

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

Date: Wednesday 27 February 2019
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council

OPEN AGENDA

MEMBERSHIP

Mayor	Mr Michael Feyen	
Deputy Mayor	Mr Wayne Bishop	
Councillors	Mr Ross Brannigan	
	Mr Ross Campbell	
	Mr Neville Gimblett	
	Mr Barry Judd	
	Mrs Victoria Kaye-Simmons	
	Mrs Jo Mason	
	Mrs Christine Mitchell	
	Ms Piri-Hira Tukapua	
	Mr Bernie Wanden	
Reporting Officer	Mr David Clapperton	(Chief Executive)
Meeting Secretary	Mrs Karen Corkill	
	Ms Sharon Bowling	

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

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

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1 Apologies

2 Public Participation

Notification to speak is required by 12 noon on the day of the meeting. Further information is available on www.horowhenua.govt.nz or by phoning 06 366 0999.

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 Announcements

File No.: 19/34

Adoption of Annual Plan 2019/20 Engagement Document and Supporting Information

1. Purpose

To adopt the Annual Plan 2019/2020 Engagement Document and supporting information.

2. Executive Summary

- 2.1 The Engagement Document for the Annual Plan 2019/2020 and supporting formation outline the budget and key projects planned for the 2019/2020 financial year. The proposed rate income increase is 5.98% (compared to the 5.96% increase identified for Year 2 (2019/2020) in the Long Term Plan 2018-38).
- 2.2 There are no significant or material changes proposed from the Long Term Plan 2018-38, which means that Council could chose not to consult with the community on the Annual Plan 2019/2020. Regardless, the Council have indicated to Officers a desire to undertake public engagement as part of this Annual Plan. The engagement will focus in sharing information about the key projects planned for 2019/2020 to give the community a better understanding of planned work, and enable them to provide feedback for Council to consider.
- 2.3 Council resolved to amend how shared pathways were rated for at the end of the Long Term Plan (LTP) 2018-38 process. The proposal was to change from a targeted rate based on capital value with the roading rate, to a targeted rate as a fixed charge of a uniform amount based on SUIPs (Separately used or inhabited parts of a rating unit). Given this proposed change occurred at the end of the LTP process without adequate consultation on the options, further consultation is required before the rate can change. Officers are developing a Spatial Plan for proposed shared pathways throughout the Horowhenua District, and once this work is complete, there will be increased certainty of the level of funding required. Therefore, it is recommended that further consultation on changing the rate for shared pathways is undertaken following the completion of the Spatial Plan in conjunction with the Annual Plan 2020/2021 process).

3. Recommendation

- 3.1 That Report 19/34 Adoption of Annual Plan 2019/20 Engagement Document and Supporting Information be received.
- 3.2 That this decision is recognised as significant in terms of S76 of the Local Government Act.
- 3.3 That the funding method for shared pathways is reviewed, following the completion of the Spatial Plan for shared pathways. Noting a preference to change the current funding method from being part of the roading rate, which is a targeted rate based on capital value, to a targeted rate as a fixed charge of a uniform amount on the basis of the number of SUIPs (Separately used or inhabited parts) of each rating unit within the District.
- 3.4 That Council adopts for community engagement, the Engagement Document 'What's Our Plan' 2019/2020 and supporting information for the Annual Plan 2019/2020.
- 3.5 That the Chief Executive be given delegated authority to correct minor drafting errors in the What's Our Plan 2019/2020 Engagement Document and supporting information prior to the documents being published and released for public comment.

4. Background / Previous Council Decisions

- 4.1 In June 2018, Council adopted the Long Term Plan 2018-2038 (LTP). The LTP sets the direction, including both financial and non-financial aspects, of Council business for the 20 year period it covers. Council is required to develop an LTP every three years and in alternate years it must adopt an Annual Plan. The purpose of the Annual Plan is to -
- contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
 - identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year; and
 - provide integrated decision making and co-ordination of the resources of the local authority; and
 - contribute to the accountability of the local authority to the community.
- 4.2 The Annual Plan for 2019/2020 is Year 2 of the LTP 2018-38. There is limited scope for change that can occur through an Annual Plan. The following decisions if made via an Annual Plan would trigger an amendment to the LTP: -
- Significantly altering an intended level of service. .
 - Transferring the ownership or control of a strategic asset.
- 4.3 The Annual Plan 2019/2020 will not contain any significant or material changes, and as such, in accordance with the 2014 amendment to the Local Government Act 2002, Council is not required to consult on this Annual Plan. However, Council has signalled to officers that it would like the community to be made aware of key projects or improvements to services that are planned for the 2019/2020 financial year and that members of the community be given the opportunity to engage and comment on what is planned.

5. Discussion

Engagement Document - Annual Plan 2019/2020

- 5.1 An Engagement Document (What's Our Plan 2019/2020) has been prepared which outlines key projects and improvements to services for the 2019/2020 financial year. This document provides an overview of these matters so that the community can readily understand some of the key things Council will be working on in 2019/2020. A feedback form will also be provided along with the document so that community members can comment on any of the matters covered in the Engagement Document.

Projects outlined in the Engagement Document include:

- Developing Master Plans
- Working with communities to create Community Plans
- Levin Town Centre Development
- Foxton Wastewater Treatment Plant – move to land based disposal
- Lake Horowhenua
- Transport Planning
- Changes to recycling (1 July 2019)
- Water and Wastewater Feasibility Studies
- Shannon Community Centre Feasibility Study

- 5.2 It is important to note that many of the projects covered in the Engagement Document will be subject to further public engagement/consultation in the future. For example the Master Plans will be incorporated into the Council's District Plan via Plan Changes which legislatively require formal public consultation. Targeted consultation is planned with relevant communities as Community Plans are developed to ensure these plans accurately reflect each community's goals and aspirations.

Rates

- 5.3 The proposed rate income increase identified in the LTP 2018-2038 for Year 2 was 5.96%. The proposed rate income increase in the draft Annual Plan 2019/2020 is 5.98%.

Shared Pathways

- 5.4 Council has undertaken work on the development of shared pathways over the last years in accordance with the Shared Pathways Strategy 2016. Shared pathways are currently rated through the targeted rate for roading based on capital value. The 2019/20 financial year will be the first year that Council will need to collect rates for Shared Pathways.

As part of the development of the LTP 2018-2038, Council made the following resolution subject to legislative requirements:

THAT a Targeted Rate is used to fund the cost of Shared Pathway projects and maintenance and that this rate is assessed as a fixed charge of a uniform amount on the basis of the number of SUIPs of each rating unit within the district

AND FURTHER

THAT the fund will form part of the roading budget subject to meeting legislative requirements.

- 5.5 As the change in rate for shared pathways was not proposed as part of the supporting information alongside the Consultation Document for the LTP, the consultation requirement (in accordance with section 82 of the Local Government Act 2002) to change the rate has not been met. Therefore, to implement this rate, Council is required to consult and to amend its Revenue and Financing Policy.
- 5.6 During 2019 a 'Spatial Plan' will be completed showing the proposed shared pathways throughout the Horowhenua District. This plan will help to provide clarity on long-term funding requirements. Therefore, it is recommended that Council undertakes consultation on changes to the funding method for shared pathways once this work is completed. On this basis, it is envisioned that changes to the funding method could be consulted on during the Annual Plan 2020/2021 process.

6. Options

Option 1 – Adopt for public engagement, the Engagement Document and supporting information for the Annual Plan 2019/2020.

Option 2 – Delay adopting for public engagement, the Engagement Document and supporting information for the Annual Plan 2019/2020, and provide direction to officers on required changes.

Officers recommended option is Option 1.

This is because the Engagement Document has been developed on the basis that while no significant or material changes are proposed as part of this Annual Plan process, Council would still like to give the community the opportunity to comment on what it has planned for the 2019/2020 financial year. The Engagement Document highlights key projects and improvements in services.

The supporting information that has been developed by officers (that will be available for the community to view during the engagement period) is reflective of what Council proposed for Year 2 of its LTP 2018-2038.

Adopting the Engagement Document and supporting information allows Council sufficient time to engage with the community on what it has planned for 2019/2020 while also ensuring that the final Annual Plan can be prepared for adoption within required statutory timeframes (i.e. before 30 June 2019). Delaying adoption to make further changes would have implications for timeframes; making the turnaround time following the public engagement period tighter.

6.1 Cost

The costs associated with preparing the Engagement Document and supporting information for the Annual Plan 2019/2020 are met from existing budgets.

6.1.1 Rate Impact

There will be no direct rate impact from the adoption of the Annual Plan 2019/2020 Engagement Document and supporting information. However, the documents identify the potential rate impacts for the 2019/2020. Following the public engagement process, Council will deliberate on public comments that it has received, and on 26 June 2019 it will determine the final rate impact through the adoption of the Annual Plan 2019/2020.

6.2 Community Wellbeing

There are no negative impacts on community wellbeing arising.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

The Annual Plan 2019/2020 reflects Year 2 of the LTP 2018-38.

7. Consultation

7.1 Public engagement on the Annual Plan 2019/2020 is planned as following:

Engagement and Submission period – 8 March 2019 to 8 April 2019

Hearing of Submissions – 8 May 2019 and 9 May 2019 (if required)

Deliberations – 29 May 2019 and 30 May 2019 (if required)

Adoption of Annual Plan 2019/2020 – 26 June 2019

7.2 During the written submission period, a number of engagement opportunities are planned where officers and elected members will be available to speak with the interested members of the community:

Date	Event	Time
9 March 2019	Attendance at Pasifika Celebration Day – Levin Adventure Park	3.00pm to 7.00pm
13 March 2019	Attendance at Fairfield School Gala	5.00pm to 7.00pm
22 March 2019	Drop-in session: Levin - Levin Mall	12.00pm to 2.00pm

25 March 2019	Drop-in session: Shannon – outside Shannon Library	12.00pm to 2.00pm
3 April 2019	Drop-in session: Foxton – Te Awahou Nieuwe Stroom	12.00pm to 2.00pm

8. Legal Considerations

- 8.1 The process for consultation on and adoption of the Annual Plan 2019/2020 is specified in the Local Government Act 2002.
- 8.2 Section 95(2) and section 95(2A) identify that Council must consult with its community on the Annual Plan in accordance with Section 82 of the Local Government Act 2002, unless the Annual Plan does not include any significant or material differences from the LTP.
- 8.3 The Annual Plan for 2019/2020 does not include any significant or material differences from the LTP. While Council could decide not to consult, the Council has indicated the desire to consult the community. A public engagement process is proposed (as outlined in section 7 of this report) on key projects planned for 2019/2020 to provide the community an understanding of planned work and to give them the opportunity to comment and present their submissions to Council.

9. Financial Considerations

- 9.1 There is no financial impact in adopting the Engagement Document and supporting information for the Annual Plan 2019/2020 for public engagement. The document preparation and engagement process is provided for within existing budgets.
- 9.2 The Engagement Document and supporting information for the Annual Plan 2019/2020 complies with debt and rate parameters as outlined in Council's Financial Strategy adopted as part of the LTP 2018-2038.

10. Other Considerations

- 10.1 There are no other considerations.

11. Next Steps

- 11.1 If Council decides to adopt for public engagement, the Engagement Document and supporting information for the Annual Plan 2019/2020, engagement will begin on 8 March 2019 and will be implemented in accordance with the engagement process outlined in Section 7 of this report.
- 11.2 If Council decides to delay adoption of the Engagement Document and supporting information to allow for further work to be completed, the proposed timeframe will also be delayed. Officers will complete the extra work requested, and will bring the proposal to subsequent Council meeting.

12. Supporting Information

Strategic Fit/Strategic Outcome

The Annual Plan 2019/2020 is consistent with the strategic goals in the LTP 2018-2038 and Council's Community Outcomes.


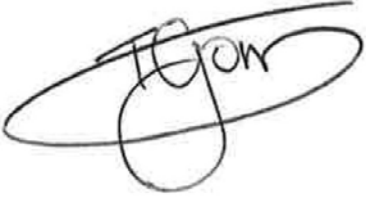
<p>Decision Making</p> <p>The Annual Plan 2019/2020 Engagement Document and supporting information outlines the key projects, and funding of key projects for the 2019/2020 financial year. None of the changes between the LTP 2018-2038 and the Annual Plan 2019/2020 are considered to be material or significant.</p>
<p>Consistency with Existing Policy</p> <p>Not applicable.</p>
<p>Funding</p> <p>The Engagement Document and public engagement process are provided for within existing budgets. The Annual Plan 2019/2020 sets out the funding for this financial year.</p>

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Reputational	The community feels frustrated by Council engaging on the projects for Year 2 of the LTP as the decisions have already been made by Council, together with the associated lack of options in the Engagement Document.	Minor	Likely	Moderate	Ensure the engagement document is written clearly and the messaging in any communications associated with the Annual Plan explains the situation and conveys the value of keeping the community conversations going.

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

13. Appendices

No.	Title	Page
A	Annual Plan 2019/2020 Engagement Document <i>(Under Separate Cover)</i>	
B	Supporting Information - Draft Annual Plan 2019/2020 <i>(Under Separate Cover)</i>	

Author(s)	Katrina Gray Strategic Planner	
	Tiffany Gower Strategic Planner	

Approved by	David McCorkindale Group Manager - Strategy & Development	
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