinements to the Master Plan. As such, the Master Plan is now presented to Council for adoption.
- 4.6 In order to enable development to occur in accordance with the Master Plan, the land needs to go through a District Plan Change process, in accordance with the First Schedule of the Resource Management Act 1991 (RMA). This process seeks to rezone the land from its current Deferred Greenbelt Residential zoning, to the range of zones identified on the Master Plan (including medium density, standard density, and low density residential, commercial, open space, and greenbelt residential). It also seeks to introduce a Structure Plan (simplified version of the Master Plan, identifying key features) that development in this area will need to follow and new District Plan chapters containing rules, objectives and policies that relate specifically to Taraika to achieve the outcomes sought by the Master Plan.
- 4.7 The proposed changes will relate only to the area known as Taraika.

5. Discussion

Taraika Master Plan

- 5.1 As indicated above, the Master Plan process is a high level guiding document that sets out key desired outcomes/design principles for the area. It seeks to co-ordinate and integrated development across land ownership boundaries to ensure sufficient provision is made for features such as public open space, road connectivity, and community infrastructure. It is a non-statutory document that guides the development of statutory documents. Examples of statutory documents guided by the Master Plan are the District Plan Change and the Long Term Plan (infrastructure planning).
- 5.2 The Master Plan includes 'design principles' which are the key outcomes sought for the area. These include good connectivity, variety of housing types, integrated infrastructure, and stormwater management.
- 5.3 This Master Plan has been prepared in collaboration with key landowners. The process started in 2018. Engagement has also been undertaken with Muaūpoko, resulting in the selection of the name Taraika by the Muaūpoko Tribal Authority for this development area and crown agencies including Waka Kotahi New Zealand Transport Agency (WKNZTA) and Ministry of Education (MOE). WKNZTA have indicated their support for the development and a desire to work together, given the O2NL expressway impacts on this project. MOE have also indicated their support for the proposal, confirming that a primary school is likely required and that the location identified for this on the Master Plan is likely the most appropriate location. Taraika has been identified a one of the key greenfield development areas in the Wellington Regional Growth Framework, supporting the focus on Levin as one of the four key centres in that framework to accommodate future housing to meet the wider Wellington housing demands.
- 5.4 Throughout August 2020, Horowhenua District Council sought feedback from the community on the Draft Taraika Master Plan. Public drop-in sessions were held at Te Takeretanga o Kura-hau-pō, affected landowners were mailed information, and media releases were published in the Horowhenua Chronicle.
- 5.5 This feedback process was relatively informal and sought to give community members an opportunity to input into the process prior to the formal Resource Management Act process. A total of 40 people provided some form of written feedback and approximately 100 people visited the drop-in sessions.
- 5.6 Significant feedback was received from residents of Pohutukawa Drive regarding the nature and scale of development proposed and the impact this could have on their amenity. Changes were made to the Master Plan (including the removal of a road connection from and changes to the adjoining zoning for Pohutukawa Drive, in accordance with this feedback).
- 5.7 Similar concerns were raised by residents of Redwood Grove. However, in this instance the Master Plan and Structure Plan was changed to increase the density of Redwood Grove from low density to standard density. This change was made due to direction provided by Elected Members, who wanted to take a long term view and provide opportunity for this land to be developed in the future.
- 5.8 The above resulted in changes be made to the Structure Plan. Included with this report is the most up to date version. The following changes were still to be made to this version.
- Change density of Redwood Grove to standard density
 - Increase to the extent of the medium density overlay
- The updated version will be made available on Council's website.

Proposed Plan Change 4 – Taraika Growth Area

- 5.7 The Taraika Plan Change will rezone the land contained within the Taraika Master Plan to enable development in accordance with the Master Plan to occur. This will involve introducing a new structure plan and new objectives, policies, and rules that will apply specifically to Taraika. This seeks to ensure that the resulting development is consistent with the vision and design outcomes sought by the Master Plan.
- 5.8 The purpose of the proposed plan change is to:
- Remove Structure Plan 13 from the District Plan.
 - Introduce a new 'Taraika Multi-Zone Precinct' Chapter to the District Plan with a supporting structure plan (013) and associated objectives, policies, and rules.
 - Rezone land within the Taraika Master Plan Area from Greenbelt Residential Deferred to Greenbelt Residential, Low Density Residential, Standard Residential, Medium Density Residential, Commercial and Open Space.
- 5.9 The Taraika Multi-Zone Precinct is based on the National Planning Standards tool. This tool was selected to ensure the approach was as consistent as possible with the National Planning Standards (which the entire District Plan will have to align with by 2024) while still being consistent with the existing structure of the Horowhenua District Plan. This will mean that the underlying zone provisions will apply, but with some area specific provisions that seek to achieve a particular outcome within the precinct.
- 5.10 Taraika specific provisions will therefore be contained two chapters; Taraika Multi-Zone Precinct Objectives and Policies and Taraika Multi-Zone Precinct Rules. All other relevant chapters of the District Plan will apply (e.g. Residential Zone, Subdivision and Development). Where there is conflict between provisions, the Taraika Multi-Zone Precinct provisions will override.
- 5.11 As outlined above, the rules of this proposed plan change will not have legal effect at the time of notification. An amendment to the Resource Management Act in 2009 introduced a change in legislation that the rules within a proposed plan change would not have legal effect until they are beyond legal challenge. What this means is that if there are no submissions received on a particular rule change then the rule would have legal effect from the time that the submission period closes. If submissions are made on a rule change then the rule will not have legal effect until a decision on those submissions has been notified and the period for lodging appeals to the Environment Court has closed. While the rules do not have legal effect (e.g. one does not have to comply with them), s104(1)(b) of the Resource Management Act 1991 does require that the provisions (contents) of a Proposed Plan are considered as well as the current provisions of the Operative District Plan when processing resource consent applications.
- 5.12 As part of engagement on the Master Plan, a summary of proposed District Plan content (objectives, policies, and rules) was released. Minimal feedback was received on these, with feedback focusing mostly on the Master Plan itself.
- 5.13 If Council adopt the Proposed Plan Change for notification, public notification is proposed to occur immediately after. From notification the process follows a very prescribed process set out in the Resource Management Act 1991. Tentative dates for the notification period are set out below. This will provide a window of time for people to make a written submission. The window is well in excess of the minimum statutory requirements (twenty working days is the minimum required by the Resource Management Act 1991). While submissions will be open during the Christmas period, they are proposed to open well before this period starts and remain open until early February to ensure people have sufficient opportunity to submit. Public notification is a significant step in the Plan Change process and therefore it is desirable to commence this before Christmas. If Council are concerned about the timeframe

(noting that significant extra time is already proposed), they could consider leaving the submission period open even longer.

- *Submissions open: 16 November 2020*
- *Submissions close: 1 February 2021*

5.14 Once the submissions close officers then need to summarise all of the written submissions received and then prepare and notify a Summary of Submissions. This starts a process for Further Submissions (cross submissions) against the original submissions. Once the Further Submissions have been received, the next step in the process is the hearing (in some situations a Pre-hearing meeting may be beneficial). Officers anticipate the hearing panel for this hearing to consist of at least one independent commissioner and accredited members from the Council's Hearing Committee. The number and nature of submissions will often influence how quickly after the further submissions that the hearings are held.

6. Options

At this stage in the process, there are two options available to Council:

Option 1 – Adopt the Taraika Master Plan and adopt Proposed Plan Change 4 (Taraika Growth Area) for public notification

Option 2 – Council does not adopt the Taraika Master Plan and Proposed Plan Change 4 (Taraika Growth Area) for public notification, directing officers to undertake changes.

Option 1: Adopt Taraika Master Plan and adopt Proposed Plan Change 4 (Taraika Growth Area) and officers proceed with public notification of PPC4.

This is officers preferred and recommended option. The timing means that the PPC4 could be notified before Christmas. This is a significant step in the Plan Change process. The public notification process allows any party to make a submission, providing opportunity for the community voice to be heard.

Option 2: Council does not adopt the Taraika Master Plan and Proposed Plan Change 4 (Taraika Growth Area) for public notification, directing officers to undertake further work/changes.

This option would require direction on the further work/changes requested and would delay notification of the Plan Change, resulting in delays to the land being rezoned.

6.1 Cost

Costs associated with development of the Master Plan and the Plan Change preparation of process are to be covered under existing budgets. If Council does not adopt the Master Plan and Plan Change, directing further work to be undertaken, additional costs will result. At present, the Plan Change process is on track to be covered using existing budgets but this could change if further work was required.

An implication of the land being rezoned is the cost of servicing the development area with lead infrastructure. These costs are set out in the Taraika 3 Waters Infrastructure Plan, which supports the Plan Change. It is noted that Council has been awarded funding from the Crown Infrastructure Partners Shovel Ready Infrastructure Programme, which will cover lead infrastructure costs. Decisions about the mechanism to recover relevant costs from developers will need to be made through processes such as the Long Term Plan.

6.1.1 Rate Impact

This plan change forms part of the Proposed Plan Change work identified in the LTP 2018-2038. This proposed plan change is on track to be undertaken within the available budget so there would be no rate impact as a result of this project (being the Plan Change process).

6.2 Community Wellbeing

This project contributes to community wellbeing by providing land for housing development. This is important given the expected population growth and associated demand for housing.

6.3 Consenting Issues

There are no consents required or consent issues arising by adopting this Plan Change for notification.

6.4 LTP Integration

This project aligns with the LTP in that it seeks to address growth pressures.

7. Consultation

- 7.1 The adoption and public notification of the amended proposed plan change triggers the start of a legally prescribed process that must be followed in terms of progressing the proposed plan change from notification to becoming operative. Included in this process are very specific requirements for the submission and further submission processes and timeframes.
- 7.2 As part of the notification process property owners who are directly affected by the proposed changes are directly notified. Public notification provides the opportunity for anyone to make a submission in support or opposition to Proposed Plan Change 4.

8. Legal Considerations

This proposed plan change is being undertaken in accordance with statutory processes and to fulfil Council's statutory obligations set out in the Resource Management Act 1991.

9. Financial Considerations

There are no financial considerations arising directly from moving forward with the plan change process. Financial considerations associated with servicing the area will be made through processes such as the Long Term Plan and the agreement with Crown Infrastructure Partners.

10. Iwi Considerations

Officers have engaged closely with Muaūpoko Tribal Authority throughout the development of the Master Plan. This has resulted in the name Taraika being gifted to the area. Officers have also contacted and had a meeting with Tamarangi Hapū but no information has been received at this point in the project. In accordance with RMA requirements, iwi authorities have been formally notified of the plan change, ahead of public notification. Officers will continue to support iwi to be involved and participate through the Plan Change process.

11. Climate Change Considerations

There are no specific Climate Change considerations associated with proceeding with the Plan Change process. Climate change impacts resulting from development are taken into account through the Infrastructure Plan (e.g. the stormwater management detailed plan will include an allowance for climate change). Climate change is also a relevant consideration under the RMA through the resource consent process.

12. Environmental Considerations

There are no environmental impacts associated with proceeding with the Plan Change process. The potential environmental impacts resulting from development will be managed via the District Plan, supporting Infrastructure Plan (including stormwater plan) and the resource consent process.

13. Health & Safety Considerations

There are no health and safety considerations.

14. Other Considerations

There are no other considerations.

15. Next Steps

- 15.1 Should Proposed Plan Change 4 – Taraika Growth Area be adopted by Council, the next step is for Proposed Plan Change 4 to be publicly notified. Public notification will start the formal submission period. As part of the notification process property owners directly affected by the proposed changes will be sent information advising them of the proposed plan change and inviting them to make submissions in support or opposition to it.
- 15.2 Officers anticipate notifying the Plan Change on 16 November 2020 and leaving submissions open until 18 January 2021. This allows an extra six calendar weeks for people to make submission (in excess of the minimum twenty working day requirement) to account for the notification period taking place close to the Christmas holiday period.
- 15.3 Following the closing of the submission period, Officers are required to prepare a Summary of Submissions for public notification. A further submission period for cross submissions will then follow once the Summary of Submissions has been publicly notified. The timing for hearing submitters and the composition of the Hearings Committee for this hearing will be dependent on the number and technical nature of submissions received. The more submissions of this nature, then a longer timeframe maybe needed to prepare the information necessary for the hearing. There may be issues that additional clarification can be provided in a pre-hearing.

16. Supporting Information

Strategic Fit/Strategic Outcome This projects seeks to accommodate expected housing growth in the District. It is also noted that this Plan Change seeks to give effect to the National Policy Statement on Urban Development, which states that Council must provide sufficient zoned and serviced land.
Decision Making Not applicable.
Consistency with Existing Policy The Proposed Plan Change seeks to rezone a growth area identified initially in the Horowhenua Development Plan 2008 and again in the Horowhenua Growth Strategy 2040.
Funding Funding is identified for District Plan work in the LTP 2018-2038

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic	Risk associated with adopting the Plan Change for notification is low. This simply allows the Plan Change to be notified for public submission, allowing potential issues to be identified and responded to. As with any plan change of this scale, it is possible a high number of submissions (supporting or opposing) could be identified, potentially raising complex issues. However, this is the purpose of the public notification process.			Low	Decided Council Officers as contact people to respond to queries about the technical information and plan change process. Keeping submissions open over an extended time period to allow opportunity for people to participate.
Financial					
Service Delivery					
Legal					
Reputational					

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.

17. Appendices

No.	Title	Page
A	Proposed Plan Change 4 - Chapter 6A - Taraika Multi Zone Precinct - Objectives and Policies <i>(Under Separate Cover)</i>	
B	Proposed Plan Change 4 - Chapter 15A - Taraika Multi Zone Precinct - Rules <i>(Under Separate Cover)</i>	
C	Proposed Plan Change 4 - Taraika Growth Area - s32 Evaluation Report <i>(Under Separate Cover)</i>	
D	Proposed Plan Change 4 - Taraika Growth Area - s32 Evaluation Report Appendices <i>(Under Separate Cover)</i>	
E	Taraika Master Plan <i>(Under Separate Cover)</i>	
F	Structure Plan 013 - Taraika - Note Final Changes Pending <i>(Under Separate Cover)</i>	

Author(s)	Lauren Baddock Strategic Planner	
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Approved by	David McCorkindale Group Manager - Customer & Strategy	
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File No.: 20/485

Draft Wellington Regional Growth Framework

1. Purpose

The purpose of the report is to present the draft Wellington Regional Growth Framework (The Framework) for endorsement and community consultation.

2. Executive Summary

- 2.1 The Greater Wellington Regional Council and the region's eight territorial authorities, have embarked on a joint spatial plan, known as the Wellington Regional Growth Framework of the Framework.
- 2.2 In 2019, the Horowhenua District Council was invited to participate in the process to develop the Framework, in view of the overlapping issues and interests, our shared communities of interest, and the significant benefits gained from undertaking strategic spatial planning, including the four well-beings (social, economic, environmental, cultural matters) and growth management across the Greater Wellington region and the Horowhenua. The Framework has reached a final draft stage and each Council involved in the development of the framework is being asked to individually endorse the Draft Wellington Regional Growth Framework, for community consultation. A copy of the Draft Wellington Regional Growth Framework is provided in **Attachment A**.

3. Recommendation

- 3.1 That Report 20/485 Draft Wellington Regional Growth Framework 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 notes the draft Wellington Regional Growth Framework is the result of a partnership between Central Government, Local Government and tangata whenua in the Greater Wellington-Horowhenua region.
- 3.4 That Council notes the draft Wellington Regional Growth Framework is generally consistent in content and structure to other spatial plans being developed in accordance with the Government's Urban Growth Agenda.
- 3.5 That Council notes that a 'public consultation friendly' version of the Framework document (smaller and more concise) will be developed for the public consultation in 2021 and that an example of what this might look like is included as **Attachment C**.
- 3.6 That the Draft Wellington Regional Growth Framework attached as **Attachment A** and associated community consultation materials attached as **Attachment C** be endorsed for public consultation.

4. Background / Previous Council Decisions

- 4.1 In 2019, Kim Kelly the Project Director – Wellington Regional Growth Framework extended an invitation to Horowhenua District Council to participate in the process of developing a 30 year spatial plan for the Greater Wellington Region.
- 4.2 On 4 November 2019, Council received a presentation from Kim Kelly, Project Director of the Wellington Regional Growth Framework, on the Draft Framework and were given an

overview of the proposed public engagement process, the communications plan and an explanation of the consultation materials.

5. Discussion

The Draft Wellington Growth Framework – Background

- 5.1 The Wellington Regional Growth Framework (The Framework) is a 30-year spatial plan that describes a long-term vision for how the Wellington-Horowhenua region will grow, change and respond to key urban development challenges and opportunities in a way that gets the best outcomes and maximises the benefits across the region. The region in the context of the Framework include the local authorities within the Greater Wellington region and Horowhenua District.
- 5.2 The Framework is one of a number of spatial plans that have been/are being developed around the country, under the Urban Growth Agenda, in particular by Councils experiencing high rates of growth. Other spatial plans, which have been completed include the Hamilton-Auckland corridor, the metro Hamilton area, Western Bay of Plenty and one for Queenstown, is being finalised. A summary background paper is provided in **Attachment B**, for further information.

The Rationale for Developing the Framework

- 5.3 The Framework has been developed to respond to a number of issues. These include:
1. The GWRC-Horowhenua region is growing faster than it has done for many decades and is facing immediate and longer-term housing supply and affordability, urban development, and infrastructure challenges.
 2. Significant investment in housing, urban development, transport and three waters infrastructure and services, as well as regional and district planning and policy changes, will be needed to support future growth.
 3. Projected sea level rise, severity of weather events, environmental stewardship pressures, barriers to mana whenua in fulfilling their role as kaitiaki, natural hazards and climate change are creating challenges as well as uncertainty.
 4. Increasing numbers of vehicles on the roads, capacity and reliability issues associated with buses and trains and network resilience issues are straining the regional transport system and inter-regional connectivity, and may not result in the necessary transport system shifts that we are seeking.
 5. Community infrastructure needs more coordinated investment to accommodate growth including open spaces, community facilities, schools, and health care facilities.
 6. There are challenges providing for community-based outcomes and contributing to liveability by creating great places that strengthen local character and diversity and develop a sense of place for each area.
 7. Issues of regional economic development and employment, especially the spatial impacts of where and how people work.
- 5.4 These are supra-regional issues that are best dealt with together and not at a single district scale. Many of these cross local council boundaries and maximum benefit can be had from addressing these matters together and not as individual Councils.
- 5.5 It is important that we have a region-wide approach and develop a partnership between Central Government, Local Government, and tangata whenua to respond to these issues.
- 5.6 Further information on the context for development of the Framework, the challenges and the key objectives we identified can be found at:
<https://wrgf.co.nz/wpcontent/uploads/2020/04/1190-GWRC-Framework-Report-APRIL-2020-02-1.pdf>

- 5.7 The Framework has also been developed to deliver on the objectives of the Government's Urban Growth Agenda, which adjusts the approach to urban development and infrastructure planning and introduces new statutory instruments and levers.
- 5.8 Spatial planning is one pillar of the Urban Growth Agenda and it is focused on successful growth management. Its core proposition is that well-planned and managed urban growth should result in improved environmental, employment, transport, and housing outcomes for communities.
- 5.9 The Framework also takes account of the requirements of the National Policy Statement on Urban Development (NPS-UD). Although, the Framework has been broadly aligned with the approach to developing a Future Development Strategy (FDS), at this stage it has not been developed to meet all of the requirements of one. Going forward it will also need to consider government policy work such as the RMA review, the three waters review and include requirements for a FDS. It should be noted the requirements of the NPS-UD do not directly impact the Horowhenua District, although the signalled changes to the Resource Management Act certainly will.
- 5.10 Other regions which have completed their spatial plans are now in the implementation phase, and are already seeing funding and partnership benefits as well as being able to speak with one voice on regional direction and growth management plans and corridors.

Development of the Draft Framework Document

- 5.11 The project to develop a regional spatial plan (the Framework) is a collaboration between Central Government, the Councils of the Greater Wellington Region and tangata whenua. In 2019 the Horowhenua District was approached to become a member of the project's monthly Steering Group meetings. The key partners involved in developing the Draft Framework are shown in the table below. Other key Central Government agencies that have been working on the Framework are the Department of Internal Affairs, the Ministry of Transport, the Ministry for the Environment, Treasury, Kāinga Ora and the Ministry of Business, Innovation and Employment.

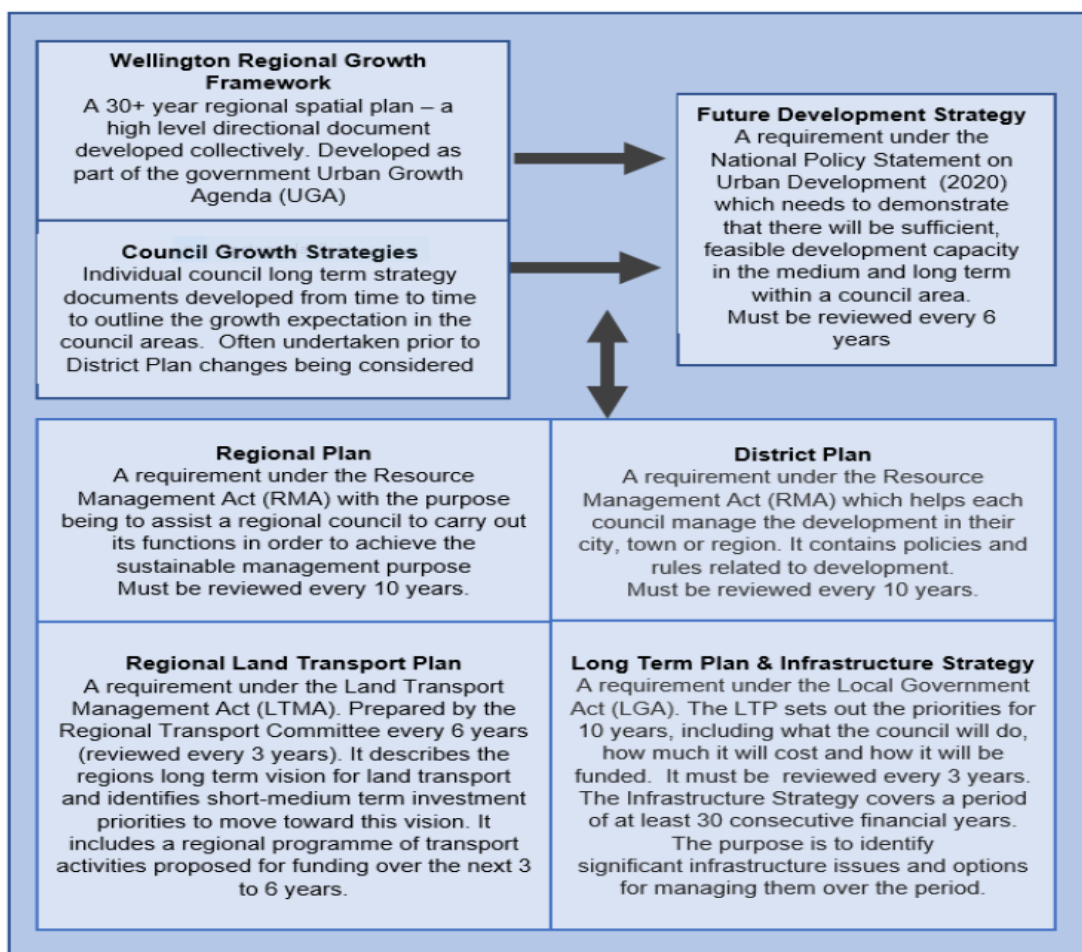
Local Government	Central Government Lead partners	Tangata whenua
Carterton District Council Greater Wellington Regional Council Horowhenua District Council Hutt City Council Kāpiti Coast District Council Masterton District Council Porirua District Council South Wairarapa District Council Upper Hutt City Council Wellington City Council	Ministry of Housing and Urban Development Waka Kotahi – New Zealand Transport Agency	Ātiawa ki Whakarongotai Charitable Trust Muaūpoko Tribal Authority Ngā Hapū o Ōtaki Ngāti Kahungunu ki Wairarapa Charitable Trust Ngāti Raukawa (Horowhenua) Port Nicholson Block Settlement Trust Rangitāne Tū Mai Rā Trust Te Runanga o Toa Rangātira

- 5.12 The Framework has been developed by working with a number of stakeholders and has included:
- Technical workshops focused on 3 waters, health/education and economic/business
 - Presentations to each Council, one-on-one meetings with council staff
 - Two joint all councils/iwi workshops
 - Meetings and workshops with key central government stakeholders (such as Kāinga Ora, Ministry of Transport, Department of Internal Affairs, Ministry of Education and the Treasury)
 - Two big partner/ stakeholder workshops (120 people and 80 people respectively).

- One-on-one meetings with stakeholders (such as District Health Boards, Chambers of Commerce, Regional Public Health and the Insurance Council)
- Maps developed in workshops, flip chart papers, notes and presentations from workshops
- Discussions and feedback at monthly Steering Group meetings
- The Framework has had input from mana whenua either from one-on-one meetings or at Steering Group meetings and other Māori representatives such as Māori health providers and input from a workshop focused on Māori economic development, Chambers of Commerce, Regional Public Health and the Insurance Council)
- Maps developed in workshops, flip chart papers, notes and presentations from workshops
- Discussions and feedback at monthly Steering Group meetings
- The Framework has had input from mana whenua either from one-on-one meetings or at Steering Group meetings and other Māori representatives such as Māori health providers and input from a workshop focused on Māori economic development.

How the Framework fits in with other related work

- 5.13 The Framework takes into account work already in place or underway. This includes work by Councils such as growth plans or district plan changes (including the Tararua Master Plan Growth Area), work led by Central Government agencies such as ‘Arataki’ and mode shift planning (Waka Kotahi- New Zealand Transport Planning) and work by iwi such as the Kenepuru Landing development in Porirua.
- 5.14 The diagram below provides an overview of how the Framework and other documents fit together.



The Process followed to develop the draft Framework

- 5.15 The information below provides a high-level summary of the process, which the project team followed to develop and assess options for the Framework. A more detailed analysis can be found at: <https://wrgf.co.nz/wp-content/uploads/2020/09/WRGF-Options-Assessment-Report-Aug-2020.pdf>
- 5.16 The project team first identified how the region could look in the future through a range of scenarios tested alongside different types of urban form and urban development. Engagement with iwi, council organisations, infrastructure providers and other stakeholders through workshops and other forums was undertaken for this assessment process.
- 5.17 A series of urban development options were then developed using the results of scenario testing with stakeholders. These were tested against benefits, which link to the identified challenges. The urban development options were then analysed using quantitative and qualitative methodologies. This was performed with a range of technical experts.
- 5.18 The above assessment led to the development of a document called “Emerging Direction” for urban development in the region. The Emerging Direction was a combination of several urban development options and assumed 60-80% of development occurring in brownfield areas with 20-40% of development occurring in greenfield development areas. Centres, nodes and greenfield areas of development are spread throughout the region. The Emerging Direction was then refined and acted as the base for the development of the Framework.

Draft Framework Document

- 5.19 A copy of the Draft Wellington Regional Growth Framework is provided in **Attachment A**.
- 5.20 The Framework identifies where areas for housing, public transport and roads, and potentially three waters infrastructure (stormwater, wastewater and drinking water), businesses and jobs, are recommended in the context of emergent issues such as housing affordability, climate change, resilience and natural hazards. It seeks to reflect the housing and urban development aspirations of mana whenua in the region.
- 5.21 The Framework provides a series of spatial maps and details a set of key initiatives and projects.
- 5.22 The current population of the Wellington-Horowhenua region is 562,790 compared to 457,690 in 1996. Against this backdrop of a growing population, the Framework identifies how the Wellington-Horowhenua region might accommodate a future population of 760,000 - an additional 200,000 people living in the region, with 100,000 more jobs.
- 5.23 A population scenario of 200,000 people in the next 30 years has been developed to understand what would be required to accommodate this level of growth and considers potential infrastructure needs.
- 5.24 Current population projections¹ for the region suggest new homes may be needed for between 91,000 to 151,000 additional people, in the next 30 years¹. While there is no certainty about when, how or at what rate, the region’s population might reach this size, the Framework has been developed based on the 200,000 people scenario, to provide a better understanding of planning, investigations and investment that may be required to accommodate this level of growth, and the potential infrastructure needs.
- 5.25 It is important to note that this is not a policy target.

Implementation of the Framework

- 5.26 The complex nature and challenges of implementation should not be underestimated, especially given the 30 year timeframe of the Framework and the issues presented by the

growth expected. Some of the work will require challenging decisions to be made for the GW–Horowhenua region.

- 5.27 Delivering the Framework will require a level of enduring partnership between and within local government, iwi and central government on a scale not seen on in the GW region before. It will build on the partnership developed during work on the draft Framework.
- 5.28 The partnership will include aspects of how implementation of the Framework is governed, how the partners work together on key initiatives and how these key initiatives and other projects identified are funded.
- 5.29 An implementation plan will be developed for the Framework that will identify potential sequencing of the key spatial initiatives and other growth areas and the potential timing and costs for infrastructure and other system changes that may be required to deliver the growth and outcomes envisaged by the Framework. This implementation plan will be progressed over the next six months.
- 5.30 In later years, subsequent projects will also be identified dependent on the findings of key initiatives and projects currently identified. An example of this is any decision to proceed with investment in the possible west-east growth corridors (linking Porirua/Kapiti with the Hutt Valley).

Next Steps – Endorsement of the draft Framework ahead of public consultation

- 5.31 Each Council and iwi within the GW-Horowhenua region are being invited to endorse the draft Framework and will then be asked to endorse the Framework for public consultation. Following this endorsement process, the Framework will be presented to Cabinet for consideration late 2020. This is the same process that has been followed for development of the other joint spatial plans.

¹Sourced during the project. It is acknowledged this projection will change over time.

- 5.32 Public consultation is an expectation of the Minister for Urban Development and Local Government. Public consultation is also required because the Framework is a joint spatial plan and as such, has been developed to align with the requirements of NPS-UD, which requires some local authorities to prepare a FDS. This approach will assist these Councils with fulfilling these statutory obligations.
- 5.33 The engagement process and consultation will be based on a 'public friendly version of the Framework. An example of the type of consultation material and messaging that will be used for community engagement and consultation is provided in **Attachment C**. At this time the scale and nature of the consultation has not been decided.
- 5.34 The endorsement process with Councils is planned to occur in the period October – December 2020, with the possibility of some iwi discussions being undertaken in early 2021.
- 5.35 Horowhenua District Council is the only Council outside the GW region formally endorsing the Framework and its progress through to community consultation.
- 5.36 After public consultation on the Framework, the document will be amended to provide for any changes needed, arising from or in response to, public consultation. In the case where changes are proposed which vary significantly from the identified strategic priorities or if they are inconsistent with these, then there may be a further submission process to Cabinet to finalise or sign-off the joint spatial plan.

6. Options

There are two options available to Council to endorse the Framework and associated consultation materials for Council or not.

The Wellington Regional Growth Framework has interest from the community and tangata whenua and community feedback will help to inform the content of the final plan, before it is

submitted to Cabinet. As noted earlier, public consultation is also an expectation of the Minister for Urban Development and Local Government and will substantially assist Council's to meet related statutory obligations associated with the NPS-UD.

6.1 Cost

There are no direct financial implications from the matter for decision or this report.

Over the next six months, an implementation plan for the Wellington Regional Growth Framework will be developed and a governance structure will be put in place to oversee the Wellington Regional Growth Framework. It is expected that initiatives and projects funded, will be agreed by Central Government and the Wellington Regional Growth Framework partners, and these will be provided for in the relevant Long Term and Annual Plans, over the life of the Framework.

6.1.1 Rate Impact

There will be no rate impacts arising from the matter for decision or this report.

6.2 Community Wellbeing

The Wellington Regional Growth Framework is important for the future growth and prosperity of the region and Horowhenua District, and has interest from the community and tangata whenua. The Framework will influence the implementation of strategic spatial planning, including the four well-beings (social, economic, environmental, cultural matters) and assist with the effective co-ordination and management of growth, housing supply and affordability and contribute to improved liveability and community wellbeing.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

There is no LTP programme related to this discussion or this report. There are no special consultative Processes required.

7. Consultation

As noted in the report, there will be community consultation, once the partners endorse the Framework. The project team have been developing a 'public consultation friendly' version of the Framework document (smaller and more concise), to support the regional engagement process and community consultation taking place in the first half of 2021.

8. Legal Considerations

There are no legal requirements or statutory obligations arising from the matter for decision or this report.

9. Financial Considerations

There is no financial impact. The funding arrangements for the various initiatives and projects is yet to be confirmed, but it is expected that initiatives and projects funded by the Council will be provided for in the relevant Long Term and Annual Plans over the life of the Framework.

10. Iwi Considerations

Mana whenua Iwi have been partners in the development of the Framework and are being invited to endorse the Framework. In addition, mana whenua Iwi and hapu will be significant partners in the implementation of the Framework.

11. Climate Change Considerations

Climate change has been a key factor in the development of the Framework, both adapting to the impacts of climate change (e.g. sea level rise) and the need for sustainable transport to minimise the use of greenhouse gas emissions.

12. Environmental Considerations

There are no specific environmental implications to consider from the matter for decision, or this report. Environmental considerations has been a key factor however in the development of the Framework.

13. Health & Safety Considerations

There is no health and safety impacts in endorsing this Framework for consultation.

14. Other Considerations

As noted, an implementation plan for the Wellington Regional Growth Framework will be developed over the next six months. Further work is being progressed including the establishment of a joint committee to govern the implementation of the Wellington Regional Growth Framework and the consideration of a secretariat.

15. Next Steps

- 15.1 The process to complete the endorsement of the draft Wellington Regional Growth Framework will take place during October – December 2020, with iwi discussions being undertaken concurrently and continuing into early 2021.
- 15.2 The Project Director and Project Team will also be seeking endorsement of the draft Wellington Regional Growth Framework from Cabinet, which is the same process that has been followed for other spatial plans in New Zealand.
- 15.3 The regional engagement process and community consultation will take place in the first half of 2021, which will be followed by an endorsement of a final document.
- 15.4 An implementation plan will be developed over the next six months, and a governance structure will be put in place to oversee the Framework, most likely through a Joint Committee of the Wellington Regional Council, and include the Wellington Regional Growth partners.

16. Supporting Information

Strategic Fit/Strategic Outcome

The Wellington Regional Growth Framework will provide clarity and certainty around the longer term strategic vision, spatial planning and investment outcomes for the Greater Wellington-Horowhenua region. The Framework has been co-designed with iwi in the region and across boundaries within the Horowhenua District. Endorsement of the draft Framework and associated community consultation will enable the wider regional community, stakeholder interests and agencies to participate in the process of developing the Framework, and its refinement, prior to its submission to Cabinet as a final document.

The Framework will be an important strategic document for Horowhenua and will impact the Council's future strategies and plans, like the District Plan for Horowhenua.

Decision Making

It is within Council's authority to endorse the draft Wellington Regional Growth Framework and associated consultation plan and example materials for community consultation.

Consistency with Existing Policy

The Framework recognises the resource and environmental landscape of the Horowhenua District and key development constraints. The Framework specifically identifies the future urban growth area at Taraika and the opportunities to leverage residential intensification in Levin, and achieve mode-shift, associated with the State Highway network and the Levin Rail Station.

Funding

There are no funding implications.

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


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.

17. Appendices

No.	Title	Page
A	Draft Wellington Regional Policy Framework (<i>Under Separate Cover</i>)	
B	Background paper for draft Framework endorsement	101
C	Working together to plan for our future - Sept 2020	106

Author(s)	Cynthia Ward Principal Policy Advisor	
Approved by	David McCorkindale Group Manager - Customer & Strategy	



Wellington Regional Growth Framework – Overview of Purpose and Process - paper to support endorsement of the draft Framework for public consultation

What is the draft Wellington Regional Growth Framework (the Framework)?

The Wellington Regional Growth Framework is a 30-year spatial plan that describes a long term vision for how the region will grow, change and respond to key urban development challenges and opportunities in a way that gets the best outcomes and maximises the benefits across the region. The region in the context of the Framework include the nine councils in the GWRC region and Horowhenua District Council.

The Framework identifies where areas for housing, public transport and roads, three waters infrastructure (stormwater, wastewater and drinking water), businesses and jobs, are recommended in the context of issues such as housing affordability, climate change, resilience and natural hazards. It seeks to reflect the housing and urban development aspirations of mana whenua in the region.

It provides a series of spatial maps and a set of key initiatives and projects.

The Framework is one of a number of spatial plans that have been/are being developed around the country under the Urban Growth Agenda. Other spatial plans have been completed for the Hamilton-Auckland corridor, the metro Hamilton area, Western Bay of Plenty and one for Queenstown is being completed.

Why did we develop the Framework?

The region has a number of issues and areas to focus on, being:

1. The region is growing faster than it has done for many decades and is facing immediate and longer-term housing supply and affordability, urban development, and infrastructure challenges.
2. Significant investment in housing, urban development, transport and three waters infrastructure and services as well as regional and district planning and policy changes will be needed to support future growth.
3. Projected sea level rise, severity of weather events, environmental stewardship pressures, barriers to mana whenua in fulfilling their role as kaitiaki, natural hazards and climate change are creating challenges as well as uncertainty.
4. Increasing numbers of vehicles on the roads, capacity and reliability issues associated with buses and trains and network resilience issues are straining the regional transport system and may not result in the necessary transport system shifts that we are seeking.
5. Community infrastructure needs more coordinated investment to accommodate growth including open spaces, community facilities, schools, and health care facilities.
6. Providing for community-based outcomes and contributing to liveability by creating great places that strengthen local character and diversity and develop a sense of place for each area.
7. Regional economic development and employment, specially the spatial impacts of where and how people work.



These are regional issues that are best dealt with together and not individually. Many of these cross local council boundaries and maximum benefit can be had from addressing these together and not individually.

It is important that we have a region-wide approach and develop a partnership between central government, local government, and iwi to respond to these issues.

Further information on the context for development of the Framework and the key challenges we identified can be found at <https://wrgf.co.nz/wp-content/uploads/2020/04/1190-GWRC-Framework-Report-APRIL-2020-02-1.pdf>.

The Framework has also been developed to deliver on the Urban Growth Agenda objectives of the Government, which adjusts the approach to urban development and infrastructure planning and introduces new instruments and levers.

Spatial planning is one pillar of the Urban Growth Agenda and is focused on successful growth management. Its core proposition is that well-planned and managed urban growth should result in improved environmental, employment, transport, and housing outcomes for communities.

The Framework also takes account of the requirements of the National Policy Statement on Urban Development. Although it has been broadly aligned with the approach to developing a Future Development Strategy, at this stage it has not been developed to meet all of the requirements of one. Going forward it will also need to consider government policy work such as the RMA review, the three waters review and include requirements for a Future Development Strategy.

Other regions that have completed their spatial plans are now in the implementation phase and are already seeing funding and partnership benefits as well as being able to speak with one voice on regional direction.

Who has been developing the Framework?

This project is a collaboration between central government, the councils of the region and iwi with key partners shown in the table below. Other key central government agencies we have been working with on the Framework are Department of Internal Affairs, Ministry of Transport, Ministry for the Environment, Treasury, Kainga Ora and Ministry of Business, Innovation and Employment

Local government	Central government lead partners ²	Mana Whenua
Carterton District Council Greater Wellington Regional Council Horowhenua District Council Hutt City Council Kāpiti Coast District Council Masterton District Council Porirua City Council South Wairarapa District Council Upper Hutt City Council Wellington City Council	Ministry of Housing and Urban Development Waka Kotahi – New Zealand Transport Agency	Ātiawa ki Whakarongotai Charitable Trust Muaūpoko Tribal Authority Ngā Hapū o Ōtaki Ngāti Kahungunu ki Wairarapa Charitable Trust Ngāti Raukawa (Horowhenua) Port Nicholson Block Settlement Trust Rangitāne Tū Mai Rā Trust Te Runanga o Toa Rangātira



The Framework has been developed from working with a number of stakeholders and has included:

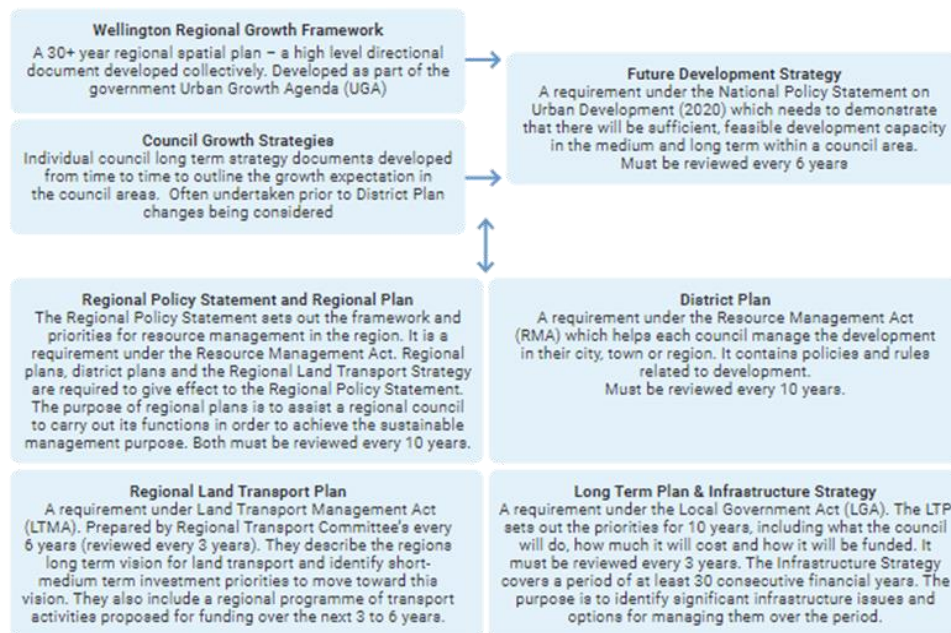
- Technical workshops focused on 3 waters, health/education and economic/business
- Presentations to each Council, one on one meetings with council staff
- Two joint all councils/iwi workshops
- Meetings and workshops with key central government stakeholders (such as Kāinga Ora, Ministry of Transport, Department of Internal Affairs, Ministry of Education and the Treasury)
- Two big partner/ stakeholder workshops (120 people and 80 people respectively).
- One on one meetings with stakeholders (such as District Health Boards, Chambers of Commerce, Regional Public Health and the Insurance Council)
- Maps developed in workshops, flip chart papers, notes and presentations from workshops
- Discussions and feedback at monthly Steering Group meetings

The Framework has had input from mana whenua either from one on one meetings or at Steering Group meetings and other Māori representatives such as Māori health providers and input from a workshop focused on Māori Economic Development.

How does this fit with other work going on?

The Framework takes into account work already underway. This includes work by councils such as city spatial plans or district plan changes, work led by central government agencies such as 'Arataki' and mode shift planning and work by iwi such as the Kenepuru Landing development.

The diagram below provides an overview of how the Framework and other documents fit together.





What process did we follow?

The information below provides a high-level summary of the process we followed to develop and assess options for the Framework. A more detailed analysis can be found at <https://wrgf.co.nz/wp-content/uploads/2020/09/WRGF-Options-Assessment-Report-Aug-2020.pdf>.

We first identified how the region could look in the future through a range of scenarios tested alongside different types of urban form and urban development options. Engagement with iwi, council organisations, infrastructure providers and other stakeholders through workshops and other forums was used for this process.

The Framework developed a series of urban development options using the results of scenario testing with stakeholders. These were then tested against benefits which link to the identified challenges. The urban development options were analysed using quantitative and qualitative methodologies. This was performed with a range of technical experts.

The assessment led to the development of an Emerging Direction for urban development in the region. The Emerging Direction was a combination of several urban development options and 60-80% of development occurring in brownfield areas with 20-40% of development occurring in greenfield development. Centres, nodes and greenfield areas of development are spread throughout the region. The Emerging Direction was then refined and acted as the base for the Framework.

What amount of growth have we planned for?

The current population of the Wellington-Horowhenua region is **562,790** compared to **457,690** in 1996.

The Framework identifies how the Wellington-Horowhenua region could accommodate a future population of 760,000 - an additional 200,000 people living in the region, with 100,000 more jobs.

A population scenario of 200,000 people in the next 30 years has been developed to understand what would be required to accommodate this level of growth and consider potential infrastructure needs.

Population projections¹ for the region suggest new homes may be needed for between 91,000 to 151,000 additional people, in the next 30 years.

While there is no certainty about when, how or at what rate, the region's population might reach this size, the Framework has been developed based on the 200,000 people scenario to give a better understanding of what would be required to accommodate this level of growth, and potential infrastructure needs.

It is important to note that this is **not** a policy target.

What are the next steps?

Endorsement and public consultation

The Framework has been endorsed by the Executive Review Group (ERG). Each council and iwi in the region have been provided with the opportunity for a workshop on the Framework and will then be asked to endorse the Framework for public consultation. This endorsement is

¹ Sourced during the project. It is acknowledged that this will change over time



planned to occur during October – December 2020 with the possibility of some iwi discussions being undertaken in early 2021.

Following this we will be seeking endorsement of the Framework from Cabinet. This is the same process that has been followed for other spatial plans.

Public consultation on the Framework is expected to be undertaken in the first half of 2021 which will be followed by signoff of a final Framework document.

Implementation

The complex nature and challenges of implementation should not be underestimated, especially given the long timeframe of the Framework and the issues presented by the growth we are expecting. Some of our work will require challenging decisions to be made for the region.

Delivering the Framework will require a level of enduring partnership between and within local government, iwi and central government not seen on this scale in the region before. It will build on the partnership developed during work on the Framework.

The partnership will include aspects of how implementation of the Framework is governed, how we work together on key initiatives and how we fund these key initiatives and other projects identified.

An implementation plan will be developed for the Framework that will identify potential sequencing of the key spatial initiatives and other growth areas and the potential timing and costs for infrastructure and other system changes that may be required to deliver the growth and outcomes envisaged by the Framework. This implementation plan will be progressed over the next six months.

Subsequent projects will also be identified in later years dependent on the findings of key initiatives and projects currently identified. An example of this is any decision to proceed with investment in the possible west-east growth corridors.



A note on public consultation

Public consultation will be undertaken on the draft Framework once all partners have endorsed the draft for consultation. A plain English version of the draft Framework document will be developed with partners staff once there is more certainty about timing, content, and the way to consult e.g. paper, interactive website, open days.

This document has been developed to provide an EXAMPLE ONLY of the type of messaging and language that would be used for the public consultation. Partner staff will be involved in the final public consultation material.

EXAMPLE ONLY

*This document has been developed as an example only of the type of messaging and language that will be used in the final public consultation material and should **not** be read as the public consultation document.*



Working together to plan for our future - EXAMPLE ONLY

Summary of the Wellington Regional Growth Framework

<i>Ka ora te wai</i>	<i>If the water is healthy</i>
<i>Ka ora te whenua</i>	<i>The land will be nourished</i>
<i>Ka ora te whenua</i>	<i>If the land is nourished</i>
<i>Ka ora te tangata</i>	<i>The people will be provided for</i>
<i>Mo te iti - mo te rahi</i>	<i>For the little - for the large</i>

Creating a more liveable, accessible, connected, thriving, resilient and greener regional future.

A growing region

As the Wellington-Horowhenua region grows, we have an opportunity to shape that growth to make the most of the things that make our region so special. Things like the cultural identities and the aspirations of mana whenua, our natural environment, and our histories; things that we must protect and nurture while we respond to the challenges and opportunities that growth brings.

Historically cities and towns in the region have done their own thing and growth has happened in a piecemeal fashion not taking into account the needs of the wider region. Challenges already exist around housing, urban development, transport and resilience to natural hazards and climate change. The challenges we face today are regional issues that cross local council boundaries and are better tackled together by local government, central government, and iwi, not individually. Actions we take now could bring about a better future for us all.

By working together, we have created the draft Wellington Regional Growth Framework (the Framework) and we have a chance to make sure future growth enhances the region.

What is the Framework?

The Framework is a spatial plan, a 30-year strategy that sets the strategic and spatial direction that will help guide and coordinate decision-making, infrastructure, services, and new housing investments to ensure a prosperous region.

It identifies how the Wellington-Horowhenua region could accommodate a scenario of a future population of 760,000 people and an additional 100,000 jobs over the next 30 years. This would mean an additional 200,000 people living in the region.



Where would all these people live?

*This document has been developed as an example only of the type of messaging and language that will be used in the final public consultation material and should **not** be read as the public consultation document.*



Where would they work?



How would they get to work?



Would there be services and schools close enough to walk or cycle to?



How do we make the best use of our existing infrastructure and what and where is more investment needed?



How will we adapt to climate change and increase our resilience to natural hazards?



How do we build a future where everyone thrives?

The Framework helps us to think about what would be required to deal not only with new growth, but also how we grow to achieve the best outcomes for the region. It considers potential infrastructure needs within and beyond the 30-year growth scenario and will provide central government, councils, and iwi in the region an enduring partnership that delivers the regional vision for growth and investment.

*This document has been developed as an example only of the type of messaging and language that will be used in the final public consultation material and should **not** be read as the public consultation document.*



What are the key challenges?

Some key urban growth challenges we are facing as a region include:

- Where to locate new housing? We are a region which is exposed to many natural hazards and the effects of climate change, divided by mountain ranges and home to stunning natural environments which are protected.
- The region already has problems with providing sufficient and affordable housing and supporting infrastructure.
- There is unequal access to social, educational, and economic opportunities across the region.
- New growth requires greater investment in three waters (drinking water, wastewater, and stormwater), transport, community, health, education, and cultural infrastructure services.
- New growth should not be at the expense of the wellbeing of our existing communities.
- There is poor access to affordable housing choices, and there are opportunities for greater mahitahi (partnership) with mana whenua to ensure better outcomes for whānau.

The region's key moves

To realise development opportunities within the region over the next 30 years, the Framework will carry out these key moves:

<p>1 Harness growth to make the region's housing and urban areas more affordable and liveable and provide more housing choice – 'walkable neighbourhoods' By providing for, and when appropriate actively partnering (Urban Development Authority powers) to deliver quality and more intensive vibrant mixed use urban development – where people can get a large percentage of their daily needs met locally (walkable neighbourhoods), in locations with good access to rapid transit or high frequency public transport in both future Urban Areas (greenfield) and urban renewal areas (brownfield).</p>	<p>4 Unlock new areas for housing and urban development and deliver greater regional resilience with a major west-east multi-modal corridor Explore the potential for a major multi-modal west-east corridor (or corridors) that unlocks new areas for housing and urban development, improves access to social and economic opportunities across the region (including employment and freight movement) and significantly improves resilience.</p>
<p>2 Make better use of the region's limited supply of well-located greenfield land By undertaking future urban area development differently we can ensure that more housing is delivered at medium and higher densities (such as terraced housing or apartments), and that new development is built to support multi-modal transport options for residents, with an emphasis on being rapid transit orientated where it is easy to access rapid transport services.</p>	<p>5 Deliver transformational housing and development outcomes for iwi/Māori By partnering with iwi, the Crown and councils to deliver transformational housing, urban development and economic development outcomes for iwi/Māori.</p>
<p>3 Fully unlock the urban development potential of current and future rapid transit orientated corridors particularly the Let's Get Wellington Moving corridor. By leveraging our existing rail network and new investment in rapid transit, particularly on the Let's Get Wellington Moving corridor, to deliver transformational urban development including density changes and more affordable housing choices.</p>	<p>6 Address the urban development challenges of climate change and transitioning to a zero-carbon economy at a regional scale By planning and undertaking projects regionally to address the urban development impacts of climate change, particularly impacts on infrastructure and where people live and work and work to transition to a zero-carbon economy.</p>

*This document has been developed as an example only of the type of messaging and language that will be used in the final public consultation material and should **not** be read as the public consultation document.*



Some of the key concepts are explained below.

What is... multi-modal?

You may see this term used in this and other reports such as the Wellington Regional Mode Shift Plan. 'Multi-modal' refers to the transport system addressing the needs of all roads users, including pedestrians, cyclists, people using public transport (bus or train), freight vehicles and private passenger vehicles. The term 'active modes' generally refers to walking and cycling, but can also include scootering, skateboarding etc.

What is... zero carbon?

The Wellington City Council 'Te Atakura- First to Zero' plan defines zero carbon as - that we can balance the activities that do produce carbon emissions against the activities that capture carbon. This effectively means our overall impact on the climate is zero.

What is... 'rapid transit'?

The National Policy Statement on Urban Development defines a 'rapid transit service' as any existing or planned frequent, quick, reliable and high-capacity public transport service that operates on a permanent route (road or rail) that is largely separated from other traffic.

What is an west-east corridor?

The current urban footprint in the Wellington-Horowhenua region is closely linked to the two major transport corridors. New or strengthened transport corridors that improve multi-modal travel between Porirua and the Hutt Valley would provide new housing opportunities, improve access across the region and increase our resilience to natural hazards.

What is ...a walkable neighbourhood?

This is also sometimes referred to as a 10-20-minute village or neighbourhood. The concept is about 'living locally' - where people can access most of their daily needs within a walkable distance from their home. Walkable distances can also be accessed by other transport modes such as safe cycling routes and local public transport options.

Not every walkable neighbourhood in the region will be the same or have all the same services but they will be high quality environments.

Examples of services people might be able to access within a walkable neighbourhood are - your local primary school, a local park, some health services, some community facilities and retail that is more than a dairy.

The spatial plan

The spatial plan has identified a number of Future Urban Areas and Urban Renewal Areas which need to occur if the region is to support an additional 200,000 people.

What is... an Urban Renewal Area?

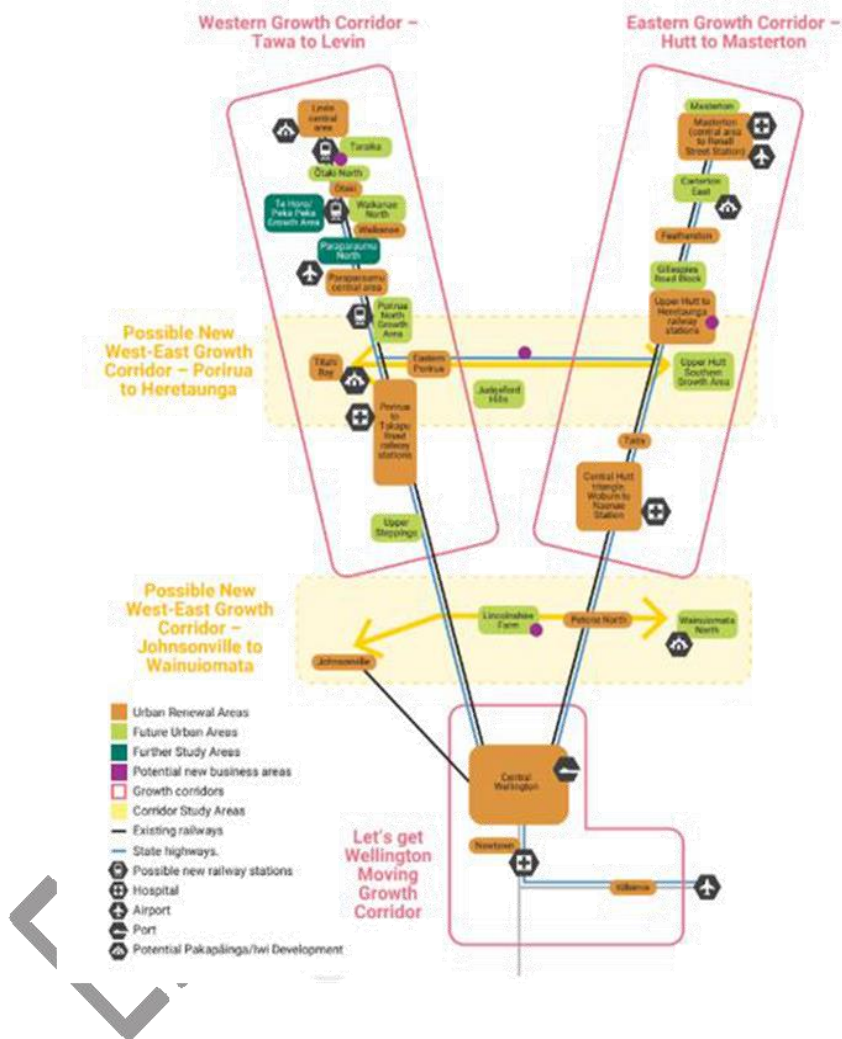
An Urban Renewal Area is within the current urban footprint. It includes city and town centres where we want to see more apartments, shopping areas, employment, leisure, and community facilities. It also includes areas that are well connected with frequent public transport where we want to see more townhouses and low-level apartments. These areas will have safe walking and cycling options, local social and community services, and some will include business areas that allow more people to work closer to home.

What is... a Future Urban Area?

A Future Urban Area is outside of the current urban footprint. These are sometimes known as "greenfield areas". Future Urban Area developments identified in the Framework typically (but not always) accommodate over 1000 new homes.

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The diagram below provides a spatial view of where this development might occur in the next 30 years. These are known as Priority Growth Areas.



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The spatial plan also identifies aspects for development and improvement, being:

The Wellington-Horowhenua region is growing

- Most new housing is expected to be within the current urban footprint, where housing already is. We see a mix of higher density housing, shops and local services particularly around key public transport hubs and centres.
- We want to build neighbourhoods where people want to live.
- We want housing to be affordable and to ensure growth does not displace or exclude existing communities.

Improved outcomes for Māori

- Mana whenua will continue to be equal partners in the Framework development, implementation, and governance. We are partnering with mana whenua to improve housing and economic outcomes for Māori.
- We see a region where mana whenua and cultural histories are represented in urban spaces.

A more accessible and connected region

- We want people to have easy and affordable access to housing, education, amenities, open space, jobs, and services across the region.
- We want to support people to get around more on foot and by bike, making neighbourhoods safer and accessible to all people, and we want to make public transport more reliable and efficient.
- We want to improve transport, particularly public transport connections between the west of the region and the east of the region.

A thriving region

- We want Wellington City to continue to thrive as the regional centre of employment, but also to create more employment opportunities in our regional centres, closer to where people live.
- We want to increase access to employment and social opportunities by improving transport connections across the region and improving freight and logistics connectivity to support provincial growth (interregional connectivity).

A resilient and greener region

- We want to reduce our carbon emissions and transition to a zero-carbon economy
- We want to avoid growth in Wāhi Toitū areas (areas where existing constraints, protections, or values place limits on urban expansion). We want to increase our resilience to natural hazards.

A well serviced region

- We want regional infrastructure to meet the needs of residents, including our three waters transport, community, health, education, and cultural infrastructure.

A more liveable region

- We want to live more locally - with more jobs and services located within walking and cycling distance of our homes.
- We want to increase the range, quality, and affordability of housing, supporting a mix of densities and embrace new ways of living.

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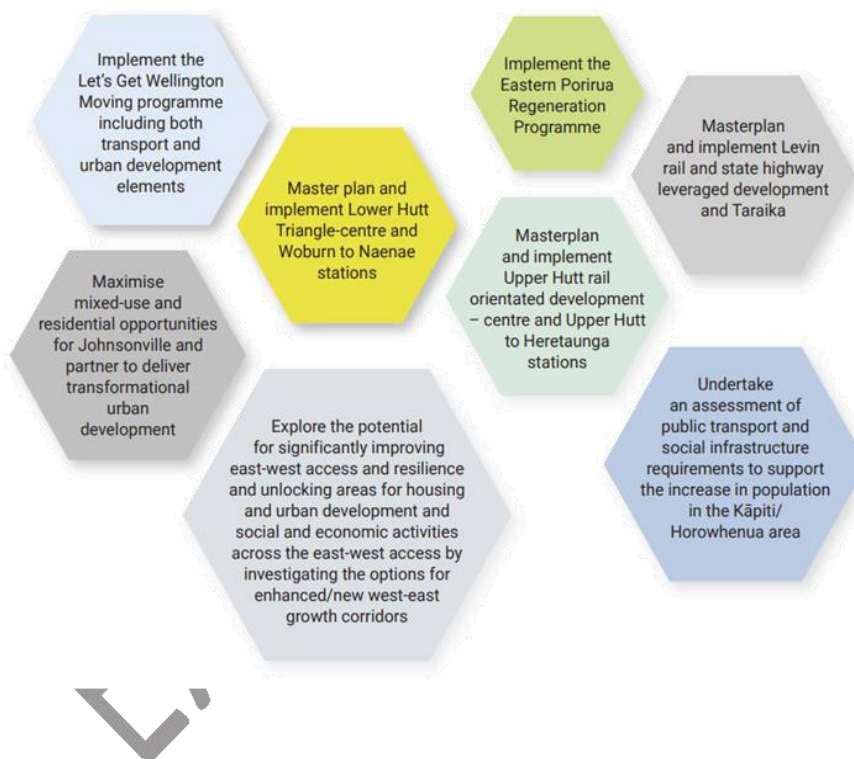
Implementing the Framework

We will set up a joint committee with representatives from each of the project partners to keep the region working together to plan for and deliver the initiatives identified in the framework.

Key initiatives

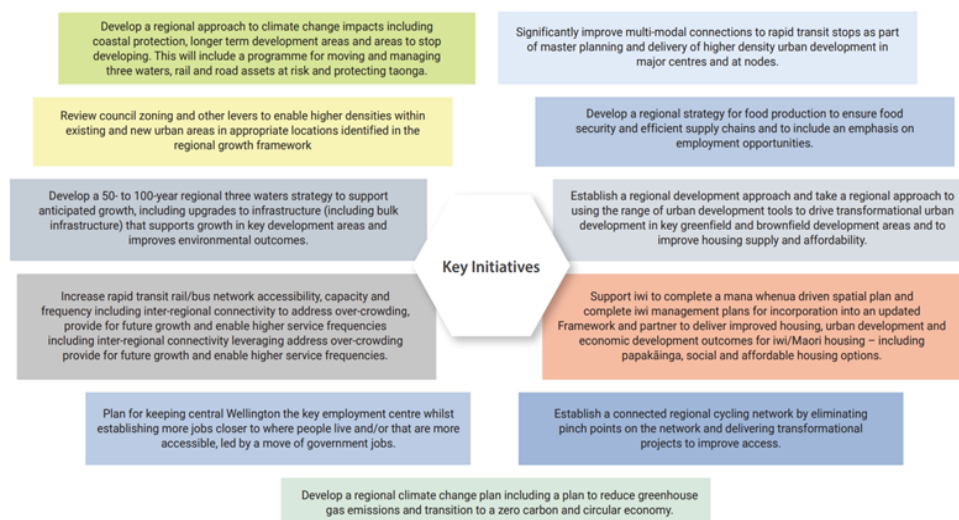
A number and range of projects have been identified at this point to deliver the intent of the Framework. Some build upon existing initiatives that will assist us in growing our region. The Framework brings these and other initiatives together under one umbrella so we can see them implemented in a cohesive and coordinated manner. These key initiatives are explained in the diagrams below.

Key spatial initiatives



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Other key initiatives



How we developed the Framework

In 2019 and 2020 local government, central government, and iwi partners in the Wellington-Horowhenua region started working together on the Framework. Kaupapa principles (ki uta ki tai, wairuatanga, kaitiakitanga, tō mātou whakapono and mahitahi) informed the development of the Framework.

In developing the Framework we've held workshops with mayors and councillors, mana whenua, technical experts, stakeholders, interest groups and industry organisations. We have undertaken new analysis, and have drawn upon existing policy from around the region; such as city and district-scale spatial plans, like Wellington City's Planning for Growth, District Plan changes (for instance in Porirua City and Hutt City), iwi management plans and central government policy such as the Climate Change Response (Zero Carbon) Amendment Act and the National Policy Statement on Urban Development (NPS-UD).

Why should you care?

We have a unique opportunity to plan for future growth at a regionwide level to ensure that the right investments and planning occur to deliver the best outcomes for the future of the region. If you treasure our region, want to continue to live here and want to protect what is special for future generations then this is your chance to help shape that.

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So... what do you think?

Thinking about how you live in our region and how future generations like your nephews and nieces, children and grandchildren might live in this region:

- What makes sense to you in this plan?
- What do you have questions about?
- Are there opportunities to join up with other work happening in the region?
- What would you like to see in the future?

Want to know more?

If you want to know more about the Wellington Regional Growth Framework or read up some more about the project and project reports check out www.wrgf.co.nz.

EXAMPLE ONLY

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

The following motion is submitted for consideration:

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

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

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

C1 Proceedings of the Community Funding & Recognition Committee 16 September, 7 and 14 October 2020

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