

Notice is hereby given that an ordinary meeting of the Finance, Audit & Risk Committee will be held on:

Date: Wednesday 24 February 2021
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: Horowhenua District Council
Levin

Finance, Audit & Risk Committee

OPEN AGENDA

MEMBERSHIP

Chairperson	Mr Philip Jones	
Deputy Chairperson	Mrs Christine Mitchell	
Members	Mr David Allan	
	Mr Wayne Bishop	
	Mr Ross Brannigan	
	Mr Todd Isaacs	
	Mr Bryan Jackson	
	Mr Sam Jennings	
	Mrs Victoria Kaye-Simmons	
	Mr Robert Ketu	
	Mrs Jo Mason	
	Ms Piri-Hira Tukapua	
	HWTM Bernie Wanden	
Reporting Officer	Mr Doug Law	(Chief Financial Officer)
Meeting Secretary	Mrs Karen Corkill	

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

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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 Finance, Audit & Risk Committee, 27 January 2021

6 Announcements

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.

Community Facilities - Activity Update

File No.: 21/38

1. Purpose

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

2. Recommendation

- 2.1 That Report 21/38 Community Facilities - Activity Update be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Key Highlights and Business Priorities

3.1 HIGHLIGHT PROJECT PRIORITIES

Levin Aquatic Hydroslide

Capital Budget: \$451,401

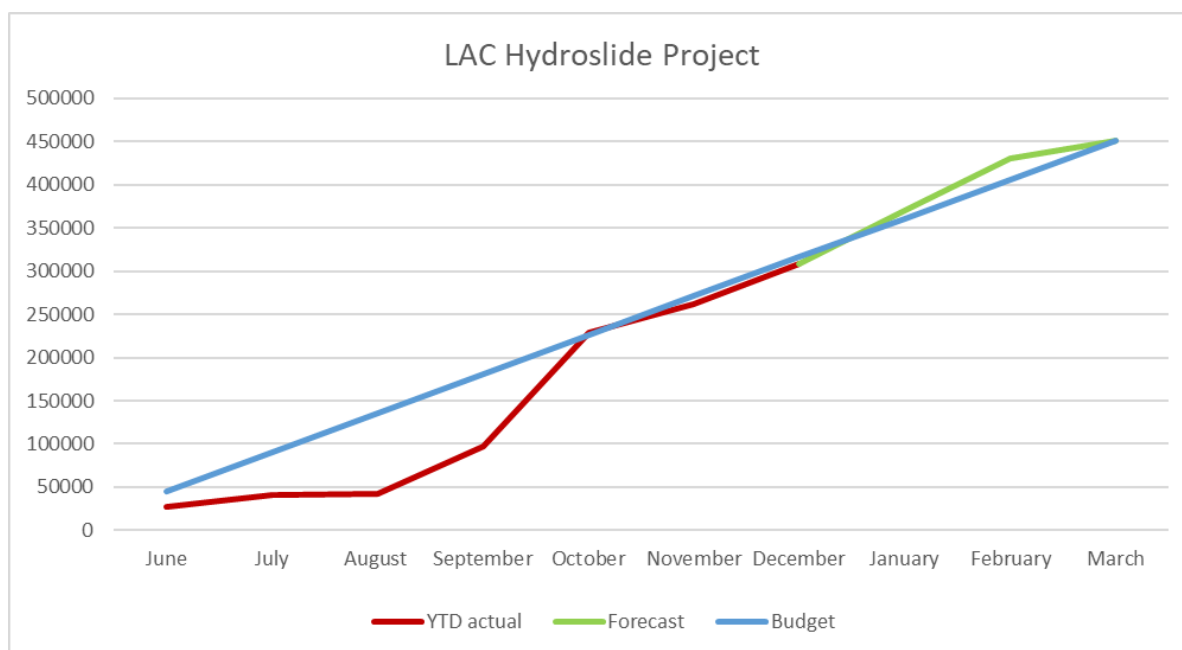
Project Spend: \$308,080

Officers with the Lead Contractor are in the final stages of this project and are very close to having the slide open and operational once again. Officers had previously reported that the slide was on track for a mid-February opening; however, there has been a setback in the late stages of completion due to the time taken to install the new fiberglass stairs.

At time of writing the February project claim (for January) has not been processed as a corresponding implication of the delayed works on the stairs is the associated delay in the claim triggered by work completion. The lead contractor and subcontractors met as part of the project risk controls and revisited implications to cost. As a result, the financial forecast has been updated (refer to graph on page two of this report).

The delay has presented an opportunity in respect to the grand opening event for the Hydroslide with Officers planning to integrate with Children's Day (Sunday 7 March 2021) celebrations to host a free pool party for the community. The Aquatics team is currently busy planning what promises to be an exciting community event.

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Financial	Budget overspend		Moderate	Moderate	Contingency built into overall project budget and controls in place between lead contractor and subcontractors.
Service Delivery	Timing, project not completed by anticipated date	Customer dissatisfaction, potential reputational risk	Moderate	Moderate	Increased communication frequency with lead contractor as the project nears completion.



Attachments

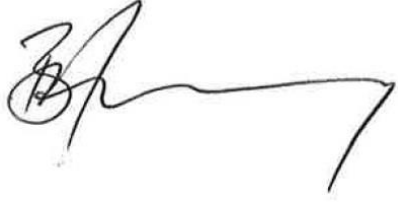

There are no attachments for this report.

Confirmation of statutory compliance

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

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

Signatories

Author(s)	Brent Harvey Community Facilities & Events Manager	
Approved by	Nicki Brady Deputy Chief Executive	

Infrastructure Development - Activity Update

File No.: 21/39

1. Purpose

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

2. Recommendation

- 2.1 That Report 21/39 Infrastructure Development - Activity Update be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Key Highlights and Business Priorities

3.1 Foxton River Loop Regeneration – Stage One

3.1.1 Progress update

Grass seeding took place on 16 January 2021 and a tinge of green has flowed through the site since the end of January. We have almost completed the concrete pathways and continued with landscape planting. The continued dry weather has slowed grass growth. We are actively irrigating and encouraging growth as best we can, leading up to the planned Manawatū River Improvement Festival – Te Oranga o te Awa - on 27 February 2021. At the time of writing, the current Level Two Covid-19 restrictions could impact the event.



We have made good progress with the new Harbour Street carparks and the kerb and channel fronting the Reserve. The new carparks along Harbour Street provide perpendicular parks for regular use and mountable kerb and channel to allow berm parking in larger events. Council roading engineers have been investigating traffic calming methods for the Harbour and Clyde Street Intersection. Planning is underway for a raised platform at the corner of Clyde and Harbour Street to slow vehicles as they take the corner, a centre refuge island and a new footpath at the corner of Liddell and Clyde Street. A letter drop and engagement with local residents in the vicinity has been undertaken.

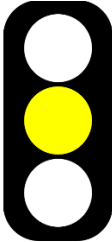
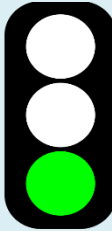


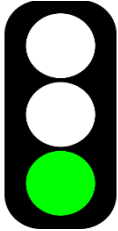
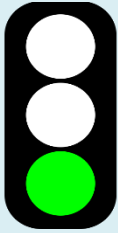
On Waitangi weekend, the Teddy Bears picnic was held at the Te Awahou Riverside Cultural Park. All teddy bears were warmly welcomed. To get involved with this community event we sent deputy site manager Mr Bear to report for duty.



3.1.2 Key Result Areas

We have key result areas (KRAs) summarised in the traffic light table below.

KRA	Health Status	Comments
Zero Harm		<ul style="list-style-type: none"> • Full H&S induction mandatory for all staff, contractors and visitors prior to site entry. • All subcontractors and suppliers conforming to the Alliance Head Contractor's procedures and policies. • The Alliance raised concerns that the tramline poles were a significant risk of total failure due to the condition of a number of poles in Council Reserve. The tramlines were identified as a risk to both the general public and crews currently working in the area. An exclusion zone was put in place within the worksite to protect work crews until the poles were secured/removed. Electra were engaged to undertake urgent removal and securing of a section at the intersection of Wharf and Harbour Street on Saturday 13 February.
Partner, Stakeholder and Community Relationships		<ul style="list-style-type: none"> • Council communications team engaging with PDU team for approvals prior to release of information (in accordance with contract). • Reporting to Foxton Futures Governance Group. • Iwi engagement ongoing. • Social media updates ongoing. Community newsletter monthly updates and media releases at key project milestones • FAQs have been developed for the Horowhenua District Council website and monthly newsletters. • A web camera is in place with time lapse videos uploaded weekly to the Council website.

Sound Financial Management		<ul style="list-style-type: none"> No notable risk or contingency items arisen, have retired a number of risks associated with the bulk excavation.
Environment and Consenting		<ul style="list-style-type: none"> No issue to report. Plans, erosion and sediment controls and monitoring in place. Sediment control devices can be removed once 80% of the works are completed. Closely working with Horizons Regional Council to get these devices removed when most practicably possible.

3.1.3 Communications

Our primary focus over the past month has been the Manawatū River Improvement Festival – Te Oranga o te Awa. The festival is in its third year and this will be the first time it is held outside of Palmerston North. We are hoping for great weather on the day and a move back to Level 1 Covid-19 restrictions.

The dawn ceremony to open the River Loop Reserve is being managed by Ngāti Raukawa. Following the dawn ceremony, Save Our River Trust will lead the unveiling of a historic anchor retrieved from the Loop. Guests are invited to a breakfast in Te Awahou Nieuwe Stroom – catered by a collaboration of local providers and the Get Group who train youth in hospitality.

Mid-morning, a flotilla of vessels will leave Matararapa Boat Ramp and Foxton Beach to join up at the River Loop entrance and make their way to the River Loop Reserve for a ceremonial arrival to mark the 10.00am start of festivities. Following that, various school, cultural and sporting groups will provide exhibitions. Coley Street Primary and Foxton Primary Schools will perform in the morning. The official party will formally open the park from around midday.

There is musical entertainment in the afternoon. Food trucks and local organisation fundraisers will operate throughout the day.

All partners in Te Awahou Nieuwe Stroom (TANS) and the Riverside Cultural Park will be fully activated, and MAVtech will showcase old Foxton film footage. Two exhibitions will be on display in TANS, including a Chinese Dragon Cultural performance. The Foxton Wildlife Trust, Horizons Regional Council and Environment Manawatū are hosting exhibits. The Cultural Park will be activated with children's games.

The event is being advertised throughout the Manawatū/Whanganui, Kāpiti and Wellington region. This includes print, social media, billboard, and radio advertisements.

This has been a significant organisational exercise. We would like to recognise the various contributing parties for their hard work, including: Horowhenua District Council; Horizons Regional Council; Save Our River Trust; Ngati Raukawa; Foxton Tourist and Development Association, with support from Manawatū Coastguard, the Marine Boating Club and local surf clubs.

Neighbours have been informed of the road closure for the event. Harbour, Wharf and Clyde Streets will be closed from 8:00am to 4:00pm. Roads will reopen progressively once the event has finished and is deemed safe by the Road Safety Marshalls for traffic flow to resume.

Ngāti Raukawa and Horowhenua District Council invite you to help us celebrate

The blessing and reopening of the Manawatū River Loop Reserve

27 February 2021
6am Blessing in River Loop Reserve
7am Unveiling of restored historic anchor
8am Breakfast in Te Awahou Nieuwe Stroom

Followed by the
Manawatū River Improvement Festival – Te Oranga o te Awa

10-3pm 27 February 2021
 River Loop Reserve and Te Awahou Riverside Cultural Park, Foxton / Te Awahou

RSVP by 10 February 2021 to: RSVP@horowhenua.govt.nz

#loveyourriver  



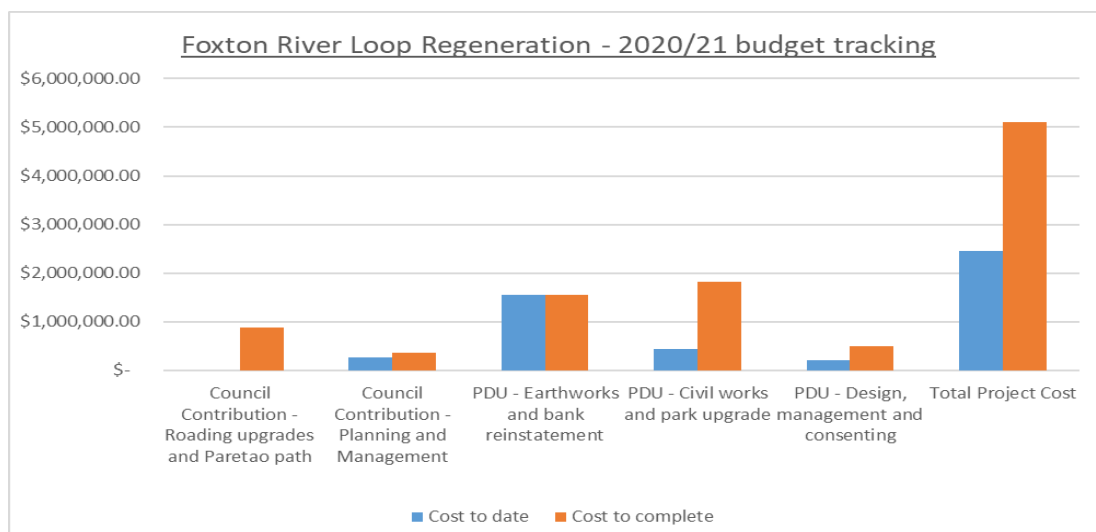


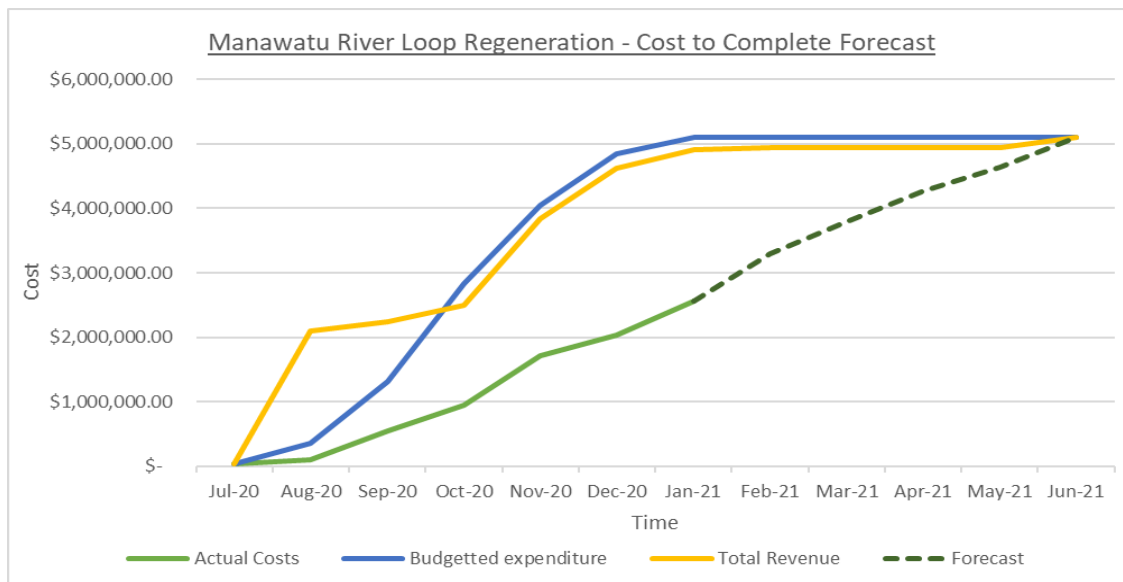



3.1.4 Financials

Cost savings were made during the earthworks phase of the project, with this work being completed ahead of schedule in December 2020. The residual funding from the \$3.86M PDU grant will be utilised to complete the park civil works by June 2021 with the addition of a number of elements to improve the experience for park users including – an upgraded natural playground, shelters and shade sail, barbecue, river loop viewing platforms and lighting.

As part of Council's contract with PDU, a co-fund element of \$1.3M was required to be set aside to project manage and complete the river/park works. This fund is allocated from the Foxton Futures and Roding budgets to bring forward safety and pavement upgrades at the intersection of Harbour/Clyde Streets and upgrade of Harbour Street south of Wharf Street, in addition to the planned new footpath that connects the Reserve to Paretao (Seaview Gardens). Budget breakdown and cost to complete forecasts shown below.





3.1.5 Focus for next month

After the Festival, we will complete the final planting and install weather shelters with two barbecue areas. We will also complete the remainder of the park lighting and the playground area. The play area will include a large six metre long slide, a shade sail, swing set, tree rings for an informal obstacle course, and much more. We will also progress the Clyde and Harbour Street Intersection works.

3.2 Crown Infrastructure Partners Enabling Infrastructure for Tara-Ika / Gladstone Green

3.2.1 Progress update

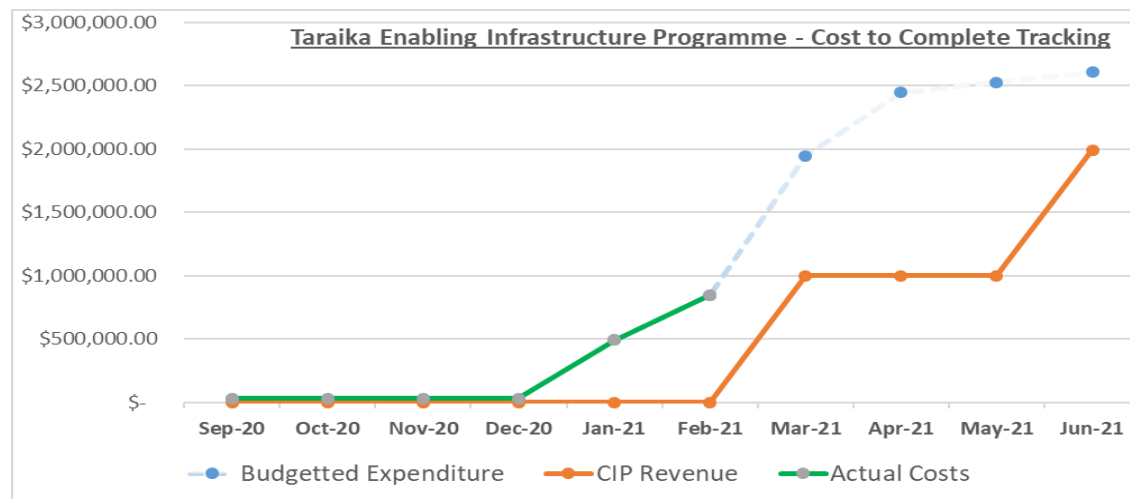
Significant progress has been made on the investigation, design and construction of sewer mains in Queen Street to connect Tara-Ika to the existing Council network. Physical work is underway on the sections of new sewer main being trenched on the north side of Queen Street East at the SH57 intersection. The Horowhenua Alliance is intending to re-line a decommissioned concrete pipe along Queen Street utilising trenchless technology to connect back into the existing network which will provide capacity for all development accessed off Queen Street. This approach will avoid open trenching along Queen Street and across the busy SH57 intersection, delivering time and cost savings. The Horowhenua Alliance has partnered with local subcontractors to assist with delivery of the Queen Street work programme.



3.2.2 Financials

The investigation and procurement of trenchless options and pipelining services delayed the start of the new sewer works. The time savings from the trenchless methodology will allow us to easily catch up with the programme. Planning and physical work is now well advanced, including programming of additional crews to complete the Queen Street sewer main works ahead of the milestone scheduled June 2021 completion date.

An overview of forecast expenditure is provided below. Actual costs are tracking in line with forecast. We will see an acceleration of costs over the next two months as we establish works crews to lay the new sewer line. The difference between the forecast costs and CIP revenue is the Council co-fund requirement, drawn from Council's 20/21 Annual Plan. Also note that CIP revenue is paid in arrears on milestone so there will always be a lag in our cost to complete tracking.



3.2.3 Focus for next month

Continued trenching of new sewer main on Queen Street East of SH57 including installation of new manholes and establishment of the specialist pipe-lining subcontractor on 23 March 2021. Complete planning and design of the localised (pre-Ö2NL) stormwater attenuation method. Investigation and design process for Tararua Road sewer mains is also underway targeting commencement of physical works immediately following completion of the Queen Street sewer.

3.3 Foxton Beach Wharf

3.3.1 Progress update

Received Council and Foxton Community Board endorsement of the funding approach for repairs of the Foxton Beach wharf. Council, the Foxton Beach Freeholding Account and the Manawatū Marine Boating Club are contributing to the estimated \$350K construction cost.

3.3.2 Focus for next month

Meetings scheduled with the Department of Conservation and Horizons Regional Council to confirm the construction methodology and timeline for the works. Concurrently, we will finalise the procurement plan and seek responses from local contractors. We anticipate starting full project reporting to FAR from next month.

3.4 Fale Lotu Connections

3.4.1 Progress update

The Fale Lotu project team has made excellent progress over the last month. The team has completed the demolition works at the Free Church of Tonga. This included the removal of internal and external cladding, roof and windows. Provisions have been made for setting up

drainage as well as cabling for future electrical work. We have recycled the doors, windows and separated the steel and concrete from the general rubbish.

Earlier in January the site team hosted Mayor Wanden and Alana Bicknell from the Ministry of Business, Innovation and Employment (MBIE) to meet the workers and see the progress first hand.



In early February 2021 a major milestone was completed with the new roof being installed at the Free Church of Tonga.



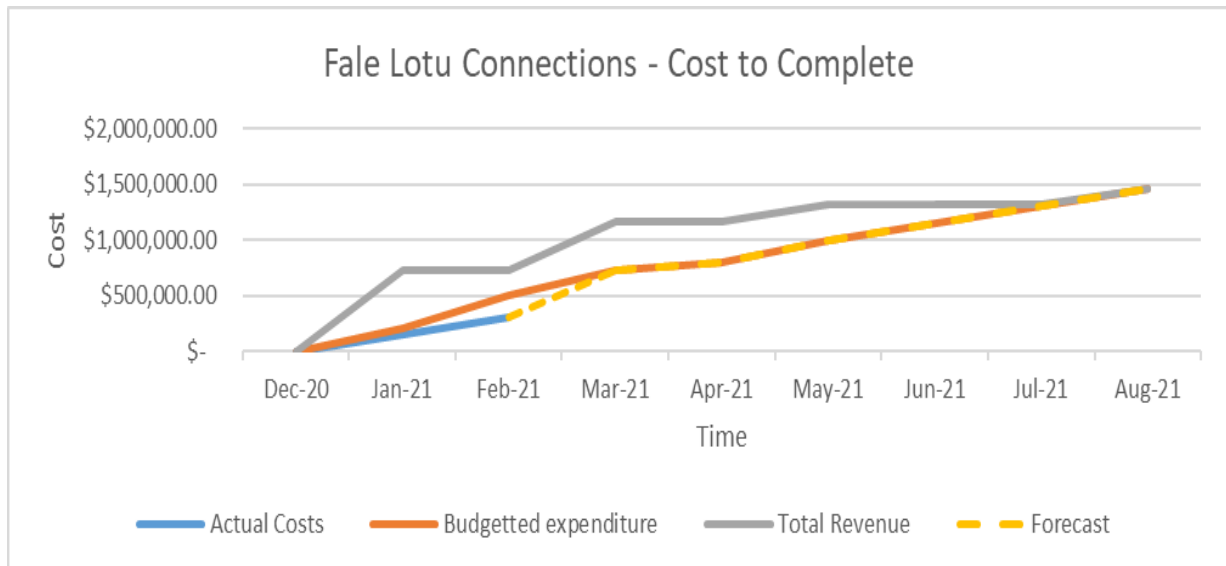
On Tuesday 9 February 2021 a site blessing was held at the Samoan Methodist Church to mark the commencement of work. Work started on Wednesday 10 February with the uplifting of the chapel floor.



3.4.2 Focus for next month

The key highlights for next month includes re-cladding and re-lining the interior walls and installing new windows and doors at the Free Church of Tonga. The Samoan Methodist Church will have new flooring installed. The team will also install new wiring for future heating and lighting.

3.4.3 Financials



Actual costs to the end of January 2021 are tracking slightly below our budgeted expenditure due to the accelerated pace of the work. The inclusion of the work for the Samoan Methodist Church from mid-February will allow us to re-align with the baseline budget.

The project is bulk-funded on milestone. We have drawn down an advance payment to pay the deposits for long-lead time materials; meaning we are showing a positive delta between revenue and actual costs.

At this stage we expect all three churches to be completed on schedule by August 2021.

The Provincial Development Unit and Church representatives are delighted with the fast-tracked progress on the project.

3.5 North East Levin Upgrade Project

3.5.1 Progress update

The North East Levin Upgrade project comprises two separable portions:

- Separable Portion 1
Road rehabilitation and widening and the construction of an upsized piped reticulation network along Roslyn Road to collect sewer and stormwater off neighbouring residential developments; and
- Separable Portion 2
Consenting and, if approved, construction of a new detention area at the corner of Roslyn and Fairfield Roads.

The Tender for Separable Portion 1 was awarded to Higgins Contractors in early January. Works are well underway. The first stage of work involves locating and protecting underground and overhead utilities. The team has set up traffic management for partial and full lane closures and installed environmental controls. They have started installation of a new wastewater pipe and pump station (shown below). To date they have installed one manhole and 75m of 225mm PVC pipe, 60m of the 180mm PE rising main.

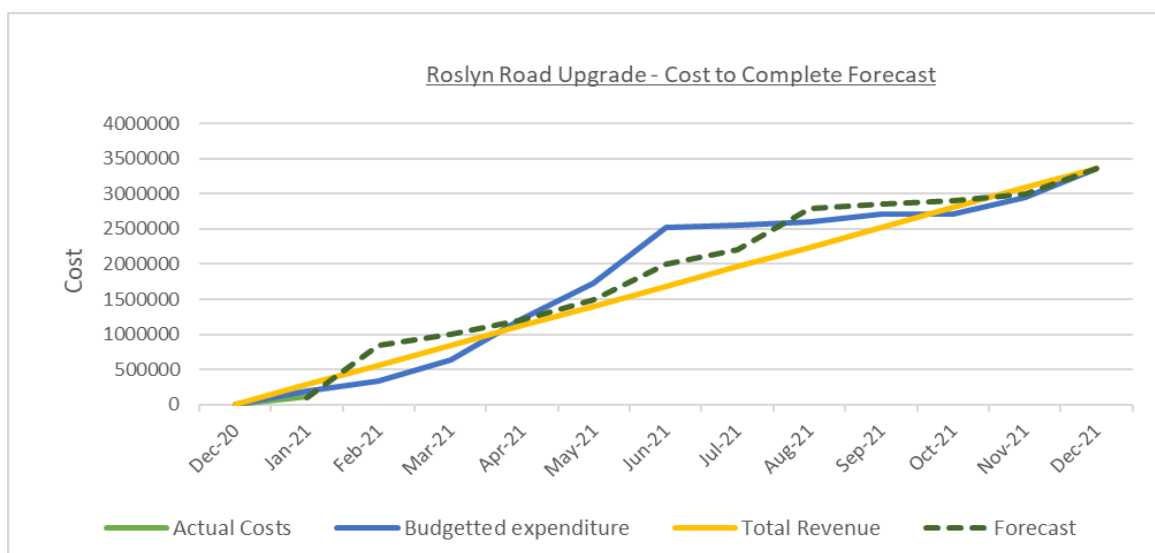


The contractor's external auditor, Telarc carried out a site audit. This went very well. Telarc were impressed with our site, workers and procedures.

With regard to Separable Portion 2, a pre-hearing meeting was held on 27 November 2020. Discussions were constructive and it was agreed that a group of submitters representing the downstream landowners would meet with Council and Horizons officers to discuss appropriate mitigations. No agreement was reached. A hearing date has been set for 7-8 April 2021. Council officers will continue to liaise with submitters including the Horizons Rivers team to seek resolution while preparing for the hearing.

3.5.2 Financials

The chart below shows the total budget for Separable Portions 1 and 2. Separable Portion 1 has only just commenced so there is limited actual cost data. The first stage sewer works are on track for completion by the end of March 2021. The remainder of the stormwater pipeline and road widening are forecast to complete by June 2021. If consented, detailed design works on Separable Portion 2 will commence immediately with construction works programmed to commence from October 2021.



3.5.3 Focus for next month

Next month the team will complete the piped wastewater services in Roslyn Road and begin works on the 5m deep sewer pump station. They will also begin trenching for the 1500mm diameter Stormwater pipes from the intersection of Fairfield/Roslyn Roads.

The site team are coordinating with Electra to establish a methodology on installing the sewer pump station under the live power lines. This may involve a temporary shutdown in the first week of March.

Full road closure will remain in place.

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)	Daniel Haigh Principal Project Manager	
Approved by	Brent Maguire Group Manager - Infrastructure Development	

Infrastructure Operations - Activity Update

File No.: 21/40

1. Purpose

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

2. Recommendation

- 2.1 That Report 21/40 Infrastructure Operations - Activity Update be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Key Highlights and Business Priorities

3.1 ROADING – PROJECTS

3.1.1 Queen Street – Tiro Tiro Road Roundabout Post Project Review



Project Overview

The purpose of this project was to improve the safety of the “Stop” sign controlled intersection, which had 32 points of conflict, into a “Give Way” controlled roundabout (RAB), which only has 8 points of conflict. The intersection has a high volume of traffic, with a high percentage of heavy vehicles. The likelihood for a crash to happen at the old intersection was relatively high. In the past 10 years, there were 13 reported crashes at that intersection alone, with the latest incident in May 2020.

Project Objectives

The key objectives of this project were:

- Improve motor vehicle safety by reducing points of conflict from 32 to 8.
- Improve pedestrian safety by reducing the crossing distance through providing kerb buildouts and centre refuge islands.

- Minimise the likelihood of crashes and collisions, by reducing the overall speed through the intersection, by means of installing traffic calming facilities.

Significant Issues and Key Learnings

The project had a relatively tight timeframe, with only 5 months allotted for final design, procurement and construction, as it was a PGF “shovel ready” project.

Design

The project was designed and reviewed by HDC Roding Team. The limited road reserve area, coupled with multiple existing services (power poles etc) which couldn't be moved/relocated, proved challenging for the RAB geometry. This meant that the RAB design required multiple iterations during the design phase, to make certain that all the project objectives were met. The design was then sent for an independent review by a senior Transportation Design Engineer at GHD for final sign off.

Procurement

The project was procured via a variation to the Roding contract, with value for money confirmed by rates comparison with the recent Queen/Cambridge RAB project which had been procured by competitive tender. Procuring the project in this manner saved approximately two months compared to if it was procured through a tender process.

Construction

Existing 3 waters services also need an upgrade through the RAB area. One of the learnings/recommendations from the Queen/Cambridge project was to, whenever feasible, have the 3 Water upgrade component of a project included in the main contract rather than as a separate stand-alone portion. As such, existing services, water and wastewater were upgraded prior to road construction as part of the project.

Another of the learnings/recommendations from the Queen/Cambridge project was to consider complete road closures whenever possible. Complete closures are more efficient for construction. They lower cost and are less hazardous for workers and the general public alike. Due to the fact that it is a busy intersection, with relatively high heavy vehicle use, it was decided to put a road closure in place for 5 weeks to accelerate construction, improve efficiency and minimise delays. This worked very well and the intersection was reopened in a timely manner.

Recommendation 1:

Where possible, and where value for money can be demonstrated, procure projects through existing contracts, to realise both time and monetary savings by not going through a full tender process.

Recommendation 2:

Reiteration of the finding from the Queen/Cambridge Project. Whenever feasible, have the 3 Water upgrade component of a project included in the main contract rather than as a separate stand-alone portion. This will allow better co-ordination being work streams. If that is not possible, have work that is required on underground services completed prior to the start of the main contract works,

Recommendation 3:

Reiteration of the finding from the Queen/Cambridge Project. Consider complete road closures whenever possible. Complete closures are more efficient for construction, they lower cost and are less hazardous for workers and the general public alike. While these benefits must be considered against the possible increased disruption to traffic, residents

and businesses, the shorter length of time to complete construction can offset the disruption.

Financials

	Budgeted 2019/20	Actual 2019/20	Variance
Queen Tiro Tiro Improvements	\$490,000	\$517,974	\$27,974
Queen Tiro Tiro Water & Stormwater Upgrade	\$180,000	\$176,961	
Total	\$670,000	\$694,935	\$24,935

- The project was budgeted for \$670,000 and actual cost for completion was \$694,935 (a 3.6% overrun). The variance of \$24,935 was due to unforeseen costs dealing with electricity services and additional landscaping (turf) works.

3.1.2 Queen Street West Improvements (Oxford St – Salisbury St) Post Project Review



Overview

The key objectives of this project were to improve the overall layout of Queen Street between Oxford Street and Salisbury Street, with inclusion of designated cycle path, appropriate pedestrian facilities, pavement upgrade with fresh aggregates and surfacing. The parking layout along this section was also improved, with emphasis on safety for motorists, pedestrians and cyclists. The project also aimed to improve the aesthetics of this street with gardens and art sculptures on unoccupied spaces. The first stage of work involved underground water main renewals.

Significant Issues and Key Learnings

Design and Funding

The project was in initial design stages in mid-2019 – early 2020 where multiple concepts were being considered. A speedy PGF funding approval in May 2020 with a delivery tag of just 6 months, meant that the design and construction had to be completed within the strict deadline. Once again, having in-house design helped achieve the target dates as well as giving us the ability to make necessary design amendments promptly when required. However, because of the timeframe, the design adoption process had to be fast-tracked and limited time was allocated to design review and finalisation.

Procurement

Due to the strict deadlines, this project was also procured through our existing maintenance contract. This approach worked well in this case where a lot of flexibility was required in construction due to the unknown services which were encountered, and designs had to be adjusted to suit site conditions.

Construction

During construction of the new water main, a number of old and unknown utilities services were encountered which caused the contractor significant delays. However, an agile approach during construction led to adjustments being made quickly to design, to suit site conditions, and allow works to continue to progress in a timely manner.

This project demonstrated the excellent relationship that Council currently has with its Roading contractor, who worked alongside us to successfully overcome these issues and deliver the project in what was a very short space of time to meet the PGF deadlines.

Recommendations

Most of the recommendations below were aspects that weren't possible in this case, due to the PGF deadlines, but are relevant learnings that can be applied to projects going forward.

Recommendation 1: Allow for ample time for design review and final adoption.

Recommendation 2: Allow ample time for location of existing services, especially if they are unknown or in doubt.

Recommendation 3: Whenever feasible, have underground services completed prior the start of road works.

Financials

The project was budgeted for \$1,180,000 and actual cost for completion was \$1,181,951. A variance of just under \$2,000, or only 0.08%, was an excellent result given the design challenges/changes.

	Budgeted	Actual	Variance
Queen St West Improvements (Oxford - Salisbury)	\$1,180,000	\$1,181,951	\$1,951

3.2 TOKOMARU WASTEWATER DISCHARGE CONSENT UPDATE

Project objective

The project's aim is to:

- agree on a renewed five (5) year discharge consent to water with Horizons Regional Council and key stakeholders

- b) with the community and key stakeholders, agree on a long term treatment and discharge option before 2022.

Current Status

Short-Term Consent

A short term consent was sought for the ongoing operation of the WWTP while the long term option was determined. A hearing was held on 28 July 2020 and consent was granted 31 July 2020. The consent has been granted with conditions which had previously been agreed by HDC.

Long Term Land Based Treatment Option

Council has made a commitment to working with iwi and the community to investigate and implement a long term land based treatment option. Stakeholder (Working Party) feedback has been that they wish to ensure all options to remove wastewater discharge to water are explored.

Central Government Ministry for the Environment (MfE) funding was secured and this has assisted Council to purchase land which was considered suitable for the purpose.

The Investigation Phase commenced in March 2020 and is ongoing. A key part of this work includes inflow and infiltration assessments (as requested by stakeholders), as well as planning as to how growth areas may be serviced and impacts on wastewater flows over the life of the long term solution. Current work is focused on including measures to accelerate the project to reach a preferred solution and lodge applications as soon as practicable.

Tokomaru Wastewater Working Party (TWWWP): Meetings are to be held twice yearly during the course of the work programme. A TWWWP meeting was held on 8 December 2020.

The meeting outcomes were that:

- a) HDC to consider an appointment of an independent facilitator to facilitate meetings as project progresses,
- b) TWWWP requested that a PNCC representative be invited to observe TWWWP meetings until such time as an outcome of Local Government commission boundary change process is known,
- c) TWWWP requested additional E Coli sampling in Linton Drain upstream and downstream of confluence with Centre Drain to assist to understand potential effects,
- d) HDC to investigate inflows into reticulation network, and
- e) that options involving productive/beneficial reuse of wastewater be explored and brought back to the next meeting.

The Long Term consent application is to be lodged no later than December 2022.



Risk Management:

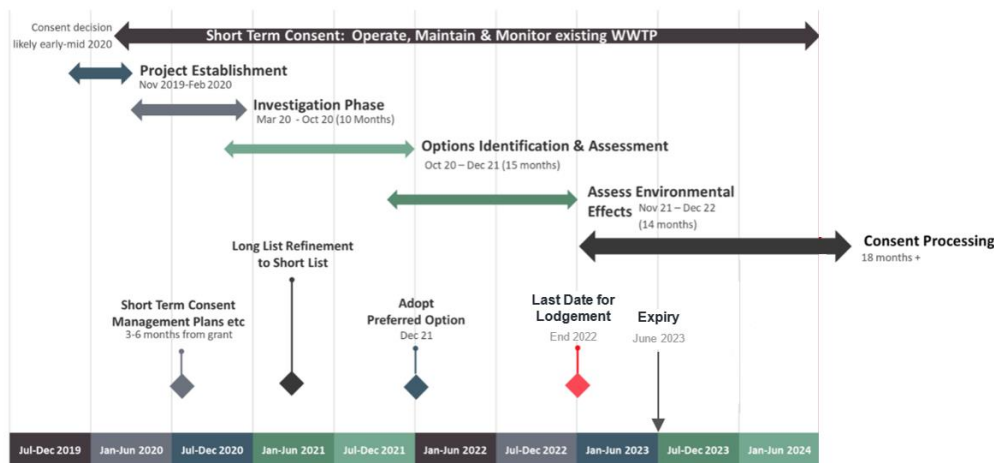
Risk Area	Risk Description	Initial (GAR)	Initial Risk Assessment without application of a control	Control applied	Residual Risk Assessment (GAR)	Residual Risk Assessment
Strategic	Unable to identify and implement long term option which meets HDC's objective of avoiding discharge to water.	3C/3 L	Significant	Land already purchased; Avoiding discharge of water likely to be achieved majority of time – investigation and design will need to ensure appropriate contingency and wet weather provision; I&I controls; wastewater management and system design to achieve sustainable solution	2C/2 L	Low
	Unable to identify and implement long term option that provides for projected community growth.	4C/2 L	Moderate	As per above; appropriate controls around development.	2C/2 L	Low
	Growth demand and options not able to be realised due to delays in implementing long term solution.	2C/2 L	Low	Short term consent does not restrict new connections subject to discharge volumes being met.	2C/2 L	Low
Financial	Long term solution implementation costs exceed budget provision	5C/3 L	High	Project management and investigation of options; I&I investigation and improvements (risk assessment conservative at this stage - to be reassessed at end of investigation phase)	4C/3 L	significant
	Cost of obtaining consent including hearing and appeal costs	4C/3 L	Significant	Consultation and engagement process; investigation and assessment of options to ensure sustainable and consentable solution	3C/3 L	Significant
Service Delivery	Service unable to be provided if consent cannot be obtained in sufficient time	1C/2 L	Low	Meet s124 deadline (Dec 2022) for lodgement of long term consent application.	1C/1 L	Low
Legal	Non-compliance with consent conditions	2C/3 L	Moderate	Management and auditing of consent compliance	2C/2 L	Low

Reputational	Adverse reactions and publicity from stakeholders if dissatisfied with working party process and long term option identified.	2C/3 L	Moderate	Consultation and engagement process	2C/2 L	Low
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Risks Traffic Light Key

Likelihood	Consequence				
	1 - Very minor	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic
5 - Almost certain	Low	Moderate	Significant	Extreme	Extreme
4 - Very Likely	Low	Moderate	Significant	High	Extreme
3 -Likely	Low	Moderate	Significant	Significant	High
2 - Unlikely	Low	Low	Moderate	Moderate	Significant
1 - Extremely unlikely	Low	Low	Low	Low	Moderate

Timeline

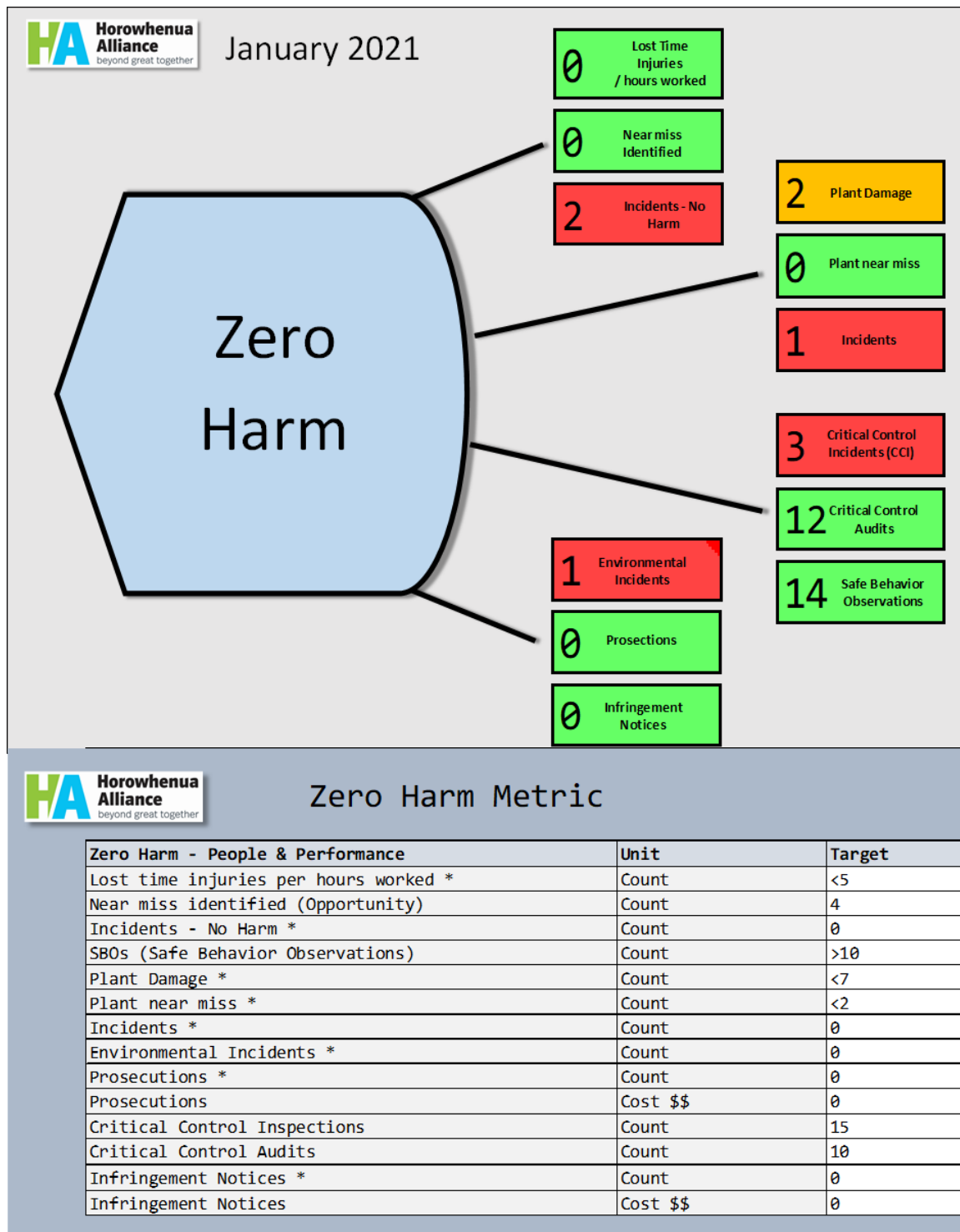


3.3 HOROWHENUA ALLIANCE

As we settle into the requirements of the New Year workload and maintaining quality of service to our customers, the Alliance continues to focus on key areas. Health and Safety is always foremost in mind and the Alliance continues to maintain a good record. Capital works and the ability to complete works in a financial year are a major driver and plans are in place using the Alliance construction team and subcontractors. A more cooperative agreement has been put in place with Tatana Contractors. Maintenance, testing and regulatory requirements are being reported on and continue to meet standards. There needs to be action on confirming the Alliance structure and management culture going forward for all team members. The Safety Day was a great experience with having all Alliance staff together talking about issues. Some initiatives were raised and action points taken.

Zero Harm

Zero harm continues to be a key focus for all Horowhenua Alliance staff. A first day back session was held in January with presentations very well received with robust healthy discussion on the different situations and scenarios following the sessions across the team. It was a great opportunity for all Alliance staff to share experiences and awareness of hazards across the different environments.



KPI Reporting

Work on the pressure filter at Levin Water Treatment Plant remains on hold; this is waiting on resource to become available.

All Water and Wastewater jobs were completed within contracted timeframes; there were no stormwater events. Response times to site were 28 and 39 minutes. January saw all safety standards met. There was one occurrence of rework in January, which was to a berm where the reinstatement was not to an acceptable standard.

Horowhenua Alliance received two compliments, one from a supplier with respect to timely and courteous service from administration staff and the other from a customer who phoned the HDC call centre to show appreciation of the operations team and the 'fantastic job' completed. There were no complaints received.

Another month with no lost time injuries reported in January. There were two injury incidents, both categorised as Sprain/Strains, one was aggravating an existing sprain and the other was a muscle strain that occurred outside of the working environment. The staff member has received physio and is on light duties because of the muscle strain. One environmental hazard recorded relating to insect bites (mosquitoes).

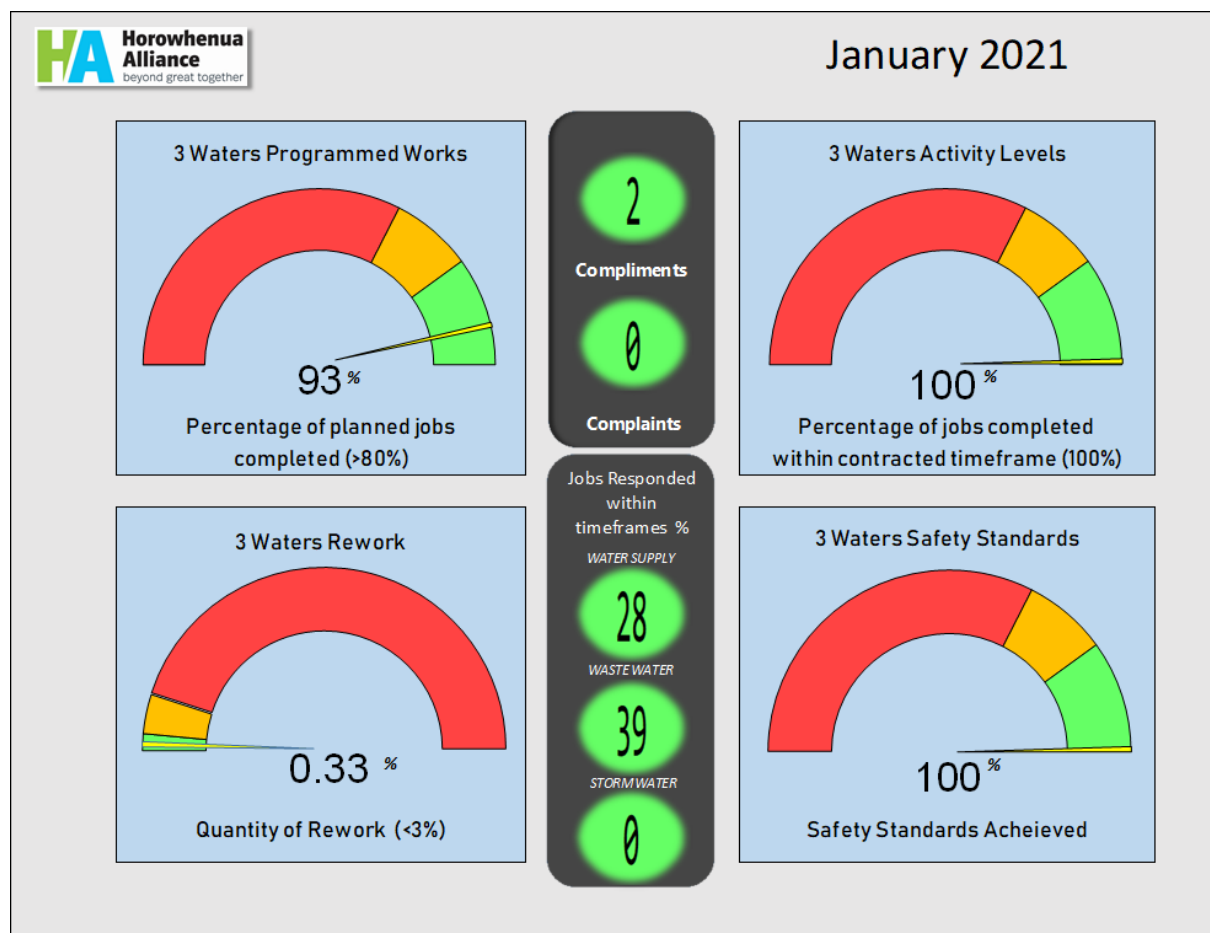
Two occurrences of plant damage recorded;

1. Catching the barrier of the clarifier on the bumper of a truck which pulled the post from the concrete
2. Falling rocks on a construction site damaged the water main resulting in a burst.

14 Safety Behavior Observations were recorded, 3 Critical Control Inspection occurrences and 12 Critical Control Audits completed. There were no infringement notices or prosecutions.

People aspect has had very little change from December reporting period with the exception of 3 resignations and 1 retirement in January.

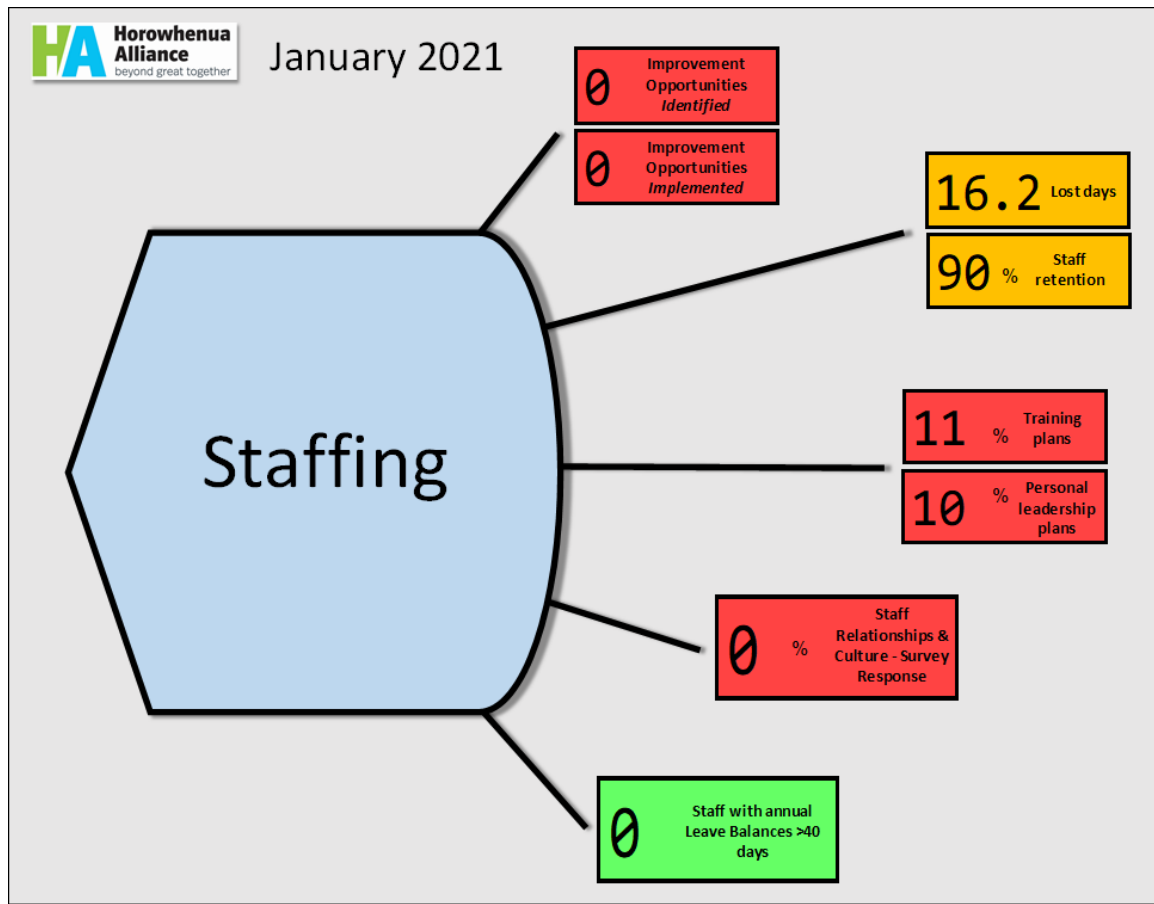
KPI results and measurement keys are as below:





3 Waters - Metric

3 Waters - Compliments & Complaints (Customer Satisfaction)	Unit	Target
Total Number of Compliments	COUNT / CRM	0
Total Number of Complaints	COUNT	<22/100
WS - Reponse Time Frames Met	Minutes	< 60 minutes
WW - Reponse Time Frames Met	Minutes	< 60 minutes
SW - Reponse Time Frames Met	Minutes	< 60 minutes
Relationship Strength Measure	CRM Analysis	TBD
3 Waters Programmed Works	Unit	Target
WS Planned Activity	Count	Actual
WW Planned Activity	Count	Actual
SW Planned Activity	Count	Actual
3 Waters Activity AVERAGE	Count	Actual
WS Planned Activity ON HOLD	Count	Actual
WW Planned Activity ON HOLD	Count	Actual
SW Planned Activity ON HOLD	Count	Actual
3 Waters Activity ON HOLD AVERAGE	%	>20%
WS Planned Activity COMPLETED	%	>80%
WW Planned Activity COMPLETED	%	>80%
SW Planned Activity COMPLETED	%	>80%
3 Waters Activity COMPLETED AVERAGE *	%	>80%
3 Waters - Activity Levels	Unit	Target
WS Jobs Scheduled	Priority	P1-P3
WW Jobs Scheduled	Priority	P1-P3
SW Jobs Scheduled	Priority	P1-P3
3 Waters Jobs Scheduled AVERAGE	Priority	P1-P3
WS Jobs Completed	Resp. time / Hours	<1 - <8
WW Jobs Completed	Resp. time / Hours	<1
SW Jobs Completed	Resp. time / Hours	<1
3 Waters Jobs Completed AVERAGE	Resp. time / Hours	<1 - <8
WS Jobs Open	Resp. time / Days	< 3 days
WW Jobs Open	Resp. time / Days	>12
SW Jobs Open	Resp. time / Days	0
3 Waters Jobs Open AVERAGE	Resp. time / Days	
Total Jobs responded to in target timeframes *	Actual Count	100%
3 Waters - Safety Standards	Unit	Target
WS Water - Safety Standards Achieved	Actual Result	Achieve
WS Water - Satisfactory Service Delivered	Actual Result	< 6
WS Water - sustainable Service Supplied	Litres per Capity per	< 350 LPCD
WW Water - Reliable Wastewater Collection & Disposal	Actual Result	< 2
WW Water - Satisfactory Service Delivered	Count	< 22
WW Water - Safe Disposal of Waste Water	Actual Result	0
SW Water - An adequate storm water system	Flooding Events	< 5 per year
SW Water - An adequate storm water system	Connections	< 2/1000
SW Water - A sustainable storm water service	Actual Result	0
Customer Satisfaction Survey	Actual Result	> 84%
Safety Standards - Cumulative Total	Percentage	
3 Waters - Rework	Unit	Target
WS Quantity of Rework	%	<3%
WW Quantity of Rework	%	<3%
SW Quantity of Rework	%	<3%
3 Waters Quantity of Rework AVERAGE	%	<3%
Reactive Maintenance *	%	<3%
Planned Maintenance *	%	<3%
Planned Renewals *	%	<3%
3 Waters Quantity of Rework AVERAGE	%	<3%



Horowhenua Alliance beyond great together

People & Performance Metric

People & Performance	Unit	Target
Number of lost days / sick / absence	Days	< 265 days per
Number of Improvement Opportunities Identified	Number	2
Number of Improvement Opportunities Implemented	Number	1
Number of performance plans in place and aligned	Number	95%
Training plans in place and aligned to performance plan	Count	95%
Personal leadership plans in place	Count	95%
Staff relationships & Culture	Survey Response	80%
Staff retention within Reporting period	%	98%
Annual Leave Balances owing > 40 days	Count	0
Management Roles with succession planning in place	Count	95%

Strategic Update – Projects

At a high level, the capital work programme is on track.

Major Capital Works for next Five Months

Levin Wastewater Treatment Plant

- Digesters –Task Briefs submitted to consultants for pricing. One consultant brief includes building a computer model of sludge production, model of the sludge digester process and commissioning of the digesters. Other consultant to price for inspecting wall and roof cracks/joints (internal and external), recommendation of cost-effective appropriate repair techniques and condition assessment of tanks.
- Sludge Tank Roof - To be included in above contractors' scope of work/task brief.
- Headworks – Construction proceeding.

- Septage works – Works progressing. Ramp where trucks deliver waste constructed, and wet well installed. Procurement process for pumps and above ground tank commenced. Pump shed and pipework outstanding. Gas from digester has delayed this work (as Health and Safety matter). Striving to complete this financial year.
- Inlet pipe – Draft design circulated for comment. Pipe purchased, and delivered to site.

Foxton Wastewater Treatment Plant Ponds DE sludge work is progressing. The contractor has committed to filling 3 geobags before disestablishing due to prior commitments and will return in May/June 2021 to complete the remaining works.

Wastewater Reticulation Renewal, Cambridge Street; the Alliance Construction team will deliver this work with a change of scope to allow laying of main this financial year, and laterals later.

Additional Capital Works

Water

- Reticulation Renewals; Due to four bursts in a week, priorities have moved to Ballance Street for urgent renewal, designs currently being prepared. This reprioritising will displace Stafford Street from this year's renewal list. Flagstaff, Queen Street West and Karaka are all completed. Rugby Street scheduled for completion in March 2021. Updating Liverpool Street design to accommodate growth, to be delivered this financial year.
- Tokomaru Water Treatment Plant Upgrade; Meetings held with Filtec, BEC, and CRA to clarify scope, options and programme. Filtec are preparing layouts of the three viable options for transferring plant to new shed, and pricing each option for cost benefit analysis. Horowhenua Alliance potholing to determine location and depth of existing pipework.

Wastewater

- Fencing: Farmer agreed to meet on site to discuss fencing options at Tokomaru Treatment Plant. Stage 2 of Foxton fencing to commence in May after further works on pond completed.
- Bryce Street Pump Station: Investigations reveal limitation of installing larger pumps in existing pump station due to station size. Concept Design being prepared for larger pump station. Funding from Planned Pump Renewals (pumps) and Pump Station Upgrades (pump station).
- Smoke Testing: Smoke testing to assess condition of reticulation network in Shannon commenced.

Stormwater

- Levin Domain: Concept design completed and agreed by Asset Management team. Detailed design being prepared. Works staged across this financial year and next for budget reasons.

Achievements

- Foxton Wastewater Treatment Plant Desludging: Contractor committed to staying longer to complete three geobags.
- Tokomaru Water Treatment Plant: Good progress on planning to transfer plant to new shed.
- Levin Inlet design circulated for comment.
- Good progress made with smoke testing in Shannon.
- Stormwater Concept Design agreed with Asset Management

Strategic Update - Operations

The Operations team have a new water/wastewater treatment supervisor who commenced in December and is working out extremely well. We have also managed to source a treatment operator plus a reticulation person that we have offered positions to. Both have accepted and are due to start in March

Maintenance figures for current financial period

- Water lateral repairs 78
- Toby Replacements 134
- Water mains repairs 14
- Meter installations 174
- New water connections 27
- New sewer connections 18

Monthly Compliance Report for HDC Drinking Water Supply – January 2021

Online Compliance and Resource Consents

Water Treatment:

Parameter	Foxton	Foxton Beach	Levin	Shannon	Tokomaru
Protozoal	Passed	Passed	Passed	Passed	Passed
Bacteriological	Passed	Passed	Passed	Passed	Passed
Chemical	Passed	N/A	N/A	N/A	Passed
Res. Consents	Passed	Passed	Passed	Passed	Passed

Water Reticulation Bacteriological:

Parameter	Foxton	Foxton Beach	Levin	Shannon	Tokomaru
Compliance	Passed	Passed	Passed	Passed	Passed
Samples Taken	6	6	8	6	6
Samples Analysed	6	6	8	6	6
Transgressions	0	0	0	0	0

Chemical Compliance Requirements:

Total MAV Ratio ≤ 1.0

TCA $\leq 0.2\text{mg/L}$

DCA $\leq 0.05\text{mg/L}$

MCA $\leq 0.02\text{mg/L}$

Laboratory	Foxton	Tokomaru
January results - ELS	Total MAV Ratio = 0.6 TCA = 0.023 DCA = 0.015 MCA <0.005	Total MAV Ratio = 0.7 TCA = 0.031 DCA = 0.02 MCA <0.005
January result - Watercare	Total MAV Ratio = 0.43 TCA = 0.019 DCA = 0.017 MCA <0.002	Total MAV Ratio = 0.65 TCA = 0.035 DCA = 0.023 MCA <0.002

• Log Credits

Water Supply	Required Log Credits	Log Credits Available	Achieved Log Credits
Levin	3	7	3
Foxton	0	3	3
Foxton Beach	0	2.5	2.5
Shannon	4	4	4
Tokomaru	3	5	3

- A prefilters dosing issue affected the flocculation process, hence the turbidity readings exceeded the limit allowed in the Drinking-water Standards for New Zealand (DWSNZ). The issue has been resolved and operation has returned to normal. We had complied for protozoa for Levin in January as our UV unit was able to achieve 3 logs.

Resource Consent Status

Consent Number	Town & Description	Purpose	Compliance	Expiry Date
MWC901962 – ATH1991006011.01	Levin – Water Abstraction	Drinking Water Supply	Passed	01/07/2042
105378 – ATH2010013405.00	Foxton – Water Abstraction	Drinking Water Supply	Passed	01/07/2028
102678 – ATH2005010241.03	Shannon – Water Abstraction	Drinking Water Supply	Passed	10/12/2019
ATH1994001627.01	Tokomaru – Water Abstraction	Drinking Water Supply	Passed	01/07/2038
ATH2003010237.01	Foxton Beach – Water Abstraction	Drinking Water Supply	Passed	01/07/2048
ATH2001009425.01				
107374	Levin WTP –Daily Discharge Volume (1000m ³ /day)	Discharge to Water	Passed	01/07/2042
106794	Shannon – Abstraction (Bryce St bore)	Raw water supply	Passed	01/07/2028
103322	Levin WTP – River Scarifications	Improve inflow from intake	Passed	06/05/2043

Operational Issues:

- River levels currently are close to the end of Level 1 and beginning of Level 2 water restrictions for Levin. We will continue to monitor and if it remains on a decline, then we will issue Level 2 restrictions for Levin in the coming week.
- Declining river levels are affecting the amount of water in the wetwell where water is pumped from the Levin Water Treatment Plant. We have scheduled a scarification for next Wednesday so we can get the wetwell levels up again. Horizons notified of the situation as per consent condition.

Financials

January Claim is slightly up on December as this has late December costs included, due to the early cut off in December because of Christmas. The overall claim figure is down on the same period for last financial year. This may be due to two changes in the claim charging since last January, with New Connections work now external and Smoke Testing managed as a separate piece of work.

Attachments

There are no attachments for this report.




Confirmation of statutory compliance

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

- containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and

preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Asli Crawford Water & Waste Services Manager	
	Carolyn Copeland Roading Projects Team Leader	
Approved by	Kevin Peel Group Manager - Infrastructure Operations	

File No.: 20/565

Customer and Strategy - Activity Update

1. Purpose

To provide the Finance, Audit and Risk (FAR) Committee with an update on the projects and activities being undertaken within the Customer and Strategy portfolio of Council.

2. Recommendation

- 2.1 That Report 20/465 Customer and Strategy - Activity Update be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

3. Key Highlights and Business Priorities

Building

- 3.1 Over 99.7% of building consents granted year to date (YTD) have been processed within statutory timeframes. One consent out of the 381 processed to the end of January, went over the statutory timeframes. This was due to an administration error during the lodgment of the application.
- 3.2 The Building Consent Authority (BCA) is due for its next IANZ accreditation re-assessment in April 2021. An internal audit and review timetable has been created and internal audits are on track as of 31 January 2021. The accreditation re-assessment will be a key focus for the team over the next two months.

Planning

- 3.4 All land use consents have been processed within statutory timeframes YTD as at the end of January 2021.
- 3.5 Approximately 94% of subdivision consents have been processed within statutory timeframes for the YTD to the end of January 2021.
- 3.6 Recruitment for Resource Management Planners is ongoing. The aim is to build the internal team capacity and capability that can sustainably manage the planning consent activity levels and reduce the current reliance on external contractors.

Parking

- 3.7 Parking meters have been reinstalled in Queen Street, Levin, following the completion of the roading improvements in November 2020; however, one of the meters requires servicing from the supplier following damage caused to the meter during the road improvement process. Several meters are also awaiting technical changes to reflect the correct number of parking bays serviced by the meter.
- 3.8 Two parking meters have been successfully relocated to new locations. The meters previously outside Pak'n'Save and the old Mitre10 buildings have been relocated to replace a broken meter that was outside Oranga Tamariki, and an old obsolete meter outside the War Memorial Hall; both meters are now located in Chamberlain Street.

- 3.9 In January 2021, 415 infringement notices issued totaling \$56,492 were processed to the Courts for collection. These infringements were issued between 1 July 2020 and 31 October 2020, and were outstanding for payment.

4. Updates for the Committee's Information

4.1 Building & Planning

The Committee requested further statistics regarding District growth and consenting activities at the meeting on 25 November 2020. Officers have been exploring options for capturing and reporting these statistics in conjunction with potentially preparing a report similar to the Housing and Business Development Capacity Assessment Reports that Tier 1 and 2 growth councils are required to do as part of the National Policy Statement on Urban Development. While Horowhenua is not currently considered a growth council because of its urban size, officers recognise there could be benefits in preparing such a report and that there are crossovers with between the report content and the information requested by elected members.

Some of the information requested by elected members is not information currently captured by our current systems. Officers are currently working through process changes that would allow us to better capture this information particularly about the number of consenting enquiries that progress to development. This work will be ongoing while officers test what information can be accurately reported. Further information will be provided to elected members as this work progresses.

4.2 Parking

Parking services are continuing business as usual during alert level 2, with Officers observing the 2m physical distancing rules when out in public. Parking meters are operating, and monitoring carried out. However, parking services would cease in the event of our district moving to alert level 3 and alert level 4. If a change to level 3 or alert level 4 occurs, a reduction in the income for the parking activity is imminent.

In January 2021, 415 infringement notices issued totaling \$56,492 were processed to the Courts for collection. These are infringements issued between 1 July 2020 and 31 October 2020, and were outstanding for payment.

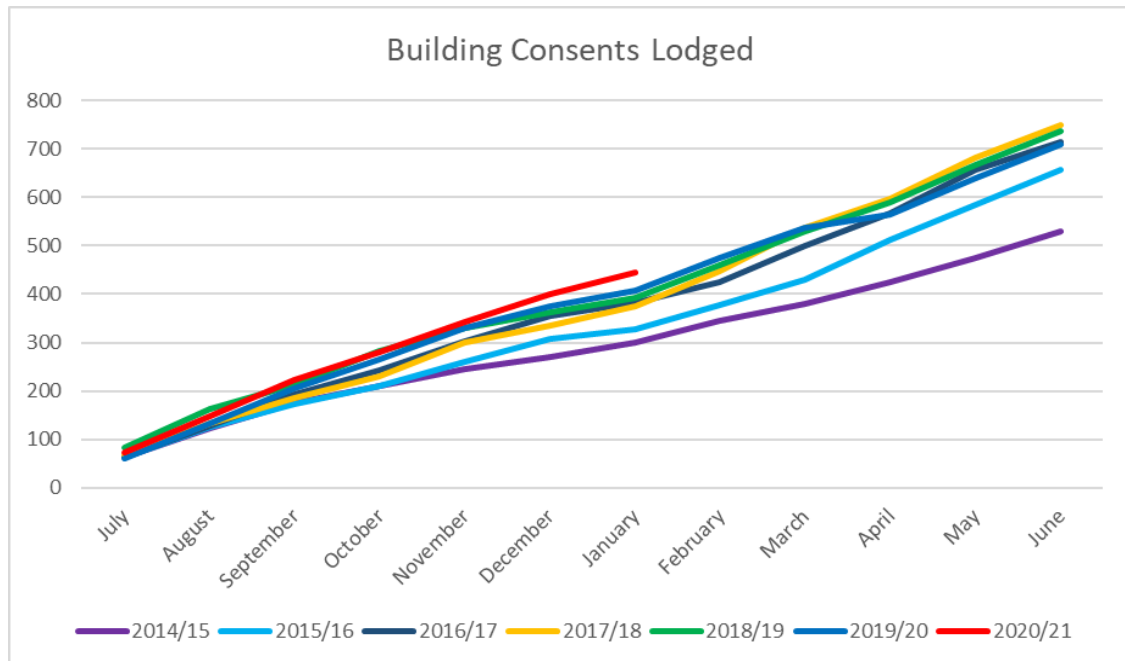
5. Trends

5.1 **Building consent trends based on data from July 2020 to January 2021 are as follows:**

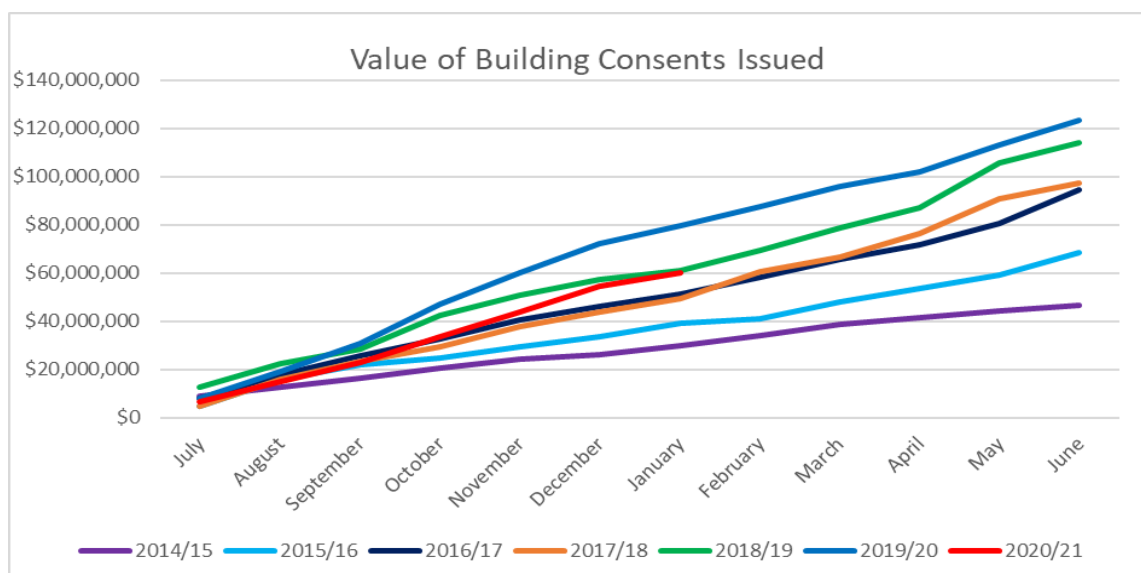
- Value of building consents issued as at 31 January 2021 is \$61,943,591 compared to \$79,710,216 for the same period last year.
- 376 building consents issued as at 31 January 2021 compared to 416 for the same period last year.
- 110 new dwelling consents were issued as at 31 January 2021 compared to 138 for the same period in the 2019/20 year.
- 426 building consents were lodged as at 31 January 2021 compared to 408 for the same period in the 2019/20 year.
- Consents have been issued for 123 New Residential Dwelling Units as at 31 January 2021 (New residential dwelling units count each self-contained unit individually, include individual dwellings, multi-unit dwellings, and yard built and existing dwellings, which are relocated onto a site).
- Consents issued for new dwelling units are used as a proxy to track the supply of new houses in the District. The Long Term Plan 2021-41 currently being developed and audited includes a new forecasting assumption of 265 new dwelling units between July

2020 and June 2021. Using this assumption and an average of 22 new dwellings per month to achieve this level of 265 new dwelling units, at the end of January 2021 the assumption anticipated 154 new dwelling units. With consents currently issued for 123 new residential dwelling units the supply is tracking below the forecasting assumption.

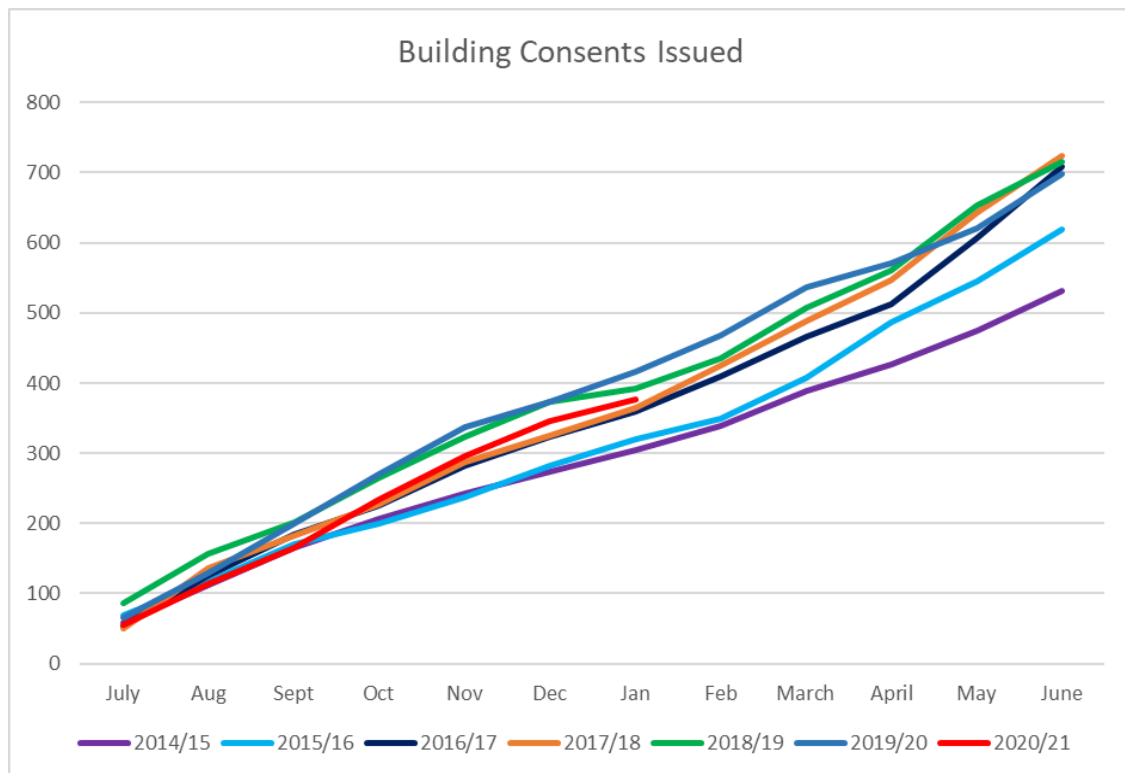
So far this financial year, the number of building consents issued is lower than the same period in the 2019/20 year. However, the number of building consents lodged in December and January were higher than the same months for the previous six years, which indicates that by the end of the 2020/21 year we may have a record number of building consents issued.



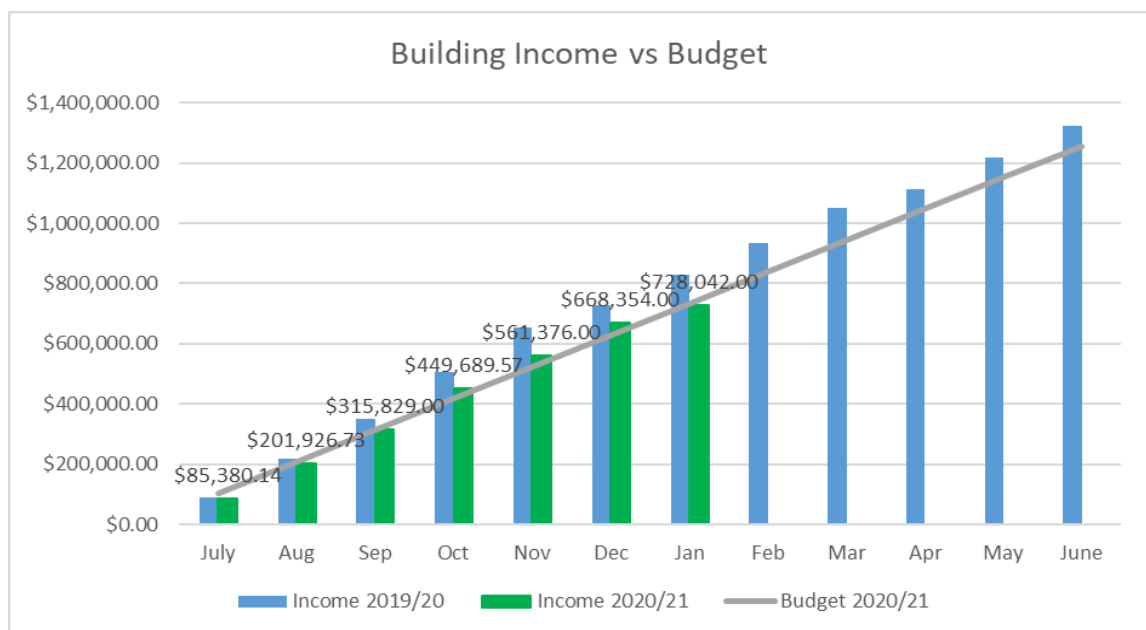
The chart above shows the cumulative totals of building consents issued. So far this financial year the number of consents lodged is higher than the same period over the last six years.



The chart above shows the cumulative total of the value of building consents issued. So far this financial year the value of consents issued is lower than the same period for the last two years.



The chart above shows the cumulative total of the value of building consents issued. So far this financial year the value of consents issued is lower than the same period for the last two years. It is likely that this will change over the next couple of months due to the high numbers of building consents being lodged in January.

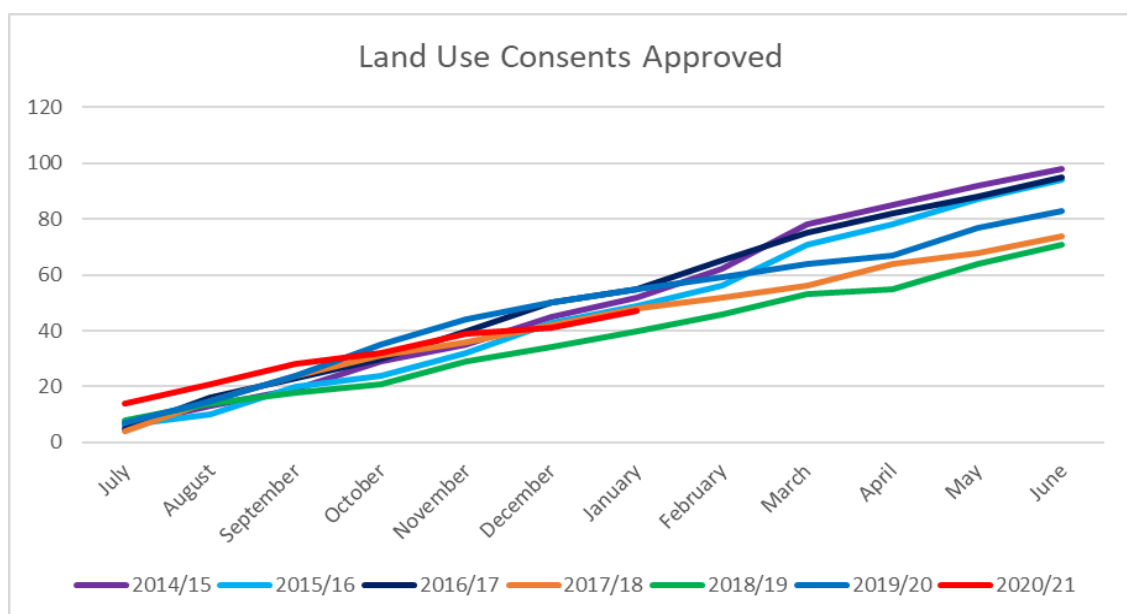


The chart above shows the Building Income against the budget for 2020/21 and a month by month comparison against the previous financial year. Building consent income is slightly (\$5,000) below the budgeted figure for January 2021. Investigation into this identified that this appears to have arisen from an issue with the set up of a new fee code, which has resulted in approximately \$13,000 of building consent income being receipted to an incorrect cost code. It is anticipated that this will be resolved and the income will be on track next month.

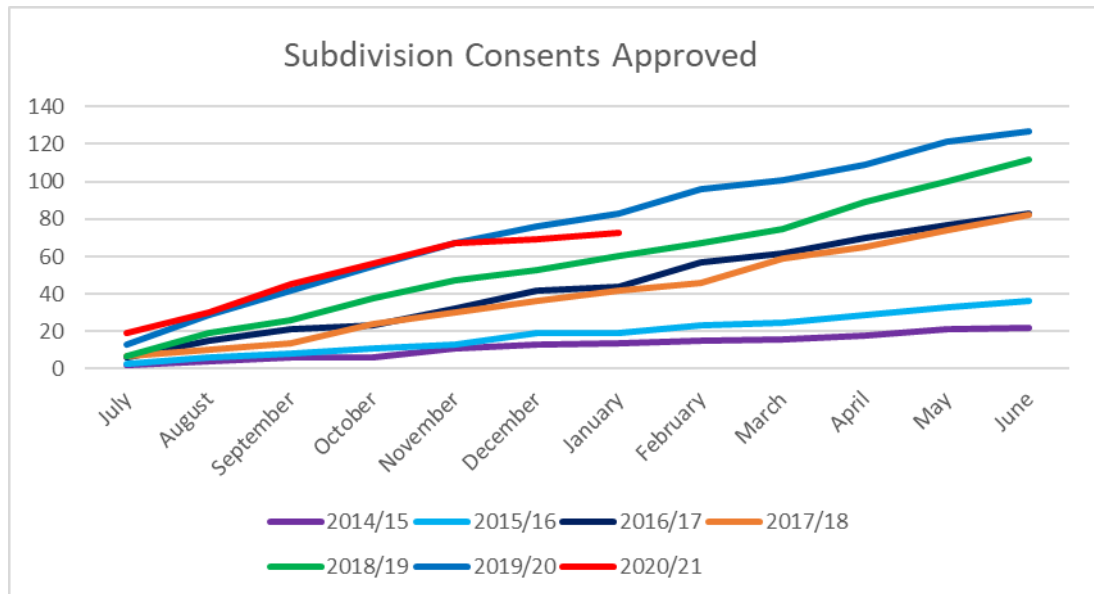
5.2 **Planning (resource consenting) trends based on data from July 2020 to January 2021 are as follows:**

- 180 consent applications have been lodged as at 31 January 2021, compared to 208 at the same time last year and 161 over the same period in the 2018/19 year.
- 73 subdivision consents approved as at 31 January 2021, compared to 83 at the same time last year.
- 47 land use consents approved as at 31 October 2020, compared to 55 at the same time last year.
- Customer enquires relating to the resource consenting function are up by approximately 50% compared with the same period over the previous financial year. Note the earlier comments in 4.1 about the systems being put in place to try to track the number of these enquiries that result in development proposals or applications.
- In the seven months to 31 January 2021 a total of 294 new allotments have been created as a result of s223 (approval of title plan) and 233 new allotments have been created as a result of s224 (completion of physical works) certificates being issued for subdivisions. This is more than the number of allotments created over the full financial year last year (2019/20).
- New allotments created as a result of s224 certificates can be used as a proxy to track the supply of land parcels for new housing in the District. Historically there can be a gap of 12-24 months between a new title being created and a new house built. The Long Term Plan 2021-41 currently being developed and audited includes a new forecasting assumption of 341 new dwelling units in the District between July 2022 and June 2023. Using this assumption and an average of 28 new titles per month to achieve the level of new titles for 341 new houses, at the end of January 2021 the assumption anticipated 199 new titles. With 233 new allotments (titles) created as a result of s224 certificates by the end of January 2021 the supply of new titles is tracking ahead of the forecasting assumption.

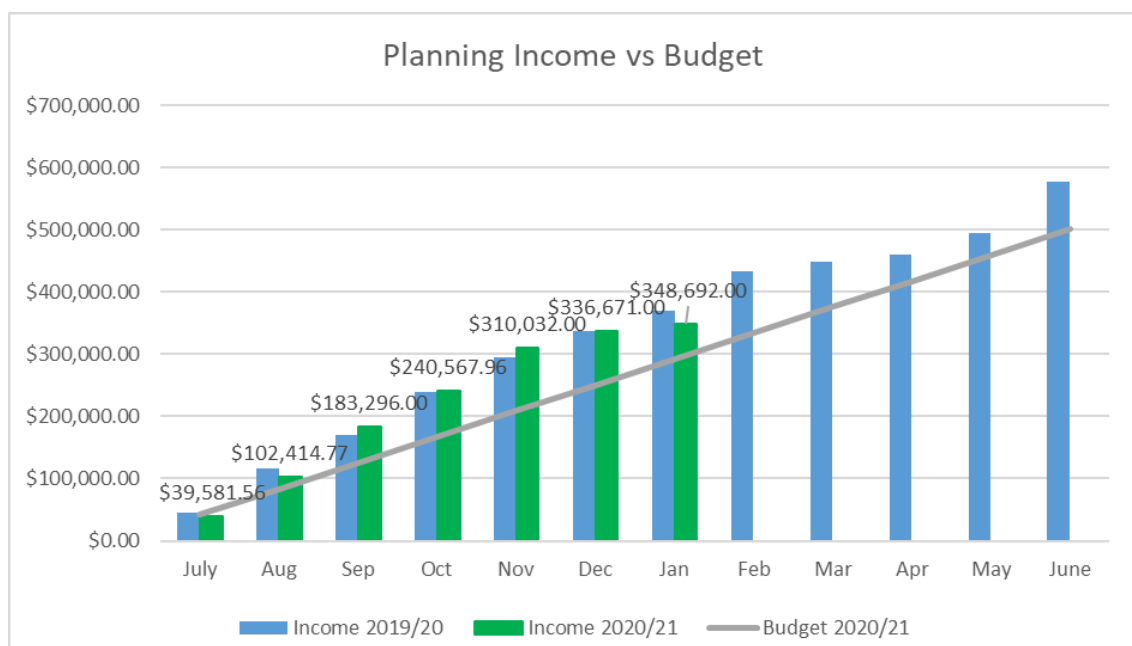
So far this financial year, the number of resource consents lodged and approved is lower than the same period in the 2019/20 year; however, the number of applications remains high when compared with levels seen in the 2018/19 year. There has been an increase in the complexity of consent applications received recently, with more consents being processed on a Limited Notified basis as applicants are showing signs of taking on greater risk.



The chart above shows the cumulative total of land use consents approved. So far this financial year the number of land use consents approved is slightly lower than previous financial years.



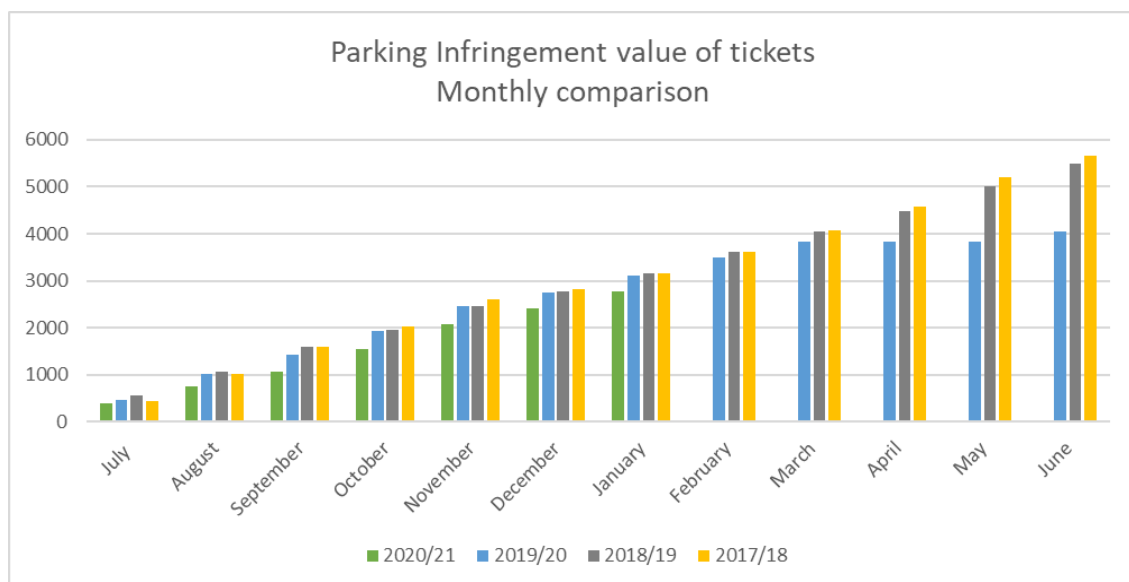
The chart above shows the cumulative total of subdivision consents approved. So far this financial year the number of subdivision consents approved is slightly lower than last year (2019/20), but is tracking well above the previous years.



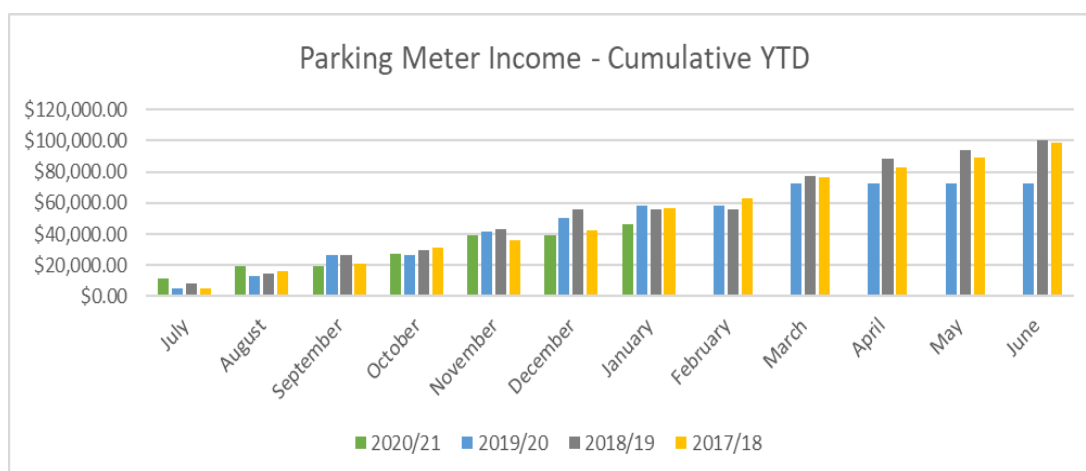
The chart above shows the planning income against the budget for 2020/21 and a month by month comparison against the previous financial year. Income for this activity is currently \$56K ahead of the budgeted figure for 2020/21. Income YTD is slightly lower than over the same period for the 2019/20 year.

5.3 Parking

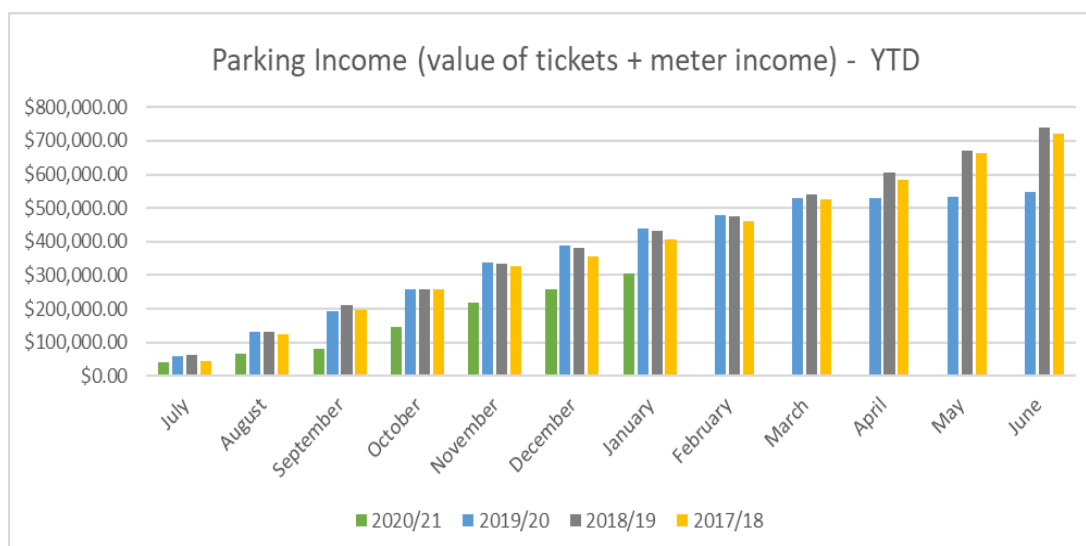
- The value of parking infringements issued as at 31 January 2021 is \$259,170 compared to \$381,206 for the same period last year.
- 2,763 parking infringements were issued as at 31 January 2021, compared to 3,115 for the same period last year.
- \$46,150 parking meter income received as at 31 January 2021, compared to \$57,915 for the same period last year.
- The combined value of parking infringements issued and meter money received, as at 31 January 2021 is \$305,320, compared to \$439,121 for the same period last year. The significant reduction in income compared to the previous year is largely a reflection of the impact the extensions provided by Waka Kotahi NZTA for car registrations and warrants of fitness had on the activity from July 2020 to October 2020.
- \$134,645 parking income received collected by the Ministry of Justice in relation to infringements gone to Court, compared to \$176,854 for the same period last year. The amount collected by the Courts largely reflects the number of infringements issued within the preceding 12-month period. As the previous 12-month period includes the disruption to parking services caused by Covid-19, it is likely this income will continue to track lower compared to previous years.
- Value of parking tickets cancelled, as at 31 January 2021 is \$54,724, compared to \$73,992 at the same time last year.



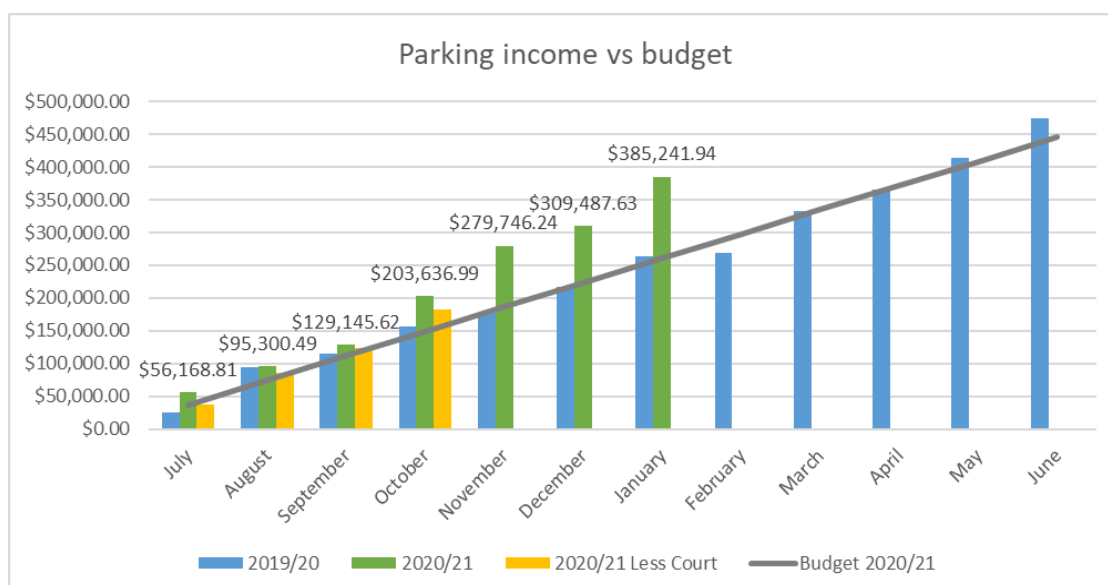
The chart above shows the cumulative month-by-month comparison against the previous three financial years for the parking infringement value of tickets. So far in 2020/21 the infringement value of tickets continues to track lower than previous years reflecting the impact of the time extensions provided by Waka Kotahi NZTA for car registrations and warrants of fitness.



The chart above shows the monthly cumulative comparison against the previous three financial years for the parking meter income. So far this financial year the income is tracking lower than previous years, in part reflecting the carpark configuration changes in Queen Street and meters not being in operation during the period of roadworks.



The chart above shows the month by month comparison against the previous three financial years for the parking income based on the value of tickets and meter income. So far in 2020/21 the income continues to track lower than previous years reflecting the impact of the extensions provided by Waka Kotahi NZTA for car registrations and warrants of fitness renewals.



The chart above shows the Parking Income against the budget for 2020/21, a month by month comparison against the previous financial year, and the difference in amounts collected versus sent to court for collections. The Parking Income continues to track above the budget for 2020/21 helped by the money collected during lockdown banked in July 2020.




Confirmation of statutory compliance

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

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

6. Appendices

There are no attachments for this report.

Author(s)	Megan Leyland Consents Manager	
	Vaimoana Miller Compliance Manager	
Approved by	David McCorkindale Group Manager - Customer & Strategy	

Seven Month Report 1 July 2020 - 31 January 2021

File No.: 21/41

1. Purpose

To present to the Finance, Audit & Risk Committee the financial report for the seven months to 31 January 2021.

2. Recommendation

- 2.1 That Report 21/41 Seven Month Report 1 July 2020 - 31 January 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. Issues for Consideration

As included in the **attached** report.

Attachments

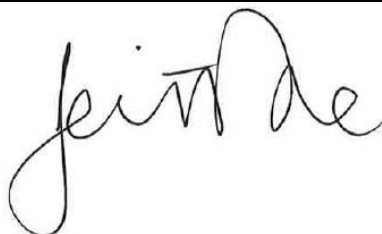

No.	Title	Page
A	Financial Reporting - Monthly Report - 31 January 2021 - FAR Committee	48

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	

Horowhenua 
DISTRICT COUNCIL

Seven Month Report

1 July 2020 - 31 January 2021



Executive Summary

Total revenue	Total expenditure	Total surplus/(deficit)
\$39.60m is 6% more than the total budget of \$37.24m	\$37.17m is 9% more than the total budget of \$33.98m	\$2.43m is 25% (\$826k) less than the total budget of 3.25m

The Council revenue for the year is higher due to the Council's success in securing funding from the Provincial Growth Fund. This has also resulted in higher capital and operational funding as the projects are completed.

Total Capital Spending	Grants and Subsidies (Capital and Operating)	Total net borrowings
11.92m is \$5.2m less than the YTD budget of \$17.1m	\$11.35m is 15% more than the YTD budget of \$9.6m	\$98.06m is 162% of budgeted operating income (financial strategy limit is 195%)

The Council has completed \$11.92m towards the capital programme at the end of January. Detailed forecasting work is currently underway to report to the committee on the updated forecast for the end of the financial year.

The additional grants and subsidies income primarily relates to additional income of \$1.46 million received from the Provincial Growth Fund on behalf of the Free Church of Tonga, Samoan Methodist Church, and the Congregational Christian Church of Samoa received as part of the Fale Lotu Connections Project.

Below is a summary of the key grants that the Council has received

Capital funding from Provincial Growth Fund	Operational funding from Provincial Growth Fund	Three Waters Stimulus Fund	Crown Infrastructure partners
<p>Funding for the Manawatū River Loop at Foxton Project as part of the foxton futures - \$0.4m received</p> <p>The full grant was approved and budgeted at \$3.8m</p> <p><i>This project was originally budgeted as a Capital project however \$2.6m of the work is treated as operational as it related to work along the river which is owned by the Department of Conservation.</i></p> <p>Queen St West upgrades as part of the Shovel Ready projects (Budgeted) - \$1.65m received</p>	<p>Funding for the Manawatū River Loop at Foxton Project as part of the foxton futures - \$2.7m received</p> <p>Mahi Space - Funding towards the operations of the Mahi Space. It aims to support small businesses and startups, as well as self-employed people, entrepreneurs and those who commute or work from home, and need a place to work remotely - \$225k received</p> <p>Funding received on behalf of Fale Lotu Connections for 3 local church upgrades that Council is managing on behalf of the local churches - The total grant approved is \$1.4m - \$731k received so far.</p>	<p>We were approved for total funding of \$4.4m</p> <p>We have received \$2.2m so far towards the NE Levin Stormwater road widening. We are due to receive an additional \$1.2m in April. The rest will be provided in the 2020/21 financial year</p> <p>The rest will be provided in the 2020/21 financial year</p>	<p>We are due to receive \$1m in March towards Tara-Ika capital works</p> <p>Approved grants total \$13m</p>

Jacinta Straker
Chief Financial Officer
12 February 2021

Operational Summary

Total revenue	Total expenditure	Total surplus/(deficit)
\$39.60m is 6% more than the total budget of \$37.24m	\$37.17m is 9% more than the total budget of \$33.98m	\$2.43m is 25% less than the total budget of 3.25m

SUSTAINABILITY

Rates to operating revenue 58%

Rates revenue	\$22.81m
Operating revenue	\$39.01m

58% of operating revenue is derived from rates revenue. Rates revenue excludes penalties, water supply by meter and is gross of remissions. Operating revenue excludes vested assets, development contributions, asset revaluation gains and gains on derivatives.

Balance budget ratio 105%

Operating revenue	\$39.01m
Operating expenditure	\$37.17m

Operating revenue should be equal or more than operating expenditure. Operating revenue excludes vested assets, development contributions, asset revaluation gains and gains on derivatives. Operating expenditure includes depreciation and excludes loss on derivatives, landfill liability and loss on asset revaluations. Year to date revenue is 105% of operating expenditure.

Net Debt to total projected revenue (LGFA Cov.) 162%

Total net borrowing	\$98.1m
Total budgeted operating revenue	\$60.41m

With net borrowing of \$98.06m we are still under the set limit of 195% of operating revenue. Total net borrowing is external borrowing less cash at bank.

Interest to rates revenue (LGFA Cov.) 7%

Net Interest	\$1.51m
Rates revenue	\$22.81m

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

Interest to operating revenue (LGFA Cov.)

4%

Net Interest	\$1.51m
Operating revenue	\$39.01m

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

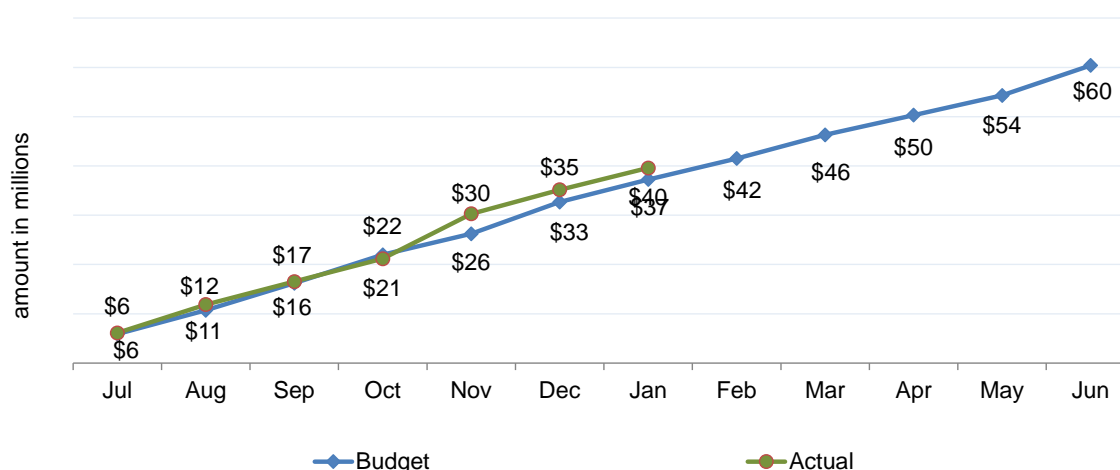
Available financial accommodation to external indebtedness (LGFA Cov.)

110%

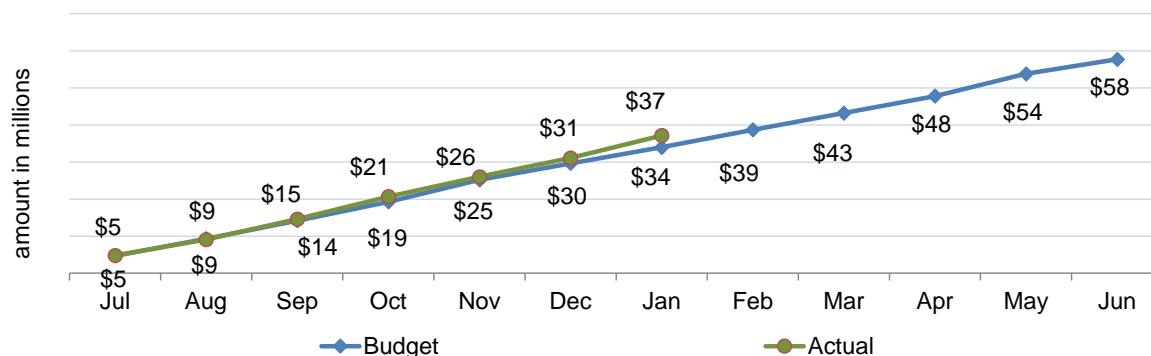
Net debt	\$98.06m
Undrawn committed facilities	\$10.00m

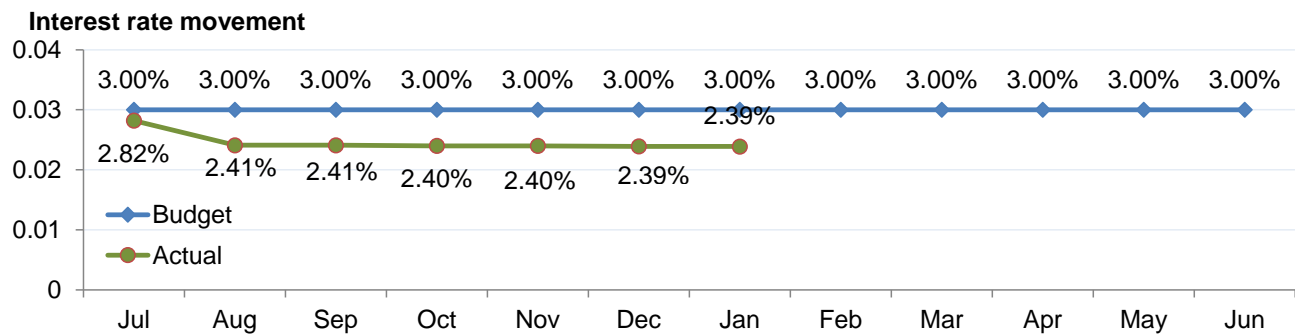
The committed bank facility enables us to borrow up to 110% of our current external debt immediately. The LGFA covenant minimum is 110%.

Total Revenue \$m

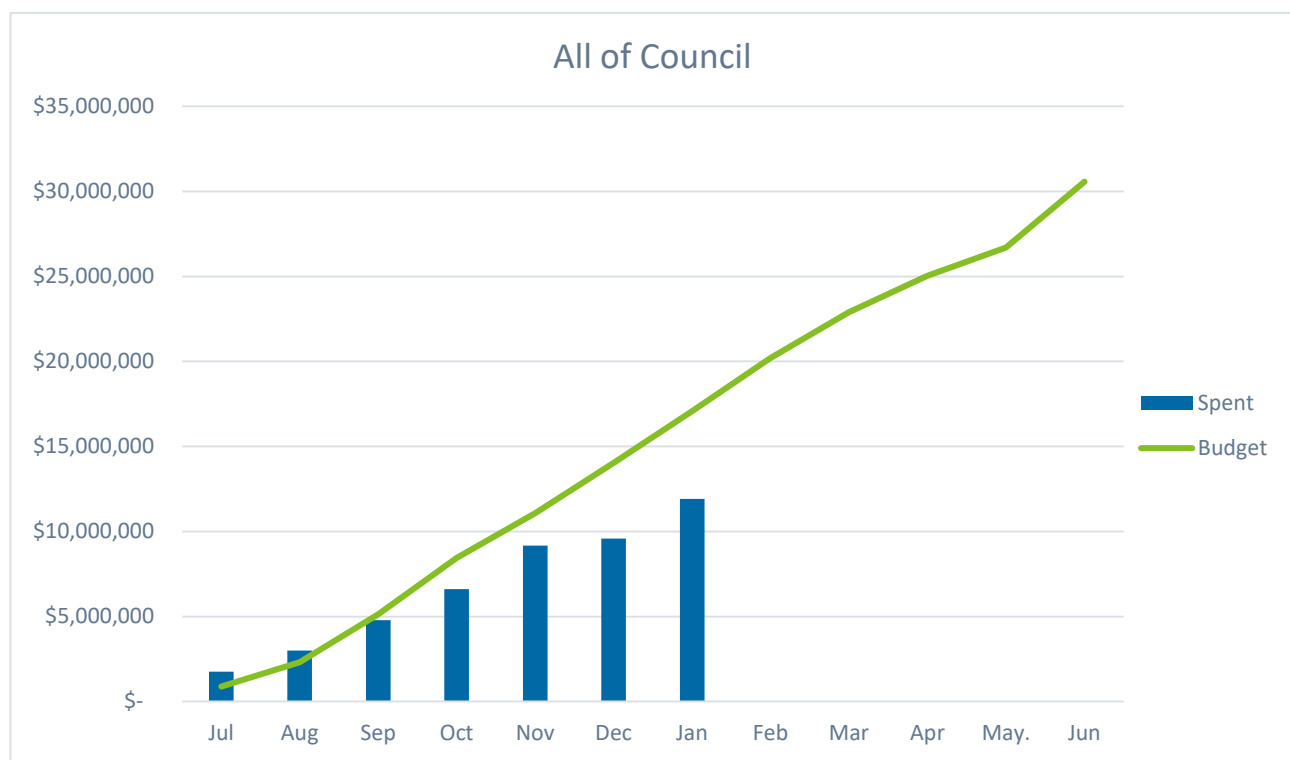


Total Expenditure \$m

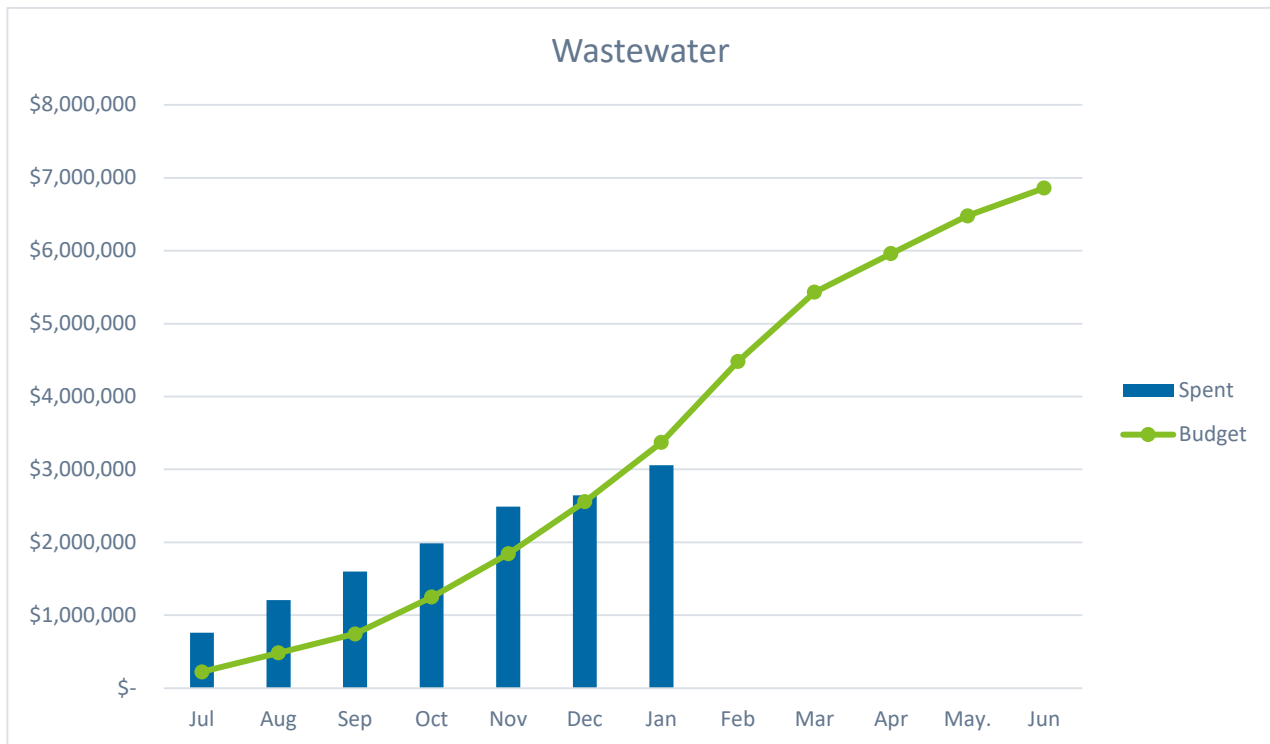




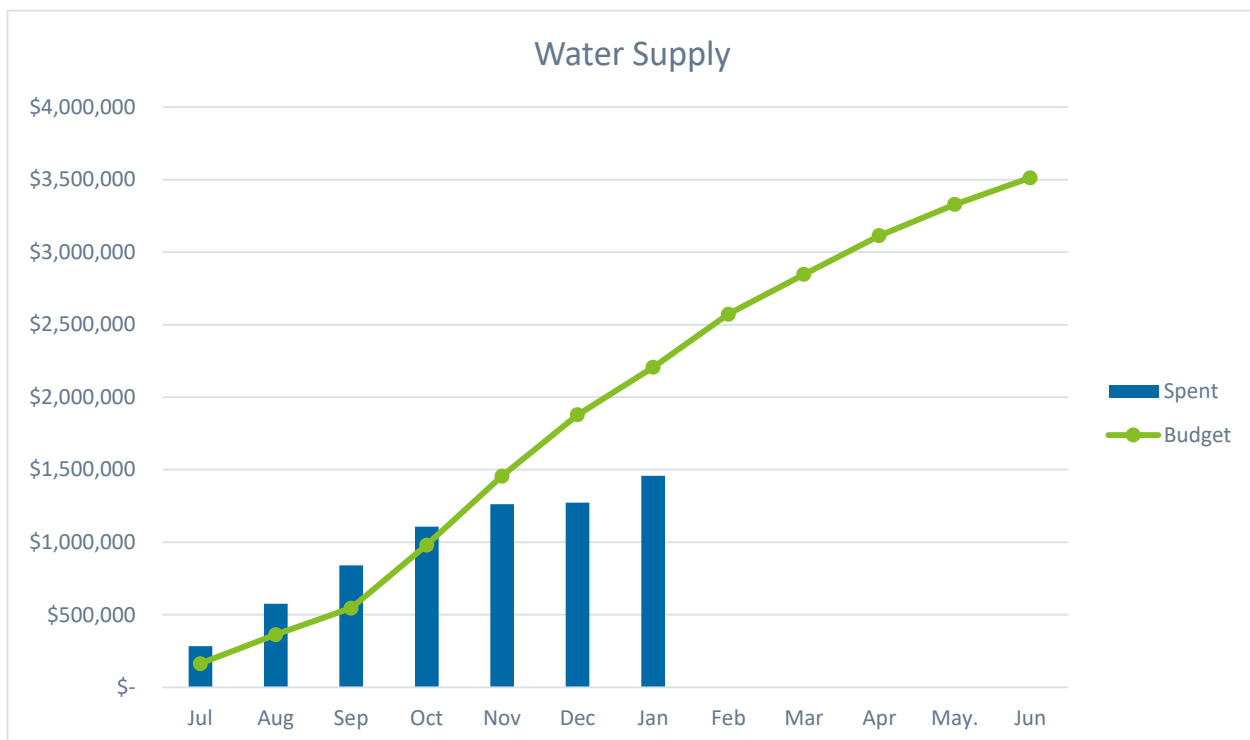
Capital Expenditure Summary



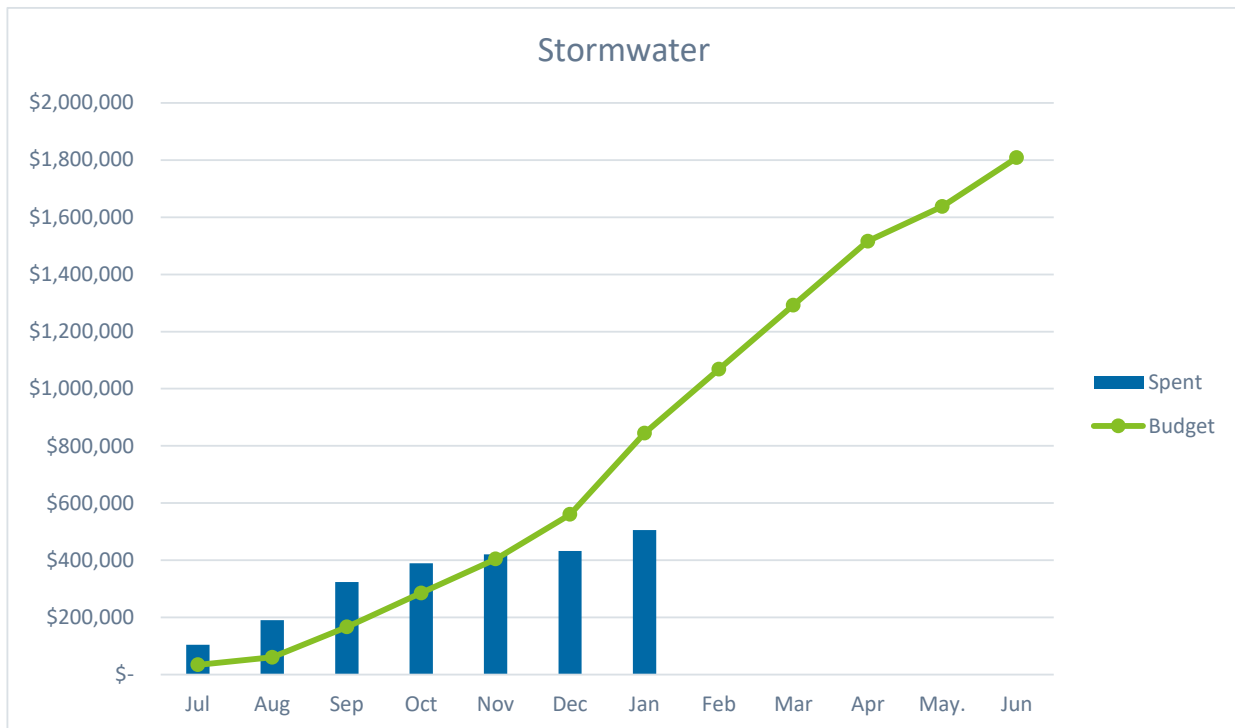
The Council has completed \$11.92m towards the capital programme at the end of January. Detailed forecasting work is currently underway to report to the committee on the updated forecast for the end of the financial year.



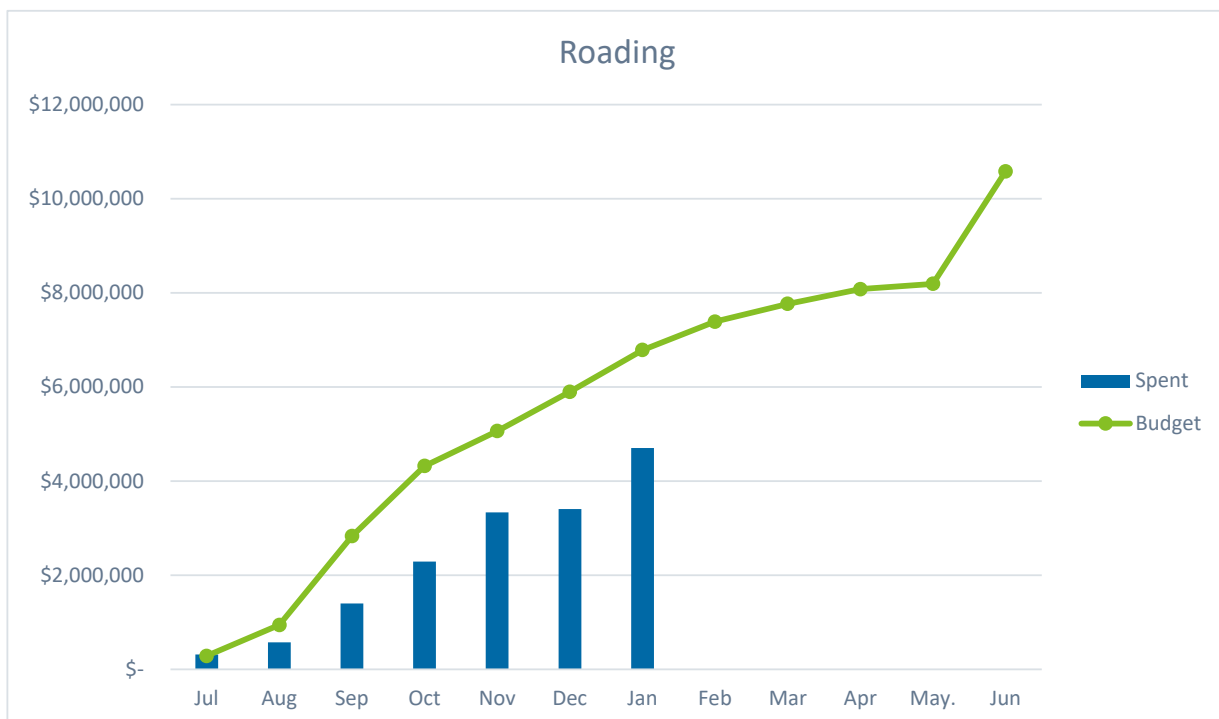
The lower spending relates to reduced activity in Levin for reticulation and pump station renewals. Detailed forecasting and prioritisation work for the rest of the year is currently being completed for the programme and will be presented at the next meeting.



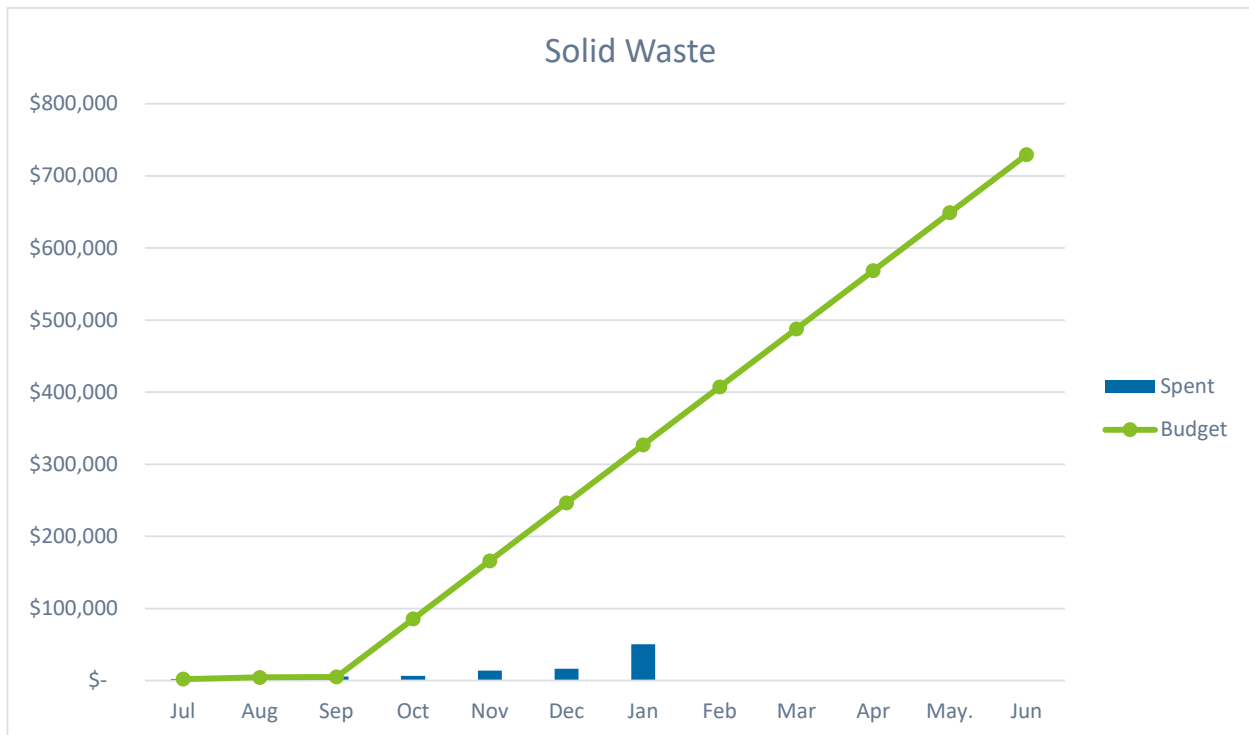
The lower spending of \$750k relates to lower reticulation renewals in Levin of \$213k. This is due to the Alliance focusing on wastewater for the first part of the year and now increasing the focus on water supply. There is also some lower spending on new Levin development areas of \$360k so far this year. There is identified work for up to 11 development sites in Levin that will require work in the last part of the year.



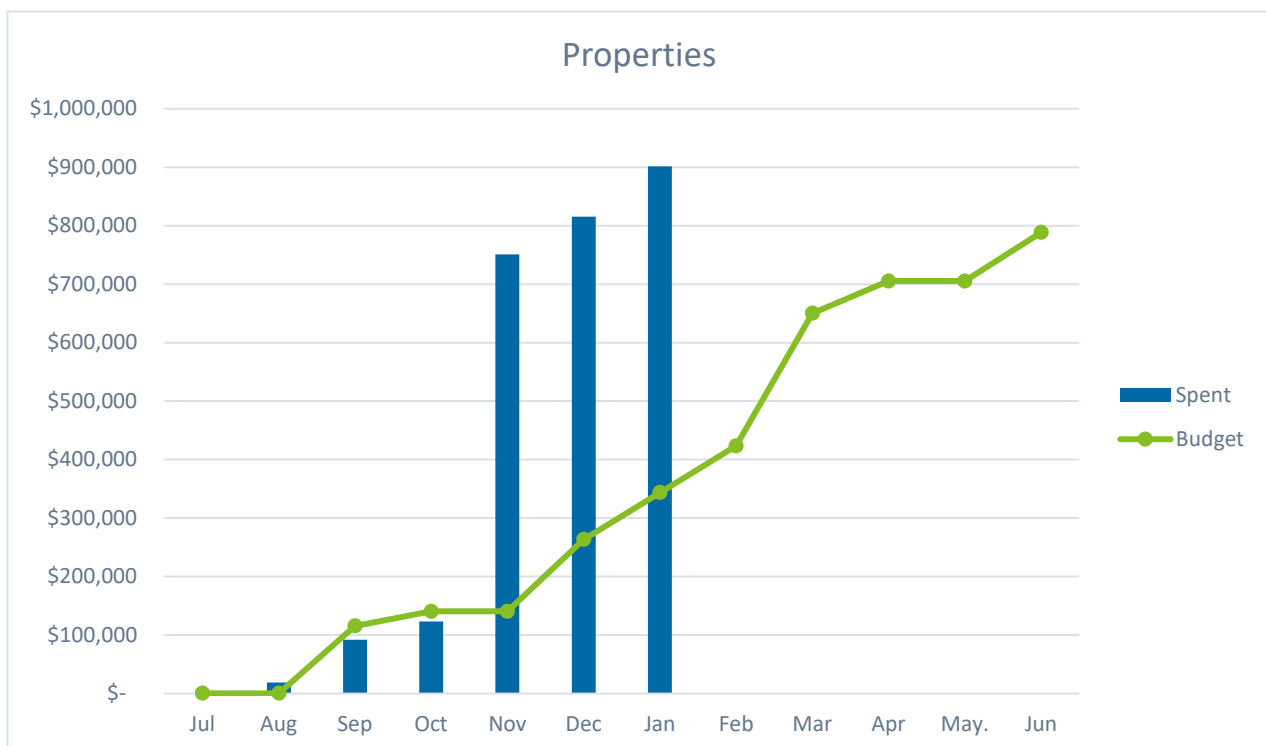
The lower spending of \$338k relates to work not yet starting on the Foxton East Drainage Scheme \$241k. The project is being managed by Horizons. There is also lower spending on improvements to NE Levin of \$128k but the work is now committed.



The lower spending of \$2.1m for the year primarily relates to lower levels of reseal and roading maintenance work being completed than planned of \$1.8m. The reseal work for the year has been completed in February and work on the Poas Road upgrade will begin at the end of February. In addition the shared pathways projects are half way through completion rather than fully spent as originally planned (\$167k).



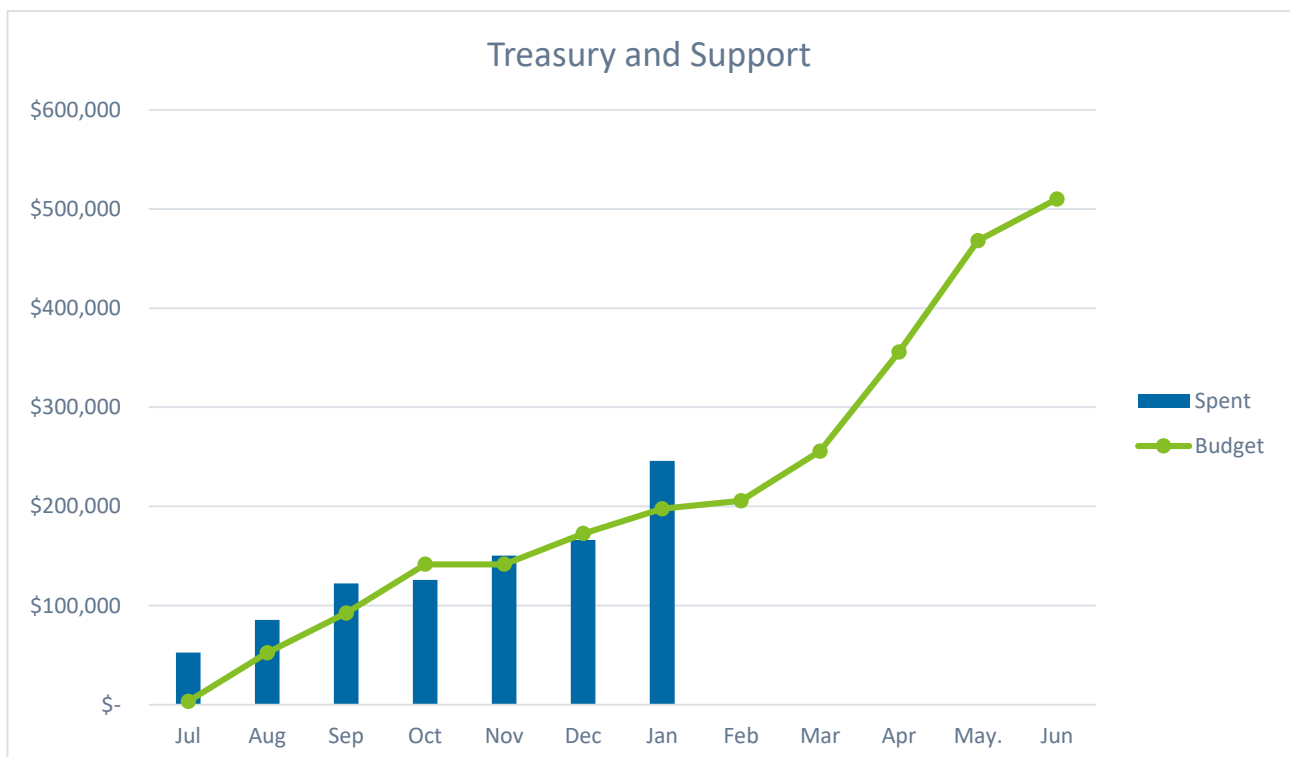
The lower spending of \$276k relates to less landfill development work being completed while the Project Management Group (PMG) seeks to find common ground in the operation of the landfill and investigations for early closure and remediation of the site. The PMG has Council, community and iwi representatives. It also has independent oversight from an independent project manager and technical experts.



The additional spending primarily relates to the purchase of strategic land at 28 Durham Street Levin.



The underspend relates to the Foxton Futures project (\$1.7m). A significant portion of the project related to the river, which is owned by the Department of Conservation, and so the majority (\$2.6m) of the project has been treated as an operating expense.



Statement of Comprehensive Revenue and Expense

Statement of Comprehensive Revenue and Expense As at 31 January 2021

	Annual Plan YTD Jan-21 \$000	Actual YTD Jan-21 \$000	Variance YTD 2020 \$000		Year End Projection 2021 \$000	Annual Plan 2021 \$000	Variance 2021 \$000		Notes
Revenue									
Rates Revenue	(22,895)	(22,809)	(86)	⊖	(39,614)	(39,684)	(70)	⊖	
Operational Grants & Subsidies	(1,167)	(5,428)	4,261	⊕	(6,133)	(2,104)	4,029	⊕	1
Finance Income	(100)	(10)	(90)	⊖	(150)	(200)	(50)	⊖	2
Fees & Charges,	(2,584)	(2,437)	(147)	⊖	(4,268)	(4,551)	(283)	⊖	
Other Revenue	(2,053)	(2,311)	258	⊕	(3,535)	(3,197)	338	⊕	3
Gains on Disposal of Assets		(86)	86	⊕	(86)	-	86	⊕	
Total Revenue	(28,799)	(33,081)	4,282	⊕	(53,786)	(49,736)	4,050	⊕	
Expenditure									
Employee Benefit Expenses	9,304	8,631	673	⊕	15,880	15,771	(109)	⊕	
Finance Costs	1,673	1,524	149	⊕	2,702	3,202	500	⊕	4
Depreciation and Amortisation	8,661	8,740	(79)	⊖	14,848	14,848	0	⊕	
Other Expenses	14,346	17,431	(3,085)	⊖	24,070	23,892	(178)	⊖	5
Loss on Disposal of Assets	-	842	(842)	⊖	842	-	(842)	⊖	6
Total Expenses	33,984	37,168	(3,184)	⊖	58,342	57,713	(629)	⊖	
Operating (surplus) deficit before capital revenue and taxation	5,185	4,087	1,098		4,556	7,977	3,421		
Capital Grants and Subsidies	(8,438)	(5,925)	(2,513)	⊖	(11,042)	(10,676)	366	⊕	7
Vested Assets		(23)	23	⊕			-	⊕	
Gain on Derivatives		(566)	566	⊕			-	⊕	8
Operating (surplus) deficit after taxation	(3,253)	(2,427)	(826)		(6,486)	(2,699)	3,787		

Note 1 Operational Grants and Subsidies **favourable** variance of \$4.3m. The significant activities that derive the operating grants and subsidies revenue relate to Community Facilities, Community Support and Road Transport.

The additional funding reported at 31 January 2021, and forecast for the end of the year year, relates to PGF funding received on behalf of Fale Lotu Connections for local church upgrades that Council is managing on behalf of the local churches (\$731k), The Mahi Space (\$225k) and the Manawatū River Loop at Foxton \$2.6m.

The additional forecast is due to the full grant of \$2.2m from the PGF for the upgrade of three churches and due to the PGF funding for the Manawatū River Loop at Foxton. Refer to the executive summary for a summary of the central government grant income forecast for the Council this year.

Note 2 Finance income **unfavourable** variance of \$90k year to date and forecast variance of \$50k for the year, is due to not prefunding our loans as planned. This is offset by lower finance costs.

Note 3 Other revenue **favourable** variance of \$258k. This primarily relates to additional revenue received in Regulatory as a result of increased building and development activity in the district. This trend is expected to continue for the year.

Note 4 Finance Costs **favourable** variance of \$149k. This current and forecast year end reduction in finance costs relates to lower interest rates.

Note 5 Other Expenses **unfavourable** variance \$2.7m as detailed below:

Note 5 Other Expenses	Annual Plan	Actual	Variance		Year End	Annual		Notes
	YTD	YTD	YTD		Projection	Plan	Variance	
	Jan-21 \$000	Jan-21 \$000	2021 \$000		2020 \$000	2020 \$000	2020 \$000	
Professional Services	2,549	3,079	(530)	⊗	4,782	4,282	(500)	⊗ 5A
Materials	53	63	(10)	⊗	107	107	0	⊗
Maintenance	8,448	10,753	(2,305)	⊗	14,439	14,683	243	⊗ 5B
Grants Paid	296	295	1	⊗	571	670	99	⊗
Utilities	650	562	88	⊗	1,014	1,113	99	⊗ 5C
Communications	123	126	(3)	⊗	218	216	(2)	⊗
Other Expenses	3,599	3,328	271	⊗	5,191	5,058	(133)	⊗
Vehicle Expenses	78	73	5	⊗	113	129	16	⊗
Treasury Expenses	59	68	(9)	⊗	164	163	(1)	⊗
Labour Recoveries for Capex projects	(1,509)	(916)	(593)	⊗	(2,529)	(2,529)	(0)	⊗ 5D
Total Other Expenses	14,346	17,431	(3,085)	⊗	24,070	23,892	(178)	⊗

Note 5A Professional services **unfavourable** variance of \$530k. The majority of the variance (\$300k) is within Community Facilities and Services Reserves activity, and relates to expenditure for the PGF funded phase 1 of the shovel ready Manawatū River Loop at Foxton project. This project was originally budgeted as a CAPEX project however, a significant portion of the work is deemed to be OPEX.

There is also additional spending in the landfill activity (\$224k). The additional spending relates to consultancy fees to ensure robust analysis to inform the Project Management Group (PMG) on the decision of whether the landfill should close early and related requirements for remediation of the site.

Note 5B Maintenance costs **unfavourable** variance of 2.3m. The significant activities that derive maintenance costs relate to Wastewater, Water Supply, Stormwater, Solid Waste, Road Transport and Community Facilities and Services.

The majority of the variance (\$2.4m) is within Community Facilities and Services Reserves activity, and relates to expenditure for the PGF funded phase 1 of the shovel ready Manawatū River Loop at Foxton project. This project was originally budgeted as a CAPEX project however \$2.6m of the work is treated as operational as it related to work along the river which is owned by the Department of Conservation.

Note 5C Utilities **favourable** variance \$88k reflecting lower energy use in the water activities. This trend is expected to align to year-end projections.

Note 5D Labour recoveries for CAPEX projects **unfavourable** variance \$593k reflecting the lower capital project expenditure and staff time allocation than budgeted. This trend is expected to align to year-end projections.

Note 6 This is due to the sale of some industrial land owned by Council in Rowe St to the Horowhenua NZ Trust (HNZT) for economic development purposes.

Note 7 Capital Grants and Subsidies **unfavourable** variance \$2.5m. The significant grants that derive the capital grants and subsidies are Road Transport, PGF funding including funding for the Manawatū River Loop at Foxton Project and Three Waters Stimulus Funding and. Refer to the executive summary for a summary of the projects that are planned to receive central government funding.

The lower revenue is primarily due to the PGF funding for the Manawatū River Loop at Foxton project which was originally budgeted as a capital project however \$2.6m of the work is treated as operational as it related to work along the river which is owned by the Department of Conservation and so the revenue has been recorded as an operating grant

Note 8 Gain on derivatives **favourable** variance \$566k, Long-term interest rates have begun to rise meaning the some of the historical revaluation losses have been clawed back.

Statement of Comprehensive Revenue and Expense by Activity

REVENUE	Annual Plan 2020/21 \$000	Year to date (YTD)			Notes
		Actual \$000	Budget \$000	Variance \$000	
Significant Activities					
Regulatory Services	(5,186)	(3,376)	(3,236)	140	😊
Community Facilities and Services	(17,141)	(10,776)	(11,503)	(727)	😞 1
Road Transport	(13,004)	(7,433)	(8,067)	(634)	😞 2
Water Supply	(6,859)	(3,667)	(3,792)	(125)	😞
Wastewater Management	(7,486)	(4,263)	(4,188)	75	😊
Solid Waste	(2,990)	(1,748)	(1,736)	12	😊
Stormwater	(1,505)	(808)	(809)	(1)	😞
Treasury	(2,429)	(2,018)	(1,850)	168	😊
Property	(1,317)	(789)	(638)	151	😊
Community Support	(2,779)	(1,625)	(1,615)	10	😊
Representation & Com. Leadership	(3,608)	(5,066)	(2,103)	2,963	😊 3
Total Activity Revenue	(64,304)	(41,569)	(39,537)	2,032	😊
Business Units					
Chief Executive	(551)	(336)	(324)	12	😊
Communities, Partnerships & Business	(4,902)	(2,935)	(2,907)	28	😊
People & Culture	(5,254)	(2,935)	(3,324)	(389)	😞
Customer & Strategy	(6,021)	(3,220)	(3,627)	(407)	😞
Infrastructural Development	(640)	(179)	0	179	😊
Infrastructural Operations	(5,450)	(2,816)	(3,255)	(439)	😞
Total Operating Revenue	(87,122)	(53,990)	(52,974)	1,016	😊
EXPENDITURE	Annual Plan 2020/21 \$000	D-C YTD			Notes
		This Year \$000	Budget \$000	Variance \$000	
Significant Activities					
Regulatory Services	5,186	2,705	3,093	388	😊 4
Community Facilities and Services	13,354	10,705	7,925	(2,780)	😞 5
Road Transport	9,730	5,280	5,701	421	😊
Water Supply	7,125	4,147	4,218	71	😊
Wastewater Management	7,835	4,760	4,722	(38)	😞
Solid Waste	3,669	2,336	2,113	(223)	😞
Stormwater	1,644	868	976	108	😊
Treasury	4,133	2,067	2,200	133	😊
Property	1,297	1,582	731	(851)	😞 6
Community Support	2,778	1,729	1,783	54	😊
Representation & Com. Leadership	4,819	2,946	2,823	(123)	😞
Total Activity Expenditure	61,570	39,125	36,285	(2,840)	😞
Business Units					
	22,853	12,438	13,436	998	😊 7
Total Operating Expenditure	84,423	51,563	49,721	(1,842)	😊
Operating (Surplus)/Deficit	(2,699)	(2,427)	(3,253)	(826)	😊

- Note 1** Community Facilities and services revenue **unfavourable** variance \$727k. The lower revenue is due to the remaining portion of the \$3.8m PGF grant not yet being received as originally planned.
- Note 2** Road transport revenue **unfavourable** variance \$634k. The lower revenue is due to lower capital spending but is expected to recover by the end of the year.
- Note 3** Representation and Community Leadership income **favourable** variance \$2.964M. The significant reported variance relates to the first milestone payment of the PGF funded Fale Lotu Connections (\$730k) and Crown Infrastructure Funding (\$2.172M)
- Note 4** Regulatory Services expenditure **favourable** variance \$388k. The reported variance is a result of lower internal charges allocated to the Regulatory Services activity than projected.
- Note 5** Community Facilities and Services **unfavourable** variance of \$2.8m. Refer to notes **5A** and **5B** for the explanation which outlines the expenditure for the PGF funded phase 1 of the shovel ready Manawatū River Loop at Foxton project.
- Note 6** Property expenditure **unfavourable** variance \$851k. The reported variance relates to the loss on sale at 31 December 2020.
- Note 7** Business Unit expenditure **favourable** variance \$998k. The reported variance is a result of lower internal charges allocated to Business Units than projected.

APPENDIX

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

FAR Committee - Actions

File No.: 21/43

1. Purpose

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

2. Recommendation

- 2.1 That Report 21/43 FAR Committee - Actions 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. Issues for Consideration

As attached.

Attachments



No.	Title	Page
A	Finance, Audit & Risk Committee - Officer Actions 2020	64

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)	Lisa Slade Group Manager - People & Culture	
Approved by	Lisa Slade Group Manager - People & Culture	

HOROWHENUA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE
OFFICER ACTIONS
Queries from meeting to be addressed

Date	Item/ Report No.	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
29/07/20	20/291	<u>Monitoring Report – Audit Recommendations 20/08/2019</u>	Letter requested from Audit noting recommendations that have been cleared	Doug Law		16/02/21	Still awaiting report from Audit NZ
27/01/21			Response being pursued from Audit NZ. FAR Committee work programme for each month to be brought to the February FAR meeting	Doug Law Nicki Brady		In progress	An initial draft 12 month work programme has been formed and provided to Chair Finance Audit and Risk Committee on 26 th January 2021. Feedback and guidance has been received from the Chair. Amendments will be made and tabled for Council consideration in draft at the 31 st March meeting.
26/08/20	20/89	<u>Risk Appetite</u>	In terms of the timeframe for reporting back on potential changes.	Steve Magi		In progress as at 15/02/21	Awaiting Auditors' advice on risk management changes as a result of COVID-19 impacts. However, the Risk Appetite Statement was

HOROWHENUA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE
OFFICER ACTIONS
Queries from meeting to be addressed

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							adopted by Council on 9 September 2020. Recommend this item be removed as the Auditor is not providing substantive advice as the impacts of Covid-19 are not as severe as initially thought.
30/09/20	20/361		A site visit to be arranged for Elected Members to the Foxton Wastewater Treatment Plan	Kevin Peel			Rescheduled visit for Wednesday 17 February cancelled and will be rescheduled.(again) Late 2020 scheduled visit postponed and will be re-scheduled for February 2021
28/10/20	20/462	<u>Infrastructure Development – Activity Update – Horowhenua Alliance Review</u>	Issues raised with regard to the review to be considered by the Principals Group and then brought back to the FAR Committee by Christmas this year, including the	Brent Maguire	Christmas 2020	Complete	Incorporated in Alliance's regular Monthly reports as part of the Infrastructure Operations Activity Update.

HOROWHENUA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE
OFFICER ACTIONS
Queries from meeting to be addressed

Date	Item/ Report No.	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
			wider scope, how the culture issue would be addressed and the development of key measures.				
	20/468	<u>Treasury Report</u>	Workshop to be held in tandem with the next FAR meeting on whether Council could or should take advantage of the current low interest rates	Doug Law		In progress	
25/11/20	20/496	<u>Infrastructure Development – Activity Update - Foxton River Loop Regeneration – Stage One</u>	Engagement to be undertaken with Matarapa Governance Group	Daniel Haigh		Complete	Contact made with Governance Group to provide an update on the project at their next meeting
	20/465	<u>Customer & Strategy – Activity Update</u>	To provide further information with regard to current and future consenting activity – trends to be identified in	Megan Leyland		In progress	Awaiting changes to reports and processes

HOROWHENUA DISTRICT COUNCIL
FINANCE, AUDIT & RISK COMMITTEE
OFFICER ACTIONS
Queries from meeting to be addressed

Date	Item/ Report No.	Item/Report Description	Query/Action	Responsible Officer	Date to Action by	Progress Status	Officer Comment
			the growth dashboard				
27/01/21	20/584	<u>Health & Safety Report</u>	Near miss reporting – further on this for the next FAR meeting	Tanya Glavas	April 21		
	20/496	<u>Infrastructure Development – Activity Update</u>	Reporting for next activity update: – Fale Lotu Connections – Where Council was at with the contingency for the Foxton project	Brent Maguire	24 Feb	Complete	Refer to Infrastructure Development Activity Update 24 Feb
	20/564	<u>Infrastructure Operations – Activity Update</u>	Explanation of the colour coding of the graphs and abbreviations requested	Kevin Peel		Complete	Included in January reporting
	20/566	<u>Six Month Report</u>	Reporting on how extra operational grants were dealt with in Council's books	Doug Law		In Progress	