



Agenda

**Notice is hereby given of
a LTP Workshop**

Tuesday 30 January 2024

to follow the Council Meeting

Council Chamber
Waimate District Council
125 Queen Street
Waimate

www.waimatedc.govt.nz

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Workshops are an informal forum for staff to bring items to inform Councillors which if undertaken at a Council or Committee meeting could take a significant amount of time and therefore restrict other business from being transacted.

Workshops cannot make decisions. They can give guidance to staff (for example to prepare a report covering various options).

There are no legal requirements relating to a quorum.

Standing Orders do not apply.

REPORTS

1 GENERAL BUSINESS

1.1 ROADING ASSET MANAGEMENT PLAN

Author: Rob Moffat, Roading Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: 1. Draft Roading Activity Management Plan 2024-27 (under separate cover) 

PURPOSE

For the Council to provide the direction and review the Roading Asset Management Plan.

BACKGROUND

1. The purpose of this Asset Management Plan (AMP) is to outline and summarise how Council manages roading priorities, what the challenges are, changing expectations, and how Council is going to prepare our district for the next 10 years. Council completes and maintains AMPs to support the requirements of the Local Government Act 2002, notably those detailed in Schedule 10 of the Act.
2. The Asset Management planning process is shown below.



OUTCOME

3. For Council to provide input and direction in the development of the Roading Asset Management Plan.

1.2 WASTE MANAGEMENT ASSET MANAGEMENT PLAN

Author: Michael Macbeda, Waste Management Officer

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: 1. Draft Waste Management AMP 2024-34 (under separate cover) 

PURPOSE

1. For Council to provide the direction as to the review waste management projects. Please note the Asset Management Plan (AMP) draft reflects the currently approved Waste Minimisation and Management Plan (WMMP) 2023 direction and projects.

BACKGROUND

2. The purpose of this AMP is to outline and summarise how Council manages waste management, what the challenges are, changing expectations, and how Council is going to prepare our district for the next 10 years. Council completes and maintains AMPs to meet the appropriate requirements in Schedule 10 of the Local Government Act 2002.
3. The Asset Management planning process is shown below.

**OUTCOME**

4. For Council to provide input and direction in the development of the Waste Management Asset Management Plan.

1.3 REVIEW OF FUNDING POLICY - FUNDING NEEDS ANALYSIS

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Funding Needs Analysis (under separate cover) 
2. Rates vs User Pays  

PURPOSE

1. For Councillors to review the Funding Policy in conjunction with staff recommendations and provide feedback to staff.

BACKGROUND

2. At the LTP Workshop of 4 July 2023, Councillors considered Council's Rating Boundaries and provided an indication that the current Urban and Rural Rating boundaries were to be retained, along with the current business zones.
3. The current Hall Rating boundaries were also to be retained, noting present anomalies including:
 - a. The sale of the Otaio Hall resulting in properties in the Otaio Hall rating boundary not presently contributing to any rural hall.
 - b. Not every hall rating area collects a rate e.g. the Morven Hall rating area chooses not to request ratepayer funding.
 - c. Properties in the Hakataramea area contribute to the Kurow Memorial Hall, which is outside the Waimate District.
 - d. Not all properties contribute to a Hall i.e. the Urban area.

One of the final steps of the District Halls Project (to be completed following the 2024-34 LTP) will be to consider hall rating options and boundaries, with any changes subject to public consultation.

4. Given time constraints and resourcing, further consideration to rating categories and definitions has not occurred and it is proposed therefore that the status quo remains.
5. Furthermore, a review of the Funding Policy - Funding Needs Analysis will require a focus on identification of areas of interest for further investigation, following the 2024-34 LTP adoption.
6. Given factors such as the district wide property revaluation cycle (next due 1 July 2025, to apply for rating purposes from the 2026/27 year), uncertainty around the future structure of 3 Waters legislation and the advancement of the District Halls Project, a robust review of the Funding Policy will be required and is considered to be most efficient for 2025-26, subject to timing of any legislatively imposed changes.
7. As part of the preparation of the Long Term Plan 2024-2034, Councillors are provided with a draft Funding Policy - Funding Needs Analysis for review. This is often referred to as the 'S101' Analysis as this pertains to Section 101(3) of the Local Government Act (2002).
8. This session will provide Councillors with an understanding of the requirements of the S101 Analysis process and a walk through of the rationale to fund each activity.
9. The 'Funding Needs Analysis' document attached outlines the legislative requirements, the considerations required to be given to each activity to be funded, funding sources, rating mechanisms and detail of principle amendments from previous Reviews to show the history of most recent changes.
10. The possible factors for distributed rates on page 5 have been noted where updated information is available. With consideration to the relatively minor movements, time

constraints and the investment required to model the impact of proposed changes, Council may consider that the status quo can be retained.

11. The 'Rates vs User Pays' document attached is provided to act as a one-page reference to illustrate the targeted percentage of Fees & Charges from the 2021-31 LTP and the associated percentage of total income achieved over the past 3 years.
12. This summary effectively shows all income – except rates – as a percentage of total income, demonstrating the remaining level of rates funding required for each activity.
13. Council is asked to review if any changes in percentages are required.
14. Managers will be in attendance to highlight any points of interest for their activities and Councillors will have the opportunity to consider staff recommendations, by activity, and provide feedback as appropriate.

OUTCOME

15. Elected Members provide feedback to staff from their review of the Funding Policy.

Rates vs User Pays	LTP 2021-31		All income excluding rates as a percentage of total income		
	Rate payer Funded	User Pays	2020/21	2021/22	2022/23
District Planning & Regulatory Services					
Building Control	40%	60%	70%	68%	67%
Animal Management	50%	50%	77%	56%	58%
Regulatory Services	50%	50%	30%	24%	26%
District Planning	90%	10%	44%	57%	56%
Organisation and Governance					
Community Representation	100%	-	-	-	-
Strategy	100%	-	-	-	-
Investments and Finance (inc Forestry)	100%	-	-	-	-
Central Administration	-	100%	100%	100%	100%
Community Services					
Economic Development	100%	-	-	-	-
Emergency Management - Civil Defence	100%	-	-	-	-
Community Support - Grants	100%	-	-	-	-
Library	95%	5%	20% *	31% *	3%
Community Facilities					
Camping	-	100%	100%	100%	100%
Cemeteries	60%	40%	52%	33%	56%
Waimate Event Centre - Operational	80%	20%	15%	15%	16%
Waimate Event Centre - Loan	100%	-	-	-	-
Parks and Public Spaces	99.5%	0.5%	3%	1%	1%
Community Property (exc Public Toilets)	-	100%	100%	100%	100%
Community Property - Public Toilets	100%	-	-	-	-
Community Housing	-	100%	100%	100%	100%
Swimming Pools	92%	8%	12%	8%	9%
Roading & Footpaths					
Roading & Footpaths	42%	58%	56%	57%	58%
Utilities					
Sewerage	100%	-	59% *	39% *	37% *
Sewerage - Elephant Hill Drainage	100%	-	100%	100%	100%
Stormwater- Waimate Urban	100%	-	56% *	70% *	-
Waste Management - Collection and Disposal	100%	-	6%	5%	9%
Waste Management - Resource Recovery Park	75%	25%	30%	31%	19%
Rural Water Supplies Managed by Council					
Hook/Waituna - Irrigation is 55% of Domestic Supply	-	100%	100%	100%	100%
Otaio/Makikihi	-	100%	100%	100%	100%
Waihaorunga	-	100%	100%	100%	100%
Cannington/Motukaika	-	100%	100%	100%	100%
Lower Waihao	-	100%	100%	100%	100%
Waikakihi	-	100%	100%	100%	100%
Cattle Creek Water Supply	100%	-	-	-	-
Downlands Water Supply	-	100%	100%	100%	100%
Hakataramea Water Supply	100%	-	-	-	-
Waimate Urban Water Supply	-	100%	100%	100%	100%

* Income from Government funding included

1.4 PROPOSED FEES AND CHARGES 2024/25

Author: Helen Strachan, Corporate Services Assistant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Proposed Fees and Charges 2024-2025 (under separate cover) 

PURPOSE

1. For Council to consider and review the proposed Waimate District Council Fees and Charges for 2024/25.

BACKGROUND

2. The proposed Fees and Charges for 2024/25 are presented following a review by Council Managers, in conjunction with initial Long Term Plan 2024-34 budgeting and Council's Revenue and Financing Policy, in particular Section 101(3).
3. Prices are set on a 'cost recovery' basis, unless legislative or policy considerations dictate otherwise. Full costs include both direct and indirect costs including depreciation and interest.
4. If fees are not sufficient to cover the cost of an activity, the remainder will come from rates – an inequitable outcome. Fee and charges are one of our first options to cover the cost of an activity, with rates the last.
5. Fees and Charges are listed inclusive of GST.
6. Managers will be present to discuss their proposed new fees and changes and/or explain why there are no changes recommended for their respective sections.
7. The proposed amendments are identified in the attached document, with any new fees or description amendments identified in red, and deletions in grey (strikethrough).
8. The fees for the previous 4 years are included for reference.
9. As part of the review Managers considered:
 - a. If the fee descriptions were clear and consistent;
 - b. If the fee structure is working – or if changes were needed;
 - c. The revenue that is required to fund the relevant portion of the activity;
 - d. How Council's Fees and Charges compare with those of our neighbours and similar sized councils;
 - e. Legislation.
10. Consultation prior to the adoption of Council's Fees and Charges can be legislatively required if major changes are made or if changes are made to the methodology used to set fees, or if Council decides to consult.
11. If Council chooses not to consult, the proposed changes may still be communicated with the public prior to adoption if Council desires.
12. Adoption of the fees and charges should occur by 30 June 2024, so the new fees can take effect from 1 July 2024.
13. Additional community engagement to advise the new fees can also occur following adoption.

OUTCOME

14. For Council to consider and review the proposed Fees and Charges for 2024/25 and provide feedback and direction for the next steps.

1.5 AMP PROGRESS REPORT - THREE WATERS

Author: Dan Mitchell, Asset Group Manager

Authoriser: Dan Mitchell, Asset Group Manager

Attachments: Nil

PURPOSE

1. To inform Council of the status of the Three Waters Management Plans.

OUTCOME

2. For Council to be made aware of the challenges and uncertainties that remain a factor in the development of the Three Waters AMP.