

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

Date: Wednesday 14 April 2021
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	

Contact Telephone: 06 366 0999
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Email: enquiries@horowhenua.govt.nz
Website: www.horowhenua.govt.nz

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, 10 March 2021

5.2 Meeting minutes Extraordinary Meeting of Council, 17 March 2021

5.3 Meeting minutes Extraordinary Meeting of Council, 31 March 2021

6 Announcements

Foxton Community Board

There will be the regular update from 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 Foxton Community Board 22 March 2021

File No.: 21/129

1. Purpose

To present to the Council the minutes of the extraordinary Foxton Community Board meeting held on 22 March 2021.

2. Recommendation

- 2.1 That Report 21/129 Proceedings of the Foxton Community Board 22 March 2021 be received.
- 2.2 That the Council receives the minutes of the Foxton Community Board meeting held on 22 March 2021.
- 2.3 That the Horowhenua District Council notes the support from the Foxton Community Board for the Foxton War Memorial Hall Submission to the 2021-2041 Long Term Plan for consideration to be given to the return of the Foxton War Memorial Hall to Foxton Community ownership through the sale or gifting of the hall to a Foxton-based incorporated society.

3. Issues for Consideration

Foxton War Memorial Hall Submission

For Council's information and noting, the Board passed the following resolution:

"THAT the Foxton Community Board supports the submission to the Horowhenua District Council 2021-2041 Long Term Plan, to consider the return of the Foxton War Memorial Hall to Foxton Community ownership through the sale or gifting of the hall to a Foxton-based incorporated society.

Attachments



No.	Title	Page
A	Foxton Memorial Hall Submission - to HDC 2021- 2041 LTP	12

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Chloe Marheine Executive Assistant	
Approved by	David Clapperton Chief Executive	

Foxton Community Board

OPEN MINUTES

Minutes of an extraordinary meeting of the Foxton Community Board held in the Stuart Ellwood Room, Te Awahou Nieuwe Stroom, 92 Main Street, Foxton, on Monday 22 March 2021 at 5.00pm.

PRESENT

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

IN ATTENDANCE

Reporting Officer Mr D M Clapperton (Chief Executive)
Ms C H Marheine (Meeting Secretary)

1 Apologies

There were no apologies.

2 Public Participation

There were three requests for Public Participation to speak to 5.1 - Foxton War Memorial Hall submission item.

Brett Russell Mr Russell shared his connection with the Foxton War Memorial Hall and spoke to the submission. Mr Russell referred to the Shannon War Memorial Hall and used this as a successful example of a facility being returned to Community Ownership.

Nola Fox Ms Fox spoke to the submission and responded to the questions raised by the Board members.

Christina Paton Mrs Paton noted the Foxton War Memorial Hall Society was currently interim and not yet registered. Mrs Paton raised her concerns around the wording of the constitution, due diligence being met and Foxton Beach Community engagement.

4 Declaration of Interest

Three members of the Board Mr Trevor Chambers, Ms Ngaire Newland and Chairperson Mr David Roache declared a non-financial conflict of interest. Mr Clapperton asked the members to vacate the table. Ms Tricia Metcalf was asked to chair the meeting in her capacity as Deputy Chairperson.

5 Announcements

There were no announcements

5 Reports

5.1 Foxton War Memorial Hall Submission

Purpose

To discuss the Foxton War Memorial Hall Submission to the Horowhenua District Council 2021-2041 Long Term Plan, submitted by Mr David Roache on behalf of the interim Foxton War Memorial Hall incorporated society seeking support from the Foxton Community Board.

MOVED by Ms Metcalf, seconded Cr Brannigan:

THAT Report 21/82 Foxton War Memorial Hall Submission be received.

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

CARRIED

The Board members discussed the submission in detail and sought clarification from the two public participants Mr Russell and Ms Fox representing the Foxton War Memorial Hall Interim Incorporated Society on the items outlined below in the submission.

- The budget including proposed income and expenditure.
- Funding options.
- Earthquake strengthening.
- Community Hall vs income stream commercial activities.
- Use of demand for the Hall.
- What is the plan if the proposal is not successful or sustainable.
- What if Council says no, will the submission fall over.
- What are the challenges with there being an existing community facility (TANS) within the community.

Councillors Allan and Brannigan made it clear that the Council would have tough decisions to make through this LTP process due to the growth in the district. There would be a strong focus on whether the item for consideration was a need or a want.

The Board discussed the need for the resolution to be amended or a second resolution added as the submission is seeking two items. First the sale or gifting of the Hall to a Foxton-based incorporated society, second that Council considered an annual grant towards the operating costs for a period of six years.

Mr Clapperton agreed there was a need for a separate recommendation relating to the annual grant request, and that this would be part of a separate report through the LTP process. The current resolution was focussed on the Foxton Community Board's support for the submission to Council to consider the return of the Hall to Foxton Community ownership.

Following an amendment to the resolution by the Board to include 'consider', it was:

MOVED by Cr Brannigan, seconded Mr Girling:

THAT the Foxton Community Board supports the submission to the Horowhenua District Council 2021-2041 Long Term Plan, to consider the return of the Foxton War Memorial Hall to Foxton Community ownership through the sale or gifting of the hall to a Foxton-based incorporated society.

CARRIED

5.56 pm

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

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

DATE:.....

CHAIRPERSON:.....

Foxton War Memorial Hall



**Submission to
Horowhenua District Council
2021 to 2027 Long Term Plans**

**For Community Ownership, Restoration
and Preservation**

Table of Contents

Signed Submission

Draft Operating budget Appendix A

Explanatory Notes for Budget Appendix B

Draft Constitution to create Community ownership
and management Appendix C

Timeline Scope of Works Appendix D

Profiles: Instigation committee and advisors Appendix E

Submission to Horowhenua District Council Long Term Plans

Re: Returning Foxton War Memorial Hall to Foxton Community Ownership, Restoration and Preservation

We, the undersigned wish to submit to the long term plan of Horowhenua District Council for the following *actions be included*:

1. Sale or gifting of the FWMH to a Foxton based incorporated society for *nominal fee if needed of \$1.00 (inclusive of GST and free of any other financial encumbrances)*;
2. That an annual grant of \$10,000.00 (*excl GST*) towards the operating costs for a period of 6 years *be included, paid in July of each year.*

This *submission* is supported by a number of appendices:

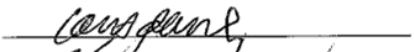
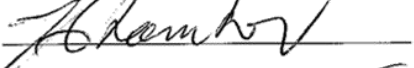
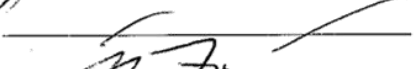
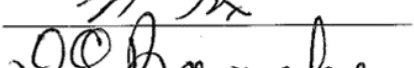

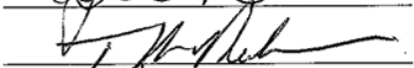
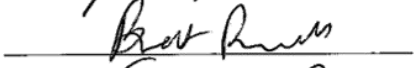
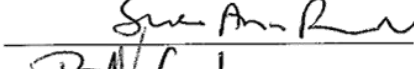
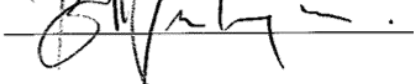
- Appendix A: Draft Operating Budget for 7 years;
- Appendix B: Explanatory Notes for budget;
- Appendix C: Draft Constitution for Community Ownership in an Incorporated Society;
- Appendix D: A Timeline explaining the scope of works to fund and carry out earthquake strengthening of the Hall;
- Appendix E: Profiles of the committee and advisors behind this submission.

We can provide a large number of local letters of support for this initiative if required.

Our aim is to ensure that the Foxton War Memorial Hall's ownership is retained by the Foxton & Foxton Beach community; and is operated in a safe and commercial manner to service *and benefit that community.*

We look forward to working closely with Horowhenua District Council support as we progress towards the major funding applications required for earthquake strengthening to public use standards.

Should you require any further details, please contact us via David Roache.

	Karen Adams
	Trevor Chambers
	Nola Fox
	David Roache
	Ngaire Newland
	Tony Robinson
	Brett Russell
	Sue-Ann Russell
	Basil Vertongen QSM

Appendix A

Foxton War Memorial Hall proposed Incorporated Society Submission to HDC

Draft Operational Budget Foxton War Memorial Hall For Period 01/07/2021 to 30/06/2028

Description	21/22	22/23	23/24	24/25	25/26	26/27	27/28	Notes
Income:								
Balance carried forward	\$ 4,280.00	\$ 10,000.00	\$ 735.00	\$ 80.00	\$ 130.00	\$ 980.00	\$ 2,830.00	1
HDC Grant	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	2
Hall Hire - Casual	\$ 4,000.00	\$ 4,400.00		\$ 8,000.00	\$ 9,000.00	\$ 10,000.00	\$ 15,000.00	3
Room Hire - Lease	\$ 3,000.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	\$ 8,000.00	4
In Kind Volunteer work	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	5
Other seed grants	\$ 7,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
Total Income	\$ 25,200.00	\$ 22,600.00	\$ 11,200.00	\$ 24,200.00	\$ 25,200.00	\$ 27,200.00	\$ 24,200.00	
Expenditure								
Cleaning	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	6
Booking Commission	\$ 400.00	\$ 700.00		\$ 800.00	\$ 900.00	\$ 1,000.00	\$ 1,500.00	7
Hall Maintenance	\$ 800.00	\$ 800.00		\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	8
Vandalism Repairs	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	9
Exterior Clean	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	10
Hall Management	\$ 7,000.00	\$ 7,000.00		\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	11
WOF/IQP Inspections	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	12
Gardening + Lawns	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	13
Rates	\$ 1,500.00	\$ 1,545.00	\$ 1,600.00	\$ 1,650.00	\$ 1,700.00	\$ 1,750.00	\$ 1,800.00	14
Insurance	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	15
Pest Control	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	16
Electricity & Gas	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	17
Phone	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	18
Internet	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	19
Asset Replacement	\$ 1,400.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	20
Total Expenditure	\$ 20,920.00	\$ 21,865.00	\$ 11,120.00	\$ 24,070.00	\$ 24,220.00	\$ 24,370.00	\$ 20,920.00	
Net Profit/Loss	\$ 4,280.00	\$ 735.00	\$ 80.00	\$ 130.00	\$ 980.00	\$ 2,830.00	\$ 3,280.00	

Foxton War Memorial Hall proposed Incorporated Society Submission to HDC

Appendix B

Foxton War Memorial Hall Society Incorporated DRAFT Operational Budget notes

Note	Explanation
1	HDC Grant 6 years, showing year 7 objective to be self-sufficient
2	Hall hire income has been split into 2 types. Casual hire is seen as party and events
3	This line represents ability to develop some permanent tenants in rooms alongside the hall plus regular group hires such as a dance group
4	Being part of community, this budget line is to represent contributions of members of community in supporting maintenance of Hall – e.g. possible gardening and lawn.
5	1 st year COGS & apply ECCT grass roots operational funding; COGS 2 nd year onwards
6	Calculated at \$100 a month being once a week cleaning of toilets
7	Possible expense if we have to pay a booking commission on casual hirers
8	Planning for normal maintenance – light bulbs, small plumbing issues etc
9	Based on HDC previous expenditure this needs to be allowed for
10	Allowance for minimum yearly external wash & windows
11	Wages for an administrator @ 5 hours week, living wage plus associated employment costs. Possibility could also do some secretary work of committee
12	Annual building WOF and IQP plus Health & Safety costs
13	Anticipated net cost \$300 after in-kind community support for lawns/gardens
14	Rates @ 21/22 year +3% annual increase
15	Building, public liability and Committee insurance
16	Based on HDC costs
17	Electricity and gas have been based on HDC costs
18	A \$50 a month cell phone as contact for bookings to ensure contact availability
19	Building should have internet for users
20	Fixture and Fittings replacement plus emergency maintenance fund – reassess year 7

Explanation of 23/24 year given in Draft Timeline Scope of Works document.

Foxton War Memorial Hall Society Incorporated
Constitution

1. TITLE

The Title of the Society shall be "Foxton War Memorial Hall Society Incorporated".

2. INTERPRETATION

- 2.1 "Society" means the Foxton War Memorial Hall Society incorporated.
- 2.2 "Committee" means the Management Committee of the Society elected at annual general meetings for three (3) year rotations.
- 2.3 "Financial member" means any person who has paid the Society's annual subscription for that year.
- 2.4 "Term of office" means a three (3) year tenure dating from the election of the management committee at an annual general meeting.
- 2.5 "The Foxton area" means the area defined by local government boundaries for the Foxton and Foxton Beach Area only.
- 2.6 "The Act" means the Incorporated Societies Act 2008.
- 2.7 "Honorary Member" means any person who has been accorded free membership following a resolution to that affect by the Committee.
- 2.8 "The Hall" means the Foxton War Memorial Hall and it's surrounding gardens of it's legal boundaries.

3. REGISTERED OFFICE

The Registered Office shall be situated at the address of the Secretary or any such place as determined by the Management Committee.

4. OBJECTIVES

The objectives of the Society are:

- 4.1 To retain community ownership of the Foxton War Memorial Hall and operate it in an efficient, safe and commercial manner to service the community while maintaining the character of a community War Memorial.
- 4.2 To bring the Hall up to the required earthquake strength at the earliest opportunity as funds allow.
- 4.3 To promote community-based activities in the Hall for the benefit of residents in the Foxton Area.
- 4.4 To enable the pursuit of a variety of revenue raising activities to fund long term self-sufficiency.
- 4.5 Advocate on behalf of members on local government matters pertaining to historical or buildings and sites of historical significance.
- 4.6 Liaise with like-minded organisations throughout the Horowhenua and New Zealand.

4 POWERS

In order to achieve its objectives, the Society has the authority to

- 4.1 Operate a bank account.
- 4.2 Raise funds.
- 4.3 Undertake any lawful activity to achieve the Society's aims.

5 MEMBERSHIP

- 5.1 Membership is available to any person who resides or who is an owner of a property within the Foxton and Foxton Beach Area.
- 5.2 Any other person may become a member whose membership is approved by the Committee.

6 SUBSCRIPTIONS

- 6.1 Members over the age of 18 shall become financial members upon payment of the subscription fee which shall be set at the Annual General Meeting of the Society.
- 6.2 Only financial members shall have the right to vote at meetings.
- 6.3 Subscription fees fall due on 1 July each year.

7 RESIGNATIONS

- 7.1 A member may resign from membership at any time by written notice to the Secretary.
- 7.2 The financial membership of any member shall lapse upon default of the appropriate subscription more than three months after the due date or the member becomes ineligible to remain a member.

8 MANAGEMENT

The Management Committee elected at the Annual General Meeting shall be responsible for the management of the Society during their term of office.

9 MANAGEMENT COMMITTEE

- 9.1 The Management Committee shall be financial members elected at the Annual General Meeting to serve for the term of office for three (3) years.
- 9.2 The Management Committee shall comprise the following: Chairperson, Deputy Chairperson, Secretary, Treasurer and no more than three other committee members.
- 9.3 The Management Committee shall at the first meeting following an Annual General meeting elect from the newly elected committee members a Chairperson, Deputy Chairperson, Secretary and Treasurer to hold office for the Committee's term of office.
- 9.4 The Management Committee shall have the right to elect a replacement if any Officer vacates office during their term of office.
- 9.5 The Chairperson shall chair all meetings, or in the absence of the Chairperson, the Deputy Chairperson will chair the meeting. In the absence of both the Chairperson and the Deputy Chairperson, the members present shall vote a person to chair this meeting.
- 9.6 The Management Committee shall have the right to determine the date, time and venue for Management Committee meetings.

- 9.7 Each member of the Management Committee shall have the right to cast one vote on motions put to the meeting.
- 9.8 Proxy votes in writing to the Chairperson will be accepted.
- 9.9 In the event of equality of votes, the Chairperson should have a casting vote.
- 9.10 Unless or until set aside by financial members attending a general meeting, any resolution passed by the Management Committee shall be final.
- 9.11 The Management Committee has the authority to delegate any party authority to act on any matter, and to set any terms of reference.
- 9.12 The Management Committee has the authority to set sub-committees subject to terms of reference set in advance.
- 9.13 The Management Committee has the authority to expend funds in order to advance the objectives of the Society, and to reimburse any member or Committee member for reasonable expenses.
- 9.14 Any member of the Management Committee who fails to attend more than three (3) consecutive committee meetings without reasonable explanation may be removed from the committee upon resolution of the Management Committee.
- 9.15 The Management Committee shall have the authority to co-opt financial members onto the Committee to fill any vacancy or for a specific purpose during the Committee's term of office.
- 9.16 Where a member is co-opted for a specific purpose, the Management Committee's complement is permitted to exceed seven (7).
- 9.17 Co-opted members shall be granted speaking rights. Co-opted members to fill a vacancy shall have voting rights. Provision of voting rights for other co-opted members shall be determined by the Committee before that member is co-opted onto the Committee.
- 9.18 The Management Committee reserves the right to exclude members and observers from the meeting in order to discuss matters considered to be of a sensitive nature.
- 9.19 The Management Committee shall set a policy on the attendance of financial members and other observers at Committee meetings.
- 10 ANNUAL GENERAL MEETING**
- 10.1 The Annual General Meeting of the Society shall be held not later than the thirty-first day of October each year, at a time, date and place set by the Management Committee.
- 10.2 Fourteen clear days' notice shall be given by the Secretary of such time, date and place of the Annual General Meeting. Such notification shall be to the community by means deemed suitable by the committee.
- 10.3 The outgoing Chairperson shall chair the Annual General Meeting, but if seeking re-election shall vacate the Chair for the Election of the Management Committee.
- 10.4 Proxy votes from fully paid members shall be accepted only if in writing and handed to the Chairperson before the start of the meeting.
- 10.5 The following business shall be transacted at the Annual General Meeting:
 - a) Adoption of Minutes for previous Annual General Meeting
 - b) The presentation of the Chairperson's Annual Report
 - c) The presentation of the Treasurer's Report

- d) The presentation of reviewed or audited Financial Statements in line with regulatory requirements of Charitable entity reporting
- e) Election of the Management Committee members on rotation
- f) Appointment of an Independent Financial Reviewer or Auditor
- g) Setting subscription fees for the forthcoming year
- h) Any general business raised by members.

11 SPECIAL GENERAL MEETING

11.1 A Special General Meeting may be called for a specified purpose by:

- a) No less than four (4) members of the Management Committee.
- b) No less than five (5) financial members of the Society.

11.2 The written request for a Special Meeting can be sent to any Committee member. Committee members are bound to pass requests onto all other Committee members as soon as practicable.

11.3 The Management Committee shall set the date, time and place for the Special General Meeting, although it shall take place no later than one month after receiving a request for a special general meeting.

11.4 Notification of the Special General Meeting, the date, time and venue shall be conveyed to financial members by e-mail or delivery no less than seven days before the Special General Meeting takes place.

11.5 The Chairperson or a person delegated by the Chairperson shall chair the Special General Meeting.

11.6 Any other business shall be conducted at the Special General Meeting with the majority vote of financial members attending.

11.7 Voting on any notice of motion shall be by show of hands unless a majority of members attending vote in favour of a secret poll.

11.8 Proxy votes shall be in writing and handed to the Chairperson before the start of the meeting.

12 QUORUM

12.1 The Quorum for an Annual General or Special General Meeting shall be ten (10) financial members.

12.2 The Quorum for meetings of the Management Committee shall be four (4) members of the Management Committee.

12.3 No business shall be conducted at any meeting unless a quorum is present. Such a meeting shall be adjourned to another date.

12.4 Where two (2) attempts of an Annual or Special Meeting have been undertaken without success meeting quorum, then a third (3rd) attempt is to be undertaken with a quorum set at seven (7) financial members.

13 ELECTION OF THE MANAGEMENT COMMITTEE

13.1 The Management Committee of no more than seven (7) members shall be elected at the first Annual General Meeting.

13.2 At the second Annual General Meeting and subsequent Annual General Meetings onwards, two (2) committee member positions must be offered for election, allowing a minimum of six (6) committee positions available for re-election over three (3) years.

- 13.3 All financial members are eligible for nomination.
- 13.4 All nominations must be proposed and seconded by financial members.
- 13.5 Nominations can be advised in advance of meeting to member or taken from the floor at time of elections during the meeting. Nominees are required to give a short verbal presentation of skills and attributes they would bring to the Committee to allow members to ensure Committee has a balance of skilled members.
- 13.6 Nominations are called for and closed by the chair during the Annual General Meeting.
- 13.7 If seeking re-election, the Chairperson shall vacate the chair for the election of the Management Committee and prior to the Annual General Meeting, the Management Committee shall appoint an independent person to chair the meeting during the election of the Management Committee.
- 13.8 The rulings of the independent chairperson shall be final.

14 MANAGEMENT AND CONTROL OF PROPERTY

The management and control of all real and person property owned by the Society shall be vested in the Management Committee, who may exercise all such powers and do all such things as may be exercised by the Society and are not thereby or by statute expressly directed or required to be exercise or done by the Society in a General meeting.

15 INDEMNITY

The Management Committee and any person acting under the delegated authority of the Management Committee shall be indemnified against all disbursements, expenses, liabilities and losses incurred by them in or about the discharge of their duties except such as happens from their wilful act, neglect, or default in breach of the provisions of Charitable or Incorporated Society legislation.

16 COMMON SEAL

The Society will not use a Common Seal. All legal documents will be signed by three (3) committee members with evidence provided by meeting minutes that the document has been approved for signing.

17 FINANCE

- 17.1 The financial year shall end on the thirtieth day of June.
- 17.2 All funds received by the Society shall be paid into the Society's bank account. An official receipt shall be issued for any cash funds received. Official receipts will be provided upon request for direct bank payments received.
- 17.3 At the first meeting of the Management Committee following the Annual General Meeting, the Management Committee will appoint no less than three bank signatories. No signatory shall be the spouse or partner of another signatory.
- 17.4 All accounts shall be processed by two of the appointed signatories.
- 17.5 Subscriptions are valid for the period from 1st July until 30th June each year.
- 17.6 Financial statements shall be prepared by the Treasurer and reviewed by the Independent Reviewer or Auditor for presentation and approval by members at the Annual General Meeting.

- 17.7 The financial statement shall provide a record of the Receipts and Payments, Income and Expenditure, a Balance Sheet and any other statement required under the Act.
- 17.8 Once adopted by members attending the Annual General Meeting, a copy of the financial statements shall be forwarded to the Registrar of Incorporated Societies, accompanied by a certificate signed by the Chairperson stating:
I certify that the foregoing statement had been submitted to and approved by the members at the Annual General Meeting held on the (day) of (year) at (place)
- 17.9 The Independent Reviewer shall at all reasonable times have access to the books and accounts of the Society and shall be entitled to any information deemed desirable for audit purposes.
- 17.10 The Independent Reviewer shall not be a member of the Management Committee and preferably will not be a financial member of the Society.

18 TREASURER

The Treasurer shall:

- 18.1 Collect and account for all Members' subscriptions and Society funds, issuing a receipt for all cash transactions and when requested for bank payments.
- 18.2 Each month update the Secretary on new members and details.
- 18.3 Bank promptly all monies of the Society and pay all accounts once passed for payment.
- 18.4 Keep a record of all revenue and expenditure, as well as any potential liabilities or assets.
- 19.3 At the conclusion of the financial year, prepare the Annual Account and Balance Sheet within sufficient time for the Independent Reviewer to complete the review and print off copies for circulation at the Annual General Meeting.
- 19.4 Recommend at the ultimate Committee meeting prior to the Annual General Meeting subscription fees for the forthcoming year.

20 SECRETARY

The Secretary shall:

- 20.1 Record the minutes of each meeting, including the time, date, venue, Chairperson, persons present, and resolutions passed.
- 20.2 Receive all inwards correspondence and liaise with the Treasurer over financial matters of an urgent nature.
- 20.3 Compose and sign all outwards correspondence.
- 20.4 Keep a record of all inwards and outwards correspondence.
- 20.5 Maintain a register of financial members and contact details.
- 20.6 Notify members of meetings, including the annual general meeting.

21 CHAIRPERSON

The Chairperson shall:

- 21.1 Chair all meetings of the Management Committee and general meetings, with the exception of an election if seeking re-election.
- 21.2 Prepare the Agenda of all meetings in consultation with the Secretary and/or the Treasurer.

21.3 Prepare an annual report for the Annual General Meeting.

22 PRIVACY ACT 1993

In accordance with the Society's obligations under the Privacy Act 1993 and 2020.

22.1 No information obtained from members to meet the Society's obligations as an Incorporated Society shall be used for any other purpose other than for which it is obtained, unless prior written authorisation has been obtained from each member affected.

22.2 All information obtained from members shall be stored with sufficient safeguards to protect against loss or unauthorised access.

22.3 Any person holding information about a member shall not be entitled to disclose that information to anybody else without authorisation from the member concerned or in certain limited situations to meet the requirements of the Act.

22.4 If a serious breach of privacy occurs that impacts upon the member/s then the Office of the Privacy Commissioner will be advised as soon as practicable.

23 CONFLICTS OF INTEREST

23.1 If any member of the Management Committee has a conflict of interest on any matter considered by the Management Committee, that member shall declare that conflict of interest and withdraw from discussing or voting on that matter.

24 COMPLAINTS

24.1 Any complaint about the conduct of any member shall in the first instance be referred to the Chairperson, or a Committee member.

24.2 If the complaint cannot be resolved in this first instance, the complaint shall then be placed in writing, signed by the complainant and forwarded to the Secretary.

24.3 The Secretary shall convene a meeting of the Management Committee at the earliest possible convenience, and until this meeting has been held, no committee member is permitted to discuss this complaint with any member other than another committee member.

24.4 At all times, the Management Committee shall observe the principles of natural justice, namely the right of both parties to be heard and the right to a fair hearing.

24.5 After hearing both parties, the Management Committee shall have the discretion to:

- a) Censure that member in writing.
- b) If that member is a member of the Management Committee, either suspend that member for a finite period or remove that member from the Management Committee.

24.6 Any decision of the Management Committee shall be final.

25 MANAGEMENT COMMITTEE VACANCY

A vacancy exists on the Management Committee if:

25.1 A member dies; or

25.2 A member resigns in writing to the Secretary; or

25.3 A member is removed from the Management Committee; or

25.4 A member is absent from three consecutive meetings without reasonable explanation; or

- 25.5** A member is sentenced to a period of imprisonment of a year or more, although the disqualification does not take effect until the expiration of time for appealing against conviction or if there is an appeal until the appeal is determined.
- 25.6** A member becomes a mentally disordered person within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992.
- 26 ALTERATION TO CONSTITUTION AND RULES**
- 26.1** This Constitution shall be amended, added to or rescinded only by a resolution to that effect passed by not less than a two-thirds majority of the financial members present and voting at an Annual General Meeting or alternatively a Special General Meeting convened for that purpose.
- 26.2** Written notice of the general meeting and proposal to amend, add to or replace this Constitution shall be provided by the Secretary no less than twenty-one days before this meeting to all financial members.
- 26.3** No addition or alteration or rescission of this Constitution shall be adopted if it in any way affects liquidation (Clause 26) unless it shall be approved by the Inland Revenue Department.
- 26.4** No amendment or replacement of this Constitution and Rules shall take effect until the Registrar of Incorporated Society has acknowledged receipt of the amendment or replacement.
- 27 IN RECESS**
- Where the Management Committee is of the opinion that for any reason whatsoever, the Society can no longer for the time being, function they shall:
- 27.1** Report the matter in an Annual General Meeting or a Special General Meeting so convened for that purpose setting out the reason they consider that for the time being the Society can no longer function.
- 27.2** Where two-thirds of financial members attending such Annual General or Special General Meeting are satisfied that the Society can no longer for the time being function, they may:
- i) Move that the Society liquidate in accordance with the provisions of this Constitution or
 - ii) Move that the Society go into recess for an undetermined or specified period.
- 27.3** Where two-thirds of members attending such Annual General or Special General resolve that the Society go into recess, they shall appoint three Trustees to manage the affairs of the Society for such time as is necessary for the Society to function.
- 27.4** The members present at such Annual General Meeting or Special General Meeting shall direct the Management Committee to:
- i) Notify the Registrar of Incorporated Societies of such recess and
 - ii) Deliver forthwith to such Trustees all record and assets of the Society for safekeeping.

28 LIQUIDATION

- 28.1 In the event of the liquidation of the Society or its dissolution by the Registrar of Incorporated Societies, the funds and assets of the Society remaining after payment in satisfaction of its debts, liabilities, costs and expenses of liquidation, shall be distributed by the Society in a General Meeting to any non-profit organisation operating within the Foxton Area.
- 28.2 The Procedure and requirements of liquidation of the Society shall be in accordance with Section 24 of the Incorporated Societies Act 1908.

29 MATTERS NOT PROVIDED FOR

- 29.1 If any matter shall arise which is not or which in the opinion of the Management Committee is not provided for by or under this Constitution, the same shall be determined by the Management Committee in such manner as it shall deem fit.
- 29.2 Every determination shall be binding upon the Society unless and until set aside by a resolution of an Annual General or Special Meeting.

This Constitution is dated:

Chairperson

Secretary

Deputy Chairperson

Timeline Scope of Works

To provide more detail in planning that has begun around the proposed submission and subsequent work, below is our starting list of actions creating the initial scope in 3 years leading up to completion of earthquake strengthening before a full programme of activities can happen in the Hall:

2021/2022 Financial Year

- Submission accepted into HDC Long Term Plan
- Creation of an incorporated society to manage hall (including public meetings)
- Transfer of ownership into the society
- HDC Annual Grant paid to society
- Additional seed grants applied for by society
- Part-time employment position created
- Promotion of Hall for event hire started
- Call for quotes on earthquake strengthening
- Friends of Society created to support in-kind contributions to Hall maintenance

2022/2023 Financial Year

- Annual grant received
- Large funding applications completed based on quotes received
- Quotes and/or tendering finalised and agreements signed
- Continue promotion of Hall for events

2023/2024

- Earthquake strengthening work commences if funding successful
- Otherwise continue with funding applications
- Expenditure reduced as work happening on hall – allowed for whole year but might be able to only be closed to hirers for ½ of year.
- Create marketing and events planning for when strengthening completed.

**Interim instigation Committee for Foxton War Memorial Hall
Incorporated Society members and advisor profiles**

- in alphabetical order .

Karen Adams – NZIM Certificate Management

I am an experienced project support co-ordinator with a demonstrated history working in a variety of roles within the Military. Skilled in logistics, planning and analysis, communication, networking, emergency response co-ordination and personnel management, team building and facilitation. I have strong networking and management professional skills. Currently I am on executive Team of NZ Remembrance Army and am the local co-ordinator. I am giving my time to this project as I want to see the Hall be retained for community use and become the thriving hub it once was when I was a child.

Trevor Chambers Kia ora whānau of Foxton and Foxton Beach.

I am standing for the support of the Foxton Memorial Hall. I am on the Foxton Community Board and a Rugby Club member.

The Memorial Hall has great potential for our future generations. It has served us all over many years and stands proud to still serve us. It has created lots of memories for many of our local families. Ka taea tenei Lets do this!

Nola Fox - PGrad ALT (Massey), NZ Cert Commerce -Accounting, Dip Māori Visual Arts – Raranga (TWoA – level 5)

After training in Accountancy I have had a career in business analyst and training work with IBM and then as independent consultant before moving into the not-for-profit sector holding significant governorship, financial and education roles in Central District Playcentre Association at local, regional and national levels.

I bring an in-depth working knowledge of governance vs management to help support the new organisation to successfully fulfil its vision and strategic plans.

I have extensive experience in H&R processes and procedures, as well as Health & Safety systems to support the organisation in compliance.

I have stepped up to supporting the work involved to help ensure local assets of historical and cultural significance are retained in the community for the community.

David Roache – Acting Chair

I am a born and bred resident of Foxton, and Managing Director of Roaches Concrete Products Ltd since 1971.

My service to the community began in 1985 with the Foxton Borough Council, Horowhenua District Council, through to the present day on the Foxton Community Board

I believe I have a wealth of experience, knowledge and dedication to give to the Community in their endeavour to retain the Foxton War Memorial Hall as a community asset, with the driving force being the purpose of the building of the Memorial Hall as a memorial to our citizens of Foxton & Foxton Beach who served our country and ultimately to those who lost their lives.

Ngairé Newland

I am from a local family with strong historical links to the area. I work for the community as a Foxton Community Board member and as Secretary of Foxton Tourist and Development Association. I have a strong work ethic and integrity as well as extensive personal assistant, secretarial and administration skills, and a sound understanding of local government processes. My past employment has included senior level personal assistant roles to senior management at both Council and Health Board. I have also run my own business as a real estate agent. I believe the Foxton War Memorial Hall could be an asset to the area as a self-sufficient commercial venture which will enhance the community.

Tony Robinson

Tena koutou. My name is Tony Robinson and I would like to offer my services to be on the committee to save the Foxton War Memorial Hall. My wife and I are both born and raised in Foxton and we have lived here all our lives, so we both share a strong connection with our town and the people who reside here. For the past 29 years I have serviced many local vehicles as the owner and operator of Tony Robinson Motors Foxton. I served 10 years on the BOT for Coely Street School, with 1 term as the Chairperson. I have coached the Manawatu 1st XV and Foxton Rugby Club Senior A's and I continue to be an active member of the Foxton Karate Club, which I have done so for 27 years. The Foxton Memorial Hall holds great significance to those who served in the world wars and those within our community. My family and friends have attended multiple events at the Memorial Hall over the years, making the Hall an asset to Foxton and surrounding areas. I believe I can be a voice for the people to save the memorial hall and help develop our town for future generations.

Nga Mihi

Brett Russell B.H

Brett Russell is qualified with an MA Hons degree majoring in History from the University of Canterbury and an MBA degree from Massey University. He runs a successful IT company, ZawBre Ltd, which provides ICT services to a range of clients. He is a long standing Foxton resident who is particularly interested in Second World War History and recognises the Foxton War Memorial Hall, with its provenance, is a symbol of selfless duty and ultimate sacrifice. A transformation of our War Memorial Hall is long over due so that, once again, it can be fully utilised by and for our local community.

Sue-Ann Russell – B.BA Accountancy (Massey).

My accounting career has involved contract work for Government Agencies and a permanent position with Radio New Zealand. I am a longstanding resident with my family having been in Foxton for forty years. As such the Foxton War Memorial Hall's preservation for community use is an important goal for me to achieve.

Foxton War Memorial Hall proposed Incorporated Society Submission

Appendix E

Basil Vertongen QSM-Patron

I am a born and bred resident of Foxton. I commenced my service to the community on the Foxton Borough Council in 1986, followed by 27 years on the Foxton Community board, with 15 of those years as a Chairman. Also, 50+ years at the Foxton Surf Life Saving Club. The Memorial Hall is a community asset and I support every endeavour made to achieve community ownership.

Proceedings of the Creative New Zealand Funding Allocation Special Committee 23 March 2021

File No.: 21/135

1. Purpose

To present to the Council the minutes of the Creative New Zealand Funding Allocation Special Committee meeting held on 23 March 2021.

2. Recommendation

- 2.1 That Report 21/135 Proceedings of the Creative New Zealand Funding Allocation Special Committee 23 March 2021 be received.
- 2.2 That the Council receives the minutes of the Creative New Zealand Funding Allocation Special Committee meeting held on 23 March 2021.

3. Issues for Consideration

There are no items that require further consideration.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Neil Hirini Community Development Advisor	
Approved by	Cathryn Pollock Community & Social Development Manager	

Creative New Zealand Funding Allocation Special Committee

OPEN MINUTES

Minutes of a meeting of the Creative New Zealand Funding Allocation Special Committee held in the Council Chambers, 126-148 Oxford St, Levin on Tuesday 23 March 2021 at 5.00pm.

PRESENT

Chairperson	Mr Mike Lepper
Deputy Chairperson	Ms Emma Childs
Members	Mrs Tracy White Cr Todd Isaacs Ms Sarah-Jayne Shine Mr Neil Perfect Mr Bill Inge
Reporting Officer	Mr Neil Hirini
In Attendance	Ms Michelle Rogerson

1. Welcome /Karakia

Mike Lepper / Neil Hirini

2. Apologies

Apologies were recorded for Piri-Hira Tukapua, (Parental Leave), Bill Inge, (Late due to road closure)

3. Confirmation of minutes of meeting held 29 September 2020

Moved by Ms Childs, seconded by Ms Shine

THAT the minutes of the meeting of the Horowhenua Creative Communities Scheme – Funding Allocation Committee held on 29 September 2020, be confirmed as a true and correct record.

CARRIED

4. Election of Officers

Election of Chairperson

MOVED by Cr Isaacs, seconded Ms White:

THAT Mike Lepper be appointed Chairperson of the Creative communities Scheme Funding Allocation Committee for 2021

CARRIED UNANIMOUSLY

Election of Deputy Chairperson

MOVED by Mr Lepper, seconded Ms White:

THAT Emma Childs be appointed Deputy Chairperson of the Creative communities Scheme Funding Allocation Committee for 2021.

CARRIED UNANIMOUSLY

5. Projects in Progress Report

Projects in Progress Report presented. No discussion points raised

6. Declaration of Conflicts of Interest

Conflicts of interest were declared by:

- Sarah-Jayne Shine (Fale Pasifika Horowhenua)
- Mike Lepper (Fale Pasifika Horowhenua)
- Neil Perfect (Horowhenua Art Society)

7. Presentations

Presentations were made by Hapai te Hapori / Sing Out Loud Levin Choir / Horowhenua Art Society / Sarah Wairau / Scallywag Social and Te Rūnanga o Raukawa / Horowhenua Floral Art Society / Herd by Horses / Fale Pasifika

8. Discussion and Allocation of Funding

MOVED by Ms Childs, seconded Cr Inge:

THAT the Horowhenua Creative Communities Scheme Grant allocations for Round 2 2020-2021 be as follows: .

	Organisation	Requested reason	Amount Sought	Amount Granted
1	Scallywag Social & Te Rūnanga o Raukawa	Stories of Matarakapa Island	\$9,000.00	\$7,300.00
2	Herd by Horses NZ	Creative Wellbeing Workshop	\$3,122.40	\$3,122.40
3	Anja Geelan	Awa PukaPuka - The Optimist Little Free Library	\$1,500.00	\$1,500.00
4	Fale Pasifika Horowhenua	Pasifika Youth Jandal Jam Show	\$3,000.00	\$3,000.00
5	Horowhenua Floral Art & Garden Club Inc DOY Committee	FASNZ Manawatu Area Designer of the Year 2021	\$3,524.00	\$3,524.00
6	Sing Out Levin Community Choir	Friends & Family Concert	\$700.00	\$700.00
7	Sonja Hart	Paint Our Town	\$1,412.10	\$1,412.10
9	Horowhenua Art Society	Free Life Drawing	\$1,128.00	\$1,128.00
10	Hapai te Hapori - (Shannon Kai Hub)	Shannon Kai Hub - Walls and Windows Mural	\$4,583.35	\$4,583.35
			Totals	\$26,269.85
			Less Amount Available	\$27,852.16
			Amount to rollover to the 2021/2022 Round 1	1,582.31

CARRIED

9. General Business

- Topic of access to Committee Members' smartyGrant assessments sheets under LGOIMA was raised again. The Secretary to clarify and communicate to Committee Members what the situation in relation to this.
- Secretary to remove eligibility boxes from assessment sheet

7.45 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE CREATIVE NEW ZEALAND
FUNDING ALLOCATION SPECIAL COMMITTEE
HELD ON

DATE:.....

CHAIRPERSON:.....

Proceedings of the Funding and Recognition Committee 29 March 2021

File No.: 21/128

1. Purpose

To present to the Council the minutes of the Community Funding and Recognition Committee meeting held on 29 March 2021.

2. Recommendation

- 2.1 That Report 21/128 Proceedings of the Funding and Recognition Committee 29 March 2021 be received.
- 2.2 That the Council receives the minutes of the Community Funding and Recognition Committee meeting held on 29 March 2021.
- 2.3 That this matter of decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.4 That the Horowhenua District Council ratifies the following Round 4 2020/2021 allocations:

Community Support Grants

<i>Taitoko Seasons</i>	\$1,770.00
<i>Moutoa Maori Wardens</i>	\$1,000.00
<i>Foxton Beach Progressive Association Incorporated</i>	\$1,000.00
<i>Horowhenua Sports Academy</i>	\$3,500.00
<i>Alzheimers Society Manawatu</i>	\$2,000.00
<i>Hāpai Te Hapori</i>	\$2,997.00
<i>Samaritans of Horowhenua Inc</i>	\$5,000.00
<i>St Mary's Scout Group Levin</i>	\$1,265.00
<i>Levin Uniting Church</i>	\$5,812.00
<i>Te Awahou Kai</i>	\$5,000.00
<i>New Zealand Council of Victim Support Groups Inc - Horowhenua</i>	\$1,500.00
<i>Horowhenua Events Centre Trust Inc</i>	\$2,100.00
<i>Waitarere Beach Progressive and Ratepayers Association Inc.</i>	\$1,112.00
<i>Netball Horowhenua</i>	\$3,000.00
<i>Levin Basketball Association</i>	\$1,500.00
<i>Te Whare Mahana Community Hub</i>	\$5,000.00
<i>Horowhenua District Ratepayers and Residents Ass. Inc.</i>	\$1,572.00
<i>Royal New Zealand Plunket Trust</i>	\$2,000.00
<i>Shannon Rugby Football Club</i>	\$2,742.00
<i>Fale Pasifika Horowhenua</i>	\$3,000.00
<i>Levin Community Patrol</i>	\$1,143.00
<i>Foxton Beach Community Centre</i>	\$3,200.00
<i>Te Kahuikaumatua o Te Awahou</i>	\$2,500.00
Total	\$59,713.00

3. Issues for Consideration

The following items considered by the Community Funding and Recognition Committee meeting held on the 29 March 2021 will require further consideration by the Horowhenua District Council. Ratification of the Round 4 2020/2021 allocations is now sought.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Neil Hirini Community Development Advisor	
Approved by	Cathryn Pollock Community & Social Development Manager	

Community Funding and Recognition Committee

OPEN MINUTES

Minutes of a meeting of Community Funding and Recognition Committee held in the Council Chambers, 126-148 Oxford St, Levin, on Monday 29 March 2021 at 4.00 pm.

PRESENT

Chairperson	Cr D AAllan	
Members	Cr T N Isaacs	
	Cr S J R Jennings	
	Cr R R Ketu , (By Zoom)	
	Mayor B P Wanden	Ex Officio

IN ATTENDANCE

Reporting Officer	Ms M Rogerson	(Community Wellbeing & Engagement Manager)
Secretary	Mr N Hirini	(Community Development Advisor)

1 Apologies

An apology was received from Cr Tukapua, (Parental Leave)

MOVED by Cr Isaacs, Seconded by Cr Jennings

THAT the apology from Cr Tukapua be accepted.

CARRIED

2 Confirmation of Minutes

MOVED by Cr Jennings, Seconded by Cr Isaacs

THAT the Open minutes of the meetings of the Community Funding and Recognition Committee held on 27 January 2021, be confirmed as a true and correct record.

CARRIED

3 Late Items

- 2021 Applications Summary
- 2021/2021 Grants Structure

4 Declarations of Interest

Declarations of interest were received from:

- Cr Jennings - NZ Radio for the Print Disabled Inc.
- Mayor Wanden – Weraroa Cricket Club

5 Announcements

Cr Allan acknowledged the efforts of Council Officers in working with community groups to achieve the number and value of applications received this funding round.

6 Report / Recommendations

6.1 Community Funding and Recognition Committee Round 3 2020/2021 Grants Allocation

Purpose

To present the Round 4 2020 / 2021 grant applications and officer recommendations to the Community Funding & Recognition Committee for consideration. Grant applications are being considered from the following grant funds:

- Community Support Grant.

MOVED by Cr Isaacs, Seconded Cr Allan

THAT Report 21/83 Community Funding and Recognition Committee Round 4 2020/2021 Grant Allocation be received.

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

THAT the Community Funding & Recognition Committee recommends that the Horowhenua District Council ratifies the Round 4 2020/2021 Grant Allocations as follows:

Community Support Grants

<i>Taitoko Seasons</i>	<i>\$1,770.00</i>
<i>Moutoa Maori Wardens</i>	<i>\$1,000.00</i>
<i>Foxton Beach Progressive Association Incorporated</i>	<i>\$1,000.00</i>
<i>Horowhenua Sports Academy</i>	<i>\$3,500.00</i>
<i>Alzheimers Society Manawatu</i>	<i>\$2,000.00</i>
<i>Hāpai Te Hapori</i>	<i>\$2,997.00</i>
<i>Samaritans of Horowhenua Inc</i>	<i>\$5,000.00</i>
<i>St Mary's Scout Group Levin</i>	<i>\$1,265.00</i>
<i>Levin Uniting Church</i>	<i>\$5,812.00</i>
<i>Te Awahou Kai</i>	<i>\$5,000.00</i>
<i>New Zealand Council of Victim Support Groups Inc - Horowhenua</i>	<i>\$1,500.00</i>
<i>Horowhenua Events Centre Trust Inc</i>	<i>\$2,100.00</i>
<i>Waitare Beach Progressive and Ratepayers Association Inc.</i>	<i>\$1,112.00</i>
<i>Netball Horowhenua</i>	<i>\$3,000.00</i>
<i>Levin Basketball Association</i>	<i>\$1,500.00</i>
<i>Te Whare Mahana Community Hub</i>	<i>\$5,000.00</i>
<i>Horowhenua District Ratepayers and Residents Ass. Inc.</i>	<i>\$1,572.00</i>
<i>Royal New Zealand Plunket Trust</i>	<i>\$2,000.00</i>
<i>Shannon Rugby Football Club</i>	<i>\$2,742.00</i>
<i>Fale Pasifika Horowhenua</i>	<i>\$3,000.00</i>
<i>Levin Community Patrol</i>	<i>\$1,143.00</i>
<i>Foxton Beach Community Centre</i>	<i>\$3,200.00</i>

<i>Te Kahuikaumatua o Te Awahou</i>	\$2,500.00
Total	\$59,713.00

CARRIED

7 2021 Applications Summary

As requested by the committee, the following is a summary of the type of application received for this Community Support Grant in the 2020/2021 financial year. A summary of the results are:

- Organisational Operating Costs 22%
- Community Support Programmes 42%
- Community Events 15%
- Community Consultation 6%
- Asset Maintenance/Purchases 15%

8 2021/2022 Grants Structure

A discussion was held about the structure of our contestable community grants in the upcoming 2021/2022 financial year.

Council Officers to advise and implement an appropriate process to follow with the modification and re-introduction of this grant into the 2021/2022 financial year.

6.45 pm

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

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

DATE:.....

CHAIRPERSON:.....

Proceedings of the Finance, Audit & Risk Committee 31 March 2021

File No.: 21/134

1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Committee meeting held on 31 March 2021.

2. Recommendation

- 2.1 That Report 21/134 Proceedings of the Finance, Audit & Risk Committee 31 March 2021 be received.
- 2.2 That the Council receives the open minutes of the Finance, Audit & Risk Committee meeting held on 31 March 2021.

3. Issues for Consideration

The following items considered In Committee by the Finance, Audit & Risk Committee meeting held on the 31 March 2021 will require further consideration by the Horowhenua District Council and will be included on a future Council agenda:

- Draft Internal Audit Report – Year Ended 30 June 2019
- Finance, Audit and Risk Committee Work Programme.

Attachments

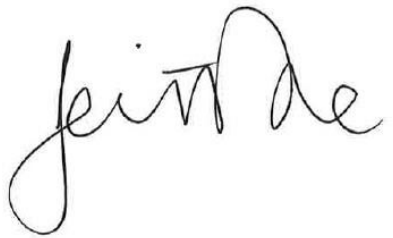

There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Jacinta Straker Chief Financial Officer	
Approved by	Nicki Brady Deputy Chief Executive	

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 31 March 2021 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
	Mrs V M Kaye-Simmons
	Mrs J F G Mason
	Mayor B P Wanden

IN ATTENDANCE

Reporting Officer	Mrs J Straker	(Chief Financial Officer)
	Mr D M Clapperton	(Chief Executive)
	Mrs N Brady	(Deputy Chief Executive)
	Mr B Maguire	(Group Manager – Infrastructure Development)
	Mr K Peel	(Group Manager – Infrastructure Operations)
	Mr D McCorkindale	(Group Manager – Customer & Strategy)
	Mrs L Slade	(Group Manager – People & Culture)
	Mr J Paulin	(Financial Accountant)
	Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Mrs R Dean (Internal Auditor, CKS Audit Limited)

1 Apologies

Apologies were recorded for Crs Tukapua (on Parental Leave) and Ketu.

MOVED by Cr Jennings, seconded Cr Kaye-Simmons:

THAT the apologies from Councillors Tukapua and Ketu be accepted.

CARRIED

2 Public Participation

Mr Charles Rudd raised two areas of concern in relation to items in the Infrastructure Development – Activity Update, being the Crown Infrastructure Partners Enabling Infrastructure for Tara-Ika and the North East Levin Upgrade Project. He suggested Council was putting the cart before the horse and progressing without all the facts. Mr Rudd provided a copy of his comments.

Also speaking to the North East Levin Upgrade Project, Reg Cr Sam Ferguson said he had recently attended a drainage meeting where the community had raised concerns that he had not been able to answer and he was seeking clarity with regard to the process.

Mr Clapperton said he would be happy to meet with Reg Cr Ferguson to go through the process with him.

Mrs Vivienne Bold raised a number of issues in relation to the notes to the Statement of Comprehensive Revenue and Expense by Activity in the Eight Month Report. Because of the complexity of some of the matters raised, Mr Clapperton requested that Mrs Bold provide a copy of her questions so he could respond appropriately.

3 Late Items

There were no late items.

4 Declarations of Interest

None declared.

5 Confirmation of Minutes

MOVED by Cr Allan, seconded Mr Jackson:

THAT the minutes of the meeting of the Finance, Audit & Risk Committee held on Wednesday, 24 February 2021, be confirmed as a true and correct record.

CARRIED

6 Announcements

There were no announcements.

7 Reports

7.1 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 that the report be taken as read and saying there was not much to update from last month, Mr Maguire responded to queries in relation to the North East Levin Upgrade Project, the Foxton Beach Wharf repair and the River Loop regeneration.

MOVED by Cr Allan, seconded Deputy Mayor Mason:

THAT Report 21/79 Infrastructure Development - 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

7.2 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.

Speaking to the report, Mr Peel advised:

- that the Poads Road Bridge was now fully across the river.
- one of the digesters at the Levin Wastewater Treatment Plant had failed and options were being looked at in terms of replacement – time and cost. There would be a report coming on this, which would include any risks for Council.
- in terms of accommodating the accelerated Foxton Wastewater Treatment Plant, a few projects had been able to be deferred and a forward works plan had been developed which included 3-4 years' worth of renewals.

MOVED by Cr Brannigan, seconded Cr Kaye-Simmons:

THAT Report 21/91 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

7.3 Eight Month Report 1 July 2020 - 28 February 2021

Purpose

To present to the Finance, Audit & Risk Committee the financial report for the eight months to 28 February 2021.

Chief Financial Officer, Mrs Straker, spoke to the report, pointing out the significant amount of work that had been done on the forecasting to provide information on the status of planned Council projects. She then responded to queries in relation to the Capex forecast and the LGFA \$10m financial accommodation.

MOVED by Deputy Mayor Mason, seconded Cr Isaacs:

THAT Report 21/93 Eight Month Report 1 July 2020 - 28 February 2021 be received.

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

CARRIED

7.4 FAR Committee - Actions

Purpose

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

20/291 Audit Recommendations

This had been followed up by Mrs Straker. It was sitting with Mr Lucy and should be available by the next FAR Committee meeting.

21/41 Properties Sold

A broader report on the properties sold was also requested.

MOVED by Cr Bishop, seconded Mr Jones:

THAT Report 21/94 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

7 Procedural motion to exclude the public

MOVED by Cr Allan, seconded Cr Mitchell:

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 Draft Internal Audit Report - Year Ended 30 June 2019

<i>Reason for passing this resolution in relation to each matter</i>	<i>Particular interest(s) protected (where applicable)</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>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.</i>	<i>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</i>	<i>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.</i>

C2 Draft Finance, Audit and Risk Committee Work Programme

<i>Reason for passing this resolution in relation to each matter</i>	<i>Particular interest(s) protected (where applicable)</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>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.</i>	<i>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. s7(2)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</i>	<i>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.</i>

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

CARRIED

4.45 pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

5.52 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:.....

Mayoral Report - March 2021

File No.: 21/100

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. Recommendation

- 2.1 That Report 21/100 Mayoral Report - March 2021 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 – March 2021 Meetings and Events

Meetings, events and functions that I attended during the month of March 2021 were:

- Raukawa Hapu Meeting
- CouncilMARK engagement
- Meeting with CE of HLC
- Rural & Provincial Sector Zoom meeting
- March Council Meeting
- Three Waters Reform Engagement Workshop
- Charity Golf Tournament – Foxton
- Rural Games – Palmerston North
- Meeting with Adrian Rurawhe - MP for Te Tai Hauāuru
- Extraordinary Council Meeting & Workshop
- Older Persons Network
- Meeting with Horowhenua College Principals
- UCOL Graduation
- Horowhenua Road Safety Group Meeting
- Visit to the Free Church on Tonga
- Foxton Community Board Meeting
- North Island Regional Passenger Rail Services Workshop
- Wellington Regional Growth Framework
- Mayors' Taskforce for Jobs Core Group Meeting
- Business After 5 meeting
- Monthly meeting with Terisa Ngobi MP
- Citizenship Ceremony
- Community Funding & Recognition Committee Meeting
- EM Joint Standing Committee Meeting
- Regional Transport Committee Meeting
- Climate Action Joint Committee
- Regional Chief's Meeting
- March Finance, Audit & Risk Meeting
- Extraordinary Council Meeting
- Public Workshop.

Attachments


There are no attachments for this report.


Confirmation of statutory compliance

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

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

Signatories

Author(s)	Bernie Wanden Mayor	
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Approved by	Bernie Wanden Mayor	
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Monitoring Report to 14 April 2021

File No.: 21/101

1. Purpose

To present to Council the updated monitoring report covering actions arising from resolutions from previous Council meetings and also requested Officer actions.

2. Recommendation

- 2.1 That Report 21/101 Monitoring Report to 14 April 2021 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 advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

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

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	Complete APR 2021	The initial concept design is complete and two applications have been made via the Freshwater Improvement Fund (FIF). To this date neither has been successful. The cost to complete the wetland and improvements has been included in the LTP consultation document.
20/489	11 Nov 2020	Levin Adventure Park	<i>THAT the Horowhenua District Council seeks agreement from the Crown to the assignment of the lease for the Levin Adventure Park, on the proposed terms and conditions, from the Levin Adventure Park Trust to the Horowhenua District Council.</i>	Arthur Nelson	Complete APR 2021	LINZ has confirmed it will offer a lease to HDC in lieu of the LAPT arrangement. Officers are working through the lease conditions with the lessor.
20/579	17 Dec 2021	Douglas Street Former Plantation Reserve Land	<i>THAT in relation to the Douglas Street Former Plantation Reserve Land, the Horowhenua District Council resolves to instruct Officers to consider options for the potential disposal of the</i>	Arthur Nelson		Officers are in the process of seeking legal advice following the initial report. A second report to update the position will be brought back to Council in March/April 2021.

MONITORING – Substantive Council Resolutions						
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Progress Status	Officer Comment
			<i>land subject to further legal clarification.</i>			
21/13	10 Feb 2021	Proceedings of the Foxton Community Board	<i>THAT, as recommended by the Foxton Community Board, the Horowhenua District Council agrees to proceed with the repair of the Manawatū (Foxton Beach) Wharf, and agrees to fund 50% of the project's finished costs from the Foxton Beach Freeholding Account.</i>	Brent Maguire	In progress	Received confirmation from Horizons the repairs and maintenance works are a permitted activity. Work on site to commence after 1 May due to restrictions during fish spawning season.

MONITORING – Officer Actions							
Item/Report No.	Meeting & Date	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
20/405	23/09/20	Three Waters Service Delivery Reforms/Stimulus Programme	Criteria to be defined for the allocation of funding under the Resource Maturanga Māori project.	David Clapperton			Officers have worked with Principals to agree on a criteria for selecting candidates for Māori Engineering scholarships. Two suitable candidates will be interviewed in the next 2 weeks.

MONITORING – Officer Actions							
Item/ Report No.	Meeting & Date	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
		3.3 <u>Lincoln Place</u>	Draft Plan to be presented to Council.	David Clapperton			To be scheduled.
21/35	10/02/21	CE's Report – <u>Horowhenua District Council Bylaws</u>	The issue of a substantial amount of e-waste at the Foxton Transfer Station was raised, with it noted that there was incorrect information currently on Council website in relation to e-waste disposal. Mr Clapperton undertook to follow that up and respond to Elected Members.	David Clapperton		Completed	Website information has been updated.
21/33	10/03/21	CE's Report – <u>3.5 Notification of KiwiRail Holdings Ltd – Notice of Requirement for a Regional Freight Hub</u>	Council was considering putting in a submission. Should this proceed, it would be brought to Council prior to being presented.	David Clapperton		Completed	Submission has been prepared and sent to PNCC.

Chief Executive's Report to 14 April 2021

File No.: 21/102

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 21/102 Chief Executive's Report to 14 April 2021 be received.
- 2.2 That these matters or decisions be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Chief Executive Updates

3.1 Foxton Wastewater Treatment Plant Upgrade Project – Approved Under CE Delegation

As reported to the FAR Committee, the opportunity arose to accelerate the completion of the Foxton Wastewater Treatment Plant Upgrade Project this financial year. To comply with the resource consent conditions, the physical work for the upgrade is required to be completed by 04 February 2022.

The life to date cost for the project, to the end of February 2021, was \$7,629,286. That includes \$1,519,953 year to date from the 2020/21 budget of \$1,539,000. An approximate further \$3.9M is required to complete the physical works, \$2.9M this financial year and \$1.0M next year, including an allowance for contingency. This does increase the total project cost to \$11,529,286, \$576,870 over the \$10,952,416 signaled in the 2018-2038 LTP.

The Wastewater budget for this financial year has been reprioritised to reduce the effect of completing the work this financial year. Overall Council capital expenditure will not exceed the \$30.6 million amount set in the Annual Plan and, as such, will not have an effect on the amount of borrowings planned for the financial year. The decision to proceed was made by the Chief Executive under his delegation.

3.2 The Mahi Space Six Month Report

Since opening in October 2020 over 570 people have used The Mahi Space, with over 50 online booking forms received.

Muaūpoko Tribal Authority (MTA) have utilised the space often for hui such as regular Board meetings, presentations, end of year/Christmas shared kai and group meetings.

Other members and non-members have used The Mahi Space individually at workstations (pods), as well as in groups for client/customer meetings, interviews, workshops, presentations, business mentor sessions and video conferencing.

Lessons Learned

For future training programme sessions attendees will be advised if catering is provided at events, along with obtaining any special dietary requirements before the catering is ordered.

Flexibility in how the space can be used has worked well to date, for example: children have attended training programme workshops and accompanied their parents as they meet and work in The Mahi Space; and groups had Christmas/end of year functions with presents under the tree and self-catered/shared kai.

Going forward, when arranging speakers to present as part of the training programme, we will mutually decide on the minimum number of registered attendees for the event to go ahead as planned. If an event is to be postponed or cancelled, 48 hours' notice minimum is required and all registered attendees are to be notified in advance. We will ask presenters for any resources and PowerPoint slides in advance for technical purposes. Zoom links will be tested to make sure the presenter's voice can be heard clearly over the Zoom link.

Changes have been implemented when sending emails to ensure logos and pictures are no longer included as feedback was received that emails were going into the trash/junk folder inbox. For this reason Mailchimp is no longer used either. This keeps emails simple and personalised.

Business Engagements

Colbert Cooper Accountants and Business Advisors have run a series of three workshops in 2020 and will hold four workshops in the second half of 2021.

Lauren Parsons Limited has held two workshops as part of the training programme in November 2020 and February 2021. Lauren provided positive feedback and has been actively supporting The Mahi Space, including on social media.

Sally Duxfield and Cheralyn Sorrell are business mentors who have held workshops in The Mahi Space and are active supporters in the business community.

Inland Revenue Department (IRD) will hold seminars in April 2021. IRD offer continual support, resources and updates on changes and obligations to businesses through The Mahi Space.

Think Right is promoting their upcoming workshop in April 2021 as part of the training programme.

As an active member of the Manawatū Chamber of Commerce, the Mahi Space Manager engages with various businesses including Advantage, Yorb, and Ricoh who offer IT solutions.

The Mahi Space Manager attends regular Horowhenua New Zealand Trust 'Business After 5' networking, and other business networking events to continually engage with local businesses and potential speakers for the training programme.

The Horowhenua NZ Trust has promoted training programme events in their February and March monthly newsletters; and will promote upcoming April training programme events in their April newsletter.

Training Programme

The following workshops and events have been successfully held in The Mahi Space since it opened in October 2020:

Date	Title	Host Name
20-Oct-2020	Colbert Cooper Series: Business Plans	Justine Street
17-Nov-2020	Colbert Cooper Series: Pricing for Profit	Justine Street
25-Nov-2020	Lauren Parsons: Boosting Resilience	Lauren Parson
9-Dec-2020	DIY Marketing Materials	Cheralyn Sorrell
15-Dec-2020	Colbert Cooper Series: Accounting Terms & Financial Statements	Justine Street
21-Jan-2021	Taking High Performance into 2021	Sally Duxfield
17-Feb-2021	Lauren Parsons: Overcome the Overwhelm	Lauren Parson
31-Mar-2021	Marketing Strategy	Facilitated

Below are the upcoming Training Programme sessions booked, to be held in The Mahi Space:

Date	Title	Host Name
15-Apr-2021	Inland Revenue Introduction to Business	Laurence Bouwmeester
20-Apr-2021	Use Xero Day-to-day	Mitchell Davie-Martin
21-Apr-2021	How To Sell When You Don't Like Selling But You Have To	Mike Clark, Think Right
12-May-2021	Colbert Cooper Series: Business Plans	Justine Street
18-May-2021	Do more with Xero	Mitchell Davie-Martin
15-Jun-2021	Introduction to Behavioural Change Tools	Leanna Dey
7-Jul-2021	Colbert Cooper Series: Pricing For Profit	Justine Street
8-Sep-2021	Colbert Cooper Series: Business Expenses	Justine Street
10-Nov-2021	Colbert Cooper Series: Understanding Your Financials	Justine Street
TBC	IRD Virtual sessions	Laurence Bouwmeester

Creation of new businesses and types of businesses assisted

Colbert Cooper Accountants and Business Advisors gained a new client from holding workshops in The Mahi Space. They are now the accountants for a Mahi Space Member business owner.

There is one new internship in a new landscaping business that is also a Mahi Space Member. The owner had the confidence to expand the team and take on an apprentice after attending training programme workshops in The Mahi Space.

The Mahi Space promotional brochure was designed by a local graphic designer.

The printing and installation of The Mahi Space signage both internal and externally have been contracted to a local Levin business.

Catering for training programme workshops and events has been provided by local businesses including, The Library Café, Focal Point and New World delicatessen.

A business mentor held a workshop in The Mahi Space and during the workshop three attendees wanted her to be their mentor. Two of the attendees are Mahi Space Members also.

A Wellington based business advisor will be holding a seminar in The Mahi Space, planned for either May or June 2021.

A local trainer and consultant plans to hold business networking meetings and/or mastermind sessions in the second half of 2021. The type and format of these will depend on demand and needs of businesses involved.

Improved ICT connectivity in Levin

Easy access to the TV/AV kit in The Mahi Space Conference Room has allowed groups and individuals to hold Zoom sessions and other video conferencing such as Skype and Teams.

For a few of the training programme workshops, Zoom links have been provided that have been live streamed on the TV/AV kit. This includes with groups at Digital Spaces in the Tararua District Council (Woodville).

Three out of 36 Mahi Space Members have launched new business websites since becoming members. Other businesses have become more active on social media, including paid ads, with positive results.

The printer/copier/scanner has been well used with over 160 scans as at 16 March 2021. The Mahi Space Ultra-fast-broadband WiFi is being used regularly.

Next funding milestone

The Provincial Development Unit (PDU) received the six month report and confirmed on the 7th April 2021 that Council can request the next milestone payment of \$100k.

The PDU representative praised Council for the achievement “Great effort on your part in getting The Mahi Space up and running – in a short space of time, you have achieved some great outcomes so well done”.

3.3 Libraries Horowhenua and the New Zealand Libraries Partnership Programme Three Month Report

As with any new role(s), the main focus of the last three months has been to build relationships within the new secondment positions, the wider library team, Council team and community.

This has involved a lot of networking and promotion of the roles, the context of the roles, how it can benefit our library and community and what services are offered.

The team are engaging with the stakeholders, partners, users and non-users with a view to co-designing services and programmes to meet the needs of these groups and their members. While it is primarily about building positive relationships, it is also an information gathering exercise.

External media and internal communications have been a priority to highlight the new roles, including:

- Local Horowhenua Chronicle newspaper article to introduce individuals and role.
- Council Korero newsletter for all Council staff – introduced role.
- Networking and collaboration with SeniorNet, Literacy Aotearoa, Horowhenua Learning Centre and The Youth Space to collaborate on digital literacy programmes for the community.
- Presented an introduction of the roles of services for older adults and Digital Inclusion Coordinator at Horowhenua’s Older Person’s Network and the Access and Inclusion Forum which has representation from a huge number of community groups and organisations.
- Presented to Friends of Libraries Horowhenua and met with the chairperson to discuss the members volunteering for some of our services and programmes.

A focus on fostering relationships with the local rest homes has created the opportunity to pilot the Better Digital Futures programme at one of these facilities, as well as offer it within Horowhenua Libraries. Attendance has been organised for the Age on the Go Expo in Horowhenua, as well as a pop up library to highlight digital programming offerings and a digital drop in centre. Kete Horowhenua will also be featured.

An outreach programme has been established with local rest homes, local community group Active and the Adult Day Care Club. The Homelink Service (established during Covid-19 lockdown) has been expanded and improvements made to the systems and processes of the home delivery service increasing output in the community.

Promotion continues for the Spark Skinny Jump broadband initiative off the back of a successful programme in Shannon; the aim is to implement the programme in other areas of Horowhenua. One of the key challenges identified in the last three months is that Spark cell phone coverage has been reduced which affects some of the rural communities in Horowhenua.

Programmes have been established to introduce both digital and tech literacy allowing our community, particularly young people to experience different types of devices, and new technology – for example 3D printers and coding and building drones.

NZLPP are currently in discussion with Horowhenua Libraries about promoting the outcomes of the secondment programme to date to their networks, and also the possibility of a ministerial visit.

Attachments



There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

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

File No.: 21/126

Fees and Charges 2021/2022: Food Act and Resource Consenting (Planning)

1. Purpose

To propose a schedule of fees and charges in respect of Food Premises that are subject to the Food Act 2014 and fees and charges in respect of Resource Consenting (Planning) for the 2021/2022 year commencing 1 July 2021.

2. Executive Summary

2.1 Fees and charges in respect of these two activities are required to be consulted on using the Special Consultative Procedure laid down in the Local Government Act 2002, as follows:

- (a) Food Act Fees – Food Act 2014 section 205(2);
- (b) Resource Consent (Planning) Fees – Resource Management Act 1991 section 36(2)

2.2 This report is to facilitate this requirement

3. Recommendation

3.1 That Report 21/126 Fees and Charges 2021/2022: Food Act and Resource Consenting (Planning) 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 resolves that the Food Act Fees attached as **Attachment A**, and Resource Consent (Planning) Fees attached as **Attachment B**, for the 2021/22 year be used as the Statement of Proposal, the Summary of Information attached as **Attachment C** and the submission form attached as **Attachment D** be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.

3.4 That the hearing of any submissions on this matter be heard by the Hearings Committee of Council acting under delegated authority, and a subsequent recommendation be made by the Committee to Council on this matter.

4. Background / Previous Council Decisions

Each year there is a requirement to consult on these fees as required by the Food Act 2014 and the Resource Management Act 1991.

5. Discussion

5.1 Food Act Fees

- (a) Section 205(1) of the Food Act 2014 allows a territorial authority to fix fees to cover direct and indirect costs related to registration, verification, compliance and monitoring activities.
- (b) Section 199 of the Food Act states the methods by which costs may be recovered – fixed fees or charges, fees or charges based on a scale or formula or at a rate determined on an hourly or other unit basis, the recovery by way of a fee or charge of

actual and reasonable costs expended in or associated with the performance of function, estimate fees followed by reconciliation, refundable or non-refundable deposits, levies, or any combination of any of the methods described.

- (c) The proposed fees and charges, attached as Attachment A, have been developed taking account of the above, and are primarily by way of a fee or charge of actual and reasonable costs associated with the activity, and have taken account of the criteria contained in section 198(2) of the Act.
- (d) The proposed fees for registration, renewals and verification fees have been set on a par for template food control plan and national programme businesses as the staff time and administration effort required for each registration is comparable. Although Horowhenua District Council is not yet in the position to offer verification services to national programme businesses, the verification hourly rate fees have been set on par for the same reason.
- (e) The proposal recommends an increase of 7% in the hourly rate charge for verification and food compliance staff, increasing the fee by \$10.00 per hour from the previous fee that has been in place since 2017. In addition, the proposal recommends a 2% increase across all Food Act fee types to account for inflation.

5.2 Resource Consent (Planning) Fees:

- (a) Section 36 of the RMA provides for a local authority to fix charges for various planning services in the manner set out in section 150 of the Local Government Act 2002 after using the special consultative procedure set out in section 83 of that Act.
- (b) Section 36(4) of the RMA sets out the criteria a local authority needs to have regard to when setting fees – that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular person or persons should only be required to pay a charge to the extent that the benefit of the local authority's actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.
- (c) The proposed fees, attached as Attachment B, have been developed in accordance with the above requirements.
- (d) The changes to the proposed fee schedule compared to the 2020/21 year proposal can be summarised as follows:
 - A number of application/certificate types and monitoring activities that were previously captured under general categories have been itemised
 - Some previously fixed fees have been converted into deposits to allow for recovery of actual costs
 - Standard administration and initial monitoring fees have been introduced
 - New fee for pre-application meetings, with the first two hours being free and fees to be charged against the application when it is received
 - Increase to the hourly rate for officers to reflect the fact the increased costs associated with the delivery of the activity

5.3 In both cases the fees proposed should facilitate achievement of the funding policy within each activity.

5.4 For clarification, a Statement of Proposal exists for Food Act Fees and Resource Consents (Planning) Fees separately as this better facilitates Council Officers ability to carry out direct consultation with stakeholders.

5.5 As part of considering the impact of Covid-19 on the community, Council directed officers to have a fee freeze for 2020/21. The fee adjustments that had been proposed were not

advanced and the fees were held at the same level as the 2019/20 financial year. Where it has been considered appropriate to do so, fees have been adjusted for the 2021/22 financial year.

6. Options

There are no options; legislation requires the proposed fees to be consulted on using the special consultative procedure. The timing of this report is to enable the consultation period and any hearing to be completed in time for the fees to be set ahead of the new financial year.

6.1 Cost

Not applicable to this report

6.1.1 Rate Impact

There will be no rate impact arising.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

Not applicable to this report.

7. Consultation

No consultation was required to be undertaken to reach this point. This report is to trigger the formal consultation process under the Special Consultative Procedure.

8. Legal Considerations

The legal considerations relate to consultation; adopting the recommendations in this report will address this matter.

9. Financial Considerations

There is no financial impact from the discussion or options above.

10. Iwi Considerations

There is no financial impact from the discussion or options above.

11. Climate Change Considerations

There are no climate change considerations that would affect the recommendation of Council Officers outlined in this report.

12. Environmental Considerations

There are no climate change considerations that would affect the recommendation of Council Officers outlined in this report.

13. Health & Safety Considerations

There are no Health & Safety considerations that would affect the recommendation of Council Officers outlined in this report.

14. Other Considerations

There are no Health & Safety considerations that would affect the recommendation of Council Officers outlined in this report.

15. Next Steps

That Council adopts the recommendations which will then allow the consultation plan as follows-

TASK	DATE
Council approve Statement of proposal and Summary of Information – Recommendation 3.3 of this Report	14 April 2021
Submissions open – direct consultation	15 April 2021
Submissions close	5pm 14 May 2021
Officer consideration of Submissions	17 May 2021
Hearing of Submissions by Hearings Committee	To be confirmed – approx. late May 2021
Report to Council and Council decision	9 June 2021

16. Supporting Information

Strategic Fit/Strategic Outcome N/A
Decision Making N/A
Consistency with Existing Policy N/A
Funding N/A



Confirmation of statutory compliance


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

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

17. Appendices

No.	Title	Page
A	Attachment A - Food Act Fees and Charges 2021 2022 year - Statement of Proposal - April 2021	66
B	Attachment B - Resource Consenting (Planning) Fees and Charges 2021/2022 year - Statement of Proposal - April 2021	69
C	Attachment C - Proposed Fees and Charges 2021 22 Food Act Businesses and Resource Consenting (Planning) - Summary of Information	77
D	Attachment D - Proposed Fees and Charges 2021 22 Food Act Businesses and Resource Consenting (Planning) - Submission Form	78

Author(s)	Megan Leyland Consents Manager	
	Vaimoana Miller Compliance Manager	

Approved by	David McCorkindale Group Manager - Customer & Strategy	
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Statement of Proposal



Food Act Premises

Fees and Charges 2021/22 Year

HOROWHENUA DISTRICT COUNCIL FOOD ACT PREMISES FEES 2021/22

1. INTRODUCTION

This Statement of Proposal has been prepared to fulfil the requirements of section 83 of the Local Government Act 2002 (LGA) and section 205(2) of the Food Act 2014 (the Act).

The Act provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act.

Council is proposing to fix fees to recover these costs.

Prior to fixing fees under the Act, the Council is required to consult on the proposed fees using the special consultative procedure of the LGA 2002.

2. COUNCIL'S FUNCTIONS UNDER THE FOOD ACT 2014

Council performs the following functions under the Act:

- Registration

Receiving and processing of applications for registration of food businesses.

- Verification

Undertaking verification activities for those businesses operating under a Food Control Plan or a National Programme (*National programme verification not currently available*).

- Compliance and Monitoring Activities

Undertaking compliance and monitoring activities across the District.

3. REASON FOR PROPOSAL

Council has decided to set fees to recover a portion of the direct and indirect costs of its functions performed under the Act.

Recovering costs in this manner recognises the benefit to the direct user of the service whilst also recognising the public benefit for the community in relation to the functions performed. This aligns with Council's Revenue and Financing Policy, which identifies that in funding regulatory services functions, the majority of funds should be sourced through fees with a minority funded through general rates.

4. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2021.

Proposed Fees

Description	Current fee 20/21	Proposed fee 21/22	Variance
Registering a Food Control Plan that is based on a MPI template	\$250.00 fixed fee	\$255.00 fixed fee	+2% +\$5.00
Registering a business under a national programme	\$250.00 fixed fee	\$255.00 fixed fee	+2% +\$5.00
Renewing the registration of a Food Control Plan that is based on a MPI template	\$200.00 fixed fee	\$204.00 fixed fee	+2% +\$5.00
Renewing the registration of a business operating under a national programme	\$200.00 fixed fee	\$204.00 fixed fee	+2% +\$4.00
Amendment to registration	Charged at hourly rate of \$150.00 per hour	Charged at hourly rate of \$160.00 per hour	+7% +\$10.00
Verification of a Food Control Plan that is based on an MPI template	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	\$160.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	+7% +\$10.00
Verification of a National Programme	\$150.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	\$160.00 fixed fee (for up to 1 hour) then additional time charged at \$150.00 per hour	+7% +\$10.00
Compliance and Monitoring	Charged at hourly rate of \$150.00 per hour	Charged at hourly rate of \$160.00 per hour	+7% +\$10.00
Charges for travel outside of Horowhenua District - <i>*Applicable where a verifier is required to travel outside of the Horowhenua District to verify a template Food Control Plan or a National Programme business.</i>	Cost + 20%	Cost + 20%	Nil

5. **HAVE YOUR SAY**

- Post to : Proposed Fees & Charges 2021/22 Submission, Horowhenua District Council, Private Bag 4002, Levin 5540;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5.00 pm on 14 May 2021.

Statement of Proposal



Resource Consenting (Planning)

Fees and Charges for the 2021/22 Year

HOROWHENUA DISTRICT COUNCIL PLANNING FEES 2021/22

1. INTRODUCTION

This Statement of Proposal has been prepared to fulfil the requirements of section 83 of the Local Government Act 2002 (LGA) and section 36(2) of the Resource Management Act 1991 (the Act).

The Act provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act.

Council is proposing to fix fees to recover these costs.

Prior to fixing fees under the Act, the Council is required to consult on the proposed fees using the special consultative procedure of the LGA 2002.

2. REASON FOR PROPOSAL

Council has decided to set fees to recover a portion of the direct and indirect costs of its functions performed under the Act.

Recovering costs in this manner recognises the benefit to the direct user of the service, while also recognising the public benefit for the community in relation to the functions performed. This aligns with Council's Revenue and Financing Policy, which identifies that in funding regulatory services functions, the majority of funds should be sourced through fees with a minority funded through general rates.

In fixing fees under Section 36 of the Act a Local Authority is required to have regard to the requirement that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular person or persons should only be required to pay a charge to the extent that the benefit of the local authority's actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.

3. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2021.

- (a) Fees and charges are set under the Resource Management Act 1991.
- (b) All fees and charges are GST inclusive and are effective from 1 July 2021, and Council reserves the right to review any fees and charges at any time.
- (c) Fees are charged for processing a wide variety of "planning" related applications processed under the Resource Management Act 1991 or the Local Government Act 1974 and 2002.
- (d) Some fees and charges have a fixed fee, and others require a deposit and are then charged on an hourly rate basis which will be invoiced on completion of processing.

- (e) Applicants may apply for the remission of any charges and have the right of objection and appeal to any “additional” charges that may be incurred (s36(6) Resource Management Act 1991).
- (f) Deposit fees/charges are ‘non-refundable’.
- (g) Consents may incur additional charges relating to any required monitoring inspections.

4. PROPOSED FEES AND CHARGES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2021.

Proposed Fees

Description	Fee/Charge 2020/21	Proposed Fee/Charge 2021/22	Variation
Resource Consent Application Deposits			
Land Use Consent (non-notified)	\$1,000.00 deposit	\$1,500.00 deposit	Increase deposit to reflect actual costs
Subdivision Consents (non-notified)	\$1,200.00 deposit	\$1,800.00 deposit	Increase deposit to reflect actual costs
Combined Land Use and Subdivision (non-notified)	N/A	\$2,000.00 deposit	New deposit type to
Limited Notification of Land Use or Subdivision Consent	\$1,115.00 deposit	\$3,000.00 deposit	Increase deposit to reflect actual costs
Public Notification of Land Use or Subdivision Consent	\$2,230.00 deposit	\$5,000.00 deposit	Increase deposit to reflect actual costs
Fast Track (10 Day) Land Use Consents	\$1,000.00 fee	\$3,000.00 deposit – all fees and charges are charged at double the hourly rates outlined below	Increase deposit and fees to reflect premium level of service
Other Applications/Certificates			
Boundary Activities	\$350.00 fixed fee	\$350.00 deposit	Changed to deposit to

			allow for additional charges when processing take longer than the average application
Marginal or Temporary Activities	\$500.00 deposit	\$500.00 deposit	Nil
s125 Extension of Time	\$750.00 fee	\$750.00 deposit	Changed to deposit to allow for additional charges when processing take longer than the average application
s127 Application to Change or cancellation of conditions/consent notice	\$600.00 deposit	\$1,000.00 deposit	Increase deposit to reflect actual costs
s221 Preparation of Consent Notice	\$210.00 fee	\$210.00 fee per s224 application	Nil
s221 Consent Notice Amendment and/or cancellation	\$600.00 deposit	\$600.00 deposit	Nil
S223 Approval of Land Transfer Plan	\$150.00 fee	\$250.00 fee	Increase to reflect actual costs
s224(c) or (f) Application – 0 to 3 Lots	N/A	\$500.00 deposit	New deposit, previously captured under a general category
s224(c) or (f) Application – 4 Lots or more	N/A	\$800.00 deposit	New deposit, previously captured under a general category
S226 Certification to allow a certificate of title to be issued for a separate allotment	N/A	\$600.00 deposit	New deposit, previously captured under a general category
Any other	\$300.00 deposit	\$300.00 deposit	Nil

application or certificate under the RMA 1991			
Road Naming	N/A	\$500.00 deposit	New deposit, previously captured under a general category
S139 Certificate of Compliance	\$600.00 deposit	\$1,000.00 deposit	Increase deposit to reflect current costs
Existing Use Certificate	\$600.00 deposit	\$1,000.00 deposit	Increase deposit to reflect current costs
Creation of a Right of Way under Section 348 of the Local Government Act 1974 or s243 RMA	N/A	\$500.00 deposit	New deposit, previously captured under a general category
Cancellation of an easement under section 243(e) of the RMA 1991	N/A	\$300.00 deposit	New deposit, previously captured under a general category
Notice of requirement to designate land - non-notified	N/A	\$1,500.00 deposit	New deposit, previously captured under a general category
Notice of requirement to designate land notified	N/A	\$3,000.00 deposit	New deposit, previously captured under a general category
Alteration to designation (non-notified)	N/A	\$1,000.00 deposit	New deposit, previously captured under a general category
Outline Plan of works	N/A	\$1,000.00 deposit	New deposit category – was previously captured together with outline plan waiver
Outline Plan waiver	\$600.00 deposit	\$600.00 deposit	Nil
Any other application under	\$500.00 deposit	\$500.00 deposit	Nil

provisions of LGA 1974 not repealed			
Private Plan Change	N/A	\$10,000.00 deposit	New deposit category
Processing & Monitoring Fees & Hourly Rates			
Resource Management Planner	\$155.00 per hour	\$170.00 per hour	Increase to reflect current costs
Internal Specialist (e.g. DEs and EHOs)	\$155.00 per hour	\$170.00 per hour	Increase to reflect current costs
Consent administration fee	N/A	\$160.00 fee	New fixed fee to cover application lodgement and administration
Bond Preparation	\$200.00 fee	\$300.00 fee per bond document	Increase to reflect actual costs
Bond Refund (excludes permitted activities)	N/A	\$150.00 fee per bond	New fee to reflect actual costs
Digital Capture Levy (applies to hard copy consent applications only)	\$200.00 fee	\$200.00 fee	Nil
Digital Capture Levy (applies to applications received by email only)	N/A	\$50.00 fee	Fee to reflect costs
Land Use Consent Initial Monitoring Fee	N/A	\$160.00 fee	New fee to reflect costs
Resource Consent Monitoring	\$155.00 per hour	\$170.00 per hour	Increase to reflect costs
Review of and Approval of Monitoring Reports & Other information submitted to satisfy consent conditions	N/A	\$170.00 per hour	New fee for clarity
Minor Engineering Approvals	N/A	\$850.00 deposit	New deposit
Complex Engineering Approvals	N/A	\$1,700.00 deposit	New deposit

NOTES:			
<p>1. Hourly rates cover all work associated with resource consent processing, internal referrals and peer reviews, site visits, review of documents, monitoring visits/inspections (including hold point inspections), approval of engineering plans, report writing, meeting attendance, communication with applicants & agents, and hearing attendance – and any other work related to an applications under the Resource Management Act 1991.</p> <p>2. Minor engineering approvals are for specific and less complex work, such as service connections for a development, renewal of public infrastructure pipes to same grade and alignment, isolated rehabilitation of existing pipe or manhole, raising or lowering a public manhole lid and small scale developments and/or up to 3 Lot subdivision.</p> <p>3. Complex engineering approvals are for works such as public stormwater, wastewater or water supply extension/system, public road or road widening, relocation of public drainage or water supply system, public stormwater pond or wetland, public stormwater catchpit, soak hole, public swale or raingarden, bulk earthworks and large scale developments and/or 4 or more Lot subdivision.</p>			
Miscellaneous Fees			
Pre-application Meeting(s) – all application types and designations	N/A	Two hours free then \$170.00 per hour, charged against application when submitted	New fee to reflect costs
External Specialist Review of submitted information (either at application or monitoring stage)	Cost + 20%	Cost + 20%	Nil
Consultant s42A planning reports	Cost + 20%	Cost + 20%	Nil
Specialist Reports	Cost + 20%	Cost + 20%	Nil
Mileage	AA rate applicable	AA rate applicable	Nil
Disbursements	Cost + 20%	Cost + 20%	Nil
Pre-Hearing Meetings	Cost + 20%	Cost + 20%	Nil
Hearing Costs/Deposits			
Council Hearings Committee sitting collectively without an independent commissioner	\$3,200.00 deposit based on 6 hour hearing	\$3,200.00 deposit Charges based on elected member hourly rates	Existing fee reworded for the sake of clarity
Independent	At cost	At cost	Nil

commissioners			
Council Hearings Committee sitting with an independent commissioner(s)	\$3,200.00 deposit based on 6 hour hearing	\$3,200.00 deposit Charges based on elected member hourly rates plus independent commissioners' costs	Existing fee reworded for the sake of clarity
s357 Lodgement of Objection & Assessment	\$550.00 deposit	\$550.00 deposit	Nil

5. **HAVE YOUR SAY**

- Post to : Proposed Fees & Charges 2021/22 Submission, Horowhenua District Council, Private Bag 4002, Levin 5540;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5.00 pm on 14 May 2021.

SUMMARY OF INFORMATION

**HOROWHENUA DISTRICT COUNCIL
PROPOSED FEES AND CHARGES 2021/22
FOOD ACT
and
RESOURCE CONSENTING (PLANNING)**

Proposal

To set a range of fees to apply in the Horowhenua District for 2021/22, commencing 1 July 2021, in respect of:

- Food Businesses that are subject to the Food Act 2014;
- Resource Consenting (Planning) Services, Resource Management Act 1991.

Summary of Information

Council is required to consult when setting these fees using the Special Consultative Procedure as laid out in the Local Government Act 2002.

Food Act Fees

The Food Act 2014 (the Act), section 205(1) enables the Council, by resolution, to fix fees to recover direct and indirect costs of any registration, verification, compliance and monitoring functions performed under the Act, after using the Special Consultative Procedure as set out in section 83 of the Local Government Act 2002.

Resource Consenting (Planning) Services Fees

The Resource Management Act 1991, section 36(2) provides the Council with the ability to fix fees to recover the direct and indirect costs of Council's functions under the Act, through the use of the Special Consultative Procedure.

A copy of the proposed Fees & Charges 2021/22 can be viewed on Council's website:
www.horowhenua.govt.nz.

Telephone enquiries can be made to Council's Customer Service Centre on (06) 366 0999.

Submissions close at 5.00 pm on 14 May 2021.

Submission Form

Proposed Fees & Charges 2021/22

- Food Act 2014, Food Businesses
- Resource Consenting (Planning)

OFFICE USE ONLY

RM8 #:

Submission No: _____

Please print using a black or dark blue pen

Your details

Name: Mr / Mrs / Miss / Ms / Dr (circle): _____

Name of organisation (if applicable): _____

Postal address: _____

_____ Post Code: _____

Telephone: day: _____ evening: _____ mobile: _____

Email: _____

Communication

Preferred method of communication: Email Telephone Post

Presentation

Submissions will be heard by the Hearings Committee, with hearing dates to be confirmed once submissions close.

Do you wish to present your comments to Council at a hearing? Yes No

My Submission(s):

Please note your submission will be included in a public agenda.

(continued overleaf)

Return your submission by:

Post to: Proposed Fees & Charges 2021/22 Submission, Horowhenua District Council, Private Bag 4002, Levin 5440.

Email to: recordsprocessing@horowhenua.govt.nz

Fax to: (06) 366 0983

We need to receive your submission by 5.00 pm on 14 May 2021

Copies of the Proposed Fees & Charges 2021/22 (Food Act and Planning) and the Summary of Information are available on Council's website at horowhenua.govt.nz/proposedfees

If you would like copies posted to you, please contact the Horowhenua District Council, Phone (06) 366 0999 or email: enquiries@horowhenua.govt.nz

Privacy Act 1993

Please note that any feedback provided is public information. Information on this form including your name and comments may be accessible to the media and public as part of the decision making process. Your contact details will only be used for the purpose of the Proposed Fees & Charges 2021/22 Food Act 2014, Food Businesses and Resource Consenting (Planning) consultation process. The information will be held by the Horowhenua District Council, 126 Oxford Street, Levin. You have the right to access the information and request its correction.

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 Finance, Audit & Risk Committee 31 March 2021

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)(f)(ii) - The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C2 Section 17A Service Delivery Review for Horowhenua District Council's Refuse Disposal

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)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	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.