

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

**Date:** Wednesday 7 February 2024  
**Time:** 1:00 pm  
**Meeting Room:** Council Chambers  
**Venue:** 126-148 Oxford St  
Levin

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## **Council**

# **OPEN AGENDA**

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### **MEMBERSHIP**

**Mayor**  
**Deputy Mayor**  
**Councillors**

His Worship The Mayor Bernie Wanden  
Councillor David Allan  
Councillor Mike Barker  
Councillor Rogan Boyle  
Councillor Ross Brannigan  
Councillor Clint Grimstone  
Councillor Nina Hori Te Pa  
Councillor Sam Jennings  
Councillor Paul Olsen  
Councillor Jonathan Procter  
Councillor Justin Tamihana  
Councillor Piri-Hira Tukapua  
Councillor Alan Young

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

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

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the Chief Executive Officer or the Chairperson.





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## Karakia

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora!	

### 1 Apologies

### 2 Public Participation

Notification of a request to speak is required by 12 noon on the day before the meeting by phoning 06 366 0999 or emailing [public.participation@horowhenua.govt.nz](mailto:public.participation@horowhenua.govt.nz).

### 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, 13 December 2023

#### 5.2 Meeting minutes In Committee Meeting of Council, 13 December 2023

#### Recommendations

That the meeting minutes of Council, 13 December 2023 be accepted as a true and correct record.

That the In-Committee meeting minutes of Council, 13 December 2023 be accepted as a true and correct record.



## 6.1 Mayoral Report - February 2024

File No.: 24/15

### 1. Purpose

- 1.1 The purpose of this report is for His Worship the Mayor to report to Council on community events and Council-related meetings attended during December 2023 and January 2024, and provide an update on items of interest.

### 2. Recommendation

- 2.1 That Report Mayoral Report - February 2024 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. December 2023 - Meetings, Functions and Events Attended

- 3.1 The following meetings, functions and events were attended by Mayor Bernie, during the month of December 2023.

December 2023
Horowhenua College Senior Prizegiving
Te Whare Waitā – Waitarere Surf Lifesaving Club Building - karakia and official opening
Ōhau Hall – roof celebration
Wgtn Regional Growth Framework - Joint Committee - Future Development Strategy - Summary of Submissions and Hearings Procedures
Mayoral Forum
Emergency Management Joint Standing Committee meeting
Regional Transport Committee meeting
Hearings Committee meeting – Freedom Camping Bylaw
Council Workshops and Briefings – I
Older Persons' Network
Shannon Progressive Meeting
Matauranga Scholarship students dinner
Horowhenua College Junior Prizegiving
Manawatū College Prizegiving
Christmas in the Park
Wgtn Regional Growth Framework - Joint Committee - Future Development Strategy – Hearing of submissions
LGNZ – special online meeting
Foxton Beach Endowment Fund review – stakeholders hui
Monthly Catch up with the Chief Executive and Deputy Mayor
Council Workshops and Briefings – II
Sport Manawatū Meeting – strategy review



Cuppa with a Councillor
HLC Graduation
Horowhenua Art Society – Christmas Lunch
Visit to Hope Hub
Mayor’s Taskforce for Jobs – Online Meeting
Waikawa Beach Progressive Assn AGM
<b>January 2024</b>
Official re-opening of the Foxton Pools
Wgtn Regional Growth Framework meeting
Thompson House Committee – Monthly Meeting
Regional Transport Committee meeting
Council Workshops and Briefings

#### 4. Items of interest / updates

##### **Foxton Pools – Official Re-opening**

A refreshed Foxton Pools re-opened on 23 January with a blessing, ribbon cutting ceremony and community party to celebrate.

It was fitting to open the upgraded Foxton Pools with a celebration. There has been a lot of excitement and anticipation around the facility’s redevelopment. I’d like to thank everyone involved in the project – from members of our community who shared their thoughts about how the site should be developed, to the contractors who completed the work.

The community will have access to the pools with longer opening hours. The facility will now be open Monday to Friday from 6 am to 7 pm. The weekend hours will be 8 am and 6 pm.

Swim school will operate at the pools throughout the year, and fitness classes for all fitness levels will also be available. Mobility hoists are available, providing people with disabilities or limited mobility greater access to the benefits of water therapy.

The Foxton Pools upgrade was a key consultation topic as part of the 2018 Long Term Plan, where council heard first-hand how important this facility is to the Foxton and Beach community.

The impact of inflation, Covid and the increase in construction costs has meant the refresh cost \$5.8m. Council is proud to have been able to make this investment for not only Foxton but the wider Horowhenua community.

As part of the upgrade a new spa pool has also been built – this is a fantastic new addition and was made possible through the external funding provided by Eastern and Central Community Trust and NZ Lotteries Grants board who each granted \$200k.

Aquatic facility specialists Apollo Projects, contracted by Council, began the construction of the new building in February 2023.



## Attachments


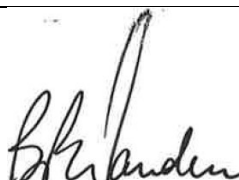
There are no attachments for this report.

### 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)	Bernie Wanden <b>Mayor</b>	
Approved by	Bernie Wanden <b>Mayor</b>	



File No.: 24/23

## 7.1 Long Term Plan: Option to have Unaudited Consultation Document

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### 1. Purpose

- 1.1 The purpose of this report is to seek Council agreement to the Long Term Plan 2024-2044 Consultation Document not being formally audited, as part of this Long Term Plan cycle.

### 2. Executive Summary

- 2.1 The General Election saw the new coalition government confirm a new direction for the three waters reform which would repeal the existing reform legislation which had intended that Council's would no longer be responsible for three waters. The Minister of Local Government has advised that as part of the new Government's *Local Water Done Well* and as part of providing councils with clarity and certainty for developing long-term plans in 2024 councils will be permitted to have unaudited long-term plan consultation documents. This is an acknowledgement of the timing challenges for council's advancing their 2024 long term plans while the existing legislation still requires councils not to include three waters. The existing legislation is anticipated to be repealed in February but to assist councils with their long term plan processes this new option of not requiring consultation documents to be audited have provided for councils to consider and utilise.
- 2.2 All supporting documents for Council's Long Term Plan 2024-44 would still be audited if Council made the decision to not have the consultation document audited.
- 2.3 Matters to consider for unaudited and audited consultation documents are set out below with a recommendation that council does not have the consultation document audited.

### 3. Recommendation

- 3.1 That Report 24/23 Long Term Plan: Option to have Unaudited Consultation Document be received.
- 3.2 That this matter or decision is recognised as not significant in terms of s76 of the Local Government Act.
- 3.3 That, as permitted by the Minister of Local Government, Council agrees to have an unaudited consultation document for the Long Term Plan 2024-2044.

### 4. Background

- 4.1 The change of government at the 2023 General Election has brought a change to the future of three water services for councils, with responsibility for water services to be retained by councils. This has financial implications for Council which need to be taken into account in Long Term Plan (LTP) development.

- 4.2 The Minister for Local Government wrote to councils in December 2023 advising of the legislation coming to enact these changes, and making amendments to existing LTP preparation requirements to give councils clarity and certainty in a time constrained process. See below;

If your council is...	Options available
Needing more time to develop and consult on long-term planning material	<p><b>The statutory deadline by which the 2024 long-term plan must be adopted will be extended by three months – to 30 September 2024.</b></p> <p>This flexibility may be desirable to smaller councils with fewer resources, or those councils that would prefer to wait until the repeal legislation is enacted before starting consultation.</p> <p>The deadline for adopting the 2023/24 annual reports will also be extended, to reflect the possible overlap in auditing processes if councils are taking longer than usual to finalise the long-term plan.</p>
	<p><b>Councils will be permitted to have unaudited long-term plan consultation documents.</b></p> <p>This would allow auditing of the final long-term plan to proceed in tandem with consultation, to help achieve statutory deadlines.</p>

- 4.3 The Minister advised that councils will be permitted to have unaudited long-term plan consultation documents. Usually there is not this option, with the supporting information and consultation document subject to an audit prior to being adopted by Council for public consultation.
- 4.4 It is noted that all supporting documents will be audited even if the consultation document is not audited. An audit of the Long Term Plan document also occurs after the hearings and deliberations prior to Council adopting the final Long Term Plan.

## 5. Discussion

- 5.1 While an audited consultation document can provide additional comfort and confidence, Council and the community can have confidence that the information Council has put out to the public for feedback is robust because all the supporting documents that the consultation document content is based on, is subject to the audit process. Additionally, if Council agrees to have an unaudited consultation document, officers will ensure that an extra thorough layer of peer review of the consultation document occurs in its place.
- 5.2 A benefit of not having the consultation document audited is that it ensures Council is fully responsible for the local flavour of the messaging and how the information is presented and set it out within the document. The value Audit adds to scrutiny of the supporting documents is recognised and valued and having an unaudited consultation document enables their focus to remain on those documents.
- 5.4 A further benefit for Council of having an unaudited consultation doc, is that there is a cost saving to the Council and the community. Audit New Zealand's estimate is that the total costs for auditing the Long Term Plan 2024-44 is expected to cost \$115,000. Audit New



Zealand's have estimated that the cost saving to Council and the community by not auditing the consultation document would be \$15,000.

- 5.5 An unaudited consultation document also provide more time for officers to prepare, design and review the document as it is would not be required to be provided for the audit process starting early February 2024.

## 6. Options

- 6.1 Council can agree to have an audited or unaudited consultation document for the LTP 2024-2044.

### *Option 1 – Unaudited Consultation document*

- 6.2 For reasons of retaining local control over content, cost savings, and longer timeframe for preparation as discussed in section 5 above this is the recommended option.

### *Option 2 – Audited consultation document*

- 6.3 For reasons of reduced local control over content, higher cost, and reduced timeframe for preparation as discussed in section 5 above this is not the recommended option.

### 6.3 Cost

- 6.4 A lower cost to Council if an unaudited consultation document is agreed. Costs are to be finalised but an estimated saving of \$15,000. The costs of the audit process are funded from the operational Long Term Plan project budget




Option	Cost
Option 1 – unaudited	\$100,000 (tbc) for total LTP Audit costs
Option 2 - audited	\$115,000 (tbc) for total LTP Audit costs

## 7. Next Steps

- 7.1 If Council agrees to have an unaudited consultation document for the LTP 2024-2044 officers will advise our auditors, Audit New Zealand of this, so they can have certainty about extent of the audit required.

## 8. Attachments

There are no appendices for this report

Author(s)	Carolyn Dick <b>Strategic Planning Manager</b>	
Approved by	David McCorkindale <b>Group Manager - Vision &amp; Delivery</b>	
	Monique Davidson <b>Chief Executive Officer</b>	



File No.: 24/34

## 7.2 Solid Waste - Future Direction and Long Term Plan Consultation Documents Submission

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### 1. Purpose

- 1.1 The purpose of this report is to present to Council the final draft of the Waste Assessment 2024, Waste Management and Minimisation Plan 2024-29 and the Landfill and Recycling Consultation Options Document for endorsement. This report represents a significant amount of work over the last 6 months, and reflects the direction of Council through a series of Council workshops.

**This report directly aligns with one of Council's top 10 priorities *"Make a decision on the Future of the Levin Landfill and follow through on the review of our WMMP"*.**

### 2. Recommendation

- 2.1 That Report 24/34 Solid Waste - Future Direction and Long Term Plan Consultation Documents Submission be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.3 That Council endorse the Waste Assessment 2024, and note its role in guiding future decision related to the Solid Waste activity.
- 2.4 That Council adopt the Waste Management and Minimisation Plan 2024, noting the plan will be included in the community consultation for the Long Term Plan 2024-2044.
- 2.5 That Council endorse the Landfill and Recycling Consultation Options Document for inclusion in the Landfill and Recycling Consultation Options Document, noting the key elements will be included in the Long Term Plan Consultation Document and Supporting Information, which Council will formally consider the adoption of on the 6 March 2024.

### 3. Background / Previous Council Decisions

- 3.1 With the Long Term Plan 2024 -2044 planning process well under way, the last several months have focused on consolidating, reviewing, and completely overhauling our organisations approach to managing Solid Waste within our District. This includes navigating through existing service delivery agreements and understanding how our current Solid Waste service delivery has been built.
- 3.2 How Council offer this service in the future is going to continuously evolve as we review existing operating models and agreements that include kerbside bag collection, kerbside recycling, mobile recycling stations and transfer stations.
- 3.3 The Levin Landfill has been subject to a high profile in recent years and was officially closed in 2023. Understanding and managing the impacts of the closure of Levin Landfill and surrounding environment, the impacts on our Solid Waste service delivery alongside both the long and short term impacts on the community has been complex.
- 3.4 The three attachments outlined in this report are comprehensive in capturing and understanding where the Solid Waste service delivery model has come from, and the economic and regulated environment that Council works within. All three documents are integral to establishing the way forward as they include a journey of previous decisions and

existing agreements we are bound by, waste assessments, planning and key assumptions that sit behind Council's service delivery options.

## 4. Discussion

4.1 Three background documents were provided to Councillors prior to this report. They were:

- The draft Waste Assessment 2024 was provided to the ELT team and Elected Members prior to the festive season to provide feedback.
- The draft WMMP 2024 was provided to the ELT on 19 January 2024 and Elected Members on 26 January 2024 to provide feedback.
- The Landfill & Kerbside Recycling options consultation document was provided to Elected Members on 29 January 2024 to provide feedback.

### **Horowhenua District Council Waste Assessment 2024 (Waste Assessment)**

4.2 Council officers have prepared the HDC Waste Assessment 2024 in accordance with the Waste Minimisation Act 2008 (WMA 2008). The Waste Assessment provides an insight into the current waste situation in the Horowhenua District based on the tonnages collected and managed via the Council's Solid Waste Activity. The process of preparing a waste assessment builds a foundation of understanding that will allow Council to prepare its Waste Management and Minimisation Plan (WMMP), and to consider new or improved initiatives for the Solid Waste Activity to deliver on the environmental, social, economic and cultural benefits encouraged by Section 3 of the WMA 2008. Territorial authorities are legally required to conduct a Waste Assessment and have regard to it in the review and preparation of their WMMP. The WMA (s44) also requires that Council notify a Waste Assessment alongside the draft WMMP for public consultation. This process is required at intervals of no less than five years. The Waste Assessment provides details of the following:

- Existing waste services provided in the region (Council and non-council)
- Waste quantities, composition and flows
- Identification of issues
- Future demand for services
- Vision, goals, objectives and targets for waste management and minimisation
- Guiding principles to direct how to get to where the Council wants to be
- Options assessment and statement of proposals for waste services and identified district issues

### **Waste Management and Minimisation Plan 2024 (WMMP)**

4.3 Equally important and following on from our Waste Assessment, the WMMP is a statutory requirement under the Waste Minimisation Act 2008 (WMA) to promote effective and efficient waste management and minimisation within the Horowhenua District.

4.4 The WMMP compliments our Waste Assessment as it paves the way forward, considering current economic climate, government legislation, affordability and integrated policy frameworks alongside the Horowhenua District vision, with an overarching suite of guiding goals and objectives.

4.5 The Plan uses the waste hierarchy as defined in the Waste Minimisation Act as a guide to prioritising activity, focusing on reducing waste before recycling or recovery of materials.

4.6 Where materials cannot be recycled or recovered the focus is on safe treatment and landfill disposal at a Class I landfill. The 'waste hierarchy' is a common approach to the way we

think about waste. Essentially it says that reducing, reusing and recycling is preferable to disposal.

- 4.7 Once adopted, the WMMP will be reviewed no less than every 5 years. The first review of the Plan will be within this timeframe, or earlier if a change in circumstances provokes a review of Horowhenua's Waste Management and Minimisation Plan.

**Long Term Plan Consultation Document for the Closed Landfill and Kerbside Recycling**

- 4.8 A particular focus of this consultation document is applied to the introduction of a Levin Landfill legacy rate and the way in which Kerbside Recycling services are funded. These will help support and guide further decision on the retention or removal of kerbside recycling services, affordable kerbside rubbish collection and the production of a ready for tender Waste Collections Services contract.
- a) Levin Landfill - Horowhenua residents have for more than 60 years benefited from the Council provision of its own district landfills. This arrangement ended in October 2021 (officially 31 May 2023) with the closure of the Class I Levin New Landfill. The district's closed landfills will require ongoing monitoring and maintenance, particularly the Levin Landfill, for at least another 30 years. To cover this a 'Landfill Provision' will be implemented to rate for these costs. Council will loan to cover the cost for this provision and will repay that loan over the next 20 years. Residents of the district benefited from the landfills so Council will equally distribute the cost across all properties. This document defines how Council will distribute the Levin Landfill debt and aftercare costs in the future.
- b) Kerbside Recycling - Council provides a fortnightly kerbside recycling service to urban and some rural properties. Council funds this service by way of a targeted rate. The residences who receive the rural kerbside recycling collection have never fully paid for the collection and there is no defined extent of the rural service. Council needs to decide to either remove the service or determine if there is a workable and fair way to rate some or all rural residents for the service. Currently not all rural properties receive the kerbside recycling service; those that do were offered the service during its inception if they already had a private commercial rubbish bin collection service in place. This document outlines the options available in providing and funding the service as we work through an existing contract of service.
- 4.9 Horowhenua District Council understands the importance of waste minimisation within the district and providing leadership in its management and direction is essential. Equally important to our organisation is that the community have the opportunity to easily participate and influence that direction. A key part of planning is to ensure that the activity management requirements are appropriately funded, prioritised and scheduled.



- 4.10 The options outlined in the report as summarised in the table below are what would form the key consultation topic with community, alongside the draft WMMP and Solid Waste Activity Statement.

Proposed Service – 3 Courses (Fully Funded)			
	Urban	Rural (Recycle)	Rural (no Recycle)
<b>1. Landfill &amp; Aftercare</b>	\$99.40	\$99.40	\$99.40
<b>2. Waste Collection &amp; Minimisation</b>			
2.1. Transfer & Recycling Stations	\$96.32	\$96.32	\$96.32
2.2 Kerbside Bags	\$22.25		
<b>3. Kerbside Recycling</b>			
Option 1 – Status Quo (Urban Pay)	\$158.39		
Option 2 – Status Quo (Targeted rates to Urban & Rural receiving the service as of 1 July 2024)	\$144.61	\$144.61	
Option 3 – Future (Urban Only)	\$133.99		
<b>Totals Option 1</b>	<b>\$376.36</b>	<b>\$195.72</b>	<b>\$195.72</b>
<b>Totals Option 2</b>	<b>\$362.58</b>	<b>\$340.33</b>	<b>\$195.72</b>
<b>Totals Option 3</b>	<b>\$351.96</b>	<b>\$195.72</b>	<b>\$195.72</b>
<b>Current Solid Waste Disposal (Subsidised/Loan Funded)</b>	<b>\$178.11</b>	<b>\$119.14</b>	<b>\$119.14</b>

## 5. Next Steps

- 5.1 Officers are seeking endorsement of the Waste Assessment 2024 and the Waste Minimisation and Management Plan 2024 as we continue to ne the establishment and embedding well understood approach to managing and minimising waste within our district.
- 5.2 The LTP Consultation Document for the Closed Landfill & Kerbside Recycling is essential in providing a clear understanding on the options in front of us as we navigate two activities through a number of complexities. Officers are seeking endorsement that this document provides the qualified and quantified data and workable options in providing opportunities to make informed decisions.


### Confirmation of statutory compliance

- In accordance with section 76 of the Local Government Act 2002, this report is approved as:
- containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
  - is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

## 6. Attachments

No.	Title	Page
<a href="#">A</a>	HDC - Waste Assessment 2024 - 20 Dec 2023	20
<a href="#">B</a>	WMMP 2024	73
<a href="#">C</a>	LTP Consultation Document - Solid Waste 2024	136

Author(s)	Rob Benefield <b>Acting Operations and Risk Manager</b>	
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Approved by	Monique Davidson <b>Chief Executive Officer</b>	
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# 2024 HOROWHENUA DISTRICT COUNCIL WASTE ASSESSMENT



**Horowhenua**   
DISTRICT COUNCIL

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Minimisation Plan (WMMP)
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Performance

Horowhenua District Council  
Waste Assessment 2024

# INTRODUCTION

This Horowhenua District Council Waste Assessment 2024 has been prepared by Council in accordance with the Waste Minimisation Act 2008 (WMA 2008).

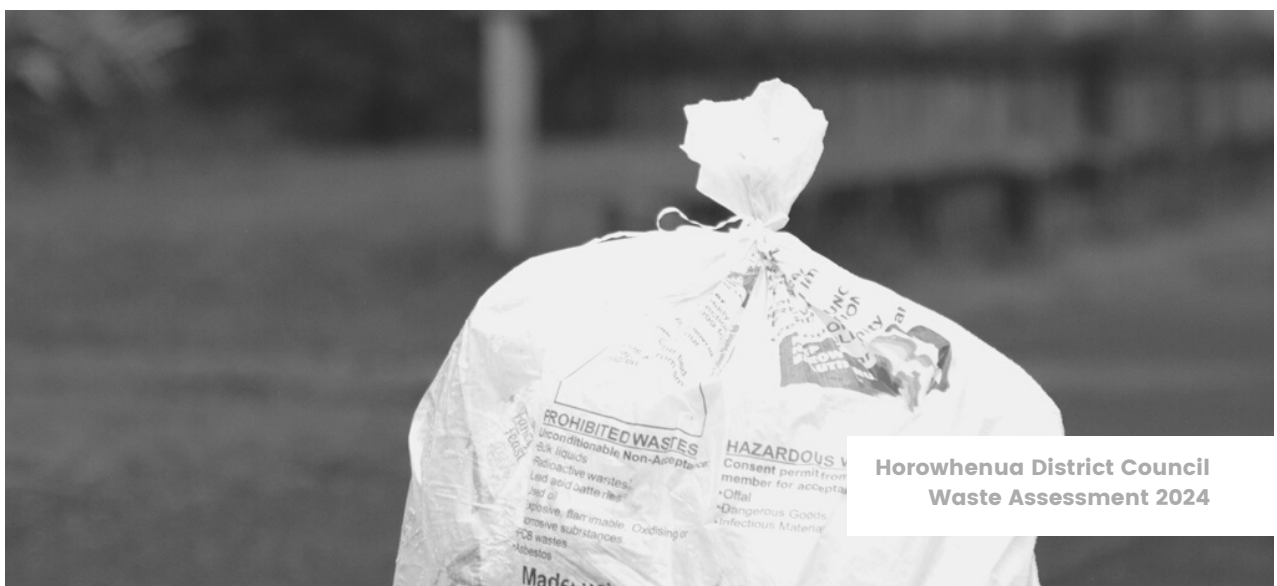
## Aim and Purpose of this Waste Assessment

A waste assessment provides an insight into the current waste situation in the Horowhenua District based on the tonnages collected and managed via the Council's Solid Waste Activity. The process to prepare a waste assessment builds a foundation of understanding that will allow Council to prepare its Waste Management and Minimisation Plan (WMMP), and to consider new or improved initiatives for the Solid Waste Activity in order to deliver on the environmental, social, economic and cultural benefits encouraged by Section 3 of the WMA 2008. Territorial authorities are legally required to conduct a Waste Assessment and have regard to it in the review and preparation of their WMMP. The WMA (s44) also requires that a Waste Assessment be notified with the draft WMMP for public consultation. This process is required at intervals of no less than every six years.

The Waste Assessment provides details of the following:

- Existing waste services provided in the region (Council and non-council)
- Waste quantities, composition and flows
- Identification of issues
- Future demand for services
- Vision, goals, objectives and targets for waste management and minimisation
- Guiding principles to direct how to get to where the Council wants to be
- Options assessment/statement of proposals for waste services and identified district issues

Our solid waste activities cover refuse collection and disposal, transfer stations, recycling, sewage sludge, hazardous waste management, management of the district's closed landfills and funding support for waste minimisation and waste reduction educational activities.



Horowhenua District Council  
Waste Assessment 2024



Council typically manages over 11,400 tonnes of waste over the course of a year. This comes from weekly rubbish, wastewater plants and fortnightly kerbside recycling collections. Nearly 4,500 tonnes of waste are transferred directly to Bonny Glen landfill located in the Rangitikei district. The other 6,900 tonnes are taken to various recycling plants for future reuse.

The activity incorporates the preparation, delivery and implementation of:

- Council's Long-Term Plan and Annual Plans
- Horowhenua 2040 Blueprint
- Infrastructure Strategy
- Waste Management and Minimisation Strategy



### Scope of Assessment

This assessment outlines the management and processing of solid waste within the Horowhenua District, whilst complying with all statutory obligations set out in the WMA 2008 and other relevant statutes such as the Local Government Act (LGA) 2002. To understand the district's waste situation, an analysis has been done on waste outputs that Council is responsible for, Council's Solid Waste services and Council-owned infrastructure.

A holistic overview enhances the understanding of relevant waste management information is vital in planning the review of our WMMP and to target objectives and goals. Accurately forecasting future demands is equally important in planning for the WMMP and determining how we as a council plan to deliver key initiatives in meeting those demands. Comprehensive planning will support Council to mitigate issues more effectively and efficiently.

Horowhenua District Council  
Waste Assessment 2024



### Legislative Context

Section 50 of the WMA 2008 sets out that before a Council reviews its WMMP, they must first undertake a waste assessment. The waste assessment must contain the following:

1. a description of the collection, recycling, recovery, treatment, and disposal services provided within the territorial authority's district
2. a forecast of future demands for collection, recycling, recovery, treatment, and disposal services within the district
3. a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option
4. a statement of the territorial authority's intended role in meeting the forecast demands
5. a statement of the territorial authority's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure
6. a statement about the extent to which the proposals will;
  - a. ensure that public health is adequately protected
  - b. promote effective and efficient waste management and minimisation.
  - c. In preparation of this Waste Assessment, Council have made a number of assumptions based on data from other regions in New Zealand (NZ). This is to avoid significant administrative and data collection costs and is allowed for by the WMA 2008 by Section 51.

## Strategic Context

### National Policy: Aotearoa New Zealand Waste Strategy

The purpose of the NZ Waste Strategy is a roadmap for the next three decades for a low-emissions, low-waste society built upon a circular economy.

To achieve this vision, the Ministry for the Environment (MfE) has broken the strategy into the following phases:

1. By 2030, our enabling systems are working well, and behaviour is changing.
2. By 2040, circular management of materials is normal, expected and well supported.
3. By 2050, New Zealand has a low-emission low-waste circular economy and is helping other countries make the change.

Section 44 (c) of the WMA 2008 states that Council must have regard to the NZ Waste Strategy, however the nature of the strategy allows for councils to create a plan that is designed to the specific needs of the district rather than a nationwide template. Central Government is currently developing more comprehensive waste legislation to replace the current Waste Minimisation Act 2008 and the Litter Act 1979. The new legislation will support the delivery of many significant initiatives including the waste strategy and waste actions of the Emissions Reduction Plan.



## Strategic Context

### Regional Policy: Horizon One Plan

The Regional Policy Statement (RPS) component of the Horizon One Plan (2014) provides a broad overview of resource management issues within the region and identifies policies and methods for achieving integrated management of natural and physical resources.

The One Plan has several policies relating to Waste including:

- Policy 3-8: Waste policy hierarchy
- Policy 3-9: Consent information requirements
- Policy 3-10: Clean fills, composting and other waste reduction activities.
- Policy 3-11: Landfill management

There are also relevant methods including:

- Method 3-1: Regional Territorial Authority Waste Forum
- Method 3-2: Public information - Waste

The One Plan also contains regional rules including those potentially relevant to waste management activity. A summary of the activities covered by rules in the plan is provided below.

- Discharge of organic waste materials include compost and biosolids to agricultural land (14-7 and 14-8, permitted or restricted discretionary activity).
- Offal holes and farm dumps (14-10, permitted activity).
- Discharge of clean fill material (12-21, permitted activity).
- Composting (14-22, permitted activity).
- Burning of a range of waste materials including paint, treated timber, rubber (15-9, prohibited activity).

There are also generic rules covering soil disturbance, discharge of contaminated material to land and to land where contaminants may enter water, and diversion of watercourses that are likely to be relevant for many waste management activities.





## Strategic Context

### Local Policy: Council Long Term Plan

The Long-Term Plan (LTP) is Council's key strategic planning document. It outlines Council's financial situation as well as the levels of service we are committed to for the activities we undertake and capital projects work programme for at least ten years (Council completes a 20-year plan), with a focus on the first three years. In June 2023, the Horowhenua District Council adopted a Long-Term Plan 2021-2041 Amendment.

Council has five community outcomes: outstanding environment, fit for purpose infrastructure, strong communities, vibrant economy and partnership with Tangata Whenua.

### Outstanding Environment

- Well managed solid waste disposal services and infrastructure that allows for waste to be disposed of in a controlled manner that minimises environmental impacts.
- Recycling services that support the reduction in waste entering the landfill.
- Provision of recycling collection and 'drop off' stations that help to reduce the amount of recyclable material being disposed of at landfill.
- Provision of waste minimisation education that helps to promote more sustainable practices within the community and reduce the pressures and impact on the wider environment for raw materials.

### Fit for Purpose Infrastructure

- Provision of solid waste infrastructure that meets expected level of service and legislative requirements ensuring that waste can be disposed of in a safe, environmentally sustainable way.
- Recycling service which meets current demand allowing for safe and reliable collection, processing and repurposing of recyclable materials.

### Strong Communities

- Reliable solid waste infrastructure and services enable healthy communities.
- Waste minimisation education helps to reduce waste to landfill and promote more sustainable ways of living.

### Vibrant Economy

- competitive and cost-effective waste collection services that enhance our ability to invest in waste minimisation opportunities.
- The provision of solid waste disposal services that diversifies in maximising our business performance outcomes that benefit the local economy and the community.

### Partnership with Tangata Whenua

- A proactive approach in building mutually respectful partnerships, in working alongside tangata whenua, enhancing our service delivery outcomes, and benefiting the community.

Effective and innovative waste management and minimisation contributes all five of Council's priorities.

### Council Activity Management Plans

The Council has an Activity Management Plan - Solid Waste that provides the detail on activity management and associated costs. The Activity Management Plan - Solid Waste was updated in November 2023 and is a living document that is updated in line with business improvement, changes in direction, legislative requirements.

The Activity Management Plan - Solid Waste covers:

- Landfill and transfer stations.
- Refuse collection.
- Waste minimisation and recycling.

The purpose of the plan is to “provide for the ongoing assessment and management of the solid waste activity by outlining the actions and resources required to meet the desired community outcomes, as defined in the Council’s levels of service, in the most cost effective and sustainable manner.”

Solid Waste Management By-Law - Council has a solid waste management bylaw, the bylaw sets out requirements for the collection and processing of waste and provides for the licensing of collection and processing activities. The associated licence for collectors requires those licenced to provide waste collection services to also provide (or provide for) recycling services. Note: This requirement for waste collectors to provide recycling services has been reduced due to the roll out of a ‘rate funded’ kerbside recycling collection.

### Horowhenua District Plan

In the Long Term Plan Amended 2021-41 (LTPA)[1] Council consulted on the future use of the New Class I Landfill. Three options were presented to the community. Elected members adopted - Option 2.

**Option 2:** Keep Levin Landfill closed with revenue generated from alternative site use determined through the WMMP development. The Levin Landfill would remain closed, but we will also look at how we could use the landfill site for something else. Council would still need to keep up with the necessary inspections, maintenance, and other compliance requirements. The preferred site future uses that most aligned with our strategic objectives and had the highest community support are:

- Clean fill – materials like clay, soil or rock that would not impact the environment
- A native plant nursery
- A local resource recovery park
- A local or regional-scale processing facility for organic material
- A local or regional-scale processing facility for construction and demolition (C&D) material.

The amount of revenue that could be generated is dependent on the success of the review of the landfill consent conditions. The previous review of the landfill discharge consents resulted in Council being taken to the Environment Court with the outcome of the New Class I landfill having to be closed by 31 December 2025. Parties of s274 have individually voiced their opposition to any activities that may leach any substance on to the ground within the landfill footprint. This would mean organic composting options for the site would be unlikely to find approval.

[1]<https://www.horowhenua.govt.nz/News-Events/Publications/Community-Connection/Long-Term-Plan-2021-2041-Amendment-Annual-Plan-202324>

### **Long Term Plan 2021-2041**

#### *Solid Waste Activity*

The Solid Waste Activity aims to collect and safely dispose of residential and commercial rubbish, assist with waste minimisation and aims to deliver continued waste reduction.

#### *Significant Change*

On 18 November 2016 commissioners released their decision on the review and application by Council to change the conditions of the Landfill discharge consents. This decision was appealed by the Hokio Environmental Kaitiaki Alliance (HEKA) and become the subject of an Environment Court process. The outcome of the appeal process is the Agreement. An agreement made between the parties which includes Council, HEKA, Ngāti Pareraukawa and Muaūpoko and Section 274 parties[2].

As part of the Agreement a governance group named the Project Management Group (PMG) was established (Item 5.1) the purpose of which is to 'create a forum in which the consent holder (Council) consent authority (Horizons) and interested parties (HEKA and others) can engage for the purposes reviewing and sharing perspectives on monitoring results and where appropriate strategies for maintaining or improving the landfill operation, consistent with the consent conditions'. Effectively the PMG acts as governance to Council in matters covered by the Agreement. This means Council must 'implement PMG decisions, appointments and recommendations made in accordance with clause 5.6'

Note: This Agreement will expire if the closure date of the landfill is beyond 31 December 2025. Upon the expiration of the Agreement, legal proceedings in the Environment Court may be taken against the Council.

In support of the HEKA Agreement, Council voted on 31 May 2023 to officially close the Levin New Landfill. Resolution Number CO/2023/104[3].

### **International Conventions**

New Zealand has implemented a number of international conventions in the area of waste management and minimisation. Due the nation's commitment to these conventions, it is important for Council to consider these as part of the waste assessment:

- The Stockholm Convention of Persistent Organic Pollutants ensures that government aims to protect human health and the environment by reducing and potentially eliminating the production and environmental releases of specific Persistent Organic Pollutants (POPs)
- The Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal aims to achieve environmentally sound management of hazardous wastes through regulation of hazardous waste movement between nations
- The Convention to Ban the Importation into Forum Island Countries of Hazardous Radioactive Wastes and to Control the Transboundary Movement and Management of Hazardous Wastes within the South Pacific provides additional commitment to effectively dealing with hazardous wastes

[2] <https://www.horowhenua.govt.nz/files/assets/public/v/1/levin-landfill/hdc-and-heka-levin-landfill-agreement-signed-13-march-2019.pdf>

[3] <https://www.horowhenua.govt.nz/files/assets/public/v/1/meetings2023/council/horowhenua-district-council-unconfirmed-minutes-31-may-2023.pdf>

# WASTE MANAGEMENT AND MINIMISATION PLAN (WMMP)



## Summary

Council's previous WMMP was adopted in July 2018 and is currently being reviewed. The vision statement in this plan was for Council to: "To deliver community benefits and continued waste reduction, promoting individual responsibility. Horowhenua businesses and households will be provided with efficient and effective waste minimisation and management services."

The goals for waste management and minimisation in the Horowhenua District are to:

1. Avoid and reduce waste where we can.
2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that cannot be recycled.
3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.

The objectives and targets for waste management minimisation in the Horowhenua District are:

- To avoid creating waste.
- To make it easy and safe to recycle.
- To ensure households and businesses have access to appropriate disposal of residual waste.
- To create opportunities for Horowhenua District - community partnerships, jobs, new products, more efficient businesses.
- To reduce illegal dumping.
- To improve community understanding of issues and opportunities for waste minimisation and management in the Horowhenua District.
- To work with other territorial authorities, central government, industry and other parties to improve waste management and minimisation and in New Zealand.

It is anticipated that these targets will be updated following consultation with the community before being adopted as part of the WMMP 2024 and Long-Term Plan 2024.



## 2018 WMMP Targets

<p><b>Vision:</b> To deliver community benefits and continued waste reduction, promoting individual responsibility. Horowhenua businesses and households will be provided with efficient and effective waste minimisation and management services.</p>		
Objective:	Relevant Goal(s)	Target(s)
1. To avoid creating waste	1. Avoid and reduce waste where we can. 3. Maximise community benefits employment, reuse of materials for economic benefit, cost effective services.	1.1 To reduce the total quantity of waste disposed of to landfill from Horowhenua on a per capita basis. The current figure is 536 kg per person Waste disposal < 400kg per person each year
2. To make it easy to recycle	Avoid and reduce waste where we can. Manage waste responsibly – make it easy to recycle and safely dispose of the materials that cannot be recycled. Maximise community benefits – employment, reuse of materials for economic benefit, cost effective services.	Increase in the proportion of material captured for recycling at kerbside and transfer stations. The current figures are 21% and 13% respectively. Kerbside recycling > 40% by 2023 Recycling at Refuse Transfer stations > 50 % by 2023 85% of people are satisfied with their recycling service. 2015/16 (Currently 75% satisfaction vs Annual Plan Target 75%). Residents' satisfaction > 85%
3. To ensure households and businesses have access to safe disposal of residual waste	2. Manage waste responsibly – make it easy to recycle and safely dispose of the materials that cannot be recycled. 3. Maximise community benefits – employment, reuse of materials for economic benefit, cost effective services.	3.1 Satisfaction with kerbside refuse and transfer station services. Currently 75% satisfaction vs Annual Plan Target 75%. Residents' satisfaction > 75%
4. To create opportunities for Horowhenua District – jobs, new products, more efficient businesses	Avoid and reduce waste where we can. Manage waste responsibly – make it easy to recycle and safely dispose of the materials that cannot be recycled. Maximise community benefits – employment, reuse of materials for economic benefit, cost effective services.	4.1 To publish a summary of available data on waste generation and management with each Annual Report. Summary data published in Annual Report To create a grant scheme to support new initiatives to reduce waste
5. To reduce illegal dumping	2. Manage waste responsibly – make it easy to recycle and safely dispose of the materials that cannot be recycled.	Reduction in illegal dumping incidents and quantity of material illegally dumped in the Horowhenua District. Quantity of illegally dumped waste < 2015/16 figure The number of illegal dumping incidents is < 2015/16 figure. Residents' satisfaction with litter and illegal dumping management. Residents' satisfaction > 85 %
6. To improve community understanding of issues and opportunities for waste management in the Horowhenua District.	Avoid and reduce waste where we can. Manage waste responsibly – make it easy to recycle and safely dispose of the materials that cannot be recycled. Maximise community benefits – employment, reuse of materials for economic benefit, cost effective services.	Schools' programmes delivered by Council Waste education is provided to >700 school aged students each year. Council (or contractors) promote waste minimisation at events in the District. Council promotes waste minimisation at > 5 events in the District each year.
7. To work with other territorial authorities, central government, industry and other parties to improve waste minimisation and management in New Zealand.	Avoid and reduce waste where we can. Manage waste responsibly – make it easy to recycle and safely dispose of the materials that cannot be recycled. Maximise community benefits – employment, multi-use facilities, reuse of materials for economic benefit, cost effective services.	7.1 To support the implementation of product stewardship schemes in Horowhenua. >4 product stewardship schemes available to Horowhenua businesses and households.

## WMMP Key Issues, Assumptions and Uncertainties

### Climate Change

Council is in the process of incorporating initiatives into planning that represent our approach to meeting climate change objectives, particularly through controls set out by the District Plan. While climate change remains a concern for many there are initiatives and decisions supported by Council to ensure community outcomes are met and the ongoing protection of important natural features in Horowhenua.

Council is working regionally with councils in the Manawatu-Whanganui region through the Joint Climate Action Committee. Supported by the Emissions Reduction Plan (May 2022) focus was to direct towards a circular economy, and prevention of organic waste entering landfills. Council is also working with councils from the Greater Wellington region, through Council's involvement with the Wellington Regional Leadership Committee and Growth Framework.

Consideration of climate change and Council's response to it, will form part of the WMMP 2024 discussions. Council have provided direction on climate change and will look to draft a Climate Change Strategy by July 2024. This will mean that future reviews of the WMMP will need to align with strategic direction and support community outcomes, specifically:

- Partnership with tangata whenua: We will uphold Te Tiriti o Waitangi and its principles; and
- Fit for purpose infrastructure: Our community facilities and infrastructure are resilient, helping us to respond to climatic events and natural hazards; and
- Outstanding environment: We protect and maintain the important natural features in our district.

Horowhenua recognises the important role we hold in implementing climate action within our region. Working in partnership with tangata whenua, mana whenua and our wider community enables Council to work in ways the support future sustainable waste outcomes.



Key issues, decisions, assumptions and uncertainties impacting the Waste Assessment are discussed in the table below:

Key assumptions for activities	
Issue, decisions, assumptions, uncertainty	Consequence for Activity
Levin Landfill closure	As no further municipal solid waste is being received, odour complaints will cease. Capping of the new landfill will seal off the waste from allowing excess water to percolate through and generate excess leachate.
Council waste disposal contract with Midwest Disposals Ltd	Council has agreed to a 20-year contract to dispose of its waste at Bonny Glen Landfill – Now year 2 This contract provides certainty of disposal of two waste streams, general municipal solid waste and sewage sludge. The long-term arrangement has financial savings from Council being a preferred customer.
The 'Old Dump' – portion of the Levin Landfill is to have a receptor arrangement in place to capture then reduce the concentrations of solutes that are slowly flowing in the direction towards Hokio Stream	The capturing of these mobile solutes and the treating of them either on site or at the Wastewater Treatment Plant will prevent any higher than permitted concentrations of various solutes from impacting on the health of the Hokio Stream.
Ministry for Environment	Waste levy to increase again by \$10/tonne – July 2025 (Total- expected surcharge \$60/tonne)
The Class I landfill portion of the Levin Landfill will continue to be maintained in accordance to discharge consents	The Class I landfill will continue to 'flare off' methane gases, it will continue to collect leachates and pump them to Levin Wastewater Treatment Plant for treatment. This 2004 landfill is built to MfE design standards which includes an impermeable barrier; resulting in no adverse environment effects occurring to the surrounding environment.
Closed landfill management plan (a)	Under the regulatory discharge consents Council will continue to monitor the health of the landfill and surrounding environments for some 30 plus years.
Closed landfill management plan (b)	Regular maintenance of the infrastructure will continue. E.g. erosion, slump correction, reticulation, pump and flare maintenance
Community consultation	The community and iwi will continue to be supplied with annual updates of monitoring reports for the Levin Landfill.
Council Waste Services contract 2018	Kerbside Refuse Collections and Transfer Stations contract continues to 1st October 2025 (Option 6-month extension)
Council Waste Services contract 2019	Kerbside Recycling Collection Services continues 1st July 2026
Contracted community education services	Funded via the Ministry for the Environment waste levy these programs reach preschool and school age students to build awareness and capability for community waste minimisation.

## WMMP Measuring & Monitoring

### Proposed Waste Initiatives Monitoring & Performance

What we said we would do?	Timeline	How did we do?
a. 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.	December 2018	Achieved
b. 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.	December 2018	Achieved
c. 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.	June 2019	Achieved
d. 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.	June 2020	Part Achieved – Waste audit completed 2022
e. Complete detailed analysis of optimising services for bulky household waste including the role of transfer stations, potential for a voucher system and potential bulky waste collections.	June 2021	Not Achieved
f. 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.	June 2021	Not Achieved
g. 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. Council will consider alternatives for residual waste management through the period of the WMMP.	June 2018	Under review LTP 2024
h. 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.	December 2018 & ongoing	Achieved (e-Waste operating)

## WMMP Measuring & Monitoring

### Policy Actions

What we said we would do?	Timeline	How did we do?
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.	June 2019	Achieved
Review and amend the existing Solid Waste Bylaw (2014). This will focus on licensing, provision of recycling and consider limiting receptacle size. With a small number of collection providers operating in the district, Council is in a position to develop a 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.	December 2018	Not Achieved
Continue to report on progress against the targets in the WMMP in annual reports.	June 2018 & ongoing	Achieved
Collaborate with local government organisations, non-government organisations (NGO) and other key stakeholders to progress national activity on waste minimisation and management policy.	Ongoing	Achieved
Continue to actively address illegal dumping activity including where possible identifying perpetrators and if required undertaking clean-up activity.	Ongoing	Achieved

The WMMP 2018 targets while generous are very aspirational and not supported with full or sufficiently quantifiable data. Subsequently a number of the 2018 tabled Statement of Service Performance (SSPs) targets have not been achievable. Note: Most of Horowhenua waste was disposed of at the Council owned Levin Landfill but with the closing of the landfill (effectively in October 2021) the ease of getting good data ended.

The way forward to resolve these gaps in information is to build elevated levels of trust. When this challenge is met then commercially sensitive waste tonnage information can be shared with Council who is not only a regulator but also as a waste competitor. Robust and fully encompassing waste data is a necessity before any meaningful targets can be set. The targets set in the WMMP 2018 lacked the necessary baseline data which means that the targets presented could not be accurately measurable and so therefore not achievable. The goal for the period of the WMMP 2024 will be to build trusting relationships with other waste service providers and receive full and accurate data. Only when that milestone is achieved will meaningful waste diversion targets be able to be set. (Note: This problem of data collection is systemic to all Councils and MfE).

# PUBLIC HEALTH ISSUES

Public health is a key consideration when dealing with waste and is a fundamental priority of the involvement of local authorities in waste management.

Legislative provisions outline the need for local authorities to ensure public health is prioritised when creating strategic plans such as the WMMP.



## ***Waste Minimisation Act 2008***

Under Section 51 of the WMA 2008, waste assessment proposals must ensure that public health is adequately protected.



## ***Local Government Act 2002***

The Local Government Act gives consideration to the role of territorial authorities in protecting public health through various provisions.



## ***Aotearoa NZ Waste Strategy 2023***

The Aotearoa NZ Waste Strategy is a roadmap for the next three decades for a low-emissions, low-waste society built upon a circular economy.



## ***Health Act 1956***

Section 29 (n) of the Health Act discusses the nuisance of burning waste material, rubbish, or refuse or other undertaking produces smoke in such quantity, or of such nature, or in such manner, as to be offensive or likely to be injurious to health. This provision highlights the serious health risk of burning rubbish.

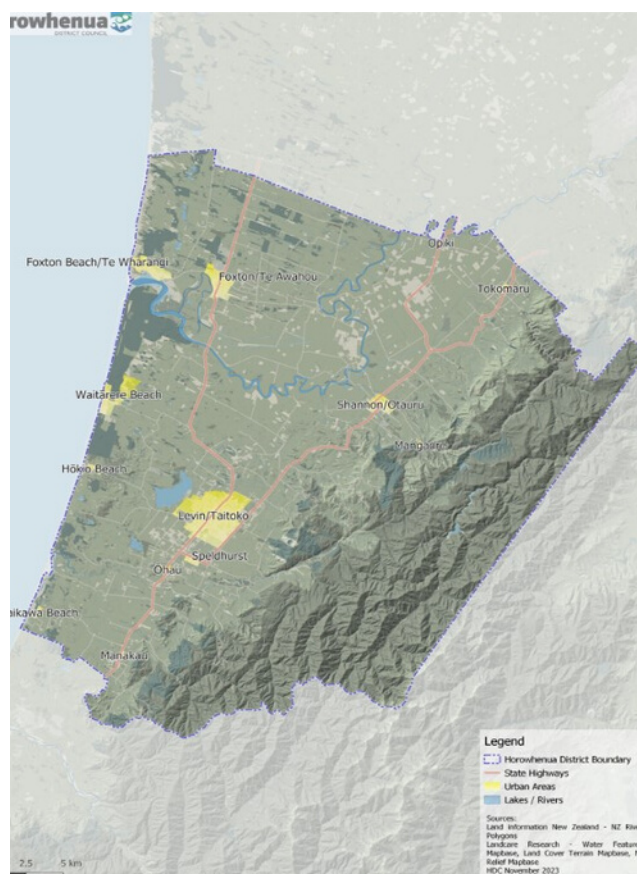


# OUR DISTRICT

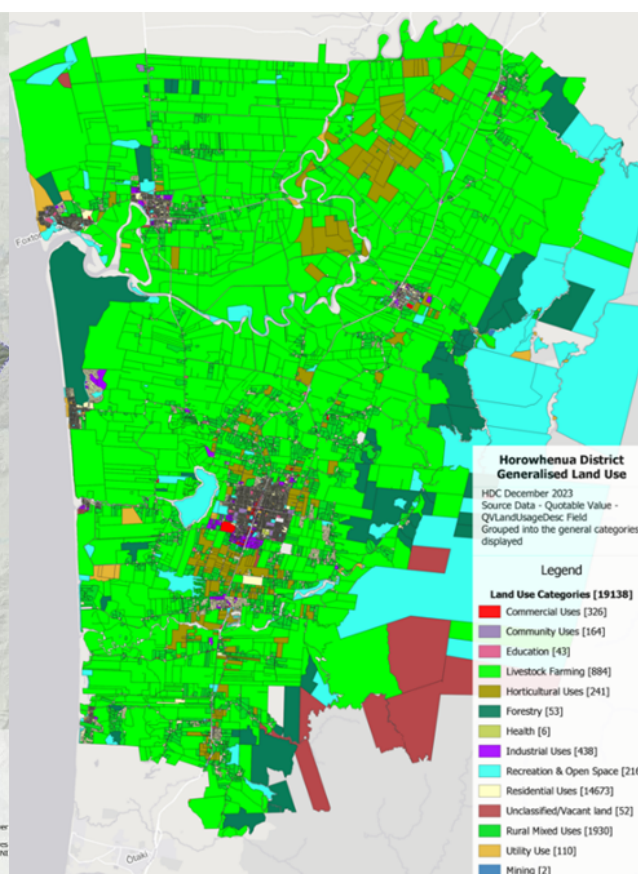
This section explains key aspects of the Horowhenua District's geography, population and economy. These key features of the district are highlighted as they heavily influence the types and quantities of waste produced and need to be factored into any decisions made about waste management and minimisation.

## Geography of the District

The Horowhenua District stretches from the Pacific Coast on the west and Tararua Ranges in the east. The Manawatū River runs through the Northern area. To the south, Horowhenua shares a boundary with Kapiti and Manawatu, to the north. The boundary to the east is shared with Tararua district.



Horowhenua District Geography Map

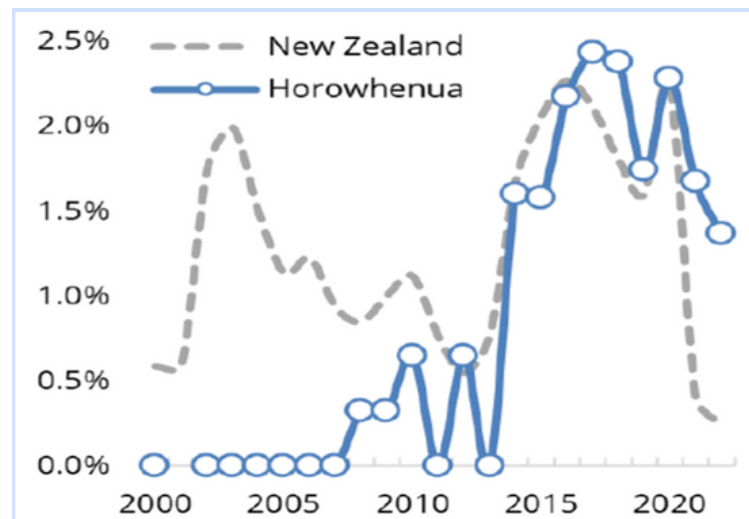


Horowhenua District Generalised Land Use Map

Horowhenua District Council  
Waste Assessment 2024

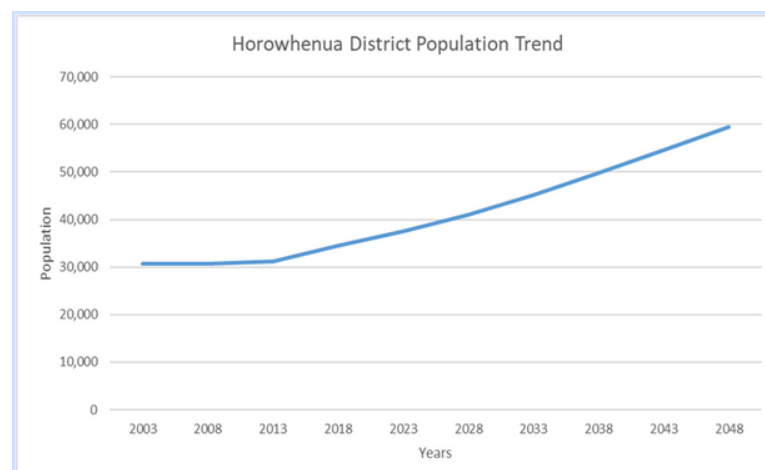
### Population

In 2014, a nationwide boost in inward migration helped to reverse low population growth in Horowhenua. Since then, the area has been growing faster than the Wellington region average. It has maintained strong growth even during the COVID pandemic induced fall in national population growth.



*Population growth compared to New Zealand wide trend*

The graph below shows Horowhenua's population will be some 60,000 residents by 2048. Most of the growth will be in the larger urban areas Levin and Foxton. This growth will require Council to make additional substantial investment in kerbside recycling service delivery requirements.



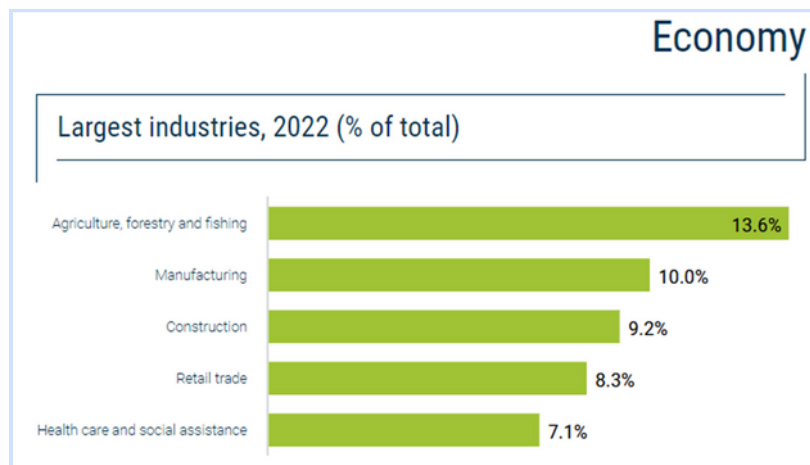
*Horowhenua District Population Trend*

Horowhenua District Council  
Waste Assessment 2024



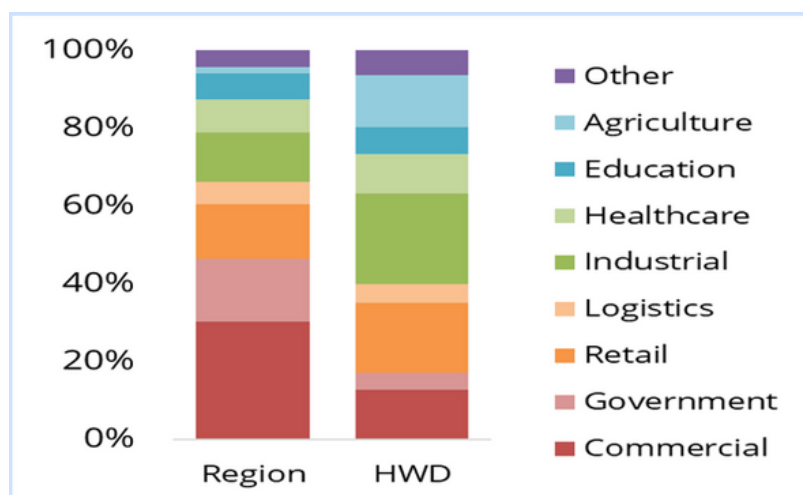
### Economy

The graph below shows the largest industries in the Horowhenua District in 2022<sup>[4]</sup>. Agriculture, forestry and fishing are the main industries in the district with manufacturing close behind.



*Horowhenua Largest Industries (2022)*

Data from the Horowhenua Housing and Business Assessment for the Wellington Future Development Strategy shows there has been growth across all sectors between 2017 and 2022. Most notably in the industrial sector. Food processing, measured as part of the industrial sector here, has taken advantage of improved connectivity to build on local agriculture. Likewise, manufacturing and construction businesses can take advantage of cheaper land to service much of the Lower North Island.



*Regional and Horowhenua Sector Growth (2017-2022)*

Horowhenua District Council  
Waste Assessment 2024

<sup>[4]</sup>Regional Economic Profile, <https://rep.infometrics.co.nz/horowhenua-district/infographic>

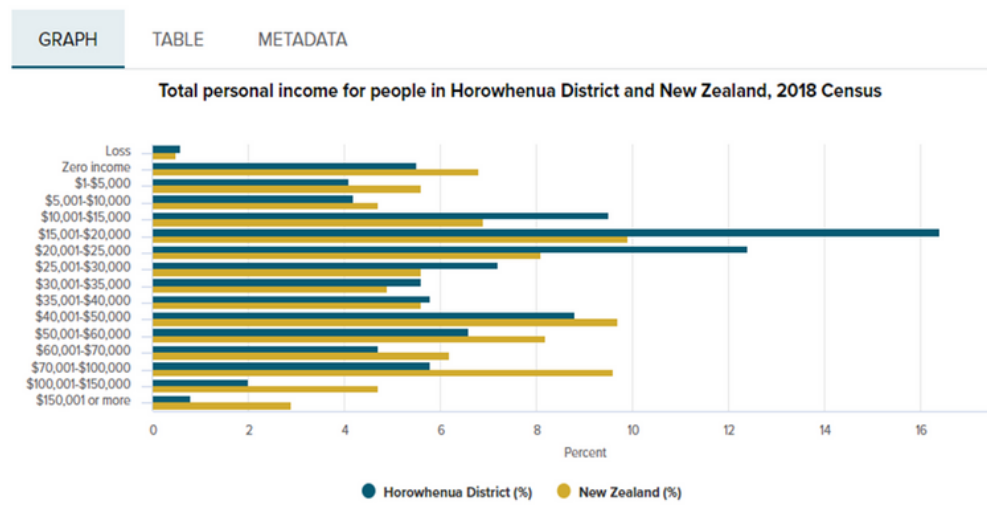


### District Income Data

Median income in Horowhenua is \$23,900 In comparison NZ median income is \$31,800.00 Equating to 33% less income than average NZ income. By national standards we are not a wealthy community.

Council has a role to assist its community to access essential sanitary services by some public private funding arrangement. Thereby allowing all demographics which includes residents on fixed incomes and low incomes to fully participate in maintaining good community health and wellbeing despite the overall high cost of living.

### Personal income, Horowhenua District compared with New Zealand



Horowhenua Personal Income Compared with New Zealand)

Horowhenua District Council  
Waste Assessment 2024

# THE WASTE SITUATION

## District Waste Quantity Estimates and Composition

This section reflects on the current output of waste across the district in urban and rural areas.

Council considers that the assumptions made to estimate urban, rural domestic and farm waste composition and quantities are appropriate due to the significant cost associated with collecting accurate field data. These assumptions are allowed for under Section 51 of the WMA 2008.

## Urban Waste Estimates

Presently there are approximately 14,000 urban households in the Horowhenua District. From these households some 1,600 tonnes of diverted materials are collected annually at kerbside. This equates to an urban diversion of approximately 20% of materials. A kerbside rubbish bag/bin waste audit was undertaken in 2022 and showed the potential for additional diversion from landfill to occur. The audit showed 52% of the waste was composed of organic material. Material that if removed could be made into compost or biogas (Methane and CO<sub>2</sub>) depending on the waste conversion process implemented[5].

Note: Various collection models have been used nationally from kitchen waste only collections to food organics and greenwaste organics combined collection methods (FOGO). Each have their own unique challenges, benefits and drawbacks. The most expensive part of any urban waste diversion service is often the kerbside collection cost. This is a challenge that would require working through especially since Horowhenua is still looking at how to pay for its urban kerbside recycling collection. This service was historically funded by the revenue from the Levin Landfill. (Over \$1.5million/annum). If we were to provide an organics collection, then the most cost-effective option would be combining the two organic streams into one collection.



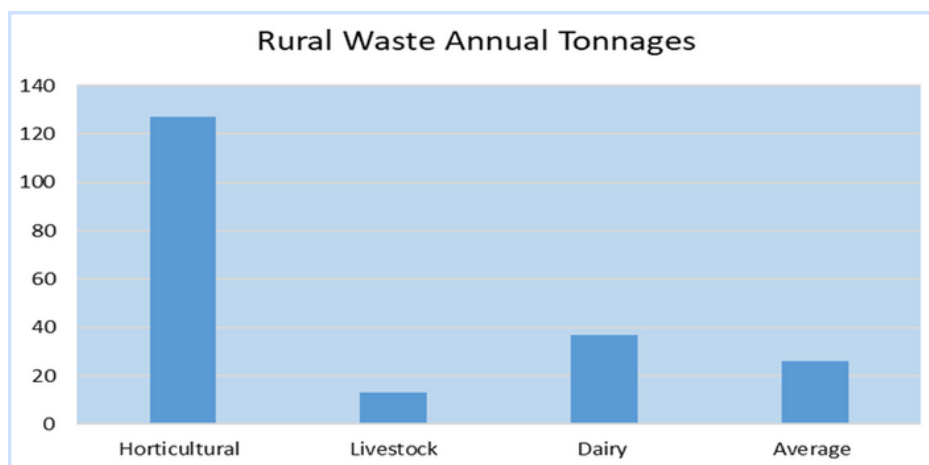
[5] <https://www.mynoke.co.nz/ako-mynoke>

Horowhenua District Council  
Waste Assessment 2024



### Rural Waste

Rural farm waste presents a significant potential risk to the environment. A GHD study undertaken in 2014 shows the main waste management actions undertaken by the agricultural sector are burn, bury, and bulk storage (3Bs).[6] The study found that 80% of farm owners had a farm dump. Of those who had a farm dump 94% would burn the waste to extend the life of the dump. Note: The farm dumps are not lined, nor managed to prevent water runoff. The estimated total volume of farm waste per annum in New Zealand is 2,148,627 tonnes (2014). Barriers to improving practices and behaviours are legacy behaviour, lack of awareness, lack of tangible waste management options. Cost was also an important barrier to change especially when 3B activities are permitted by regulatory authorities. The introduction of bylaw bans on the burning of any plastics in Southland has resulted in a shift in behavior of rural landowners who are now more inclined to utilise the services of plastic wrap collectors and other plastic waste collectors.[7]



[6]<https://www.boprc.govt.nz/media/424819/rural-waste-surveys-data-analysis-waikato-bay-of-plenty.pdf>.

[7]<https://plasback.co.nz/>

### Rural Farm Waste Yearly Estimates

These estimates were derived from a GHD 2014 study undertaken by the Regional Councils of Waikato and Bay of Plenty who measured waste volumes generated on different farm types (i.e. sheep and beef, dairy). This study reviewed the waste being collected on farms which is most often disposed of on-site.

This data was then projected to the farm types and numbers in the Manawatū District community. Farm type data in the Manawatū was derived from Statistics New Zealand 2019. Farm waste data also includes provision for domestic waste generated on farm.

Yearly Rural Farm Waste (Summarised)	
Waste Type	Quantity (T)
Organics	7258
Plastics	6801
Timber	5382
Ferrous Metals	1707
Household Domestic	971
Rubble and Concrete	417
Potentially Hazardous	301
Rubber	66
Paper	39
Textiles	18
Glass	0.219
<b>Total</b>	<b>16843</b>

*Estimated Total Rural Waste Data - Sorted by Highest to Lowest Quantity*

### Horowhenua District Council Data (2018-2023)

Northland Waste is Council's provider of all solid waste and recycling collection services. As part of delivery of these services, Northland Waste provide Council with regular data reporting. It is important to note that Council does not manage all of the district's waste, and that waste managed by private enterprises is not reflected in Northland Waste provided tonnage reports. To calculate the total waste generated in Horowhenua estimates based on population and type of waste urban, commercial are the only means to get a general picture of total district waste to landfill.

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### Recycling and Waste Diversion

Council has a number of waste diversion initiatives in place. They are

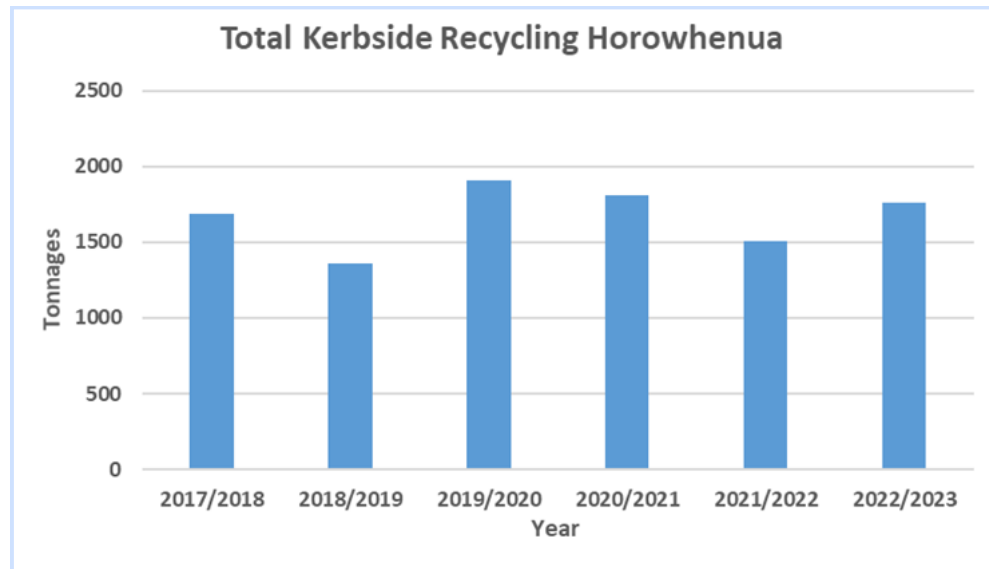
- Kerbside recycling: Glass bottles and comingled recyclables
- 3 Waste Transfer Stations: Foxton, Shannon and Levin (Midwest owned)
- 6 Mobile Recycling Stations: Foxton Beach, Tokomaru, Opiki, Waitarere Beach, Waikawa Beach, Shannon



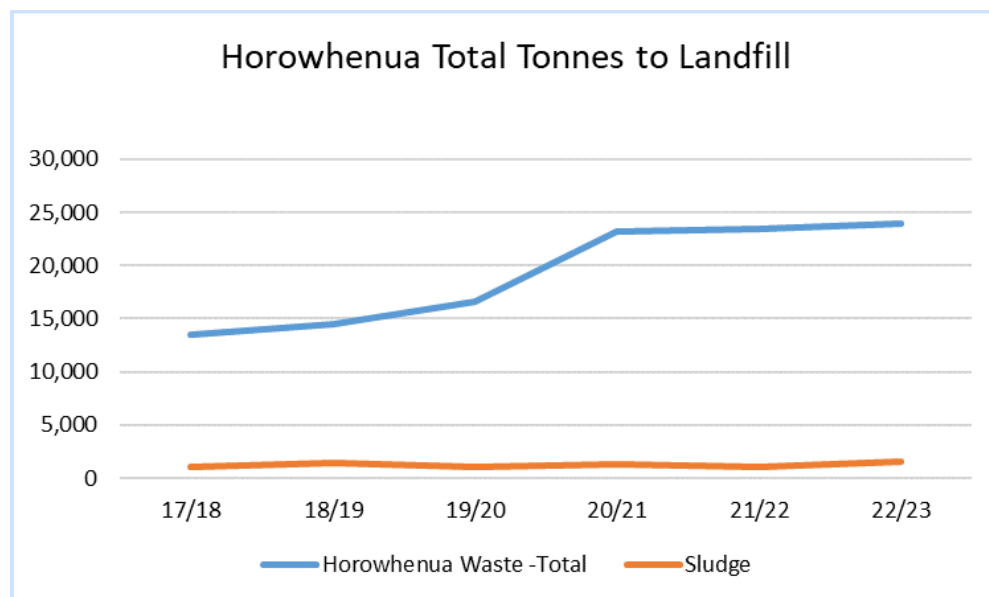
*Bulk storage at the Awapuni Materials Recovery Facility of bottle glass*

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**Yearly Tonnages**  
**Total Kerbside Recycling**



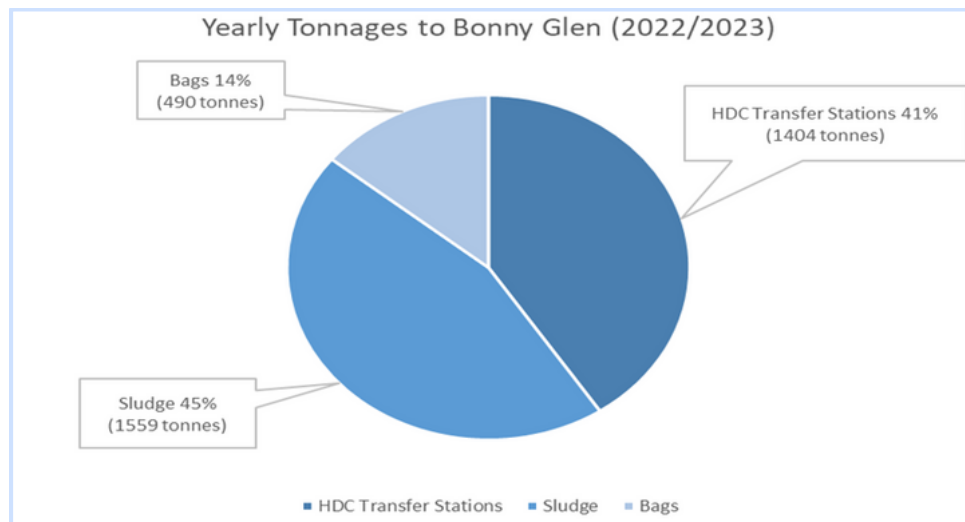
**Horowhenua District Waste to Landfill – Sludge & Waste**



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### Refuse to Bonny Glen Landfill

Council provides an important service to residents on fixed incomes via kerbside bag service.



### Other Waste Quantities

Within the District, there are various private companies that collect different materials such as green waste, clean fill, construction waste and general refuse. These materials are not included within the data contained in this report as the waste is deposited at various privately owned sites. Furthermore, council does not have access to private industry's tonnage data.

### Waste Companies Operating in the Horowhenua District

Private Waste Companies	Other Waste Companies	Demolition Waste Companies
Waste Management	Oji Fibres	Tatana Contracting
Low-Cost Bins (Northland Waste)	Scrap Metal Dealers	Central Demolition
Lucy Bins Limited	Paranui Organics	Jilesen Contractors
Levin Container Rubbish		Kodiak Contracting
All Waste Drums		C J Recycling
EnviroWaste		Horowhenua Contracting

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# WASTE SERVICES AND INFRASTRUCTURE

## Collection

### Northland Waste

Northland Waste is Council's provider of all solid waste and recycling collection services. This includes kerbside pickup and emptying of Mobile Recycling Stations (MRSs). Every month, Council receives a report from Northland Waste showing the amounts of waste and recycling collected from kerbside collection and MRS's.



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### Kerbside Collection

Council offers kerbside collection for both refuse and recycling depending on the area.

Urban residents have access to weekly rubbish collection and fortnightly recycling collection. Rubbish is collected in HDC bags which are available for residents to purchase at supermarkets, as well as stores located throughout the District. HDC bags are also available at Council's Civic building.

Council provided kerbside refuse collection services are available to urban households in the District. Recycling is collected in 240L or 80L wheelie bins, and crates for glass.

Some rural residents have access to kerbside pickup for rubbish. This is under review and will be out for consultation with the community as part of the councils 2024 Long-Term Plan.





### Waste Education

Zero Waste Education is taught to students across the district. There are 10 different classes taught including; Litter-less lunches, Compost and Resource Sustainability. The following schools in the Horowhenua District are Zero Waste Education Schools:

- Coley Street School
- Fairfield School (Levin)
- Foxton School
- Levin Intermediate
- Levin North School
- Levin School
- Poroutawhao School
- Shannon School
- St Joseph's School (Levin)
- Taitoko School
- Tokomaru School





## **Funding for Council Services**

### **Waste Disposal Levy**

The waste disposal levy was introduced under the WMA 2008, and currently sits at \$50 per tonne for all Class 1 landfills. The purpose of the levy is to create revenue to promote waste minimisation as well as recognising that disposal to landfill effects negatively not only the environment, but also society and the economy. On an individual basis, the levy encourages people to take responsibility for the waste they produce and to find effective ways of encouraging the make, use, return principles.

A portion of the total waste levy generated goes to councils, of which our Council receives its share. Council then uses the fund to help promote waste minimisation in the District, including funding for the waste minimisation officer role. The remaining levy goes towards the waste minimisation grants, education and infrastructure projects.

### **Waste Minimisation Fund**

This fund receives half of the total waste disposal levy and goes towards supporting different projects nationwide that increase the reuse, reduce and recycling of materials. Council traditionally utilises the funds to support educational programmes in the District.



### Rates

Rates are a crucial funding stream in order to deliver the most effective and efficient waste management and minimisation services and infrastructure. Council will move from one solid waste charge to a package of dedicated targeted rates. The charges will be applied in the case of kerbside recycling collections only to those who receive the collection. Those who do not pay for the service will not receive the collection.

Note: The Waste transfer stations, and mobile recycling stations will cover the shortfall in this level of service, with all residents in the district able to participate in recycling and disposal of their rubbish (waste to landfill).

### Funding of Services

Council's 10 Year Plan 2024-42 shows how the Solid Waste activity is funded. A summary of this is set out below:

- Landfill provision 100% is publicly funded. Covers the costs to maintain closed landfills and comply with the regulatory consents.
- Kerbside Recycling 100% is publicly funded. Only those paying for service to receive this collection
- Waste Transfer Stations MRSs and Waste minimisation 80% is publicly; 20% privately funded
- Rubbish bag collections 80% is publicly; 20% privately funded

### Transfer Station Gate Takings

The Waste Services contract has a peculiar arrangement whereby the first \$220,000 or revenue is exclusively applied to the contractor Northland Waste. Revenue realised above \$220,000 is shared on a 50:50 basis between Northland Waste and the Council. This arrangement prevents the full revenue received being applied to either reducing either the gate rates for the communities of Foxton and Shannon or being applied to reduce the costs associated with other waste activities. This arrangement will be reviewed with the replacement contract for waste services scheduled for October 2025.





### Kerbside recycling Collections

Historically the funding to cover the costs for this service was via the revenue from the Levin Landfill. (\$1.5million) Since the Landfill's closing the kerbside recycling collection has been funded by way of loan funding. This loan arrangement is set to change with funding to come via a dedicated targeted rate paid by residents that receive the collection. The dedicated targeted rate will be 100% publically funded. Ideally due to traffic health and safety limitations this service would limit to residents within 30-50km/speed zones. Council is for safety limitations presently looking at removing a number of rural kerbside recycling collections due to the collection being on roads 80-100km/hr and having narrow carriage ways. The areas will be Manakau, Arapaepae, and Tokomaru state highway roads. Note: No resident in the rural zones' areas have ever been charged for this service, only urban residents.

### Landfill Provision

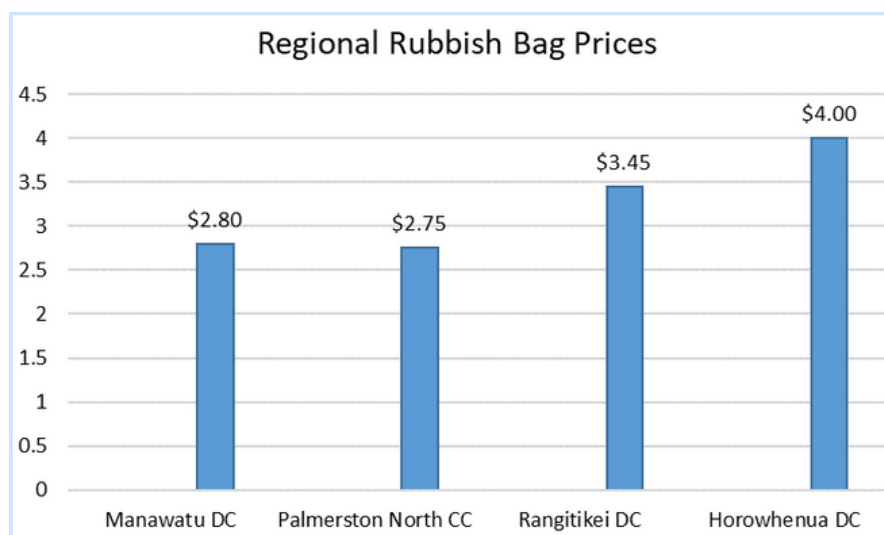
Horowhenua residents have over the last 60 years plus have benefited from the Council provision of its own district landfill/s. This arrangement came to an end in October 2021 with the closure of the Class. I Levin New Landfill. The district closed landfills will require ongoing monitoring and maintenance particularly the Levin Landfill for at least another 30 years. To cover this cost a 'Landfill Provision' will be implemented to rate for these costs. The cost for this provision will be by way of raising a loan that will be serviced over the next 30 years. As residents of the district benefited from the landfills the cost will be equally distributed across all residential properties.

	Total	Annual Payment
Landfill Debt – 30 June 2023 (20 years)	\$4.7m	\$237,000
Landfill after care costs		\$1,479,296
Total		\$1,716,296

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### Kerbside Rubbish Bag Collection

Council has been offering its own kerbside rubbish collection to the residents of Horowhenua for some 60 years plus. The present arrangement uses a 60 Litre HDPE high strength plastic bag. The bags are available in a 5-pack arrangement with ability to be sold as single bags (Eaches) and will have easy to tie looped handles. Compared to our neighbouring Councils our bags are much more expensive and so our bags have priced themselves above the local market rate.



The utilisation of a Council rubbish bag has multiple benefits.

- The bag can be purchased and used according to need. E.g.; Used only once per month. Annual cost \$48.00
- The small size of the bag motivates the user to do more recycling. Promoting waste diversion to landfill. Circular economy benefits
- The size of the bag is easier for elderly to cart to kerbside
- Once collection is done, nothing is left at kerbside to return home
- A low purchase price allows all to have an affordable collection service
- Bags used during Covid as part of emergency aid packages provided to allow community to stay clean and healthy.
- TeTumatakahuki distributed bags to needy residents. No bags, no provision of sanity service as part of aid package

Contrasted with a privately operated large rubbish wheelie bin:

- Less waste diverted from going to landfill. Works against waste minimisation principles
- During weather events the bins become air borne projectiles with rubbish covering streets
- Requires specialist expensive vehicles to collect
- Logistical issues during emergency events –i.e.; Limited Road access during emergency events

# FORECAST OF FUTURE DEMANDS

Looking to the future, there are a wide range of factors likely to impact the future demand for waste management and minimisation.

## Forecasts of Waste

Forecasts of waste 'generated' have been developed using population projections, historic waste quantities and the emerging factors such as the increasing participation of rural properties in the kerbside collection service. In this context waste generation refers to material entering the waste management system i.e. collected or taken to transfer stations.

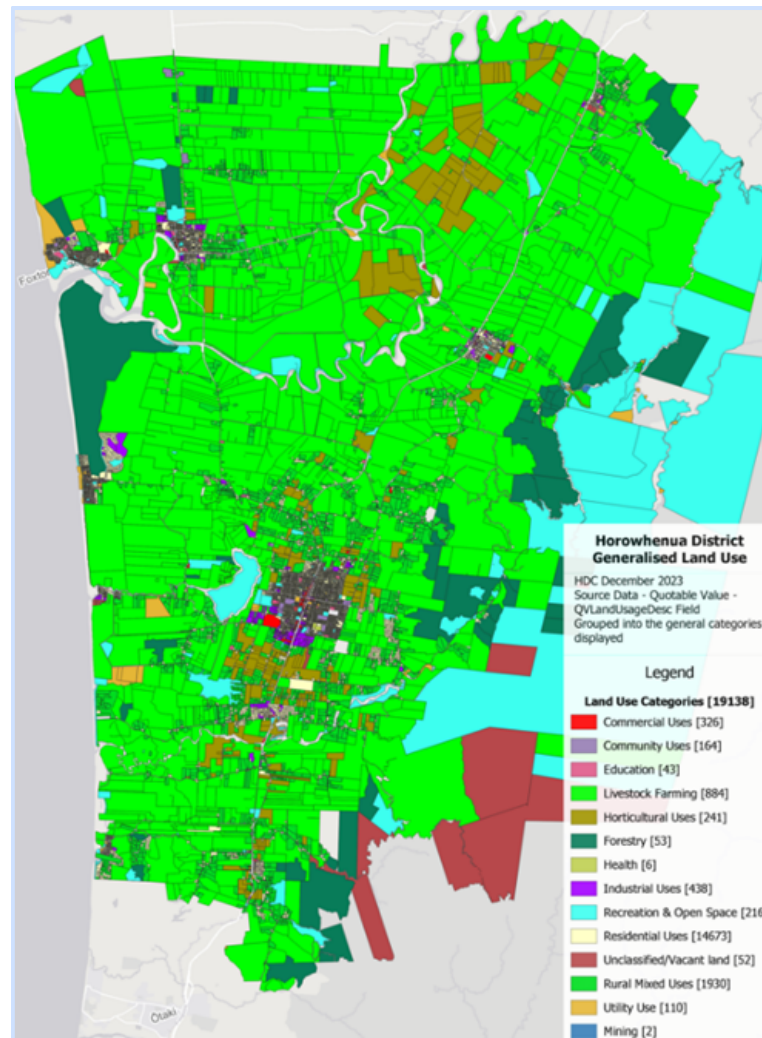
There are several factors which point towards significant uncertainty in the forecasts, these need to be factored into any decisions made based on forecast demands. These factors include:

- Transport of waste out of the district.
- The impact of the current (regional and national) focus on rural waste, it is possible there will be a resulting significant increase in commercial quantities of rural waste such as plastic wrap, chemical containers and treated timber (fencing/construction).
- The impact of varying economic activity - forestry, dairy, sheep and beef, small scale manufacturing.





## Rural Land Use Projections Horowhenua District Generalised Land Use



From the map above, you can see the majority of the district is dependent on agricultural production of some type.

With an increase in spending in many of the retail sectors, Council would expect to see an increase in waste streams associated with these activities (particularly with an increase in online shopping), e.g. plastic and cardboard retail packaging.

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As ecommerce popularity is increasing each year. Presently 70% of New Zealand's population will at some stage shop online. Sales in 2023 amounted to some \$6 billion. By 2026 it is forecast that 83% of the population will engage in online shopping[1]. The flow on consequence of this activity is more packaging especially with weekly supermarket purchasing. As New Zealand presently does not have enough infrastructure to deal with current volumes of paper and cardboard additional infrastructure or processors such as decentralised vermiculture will be required to deal with the increased fibre supply[2]. Note: Council's fibre is processed by Oji Fibres and is all reused.

#### **Changes in Central Government Policy and Legislation**

There are emerging changes in Central Government policy that seek to influence how Council manages and minimises waste. Council will consider the costs of investing in additional infrastructure along with any gains derived in support of a circular economy as reflected in Central Government policy.

#### **Options Available to Meet Future Demands**

There are a number of ways Council could meet the anticipated future demands for waste management and minimisation.

#### **Increase in Levels of Service**

The Ministry for Environment (MfE) has put in place a number of targets for Councils to meet. These are concerned with urban waste to landfill diversion targets.

[1]<https://environment.govt.nz/assets/Publications/Files/national-resource-recovery-project-redacted.pdf>

[2]<https://therubbishtrip.co.nz/be-a-tirading-kiwi/fixing-our-fibre-problem-paper-and-cardboard-does-not-belong-in-landfill/>

### **Kitchen Waste Collection**

Council where to meet the requirement for kitchen waste collections by 2029, then additional infrastructure and a new a contract of service would be required to be invested in. The cost for this level of service is estimated be upwards of \$1.5 million per annum.

### **Waste Diversion Targets**

The other MfE targets for urban waste collection diversion is 30% diversion by 2026, 40% by 2028, and 40% diversion by 2030. Note: The proven method to get greater waste diversion from going to landfill is to provide smaller bins for general rubbish and larger bins for comingled recycling.

The MfE targets could be meet by either of three ways.

- Alternatively Council works on the lowest cost initiative of making the Councils 60Litre bags the most publicly sort after method of kerbside disposal of general rubbish. Note: Price is often the enabler of change.
- Finally, and a more expensive option is for Council to roll out its own small rubbish bin, 140Litre capacity to the urban community. Note: Manawatu District Council is doing this.

### **Biosolids and Compost**

Our Council like most other Councils looks at ways to dispose of sludge from its wastewater treatment plants and its water treatment plants too. Presently Council has an agreement with Midwest Disposals to dispose of its sewage sludge at Bonny Glen. The agreement with Midwest Disposals is a 20-year agreement which does allow for diversion of waste if that waste is made into another product. For example, converting the sludge into compost, or another product with an alternative use.

Alternative reuse options are available such as implementing vermiculture process to transfer sludge to humus. Taupo District Council utilizes this approach using pulp fibre as its carbon source<sup>[1]</sup>. This low-tech type of natural processing would be suitable for Levin's horticultural production with the added benefit of reducing horticultural needs for high nitrogen-based fertilisers meaning a healthier Lake Horowhenua.

Kapiti District Council puts its sludge through a drying process. This reduces the weight of the material. No further processors are planned in diverting this waste stream from going to landfill.

<sup>[1]</sup> <https://www.mynoke.co.nz/ako-mynoke>

### Statement of Proposal to Meet Demands

This section sets out a long list of options available to the Council to address the key issues that have identified through this waste assessment. Council will further explore and prioritise these opportunities and consult on the most appropriate action plan through its WMMP 2024.



#### Key:

Contributes to ensuring public health is adequately protected









Promotes effective/efficient waste management and minimisation



Revenue opportunity

Category	Change of Service		Impact	Support ✓ No Support ✗
Refuse Collections	Limit collection area to urban zones		Cost effective contract Safety for all road users including contractor staff	
	Reduce rubbish bag prices to facilitate positive change		Increase recycling and so improve waste diversion to landfill Increase market share and improve revenue	
Refuse Waste Transfer Stations	Levin Waste Transfer Station Foxton Transfer Station Shannon Waste Transfer Station		Improve design to facilitate more recycling opportunities Improve design to facilitate more diversion. Reduce contamination Improve design to facilitate more diversion. Reduce contamination	
Refuse Waste Transfer Stations	Levin Waste Transfer Station Foxton Waste Transfer Station Shannon Waste Transfer Station		Increase capacity for acceptance of environmentally harmful waste streams. E.g.; Lithium-ion batteries, pesticides, etc E.g.; Waste oils	
Urban Kerbside Recycling	Limit collection to urban area/zones		Cost effective contract Definable area of collection Targeted rate Contractor safety and public safety	
Rural Mobil Recycling Stations (MRSs)	Promote access to recycling for non-urban rural		Rural communities continue to have access to MRSs to enable participation	
Green waste	Trial special zero cost months disposal of green waste to promote green waste diversion. Or other organic diversion options		Increase district waste diversion. MfE has set territorial authority targets of - 2026 - 30% 2028 - 40% 2030 - 50%	
Food waste	Investigate cost and benefit of food waste collections. Urban		MfE target for 2030 - All Councils with populations greater than 1,000 people	
Clean fill	Investigate feasibility of clean fill operations at Levin Landfill or another site Trial food waste drop off at Waste Transfer Station E.g. Foxton WTS		Revenue opportunity Build community support for such a waste diversion initiative	

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Category	Change of Service		Impact	Support ✓ No Support ✕
Clean fill	Investigate feasibility of clean fill operations at Levin Landfill or another site		Revenue opportunity	
Farm Waste	Promote bale wrap recycling, correct hazardous waste disposal/reuse options		Build network of options for rural waste recycling, safe disposal of toxic wastes	
Regulation	Review the Solid Waste Bylaw to align with the Waste Management Minimisation Plan		Provide the legal framework to support waste management and minimisation targets	
Data	Build relationships with private waste operators to secure needed waste tonnages		Improve ability to reach Council and MfE waste diversion targets.	
Education	Promote grant applications for waste diversion initiatives. Encourage schools to promote waste diversion activities, And partner with Council's preferred waste educators		Initiatives will need to demonstrate tonnages of waste diverted from going landfill Zero Waste Education Enviroschools Waste Ed with Kate	
Engagement	Continue to build and maintain relationships with community groups		Maintain the waste minimisation officer role. Use the Council website to show case various community waste minimisation projects.	

# MEDICAL OFFICER OF HEALTH STATEMENT

I, Dr. xxxxxx, Medical Officer of Health (MOoH) for the MidCentral Public Health Service make the following comments on the Horowhenua District Council (Council) Waste Assessment pursuant to Section 51(5) of the Waste Minimisation Act 2008 (the Act). I note the Act requires that a Territorial Authority must consult with the MOoH on the Waste Assessment.

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# WASTE SUMMARY

## Existing waste to landfill services in the district and quantities

Waste Management Services	Name/Location	Tonnage/year
Waste Transfer Stations (Private)	Levin Resource Recovery Facility	15,000 (Estimated)
Waste Transfer Stations (HDC)	Foxton Waste Transfer Station	1,100
Waste Transfer Stations (HDC)	Shannon Waste Transfer Station	300
Rubbish Kerbside Services (HDC)	Council Rubbish Bags	500
Rubbish Kerbside Services (Private Contractors)	Amalgamated - Commercially sensitive	2,000 (Amalgamated)
Commercial Waste	CBD and Industrial Collections	3,000 (Amalgamated)
Waste Minimisation Services	Name/Location	Tonnage/year
Transfer Station Recycling	Levin Waste Transfer Station	1,600
Transfer Station Recycling	Foxton Waste Transfer Station	450
Transfer Station Recycling	Shannon Waste Transfer Station	130
Kerbside Services - HDC	Council Comingle & Glass bottles	1,700
Mobile Recycling Stations	Waitarere Beach, Foxton Beach, Tokomaru, Opiki, Waikawa Beach	500
Paper & Cardboard (Commercial)	Oji	To be advised
Scrap metal - Commercial	Dealers/car wreckers	10,000 Tonnes (Estimated)

## Waste composition

The Council carried out an audit (July 2022) of the kerbside rubbish bins and bags. The full report can be found on the link attached. Waste Management - Solid Waste - HDC- Residential Kerbside SWAP Waste Audit Report- Final - July 2022.

The Horowhenua District residential kerbside waste audit showed that over half (52.2%) of the total waste being generated in the region by households is comprised of organic waste, and over half of the organic waste audited (61.7%) was comprised of food waste. The 240L wheelie bin samples showed the highest proportion of green waste content (21.4%), compared with 8.9% in the 80L wheelie bins, 16.1% in the 120L wheelie bins and 3.4% in the bag samples. Plastic waste was the second most predominant waste category – accounting for 11.9% of the total waste. Of the total plastic waste, 48.7% was comprised of soft plastic packaging, 24.3% was comprised of the common recyclable plastic grades 1,2,5, and 26.9% was comprised of mostly non-recyclable plastic grades 3,4,6,7 and other. Sanitary waste materials (nappies) were the third largest category of waste found – accounting for approximately 9.6% of the total.

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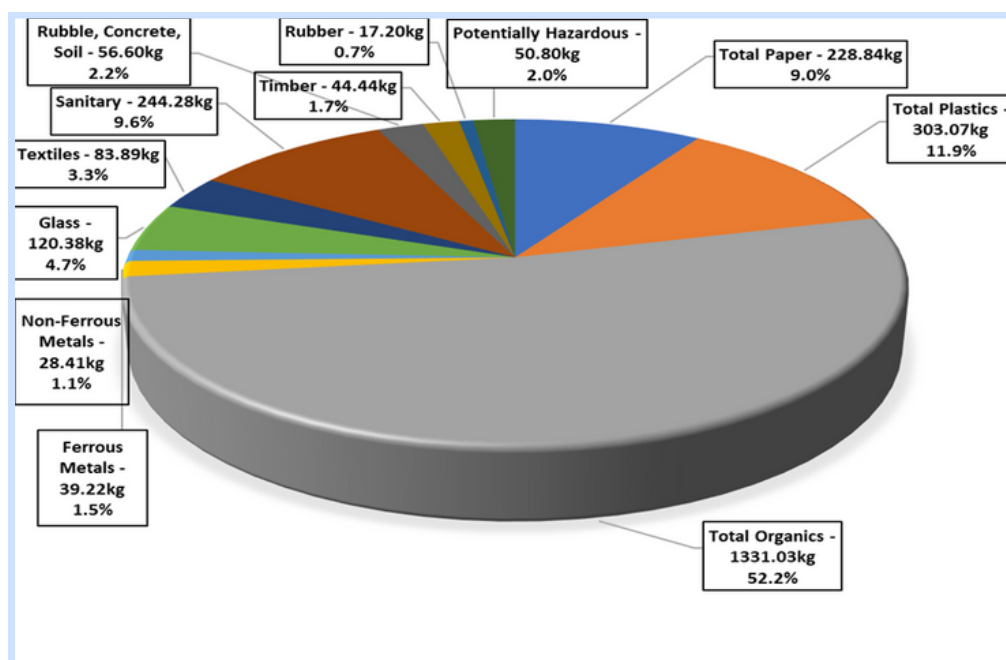


Of the combined residential kerbside waste data 78.9% of the total proportion of waste has the potential to be diverted from the landfill. Over half of the total has the potential to be composted (52.2%), and over a quarter of the total (26.7%) has the potential to be recycled. 21.1% were identified as being non-recyclable or non-recoverable from the landfill.

Waste Category	Combined Proportion of Total	Combined Weight of Samples
Paper (Recyclable)	3.2%	80.67
Paper (non-recyclable)	3.4%	86.57
Paper (Cardboard)	2.4%	61.70
<b>Total Paper - 228.84kg</b>	<b>9.0%</b>	<b>228.84</b>
Plastics (1,2,5)	2.9%	74.71
Plastics (3,4, 6, 7, Other)	3.2%	81.06
Plastics (Soft Packaging)	5.8%	147.30
<b>Total Plastics - 303.07kg</b>	<b>11.9%</b>	<b>303.07</b>
Organics (Food)	32.2%	819.68
Organics (Green)	12.9%	329.42
Organics (Other)	7.1%	181.94
<b>Total Organics - 1331.03kg</b>	<b>52.2%</b>	<b>1331.03</b>
Ferrous Metals - 39.22kg	1.5%	39.22
Non-Ferrous Metals - 28.41kg	1.1%	28.41
Glass - 120.38kg	4.7%	120.38
Textiles - 83.89kg	3.3%	83.89
Sanitary - 244.28kg	9.6%	244.28
Rubble, Concrete, Soil - 56.6kg	2.2%	56.60
Timber - 44.44kg	1.7%	44.44
Rubber - 17.20kg	0.7%	17.20
Potentially Hazardous - 50.80kg	2.0%	50.80
<b>Total All Waste Categories</b>	<b>100.0%</b>	<b>2548.16</b>

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### Horowhenua district combined residential kerbside waste data



The results above are typical of many New Zealand urban waste collections who have kerbside comingle and glass bottle collections.

To take Horowhenua district to the next urban waste diversion level an organic collection would need to be consulted upon. Note: With any method of collection, the participation rate needs to be factored into the return (waste diversion) Typically less than half of the residents would participate in an organic collection. (Normally 30% participation rate) A realistic waste diversion number of organics would be 1,400 Tonnes per year. (11,096 urban SUIPS) To increase diversion participation alternative inducements would be required. For example, gifting of Council rubbish bags to those who are waste diversion leaders.

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### Identification of Issues

The Ministry for Environment (MfE) is taking a much more active role in what they believe local government should be doing in the waste diversion space. Just having a recycling bin and crate for glass is only part of MfE's plan for waste diversion. MfE is now setting Council additional urban waste diversion targets. Presently Council urban waste diversion is sitting at the around the 20% rate. See upcoming MfE diversion targets and dates.

The consequence of not meeting MfE targets is the removal of the \$280k/annum waste levy funding. Currently paid quarterly to Council. Additionally, MfE has flagged that waste to landfill with organics in it may not be permitted at any landfill post 2030. All these new aspiration targets will make for an expensive increase in urban rates. Whether MfE will provide additional funding for the ongoing kitchen waste collection and processing costs is unlikely. Historically MfE have part funded the wheelie bins and set up costs for processing of collected materials. The additional annual levy payment of \$280k/annum would only marginally reduce the annual cost of collection. A kitchen waste service would then require typically a \$100/annum rate increase. (Additional minimum \$1 million more on rates) Consultation on this additional level of service would be required.

Town	Population	SUIPs	Estimated Costs
Levin	19,969	8,425	\$842,500.00
Foxton	2,958	1388	\$138,800.00
Foxton Beach	1,701	1598	\$159,800.00
Shannon	1,362	762	\$76,200.00
Total			\$1,217,300.00

*Table showing all urban areas >1000 residents and cost of food scrap collection based on \$100 per household/SUIP.*

### **Meeting Ministry for Environment waste diversion targets**

There is no guarantee that the Council will meet those MfE targets, nor that Council will meet them in the required timeframes. Of course, that is not a reason to try to meet those targets. Note: These MfE targets are based on UK Welsh diversion targets. In Wales the diversion includes green waste collection. In contrast MfE has excluded green waste in any of its Council diversion targets. Another significant difference is that in Wales councils prefer to not allow comingle recycling as this lowers the waste diversion rates and is often suffers from contamination losses. Unfortunately, Horowhenua is committed to comingle recycling via its 'all in a wheelie bin' delivery method. Greater efforts including additional resourcing will need to occur to bring about and encourage compliance and thereby reduce contamination.[11] Greater efforts including additional resourcing will need to occur to bring about and encourage compliance and thereby reduce contamination.

### **Operational Challenges**

Presentation rates for kitchen waste collections can and do fall to 30% E.g.; Tauranga City Council – 30%, Hamilton 40%. There will also be the ongoing conflict from private waste collectors who will be encouraging their clients to use larger wheelie bins for general waste thereby working against Council waste diversion initiatives. Some type of incentivisation/reward would need to be in place to keep the public participation level high. Perhaps rewarding achievers with Council rubbish bags! An alternative to using bags would be for Council to roll out its own rates funded rubbish wheelie bin service that way the waste diversion targets would be more attainable.

### **Additional Challenges**

Delivering recycling services to Multi Unit Developments (MUDs).

Often there is no designed capacity to allow property owners to store multiple individual wheelie bins for various recycling streams. A bylaw or district plan change may assist to allow more storage and access to additional central government lead waste minimisation initiatives. E.g., Kitchen waste collections, green waste collection.

Of practical concern is the small carriageway widths. These prevent large vehicles from providing kerbside servicing to MUDs. Smaller collection vehicles are one solution. This would require changes to the service contract to include the requirement of much smaller service vehicles.

### **Mobile Recycling Station Ownership**

Most of the Mobile Recycling Stations are not Council owned and would need to be replaced if an alternative contractor takes over the Waste Services contract. The cost to do this would be an estimated \$330k – If the incumbent contractor is successful then no additional asset expenditure is required.

[11] <https://collectionsblueprint.wales/case-study/trolibocs-stackable-recycling-container-system-conwy>.

### **Accurate data**

To determine actual diversion from landfill private commercially collected tonnages need to be included in the total waste to landfill overarching total. The collection of private operator waste tonnages is difficult to obtain. The application of a bylaw to provide annual tonnages is no assurance that the information obtained is accurate or would be provided in a timely fashion. Relationships with private waste providers would need to be built. A possible method could be through private waste companies having a share in various Council collections.

### **Asset demands**

Foxton WTS—Foxton Waste Transfer Station current design does not presently optimize the ease of waste diversion. Some layout changes would improve the supervision and ease of waste diversion. The accumulative addition of a number of improvements would see the waste diversions increase to closer to the expected 30% diversion figure.

### **Population Growth & future demand for services**

With the increase in the number of dwellings in the Horowhenua particularly within the boundaries of Levin and close by developments, demand for services will increase. Tara-Ika development is expected to deliver 4,000 homes. Future budgets will need to reflect the growth of additional homes for kerbside recycling and rubbish collections.

The district is well placed to meet the demand for increased waste to landfill demands with some 6 waste companies available to tender any new contract. Alternatively, Council could follow the lead of Palmerston North City Council and provide its own kerbside services with a significant saving to the community due to the zero margin of profit. Incumbent contractors typically have a margin of between 20 - 30% added to contract price. An additional difficulty with private industry service contracts is that when the economy gets depressed Councils cannot reduce service levels and make savings because they are locked into a contracted service delivery.

A section 17A review will prove timely in regard to what future cost savings could be made.

### **Affordability**

With the Levin New Landfill closed, Council now has little influence over the waste disposal charges. This may negatively affect residents who are on a fixed income from affording a regular kerbside collection of rubbish.

Horowhenua in comparison to other districts has a large proportion of its population on low incomes.

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### **Vision, goals, objectives and targets for waste management and minimisation**

Council will need to decide whether its waste minimisation targets align with the Ministry for the Environment's performance targets and timelines. MfE targets are shown in the table below.

MfE urban target date	Performance target diversion %
July 2026	30%
July 2028	40%
July 2030	50%
2030	Urban kitchen kerbside waste collection. Pop >1,000 people

These targets apply to the district urban areas with populations greater than 1,000 residents. The Council will consider if populations of less than 1,000 residents would also be provided with the same services given to larger populations. Villages such as Manakau (426), Waikawa Beach (132), Tokomaru (444), Waitarere Beach (770), Hokio Beach (190), would need to be discussed on a case-by-case basis.

A specific 'targeted rate' is an effective funding mechanism to use to cover the costs of the service. This provision would allow scoping of costs to be easily provided and allow a much fairer application of costs to only the users of the service.

### **Guiding principles to direct how to get to where the Council wants to be**

The Council determined its position on 2 August 2023. Its position is (Awaiting decision. Copy below is a line filler)

- to protect the environment from harm
- to assist in providing environmental, social, economic, and cultural benefits

Over a number of years our district has made significant improvements in the utilisation of resources that until recent times would not have been given a second life. For example, saleable plastics, glass bottles, tins/cans, paper/cardboard and green waste. There is a further opportunity to move to other more challenging waste products such as kitchen waste and kerbside collected green garden waste. These particular waste streams have good potential to be recovered before going to landfill and be transformed by relatively simple processors into fertile compost that Horowhenua as a known national food basket could easily and readily utilise. Costs are to be covered by user pays contribution Targeted rates.

Horowhenua District Council  
Waste Assessment 2024

A waste assessment must contain a statement of:

- options available to meet the forecast demands of the district, with an assessment of the suitability of each option
- the council's intended role in meeting the forecast demands
- the council's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure
- the extent to which the proposals will

(i) Ensure that public health is adequately protected

(ii) Promote effective and efficient waste management and minimisation.

Preferred option	Description/ details of option	Proposed funding source	Implementation timeframes	Proposed monitoring and reporting of option
Kitchen waste collection	Urban only, Phased implementations Levin, Foxton, Shannon	LTP and Waste Levy, possible MFE direct funding for bins and caddies	Pilot program 2025 Phase 1 rollout 2027	Tonnage data collection via weighbridge

A waste assessment must contain a statement of:

- options available to meet the forecast demands of the district, with an assessment of the suitability of each option
- the council's intended role in meeting the forecast demands
- the council's proposals for meeting the forecast demands, including proposals for new or replacement infrastructure
- the extent to which the proposals will

(i) Ensure that public health is adequately protected

(ii) Promote effective and efficient waste management and minimisation.

### Public Health Issues

Public health is a key consideration when dealing with waste and is a fundamental priority of the involvement of local authorities in waste management. Legislative provisions outline the need for local authorities to ensure public health is prioritised when creating strategic plans such as the WMMP



### **Waste Minimisation Act**

Under Section 51 of the WMA 2008, waste assessment proposals must ensure that public health is adequately protected. The Waste Minimisation Act 2008 also includes the power to control or prohibit how something is disposed of. This power is likely to continue in the new waste legislation. One of the emissions reduction plan's main initiatives is to investigate limiting or banning organic waste from landfills by 2030.

A waste management and minimisation plan must provide for the following:

- (a) objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district;
- (b) methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including—
  - (i) collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and
  - (ii) any waste management and minimisation facilities provided, or to be provided, by the territorial authority; and
  - (iii) any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority.

In making a waste assessment the territorial authority must consult the Medical Officer of Health. Letter to be attached.

### **Local Government Act 2002**

The Local Government Act gives consideration to the role of territorial authorities in protecting public health through various provisions.

### **NZ Waste Strategy 2023**

The NZ Waste Strategy provides high-level direction on the work and changes ahead. This is so everyone knows the targets and time frames. This will allow the waste management industry, local authorities, community organisations, businesses and individuals to start to plan their own changes.

This strategy sets three national targets for us to achieve by 2030. The targets focus on the three most important changes we need to make.

1. Waste generation: reduce the amount of material entering the waste management system by 10 per cent per person.
2. Waste disposal: reduce the amount of material that needs final disposal by 30 per cent per person.
3. Waste emissions: reduce the biogenic methane emissions from waste by at least 30 per cent.

How we get there is by embedding the 3 phases to reduce waste. 1) Embedding circular thinking into systems 2) Expanding to make circular normal 3) Helping others to do the same.

Health Act 1956 - 24 August 2023

Section 29 (n) of the Health Act discusses the nuisance of burning waste material, rubbish, or refuse or other undertaking produces smoke in such quantity, or of such nature, or in such manner, as to be offensive or likely to be injurious to health. This provision highlights the serious health risk of burning rubbish.

### **Health Act 1956 - 24 August 2023**

Section 29 (n) of the Health Act discusses the nuisance of burning waste material, rubbish, or refuse or other undertaking produces smoke in such quantity, or of such nature, or in such manner, as to be offensive or likely to be injurious to health. This provision highlights the serious health risk of burning rubbish.

# SOLID WASTE – STATEMENT OF SERVICE PERFORMANCE

Current – Until June 2024

Ref	Service	How performance is managed	Target (2022/23)
SW1	Provision of landfill but minimising the amount that is sent there.	Quantity of waste going to the landfill per person per year.	≤ 400 kg per person per year
SW2	Recycling is encouraged	Level of recycling at: Kerbside Transfer stations	≥ 40% of total waste ≥ 50% of total waste
SW3	Waste transfer and recycling stations have a minimal impact on the immediate and surrounding environment.	Number of odour complaints and minimal reports of solid waste in or around: Waste transfer stations; Recycling stations per month.	< 4 per month < 4 per month
SW4	Response to service requests regarding Council's Solid Waste Activities is timely.	Time all requests are responded to.	Within 3 working days
SW5	Recycling and refuse are collected on time and in a sanitary manner.	Number of complaints per-month about non collection of: Kerbside recycling Kerbside refuse	< 6 per month < 6 per month
SW6	Recycling stations are available and accessible in urban centres in summer.	All recycling stations are available at the agreed locations on the agreed days and times outlined on Council's website.	Achieve
SW7	Customers are content with Council's transfer stations, recycling collection, and refuse collection services offered.	Percentage of customers satisfied with their solid waste services: Kerbside recycling Kerbside refuse	≥ 80% ≥ 80%
SW8	Customers are educated on waste minimisation practices.	Number of school aged students waste education is provided to each year	≥ 300 students per year
SW9	Customers are educated on waste minimisation practices.	Number of events Council attends to promote ways to minimise waste	≥ 5 events per year
SW10	Sustainable solid waste management.	The number of: Abatement Notices; Infringement Notices; Enforcement Orders; and Convictions  Received by Council in relation to Horizons Regional Council resource consents.	0 0 0 0

Horowhenua District Council  
Waste Assessment 2024

Proposed LTP 2024 - 2044 – July 2024

Ref	Service	How performance is managed	Target (2022/23)
SW1	Ensuring the health & safety and wellbeing of our community by collecting refuse and recycling in a timely and sanitary manner	Number of legitimate Complaints* Recycling Bins Kerbside Collection  *Legitimate complaints excludes bin was put out on the wrong week; or bin was not out at time of collection; or if bin was not collected due to contamination"	5 legitimate complaints per 1000 bins issued annually 1 legitimate complaint per 800 bags sold annually
SW2	Reduce our impact on the environment Promote Waste Minimisation in the community	Number of opportunities* in which the community is educated on waste minimisation Practices *School programmes, communications, events etc	≥6
SW3	Embedding circular thinking into our waste management systems	Meet the targets set in the Waste Management Minimisation Plan (WMMP)	100% of targets

Horowhenua District Council  
Waste Assessment 2024



# Waste Management and Minimisation Plan 2024

**DRAFT**



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## 1. Introduction

### Purpose of the Plan

The Council has a statutory requirement under the Waste Minimisation Act 2008 (WMA) to promote effective and efficient waste management and minimisation within the Horowhenua District.

The Plan paves the way forward, considering current economic climate, government legislation, affordability, integrated policy frameworks and the Horowhenua District vision, with an overarching suite of guiding goals and objectives.

The Plan uses the waste hierarchy (Figure 1) as a guide to prioritising activity, focusing on reducing waste before recycling or recovery of materials. Where materials cannot be recycled or recovered the focus is on safe treatment and landfill disposal at a Class I landfill.

The 'waste hierarchy' is a common approach to the way we think about waste. Essentially it says that reducing, reusing and recycling is preferable to disposal.

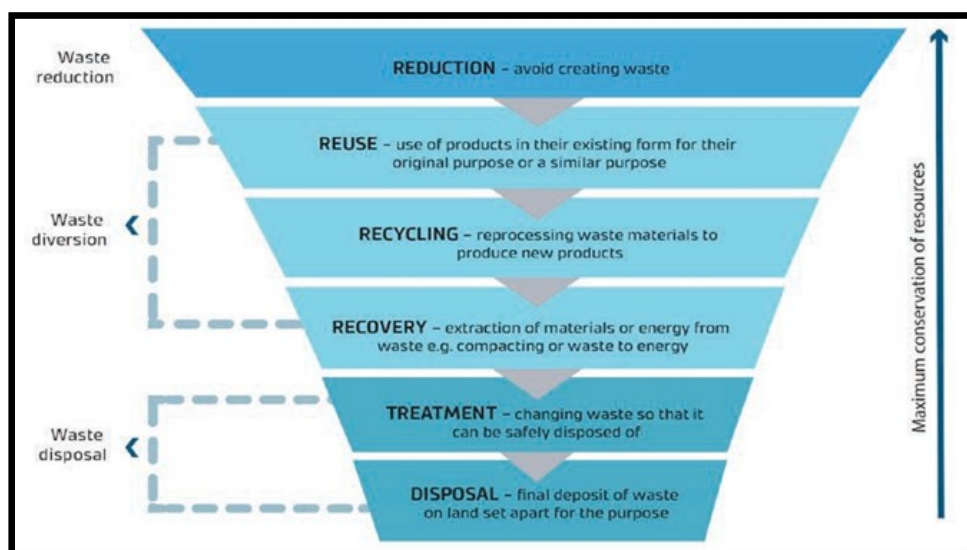


Figure 1. Waste Hierarchy

### Scope of the Plan

This Waste Management and Minimisation Plan (WMMP), the associated Waste Assessment and Activity Management Plan covers all solid waste generated in the Horowhenua District.

Our community diverted 3,300 tonnes of material via Council lead initiatives in 2022.

However, the district sent just over 17,200 tonnes of waste to landfill in that same year not including the 1,500 tonnes of sludge.

Half of the urban waste could potentially have been composted. Organic waste volumes make up 52% of the urban waste stream.

Kerbside rubbish accounts for over a third of the districts waste, with construction, demolition, industrial and commercial operators accounting for the rest.

Council provides a user-pays rubbish bag collection service; however, many households use a commercially available wheelie bin instead.

Residents who utilize commercially available 240L rubbish wheelie bins tend to dispose of a larger amount of material in landfills, a significant portion of which could have been recycled. By opting for smaller Council rubbish bags and/or smaller wheelie bins, we can actively encourage higher volumes of recycling.

### **Status of Plan in 2024**

The Plan will be revised and updated following public consultation prior to being adopted by Council as a framework and guide for the waste management and minimisation activity in the Horowhenua District for the period 2024 to 2029.

### **Plan Review**

Once adopted, the Plan will continue to be reviewed no less than every 5 years. The Plan will be reviewed within this timeframe, or earlier if a change in circumstances provokes a review of Horowhenua's waste management and minimisation framework.

### **What is waste and why is it a problem?**

Things we do, buy, and consume generate various volumes of waste. Disposing of this waste comes at a cost, not only financially for the community; when we don't manage the waste properly, it can damage our environment, communities' health and is potentially a loss of a valuable resource. E.g. metals, green waste, etc.

The Plan covers all solid waste and diverted material in the district, whether it is managed by Council or you as an individual or business. It also covers hazardous waste such as chemicals and the sludge outputs of our wastewater treatment plants.

There is a responsibility for the Council and our community to at least consider the minimisation and reuse of all waste in our district. Council, businesses, groups, residents and visitors would benefit by working collaboratively to ensure waste is managed and minimised appropriately in support of a circular economy and provide a healthy environment for the community. Incentives would help promote this collaboration.

## **2. Background**

### **Waste Assessment**

Council's recently drafted Waste Assessment 2024 provides an insight into the current waste situation in the Horowhenua District based on the tonnages collected and managed via the Council's solid waste activity.

The process to prepare the waste assessment builds a foundation of understanding that will allow Council to prepare its Waste Management and Minimisation Plan (WMMP), and to consider new or improved initiatives for the solid waste activity to deliver on the environmental, social, economic and cultural benefits encouraged by Section 3 of the WMA 2008.

Territorial authorities are legally required to conduct a Waste Assessment and have regard to it in the review and preparation of their WMMP. The WMA (s44) also requires that a Waste Assessment be notified with the draft WMMP for public consultation.

This process is presently required at intervals of no less than every six years.

The Council's previous WMMP was adopted in July 2018. The vision statement in this previous Plan was for Council to: "To deliver community benefits and continued waste reduction, promoting individual responsibility. Horowhenua businesses and households will be provided with efficient and effective waste management and minimisation services."

The goals for waste management and minimisation in the Horowhenua District are to:

1. Avoid and reduce waste where we can.
2. Manage waste responsibly - make it easy to recycle and safely dispose of the materials that cannot be recycled.
3. Maximise community benefits - employment, reuse of materials for economic benefit, cost effective services.

The objectives and targets for waste management and minimisation in the Horowhenua District are:

1. To avoid creating waste.
2. To make it easy and safe to recycle.
3. To ensure households and businesses have access to appropriate disposal of residual waste.
4. To create opportunities for Horowhenua District community partnerships, jobs, new products, more efficient businesses.
5. To reduce illegal dumping.
6. To improve community understanding of issues and opportunities for waste minimisation and management in the Horowhenua District.
7. To work with other territorial authorities, central government, industry and other parties to improve waste minimisation and management in New Zealand.



## Climate Change

Council is in the process of incorporating initiatives into planning that represent our approach to meeting climate change objectives, particularly through controls set out by the District Plan. While climate change remains a concern for many, there are initiatives and decisions supported by the Council to ensure community outcomes are met and the ongoing protection of key infrastructure and important natural features in Horowhenua.

Council is working regionally with neighbouring councils in the Manawatu-Whanganui region through the Joint Climate Action Committee. Supported by the Emissions Reduction Plan (May 2022) with focus directed towards a circular economy, and prevention of organic waste entering landfills. Council is also working with councils from the Greater Wellington region, through Council's involvement with the Wellington Regional Leadership Committee and Growth Framework.

Consideration of climate change and Council's response to it will form part of the WMMP 2024 discussions. Council have provided direction on climate change and will look to draft a Climate Change Strategy by July 2024. This will mean that future reviews of the WMMP will need to align with strategic direction and support community outcomes, specifically:

- Partnership with tangata whenua: We will uphold Te Tiriti o Waitangi and its principles; and
- Fit for purpose infrastructure: Our community facilities and infrastructure are resilient, helping us to respond to climatic events and natural hazards; and
- Outstanding environment: We protect and maintain the important natural features in our district







## 3. The Waste Situation

### 3.1 Infrastructure and Services

#### Residential Collection

Northland Waste is the Council's provider of all solid waste and recycling collection services. As part of delivery of these services, Northland Waste provides Council with regular data. It is important to note that Council does not manage all the district's waste, and that waste managed by private waste collectors is not reflected in Northland Waste provided tonnage reports. To calculate the total waste generated in Horowhenua estimates based on population and type of waste urban, commercial are the only means to get a general picture of total district waste to landfill.

Northland Waste collects refuse bags throughout the district on behalf of Council, they also oversee kerbside commingle and glass collections. Northland Waste collects Council rubbish bags and services their own kerbside rubbish wheelie bins with the same collection vehicle.

Kerbside collection of refuse in bags and recycling in wheelie bins and crates is available in all urban and some rural areas.

Within the district all urban residents have access to a kerbside service. Residents and public may take household refuse and recycling to district transfer stations and community mobile recycling stations.

Collection frequency is weekly for rubbish bags and fortnightly for kerbside recycling. Garden waste collections are available on a limited commercial basis.

Operating safely is an important consideration for the collection of refuse and recycling with key risks including operating in a live traffic environment (there is an increased risk on roads with speeds above 50km/h e.g. highways and rural roads), manual handling of refuse bags, wheelie bins and recycling crates, dangerous items in refuse and recycling (broken glass, needles, putrescible materials).



## Recycling & Waste Diversion

Council has several waste diversion initiatives in place. They are:

- Kerbside recycling: Glass bottles and comingled recyclables
- 3 Waste Transfer Stations: Foxton, Shannon (Both Council owned) and Levin (Midwest owned)
- 6 Community Mobile Recycling Stations (MRSs): Foxton Beach, Tokomaru, Opiki, Waitarere Beach, Waikawa Beach, Shannon

## Litter and Illegal Dumping

Litter bins are provided in the urban centres, parks and popular visitors spots throughout the district.

Litter bin collection is undertaken by Green by Nature (Landscaping & Horticultural Services) with a scope that includes:

- Emptying litter bins and
- Cleaning up after illegal dumping (fly-tipping)

Illegal dumping occurs district wide and often adjacent to transfer stations when they are closed. In 2022/23 approximately \$100k was spent in collecting and disposing of fly-tipping. While attempts are made to manage this illegal activity, Council is currently investigating a formalised approach to managing this behaviour and minimising the impacts on the environment and associated clean-up and disposal costs.

### 3.1.1 Waste Transfer, Processing and Disposal

#### Transfer Stations and Recycling Drop-off

Transfer stations, where waste is dropped off by the public, are in Levin, Foxton and Shannon (Shannon & Foxton are owned by Council and managed under contract by Northland Waste). Mobile Recycling Stations (MRSs) are provided year-round at Foxton, Shannon, Opiki and Tokomaru with seasonal sites at Foxton Beach, Waitarere Beach and Waikawa Beach.

Common approaches used by collection services in eliminating or mitigating safety risks include:

- Mechanical lifting e.g. wheelie bins, often with remote lifting arms for refuse and recycling containers.
- Specialised collection vehicles with left hand drive, standing driving position, low entry, rear loading and side loading.

The Horowhenua agreement for 'Provision of Refuse Collection Related Services Collection' contract addresses most if not all safety risks inherent in refuse and recycling collection services.

The kerbside recycling collection involves manual colour sorting of glass bottles from recycling crates into the collection vehicle. The glass recovered from the kerbside crates is taken directly to the Palmerston North City Council Material Recycling Facility (MRF) located at Awapuni. These glass bottles and jars are then bulk transported to Visy in Auckland to be made back into bottles. The commingle recycling wheelie bin collection is collected with the same vehicle as glass collection with the bins emptied by way of a side operated lifting mechanism that raises the bin and then tips its contents into the vehicle hopper. The contents of which are transported directly to the MRF located at Awapuni for sorting into different product lines and then baled for market.

## Commercial or Industrial Waste

Waste (both refuse and recycling) from commercial and industrial premises in Horowhenua District is collected and transported off site mainly via the Levin Transfer Station (owned by Midwest Disposals Ltd) some for-reuse opportunities most being sent directly to Bonny Glen Landfill. Other recyclable product is also collected, such as scrap metals, paper and cardboard (Oji Fibre Solutions). Some of our local businesses have comprehensive waste management and recycling systems in place, for example Progressive Enterprises (Woolworths), Food Stuffs (New World, Pak n Save) and the Warehouse Group all operate waste management systems where some material is recovered and recycled (paper and cardboard) and organic material (food waste) is diverted with only the residual waste component disposed of at local transfer stations.

The bottle glass collected at the transfer stations and recycling stations is taken to Palmerston North's Awapuni Resource Recovery Park and transported to Auckland for recycling. Garden waste collected at the transfer stations is shredded and mulched to make soil conditioner by a local composting company.

The Council operated transfer stations are in a reasonable condition and have adequate space for the quantity of material they are required to manage. Both sites are configured with a raised off-loading area with waste deposited directly into the flat floor pit at Foxton or dropped directly into hook bins at Shannon. The mobile recycling stations (MRSs) are of variable age with condition reflecting the period that they have been in operation. Only one of the MRSs is owned by Council the rest are owned by the contractor.

The Levin Transfer Station accepts well over 20,000 tonnes of material each year and is configured with a relatively steeply constructed ramp to allow users to load materials directly into hook bins for transport to Bonny Glen Landfill.

The Horowhenua District waste management system and estimated quantities for 2022 are presented in Figure 2. Facility details are provided on the following pages. Figure 2 is an infographic of the district waste collection methods and infrastructure.



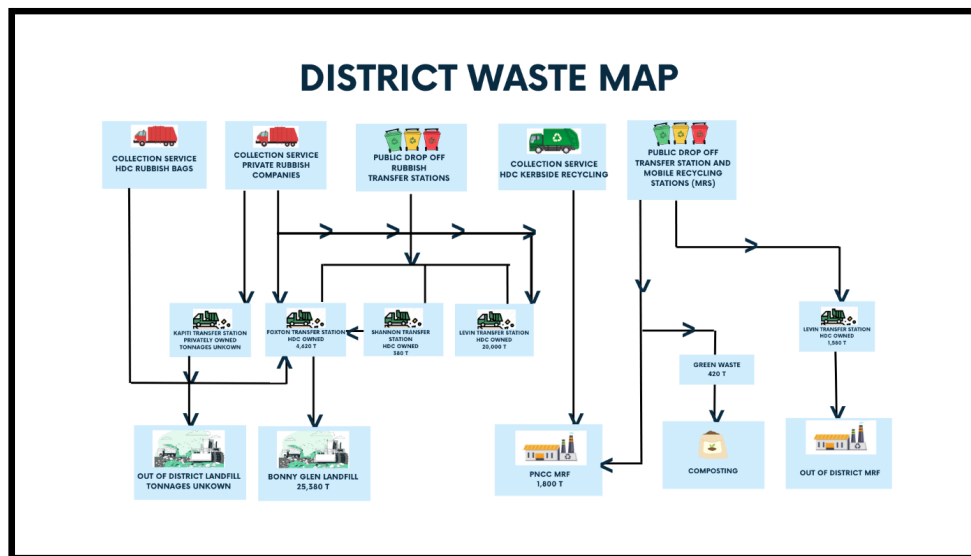


Figure 2: Waste flow diagram - collection, processing and disposal (2023 figures).

## Materials Processing

More garden waste could be received if the gate fees were set at an optimal rate and encouragement/education was in place to make sure transfer station users separated their waste types before entering the transfer station. Garden waste from Foxton Transfer Station is shredded and carted to a nearby compost facility. The resulting mulch is used as a soil conditioner.

## Energy

Mitchpine Products Limited, located north of Levin have a wood waste-fired boiler supplying a portion of the heat requirements for their site. Opportunities may be available for more carbon rich wastes to be used for power generation. The flare at the Levin Landfill is also a potential source of untapped energy with some 750,000 Mega Joules of methane flared each day. The potential is there to provide 400kW of electrical power equivalent to powering 200 houses. An energy company may show interest in developing the full potential of the available gas.

## Landfills

The Levin Landfill (closed) is located 8km west of Levin on Hokio Beach Road. The original landfill opened in the 1950s, with two sites within the boundary used for disposal. In 1990s the Council built a Class I category New Landfill. This landfill, unlike its earlier predecessors, is fully protected with a 2mm thick high-density polyethylene (HDPE) liner. This liner prevents any liquid contaminants from leaching into the adjacent environment. All leachate generated by the anaerobic decomposition of waste is collected and piped to the Levin Wastewater Treatment Plant. The methane gas is also collected and flared resulting in the destruction of the methane to inert CO<sub>2</sub> and H<sub>2</sub>O compounds.

When the New Landfill was in operation, the waste was covered daily to prevent waste becoming air borne and odour was managed mainly by the installation of a flare that burnt the methane and hydrogen sulphide gases. Under sustained pressure from local neighbours and iwi, Council was forced to close the landfill. Now all the district waste is carted to Bonny Glen Landfill (a Class I Landfill) located 6kms west of Marton. The Council passed the motion to close the Levin Landfill which includes the New Landfill on the 31 May 2023

Council as part of the LTP process are consulting on how the district will fund the ongoing maintenance of all the closed landfills and the resulting funding shortfall for district recycling. This includes working with iwi, Neighbourhood Liaison Group (NLG) and Project Management Group (PMG) in the development of the Closed Landfill Management Plan and changing the discharge consent conditions with the environmental regulator Horizons Regional Council.

There are also other closed landfills in the district. Foxton, Foxton Beach, and Shannon. These landfills are inspected and monitored each year to ensure they are maintained and within the consent conditions.



## Markets for Recyclable Materials

Paper, plastics (1,2,5) and cans are consolidated and processed in New Zealand. The paper is reprocessed in New Zealand into cardboard boxes, paper towels and tissues. The glass is recycled back into glass bottles.

A container deposit scheme (CDS), like those in place in some states in Australia, is likely to be rolled out for New Zealand. A typical scheme would target beverage containers with a small refund payable on their return to an approved reception point. The introduction of this type of scheme is likely to have an impact on recyclable material markets with recovery rates rising (increasing supply of plastic bottle feed stock). Presently there is only a market for clear plastic bottles, the coloured ones have no market. Such a scheme has the benefit of reducing the littering of discarded containers particularly through people returning the used bottles for a cash payment.

Commercially sourced recyclables are handled mainly through Northland Waste, Waste Management NZ and Oji Fibre Solutions. Others, like major retailers such as supermarkets collect their own recyclable materials on site and transport them out of the district for further consolidation and re-processing.

### Processing Organics

Paranui Organics, located just north of Foxton, use wood waste and poultry manure to produce compost for sale to the public and garden centres around the lower central North Island. Garden waste from the Foxton Transfer Station is shredded and carted to this compost facility. The resulting mulch is used as a soil conditioner.



### 3.1.2 Cost for Waste Management

#### Council Funding

The Council Long Term Plan 2024-44 will set the budget for the waste management activity with provision to make amendments if required, through the Annual Plan process. Funding for operations is through targeted rates and user charges. Funding for capital projects is from the general rate. Funding for some waste minimisation expenditure is via the MfE Waste Levy account. Note: Levy funding is not sourced from rates. Expenditure is dominated by payments to contractors and waste disposal to the Bonny Glen Landfill. Council's internal charges also feature in the costs for the solid waste activity. This mix of funding and expenditure is projected in the Long Term Plan 2024-2044 and beyond.

Refuse collection and transfer station services attract user charges. These charges have previously been used to reduce the overall costs of providing this community service. The Council must rely upon the general rate to fund most of the transfer station costs (contractor management). The user charges for kerbside refuse collection (via bag sales) and transfer station operations, like most Council community focused activities do not cover the full costs of providing the service and are funded in part by the public rate.

This approach is consistent with the principles set out in the 2018 WMMP whereby Council costs for waste management services are, where possible, covered by the users of that service.

The kerbside recycling services are scheduled to be funded via a targeted general rate. Presently it is funded by a loan funding mechanism due to the revenue loss associated by the closure of the Levin New Landfill.

There is a differential rate applied to rural zones that does not cover kerbside recycling collections. The rural recycling service model is currently being reviewed as part of the 2024-2044 LTP planning process.

#### User Charges

Proposed rates for kerbside collection include (2023-24 figures).

Council refuse bag (60L): \$4.00 per bag<sup>1</sup>.

Commercial wheelie bin services<sup>2</sup>:

Litres	Weekly for a Full year	Fortnightly for a Full year
80l	\$252	\$163
120l	\$325	\$185
240l	\$470	\$252

Table 1. Commercial wheelie bin service prices.

<sup>1</sup>Including \$4.00 per bag contribution to kerbside recycling service.

<sup>2</sup>Based on a review of prices published on service provider's websites, recycling contributions not stated.

Area	Refuse Collection	Bag Charges
Horowhenua	Council - bags	\$4.00/bag
Palmerston North	Council - bags	\$2.90/bag
Manawatu District	Council - bags	\$2.50/bag
Hastings	Council - bags	\$2.40/bag
Porirua, Wellington, Lower Hutt	Council - bags	\$4.00/bag
Whangarei	Council - bags	\$4.00/bag
Far North	Commercial - bag	\$3.00/bag
Kaipara	Council - bags	\$4.10/bag

*Table 2: Refuse bag retail costs.*

Kerbside rubbish collection and transfer station services attract user charges. The user charges at the transfer stations do not cover the full cost of providing the service, with the shortfall covered from the targeted rate for solid waste activity. The user charges for kerbside rubbish collection (via bag sales) only cover part of the costs of the collection service. Efficiencies and possible cost savings for both services will be reviewed via Councils upcoming Section 17A review.



Horowhenua Rubbish and recycling - fees and charges

Activity/Service	Charge	
	Levin	Council
Disposal of official HDC Refuse Bag	\$6.50	Free (up to 4)
Disposal of Private Plastic Bags	\$6.50 (up to 60L)	\$6 (<10kgs)
Cars – General	\$43	\$40
Cars - Green	\$17	\$13.50
Car boot - General	\$26.50	\$27
Car boot - Green	\$17	\$10.50
Vans/Ute/Utility - General	\$65	\$62 min charge
Vans/Ute/Utility - Green	\$28	\$21
Trailers - General (up to 2m3) up to 2.4m long x 1.2 wide (Foxton)	\$87	\$281/Tonne
Trailers - General (up to 2m3) up to 2.4m long x 1.2 wide (Shannon)	N/A	\$65/m3
Trailers - Green (up to 2m3) up to 2.4m long x 1.2 wide	\$35	\$24/m3
Large Trailers - General (per m3) up to 4m long x 1.2 wide (minimum \$45)	\$290/Tonne	\$281.00/Tonne (Foxton) \$100.00 or \$50.00 per m³ (Shannon)
Large Trailers - Green (per m3) up to 4m long x 1.2 wide (minimum \$20)	\$140/Tonne	\$33/Tonne
Heavy Trucks >5 Tonne	\$290/Tonne	\$281.00 per tonne (Foxton) \$50.00 per m3 (Shannon)
Domestic Users - Concrete Load - up to Large Trailers (up to 4.0m long x 1.2m wide)	\$150	\$33.00 per tonne (minimum charge \$20.00)
Car Bodies (Foxton only)	N/A	Free
Paint Exchange	Free	Free
Waste Oil	\$1.5/Litre	\$2.50/Litre
Tyres (per tyre)	\$8	\$9
Truck/Tractor Tyres (per tyre)	\$35	\$21
Fridge/Freezer (per item)	\$40	\$32.60
General Whiteware (per item)	\$20	\$21
LPG Bottles/Tanks (per item)	\$13	\$6.30

Table 3: Horowhenua Rubbish and recycling - fees and charges 2023/24



## 3.2 Volume and Composition of Waste Diverted Materials

### Waste Composition

Waste composition audits provide information about the make-up of a waste stream and can help identify materials that make up large or disproportionate parts of the waste stream to target when forming waste management and minimisation strategies. For this Waste Assessment, data specific to Horowhenua District via Solid Waste Analysis Protocol (SWAP) has been used. This provides a reasonable indication of the waste composition in the whole Horowhenua district.

Data is presented in Table 4 and Figures 3.

Organics (garden waste and food scraps) comprise 52% of waste collected from households. Food scraps make up 32% of the whole waste composition. If this waste could economically be diverted, then that would be a significant diversion. Note: Such collections typically only get a 30% presentation rate. This means less than a 1/3 of the 32% of food scraps would be placed at kerbside for composting. Some type of incentivisation tool would be advisable to boost the participation levels.

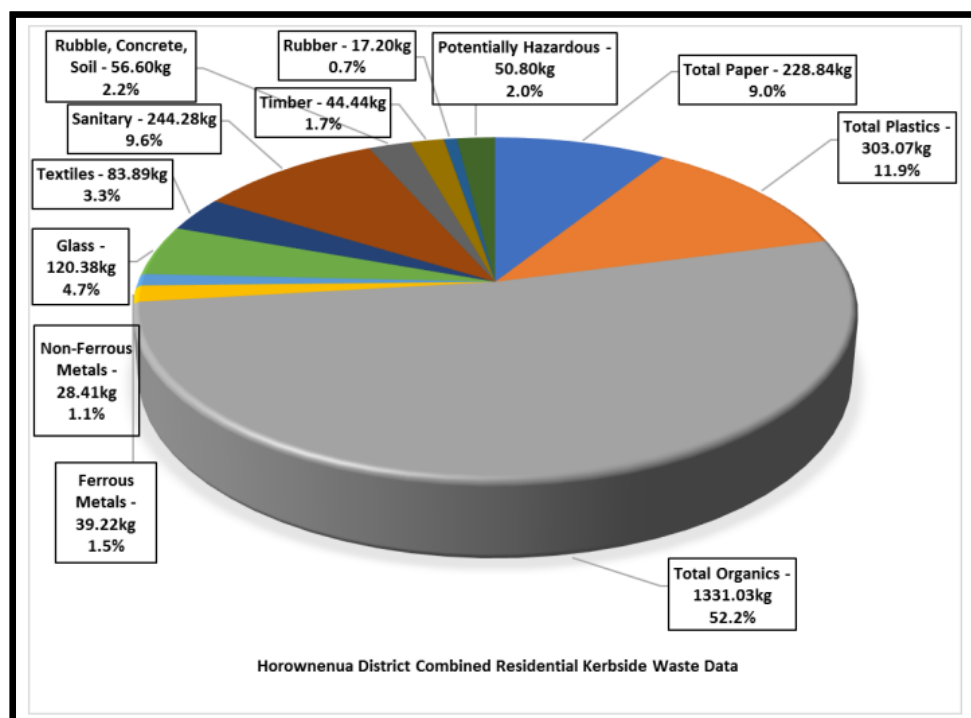


Figure 3. Waste Composition Combined

Below is the combined data set table – All types of kerbside urban rubbish receptacles combined.

Waste Category - Combined data set	Combined weight of samples	Combined Proportion of Total
Paper (Recyclable)	80.67	3.2%
Paper (Non –Recyclable)	86.57	3.4%
Paper (Cardboard)	61.70	2.4%
<b>Total Paper</b>	<b>228.84</b>	<b>9.0%</b>
Plastics (1,2,5)	74.71	2.9%
Plastics (3,4,6,7, Other	81.06	3.2%
Plastics (Soft Packaging)	147.30	5.8%
<b>Total Plastics</b>	<b>303.07</b>	<b>11.9%</b>
Organics (Food)	819.68	32.2%
Organics (Green)	329.42	12.9%
Organics (Other)	181.94	7.1%
<b>Total Organics</b>	<b>1331.03</b>	<b>52.2%</b>
Ferrous Metals (Steel, Other)	39.22	1.5%
Non-Ferrous Metals (Aluminium, Other)	28.41	1.5%
Glass	120.38	1.1%
Textiles	83.89	3.3%
Sanitary	244.28	9.6%
Rubble, Concrete, Soil	56.60	2.2%
Timber	44.44	1.7%
Rubber	17.20	0.7%
Potentially Hazardous	50.80	2.0%
<b>Total All Waste Categories</b>	<b>2548.16</b>	<b>100%</b>

Table 4. All types of kerbside urban rubbish receptacles combined.

240 litre wheelie bins waste audit - 2022.

Waste Category -240 Litre bins	Proportion	Mean weight
Paper (Recyclable)	2.7%	0.48
Paper (Non -Recyclable)	2.4%	0.42 kg
Paper (Cardboard)	2.3%	0.41 kg
<b>Total Paper</b>	<b>7.5%</b>	<b>1.31 kg</b>
Plastics (1,2,5)	3.1%	0.54 kg
Plastics (3,4,6,7, Other	2.9%	0.51 kg
Plastics (Soft Packaging)	3.8%	0.66 kg
<b>Total Plastics</b>	<b>9.38%</b>	<b>1.71 kg</b>
Organics (Food)	23.0%	4.03 kg
Organics (Green)	21.4%	3.74 kg
Organics (Other)	7.8%	1.37 kg
<b>Total Organics</b>	<b>52.2%</b>	<b>9.14 kg</b>
Ferrous Metals (Steel, Other)	1.6%	0.28 kg
Non-Ferrous Metals (Aluminium, Other)	1.1%	0.19 kg
Glass	6.4%	1.13 kg
Textiles	2.7%	0.48 kg
Sanitary	7.7%	1.35 kg
Rubble, Concrete, Soil	5.4%	0.94 kg
Timber	2.7%	0.48 kg
Rubber	0.9%	0.15 kg
Potentially Hazardous	2.1%	0.37 kg
<b>Total All Waste Categories</b>	<b>100.0%</b>	<b>17.52 kg</b>

Table 5. Waste Composition 240L Wheelie Bins

60L rubbish bags audit of waste materials - 2022

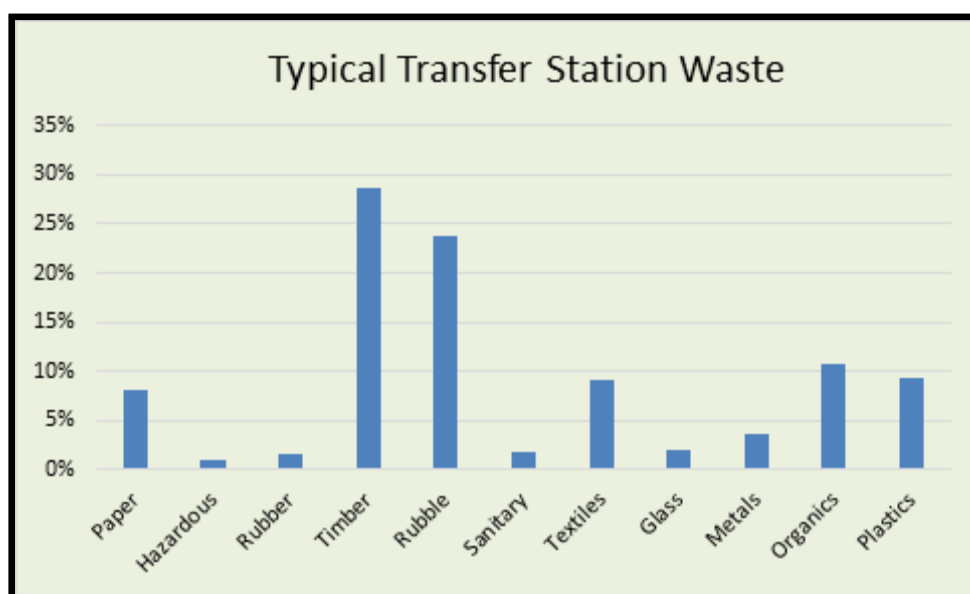
Waste Category –60 Litre rubbish bag	Proportion	Mean weight/set out
Paper (Recyclable)	3.1%	0.19 kg
Paper (Non –Recyclable)	4.8%	0.30 kg
Paper (Cardboard)	2.0%	0.13 kg
<b>Total Paper</b>	<b>9.9%</b>	<b>0.62 kg</b>
Plastics (1,2,5)	2.8%	0.18 kg
Plastics (3,4,6,7, Other	3.4%	0.22 kg
Plastics (Soft Packaging)	9.5%	0.59 kg
<b>Total Plastics</b>	<b>15.7%</b>	<b>0.99 kg</b>
Organics (Food)	42.6%	2.67 kg
Organics (Green)	3.4%	0.22 kg
Organics (Other)	4.8%	0.30 kg
<b>Total Organics</b>	<b>50.8%</b>	<b>3.19 kg</b>
Ferrous Metals (Steel, Other)	1.0%	0.06 kg
Non-Ferrous Metals (Aluminium, Other)	0.9%	0.05 kg
Glass	2.4%	0.15 kg
Textiles	4.1%	0.26 kg
Sanitary	12.0%	0.75 kg
Rubble, Concrete, Soil	0.9%	0.06 kg
Timber	0.1%	0.00 kg
Rubber	0.3%	0.02 kg
Potentially Hazardous	2.0%	0.12 kg
<b>Total All Waste Categories</b>	<b>100.0%</b>	<b>6.27 kg</b>

Table 6. Waste Composition Bags

### 3.2.1 Transfer Station Waste Composition

Waste taken directly to landfill or transfer stations tend to have a larger proportion of bulky items from construction and demolition waste. An investigation of this waste stream may provide a way in which builders and construction companies can move towards diverting this waste from landfill.

The putrescible waste fraction has a higher proportion of garden waste rather than kitchen waste. Greater levels of composting would be achievable if the gate charges at the transfer station are appropriate and therefore move more residents to drop off their organic waste.



Figures 4: Refuse Composition - landfilled.

### 3.2.2 Kerbside and Transfer Station Waste Quantities

#### Kerbside Waste Quantities

Kerbside rubbish in Horowhenua is collected in compactor trucks and transported to transfer stations (both district and out of district) or direct to landfill for disposal. Households can use Council rubbish bags (sold at retail outlets and some Council facilities) or use one of several commercial collection services. Council also offers a kerbside recycling wheelie bin and glass crate collection. Figure 5 provides a summary of materials collected from the kerbside in the Horowhenua District. The total amount of rubbish collected at the kerbside by Council has been estimated using Council's total bag sales per annum and an average bag weight is surveyed (2023) of 5.59kg. This equates to approximately 27 tonnes of kerbside rubbish collected per month.

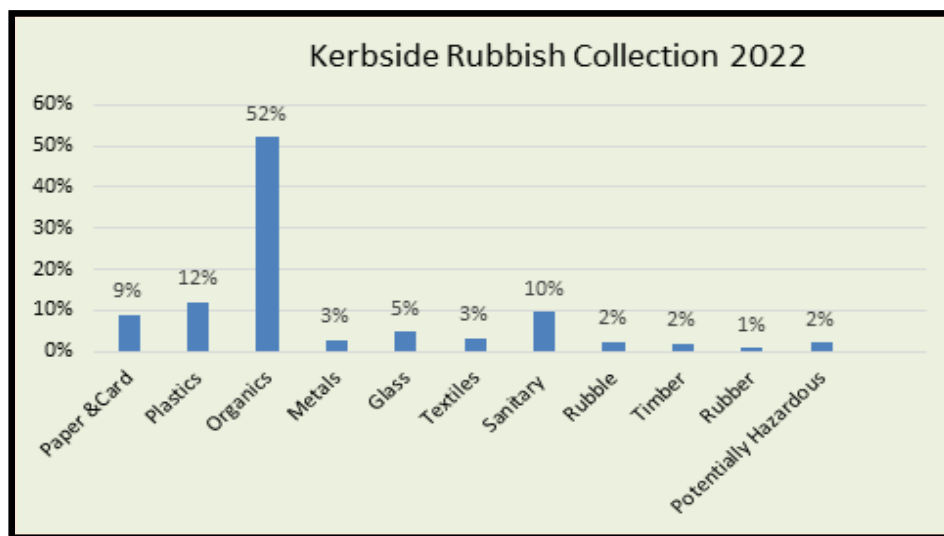


Figure 5. Kerbside Rubbish Collection 2022

HDC Controlled Waste	2019	2020	2021	2022
HDC Kerbside Bag Refuse Collection	378	373	390	328
HDC Recycle Collection	1,908	1,808	1,673	1,766
Total HDC Kerbside Waste	2,286	2,181	2,063	2,094

Table 7. Horowhenua District Kerbside Waste Quantities<sup>3</sup>

<sup>3</sup> Data sourced from waste collection and transfer station contract reporting and weighbridge records at Levin Transfer Station.

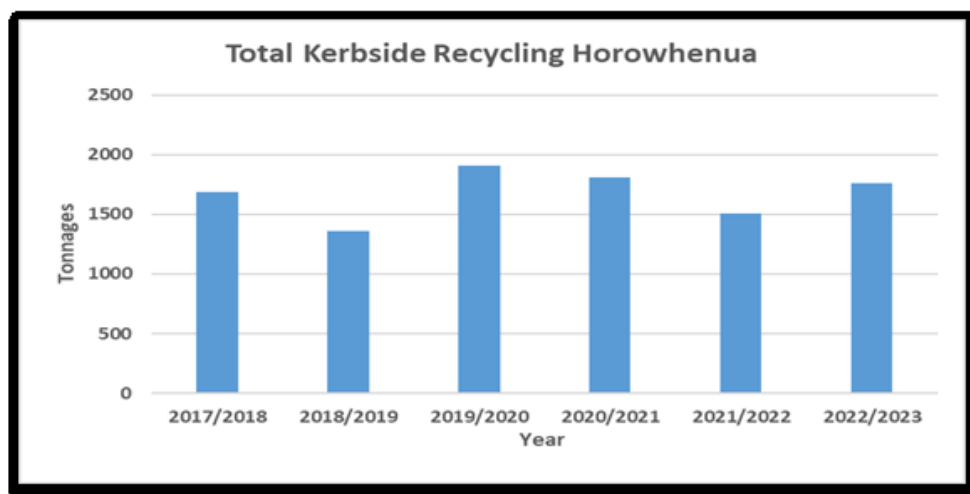


Figure 6. Horowhenua Kerbside Recycling Quantities

### Waste Quantities at Refuse Transfer Stations and Landfill

Refuse and recyclable materials from the Horowhenua district are either transported directly to Bonny Glen Landfill or taken to one of three transfer stations noted in Section 3.1.1.

Figure 7 summarises the quantity of materials managed through the Horowhenua district transfer stations and landfills.

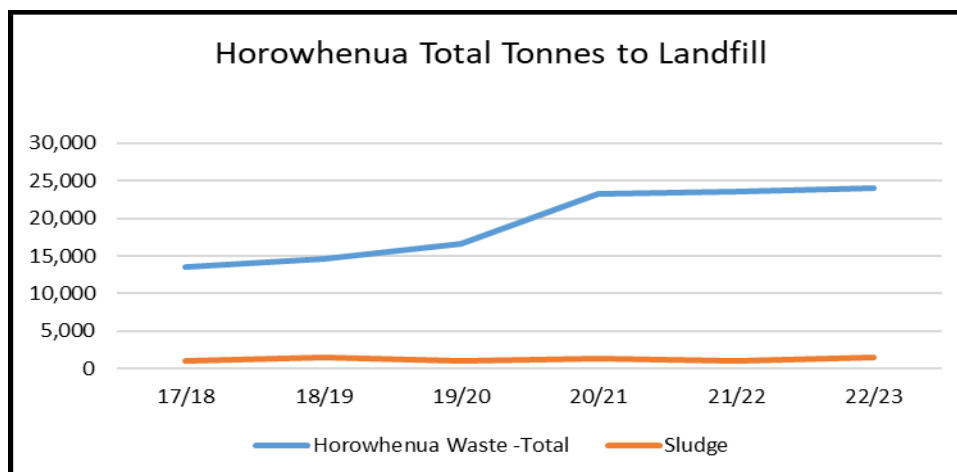


Figure 7. Horowhenua Total Tonnes to Landfill



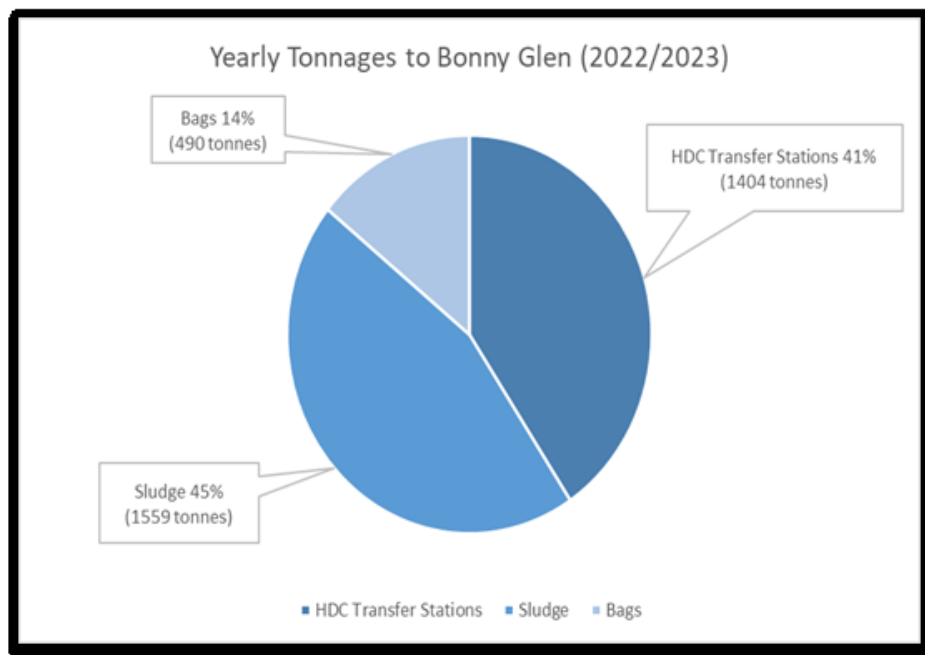


Figure 8. Yearly Tonnages to Bonny Glen Landfill (2022/2023).

Horowhenua District estimated waste quantities via transfer stations or direct to landfill	2019/20	2020/21	2021/22	2022/23
Refuse to Foxton and Shannon transfer stations	1,630	1,950	2,150	5,320
Refuse to Levin transfer station and to landfill	14,980	21,030	16,880	18,350
Recycle at transfer stations	845	1,075	780	2,380
Total waste to landfill (excluding household collections)	17,455	24,055	19,810	26,050

Table 8. Horowhenua District - estimated waste quantities via transfer stations or direct to landfill<sup>4</sup>

<sup>4</sup> Data sourced from waste collection and transfer station contract reporting.

### 3.2.3 Unquantified Waste

There are several waste streams that exist but are difficult to quantify. Examples include rural waste managed on farms, district waste transported to adjacent districts, materials captured as part of commercial activity (e.g. scrap metal, industrial by-products, commercial recycling) and waste materials managed within manufacturing operations (e.g. bio-solids from food processing operations applied to land, wood processing residues). This means that both waste disposed to landfill, and waste diverted/recovered are likely to be underestimated.

There is an increasing level of interest in rural waste across New Zealand. As the rural sector considers the implications of current waste management approaches, it is likely that increasing quantities of materials from farming activities will enter the Council via transfer stations or into commercial waste management systems.

The infographic below demonstrates the difficulty Council has in accurately knowing the total waste generated from within the district and then the inherent difficulty in accurately calculating the kgs generated per head of population. Waste collected in the district is not all deposited at the district transfer stations. A significant portion is moved to adjacent district transfer stations or in some cases, taken directly to other landfills, and not always to Bonny Glen.

Licensing of waste collectors is seen as the way to solve this dilemma. This however, assumes that contractors have the weighing and measuring systems on board to weigh individual loads within discreet districts. Many waste companies would be reluctant to share with Council commercially sensitive data. Council will need to build trusting relationships with waste collectors to facilitate the sharing keeping in mind that Council is a waste competitor and regulator.



Figure 9. Waste Collection via 4 Districts

## Kerbside Recycling Collection Composition of Recyclables

Some 32% of the population are of the belief that Council collected recycling is sent to landfill. This view affects peoples support of the waste diversion initiatives. Below is a breakdown by product category of the amount of diverted recyclable material that is collected, separated, baled and transported to reuse markets. Summary assessment of percentages of recyclables by composition is presented in Table 9.

	HDC Kerbside Recycling	
	Composition	Tonnes/year
Total	100%	
Paper/card	14%	
Plastics 1	20%	
Plastics 2	2%	
Plastics 5		
Ferrous	2%	
Non-Ferrous	1%	
Glass bottles	4%	
Residual	15%	

Table 9. Horowhenua waste by Composition

There are further opportunities to capture additional recyclable material through the transfer stations and kerbside collections, including organic material, timber, metals, paper, plastics 1,2,5 and glass bottles. Specifically:

- Paper/cardboard recovery appears at relatively moderate levels. It is to be noted that a considerable amount of paper and cardboard is collected by private enterprise (Oji Fibre Solutions). These annual tonnages are presently unknown.
- Recent waste surveys suggest recovery of 'recyclable' plastic is relatively high. Note: Markets dictate what plastics can be collected and reused. Many plastics have limited or no market in NZ or anywhere else. Note: Greater public participation in recycling could be obtained if the Council rolled out its own kerbside rubbish bin collection service and used the smaller 120L rubbish sized bins.
- Organic waste recovery is relatively low and would be improved with a combination of an urban kerbside organics collection and appropriate gate pricing mechanisms at the 3 district transfer stations. Organic waste recovery is lower than it could be in part due to the influence of commercial waste operators marketing of large wheelie

bins. Large wheelie bins for rubbish have been found to discourage recycling/diversion activity. Note: Ministry for Environment (MfE) require Councils to introduce urban kerbside kitchen waste collections by 2029.

- Metals recovery is an under-estimated activity. Further networking with local scrap metal dealers may assist in the sharing of data on the volume of recycled metals exported out of the district.
- Bottle glass recovery is at a good level. Council contractors have moved to colour sorting the glass at kerbside which has dramatically improved the marketability/reuse of the collected product. Note: Sorting at source invariably produces a higher grade and more saleable commodity. This is due to minimal contamination. Note: All collected bottle glass is sent to Visy in Auckland to be made into glass bottles.



[Visy New Zealand - Bottle glass manufacturing](#)

As noted in Table 8, diversion of recyclable materials at transfer stations is quite low. This suggests there is potential to increase the recovery of materials with a focus on areas with low recovery and modest value. Examples include organics, whiteware, scrap metals and construction and demolition materials. Note: There is a need for additional investment in infrastructure, in addition to implementing pricing mechanisms that encourage changes in behaviour.

There are other materials present in the waste stream that require careful management to avoid negative impacts. These include:

- Hazardous waste (chemicals, e-waste, used oil, asbestos).
- Rural waste - waste from the business of farming including agricultural plastics (wrap and chemical containers), unwanted chemicals, and redundant treated timber.
- Waste from major processing sites - examples include waste treatment residuals (for example sludge), packaging (pallet wrap, broken pallets) and containers.

### 3.3 Summary of District-Specific Issues

In collating and considering information about the delivery of waste services in the Horowhenua District, several issues were identified. These issues represent challenges in delivering effective services and achieving the aims of the NZ Waste Strategy - reducing environmental harm and maximising resource efficiency. In many cases, the issues also present opportunities for Council, the community and the private sector to improve waste management and minimisation in the district.

The issues identified include:

- Illegal dumping of waste will likely increase due in part to increased disposal charges and limited compliance prosecutions. If people learn they can get away with fly-tipping, the noncompliance will compound in frequency and in cost. Council could reduce the incidence of illegal dumping by way of reasonably priced kerbside rubbish bags and increased resourcing of the enforcement activity.
- The cost for refuse bags is high compared to neighbouring Council areas. The small 60 litre bag encourages residents to divert more recyclable material into the Council provided large kerbside recycling bin. A high bag price drives consumers towards large bins provided by private operators, effectively undermining waste minimization objectives.
- In some parts of the district rural residents have a roadside collection service (rubbish and recycling) that is costly to operate per resident. The low rural household density makes it difficult to justify the continuation of such a service. Note: Rural residents presently do not contribute towards the costs for the rural kerbside recycling service.
- Commercial and construction waste makes up a large proportion of material disposed of to landfill from the Horowhenua District. Estimates place construction and demolition (C&D) waste at around 30% of transfer station waste.
- The current kerbside collection service for rural roads (roads with permitted speeds above 50km/h) place road users both following and oncoming travellers at considerable risk of collision from a collection vehicle that cannot remove itself from the live lane when stopped. This leads to the dangerous situation of following vehicles overtaking the stopped vehicle and moving into the oncoming traffic lane.
- Cost of the kerbside recycling service has increased considerably over the last few years. A 29% increase since contract commenced in 2018.
- The value of recyclable products is extremely variable with some baled ready for market materials having a negative value.
- MfE requires increased levels of urban waste diversion. The downside is that any additional collections will add to annual rates costs.
- While the Levin Landfill was operational the revenue from this activity was used to fund the kerbside recycling costs. With the Levin Landfill now closed revenue will need to be sourced directly from ratepayers.





## Waste Data - Issues and Constraints

While there is some information available about the quantity and composition of waste generated in the Horowhenua District, the data is incomplete.

The available data needs to be interpreted considering that:

- There is a mix of volume-based estimates and measured weights.
- The source of waste is not always clear.
- There is limited data on market share, coverage, set out rate or participation rates for kerbside collection or refuse and recyclable material.
- The data regarding quantity of waste collected is not complete. For example:
  - The quantity of all organic waste composted by commercial composters.
  - The quantity of waste collected from commercial premises for recycling.
  - The quantity of waste generated on rural properties and processed or disposed on site.

There is a Solid Waste by-law in place that provides for collection of data on collection services including quantities of material collected, destination for disposal or processing and coverage, presentation and participation rates. Implementation of the data provisions in the by-law in close consultation with collection and processing companies operating in the Horowhenua District will improve the availability and quality of data available. For the ready flow of commercially sensitive data, trust must be built between the commercial operators and Council.



4. Policies, Plans and Regulation

4.1 Summary of Guiding Policies, Plans and Legislation  
that Affect the WMMP

There is wide a range of statutory documents and associated policy that impacts on waste management and minimization in the Horowhenua District. These are summarised in Table 10; further detail is provided in the Horowhenua Waste Assessment (2024).

Central Government	Manawatu - Whanganui Region	Horowhenua
Waste Minimisation Act 2008	Horizons One Plan	Long Term Plan 2021 - 2044
Health Act 1956		Horowhenua District Plan
Hazardous Substances and New Organisms Act 1996		Solid Waste Management Bylaw including licence terms and conditions
Resource Management Act 1991		Solid Waste Activity Management Plan 2024
Local Government Act 2002		Waste Minimisation and Management Plan 2018
Climate Change Response Act 2002		Waste Assessment 2024
Aotearoa New Zealand Waste Strategy 2023		
NZ Emissions Trading Scheme		

Table 10. Selected relevant policy for waste in Horowhenua District

## 4.2 Statutory Requirements

A WMMP must contain a summary of the Council's objectives, policies and targets for waste management and minimisation. The plan should clearly communicate how the Council will deliver on these objectives.

Section 43 of the WMA states that a WMMP must provide for:

- a) objectives and policies for achieving effective and efficient waste management and minimisation within the territorial authority's district
- b) methods for achieving effective and efficient waste management and minimisation within the territorial authority's district, including –
  - i. collection, recovery, recycling, treatment, and disposal services for the district to meet its current and future waste management and minimisation needs (whether provided by the territorial authority or otherwise); and
  - ii. any waste management and minimisation facilities provided, or to be provided, by the territorial authority; and
  - iii. any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority.
  - iv. how implementing the plan is to be funded
  - v. if the territorial authority wishes to make grants or advances of money in accordance with section 47, the framework for doing so.

A WMMP must have regard to the waste hierarchy, the New Zealand Waste Strategy, and a Council's most recent Waste Assessment.



*Much of rural waste could be diverted for reuse and recycling*

Policy

- Implementation of licensing provisions in the existing by-law (funding, service level, litter, data provision).
- Data collection via licensing of waste operators (as above).
- Targeted data collection, for example waste surveys.
- Making information on waste issues and opportunities available.
- Grant co-funding for projects that deliver on the goals and objectives for waste management and minimisation.
- Working with neighbouring Councils and other stakeholders to progress national debate on waste issues and policy.

These options focus on the priority waste streams identified through the review of the current situation and summarised in Table 10.

National	Other materials requiring active management include:	Waste sources
Organic waste	Hazardous waste	Rural waste
Glass bottles	Difficult or special waste	Industrial processing
Paper/Cardboard	General waste	
Metals	e-Waste	
Plastics		
Timber		

Table 11. Priority waste and waste sources.



## 5. Vision, Goals, Objectives and Targets

### 5.1 Background

The preparation of this Waste Assessment has included review of the Vision - Goals - Objectives framework set out in the previous WMMP.

The relationship between Vision, Goals and Objectives is illustrated in Figure 10 and defined in Table 11<sup>5</sup>.



Figure 10. Vision, goals, objectives and targets.

<b>Vision</b>	The aspirational outcome for the Horowhenua District - providing an overall direction and focus
<b>Goal</b>	What the Council wants to achieve through the WMMP. The goal is not aspirational; it is achievable. It is a major step in achieving the Council's vision for the WMMP.
<b>Objective</b>	The specific strategies and policies to support the achievement of the goals. Objectives are 'SMART' (specific, measurable, achievable, relevant and timely).
<b>Target</b>	A clear and measurable way to determine how well the Council is achieving its goals. Targets should also be SMART

Table 12. WMMP Vision, goals, objectives and targets.

<sup>5</sup> Sourced from Waste Assessments and Waste Management and Minimisation Planning – A Guide for Territorial Authorities, MfE 2015.



## 5.2 Vision, Goals and Objectives

### Vision

To provide households and businesses with affordable and impactful waste management and minimisation services. To promote community empowerment, individual responsibility and positive behaviour change.

This vision reflects the intended direction for the district in putting maximum effort into diversion and using landfill disposal as a last resort. This approach is aligned with the waste hierarchy, reflects the New Zealand Waste Strategy, and acknowledges our responsibility to manage our waste responsibly and minimise the impact on our environment; particularly as all landfill waste must be transported out of the district to a large regional facility.

### Goals

The goals for waste management and minimisation in the Horowhenua District are to:

1. Reduce waste where we can.
2. Manage waste responsibly.
3. Make it easy to recycle.
4. Provide the best price disposal of urban waste.
5. Maintain community services.
6. Provide high impact, low cost delivery of targeted waste diversion initiatives.
7. Promote the environmentally safe disposal of all waste (including hazardous waste, herbicides, lithium ion batteries, paint etc).
8. Council to advocate for our community on a regional and national level.
9. Educate the community on waste minimization.

## Objectives

The objectives for waste management and minimisation in the Horowhenua District are:

1. To reduce waste disposed to landfill
2. Enable data sharing with private waste collectors
3. Enable data sharing with private waste recycling companies
4. Provide the community with access to recycling services
5. Ensure households and businesses have access to the safe disposal of general waste
6. Provide environmentally safe disposal of hazardous wastes
7. To reduce illegal dumping
8. To provide waste minimization education in schools
9. To educate the community in waste minimization
10. To work collaboratively with other territorial authorities, central government, industry and other parties to improve waste management and minimisation in New Zealand
11. Provide high impact, low cost waste diversion initiatives

Table 13 provides a summary of the Vision - Goals and Objectives presented above and associated targets for waste management and minimisation in the Horowhenua District.



### **Tangata Whenua Worldview of Waste Management**

This vision aligns with tangata whenua principles such as kaitiakitanga, taking an integrated view of the environment and aiming to protect land, air and water from the possible negative impacts resulting from the inappropriate management of waste.

Traditionally, tangata whenua societies produced only organic wastes which could be managed by returning these to the land. In modern times, this is no longer possible due to the increase in volumes and a shift to nonorganic and potentially hazardous waste types.

Kaitiakitanga, mauri, and the waste hierarchy are an aligned set of principles that support our vision of minimising the amount of waste we send to landfill.



<b>Vision:</b>	<b>To provide and households and businesses with affordable and impactful waste management and minimisation services. Promoting community empowerment, individual responsibility and positive behaviour change.</b>	
<b>Objective:</b>	<b>Relevant Goal(s)</b>	<b>Target(s)</b>
1. To reduce waste disposed to landfill	<p>Reduce waste where we can.</p> <p>Manage waste responsibly.</p> <p>Make it easy to recycle.</p> <p>Provide high impact, low cost delivery of targeted waste diversion initiatives.</p> <p>Educate the community on waste minimization.</p>	<i>Waste disposal &lt; 600kg per person (urban areas) by 2029</i>
2. Enable data sharing with private waste collectors	<p>Reduce waste where we can.</p> <p>Manage waste responsibly.</p>	To achieve Councils Solid Waste Statement of Service Performance measures.
3. Enable data sharing with private waste recycling companies	<p>Reduce waste where we can.</p> <p>Manage waste responsibly.</p>	<p>Reach MfE urban waste diversion targets.</p> <p><i>Urban kerbside recycling 30% by 2026</i></p> <p><i>Urban kerbside recycling 40% 2028</i></p>
4. Provide the community with access to recycling services	<p>Make it easy to recycle.</p>	<p>Satisfaction with Council kerbside recycling and transfer station services.</p> <p><i>Residents satisfaction &gt; 75%</i></p>
5. Ensure households and businesses have access to the safe disposal of general waste	<p>Maintain community services.</p> <p>Provide the best price disposal of urban waste.</p>	<p>Satisfaction with Council kerbside rubbish and transfer station services.</p> <p><i>Residents satisfaction &gt; 75%</i></p>
6. Provide environmentally safe disposal of hazardous wastes	<p>Promote the environmentally safe disposal of all waste (including hazardous waste, herbicides, lithium ion batteries, paint etc).</p>	Foxton and Levin Transfer Stations have facilities with appropriate fees to accept hazardous waste (domestic quantities only) by 2026
7. To reduce illegal	<p>Manage waste responsibly.</p>	Quantity of illegally dumped waste <2023/24 amount

<b>Vision:</b>	<b>To provide and households and businesses with affordable and impactful waste management and minimisation services. Promoting community empowerment, individual responsibility and positive behaviour change.</b>	
<b>Objective:</b>	<b>Relevant Goal(s)</b>	<b>Target(s)</b>
8. To provide waste minimization education in schools	Educate the community on waste minimization.	Schools programmes delivered by Council waste educators is provided to >700 school aged students each year.
9. To educate the community of waste minimisation	Educate the community on waste minimization.	Council to have 3 waste minimisation campaigns a year.
10. To work with collaboratively with other territorial authorities, central government, industry and other parties to improve waste management and minimisation in New Zealand	Council to advocate for our community on a regional and national level.	Council to attend > 5 events (including, TA forums and national events).
11. Provide high impact, low cost waste diversion initiatives	<p>Reduce waste where we can.</p> <p>Manage waste responsibly.</p> <p>Make it easy to recycle.</p> <p>Provide high impact, low cost delivery of targeted waste diversion initiatives.</p>	<p>Implement pilot trail of cost effective/logistically attainable options:</p> <p>2026</p> <p>2027</p> <p>2028</p>

Table 13. WMMP Vision, goals, objectives and targets 2024

### 5.3 Council's Intended Role

Council will continue to adopt a part user pays and part community funded approach to delivery of waste transfer and disposal services in the District. Some services will be wholly funded by community public funding. Examples include kerbside recycling, servicing of litter bins, cleaning up illegal dumping, and the management of closed landfills.

Council will continue to own and support the operation of some key infrastructure for waste management and minimisation in the District. This includes the transfer stations in Foxton and Shannon and community mobile recycling stations across the District.

Council will provide information on waste management and minimisation to the community and make staff or Council funded contractors available for education purposes. Council will also work closely with other approved promoters of effective waste management and minimisation.

## 5.4 Protecting Public Health

Waste, particularly putrescible and hazardous waste, has the potential to be detrimental to health. Therefore, a key objective of any waste management and minimisation system is to protect public health. The risk of public health impacts can be significantly reduced by avoiding, where possible, and carefully managing the contact with waste.

In practice this means:

- Containing waste effectively, including:
- Providing appropriate containers at point of generation e.g. workspace, kitchen, etc.
- Providing appropriate containers for storing waste prior to collection - these may be reusable (wheelie bins) or single use (rubbish bags).
- Providing dedicated public drop off areas at transfer stations and landfills.
- Regular collection and disposal.
- Suitable collection and transport vehicles.
- Disposal at a well-constructed and operated landfill including provision of appropriate barrier systems such as base liner and adequate daily, intermediate and final cover. (a Class I landfill)
- Excluding as far as possible vermin that may spread waste or associated contaminants.

## 5.5 Actions for Achieving Effective & Efficient Waste Management & Minimisation

### Introduction

Section 51 of the WMA requires that a Waste Assessment contain a statement of options available to meet the forecast demands of the district with an assessment of the suitability of each option.

This section summarises the identification and evaluation of actions to meet the forecast demands of the district and to meet the goals set out in Section 5.2. The preferred options from the Waste Assessment will be incorporated into the WMMP as methods and feature in the Action Plan.

For the Horowhenua District, it is projected that the overall quantity of waste produced will rise in accordance with the growth of population and economic activity over the duration of this plan. Therefore, it is crucial for infrastructure planning and investment to consider this expected growth.

The available data suggests that there is potential to increase the diversion of material from the current estimate of around 20% across the waste management system. There are also ongoing issues with illegal dumping, challenges with obtaining robust data on waste and recycling activity and the potential for increasing quantities of materials entering the waste stream from rural properties supporting best practice disposal of solid waste. The focus of option identification and evaluation has been addressing these issues alongside meeting forecast demands.



## 5.6 Identifying Options and Actions

There are a wide range of approaches to providing waste management and minimisation services and programmes that could be adopted in Horowhenua. One helpful approach for assessing these options is the model illustrated in Figure 11. Effective waste management and minimisation relies on a combination of infrastructure (including collection), education/information and regulation or policy.

These are supported by having the right data to inform strategic and operational decision making.

For the Waste Assessment, options have been identified by considering key challenges for waste management and minimisation in the Horowhenua District (Refer Section 2.3), referencing approaches adopted elsewhere and looking for new solutions where appropriate. Options have also been considered with reference to the current recovery rates of key materials.<sup>6</sup>

Based on the model set out in Figure 11 options considered can be grouped as follows.

### Infrastructure

- Providing collection services - collection of waste, recyclable materials (at kerbside or transfer station), organic waste and/or bulky items, litter bins;
- Providing physical infrastructure - fixed location or mobile recycling stations (MRSs), waste sorting, waste processing and/or disposal facilities;
- Managing the negative impacts of waste - litter/illegal dumping clean-up, closed landfills.
- Council will support recycling efforts which may include the purchasing of end products which have been produced through closed loop systems or made from natural materials.

### Education

- Changing behaviour - education programmes targeting schools, businesses and/or households
- Support infrastructure - information on how to use kerbside collection and community mobile recycling stations to maximise recovery and maintain the quality of recovered materials (to maximise their resale value).
- Contributing to national education/information programmes.

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<sup>6</sup> Key materials include paper/card, plastics, glass, organic waste, metals, glass and timber.

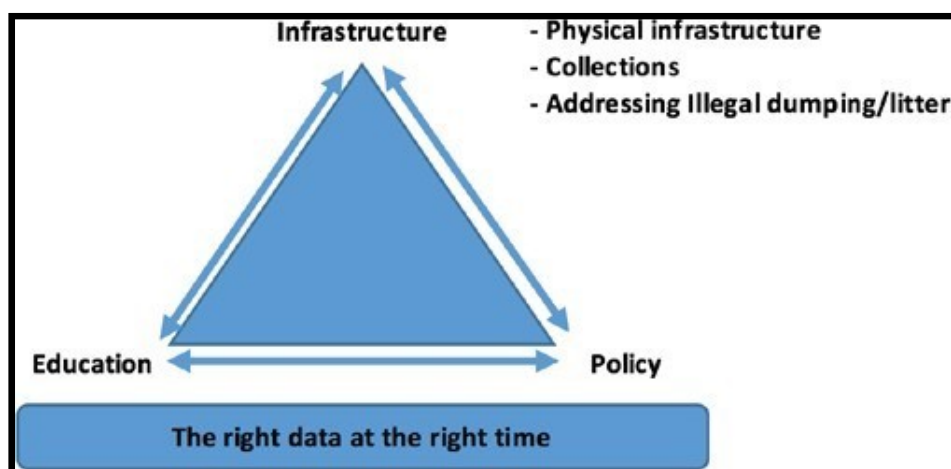


Figure 11. Effective Waste Management and Minimisation

## 5.7 Options & Actions for the Future

Based on the analysis and discussion presented in the Waste Assessment (Appendix A) the following options should be included in an action plan for the Horowhenua District Council WMMP.

### Infrastructure Actions

- Progress procurement for a new refuse collection contract (1st Oct 2025) as a continuation of the existing service (part user pays rubbish bags) with a strong focus on managing health and safety and managing market share.
- Progress procurement for a new recycling collection contract (1st July 2026) focused on reducing health and safety risks, producing high quality recyclable materials and increasing the capture of presently advertised recyclable materials from urban households and residents who use transfer stations and MRSs.
- Progress procurement for a new transfer station operations contract - Foxton and Shannon (1st Oct 2025). The contract will focus on maintaining an acceptable level of service, reducing costs 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 kitchen and garden waste collection and kitchen waste only collection.
- Complete detailed analysis of sorting of C&I and/or C&D waste prior to disposal of residual material.
- Council to confirm a medium to long term strategy for Levin Landfill that provides for full funding of non-compliant legacy matters, operations, and post closure maintenance.
- Work with herbicide product users and hazardous waste disposal companies to improve the management of end of use hazardous waste, including providing options in the district for specific processing of waste streams such as e-Waste.



### Education Actions

- Continue to update and maintain information on the Council website regarding waste and recycling collection and community mobile recycling stations in the Horowhenua District.
- Provide clear information and education to promote the collection of quality product suitable for resale by the private sector or Council operated/funded recycling services. E.g., farm plastics, soft plastics recycling, Paint-wise
- Disseminate information to all catchment 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.
- Maintain funding for Waste Minimisation Officer role. Either by Council public funding or MfE levy funding provision.
- Provide information to the community about the negative impact of illegal dumping and alternatives available to the community E.g. kerbside recycling collection, part public funded rubbish bag 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 management and minimisation with consideration also to co-funding arrangements. Applications for funding should also be assessed for their ability to deliver the promised benefits i.e. diversion from landfill of 50 tonnes plus per annum, due diligence on organisation capability, governance and accountability. Within financial constraints consideration also needs to be given to ensuring that funding supports new or expanded activities rather than only supporting the status quo.
- 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 management and minimisation policy directives.
- Continue to actively address illegal dumping activity by adequate resourcing of Council's Compliance Team. And where possible prosecuting non-compliant behavior.

Action (Infrastructure)	Timeline	Funding
a. Provide future service delivery options for urban kerbside recycling including funding options. Note: Rural kerbside recycling requires a feasibility study looking at financing and safety concerns. (integrated with action d)	June 2024	User Pays & Rates (existing) Targeted Rate
b. Adjust rubbish bag service delivery options to facilitate either service delivery growth or greater user pays ratio that ensures the service delivery remains viable and minimises impacts of rate increases (integrated with action c)		User Pays & Rates (existing). User Pays
c. Investigate feasibility of clean fill operations at Levin Landfill or another site		Revenue Opportunity
d. 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.	October 2025	User Pays & Rates (existing)
e. Progress procurement for a new kerbside recycling collection contract focused on reducing health and safety risks, producing high quality recyclable materials and increasing the capture of recyclable materials from households.	July 2026	User Pays & Rates (existing)
f. Progress procurement for a new transfer station operations contract (Foxton and Shannon) focused on maintaining an acceptable level of service and maximising recovery of materials including recyclable materials, organic waste and other reusable items.	July 2026	User Pays & Rates (existing)

g. Complete detailed analysis of organic waste collection options including the status quo (private sector services) of a kitchen and garden waste collection and kitchen waste only collection i.e. MfE target for 2029 – All towns with populations greater than 1,000 people	Dec 2025 & June 2026	Rates (existing)
h. Council to confirm a strategy for closed Levin Landfill that provides for full funding of historic and current development, operations, closure and appropriate management post closure.	June 2024	Rates (existing)
i. Council to confirm urban & rural kerbside recycling options and service delivery and appropriate management of any confirmed changes	June 2024	Rates (existing)
j. For the Foxton & Shannon Transfer Stations: a) Improve design to facilitate more recycling opportunities. b) Increase capacity for acceptance of environmentally harmful waste streams e.g. Lithium-Ion batteries, pesticides, waste oils	2028-2030	Rates (existing)

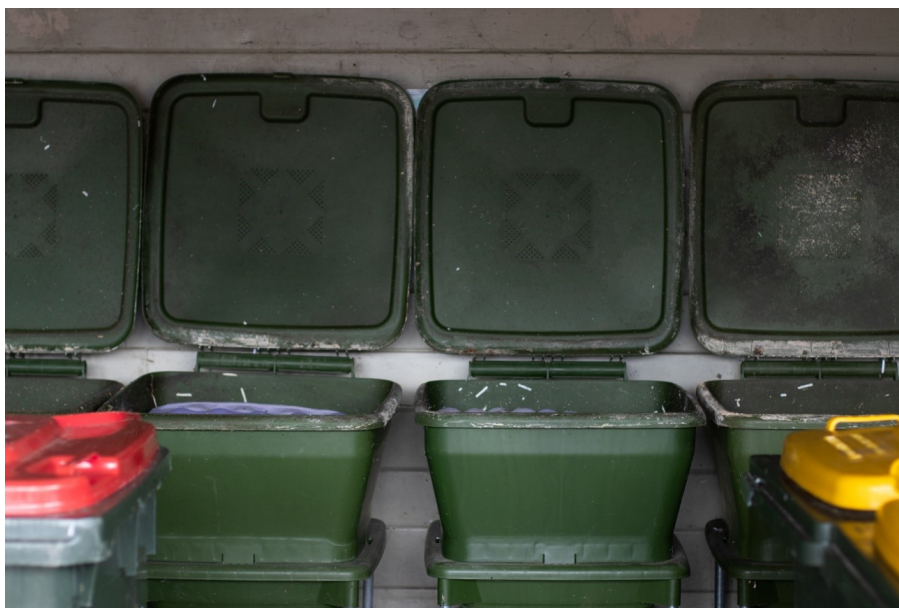
Table 12. Infrastructure Actions

Action (Education)	Timeline	Funding
k. Continue to update and maintain information on the Council website regarding waste and recycling collection and drop off services in the Horowhenua district.	Ongoing	Rates (existing)
l. Provide clear information and education to promote the effective use of private sector waste disposal options  (For example, farm plastics, soft plastic recycling, Paintwise) and Council operated recycling services.	Ongoing	Rates (existing)
m. Disseminate information to all residents (including holiday makers/temporary residents) including national programmes like Love Food Hate Waste.	Ongoing	Rates (existing)
n. Maintaining school education programmes, support environmental education activities for schools, homes and businesses.	Ongoing	
o. 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).	Ongoing	Rates (existing)

Table 13. Education Actions

Action (Policy)	Timeline	Funding
p. Develop criteria for applications for grants via Council's allocation of Waste Levy funds. Provisional criteria will be based on contribution to the Vision, Goals and Objectives for waste management and minimisation 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. Volume of waste materials diverted from going to landfill. Consideration also needs to be given to ensuring that funding supports new or expanded activities rather than supporting the status quo.	June 2025	Waste levy
q. Continue to report on progress against the targets in the WMMP in Full Operational Performance Reports & Annual Reports.	June 2024 and ongoing	Rates (existing)
r. Collaborate with local government organisations, non-government organisations (NGO) and other key stakeholders to progress national activity on waste management and minimisation policy.	Ongoing	Rates (existing)
s. Continue to actively address illegal dumping activity including where possible identifying perpetrators in order to issue litter infringement penalties.	Ongoing	Rates (existing)

Table 14. Policy Actions



## 6. Monitoring, Evaluation and Reporting Progress

This WMMP will only have an impact in the Horowhenua district if appropriate action is taken to achieve the Vision - Goals - Objectives. The Targets (Section 4) provide high level measure of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets.

### 6.1 Monitoring and Evaluation

The assessment of the current situation highlighted gaps in information about waste generation, collection, processing and management in the Horowhenua District. In some cases, information exists but is not available to council<sup>7</sup> while in others data is not currently available<sup>8</sup>.

Progress in achieving the Vision - Goals - Objectives of this WMMP will be monitored by collecting the data outlined in Table 15.

Some of the activities in the Action Plan are focused on securing the information noted in Table 15. For example ongoing implementation of licensing (based on the existing by-law) and improving reporting under existing and future council contracts.

Evaluation of the data collected will focus on measuring progress against the targets set out in Section 4.2. The periodic review of the Action Plan (see Section 5 of the Action Plan) will consider

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<sup>7</sup> For example, regarding private sector collection services.

<sup>8</sup> For example, regarding the number of households participating in the kerbside recycling collection service.

how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan.



Data Source	Information	Comment
Council contractors	Illegal dumping	Contract reporting
	Litter (bins, clean-up)	
	Kerbside refuse	Contract reporting
	Kerbside recycling	Contract reporting
	Transfer station refuse	Contract reporting
	Transfer station recycling/recover	Contract reporting
	Recycling station recycling	Contract reporting
	Landfill disposal	Contract reporting
Other collectors	Kerbside/Business refuse	By-law data requirements
Waste processor	Materials processed	By-law data requirements
Council contact database	Illegal dumping incidents	Compliance Team issuing infringement fines
Customer Surveys	Residents satisfaction	Council survey
Council Activity Reporting (Annual Report)	By-law implementation (licensing) Data summary	Contract requirement or targeted survey
Targeted data collection	Solid Waste Analysis Protocol Surveys (waste composition)	
	Kerbside collection surveys (participation, set out rates)	Contract required
	Recycling contamination survey	

Table 15. Data source and description

## 6.2 Reporting

Progress on implementing the actions from this WMMP will be providing status reporting in the Horowhenua District Council's Annual Report each year. Reporting will note current performance against the targets based on available information.



## 7. Targets and Measurements

The Targets set out in Section 4 of this WMMP provide a high-level measure of progress. Monitoring, evaluation and reporting will focus on gathering data to assess progress against these targets, inform refinement of existing actions and development of future actions.

Progress in achieving the Vision - Goals - Objectives of this WMMP will be monitored by collecting the data outlined in Table 13.

Some of the activities in this Action Plan are focused on securing the information noted in Table 10. For example, ongoing implementation of licensing (based on the existing by-law) and improving reporting under existing and future Council contracts.

Periodic review of the Action Plan (see Section 5 of the Action Plan) will consider how effective the actions underway or completed have been in achieving the Vision - Goals - Objectives of this Plan. Table 13 links Targets to measures noted in Table 16 & 17.



Target	Measure
1.1 To reduce the total quantity of waste disposed of to landfill from Horowhenua on a per capita basis. The national figure is presently 756 kg per person. (Note: Improvement dependant on addition of new services) Waste disposal < 600 kg per person each year	Tonnes of waste disposed of to landfill per capita (Urban only)
2.1 Increase in the diversion rate for recycling at kerbside and transfer stations. The current figures are 21% and 13% respectively. <i>Kerbside recycling &gt; 40%2029.</i> Note: Increase governed by implementation of other types of kerbside recycling E.g. kerbside kitchen waste collection. <i>Recycling at Refuse Transfer Stations increase over present rate by 50% by 2029</i>	% of waste recycled per year       % of waste recycled
3.1 Satisfaction with kerbside recycling and transfer station services. <i>Residents satisfaction &gt; 75%</i>	Residents satisfaction survey results
4.1 To publish a summary of available data on waste generation and management with each annual report. Summary data published in Annual Report to create a grant scheme to support new initiatives to reduce waste	Summary reporting on Waste Management and Minimisation Plan in Annual Report. Grant applications invited.
5.1 Reduction in illegal dumping incidents and quantity of material illegally dumped in the Horowhenua District.	Number of incidents and quantity of illegally dumped material
5.2 Residents satisfaction with litter and illegal dumping management. Residents satisfaction > 85 %	Residents satisfaction survey results
6.1 Schools programmes delivered by Council Waste education is provided to >700 school aged students each year.	Number of students receiving waste education
6.2 Council promotes waste minimisation at > five events in the District each year.	Number of events addressing waste minimisation.

Table 16. Measuring progress against targets

Measure	Definition
Total of waste disposed of to landfill per capita	Total quantity of waste disposed of to landfill (from contract and licensing reporting) divided by Horowhenua resident population
Total of waste recycled per year	Total quantity of waste recycled or recovered (from contract and licensing reporting) divided by total quantity of district waste disposed of to landfill (from contract and licensing reporting)
Residents satisfaction	Measure as defined in LTP 2024-2044 or LTP
Total of illegal dumped material	Total quantity of illegally dumped material picked up by Horowhenua District contractors per year. And total cost to collect and deliver to transfer stations.

Table 17. Measure definitions.

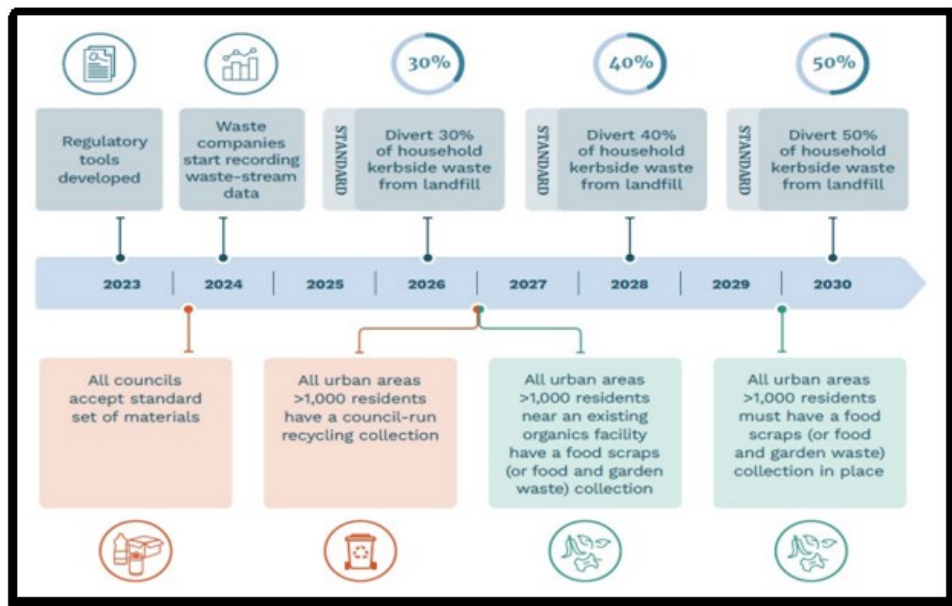


Figure 12. Ministry for Environment timeline for waste Diversion Targets

2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<b>Infrastructure</b>					
<b>Services</b>					
Contracts					
Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection	Refuse Collection
Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling	Kerbside Recycling
Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations	Transfer Stations
Potential new services:	Household hazardous waste			Tender/Appoint Organic waste service	Organic waste service
	e.g. e-waste			Tender/Appoint Bulky waste service	Bulky waste service
					Tender/Appoint C&D / C&I service-problem products e.g. e-waste
2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<b>Investigations</b>					
	Complete study on organic waste collection		LTP Proposal for organic waste		
		Complete study on bulky waste options	LTP Proposal for bulky waste		

		Complete study on C&D and C&I waste sorting	LTP Proposal on waste sorting at designated facility. (Council Hokio Road Depo?)			
<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	
<b>Education/ Information</b>						
Kerbside collections (various types)	Kerbside collections (various types)	Kerbside collections (various types)	Kerbside collections (various types)	Kerbside collections (various types)	Kerbside collections (various types)	
Council services	Council services	Council services	Council services	Council services	Council services	
For holiday makers	For holiday makers	For holiday makers	For holiday makers	For holiday makers	For holiday makers	
Schools	Schools	Schools	Schools	Schools	Schools	
Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	Illegal dumping	
<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>	<b>2029/30</b>	
<b>Policy</b>						
Develop grant funding criteria	Grant funding round	Grant funding round	Grant funding round	Grant funding round	Grant funding round	
By-law revision					By-law revision	
Report on progress in 2024/25 Annual Report.	Report on progress in 2025/26 Annual Report.	Report on progress in 2026/27 Annual Report.	Report on progress in 2027/28 Annual Report.	Report on progress in 2028/29 Annual Report.	Report on progress in 2029/30 Annual Report.	

Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.	Collaborate with others national activity and policy.
Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity	Illegal dumping investigation and enforcement activity

## 8. Funding the Plan

### 7.1 Plan Implementation Funding

The funding of the implementation of this WMMP will come from user charges, rate payer funds and levy payments returned to the Council will:

#### User Charges

Fund kerbside refuse collection, disposal of kerbside waste to landfill and the disposal or management of waste materials at the two Council owned transfer stations.

#### Rate Payer Funding

Provide public good focused services. Examples include kerbside recycling collection, supporting transfer station operations/maintenance where user charges are not adequate to cover the full cost of operation, public part funding of kerbside rubbish bag collection, illegal dumping clean-ups, litter bin servicing, licensing implementation, education activities, closed landfill maintenance and reporting on the Plan implementation.

#### Levy Payments

Fund activities that promote or achieve the Goals and Objectives of this WMMP.

### 7.2 Grants and Advances of Monies

As part of the implementation of the WMMP Council will develop criteria for making grants available from Council's allocation of Waste Levy funds.

The amount of money available for grants will be determined as part of the Annual Plan process but is expected to be in the order of 15% of the levy funding received by Council. Note: Funding is sourced from Levy payments made by the Ministry for Environment not rates therefore will not be affected by the setting of annual rate increases. It is a stand-alone account outside of rates.

Criteria will be based on the funded activities contribution to promoting and achieving the Vision, Goals and Objectives for waste management and minimisation. Activities with co-funding will be preferred with Council expecting 50% or more contribution from partners other than Council. Projects that deliver waste diversion quantities greater than 100 tonnes per annum would be given greater weighting for approval than lower annual diversion quantities. Variation to the rule would be at the discretion of the appointed Council officer.

Applications for funding will also be assessed for their ability to deliver the promised benefits. Specific areas for assessment will include organisation capability to deliver the project, governance arrangements, accountability and track record in delivering similar projects.

### 7.3 Waste Minimisation Levy Expenditure

Council currently uses the Waste Levy to fund a small range of activities that includes waste minimisation education in schools, the waste minimisation officer role and new infrastructure



builds. The remainder of the levy can be used to help subsidise the kerbside recycling services in the district. Levy funding can also be used funding services and programs directed towards developing new systems and programs, outside of typical Council services that address waste minimisation.



## **SOLID WASTE LTP 2024-2044 CONSULTATION DOCUMENT**



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## 1. Introduction

Particular focus of the consultation document is applied to Levin Landfill legacy rate and Kerbside Recycling - retention or removal, affordable kerbside rubbish collection and the production of a ready for tender Waste Collections Services contract.

Horowhenua District Council understands the importance of waste minimisation within the district and providing leadership in its management and direction is essential. Equally important to our organisation is that the community have the opportunity to easily participate and influence that direction.

A key part of planning is to ensure that the activity management requirements are appropriately funded, prioritised and scheduled. Format a baseline document to work with Elected Members to identify requirements to meet the community's needs now and into the future.

Nearly 4,500 tonnes of Council controlled waste are transferred directly to Bonny Glen landfill located in the Rangitikei district. The other 6,900 tonnes are diverted to various recycling plants for future reuse.

### Levin Landfill

- With the Levin Landfill now permanently closed Council will be required to put in place a new Landfill Closure Management Plan. The Plan will include the remediation required to meet future revised discharge consent conditions, this includes ongoing regular monitoring and maintenance of the site; the solute remediation from the 'Old Dump' and the restoration of the mauri of the whenua (land) and surrounding areas.
- The Old Dump portion of the landfill has a migrating ground water plume of typical landfill solutes. The solutes have the potential to contain concentrations that are above the permitted discharge to water concentration levels and so would then require interception and treatment before they merge with the Hokio Stream.
- The New Landfill has had its final cap and topsoil applied (January 2024). This will protect the contents of the landfill from water ingress and the production of excessive quantities of concentrated landfill solutes.

### Kerbside recycling

- Council provides a fortnightly kerbside recycling service to urban properties. This service is funded by way of a targeted rate.
- The residences who receive the rural kerbside recycling collection have never fully paid for the collection and there is no defined extent of the rural service. A decision is required to remove the service or determine if there is a workable and fair way to rate some or all rural residents for the service. Note: Not all rural properties receive the kerbside recycling service, those that do were offered the service during its inception if they already had a private commercial rubbish bin collection service in place. Options for this service will be consulted on as part of the 2024-44 LTP.



### 1.1 Key Issues, Assumptions and uncertainties

Key issues, decisions, assumptions and uncertainties affecting the Levin Landfill and Kerbside Recycling are indicated in the table below:

Table 1 Key assumptions	
Issue, decisions, assumptions, uncertainty	Consequence for Activity
Levin Landfill closure	As no further municipal solid waste is being received, odour complaints will cease. Capping of the new landfill will seal off the waste from allowing excess water to percolate through and generate excess leachate.
Council waste disposal contract with Midwest Disposals Ltd	Council has agreed to a 20-year contract to dispose of its waste at Bonny Glen Landfill - Now year 2 This contract provides certainty of disposal of two waste streams, general municipal solid waste and sewage sludge. The long-term arrangement has financial savings from Council being a preferred customer.
The 'Old Dump' – portion of the Levin Landfill is to have a receptor arrangement in place to capture, treat and consequently reduce the concentrations of solutes that are slowly flowing towards Hokio Stream	The capturing of these mobile solutes and the treating of them either on site or at the Wastewater Treatment Plant will prevent any higher than permitted concentrations of various solutes from impacting on the health of the Hokio Stream.
Ministry for Environment	Waste levy to increase again by \$10/tonne – July 2025 (Total \$60/tonne)
The Class I landfill portion of the Levin Landfill will continue to be maintained in accordance to discharge consents	The Class I landfill will continue to 'flare off' methane gases, it will continue to collect leachates and pump them to Levin Wastewater Treatment Plant for treatment. This 1990s landfill is built to MfE design standards which includes an impermeable barrier; therefore, no adverse environment effects will occur to the surrounding environment.
Closed landfill management plan (a)	Under the regulatory discharge consents Council will continue to monitor the health of the landfill and surrounding environments for some 30 plus years.
Closed landfill management plan (b)	Regular maintenance of the infrastructure will continue. E.g. erosion, slump correction, reticulation, pump and flare maintenance
Council Waste Services contract 2018	Kerbside Refuse Collections and Transfer Stations contract continues to 1st October 2025 (Option 6-month extension)
Council Waste Services contract 2019	Kerbside Recycling Collection Services continues 1st July 2026
Contracted community education services	Funded via the Ministry for the Environment waste levy these programs reach preschool and school age students to build awareness and capability for community waste minimisation.
Levin Landfill forestry plantation	The plantation will continue to be maintained to produce a dividend to support landfill maintenance costs



## 1.2 Significant negative effects

Table 2. Significant negative effects	
Service/ Activity	Description
District recycling activity funding	With no further revenue available from the Levin Landfill activity the shortfall for funding the district waste recycling needs to be addressed. \$5.5 million over 6-year period
Levin Closed Landfill funding	A rates funding model of \$23 million over 30-year period has to be decided upon to pay the landfill debt and ongoing maintenance costs.
Future use of the Levin Landfill site	No decision has yet been made on the alternative use/s of the Levin Landfill site except to continue with the production pine forest. Clean fill, green waste acceptance/processing is up for future community discussion.
Remediation of Levin Landfill area C2	A ground water solute plume from the 'Old dump' is moving slowly towards Hokio Stream. A yet to be confirmed daily quantity of solute from the plume will require interception and treatment.
Ministry for Environment (MfE) targets	Urban rubbish diversion to increase by 2026 - 30%, 2028 - 40%, 2030 - 50% Council would need to manage a large volume of the urban collection to achieve these central government targets. Reducing bag sale rates or rollout of wheelie bins to every urban resident would need to be considered to increase level of Council controlled waste. The consequence of not meeting target would likely be a reduced/cancelled MfE annual levy payment.
Ministry for Environment (MfE) targets	Urban areas with populations greater than 1,000 to have kitchen waste collections by 2029. Consequence of not meeting target reduced/cancelled MfE levy payment (2023 \$280k)

## 1.3 Future Demand Considerations

Demand forecasting is the prediction of future demand which allows the Kerbside Recycling and Mobile Recycling Stations to consider and as much as possible plan for changes to our services. There are a factors that influence the demand and need for our services, that need to be considered and these include:



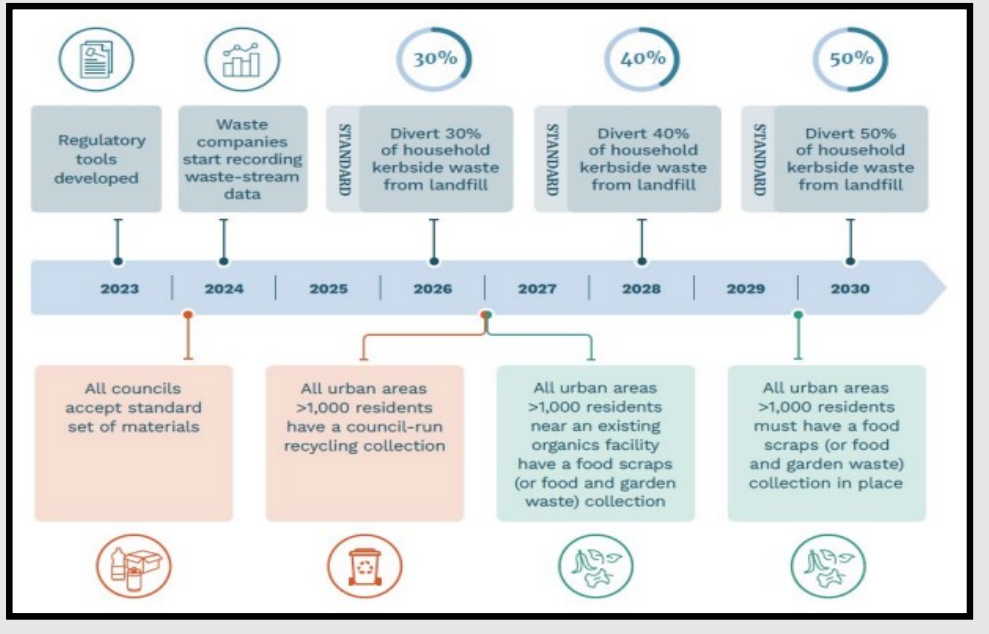
Table 3. Future Demand Considerations				
Influence/Demand/Trend	Data Source	Consequence for the Service	Impact – Low/Med/High	What provision is made in this plan in response
<b>Population Growth in Horowhenua</b> It is assumed that population growth will continue to increase, reaching 42,589 by 2030 (1.5 % growth annually) and 54,657 by 2044 (2.1% growth annually)	Sense Partner 2023 Population forecasts (95 <sup>th</sup> percentile) <a href="#">Population &amp; Household forecasts for AMPs.docx</a>	Increased demand for services and coordination of networks. Pro-rata increase	High	New kerbside recycling collection services contract will need to have clearly defined costings for new dwelling additions to service e.g. Tara Ika development plus rural properties outside of the targeted rating zone.
<b>Household growth</b> By 2044 the number of dwelling units in the district are projected to increase by 8,323.	Sense Partner 2023 Population forecasts (95 <sup>th</sup> percentile) <a href="#">Population &amp; Household forecasts for AMPs.docx</a>	Multi-Unit Developments -MUDs – Smaller collection vehicles will be required to service these developments.	Med/High	The new waste collection services contract will need to provide suitably sized collection vehicles to service these high-density developments. Or have specific bylaws in place to allow these residents to participate in current and future waste minimisation services. E.g. Kerbside recycling and kitchen waste collections.

Table 3. Future Demand Considerations Continued				
Influence/Demand/Trend	Influence/Demand/Trend	Influence/Demand/Trend	Influence/Demand/Trend	Influence/Demand/Trend
<b>Central Government targets</b> Ministry for Environment (MfE) urban rubbish diversion targets 30% diversion by 2026 40% diversion by 2028 50% diversion by 2030	Ministry for Environment <a href="#">Link to MfE - diversion targets</a> <a href="#">Link NZ Gazette Permitted items list</a>	More education and encouragement/rewards to increase participation levels. Possible Council control of all urban rubbish collections via Council rollout of rubbish wheelie bins to all urban properties.	Med/High	Council rolls out small rubbish wheelie bins to encourage more urban recycling.
<b>Central Government targets</b> Ministry for Environment (MfE) urban kitchen waste collection targets All urban household populations greater 1,000 have food/kitchen waste collection by mid-2029	Ministry for Environment <a href="#">Link MfE - Food scrap collections</a>	Roll out of new urban kitchen waste collection service. Will be a significant additional cost to rate payers	Med/High	Item for future consideration and planning





Figure 1 – Ministry of Environment expectations - Timeline





The Ministry for Environment (MfE) is taking a much more active role in what they believe local government should be doing in the waste diversion space. Just having a recycling bin and crate for glass is only part of MfE's plan for waste diversion. MfE is now setting Council additional urban waste diversion targets. Presently Council urban waste diversion is sitting at the around the 20% rate. See upcoming MfE diversion targets and dates. Figure 1 above provides timeframes set by the MfE on waste diversion expectations for Councils. There is no guarantee that a Council will meet those MfE targets, nor that Council will meet them in the required timeframes. The consequence of not meeting MfE targets is the removal of the \$280k/annum waste levy funding.

## Current Rural Kerbside Service Delivery Model

**Horowhenua**  
Rural Zoned Recycling Collection Properties on Roads  
≥ 80 Kmph

Legend:

- Collection Points
- Road Speed ≥ 80 Kmph
- Collection Properties
- Urban Areas

Source: Waste Track Report 18284  
September 2023

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Table 4 – Current Targeted Rating for 2023/24 rating year

	Urban (Includes recycling charge)	Rural
<b>1. Solid Waste Disposal</b>	<b>\$178.11 (GST inclusive)</b>	<b>\$119.14 (GST inclusive)</b>

#### Proposed Kerbside Recycling Service Delivery Options

Moving forward and as part of the LTP process for 2024-2044, outlined below are those options proposed as reasonable for consideration and consultation as part of that process. It is important to understand the Council has an existing contract with an external contractor that manages its Solid Waste activities. The agreements include the delivery of Kerbside recycling which would incur significant costs to Council & the community if changed or terminated before the Contract end date on 1 July 2026. There are a number of options that take into consideration the existing contract finish date and are funded exclusively by rates. Table 5 provides an insight to annual rate charge and impacts of the 3 most workable options.

The options are outlined below:

2. Option1 – **Status Quo Urban Pay** – To keep the service delivery as it is. Continue the service to existing urban and rural properties, this includes only offering new properties in urban locations. Those rural locations (that currently receive, and provided it is deemed safe to continue) would receive the service with no contribution towards recycling (they do however continue to pay the Solid Waste rate).
  - 2.1 **Advantages** – Costs of service no longer loan funded to provide service; rural properties who already receive the service will continue to do so.
  - 2.2 **Disadvantages** – Urban properties pay for service to be delivered to rural properties; and significantly higher impact on rates/increases; Contractor health and safety risks associated with services provided in rural areas that have narrow roads, speed limits that exceed 50km/hr
3. Option 2 – **Status Quo (Targeted rates to Urban & Rural receiving the service as of 1 July 2024)** – To keep the service delivery as it is until 1 July 2026 only, as this is not a best practice rating model. Continue the service to existing urban and rural properties, this includes offering new properties the kerbside collection in urban & rural locations. This option would see both urban and rural (users only) pay equal targeted rate contributions to receive the service.
  - 3.1 **Advantages** – Cost of service no longer loan funded; and all existing customers continue to receive the service; and rates contribution is fairly distributed amongst those that use the service. Note: Rural property owners still have MRS access
  - 3.2 **Disadvantages** – Impact on rates contributions; and rural properties may opt out of service increasing cost of rate contribution to participating property owners. To deliver the service rurally would cost more for rural properties, this option would require urban to contribute to the majority of those service increases and Contractor health and safety risks associated with services provided in rural areas that have narrow roads, speed limits that exceed 50km/hr
4. Option 3 – **Urban only kerbside recycling** – This option could only take effect from 1 July 2026 when the existing Service Contract ends. This includes removing the existing rural service to the 2,200 properties that currently receive the service. This option sits within the Ministry of Environment intentions and allow the benefits of a new contract tailored to kerbside recycling only to urban areas.
  - 4.1 **Advantages** – remove any payment disparity between district wide with urban properties covering for the service that is only delivered to them; and remove any costs



- associated with delivery a service to a wider demographic; and remove any health and safety risks associated with rural service delivery; improved contract conditions; and greater emphasis and use on mobile recycling service
- 4.2 **Disadvantages** – Increase of waste to landfill, with rural properties disposing of waste through transfer stations and kerbside bins
5. Option 4 – **Removal of Kerbside Recycling within the district** – again this couldn't come into effect until 1 July 2026. With affordability a key factor in providing services within the district this option may be considered, however comes with disadvantages.
- 5.1 **Advantages** – Remove costs associated with the kerbside recycling service (currently \$2.274m); and Increased demand and costs on mobile recycling service;
- 5.2 **Disadvantages** – In breach of MfE service requirements losing of the MfE Waste Levy Funding (\$280k); and increased waste going to transfer stations and landfill; and increase illegal dumping (fly- tipping) and costs associated with managing this issue. Removing the ability to meet Waste Management & Minimisation targets and impacting poorly on the environment/circular economy aspirations
6. Option 5 – **Offering Service to Urban & Rural Properties** – This option whilst considered would be extremely difficult to achieve rurally. The option would include rating all properties in the district with equal contributions regardless of whether they received the service or not. A large proportion of rural properties could not access the service due to the location of their property, unsuitable road access, or H&S concerns relating to rural road conditions and speed limits.
- 6.1 **Advantages** – Larger rateable audience - lower annual rate contribution per property
- 6.2 **Disadvantages** – Properties that don't have access to the service will be paying for the service, they do however have access to MRS's; compromised contractor health and safety risks associated with service provided in rural areas that have narrow roads, speed limits that exceed 50km/hr; and increased service costs exacerbated by higher costs associated with delivering the service rurally.

Table 5 – Kerbside Recycling Options (indicative costs for 2024/25)

Option 1 – Status Quo - Urban Pay	Total	Cease 1 July 2026 – Interim solution
Operating costs (LTPA)	\$2,272,225	Costs include current contract & overheads
Urban SUIP	14,346	Urban Only
<b>Annual rate charge</b>	<b>\$158.39</b>	Proposed Rate
Option 2 – Status Quo – targeted rates to Urban & Rural receiving the service as of 1 July 2024	Total	Cease 1 July 2026 – Interim solution
Operating costs (LTPA)	\$2,272,225	Costs include current contract & overheads
Urban (SUIP)	13,019	Some existing rural may choose to opt out of service
Rural (SUIP) receiving service	2,694	
<b>Annual rate charge</b>	<b>\$144.61</b>	Rating policy will need to stipulate conditions



*Option 3 – Future Option – Kerbside only	Total	Effective 1 July 2026
Operating costs (LTPA)	\$1,922,225	Savings of approx. \$350k with removal of rural service. Reflects reduction in costs & new contract
Urban (SUIP)	14,346	Rural Service ceases 1 July 2026
<b>Annual rate charge</b>	<b>\$133.99</b>	
<b>*Business case option 3 or alternatives to developed in year one of long-term plan</b>		

As indicated in the above options and the rating contributions in Table 5, moving to targeted rate option and removing any loan funding will have a significant impact on rates. To gain a better understanding of how this looks holistically from a Solid Waste Service delivery perspective, Table 7 provides an individual activity and total service overview of contributions.

### 3. Levin Landfill Legacy Rates

Horowhenua residents have over the last 60 years plus benefited from the Council provision of its own district landfill/s. This arrangement ended in October 2021 (officially 31 May 2023) with the closure of the Class I Levin New Landfill. The district closed landfills will require ongoing monitoring and maintenance particularly the Levin Landfill for at least another 30 years. To cover this cost a 'Landfill Provision' will be implemented to rate for these costs. The cost for this provision will be by way of raising a loan that will be serviced over the next 20 years. As residents of the district benefited from the landfills the cost will be equally distributed across all properties.

#### Levin Landfill Aftercare & Landfill Debt

The debt associated with closing the Levin Landfill sits at \$4.7m at 30 June 2023 and ongoing operating costs associated with ensuring the closed landfill property meets consenting conditions (\$1.47m annually plus inflation). Table 6 below shows that these costs are distributed throughout the district with a proposed annual rate charge of \$99.40 per rated property). To gain a better understanding of how this looks holistically from a Solid Waste Service delivery perspective, Table 7 provides an individual activity and total service overview of contributions.

Table 6 Landfill Aftercare Costs and Rates

	Total	Annual Payment
Landfill Debt – 30 June 2023 (20 Year)	\$4.7m	\$236,750
Landfill after care costs		\$1,469,702
	Total including GST	\$1,962,420
	Total (SUIP)	19,732
Annual charge to repay		\$99.40



### Solid Waste Services

Council now provides Solid Waste (rubbish) disposal facilities for residents and visitors to our district through a kerbside bag collection service and provides Waste Transfer Stations in Foxton and Shannon. This waste is being disposed of at the Bonny Glen Landfill near Marton, which also takes the sewage sludge from the Levin Wastewater Treatment plant. The cost of this service can be seen in Table 7 under waste collection & minimisation.

## 4. Solid Waste Overview & Rating Options

### Proposed Target Rates Options

Table 7 Solid Waste and Rates Proposals (GST inclusive)

Proposed Service – 3 Courses (Fully Funded)			
	Urban	Rural (Recycle)	Rural (no Recycle)
<b>1. Landfill &amp; Aftercare</b>	\$99.40	\$99.40	\$99.40
<b>2. Waste Collection &amp; Minimisation</b>			
2.1. Transfer & Recycling Stations	\$96.32	\$96.32	\$96.32
2.2 Kerbside Bags	\$22.25		
<b>3. Kerbside Recycling</b>			
Option 1 – Status Quo (Urban Pay)	\$158.39		
Option 2 – Status Quo (Targeted rates to Urban & Rural receiving the service as of 1 July 2024)	\$144.61	\$144.61	
Option 3 – Future (Urban Only)	\$133.99		
<b>Totals Option 1</b>	<b>\$376.36</b>	<b>\$195.72</b>	<b>\$195.72</b>
<b>Totals Option 2</b>	<b>\$362.58</b>	<b>\$340.33</b>	<b>\$195.72</b>
<b>Totals Option 3</b>	<b>\$351.96</b>	<b>\$195.72</b>	<b>\$195.72</b>
<b>Current Solid Waste Disposal (Subsidised/Loan Funded)</b>	<b>\$178.11</b>	<b>\$119.14</b>	<b>\$119.14</b>

### Context of Waste Management and Minimisation Plan (WMMP)

The aim of the WMMP is to deliver community benefits and continued waste reduction, promoting individual responsibility. Horowhenua businesses and households will be provided with efficient and effective waste minimisation and management services.



The goals for waste management and minimisation in the Horowhenua District are to:

1. Avoid and reduce waste where we can.
2. Manage waste responsibly - make it easy to recycle.
3. Provide affordable disposal of residual waste.
4. Maintain community benefits - promote reuse of materials provide, cost effective services,
5. Provide high impact, low-cost delivery of targeted waste diversion initiatives
6. Promote the environmentally safe disposal hazardous wastes. (Herbicides, lithium-ion batteries, paint etc)

The objectives and targets for waste management minimisation in the Horowhenua District are:

1. Continue to lead the community with the sanitary and environmentally sound disposal of waste
2. Continue to promote further waste minimisation education to the community
3. Build new rates provision to manage the aftercare costs of the Levin Landfill
4. Decide on the type of funding model for rural kerbside recycling
5. Investigate new to the district initiatives to reduce waste going to landfill.

This document although focussed on the closed landfill & kerbside recycling highlights affordability issues related to meeting goals, objectives and targets associated with the WMMP. How previous decisions like closing the Levin Landfill have impacted on the decisions we make now and in the future. The complexities of managing Solid Waste within our district are made more difficult with legislation and regulation compliance expectations including those standards and targets set by the Ministry for the Environment.

Financing the legacy of the landfill closure and waste management and minimisation through loan funding is no longer sustainable.





Risk Management

When identifying the risks associated with the Kerbside Recycling and Levin Landfill, the risk appetite of Council has been considered within the context of Council's Risk Management Framework. The key risks associated with Kerbside Recycling and the Levin Landfill are summarised in the table below.

	Risk Title	Risk Description / Root Cause	Inherent Risk				Current Treatment/Control	Residual Risk				Future Treatment/Control	Residual Risk							
			Likely hood	Impac t	Risk Rating			Likel y hood	Impac t	Risk rating			Likel ihoo d	Impac t	Risk Rating					
1	Kerbside Recycling Collections: Future proofing	Contract not incentivised to reduce waste allows contractor to promote or deliver more waste to landfill. HDC has no control or sustainable operating contract model that reduces waste or the districts carbon footprint.	Moderate	Moderate	Extreme X	Significant	Moderate	Low	Current agreement makes it difficult to work through solutions to the risks	Moderate		Significant X	Moderate	Low	Ensure agreement incentivises waste reduction and a sustainable move towards reducing our carbon footprint	Unlikely	Moderate	Significant	Moderate X	Low
2	Kerbside Recycling Collections: Limits in Data does not allow for clear future planning	There is a lack of data on waste to landfill especially from commercial non-Council contracted operators. Need to improve data recording about quantities collected.	Unlikely	Moderate			X		Bylaw is in place which requires contractors to provide a record of collected waste	Unlikely	Moderate		X		Enforcement of by-law more stringently. Implement other methods for sharing data. MfE to lead	Rare	Moderate		X	
3	Kerbside Refuse Collections: Health and Safety of Staff	Working on rural roads is a concern amongst many NZ waste collectors.	Unlikely	Major			X		Properties in 100km zones do not get collections. Need to meet minimum health and safety performance standards.	Rare	Major		X		Require collection contracts to adopt best practice as defined in national guidelines.	Rare	Moderate			X
4	Kerbside Recycling: Future Proofing	Rural property owners to have kerbside recycling collections with no consistent targeted rating for the service	Likely	Major		X			Urban ratepayers pay for rural kerbside recycling collections. Review service and rating as part of 2024-44 LTP											
5	Kerbside Recycling: Significant unforeseen increase in net cost of service	No clear record keeping by contractor on what wheelie bins are in circulation. No clear understanding of participation levels by residents. Excessive quantities of wheelie bins in community	Likely	Major		X			Contractor 'manages' input of data in their Wastetracks asset management system	Moderate	Moderate	X			Have management of Wastetracks a KPI					
6	Landfill: Environmental harm / consent compliance	Contaminants from landfill enter ground water and not intercepted Leachate well could leak. The leachate delivery pipe could burst.	Likely	Minor			X		Monitoring of groundwater bores, quarterly and annual reports to Horizons, compliance with consent conditions, landfill liner designed and constructed to adequate standard. Monitor infrastructure and replace as needed.	Moderate	Minor		X		Allow Capex to replace infrastructure and monitor the condition of such infrastructure.	Unlikely	Minor			X
7	Landfill: consent compliance	Breach of consent conditions.	Moderate	Moderate			X		Conduct landfill operations according to good practice. Work with Horizons to address any issues identified through compliance officers' inspections and quarterly ground water monitoring.	Moderate	Minor		X		Implementation of BPO for Old Dump. Note: New landfill lined, no leakage detected	Unlikely	Minor			X
8	Landfill: environmental harm	Unreasonable or over-stringent enforcement of consent conditions by compliance authorities	Likely	Major		X			Continue: LFG monitoring, LFG flare, and final capping of completed areas of landfill.	Moderate	Moderate		X		Maintain maintenance of LFG collection infrastructure, and maintenance of landfill capping cover integrity.	Unlikely	Minor			X
9	Landfill, Closed Landfills and Cleanfills: environmental harm	The 'Old,Dump' is unlined. Environmental monitoring shows that leachate is having an impact on the quality of groundwater entering Northern Farm drain, which then empties into the Hokio Stream. This is being closely monitored.	Almost Certain	Minor		X			Resource consent conditions have been amended to deal with discharges to the Northern Farm drain	Moderate	Minor		X		Implement more extensive mitigation measures (BPO) to deal with solute concentrations above consented levels.	Unlikely	Minor			X



File No.: 23/834

## 7.3 Update on the Foxton Memorial Hall Disposal Process

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### 1. Purpose

- 1.1 To update Council of the recent Request for Proposal (RFP) process, and subsequent advice received in respect to the disposal process for the Foxton War Memorial Hall.

### 2. Executive Summary

- 2.1 Council let a Request for Proposal (RFP) between 4 September 2023 and 26 October 2023 to gauge market interest in the Foxton War Memorial Hall in line with the Council resolution of 28 June 2023. Council received two responses to this RFP.
- 2.2 Following on from the RFP process, the Foxton War Memorial Society Incorporated (FWMHSI) formally wrote to Council requesting that the Council cease the EOI process on the basis of information they had discovered while researching the history and ownership of the hall as detailed in this Council Report.
- 2.3 Officers sought advice on the matter, particularly in response to the circumstances surrounding the original gift of the land and the consultation process to date and have concluded that further consultation is required if Council wish to proceed with the disposal of Foxton Memorial Hall.

### 3. Recommendation

- 3.1 That Report 23/834 Update on the Foxton Memorial Hall Disposal Process be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council request the Chief Executive to pause the potential disposal of the Foxton War Memorial Hall and undertake further consultation with the community in respect to the disposal of this site.
- 3.4 That Council request the Chief Executive to seek to make contact with New Zealand Woolpack and Textile Limited, or those associated with it, in relation to the agreement with Foxton Borough Council.
- 3.5 That the Chief Executive reports to the 20 March 2024 Council meeting with results from further consultation, and recommendations on way forward.

### 4. Background / Previous Council Decisions

- 4.1 Foxton War Memorial Hall is situated at the junction of Foxton Main Street and Clyde Street. Its legal description is Part Section 104/105 SO:33860. The site is 0.1547 ha in size. Its zoning is commercial. Capital Value is \$590,000 and Land Value is \$310,000.
- 4.2 The future of Council's Community Halls was one the key topics that Council sought feedback on from the public for its Draft Long Term Plan in 2018-2038. The resolution from the Council meeting of 24 May 2018 in relation to Foxton War Memorial Hall was:

*THAT Council does not retain the Foxton Memorial Hall in the final Long Term Plan 2018-2038.*

- 4.3 During its consultation period for the 2021-2041 Long Term Plan, Council received more than twenty (20) submissions from the community requesting that it (Council) transfer the Foxton War Memorial Hall to a local community group.

- 4.4 On 26 May 2021 as part of its deliberations for the 2021-2041 Long Term Plan, Council resolved -

*THAT the Horowhenua District Council supports the transfer of the Foxton War Memorial Hall to the Foxton War Memorial Hall Interim Committee (FWMHIC);*

*AND THAT negotiations with the Foxton War Memorial Hall Interim Committee will include but not be limited to:*

- *Ownership of land and buildings to be transferred to FWMHIC upon receipt of a satisfactory Business Plan and the CEO and both Kere Kere Ward Councillors to complete due diligence before 30 June 2022;*

- *There is no burden on Council;*

- *Provision of a business case to identify how the facility will become self-funding;*

*How the FWMHIC will fund ongoing renewals of the building in order to maintain it in a fit-for-purpose condition going forward;*

- *Māori and Youth representation on the Trust Board to be encouraged;*

- *Seed funding provision no greater than one year of the existing maintenance budget;*

*The completion of seismic strengthening by 2031;*

- *Should the FWMHIC disband, Horowhenua District Council will be given first option to take ownership of the land and building at no cost to Council.*

- 4.5 On 22 March 2022, the Foxton War Memorial Hall Society Incorporated (FWMHSI) formally requested an extension from the Council to facilitate the preparation of the Business Case and related documentation until 30 June 2023. In response, the Chief Executive granted an extension, allowing for the completion of the necessary paperwork until 31 March 2023.

- 4.6 Within the extended timeframe stipulated for the project, on 24 March 2023, FWMHSI submitted its Business Case along with supporting documentation, including the proposed operational budget and constitution, to Council.

- 4.7 At its meeting of 28 June 2023 Council discussed the Business Case and the proposed transfer of the Foxton War Memorial Hall to the FWMHSI. During this meeting the following resolutions were made by Council:

*That Council direct Officers to make other plans to dispose of the Foxton War Memorial Hall and proceed with preparing the hall to be released to the general market for disposal.*

*That the proceeds of the sale be ring-fenced for the Foxton Future activities.*

*That Council delegates authority to the Chief Executive to expend up to \$10,000 from within existing budgets on retrieving and appropriately displaying memorabilia from the Foxton War Memorial Hall in Foxton.*

*That Council release the minutes and resolutions in relation to item C4 Foxton War Memorial Hall Proposed Transfer to Interim Committee from In-Committee to the FWMHSI and then to the public generally.*

## 5. Discussion

- 5.1 An RFP for the Foxton War Memorial Hall was released on 04 September 2023 to the market with the following development concept:
- 1) Delivering a high-quality outcome for the property offered for development that sits well with its neighbours.
  - 2) The development will create interest and value for the community forming an important anchor property for the further development of the Foxton CBD.
  - 3) Council and its development partner(s) will have a flexible can-do attitude to delivering an important element of the Foxton CBD built environment.
  - 4) Proponents will demonstrate innovative methods of development that will lead to the continuing regeneration of the Foxton CBD.
- 5.2 Council released the RFP with a close date of 26 October 2023. It had several specific requirements that needed to be addressed by interested parties including how the proposal would meet Council's community outcomes.
- 5.3 Council received two expressions of interest within the necessary timeframes. Given the commercial sensitivity related to these expressions, and to ensure this update was a public report no further information on the expressions is provided at this time.
- 5.4 The Foxton War Memorial Hall Society Incorporated (FWMHSI) requested a pause on the disposal process subject to further information. It is the opinion of FWMHSI that Council is 'responsible for permanent ownership and maintenance of the War memorial Hall in Foxton'.
- 5.5 On receipt of the information provided, Officers sought legal advice from Simpson Grierson in respect to the information received, the circumstances surrounding the original gift of the land and the consultation process to date. Communication to Council suggested that members of the community were considering a judicial review of Council's decision-making process to date, hence the decision to seek advice and ensure that before any decisions were made; Council has now considered the additional information.
- 5.6 Council received legal advice, which is summarised below. This document will not be provided to the public, and is withheld under section 7 (2) (g) of the Local Government Official Information and Meetings Act 1987 on the basis of legal privilege.
- 5.7 The advice includes the following description of how the land for the Hall was gifted

*In 1952, the land on which the FWMH is now located, was gifted to the Foxton Borough Council for the purposes of a War Memorial by New Zealand Woolpack and Textiles Limited (NZWATL). The land gifted to the Borough had an existing building on it. This had been previously used as a theatre and then later as a storage facility by NZWATL.*

*We have obtained from LINZ a copy of the memorandum of transfer to the Borough (attached in Appendix A). The acceptance of the transfer of the land is recorded by the Council executing the transfer (as required by the then District Land Registrar).*

*The purpose of the transfer is stated to be for a War Memorial. This purpose was not entered at the time of transfer on the records of title 19/104, but this purpose is now noted on the records of title 17/264 following a 2004 departmental dealing.*

*In the minutes of a Borough meeting on 19 May 1952, there is reference to a clause 3 in a draft agreement prepared by the solicitors for NZWATL. According to those minutes, this clause 3 was opposed by the Borough Council on the grounds that it would bind future owners, but as is apparent from subsequent minutes, NZWATL refused to delete clause 3.*

*Given the reference to clause 3 of the draft agreement in the minutes, we would have been interested to see whether the signed agreement created an express trust and/or*

*expressly prevented the disposal of the Memorial Hall. Unfortunately, the signed agreement has not been able to be found in Council archives or elsewhere.*

*The existing building on the land transferred to the Borough was substantially upgraded and extended to provide a community hall with a war memorial located in the entrance to the building.*

*The cost of completing the construction work was funded by Government subsidy for war memorial purposes, local fundraising (including a further monetary gift from NZWATL), and the sale of an existing Council building (The old Library Building)*

- 5.8 Despite an extensive search, Officers have not been able to locate a copy of the Agreement between Foxton Borough Council and New Zealand Woolpack and Textiles Limited. As detailed above there appears to be some gift conditions or restrictions imposed by the agreement between the Council and NZWATL, but in the absence of that agreement being able to be located, it is difficult to ascertain what those conditions or restrictions precisely were, and in particular whether there was any expressive prohibition on sale.
- 5.9 The land was a gift from NZWATL. The circumstances surrounding the gifting of the land for the FWMH arguably means the land was vested as an endowment and also possibly a trust. Sections 140 and 141 of the Local Government Act apply to property vested in local authority's in trust or as an endowment. Section 140(3) requires such property to be retained by the local authority for the purpose for which the property was vested in the local authority. It is however subject to section 140(4)(b).
- 5.10 Section 140(4)(b) permits the sale of a property and the use of the proceeds for a purpose identified under section 141, unless the sale is expressly prohibited by the instrument that vested the property in the Council.
- 5.11 Officers have tested the possibility of using the sale proceeds to reinstate the rolls of honour and to appropriately honour those who served within Te Awahou Nieuwe Stroom, should Council reaffirm its intention to sell the hall. Council would allocate any surplus from the sale to reducing the debt at this facility. The advice supports this proposed distribution of the sale proceeds.
- 5.12 While the legal advice notes that Council has consulted extensively on the disposal of Foxton War Memorial Hall as part of the 2018-38 LTP, they believe that this consultation has been superseded by the 2021-41 LTP which spoke about the transfer of the asset to the Foxton War Memorial Hall to a community group. The resolutions from this LTP did not + approve the disposal of the FWMH on the general market. They also note the 2018-38 Consultation process is now dated and may not reflect the current community expectations.

## 6. Options

- 6.1 Given the legal advice received, and the current Council resolutions, Officers only recommend one option.
- 6.2 **Option 1:** Council requests the Chief Executive pause the potential disposal of the Foxton War Memorial Hall and undertake further consultation with the community regarding its future. Simultaneously, the Chief Executive will seek contact with the New Zealand Woolpack and Textiles Limited or its affiliates.
- 6.3 The Chief Executive will return with a report to the 20 March 2024 Council meeting, encompassing the outcomes of the extended consultation and providing recommendations for the next steps and decisions.

### Cost

- 6.4 Costs to undertake consultation with the community on the future of the Hall are minimal with an estimated cost of \$2000-\$3000 to undertake this work



Option	Cost
Option 1: Council directs Officers to pause the potential disposal of the Foxton War Memorial Hall and undertake further consultation with the community regarding its future. Simultaneously, Officers are directed to seek contact with the New Zealand Woolpack and Textiles Limited or its affiliates.	\$2k-3k (Estimate)

### Rate Impact

- 6.5 Option 1 would be zero as a budget is already in place for property disposals.

## 7. Community Wellbeing

- 7.1 The management of a community hall is in line with Strong Communities.

## 8. Consenting Issues

- 8.1 There are no consents required or consenting issues arising from the disposal of this property.

## 9. LTP Integration

- 9.1 The sale of the Foxton War Memorial Hall is in line with both the Long Term Plan from 2018-2038 and that from 2021-2041. Retaining the hall in Council ownership is counter to the LTP however officers note the advice that further consultation is required in order to dispose of the Foxton War memorial Hall

## 10. Consultation

- 10.1 The guidance indicates that additional consultation under section 82 of the Local Government Act 2002 would be necessary. This consultation does not necessitate a Long-Term Plan (LTP) consultation or a special consultative procedure, nor does it need to be a lengthy process. It can leverage the groundwork laid by the Council to date.

## 11. Legal Considerations

- 11.1 Advice provided by Simpson Grierson forms the basis of the recommendations outlined in this report.

## 12. Financial Considerations

- 12.1 The property disposals budget would meet the cost of disposal for the option provided. All operational and Capital funding for the Foxton War Memorial Hall has been withdrawn from 2024/25 LTP as per previous council resolutions.

## 13. Iwi Considerations

- 13.1 Given the advice is that Council should conduct further consultation with the community, Council should use this time to again seek the views of Iwi on the future of the Hall and ensure the voice of Iwi and Hapū is considered in further decision making

## 14. Climate Change Considerations

- 14.1 There is no climate change impact.

## 15. Environmental Considerations

- 15.1 There are no environmental considerations.

## 16. Health & Safety Considerations

- 16.1 There is no Health & Safety impact.



## 17. Other Considerations

17.1 There are no other considerations.

## 18. Next Steps

18.1 The current RFP and sale process will remain on hold until the actions resulting from this paper are completed.

## 19. Supporting Information

### Strategic Fit/Strategic Outcome

Disposal of the Foxton War Memorial Hall is in line with the current Long Term Plans.  
Retaining the hall is not.

### Decision Making

Decision can be made by Council at an Ordinary meeting.

### Consistency with Existing Policy

Disposal of the Foxton War Memorial Hall is consistent with existing policy. Retaining the hall is not.

### Funding

Funding under the Property Disposals programme is currently available.

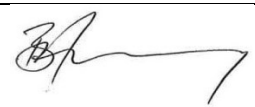

### Confirmation of statutory compliance

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

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

## 20. Attachments

There are no attachments for this report.

Author(s)	Brent Harvey <b>Group Manager - Community Experience &amp; Services</b>	
Approved by	Monique Davidson <b>Chief Executive Officer</b>	

File No.: 24/22

## 7.4 Governance Documents Update - January 2024

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### 1. Purpose

- 1.1 This report updates various governance documents and seeks Council's endorsement.

**This report directly aligns with one of Council's top 10 priorities "Get the basics right and support the customer focussed delivery of core services".**

### 2. Executive Summary

- 2.1 The Mayor has exercised the right to make changes to the committee structure, removing taskforces from the structure. Additionally there are changes to the committee membership and community liaison roles, as requested by members.
- 2.2 Whilst updating the terms of reference it was opportune to review and, where necessary, update other governance documents.
- 2.3 The updated documents and tracked changes version of those documents appended to this report.

### 3. Recommendation

- 3.1 That Report 24/22 Governance Documents Update - January 2024 be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council endorse the Council and Committee Terms of Reference – amended February 2024.
- 3.4 That Council adopt the updated Governance Statement 2022 – 2025 – amended February 2024.
- 3.5 That Council adopt the updated Elected Members Allowances and Expenses Policy – amended February 2024.

### 4. Background / Previous Council Decisions

- 4.1 The Mayor recommended a committee structure to Council at the beginning of this triennium and this was subsequently adopted by Council in its resolution CO/2022/123
- 4.2 Approaching the midway point of the triennium, the Mayor has considered the functioning of the bodies created for the governance structure, and having sought feedback from elected members has requested changes.
- 4.3 There have also been requests from members to change some responsibilities.
- 4.4 Whilst making these changes, officers have taken the opportunity to review and update other governance documents.

### 5. Discussion

- 5.1 Updates have been made to the following documents: Horowhenua District Council and Committee Terms of Reference, Horowhenua District Council Governance Statement,

Horowhenua District Council Committee Structure, and Horowhenua District Council Elected Members Allowances and Expenses Policy.

- 5.2 The key changes of each document are outlined below, with a copy of the tracked changes version and final version of each document appended to this report.

**Terms of Reference**

- 5.3 The updated Terms of Reference can be found as Attachment A, with the tracked changes version of the previous document as Attachment B.
- 5.4 The Terms of Reference have been updated in a number of places.
- 5.5 The quorum section has been updated to remove reference to ex-officio members. None of the committees has ex-officio members, and the inclusion of ex-officio members as part of the quorum or granting them a vote is inconsistent with the Council's standing orders.
- 5.6 The membership of the Risk and Assurance Committee has been amended by removing one elected member following Cr Tukapua standing down from the committee.
- 5.7 Membership of committees has been clarified to identify elected members and independent members.
- 5.8 Taskforces have been removed from the Terms of Reference as they are longer part of the committee structure.

**Governance Statement.**

- 5.9 The updated Governance Statement is Attachment C, with the tracked changes version of the previous document as Attachment D.
- 5.10 The governance statement has had consequential amendments to reflect the changes to the terms of reference and the changes to the committee structure.
- 5.11 Cr Tukapua has been removed from membership of the Risk and Assurance Committee, and Cr Baker has been appointed to the Access and Inclusion network group, and Cr Young to the Youth Network.

**Committee Structure**

- 5.12 The updated Committee Structure is Attachment E, with the tracked changes version of the previous document at Attachment F.
- 5.13 This document has been updated to reflect the removal of the Taskforces from the committee structure.

**Elected Members Allowances and Expenses Policy**

- 5.14 The updated Elected Members Allowances and Expenses Policy is Attachment G, with the tracked changes version of the previous document at Attachment H.
- 5.15 This policy has been reviewed for compliance with the most recent Remuneration Authority Determination, and for alignment with the recently reviewed Sensitive Expenditure Policy and internal travel and allowance policies. It has also undergone a name change and change in document format.
- 5.16 The policy has been amended by removing reference to council supplied internet connections, as elected members receive an annual allowance for internet connections.
- 5.17 The annual allowance for elected member use of their personal cell phone has been included. This is additional to the allowance for the mobile phone service.
- 5.18 The allowance for ICT consumables, such as paper, printing, and ink cartridges, has been clarified as being supplied by on request to the value of the allowance (\$200).

- 5.19 Reimbursement for taxis has been changed to include Uber and other ride sharing services. Updates have also been made to accommodation provision, airfares and meal allowances. Mileage rates have been updated.
- 5.20 Reference to the Foxton Community Board have been replaced with Te Awahou Foxton Community Board.
- 5.21 It is expected that a further update of this policy will occur following the release of a new Determination of the Remuneration Authority in July 2024.

## 6. Consultation

- 6.1 The Mayor consulted with elected members on change in committee structure and terms of reference.

## 7. Legal Considerations

- 7.1 The Mayor has the authority under s 41A of the Local Government Act 2002 to make the suggested changes to the committee structure but is seeking council's endorsement.
- 7.2 The changes to elected members expenses is consistent with the most recent Remuneration Authority Determination.

## 8. Financial Considerations

- 8.1 There is a small increase in allowances for elected members which will be funded from existing budgets.

## 9. Next Steps

- 9.1 Any changes to the committee structure will be implemented following Council's decision.
- 9.2 Any amended governance documents will be published on Council's website.
- 9.3 Any changes to individual elected members remuneration will be actioned throughout February and back dated where necessary.

## 10. Supporting Information


### **Confirmation of statutory compliance**

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

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

## 11. Attachments

No.	Title	Page
<a href="#">A</a>	HDC Council and Committee Terms of Reference - November 2022 - amended 7 February 2024	161
<a href="#">B</a>	Tracked changes - HDC Council and Committee Terms of Reference - update January 2024	181
<a href="#">C</a>	Governance Statement 2023-2025	202
<a href="#">D</a>	Tracked Changes - Governance Statement 2023-2025 - January 2024 update	245
<a href="#">E</a>	Committee Structure 2022-25 - adopted 16 November 2022 - updated January 2024	288
<a href="#">F</a>	Tracked Changes - Committee Structure 2022-25 - January 2024 update	289
<a href="#">G</a>	Elected Members Allowances and Expenses Policy - update 2024	290
<a href="#">H</a>	Tracked Changes - Elected Members Allowances & Recovery of Expenses Policy - January 2024 update	299

Author(s)	Grayson Rowse <b>Principal Advisor - Democracy</b>	
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Approved by	Ashley Huria <b>Business Performance Manager</b>	
	Jacinta Straker <b>Group Manager Organisation Performance</b>	
	Monique Davidson <b>Chief Executive Officer</b>	



# Council and Committee Terms of Reference

2022 - 2025



**Version Control**

Version	Changes	Date
0.1	Document drafted – D22/147421	03/11/2022
1.0	Adopted by Council – Resolution CO/2022/128	16/11/2022
1.1	Amended p. 6 - Risk and Assurance Committee membership increased from 7 to 8 – Resolution CO/2023/39	15/03/2023
1.2	Amendments to: quorum definition to align with standing orders; committee membership to distinguish between the number of elected members from external appointed members on committees; clarifying delegation to Community Funding and Recognition Committee; removal of reference to Taskforces; and, included reference to Sale And Supply of Alcohol Act 2012 for the District Licensing Committee – adopted by Council CO/2024/XX	DD/MM/YYYY



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## Introduction

This document sets out the Terms of Reference and delegations for Horowhenua District Council and its committees.

The Council's business is wide-ranging, and it has obligations and powers under many statutes and regulations. It is not necessary for the full Council to deal with all matters itself, therefore committees are formed. In addition, delegation to officers via the Chief Executive, is necessary for the operation of the Council to be efficient and effective and achieve its objectives, and for its service delivery to be timely and successful.

These Terms of Reference set out the principal areas for which Council maintains overall responsibility. They also set out the delegations of council functions, duties and powers to Council committees. The Terms of Reference allow Council to ensure that its powers and functions are exercised with efficiency and effectiveness in order for good decision-making to take place.

## Establishment of Committees

Under section 41A of the Local Government Act 2002 the Mayor has the power to establish the committees of the governing body and appoint the chairperson of each committee of the governing body before the other members of the committees are determined.

**Committee** includes, in relation to the Council:

- a) A committee comprising all the members of the Council
- b) A standing committee or special committee appointed by the Council
- c) A standing committee or special committee appointed by the Mayor
- d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act
- e) 2002
- f) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition;  
and
- g) A subordinate decision-making body, including Subcommittees and Forums.

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document.

## Quorum

The terms of reference for each committee or subcommittee contain the quorum required. Generally (unless otherwise specified) a quorum is the presence of half of the members if the number of members is even, and a majority of members if the number of members is odd. Vacancies are not included in calculating the quorum.

Appointed members are included in calculating the quorum and are counted towards the quorum when present. This reflects the expectation that appointed members will attend those committees to which they are appointed.

## Ambiguity and Conflict

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, with the result that there is uncertainty or dispute as to which Committee has the delegated authority to act in respect of a particular matter, the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

## 1. Council

COUNCIL	
<b>Elected Members</b>	Thirteen
<b>External Membership</b>	None
<b>Quorum</b>	Seven
<b>Meeting Frequency</b>	Six-weekly or as required

### 1.1. Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision-making body.

*The power to:*

- a) make a rate
- b) make a bylaw
- c) borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
- d) adopt a Long Term Plan or Annual Plan and Annual Report
- e) appoint a Chief Executive
- f) adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement
- g) adopt a remuneration and employment policy
- h) approve or amend Council's Standing Orders
- i) approve or amend the Code of Conduct for elected members
- j) appoint and discharge members of committees
- k) establish a joint committee with another local authority or other public body
- l) make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.

*In addition, Council can:*

- m) approve a proposed plan under the Resource Management Act 1991
- n) approve Council policy and strategy
- o) remove chairpersons of committees and subcommittees
- p) approve Council's recommendation to the Remuneration Authority for the remuneration of elected members
- q) approve the Triennial Agreement
- r) approve the Local Governance Statement
- s) determine whether or how to fill any extraordinary Council vacancies
- t) make decisions on representation reviews
- u) appoint or remove trustees, directors or office holders to Council CCOs, COs or external bodies
- v) approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and
- w) approve a proposed plan or a change to a district plan under clause 17 of the First Schedule.

## 2. Committee Terms of Reference

### 2.1. Risk and Assurance Committee

RISK AND ASSURANCE COMMITTEE	
<b>Elected Members</b>	Six
<b>External Membership</b>	Two members to be appointed by Council
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	12 weekly
<b>Reports to</b>	Council

#### 2.1.1. Area of Focus

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Horowhenua District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

#### 2.1.2. Terms of Reference

The Council delegates to the Risk and Assurance Committee the following responsibilities:

- To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, this should be recommended to Council.
- To review the Council's insurance policies on an annual basis.
- To review, in-depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.
- To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.

- e) To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk management policy and processes, including that they align with commitments to the public and Council strategies and plans. This will incorporate a review of the strategic risks register annually and on a quarterly basis monitor the high risks and emerging risks through an in-depth review
- f) To provide a communications link between management, the Council and the external and internal auditors.
- g) To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.
- h) To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.
- i) To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.
- j) To engage with the external and internal auditors on any one-off assignments.
- k) To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines, ensuring the evaluation and monitoring of the organisation's legislative compliance programme and systems.
- l) Evaluate and monitor business continuity policies and planning to provide assurance as to organisational readiness.
- m) Be aware of and monitor any legal proceedings involving potential or contingent liability.
- n) Monitor the continuous improvement recommendations that come out of key reviews (CouncilMARK, Section 17a Reviews or any other) to ensure key actions and recommendations are progressed.

### 2.1.3. Specific Delegations

Subject to any expenditure, having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:

- a) Risk management and internal audit programmes.
- b) Terms of the appointment and engagement of the audit with the external auditor.
- c) Additional services provided by the external auditor.
- d) The proposal and scope of the internal audit.

In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:

- e) The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.
- f) The Risk and Assurance Committee can recommend to Council:
  - i. Adoption or non-adoption of completed financial and non-financial performance statements.

- ii. Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.
- iii. Accounting treatments, changes in generally accepted accounting practice (GAAP).
- iv. New accounting and reporting requirements.

The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.



## 2.2. Community Funding and Recognition Committee

COMMUNITY FUNDING AND RECOGNITION COMMITTEE	
<b>Elected Members</b>	Six
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	As required
<b>Reports to</b>	Council

### 2.2.1. Area of Focus

The Community Funding and Recognition Committee is responsible for the effective allocation and monitoring of the Council's grants. In addition, the committee is responsible for receiving, considering and determining nominations for Civic Honours and Youth Excellence Scholarships.

### 2.2.2. Terms of Reference (delegations)

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

- a) Approve the priorities for allocating grants within each grant fund annually
- b) To determine under delegation the allocation of funding to specified applicants and report these allocations back to Council.

In fulfilling their role, all members shall be impartial and independent at all times.

#### 2.2.2.1. 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 and Social Services Grant
- Special Projects Grant
- Rural Halls Grant
- Vibrant Communities Grant.

To consider the Community Wellbeing Strategy and the associated Action Plan priorities: Education, Positive Ageing, Youth, Arts, Culture & Heritage, Pride & Vibrancy, and Access & Inclusion when making funding recommendations:

- b) to report to Council the allocation of funding to applicants.
- c) the criteria and focus areas for community grants funds will be reviewed by the Community Funding & Recognition Committee each triennium and recommendations regarding any significant changes will be made to Council during each three (3) year term.

#### 2.2.2.2. Civic Honours and Special Awards

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The Committee has the delegated responsibility to make decisions on behalf of Council with all decisions to be reported to Council (In-committee).

- a) to assess and consider nominations for the following awards:
  - Certificate of Recognition
  - Civic Honours
  - 50 Years' Service Award.
- b) to receive and approve the Mayor's recommendations for Special Honours acknowledging significant and meritorious service not otherwise recognised

#### 2.2.2.3. Youth Excellence Scholarships

The Committee has the delegated responsibility to:

- a) assess and consider nominations for Youth Excellence Scholarships and award in line with criteria and budget allocation
- b) report to Council (In-committee) funding to specified applicants.

#### 2.2.2.4. Tertiary Scholarships

Tertiary Scholarship recipients are selected in conjunction with the sponsoring Council Manager by whom the Scholarship recipient will be required to be supervised.

One member of the Community Funding & Recognition Committee and a Council Manager from the Group in which the scholarship applicant has applied to work will:

- a) assess and consider nominations for Tertiary Scholarships and award in line with criteria and budget allocation.

The Committee will:

- b) review the scholarship criteria and make recommendations to Council each triennium.

All recommendations are reported to Council for endorsement.

#### 2.2.2.5. International Representation Grant

International Representation Grants are awarded on an ad-hoc basis throughout the year as individuals are offered opportunities for international representation. Grants are awarded within the allocated budget and in line with the grant criteria.

As individual applications are received, a Council officer will prepare a summary report and make a recommendation. This will be circulated to Committee members via email along with a copy of the application.

Committee Members will:

- a) assess and consider applications and award in line with criteria and budget allocation
- b) make decisions on behalf of Council. Due to the at times, tight timeframes, it is not always practical to report to Council prior to awarding a grant

- c) All decisions will be reported to Council.

## 2.3. Hearings and Regulatory Committee

HEARINGS AND REGULATORY COMMITTEE	
<b>Elected Membership</b>	Five
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	Meets as required
<b>Reports to</b>	Council

### 2.3.1. Area of Focus

The Hearings Committee will consider and determine matters under these acts:

- Resource Management Act 1991
- Dog Control Act 1996

### 2.3.2. Terms of Reference (delegations)

The Hearings Committee has responsibility for and authority to:

1. undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other committee or retained by Council
2. approve Council's list of Hearings Commissioners under the Resource Management Act 1991 (comprising qualified Councillors sitting as Hearings Commissioners and independent Commissioners)
3. review and agree the Council's guidelines for composition of hearings panels
4. conduct statutory hearings on regulatory matters such as Council Bylaws, matters under the Dog Control Act 1996, etc, and undertake and make decisions on those hearings (excluding Resource Management Act 1991)
5. hear and determine submissions and objections in relation to proposed changes to the operative District Plan
6. hear and determine submissions and objections in relation to any proposed District Plan or variation thereof
7. hear and determine any objections made under S 357 of the Resource Management Act (under which applicants may object to certain resource consent decisions made by officers under delegated authority)
8. hear and consider matters requiring a decision as a result of the special consultative process having been undertaken and make any decisions needed as a consequence, except the actual adoption, pertaining to the formulation and review of Policy and Bylaws
9. determine matters under any other legislation where a hearing process is necessary.

Note: 4. above does not preclude Committee Members dealing with matters under the Resource Management Act 1991.



## 2.4. Chief Executive Employment and Performance Committee

CHIEF EXECUTIVE EMPLOYMENT AND PERFORMANCE COMMITTEE	
<b>Elected Membership</b>	Five
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	12 Weekly
<b>Reports to</b>	Council

### 2.4.1. Area of Focus

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

### 2.4.2. Terms of Reference (delegations)

The Chief Executive Employment and Performance Committee will have responsibility and authority to:

1. Lead the Chief Executive recruitment process in accordance with best practice and the Local Government Act 2002, with the exception of the power to appoint a Chief Executive
2. Manage any employment dispute(s) that may arise
3. Agree with the Chief Executive the annual performance objectives
4. Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments to the objectives with the Chief Executive
5. Conduct a review at the end of the financial year to assess progress against the performance objectives and provide constructive feedback
6. Undertake the annual remuneration review and make recommendations regarding remuneration to Council.

The committee do not have delegations to conduct the following – These responsibilities sit with the role of the wider Council.

7. Undertake contract renewal/extension in accordance with the Local Government Act 2002
8. Negotiate and amend the terms and conditions of employment of the Chief Executive
9. Determine annual remuneration review decisions

## 2.5. Community Well-being Committee

COMIUNITY WELL-BEING COMMITTEE	
<b>Elected Members</b>	Up to Three
<b>External Membership</b>	Various
<b>Quorum</b>	An elected member as Chair of the meeting. There is no set quorum for this meeting, other than n elected member as Chair, as it is a non-decision making body.
<b>Meeting Frequency</b>	12 weekly
<b>Reports to</b>	Council

### 2.5.1. Area of Focus

The Community Wellbeing Committee brings together representatives from Council, government and non-government organisations, and community forums. The Committee will focus on population level results and indicators (rather than specific programme deliverables or client level results) and key action plans.

### 2.5.2. Terms of Reference

The Community Wellbeing Committee will have responsibility to:

1. Oversee the implementation of the Community Wellbeing Strategy and associated wellbeing action plans.
2. Determine the key population level results and indicators for the next 3 years, and monitor those
3. Receive reports from the Community Development Team that summarise target population group activity by Council and Council working groups
4. Receive six monthly reports from all member agencies regarding activity directed at target population groups and provision of data that relates to specified strategy indicators
5. Actively encourage coordination of members and their activities
6. Foster strategic collaborations and partnerships
7. Provide advice to Council officers on matters of community wellbeing in relation to specific target populations
8. Seek to collectively influence relevant public policy
9. Communicate Committee activity and information, to the public
10. Educate the public and community on wellbeing matters
11. Actively seek individual agency performance improvement, as well as "community wide" improvement
12. Encourage community based local solutions to local issues
13. Keep the wider community updated on progress towards the results sought across the Horowhenua District.



## 3. Te Awahou Foxton Community Board

TE AWAHOU FOXTON COMMUNITY BOARD	
<b>Elected Members</b>	Five plus Kere Kere Ward Councillor (one)
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	12 weekly
<b>Reports to</b>	Council

### 3.1. Purpose

The role of the Te Awahou Foxton Community Board is to:

- represent and act as an advocate for the interests of its community
- consider and report on matters referred to it by Council
- maintain an overview of services provided by Council within the community
- prepare an annual submission to Horizons Regional Council and Horowhenua District Council for expenditure within the community
- communicate and liaise with community organisations and special interest groups within the community on matters of interest and concern.

### 3.2. Terms of Reference (delegations)

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues including input into the Long Term Plan, Annual Plan and policies that impact on the Community Board area
- engage with Council Officers on local issues and levels of service, including infrastructure, parks and recreation, and community services matters.

Council will consult with the Board on all issues that impact on the Board's area and allow enough time for the Board's feedback to be considered before a decision is made.

The Community Board has responsibility for and authority to:

1. Make submissions to any organisation, including submissions on resource consents notified by Horowhenua District Council or Horizons Regional Council, relating to matters of interest within the Board's area. A copy of any submissions made should be copied to the Chief Executive.
2. Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to residents within its area.
3. Consider matters referred to it by Officers, Council or committees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This includes:
  - a. monitoring and keeping the Council informed of community aspirations

- b. keeping Council informed about the level of satisfaction with services provided
  - c. providing input to proposed District Plan changes that may impact on the Board's area
  - d. providing input into strategies, policies and plans
  - e. providing input to bylaw changes that impact on the Board's area.
4. Provide input and feedback to Council Officers on the following matters:
- a. local road work priorities
  - b. traffic management issues such as traffic safety, pedestrian crossings and street lighting
  - c. application of the Resource Management Act (including notification of decisions) within the Board's area
  - d. the Emergency Management needs of the area.

This input and feedback can be provided from the full Board or from a subcommittee of the Board.

The final decision on matters in No. 4, will be made by Council Officers acting under their delegated authority.

5. The Board shall formally report back to Council on its activities at each Council meeting via a written report of the Chairperson. The Chairperson will have speaking rights at each Council meeting.

## 4. Steering Groups

The bodies outlined in this section do not meet the definition of meeting under Part 7, clause 45 of the Local Government (Official Information and Meetings) Act 1987, as they are advisory or supervisory on nature and do not have any decision making power. They have been included in these terms of reference in the interests of openness and transparency. Each body set out in the following will be required to report to Council on their activities on a regular basis.

District Growth and Planning Steering Group	
<b>Elected Members</b>	Five
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	6 weekly
<b>Reports to</b>	Council

Capital Projects Delivery Steering Group	
<b>Elected Members</b>	Five
<b>External Membership</b>	One
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	6 weekly
<b>Reports to</b>	Council

## 5. District Licensing Committee

District Licensing Committee	
<b>Elected Members</b>	Two (Chairperson and Deputy Chairperson , as appointed under s. 189(2) and (3), respectively, of the Sale and Supply of Alcohol Act 2012
<b>External Membership</b>	Up to two, drawn from a panel
<b>Quorum</b>	Up to Three (as set out in s.191 of the Sale and Supply of Alcohol Act 2012)
<b>Meeting Frequency</b>	As required
<b>Reports to</b>	Statutorily independent

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### 5.1. Purpose

The Sale and Supply of Alcohol Act 2012 (the Act) requires Council to appoint a District Licensing Committee to deal with licensing matters.

The District Licensing Committee is appointed to administer the Council's alcohol licensing framework, as determined by the Act.

### 5.2. Terms of Reference (delegations)

The functions of the District Licensing Committee are specified by the Act and are:

1. to consider and determine applications for licenses and manager's certificates
2. to consider and determine applications for renewal of licenses and manager's certificates
3. to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act
4. to consider and determine applications for the variation, suspension, or cancellation of special licenses
5. to consider and determine applications for the variation of licenses (other than special licenses) unless the application is brought under section 280 of the Act (Note: section 280 relates to applications by constables or inspectors to the Alcohol Regulatory Licensing Authority (ARLA) for the variation, suspension or cancellation of a licence, other than a special licence)
6. with the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority
7. to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
8. any other functions conferred on licensing committees by or under the Act or any other enactment.

### 5.3. Reporting to Council

The Committee is required to report its proceedings annually to the Licensing Authority within three months of the end of the financial year. This annual report on the proceedings and operations of the District Licensing Committee will be prepared and submitted to Council annually



# Council and Committee Terms of Reference

**2022 - 2025**



Version Control

Version	Changes	Date
0.1	Document drafted – D22/147421	03/11/2022
1.0	Adopted by Council – Resolution CO/2022/128	16/11/2022
1.1	Amended p. 6 - Risk and Assurance Committee membership increased from 7 to 8 – Resolution CO/2023/39	15/03/2023
<a href="#">1.2</a>	<a href="#">Amendments to: quorum definition to align with standing orders; committee membership to distinguish between the number of elected members from external appointed members on committees; clarifying delegation to Community Funding and Recognition Committee; removal of reference to Taskforces; and, included reference to <del>set</del> Sale And Supply of Alcohol Act 2012 for the District Licensing Committee – adopted by Council CO/2024/XX</a>	<a href="#">DD/MM/YYy</a>

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## Introduction

This document sets out the Terms of Reference and delegations for Horowhenua District Council and its committees.

The Council's business is wide-ranging, and it has obligations and powers under many statutes and regulations. It is not necessary for the full Council to deal with all matters itself, therefore committees are formed. In addition, delegation to officers via the Chief Executive, is necessary for the operation of the Council to be efficient and effective and achieve its objectives, and for its service delivery to be timely and successful.

These Terms of Reference set out the principal areas for which Council maintains overall responsibility. They also set out the delegations of council functions, duties and powers to Council committees. The Terms of Reference allow Council to ensure that its powers and functions are exercised with efficiency and effectiveness in order for good decision-making to take place.

## Establishment of Committees

Under section 41A of the Local Government Act 2002 the Mayor has the power to establish the committees of the governing body and appoint the chairperson of each committee of the governing body before the other members of the committees are determined.

**Committee** includes, in relation to the Council:

- a) A committee comprising all the members of the Council
- b) A standing committee or special committee appointed by the Council
- c) A standing committee or special committee appointed by the Mayor
- d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002
- e) 2002
- f) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; and
- g) A subordinate decision-making body, including Subcommittees and Forums.

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document.

## Quorum

The terms of reference for each committee or subcommittee contain the quorum required. Generally (unless otherwise specified) a quorum is the presence of half of the members if the number of members is even, and a majority of members if the number of members is odd. Vacancies are not included in calculating the quorum.

Appointed members are included in calculating the quorum and are counted towards the quorum when present. This reflects the expectation that appointed members will attend those committees to which they are appointed.

~~Ex officio members are not included in calculating the quorum but are counted towards the quorum when present. This reflects the expectation that ex officio members will not always be able to attend all committees and forums but have full voting rights when present.~~

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## Ambiguity and Conflict

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, with the result that there is uncertainty or dispute as to which Committee has the delegated authority to act in respect of a particular matter, the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

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1.Council

COUNCIL	
<del>Membership</del> <u>Elected Members</u>	<del>13</del> <u>Thirteen</u>
External Membership	None
Quorum	<del>7</del> <u>Seven</u>
Meeting Frequency	Six-weekly or as required

1.1. Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision-making body.

*The power to:*

- a) make a rate
- b) make a bylaw
- c) borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
- d) adopt a Long Term Plan or Annual Plan and Annual Report
- e) appoint a Chief Executive
- f) adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement
- g) adopt a remuneration and employment policy
- h) approve or amend Council's Standing Orders
- i) approve or amend the Code of Conduct for elected members
- j) appoint and discharge members of committees
- k) establish a joint committee with another local authority or other public body
- l) make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.

*In addition, Council can:*

- m) approve a proposed plan under the Resource Management Act 1991
- n) approve Council policy and strategy
- o) remove chairpersons of committees and subcommittees
- p) approve Council's recommendation to the Remuneration Authority for the remuneration of elected members
- q) approve the Triennial Agreement
- r) approve the Local Governance Statement
- s) determine whether or how to fill any extraordinary Council vacancies
- t) make decisions on representation reviews
- u) appoint or remove trustees, directors or office holders to Council CCOs, COs or external bodies
- v) approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and

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- w) approve a proposed plan or a change to a district plan under clause 17 of the First Schedule.

## 2. Committee Terms of Reference

### 2.1. Risk and Assurance Committee

RISK AND ASSURANCE COMMITTEE	
<del>Membership Elected</del> <del>Members</del>	<del>Eight</del> <del>Six</del>
External Membership	Two -members to be appointed by Council
Quorum	Half the membership, or a majority of members if there is an odd number
Meeting Frequency	12 weekly
Reports to	Council

#### 2.1.1. Area of Focus

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Horowhenua District Council by:

- Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- Promoting a culture of openness and continuous improvement.

#### 2.1.2. Terms of Reference

The Council delegates to the Risk and Assurance Committee the following responsibilities:

- To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, this should be recommended to Council.
- To review the Council's insurance policies on an annual basis.
- To review, in-depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.
- To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.

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- e) To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk management policy and processes, including that they align with commitments to the public and Council strategies and plans. This will incorporate a review of the strategic risks register annually and on a quarterly basis monitor the high risks and emerging risks through an in-depth review
- f) To provide a communications link between management, the Council and the external and internal auditors.
- g) To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.
- h) To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.
- i) To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.
- j) To engage with the external and internal auditors on any one-off assignments.
- k) To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines, ensuring the evaluation and monitoring of the organisation's legislative compliance programme and systems.
- l) Evaluate and monitor business continuity policies and planning to provide assurance as to organisational readiness.
- m) Be aware of and monitor any legal proceedings involving potential or contingent liability.
- n) Monitor the continuous improvement recommendations that come out of key reviews (CouncilMARK, Section 17a Reviews or any other) to ensure key actions and recommendations are progressed.

### 2.1.3. Specific Delegations

Subject to any expenditure, having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:

- a) Risk management and internal audit programmes.
- b) Terms of the appointment and engagement of the audit with the external auditor.
- c) Additional services provided by the external auditor.
- d) The proposal and scope of the internal audit.

In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:

- e) The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.
- f) The Risk and Assurance Committee can recommend to Council:
  - i. Adoption or non-adoption of completed financial and non-financial performance statements.

- ii. Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.
- iii. Accounting treatments, changes in generally accepted accounting practice (GAAP).
- iv. New accounting and reporting requirements.

The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.

## 2.2. Community Funding and Recognition Committee

COMMUNITY FUNDING AND RECOGNITION COMMITTEE	
<b>Membership</b> <del>Elected Members</del>	Six
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	As required
<b>Reports to</b>	Council

### 2.2.1. Area of Focus

The Community Funding and Recognition Committee is responsible for the effective allocation and monitoring of the Council's grants. In addition, the committee is responsible for [receiving](#), considering [and determining nominations](#) ~~applications and making recommendations~~ for Civic Honours and Youth Excellence Scholarships.

### 2.2.2. Terms of Reference (delegations)

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

- Approve the priorities for allocating grants within each grant fund annually
- To determine under delegation the allocation of funding to specified applicants and report these allocations back to Council.

In fulfilling their role, all members shall be impartial and independent at all times.

#### 2.2.2.1. Community Grants and Funding

- To consider the allocation of community grants in line with the relevant grants criteria and priorities for:

- Community Development Grant
- Community and Social Services Grant
- Special Projects Grant
- Rural Halls Grant
- Vibrant Communities Grant.

To consider the Community Wellbeing Strategy and the associated Action Plan priorities: Education, Positive Ageing, Youth, Arts, Culture & Heritage, Pride & Vibrancy, and Access & Inclusion when making funding recommendations:

- to ~~make recommendations~~[report](#) to Council ~~for endorsement of funding the allocation of funding allocations to specified applicants~~[to applicants](#).

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

#### 2.2.2.2. Civic Honours and Special Awards

The Committee has the delegated responsibility to make decisions on behalf of Council with all decisions to be reported to Council (In-committee).

- a) to assess and consider ~~applications~~ nominations for the following awards:
  - Certificate of Recognition
  - Civic Honours
  - 50 Years' Service Award.
- b) to receive and approve the Mayor's recommendations for Special Honours acknowledging significant and meritorious service not otherwise recognised

#### 2.2.2.3. Youth Excellence Scholarships

The Committee has the delegated responsibility to:

- a) assess and consider ~~applications~~ nominations for Youth Excellence Scholarships and award in line with criteria and budget allocation
- b) ~~make recommendations~~ report to Council (In-committee) ~~for endorsement of~~ funding to specified applicants.

#### 2.2.2.4. Tertiary Scholarships

Tertiary Scholarship recipients are selected in conjunction with the sponsoring Council Manager by whom the Scholarship recipient will be required to be supervised.

One member of the Community Funding & Recognition Committee and a Council Manager from the Group in which the scholarship applicant has applied to work will:

- a) assess and consider ~~applications~~ nominations for Tertiary Scholarships and award in line with criteria and budget allocation.

The Committee will:

- b) review the scholarship criteria and make recommendations to Council each triennium.

All recommendations are reported to Council for endorsement.

#### 2.2.2.5. International Representation Grant

International Representation Grants are awarded on an ad-hoc basis throughout the year as individuals are offered opportunities for international representation. Grants are awarded within the allocated budget and in line with the grant criteria.

As individual applications are received, a Council officer will prepare a summary report and make a recommendation. This will be circulated to Committee members via email along with a copy of the application. Committee Members will:

- a) assess and consider applications and award in line with criteria and budget allocation
- b) make decisions on behalf of Council. Due to the at times, tight timeframes, it is not always practical to report to Council prior to awarding a grant
- c) All decisions will be reported to Council.



## 2.3. Hearings and Regulatory Committee

HEARINGS AND REGULATORY COMMITTEE	
<del>Membership</del> <b>Elected Membership</b>	Five
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	Meets as required
<b>Reports to</b>	Council

### 2.3.1. Area of Focus

The Hearings Committee will consider and determine matters under these acts:

- Resource Management Act 1991
- Dog Control Act 1996

### 2.3.2. Terms of Reference (delegations)

The Hearings Committee has responsibility for and authority to:

1. undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other committee or retained by Council
2. approve Council's list of Hearings Commissioners under the Resource Management Act 1991 (comprising qualified Councillors sitting as Hearings Commissioners and independent Commissioners)
3. review and agree the Council's guidelines for composition of hearings panels
4. conduct statutory hearings on regulatory matters such as Council Bylaws, matters under the Dog Control Act 1996, etc, and undertake and make decisions on those hearings (excluding Resource Management Act 1991)
5. hear and determine submissions and objections in relation to proposed changes to the operative District Plan
6. hear and determine submissions and objections in relation to any proposed District Plan or variation thereof
7. hear and determine any objections made under S 357 of the Resource Management Act (under which applicants may object to certain resource consent decisions made by officers under delegated authority)
8. hear and consider matters requiring a decision as a result of the special consultative process having been undertaken and make any decisions needed as a consequence, except the actual adoption, pertaining to the formulation and review of Policy and Bylaws
9. determine matters under any other legislation where a hearing process is necessary.

Note: 4. above does not preclude Committee Members dealing with matters under the Resource Management Act 1991.

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## 2.4. Chief Executive Employment and Performance Committee

CHIEF EXECUTIVE EMPLOYMENT AND PERFORMANCE COMMITTEE	
<b>Membership</b> <del>Elected</del> <u>Membership</u>	Five
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	12 Weekly
<b>Reports to</b>	Council

### 2.4.1. Area of Focus

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

### 2.4.2. Terms of Reference (delegations)

The Chief Executive Employment and Performance Committee will have responsibility and authority to:

1. Lead the Chief Executive recruitment process in accordance with best practice and the Local Government Act 2002, with the exception of the power to appoint a Chief Executive
2. Manage any employment dispute(s) that may arise
3. Agree with the Chief Executive the annual performance objectives
4. Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments to the objectives with the Chief Executive
5. Conduct a review at the end of the financial year to assess progress against the performance objectives and provide constructive feedback
6. Undertake the annual remuneration review and make recommendations regarding remuneration to Council.

The committee do not have delegations to conduct the following – These responsibilities sit with the role of the wider Council.

7. Undertake contract renewal/extension in accordance with the Local Government Act 2002
8. Negotiate and amend the terms and conditions of employment of the Chief Executive
9. Determine annual remuneration review decisions

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2.5. Community Well-being Committee

COMIUNITY WELL-BEING COMMITTEE	
MembershipElected Members	<del>{to be decided}</del> Up to Three
External Membership	<del>{to be decided}</del> Various
Quorum	<del>Half the membership, or a majority of members if there is an odd number</del> An elected member as Chair of the meeting. There is no set quorum for this meeting, other than n elected member as Chair, as it is a non-decision making body.
Meeting Frequency	<del>{to be decided}</del> 12 weekly
Reports to	Council

2.5.1. Area of Focus

The Community Wellbeing Committee brings together representatives from Council, government and non-government organisations, and community forums. The Committee will focus on population level results and indicators (rather than specific programme deliverables or client level results) and key action plans.

2.5.2. Terms of Reference

The Community Wellbeing Committee will have responsibility to:

1. Oversee the implementation of the Community Wellbeing Strategy and associated wellbeing action plans.
2. Determine the key population level results and indicators for the next 3 years, and monitor those
3. Receive reports from the Community Development Team that summarise target population group activity by Council and Council working groups
4. Receive six monthly reports from all member agencies regarding activity directed at target population groups and provision of data that relates to specified strategy indicators
5. Actively encourage coordination of members and their activities
6. Foster strategic collaborations and partnerships
7. Provide advice to Council officers on matters of community wellbeing in relation to specific target populations
8. Seek to collectively influence relevant public policy
9. Communicate Committee activity and information, to the public
10. Educate the public and community on wellbeing matters
11. Actively seek individual agency performance improvement, as well as “community wide” improvement
12. Encourage community based local solutions to local issues
13. Keep the wider community updated on progress towards the results sought across the Horowhenua District.

## 3. Te Awahou Foxton Community Board

TE AWAHOU FOXTON COMMUNITY BOARD	
<b>Membership</b> <del>Elected</del> <u>Members</u>	Five plus Kere Kere Ward Councillor (one)
<b>External Membership</b>	None
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Meeting Frequency</b>	12 weekly
<b>Reports to</b>	Council

### 3.1. Purpose

The role of the Te Awahou Foxton Community Board is to:

- represent and act as an advocate for the interests of its community
- consider and report on matters referred to it by Council
- maintain an overview of services provided by Council within the community
- prepare an annual submission to Horizons Regional Council and Horowhenua District Council for expenditure within the community
- communicate and liaise with community organisations and special interest groups within the community on matters of interest and concern.

### 3.2. Terms of Reference (delegations)

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues including input into the Long Term Plan, Annual Plan and policies that impact on the Community Board area
- engage with Council Officers on local issues and levels of service, including infrastructure, parks and recreation, and community services matters.

Council will consult with the Board on all issues that impact on the Board's area and allow enough time for the Board's feedback to be considered before a decision is made.

The Community Board has responsibility for and authority to:

1. Make submissions to any organisation, including submissions on resource consents notified by Horowhenua District Council or Horizons Regional Council, relating to matters of interest within the Board's area. A copy of any submissions made should be copied to the Chief Executive.
2. Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to residents within its area.
3. Consider matters referred to it by Officers, Council or committees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This includes:

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- a. monitoring and keeping the Council informed of community aspirations
  - b. keeping Council informed about the level of satisfaction with services provided
  - c. providing input to proposed District Plan changes that may impact on the Board's area
  - d. providing input into strategies, policies and plans
  - e. providing input to bylaw changes that impact on the Board's area.
4. Provide input and feedback to Council Officers on the following matters:
- a. local road work priorities
  - b. traffic management issues such as traffic safety, pedestrian crossings and street lighting
  - c. application of the Resource Management Act (including notification of decisions) within the Board's area
  - d. the Emergency Management needs of the area.

This input and feedback can be provided from the full Board or from a subcommittee of the Board.

The final decision on matters in No. 4, will be made by Council Officers acting under their delegated authority.

5. The Board shall formally report back to Council on its activities at each Council meeting via a written report of the Chairperson. The Chairperson will have speaking rights at each Council meeting.

## 4. Steering Groups and Task Forces

The bodies outlined in this section do not meet the definition of meeting under Part 7, clause 45 of the Local Government (Official Information and Meetings) Act 1987, as they are advisory or supervisory on nature and do not have any decision making power. They have been included in these terms of reference in the interests of openness and transparency. Each body set out in the following will be required to report to Council on their activities on a regular basis.

District <del>Growth and Planning</del> Steering Group	
<del>Membership</del> <del>Elected Members</del>	Five
External Membership	None
Quorum	Half the membership, or a majority of members if there is an odd number
Meeting Frequency	6 weekly
Reports to	Council

Capital Projects Delivery Steering Group	
<del>Membership</del> <del>Elected Members</del>	Five
External Membership	One
Quorum	Half the membership, or a majority of members if there is an odd number
Meeting Frequency	6 weekly
Reports to	Council

~~In addition to the two formal steering groups, Council is also establish Taskforce Groups. These groups are open to membership of all of Council, and are established with the intent to create an opportunity for more interactive and engaged governance on those four key areas of focus for Council:~~

~~Otaki to North Levin and Towncentre Taskforce~~

~~Waste and Landfill Taskforce~~

~~Rating and Financing Review Taskforce~~

~~Three Waters Transition and Planning Taskforce~~

~~The Taskforces do not require a formal quorum of Council. They will meet six weekly and will formally report in public to the next Council meeting.~~

## 5. District Licensing Committee

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District Licensing Committee	
<b>Membership</b> <del>Elected</del> <u>Members</u>	<del>Three</del> Two (Chairperson and Deputy Chairperson , as appointed under s. 189(2) and (3), respectively, of the Sale and Supply of Alcohol Act 2012
<b>External Membership</b>	Up to two, drawn from a panel
<b>Quorum</b>	<del>Three</del> Up to Three (as set out in s.191 of the Sale and Supply of Alcohol Act 2012)
<b>Meeting Frequency</b>	As required
<b>Reports to</b>	Statutorily independent

### 5.1. Purpose

The Sale and Supply of Alcohol Act 2012 (the Act) requires Council to appoint a District Licensing Committee to deal with licensing matters.

The District Licensing Committee is appointed to administer the Council's alcohol licensing framework, as determined by the Act.

### 5.2. Terms of Reference (delegations)

The functions of the District Licensing Committee are specified by the Act and ~~include~~are:

1. to consider and determine applications for licenses and manager's certificates
2. to consider and determine applications for renewal of licenses and manager's certificates
3. to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act
4. to consider and determine applications for the variation, suspension, or cancellation of special licenses
5. to consider and determine applications for the variation of licenses (other than special licenses) unless the application is brought under section 280 of the Act (Note: section 280 relates to applications by constables or inspectors to the Alcohol Regulatory Licensing Authority (ARLA) for the variation, suspension or cancellation of a licence, other than a special licence)
6. with the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority
7. to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
8. any other functions conferred on licensing committees by or under the Act or any other enactment.

### 5.3. Reporting to Council

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[The Committee is required to report its proceedings annually to the Licensing Authority within three months of the end of the financial year.](#) ~~An~~ This annual report on the proceedings and operations of the District Licensing Committee will be prepared and submitted to Council [annually](#).

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# Governance Statement

**2023 - 2025**



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## 1. What is a Local Governance Statement?

A Local Governance Statement is a collection of information about the processes through which Horowhenua District Council engages with the residents of the Horowhenua District, how Council makes decisions, and how residents and ratepayers can influence those processes.

The Local Governance Statement supports the purpose of local government by promoting local democracy. The statement provides the public with information on the ways to influence local democratic processes

The Local Governance Statement is a requirement of the Local Government Act 2002 and includes the following broad categories of information:

- functions, responsibilities, and activities of the council
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other
- the management structure and key policies of the council

## 2. Functions, Responsibilities and Activities

The Local Government Act 2002 sets out the purpose of local government as:

- (1) The purpose of local government is—
  - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- (2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—
  - (a) efficient; and
  - (b) effective; and
  - (c) appropriate to present and anticipated circumstances.

The Local Government Act 2002 introduced changes to the way councils plan ahead, and as part of this, placed a responsibility on councils to work with their communities to identify the community's expectations and priorities – known as community outcomes.

Council has an obligation to ensure that its work programmes and services contribute to community outcomes.

Our Long-Term Plan (LTP) sets out the Community Outcomes and the Council's priorities for the next 20 years. It also provides information on budgets, rating levels, major projects and general Council services. A LTP highlights the Council's plans for the next 20 years, including the means of funding the Council's ongoing programmes and capital works projects. Horowhenua District Council is currently delivering on the Long Term Plan 2021 - 2041.

Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

- Core infrastructure and Services (i.e. roadways, footpaths, water, sewerage and stormwater)
- Community Services and Facilities (i.e. libraries, recreational facilities and community facilities)
- Regulatory Functions and Services (i.e. building and resource consents, health, animal control, parking and general bylaws)
- Environment (i.e. parks, reserves and built environment)
- Local Economy (promoting a resilient and diverse economy)
- Local Democracy (i.e. access to Council information and public engagement opportunities)
- Financial Management of the Council (ensuring Council expenditure is affordable and sustainable)

### 3. Legislation

In conducting its activities, Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by New Zealand and Local Legislation. The following outlines applicable statutory requirements. Please note this list is not exhaustive, but outlines those statutes which are most commonly used:

**Section 46(1) Local Government Act 2002** - Councillors can be held liable for losses resulting from negligence or unlawful action by the elected Council.

**Schedule 7 clause 1 of The Local Government Act 2002** - Any elected member (the Mayor or a councillor) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

**Local Authority (Members' Interests) Act 1968** - This regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year. Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically be disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

**The Local Government Official Information and Meetings Act 1987 ("LGOIMA")** - The obligations of LGOIMA are binding on members. They apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Section 7 of the Act gives a number of grounds for withholding disclosure. The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

**Statutes Pertaining to Local Government** - In fulfilling its purpose, the Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. These are:

- Local Government Acts of 1974 and 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991

In addition, there are numerous other general Acts of Parliament that confer powers on the council and regulate its functions.

## 4. Local Legislation

In addition to the legislation that applies to all local authorities (in particular the Local Government Act, the Rating Act, the Resource Management Act, the Building Act, and the Reserves Act), Council is also bound by various local legislation (acts that apply specifically to it). These are:

Levin Borough Empowering Act 1966 [1966, No. 22 (L)]

Levin Borough Empowering Amendment Act 1968 [1968, No. 5 (L)]

Levin Borough Empowering (Playford Park) Act 1948 [1948, No. 10 (L)]

Levin Borough Empowering Amendment Act 1952 [1952, No. 54 564 (2)]

Levin Borough Reserves Vesting and Empowering Act 1907 [1907, No. 12 (12)]

Horowhenua County Loan Act 1910 [1910, No. 12 (L)]

Manawatu County Loan and Empowering Act 1917 [1917, No. 2 (L)]

Reserves and Other Land Disposal Act 1956 – Section 21 [Foxton Beach]

Reserves and Other Land Disposal Act 1965 – Section 9 [Endowment]

Reserves and Other Land Disposal Act 1968 – Section 13 [Land]

## 5. Bylaw

Where an issue is not already covered under existing legislation, Council may create a new bylaw provided that the proposed bylaw is the most appropriate form of bylaw; and does not give rise to any implications under the New Zealand Bill of Rights 1990. If a draft bylaw is approved, it will go out for public consultation. Horowhenua District Council must follow a special consultative procedure (with exceptions) on any proposed changes to an existing bylaw or in the creation of a new bylaw.

For a list of current and operative Bylaw enforced by Horowhenua District Council visit:

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies>



## 6. Requests for Official Information

Two pieces of legislation prescribe how and what information is disclosed and protected for Local Government.

They are:

- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Privacy Act 1993

### Local Government Official Information and Meetings Act 1987 (LGOIMA)

The purposes of this Act are –

- To provide for the availability to the public of official information held by local authorities
- To promote the open and public transaction of business at meetings of local authorities, in order
- To enable more effective participation by the public in the actions and decisions of local authorities; and
- To promote the accountability of local authority members and officials, and thereby enhance respect for the law and to promote good local government in New Zealand
- To provide for proper access by each person to official information relating to that person
- To protect official information and the deliberations of local authorities to allow for public interest and the preservation of personal privacy.

The underlying principle of the Act is the 'principle of availability'. That is, information should be made available unless there is good reason to withhold it.

Given the size of our organisation, a policy dealing with information requests needs to be simple and easy to use. Information to guide staff on when and how to apply either piece of legislation is required so Council can make appropriate and consistent decisions.

The Act also promotes the open and public transaction of business at meetings of local authorities.

Generally, members of the public are entitled to attend any meeting of Council or a committee of Council. There are times however when, for specific reasons, public may need to be excluded for the whole or part of a meeting. Any exclusion must be justified under the Act.

Official information includes any information held by a local authority. Most information held by a local authority is classified as official information. This can be held in any form including tape, electronic, maps, plans, etc. It does not include information contained in library or museum material used for reference or exhibition purposes.

Personal information includes information about a "natural" person (living identifiable person).

Once a request is made, the Council must supply the information within 20 working days unless there is a reason for withholding it. The Council may charge for official information under guidelines set down by the Ministry of Justice. This will apply particularly where considerable staff time is required to research information.

The LGOIMA says that information may be withheld if release of the information would:

- prejudice maintenance of the law;
- endanger the safety of any person;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

### Privacy Act 1993

The Privacy Act 1993 amended the LGOIMA by removing the right of access to personal information about the person making the request, and requiring consultation with the Privacy Commissioner by the Ombudsman when considering a decision to withhold information on privacy grounds.

The Privacy Act deals with requests for personal information about a 'natural' person (living identifiable person). The objective of the Privacy Act is to provide protection for individual privacy. The Act's focus is on how information about a person is collected, used, disclosed, stored and accessed. There are 12 'principles' that should be adhered to.

### Privacy Officer

At least one person in the organisation is assigned the duties of a 'Privacy Officer'. That person's responsibilities include encouraging compliance with the Act and assisting the Privacy Commissioner to investigate any complaints made.

#### *Key points for implementing the Act:*

- Only an individual who is in New Zealand or who is a citizen or permanent resident of New Zealand can make an information privacy request.
- Requests need not be in writing, can be verbal in person or over the phone
- To take all reasonable steps to grant the request within 20 working days after the request has been received
- Council may impose a charge in some circumstances. The individual making the request will be informed of the cost, should there be one, prior to officers proceeding with the request
- Council needs to communicate the reasons for refusing to provide information. It must also provide information on the right to seek a review from the privacy commissioner
- Legislation outlines the complaints process and powers of the Privacy Commissioner.

Horowhenua District Council processes requests for information in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. These aim to balance issues of transparency and public interest with limits on the disclosure of personal information. Releases of information are sent via email, where an email address has been supplied.

#### *Information can be requested by:*

- Downloading and completing our Official Information Request form available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz) and emailing it, along with any attachments to [LGOIMAOfficer@horowhenua.govt.nz](mailto:LGOIMAOfficer@horowhenua.govt.nz) ;
- Phoning our Customer Service Centre on (06) 366 0999;
- Asking in person at one of our Customer Service Centres; or
- Downloading and completing our Official Information Request form available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz) and posting it, along with any supporting documents, to: LGOIMA Officer, Horowhenua District Council, Private Bag 4002, Levin 5540.
- Please be as specific as you can be in making your request; it helps us to find the information quickly for you. Make sure you include your contact phone number and either a postal or email address so we can provide you with a response. Further information about LGOIMA requests can be found at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

## 7. The Electoral System and the opportunity to change it

The Horowhenua District Council currently operates its elections under the First Past the Post (FPP) electoral system.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV).

Currently, voters rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

Council can resolve to change the electoral system it uses at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll under the Local Electoral Act 2001.

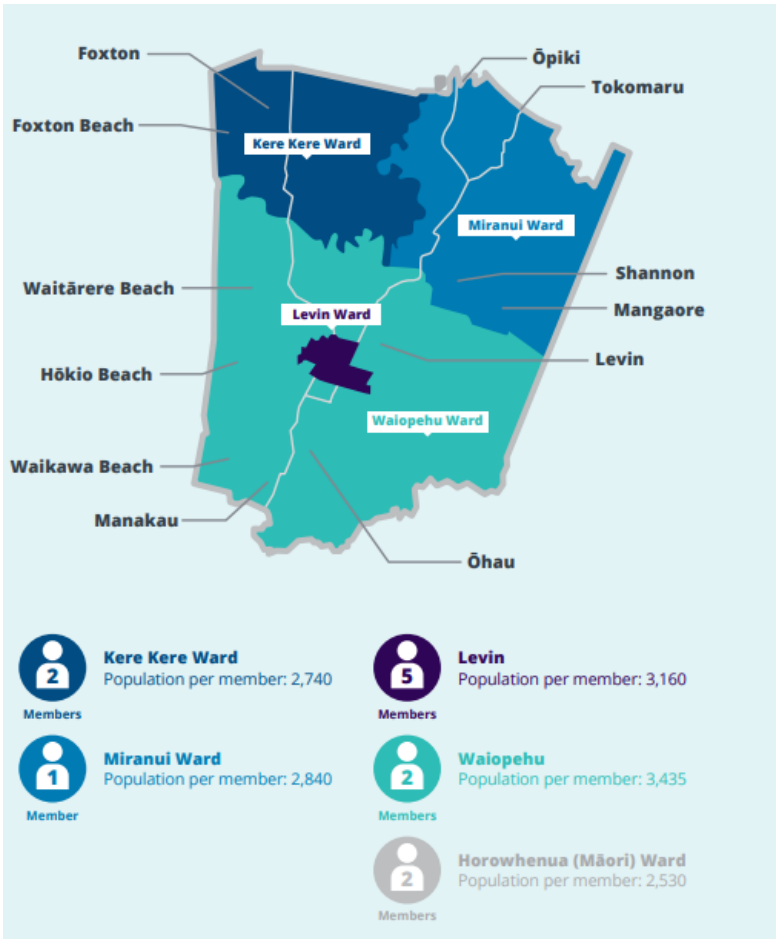
At least 5% of electors can initiate a poll by signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. the electoral system cannot change for one election and then change back for the next election.

## 8. Representation Arrangements

### 8.1 Wards

Horowhenua District is divided into four wards as shown on the map below. The Mayor is elected at large over the whole district, and Councillors by ward.

Kere Kere Ward	5,480 ( 2 members)
Miranui Ward	2,840 (1 member)
Levin Ward	15,800 (5 members)
Waiopahu Ward	6,870 (2 members)
Horowhenua (Māori) Ward	5,060 (2 members)
<b>Total</b>	<b>36,060</b>



## 8.2 Community Board

Council has one Community Board - Te Awahou Foxton Community Board. This Board is constituted under Section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of its community
- consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board
- make an annual submission to Council on expenditure in the community
- maintain an overall of services provided by the Council within the community
- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by the Council (currently the Council has not delegated any such responsibilities)

The Te Awahou Foxton Community Board has a Chairperson and four other members. The five members are elected triennially by electors in the Board's community, and the Council appoints one member from the two Kere Kere Ward Councillors. The Board elects its own Chairperson and Deputy Chairperson at its first meeting after the triennial election.

Electors can demand the formation of a new community board. This is done by a process similar to the reorganisation process described in the Local Government Act.

## 8.3 Māori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards.

The Council resolved in 2021 to create two Māori Ward Councillors which were included in the 2022 Elections.

Council is awaiting further clarification from Central Government on any future requirements for Māori Wards.

## 8.4 Review of Representation Arrangements

Local authorities are required to review representation arrangements at least once in every period of six years. Horowhenua District Council's last reviewed its arrangements in 2021 and retained the FPP system at a meeting on 11 August 2021. This decision was publically notified.

A review must include the following:

- The number of elected members
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their ward (or a mix of both systems)
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred)
- Whether or not to have separate Māori wards
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review. It should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to the Council, and the right to speak to the submission at a hearing.

Electors have the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election are found in the Local Electoral Act 2001.

## 9. Structure and Reorganisation Proposals

The Local Government Act 2002 sets out procedures, which must be followed during proposals to:

- Make changes to the boundaries of the District
- Create one or more new territorial local authorities (city or district councils)
- Create a unitary authority, ie transfer the functions of Horizons Regional Council to district councils in the Manawatu-Wanganui region
- Transfer a particular function or functions to another council.

The process begins when an application is lodged with the Local Government Commission. This can be done by any person, body or group, including a local authority or the Minister of Local Government.

Further information on these requirements is in the Local Government Act 2002, Schedule 3. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation, which are available on its website [www.lgc.govt.nz](http://www.lgc.govt.nz)

## 10. Members' Roles and Conduct

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management.

### 10.1 Division of Responsibility between the Council and Management

The Local Government Act 2002 sets out a series of governance policies that support the principles of local government.

The Council is required to publish a Local Governance Statement. This clarifies the governance and management responsibilities together with the governance role and expected conduct of elected members. The Statement describes the effective, open and transparent processes used by Council. This ensures separation of regulatory and non-regulatory responsibilities and explains the good employer requirements.

Council's Local Governance Statement ensures the community has information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

While Council has delegated many of its functions, it maintains overall responsibility for effective systems of internal control. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

### 10.2 Role of the Council

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction in conjunction with the community - Long Term Plan (LTP)
- Determining the services and activities to be undertaken
- Managing principal risks
- Administering various regulations and up-holding the law
- Monitoring the delivery of the LTP and Annual Plan
- Ensuring the integrity of management control systems
- Safeguarding the public interest
- Ensuring effective succession of elected members
- Reporting to ratepayers.

The Mayor and Councillors of the Horowhenua District Council have the following roles:

- setting the policy direction of Council
- monitoring the performance of the Council
- representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)
- employing the Chief Executive Officer (under the Local Government Act 2002, the local authority employs the Chief Executive Officer who in turn employs all other staff on its behalf)

### 10.3 Mayor

The Mayor is elected by the District 'as a whole', and as one of the elected members, shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders)
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council
- Ceremonial head of Council
- Provides leadership and feedback to other elected members on teamwork and chairing committees.

## 10.4 Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council following each triennial election. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

## 10.5 Code of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. Horowhenua District Council adopted its Code on 16 November 2022. This code also applies to all persons appointed to Committees or Subcommittees of Council. A copy of the Code of Conduct can be made available upon request to Horowhenua District Council on (06) 366 0999 or found online here:

<https://www.horowhenua.govt.nz/Council/About-Council/Council-Committees>

Horowhenua District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media and general public.

The objectives of the Code of Conduct are to enhance:

- the effectiveness of the Council as a good local government for the District
- the credibility of the Council
- Mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties.

The Code of Conduct is based on the following general principles of good governance:

- Public interest - members must serve the interests of the District as a whole, their primary duty is to the interests of the entire District, not just the ward that elected them
- Honesty and integrity - members must not place themselves in situations where their honesty and integrity may be questioned
- Objectivity - members must make decisions on merit, including decisions making appointments, awarding contracts, or recommending individuals for rewards or benefits
- Accountability - members must be accountable to the public for their actions and the manner in which they carry out their responsibilities
- Openness - members must be open about their actions and those of the Council
- Personal judgment - members can and will take account of the views of others, but must reach their own conclusions on the issues before them
- Respect for others - members must promote equality by treating people with respect
- Duty to uphold the law - members must uphold the law, and on all occasions act in accordance with the trust the public places in them.
- Stewardship - members must ensure that the Council uses its resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations to both present and future generations.



## 11. Public Access to Council and Elected Members

Contact details for Horowhenua District Council are as follows:

Horowhenua District Council  
126-148 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
Phone 06 366 0999 (operates 24 hrs/7 days a week)  
[enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz)  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
[www.facebook.com/HorowhenuaDC](https://www.facebook.com/HorowhenuaDC)

### 11.1 Contacting the Council

Council can be contacted in a number of ways. Requests for Council service can be lodged in various ways including visiting, phoning or writing (including emails to [enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz) and faxes) to the relevant Council department, the Chief Executive; or through Council's website [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

To contact the Mayor or a Councillor refer to pages 16-18.

Contact details for Council's management are shown on page 19 of this Local Governance Statement.

### 11.2 Community Connection

The Community Connection is published in the Horowhenua Chronicle on the first Wednesday of every month, excluding January. In addition to this it is available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

### 11.3 Opportunities for Participation in Council Activities

Council offers numerous opportunities for community input into decision-making processes and strategy development. Council will inform Horowhenua residents (through the likes of newsletters, website and other key media publications) when key plans and policies are being developed/reviewed that require community input or feedback.

Regular opportunities exist for members of the public to raise their views with their elected members. These opportunities allow for a more informal conversation between elected members and the community.

Before each Council meeting, time is set aside for members of the public to raise with the Mayor and Councillors any matters they wish. Where a matter is the subject of a Council report, members of the public can request to speak to Councillors as part of the meeting.

At regular times throughout the year, the Mayor and Councillors host informal "cuppa with a councillor" meetings at venue through the district. These sessions involve the Mayor and one other councillor, or two councillors being based at various community facilities, and being available to talk with members of the community over a cup of tea.

All of these opportunities are mechanisms for the public to raise grass roots community concerns with the Mayor and councillors on an ongoing basis..



11.4 Elected Representatives






The elected representatives to Council are the Mayor and twelve Councillors. The Councillors are elected on a ward basis as follows:






Kere Kere Ward	2 members
Miranui Ward	1 member
Levin Ward	5 members
Waiopahu Ward	2 members
Horowhenua (Maori) Ward	2 members


The only Community Board in the district is the Te Awahou Foxton Community Board, which has five elected members. The Local Government Commission has determined that there will be one liaison Councillor elected from the Kere Kere Ward Councillors.

The Mayor, Councillors and Board Members are:





	<p>Mayor Bernie Wanden</p> <p>Mobile: 027 291 5546</p> <p>Email: <a href="mailto:mayor@horowhenua.govt.nz">mayor@horowhenua.govt.nz</a></p>
	<p>Deputy Mayor David Allan</p> <p>Ward: Kere Kere</p> <p>Mobile: 021 031 1812</p> <p>Email: <a href="mailto:cr.david.allan@horowhenua.govt.nz">cr.david.allan@horowhenua.govt.nz</a></p>


	<p>Cr Mike Barker</p> <p>Ward: Levin</p> <p>Mobile: 021 642 953</p> <p>Email: <a href="mailto:cr.mike.barker@horowhenua.govt.nz">cr.mike.barker@horowhenua.govt.nz</a></p>
	<p>Cr Rogan Boyle</p> <p>Ward: Waiopahu</p> <p>Mobile: 020 4109 6108</p> <p>Email: <a href="mailto:cr.rogan.boyle@horowhenua.govt.nz">cr.rogan.boyle@horowhenua.govt.nz</a></p>
	<p>Cr Ross Brannigan</p> <p>Ward: Kere Kere</p> <p>Mobile: 021 247 7338</p> <p>Email: <a href="mailto:cr.ross.brannigan@horowhenua.govt.nz">cr.ross.brannigan@horowhenua.govt.nz</a></p>
	<p>Cr Clint Grimstone</p> <p>Ward: Levin</p> <p>Mobile: 027 227 1394</p> <p>Email: <a href="mailto:cr.clint.grimstone@horowhenua.govt.nz">cr.clint.grimstone@horowhenua.govt.nz</a></p>
	<p>Cr Nina Hori Te Pa</p> <p>Ward: Horowhenua (Maori)</p> <p>Mobile: 022 367 3477</p> <p>Email: <a href="mailto:cr.nina.horitepa@horowhenua.govt.nz">cr.nina.horitepa@horowhenua.govt.nz</a></p>

	<p>Cr Sam Jennings</p> <p>Ward: Levin</p> <p>Mobile: 029 471 1130</p> <p>Email: <a href="mailto:cr.sam.jennings@horowhenua.govt.nz">cr.sam.jennings@horowhenua.govt.nz</a></p>
	<p>Cr Paul Olsen</p> <p>Ward: Miranui</p> <p>Mobile: 022 588 0199</p> <p>Email: <a href="mailto:cr.paul.olsen@horowhenua.govt.nz">cr.paul.olsen@horowhenua.govt.nz</a></p>
	<p>Cr Jonathan Procter</p> <p>Ward: Waiopahu</p> <p>Mobile: 021 634 488</p> <p>Email: <a href="mailto:cr.jonathan.procter@horowhenua.govt.nz">cr.jonathan.procter@horowhenua.govt.nz</a></p>
	<p>Cr Justin Tamihana</p> <p>Ward: Horowhenua (Maori)</p> <p>Mobile: 027 246 8728</p> <p>Email: <a href="mailto:cr.justin.tamihana@horowhenua.govt.nz">cr.justin.tamihana@horowhenua.govt.nz</a></p>
	<p>Cr Piri-Hira Tukapua</p> <p>Ward: Levin</p> <p>Mobile: 027 529 4883</p> <p>Email: <a href="mailto:cr.piri-hira.tukapua@horowhenua.govt.nz">cr.piri-hira.tukapua@horowhenua.govt.nz</a></p>

	<p>Cr Alan Young</p> <p>Ward: Levin</p> <p>Mobile: 027 843 2844</p> <p>Email: <a href="mailto:cr.alan.young@horowhenua.govt.nz">cr.alan.young@horowhenua.govt.nz</a></p>
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**Te Awahou Foxton Community Board**

	<p>John Girling</p> <p><i>Chairperson</i></p> <p>Mobile: 021 025 75080</p> <p>Email: <a href="mailto:johngirling@horowhenua.govt.nz">johngirling@horowhenua.govt.nz</a></p>
	<p>Trevor Chambers</p> <p><i>Deputy Chairperson</i></p> <p>Mobile: 022 401 6615</p> <p>Email: <a href="mailto:trevor.chambers@horowhenua.govt.nz">trevor.chambers@horowhenua.govt.nz</a></p>
	<p>Nola Fox</p> <p>Mobile: 022 497 7424</p> <p>Email: <a href="mailto:cb.nola.fox@horowhenua.govt.nz">cb.nola.fox@horowhenua.govt.nz</a></p>
	<p>David Roache</p> <p>Mobile: 027 442 5961</p> <p>Email: <a href="mailto:DavidRoache@horowhenua.govt.nz">DavidRoache@horowhenua.govt.nz</a></p>

	<p>Brett Russell</p> <p>Mobile: 021 499 224</p> <p>Email: <a href="mailto:cb.brett.russell@horowhenua.govt.nz">cb.brett.russell@horowhenua.govt.nz</a></p>
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## 12. Management Structure

The Chief Executive and staff are responsible for managing day-to-day operations and implementing Council's decisions and policies. The organisation is structured under five groups, each of which is headed by a Group Manager.

- Community Infrastructure
- Community Experience and Services
- Community Vision and Delivery
- Housing and Business Development
- Organisation Performance

Further information on Council's Leadership Team can be found by going to:

<http://www.horowhenua.govt.nz/Council/Your-Council/Leadership-Team>

The Local Government Act requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to the Council. Under the LG Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should be directed to the Chief Executive, rather than the Mayor or Councillors.

Council is supported by a professional corporate organisation, led by the Chief Executive. Senior Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council seeks to accomplish during the triennium.

Monique Davidson is Council's Chief Executive. Her contact details are:



Monique Davidson  
Chief Executive

Email: [moniqued@horowhenua.govt.nz](mailto:moniqued@horowhenua.govt.nz)

Phone: 06 366 0999

## 13. Council Organisations

Part 1 of the Local Government Act 2002 identifies two types of organisations for which a local authority has governance responsibilities. Briefly, these organisations are described as:

1. Council Organisations (COs) – where one or more local authorities control one or more voting rights, or have the right to appoint one or more directors.
2. Council-Controlled Organisations (CCOs) – where one or more local authorities control 50% or more of the voting rights, or have the right to appoint 50% or more of the directors.

Each of these organisations delivers services, provides advice, or in some way supports the achievement of the objectives in the Council's Long Term Council Community Plan.

The Local Government Act 2002 requires that Council may appoint a person as a director of a CO or CCO only if the Council considers the person has the skills, knowledge and experience to:

- guide the organisation, given the nature and scope of its activities
- contribute to the achievement of the objectives of the organisation.

The Council is required to adopt a policy setting out an objective and transparent process for identifying and considering the skills, knowledge, and experience required of directors of a CO or CCO, and their appointment and remuneration.

The Council has direct and indirect shareholdings in a variety of CCOs and control, either through ownership greater than 50%, or the ability to appoint more than half of the board. These organisations all operate on a commercial basis at arm's length from the Council.

There are a number of regionally owned or controlled organisations in which the Council has an interest through ownership or representation, but does not have the ability to appoint more than half of the directors, or does not own 50% or more of the shareholding. These include Civic Assurance, MWLASS and Local Government Financial Agency, of which Council have a minor shareholder interest in.

The Council also has non-controlling interests in numerous Council organisations, by virtue of appointing one or more board members or trustees. These are generally "not for profit" bodies, and includes:

### Council Controlled Organisations

- **Shannon Community Development Trust** – Council appoints 100% of the new Trustees to the Shannon Community Development Trust. The Shannon Community Development Trust distributes funding to support projects that bring benefits to the Shannon community.



## 14. Appointments to Statutory Bodies, Community Groups/Associations and Other Organisations 2022-2025

At the beginning of each term, Council appoints representation to statutory bodies, community associations and other organisations for the elected term. These appointments enable Council to support special interests groups and community orientated bodies within the community.

Community Organisation / Group	Appointment(s)
Access and Inclusion	Cr Mike Barker
Horowhenua Crime Prevention Camera Trust	Cr Sam Jennings
Education Horowhenua	Cr Clint Grimstone
Foxton Beach Community Patrol Inc	Cr Ross Brannigan
Foxton Futures Governance Group	Cr Justin Tamihana
Horizons Regional Council – Passenger Transport Committee	Cr Paul Olsen
Horizons Regional Council – Regional Transport Committee	HWTM Bernie Wanden
Horizons Regional Council – Road Safety Group	HWTM Bernie Wanden
Horowhenua Learning Centre Trust	Cr Clint Grimstone
Keep Horowhenua Beautiful Committee	Cr Nia Hori Te Pa
Lake Accord (He Hokioi Rerenga Tahi)	HWTM Bernie Wanden Cr Nina Hori Te Pa
Manawatu River Users Advisory Group	HWTM Bernie Wanden
Manawatu/Wanganui Regional Disaster Relief Fund Trust	HWTM Bernie Wanden
Manawatu-Wanganui Regional Civil Defence Emergency Management Group Governance Body	HWTM Bernie Wanden
Mayor's Taskforce for Jobs	HWTM Bernie Wanden
Neighborhood Support	Cr Mike Barker
Older Person's Network	HWTM Bernie Wanden
Save Our River Trust	Cr Justin Tamihana
Shannon Community Development Trust	Cr Paul Olsen
yEP	CR Alan Young CR Piri-Hira Tukapua CR Rogan Boyle (alternate)
Youth Network	Cr Alan Young

## 15. Governance Structures and Processes

The Council reviews its committee structure after each triennial election to ensure that it aligns with how Council wishes to go about the business of setting strategic direction and the decision making process.

Council's governance structure recognises the Risk and Assurance Committee, Community Funding & Recognition Committee, Hearings and Regulatory Committee, Chief Executive Employment and Performance Review Committee, District Licensing Committee and Community Wellbeing Committee as official committees of Council.

### Horowhenua District Council Committee Structure 2022-2025



Council Meeting			Meets 6 Weekly Speaking Rights: Public Forum – ½ hour at beginning of each meeting Formal Agenda
Chief Executive Employment and Performance Committee	Risk and Assurance Committee	Community Wellbeing Committee	Meets 12 Weekly Formal Agenda
Hearings and Regulatory Committee	Community Funding and Recognition Committee	District Licensing Committee	Meets as required Formal Agenda
District Growth and Planning Steering Group		Capital Projects Delivery Steering Group	Meets 6 Weekly (1 hour) Informal Agenda – Formal Report to Council

In addition to Council's Committees there are two Steering Groups these are the District Growth and Planning Steering Group and Capital Projects Delivery Steering Group..

### 15.1 Establishment of Committees

Under section 41A of the Local Government Act 2002 the Mayor has the power to establish the committees of the governing body and appoint the chairperson of each committee of the governing body before the other members of the committees are determined.

Committee includes, in relation to the Council:

1. A committee comprising all the members of the Council;
2. A standing committee or special committee appointed by the Council;
3. A standing committee or special committee appointed by the Mayor;
4. A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
5. Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition;  
and
6. A subordinate decision-making body, including Subcommittees and Forums.

### 15.2 Committee Appointments

Appointments for the 2022 - 2025 triennium are as follows:

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Updated 7 February 2024

Committee	Members	Chair	Deputy Chair
Risk and Assurance Committee	Cr Young Cr Procter Cr Grimstone Mayor Wanden Independent Member x2	Cr Jennings	Cr Olsen
Community Wellbeing Committee	Cr Hori Te Pa Cr Grimstone	Mayor Wanden	
Chief Executive Employment and Performance Committee	Councillor Tukapua Councillor Olsen Councillor Jennings	Mayor Bernie Wanden	Councillor Allan
Hearings and Regulatory Committee	Councillor Tukapua Councillor Tamihana Councillor Jennings Mayor Bernie Wanden	Councillor Allan	
Community Funding and Recognition Committee	Councillor Boyle Councillor Allan Councillor Young Councillor Hori Te Pa Mayor Bernie Wanden Councillor Tukapua	Councillor Tukapua	
District Licensing Committee	DLC Panel	Councillor Brannigan	Councillor Tamihana
District Growth and Planning Steering Group	Councillor Tukapua Councillor Barker Councillor Tamihana Councillor Grimstone	Councillor Jennings	
Capital Projects Delivery Steering Group	Councillor Barker Councillor Jennings Councillor Boyle Councillor Olsen Independent Member	Councillor Brannigan	

## 15.3 Meeting Frequency

Council and the Te Awahou Foxton Community Board meet on a six weekly meeting cycle.

Chief Executive Employment and Performance Committee, Risk and Assurance Committee, and Community Wellbeing Committee meet on a 12 weekly cycle.

Hearings and Regulatory Committee, Community Funding and Recognition Committee and District Licensing Committee meet as required. A schedule of meetings dates can be found on Council's website: <http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

## 15.4 Terms of Reference

Terms of Reference for Council, committees and special committees were adopted by Council on 16 November 2022.

COUNCIL	
<b>Membership</b>	Thirteen
<b>Meeting Frequency</b>	Meets on a six weekly basis  Extraordinary Meetings can be called following a resolution of Council, or on the requisition of the Chair or one third of the total membership of Council
<b>Quorum</b>	Seven

### Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision-making body.

The power to:

- a) make a rate
- b) make a bylaw
- c) borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
- d) adopt a Long Term Plan or Annual Plan and Annual Report
- e) appoint a Chief Executive
- f) adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement
- g) adopt a remuneration and employment policy
- h) approve or amend Council's Standing Orders
- i) approve or amend the Code of Conduct for elected members
- j) appoint and discharge members of committees
- k) establish a joint committee with another local authority or other public body
- l) make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.

*In addition, Council can:*

- m) approve a proposed plan under the Resource Management Act 1991
- n) approve Council policy and strategy
- o) remove chairpersons of committees and subcommittees
- p) approve Council's recommendation to the Remuneration Authority for the remuneration of

- elected members
- q) approve the Triennial Agreement
- r) approve the Local Governance Statement
- s) determine whether or how to fill any extraordinary Council vacancies
- t) make decisions on representation reviews
- u) appoint or remove trustees, directors or office holders to Council CCOs, COs or external bodies
- v) approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and
- w) approve a proposed plan or a change to a district plan under clause 17 of the First Schedule.

RISK AND ASSURANCE COMMITTEE	
<b>Elected Members</b>	Six
<b>Independent Members</b>	Two - members to be appointed by Council
<b>Meeting Frequency</b>	12 weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Reports to</b>	Council

## Purpose

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Horowhenua District Council by:

- a) Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- b) Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- c) Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- d) Promoting a culture of openness and continuous improvement.

## Terms of Reference

The Council delegates to the Risk and Assurance Committee the following responsibilities:

- a) To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, this should be recommended to Council.
- b) To review the Council's insurance policies on an annual basis.
- c) To review, in-depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.
- d) To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.
- e) To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk management policy and processes, including that they align with commitments to the public

and Council strategies and plans. This will incorporate a review of the strategic risks register annually and on a quarterly basis monitor the high risks and emerging risks through an in-depth review

- f) To provide a communications link between management, the Council and the external and internal auditors.
- g) To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.
- h) To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.
- i) To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.
- j) To engage with the external and internal auditors on any one-off assignments.
- k) To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines, ensuring the evaluation and monitoring of the organisation's legislative compliance programme and systems.
- l) Evaluate and monitor business continuity policies and planning to provide assurance as to organisational readiness.
- m) Be aware of and monitor any legal proceedings involving potential or contingent liability.
- n) Monitor the continuous improvement recommendations that come out of key reviews (CouncilMARK, Section 17a Reviews or any other) to ensure key actions and recommendations are progressed.

### Specific Delegations

Subject to any expenditure, having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:

- a) Risk management and internal audit programmes.
- b) Terms of the appointment and engagement of the audit with the external auditor.
- c) Additional services provided by the external auditor.
- d) The proposal and scope of the internal audit.

In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:

- e) The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.
- f) The Risk and Assurance Committee can recommend to Council:
  - i. Adoption or non-adoption of completed financial and non-financial performance statements.
  - ii. Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.
  - iii. Accounting treatments, changes in generally accepted accounting practice (GAAP).
  - iv. New accounting and reporting requirements.

The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.

COMMUNITY FUNDING AND RECOGNITION COMMITTEE	
<b>Elected Members</b>	Six
<b>Independent Members</b>	None
<b>Meeting Frequency</b>	As required
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number.
<b>Reports to</b>	Council

## Purpose

The Community Funding and Recognition Committee is responsible for the effective allocation and monitoring of the Council's grants. In addition, the committee is responsible for considering applications and making recommendations for Civic Honours and Youth Excellence Scholarships.

## Terms of Reference

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

- a) Approve the priorities for allocating grants within each grant fund annually
- b) To determine under delegation the allocation of funding to specified applicants and report these allocations back to Council.

In fulfilling their role, all members shall be impartial and independent at all times.

## 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 and Social Services Grant
  - Special Projects Grant
  - Rural Halls Grant
  - Vibrant Communities Grant.
- b) To consider the Community Wellbeing Strategy and the associated Action Plan priorities: Education, Positive Ageing, Youth, Arts, Culture & Heritage, Pride & Vibrancy, and Access & Inclusion when making funding recommendations:
- c) To make recommendations to Council for endorsement of funding allocations to specified applicants
- d) The criteria and focus areas for community grants funds will be reviewed by the Community Funding & Recognition Committee each triennium and recommendations regarding any significant changes will be made to Council during each three (3) year term.

## Civic Honours and Special Awards

The Committee has the delegated responsibility to make decisions on behalf of Council with all decisions to be reported to Council (In-committee).

- a) To assess and consider nominations for the following awards:
  - Certificate of Recognition
  - Civic Honours

- 50 Years' Service Award.
- b) To receive and approve the Mayor's recommendations for Special Honours acknowledging significant and meritorious service not otherwise recognized.

### Youth Excellence Scholarships

The Committee has the delegated responsibility to:

- a) assess and consider applications for Youth Excellence Scholarships and award in line with criteria and budget allocation
- b) make recommendations to Council (In-committee) for endorsement of funding to specified applicants.

### Tertiary Scholarships

Tertiary Scholarship recipients are selected in conjunction with the sponsoring Council Manager by whom the Scholarship recipient will be required to be supervised.

One member of the Community Funding & Recognition Committee and a Council Manager from the Group in which the scholarship applicant has applied to work will:

- a) assess and consider applications for Tertiary Scholarships and award in line with criteria and budget allocation.

The Committee will:

- b) review the scholarship criteria and make recommendations to Council each triennium.

All recommendations are reported to Council for endorsement.

### International Representation Grant

International Representation Grants are awarded on an ad-hoc basis throughout the year as individuals are offered opportunities for international representation.

Grants are awarded within the allocated budget and in line with the grant criteria.

As individual applications are received, a Council officer will prepare a summary report and make a recommendation. This will be circulated to Committee members via email along with a copy of the application. Committee Members will:

- a) assess and consider applications and award in line with criteria and budget allocation
- b) make decisions on behalf of Council. Due to the at times, tight timeframes, it is not always practical to report to Council prior to awarding a grant
- c) All decisions will be reported to Council.



HEARINGS AND REGULATORY COMMITTEE	
<b>Elected Members</b>	Five
<b>Independent Members</b>	None
<b>Meeting Frequency</b>	Meets as required
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Reports to</b>	Council

### Area of Focus

The Hearings Committee will consider and determine matters under these acts:

- Resource Management Act 1991
- Dog Control Act 1996

### Terms of Reference

The Hearings Committee has responsibility for and authority to:

- undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other committee or retained by Council
- approve Council's list of Hearings Commissioners under the Resource Management Act 1991 (comprising qualified Councillors sitting as Hearings Commissioners and independent Commissioners)
- review and agree the Council's guidelines for composition of hearings panels
- conduct statutory hearings on regulatory matters such as Council Bylaws, matters under the Dog Control Act 1996, etc, and undertake and make decisions on those hearings (excluding Resource Management Act 1991)
- hear and determine submissions and objections in relation to proposed changes to the operative District Plan
- hear and determine submissions and objections in relation to any proposed District Plan or variation thereof
- hear and determine any objections made under S 357 of the Resource Management Act (under which applicants may object to certain resource consent decisions made by officers under delegated authority)
- hear and consider matters requiring a decision as a result of the special consultative process having been undertaken and make any decisions needed as a consequence, except the actual adoption, pertaining to the formulation and review of Policy and Bylaws
- determine matters under any other legislation where a hearing process is necessary.

Note: 4. above does not preclude Committee Members dealing with matters under the Resource Management Act 1991.

CHIEF EXECUTIVE EMPLOYMENT AND PERFORMANCE COMMITTEE	
<b>Elected Members</b>	Five
<b>Independent Members</b>	None
<b>Meeting Frequency</b>	12 Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Reports to</b>	Council

### Area of Focus

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

### Terms of Reference

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

The Chief Executive Employment and Performance Committee will have responsibility and authority to:

- a) Lead the Chief Executive recruitment process in accordance with best practice and the Local Government Act 2002, with the exception of the power to appoint a Chief Executive
- b) Manage any employment dispute(s) that may arise
- c) Agree with the Chief Executive the annual performance objectives
- d) Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments to the objectives with the Chief Executive
- e) Conduct a review at the end of the financial year to assess progress against the performance objectives and provide constructive feedback
- f) Undertake the annual remuneration review and make recommendations regarding remuneration to Council.

The committee do not have delegations to conduct the following – These responsibilities sit with the role of the wider Council.

- g) Undertake contract renewal/extension in accordance with the Local Government Act 2002
- h) Negotiate and amend the terms and conditions of employment of the Chief Executive
- i) Determine annual remuneration review decisions

COMMUNITY WELL-BEING COMMITTEE	
<b>Elected Members</b>	Up to Three
<b>External Membership</b>	Various
<b>Meeting Frequency</b>	12 Weekly
<b>Quorum</b>	An elected member as Chair of the meeting. There is no formal set quorum for this meeting, other than an elected member as Chair, as it is a non-decision making body.
<b>Reports to</b>	Council

## Purpose

The Community Wellbeing Committee brings together representatives from Council, government and non-government organisations, and community forums. The Committee will focus on population level results and indicators (rather than specific programme deliverables or client level results) and key action plans.

## Terms of Reference

The Community Wellbeing Committee will have responsibility to:

- a) Oversee the implementation of the Community Wellbeing Strategy and associated wellbeing action plans.
- b) Determine the key population level results and indicators for the next 3 years, and monitor those
- c) Receive reports from the Community Development Team that summarise target population group activity by Council and Council working groups
- d) Receive six monthly reports from all member agencies regarding activity directed at target population groups and provision of data that relates to specified strategy indicators
- e) Actively encourage coordination of members and their activities
- f) Foster strategic collaborations and partnerships
- g) Provide advice to Council officers on matters of community wellbeing in relation to specific target populations
- h) Seek to collectively influence relevant public policy
- i) Communicate Committee activity and information, to the public
- j) Educate the public and community on wellbeing matters
- k) Actively seek individual agency performance improvement, as well as "community wide" improvement
- l) Encourage community based local solutions to local issues
- m) Keep the wider community updated on progress towards the results sought across the Horowhenua District.

TE AWAHOU FOXTON COMMUNITY BOARD	
<b>Elected Members</b>	Five plus Kere Kere Ward Councillor (one)
<b>Independent Members</b>	None
<b>Meeting Frequency</b>	12 Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Reports to</b>	Council

## Purpose

The role of Te Awahou Foxton Community Board is to:

- represent and act as an advocate for the interests of its community
- consider and report on matters referred to it by Council
- maintain an overview of services provided by Council within the community
- prepare an annual submission to Horizons Regional Council and Horowhenua District Council for expenditure within the community
- communicate and liaise with community organisations and special interest groups within the community on matters of interest and concern.

## Terms of Reference

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues including input into the Long Term Plan, Annual Plan and policies that impact on the Community Board area
- engage with Council Officers on local issues and levels of service, including infrastructure, parks and recreation, and community services matters.
- Council will consult with the Board on all issues that impact on the Board's area and allow enough time for the Board's feedback to be considered before a decision is made.

The Community Board has responsibility for and authority to:

- a) Make submissions to any organisation, including submissions on resource consents notified by Horowhenua District Council or Horizons Regional Council, relating to matters of interest within the Board's area. A copy of any submissions made should be copied to the Chief Executive.
- b) Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to residents within its area.
- c) Consider matters referred to it by Officers, Council or committees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This includes:
  - i. monitoring and keeping the Council informed of community aspirations
  - ii. keeping Council informed about the level of satisfaction with services provided
  - iii. providing input to proposed District Plan changes that may impact on the Board's area
  - iv. providing input into strategies, policies and plans

- v. providing input to bylaw changes that impact on the Board's area.
- d) Provide input and feedback to Council Officers on the following matters:
  - i. local road work priorities
  - ii. traffic management issues such as traffic safety, pedestrian crossings and street lighting
  - iii. application of the Resource Management Act (including notification of decisions) within the Board's area
  - iv. the Emergency Management needs of the area.
- e) This input and feedback can be provided from the full Board or from a subcommittee of the Board. The final decision on matters in d), will be made by Council Officers acting under their delegated authority.
- f) The Board shall formally report back to Council on its activities at each Council meeting via a written report of the Chairperson. The Chairperson will have speaking rights at each Council meeting.

DISTRICT LICENSING COMMITTEE	
<b>Elected Members</b>	Two (Chairperson and Deputy Chairperson , as appointed under s. 189(2) and (3), respectively, of the Sale and Supply of Alcohol Act 2012
<b>External Membership</b>	Up to two, drawn from a panel
<b>Meeting Frequency</b>	As required
<b>Quorum</b>	Three
<b>Reports to</b>	Statutorily independent

## Purpose

The Sale and Supply of Alcohol Act 2012 (the Act) requires Council to appoint a District Licensing Committee to deal with licensing matters. The District Licensing Committee is appointed to administer the Council's alcohol licensing framework, as determined by the Act.

## Terms of Reference

The functions of the District Licensing Committee are specified by the Act and are:

- a) to consider and determine applications for licenses and manager's certificates
- b) to consider and determine applications for renewal of licenses and manager's certificates
- c) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act
- d) to consider and determine applications for the variation, suspension, or cancellation of special licenses
- e) to consider and determine applications for the variation of licenses (other than special licenses) unless the application is brought under section 280 of the Act (Note: section 280 relates to applications by constables or inspectors to the Alcohol Regulatory Licensing Authority (ARLA) for the variation, suspension or cancellation of a licence, other than a special licence)
- f) with the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority
- g) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
- h) any other functions conferred on licensing committees by or under the Act or any other enactment.

DISTRICT GROWTH AND PLANNING STEERING GROUP	
<b>Elected Members</b>	Five
<b>External Membership</b>	None
<b>Meeting Frequency</b>	Six Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number

CAPITAL PROJECTS DELIVERY STEERING GROUP	
<b>Elected Members</b>	Five
<b>External Membership</b>	One
<b>Meeting Frequency</b>	Six Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number

### Purpose

The Steering Groups outlined in this section do not meet the definition of meeting under Part 7, clause 45 of the Local Government (Official Information and Meetings) Act 1987, as they are advisory or supervisory on nature and do not have any decision making power. They have been included in these terms of reference in the interests of openness and transparency.

Each Steering Group will be required to report to Council on their activities on a regular basis.

## 16. Meeting Processes

The legal requirements for council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have Public Participation time allocated unless they make prior arrangements with the Council.

Public Forums are a great opportunity for members of the public to raise any matters of concern directly to the Mayor and Councillors. These Forums are held prior to Council Meetings and run for 30 minutes. There is no need for a member of the public to request to speak to the forum, if they wish to speak they can just attend and voice their concerns.

More information about how to request time to speak to an item on the agenda at a Council or committee meeting can be found on the HDC website or by calling Council.

<http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

All Open Council meetings and workshops are publically livestreamed through YouTube:

<https://www.youtube.com/@HorowhenuaDistrictCouncil>

The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

The Horowhenua District Council adopted their Standing Orders for Meetings on 16 November 2022. These can be found on Council's website. During meetings of the Council or committees, all council members must follow Standing Orders unless Standing Orders are suspended by a vote of three-quarters of the members present and voting. The Mayor or committee chair is responsible for maintaining order at meetings.

The Council agenda is a public document, although parts may be withheld if it contains an item that is to be considered with the public excluded.

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice.

Monthly meeting schedules are required to be publicly notified together with the dates, times and venues of meetings to be held. Copies of order papers can be viewed either from the Horowhenua District Council Service Centres, Libraries and Council's website:

<http://www.horowhenua.govt.nz/Council/Your-Council/Council-Meetings>



## 17. Engagement and Consulting with Māori

There are four Iwi within the boundaries of the Horowhenua District Council – Muaūpoko, Ngāti Raukawa ki te Tonga, Ngāti Apa and Rangitāne. Horowhenua District Council recognises the importance and special position of tangata whenua within the district.

Engaging and consulting with Māori is important and as such Council is looking to enhance relationships by increasing the level of capacity and capability within the organisation. We are currently working on a Māori engagement framework and are in the final stages of developing the Tūhono ki Te Ao Māori – cultural induction toolkit for staff. This will help to achieve more meaningful and effective consultation on a wide range of issues affecting Māori.”

Protecting the environment, economic growth and social wellbeing is important to Council and Māori. As such it is vital that those with local knowledge and experience are consulted on a range of issues, activities and plan reviews such as Long Term Plan, Annual Plan and District Plan to name a few.

Through its decision-making processes, Council recognises the principals of the Treaty of Waitangi and kaitiakitanga, providing for the relationship of Māori and their traditions with their ancestral lands, water sites, waahi tapu and other taonga. And further, Council recognises its obligations under the Local Government Act 2002 to establish and provide opportunities to Māori to contribute to its decision-making processes and make information available to Māori for this purpose.

More information about these Iwi partnerships can be viewed at:  
<http://www.horowhenua.govt.nz/Council/Iwi-Relationships>

## 18. Key Approved Planning Documents

The following are key Council planning and policy documents. To view or find out more about these plans, reports, policies or strategies, please contact Council.

### The Long Term Plan (LTP)

A Long Term Council Community Plan (LTP) must be prepared that sets out Council's priorities for the next 20 years. It must provide information on budgets, rating levels, major projects and general Council services. It must also outline Horowhenua District's community outcomes – the aspirations of the community for the next 20 years or so – and Council's role in meeting them. The current LTP was adopted in June 2021 for the financial year beginning 1 July 2022. The Plan is reviewed and updated every three years, with the next review due in 2024.

### Annual Plan

In intervening years where an LTP is not prepared, an annual plan must be prepared. Each annual plan will describe the work programme to deliver that year's 'slice' of the LTP.

### Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The purpose of the annual report is to:

- Compare the actual activities and actual performance of the local authority in the year with the intended activities and performance as set out in the LTP or annual plan
- Promote the local authority's accountability to the community for decisions made throughout the year by the local authority.

The Annual Report must be adopted by the end of October each year and contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget. Audit NZ are responsible for auditing Council's financials.

### Horowhenua District Plan

The District Plan is Council's key document for managing the district's natural and physical resources, recognising Council's functions and duties under the Resource Management Act 1991. The main purpose of the District Plan is to ensure that land use and subdivision in the Horowhenua District are sustainably managed. The District Plan identifies the district's significant resource management issues and sets out objectives, policies and rules to address these.

The Council's second generation District Plan became operative on 1 July 2015 following the review of the Horowhenua District Plan (1999).

**The following Strategies and Action Plans can be found on Council's website. These strategies and plans have been adopted by Council and inform the strategic vision and work plan for Council:**

- Community Wellbeing Strategy and Action Plans
- Heritage Strategy
- Horowhenua Economic Development Strategy
- Open Space Strategy
- Waste Management and Minimisation Plan
- Horowhenua Development Plan
- Reserve Management Plan
- Horowhenua Shared Pathways Strategy

## 19. Consultation

The Horowhenua District Council carries out consultation according to the Local Government Act 2002. The Act sets out consultation requirements and principles for Council (sections 75-87) to follow when making decisions. You can find out more by visiting:  
[http://www.localcouncils.govt.nz/lqip.nsf/wpg\\_url/About-Local-Government-Local-Government-In-New-Zealand-How-councils-should-make-decisions#Decision-MakingPrinciples](http://www.localcouncils.govt.nz/lqip.nsf/wpg_url/About-Local-Government-Local-Government-In-New-Zealand-How-councils-should-make-decisions#Decision-MakingPrinciples)

Following a review of Council's engagement activities, strategy and policy, Council has updated its Significance and Engagement Policy and will engage with the public on the revised policy, through the draft 2017/18 Annual Plan engagement process.

The major recommendation is that the policy includes Council's engagement principles in its Community Engagement Strategy and that the strategy is rescinded.

### 19.1 Special Consultative Procedure

The Special Consultative Procedure has specific procedures that Council must follow when making certain types of decisions. The Special Consultative Procedure (mainly sections 83-87 of the Local Government Act 2002) is regarded as a minimum process that the Council must use when making decisions that trigger particular criteria within the Local Government Act 2002 or the Council's Significance and Engagement Policy.

To find out more about the Special Consultative Procedure, go to:  
<http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM172328.html>

### 19.2 Significance and Engagement Policy

Council's Significance and Engagement Policy (required under LGA 2002) outlines:

- general approach to determining the significance of proposals and decisions
- criteria or procedures for assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences
- how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable
- how the local authority will engage with communities on other matters.

The purpose of the policy is for the council and the community to identify significance and have clarity about how the council will engage with the community.

Find out more at

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies/Significance-and-Engagement-Policy>

The Council can and does conduct consultation outside of these processes. A range of consultation techniques have been used including surveys, focus group meetings, meetings and displays.

## 20. Equal Employment Opportunities Policy

Horowhenua District Council is committed to developing Equal Employment Opportunities (EEO) for all current and future employees. Council is a member of Equal Employment Opportunities Trust. Diversity is valued and embraced.

Fair and equitable employment practices are essential for an efficient and effective workforce.

Staff will be recruited, appointed, developed and promoted on the basis of their paid and unpaid work experience, ability, skills and future potential.

Council policies and practices are designed to prevent discrimination based on:

- Gender
- Race
- Family preferences
- Marital status
- Religious, cultural or political belief
- Disability
- Age
- Sexual orientation

Staff are provided information and education on Council's employment policies and procedures. This aims to support the prevention of discrimination and to promote a workplace that values diversity and promotes equal employment opportunities.



**2023 - 2025**



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## 1. What is a Local Governance Statement?

A Local Governance Statement is a collection of information about the processes through which Horowhenua District Council engages with the residents of the Horowhenua District, how Council makes decisions, and how residents and ratepayers can influence those processes.

The Local Governance Statement supports the purpose of local government by promoting local democracy. The statement provides the public with information on the ways to influence local democratic processes

The Local Governance Statement is a requirement of the Local Government Act 2002 and includes the following broad categories of information:

- functions, responsibilities, and activities of the council
- electoral arrangements
- governance structures and processes
- the way elected members make decisions and relate to each other
- the management structure and key policies of the council

### ~~The purpose of local government is —~~

~~(a) to enable democratic local decision-making and action by, and on behalf of, communities; and  
(b) to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.~~

~~In this Act, good quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are —~~

~~(a) efficient; and~~

~~(b) effective; and~~

~~(c) appropriate to present and anticipated future circumstances.~~

~~The governance statement will be updated from time to time to ensure that its content is accurate and up to date. For the most recent copy please contact Council on (06) 366 0999 or visit our website [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)~~



## 2. Functions, Responsibilities and Activities

The Local Government Act 2002 sets out the purpose of local government as:

- (1) The purpose of local government is—
  - (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
  - (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.
- (2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—
  - (a) efficient; and
  - (b) effective; and
  - (c) appropriate to present and anticipated circumstances.

The Local Government Act 2002 introduced changes to the way councils plan ahead, and as part of this, placed a responsibility on councils to work with their communities to identify the community's expectations and priorities – known as community outcomes.

Council has an obligation to ensure that its work programmes and services contribute to community outcomes.

Our Long-Term Plan (LTP) sets out the Community Outcomes and the Council's priorities for the next 20 years. It also provides information on budgets, rating levels, major projects and general Council services. A LTP highlights the Council's plans for the next 20 years, including the means of funding the Council's ongoing programmes and capital works projects. Horowhenua District Council is currently delivering on the Long Term Plan 2021 - 2041.

Council has overall responsibility and accountability for the proper direction and control of the district's activities. This responsibility includes areas of stewardship such as:

- Core infrastructure and Services (i.e. roadways, footpaths, water, sewerage and stormwater)
- Community Services and Facilities (i.e. libraries, recreational facilities and community facilities)
- Regulatory Functions and Services (i.e. building and resource consents, health, animal control, parking and general bylaws)
- Environment (i.e. parks, reserves and built environment)
- Local Economy (promoting a resilient and diverse economy)
- Local Democracy (i.e. access to Council information and public engagement opportunities)
- Financial Management of the Council (ensuring Council expenditure is affordable and sustainable)

### 3. Legislation

In conducting its activities, Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by New Zealand and Local Legislation. The following outlines applicable statutory requirements. Please note this list is not exhaustive, but outlines those statutes which are most commonly used:

**Section 46(1) Local Government Act 2002** - Councillors can be held liable for losses resulting from negligence or unlawful action by the elected Council.

**Schedule 7 clause 1 of The Local Government Act 2002** - Any elected member (the Mayor or a councillor) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

**Local Authority (Members' Interests) Act 1968** - This regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year. Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically be disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

**The Local Government Official Information and Meetings Act 1987 ("LGOIMA")** - The obligations of LGOIMA are binding on members. They apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Section 7 of the Act gives a number of grounds for withholding disclosure. The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

**Statutes Pertaining to Local Government** - In fulfilling its purpose, the Horowhenua District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. These are:

- Local Government Acts of 1974 and 2002
- Local Electoral Act 2001
- Local Government (Rating) Act 2002
- Local Government Official Information and Meetings Act 1987
- Resource Management Act 1991

In addition, there are numerous other general Acts of Parliament that confer powers on the council and regulate its functions.

## 4. Local Legislation

In addition to the legislation that applies to all local authorities (in particular the Local Government Act, the Rating Act, the Resource Management Act, the Building Act, and the Reserves Act), Council is also bound by various local legislation (acts that apply specifically to it). These are:

Levin Borough Empowering Act 1966 [1966, No. 22 (L)]

Levin Borough Empowering Amendment Act 1968 [1968, No. 5 (L)]

Levin Borough Empowering (Playford Park) Act 1948 [1948, No. 10 (L)]

Levin Borough Empowering Amendment Act 1952 [1952, No. 54 564 (2)]

Levin Borough Reserves Vesting and Empowering Act 1907 [1907, No. 12 (12)]

Horowhenua County Loan Act 1910 [1910, No. 12 (L)]

Manawatu County Loan and Empowering Act 1917 [1917, No. 2 (L)]

Reserves and Other Land Disposal Act 1956 – Section 21 [Foxton Beach]

Reserves and Other Land Disposal Act 1965 – Section 9 [Endowment]

Reserves and Other Land Disposal Act 1968 – Section 13 [Land]

## 5. Bylaw

Where an issue is not already covered under existing legislation, Council may create a new bylaw provided that the proposed bylaw is the most appropriate form of bylaw; and does not give rise to any implications under the New Zealand Bill of Rights 1990. If a draft bylaw is approved, it will go out for public consultation. Horowhenua District Council must follow a special consultative procedure (with exceptions) on any proposed changes to an existing bylaw or in the creation of a new bylaw.

For a list of current and operative Bylaw enforced by Horowhenua District Council visit:

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies>

## 6. Requests for Official Information

Two pieces of legislation prescribe how and what information is disclosed and protected for Local Government.

They are:

- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Privacy Act 1993

### Local Government Official Information and Meetings Act 1987 (LGOIMA)

The purposes of this Act are –

- To provide for the availability to the public of official information held by local authorities
- To promote the open and public transaction of business at meetings of local authorities, in order
- To enable more effective participation by the public in the actions and decisions of local authorities; and
- To promote the accountability of local authority members and officials, and thereby enhance respect for the law and to promote good local government in New Zealand
- To provide for proper access by each person to official information relating to that person
- To protect official information and the deliberations of local authorities to allow for public interest and the preservation of personal privacy.

The underlying principle of the Act is the 'principle of availability'. That is, information should be made available unless there is good reason to withhold it.

Given the size of our organisation, a policy dealing with information requests needs to be simple and easy to use. Information to guide staff on when and how to apply either piece of legislation is required so Council can make appropriate and consistent decisions.

The Act also promotes the open and public transaction of business at meetings of local authorities.

Generally, members of the public are entitled to attend any meeting of Council or a committee of Council. There are times however when, for specific reasons, public may need to be excluded for the whole or part of a meeting. Any exclusion must be justified under the Act.

Official information includes any information held by a local authority. Most information held by a local authority is classified as official information. This can be held in any form including tape, electronic, maps, plans, etc. It does not include information contained in library or museum material used for reference or exhibition purposes.

Personal information includes information about a "natural" person (living identifiable person).

Once a request is made, the Council must supply the information within 20 working days unless there is a reason for withholding it. The Council may charge for official information under guidelines set down by the Ministry of Justice. This will apply particularly where considerable staff time is required to research information.

The LGOIMA says that information may be withheld if release of the information would:

- prejudice maintenance of the law;
- endanger the safety of any person;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of waahi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the local authority while carrying out negotiations or commercial activities;
- allow information to be used for improper gain or advantage.

### Privacy Act 1993

The Privacy Act 1993 amended the LGOIMA by removing the right of access to personal information about the person making the request, and requiring consultation with the Privacy Commissioner by the Ombudsman when considering a decision to withhold information on privacy grounds.

The Privacy Act deals with requests for personal information about a 'natural' person (living identifiable person). The objective of the Privacy Act is to provide protection for individual privacy. The Act's focus is on how information about a person is collected, used, disclosed, stored and accessed. There are 12 'principles' that should be adhered to.

### Privacy Officer

At least one person in the organisation is assigned the duties of a 'Privacy Officer'. That person's responsibilities include encouraging compliance with the Act and assisting the Privacy Commissioner to investigate any complaints made.

#### *Key points for implementing the Act:*

- Only an individual who is in New Zealand or who is a citizen or permanent resident of New Zealand can make an information privacy request.
- Requests need not be in writing, can be verbal in person or over the phone
- To take all reasonable steps to grant the request within 20 working days after the request has been received
- Council may impose a charge in some circumstances. The individual making the request will be informed of the cost, should there be one, prior to officers proceeding with the request
- Council needs to communicate the reasons for refusing to provide information. It must also provide information on the right to seek a review from the privacy commissioner
- Legislation outlines the complaints process and powers of the Privacy Commissioner.

Horowhenua District Council processes requests for information in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. These aim to balance issues of transparency and public interest with limits on the disclosure of personal information. Releases of information are sent via email, where an email address has been supplied.

#### *Information can be requested by:*

- Downloading and completing our Official Information Request form available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz) and emailing it, along with any attachments to [LGOIMAOfficer@horowhenua.govt.nz](mailto:LGOIMAOfficer@horowhenua.govt.nz) ;
- Phoning our Customer Service Centre on (06) 366 0999;
- Asking in person at one of our Customer Service Centres; or
- Downloading and completing our Official Information Request form available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz) and posting it, along with any supporting documents, to: LGOIMA Officer, Horowhenua District Council, Private Bag 4002, Levin 5540.
- Please be as specific as you can be in making your request; it helps us to find the information quickly for you. Make sure you include your contact phone number and either a postal or email address so we can provide you with a response. Further information about LGOIMA requests can be found at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

## 7. The Electoral System and the opportunity to change it

The Horowhenua District Council currently operates its elections under the First Past the Post (FPP) electoral system.

The other option permitted under the Local Electoral Act 2001 is the Single Transferable Vote system (STV).

Currently, voters rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes.

Council can resolve to change the electoral system it uses at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll under the Local Electoral Act 2001.

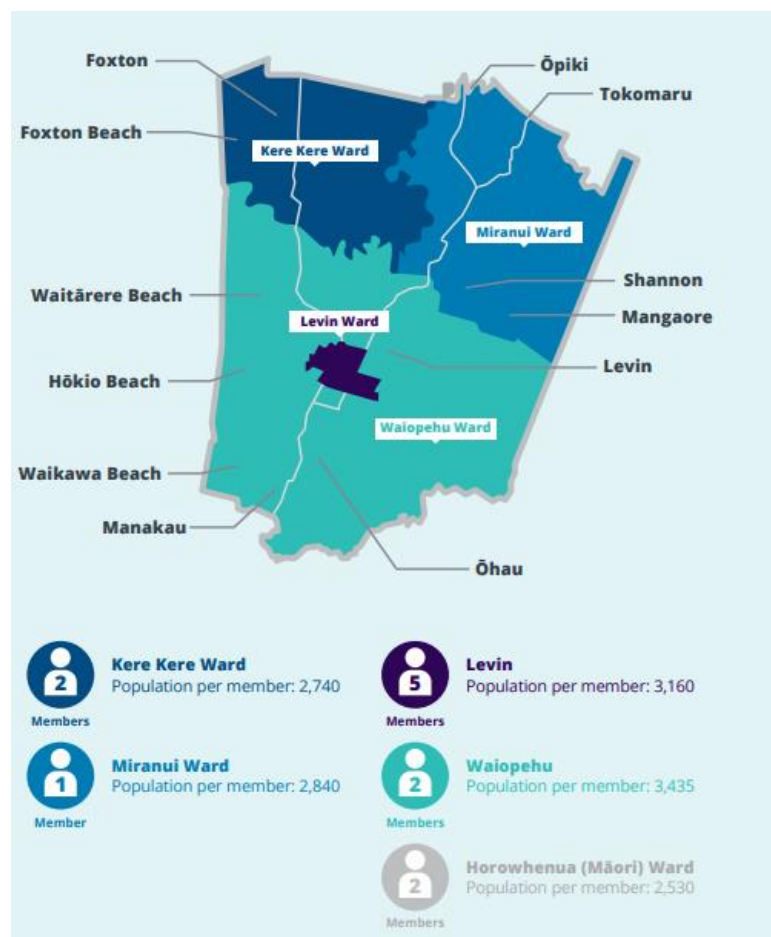
At least 5% of electors can initiate a poll by signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. the electoral system cannot change for one election and then change back for the next election.

## 8. Representation Arrangements

### 8.1 Wards

Horowhenua District is divided into four wards as shown on the map below. The Mayor is elected at large over the whole district, and Councillors by ward.

Kere Kere Ward	5,480 ( 2 members)
Miranui Ward	2,840 (1 member)
Levin Ward	15,800 (5 members)
Waiopēhu Ward	6,870 (2 members)
Horowhenua (Māori) Ward	5,060 (2 members)
<b>Total</b>	<b>36,060</b>



## 8.2 Community Board

Council has one Community Board - Te Awahou Foxton Community Board. This Board is constituted under Section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of its community
- consider and report on any matter referred to it by the Council and any issues of interest or concern to the Community Board
- make an annual submission to Council on expenditure in the community
- maintain an overall of services provided by the Council within the community
- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by the Council (currently the Council has not delegated any such responsibilities)

The Te Awahou Foxton Community Board has a Chairperson and four other members. The five members are elected triennially by electors in the Board's community, and the Council appoints one member from the two Kere Kere Ward Councillors. The Board elects its own Chairperson and Deputy Chairperson at its first meeting after the triennial election.

Electors can demand the formation of a new community board. This is done by a process similar to the reorganisation process described in the Local Government Act.

## 8.3 Māori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards ~~or conduct a poll on the matter, or the community may demand a poll. A petition of five percent (or more) of electors can require the Council to conduct a poll.~~

The Council resolved in 2021 to create two Māori Ward Councillors which were included in the 2022 Elections.

[Council is awaiting further clarification from Central Government on any future requirements for Māori Wards.](#)

## 8.4 Review of Representation Arrangements

Local authorities are required to review representation arrangements at least once in every period of six years. Horowhenua District Council's last reviewed its arrangements in 2021 and retained the FPP system at a meeting on 11 August 2021. This decision was publically notified.

A review must include the following:

- The number of elected members
- Whether the elected members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their ward (or a mix of both systems)
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred)
- Whether or not to have separate Māori wards
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review. It should also follow guidelines published by the Local Government Commission. The Act gives electors the right to make a written submission to the Council, and the right to speak to the submission at a hearing.

Electors have the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election are found in the Local Electoral Act 2001.



## 9. Structure and Reorganisation Proposals

The Local Government Act 2002 sets out procedures, which must be followed during proposals to:

- Make changes to the boundaries of the District
- Create one or more new territorial local authorities (city or district councils)
- Create a unitary authority, ie transfer the functions of Horizons Regional Council to district councils in the Manawatu-Wanganui region
- Transfer a particular function or functions to another council.

The process begins when an application is lodged with the Local Government Commission. This can be done by any person, body or group, including a local authority or the Minister of Local Government.

Further information on these requirements is in the Local Government Act 2002, Schedule 3. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation, which are available on its website [www.lgc.govt.nz](http://www.lgc.govt.nz)

## 10. Members' Roles and Conduct

A key to the efficient running of any council is that there is a clear division between the role of Elected Members and that of management.

### 10.1 Division of Responsibility between the Council and Management

The Local Government Act 2002 sets out a series of governance policies that support the principles of local government.

The Council is required to publish a Local Governance Statement. This clarifies the governance and management responsibilities together with the governance role and expected conduct of elected members. The Statement describes the effective, open and transparent processes used by Council. This ensures separation of regulatory and non-regulatory responsibilities and explains the good employer requirements.

Council's Local Governance Statement ensures the community has information on the processes the Council follows when making decisions and taking action and how the community can influence these processes.

While Council has delegated many of its functions, it maintains overall responsibility for effective systems of internal control. Internal control includes the policies, systems and procedures established to provide measurable assurance that specific objectives will be achieved.

### 10.2 Role of the Council

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction in conjunction with the community - Long Term Plan (LTP)
- Determining the services and activities to be undertaken
- Managing principal risks
- Administering various regulations and up-holding the law
- Monitoring the delivery of the LTP and Annual Plan
- Ensuring the integrity of management control systems
- Safeguarding the public interest
- Ensuring effective succession of elected members
- Reporting to ratepayers.

The Mayor and Councillors of the Horowhenua District Council have the following roles:

- setting the policy direction of Council
- monitoring the performance of the Council
- representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the District)
- employing the Chief Executive Officer (under the Local Government Act 2002, the local authority employs the Chief Executive Officer who in turn employs all other staff on its behalf)

### 10.3 Mayor

The Mayor is elected by the District 'as a whole', and as one of the elected members, shares the same responsibilities as other members of Council. In addition, the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders)
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council
- Ceremonial head of Council
- Provides leadership and feedback to other elected members on teamwork and chairing committees.

## 10.4 Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council following each triennial election. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of all the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

## 10.5 Code of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every Council to adopt a Code of Conduct for the Elected Members of the Council. Horowhenua District Council adopted its Code on 16 November 2022. This code also applies to all persons appointed to Committees or Subcommittees of Council. A copy of the Code of Conduct can be made available upon request to Horowhenua District Council on (06) 366 0999 or found online here:

<https://www.horowhenua.govt.nz/Council/About-Council/Council-Committees>

Horowhenua District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with each other, the Chief Executive, staff, the media and general public.

The objectives of the Code of Conduct are to enhance:

- the effectiveness of the Council as a good local government for the District
- the credibility of the Council
- Mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties.

The Code of Conduct is based on the following general principles of good governance:

- Public interest - members must serve the interests of the District as a whole, their primary duty is to the interests of the entire District, not just the ward that elected them
- Honesty and integrity - members must not place themselves in situations where their honesty and integrity may be questioned
- Objectivity - members must make decisions on merit, including decisions making appointments, awarding contracts, or recommending individuals for rewards or benefits
- Accountability - members must be accountable to the public for their actions and the manner in which they carry out their responsibilities
- Openness - members must be open about their actions and those of the Council
- Personal judgment - members can and will take account of the views of others, but must reach their own conclusions on the issues before them
- Respect for others - members must promote equality by treating people with respect
- Duty to uphold the law - members must uphold the law, and on all occasions act in accordance with the trust the public places in them.
- Stewardship - members must ensure that the Council uses its resources prudently and for lawful purposes, and that the Council maintains sufficient resources to meet its statutory obligations to both present and future generations.

## 11. Public Access to Council and Elected Members

Contact details for Horowhenua District Council are as follows:

Horowhenua District Council  
126-148 Oxford Street, Levin 5510  
Private Bag 4002, Levin 5540  
Phone 06 366 0999 (operates 24 hrs/7 days a week)  
[enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz)  
[www.horowhenua.govt.nz](http://www.horowhenua.govt.nz)  
[www.facebook.com/HorowhenuaDC](https://www.facebook.com/HorowhenuaDC)

### 11.1 Contacting the Council

Council can be contacted in a number of ways. Requests for Council service can be lodged in various ways including visiting, phoning or writing (including emails to [enquiries@horowhenua.govt.nz](mailto:enquiries@horowhenua.govt.nz) and faxes) to the relevant Council department, the Chief Executive; or through Council's website [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

To contact the Mayor or a Councillor refer to pages 16-18.

Contact details for Council's management are shown on page 19 of this Local Governance Statement.

### 11.2 Community Connection

The Community Connection is published in the Horowhenua Chronicle on the first Wednesday of every month, excluding January. In addition to this it is available online at [www.horowhenua.govt.nz](http://www.horowhenua.govt.nz).

### 11.3 Opportunities for Participation in Council Activities

Council offers numerous opportunities for community input into decision-making processes and strategy development. Council will inform Horowhenua residents (through the likes of newsletters, website and other key media publications) when key plans and policies are being developed/reviewed that require community input or feedback.

Regular opportunities exist for members of the public to raise their views with their elected members. These opportunities allow for a more informal conversation between elected members and the community.

Before each Council meeting, time is set aside for members of the public to raise with the Mayor and Councillors any matters they wish. Where a matter is the subject of a Council report, members of the public can request to speak to Councillors as part of the meeting.

At regular times throughout the year, the Mayor and Councillors host informal "cuppa with a councillor" meetings at venue through the district. These sessions involve the Mayor and one other councillor, or two councillors being based at various community facilities, and being available to talk with members of the community over a cup of tea.

All of these opportunities are mechanisms for the public to raise grass roots community concerns with the Mayor and councillors on an ongoing basis..

## 11.4 Elected Representatives






The elected representatives to Council are the Mayor and twelve Councillors. The Councillors are elected on a ward basis as follows:






Kere Kere Ward	2 members
Miranui Ward	1 member
Levin Ward	5 members
Waiopahu Ward	2 members
Horowhenua (Maori) Ward	2 members


The only Community Board in the district is the Te Awahou Foxton Community Board, which has five elected members. The Local Government Commission has determined that there will be one liaison Councillor elected from the Kere Kere Ward Councillors.

The Mayor, Councillors and Board Members are:




	<p>Mayor Bernie Wanden</p> <p>Mobile: 027 291 5546</p> <p>Email: <a href="mailto:mayor@horowhenua.govt.nz">mayor@horowhenua.govt.nz</a></p>
	<p>Deputy Mayor David Allan</p> <p>Ward: Kere Kere</p> <p>Mobile: 021 031 1812</p> <p>Email: <a href="mailto:cr.david.allan@horowhenua.govt.nz">cr.david.allan@horowhenua.govt.nz</a></p>

	<p>Cr Mike Barker</p> <p>Ward: Levin</p> <p>Mobile: 021 642 953</p> <p>Email: <a href="mailto:cr.mike.barker@horowhenua.govt.nz">cr.mike.barker@horowhenua.govt.nz</a></p>
	<p>Cr Rogan Boyle</p> <p>Ward: Waiopahu</p> <p>Mobile: 020 4109 6108</p> <p>Email: <a href="mailto:cr.rogan.boyle@horowhenua.govt.nz">cr.rogan.boyle@horowhenua.govt.nz</a></p>
	<p>Cr Ross Brannigan</p> <p>Ward: Kere Kere</p> <p>Mobile: 021 247 7338</p> <p>Email: <a href="mailto:cr.ross.brannigan@horowhenua.govt.nz">cr.ross.brannigan@horowhenua.govt.nz</a></p>
	<p>Cr Clint Grimstone</p> <p>Ward: Levin</p> <p>Mobile: 027 227 1394</p> <p>Email: <a href="mailto:cr.clint.grimstone@horowhenua.govt.nz">cr.clint.grimstone@horowhenua.govt.nz</a></p>
	<p>Cr Nina Hori Te Pa</p> <p>Ward: Horowhenua (Maori)</p> <p>Mobile: 022 367 3477</p> <p>Email: <a href="mailto:cr.nina.horitepa@horowhenua.govt.nz">cr.nina.horitepa@horowhenua.govt.nz</a></p>



	<p>Cr Sam Jennings</p> <p>Ward: Levin</p> <p>Mobile: 029 471 1130</p> <p>Email: <a href="mailto:cr.sam.jennings@horowhenua.govt.nz">cr.sam.jennings@horowhenua.govt.nz</a></p>
	<p>Cr Paul Olsen</p> <p>Ward: Miranui</p> <p>Mobile: 022 588 0199</p> <p>Email: <a href="mailto:cr.paul.olsen@horowhenua.govt.nz">cr.paul.olsen@horowhenua.govt.nz</a></p>
	<p>Cr Jonathan Procter</p> <p>Ward: Waiopahu</p> <p>Mobile: 021 634 488</p> <p>Email: <a href="mailto:cr.jonathan.procter@horowhenua.govt.nz">cr.jonathan.procter@horowhenua.govt.nz</a></p>
	<p>Cr Justin Tamihana</p> <p>Ward: Horowhenua (Maori)</p> <p>Mobile: 027 246 8728</p> <p>Email: <a href="mailto:cr.justin.tamihana@horowhenua.govt.nz">cr.justin.tamihana@horowhenua.govt.nz</a></p>
	<p>Cr Piri-Hira Tukapua</p> <p>Ward: Levin</p> <p>Mobile: 027 529 4883</p> <p>Email: <a href="mailto:cr.piri-hira.tukapua@horowhenua.govt.nz">cr.piri-hira.tukapua@horowhenua.govt.nz</a></p>

	<p>Cr Alan Young</p> <p>Ward: Levin</p> <p>Mobile: 027 843 2844</p> <p>Email: <a href="mailto:cr.alan.young@horowhenua.govt.nz">cr.alan.young@horowhenua.govt.nz</a></p>
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**Te Awahou Foxton Community Board**

	<p>John Girling</p> <p><i>Chairperson</i></p> <p>Mobile: 021 025 75080</p> <p>Email: <a href="mailto:johngirling@horowhenua.govt.nz">johngirling@horowhenua.govt.nz</a></p>
	<p>Trevor Chambers</p> <p><i>Deputy Chairperson</i></p> <p>Mobile: 022 401 6615</p> <p>Email: <a href="mailto:trevor.chambers@horowhenua.govt.nz">trevor.chambers@horowhenua.govt.nz</a></p>
	<p>Nola Fox</p> <p>Mobile: 022 497 7424</p> <p>Email: <a href="mailto:cb.nola.fox@horowhenua.govt.nz">cb.nola.fox@horowhenua.govt.nz</a></p>



	<p>David Roache</p> <p>Mobile: 027 442 5961</p> <p>Email: <a href="mailto:DavidRoache@horowhenua.govt.nz">DavidRoache@horowhenua.govt.nz</a></p>
	<p>Brett Russell</p> <p>Mobile: 021 499 224</p> <p>Email: <a href="mailto:cb.brett.russell@horowhenua.govt.nz">cb.brett.russell@horowhenua.govt.nz</a></p>

## 12. Management Structure

The Chief Executive and staff are responsible for managing day-to-day operations and implementing Council's decisions and policies. The organisation is structured under five groups, each of which is headed by a Group Manager.

- Community Infrastructure
- Community Experience and Services
- Community Vision and Delivery
- Housing and Business Development
- Organisation Performance

Further information on Council's Leadership Team can be found by going to:

<http://www.horowhenua.govt.nz/Council/Your-Council/Leadership-Team>

The Local Government Act requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to the Council. Under the LG Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should be directed to the Chief Executive, rather than the Mayor or Councillors.

Council is supported by a professional corporate organisation, led by the Chief Executive. Senior Officers provide Council with policy advice and are responsible for implementing Council's policies to achieve the results Council seeks to accomplish during the triennium.

Monique Davidson is Council's Chief Executive. Her contact details are:



Monique Davidson

Chief Executive

Email: [moniqued@horowhenua.govt.nz](mailto:moniqued@horowhenua.govt.nz)

Phone: 06 366 0999

## 13. Council Organisations

Part 1 of the Local Government Act 2002 identifies two types of organisations for which a local authority has governance responsibilities. Briefly, these organisations are described as:

1. Council Organisations (COs) – where one or more local authorities control one or more voting rights, or have the right to appoint one or more directors.
2. Council-Controlled Organisations (CCOs) – where one or more local authorities control 50% or more of the voting rights, or have the right to appoint 50% or more of the directors.

Each of these organisations delivers services, provides advice, or in some way supports the achievement of the objectives in the Council's Long Term Council Community Plan.

The Local Government Act 2002 requires that Council may appoint a person as a director of a CO or CCO only if the Council considers the person has the skills, knowledge and experience to:

- guide the organisation, given the nature and scope of its activities
- contribute to the achievement of the objectives of the organisation.

The Council is required to adopt a policy setting out an objective and transparent process for identifying and considering the skills, knowledge, and experience required of directors of a CO or CCO, and their appointment and remuneration.

The Council has direct and indirect shareholdings in a variety of CCOs and control, either through ownership greater than 50%, or the ability to appoint more than half of the board. These organisations all operate on a commercial basis at arm's length from the Council.

There are a number of regionally owned or controlled organisations in which the Council has an interest through ownership or representation, but does not have the ability to appoint more than half of the directors, or does not own 50% or more of the shareholding. These include Civic Assurance, MWLASS and Local Government Financial Agency, of which Council have a minor shareholder interest in.

The Council also has non-controlling interests in numerous Council organisations, by virtue of appointing one or more board members or trustees. These are generally "not for profit" bodies, and includes:

### Council Controlled Organisations

- **Shannon Community Development Trust** – Council appoints 100% of the new Trustees to the Shannon Community Development Trust. The Shannon Community Development Trust distributes funding to support projects that bring benefits to the Shannon community.

## 14. Appointments to Statutory Bodies, Community Groups/Associations and Other Organisations 2022-2025

At the beginning of each term, Council appoints representation to statutory bodies, community associations and other organisations for the elected term. These appointments enable Council to support special interests groups and community orientated bodies within the community.

Community Organisation / Group	Appointment(s)
Access and Inclusion	Cr <del>Piri-Hira Tukapua</del> <a href="#">Mike Barker</a>
Horowhenua Crime Prevention Camera Trust	Cr Sam Jennings
Education Horowhenua	Cr Clint Grimstone
Foxton Beach Community Patrol Inc	Cr Ross Brannigan
Foxton Futures Governance Group	Cr Justin Tamihana
Horizons Regional Council – Passenger Transport Committee	Cr Paul Olsen
Horizons Regional Council – Regional Transport Committee	HWTM Bernie Wanden
Horizons Regional Council – Road Safety Group	HWTM Bernie Wanden
Horowhenua Learning Centre Trust	Cr Clint Grimstone
Keep Horowhenua Beautiful Committee	Cr Nia Hori Te Pa
Lake Accord (He Hokioi Rerenga Tahī)	HWTM Bernie Wanden Cr Nina Hori Te Pa
Manawatu River Users Advisory Group	HWTM Bernie Wanden
Manawatu/Wanganui Regional Disaster Relief Fund Trust	HWTM Bernie Wanden
Manawātū-Wanganui Regional Civil Defence Emergency Management Group Governance Body	HWTM Bernie Wanden
Mayor's Taskforce for Jobs	HWTM Bernie Wanden
Neighborhood Support	Cr Mike Barker
Older Person's Network	HWTM Bernie Wanden
Save Our River Trust	Cr Justin Tamihana
Shannon Community Development Trust	Cr Paul Olsen
yEP	CR Alan Young CR Piri-Hira Tukapua CR Rogan Boyle (alternate)
Youth Network	<del>CR Piri-Hira Tukapua</del> Cr Alan Young

## 15. Governance Structures and Processes

The Council reviews its committee structure after each triennial election to ensure that it aligns with how Council wishes to go about the business of setting strategic direction and the decision making process.

Council's governance structure recognises the Risk and Assurance Committee, Community Funding & Recognition Committee, Hearings and Regulatory Committee, Chief Executive Employment and Performance Review Committee, District Licensing Committee and Community Wellbeing Committee as official committees of Council.

### Horowhenua District Council Committee Structure 2022-2025



Council Meeting			Meets 6 Weekly Speaking Rights: Public Forum – ½ hour at beginning of each meeting Formal Agenda
Chief Executive Employment and Performance Committee	Risk and Assurance Committee	Community Wellbeing Committee	Meets 12 Weekly Formal Agenda
Hearings and Regulatory Committee	Community Funding and Recognition Committee	District Licensing Committee	Meets as required Formal Agenda
District Growth and Planning Steering Group		Capital Projects Delivery Steering Group	Meets 6 Weekly (1 hour) Informal Agenda – Formal Report to Council

In addition to Council's Committees there are two Steering Groups ~~and four taskforces. These are the District Growth and Planning Steering Group and Capital Projects Delivery Steering Group, Otaki to North Levin and Towncentre Taskforce, Waste and Landfill Taskforce, Rating and Financing Review Taskforce, and the Three Waters Transition and Planning Taskforce.~~

### 15.1 Establishment of Committees

Under section 41A of the Local Government Act 2002 the Mayor has the power to establish the committees of the governing body and appoint the chairperson of each committee of the governing body before the other members of the committees are determined.

Committee includes, in relation to the Council:-

1. A committee comprising all the members of the Council;
2. A standing committee or special committee appointed by the Council;
3. A standing committee or special committee appointed by the Mayor;
4. A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
5. Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; and

6. A subordinate decision-making body, including Subcommittees and Forums.

## 15.2 Committee Appointments

Appointments for the 2022 - 2025 triennium are as follows:

Committee	Members	Chair	Deputy Chair
Risk and Assurance Committee	Cr Young Cr Procter Cr Grimstone <del>Cr Tukapua</del> Mayor Wanden Independent Member x2	Cr Jennings	Cr Olsen
Community Wellbeing Committee	Cr Hori Te Pa Cr Grimstone	Mayor Wanden	
Chief Executive Employment and Performance Committee	Councillor Tukapua Councillor Olsen Councillor Jennings	Mayor Bernie Wanden	Councillor Allan
Hearings and Regulatory Committee	Councillor Tukapua Councillor Tamihana Councillor Jennings Mayor Bernie Wanden	Councillor Allan	
Community Funding and Recognition Committee	Councillor Boyle Councillor Allan Councillor Young Councillor Hori Te Pa Mayor Bernie Wanden Councillor Tukapua	Councillor Tukapua	
District Licensing Committee	DLC Panel	Councillor Brannigan	Councillor Tamihana
District <del>Groweth and Planning Plan</del> Steering Group	Councillor Tukapua Councillor Barker Councillor Tamihana Councillor Grimstone	Councillor Jennings	
Capital Projects Delivery Steering Group	Councillor Barker Councillor Jennings Councillor Boyle Councillor Olsen Independent Member	Councillor Brannigan	
<del>Otaki to North Levin and Towncentre Taskforce</del>	<del>All Members</del>		
<del>Waste and Landfill Taskforce</del>	<del>All Members</del>		
<del>Rating and Financing Review taskforce</del>	<del>All Members</del>		
<del>Three Waters Transition and Planning Taskforce</del>	<del>All Members</del>		

## 15.3 Meeting Frequency

Council and the Te Awahou Foxton Community Board meet on a six weekly meeting cycle.

Chief Executive Employment and Performance Committee, Risk and Assurance Committee, and Community Wellbeing Committee meet on a 12 weekly cycle.

Hearings and Regulatory Committee, Community Funding and Recognition Committee and District Licensing Committee meet as required. A schedule of meetings dates can be found on Council's website: <http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

## 15.4 Terms of Reference

Terms of Reference for Council, committees and special committees were adopted by Council on 16 November 2022.

COUNCIL	
Membership	<a href="#">Thirteen</a> <del>13</del>
Meeting Frequency	Meets on a six weekly basis  Extraordinary Meetings can be called following a resolution of Council, or on the requisition of the Chair or one third of the total membership of Council
Quorum	<a href="#">Seven</a> <del>7</del>

### Terms of Reference

The Council's terms of reference include the following powers which cannot be delegated to committees, officers or any other subordinate decision-making body.

The power to:

- make a rate
- make a bylaw
- borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan
- adopt a Long Term Plan or Annual Plan and Annual Report
- appoint a Chief Executive
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan or developed for the purpose of the Governance Statement
- adopt a remuneration and employment policy
- approve or amend Council's Standing Orders
- approve or amend the Code of Conduct for elected members
- appoint and discharge members of committees
- establish a joint committee with another local authority or other public body
- make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation.

*In addition, Council can:*

- approve a proposed plan under the Resource Management Act 1991
- approve Council policy and strategy
- remove chairpersons of committees and subcommittees
- approve Council's recommendation to the Remuneration Authority for the remuneration of

- elected members
- q) approve the Triennial Agreement
- r) approve the Local Governance Statement
- s) determine whether or how to fill any extraordinary Council vacancies
- t) make decisions on representation reviews
- u) appoint or remove trustees, directors or office holders to Council CCOs, COs or external bodies
- v) approve the recommendation of a hearings commissioner on a proposed plan, plan change or variation (including private plan change) and
- w) approve a proposed plan or a change to a district plan under clause 17 of the First Schedule.

RISK AND ASSURANCE COMMITTEE	
<del>Membership</del> <del>Elected</del> <del>Members</del>	<del>Six</del> <del>Eight</del>
<del>Independent</del> <del>Members</del>	<del>Two - members to be appointed by Council</del>
Meeting Frequency	12 weekly <del>basis</del>
Quorum	Half the membership, or a majority of members if there is an odd number
Reports to	Council

## Purpose

The purpose of the Risk and Assurance Committee is to contribute to improving the governance, performance, and accountability of the Horowhenua District Council by:

- a) Ensuring that the Council has appropriate financial, health and safety, risk management and internal control systems in place.
- b) Seeking reasonable assurance as to the integrity and reliability of the Council's financial and non-financial reporting.
- c) Providing a communications link between management, the Council and the external and internal auditors and ensuring their independence and adequacy.
- d) Promoting a culture of openness and continuous improvement.

## Terms of Reference

The Council delegates to the Risk and Assurance Committee the following responsibilities:

- a) To monitor the Council's treasury activities to ensure that it remains within policy limits. Where there are good reasons to exceed policy, this should be recommended to Council.
- b) To review the Council's insurance policies on an annual basis.
- c) To review, in-depth, the Council's annual report and if satisfied, recommend the adoption of the annual report to Council.
- d) To work in conjunction with Management in order to be satisfied with the existence and quality of cost-effective health and safety management systems and the proper application of health and safety management policy and processes.
- e) To work in conjunction with the Chief Executive in order to be satisfied with the existence and quality of cost-effective risk management systems and the proper application of risk



management policy and processes, including that they align with commitments to the public and Council strategies and plans. This will incorporate a review of the strategic risks register annually and on a quarterly basis monitor the high risks and emerging risks through an in-depth review

- f) To provide a communications link between management, the Council and the external and internal auditors.
- g) To engage with Council's external auditors and approve the terms and arrangements for the external audit programme.
- h) To engage with Council's internal auditors and approve the terms and arrangements for the internal audit programme.
- i) To monitor the organisation's response to the external and internal audit reports and the extent to which recommendations are implemented.
- j) To engage with the external and internal auditors on any one-off assignments.
- k) To work in conjunction with management to ensure compliance with applicable laws, regulations standards and best practice guidelines, ensuring the evaluation and monitoring of the organisation's legislative compliance programme and systems.
- l) Evaluate and monitor business continuity policies and planning to provide assurance as to organisational readiness.
- m) Be aware of and monitor any legal proceedings involving potential or contingent liability.
- n) Monitor the continuous improvement recommendations that come out of key reviews (CouncilMARK, Section 17a Reviews or any other) to ensure key actions and recommendations are progressed.

### Specific Delegations

Subject to any expenditure, having been approved in the Long Term Plan or Annual Plan the Risk and Assurance Committee shall have delegated authority to approve:

- a) Risk management and internal audit programmes.
- b) Terms of the appointment and engagement of the audit with the external auditor.
- c) Additional services provided by the external auditor.
- d) The proposal and scope of the internal audit.

In addition, the Council delegates to the Risk and Assurance Committee the following powers and duties:

- e) The Risk and Assurance Committee can conduct and monitor special investigations in accordance with Council policy, including engaging expert assistance, legal advisors or external auditors, and, where appropriate, recommend action(s) to Council.
- f) The Risk and Assurance Committee can recommend to Council:
  - i. Adoption or non-adoption of completed financial and non-financial performance statements.
  - ii. Governance policies associated with Council's financial, accounting, risk management, compliance and ethics programmes, and internal control functions, including the: Liability Management Policy, Treasury Policy, Sensitive Expenditure Policy, Fraud Policy, and Risk Management Policy.
  - iii. Accounting treatments, changes in generally accepted accounting practice (GAAP).
  - iv. New accounting and reporting requirements.

The Risk and Assurance Committee may not delegate any of its responsibilities, duties or powers.

COMMUNITY FUNDING AND RECOGNITION COMMITTEE	
<del>Membership</del> <u>Elected</u> <u>Members</u>	Six
<u>Independent</u> <u>Members</u>	<u>None</u>
Meeting Frequency	As required
Quorum	Half the membership, or a majority of members if there is an odd number.
Reports to	Council

## Purpose

The Community Funding and Recognition Committee is responsible for the effective allocation and monitoring of the Council's grants. In addition, the committee is responsible for considering applications and making recommendations for Civic Honours and Youth Excellence Scholarships.

## Terms of Reference

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

- Approve the priorities for allocating grants within each grant fund annually
- To determine under delegation the allocation of funding to specified applicants and report these allocations back to Council.

In fulfilling their role, all members shall be impartial and independent at all times.

## Community Grants and Funding

- To consider the allocation of community grants in line with the relevant grants criteria and priorities for:
  - Community Development Grant
  - Community and Social Services Grant
  - Special Projects Grant
  - Rural Halls Grant
  - Vibrant Communities Grant.
- To consider the Community Wellbeing Strategy and the associated Action Plan priorities: Education, Positive Ageing, Youth, Arts, Culture & Heritage, Pride & Vibrancy, and Access & Inclusion when making funding recommendations:
- To make recommendations to Council for endorsement of funding allocations to specified applicants
- The criteria and focus areas for community grants funds will be reviewed by the Community Funding & Recognition Committee each triennium and recommendations regarding any significant changes will be made to Council during each three (3) year term.

## Civic Honours and Special Awards

The Committee has the delegated responsibility to make decisions on behalf of Council with all decisions to be reported to Council (In-committee).

- To assess and consider ~~applications~~ nominations for the following awards:
  - Certificate of Recognition

- Civic Honours
- 50 Years' Service Award.

[b\) to receive and approve the Mayor's recommendations for Special Honours acknowledging significant and meritorious service not otherwise recognized.](#)

### Youth Excellence Scholarships

The Committee has the delegated responsibility to:

- a) assess and consider applications for Youth Excellence Scholarships and award in line with criteria and budget allocation
- b) make recommendations to Council (In-committee) for endorsement of funding to specified applicants.

### Tertiary Scholarships

Tertiary Scholarship recipients are selected in conjunction with the sponsoring Council Manager by whom the Scholarship recipient will be required to be supervised.

One member of the Community Funding & Recognition Committee and a Council Manager from the Group in which the scholarship applicant has applied to work will:

- a) assess and consider applications for Tertiary Scholarships and award in line with criteria and budget allocation.

The Committee will:

- b) review the scholarship criteria and make recommendations to Council each triennium.

All recommendations are reported to Council for endorsement.

### International Representation Grant

International Representation Grants are awarded on an ad-hoc basis throughout the year as individuals are offered opportunities for international representation.

Grants are awarded within the allocated budget and in line with the grant criteria.

As individual applications are received, a Council officer will prepare a summary report and make a recommendation. This will be circulated to Committee members via email along with a copy of the application. Committee Members will:

- a) assess and consider applications and award in line with criteria and budget allocation
- b) make decisions on behalf of Council. Due to the at times, tight timeframes, it is not always practical to report to Council prior to awarding a grant
- c) All decisions will be reported to Council.

HEARINGS AND REGULATORY COMMITTEE	
<b>Membership</b> <u>Elected Members</u>	Five
<b>Independent Members</b>	<u>None</u>
<b>Meeting Frequency</b>	Meets as required
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Reports to</b>	Council

### Area of Focus

The Hearings Committee will consider and determine matters under these acts:

- Resource Management Act 1991
- Dog Control Act 1996

### Terms of Reference

The Hearings Committee has responsibility for and authority to:

- undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to any other committee or retained by Council
- approve Council's list of Hearings Commissioners under the Resource Management Act 1991 (comprising qualified Councillors sitting as Hearings Commissioners and independent Commissioners)
- review and agree the Council's guidelines for composition of hearings panels
- conduct statutory hearings on regulatory matters such as Council Bylaws, matters under the Dog Control Act 1996, etc, and undertake and make decisions on those hearings (excluding Resource Management Act 1991)
- hear and determine submissions and objections in relation to proposed changes to the operative District Plan
- hear and determine submissions and objections in relation to any proposed District Plan or variation thereof
- hear and determine any objections made under S 357 of the Resource Management Act (under which applicants may object to certain resource consent decisions made by officers under delegated authority)
- hear and consider matters requiring a decision as a result of the special consultative process having been undertaken and make any decisions needed as a consequence, except the actual adoption, pertaining to the formulation and review of Policy and Bylaws
- determine matters under any other legislation where a hearing process is necessary.

Note: 4. above does not preclude Committee Members dealing with matters under the Resource Management Act 1991.

CHIEF EXECUTIVE EMPLOYMENT AND PERFORMANCE COMMITTEE	
<b>Membership</b> <u>Elected Members</u>	Five
<b>Independent Members</b>	<u>None</u>
<b>Meeting Frequency</b>	12 Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Reports to</b>	Council

### Area of Focus

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

### Terms of Reference

The Chief Executive Employment and Performance Committee will have responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 LGA 2002, making a recommendation under clause 34 schedule 7 LGA 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

The Chief Executive Employment and Performance Committee will have responsibility and authority to:

- Lead the Chief Executive recruitment process in accordance with best practice and the Local Government Act 2002, with the exception of the power to appoint a Chief Executive
- Manage any employment dispute(s) that may arise
- Agree with the Chief Executive the annual performance objectives
- Undertake a six monthly review to assess progress against the performance objectives, provide constructive feedback and agree to any amendments to the objectives with the Chief Executive
- Conduct a review at the end of the financial year to assess progress against the performance objectives and provide constructive feedback
- Undertake the annual remuneration review and make recommendations regarding remuneration to Council.

The committee do not have delegations to conduct the following – These responsibilities sit with the role of the wider Council.

- Undertake contract renewal/extension in accordance with the Local Government Act 2002
- Negotiate and amend the terms and conditions of employment of the Chief Executive
- Determine annual remuneration review decisions

COMMUNITY WELL-BEING COMMITTEE	
<del>Membership</del> <u>Elected</u> <u>Members</u>	<u>Up to Three</u> <del>(To be decided)</del>
<u>External</u> <u>Membership</u> <del>Independent</del> <u>Members</u>	<u>Various</u> <del>None</del>
Meeting Frequency	<u>12 Weekly</u> <del>u</del> <del>(To be decided)</del>
Quorum	<u>An elected member as Chair of the meeting. There is no set quorum for this meeting, other than n elected member as Chair, as it is a non-decision making body. Half the membership, or a majority of members if there is an odd number</u>
Reports to	Council

## Purpose

The Community Wellbeing Committee brings together representatives from Council, government and non-government organisations, and community forums. The Committee will focus on population level results and indicators (rather than specific programme deliverables or client level results) and key action plans.

## Terms of Reference

The Community Wellbeing Committee will have responsibility to:

- Oversee the implementation of the Community Wellbeing Strategy and associated wellbeing action plans.
- Determine the key population level results and indicators for the next 3 years, and monitor those
- Receive reports from the Community Development Team that summarise target population group activity by Council and Council working groups
- Receive six monthly reports from all member agencies regarding activity directed at target population groups and provision of data that relates to specified strategy indicators
- Actively encourage coordination of members and their activities
- Foster strategic collaborations and partnerships
- Provide advice to Council officers on matters of community wellbeing in relation to specific target populations
- Seek to collectively influence relevant public policy
- Communicate Committee activity and information, to the public
- Educate the public and community on wellbeing matters
- Actively seek individual agency performance improvement, as well as “community wide” improvement
- Encourage community based local solutions to local issues
- Keep the wider community updated on progress towards the results sought across the Horowhenua District.

TE AWAHOU FOXTON COMMUNITY BOARD	
<b>Membership</b> <del>Elected</del> <u>Members</u>	Five plus Kere Kere Ward Councillor (one)
<b>Independent</b> <u>Members</u>	<u>None</u>
<b>Meeting Frequency</b>	12 Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number
<b>Reports to</b>	Council

## Purpose

The role of Te Awahou Foxton Community Board is to:

- represent and act as an advocate for the interests of its community
- consider and report on matters referred to it by Council
- maintain an overview of services provided by Council within the community
- prepare an annual submission to Horizons Regional Council and Horowhenua District Council for expenditure within the community
- communicate and liaise with community organisations and special interest groups within the community on matters of interest and concern.

## Terms of Reference

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues including input into the Long Term Plan, Annual Plan and policies that impact on the Community Board area
- engage with Council Officers on local issues and levels of service, including infrastructure, parks and recreation, and community services matters.
- Council will consult with the Board on all issues that impact on the Board's area and allow enough time for the Board's feedback to be considered before a decision is made.

The Community Board has responsibility for and authority to:

- a) Make submissions to any organisation, including submissions on resource consents notified by Horowhenua District Council or Horizons Regional Council, relating to matters of interest within the Board's area. A copy of any submissions made should be copied to the Chief Executive.
- b) Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to residents within its area.

- c) Consider matters referred to it by Officers, Council or committees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This includes:
  - i. monitoring and keeping the Council informed of community aspirations
  - ii. keeping Council informed about the level of satisfaction with services provided
  - iii. providing input to proposed District Plan changes that may impact on the Board's area
  - iv. providing input into strategies, policies and plans
  - v. providing input to bylaw changes that impact on the Board's area.
- d) Provide input and feedback to Council Officers on the following matters:
  - i. local road work priorities
  - ii. traffic management issues such as traffic safety, pedestrian crossings and street lighting
  - iii. application of the Resource Management Act (including notification of decisions) within the Board's area
  - iv. the Emergency Management needs of the area.
- e) This input and feedback can be provided from the full Board or from a subcommittee of the Board. The final decision on matters in d), will be made by Council Officers acting under their delegated authority.
- f) The Board shall formally report back to Council on its activities at each Council meeting via a written report of the Chairperson. The Chairperson will have speaking rights at each Council meeting.



DISTRICT LICENSING COMMITTEE	
<b>Membership</b>	<del>Three</del> <u>Two (Chairperson and Deputy Chairperson, as appointed under s. 189(2) and (3), respectively, of the Sale and Supply of Alcohol Act 2012)</u>
<b>Elected Members</b>	
<b>External Membership</b>	<u>Up to two, drawn from a panel</u>
<b>Meeting Frequency</b>	As required
<b>Quorum</b>	Three
<b>Reports to</b>	Statutorily independent

## Purpose

The Sale and Supply of Alcohol Act 2012 (the Act) requires Council to appoint a District Licensing Committee to deal with licensing matters. The District Licensing Committee is appointed to administer the Council's alcohol licensing framework, as determined by the Act.

## Terms of Reference

The functions of the District Licensing Committee are specified by the Act and ~~include~~ are:

- a) to consider and determine applications for licenses and manager's certificates
- b) to consider and determine applications for renewal of licenses and manager's certificates
- c) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act
- d) to consider and determine applications for the variation, suspension, or cancellation of special licenses
- e) to consider and determine applications for the variation of licenses (other than special licenses) unless the application is brought under section 280 of the Act (Note: section 280 relates to applications by constables or inspectors to the Alcohol Regulatory Licensing Authority (ARLA) for the variation, suspension or cancellation of a licence, other than a special licence)
- f) with the leave of the Chairperson for the licensing authority (ARLA), to refer applications to the licensing authority
- g) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
- h) any other functions conferred on licensing committees by or under the Act or any other enactment.

DISTRICT <a href="#">GROWTH AND PLANNING</a> STEERING GROUP	
<b>Membership</b> <del>Elected</del> <a href="#">Members</a>	Five
<b>External Membership</b>	<a href="#">None</a>
<b>Meeting Frequency</b>	Six Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number

CAPITAL PROJECTS DELIVERY STEERING GROUP	
<b>Membership</b> <del>Elected</del> <a href="#">Members</a>	Five
<b>External Membership</b>	<a href="#">One</a>
<b>Meeting Frequency</b>	Six Weekly
<b>Quorum</b>	Half the membership, or a majority of members if there is an odd number

## Purpose

The bodies outlined in this section do not meet the definition of meeting under Part 7, clause 45 of the Local Government (Official Information and Meetings) Act 1987, as they are advisory or supervisory on nature and do not have any decision making power. They have been included in these terms of reference in the interests of openness and transparency.

Each body set out in the following will be required to report to Council on their activities on a regular basis.

In addition to the two formal steering groups, Council is also establish Taskforce Groups. These groups are open to membership of all of Council, and are established with the intent to create an opportunity for more interactive and engaged governance on those four key areas of focus for Council:

- Otaki to North Levin and Towncentre Taskforce
- Waste and Landfill Taskforce
- Rating and Financing Review Taskforce
- Three Waters Transition and Planning Taskforce

The Taskforces do not require a formal quorum of Council. They will meet six weekly and will formally report in public to the next Council meeting.

## 16. Meeting Processes

The legal requirements for council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. Although meetings are open to the public, members of the public do not have Public Participation time allocated unless they make prior arrangements with the Council.

Public Forums are a great opportunity for members of the public to raise any matters of concern directly to the Mayor and Councillors. These Forums are held prior to Council Meetings and run for 30 minutes. There is no need for a member of the public to request to speak to the forum, if they wish to speak they can just attend and voice their concerns.

More information about how to request time to speak to an item on the agenda at a Council or committee meeting can be found on the HDC website or by calling Council.

<http://www.horowhenua.govt.nz/Council/Your-Council/Meeting-Schedules-Requests>

All Open Council meetings and workshops are publically livestreamed through YouTube:

<https://www.youtube.com/@HorowhenuaDistrictCouncil>

The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees.

The Horowhenua District Council adopted their Standing Orders for Meetings on 16 November 2022. These can be found on Council's website. During meetings of the Council or committees, all council members must follow Standing Orders unless Standing Orders are suspended by a vote of three-quarters of the members present and voting. The Mayor or committee chair is responsible for maintaining order at meetings.

The Council agenda is a public document, although parts may be withheld if it contains an item that is to be considered with the public excluded.

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings can generally be called on three working days' notice.

Monthly meeting schedules are required to be publicly notified together with the dates, times and venues of meetings to be held. Copies of order papers can be viewed either from the Horowhenua District Council Service Centres, Libraries and Council's website:

<http://www.horowhenua.govt.nz/Council/Your-Council/Council-Meetings>

## 17. Engagement and Consulting with Māori

There are four Iwi within the boundaries of the Horowhenua District Council – Muaūpoko, Ngāti Raukawa ki te Tonga, Ngāti Apa and Rangitāne. Horowhenua District Council recognises the importance and special position of tangata whenua within the district.

Engaging and consulting with Māori is important and as such Council is looking to enhance relationships by increasing the level of capacity and capability within the organisation. We are currently working on a Māori engagement framework and are in the final stages of developing the Tūhono ki Te Ao Māori – cultural induction toolkit for staff. This will help to achieve more meaningful and effective consultation on a wide range of issues affecting Māori.”

Protecting the environment, economic growth and social wellbeing is important to Council and Māori. As such it is vital that those with local knowledge and experience are consulted on a range of issues, activities and plan reviews such as Long Term Plan, Annual Plan and District Plan to name a few.

Through its decision-making processes, Council recognises the principals of the Treaty of Waitangi and kaitiakitanga, providing for the relationship of Māori and their traditions with their ancestral lands, water sites, waahi tapu and other taonga. And further, Council recognises its obligations under the Local Government Act 2002 to establish and provide opportunities to Māori to contribute to its decision-making processes and make information available to Māori for this purpose.

More information about these Iwi partnerships can be viewed at:  
<http://www.horowhenua.govt.nz/Council/Iwi-Relationships>

## 18. Key Approved Planning Documents

The following are key Council planning and policy documents. To view or find out more about these plans, reports, policies or strategies, please contact Council.

### The Long Term Plan (LTP)

A Long Term Council Community Plan (LTP) must be prepared that sets out Council's priorities for the next 20 years. It must provide information on budgets, rating levels, major projects and general Council services. It must also outline Horowhenua District's community outcomes – the aspirations of the community for the next 20 years or so – and Council's role in meeting them. The current LTP was adopted in June 2021 for the financial year beginning 1 July 2022. The Plan is reviewed and updated every three years, with the next review due in 2024.

### Annual Plan

In intervening years where an LTP is not prepared, an annual plan must be prepared. Each annual plan will describe the work programme to deliver that year's 'slice' of the LTP.

### Annual Report

After the end of the financial year Council publishes an annual report which contains audited accounts for the previous financial year. The purpose of the annual report is to:

- Compare the actual activities and actual performance of the local authority in the year with the intended activities and performance as set out in the LTP or annual plan
- Promote the local authority's accountability to the community for decisions made throughout the year by the local authority.

The Annual Report must be adopted by the end of October each year and contain an audited financial statement, set of accounts, and annual financial report which assesses Council's financial performance against its budget. Audit NZ are responsible for auditing Council's financials.

### Horowhenua District Plan

The District Plan is Council's key document for managing the district's natural and physical resources, recognising Council's functions and duties under the Resource Management Act 1991. The main purpose of the District Plan is to ensure that land use and subdivision in the Horowhenua District are sustainably managed. The District Plan identifies the district's significant resource management issues and sets out objectives, policies and rules to address these.

The Council's second generation District Plan became operative on 1 July 2015 following the review of the Horowhenua District Plan (1999).

**The following Strategies and Action Plans can be found on Council's website. These strategies and plans have been adopted by Council and inform the strategic vision and work plan for Council:**

- Community Wellbeing Strategy and Action Plans
- Heritage Strategy
- Horowhenua Economic Development Strategy
- Open Space Strategy
- Waste Management and Minimisation Plan
- Horowhenua Development Plan
- Reserve Management Plan
- Horowhenua Shared Pathways Strategy

## 19. Consultation

The Horowhenua District Council carries out consultation according to the Local Government Act 2002. The Act sets out consultation requirements and principles for Council (sections 75-87) to follow when making decisions. You can find out more by visiting:

[http://www.localcouncils.govt.nz/lqip.nsf/wpg\\_url/About-Local-Government-Local-Government-In-New-Zealand-How-councils-should-make-decisions#Decision-MakingPrinciples](http://www.localcouncils.govt.nz/lqip.nsf/wpg_url/About-Local-Government-Local-Government-In-New-Zealand-How-councils-should-make-decisions#Decision-MakingPrinciples)

Following a review of Council's engagement activities, strategy and policy, Council has updated its Significance and Engagement Policy and will engage with the public on the revised policy, through the draft 2017/18 Annual Plan engagement process.

The major recommendation is that the policy includes Council's engagement principles in its Community Engagement Strategy and that the strategy is rescinded.

### 19.1 Special Consultation Procedure

The Special Consultative Procedure has specific procedures that Council must follow when making certain types of decisions. The Special Consultative Procedure (mainly sections 83-87 of the Local Government Act 2002) is regarded as a minimum process that the Council must use when making decisions that trigger particular criteria within the Local Government Act 2002 or the Council's Significance and Engagement Policy.

To find out more about the Special Consultative Procedure, go to:

<http://www.legislation.govt.nz/act/public/2002/0084/latest/DLM172328.html>

### 19.2 Significance and Engagement Policy

Council's Significance and Engagement Policy (required under LGA 2002) outlines:

- general approach to determining the significance of proposals and decisions
- criteria or procedures for assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences
- how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable
- how the local authority will engage with communities on other matters.

The purpose of the policy is for the council and the community to identify significance and have clarity about how the council will engage with the community.

Find out more at

<http://www.horowhenua.govt.nz/Council/Local-Bylaws-Policies/Significance-and-Engagement-Policy>

The Council can and does conduct consultation outside of these processes. A range of consultation techniques have been used including surveys, focus group meetings, meetings and displays.

## 20. Equal Employment Opportunities Policy

Horowhenua District Council is committed to developing Equal Employment Opportunities (EEO) for all current and future employees. Council is a member of Equal Employment Opportunities Trust. Diversity is valued and embraced.

Fair and equitable employment practices are essential for an efficient and effective workforce.

Staff will be recruited, appointed, developed and promoted on the basis of their paid and unpaid work experience, ability, skills and future potential.

Council policies and practices are designed to prevent discrimination based on:

- Gender
- Race
- Family preferences
- Marital status
- Religious, cultural or political belief
- Disability
- Age
- Sexual orientation

Staff are provided information and education on Council's employment policies and procedures. This aims to support the prevention of discrimination and to promote a workplace that values diversity and promotes equal employment opportunities.

## Horowhenua District Council Committee Structure 2022-2025

Council Meeting			Meets 6 Weekly Speaking Rights: Public Forum – ½ hour at beginning of each meeting Formal Agenda
Chief Executive Employment and Performance Committee	Risk and Assurance Committee	Community Wellbeing Committee	Meets 12 Weekly Formal Agenda
Hearings and Regulatory Committee	Community Funding and Recognition Committee	District Licensing Committee	Meets as required Formal Agenda
District Growth and Planning Steering Group		Capital Projects Delivery Steering Group	Meets 6 Weekly (1 hour) Informal Agenda – Formal Report to Council

D22/147135

Updated 07 February 2024





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**Horowhenua District Council**  
**Committee Structure 2022-2025**

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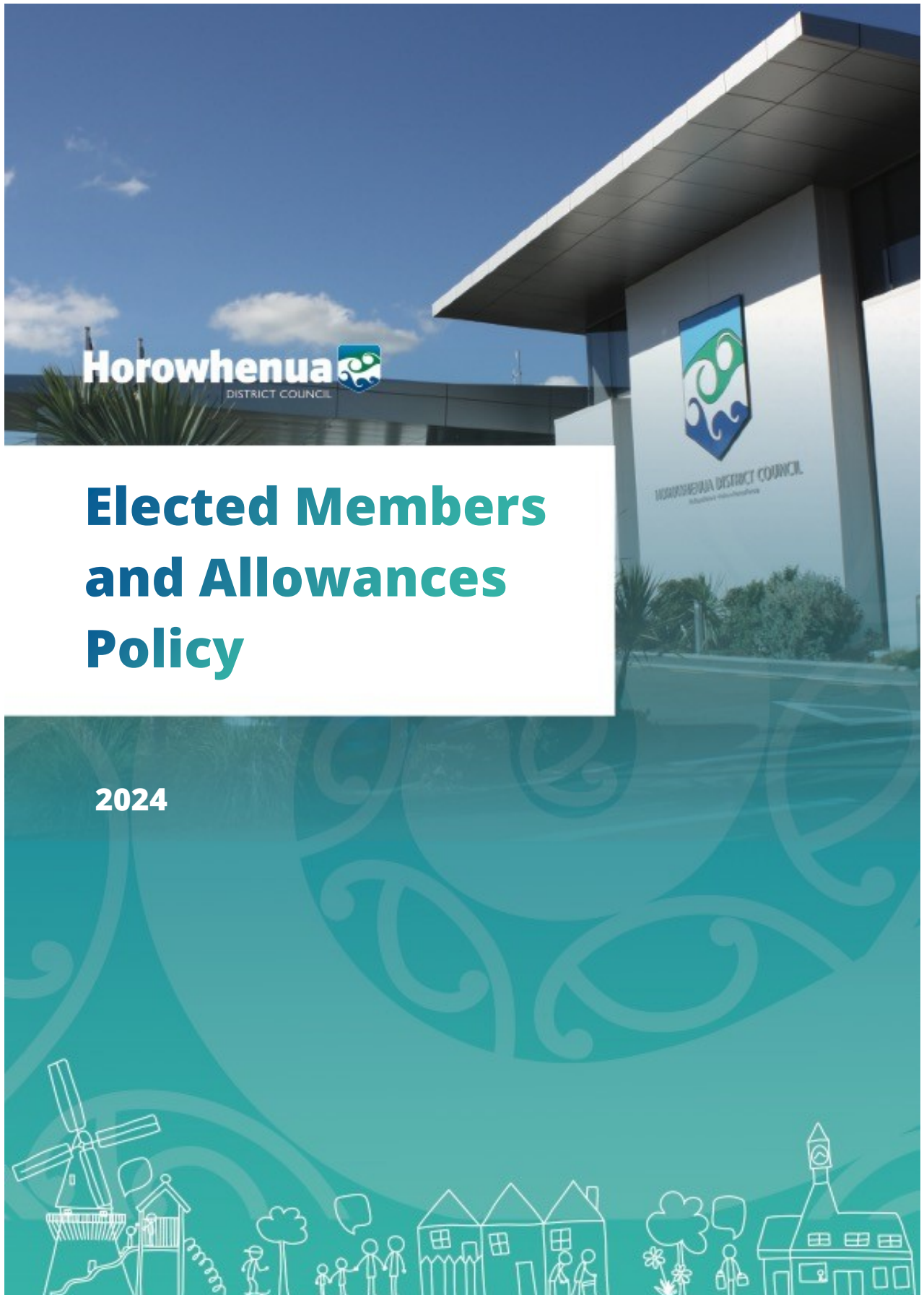
<b>Council Meeting</b>			<b>Meets 6 Weekly</b> <b>Speaking Rights: Public Forum – ½ hour at beginning of each meeting</b> <b>Formal Agenda</b>
Chief Executive Employment and Performance Committee	<b>Risk and Assurance Committee</b>	<b>Community Wellbeing Committee</b>	Meets 12 Weekly Formal Agenda
Hearings and Regulatory Committee	<b>Community Funding and Recognition Committee</b>	<b>District Licensing Committee</b>	Meets as required Formal Agenda
District <a href="#">Growth and Planning</a> Steering Group		<b>Capital Projects Delivery Steering Group</b>	Meets 6 Weekly (1 hour) Informal Agenda – Formal Report to Council
<del>Ōtaki to North Levin and Towncentre Taskforce</del>	<del>Waste and Landfill Taskforce</del>	<del>Rating and Financing Review Taskforce</del>	<del>Three Waters Transition and Planning Taskforce</del>

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**Version Control**

Version	Changes	Date
2.1	Replaces previous version – D22/73806	07/04/2024

D24/8770

1

Adopted 7 February 2024

## Introduction

### 1. Purpose

To set out rules for the payment of allowances and for claiming of expenses by Elected Members.

Scope

This policy applies to Elected Members while they are acting in their official capacity during their term of office.

### 2. Context

From time to time Elected Members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council-supplied resources apply only to Elected Members personally, and only while they are acting in their official capacity as Elected Members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

### 3. Definitions

The following definitions apply to this document:

Term	Definition
Actual	Means as evidenced by the original receipt attached to the expense claim form.
Reasonable	Means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.
Council business	includes: formal Council and Community Board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.
Remuneration Authority	is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

### 4. Principles

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- full original receipts are required to accompany the expense claim form
- expense claims are to be approved by the Chief Executive and Risk and

D24/8770

2

Adopted 7 February 2024

Assurance Committee Chairperson in the case of the Mayor, and Chief Executive in the case of all other Elected Members.

All reimbursements will be made electronically into a nominated bank account in line with payroll dates.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to Elected Members and staff.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

## 5. Elected Members' Allowances and Expenses

Position	Expense/ Allowance	Description
Elected Members	Taxis (including Uber and other ride-share options)	Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:  safety/security reasons, and  when travelling outside the district if a taxi is the most appropriate form of transport.  Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by staff should be considered as an option in such circumstances.  Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.
Elected Members	Accommodation	Accommodation may be arranged for Elected Members when travel or business requirements do not allow for the return on the same day.
Elected Members	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
Elected Members	Domestic Air Travel	HDC is a participating agency to the All of Government air travel services contract. This enables HDC to access discounted airfares from a panel of airlines providing comprehensive route coverage domestically and internationally.

		All Elected Members are entitled to utilise domestic air travel for Council related travel, generally where travel by air is the most cost effective travel option.
Elected Members	International Air Travel	<p>All Elected Member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council.</p> <p>The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.</p>
Elected Members	Air Points	Air Points accumulated while on Council business cannot be utilised for personal use.
Elected Members	Daily Meal Allowance	<p>Where it is necessary to travel out of town overnight for business purpose, HDC will cover reasonable meal expenses where meals are not otherwise provided for as part of the approved business travel.</p> <p>HDC consider a daily meal allowance of \$NZ110 (excl GST) as reasonable with the intent this is to be shared over at least two meals.</p>
Elected Members	Parking Expenses	Reimbursement of casual car parking costs related to Council or Community Board business held at any Council premises. This will be on receipt of a signed claim form accompanied by a receipt.
Mayor	Car Parking	Use of an assigned car park in Civic Building.
Councillors	Car Parking	Use of one of four 'Councillor' assigned car parks in the Civic Building basement.
Elected Members	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost effective travel option.
Elected Members	Annual Function	Council will fund an annual function for Elected Members and their partners/spouses.
Mayor	Entertainment and Hospitality	<p>The Mayor holds a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out Council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.</p> <p>Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals.</p>

	Communications Technology, Stationery and Consumables	<p>Council will provide a laptop to all Elected Members for Council business.</p> <p>Internet connection allowance – all Elected Members will receive an allowance of \$30.76 per fortnight (\$800 per year) for use of home internet for Council business.</p> <p>Mobile phone use allowance – all Elected Members will receive an allowance of \$7.69 per fortnight (\$200 per year) for use of their mobile phone, for Council business.</p> <p>Mobile phone service allowance - all Elected Members will receive \$19.23 per fortnight (\$500 per year) for the use of the member's own mobile telephone service for Council business.</p> <p>ICT consumables provision - supply of reasonable amounts of paper and printer consumables for Council business. Council to provide on request up to an annual value of \$200 per elected member.</p> <table border="1"> <thead> <tr> <th colspan="3">Summary of ICT Allowances</th></tr> <tr> <th>Category</th><th>Allowance</th><th>How paid</th></tr> </thead> <tbody> <tr> <td>Internet Connection</td><td>\$800 annually</td><td>\$30.76 fortnightly</td></tr> <tr> <td>Mobile phone device</td><td>\$200 annually</td><td>\$7.69 fortnightly</td></tr> <tr> <td>Mobile phone service</td><td>\$500 annually</td><td>\$19.23 fortnightly</td></tr> <tr> <td>ICT Consumables</td><td>\$200 annually</td><td>Supplied on request up to annual limit</td></tr> </tbody> </table>	Summary of ICT Allowances			Category	Allowance	How paid	Internet Connection	\$800 annually	\$30.76 fortnightly	Mobile phone device	\$200 annually	\$7.69 fortnightly	Mobile phone service	\$500 annually	\$19.23 fortnightly	ICT Consumables	\$200 annually	Supplied on request up to annual limit
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Elected Members	General Community Related Expenses	<p>From time to time Elected Members may have unforeseen costs arise for items relating to community events, e.g. payment of koha, or purchasing a wreath for attendance at a commemorative event.</p> <p>Reimbursement of such expenditure should have prior approval by the Chief Executive. The items should be appropriate to the occasion and expenditure should be moderate and conservative.</p>																		
		<p>A vehicle mileage allowance for Elected Members using their own vehicle will be paid as follows:</p> <p>(a) for a petrol or diesel vehicle:</p> <p>(i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p>																		

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Adopted 7 February 2024

		<p>(ii) 34 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;</p> <p>(b) for a petrol hybrid vehicle:</p> <p>(i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) 20 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;</p> <p>(c) for an electric vehicle:</p> <p>(i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) 11 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.</p> <p>Mileage to be paid on receipt of a completed and signed claim form.</p>
Mayor and Councillors	Travel and conferences, courses and seminars	<p>Conference, course, seminar or training attendance must be relevant and contribute to the Elected Member's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand must be approved by both the Mayor and the Chief Executive.</p> <p>Attendance at these events when held overseas must be approved by the Council.</p> <p>Council will fund the cost of attendance of the Mayor and up to four Elected Members, at the annual LGNZ Conference.</p> <p>This is to be formally endorsed by Council prior to attending.</p>
Te Awahou Foxton Community Board Members	Conferences	<p>Council will fund the cost of attendance of the Board Chair and one other Board Member, together with their partner/spouse, at the bi-annual New Zealand Community Board Conference; OR up to four members (four in total).</p> <p>This is to be formally endorsed by TAFCB members prior to attending.</p>
Elected Members	Childcare	<p>Council will pay a childcare allowance of up to \$6,000 per annum to an eligible member, as a contribution towards expenses incurred while the member is engaged in local authority business:</p>



		<ul style="list-style-type: none"> <li>– if the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child;</li> <li>– the child is under 14 years of age;</li> <li>– the childcare is provided by a person who; <ul style="list-style-type: none"> <li>• is not a parent of the child or a spouse, civil union partner, or de facto partner of the member and</li> <li>• does not ordinarily reside with the member, and</li> </ul> </li> <li>– the member provides satisfactory evidence of the amount paid for childcare (invoice/receipt) and completes a claim form.</li> </ul>
Elected Members	Vehicle mileage	<p>A vehicle mileage allowance for Elected Members using their own vehicle will be paid as follows:</p> <p>(a) for a petrol or diesel vehicle:</p> <p>(i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) 34 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;</p> <p>(b) for a petrol hybrid vehicle:</p> <p>(i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) 20 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;</p> <p>(c) for an electric vehicle:</p> <p>(i) 95 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) 11 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.</p> <p>Mileage to be paid on receipt of a completed and signed claim form.determination term</p>
Mayor and Councillors	Travel and conferences, courses and seminars	<p>Conference, course, seminar or training attendance must be relevant and contribute to the Elected Member's ability to carry out Council business.</p> <p>Attendance at these events when held in New Zealand</p>

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		<p>must be approved by both the Mayor and the Chief Executive.</p> <p>Attendance at these events when held overseas must be approved by the Council.</p> <p>Council will fund the cost of attendance of the Mayor and up to four Elected Members, at the annual LGNZ Conference.</p> <p>This is to be formally endorsed by Council prior to attending.</p>
Elected Members	Childcare	<p>Council will pay a childcare allowance of up to \$6,000 per annum to an eligible member, as a contribution towards expenses incurred while the member is engaged in local authority business:</p> <ul style="list-style-type: none"> <li>– if the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child;</li> <li>– the child is under 14 years of age;</li> <li>– the childcare is provided by a person who; <ul style="list-style-type: none"> <li>• is not a parent of the child or a spouse, civil union partner, or de facto partner of the member and</li> <li>• does not ordinarily reside with the member, and</li> <li>• the member provides satisfactory evidence of the amount paid for childcare (invoice/receipt) and completes a claim form.</li> </ul> </li> </ul>
Te Awahou Foxton Community Board Members	Conferences	<p>Council will fund the cost of attendance of the Board Chair and one other Board Member, together with their partner/spouse, at the bi-annual New Zealand Community Board Conference; OR up to four members (four in total).</p> <p>This is to be formally endorsed by TAFCB members prior to attending.</p>

## 6. Related Documents

- HDC Sensitive Expenditure Policy.
- Local Government Members (2023/24) Determination 2023
- <https://www.legislation.govt.nz/regulation/public/2023/0142/16.0/whole.html#LMS859909>



# Elected Members' Allowances & Recovery of Expenses Policy

Adopted: <11 August 2021>

Updated: 14 June 2022

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## 1. Introduction

### 1.1. Purpose

To set out rules for the payment of allowances and for claiming of expenses by Elected Members.

### 1.2. Scope

This policy applies to Elected Members while they are acting in their official capacity during their term of office.

### 1.3.

From time to time Elected Members incur expenses on the Council's behalf, which need to be reimbursed. This reimbursement and the use of Council-supplied resources apply only to Elected Members personally, and only while they are acting in their official capacity as Elected Members.

Costs for expenses must have a justifiable business purpose, be moderate and conservative having regard to the circumstances, and be appropriate in all respects.

### 1.4.

The following definitions apply to this document:

Term	Definition
Actual	means as evidenced by the original receipt attached to the expense claim form.
Reasonable	means that it is within the amount specified by this policy or as deemed reasonable by the Mayor and/or Chief Executive.
Council business	includes: formal Council and Community Board meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public. It does not include events where the primary focus is on social activity.
Remuneration Authority	is an independent body established by the Remuneration Authority Act 1977, with responsibilities under the Local Government Act 2002 to determine remuneration and expense/allowance rules for local authority members.

### 1.5 Principles

The process for reimbursement of claims includes the following principles:

- any expenses to be reimbursed must be on an actual and reasonable basis and in line with Council policy
- full original receipts are required to accompany the expense claim form

- expense claims are to be approved by the Chief Executive and ~~Finance, Audit & Risk~~[Risk and Assurance](#) Committee Chairperson in the case of the Mayor, and Chief Executive in the case of all other Elected Members
- reimbursements will be made electronically into a nominated bank account in line with payroll dates.

In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed in this policy.

In the case of vehicle mileage, travel time and communications, all limits set in this document do not exceed the Remuneration Authority's Determination.

The Council's internal audit work programme includes sampling expense claims and allowances paid to Elected Members and staff.

All expenditure that falls under this policy is approved on the condition that it can be met within relevant budget provisions.

## 2. Elected Members' Allowances and Expenses

Position	Expense / Allowance	Description
Elected Members	Taxis <a href="#">(including Uber and other ride-share option)</a>	<p>Taxis may be used for Council business, instead of private vehicles or public transport, for the following reasons:</p> <ul style="list-style-type: none"> <li>a) safety/security reasons, and</li> <li>b) when travelling outside the district if a taxi is the most appropriate form of transport.</li> </ul> <p>Taxis may not be used if significant travel distances mean that use of a taxi is not the most cost effective option. Rental cars booked by staff should be considered as an option in such circumstances.</p> <p>Costs paid for directly by the individual for unanticipated travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.</p>
Elected Members	<del>Exceptional circumstances for Council related meetings</del> <a href="#">Accommodation</a>	<p><a href="#">Accommodation may be arranged for</a> Elected Members <del>may arrange overnight accommodation</del> when travel or business requirements do not allow for the return on the same day, <del>e.g. if it is unreasonable for an Elected Member to travel to their home after a late meeting.</del></p>
Elected Members	Domestic Air Travel	<p><a href="#">HDC is a participating agency to the All of Government air travel services contract. This enables HDC to access discounted airfares from a panel of airlines providing comprehensive route coverage domestically and internationally.</a></p> <p>All Elected Members are entitled to utilise domestic air travel for Council related travel, generally where travel by air is the most cost effective travel option.</p>

	International Air Travel	<p><del>As a general policy a</del> <a href="#">All</a> Elected Member international air travel is by way of economy class, where all or part of the costs of the fares are to be met by the Council.</p> <p>The approval of the Council is required for exceptions, e.g. where Premium Economy or the equivalent air</p>
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Position	Expense / Allowance	Description
		travel is desirable for health or other compelling reasons.
	Air Points	Air points accumulated while on Council business cannot be utilised for personal use.
	Private accommodation provided by friends/relatives	Payment of \$50 per night when staying in private accommodation, to cover accommodation, breakfast and dinner. It is intended that at least a portion of this allowance is paid to the accommodation provider.
	<del>Fixed-Daily</del> Meal Allowance	<del>A fixed meal allowance of \$60 is payable before receipts are required in the event of out of district approved Council business. Where it is necessary to travel out of town overnight for business purpose, HDC will cover reasonable meal expenses where meals are not otherwise provided for as part of the approved business travel.</del> <u>HDC consider a daily meal allowance of \$NZ110 (excl GST) as reasonable with the intent this is to be shared over at least two meals.</u>
	Parking Expenses	Reimbursement of casual car parking costs related to Council or Community Board business held at any Council premises. This will be on receipt of a signed claim form accompanied by a receipt.
Mayor	Car Parking	Use of an assigned car park in Civic Building.
Councillors	Car Parking	Use of one of four 'Councillor' assigned car parks in the Civic Building basement.
Elected Members	Rental Cars	Rental cars may be utilised when attending meetings or conferences in other centres, where this is the most cost effective travel option.
Elected Members	Annual Function	Council will fund an annual function for Elected Members and their partners/spouses.
Mayor	Entertainment and Hospitality	The Mayor holds a credit card to pay directly for any entertainment or hospitality expenses incurred while carrying out Council business. Full receipts and details of the names of parties entertained and reasons for the entertainment are to be provided.  Reimbursement of costs incurred while hosting official visitors to the Council, or while travelling on Council business. These costs can cover a range of items including, but not limited to, tea/coffee, and catering including alcohol with meals.



Elected Members	Communications Technology, Stationery and Consumables	<p><u>Council will provide a device laptop to all Elected Members for Council business.</u> <del>IPads or a laptop to be provided to all Elected Members with the internet service charge paid for by Council.</del></p> <p>Internet connection <del>for home</del> <u>allowance</u> – all Elected Members will receive an allowance of \$30.76 per fortnight (\$800 per year) for use of home internet for Council business.</p>
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Position	Expense / Allowance	Description																		
		<p>Mobile phone – all Elected Members will receive an allowance of <del>\$19.23</del> <del>\$7.69</del> per fortnight (<del>\$500</del> <del>\$200</del> per year) for use of their mobile phone, for Council business.</p> <p><del>Additionally, Elected Members will receive \$19.23 per fortnight (\$500 per year) for the use of the member's own mobile telephone service for Council business.</del></p> <p><del>Stationery and ICT consumables - supply of reasonable amounts of paper and printer consumables for Council business. Council to provide on request up to an annual value of \$200 per Elected Member.</del></p> <table border="1"> <thead> <tr> <th colspan="3">Summary of ICT Allowances</th></tr> <tr> <th>Category</th><th>Allowance</th><th>How paid</th></tr> </thead> <tbody> <tr> <td>Internet Connection</td><td>\$800 annually</td><td>\$30.76 fortnightly</td></tr> <tr> <td>Mobile phone device</td><td>\$200 annually</td><td>\$7.69 fortnightly</td></tr> <tr> <td>Mobile phone service</td><td>\$500 annually</td><td>\$19.23 fortnightly</td></tr> <tr> <td>ICT Consumables</td><td>\$200 annually</td><td>Supplied on request up annual limit</td></tr> </tbody> </table>	Summary of ICT Allowances			Category	Allowance	How paid	Internet Connection	\$800 annually	\$30.76 fortnightly	Mobile phone device	\$200 annually	\$7.69 fortnightly	Mobile phone service	\$500 annually	\$19.23 fortnightly	ICT Consumables	\$200 annually	Supplied on request up annual limit
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Elected Members	Vehicle mileage	<p>A vehicle mileage allowance for Elected Members using their own vehicle will be paid as follows:</p> <p>(a) for a petrol or diesel vehicle:</p> <p>(i) <del>83</del><u>95</u> cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) <del>31</del><u>34</u> cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;</p> <p>(b) for a petrol hybrid vehicle:</p> <p>(i) <del>83</del><u>95</u> cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) <del>48</del><u>20</u> cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;</p> <p>(c) for an electric vehicle:</p> <p>(i) <del>83</del><u>95</u> cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and</p> <p>(ii) <del>40</del><u>11</u> cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.</p> <p>Mileage to be paid on receipt of a completed and signed claim form.</p>
Mayor and Councillors	Travel and conferences, courses and seminars	Conference, course, seminar or training attendance must be relevant and contribute to the Elected Member's ability to carry out Council business.

Position	Expense / Allowance	Description
		<p>Attendance at these events when held in New Zealand must be approved by both the Mayor and the Chief Executive.</p> <p>Attendance at these events when held overseas must be approved by the Council.</p> <p>Council will fund the cost of attendance of the Mayor and up to four Elected Members, at the annual LGNZ Conference.</p> <p>This is to be formally endorsed by Council prior to attending.</p>
Elected Members	Childcare	<p>Council will pay a childcare allowance of up to \$6,000 per annum to an eligible member, as a contribution towards expenses incurred while the member is engaged in local authority business:</p> <ul style="list-style-type: none"> <li>– if the member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child;</li> <li>– the child is under 14 years of age;</li> <li>– the childcare is provided by a person who; <ul style="list-style-type: none"> <li>• is not a parent of the child or a spouse, civil union partner, or de facto partner of the member and</li> <li>• does not ordinarily reside with the member, and</li> </ul> </li> <li>– the member provides satisfactory evidence of the amount paid for childcare (invoice/receipt) and completes a claim form.</li> </ul>
<a href="#">Te Awahou</a> Foxton Community Board Members	Conferences	<p>Council will fund the cost of attendance of the Board Chair and one other Board Member, together with their partner/spouse, at the bi-annual New Zealand Community Board Conference; OR up to four members (four in total).</p> <p>This is to be formally endorsed by <a href="#">TA</a>FCB members prior to attending.</p>

### 3. Related Documents

- HDC Sensitive Expenditure Policy.
- Local Government Members ([2022/2023/23/24](#)) Determination [2022/2023](#)
- <https://www.legislation.govt.nz/regulation/public/2023/0142/16.0/whole.html#LMS859909>

### 4. Adopted by the Horowhenua District Council on:

<https://www.legislation.govt.nz/regulation/public/2022/0178/latest/LMS702449.html?src=gs>

11 August 2021. Updated 14 June 202





File No.: 24/26

## 8.1 Horowhenua District Council Organisation Performance Report February 2024

### 1. Purpose

To present the Organisation Performance Report for February 2024.

**This report directly aligns with one of Council's top 10 priorities "Get the basics right and support the customer focussed delivery of core services".**

### 2. Recommendation

- 2.1 That Report 24/26 Horowhenua District Council Organisation Performance Report February 2024 be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.3 That having considered all matters raised in the Organisation Performance Report July 2023 the report be noted.

### 3. Background / Previous Council Decisions

- 3.1 This report is provided for information purposes only and seeks to update Council on a number of key projects and priorities for Horowhenua District Council. This report seeks to provide a snapshot of progress since the previous meeting. Officers are happy to receive feedback on future improvements to this report.

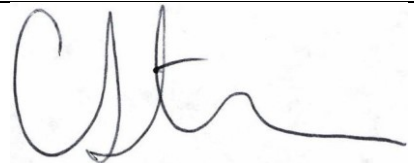
#### **Confirmation of statutory compliance**

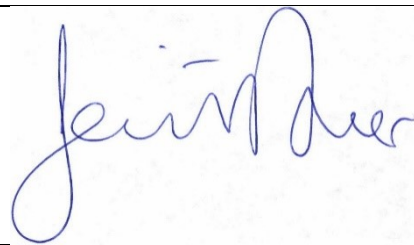

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

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

#### 4. Appendices

No.	Title	Page
A	Organisation Performance Report - 7 February 2024 ( <i>Under Separate Cover</i> )	

Author(s)	Charlie Strivens <b>Senior Advisor - Organisation Performance</b>	
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Approved by	Jacinta Straker <b>Group Manager Organisation Performance</b>	
	Monique Davidson <b>Chief Executive Officer</b>	



## 8.2 Council Resolution and Actions Monitoring Report February 2024

File No.: 24/12

### 1. Purpose

- 1.1 The purpose of this report is to present to Council the updated monitoring report covering resolutions and requested actions from previous meetings of Council.

***This report directly aligns with one of Council's top 10 priorities "Get the basics right and support the customer focussed delivery of core services".***

### 2. Recommendation

- 2.1 That Report 24/12 Council Resolution and Actions Monitoring Report February 2024 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 <a href="#">A</a>	Council Actions Monitoring Report 2023 - February 2024	314

#### 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)	Alice Petersen <b>Business Support Officer - Democracy</b>	
Approved by	Monique Davidson <b>Chief Executive Officer</b>	

## Council Actions Monitoring Report 2024 As at 29 January 2024

	Completed
	In progress
	Transfer
	Off track

Reference	Resolution/Action	Officer	Due date	Status	Officer Comment
21/502	That the Chief Executive provide a full report on all options in respect of vehicular beach access at Waikawa Beach.	B Harvey	03/11/2023		Horowhenua District Council is actively seeking feedback on three proposed options for vehicle access at Waikawa Beach.  Consultation opened on 20 December 2023, and will close on 20 February 2024.
22/166	That Council enters into a variation of the existing lease for Café Molen in support of option 1, as presented to the Te Awahou Foxton Community Board's meeting of 11 April 2022 – to extend the lease for the Dutch Oven into the current tram storage space.	S Hester	02/03/2023		A meeting was held with the Windmill Trust on 23 November 2023, in which they agreed to enter into a new lease agreement incorporating the new tram area.  A draft lease document will be completed by 31 January 2024, and sent to the lessees for their review, and once agreement is reached, the document signed.
CO/2022/168	That Council agrees to: <input type="checkbox"/> Procure a maintenance contractor to monitor the landfill cap and repair as needed (including repairing seeps as needed) at an estimated cost of \$130,000 per annum as part of opex expenditure.	D Haigh	30/03/2024		1. Council is monitoring cap for slumping and making repairs as the need arises. Foxton Landfill is due for some maintenance in January/February 2024 2. The Old Dump capping has been completed 2023 3. Modelling of remediation methods has been undertaken. Council managers have reviewed the modelling. In late January

D23/93718

Last update: 30-Jan-24

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fund the importation of clay soil, shaping the top of the Old Dump to stop water ponding, cease ingress and control surface stormwater flows. Re-establish vegetation, at an estimated cost of \$320,000 to be completed by June 2023.</li> <li><input type="checkbox"/> Procure specialist assistance to confirm contamination in the gully area at borehole C2, scope the required remediation of contaminated land, and undertake remediation at an estimated cost of \$300,000. Initial actions to be completed by June 2023.</li> <li><input type="checkbox"/> Approve a programme of work to firstly assess targeted restoration areas of the Tatana Drain and Hokio Stream by working alongside Iwi and willing landowners, develop a restoration programme, secure additional funding and then proceed with appropriate restoration projects. The initial cost of this action is \$300,000.</li> <li><input type="checkbox"/> Authorise Council Officers to undertake scoping activities to determine the cost of adding additional capping to the top and sides of the Old Dump as suitable soil becomes available and</li> </ul>				<p>discussions are to be had on what design capacity of remediation engineering is to be presented for costings.</p> <p>4. Assess targeted restoration works for Northern Farm Drain. (Tatana Drain) This will need to follow works in 3 above. Once we have developed a receptor collection system, we can then look at what might be needed if anything for the downstream restoration areas.</p> <p>5. Investigations regarding Old Dump capping requirements indicate that the landfill sides do not require additional clay cover material. The present gradient with the healthy vegetation is more than adequate to shed water. In addition, most if not all the leachate from directly below the Old Dump as long since migrated north wards towards the Northern Farm Drain.</p>
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D23/93718

Last update: 30-Jan-24

	<p>ensure that suitable drainage is constructed as capping is applied.</p> <p>Council notes that taking these actions does not preclude any further remediation actions or enhancements on the sites. Any further remediation actions or enhancements above the scope of those outlined above will be returned to Council for approval before commencing.</p> <p>Council authorise the Chief Executive to begin the procurement process to undertake the work identified and authorise the Chief Executive to enter into contracts to begin the work required over the summer earthworks season.</p>				
CO/2023/146	That Council direct the Chief Executive to meet with executive leaders of Horizons and other parties including the Manawatu Marine Boating Club, Department of Conservation and Iwi/Hapū within the next three months to progress commitment to undertaking a structural assessment of the Foxton Wharf.	M Davidson	21/09/2023		<p>A meeting has been arranged March 2024 which will include representatives of Iwi, HDC, HRC and DoC. The focus will be on the long-term.</p> <p>Funding was granted to the Manawatu Marine Boating Club to enable remediation work to take place. These works have been completed.</p>
CO/2023/219	That the Council ask the Chief Executive to review the Property Disposal Strategy to include a Right of First Refusal for Mana Whenua clause for any further property disposals. As part of that review a	B Harvey	19/10/2023		Officers presented a report to Council on the 13 December 2023 regarding an amendment to the Property Strategy to allow First Right of Refusal for Iwi on non-core Property identified for disposal.

D23/93718

Last update: 30-Jan-24

	process be developed for this clause, in collaboration with Māori ward councillors and Iwi partners, to be appended to the strategy after subsequent approval from council. The Right of First Refusal Clause should give Mana Whenua the first opportunity to purchase any surplus property council resolves to dispose of at market value prior to the property being offered for sale on the open market.				<p>The report provided an overview of the feedback received from our iwi partners and highlighted the ongoing efforts required to advance the proposed amendment.</p> <p>Council chose to leave the amended proposal on the table pending further refinement and agreement on a way forward from all Iwi Partners.</p>
CO/2023/231	That Council authorise the Chief Executive to finalise the Draft Speed Management Plan 2024-2034 and submit to Horizons Regional Council for inclusion in the Regional Speed Management Plan	J Moore J Wallace	30/11/2023		<p>Draft Speed Management Plan has been submitted to Horizons for inclusion into the Regional Speed Management Plan.</p> <p>Officers are waiting for the updated Setting of Speed Limits Rule to be released to understand the new requirements and process to determine whether any changes are required.</p>
CO/2023/237	That council notes the existing work being undertaken within the Community Development work programme and further signals its proposal to incorporate the "Smokefree and Vapefree Environment Policy" into the "Public Places Bylaw" when that bylaw is reviewed.	V Miller	June 2024		<p>The Public Places Bylaw review is scheduled to start in early 2024/2025 and the desire to incorporate smokefree and vape free environments is noted.</p>

D23/93718

Last update: 30-Jan-24

CO/2023/239	That the working party Housing Action Plan refresh/review to be completed prior to the end of 2023, targeting a return to Council for approval in November 2023.	B Spencer	30/11/2023		Working party sessions completed in November. Workshop was conducted with council and resulting paper/proposal went to the December 13 2023 meeting for decision. Revised Affordable Housing Framework was adopted.
CO/2023/251	That the Council review the Road Naming Policy, and in the interim Council delegates to the Chief Executive authority to make all decisions on road naming in accordance with the current policy.	D McCorkindale	February 2024		Council officers have under taken a stocktake of Council's policies and prepared a programme for the existing policies to be reviewed. The Road Naming Policy will be considered as part of the prioritisation that occurs to inform the review programme. This will be the topic for an upcoming Council workshop in February/March 2024.

## 9.1 Proceedings of the Te Awahou Foxton Community Board meeting 23 January 2024

File No.: 24/32

### 1. Purpose

To present to the Council the minutes of the Te Awahou Foxton Community Board meeting held on 23 January 2024.

### 2. Recommendation

- 2.1 That Report 24/32 Proceedings of the Te Awahou Foxton Community Board meeting 23 January 2024 be received.
- 2.2 That the Council receives the minutes of the Te Awahou Foxton Community Board meeting held on 23 January 2024.

### 3. Issues for Consideration

There are no items that require further consideration.

The Board have requested that the report, Foxton Beach Freeholding Account Review Process be resubmitted to the Board for further consideration once more information has been received.

The report can be view here:

[https://horowhenua.infocouncil.biz/Open/2024/01/TAFCB\\_23012024\\_AGN\\_AT\\_EXTRA\\_WEB.htm](https://horowhenua.infocouncil.biz/Open/2024/01/TAFCB_23012024_AGN_AT_EXTRA_WEB.htm)

## 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)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	

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# Te Awahou Foxton Community Board

## OPEN MINUTES

## UNCONFIRMED

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Minutes of an extraordinary meeting of the Te Awahou Foxton Community Board held in the Te Awahou Nieuwe Stroom, 92 Main Street, Foxton on Tuesday 23 January 2024 at 6:00 pm.

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### PRESENT

<b>Chairperson</b>	Mr John Girling
<b>Deputy Chairperson</b>	Mr Trevor Chambers
<b>Members</b>	Mrs Nola Fox
	Mr Brett Russell
	Mr David Roache
	Deputy Mayor David Allan

### IN ATTENDANCE

<b>Reporting Officer</b>	Jacinta Straker	Group Manager - Organisation Performance
	Ashley Huria	Business Performance Manager
<b>Meeting Secretary</b>	Grayson Rowse	Principal Advisor – Democracy
	Alice Petersen	Business Support Officer – Democracy

#### 1 Apologies

There were no apologies.

#### 4 Declaration of Interest

Deputy Mayor Allan declared that he would be involved in the Council decision making process, and so therefore in order to not be seen to pre-determine this matter, he withdrew from discussion, and debate and voting in item 5.1

#### 2 Public Participation



The following people attended the meeting and spoke to item 5.1 – Foxton Beach Endowment Fund Review

- Anne Hunt
- Christina Paton

### **3 Late Items**

There were no late items.

### **5 Reports**

#### **5.1 Foxton Beach Endowment Fund Review**

##### **1. Purpose**

- 1.1 This report aims to present the review paper for the Foxton Beach Endowment Fund to the Te Awahou Foxton Community Board. The purpose is to seek endorsement from the board to proceed to Council for official adoption.

The Board expressed a view that to better represent the purpose of this item is to refer to it as the Foxton Beach Endowment Fund Review Process to make it clear that it is the process under discussion, not the actual review. Consequently Board members changed the wording of the title of the report to include Process

##### **Resolution Number TAFCB/2024/1**

MOVED by Mr Roache, seconded Mrs Fox:

- 2.1 That Report 24/9 Foxton Beach Endowment Fund Review Process be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

**CARRIED**

After receiving the report the Chair addressed the meeting, expressing a view that the Board could and should support the proposed approach. However, the absence of Attachment A to the Proposed Review Process meant that the Board should not recommend this paper for endorsement by Council, as to do so would be endorsing an incomplete document.

The Chair confirmed support for the review process, and acknowledged the staff for their efforts in thus far.

##### **Resolution Number TAFCB/2024/2**

MOVED by Mr Russell, seconded Mr Chambers:

- 2.3 That the Te Awahou Foxton Community Board support the proposed approach as outlined in the Foxton Beach Endowment Fund Process review paper.

**CARRIED**

Board members then considered an additional recommendation that the paper be brought back to the Board for future consideration and potential endorsement to Council for adoption once Appendix A has been received.

**Resolution Number TAFCB/2024/3**

MOVED by Mr Roache, seconded Mr Russell:

That the Board hold this report over to a further meeting pending receipt of Appendix A of the Foxton Beach Endowment Fund Review Process paper

**CARRIED**

6.27 pm

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

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

**DATE:** .....

**CHAIRPERSON:**

## 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 Road Maintenance, Renewals and Improvements Contract - Tender Outcome and Appointment of Contractor

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)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. 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.

### C2 Tanenuiarangi Manawatū Inc - Te Ao Turoa Environmental Centre

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)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the	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.

	commercial position of the person who supplied or who is the subject of the information.	
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### C3 Council Resolution and Actions Monitoring Report February 2024

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.	<p>s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.</p> <p>s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.</p> <p>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).</p>	<p>s48(1)(a)</p> <p>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.</p>