

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

**Date:** Wednesday 27 February 2019  
**Time:** 4.30 pm  
**Meeting Room:** Council Chambers  
**Venue:** Horowhenua District Council  
Levin

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## Finance, Audit & Risk Subcommittee

### OPEN AGENDA

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#### MEMBERSHIP

|                           |                           |                           |
|---------------------------|---------------------------|---------------------------|
| <b>Chairperson</b>        | Mr Philip Jones           |                           |
| <b>Deputy Chairperson</b> | Mr Barry Judd             |                           |
| <b>Members</b>            | Mr Wayne Bishop           |                           |
|                           | Mr Ross Brannigan         |                           |
|                           | Mr Ross Campbell          |                           |
|                           | Mayor Michael Feyen       |                           |
|                           | Mr Neville Gimblett       |                           |
|                           | Mrs Victoria Kaye-Simmons |                           |
|                           | Mrs Jo Mason              |                           |
|                           | Mrs Christine Mitchell    |                           |
|                           | Ms Piri-Hira Tukapua      |                           |
|                           | Mr Bernie Wanden          |                           |
| <b>Reporting Officer</b>  | Mr Doug Law               | (Chief Financial Officer) |
| <b>Meeting Secretary</b>  | Mrs Karen Corkill         |                           |

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

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

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



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**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](http://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 Confirmation of Minutes**

**5.1 Meeting minutes Finance, Audit & Risk Subcommittee, 30 January 2019**

**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 too and answer questions from Elected Members when the meeting is formally considering the agenda item i.e. on completion of Public Participation.

Meeting protocols

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

# Health & Safety Update - SafePlus - MW LASS - February 2019

File No.: 19/44

## 1. Purpose

To provide an update to the Finance, Audit & Risk Subcommittee on the outcome of the MW LASS review of the recently SafePlus summary report following Regional Council SafePlus assessments of health and safety capability in November/December 2018.

## 2. Recommendation

- 2.1 That Report 19/44 on Health & Safety Update - SafePlus - MW LASS - February 2019 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. Background/Previous Council Decisions

This is the requested feedback on the recent participation of HDC, together with six other MW LASS Councils, in a health and safety gap analysis following the results being reported back to the MW LASS Board of Directors.

## 4. Issues for Consideration

As included in the attached report.

## Attachments


| No. | Title  | Page |
|-----|--|------|
| A   | FAR Subcommittee Update - SafePlus MW LASS - February 2019 | 9    |


### Confirmation of statutory compliance

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

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

## Signatories

|           |  |   |
|-----------|--|---|
| Author(s) | Jill Dallinger<br>Senior Health & Safety Advisor |  |
|-----------|--|---|

|             |  |   |
|-------------|--|---|
| Approved by | Toni Magi<br><b>Senior Manager, People &amp; Culture</b> |  |
|-------------|--|---|



## Horowhenua District Council Health & Safety – Update Brief - February 2019

### Executive Summary

The following brief is intended to update the Finance, Audit and Risk Subcommittee on the outcome of the MW LASS review of the recently completed SafePlus summary report following Regional Council SafePlus assessments of health and safety capability in November/December 2018. This assessment process was an initiative directed by the MW LASS in July 2018.

MW LASS directors received the regional SafePlus summary report on 11 February 2019. They noted that all 7 Councils had been assessed as “Developing” Councils in the area of H&S. “Developing” being the first of the three possible maturity ratings which was an expected outcome of this assessment process and an identified outcome for most organisations undertaking a SafePlus assessment for the first time.

The Directors supported the summary recommendations for continued MW LASS collaboration outlined in the summary report and have requested that the regional health and safety practitioners now meet to identify the top 4/5 priority collaborative work projects for possible consideration by the MW LASS Directors, with implementation to commence early 2019.

Those health and safety practitioners will meet on 28 February and report back to the MW LASS Directors in March. The outcome of the MW LASS consideration regarding regional collaboration will have some impact on the progress individual Councils are able to make in terms of their own respective assessment recommendations.

The H&S practitioner feedback is due to the MW LASS Directors no later than the 15 April Strategy meeting, earlier if possible via the 11 March Teleconference.

The outcome of the MW LASS direction along with the Horowhenua SafePlus report is intended to be reported to the Finance, Audit and Risk Committee at the next quarterly review in April.

Jill Dallinger  
**Snr Health & Safety Advisor**

14 February 2019



# Projects Update

File No.: 19/43

## 1. Purpose

To provide the Finance, Audit and Risk Subcommittee with an update of the projects being undertaken by the Infrastructure Projects Team.

## 2. Recommendation

- 2.1 That Report 19/43 Projects 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. Issues for Consideration

Information is provided in the attached reports.

## Attachments

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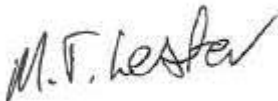
### Confirmation of statutory compliance

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

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

## Signatories

|           |                                   |   |
|-----------|-----------------------------------|---|
| Author(s) | Gerry O'Neill<br>Projects Manager |  |
|-----------|-----------------------------------|---|

|             |  |   |
|-------------|--|---|
| Approved by | Mark Lester<br><b>Group Manager - Corporate Services</b> |  |
|-------------|--|---|

# Tokomaru Wastewater Supply - Overview

## Project Overview Summary

| Current Status   | What's Needed?   | Key Dates   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Council commitment to land based, long term disposal</li> <li>• Short term consent sought for discharge to water to provide time to investigate, design, and consent land based option</li> <li>• MfE Funding assisted with purchase of land</li> </ul> | <ul style="list-style-type: none"> <li>• Resolve short term consent with Horizons and submitters</li> <li>• Establish Wastewater Working Group (iwi, community and interested parties) to work with Council towards long term land option</li> </ul> | <ul style="list-style-type: none"> <li>• Council hopes to have short term consent resolved Feb-March 2019</li> <li>• Wastewater Working Group to be established early 2019</li> <li>• Collaborative working on land option 2019 - 2021 (see indicative timeline over page)</li> </ul> |

### Overview of scheme:



## Work to date:

### Short-Term Consent

- The existing wastewater discharge is a combination of discharges to ground via the base of a wetland and also discharges direct to Centre Drain at times of high flow.
- A short term (5 year) consent has been sought to allow the status quo operation while the long term land disposal option was progressed.
- The short term consent was publicly notified and a pre-hearing meeting held. The application has since been on hold while draft conditions were agreed between District and Regional Councils. This included engaging ecologists to develop a monitoring programme which is now being implemented.

The next stage is for submitters to be given an opportunity to comment on the draft conditions. This is expected to occur early in 2019.

### 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.

Central government funding has been secured and this has assisted Council to purchase land which is considered suitable for the purpose.

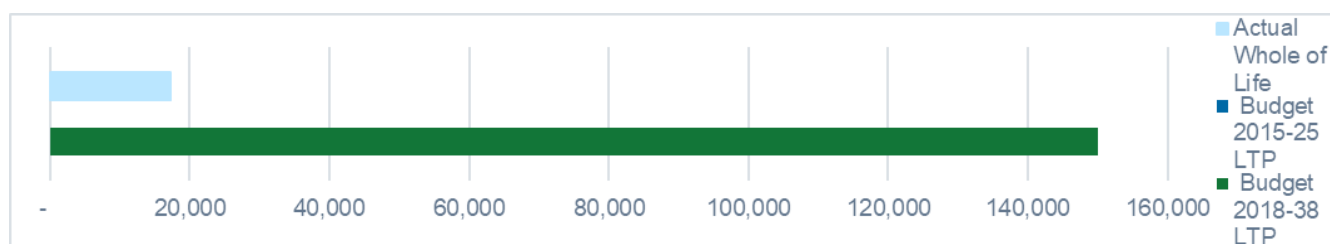
The next stage is to set up the project structure & timeline; and establish a Wastewater Working Group. The Wastewater Working Group will include representatives from iwi, community and interested parties. Council will also consult and engage with mana whenua separately from the Working Group.

The project is in the very early stages and we are still working through how it will be delivered. We welcome input from iwi as to how they wish Council to engage with them and how they wish to be involved.

## Financials:

*The funding arrangements are loan funded*

*The proposed cost of the project is \$150,000 over the expected lifespan of the project.*



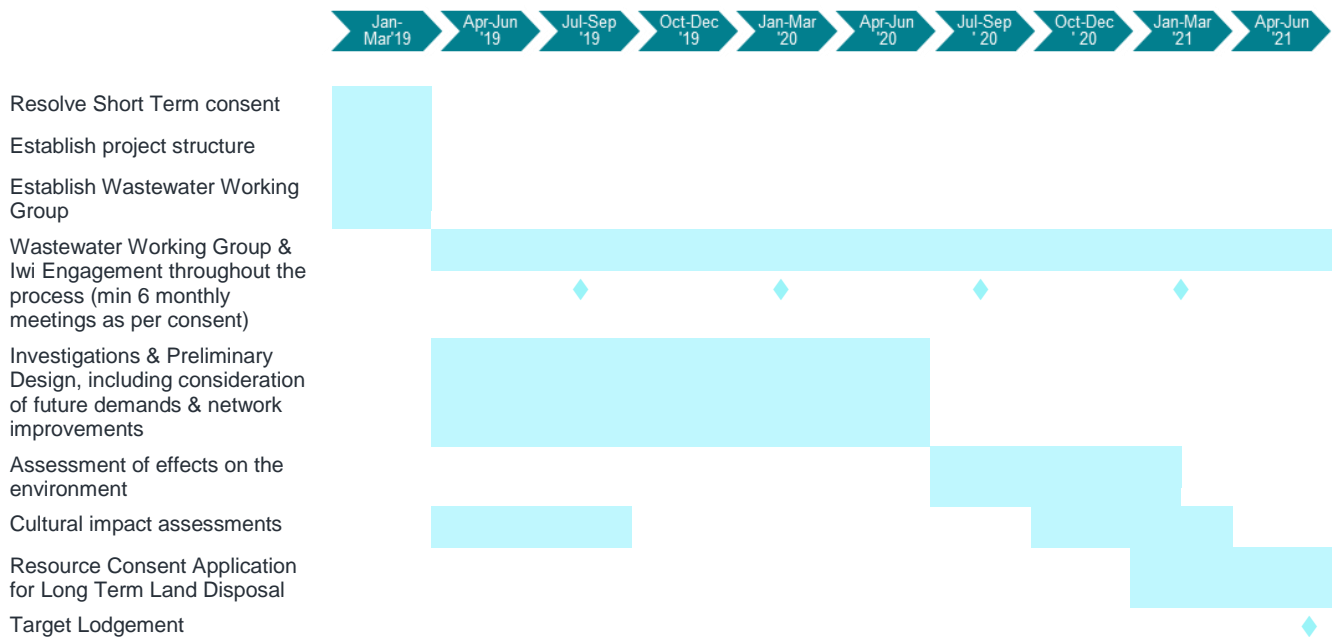
|                              | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | Total  |
|------------------------------|---------|---------|---------|---------|---------|--------|
| <b>Capital expenditure</b>   |         | 17,278  |         |         |         | 17,278 |
| <b>Operating expenditure</b> |         |         |         |         |         |        |
| <b>Total expenditure</b>     |         | 17,278  |         |         |         | 17,278 |
| <b>Revenue</b>               |         |         |         |         |         |        |

**Risk Management:**

| Risk Area        | Risk Description                                    | Initial (GOR) | Risk Assessment (Low to Extreme) without control | Control  | Residual (GOR) |
|------------------|---|---------------|--|--|----------------|
| <b>Strategic</b> | Potential for HRC to determine not to grant consent | A             | Moderate   | Technical assessment details to support the application. Ensure that community is clear that this is a short term consent to allow for investigation of land based option are clea | G              |

**Timeline:**

Note: the timeline is indicative only at this stage



# Tokomaru Water Supply - Overview

## Project Overview Summary

| Current Status   | What's Needed?  | Key Dates   |
|--|---|---|
| <ul style="list-style-type: none"> <li>Initial stages of preparing consent application for renewal</li> <li>Assessing current and future community water demand</li> </ul> | <ul style="list-style-type: none"> <li>Engagement with mana whenua</li> <li>Ecological effects assessment when River is at low flow</li> <li>Determine how growth will be provided in a sustainable manner</li> </ul> | <ul style="list-style-type: none"> <li>31 March 2019 for consent application lodgement</li> <li>Existing consent expires 1 July 2019</li> </ul> |

### Overview of scheme:



#### Abstraction from Tokomaru River

Infiltration gallery below bed of the river, Horseshoe Bend. There are no structures in the flowing water.



#### Treatment & Storage

Membrane filtration treatment plant located on Tokomaru East Road. Approx. 500 m<sup>3</sup> (2 days) of storage.



#### Community Served

Tokomaru Village & some rural residential properties. Properties outside of the village and any non-residential uses are metered.

- 222 connections of which 34 are metered

Growth is projected. There is residential and greenbelt residential land zoned to the north of the village. Council's Growth Strategy 2040 also identified potential additional growth areas.



**Existing Consent**

- Abstract up to 864 m<sup>3</sup>/day, at maximum rate of 36 m<sup>3</sup>/hr
- No conditions for metering of abstraction
- No conditions requiring water conservation measures

**Likely Consent to be sought**

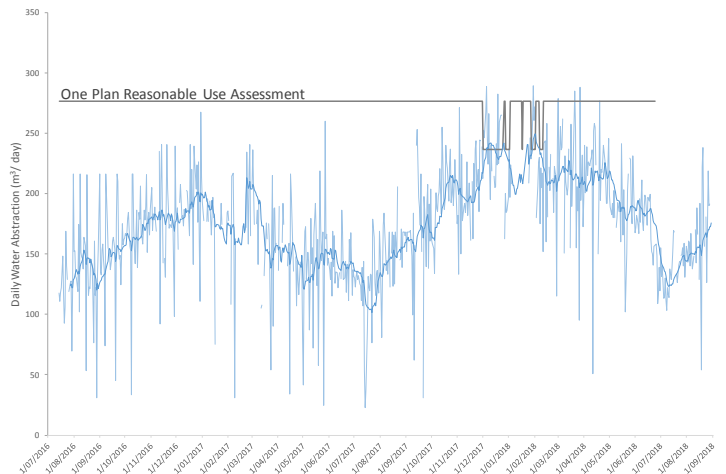
- Reduced consent limits to better match demand
- Abstraction metering & telemetry
- Water conservation measures at times of low flow

**How much water does the community use?**

This graph shows the community’s use over the last two years.

The graph shows the water abstracted compared to what would be considered “reasonable and justifiable” under the One Plan policies (grey line). Where the grey line drops down, this is when the River flow was below minimum flow and water conservation measures would be expected to be implemented under the One Plan.

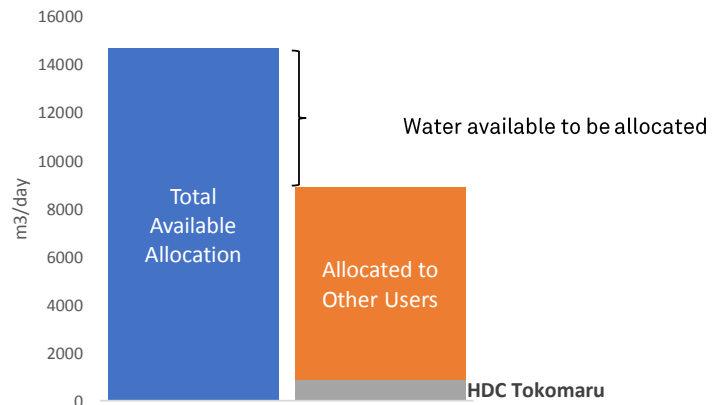
Council is currently working through the amount of water which will be required to meet projected growth, and how growth demands can be met in a sustainable manner.



**Water Allocation & Ecological Effects**

Under the One Plan’s allocation regime, 61% of the cumulative core allocation for the zone is allocated. HDC’s current allocation for Tokomaru represents 6% of the cumulative core allocation.

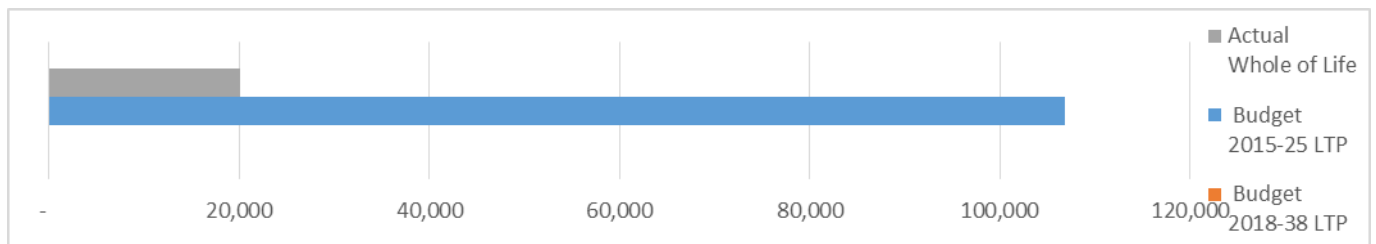
The One Plan provides for community takes to continue (with water conservation measures in place) when the River is below minimum flow (240 L/s). An ecological assessment will be carried out over the summer period to assess the effects of the take below river minimum flow.



**Financials:**

*The funding arrangements are reserve funded.*

*The proposed cost of the project is \$106,910 over the expected lifespan of the project.*



|                              | 2017/18 | 2018/19 | 2019/20 | 2020/21 | 2021/22 | Total  |
|------------------------------|---------|---------|---------|---------|---------|--------|
| <b>Capital expenditure</b>   |         | 20,179  |         |         |         | 20,179 |
| <b>Operating expenditure</b> |         |         |         |         |         |        |
| <b>Total expenditure</b>     |         | 20,179  |         |         |         | 20,179 |
| <b>Revenue</b>               |         |         |         |         |         |        |

### Risk Management:

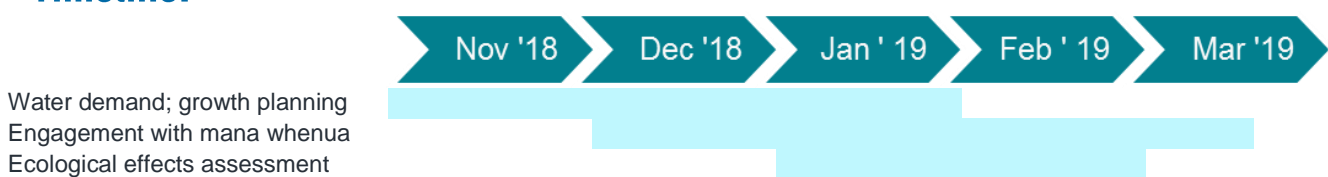
| Risk Area        | Risk Description  | Initial (GOR) | Risk Assessment (Low to Extreme) without control | Control   | Residual (GOR) |
|------------------|---|---------------|--|---|----------------|
| <b>Strategic</b> | Potential for Quantity of Water allocated to be insufficient for growth | A             | Moderate   | Consent conditions to be structured to allow for further approval at time of growth in the community. Ensuring water sensitive design | G              |

### Consultation and affected parties:

Work on the re consenting is in the initial stages and consultation has not yet commenced.

We intend to consult with Ngāti Whakare; Te Rūnanga O Raukawa; and Rangitaane. Fish & Game and Department of Conservation are also likely to be consulted.

### Timeline:



Water demand; growth planning  
Engagement with mana whenua  
Ecological effects assessment

# Foxton Wastewater Discharge Project Overview Summary

## Current Status

- Resource consents for the irrigation discharge have been granted.
- Main pond has been partly de-sludged.
- Project team is actively planning for irrigation and storage pond construction.
- 11 kV power supply has been installed to the WWTP.

## What's Needed?

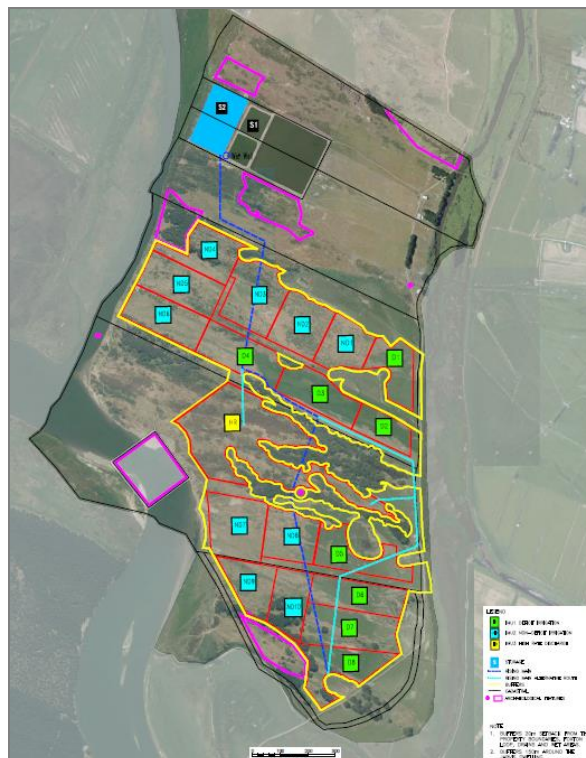
- Management of multi-disciplinary team to design and construct new scheme.
- Management of land owner and iwi relationships.
- Co-ordination of complex range of systems and activities to ensure full integration of WWTP, irrigation, and farm operations.

## Key Dates

- Consents granted 4 February 2019.
- 3-month and 6-month deadlines for completing some management plans and WWTP changes.
- 3-year deadline from granting of consent for starting irrigation, using new storage pond, and ceasing discharge to Foxton Loop.

## Overview of scheme:

- The Foxton WWTP is a 3-pond system located SW of Foxton between the two arms of Foxton Loop on farm land known as Matarapa.
- The WWTP was constructed in 1976 and discharges treated wastewater into the western arm of Foxton Loop.
- The existing discharge consent needed renewal in 2014 and HDC sought to develop a land discharge system to reduce or replace the Foxton Loop discharge system.
- The farm land south of the WWTP was identified as suitable for irrigation of the treated wastewater and consent applications for irrigating the area outlined in yellow on the map below were lodged in November 2015. A new storage pond (blue rectangle) was also proposed for managing winter wastewater flows.
- The Environment Court heard the applications through a direct referral process during 2017 while draft consent conditions were negotiated with Horizons' representatives.
- The Court granted the consents with the agreed conditions on 4 February 2019.



## Work to date:

- A project management team has been formed and met 3 times to plan and co-ordinate activities.
- Timelines and preliminary budgets have been developed for a wide range of tasks.
- Preliminary designs and draft documentation have been prepared for procurement and consent approval purposes.
- There has been significant collaboration with the farmers and iwi and this will continue to be on-going.
- Power (11kV) has been installed to the WWTP, and plans are under way to install lower voltage power to key locations for future installations of pumps and other componentry.
- Changes to WWTP and environmental monitoring requirements resulting from the new consents have been implemented or organised for implementation.
- An inlet screen is ready to be installed, and a shut-off valve will soon be installed at the WWTP outlet to ensure compliance with the daily discharge limit.
- WWTP waveband repairs and bund modifications have been designed to provide for pond surcharging.
- Partial de-sludging of the main pond was completed in September 2018. The removed sludge has since been drying naturally.

## Risk Management:

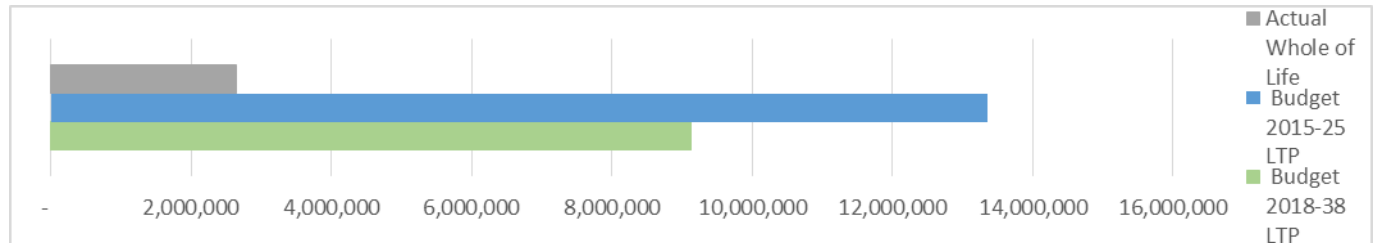
| Risk Area               | Risk Description  | Initial (GOR) | Risk Assessment (Low to Extreme) without control   | Control   | Residual (GOR) |
|-------------------------|---|---------------|--|---|----------------|
| <b>Strategic</b>        | Landowner agreement.  | A             | Differing design views resulting in disputes and delays to implementing project within consented deadlines.  | Robust and regular landowner engagement.  | G              |
|                         | Iwi expectations.   | A             | Differing views on commitments given resulting in delays to implementing project within consented deadlines. | Robust and regular landowner engagement.  | G              |
|                         | Wastewater continues to enter river longer than planned.  | A             | Council's target of ceasing all wastewater discharges to river is delayed unacceptably long.                 | Active information sharing and relationship building. Sound project management.                                 | G              |
| <b>Financial</b>        | Budget exceedances or spending funds sooner than expected.  | A             | Strains Council's finances and forces unexpected borrowing and interest costs.                               | Financial planning and regular cost management.   | G              |
| <b>Service Delivery</b> | Resource availability and timing causing delays.  | G             | Delays can compound and can breach consent timing limits and add to costs.                                   | Strong project and staff management controls. Provision of additional resources if needed.                      | G              |
|                         | Inadequate consideration of components causing failures or unable to integrate with other parts of the systems. | G             | Failures or incompatibility can be costly to rectify and waste time.   | Specifications will be developed by project team to ensure their suitability. Need interactive team management. | G              |
| <b>Legal</b>            | Breaches of consent conditions, One Plan, District Plan, or Heritage Act.                                       | G             | HDC and contractors liable for enforcement action and for rectifying environmental damage.                   | Training/education for all personnel. Supervision will include compliance checks. Compliance essential.         | G              |
| <b>Reputational</b>     | Project implemented poorly or fails to operate as intended. Lower   | G             | Council seen as having an inability to deliver significant infrastructure projects.                          | Specifications and regular inspections of work. High standards will be expected                                 | G              |

|  |   |   |
|--|---|---|
|  | standards are allowed than would be expected of another farm or business. | and enforced. Short cuts and poor workmanship will be addressed promptly. |
|--|---|---|

### Financials:

The funding arrangements are loan funded.

The proposed cost of the project is \$9,123,206 over the expected lifespan of the project.



### Consultation and affected parties:

Council has been engaging with the landowners and relevant iwi since 2014. Council has also been engaging with some Horizons staff regarding consent conditions and their expectations of construction methodologies, monitoring requirements, documentation requirements, and reporting.

### Timeline:



|  | Design | Design & cost | Design & cost | Construct     |
|--|--------|---------------|---------------|---------------|
| <b>WWTP wavebands and bunds</b>        |        |               |               |               |
| <b>Management Plans</b>                |        | Develop       | Develop       | Finalise      |
| <b>Procurement</b>                     |        | Draft specs   | Seek offers   | Assess offers |
| <b>Actuator valve and inlet screen</b> |        |               | Install       |               |

# Foxton Beach Stormwater Consent Project Overview Summary

## Current Status

- Consents are required for Council's stormwater discharges to the Manawatu Estuary
- An application for consent is currently being prepared

## What's Needed?

- Engagement with mana whenua
- Stormwater monitoring to confirm quality of discharges
- Ecological effects assessment
- Consultation with affected parties

## Key Dates

- Council is wanting to be in a position to lodge a consent application early in 2019
- This will depend on consultation timing and effects assessment timelines

## Overview of Stormwater Discharges:



The discharge points are shown in the diagram above. There are five discharges direct to the Estuary, some seepage to ground through the attenuation ponds, and some discharges direct to Whitebait Creek.

Council's policy is that properties are required to provide on-site stormwater management (generally through soak pits). The consent application is for Council's stormwater network only and doesn't include the on-site soakage pits on private property.

Some of the discharges are direct to the Estuary (eg those on Dawick, Robbie, and Hartley Streets). The Holben stormwater discharge is a pumped discharge and includes some attenuation and treatment via the plantings and detention areas in the reserve and recreational areas. There are also attenuation ponds in the subdivision to the north-east of the community.

### Work to date:

Modelling of the network has been undertaken to assess network capacity, flooding areas and estimated stormwater quantities.

A monitoring programme of the quality of the stormwater discharges and the effects on the Estuary is commencing and will be refined as information is gathered.

An ecological effects assessment has commenced in November 2018. The first stage is to provide an assessment of the likely risks and effects arising from the stormwater discharges so that the monitoring programme can be refined and a more detailed effects assessment can be undertaken.

### Financials:

The proposed cost of the project is \$200,000 over the expected lifespan of the project.

|                              | 2018/19 | 2019/20 | 2020/21 | 2021/22 | Total  |
|------------------------------|---------|---------|---------|---------|--------|
| <b>Capital expenditure</b>   | -       |         |         |         | -      |
| <b>Operating expenditure</b> | 10,279  |         |         |         | 10,279 |
| <b>Total expenditure</b>     | 10,279  |         |         |         | 10,279 |
| <b>Revenue</b>               |         |         |         |         |        |

### Risk Management:

| Risk Area        | Risk Description  | Initial (GOR) | Risk Assessment (Low to Extreme) without control | Control   | Residual (GOR) |
|------------------|---|---------------|--|---|----------------|
| <b>Strategic</b> | Potential for HRC to determine that consent should not be granted | A             | Significant but able to be controlled            | Detailed documentation in the consent application to show that discharge is controlled effectively. | G              |

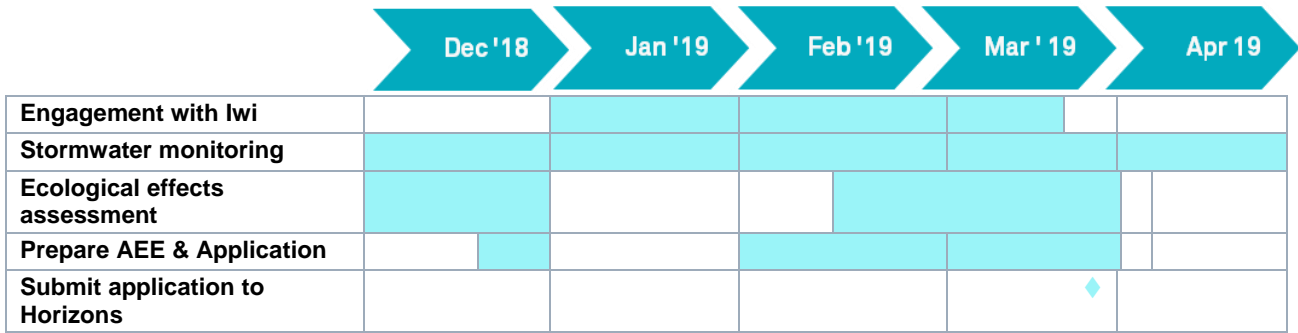
### Consultation and affected parties:

Consultation has not yet commenced.

It is intended to consult with Te Runanga o Raukawa and Rangitaane. Council will be guided by iwi as to parties for consultation.

Consultation with the community, Department of Conservation and Fish and Game will also be required.

**Timeline:**



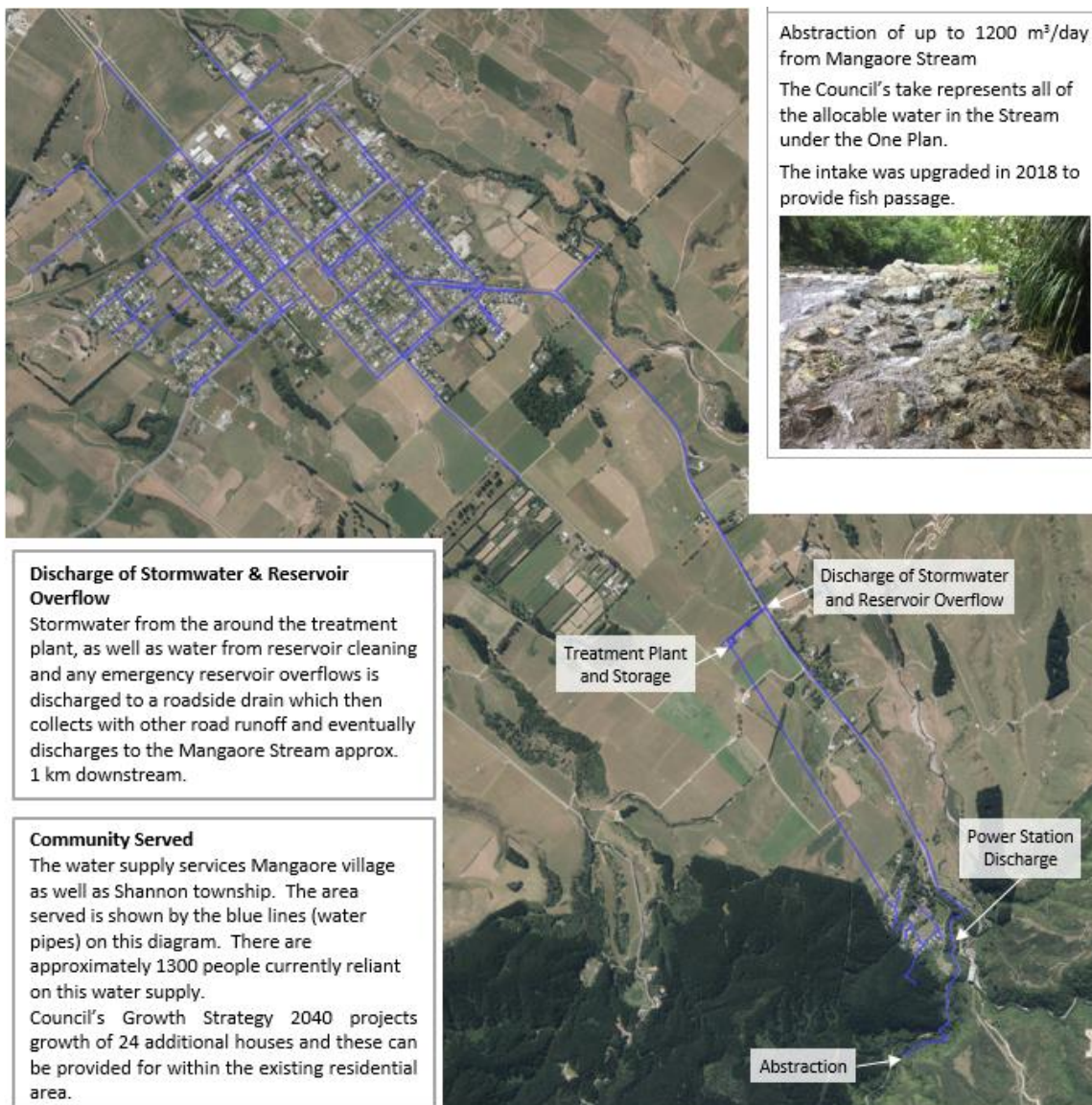


# Shannon Water Supply - Overview

## Project Overview Summary

| Current Status  | What's Needed?  | Key Dates  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• CHI report has been completed by Ngati Whakatere</li> <li>• Application lodged ahead of required date to allow for discharge and take to be considered together</li> <li>• Application is on Hold while Council investigates water losses</li> </ul> | <ul style="list-style-type: none"> <li>• CHI recommendations to be discussed with Ngati Whakatere and actions agreed</li> <li>• Council to assess water use over summer now that major leaks have been repaired &amp; better data logging is available</li> </ul> | <ul style="list-style-type: none"> <li>• Existing consent expires December 2019</li> <li>• Application to be updated and resubmitted end March 2019</li> </ul> |

### Overview of scheme:



## Culture Health Indicator Report:

Te Roopu Taiao o Ngati Whakatere Trust completed a Cultural Health Indicator report on the Mangaore Stream with a focus on the Shannon drinking water supply and Shannon wastewater discharge. The report included 5 recommendations relating to the Shannon drinking water supply. These were:

1. Ensure HDC provide fish passage to the upper Mangaore Stream as conditions of resource consent for the Shannon water supply intake weir and ensure operation of the fish pass is effective at all flows and for all species.
2. Provide information on the hydrology and water allocation limits for the Mangaore Stream to better understand the impact of the Shannon water supply take.
3. Include water conservation measures for Shannon on the water take consent, including alert monitoring of low flow levels and notification of water restrictions to essential needs only.
4. Ngati Whakatere to build a relationship with King Country Energy and Trustpower to better understand the impacts and operation of the Mangahao power station discharge.
5. HDC to enable regular stream health and mātauranga Māori monitoring with Shannon school in the upper Mangaore catchment.

The next step is for Council to meet with Te Roopu Taiao o Ngati Whakatere Trust to discuss these recommendations and agree actions moving forward.

## Water Loss Investigations:

Over the last six months, Council has been investing in water meters on the bulk supply lines to enable better measurement of how much water is being used and where water is being lost. Two large leaks were found during this investigation which reduced the daily consumption by just under 200 m<sup>3</sup>/day. Some unauthorised connections were also identified and are being addressed. Work is ongoing to identify leaks and fix these as quickly as possible.

By the end of December, Council will have all of the necessary meters and data loggers in place to be able to get an accurate measure of the amount of water used over the summer period, now that the major leaks have been repaired.

## Financials:

*The funding arrangements are reserve funded.*

*The proposed cost of the project is \$107,000 over the expected lifespan of the project.*

*Budget for previous years.*

|                              | 2018/19 | 2018/20 | 2020/21 | 2021/22 | Total |
|------------------------------|---------|---------|---------|---------|-------|
| <b>Capital expenditure</b>   | -       |         |         |         | -     |
| <b>Operating expenditure</b> | -       |         |         |         | -     |
| <b>Total expenditure</b>     | -       |         |         |         | -     |
| <b>Revenue</b>               |         |         |         |         |       |

### Risk Management:

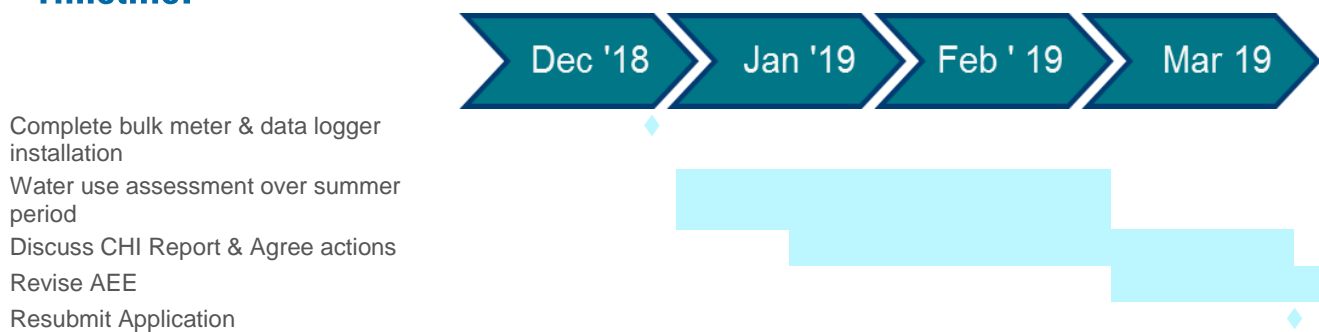
| Risk Area               | Risk Description                       | Initial (GOR) | Risk Assessment (Low to Extreme) without control | Control                                   | Residual (GOR) |
|-------------------------|--|---------------|--|---|----------------|
| <b>Service Delivery</b> | Outcome may have low flow restrictions | A             | Moderate   | Network management and water conservation | G              |

### Consultation and affected parties:

Council has been engaging with Ngati Whakarete as noted above.

Consultation has been carried out with Department of Conservation. Feedback was that there were no concerns with the amount of water taken above low flows. The Department supported water conservation measures at times of low flow, improvements to water efficiency and improvements to provide fish passage.

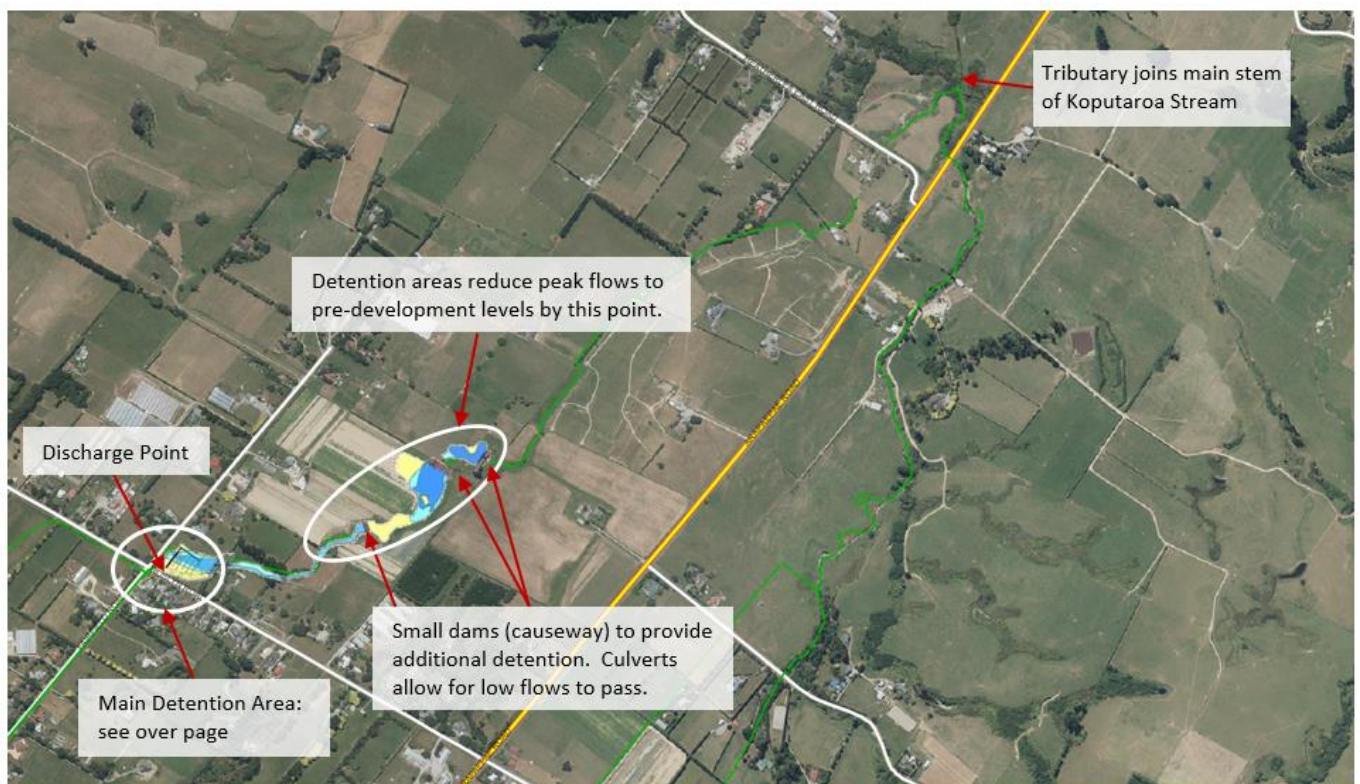
### Timeline:



# North East Levin Stormwater (Discharge to Koputaroa Stream Tributary) Project Overview Summary

| Current Status   | What's Needed?   | Key Dates  |
|--|--|--|
| <ul style="list-style-type: none"> <li>•Consent required due to increase and change in stormwater that will occur from land use change (residential development)</li> <li>•Application lodged and On Hold</li> </ul> | <ul style="list-style-type: none"> <li>•Engagement with mana whenua</li> <li>•Confirm planting plans and mitigation measures</li> <li>•Stormwater and dry weather monitoring of water quality</li> </ul> | <ul style="list-style-type: none"> <li>•Timeline is relatively flexible (application is on hold)</li> <li>•HDC seeks to consult with mana whenua and affected parties over Jan-March 2019</li> </ul> |

## Overview of Proposal:



**Reason for Consent**  
Increase in stormwater flows and change in composition due to rezoning and future residential development in North East Levin; redirection of some stormwater away from Lake Horowhenua. Consent is also required for construction of mitigation measures (detention areas).

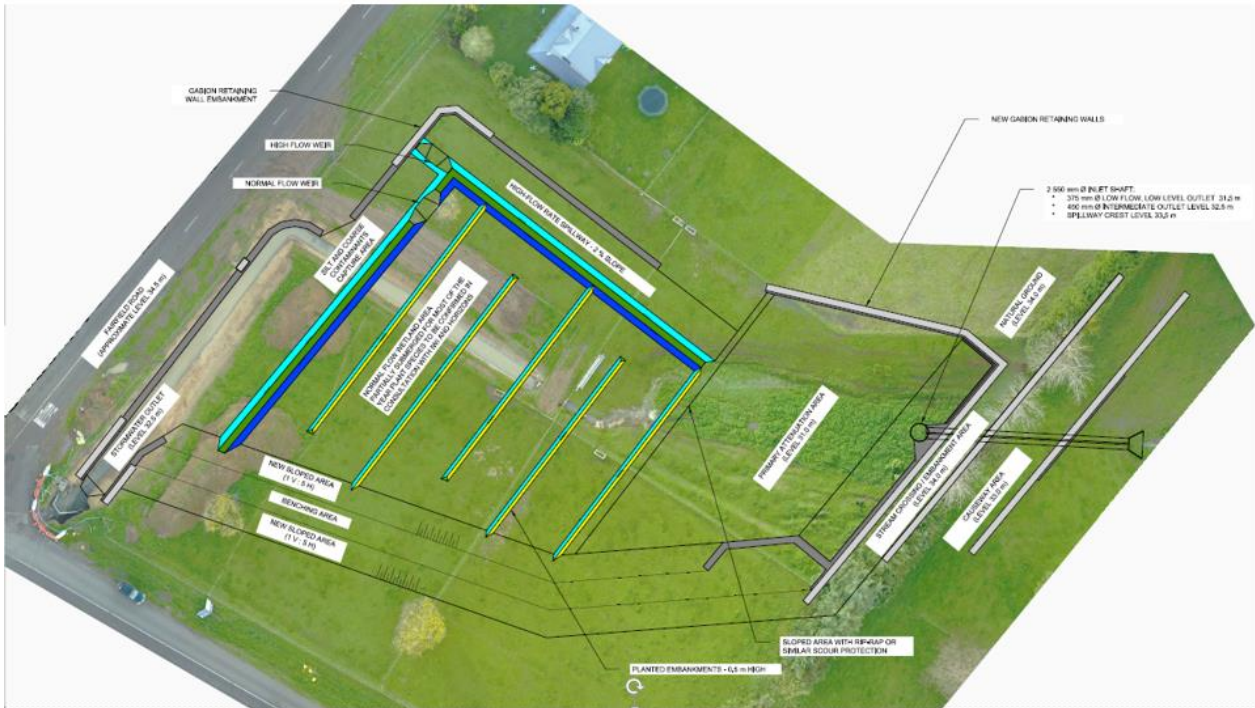
**Proposed Mitigation**  
Council has purchased land at discharge point and will create a treatment and detention area (see over page). Additional detention areas proposed on tributary stream. Embankments & culverts to be designed for fish passage. Erosion & Sediment Control Plans

**Effects Assessment**  
Detention areas designed so that there is no increase in flow in the Koputaroa Stream. Ecological assessment considered effects of discharge to be less than minor. No concerns regarding the construction of the detention areas. Recommend fish recovery during construction.

for construction of detention areas.

Planting & maintenance plan to be developed.

**Detention Area Proposal in More Detail:**

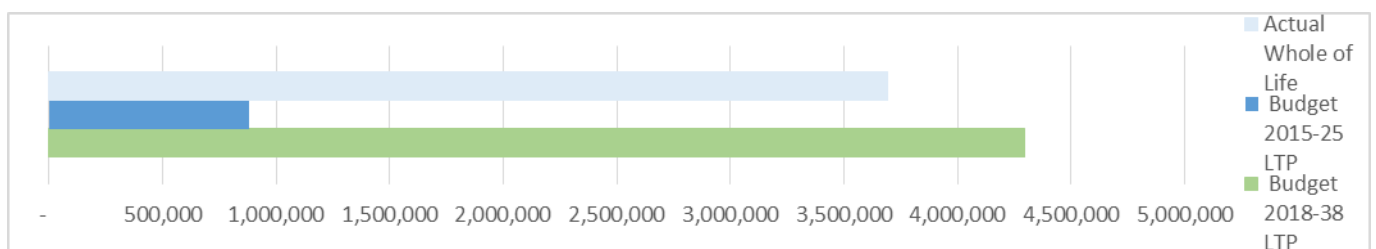


In low flows, stormwater travels through the first stage of the detention area in a zig-zag manner to maximise travel time; this area will be planted with wetland type species to treat stormwater. Planting plan is to be confirmed with iwi and Horizons. The embankment includes a low level culvert to ensure low flows can continue to flow downstream. In high flows, detention is provided to capture and treat peak runoff.

**Financials:**

*The funding arrangements are loan funded.*

*The proposed cost of the project is \$4,295,179 over the expected lifespan of the project.*



|                              | 2015/16       | 2016/17          | 2017/18          | 2018/19        | 2019/20 | Total            |
|------------------------------|---------------|------------------|------------------|----------------|---------|------------------|
| <b>Capital expenditure</b>   | 23,640        | 1,846,848        | 1,479,692        | 340,678        |         | <b>3,690,857</b> |
| <b>Operating expenditure</b> |               |                  |                  |                |         |                  |
| <b>Total expenditure</b>     | <b>23,640</b> | <b>1,846,848</b> | <b>1,479,692</b> | <b>340,678</b> |         | <b>3,690,857</b> |
| <b>Revenue</b>               |               |                  |                  |                |         |                  |

### Risk Management:

| Risk Area        | Risk Description                        | Initial (GOR) | Risk Assessment (Low to Extreme) without control | Control  | Residual (GOR) |
|------------------|---|---------------|--|--|----------------|
| <b>Strategic</b> | Potential for Consent not to be granted | G             | low  | Effects assessment. Clear messaging to the community on the benefits | G              |

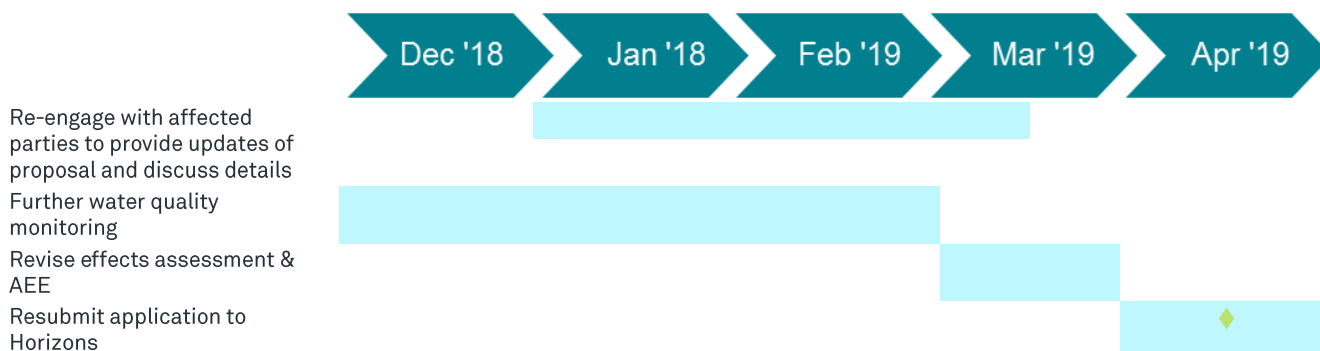
### Consultation and affected parties:

A Cultural Impact Assessment has been completed by Muaūpoko Tribal Authority; concerns raised were potential damage of significant sites, leakage to streams and springs, accidental discovery of taonga, and stream's capacity for additional flow and velocity. Recommended that consent be granted with conditions that address these concerns.

Landowners where works are proposed have been consulted with and are generally supportive of the proposals.

NZTA has advised they have no concerns with the proposal.

### Timeline:



# Levin Stormwater Consent Project Overview Summary

## Current Status

- Consents are required for Council's stormwater discharges to Lake Horowhenua
- An application for consent is currently being prepared

## What's Needed?

- Engagement with mana whenua
- Stormwater monitoring to confirm quality of discharges
- Ecological effects assessment
- Consultation with affected parties

## Key Dates

- The application has been lodged with the Regional Council.
- The application will go on hold while consultation and further investigations are completed

## Overview of Stormwater Discharges:



The discharge points are shown in the diagram above. Some discharges are direct to Lake Horowhenua and others are via Patiki and Arawhata Streams.

Council's policy is that properties are required to provide on-site stormwater management (generally through soak pits). The consent application is for Council's stormwater network only and doesn't include the on-site soakage pits on private property.

Council acknowledges that the Lake and the tributaries feeding in to the Lake are significantly degraded and that improvements are required. At present, we have monitoring data on the quality of discharge via the

Queen Street drain, but other stormwater inputs to the Lake have not been monitored. A monitoring programme is being commenced to get better information about the quality of the discharges and to understand the effects of the stormwater discharges, in particular, on the Lake.

### Work to date:

Modelling of the network has been undertaken to assess network capacity, flooding areas and estimated stormwater quantities.

While we have some data on the Queen Street drain discharges, not all parameters of interest have been analysed. The other stormwater inputs in to the Lake have also not been monitored and better information is required regarding the quality of the lake discharges. The information we do have suggests that the urban stormwater is of similar or better quality than typical urban stormwater runoff, however, several parameters are still present at levels that are above the receiving water quality targets.

A monitoring programme is commencing in December and will be refined as information is gathered.

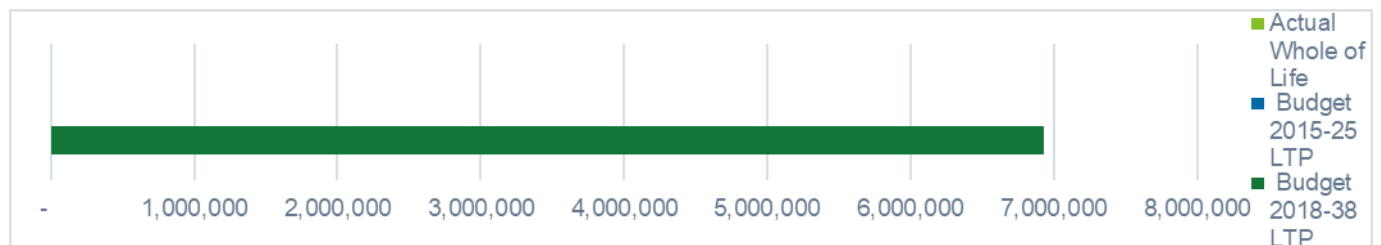
An ecological effects assessment has commenced in November 2018. The first stage is to provide an assessment of the likely risks and effects arising from the stormwater discharges so that the monitoring programme can be refined and a more detailed effects assessment can be undertaken.

The Consent has been lodged. HDC will ask for the application to go on hold while consultation is carried out and the ecological effects assessment is completed. This will include consideration of mitigation measures where appropriate.

### Financials:

*The funding arrangements are loan funded*

*The proposed cost of the project is \$6,929,00 over the expected lifespan of the project.*



### Risk Management:

| Risk Area        | Risk Description                           | Initial (GOR) | Risk Assessment (Low to Extreme) without control | Control   | Residual (GOR) |
|------------------|--|---------------|--|---|----------------|
| <b>Strategic</b> | Consent is challenged on ecological impact | A             | Significant                                      | Clear evidence of likely effects and remediation plans available consulted. | G              |



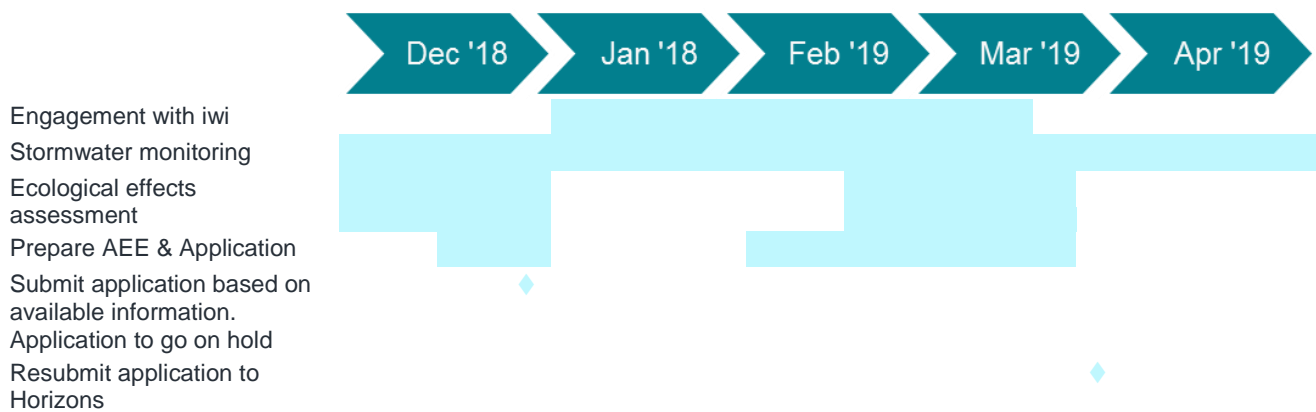
## Consultation and affected parties:

Consultation has not yet commenced.

It is intended to consult with Muaupoko Tribal Authority, Kohuturoa Marae, Lake Horowhenua Trust, Ngati Pareraukawa. Council will be guided by iwi as to parties for consultation.

Consultation with the community, Hokio Trust, Horizons, the Horowhenua Lake Domain Board, Department of Conservation will also be required.

## Timeline:



# Levin Wastewater Land Treatment Project Overview Summary 19 February 2019

## Current Status

- Consent application has been publically notified.
- Pine forest harvest completed.
- Irrigation being reinstalled after harvest, with upgrade modifications underway.
- Replanting partly completed.

## What's Needed?

- Care managing relationships and community input to consent application.
- Meeting in March to engage with the community prior to the close of submissions.
- Development of a site activity plan for next 3 years.
- Replanting completed.
- Automation of irrigation.

## Key Dates

- Resource consent submissions close 5 April 2019.
- Further pine and native planting starting May 2019.
- Irrigation redevelopment plans finalised June 2019.

## Overview of scheme:

- Located at the end of Hokio Sand Road, the property known as The Pot receives 100% of Levin's wastewater as irrigation.
- This land treatment facility has been in operation since 1991 (1987 development and planting).
- Ownership includes half the property leased from Muaupoko Land Trust and the other half owned by HDC. HDC also own the property to the east known as the Tucker block. This is currently leased for grazing.
- Currently the site is operated under resource consents 6610 and 6921 that expired December 2018.
- The consent application for renewal of the Levin wastewater land treatment (LWWLT) was submitted in June 2018.
- The consent application is supported by extensive investigations that began in 2012 to determine the effects of wastewater at the site after near 30 years of operation. The application includes 27 reports that detail the LWWLT and the effects it is having to the environment.
- A trial is being undertaken on 10ha of the site to determine if irrigating wastewater onto Manuka/Kanuka dominated ecosystems will improve water quality in the Waiwiri Catchment.
- The consent process is part of a larger programme looking at the management of the site, irrigation redevelopment, replanting, mitigation of impacts on water quality and future planning.



## Work to date:

- Land discharge consent expired December 2018. Council is allowed to continue operating under the old consent conditions until a decision is made on the new consent application.
- Site investigations and data collation for consent renewal began in 2012.
- LEI coordinated groundwater, surface water, soil and ecology investigations and reporting for the consent; and assisted with consultation with the community.
- Consent lodged 22 June 2018 – publicly notified and currently out for submissions.
- Irrigation upgrade underway to maintain existing system and upgrade to match proposed consent, including expansion of area and automation.
- 5 year ecosystem trial started at The Pot 2018; environmental monitoring starting in 2019.
- Consent consultation initiated a catchment care group; this is continuing.
- Harvest of pine trees completed early February 2019.
- 30 ha of pines replanted 2018 with further planting planned for 2019.
- Consent procured for northern adjacent neighbour to receive wastewater from The Pot; plans being developed to allow irrigation of this area.

## Risk Management:

| Risk Area               | Risk Description                                   | ⊖<br>⊕ | Risk Assessment (Low to Extreme) without control   | Control  | ⊖<br>⊕<br>Temp |
|-------------------------|--|--------|--|--|----------------|
| <b>Strategic</b>        | Community and iwi conflict with consent objectives | R      | Extended consent process, leading to community tension and additional costs.                 | Community engagement and catchment care group  | A              |
| <b>Financial</b>        | Exceedance of budget                               | A      | Short of funds across HDC  | Financial planning and budgeting.  | G              |
| <b>Service Delivery</b> | Change of staff                                    | A      | Pond spillages, over irrigation and greater environmental impacts than currently experienced | Support staff brought in earlier to understand system. Sounds operational documentation. | G              |
| <b>Legal</b>            | Environment court for consent process              | G      | Drawn out consenting process leading to significant costs.                                   | Extended submission period to increase engagement.                                       | A              |
| <b>Reputational</b>     | Appearance of The Pot without tree cover           | A      | Judgement of The Pot without trees.  | Community engagement and planting plan.  | G              |

## Consultation and affected parties:

Consultation has been undertaken with the community about the re-consenting project for Levin wastewater land treatment at The Pot. This is summarised in Appendix B of the consent application. As an introduction: The consultation programme included the following avenues to exchange information:

- 11 Meetings since 2016 (18 different representative groups and individuals attended);
- Common web portal for sharing technical reports - Objective Connect;
- Update and invite emails;
- Report Summary Booklet (HDC, 2018:D2a); and
- Catchment management meetings.

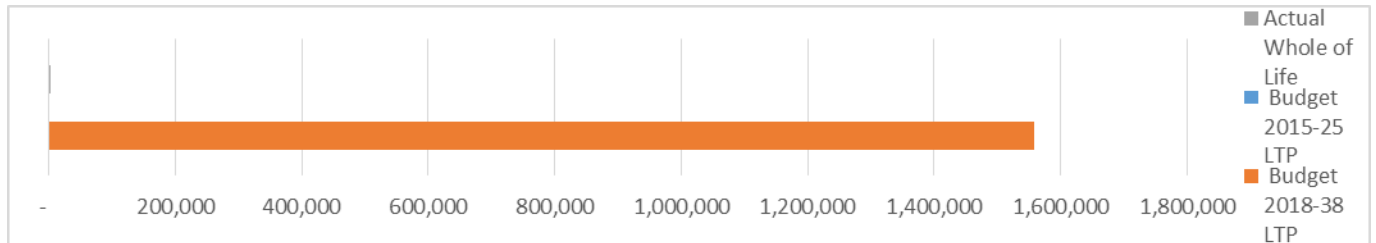
The submission period for resource consenting has been extended to enable further sharing of information with iwi, HEKA and WECA, and other interested parties.

## Financials:

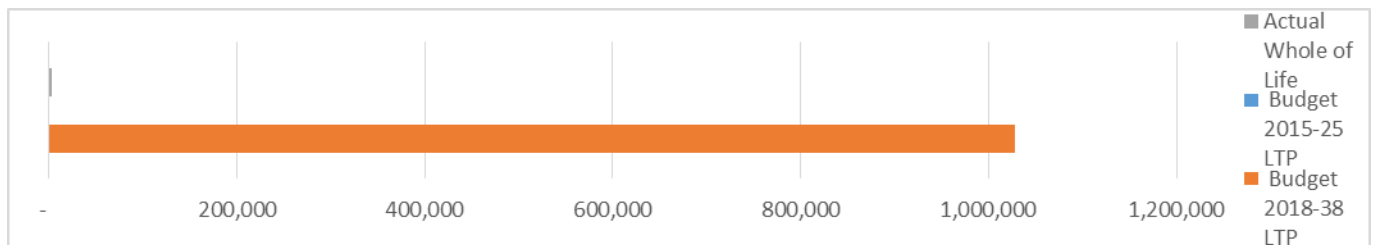
The funding arrangements are loan funded for the Strategic Upgrade part and reserve funded for the renewal part.

The proposed combined cost of the project is \$2,587,000 over the expected lifespan of the project.

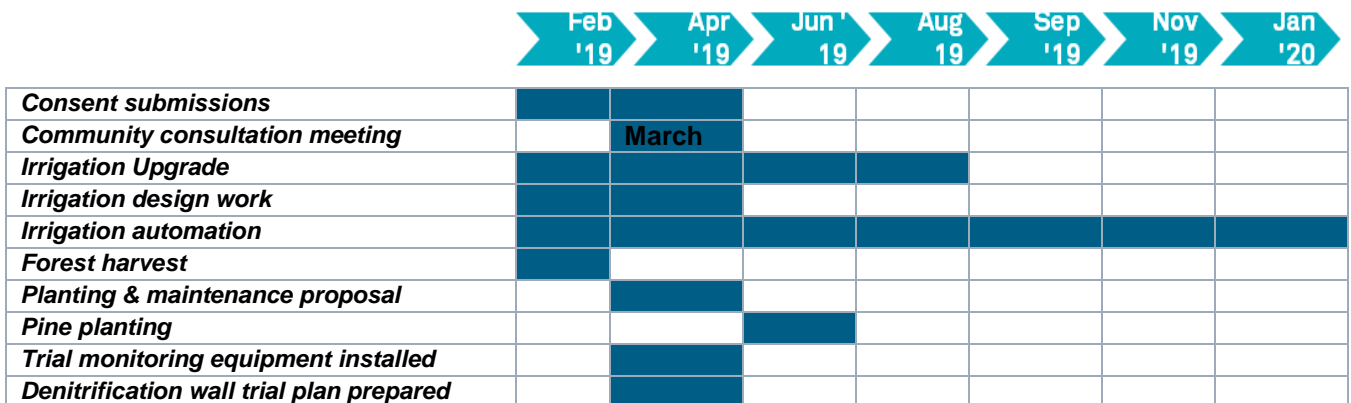
### Levin wastewater treatment plant – POT – (Renewal)



### Levin wastewater treatment plant - Strategic upgrade POT – (LOS)



## Timeline:

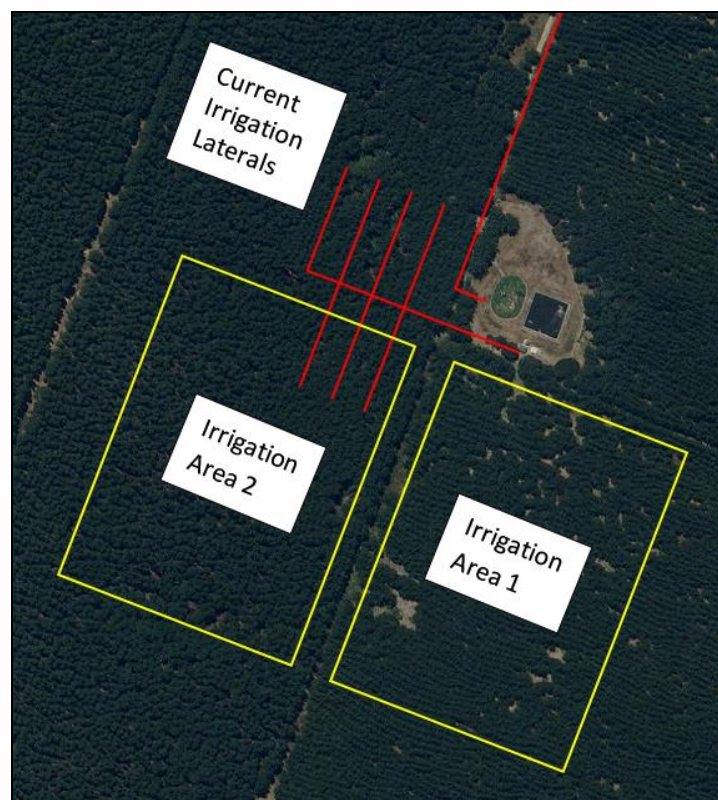


# Waitarere Beach Wastewater Discharge Project Overview Summary

| Current Status   | What's Needed?  | Key Dates  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Consent was granted June 2018 for 26 years.</li><li>• Planning to relocate and expand irrigation field soon.</li><li>• Design has had hydraulic assessment and design drawings are being prepared.</li></ul> | <ul style="list-style-type: none"><li>• Completion of irrigation design drawings, purchase of irrigation materials, and arrangements to install new irrigation.</li></ul> | <ul style="list-style-type: none"><li>• New irrigation field must be commissioned by 1 June 2019.</li><li>• Second irrigation field must be commissioned by 30 June 2023.</li><li>• Licence expires on 28 February 2047.</li><li>• Consent expires on 1 July 2044.</li></ul> |

## Overview of scheme:

- Waitarere Beach WWTP was built in 1987 in Waitarere Forest south of the town. It irrigates the treated wastewater into 2.3 ha of the forest as shown by the red lines on the map below.
- In March 2017 Council obtained a 30-year licence for the WWTP and two 3.5 ha irrigation areas as shown on the map below. It expires on 28 February 2047.
- The land was Crown-owned but in 2018 it was transferred to Muaupoko as part of their Treaty settlement.
- The forestry management and operational activities have been contracted to IFS Growth.
- The new discharge consent granted on 6 June 2018 required Council to relocate the irrigation and expand it to cover the two 3.5 ha fields before 30 June 2023.
- Council undertook to relocate the irrigation and expand it to 3.5 ha within 12 months of gaining resource consent.



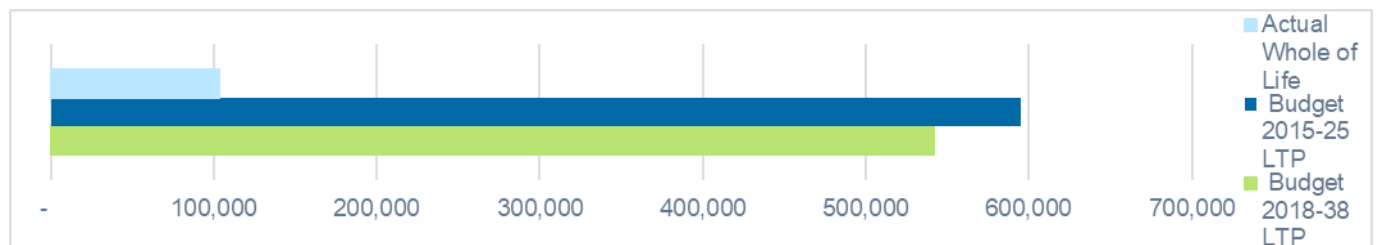
## Work to date:

- The assessments of effects for the consent application showed that the adverse effects of the existing system on soils and groundwater were less than minor, and the proposed expansion of irrigation to three times the current area will spread the discharge load and reduce effects further.
- SCADA and electrical controls have been renewed and expanded ready for future irrigation.
- Hydraulic assessment of the proposed design for the two 3.5 ha areas found that the existing pumps would easily cope and that the pipe and sprinkler dimensions were appropriate.
- Detailed design drawings are nearly complete for ordering materials and installing new irrigation fields. The current irrigation will be removed after irrigation has been commissioned in Area 1.

## Financials:

The funding arrangements are loan funded.

The proposed cost of the project is \$542,014 over the expected lifespan of the project.



## Risk Management:

| Risk Area               | Risk Description  | Initial (GOR) | Risk Assessment (Low to Extreme) without control  | Control   | Residual (GOR) |
|-------------------------|---|---------------|---|---|----------------|
| <b>Strategic</b>        | Failure to achieve timing commitments for irrigation expansion.       | A             | Reduced effects are delayed. Breaches consent conditions and loses trust of community.  | Active implementation of irrigation systems within required timeframes.   | G              |
| <b>Financial</b>        | Budget exceedances.   | A             | Strains Council's finances.   | Financial planning and cost management.   | G              |
| <b>Service Delivery</b> | Irrigation fails or found to be unsuitable.                           | G             | Breaches consent conditions. Time and cost rectifying.  | Hydraulic design review. Specified materials and experienced installers.  | G              |
| <b>Legal</b>            | Breaches of consent conditions or licence.                            | G             | HDC and contractors are liable for enforcement action and for rectifying any environmental damage. Licensor could seek to have licence revoked. | Recent Operation and Management Plan assures compliance. Staff are actively planning to install irrigation on time. | G              |
| <b>Reputational</b>     | Failure to meet previous commitments and other parties' expectations. | G             | Loss of trust and Council seen as unable to deliver on its promises to expand irrigation.   | Active implementation of irrigation systems within required timeframes.   | G              |

## Consultation and affected parties:

Council has been engaging with IFS Growth to ensure that they are aware of the WWTP and irrigation operations, and to co-ordinate irrigation changes with forestry operations to avoid conflicts. Council has engaged with iwi representatives since 2016 as part of the consent consultation process, commissioned their Cultural Impact Assessments for the consent application, negotiated consent conditions to address their concerns, and maintained relationships as part of the consent and irrigation implementation.

## Timeline:

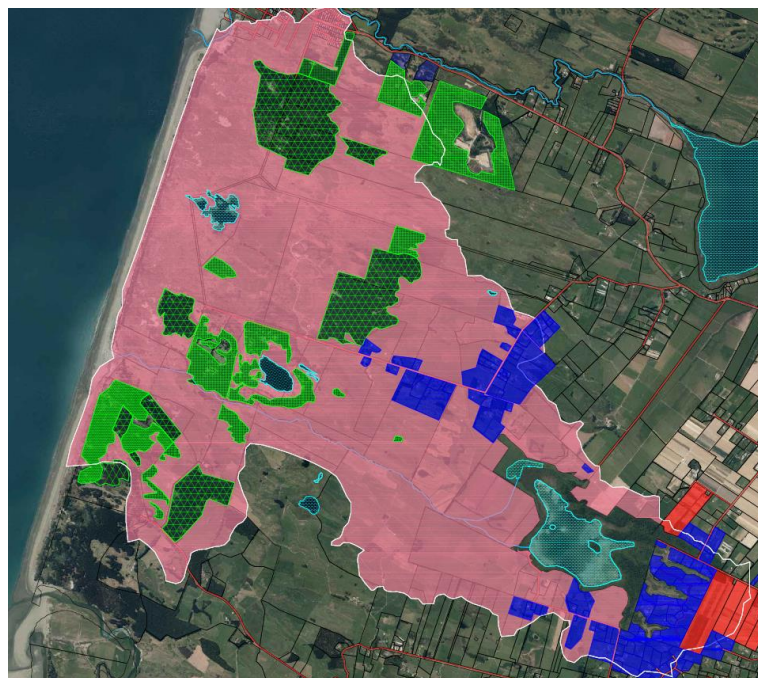
|   | Jan '19 | Feb '19          | Mar '19          | Apr 19       |
|---|---------|------------------|------------------|--------------|
| <i>Detailed design of irrigation</i>        |         | Drafting & specs |                  |              |
| <i>Procurement of irrigation materials</i>  |         |                  | Purchasing parts |              |
| <i>Installation of irrigation in Area 1</i> |         |                  |                  | Installation |

# Waiwiri Catchment Management Project Overview Summary

| Current Status  | What's Needed?  | Key Dates  |
|---|---|--|
| <ul style="list-style-type: none"><li>•HDC initiated, DoC managed project initially, and HDC about to take back to drive outcomes</li><li>•Vision statement prepared</li><li>•DOC Stretch Goal supports the catchment programme</li></ul> | <ul style="list-style-type: none"><li>•Strategic approach</li><li>•identification of specific goals</li></ul> | <ul style="list-style-type: none"><li>•March 2019 - Meet with stakeholders</li><li>•June 2019 - Strategy developed</li><li>•June 2019 - First activity</li></ul> |

## Overview of scheme:

Community group started to identify and action activities to improve the Waiwiri Catchment



Land use types





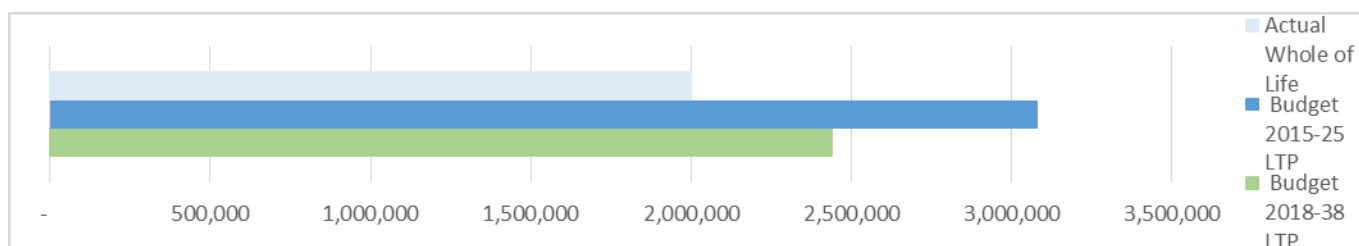
### Work to date:

- After results from The Pot site investigations were presented during consent consultation (initial iwi meetings), the group identified a catchment wide approach was necessary to improve the Waiwiri Stream.
- A catchment care group had its first meeting September 2017.
- The Department of Conservation took over driving the group after the first meeting. This was when the Waiwiri Stream was identified for funding under the DoC a Freshwater Stretch Goal. HDC had offered administrative support.
- In order to better manage the timelines HDC has advised it wishes to be more active in managing the group.

### Financials:

The funding arrangements are loan funded.

This project's budget is combined with the Levin wastewater treatment plant strategic upgrade. The proposed cost of the whole project is \$2,439,477 over the expected lifespan of the project.



### Risk Management:

| Risk Area        | Risk Description               | Initial (GOR) | Risk Assessment (Low to Extreme) without control | Control                                      | Residual (GOR) |
|------------------|--------------------------------|---------------|--|--|----------------|
| <b>Strategic</b> | Low level of group cooperation | <b>R</b>      | Conflicting activity (Pot consent and with land  | Expertise recruited for group collaboration. | <b>A</b>       |

|                         |  |   |   |  |   |
|-------------------------|--|---|---|--|---|
|                         |  |   | owners) or inactivity                             | More momentum needed to drive project.   |   |
| <b>Financial</b>        | Unrealistic community expectations of HDC funding and participation. | R | Greater antagonism between community and Council. | Clear financial contributions at an early stage. HDC role to be clearly established. HRC need to be part of the process. | A |
| <b>Service Delivery</b> | Lack of support for change from land holders                         | G | Limited progress                                  | Prioritise engagement with land owners. Ensure changes and participation includes land owners.                           | A |
| <b>Legal</b>            | Intrusions to private landowner properties                           | G | Trespass orders                                   | Prioritise engagement with land owners and have them as part of the project.   | A |
| <b>Reputational</b>     | Protracted time frames to see results                                | G | Disillusion from group                            | Realistic expectations (action and timing) delivered.  | A |

**Timeline:**

|                               | Mar '19 | Apr '19 | May '19 | Jun 19 |
|-------------------------------|---------|---------|---------|--------|
| <b>Meet with DOC</b>          |         |         |         |        |
| <b>Meet with stakeholders</b> |         |         |         |        |
| <b>Strategy development</b>   |         |         |         |        |
| <b>Initial activity</b>       |         |         |         |        |

# Seven Month Report 1 July - 31 January 2019

File No.: 19/35

## 1. Purpose

To present to the Finance, Audit & Risk Subcommittee the financial report for the seven months to 31 January 2019.

## 2. Recommendation

- 2.1 That Report 19/35 Seven Month Report 1 July - 31 January 2019 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 2019 | 44   |

### Confirmation of statutory compliance

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

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

## Signatories

|             |                                     |   |
|-------------|-------------------------------------|---|
| Author(s)   | Doug Law<br>Chief Financial Officer |  |
| Approved by | David Clapperton<br>Chief Executive |  |



# Seven Month Report

1 July 2018 - 31 January 2019



## Executive Summary

### A. Trends and Activity of Interest

1. Resource Consenting
  - 143 consents have been lodged as at 31 January 2019 compared to 111 at the same time last year.
  - 60 subdivision consents approved as at 31 January 2019, compared to 42 at the same time last year.
  - As at 31 January 2019 a total of 90 new allotments have been created as a result of s223 (approval of title plan) & 59 new allotments have been created as a result of s224 (completion of physical works) certificates being issued for subdivisions.
2. Building Consents
  - Value of consents issued as at 31 January 2019 is \$63,193,828 compared to \$49,237,526 for the same period last year
  - 372 consents issued as at 31 January 2019, compared to 326 for the same period last year.
  - 139 new dwelling consents at 31 January 2019 against 121 for the same period in the 2017/2018 year.
  - 363 building consents were lodged as at 31 January 2019 compared to 373 for the same period in the 2017/18 year.

Resource Consent activity and the level of enquiries has risen this month with a slightly higher level of activity that was experienced in 2017/18.

The number of Building Consents lodged YTD is lower than the same period in 2017/18, but the value, number of consents, and the number of new dwelling consents issued is higher than in 2017/18.

### B. Financial Performance – Operational Expenditure

Council shows a \$1.291m deficit against a budgeted surplus of (\$1.575m). It is 58.33% through the year and Council has spent 61% of the full year's budgeted expenditure and received 57% of the full year's budgeted income.

### C. Financial Performance - Financial Position

Council has borrowed a net \$20m in the first half of the financial year, \$12m of this has been invested as it is effectively prefunding the loans that mature this year in March (\$12m). Once these repayments have occurred the gross debt will reduce by \$12m. We have also increased the cash reserves in anticipation of capital expenditure in the next 6 months.

Council has purchased \$13.57m in fixed assets in the first 7 months against a capital budget of \$20.13m for the first seven months and \$34.5m for the year.

**Doug Law**  
Chief Financial Officer

20 February 2019

| Total revenue   | Total expenditure   | Total surplus/(deficit)   |
|---|---|---|
| <b>\$30.90m</b><br>is 4% less than the total budget of \$32.12m | <b>\$32.20m</b><br>is 6% more than the total budget of \$30.51m | <b>(\$1.30m)</b><br>is 181% less than the total budget of 1.61m |

## SUSTAINABILITY

### Rates to operating revenue 72%

|                   |          |
|-------------------|----------|
| Rates revenue     | \$22.23m |
| Operating revenue | \$30.90m |

72% 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 96%

|                       |          |
|-----------------------|----------|
| Operating revenue     | \$30.90m |
| Operating expenditure | \$32.19m |

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 96% of operating expenditure.

### Essential services ratio 175%

|                     |          |
|---------------------|----------|
| Capital expenditure | \$11.79m |
| Depreciation        | \$6.73m  |

Capital expenditure should be equal or more than depreciation for essential services, for year to date capex is 175% of depreciation. Essential Services are Water Supply, Wastewater, Stormwater and Rooding.

### Net Debt to total projected revenue 155%

|                                   |          |
|-----------------------------------|----------|
| Total net borrowing               | \$83.36m |
| Total projected operating revenue | \$53.90m |

With net borrowing of \$83.36m 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.) 9%

|               |          |
|---------------|----------|
| Net Interest  | \$1.91m  |
| Rates revenue | \$22.23m |

9% 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.)** **6%**

|                   |          |
|-------------------|----------|
| Net Interest      | \$1.91m  |
| Operating revenue | \$30.90m |

6% of operating revenue is paid in interest. Our set limit is 20% of operating revenue. Net interest is interest paid less interest received.

---

**Available financial accommodation to external indebtedness (LGFA Cov.)** **112%**

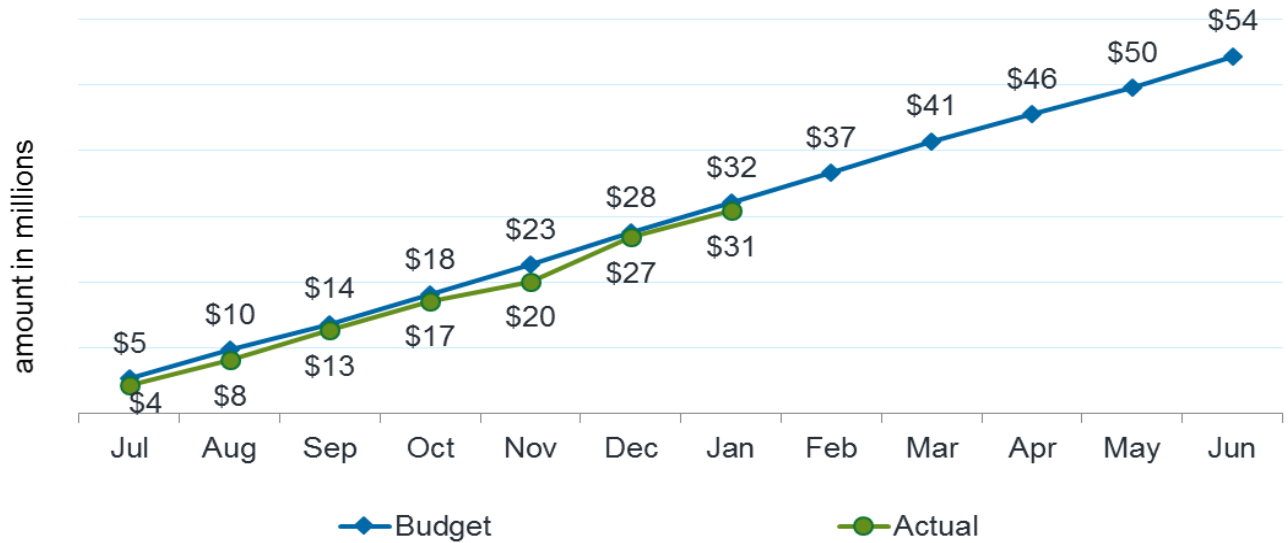
|                              |          |
|------------------------------|----------|
| Net debt                     | \$83.36m |
| Undrawn committed facilities | \$10.00m |

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

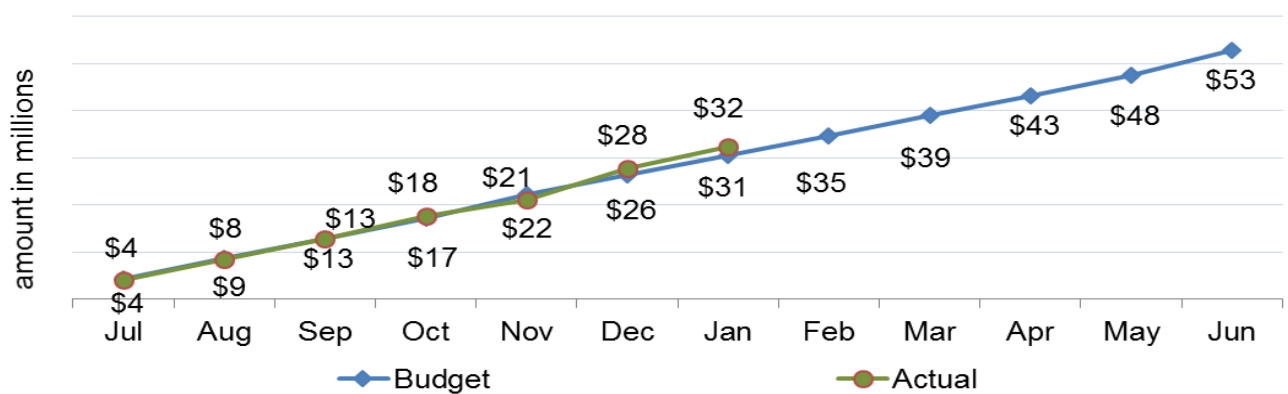
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## Operational Summary

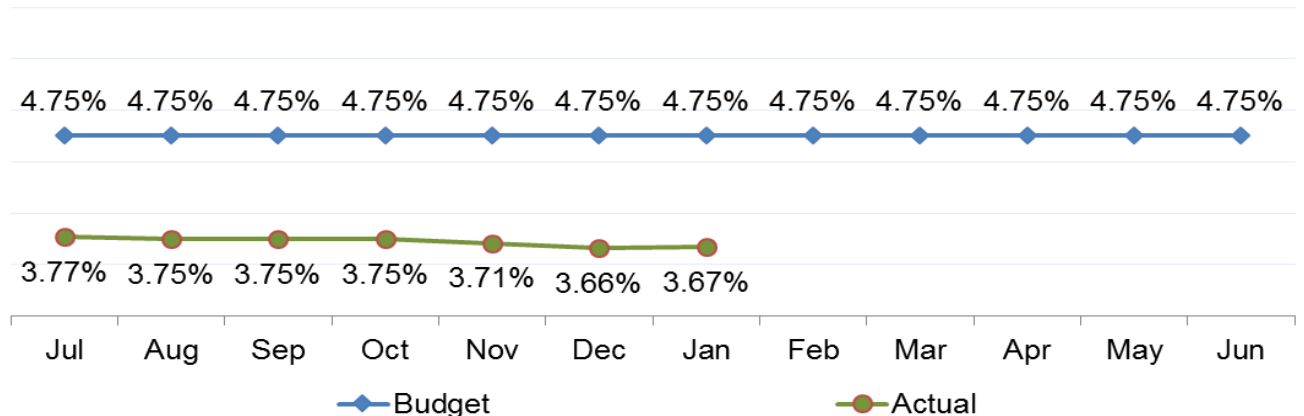
### Total Revenue \$m



### Total Expenditure \$m



### Interest rate movement

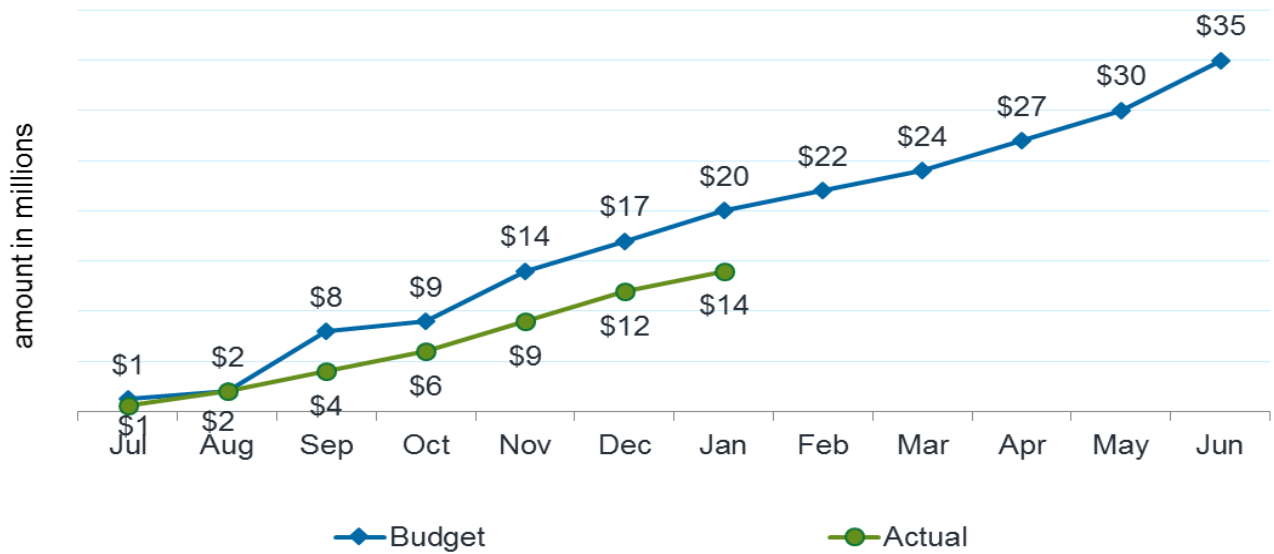




## Capital Summary

| To meet growth                             | To improve service                         | To replace                                   |
|--|--|--|
| <b>\$0.48m</b>                             | <b>\$5.04m</b>                             | <b>\$8.05m</b>                               |
| is 79% less than the YTD budget of \$2.29m | is 42% less than the YTD budget of \$8.67m | is 12% less than the total budget of \$9.17m |

### Total Capital Expenditure



## Statement of Comprehensive Revenue and Expense

| As at 31 January 2019                              |   |                                 |                                       |                                  |                              |                                  |                |                        |       |  |
|--|---|---------------------------------|---------------------------------------|----------------------------------|------------------------------|----------------------------------|----------------|------------------------|-------|--|
|  | Year End<br>Projection<br>2019<br>\$000 | Annual<br>Plan<br>2019<br>\$000 | Annual Plan<br>YTD<br>Dec-18<br>\$000 | Actual<br>YTD<br>Dec-18<br>\$000 | C/A<br>% Actual<br>to Budget | Variance<br>YTD<br>2018<br>\$000 | % Var/Bud<br>% | % of<br>Total Bud<br>% | Notes |  |
| <b>Revenue</b>                                     |   |                                 |                                       |                                  |                              |                                  |                |                        |       |  |
| Rates Revenue                                      | (38,359)                                | (38,362)                        | (22,105)                              | (22,226)                         | 57.9%                        | ⊕ (121)                          | 1%             | 0.2%                   |       |  |
| Grants & Subsidies                                 | (6,460)                                 | (6,460)                         | (4,358)                               | (3,405)                          | 52.7%                        | ⊕ 953                            | -22%           | -1.8%                  | 1     |  |
| Finance Income                                     | (205)                                   | (205)                           | (155)                                 | (54)                             | 26.3%                        | ⊕ 101                            | -65%           | -0.2%                  |       |  |
| Fees, charges,                                     | (6,121)                                 | (5,664)                         | (3,241)                               | (3,104)                          | 54.8%                        | ⊕ 137                            | -4%            | -0.3%                  |       |  |
| Other Revenue                                      | (2,632)                                 | (3,560)                         | (2,259)                               | (2,087)                          | 58.6%                        | ⊕ 172                            | -8%            | -0.3%                  |       |  |
| Development Contributions                          | -                                       | -                               |                                       |                                  |                              | -                                |                | 0.0%                   |       |  |
| Gain on Derivatives                                |   |                                 |                                       |                                  |                              |                                  |                | 0.0%                   |       |  |
| Gain Disposal of Assets                            |   |                                 |                                       | (22)                             |                              | ⊕ (22)                           |                | 0.0%                   |       |  |
| Investment (Gains)/Losses                          | (120)                                   | (120)                           | -                                     | -                                |                              | -                                |                | 0.0%                   |       |  |
| Vested Assets                                      |   | -                               | -                                     | -                                |                              | -                                |                | 0.0%                   |       |  |
| <b>Total Revenue</b>                               | <b>(53,897)</b>                         | <b>(54,371)</b>                 | <b>(32,118)</b>                       | <b>(30,898)</b>                  | <b>56.83%</b>                | <b>⊕ 1,220</b>                   | <b>-4%</b>     | <b>-2.2%</b>           |       |  |
| <b>Expenditure</b>                                 |   |                                 |                                       |                                  |                              |                                  |                |                        |       |  |
| Employee Benefit Expenses                          | 14,024                                  | 13,975                          | 8,033                                 | 8,402                            | 60.1%                        | ⊕ 369                            | 5%             | 0.7%                   |       |  |
| Finance costs                                      | 3,577                                   | 3,800                           | 1,959                                 | 1,967                            | 51.8%                        | ⊕ 8                              | 0%             | 0.0%                   |       |  |
| Depreciation and Amortisation                      | 13,489                                  | 13,489                          | 7,868                                 | 8,145                            | 60.4%                        | ⊕ 277                            | 4%             | 0.5%                   |       |  |
| Other Expenses                                     | 22,460                                  | 21,453                          | 12,683                                | 13,675                           | 63.7%                        | ⊕ 992                            | 8%             | 1.9%                   | 2     |  |
| Loss on disposal of assets                         |   | -                               |                                       |                                  |                              | -                                |                | 0.0%                   |       |  |
| Revaluation losses                                 |   | -                               |                                       |                                  |                              | -                                |                | 0.0%                   |       |  |
| Loss on Derivatives                                |   |                                 |                                       |                                  |                              | -                                |                | 0.0%                   |       |  |
| <b>Total Expenses</b>                              | <b>53,550</b>                           | <b>52,717</b>                   | <b>30,543</b>                         | <b>32,189</b>                    | <b>61.06%</b>                | <b>⊕ 1,646</b>                   | <b>5%</b>      | <b>3.1%</b>            |       |  |
| <b>Operating (surplus) deficit before taxation</b> | <b>(346)</b>                            | <b>(1,654)</b>                  | <b>(1,575)</b>                        | <b>1,291</b>                     | <b>-78.0%</b>                | <b>2,866</b>                     | <b>-182%</b>   | <b>5.4%</b>            |       |  |

### Note 1

Roading subsidies are lower by \$850k from the budget prediction resulting from lower than expected operational and capital costs. This has been exacerbated over the holiday season but will rectify during the year as the summer season progresses.

A subsidy to cover Wastewater capital has been phased over the year \$177k but will be received after the qualifying capital expenditure is completed.

| Note 2                               | Year End<br>Projection<br>2019<br>\$000 | Annual<br>Plan<br>2019<br>\$000 | Annual Plan<br>YTD<br>Oct-18<br>\$000 | Actual<br>YTD<br>Oct-18<br>\$000 | % Actual<br>to Budget | Variance<br>YTD<br>2018<br>\$000 | % Var/Bud<br>% | % of<br>Total Bud<br>% | Notes |
|--------------------------------------|---|---------------------------------|---------------------------------------|----------------------------------|-----------------------|----------------------------------|----------------|------------------------|-------|
| Professional Services                | 4,092                                   | 3,158                           | 1,582                                 | 2,740                            | 86.8%                 | ⊕ 1,158                          | 73%            | 2.2%                   | 2A    |
| Materials                            | 109                                     | 109                             | 69                                    | 57                               | 52.3%                 | ⊕ (12)                           | -17%           | 0.0%                   |       |
| Maintenance                          | 12,880                                  | 13,176                          | 7,694                                 | 7,136                            | 54.2%                 | ⊕ (558)                          | -7%            | -1.1%                  |       |
| Grants Paid                          | 753                                     | 793                             | 352                                   | 401                              | 50.6%                 | ⊕ 49                             | 14%            | 0.1%                   |       |
| Utilities                            | 1,198                                   | 1,083                           | 621                                   | 668                              | 61.7%                 | ⊕ 47                             | 8%             | 0.1%                   |       |
| Communications                       | 263                                     | 268                             | 158                                   | 153                              | 57.1%                 | ⊕ (5)                            | -3%            | 0.0%                   |       |
| Other Expenses                       | 5,102                                   | 5,289                           | 3,581                                 | 3,368                            | 63.7%                 | ⊕ (213)                          | -6%            | -0.4%                  |       |
| Vehicle Expenses                     | 168                                     | 159                             | 99                                    | 87                               | 54.7%                 | ⊕ (12)                           | -12%           | 0.0%                   |       |
| Treasury Expenses                    | 164                                     | 70                              | 73                                    | 66                               | 94.3%                 | ⊕ (7)                            | -10%           | 0.0%                   |       |
| Labour Recoveries for Capex projects | (2,269)                                 | (2,652)                         | (1,547)                               | (1,000)                          | 37.7%                 | ⊕ 547                            | -35%           | 1.0%                   | 2B    |
| <b>Total Other Expenses</b>          | <b>22,460</b>                           | <b>21,453</b>                   | <b>12,682</b>                         | <b>13,676</b>                    | <b>63.7%</b>          | <b>⊕ 994</b>                     | <b>8%</b>      | <b>1.9%</b>            |       |

### Note 2A – Professional services – unfavourable variance

- \$291k timing difference relating to Economic Development.
- Growth response projects totalling \$534k – refer to explanation under Representation and Community Leadership in the Activity variance section.

### Note 2B – Labour recoveries for labour posted to CAPEX projects – Unfavourable variance \$547k reflects the lower capital project expenditure than budgeted for in infrastructure

## Statement of Comprehensive Revenue and Expense by Activity

| 58.3%                              | A                           |                               | C                  | D               | E                      | F        | G                      | H              | I              | J                 |
|------------------------------------|-----------------------------|-------------------------------|--------------------|-----------------|------------------------|----------|------------------------|----------------|----------------|-------------------|
| REVENUE                            | Annual Plan 2018/2019 \$000 | Projected to 30/06/2019 \$000 | Year to date (YTD) |                 | C/A % Actual to Budget |          | D-C YTD Variance \$000 | G/D % Var/Bud  | % of Total Bud | Notes to Accounts |
|                                    |                             |                               | This Year \$000    | Budget \$000    |                        |          |                        |                |                |                   |
| <b>Significant Activities</b>      |                             |                               |                    |                 |                        |          |                        |                |                |                   |
| Regulatory Services                | (4,762)                     | (4,641)                       | (2,816)            | (2,930)         | 59.1%                  | ⊗        | (114)                  | -3.9%          | -0.2%          |                   |
| Community Facilities and Ser       | (12,976)                    | (12,854)                      | (7,414)            | (7,561)         | 57.1%                  | ⊗        | (147)                  | -1.9%          | -0.3%          |                   |
| Road Transport                     | (10,356)                    | (10,355)                      | (5,846)            | (6,679)         | 56.5%                  | ⊗        | (833)                  | -12.5%         | -1.5%          | 1                 |
| Water Supply                       | (6,683)                     | (6,683)                       | (3,834)            | (3,765)         | 57.4%                  | ⊙        | 69                     | 1.8%           | 0.1%           |                   |
| Wastewater Disposal                | (8,353)                     | (8,352)                       | (4,846)            | (4,794)         | 58.0%                  | ⊙        | 52                     | 1.1%           | 0.1%           |                   |
| Solid Waste                        | (2,457)                     | (2,458)                       | (1,232)            | (1,454)         | 50.1%                  | ⊗        | (222)                  | -15.3%         | -0.4%          |                   |
| Stormwater                         | (1,051)                     | (1,051)                       | (615)              | (613)           | 58.5%                  | ⊙        | 2                      | 0.3%           | 0.0%           |                   |
| Treasury                           | (4,432)                     | (3,813)                       | (2,202)            | (2,655)         | 49.7%                  | ⊗        | (453)                  | -17.1%         | -0.8%          | 2                 |
| Property                           | (1,549)                     | (1,549)                       | (898)              | (844)           | 58.0%                  | ⊙        | 54                     | 6.4%           | 0.1%           |                   |
| Community Support                  | (2,550)                     | (2,426)                       | (1,433)            | (1,496)         | 56.2%                  | ⊗        | (63)                   | -4.2%          | -0.1%          |                   |
| Representation & Com. Leade        | (3,936)                     | (3,936)                       | (2,345)            | (2,296)         | 59.6%                  | ⊙        | 49                     | 2.1%           | 0.1%           |                   |
| <b>Total Activity Revenue</b>      | <b>(59,105)</b>             | <b>(58,118)</b>               | <b>(33,481)</b>    | <b>(35,087)</b> | <b>56.6%</b>           | <b>⊗</b> | <b>(1,606)</b>         | <b>-4.6%</b>   | <b>-3.0%</b>   |                   |
| <b>Business Units</b>              | <b>(21,832)</b>             | <b>(21,807)</b>               | <b>(13,651)</b>    | <b>(12,757)</b> | <b>62.5%</b>           | <b>⊙</b> | <b>894</b>             | <b>7.0%</b>    | <b>1.6%</b>    |                   |
| <b>Total Operating Revenue</b>     | <b>(80,937)</b>             | <b>(79,925)</b>               | <b>(47,132)</b>    | <b>(47,844)</b> | <b>58.2%</b>           | <b>⊗</b> | <b>(712)</b>           | <b>-1.5%</b>   | <b>-1.3%</b>   |                   |
| 58.3%                              |                             |                               |                    |                 |                        |          |                        |                |                |                   |
| EXPENDITURE                        | Annual Plan 2018/2019 \$000 | Projected to 30/06/2019 \$000 | Year to date       |                 | C/A % Actual to Budget |          | D-C YTD Variance \$000 | G/D % Var/Bud  | % of Total Bud | Notes to Accounts |
|                                    |                             |                               | This Year \$000    | Budget \$000    |                        |          |                        |                |                |                   |
| <b>Significant Activities</b>      |                             |                               |                    |                 |                        |          |                        |                |                |                   |
| Regulatory Services                | 4,761                       | 4,763                         | 2,783              | 2,788           | 58.5%                  | ⊙        | 5                      | 0.2%           | 0.0%           |                   |
| Community Facilities and Ser       | 12,918                      | 12,885                        | 7,094              | 7,466           | 54.9%                  | ⊙        | 372                    | 5.0%           | 0.7%           |                   |
| Road Transport                     | 9,034                       | 8,923                         | 5,014              | 5,317           | 55.5%                  | ⊙        | 303                    | 5.7%           | 0.6%           |                   |
| Water Supply                       | 6,683                       | 6,562                         | 4,147              | 3,963           | 62.1%                  | ⊗        | (184)                  | -4.6%          | -0.3%          |                   |
| Wastewater Disposal                | 7,038                       | 7,257                         | 4,491              | 4,178           | 63.8%                  | ⊗        | (313)                  | -7.5%          | -0.6%          |                   |
| Solid Waste                        | 2,128                       | 2,093                         | 1,790              | 1,186           | 84.1%                  | ⊗        | (604)                  | -50.9%         | -1.1%          | 3                 |
| Stormwater                         | 1,321                       | 1,308                         | 766                | 786             | 58.0%                  | ⊙        | 20                     | 2.5%           | 0.0%           |                   |
| Treasury                           | 5,045                       | 4,942                         | 2,864              | 2,895           | 56.8%                  | ⊙        | 31                     | 1.1%           | 0.1%           |                   |
| Property                           | 1,764                       | 1,597                         | 945                | 1,019           | 53.6%                  | ⊙        | 74                     | 7.3%           | 0.1%           |                   |
| Community Support                  | 2,597                       | 3,142                         | 1,964              | 1,675           | 75.6%                  | ⊗        | (289)                  | -17.3%         | -0.5%          | 4                 |
| Representation & Com. Leade        | 4,111                       | 4,336                         | 2,963              | 2,283           | 72.1%                  | ⊗        | (680)                  | -29.8%         | -1.3%          | 5                 |
| <b>Total Activity Expenditure</b>  | <b>57,400</b>               | <b>57,808</b>                 | <b>34,821</b>      | <b>33,556</b>   | <b>60.7%</b>           | <b>⊗</b> | <b>(1,265)</b>         | <b>-3.8%</b>   | <b>-1.6%</b>   |                   |
| <b>Business Units</b>              | <b>21,883</b>               | <b>21,816</b>                 | <b>13,602</b>      | <b>12,713</b>   | <b>62.2%</b>           | <b>⊗</b> | <b>(889)</b>           | <b>-7.0%</b>   | <b>-1.1%</b>   |                   |
| <b>Total Operating Expenditure</b> | <b>79,283</b>               | <b>79,624</b>                 | <b>48,423</b>      | <b>46,269</b>   | <b>61.1%</b>           | <b>⊗</b> | <b>(2,154)</b>         | <b>-4.7%</b>   | <b>-2.7%</b>   |                   |
| <b>Operating (Surplus)/Deficit</b> | <b>(1,654)</b>              | <b>(301)</b>                  | <b>1,291</b>       | <b>(1,575)</b>  |                        | <b>⊗</b> | <b>(2,866)</b>         | <b>-182.0%</b> | <b>-3.61%</b>  |                   |

**Note 1** Road Transport Unfavourable variance \$833

- Roading subsidies are lower by \$850k from the budget prediction resulting from lower than expected operational and capital costs

**Note 2** Treasury Income Unfavourable variance \$453k;

- Interest received from internal borrowing is \$340k lower due to lower external borrowing costs, this trend will continue for the rest of the year.
- External interest received is \$101k lower due in part to timing differences on investment maturities due in March 2019.
- Rates penalty income is \$10.5k below year to date budget estimate due to lower Rates debt than anticipated

**Note 3** Solid Waste – Unfavourable variance \$604k

- The new recycling contract - \$347k
- Consultants costs on strategy etc. \$156k

- Consent fees related to the landfill \$ 91k  
These trends will continue for the rest of the year

**Note 4** Community Support – Unfavourable variance \$289k

- \$396k timing difference relating to Economic Development.
- \$103k lower on the Emergency Management contract due to timing difference in contract payments

**Note 5** Representation and Community Leadership – unfavourable variance \$680k

- Growth response projects totalling \$534k

| Growth Reponse projects                       | YTD Actuals    |
|---|----------------|
| 00009161 - Gladstone Green Master Plan        | 154,260        |
| 00009162 - The Lakes Foxton Beach Master Plan | 17,011         |
| 00009165 - O2NL Planning                      | 56,178         |
| 00009166 - Growth Strategy                    | 119,812        |
| 00009168 - Levin Town Centre Planning         | 5,921          |
| 00009179 - H2040                              | 66,000         |
| 00009190 - Foxton River Loop                  | 69,000         |
| 00009191 - MAV Tech Upgrade                   | 25,650         |
| 00009196 - Project lift                       | 15,000         |
| 00009205 - Horowhenua Water Party             | 5,000          |
| <b>Total</b>                                  | <b>533,832</b> |

These projects are vital to Council's vision of being prepared for the growth that we will and are experiencing. Some of the costs are recoverable from NZTA while others will be funded from anticipated savings elsewhere.

- Iwi Liaison \$60k
- Consultancy costs \$47k

Relating to the representation review and the CE's performance plan

## 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  |



# Risk Update

File No.: 19/45

## 1. Purpose

To provide Council with an overview on risk management across the organisation.

## 2. Recommendation

- 2.1 That Report 19/45 Risk 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. Background/Previous Council Decisions

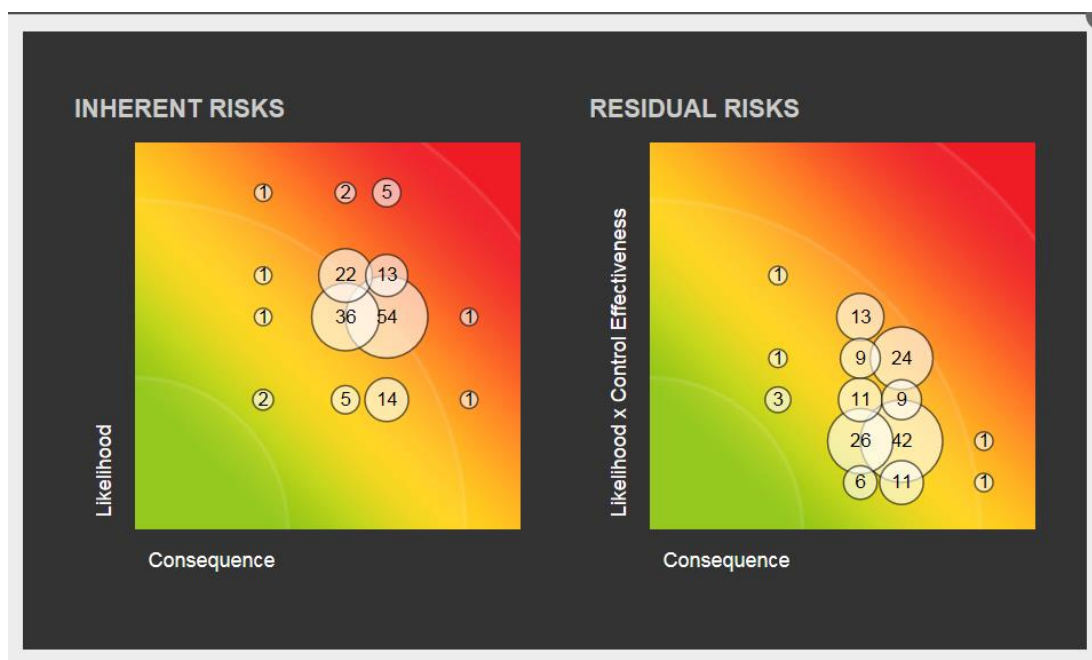
Council agreed a Risk Management Policy on 27 November 2017 and the report provides an overview of the operation of the Policy.

## 4. Issues for Consideration

Risks are routinely considered in all activities and projects. Members will note that the revised project reporting for the Finance Audit and Risk Sub-committee (FARS) includes a risk assessment for each project. Risks are identified and the likelihood and consequence are considered. The risks are placed on a risk register and a control or treatment of the risk is considered.

The following is an overview of current organisational **and** project risks shown in the form of Heatmaps. Risk is determined as a function of likelihood and consequence.

The Inherent Risks on the left are risks at the point of identification without any mitigation or control. An appropriate control is determined and applied as soon as a risk is identified. The control is assessed for effectiveness. This creates the Residual Risk and these are shown on the right of the diagram.



Work continues to promote a risk management culture across the organisation. All new staff attend a Risk Management Induction as part of their “On-boarding” process at the beginning of their employment. The focus of this Induction is to ensure that staff are empowered to raise risk issues with their manager or supervisor and to encourage early identification of risk.

Internal HDC weekly and monthly reports require an identification and assessment of risk. Council reporting increasingly includes a risk element and the new FARS reporting template includes a risk management section. The level of amber and green risks reflects the effectiveness of the controls applied by officers to mitigate the identified risk to Community Outcomes and uncertainties in projects.

## Attachments



There are no attachments for this report.

### Confirmation of statutory compliance

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

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

## Signatories

|             |  |   |
|-------------|--|---|
| Author(s)   | Ian McLachlan<br><b>Group Manager - Customer &amp; Regulatory Services</b> |  |
| Approved by | Ian McLachlan<br><b>Group Manager - Customer &amp; Regulatory Services</b> |  |