

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

Date: Wednesday 7 March 2018
Time: 4.00 pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council OPEN AGENDA

MEMBERSHIP

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

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

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

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1 Apologies

2 Public Participation

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

See over the page for further information on Public Participation.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

5.1 Meeting minutes Council, 14 February 2018

5.2 Meeting minutes Extraordinary Meeting of Council, 19 February 2018

5 Announcements

Foxton Community Board

There will be an update from the Chair of the Foxton Community Board.

Public Participation (further information):

The ability to speak at Council and Community Board meetings provides the opportunity for members of the public to express their opinions/views to Elected Members as they relate to the agenda item to be considered by the meeting.

Speakers may (within the time allotted and through the Chairperson) ask Elected Members questions as they relate to the agenda item to be considered by the meeting, however that right does not naturally extend to question Council Officers or to take the opportunity to address the public audience be that in the gallery itself or via the livestreaming. Council Officers are available to offer advice 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.

Proceedings of the Foxton Community Board 12 February 2018

File No.: 18/109

1. Purpose

To present to the Council the minutes of the Foxton Community Board meeting held on 12 February 2018.

2. Recommendation

- 2.1 That Report 18/109 Proceedings of the Foxton Community Board 12 February 2018 be received.
- 2.2 That the Council receive the minutes of the Foxton Community Board meeting held on 12 February 2018.

3. Issues for Consideration

There were no items from the Foxton Community Board meeting that require further consideration by Council.

Attachments

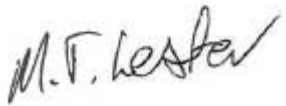
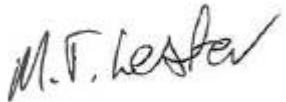
There are no attachments for this report.

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)	Mark Lester Group Manager - Corporate Services	
Approved by	Mark Lester Group Manager - Corporate Services	

Foxton Community Board

OPEN MINUTES

Minutes of a meeting of the Foxton Community Board held in the Exhibition Space, Te Awahou Nieuwe Stroom, 22 Harbour Street, Foxton, on Monday 12 February 2018 at 6.00 pm.

PRESENT

Chairperson	Mr D J Roache	
Deputy Chairperson	Ms P R Metcalf	
Members	Cr N G Gimblett	
	Mr J F Girling	
	Ms J M Lundie	
	Miss M Davenport	(Student Appointee)

IN ATTENDANCE

Reporting Officer	Mr M J Lester	(Group Manager – Corporate Services)
Meeting Secretary	Mrs K J Corkill	

ALSO IN ATTENDANCE

Mayor M Feyen
Cr R J Brannigan

PUBLIC IN ATTENDANCE

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

1 Apologies

There were no apologies.

2 Public Participation

Dave Thomson	7.1	<u>Monitoring Report</u> <i>16/341 – Foxton & Foxton Beach Water</i> <i>17/39 - Investment Plan</i> <i>17/547 – Pump Track</i> <i>17/641 – Foxton & Beach Bowling Club</i>
Christina Paton	7.1	<u>Monitoring Report -</u> <i>14/674 – Target Reserve Strategic Plan</i> <i>16/341 – Foxton River Loop Working Party</i> <i>17/154 – New Whirokino Bridges</i> <i>17/547 – Pump Track</i>

	7.2	<u>Chief Executive's Report-</u> 3.1 <i>LTP Consultation Update</i>
Oriel Martin	7.1	<u>Monitoring Report</u> 17/614 – <i>Foxton & Beach Bowling Club</i>
Mayor Feyen	7.1	<u>Monitoring Report</u> 14/32, 16/59, 16/16, 16/341, 17/296, 17/547, 17/614
	7.2	<u>Chief Executive's Report</u> 3.2, 3.3, 3.4
Oriel Martin	7.2	<u>Chief Executive's Report</u> 3.5 – <i>Foxton Beach Freeholding Account</i>

3 Late Items

There were no late items.

4 Declarations of Interest

There were no declarations of interest.

5 Confirmation of Minutes – 11 December 2018

MOVED by Ms Metcalf, seconded Mr Girling:

THAT the minutes of the meeting of the Foxton Community Board held on Monday, 11 December 2017, be confirmed as a true and correct record.

CARRIED

8 Announcements

Horowhenua District Council Update

In his update on behalf of Council, Cr Gimblett said he had very little to note that was not included in the CE's report. However, starting with Te Awahou Nieuwe Stroom, the visitor numbers of 15,728 from 18– 30 November 2017; 14,314 for December, and 8,191 up to 18 January 2018 showed the facility was being well used.

Also of interest:

- Council had adopted the Easter Shop Trading Policy which would allow businesses to trade on Easter Sunday if they so wished;
- district-wide consultation would soon commence on Priority (earthquake-prone) Buildings, which could considerably affect some owners;
- the area considered with regard to the north end of Main Street was from Wharf Street through to Ravensworth Place;
- the following grants were open for applications:
 - Ø Pride and Vibrancy with \$10,000 available to assist with increasing pride and vibrancy. The theme for this round was "Interactive and Generational" to promote creation of investment and design within the community; and
 - Ø The second round of the Community Grants Scheme.

Chair's Report

Mr Roache said he asked for this to be included so he could update Board members and members of the public on what he had been doing on the Board's behalf since the last meeting that had not already been communicated to members by email:

- on Sunday 28 January he had attended a meeting in relation to the Pump Track. A report of that meeting had been sent to Members and the Chief Executive;
- following that meeting he had spoken to the Roding Manager about some of the safety concerns raised. Doing a traffic count and speed monitoring was discussed as well as signage in relation to children crossing the road;
- also looked at had been the beach car park entrance and maintenance required.

7 Reports

7.1 Monitoring Report to 12 February 2018

Purpose

To present to Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Community Board.

MOVED by Ms Metcalf, seconded Mr Girling:

THAT Report 18/50 Monitoring Report to 12 February 2018 be received.

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

CARRIED

Public Participation

In his comments on items on the Monitoring Report, Mr Dave Thomson covered:

- the Foxton & Foxton Beach water which he said was taking a long time;
- there was no Officer Comment in relation to the Foxton Beach Reserves Investment Plan;
- he was concerned about the cost of the Pump Track;
- the Foxton & Beach Bowling Club application and the freight process that had been undertaken to date;
- Nash Parade and Bond Street stormwater, which was not on the Monitoring Report but was noted in the Freeholding Account information.

Mr Roache and Cr Gimblett both responded to Mr Thomson's comments in relation to the Foxton & Beach Bowling Club.

It was also requested that Nash Parade/Bond Street Stormwater be include on the Monitoring Report to track the progress of the project.

Mrs Paton commented on:

- 14/674 – Target Reserve Strategic Plan – which had been on the Monitoring Report since 2016. When was this item going to be actioned?
- 17/154 – when was the requested meeting with NZTA going to occur?
- 17/547 – how exactly would the noted consultation with local residents be implemented?

Mr Roache said he would take up the issues raised with the appropriate officers.

With regard to the progress of the Pump Track, Ms Metcalf suggested sharing the weekly updates received from Council Officer, Zane Bull, to interested parties.

In relation to the Foxton and Beach Bowling Club's application for funding, Mr Oriel Martin canvassed in some detail the process that had occurred. He raised, amongst a number of issues, what he suggested were irregularities in relation to the conduct of the meeting when the Board had resolved that the application should be progressed via the LTP process; the lack of clarity in the information that had been provided around the application process; the significant number of signatures that had been collected in support of the application; the amount the Club had expended to ensure the project was completed, and how unreasonable it would be to wait a further six months for something that would be of so much benefit to the people of

Foxton Beach when public consultation had already been carried out.

In responding to Mr Martin's comments and reiterating his personal support for the project, Mr Roache noted that originally the application was for a loan, which after public consultation could become a grant, only for it to be found that a loan was not possible under the Club's constitution. Also he had from the very first stated that the application should go through the AP/LTP process which was required by the Freeholding Fund Policy.

Acknowledging that there was quite a bit of history behind this situation and also the process concerns, Mr Lester said he did not believe it would take six months for this to be decided. The consultation would be undertaken as part of the LTP process which would kick off at the end of February (23rd) and would run until 26 March. As the LTP would not be adopted until 20 June, he would explore whether or not there was a way to fast track the process once the LTP consultation was concluded.

Mayor Feyen commented:

- 14/32 – Sand Dune Management – he supported leaving the dunes but building a small ramp that provided wheel chair access using funding from other areas;
- 14/674 – Target Reserve Strategic Plan – he would like to be involved in the process;
- 16/59 – Foxton Cemetery – he was pleased this was being sorted out;
- 16/341 – he had emailed the Chief Executive, the Chair and CE of Horizons to set up a meeting with urgency to get some movement on getting the flow back into the Loop. Based on comments made by Shane Jones it was important to pull together funding for the project to get this underway.

Responding to Mr Roache's concern that there could be two separate delegations which would be confusing, Mayor Feyen said it was David Clapperton who had been leading this and he had written to Mr Clapperton expressing his support.

- 17/296 – South Bound Bus Stop – Main Street – he was pleased the seat would be reinstalled.
- 17/547 – Pump Track – whilst this was a good thing, it was disappointing that consultation, or lack thereof, had become an issue. He would also be asking the CE about this in terms of funding.

Mr Roache said that when this had been approved by the Board it had been ranked highest in terms of committing funding, with the Board opting to do it once and do it properly. If everyone had attended the public meetings they would have known what was proposed. However he had asked through the CE to Arthur Nelson that any further stages undertaken in relation to the Reserve Management Plan were communicated to Board Members.

- 17/614 – Foxton and Beach Bowling Club – this had not been a good process as it appeared to have been done the wrong way around, with Council making a decision before the Community Board.

Raised by Members:

Page 8 14/32 – Sand Dune Management – Ms Metcalf said the beach car parking looked great; but expressed a concern that the entrance way was dangerous because of the height of the sand hills which should be kept at a reasonable height for public safety.

Mr Roache advised that he had had a meeting with Council's Roading and Parks Managers last week and they would come back with suggestions on how that could be improved.

16/16 – Kings Canal and Purcell Street Stormwater Catchment – Having spoken with people who had been affected by flooding, Ms Lundie asked that the requested report come to the next Board meeting.

Mr Roache noted that this was also a Regional Council issue and a submission had been put into their Annual Plan. He would request the CE

to find out from Mr Saidy where that was at.

14/674 – Target Reserve Strategic Plan – Mr Gimblett requested that the anticipated report also cover what effect the all-weather racing track promised by Winston Peters would have on Foxton in the future.

Page 10 17/39 – Foxton Beach Reserves Investment Plan – it was suggested that the Board needed to have a further look at the Plan to ensure that what was proposed was still valid and achievable, particularly following the amount that was being spent on the Pump Track.

Page 11 17/547 – Pump Track – Ms Lundie raised an issue re the location and size of signage saying it needed to be where it could be seen and of a suitable size.

Also raised was the visibility of the two Health & Safety signs.

Mr Roache said he would raise these with Messrs Nelson and Bull.

7.2 Chief Executive's Report to 12 February 2018

Purpose

To present to the Foxton Community Board, for information, issues relating to the Foxton Community Board area.

MOVED by Mr Girling, seconded Ms Metcalf:

THAT Report 18/52 Chief Executive's Report to 12 February 2018 be received.

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

CARRIED

Public Participation

Speaking to 3.1, LTP Consultation, Mrs Paton queried if there were any public events in Foxton which could be used to engage with the community, particularly as the LTP was a very important process.

Whilst he was not aware of any events, Mr Lester said that Officers would have ensured if there were any such events, they would dovetail into the LTP process. However, he would check back with the project team.

Commenting on the Board's selection out of the four options for the north end of Main Street, Mr Olaf Eady said there were actually five options – with the fifth being to do nothing.

Mr Roache noted that two of the options had been disregarded because of safety issues.

Mr Eady then raised issues in relation to the Freeholding Account which included historical matters, operation of the fund and his interpretation of the information provided.

Mr Roache offered to arrange for Mr Eady to meet with the relevant financial officers at Council to go through the information in more detail to enable them to respond to his queries.

3.3 Foxton Main Street Upgrade

Noting the officer comment that engagement was underway with specifically affected stakeholders, Mr Girling queried who the stakeholders were as he was regularly being asked about that. He also brought to the Board's attention that one of the Horse Drawn Tram's horses had died and a meeting was to be held later in the week to see if they were going to continue particularly in light of the selected option for the north end of Main Street not being practical for the Tram's operation.

Mr Roache said he would also like to see the final design.

Mr Lester said he would let Members know with whom and how

communication would occur.

It was requested that the Foxton Main Street Upgrade be included on the Monitoring Report.

3.4 Representation Review

The importance of this process for the Board's future was stressed.

Responding to a query, Mr Lester advised that the most recent census information would be used, and growth since that time and projected growth would also inform Council's assumptions. These growth figures and projections had been compiled by SensePartners, had been audited by Audit New Zealand, and were robust.

Mr Roache reminded Members that they had each been requested to set out the reasons why they believed the Board was required and he would organise a meeting so they could compare ideas.

7.3 Resource Consenting (Planning) Matters Considered Under Delegated Authority

Purpose

To present details of decisions made under delegated authority in respect of Resource Consenting (Planning) Matters.

MOVED by Cr Gimblett, seconded Mr Girling:

THAT Report 18/53 Resource Consenting (Planning) Matters Considered Under Delegated Authority be received.

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

CARRIED

7.32 pm

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

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

DATE:.....

CHAIRPERSON:.....

Proceedings of the Finance, Audit & Risk Subcommittee 14 February 2018

File No.: 18/110

1. Purpose

To present to the Council the minutes of the Finance, Audit & Risk Subcommittee meeting held on 14 February 2018.

2. Recommendation

- 2.1 That Report 18/110 Proceedings of the Finance, Audit & Risk Subcommittee 14 February 2018 be received.
- 2.2 That the Council receive the minutes of the Finance, Audit & Risk Subcommittee meeting held on 14 February 2018.

3. Issues for Consideration

Apart from a request that a Monitoring Report be brought back to the next and subsequent Audit & Risk Subcommittee meetings on Management's response to the matters raised by Audit New Zealand in its Final Management Report for the year ended 30 June 2017, there were no items that require further consideration by Council.

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)	Doug Law Chief Financial Officer	
Approved by	David Clapperton Chief Executive	

Finance, Audit & Risk Subcommittee

OPEN MINUTES

Minutes of a meeting of the Finance, Audit & Risk Subcommittee held in the Council Chambers, Horowhenua District Council, Levin, on Wednesday 14 February 2018 at 4.00 pm.

PRESENT

Chairperson	Mr P Jones
Deputy Chairperson	Cr B F Judd
Members	Cr W E R Bishop
	Cr R J Brannigan
	Cr R H Campbell
	Mayor M Feyen
	Cr N G Gimblett
	Cr V M Kaye-Simmons
	Cr J F G Mason
	Cr C B Mitchell
	Cr P Tukapua
	Cr B P Wanden

IN ATTENDANCE

Reporting Officer	Mr D Law	(Chief Financial Officer)
	Mr D M Clapperton	(Chief Executive)
	Mr G Saidy	(Group Manager – Infrastructure Services)
	Mr M Lester	(Group Manager – Corporate Services)
	Mrs N Brady	(Group Manager – Customer & Regulatory Services)
	Ms S Grant	(Group Manager – Community Services)
	Mr D McCorkindale	(Group Manager – Strategy & development)
	Mr G O’Neill	(Projects Manager)
	Mr D Gerrard	(Alliance Manager)
	Mr J Paulin	(Finance Manager)
	Mr A Chamberlain	(Financial Accountant)
	Mr I McLachlan	(Risk Management Lead)
	Mr S Wood	(Legal Advisor)
	Mrs K J Corkill	(Meeting Secretary)

ALSO IN ATTENDANCE

Ms D Perera (Audit Director, Audit New Zealand)

PUBLIC IN ATTENDANCE

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

1 Apologies

There were no apologies.

2 Public Participation

There had been no requests to speak.

3 Late Items

There were no late items.

4 Declarations of Interest

There were no declarations of interest.

5 Confirmation of Minutes – 13 December 2017

MOVED by Cr Wanden, seconded Cr Kaye-Simmons:

THAT the minutes of the meeting of the Finance, Audit & Risk Subcommittee held on Monday, 25 December 2017, be confirmed as a true and correct record.

CARRIED

6 Announcements

There were no announcements.

With the agreement of the meeting, Item 7.3 – Audit New Zealand – Final Management Report for the year ended 30 June 2017 was brought forward to accommodate Audit Director, Ms Perera, from Audit New Zealand, who was in attendance to respond to any questions Subcommittee Members may have.

7.3 Audit New Zealand - Final Management Report for the year ended 30 June 2017

Purpose

To present to the Finance Subcommittee the Audit New Zealand - Management Report for the year ended 30 June 2017.

Ms Perera was welcomed to the table. Speaking to the report, she said it had two parts, with the first being the issuing of the audit opinion (with Council having received an unmodified audit opinion in October last year) and the second covering the areas of audit focus, areas where Audit felt improvements could be made and matters that needed to be brought to Council's attention, with the key things being noted in the first two pages of the document. With Audit looking at not only Council's financial performance, but also non-financial performance, she explained in a more detail what that had entailed.

Having had the opportunity to speak to Ms Perera prior to the meeting, Mayor Feyen said he was feeling more conformable with Audit's recommendations; however, for clarity he queried if Audit's recommendations were mandatory.

Ms Perera said they were for Council's consideration. Audit could not force them to be taken up and while they may be regarded as best practice, in some instances it could be resourcing that precluded implementation and there could be compromises made to mitigate any perceived risk.

How the recommendations provided by Audit would be addressed by Council going forward was discussed, with Ms Perera saying that if Audit was satisfied that Council accepted the risk it was not something that would be raised every year but probably would be raised again if there were any further concerns. However, Audit's approach would be tailored so that its audit opinion was not comprised.

Responding to a query about what constituted "satisfied", Ms Perera said that Audit would be satisfied that a robust conversation had occurred around an issue and there were reasons why points that had been raised may not be actioned. Audit did have the ability to have those conversations. What had been raised were control issues that could be improved, but Audit did not have any real concerns..

Mr Jones advised that each of the items raised by Audit would be brought back to the Subcommittee with agreed actions. As part of that he queried if Officers could advise what controls were actually in place to mitigate the risk in terms of the 'one up' process that had been highlighted by Audit and Elected Members.

Mr Clapperton did note that that the recommendations identified by Audit would be included on a Monitoring Report which would be reported back to the Subcommittee regularly and he would report back to the next FARS meeting in relation to the "one up" issue raised and the process Council used.

MOVED by Mayor Feyen, seconded Cr Judd:

THAT Report 18/47 Audit New Zealand - Final Management Report for the year ended 30 June 2017 be received.

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

THAT a Monitoring Report be brought back to the next and subsequent Finance, Audit & Risk Subcommittee meetings on Management's response to the matters raised by Audit and what has been undertaken to date.

CARRIED

7 Reports

7.1 Financial Report for the six months to 31 December 2017

Purpose

To present to the Finance, Audit & Risk Subcommittee the financial report for the six months to 31 December 2017.

Mr Law spoke to the report, reiterating and expanding on the information contained in the Executive Summary and responding to queries.

With regard to the sale of Pensioner Housing and the loss to date, Mr Law explained that the gross proceeds were not treated as income but reduced the fixed assets figure in the balance sheet.

The difference between the Annual Plan and Annual Forecast for Grants and Funding was raised with Mr Law requested to bring back a reconciliation to the next Subcommittee meeting showing the consequence, rather than the result, of that figure being reduced.

Also requested were some comparison figures on the Statement of Cashflow (Agenda page 21).

With the Chair noting that the report would more appropriately be entitled “Six Month Report 1 July-31 December 2017”, it was:

MOVED by Deputy Mayor Bishop, seconded Cr Mitchell:

THAT Report 18/54 Six Month Report 1 July 2017 - 31 December 2017 be received.

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

CARRIED

7.2 Treasury Report

Purpose

To present to the Finance, Audit & Risk Subcommittee the Bancorp Treasury Report for the December 2017 quarter.

Speaking to this report, Mr Law expanded on and gave more context to the information provided.

MOVED by Cr Kaye-Simmons, seconded Cr Wanden:

THAT Report 18/46 Treasury Report be received.

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

CARRIED

7.4 Infrastructure Projects Update

Purpose

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

Mr O'Neill gave a PowerPoint presentation giving an update on the current projects being undertaken and also responding to queries.

Raised and discussed was the issue of contractual obligations not being met in terms of project completion. In the recent past there had been weather issues and also contractors were currently struggling to get suitable staff which impacted on jobs being finished. The use of penalty clauses was queried with it explained that Council endeavoured to work with contractors to get things done rather than take a punitive approach. Getting projects completed on time was an issue not only for Council but also for people who were affected by the work being done which could be exacerbated by delays and this was noted.

MOVED by Cr Judd, seconded Deputy Mayor Bishop:

THAT Report 18/51 Infrastructure Projects Update be received.

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

CARRIED

7.5 Mayoral Discretionary Fund

Purpose

To report to the Finance, Audit & Risk Subcommittee on the grants made from the Mayoral Discretionary Fund during the 2017/18 financial year.

MOVED by Mr Jones, seconded Cr Judd:

THAT Report 18/37 Mayoral Discretionary Fund be received.

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

CARRIED

7.1 Amendment to Elected Members - Allowances and Recovery of Expenses Policy - February 2018

Purpose

To present to the Finance, Audit & Risk Subcommittee the amended Allowances and Recovery of Expenses Policy for Elected Members.

The Chair gave an explanation in relation to withholding tax deductions, and allowance and reimbursement.

MOVED by Cr Judd, seconded Cr Campbell:

THAT Report 18/65 Amendment to Elected Members - Allowances and Recovery of Expenses Policy - February 2018 be received.

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

CARRIED

After discussion on the proposed amendments to the Policy and what currently occurred with regard to attendance at Conferences by both Foxton Community Board Members and Councillors it was proposed that the fourth clause of the 'Travel and conferences, courses and seminars' section to be amended to:

"Council will fund the cost of attendance of the Mayor and five persons, either elected members, spouses or partners, at the annual LGNZ Conference."

with the final clause in relation to funding to be deleted.

MOVED by Cr Judd, seconded Cr Campbell:

THAT the Elected Members' Allowances and Recovery of Expenses Policy, with the Travel and conference, courses and seminars section to read:

"Conference, course, seminar or training attendance must be relevant and contribute to the elected member's ability to carry out Council business.

Attendance at these events when held in New Zealand must be approved by both the Mayor (or the Deputy Mayor) and the Chief Executive.

Attendance at these events when held overseas must be approved by the Council.

Council will fund the cost of attendance of the Mayor and up to five persons, either elected members, spouses or partners, at the annual LGNZ Conference.

This is to be formally endorsed by Council prior to attending"

be adopted.

CARRIED

The Chair advised that an apology had been received from Cr Brannigan.

NOTED

8 Procedural motion to exclude the public

MOVED by Cr Campbell, seconded Cr Bishop:

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

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

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

C1 Chairperson's Report

<i>Reason for passing this resolution in relation to each matter</i>	<i>Particular interest(s) protected (where applicable)</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<i>The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</i>	<i>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.</i>	<i>s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.</i>

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

CARRIED

5.35 pm The public were excluded.

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

6.10 pm

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

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE FINANCE, AUDIT & RISK
SUBCOMMITTEE HELD ON

DATE:.....

CHAIRPERSON:.....

File No.: 18/119

Waste Minimisation and Management Plan - Draft Statement of Proposal

1. Purpose

To seek Council's approval to publicly consult on the Draft Waste Management and Minimisation Plan (WMMP) and Waste Assessment as required by the Waste Minimisation Act 2008 through the Special Consultative Procedure as outlined in the Local Government Act 2002. Included for Council's approval are a Summary of Information and Statement of Proposal as required as part of the Special Consultative Procedure.

2. Executive Summary

- 2.1 Council is required under the Waste Minimisation Act (WMA) 2008 to consider the current situation for waste minimisation and management in Horowhenua and set out how the Council will progress efficient and effective waste management and minimisation. This process is documented in a Waste Assessment report with future direction and actions set out in the Waste Minimisation and Management Plan.

3. Recommendation

- 3.1 That Report 18/119 Waste Minimisation and Management Plan - Draft Statement of Proposal be received.
- 3.2 That this decision is recognised as significant in terms of S76 of the Local Government Act
- 3.3 That Horowhenua District Council resolves that the Special Consultative Procedure as required by s156(1) of the Local Government Act 2002 be used for consultation purposes, and
- (i) The Statement of Proposal, as required by s83(1)(a)(i) and 86(2)(a)(i), Local Government Act 2002 is sufficient for consultation.
 - (ii) The Summary of Information, **attached** as Attachment B, reflects sufficient information contained in the Statement of Proposal as required by s89 of the Local government Act 2002, namely:
 - is a fair representation of the major matters in the Statement of Proposal; and
 - is in a form determined by Council; and
 - (iii) That the Summary of information (Attachment B) will be distributed as reasonably practicable as the basis for general consultation; it indicates where the Statement of Proposal may be inspected and how a copy may be obtained; and states the period within which submissions on the proposal may be made to the Council s83(1)(a)(ii) Local Government Act 2002.
- 3.5 That the hearing of submissions be undertaken by the Hearings Committee acting under delegated authority for a subsequent recommendation to Council.

4. Background / Previous Council Decisions

- 4.1 The Horowhenua District Council is required to adhere to the Waste Minimisation Act 2008 which requires territorial authorities to revisit the Waste Management and Minimisation Plan at least every 6 years.

- 4.2 On 13 June 2012, Council adopted the current Waste Management and Minimisation Plan. This plan and the associated Waste Assessment are due to be reviewed and updated if needed.
- 4.3 Careful review of the current Waste Management and Minimisation Plan outlined the need to update these documents.
- 4.4 Mid-2017, work began reviewing and rewriting the Waste Assessment and the Waste Management and Minimisation Plan, which included several workshops with the Councillors as well as a pre-consultation workshop with the community group that responded to the request. The workshops outlined priority areas of focus which then provided the direction for the documents.

5. Discussion

- 5.1 To address the issues identified and meet the key targets, Council proposes a range of actions. The actions reflect the need to balance policy, provision of services including infrastructure and community engagement. In all cases the focus is on enabling the Horowhenua community to manage their waste according to the waste hierarchy, preferring waste avoidance, reduction and recycling over recovery and disposal of residual material.
- 5.2 Actions relate to both continuing and enhancing existing activities and starting new activities and initiatives. The Action Plan is dynamic and needs to be responsive to changes in demand, resources and external circumstances. Making such changes and adjustments is anticipated as an integral part of the WMMP.
- 5.3 Council would be seeking comment on the questions proposed in the Summary of Information.

6. Options

Options are described in the Statement for Proposal.

6.1 Cost

Consultation can be implemented using existing budgets.

6.2 Rate Impact

The consultation on the Draft Waste Minimisation and Management Plan and Waste Assessment will have no impact on rates.

6.3 Community Wellbeing

The Summary of Information and Statement for Proposal which will be consulted on is in the interest of public safety and waste management. The community has an opportunity to express its views and thoughts via the Special Consultative Procedure.

6.4 Consenting Issues

The consultation on the Draft Waste Minimisation and Management Plan and, Waste Assessment will have no consenting issues.

6.5 LTP Integration

There is currently no provision included in the LTP.

If the outcome from the process requires any changes from the status quo that will have a financial impact on rates, then this will be included into the LTP through a separate process.

7. Consultation

Section 86(1)(b) of the Local Government Act 2002 requires that the Special Consultative Procedure be used for reviewing a Draft Waste Minimisation and Management Plan and, Waste Assessment. The release of the Draft Waste Minimisation and Management Plan and, Waste Assessment plans will allow for community consultation. During the consultation phase, specific target groups and the general public will be invited to make submission on the Draft Waste Minimisation and Management Plan, and Waste Assessment.

7.1 Proposed Consultation Plan

The period of community engagement will be for 20 working days, followed by analysis and reporting back to Council, subsequent amendment (if required) and final adoption.

Key project stages	Completion date
Draft proposal developed	February 2018
Draft proposal approved for community engagement	7 March 2018
Community engagement	9 March – 10 April 2018
Analysis of Submissions	10 – 15 April 2018
Oral and written submissions considered by Council	Hearings TBC
Amendments made, proposal adopted.	Council Meeting TBC
Proposal published	TBC

7.2 Communities to be engaged with:

Community Group or Stakeholder	How this group will be engaged
Horowhenua District community	Website Horowhenua Chronicle Community Connection Engagement events Displays in Community Centres Social Media posts Survey Monkey One-to-on meetings
Iwi	Letter / Email – invite to meeting
NLG	Letter / Email – invite to meeting
Environmental Forum	Presentation/Meeting
Other interested parties	Letter / Email – invite to meeting

8. Legal Considerations

Authorities are required to review their Waste Management and Minimisation Plans at least every 6 years as outlined under the Waste Minimisation Act 2004.

9. Financial Considerations

There is no financial impact for the consultation of these draft documents.

10. Other Considerations

There are no other considerations.

11. Next Steps

If the Draft Waste Management and Minimisation Plan and, the Draft Waste Assessment are adopted, consultation will occur.


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.

12. Appendices

No.	Title	Page
A	Waste Management - Solid Waste - WMMP and WA - Statement of Proposal	27
B	Waste Management - Solid Waste - WMMP and WA - Summary of information	33
C	Waste Management - Solid Waste - WMMP and WA - Submission Form	36

Author(s)	Ryan Hughes Environmental Engineer	
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Approved by	Gallo Saidy Group Manager - Infrastructure Services	
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Statement of Proposal

Waste Management and Minimisation Plan (WMMP) and, Waste Assessment

Introduction

The Council's 2012 Waste Management and Minimisation Plan (WMMP) was developed following completion of a Waste Assessment in 2012 which evaluated current quantities and composition of waste and diverted materials in the district, existing services, future demand for services and practicable options for addressing the various waste and diverted materials streams. The Waste Assessment has been reviewed and updated to reflect the changes that have occurred locally, regionally and nationally since that time and also to meet the requirements of the Waste Minimisation Act 2008 (WMA).

Under the WMA, Council is required to review and adopt changes to the Waste Management and Minimisation Plan (WMMP) every 6 years from 2012. Therefore, the first review is to be completed by 1 July 2018. The Plan must contain a summary of Council's waste management and minimisation objectives policies, methods and funding to achieve effective and efficient waste management and minimisation within the district. The Plan must also include a commitment to waste minimisation through consideration of the waste hierarchy and must have regard to the New Zealand Waste Strategy and the most recent Waste Assessment undertaken by Council. In addition Council must ensure that nuisance is not caused by the collection, transport and disposal of waste.

The purpose of the WMMP is to provide the basis on which future policies, service provision and facilities will be provided to manage the district's waste, and to minimise the quantities requiring disposal while making the best use of Council's resources and fostering sustainability.

The Waste Assessment

This Waste Assessment has identified that almost 18,000 tonnes of waste was generated in the district in 2016. 83% of this waste was landfilled with the remainder diverted via kerbside recycling and recycling stations. The Waste Assessment has identified a range issues and opportunities to be addressed, including:

- While there is some information available about the quantity and composition of waste generated in the Horowhenua District the data is incomplete.
- There is a by-law in place that provides for collection of data and requires private sector household waste collection to help fund recycling collection. However it is not currently operating as expected with Council covering most of the cost of recycling services.
- Illegal dumping of waste is an ongoing issue.
- The Council operated transfer stations in Foxton and Shannon that are costly to operate on a per resident and per tonne basis.
- Commercial and construction waste makes up a large proportion of material disposed of to landfill from the Horowhenua District, with limited information available regarding diversion activity focussed on these waste streams.
- The current kerbside collection service for recyclable materials poses health and safety risks (broken glass, manual handling) and limited capacity.

The Vision

The overall vision of the Waste Management and Minimisation Plan is *"to deliver community benefits and reduce waste [or work towards zero waste]. Businesses and households in*

Horowhenua will be provided with efficient and effective waste minimisation and management services that recognise waste as a resource."

Action Plan

A series of waste minimisation and management targets are proposed:

- To reduce disposal of waste to landfill from Horowhenua District to below 500 kg per person.
- To recycle at least 40 % of waste collected at the roadside from households.
- To recover or recycle at least 50 % of the waste taken to transfer stations in the Horowhenua District.
- Over 85 % of residents are satisfied with kerbside recycling, refuse and transfer station services.
- Over 75 % of residents are satisfied with Council litter and illegal dumping services.

To address the issues identified and meet the key targets, Council proposes a range of actions. The actions reflect the need to balance policy, provision of services including infrastructure and community engagement. In all cases the focus is on enabling the Horowhenua community to manage their waste according to the waste hierarchy, preferring waste avoidance, reduction and recycling over recovery and disposal of residual material. Actions relate to both continuing and enhancing existing activities and starting new activities and initiatives. The Action Plan is dynamic and needs to be responsive to changes in demand, resources and external circumstances. Making such changes and adjustments is anticipated as an integral part of this WMMP.

The Action Plan includes actions focusing on waste minimisation and management infrastructure, information and education for the community and getting the right policy framework in place.

The action plan as set out in the following pages has been developed to enable the Horowhenua District Council and Horowhenua community to work towards achieving the Vision - Goals - Objectives set out in the Waste Minimisation and Management Plan. The Action Plan provides a detailed plan of action for years one and two with long term actions mentioned but not detailed. Where actions have operational or financial implications they need to be confirmed in the Councils core planning documents - the Long Term Plan and Annual Plan.

The Waste Assessment recommended the following options be included in an action plan for the Horowhenua District Council Waste Minimisation and Management Plan.

Infrastructure actions

- Progress procurement for a new refuse collection contract as a continuation of the existing service (user pays refuse bags) with a strong focus on managing health and safety and managing market share.
- Progress procurement for a new recycling collection contract focussed on reducing health and safety risks, producing high quality recyclable materials and increasing the capture of recyclable materials from households. Consider local and out of district sorting of co-mingled paper, plastics and cans.
- Progress procurement for a new transfer station operations contract (Foxton and Shannon) focussed on maintaining an acceptable level of service and maximising recovery of materials including recyclable materials, organic waste and reusable items.
- Complete detailed analysis of organic waste collection options including the status quo (private sector services), a food and garden waste collection and food waste only collection.

- Complete detailed analysis¹ of optimising services for bulky household waste including the role of transfer stations, potential for a voucher system and potential bulky waste collections.
- Complete detailed analysis of sorting of C&I and/or C&D waste prior to disposal of residual material. Include examination of linkages with sorting of kerbside recyclable materials and bulky waste collections.
- Council to confirm a medium term strategy for Levin Landfill that provides for full funding of historic and current development, operations, closure and appropriate management after closure.
- Work with producers and importers to improve the management of hazardous waste, including providing options in the District for specific waste streams like e-waste.

Education actions

- Continue to update and maintain information on the Council website regarding waste and recycling collection and drop off services in the Horowhenua District.
- Provide clear information and education to promote the effective use of private sector (for example farm plastics, soft plastics recycling, Paintwise) and Council operated recycling services.
- Disseminate information to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.
- Maintaining school education programme, support environmental education activities for schools, homes and businesses.
- Provide information to the community about the negative impact of illegal dumping and alternatives available to the community (kerbside collection, commercial skip bins and transfer stations).

Policy Actions

- Develop criteria for making grants available from Council's allocation of Waste Levy funds. Provisionally criteria will be based on contribution to the Vision, Goals and Objectives for waste minimisation and management with consideration of co-funding. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. due diligence on organisation capability, governance and accountability. Consideration also needs to be given to ensuring that funding supports new or expanded activities rather than supporting the status quo.
- Review and amend the existing Solid Waste Bylaw (2014). This will focus on licensing, provision of recycling and consider limiting receptacle size². With a small number of collection providers operating in the District Council is in a position to develop pragmatic but effective approach. This will require consultation with the collection providers prior to formally notifying any proposed changes. The target implementation for the updated bylaw is December 2018.
- Continue to report on progress against the targets in the WMMP in Annual Reports.
- Collaborate with local government organisations, non-government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy.
- Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.

¹ Consider cost of service, diversion of materials, fairness/equity, safety and protection of the environment (illegal dumping).

² The bylaw could limit size of new containers (120-140 L is common for Council provided collections or where limits have been introduced elsewhere). For existing containers collection frequency could be limited to provide similar weekly capacity e.g. fortnightly collection of 240L wheelie bin.

Indicative costs

The evaluation of options included a high level estimate of costs for various actions. Appropriately staged option investigation, procurement and policy design can be accommodated within Council's existing budget for waste services. New contracts, new services and capital investment will all have an impact on costs. Indicative cost impacts are summarised in Table 25.

Table 25 Cost impact of proposed actions (potential actions in *italics*)

Year	Contracts/Services	Policy and Investigations
2017/18	No change from current	New contracts procurement
2018/19	New refuse, recycling and transfer station contract (estimate approx. 30% or 0.25M increase per annum).	Bylaw amendment Grant funding scheme development.
2019/20	No change from 2018/19	Investigate organic waste options
2020/21	No change from 2019/20	Investigate bulky, commercial and construction waste options
2021/22	No change from 2020/21	<i>LTP proposals for organic, bulky, commercial and/or construction waste recovery.</i>
2022/23	No change from 2021/22	<i>Potential procurement for organic and bulky waste recovery service</i>
2023/24	No change from 2022/23 <i>Potential new organic and/or bulky waste service (est 0.75 - 1.0M increase)</i>	<i>Potential procurement for commercial and construction waste recovery service.</i>

Why we are consulting

Your input is required to provide direction for the solid waste sector

To determine how we handle our waste in the future, Horowhenua District Council would like to identify community priorities.

Your views on the types of services we provide, our solid waste infrastructure, and their uses will inform Horowhenua District Council's direction for solid waste services and how this activity is funded.

This consultation is in accordance with sections 44 and 50(3) of the Waste Minimisation Act 2008, which requires Horowhenua District Council to use the special consultative procedure in section 83 of the Local Government Act 2002 when preparing, amending, or revoking plans.

Have your say

Anyone can make a submission on this Statement of Proposal. Submissions should clearly show the submitter's name, address, contact phone number and whether the submitter wishes to be heard by Council in support of their submission. Hearings will be held in early 2018. A submission form is attached to this document, or you can obtain one from all Council Service and Community Centres, as well as the Council's website www.horowhenua.govt.nz

Submissions are invited and must be received by Council no later than **5pm Tuesday 10 April 2018**

Submissions can be:

Delivered to:

Horowhenua District Council Offices,
126 Oxford Street, Levin

Te Takeretanga o Kura-hau-pō
Bath Street, Levin

Te Awahou Nieuwe Stroom
Main Street, Foxton

Posted to:

Horowhenua District Council
Submission – Priority Buildings
Private Bag 4002
HOROWHENUA 5540

Online:

www.horowhenua.govt.nz

Email:

WMMP@Horowhenua.govt.nz

Summary of information

Waste Minimisation and Management Plan

Reason for the Proposal

Council is required under the Waste Minimisation Act (WMA) 2008 to consider the current situation for waste minimisation and management in Horowhenua and set out how the Council will progress efficient and effective waste management and minimisation. This process is documented in a Waste Assessment with future direction and actions set out in Waste Minimisation and Management Plan.

The draft **Waste Assessment** describes the waste situation, sets out vision, goals objectives and targets for the district, and develops options for meeting future demand.

The draft **Waste Minimisation and Management Plan** summarises the information presented in the Waste Assessment and adds an action plan.

Council is required to consult with the community on the draft Waste Assessment and draft Waste Minimisation and Management Plan. These documents have been summarised in a Statement of Proposal.

Council is seeking feedback on the Waste Minimisation and Management Plan. Key questions include:

- 1 Do you agree with Council's vision for waste minimisation and management?
- 2 Has Council set the right targets for waste minimisation and management?
- 3 Council is due to tender for new refuse and recycling contracts. The plan proposes a continuation of Council refuse bag service alongside a new wheelie bin and crate (for glass only) kerbside recycling service.
- 4 Council is considering medium to long term options for Levin Landfill, what are the key considerations Council should take into account?
- 5 The draft Waste Minimisation and Management Plan commits Council to considering a range of additional activities, what would you support being introduced in Horowhenua?

Where to get more information?

The Statement of Proposal, draft Waste Assessment and draft Waste Minimisation and Management Plan may be collected from Council's Service and Community Centres in Levin, Foxton and Shannon and from Council's Main Office in Levin, or from the Council's website www.horowhenua.govt.nz. You may request a copy be posted to you by calling 06 366 0999.

Period for consultation

Written submissions on the proposal may be made from **Friday 9th March 2018** until **5 pm Tuesday 10th April 2018**. Submissions can be made using an online survey form [link] or by filling out survey forms that can be obtained from Council.

Those who make a written submission may choose to make an oral submission. Hearings of oral submissions are scheduled for April/May 2018, further details will be confirmed with submitters. Please indicate on your submission form if you wish to speak to your submission.

If you have any questions please contact Council at WMMP@horowhenua.govt.nz

Questions/Survey form

Do you agree with Council's vision for waste minimisation and management?

Select the Vision that you prefer

To deliver community benefits and reduce waste. Businesses and households in Horowhenua will be provided with efficient and effective waste minimisation and management services that recognise waste as a resource.

To deliver community benefits and reduce waste. Businesses and households in Horowhenua will be provided with efficient and effective waste minimisation and management services that recognise waste as a resource.

Council has proposed targets for waste minimisation and management. Do you support Council targeting activity to meet these targets?

Target(s)

- 1.1 To reduce the total quantity of waste disposed of to landfill from Horowhenua on a per capita basis.
Waste disposal < 400 kg per person each year
- 2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations.
Kerbside recycling > 40% of materials recycled by 2023
Recycling³ at Refuse Transfer stations > 50 % by 2023
- 2.2 85% of people are satisfied with their recycling service. 2015/16 Residents satisfaction > 85%
- 3.1 Satisfaction with kerbside refuse and transfer station services. Residents satisfaction > 75%
- 4.1 To publish a summary of available data on waste generation and management with each Annual Report.
- 5.1 Reduce illegal dumping incidents and quantity of material illegally dumped in the Horowhenua District.
- 5.2 Residents satisfaction with litter and illegal dumping. Residents satisfaction > 75 %
- 6.1 Schools programmes delivered by Council
Waste education is provided to >300 school aged students each year.
- 6.2 Council (or contractors) promote waste minimisation at events in the District.
Council promotes waste minimisation at > five events in the District each year.
- 7.1 To support the implementation of product stewardship schemes in Horowhenua.
> 4 new product stewardship schemes available to Horowhenua businesses and households.

Yes / No

Comments

Council is due to tender for new refuse and recycling contracts. The plan proposes a continuation of Council refuse bag service alongside a new wheelie bin and crate (for glass only) kerbside recycling service.

Support new service Yes / No

Comments

Council is considering medium to long term options for Levin Landfill, what are the key considerations Council should take into account?

Chose one or more:

³ Including diverting materials for composting and reuse.

- Cost to Council (impact on rates);
- Costs to the community (charges for disposal);
- Providing a high level of service to the Horowhenua Community (households and businesses);
- Council ability to influence waste minimisation and disposal in Horowhenua;
- Protecting the environment; and/or
- Local economic opportunities and innovation.
- Other

The draft Waste Minimisation and Management Plan commits Council to considering a range of additional services and activities, which of these would you support being introduced in Horowhenua?

Chose one or more:

- Organic waste (garden waste, food waste) processing and collection services;
- Bulky waste collection (furniture, whiteware, large garden waste) services;
- Commercial and construction waste sorting and recovery;
- Regulating household refuse bin size (for example less than 140L);
- Ongoing information and education on waste minimisation; and/or
- Making grant funding available for projects that support waste minimisation in Horowhenua.
- Other.

Submission Form

Waste Management and Minimisation Plan

Submissions must be provided to Council by no later than 5pm on
Tuesday 10 April 2018

Contact Details (You must provide your contact details for your submission to be considered)

Title (e.g. Mr/Mrs/Miss/Dr)

Full Name:

Name of Organisation:

Address for service:

Post code:

Telephone:

Mobile:

Email:

Returning your submission

Return by **Tuesday 10 April 2018**

Delivered to: Horowhenua District Council
126 Oxford Street
Levin

Emailed to: WMMP@horowhenua.govt.nz

Posted to: Horowhenua District Council
Submission – Waste Plan
Private Bag 4002
HOROWHENUA 5540

Completed online

or available to download:

From Council's website
www.horowhenua.govt.nz

Hearing of submission

Please tick as appropriate. If neither of
the boxes is ticked, it will be
considered that you do not wish to be
heard.

I wish to present my submission to
Council

I require sign language
interpretation

Do you agree with Council's vision for waste minimisation and management?

Select the Vision that you prefer

To deliver community benefits and reduce waste. Businesses and households in Horowhenua will be provided with efficient and effective waste minimisation and management services that recognise waste as a resource.

To deliver community benefits and head towards zero waste. Businesses and households in Horowhenua will be provided with efficient and effective waste minimisation and management services that recognise waste as a resource.

Council has proposed targets for waste minimisation and management. Do you support Council targeting activity to meet these targets?

- 1.1 To reduce the total quantity of waste disposed of to landfill from Horowhenua on a per capita basis.
Waste disposal < 400 kg per person each year
- 2.1 Increase in the proportion of material captured for recycling at kerbside and transfer stations.
Kerbside recycling > 40% of materials recycled by 2023
Recycling at Refuse Transfer stations > 50 % by 2023
- 2.2 85% of people are satisfied with their recycling service.
2015/16 Residents satisfaction > 85%
- 3.1 Satisfaction with kerbside refuse and transfer station services.
Residents satisfaction > 75%
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Residents satisfaction > 75 %
- 6.1 Schools programmes delivered by Council
Waste education is provided to >300 school aged students each year.
- 6.2 Council (or contractors) promote waste minimisation at events in the District.
Council promotes waste minimisation at > five events in the District each year.
- 7.1 To support the implementation of product stewardship schemes in Horowhenua.
> 4 new product stewardship schemes available to Horowhenua businesses and households.

Support new targets **Yes / No**
Comments

Council is due to tender for new refuse and recycling contracts. The plan proposes a continuation of Council refuse bag service alongside a new wheelie bin and crate (for glass only) kerbside recycling service.

Support new service **Yes / No**
Comments

Council is considering medium to long term options for Levin Landfill, what are the key considerations Council should take into account?

Chose one or more:

- Cost to Council (impact on rates);
- Costs to the community (charges for disposal);
- Providing a high level of service to the Horowhenua Community (households and businesses);
- Council ability to influence waste minimisation and disposal in Horowhenua;
- Protecting the environment; and/or
- Local economic opportunities and innovation.
- Other:

The draft Waste Minimisation and Management Plan commits Council to considering a range of additional services and activities, which of these would you support being introduced in Horowhenua?

Chose one or more:

- Organic waste (garden waste, food waste) processing and collection services;
- Bulky waste collection (furniture, whiteware, large garden waste) services;
- Commercial and construction waste sorting and recovery;
- Regulating household refuse bin size (for example less than 140L);
- Ongoing information and education on waste minimisation; and/or
- Making grant funding available for projects that support waste minimisation in Horowhenua.
- Other:

Other Ideas?

If you have an alternative option that you think Council should consider, please tell us.

Tips for making an effective submission

- Head each of your topics with a title so we clearly know what issue you are submitting on.
- Make it clear what you are supporting or opposing and give reasons why.
- Bullet points help you form ideas clearly and are easy for the Mayor and Councillors to read.

My submission is (any additional pages can be attached and submitted with this form):

Thank you for your submission

Privacy Act 1993

Please note that submissions are public information. Information on this form including your name and submission will be made available to the media and public as part of the decision making process. Your submission will only be used for the purpose of the Priority Buildings process. The information will be held by the Horowhenua District Council, 126 Oxford Street, Levin. You have the right to access the information and request its correction.

Monitoring Report to 7 March 2018

File No.: 18/55

1. Purpose

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

2. Recommendation

- 2.1 That Report 18/55 Monitoring Report to 7 March 2018 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

Attachments


No.	Title	Page
A	Horowhenua District Council Monitoring Report	42


Confirmation of statutory compliance

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

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

Signatories

Author(s)	David Clapperton Chief Executive	
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Approved by	David Clapperton Chief Executive	
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MONITORING REPORT							
HOROWHENUA DISTRICT COUNCIL							
Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
14/585	2 July 2014	District Plan: Plan Change Timing	<p><i>THAT the preparation and processing by officers of the following plan changes to the District Plan be postponed from the 2014/15 financial year and be undertaken within 2015/16 financial year:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Sites of Cultural Significance <input type="checkbox"/> Historic Heritage <input type="checkbox"/> Dunefields Assessment <input type="checkbox"/> Coastal Hazards. 	D McCorkindale			<p>Historic Heritage Plan Change 1 has publicly notified 3 November 2017. Submissions closed 5 December 2017. The Summary of Submissions will be notified in February 2018. Further Submissions (cross submissions) closed on 19 February 2018 with 6 further submissions received. Hearings are anticipated to be held in April.</p> <p>Paiaka Camp will be considered in the next (second) phase of heritage assessments subject to the agreement of the land owner for its inclusion. The second phase will commence after the first plan change has been completed. The focus of this phase will be on the</p>

MONITORING REPORT

HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
							residential heritage features that were previously nominated. Research is continuing on the Sites of Cultural Significance.
17/335	30 August 2016	Proceedings of the Foxton Community Board 26 June 2017 – Nash Parade and Bond Street Upgrade Project	<i>THAT, subject to the approval of a Business Case by NZTA, up to \$432,000 (+/- 10%) be made available from the Foxton Beach Freeholding Account for the purpose of funding the local share of the Nash Parade and Bond Street upgrade project.</i>	G Saidy			This is in the final stages of design. Tender documents are being prepared. It is proposed that construction will start early in the New Year.
17/574	27 November 2017	Proceedings of the Strategy Committee 8 November 2017	<i>THAT as recommended by the Strategy Committee, Horowhenua District Council sponsors the establishment of a charitable community trust with the Chief Executive mandated to provide appropriate</i>	D Clapperton			Currently working through establishment programme, including developing the partnership agreement which will outline the relationship between Council and the Trust.

MONITORING REPORT

HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>advice and assistance as the Trust is established.</i>				
17/582	27 November 2017	Notices of Motion – Reintroduction of Development and/or Financial Contributions	<i>THAT in light of the District's current and potential growth, discussion on the reintroduction of Development and/or Financial Contributions commences through the Strategy Committee at its December 2017 meeting.</i>	D Clapperton			December 2017 Strategy meeting was cancelled; therefore this item will be presented to the February meeting for consideration.
17/534	27 November 2017	Provisional Local Alcohol Policy – Appeals	<i>THAT Council resolves that the Hearings Committee of Council be directed to act on behalf of Council on this matter as may be required following notification by the Licensing Authority.</i>	V Miller			Awaiting instruction from the Licensing Authority following the lodgement of an appeal to the Local Alcohol Policy.
18/40	31 January 2018	Priority Buildings – Draft Statement of Proposal for Consultation	<i>THAT Horowhenua District Council resolves that the Special Consultative Procedure as required by s156(1) of the Local Government Act 2002 be used for</i>	C Pollock			

MONITORING REPORT
HOROWHENUA DISTRICT COUNCIL

Item No.	Meeting Date	Item Description	Resolved / Action	Responsible Officer	Date to Action by	Date Completed	Officer Comment
			<i>consultation purposes, THAT the hearing of submissions be undertaken by the Hearings Committee acting under delegated authority for a subsequent recommendation to Council.</i>				

Chief Executive's Report to 7 March 2018

File No.: 18/56

1. Purpose

For the Chief Executive to update Councillors, or seek endorsement on, a number of matters being dealt with.

2. Recommendation

- 2.1 That Report 18/56 Chief Executive's Report to 7 March 2018 be received.
- 2.2 That these matters or decisions be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That Cr Gimblett remains as the Horowhenua District Council's representative on the Foxton Community Board until the declaration of the October 2019 Local Government Election.
- 2.4 That the Horowhenua District Council resolves to grant a lease not exceeding 19 years in term (with no Right of Renewal) to the Horowhenua Sports Turf Trust for its existing site (Halliwell Turf) and Donnelly Park; such terms and conditions to be in line with Council's current Community Leasing Policy (2017).

3. Chief Executive Updates

3.1 Provincial Growth Fund

On 23 February, the \$1 billion per annum Provincial Growth fund was officially launched in Gisborne by the Regional Economic Development Minister, Shane Jones. The fund aims to lift productivity potential in the provinces. Its priorities are to enhance economic development opportunities, create sustainable jobs, enable Māori to reach their full potential, boost social inclusion and participation, build resilient communities, and help meet New Zealand's climate change targets.

At this stage Horowhenua has not been earmarked; however Horowhenua District Council will continue to look at potential opportunities.

Further details about the Provincial Growth Fund are contained in the information paper **attached**.

3.2 Councillor Representation on the Foxton Community Board

At the Inaugural Council Meeting on 25 October 2016, it was resolved that Cr Gimblett would be Council's representative on the Foxton Community Board from 25 October 2016 until 24 April 2018, with Cr Brannigan taking over until the declaration of the October 2019 Local Government Election.

Cr Brannigan has given notice that he does not intend to take up the 18 month appointment as Councillor representative on the Board. This has been discussed with Cr Gimblett who is willing to remain as HDC's Councillor representative for the balance of the triennium. A resolution to give effect to this is now required.

3.3 Granting of Lease to Horowhenua Sports Turf Trust (Halliwell Turf)

Background

Councillors will be aware of the Halliwell Turf at Donnelly Park which is managed by the Horowhenua Sports Turf Trust (HSTT). The facility was opened in Levin in June 1999 after 5 years of fund raising by the Horowhenua Sports Turf Trust (HSTT), and Horowhenua Hockey Association.

Current Position

The Halliwell Hockey Turf is an all-weather synthetic surface which has previously held, and continues to facilitate International; national; and regional tournaments, all of which bring visitors and profile to the Horowhenua and Levin. The organisation also has a significant local presence with in excess of 800 primary school children playing hockey, and a further 650 playing primary school soccer. This is a complementary service to the well-established soccer clubs using the fields over the winter season.

The facility is also well used by senior hockey players for training and club games.

HSST replaced the artificial turf surface in 2010 to the value of \$580,000 (+gst), following a successful fund-raising initiative. HSST is looking to further invest in the facility by upgrading its lighting towers at the cost of \$140,000. As with previous investments the organisation has approached a range of public and private funders to meet the cost of physical works.

In order to secure funding HSST must have a lease in place and as a result is requesting Council to grant a 19 year lease. The existing lease expired on 28 January 2017. In line with similar lease provisions the organisation is on a month-by-month lease which provides insufficient security for the funders approached. On that basis HSST have approached officers for a new lease.

Officer View

HSST has been in possession of the site since 1999 and has managed and maintained the facility with no financial burden on HDC for that entire period.

The Halliwell Turf provides a high quality service for a significant number of local residents and membership numbers are stable.

The service provided by the Halliwell Turf is not available direct through Council and as such is a good example of partnership working reducing the burden of debt on ratepayers.

The facility provides international; national; and regional profile locally.

HSST have made some considerable investments in the facility to date and is planning to continue with the investment program

The facility is the only publically available hockey facility locally and it facilitates a number of other sports (twilight soccer) for the benefit of the District.

The Halliwell Turf is a complementary facility to the existing public sportsfields and meets the requirements of the Community Facilities Strategy in terms of being a “sports hub”

The facility and services delivered from it satisfy a number of Community Outcomes as per the table below.

Community Outcome	Measure
A healthy local economy and a District that is growing	Our facilities and infrastructure services are planned and developed to meet future demand
A community of knowledge, culture and diversity where people are proud to live	We are advocates for the provision of quality social, education, health, and training services
Safe resilient and healthy communities	Our young people live in a safe and supportive environment and are empowered to make positive and healthy lifestyle choices
	Our community has access to health, social and recreation facilities to enjoy long and healthy lives
Positive leadership and effective partnership	We provide strong leadership in planning for the District’s future
	All sectors of the community are encouraged to work effectively together to achieve the best for the District.

Officers support the granting of a new lease to Horowhenua Sports Turf Trust in line with the recently adopted Community Leases Policy (Council Meeting of 26/04/2017).

The application meets the criterion for granting of a Community Lease and subject to negotiation and the provision of supporting information from the applicant rent is likely to be set at somewhere between \$554.25 and \$1,108.50 per annum.

Officers make the recommendation.

That Council resolves to grant a lease not exceeding 19 years in term (with no Right of Renewal), to the Horowhenua Sports Turf Trust for its existing site (Halliwell Turf) at Donnelly Park. Such terms and conditions to be in line with Council's current Community Leasing Policy(2017)

Contact Officer : Arthur Nelson

3.4 **Government Policy Statement**

The Government Policy Statement on Land Transport (GPS) sets out the Government's priorities for expenditure from the National Land Transport Fund over the next 10 years. It sets out how funding is allocated between activities such as road safety policing, State highways, local roads and public transport. All funding for state highways and around 50% on average of funding for local roads comes directly from road users through the National Land Transport Fund. Road user revenue directed to the fund includes all fuel excise duty on LPG and CNG, around 55% of revenue from fuel excise duty on petrol, all revenue from road user charges (a prepaid distance/weight licence that all vehicles over 3.5 tonnes, and all non-petrol/LPG/CNG vehicles are liable to pay) and most non-ACC revenue from motor vehicle registration and licensing fees. The GPS helps guide investment in transport by providing a longer term strategic view to prioritise expenditure in the transport network. The NZ Transport Agency and councils, through Regional Transport Committees, then collaborate on how National Land Transport Plan (NLTP) and Regional Land Transport Plan (RLTP) can help deliver these priorities.

A draft GPS was prepared and consulted on last year to enable funding planning to go ahead for the 2018-21 NLTP funding cycle. The change in government delayed the finalising of the GPS while the Minister reviewed priority areas. The Minister has asked the Ministry to prepare a new draft GPS, with the new investment priorities, for his consideration by late February 2018 to enable further engagement to begin in March 2018 for around one month.

The below link is to a pamphlet that the Ministry of Transport put out last year prior to the change in government.

<http://www.transport.govt.nz/assets/Uploads/Our-Work/Documents/GPS-at-a-glance.pdf>

The GPS is due to come into force on 1 July 2018 which is well after the time period required for the planning of our LTP / NZTA budgets to be finalised. However, early indications are that there will be no change to Maintenance or Renewal funding categories.

3.5 **Compliance and Building Warrants of Fitness**

The Ministry of Business, Innovation and Employment (MBIE) conducted a technical review programme of territorial authorities' regulatory responsibilities relating to compliance and building warrants of fitness (BWoF) across the 2015 -2016 and 2016-2017 financial years. 23 Councils (including Horowhenua District Council) were fully reviewed during the 2015-17 period as follows:

Hurunui District Council, Waimakariri District Council, Selwyn District Council, Porirua City Council, Clutha District Council, Horowhenua District Council, Far North District Council, Buller District Council, Grey District Council, Stratford District Council, New Plymouth District Council, Waikato District Council, South Wairarapa District Council, Masterton District Council, Wellington City Council, Kaikoura District Council, Waimate District Council, Waitaki District Council, Mackenzie District Council, Whangarei District Council, South Taranaki District Council, Ruapehu District Council.

MBIE undertakes technical reviews as part of its ongoing performance monitoring function. The aim of these reviews is to strengthen and improve Councils abilities to carry out their core territorial authority building control functions under the Building Act 2004. The core of the report focuses on the strengths of Councils, issues faced by councils in performing regulatory responsibilities and opportunities for improvement.

Overall, MBIE found that all councils had different approaches to undertaking their roles and responsibilities in amending compliance schedules and enforcing the BWoF system. Due to this, varying levels of good practice, non-compliance, legislative understanding and performance were observed. MBIE concludes that councils are not administering and enforcing the compliance schedule and BWoF system to an acceptable level and more resources need to be applied.

Although only a sample of Councils were part of the programme, MBIE are encouraging all councils to examine the findings outlined in this report and to consider whether improvements may also be required to their own building control operations.

MBIE thanked all the councils involved in the 2015-17 technical review programme for their cooperation, time and input. One aim of these technical reviews is to work collaboratively with councils to improve their performance and Horowhenua District Council embraces this with our commitment to continuous improvement.

The report, published on 23 February 2018 is available here:
<https://www.building.govt.nz/building-officials/technical-reviews/summary-2015-2017-council-technical-reviews/>

3.6 **Representation Review**

Every three years elections are held for local authorities. This includes mayors, councillors, community board members and local board members. These are the triennial elections.

Local authorities are required to review their representation arrangements at least once every six years. As part of the representation review a local authority can take a fresh look at the structure of its membership and the way they are elected. This could affect the total number of members, whether they come from a ward or 'at large' across the wider district, the boundaries of wards and constituencies, or the names of wards and constituencies.

A representation review must be publicly notified by the council no later than 31 August in the year before an election.

Any member of the public can make a written submission on a proposed representation review. The council considers all submissions and may change its proposals as a result. If a person who made a submission is not satisfied with the council's amended proposal they can appeal against it.

If a council receives any objection it must refer the whole representation review to the Local Government Commission. It must do this no later than 15 January in the year of the election.

The Commission has a quasi-judicial role to determine the best representation arrangements for that local authority. It takes into account the original council decisions, the submissions, appeals and objections. It must issue its decision no later than 11 April of the election year.

A Commission decision can be appealed to the High Court on a point of law.

The Horowhenua District Council last completed a representation review in 2012 and will this year go through the process again. The timeline for the review is attached as a guide to the work programme (attachment B).

Prior to developing its initial proposal for community consultation, Council has requested comments, ideas and feedback from community interest groups, neighboring Territorial Authorities, Horizons Regional Council and MidCentral DHB.

Following the pre-consultation phase, responses received will be collated and presented to Council which will be taken into account when working towards the consultation document which will go out to the public in June. Public submissions will close early July and hearing of submissions will take place later that month (if required).

3.7 Long Term Plan Monitoring Report

The Monitoring Report prepared for those items raised by submitters during the 2015/2025 Long Term Plan submission process, in ensuing discussion or passed by way of resolution, is **attached**, with completed items having been removed.

3.8 Annual Plan Monitoring Report

See **attached**.

Attachments



No.	Title	Page
A	Information for Council - Provincial Growth Fund	52
B	Representation-Review-Timeline 2018	57
C	Long Term Plan 2015-2025 - Monitoring Report - March 2018 Update	57
D	Horowhenua District Council - Annual Plan - Monitoring Report 2017-2018	65

Confirmation of statutory compliance

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

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

Signatories

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

Information for Council Provincial Growth Fund

As at 26 February 2018

Background

On 23 February 2018 Regional Economic Development Minister Shane Jones launched the \$3b Provincial Growth Fund. The Fund will invest in a range of projects from feasibility studies, capacity building and small local projects through to larger sector-led initiatives and infrastructure investments. The Fund has three tiers: Regional Projects and Capability; Sector Investments (including the One Billion Trees Programme); and Enabling Infrastructure Projects.

The first regional packages will assist the following areas:

- Northland.
- Tairāwhiti-East Coast.
- Toi Moana-Bay of Plenty
- Hawke's Bay and Manawatū-Whanganui.
- West Coast of the South Island.

An initial round of Funding worth \$61.7m will be injected into forestry initiatives, tourism ventures, rail and road projects in these regions. The first round of projects will create more than 700 direct jobs and 80 indirect jobs. The initial projects include:

- \$9m to upgrade Waipapa intersection on State Highway 10.
- \$8m towards a series of a tourism and cultural hubs, including a \$4.6m centre in Opononi.
- \$6m to upgrade Whanganui rail line and port.
- \$5m to open the Napier-Wairoa rail line for forestry trains.
- \$2.3m to develop Gisborne's Inner Harbour.
- \$1m for West Coast cycle trails.
- \$750,000 to examine feasibility of rail projects in Kawerau, Southland, and New Plymouth.
- Almost \$60,000 towards an historic steam train journey on the "Chardonnay Express" in Hawke's Bay.

Investment Tiers

Regional projects and capability (\$1-10 million)

- Supports regional development through investment in a range of smaller economic development projects and feasibility studies for potential projects, and initiatives to build skills, capability and capacity in regions.
- Invests primarily via grants in projects from existing plans and mechanisms but also available for open entry.
- Regionally-led with strong central government support.

Sectors investment (including the One Billion Trees programme)(\$10 million+)

- Drives regional development through investment in priority and/or high value sectors such as tourism, horticulture, aquaculture, tech and niche manufacturing projects that will make a significant contribution to a region's future growth potential. Focus will be to increase jobs and private investment.

- More commercially focussed and will work with private sector investors in partnership where possible, and invest via grants or co-funding, low-interest loans, or equity.

Enabling infrastructure projects

- This tier can complement existing government funds, including in particular the National Land Transport Fund which is administered by the New Zealand Transport Agency.
- To be eligible for investment by the Fund, infrastructure initiatives will need to contribute to lifting the economic productivity and number of jobs in a region, beyond what will be achieved through existing investments.
- This tier will be to fund projects that wouldn't otherwise meet nationally oriented criteria, but are valuable from a regional and community perspective.

Governance

The Fund will be overseen by a core group of Regional Economic Development ministers, who will monitor the Fund's performance and examine opportunities for investment.

Two groups will be established to facilitate the Fund's operation – the Regional Economic Development Unit in the Ministry of Business, Innovation and Employment, and an Independent Advisory Panel.

The Panel, to be chaired by Rodger John Finlay, will deliver independent advice on projects and the balance of the portfolio of investments. Mr Finlay is currently Governor of Radio NZ, Deputy Chairman of Rural Equities Limited, Chairman of Mundane Asset Management (UK) and a Director of NZ Thoroughbred Racing.

The Unit will lead the administration and design of the Fund, while overseeing its operation in consultation with other relevant government agencies.

Determination on funding approval will lie with either senior government officials or ministers depending on the type of project and the scale of investment. Senior officials will be able to approve projects costing less than \$1m. The core ministerial group can approve projects costing between \$1m and \$10m, while any projects exceeding \$10m will require full cabinet approval.

1. Size of investment	2. Key elements of governance and process
Under \$1m (Covers small community projects, feasibility studies and capability building)	<ul style="list-style-type: none"> • Applications approved by Senior Regional Officials (SROs) • Decisions made monthly • Will require a single stage (light) business case. Officials work with applicants to help them meet the requirements
Between \$1m and \$10m (Covers larger community projects, feasibility studies and capability building, smaller commercially focused projects)	<ul style="list-style-type: none"> • Expenditure signed off by delegated Ministers (Regional Economic Development, Economic Development, Finance, others as relevant) • It is likely that funding decisions for Ministers will arise at least every two months. • Will require business case (possibly a simplified form for some projects) • May seek advice from Independent Advisory Panel on proposals
Over \$10m (Covers more commercially focused projects involving private sector partners,	<ul style="list-style-type: none"> • Expenditure submitted to Cabinet for approval • There will be a formal expression of interest (Eol) process • Ministers to receive advice from Independent Advisory Panel on Eols who will meet every 2 months • Envisaged that the Independent Advisory Panel and officials will work with Eols that the IAP suggest be progressed (this process may include iterative

including major cultural projects, and large regional infrastructure projects)	discussions between the IAP and groups to further develop Eols). · Will require business case
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Criteria for all tiers

- Link to Fund and government outcomes – The project should lift the productivity potential of a region or regions, and contribute to other Fund objectives. This includes jobs, community benefits, and improved use of Māori assets, sustainability of natural assets, and mitigating and adapting to climate change.
- Additionality – The project needs to add value by building on what is there already and not duplicating existing efforts. The project also needs to generate clear public benefit.
- Connected to regional stakeholders and frameworks – Projects should fit in with agreed regional priorities and need to be discussed with relevant local stakeholders.
- Governance, risk management and project execution – Projects will need to be supported by good project processes and those involved should have the capacity and capability to deliver the project. Projects need to be sustainable in the longer term beyond the Fund's life.

Officials will continue to refine these criteria between now and June 2018, and how they should be applied (e.g. weighting of different criteria, how to handle trade-offs between positive and negative outcomes), as part of the process of preparing guidance material for Fund applicants and decision-makers. This will include the development of any additional specific criteria for individual tiers or types of projects.

Projects excluded from the fund

There are some infrastructure investments that will be excluded from the Fund. These include investments where the primary objective is not lifting the productivity potential of the region e.g. building hospitals or primary and secondary schools. There are other infrastructure investments that will in general be excluded from the Fund until the government has determined its approach to these areas – these include investments in three waters infrastructure and large scale housing projects. It may be that investments are made in specific water infrastructure or housing initiatives where they are essential parts of a package supporting other sector or regional projects that will raise productivity potential in a region. These will be determined on a case-by-case basis.

Application process

Projects will be assessed to ensure that any investment fits with their scale and risk profile. The overall package of investments will be tracked to ensure strategic fit. Individual projects need to support and build on one another.

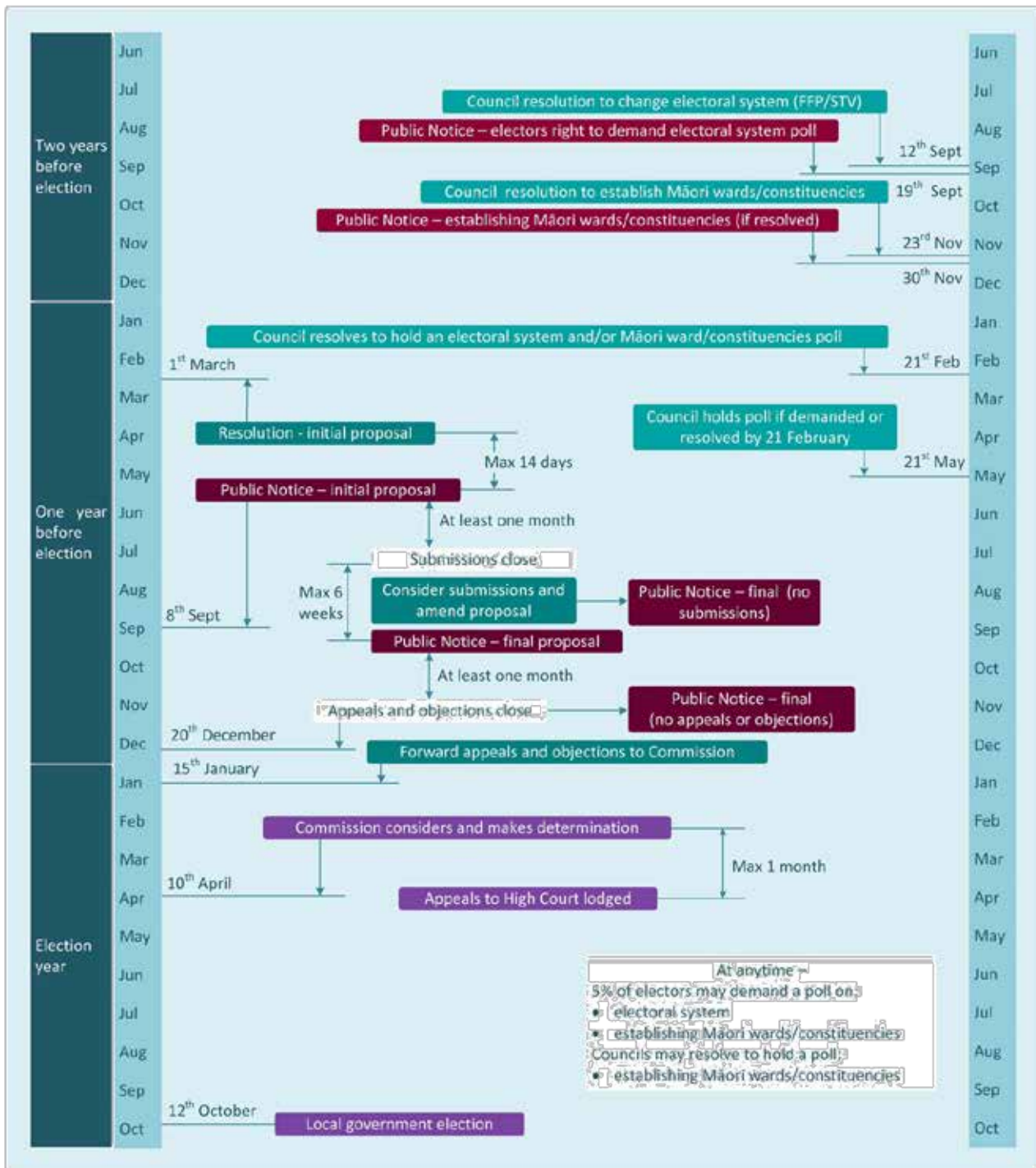
There are no application rounds for the Fund. An Expression of Interest is to be completed for projects that have not been previously discussed with central government. For projects that have a fairly well developed idea and require under \$1million of central government funding; and application for may be completed. Expressions of Interest and fund application forms are found on MBIE's website and are to be emailed to PGF@mbie.govt.nz . For projects over \$1million, contact should be made directly with PGD@mbie.govt.nz to discuss specific application process.

Sources;

MBIE – Regional Economic Development <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-economic-development>

Cabinet Paper – February 2018 <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-economic-development/pdf-image-library/cabinet-paper-feb-2018.pdf>

Provincial Growth Fund Materials <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-economic-development/pdf-image-library/provincial-growth-fund.pdf> and <http://www.mbie.govt.nz/info-services/sectors-industries/regions-cities/regional-economic-development/pdf-image-library/a3-dec-2017.pdf>



MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
13.	THAT officers' carry out investigation and action options in 2015/2016 financial year to improve pedestrian and vehicle safety at the intersection of service lanes and Bath St, as planned.	Kevin Peel	30 June		Improvements will be made before the end of the financial year.
16.	THAT feasibility studies of the proposed work in relation to Foxton/ Foxton beach including, Bond Street, Signal St, Roundabout at Park St/Ladys Mile/Robinson Rd Intersection, Seabury/Linklater Intersection and widening of Andresen St are completed for consideration by the Foxton Community Board into the 2015/2016 financial year.	Kevin Peel	30 June		<p>The Roundabout at Park St/Ladys Mile/Robinson Rd Intersection has been completed.</p> <p>Bond/Nash Improvements design completed and will go out to tender soon for construction in this financial year.</p> <p>Traffic counts in Andresen St do not justify expenditure at this present time.</p> <p>An upgrade of Seabury/Linklater Intersection is not currently warranted. There have been no reported crashes within the last 5 years and there are not traffic delays. The RoNS work will be ongoing for several years.</p>
22.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and that officers continue to work closely with NZTA on the RONS project to ensure the best outcome for the Horowhenua community.	Kevin Peel	Ongoing		

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
26.	THAT the programme of works for roading as identified in the Infrastructure Strategy be implemented and Council carry out work in Foxton Main Street as planned, with a communications plan, regarding the design and construction time frame, being prepared.	Kevin Peel	30 June		The Foxton Main Street Project is progressing well and will be complete this financial year.
30.	THAT Council requests a joint Business Case from the Levin Waitarere Surf Life Saving Club and Council officers to allow Council to consider options for supporting fundraising efforts for the new clubroom.	TBA	1 Jul 2015		Ongoing liaison with group occurs. Awaiting on completion of land accretion process to enable the designation to be given effect.
42.	THAT current work programmes that enable children and young people to participate in sport and recreational activities are continued and strengthened.	James Richmond	Ongoing		Ongoing – Council officers have delivered as well as practically assisted with the delivery of a range of sport and recreational events that have targeted children and young people.
43.	THAT Officers work with the Foxton Community Board during planning for Te Awahou-Nieuwe Stroom to discuss opportunities for marketing and promoting the Foxton and Foxton Beach area.	Lacey Wilson	Complete		We will continue to look at opportunities to work with the board now that Te Awahou Nieuwe Stroom is open, to encourage and promote visitor information.
44.	THAT Officers review the 2001 SunSmart Policy within the next 12 months, including consideration of its relevance, impact and financial implications on the delivery of Council services. Following the review, that a report be presented to the Community Wellbeing Executive for consideration.	James Richmond	30 June 2016		Sunsmart Policy Review not yet completed . Current policy is mainly focused on shade provision and other options are being explored.

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
48.	<p>THAT the Council acknowledges the submission from the Foxton Community Board and recommends that Officers carry out further research into the Foxton Aquatic Centre, in conjunction with the current ventilation project, with any recommendations for Capital Expenditure to be reviewed for the 2016/2017 Annual Plan.</p>	James Richmond	February 2017		<p>An extended season with Foxton Pool has just concluded. Data and customer feedback was obtained to inform a report being prepared for Council in new year re future facility use.</p> <p>A building assessment related to Foxton Pool in terms of its long term requirements is being concluded in November to inform this report.</p> <p>Ventilation work is currently being carried out for 2016 /2017 season.</p>
53.	<p>THAT Council allocate \$1,000,000 (\$100,000 per annum) from the Foxton Beach Freeholding Account towards parks and reserves in Foxton Beach over 2015-2025.</p>	Arthur Nelson	Complete		<p>A draft Investment Plan has been prepared, based upon the ideas and aspiration of the local community. The draft Plan was presented to the previous Community Board, for sign-off before being released for community feedback. However, following the recent election, the new Community Board will be briefed on the project shortly, before considering/ confirming next steps.</p>
56.	<p>THAT Council</p>	Arthur Nelson	1 Jul		Sports field review

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	acknowledges, with thanks, the submission from Tokomaru Village and Residents Association and confirms that officers will be undertaking a district wide review of sports field provision during the 2015/2016 financial year.		2015		has commenced but will require additional work in 2017-2018.
67.	THAT Council officers review the existing Reserve Management Plan for Waitarere Beach foreshore reserve as a priority with a view to identifying a current and integrated approach to management of the area.	Arthur Nelson	Complete		The RMP is being drafted. The RMP has been drafted and has gone out for consultation Adopted April 2017
68.	THAT Council acknowledges the submission from Mr Hine, and updates its Reserve Management Plans for Waitarere Domain and Beach foreshore, and prepare one for the Wairarawa stream reserve.	Arthur Nelson	Complete		The RMP is being drafted. RMP's for Waitarere beach and the foreshore have been consulted on. Adopted April 2017
72.	THAT Council acknowledges, with thanks, the submission from Mr & Mrs Thomas and will undertake a review of sportsfield provision in 2015/2016. Successive reviews of reserves may follow thereafter.	Arthur Nelson	Ongoing		Sports field review has commenced but is unlikely to be completed prior to June 2017.
74.	THAT Council agree in principle to looking at options to establish a stop-over site in Foxton for self-contained vehicles and that Officers will investigate options on the basis that any such site not be in an area zoned for commercial or industrial development unless on a temporary basis.	Arthur Nelson	1 Nov 2015		No further update at this stage. Site has been visited with FCB initial proposals are Victoria Park or the Foxton Loop.
77.	THAT Council Officers prioritise an updated	Arthur Nelson	1 Dec 2015		Ongoing

MONITORING REPORT Long Term Plan 2015 - 25						
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment	
Property	78.	Reserve Management Plan for Foxton Beach foreshore. THAT Council Officers consider further beautification works at Target Reserve in the context of other Community and Council driven initiatives, and an overall Reserve Management Plan for the site.	Arthur Nelson	Aug 2015		Beautification works will be undertaken as part of overall development of the Reserve No further developments at this point
	79.	THAT Council will continue to evaluate options for the velodrome/cycle-track at the Levin Domain.	Arthur Nelson	Jan 2016		No update at this stage. Minor repairs have been completed on the velodrome no further works are suggested at this point funding for refurbishment has been deferred into 2017-2018
	81.	THAT Council acknowledges, with thanks, the submission from Mr Murdoch on behalf of both SoRT and that \$32,500 funding is allocated for the first year of the LTP and Council Officers work with SoRT with regard to projects funded by that allocation.	Arthur Nelson	Complete		Resource consent application in process for physical works. A 34 year resource consent has been granted. Remove from Monitoring plan
	86.	THAT Council Officers discuss wider community access to the proposed new surf club facility at Waitarere Beach as part of the lease negotiations with the Surf Club.	Arthur Nelson	Ongoing		Outline consent granted. No further work required at this stage by officers. No further work at this point until land designation is complete and funding provided for rebuild.
	99.	THAT Officers will continue to work with key stakeholders in relation to the District Plan Rules to understand the most	David McCorkindale			Plan Change 2 (Residential Development) was publicly notified on 3 November 2017.

MONITORING REPORT Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	effective way forward and the extent of any changes that may be considered necessary to the District Plan. It is possible that a future plan change to the District Plan may be justified following further investigations and allowing time for the implementation of the new rules to be monitored.				Submissions on this Plan Change closed 5 December 2017. Further submissions closed 19 February 2018.
Economic Development	105 THAT Council acknowledges the submission from the Tokomaru Village and Community Association and recommends that the Tokomaru Community be retained in the work plan for the development of a Community Response Plan.	James Richmond	1 Jul		EMO continuing to work with Tokomaru Village and Community Association to strengthen local response arrangements , improve local coordination and increase community awareness of disasters.
	107 THAT Council accepts in principle the proposed to introduce the use of water tanks for new urban residential homes.	Gallo Saidy	30 Nov		Report is not yet ready for adoption Report completed and Council was Briefed in March 2016 meeting.
Emergency Management & Rural Fire	108 THAT Council requests Officers to prepare a full business case for the use of water tanks for new and existing urban residential homes by 30 Nov 2015 before a final decision is made by Council.	Gallo Saidy	30 Nov		Report including business case completed and Council briefed in March 2016 meeting.
	109 THAT the programme of works related to water, wastewater and stormwater services identified in the Infrastructure Strategy be implemented.	Gallo Saidy			Ongoing
Three Waters	110 THAT officers continue to investigate a solution for the water discolouration issue in	Dan Gerrard	30 Jun 2016		Foxton – Complete Foxton Beach – contract has been

MONITORING REPORT					
Long Term Plan 2015 - 25					
Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	Foxton and Foxton Beach by Jun 2016.				signed with supplier to be completed by June 17
111	THAT Council does not consider changing the fundamental business model for the 3 waters services delivery.	Gallo Saidy			Horowhenua Alliance is now formed
112	THAT Officers examine the policy of reading meters on restricted supplies and charging for volumes used in excess of the 1,000 litres/day, and report back to Council with a recommendation for either maintaining or changing the charging policy by Nov 2015.	Dan Gerrard	30 Nov 2015		All restricted users have had meters installed, users have a 91m3 of water per day per ¼, anything over and above gets charged accordingly
118	THAT the Council prepares and lodges an application for resource consent renewal for Waitarere Beach Wastewater Disposal by Dec 2016.	Gallo Saidy	Dec 2016		Complete
119	THAT Officers provide submitters of the proposed funding for Waitarere Beach Stormwater works.	Gallo Saidy	30 Oct 2015		Funding allocation of \$30,000 is provided for these works. Complete
120	THAT Officers liaise and work with Horizons' officers in the implementation of stormwater projects to get the best value from both Councils' projects.	Dan Gerrard/Rohit Srivastava	Ongoing		Liaise with Horizons on implementation of relevant projects
121	THAT Officers provide the submitter in relation to Okarito Avenue Stormwater with clarification of the programmed works in the Long Term Plan.	Gallo Saidy	30 Apr 2016		Complete North East Levin Workshop for with submitters on going.
123	THAT Officers review the costs of the solid waste services within the next 12 months to ensure the services Council provide are cost effective.	Ryan Hughes	30 Jun 2016		WMMP Under review. Review services and ensure they are cost effective – currently under review
124	THAT within 12 months	Ryan Hughes	30 May		The Enviroschools

MONITORING REPORT
Long Term Plan 2015 - 25

Item	Resolved	Responsible Officer	Action Date	Status	Officer Comment
	Council undertakes some analysis to better compare the Enviroschools programme and the Zero Waste Education programme, and alternative methods of delivering waste minimisation education, and determine which programme better suits the community's needs.		2016		has not been reviewed in detail, however the contract expires in June 2019 when a complete review will be done in conjunction with the Waste Minimisation Plan which needs to be completed by June 2018
130	<p>THAT the Council retains the Financial Strategy and its objectives of:</p> <ol style="list-style-type: none"> 1. balancing the budget in three years; 2. ensuring that debt is used solely to fund -level of service and growth capital projects from year 3; 3. that depreciation funding is used to fund renewals from year 3; 4. that debt is paid off from year 7; 5. that debt does not breach the 175% of operating income threshold. 	Doug Law	1 Jul		Ongoing - this requires constant monitoring and reporting to ensure we remain on track

ANNUAL PLAN 2017-18 MONITORING REPORT

Item Description	Area	Resolved	Status				Officer Comment
			complete d	in progress	off track	transfer to 2017- 18	
			Officer	Action By Date	Traffic Light Status		
Shared Pathways	District	THAT the Horowhenua District Council allocates \$250,000 in 2017/18 to commence the development of a shared pathways network for the Horowhenua District.	Kevin Peel				
Shared Pathways	District	THAT the Horowhenua District Council supports the Horowhenua Shared Pathways Network group and other stakeholders in prioritising the development of the shared pathways network for 2017/18.	Kevin Peel			In discussions with Downer to get a cadet on secondment, through the Alliance, as a dedicated resource to manage the Shared Pathways projects.	
Shared Pathways	District	THAT the Horowhenua District Council supports the Horowhenua Shared Pathways Network group and other stakeholders in developing a ten (10) year 'implementation plan' of the Horowhenua Shared Pathways Strategy (inclusive of a funding plan), so that required funding can be consulted on in the draft Long Term Plan 2018-2028.	Kevin Peel			2018-21 LTP has \$300k in the subsidised budget (which is in the NZTA budget for their consideration) and \$250k in the unsubsidised budget. Once budgets are confirmed a clearer plan will be developed.	
Heritage Incentive Funding	District	THAT, from 1 July 2017, the Horowhenua District Council allocates \$50,000 per annum to the 'Heritage Incentive Fund' for the preservation and enhancement of local heritage buildings, structures and sites in the Horowhenua District.	Doug Law			Provision has been made in the 17/18 budget for \$50,000 to be allocated.	

Heritage Incentive Funding	<i>District</i>	<i>THAT officers develop a report by 30 September 2017, for Council's consideration, exploring the various incentive tools available to heritage property owners, for the allocation of the Heritage Incentive Fund.</i>	Caitlin O'Shea		Officers have had two briefings on possible heritage incentives with Council. A report will be taken to Council Meeting on 7 March 2018 recommending the 'Heritage Incentive Fund' be allocated to waiving/reimbursing heritage resource consent fees and a heritage fund.
Heritage Incentive Funding	<i>District</i>	<i>THAT the Horowhenua District Council reviews the funding allocation to the Heritage Incentive Fund in 2021/22.</i>			This review will occur in 2021/22
Lake Accord	<i>District</i>	<i>THAT the Horowhenua District Council remains committed to the Lake Accord and continues to work on Action Plan items that have been allocated to Horowhenua District Council.</i>			
Finance	<i>District</i>	<i>THAT the Horowhenua District Council continues to explore joint service arrangements with neighbouring councils to reduce 'back office expenditure' where it is practicable to do so.</i>	Doug Law		Actively discussed at MW LASS and other forums
Finance	<i>District</i>	<i>THAT any increase in the use of Targeted Rates be considered by the Horowhenua District Council during the review of the Revenue and Financing Policy in 2017/18.</i>	Doug Law	transfer to 2018-19	Discussed by Council as part of the Revenue and Financing Policy review
Finance	<i>District</i>	<i>THAT the Horowhenua District Council reviews the Financial Strategy debt limits and affordability of debt levels as part of the preparation of the Long Term Plan 2018-2028.</i>	Doug Law		Completed as part of the draft LTP

Finance	<i>District</i>	<i>THAT the Horowhenua District Council reviews the Financial Strategy rates limits and affordability of rates as part of the preparation of the Long Term Plan 2018-2028.</i>	Doug Law	transfer to 2018-19	Rates limits have been set but affordability is yet to be addressed
Finance	<i>District</i>	<i>THAT the Horowhenua District Council considers transitioning to full capital value rating as part of the preparation of the Long Term Plan 2018-2028 and the review of the Revenue and Financing Policy.</i>	Doug Law	transfer to 2018-19	Has been delayed until next financial Year
Land Transport	<i>District</i>	<i>THAT the Horowhenua District Council continues to advocate on behalf of the community for improvements to local public transport.</i>	Kevin Peel		Public Transport is a Horizons function. There are currently no plans by Horizons for PT in the Horowhenua.
Solid Waste	<i>District</i>	<i>THAT the Horowhenua District Council supports the Solid Waste Services Review.</i>	Ryan Hughes		Solid waste services review is now underway and recommendations will be presented to Council for approval
Solid Waste	<i>District</i>	<i>THAT the Horowhenua District Council supports investigations into recycling as part of the Solid Waste Services Review.</i>	Ryan Hughes		Investigations into recycling are underway as part of the solid waste services review
Community Facilities	<i>Shannon</i>	<i>THAT the Horowhenua District Council considers the potential development of a community hub in Shannon as part of the preparation of the next Long Term Plan.</i>	James R		Included in LTP consultation.
Community Facilities	<i>Foxton</i>	<i>THAT the Horowhenua District Council encourages that, a Community Development application is made by Manawatu College for Council funding as part of a collaborative community partnership.</i>	James R		Initial conversations had. Funding applications to be completed
Community Facilities	<i>Foxton</i>	<i>THAT the Horowhenua District Council proceeds with its earlier support to continue to operate Foxton Pool as a five (5) month operation for 2017/18.</i>	James R		Complete

Community Facilities	<i>Tokomaru</i>	<i>THAT the Horowhenua District Council facilitates discussions with the Tokomaru Village and Community Association, the Ministry of Education and the Board of Trustees and/or principals of the Tokomaru and Opiki Schools regarding the provision of aquatic services in northern Horowhenua.</i>	James R		Officers in contact to arrange pool parties for Term 1 2018
Community Facilities	<i>District</i>	<i>THAT a provisional sum of \$10,000 be included in the 2017/18 Annual Plan for aquatic activities agreed by the parties.</i>	James R		Initial contact made with schools
Parks & Reserves	<i>Shannon</i>	<i>THAT Council is supportive of officers facilitating the removal of the Shannon Domain cycling/running track for health and safety reasons, as previously requested by the Shannon Domain User Group.</i>	Arthur N		Ongoing
Parks & Reserves	<i>Foxton</i>	<i>THAT Council considers the special nature of the Ramsar site at Foxton and make provision in the upcoming Long Term Plan (2018-2028) to provide a budget for improvement and maintenance.</i>	Arthur N	No budget in LTP	No budget included in LTP
Parks & Reserves	<i>Levin</i>	<i>THAT Council considers the funding requirements to achieve the strategic development plan of the Levin Adventure Park in the upcoming Long Term Plan (2018-2028).</i>	Arthur N		LAPT considering a submission to the LTP
Parks & Reserves	<i>Levin</i>	<i>THAT the Adventure Park Trust, in consultation with Council officers, consider whether a children's bike park is desirable in the context of the strategic plan.</i>	Arthur N		Ongoing
Property	<i>District</i>	<i>THAT capital funding of renewals, and lease renewal beyond 2020 be consulted on in preparation for the 2018-2021 Long Term Plan.</i>	Arthur N		Completed

File No.: 18/96

Fees and Charges 2018/19 : Food Act Premises and Resource Consenting (Planning)

1. Purpose

To propose a schedule of fees and charges in respect of Food Premises that are subject to the Food Act 2014 and fees and charges in respect of Resource Consenting (Planning) for the 2018/19 year commencing 1 July 2018.

2. Executive Summary

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

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

2.2 As a consequence this report is to facilitate this requirement.

3. Recommendation

3.1 That Report 18/96 Fees and Charges 2018/19 : Food Act Premises and Resource Consenting (Planning) be received.

3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act

3.3 That the Horowhenua District Council resolves that the Food Act Fees attached as **Attachment A**, and Resource Consent (Planning) Fees attached as **Attachment B**, for the 2018/19 year be used as the Statement of Proposal, the Summary of Information attached as **Attachment C** and the submission form attached as **Attachment D** be consulted on using the special consultative procedure as set out in section 83 of the Local Government Act 2002.

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

4. Background / Previous Council Decisions

Each year there is a requirement to consult on these fees as required by the relevant legislation.

5. Discussion

5.1 Food Act Fees

- (a) Section 2015 of the Food Act allows a territorial authority to fix fees to cover direct and indirect costs related to registration, verification, compliance and monitoring activities.
- (b) Section 199 of the Food Act states the methods by which costs may be recovered – fixed fees or charges, fees or charges based on a scale or formula or at a rate determined on an hourly or other unit basis, the recovery by way of a fee or charge of

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

- (c) The proposed fees and charges attached as Attachment have been developed taking account of the above, and are primarily by way of a fee or charge of actual and reasonable costs associated with the activity, and have taken account of the criteria contained in section 198(2) of the Act. The proposed fees remain the same as those set in 2017/18 with no changes proposed.

5.2 Resource Consent (Planning) Fees

- (a) Section 36 of the RMA provides for a local authority to fix charges for various planning services in the manner set out in section 150 of the Local Government Act 2002 after using the special consultative procedure set out in section 83 of that Act.
- (b) Section 36(4) of the RMA sets out the criteria a local authority needs to have regard to when setting fees – that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular persons or persons should only be required to pay a charge to the extent that the benefit of the local authorities actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.
- (c) The proposed fees attached as **Attachment B** have been developed in accordance with the above requirements. A new fee is proposed for processing fast track applications, a fixed fee for deemed permitted boundary activities, and a deposit fee for marginal and temporary activities. No change in other fees from that which currently applies.

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

6. Options

There are no options; legislation requires the proposed fees to be consulted on using the special consultative procedure.

6.1 Cost

Not Applicable to this report

Option	Cost
Not Applicable	Not Applicable

6.1.1 Rate Impact

There will be no rate impact arising.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

Not applicable to this report.

7. Consultation

No consultation was required to be undertaken to reach this point.

8. Legal Considerations

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

9. Financial Considerations

There is no financial impact from the discussion or options above

10. Other Considerations

There are no other considerations

11. Next Steps

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

TASK	DATE
Council approve Statement of proposal and Summary of Information – Recommendation 3.3 of this Report	7 March 2018
Submissions open	8 March 2018
Submissions close	5pm 9 April 2018
Officer consideration of Submissions	13 April 2018
Hearing of Submissions by Hearings Committee	To be confirmed – approx. early May 2018
Report to Council and Council decision	7 June 2018

12. Supporting Information

Strategic Fit/Strategic Outcome - Not Applicable

Decision Making - Decision making relating to the adoption of fees and charges for these two activities can only be made following use of the special consultative procedure.

Consistency with Existing Policy – Not Applicable

Funding – Not Applicable

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.

13. Appendices

No.	Title	Page
A	Statement Of Proposal Food Act Premises Food Act Charges	73
B	Statement of Proposal - Resource Consenting (Planning) Fees	76
C	Summary Of Information	80
D	Submission Form	81

Author(s)	Robinson Dembetembe Resource Management Planner	
	Vaimoana Miller Compliance Manager	

Approved by	Nicki Brady Group Manager - Customer & Regulatory Services	
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Statement of Proposal



Food Act Premises Fees and Charges for the 2018/19 Year

**HOROWHENUA DISTRICT COUNCIL
FOOD ACT PREMISES FEES 2017/18**

1. INTRODUCTION

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

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

Council is proposing to fix fees to recover these costs.

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

2. COUNCIL'S FUNCTIONS UNDER THE FOOD ACT 2014

Council performs the following functions under the Act:

- Registration

Receiving and processing of applications for registration of food businesses.

- Verification

Undertaking verification activities for those businesses operating under a Food Control Plan or a National Programme.

- Compliance and Monitoring Activities

Undertaking compliance and monitoring activities across the District.

3. REASON FOR PROPOSAL

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

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

4. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2018.

Proposed Fees

Description	Fees (Incl GST)
Registering a Food Control Plan that is based on a MPI template	\$200.00 fixed fee
Registering a business under a national programme	\$150.00 fixed fee
Renewing the registration of a Food Control Plan that is based on a MPI template	\$150.00 fixed fee
Renewing the registration of a business operating under a national programme	\$150.00 fixed fee
Amendment to registration	Charged at hourly rate of \$150.00 per hour
Verification of a Food Control Plan that is based on an MPI template	\$150.00 fixed fee for up to 1 hour then additional time is charged at \$150.00 per hour
Verification of a National Programme	\$75.00 fixed fee (for up to 1 hour) then additional time is charged at \$150.00 per hour
Compliance and Monitoring	Charged at hourly rate of \$150.00 per hour
Charges for travel outside of Horowhenua District - where a verifier is required to travel outside of the Horowhenua District to verify a template Food Control Plan or a National Programme.	Cost + 20%

5. **HAVE YOUR SAY**

- Post to : Proposed Fees & Charges 2018/19 Submission, Horowhenua District Council, Private Bag 4002, Levin 5540;
- Deliver To : Horowhenua District Council, 126 Oxford Street, Levin;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5.00 pm on Friday 9 April 2018.

Statement of Proposal



Planning Fees and Charges for the 2018/19 Year

HOROWHENUA DISTRICT COUNCIL PLANNING FEES 2018/19

1. INTRODUCTION

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

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

Council is proposing to fix fees to recover these costs.

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

2. REASON FOR PROPOSAL

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

The Resource Management Act 1991 amendments that came into effect on 18 October 2017 created additional activities, which include

- Fast-track application – Land use application for controlled activities to be processed within 10 working days.
- Deemed Permitted Boundary activities – Council must exempt 'boundary activities' from needing a resource consent if neighbour approval's is provided.
- Marginal/temporary breaches – Councils may exempt activities from needing a resource consent for 'marginal or temporary' rule breaches.

The fees are required to cover the reasonable costs of processing the above applications. A new deposit fee is proposed for the fast track application, a fixed fee for deemed permitted boundary activities, and deposit fee for marginal and temporary activities. The processing of the fast track applications and 'marginal or temporary' rule breaches require environmental assessment, hence the requirement for deposit fee to cover the costs. The processing of the deemed permitted boundary activities require minimal assessment, and a check to ensure all relevant documents are provided as prescribed in the Act.

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

In fixing fees under Section 36 of the RMA a Local Authority is required to have regard to the requirement that the sole purpose of the charge is to recover reasonable costs incurred by the local authority in respect of the activity to which the charge relates, and a particular person or persons should only be required to pay a charge to the extent that the

benefit of the local authorities actions to which the charge relates is obtained by those persons as distinct from the community of the local authority as a whole.

3. PROPOSAL TO SET FEES

Council proposes the following fee structure to ensure the recovery of a proportion of the direct and indirect costs incurred by Council in performing its functions commencing 1 July 2018.

- (a). Fees and charges are set under the Resource Management Act 1991.
- (b). All fees and charges are GST inclusive and are effective from 1 July 2018, and Council reserves the right to review any fees and charges at any time.
- (c). Fees are charged for processing a wide variety of “planning” related applications processed under the Resource Management Act 1991 or the Local Government Act 1974 and 2002. Some fees and charges have a fixed fee, and others require a deposit and are then charged on an hourly rate basis which will be invoiced on completion of processing.
- (d). Fast - track application
 - (i) The application is for a controlled activity other than a subdivision of land.
 - (ii) The application includes an address for service that is an electronic address.
 - (iii) The application ceases to be fast track application if a consent authority gives public or limited notification of the application; or a hearing is to held for the application; or at the time the application is lodged, the applicant notifies the consent authority that the applicant wishes to opt out of the fast track process.
- (e). Applicants may apply for the remission of any charges and have the right of objection and appeal to any “additional” charges that may be incurred (s36(6) Resource Management Act 1991).
- (f). Deposit fees/charges are ‘non-refundable’.
- (g). Consents may incur additional charges relating to any required monitoring inspections.

4. PROPOSED FEES AND CHARGES

Description	Fee/Charge
Consent Applications	
Processing Fee	\$150.00 per hour or part thereof
Fast – track application	\$1,000.00 deposit
Land Use Consent (non-notified)	\$1,000.00 deposit
Subdivision Consents (non-notified)	\$1,200.00 deposit

Digital Capture Levy (applies to all consent applications)	\$25.00 fee
Other Applications	Deposit & Time Based
Bond Administration	\$200.00 fee
s125 Extension of Time	\$750.00 fee
s221 Preparation of Consent Notice	\$210.00 fee
S223 Approval of Land Transfer Plan	\$150.00 fee
Certificate of Compliance	\$600.00 deposit
Existing Use Certificate	\$600.00 deposit
s127 Application	\$600.00 deposit
s221 Consent Notice Amendment and/or cancellation	\$600.00 deposit
s224(c) or (f) Application	\$400.00 deposit
Outline Plan approval or waiver	\$600.00 deposit
Any other application or certificate under the RMA	\$500.00 deposit
Any other application under provisions of LGA 1974 not repealed	\$500.00 deposit
Deemed Permitted Boundary Activities	\$350.00 fee
Marginal or Temporary Activities	\$500.00 deposit
Notification & Hearing Costs	Fee/Charge
Limited Notification	\$1,115.00 deposit
Full Notification	\$2,230.00 deposit
Hearing Costs	\$3,200.00 deposit (based on 6 hour hearing), charged at cost
s357 Lodgement of Objection & Assessment	\$550.00 deposit
Miscellaneous Matters	Fee/Charge
Consent Monitoring Fee	\$150 per hour or part thereof
Consultant s42A planning reports	Cost + 20%
Specialist Reports	Cost + 20%
Disbursements	Cost + 20%
Pre-Hearing Meetings	Cost + 20%

5. HAVE YOUR SAY

- Post to : Proposed Fees & Charges 2018/19 Submission, Horowhenua District Council, Private Bag 4002, Levin 5540;
- Deliver To : Horowhenua District Council, 126 Oxford Street, Levin;
- Email to : recordsprocessing@horowhenua.govt.nz;
- Fax to : (06) 366 0983.

Please note that submissions must be received by 5.00 pm on **9 April 2018**.

SUMMARY OF INFORMATION

**HOROWHENUA DISTRICT COUNCIL
PROPOSED FEES AND CHARGES 2018/19
FOOD ACT PREMISES
and
RESOURCE CONSENTING (PLANNING)**

Proposal

To set a range of fees to apply in the Horowhenua District for 2018/19, commencing 1 July 2018, in respect of:

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

Summary of Information

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

Food Act Premises Fees

The Food Act 2014 (the Act), section 205(1) enables the Council, by resolution, to fix fees to recover direct and indirect costs of any registration, verification, compliance and monitoring functions performed under the Act, after using the Special Consultative Procedure as set out in section 83 of the Local Government Act 2002. There is no change proposed to the Food Act Premises Fees from the previous year.

Resource Consenting (Planning) Services Fees

The Resource Management Act 1991, section 36, requires use of the Special Consultative Procedure. A new fee is proposed for processing fast track applications, a fixed fee for deemed permitted boundary activities, and a deposit fee for marginal and temporary activities. No change in other fees from that which currently applies.

A copy of the proposed Fees & Charges 2018/19 can be viewed at Council's Services Centres: Te Awahou Nieuwe Stroom, 22 Harbour Street, Foxton; Plimmer Terrace, Shannon; 126 Oxford Street, Levin; or Te Takeretanga o Kura-hau-pō, Bath Street, Levin; or on Council's website: www.horowhenua.govt.nz.

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

Submissions close at 5.00 pm on 9 April 2018.

Submission Form
Proposed Fees & Charges 2018/19
- Food Act 2014, Food Premises
- Resource Consenting (Planning)

OFFICE USE ONLY

TRIM # _____

Submission No: _____

Please print using a black or dark blue pen

Your details

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

Name of organisation (if applicable): _____

Postal
address: _____

Post Code: _____

Telephone: day: _____ evening: _____ mobile: _____

Email: _____

Communication

Preferred method of communication: Email Telephone Post

Presentation

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

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

My Submission(s):

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

(continued overleaf)

Return your submission by:

Post to: Proposed Fees & Charges 2018/19 Submission, Horowhenua District Council,
Private Bag 4002, Levin 5440.

Deliver to: Horowhenua District Council, 126 Oxford Street, Levin; or Te Takeretanga o Kura-
hau-pō; Te Awahou Nieuwe Stroom or Shannon Library

Email to: recordsprocessing@horowhenua.govt.nz

Fax to: (06) 366 0983

File No.: 18/104

Liquor Licensing Matters from 1 July 2017 until 31 December 2017

1. Purpose

To report, for information purposes, on matters relating to liquor licensing decisions for the period of 1 July 2017 until 31 December 2017.

2. Executive Summary

Decisions for applications that were uncontested were made by the Chairperson of the District Licensing Committee. Contested decisions were made by the District Licensing Committee.

3. Recommendation

- 3.1 That Report 18/104 Liquor Licensing Matters from 1 July 2017 until 31 December 2017 be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act.

4. Discussion

4.1 The following decisions are advised –

- a) Decisions made by Chairperson of the District Licensing Committee Under Delegated Authority of Council dated 4 December 2013, and in accordance with Section 191(2) of the Sale and Supply of Alcohol Act 2012 (Uncontested Applications).

(i) New On Licences	Premises	Location
Sahyadri Holding Limited	The New Oxford	Levin
(ii) Renewed On Licences	Premises	Location
Whispers Café Limited	Whispers Cafe	Levin
BSH Plus Limited	Tatum Park	Manakau
Focal Point Levin Limited	Focal Point	Levin
Yuk Chow Young & Yeung Wha Young	The Youngs Restaurant	Foxton
RM Gisborne Limited	Sels Place	Levin
Pipi Point Limited	Pipi Point	Waitarere
Delicious – Food & Catering Limited	Brown Butter Kitchen	Ohau
(iii) Renewed Off Licences	Premises	Location
Nil		
(iv) Renewed Club Licences	Premises	Location
Nil		

(v) Temporary Authorities	Premises	Location
Nil		
(vi) New Manager's Certificates		
Tracy Unsworth		
Sandeep Singh		
Joanna Scully		
Chloe Rose Wilson		
Paige Maree Ashford		
Manish Mahant		
Jade Mark Peter Huff		
Gina Kristy Kauri		
Georgia Kaylee Anne Thwaites		
Shavaughn Marie Peta		
Ike Kurniawati		
Tara Desiree Peters		
Mihi Tuarangi Andersen		
Donna Marie Riley		
(vii) Renewed Manager's Certificates		
Lynda Dick		
Sandra Maria Engelen		
Jody Ann Brennan		
Graham Bruce Dalziel		
Sally Stevens		
Cindy Lee Armstrong		
Donna Gail Hinton		
Renee Marie Jones		
Gursewak Singh		
Poonam Dang		
Della Joclynn Saunders		
Diane Kay Brown		
Billie Jean Hubbard		
Teresa Lovey Nicholson		
Amy Kate Moore		
Eleanor Nielsen		
Barbara Dawn Jerard		
Laura May Petersen		
Wendy Leone Whakatihi		
Harjit Singh		
Mica Marie Hawtin		
Jordan Satini Robert Kerr		
Kylie Marie Mayhew		
Destiny Rose Kaumoana		
Ronald Wayne Mercer		
Matthew Scott Rollinson		
Lowell Jesse Robinson		
Asten Naomi Davina Simpson		
Julie Caroline Brenda Garratt		
Christopher James Murray		
Elizabeth Jayne Burns		
Allan James Richardson		
Alan Brian Morgan		
Pamela Gartner		

Lesley Te Tomo
Raymond Bruce Perry
Sumit Prashar
Angeline Joan Porter
Jane Ellison
John Francis Vertongen
Rachel Borstrok
Alisha Michelle Polson
Peter Eric Duckmanton
Milton Douglas Steele

(viii) Special Licences	Number	Location
Levin Returned Services Assoc Inc	2483	LEVIN
Levin Returned Services Assoc Inc	2482	LEVIN
Foxton Returned Services Assn Inc	2481	FOXTON
Maurice Hickford	2480	FOXTON
Central Bowling Club Levin Incorporated	2479	LEVIN
The Levin Club	2478	LEVIN
The Levin Club	2477	LEVIN
The Levin Club	2476	LEVIN
Levin Returned Services Assoc Inc	2475	LEVIN
Levin Returned Services Assoc Inc	2474	LEVIN
Wildfern NZ Limited	2473	FOXTON
Foxton Returned Services Assn Inc	2472	FOXTON
James Edward Harper	2471	FOXTON
Anita Petra Funnell	2470	LEVIN RURAL
Tukorehe Marae 42805	2469	FOXTON
Levin Cosmopolitan Club	2468	LEVIN
Levin Cosmopolitan Club	2467	LEVIN
Levin Cosmopolitan Club	2466	LEVIN
Levin Cosmopolitan Club	2465	LEVIN
Levin Cosmopolitan Club	2464	LEVIN
Levin Cosmopolitan Club	2463	LEVIN
Levin Cosmopolitan Club	2462	LEVIN
Levin Returned Services Assoc Inc	2461	LEVIN
Sahyadri Holding Limited	2460	LEVIN
Levin Contract Bridge Club Inc	2459	LEVIN
Big Bang Adventure Charitable Trust	2458	LEVIN RURAL
Levin Club Inc	2457	LEVIN
Levin Club Inc	2456	LEVIN
Horowhenua District Council Social Club	2453	LEVIN
Brendon Karl Hall	2452	FOXTON/HIMATANGI
Levin Club Inc	2455	LEVIN
Levin Club Inc	2454	LEVIN
Levin Returned Services Assoc Inc	2451	LEVIN
Levin Cosmopolitan Club	2450	LEVIN
Foxton Returned Services Assn Inc	2449	FOXTON
Levin Returned Services Assoc Inc	2448	LEVIN
Levin Returned Services Assoc Inc	2447	LEVIN
Tania Jessica Jade Strawbridge	2446	LEVIN
Levin Cosmopolitan Club	2445	LEVIN
Levin Cosmopolitan Club	2444	LEVIN
Levin Performing Arts Society Inc	2443	LEVIN
Waitarere Beach Bowling Club Incorporated	2442	WAITARERE BEACH
Kellyanne McKay	2441	LEVIN
Levin Returned Services Assoc Inc	2440	LEVIN

Levin Cosmopolitan Club	2439	LEVIN
Levin Club Inc	2438	LEVIN
Levin Club Inc	2437	LEVIN
Levin Little Theatre Soc Inc	2436	LEVIN

b) Decisions made by the District Licensing Committee Under Delegated Authority of Council dated 4 December 2013, and in accordance with Section 191(2) of the Sale and Supply of Alcohol Act 2012 (Contested Applications).

PVB Investments Limited	New On Licence	Granted
SNM Enterprises Limited	New Off Licence	Declined
Sahyadri Holding Limited	New On Licence	Granted

5. Options

The report is purely for information purposes.

5.1 Cost

Not applicable to this report.

5.1.1.1 Rate Impact

Not applicable to this report.

5.2 Community Wellbeing

There are no community wellbeing matters requiring consideration.

5.3 Consenting Issues

Not applicable to this report.

5.4 LTP Integration

Not applicable to this report

6. Consultation

There are no consultation requirements; however decisions listed in 5.1 have been published on Council's website as required by section 211(5) of the Sale and Supply of Alcohol Act 2012 that states "*Every Territorial Authority must take all reasonably practicable steps to ensure that copies of all the decisions of its Licensing committee are public available*".

7. Legal Considerations

Applications have been determined in accordance with legislative requirements.

8. Financial Considerations

There are no financial considerations.

9. Other Considerations

There are no other considerations required.

10. Next Steps

Not applicable to 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.

11. Appendices

There are no attachments for this report.

Author(s)	Vaimoana Miller Compliance Manager	
Approved by	Nicki Brady Group Manager - Customer & Regulatory Services	

Animal Control Fees and Charges 2018/19

1. Purpose

To propose a schedule of Fees and Charges for Animal Control purposes, including Dog Registration Fees, to apply in the Horowhenua District for the 2018/19 year, i.e. 1 July 2018 to 30 June 2019.

2. Executive Summary

Historically fees and charges for Animal Control purposes have been set outside the Annual Plan/LTP process to facilitate the need for the production of Dog Registration Renewal notices enabling the mailing of the same in the last week of June annually.

3. Recommendation

- 3.1 That Report 18/105 Animal Control Fees and Charges 2018/19 be received.
- 3.2 That this decision be recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council adopts the Schedule of Animal Control Fees and Charges, attached as Attachment A as the Animal Control Fees and Charges to apply in the Horowhenua District from 1 July 2018 for the 2018/19 year.
- 3.4 That on adoption, Council gives public notice of its fees and charges as required by s37(6) of the Dog Control Act 1996.

4. Background / Previous Council Decisions

- 4.1 Section 37 of the Dog Control Act 1996 allows a Territorial Authority to set dog registration fees, including a penalty late payment fee of up to 50%, by resolution, and furthermore that those fees shall be reasonable for the registration and control of dogs under the Act.
- 4.2 Council has previously adopted dog classification and registration structure criteria. No changes are proposed to that structure.

5. Discussion

- 5.1 Dog Registration fees are resolved annually by Council outside of the Annual Plan/LTP process to facilitate the preparation and processing timelines for dog renewal notices. It is also prudent and administratively practical to resolve the other Animal Control Fees and Charges at the same time.
- 5.2 Dog Registration Fees and Other Charges were increased last year by a small amount of approximately 2% to meet the increasing costs caused by inflation. It is proposed that there is no change to the fees and that they remain the same as set for the 2017/18 year.
- 5.3 A comparison between the proposed dog registration fees has been undertaken against other Council's and is attached as Attachment B. It is however important to note that whilst there may be some interest to compare, unless the comparison parameters are exactly the same it is not believed to be a particularly valuable exercise. It is however fair to say that the dog registration fees proposed for this District generally reflects favourably against others.

6. Options

There are primarily only two (2) options, being to accept or decline the recommendations. The preferred option is to resolve the recommendations as presented which will ensure that fees and charges set are in place for the ensuing year and are at a level that meets operational requirements.

6.1 Cost

Not Applicable to this Report

6.1.1 Rate Impact

There are no rate impacts arising

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

There is no LTP programme related to the options or proposals in this report. There are also no Special Consultative Processes required.

7. Consultation

There was no consultation required to be undertaken.

8. Legal Considerations

The only legal requirement to be met is in respect of the giving of notice on fees and charges as it relates to Dog Registration – see Recommendation 3.4.

9. Financial Considerations

There is no financial impact.

10. Other Considerations

There are no other considerations other than the fact that the proposed hourly rate fee for Animal Control Officers is as a direct result of known impending legislation that will take effect as some point, and as a consequence it is administratively prudent to resolve this now.

11. Next Steps

In the event the proposed fees and charges are adopted by Council the next step is to give public notice as required by the Dog Control Act 1996 (see recommendation 3.4); publish on the Council website; and arrange for publication in Community Newsletters.

12. Supporting Information

Strategic Fit/Strategic Outcome

Not Applicable

Decision Making

Not Applicable

Consistency with Existing Policy

Not Applicable

Funding

Not Applicable


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.

13. Appendices

No.	Title	Page
A	Attachment A - Horowhenua District Council Animal Control – Proposed Fees and Charges 2018 19	92
B	Attachment B - Horowhenua District Council Dog registration fees comparison	94

Author(s)	Vaimoana Miller Compliance Manager	
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Approved by	Nicki Brady Group Manager - Customer & Regulatory Services	
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Horowhenua District Council Animal Control – Proposed Fees and Charges 201

Dog Registration		Fee 18/19
Disability Assist Dog	(Class 12)	Free
Selected Owner Status	(Class 15)	\$56.00
NZKC Registered Status	(Class 8)	\$58.00
Racing Greyhound Registered Status	(Class 6)	\$58.00
De-sexed Pet Urban	(Class 3)	\$69.00
Entire Pet Urban	(Class 11)	\$114.00
Working Dog	(Class 2)	\$58.00
Stock (Farm) Dog	(Class 16)	\$58.00
Rural Dog	(Class 14)	\$64.00
Puppy	(Class 13)	\$45.00
Superannuitant Owner	(Class 1)	\$64.00
Dangerous Dog De-sexed	(Class 5)	\$155.00
Dangerous Dog Entire	(Class 4)	\$265.00
Menacing Dog Entire Urban	(Class 10)	\$114.00
Menacing Dog De-sexed Urban	(Class 9)	\$69.00
Menacing Dog Rural	(Class 7)	\$64.00
Late Fee if Paid after 31 July 2018		Plus 50%
Animal Control Officer hourly rate		Charge 18/19
		\$150.00
Registration Discs		Charge 18/19
Transfer from Another Local Authority		Free
Replacement Disc		\$3.00
Dog Impounding		Charge 18/19
Impoundment Fee, Per Dog		\$80.00
Daily Fee Cost, Per Dog		\$10.00
After-Hours Cost in Respect of any Impoundment		\$95.00
Dog Surrender Fee		\$40.00
Microchipping Fee Following Impoundment		\$25.00
Stock Impounding (any four-legged, hoofed animal)		Charge 18/19
Impoundment Fee		\$65.00
After-Hours Call Out, Whether Animal(s) Impounded or Not		\$95.00
Daily Fee Costs, Per Head		\$7.00
Associated Costs (Transportation, Hay and the Like)		Cost + 20%
Feline		Charge 18/19
Cage Deposit (50% Refundable)		\$24.00
Feral Cat Euthanasia		\$12.00
Kennel Licence (NZKC/Greyhound)		Fee 18/19
First Time Applicants)		\$25.00

Dog Infringement Fees – Set by legislation

Brief Description of Offence	Infringement Fee
Wilful obstruction of dog control officer or ranger	\$750.00
Failure or refusal to supply information or wilfully	\$750.00

providing false particulars	
Failure to supply information or wilfully providing false particulars about dog	\$750.00
Failure to comply with any bylaw authorised by the section	\$300.00
Failure to undertake dog owner education programme or dog obedience course (or both)	\$300.00
Failure to comply with obligations of probationary owner	\$750.00
Failure to comply with effects of disqualification	\$750.00
Failure to comply with effects of classification of dog as dangerous dog	\$300.00
Fraudulent sale or transfer of dangerous dog	\$500.00
Failure to comply with effects of classification of dog as menacing dog	\$300.00
Failure to advise person of muzzle and leashing requirements	\$100.00
Failure to implant microchip transponder in dog	\$300.00
False statement relating to dog registration	\$750.00
Falsely notifying death of dog	\$750.00
Failure to register dog	\$300.00
Fraudulent procurement or attempt to procure replacement dog registration label or disc	\$500.00
Failure to advise change of dog ownership	\$100.00
Failure to advise change of address	\$100.00
Removal, swapping, or counterfeiting of registration label or disc	\$500.00
Failure to keep dog controlled or confined	\$200.00
Failure to keep dog under control	\$200.00
Failure to provide proper care and attention, to supply proper and sufficient food, water, and shelter, and to provide adequate exercise	\$300.00
Failure to carry leash in public	\$100.00
Failure to advise of muzzle and leashing requirements	\$100.00
Releasing dog from custody	\$750.00

Horowhenua District Council Animal Control – Comparison of fees

Dog Registration	Horowhenua	Palmerston North	Manawatu	Kapiti	Rangitikei	Tararua
Disability Assist Dog	Free	Nil	Nil	Nil	Nil	Nil
Selected Owner Status	\$56.00	\$84.00 or \$74.00 desexed	\$32.00	\$153.00 or \$65.00 desexed	\$57.00	\$45.00
NZKC Registered Status	\$58.00	N/A	N/A	\$153.00	N/A	N/A
Racing Greyhound Registered Status	\$58.00	N/A	N/A	N/A	N/A	N/A
De-sexed Pet Urban	\$69.00	\$97.00	\$66.00	\$93.00	\$82.00	N/A
Entire Pet Urban	\$114.00	\$131.00	\$100.00	\$153.00	\$122.00	N/A
Working Dog	\$58.00	\$40.00 - \$70.00	\$32.00	\$65.00	\$40.00	\$32.00
Stock (Farm) Dog	\$58.00	\$40.00	\$32.00	\$65.00 (\$39.00 per 3 rd and subsequent dog)	\$40.00	\$32.00
Rural Dog	\$64.00	\$70.00 or \$59.00 desexed	N/A	N/A	\$122.00 or \$80.00 desexed	\$32.00
Puppy	\$45.00	N/A	N/A	N/A	N/A	N/A
Superannuitant Owner	\$64.00	N/A	N/A	\$153.00	N/A	N/A
Dangerous Dog De-sexed	\$155.00	150% of fee	\$150.00	\$139.00	150% of fee	150% of fee

Dangerous Dog Entire	\$265.00	150% of fee	\$150.00	\$267.00	150% of fee	150% of fee
Menacing Dog Entire Urban	\$114.00	N/A	\$150.00	N/A	N/A	N/A
Menacing Dog De-sexed Urban	\$69.00	N/A	\$150.00	N/A	N/A	N/A
Menacing Dog Rural	\$64.00	N/A	\$150.00	N/A	N/A	N/A
Late Fee charged?	Plus 50%	Yes	Yes	Yes	Yes	Yes

Resource Consenting (Planning) Matters Considered Under Delegated Authority

File No.: 18/58

1. Purpose

To present details of decisions made under delegated authority in respect of Resource Consenting (Planning) Matters.

2. Recommendation

- 2.1 That Report 18/58 Resource Consenting (Planning) Matters Considered Under Delegated Authority 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

The following decisions were made under delegated authority:

- (i) Subdivision and Land Use Consents Approved:

Subdivision Resource Consents Approved – 10/01/18 – 20/02/18

Approved Date	File Ref	Applicant	Address
12/01/2018	2017/35	William Charles Owens	171 Motuiti Road, Foxton/Himatangi
12/01/2018	2017/72	John Glas Dorland	33 Winchester Street, Levin
18/01/2018	2018/1	Waitarere Sands Limited	40 Forest Road, Levin Rural
24/01/2018	2017/73	F L & L A De Vre	35 Fairfield Road, Levin Rural
24/01/2018	2017/74	Yick Ho Young & Hing Young	10 George Street, Levin
02/02/2018	2018/3	J & H P Partnership	24 Oriwa Lane, Levin Rural
20/02/2018	2018/5	John Timmer-Arends	10 & 14A Queenwood Road, Levin

Land Use Resource Consents Approved – 10/01/18 – 20/02/18

Approved Date	File Ref	Applicant	Address
12/01/2018	2018/3	Cameron Paul Smith	47 Reay MacKay Grove, Levin Rural
29/01/2018	2017/83	Homestead Concrete Homes Ltd	19 Durham Street, Levin
30/01/2018	2017/67	J F & P J Cook	174 Strathnaver Drive, Levin Rural
30/01/2018	2018/4	Douglas John Hearfield	22 Hulke Street, Foxton
30/01/2018	2018/2	P P Projects Limited	150-154 Oxford Street, Levin
30/01/2018	2018/5	Pak Design	7 Mariri Place, Waitarere Beach
08/02/2018	2018/1	Horowhenua District Council	5A Clyde Street, Foxton
16/02/2018	2018/6	J P & C M McCartin	10 Robbie Street, Foxton Beach

- (ii) Road Names Approved

None during the reporting period.

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)	Megan Leyland Consents Manager	
Approved by	Nicki Brady Group Manager - Customer & Regulatory Services	

File No.: 18/64

Heritage Incentives (Consent Fee Waiver/Reimbursement and Fund)

1. Purpose

The purpose of this report is to recommend and confirm the process for how Horowhenua District Council (Council) will allocate the \$50,000 funding that has been set aside as a 'Heritage Incentive Fund'.

2. Executive Summary

In 2017 a \$50,000 fund for heritage incentives was allocated through consultation on the 2017-2018 Annual Plan. Through investigation into what incentives would be most relevant and appropriate in the context of the Horowhenua District two options have been identified. The first of these incentives is waiving/reimbursing resource consent fees and the second is a contestable heritage fund.

This report provides the further detail on these heritage incentives and how they would be implemented i.e. eligibility of applicants and assessment criteria.

3. Recommendation

- 3.1 That Report 18/64 Heritage Incentives (Consent Fee Waiver/Reimbursement and Fund) be received.
- 3.2 That this decision is recognised as not significant in terms of S76 of the Local Government Act
- 3.3 That the decisions on waiving/reimbursing resource consent fees be delegated to the Council Chief Executive and Group Manager - Customer and Regulatory Services (under the existing Delegations Register 2017)
- 3.4 That the Terms of Reference for the Community Funding and Recognition Committee be amended to give the Committee delegated authority to make decisions on the allocation of funds from the Heritage Fund.
- 3.5 That the decisions on applications to the Heritage Fund be made by the Community Funding and Recognition Committee acting under delegated authority for subsequent recommendations to Council.

4. Background / Previous Council Decisions

- 4.1 As part of consultation on the 2017-2018 Annual Plan, Horowhenua District Council (Council) sought feedback from the community on whether or not to allocate funding for heritage incentives. Many other councils in New Zealand provide some form of incentive to heritage property owners to recognise the public benefit and private burden associated with their property being listed for its historical significance in a District Plan. Council sought feedback on whether the community would support setting aside funding for heritage incentives which could be utilised by heritage property owners to help conserve, restore and enhance the significant heritage value of their property. The consultation also considered the level of funding to be made available.

- 4.2 The majority of feedback received on the proposal via consultation on the 2017-2018 Annual Plan was supportive of introducing heritage incentive funding. Therefore \$50,000 per annum was allocated by Council to its 'Heritage Incentive Fund' until a review in 2021-2022. This Fund was identified as for the conservation of local heritage buildings, structures and sites in the Horowhenua District.
- 4.3 The Fund is to be used for buildings, structures and sites that are listed in Schedule 2 of the Horowhenua District Plan. It is also for properties within the Town Centre Heritage and Character Areas in Foxton and Shannon (as identified in the District Plan). By either being listed in Schedule 2 or within a 'Heritage Area' these properties have been identified as having significant historical significance within the Horowhenua District.
- 4.4 Two heritage incentives have been explored, waiving/reimbursing consent fees and a contestable discretionary fund. The reasons that these incentive options were identified is because they are the most commonly used incentives by other councils, with most councils having at least some form of grant or fund available to heritage property owners, and they are also less complex, with more direct benefit to property owners than some other options (e.g. special loans).

5. Discussion

- 5.1 The two heritage incentives that the 'Heritage Incentive Fund' will be allocated to are:
- Incentive 1 – Resource Consent Waiver/Reimbursement
 - Incentive 2 – Heritage Fund
- 5.2 In this discussion a description of each heritage incentive is provided including:
- Who is eligible to apply to have their resource consent fees waived or reimbursed, or to apply to the Heritage Fund for a grant.
 - The scope of the incentive – what costs or type of work are covered.
 - Assessment criteria – the criteria the Council Chief Executive or the Group Manager Customer and Regulatory Services (in the case of waiving/reimbursing fees) or the Community Funding and Recognition Committee (for the Heritage Fund) will use to make a decision.
 - Application – details on what the applicant will be required to provide as part of their application.
 - Decision – who the decision to waive/reimburse fees or grant money is delegated to. Also whether there any restrictions such as a cap on how much can be allocated per application.

5.3 Incentive 1 – Resource Consent Waiver/Reimbursement

Owners of District Plan listed heritage buildings, structures and sites are currently required to apply for, and obtain, resource consent prior to undertaking certain works on their property while other property owners (of non-heritage properties) are not required to. Also subject to this additional process are owners of property within the Town Centre Heritage and Character Areas in Foxton and Shannon.

The purpose of requiring resource consent is to ensure that the historically significant values or heritage character of the property are not adversely affected by the works. The protection of the historical values of these properties has a public benefit, however, resource consents can be costly and this currently places an additional burden on heritage property owners. Providing for resource consent fee waivers and reimbursements encourages the conservation of local heritage and recognises the public benefit associated with this. Having

opportunity to recoup the consent fee costs (or a portion thereof) could also encourage work to be done through the official processes rather than potentially by stealth outside the official process to avoid costs.

From the 'Heritage Incentive Fund' \$20,000 will be allocated a year to waiving or reimbursing heritage resource consent fees.

Details of the incentive are in the below table:

Who is eligible	<p>Eligible:</p> <ul style="list-style-type: none"> · Owners of properties listed in Schedule 2 of the Horowhenua District Plan. · Owners of properties within the Town Centre Heritage and Character Areas of Foxton and Shannon (as identified in the District Plan). <p>For works associated with those properties.</p> <p>Not eligible:</p> <ul style="list-style-type: none"> · Council and Central Government entities. · Applicants that have received financial assistance through the Horowhenua District Council Heritage Fund to cover their resource consent fees.
Scope	<p>Council processing fees for resource consents that the applicant has had to apply for because of the heritage listing or heritage location in the District Plan i.e. a resource consent required for the number of car parks on a property with a heritage building would not be waived/reimbursed, however a change to the building that restores the heritage character would be eligible. The fees associated with specialist reports, consent application preparation or monitoring won't be covered. Also waiver/reimbursement would not apply to a consent granted to demolish a heritage building.</p>
Assessment Criteria	<p>Waiver/reimbursement of consent fees will be assessed based on:</p> <ul style="list-style-type: none"> · Eligibility of applicant (i.e. does the applicant meet the criteria of who can apply); · Application requires a resource consent because of heritage listing or heritage location in the District Plan; · The Council supports the proposed works (i.e. consent has been granted and not declined or withdrawn); and · If the work conserves or restores the heritage value of the building, structure or site (e.g. essential repairs or alterations, complementary signage, or earthquake strengthening).
Application	<p>A lodgment fee will be paid by the applicant at the time of the consent application, with the balance of the fees payable once the decision has been issued. The applicant can apply to waive the fees within one month of receiving the final invoice. Alternatively the fees can be paid and an application to be reimbursed can be made later (must be made within the same financial year as the consent being granted). Information on the waiver/reimbursement would be provided to the applicant with the consent decision.</p>
Decision	<p>The decision whether to waive or reimburse the consent fee is</p>

delegated to the Council Chief Executive or Group Manager Customer & Regulatory Services (under the Delegations Register 2017). If there is a dispute with a decision this may be formally raised with Council's Hearings Committee.

The amount that can be paid to the applicant is capped at \$2,000 per resource consent application.

5.4 Incentive 2 – Heritage Fund

The contestable Heritage Fund will be available to owners of District Plan listed heritage buildings, structures and sites and owners of property within the Town Centre Heritage and Character Areas in Foxton and Shannon. This is for projects that conserve and/or restore the heritage value or character of the property. Heritage funds are a widely used heritage incentive by councils and encourage the conservation of heritage features. Council does not currently have a grant specific to historic heritage.

From the 'Heritage Incentive Fund' \$30,000 will be allocated a year to the Heritage Fund.

Details of this fund are outlined in the below table:

Who is eligible	<p>Eligible:</p> <ul style="list-style-type: none"> • Owners of properties listed in Schedule 2 of the Horowhenua District Plan. • Owners of properties within the Town Centre Heritage and Character Areas of Foxton and Shannon (as identified in the District Plan). <p>For works associated with those properties.</p> <p>Not eligible:</p> <ul style="list-style-type: none"> • Council and Central Government entities.
Scope	<p>The following projects would be eligible for funding:</p> <ul style="list-style-type: none"> • Conservation and restoration work; • Strengthening of earthquake prone buildings; • Emergency building work; • Specialist advice; • Conservation Plans (these plans guide the how the historic feature is cared for and managed); and • Relocation of a heritage building may be considered.
Assessment Criteria	<p>Applications will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • The building, structure or site must be either listed (or proposed to be listed) in Schedule 2 of the Horowhenua District Plan or identified within a Town Centre Heritage and Character Area as identified in the District Plan; • Contribution to conservation and/or restoration of the heritage value; • Has any necessary approvals from Council and Heritage New Zealand; • The provision of any specialist advice from heritage professionals; • The costs are accurate as possible and the applicant is willing and capable of covering the full cost and proceeding with the

	<p>project;</p> <ul style="list-style-type: none"> · The financial and project management skills of the applicant; · The works are consistent with the ICOMOS NZ Charter (International Council on Monuments and Sites (ICOMOS) NZ Charter is the recognised benchmark for heritage conservation standards and practice in New Zealand); · The work is to be undertaken during the same financial year; and · Priority will be given to applications based on: <ul style="list-style-type: none"> · Visibility of the project and public accessibility · Urgent work · Essential maintenance, repair or stabilisation
Application	As part of their application, applicants are required to submit a recent quote (within the last three months) and identify what part of the quoted cost is directly related to the heritage component. If the final invoice is largely different to the quote (more than +/- 10% of the quote) then the amount funded may be reviewed. Multiple requests for funding may be included in an application (if there are several different components).
Timeframe	<p>Applications will open 1 July and close 31 July of the financial year. Decisions on funding allocation would be confirmed by September.</p> <p>Second round opens 1 October and closes 31 October if there unallocated funds left over from the first round.</p> <p>If there are unallocated funds left over from both rounds this could go towards the first incentive, waiving/reimbursing resource consent fees for the same financial year.</p>
Decision	<p>How the fund will be allocated will be at the discretion of the Community Recognition and Funding Committee. The Committee will have the option to seek expert advice from a heritage professional if necessary.</p> <p>Where the applications exceed the value of the available funding, the Committee will need to make a decision on how the fund is allocated i.e. share the funding between applications or allocate the full amount to a specific project.</p>
Project completion date	A project (which can be a specific part of an overall project) must be completed within the financial year (by 30 June) unless another agreement is reached with Council. Funding to be released upon completion of the project work.

6. Options

Option 1 – Approve by resolution that the ‘Heritage Incentive Fund’ be used for waiving/reimbursing resource consent fees and a heritage fund.

Option 2 – Do not approve by resolution that the ‘Heritage Incentive Fund’ be used for waiving/reimbursing resource consent fees and a heritage fund.

Preferred Option

Option 1 – Approve by resolution that the ‘Heritage Incentive Fund’ be used for waiving/reimbursing resource consent fees and a heritage fund.

6.1 Cost

The cost of the heritage incentives comes out of existing budgets.

6.1.1 Rate Impact

There will be no additional rate impact arising as this funding has already been rated for through the adoption of the 2017-2018 Annual Plan.

6.2 Community Wellbeing

There are no negative impacts on Community Wellbeing arising.

6.3 Consenting Issues

There are no consents required or consenting issues arising.

6.4 LTP Integration

There is no LTP programme related to the options or proposals in this report. There are no Special Consultative Processes required.

7. Consultation

Consultation occurred on having a Heritage Incentive Fund and the level of funding to be allocated, as part of the 2017-2018 Annual Plan.

8. Legal Considerations

There are no Legal Requirements or Statutory Obligations affecting options or proposals.

9. Financial Considerations

There is no financial impact.

10. Other Considerations

There are no other considerations.

11. Next Steps

11.1 The heritage incentives would be implemented. The opportunities now available to heritage property owners would be promoted, through a letter to the owners. The next funding round for the Heritage Fund would be July 2018, meaning that no funding for the Heritage Fund would be allocated in the 2017-2018 financial year. The waiving and reimbursement of the consent fees would be available during the remainder of the 2017-2018 financial year.

11.2 As part of this report the Terms of Reference for the Community Funding and Recognition Committee will be amended to include the responsibility to consider the allocation of grants in line with the relevant criteria and priorities for the Heritage Fund.

12. Supporting Information

Strategic Fit/Strategic Outcome

Heritage incentives contribute to the Long Term Plan Community Outcome "A community of knowledge, culture and diversity where people are proud to live" under which also states "We are proud of the heritage and diversity of our district and our people".

Decision Making

Not applicable.

Consistency with Existing Policy

Not applicable.

Funding

Not applicable.


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.

13. Appendices

No.	Title	Page
A	Terms of Reference Amendment - Community Grants & Funding including the Heritage Fund	106

Author(s)	Caitlin O'Shea Graduate Strategic Planner	
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Approved by	David McCorkindale Group Manager - Strategy & Development	
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TERMS OF REFERENCE

The Community Funding and Recognition Committee is responsible for the following areas:

Community Grants and Funding

a. to consider the allocation of community grants in line with the relevant grants criteria and priorities for:

- Community Development Grant
- Community Consultation Grant
- Rural Halls Grant
- Vibrant Communities Grant

To consider the Community Wellbeing Strategy and the associated Action Plan priorities (Positive Ageing, Youth, Arts, Culture, History and Heritage*, Pride and Vibrancy* and Disability*) when making funding recommendations. (*Action Plans currently under review)

b. to make recommendations to Council for endorsement of funding allocations to specified applicants

c. to consider the allocation of the Heritage Fund in line with set criteria

d. the criteria and focus areas for community grants funds will be reviewed by Council officers with the Community Funding and Recognition Committee each triennium and recommendations regarding any significant changes will be made to Council during each three (3) year term.

e. the criteria and focus areas for the Heritage Fund will be reviewed by Council officers with the Community Funding and Recognition Committee at the end of each financial year until the fund is discontinued in 2021/22.

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

The following motion is submitted for consideration:

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

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

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

C1 Proceedings of the Finance, Audit & Risk Subcommittee 14 February 2018

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. s7(2)(c)(i) - The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information or information from the same source and it is in the public interest that such information should continue to be supplied.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C2 Property Sale/Acquisition

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.