



Agenda

**Notice is hereby given of
an Ordinary Council Meeting**

Tuesday 30 March 2021

Commencing at 9.30am

Clubrooms
Waimate Event Centre
Paul Street
Waimate

www.waimatedc.govt.nz

Notice is hereby given that a meeting of the Council will be held in the Clubrooms, Waimate Event Centre, Paul Street, Waimate, on Tuesday 30 March 2021, commencing at 9.30am.

Elected Members

Craig Rowley	Chairperson
Sharyn Cain	Deputy Chairperson
Fabia Fox	Councillor
Sandy McAlwee	Councillor
Miriam Morton	Councillor
Tom O'Connor	Councillor
David Owen	Councillor
Colin Pankhurst	Councillor
Sheila Paul	Councillor

Quorum – no less than five members

Significance Consideration

Evaluation: Council officers, in preparing these reports have had regard to Council's Significance and Engagement Policy. Council and Committee members will make the final assessment on whether the subject under consideration is to be regarded as being significant or not. Unless Council or Committee explicitly determines that the subject under consideration is to be deemed significant then the subject will be deemed as not being significant.

Decision Making

The Council, in considering each matter, must be:

- i. Satisfied that it has sufficient information about the practicable options and their benefits, costs and impacts, bearing in mind the significance of the decision;
- ii. Satisfied that it knows enough about and will give adequate consideration to the views and preferences of affected and interested parties bearing in mind the significance of the decisions to be made.

Stuart Duncan
Chief Executive

Order Of Business

Opening	5
1 Council Prayer	5
2 Public Forum.....	5
3 Apologies	5
4 Visitors	5
5 Conflicts of Interest	5
6 Identification of Major (Urgent) or Minor Items Not on the Agenda	5
Minutes	6
7 Confirmation of Minutes.....	6
7.1 Minutes of the Council Meeting held on 16 February 2021	6
7.2 Minutes of the Extraordinary Council Meeting held on 2 March 2021	14
8 Receipt of Minutes	18
Nil	
Reports	19
9 Mayor's Report.....	19
9.1 Mayor's Report.....	19
10 Deputy Mayor's Report.....	21
Nil	
11 Councillors' Reports.....	22
11.1 Councillors' Report	22
12 Chief Executive's Report	24
Nil	
13 Council Actions Report	25
13.1 Outstanding Council Actions Report - Public	25
14 Human Resources Report	27
14.1 Human Resources Report	27
15 Health and Safety Report	30
Nil	
16 Audit and Risk Committee Report	31
16.1 Audit and Risk Committee Chair's Report	31
17 General Reports	33
17.1 Finance Report - For the 7 months ended 31 January 2021	33
17.2 Expenditure Variation Report for the 6 months ended 31 December 2020	36
17.3 Fees and Charges 2021/22	38
17.4 Appointment of Councillor Observer for Road Network Contract Evaluation.....	65
17.5 Meet and Greet: Alpine Energy Joint Council Representative Linda Robertson - 11.30am	67

17.6	Revenue and Financing Policy 401	68
17.7	Liability Management Policy 402	83
17.8	Investment Policy 403	98
17.9	Financial Contributions Policy 404.....	111
17.10	Friends of Knottingley Park Thank You Barbeque and Unveiling - 12.30pm.....	119
18	Consideration of Major (Urgent) or Minor Items not on the Agenda	120
	Nil	
	Public Excluded	121
19	Exclusion of the Public Report	121
19.1	Public Excluded Minutes of the Council Meeting held on 16 February 2021	121
19.3	Alpine Energy Shareholders Report - January 2021	121
20	Re-admittance of the Public Report.....	122
	Meeting Closure	122

OPENING

1 COUNCIL PRAYER

A pastor of Connect Church Waimate will open the meeting with a prayer and light the Ministers' Association candle.

2 PUBLIC FORUM

3 APOLOGIES

The Chair will call for any apologies.

4 VISITORS

11.30am - Alpine Energy Joint Council Representative

5 CONFLICTS OF INTEREST

As per the Local Authorities (Members' Interests) Act 1968 (as below), the Chair will enquire if there are any Conflicts of Interest to be declared on any item on the agenda, and if so, for any member to declare this interest.

Local Authorities (Members' Interests) Act 1968

Councillors are reminded that if they have a pecuniary interest in any item on the agenda, then they must declare this interest and refrain from discussing or voting on this item and are advised to withdraw from the meeting table.

6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

1. The Chair will call for any major (urgent business) or minor items not on the agenda to be raised according to Standing Orders, as below:

a. Standing Orders 3.7.5 – Major Items

An item not on the agenda for a meeting may be dealt with at the meeting if the local authority by resolution so decides, and the presiding member explains at the meeting at a time when it is open to the public –

- i. The reason why the item was not listed on the agenda; and
- ii. The reason why discussion of the item cannot be delayed until a subsequent meeting.

b. Standing Orders 3.7.6 – Minor Items

An item not on the agenda for a meeting may be dealt with at the meeting if –

- i. That item is a minor matter relating to the general business of the local authority; and
- ii. The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- iii. No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.

MINUTES**7 CONFIRMATION OF MINUTES****7.1 MINUTES OF THE COUNCIL MEETING HELD ON 16 FEBRUARY 2021**

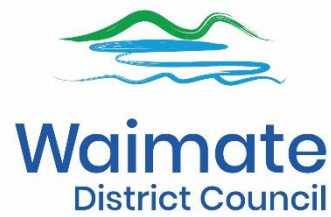
Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: 1. Minutes of the Council Meeting held on 16 February 2021

PURPOSE

For the unconfirmed Minutes of the Council Meeting held on 16 February 2021 to be presented for confirmation.

RECOMMENDATION

That the Minutes of the Council Meeting held on 16 February 2021 be adopted as a true and correct record



MINUTES

Ordinary Council Meeting

16 February 2021

**MINUTES OF WAIMATE DISTRICT COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY 16 FEBRUARY 2021 COMMENCING AT 9.30AM**

PRESENT: Chair Craig Rowley, Cr Fabia Fox, Cr Sandy McAlwee, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Colin Pankhurst, Cr Sheila Paul

APOLOGIES: Deputy Mayor Sharyn Cain

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Michelle Jones (Executive Support Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

OPENING

1 COUNCIL PRAYER

Rev Phil Bettany, of Knox Church, opened the Council Meeting with a prayer and lit the Ministers' Association candle.

2 PUBLIC FORUM

There were no speakers at the Public Forum.

3 APOLOGIES

APOLOGY

RESOLUTION 2021/21

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the apology received from Cr Sharyn Cain be accepted.

CARRIED

4 VISITORS

11.00am – Centrecare Waimate

5 CONFLICTS OF INTEREST

The Chair called for Conflicts of Interests. Cr Owen declared a perceived non-pecuniary conflict of interest in the public excluded section of the agenda 'Waimate 50 Motorsport Event – Request for Funding'.

6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

Cr Tom O'Connor declared he would like to discuss the Climate Change Workshop he attended on 10 February as a minor item at the end of the open section of the agenda.

MINUTES

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 26 JANUARY 2021

RESOLUTION 2021/22

Moved: Cr Fabia Fox

Seconded: Cr Colin Pankhurst

That the Minutes of the Council Meeting held on 26 January 2021 be adopted as a true and correct record.

CARRIED

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

RESOLUTION 2021/23

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

That the Mayor's Report is accepted.

CARRIED

10 DEPUTY MAYOR'S REPORT

Nil

11 COUNCILLORS' REPORTS

11.1 COUNCILLORS' REPORT

RESOLUTION 2021/24

Moved: Cr Miriam Morton

Seconded: Cr Tom O'Connor

That the Councillors' Report is accepted.

CARRIED

Note:

Cr McAlwee noted the passing of long-time resident of St Andrews, and war veteran Bill Cox.

Cr Fox updated Council on the newly established Regional Biodiversity Group, and was asked to circulate the group's Terms of Reference when they are available.

12 CHIEF EXECUTIVE'S REPORT**12.1 AFFIXING OF THE COMMON SEAL****RESOLUTION 2021/25**

Moved: Cr Fabia Fox

Seconded: Cr David Owen

That the following documents be executed under the Common Seal of Council:

1. Warrant of Appointment (Animal Control Officer) – Nathan Mark Tangney dated 10 February 2021
2. Warrant of Appointment (Noise Control Officer) – Nathan Mark Tangney dated 10 February 2021

CARRIED**13 COUNCIL ACTIONS REPORT****13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC****RESOLUTION 2021/26**

Moved: Chair Craig Rowley

Seconded: Cr Sheila Paul

That the Outstanding Council Actions Report – Public is accepted.

CARRIED**Note:**

The Chief Executive provided a verbal update on the action 'Library redevelopment'.

14 HUMAN RESOURCES REPORT**14.1 HUMAN RESOURCES REPORT****RESOLUTION 2021/27**

Moved: Cr Sheila Paul

Seconded: Cr Tom O'Connor

That the Human Resources Manager's report is accepted.

CARRIED**15 HEALTH AND SAFETY REPORT**

Nil

16 AUDIT AND RISK COMMITTEE REPORT

Nil

17 GENERAL REPORTS**17.1 RATES REMISSION AND POSTPONEMENT POLICY 407**

Council considered the reviewed draft of the Rates Remission and Postponement Policy 407, for the purpose of inclusion in the Waimate District Council Long Term Plan 2021-2031 consultation, and to implement an operational framework for providing rates relief through remissions.

RESOLUTION 2021/28

Moved: Cr Tom O'Connor

Seconded: Cr Sandy McAlwee

1. That the Rates Remission and Postponement Policy 407 report is accepted, and
2. That Council approves the Rates Remission and Postponement Policy 407 for consultation, with minor amendments.

CARRIED**Amendments:**

That each category's objectives include the wording 'to meet community outcomes'.

6.3: Waituna Creek Hall

17.2 WAIHAO COMMUNITY RESTORATION PROJECT

Council considered the Waihao River Community Restoration Project request for support.

RESOLUTION 2021/29

Moved: Cr Tom O'Connor

Seconded: Cr Fabia Fox

1. That the Waihao Community Restoration Project report is accepted; and
2. That Council authorise the Chief Executive to draft a Memorandum of Understanding between the Waimate District Council and the Waihao Wainono Community Catchment Group.

CARRIED**Note:**

Cr Pankhurst expressed an interest in the group, being the Hakataramea-Waihaorunga Ward Councillor.

Cr Paul voted against the motion.

18 CONSIDERATION OF MINOR ITEMS NOT ON THE AGENDA

Cr Tom O'Connor discussed the Climate Change Workshop he attended on 10 February, and Council agreed to further discuss climate change impact at a future workshop. Cr O'Connor's report had been circulated via email prior to the meeting.

NEW STAFF

Council welcomed new staff members: Parks and Reserves Manager Alison Banks, Regulatory Support Officer Michaela Hollyer, Employment Coordinator Lisa Dobson, Community Engagement

Librarian Julie Price, Digital Librarian Emily Hanson, and Emergency Management and Health & Safety Advisor Nick Fazakerley.

Council adjourned the meeting for morning tea at 10.30am.

Council reconvened the meeting at 10.55am.

17.3 ANNUAL GRANT PRESENTATION: CENTRECARE WAIMATE - 11.00AM

Manager of Centrecare, Sam Roebeck, gave an annual grant presentation to Council.

Note:

The Mayor agreed to write a letter of support on behalf of Centrecare Waimate to the Minister of Health seeking additional funding for their essential service.

POLICING PRESENTATION

Sergeant Bryan Ennis gave a high level overview on police activity in the Waimate District to Council.

PUBLIC EXCLUDED

19 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RESOLUTION 2021/30

Moved: Cr Miriam Morton

Seconded: Cr Sheila Paul

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
19.1 - Public Excluded Minutes of the Council Meeting held on 26 January 2021	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.2 - Waimate 50 Motorsport Event - Request for Funding	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons s7(2)(f)(i) - free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

CARRIED

20 RE-ADMITTANCE OF THE PUBLIC REPORT**RESOLUTION 2021/31**

Moved: Cr Sheila Paul

Seconded: Cr Miriam Morton

That Council moves out of Closed Council into Open Council.

CARRIED**ITEMS FROM PUBLIC EXCLUDED SECTION OF THE AGENDA****19.2 WAIMATE 50 MOTORSPORT EVENT - REQUEST FOR FUNDING**

Council considered a funding request from the Waimate 50 Motorsport Inc. (Note: the request for funding was considered at the 26 January 2021 Council Meeting; however the decision was deferred until further information was received).

Cr David Owen declared he is a life member of Waimate 50 Motorsport Inc, but that he did not have a pecuniary interest, and has no voting rights.

RESOLUTION 2021/32

Moved: Chair Craig Rowley

Seconded: Cr Tom O'Connor

1. That the Waimate 50 Motorsport Event – Request for Funding report is accepted; and
2. That Council agreed to provide a grant of \$9,000 (GST exclusive) to Waimate 50 Motorsport Inc on the condition that the 2021 Waimate 50 event proceeds; and
3. That the decision be taken into public section of the agenda.

CARRIED**MEETING CLOSURE**

There being no further business, the Chair declared the meeting closed at 12.03pm.

The Minutes of this meeting are to be confirmed at the Ordinary Council Meeting scheduled on 30 March 2021.

.....
CHAIRPERSON

7.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 2 MARCH 2021

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

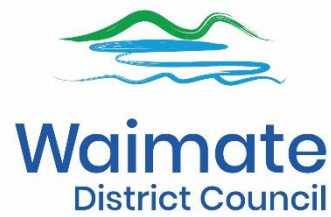
Attachments: 1. Minutes of the Extraordinary Council Meeting held on 2 March 2021

PURPOSE

For the unconfirmed Minutes of the Extraordinary Council Meeting held on 2 March 2021 to be presented for confirmation.

RECOMMENDATION

That the Minutes of the Extraordinary Council Meeting held on 2 March 2021 be adopted as a true and correct record.



MINUTES

Extraordinary Council Meeting

2 March 2021

**MINUTES OF WAIMATE DISTRICT COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE FUNCTION ROOM, WAIMATE EVENT CENTRE, PAUL STREET, WAIMATE
ON TUESDAY, 2 MARCH 2021 AT 9.30AM**

PRESENT: Chair Craig Rowley, Deputy Mayor Sharyn Cain, Cr Fabia Fox (via zoom), Cr Sandy McAlwee, Cr Miriam Morton, Cr Tom O'Connor, Cr David Owen, Cr Colin Pankhurst, Cr Sheila Paul (arrived 9.31am)

IN ATTENDANCE: Stuart Duncan (Chief Executive), Paul Cooper (Regulatory and Compliance Group Manager), Carolyn Johns (Community and Strategy Group Manager), Tina Stevenson (Corporate Services Group Manager), Karalyn Reid (Committee Secretary)

OPENING

1 COUNCIL PRAYER

There was no prayer to open the meeting.

2 PUBLIC FORUM

A public forum was not held at this meeting.

3 APOLOGIES

MOTION

RESOLUTION 2021/33

Moved: Cr Tom O'Connor

Seconded: Cr Miriam Morton

That an apology for lateness was received for Cr Paul.

CARRIED

4 VISITORS

Nil

5 CONFLICTS OF INTEREST

The Chair called for conflicts of interests. There were no conflicts of interest declared.

6 IDENTIFICATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

There were no major/minor items identified.

REPORTS

7 GENERAL REPORTS

7.1 HERITAGE GRANT APPLICATION - WAIMATE FEDERATION OF WOMEN'S INSTITUTES

Council considered the funding application from the Waimate Federation of Women's Institutes. Cr Paul arrived at the meeting at 9.31am. As she is a member of the Glenavy Womens Institute she did not participate in the discussion or decision making of this agenda item.

RESOLUTION 2021/34

Moved: Chair Craig Rowley

Seconded: Deputy Mayor Sharyn Cain

1. That the Heritage Grant Application – Waimate Federation of Women's Institutes report is accepted; and
2. That the Council approves the funding application from the Waimate Federation of Women's Institutes.

CARRIED

MEETING CLOSURE

There being no further business, the Chair declared the meeting closed at 9.33am.

The Minutes of this meeting are to be confirmed at the Council Meeting scheduled on 30 March 2021.

.....
CHAIRPERSON

8 RECEIPT OF MINUTES

Nil

REPORTS

9 MAYOR'S REPORT

9.1 MAYOR'S REPORT

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

LIBRARY REOPENING



1. It was a pleasure to be able to officially reopen our library to the public on 9 March after 9 weeks of closure following damage from the early January flooding event. Comments from our users over that time really showed what a valued asset our library is in our community.

WAIMATE DISTRICT CIVIC AWARDS FUNCTION



2. The Waimate District Civic Awards is one of my favourite Mayoral events, and this year was no exception. It was a delight to recognise individual award recipients Lillian Bailey, John and Makere Kairimu, Joan Tindall and Charles Ruddenklau.
3. This year's youth award was presented to 2020 Waimate High School Head Girl Amellia Lindsay, and the recipient of the group category was service club, Inner Wheel of Waimate.

4. The Civic Award Committee also acknowledged those who volunteered their time in many ways during the Covid-19 lock-down, and a brief power-point display of lock-down photographs was played to recognise the impact this had on our district.

EXTERNAL MEETINGS & FUNCTIONS ATTENDED BY THE MAYOR

5. Outside of Waimate District Council meetings and general business – from 6 February 2021 to 19 March 2021.

Date	Meetings and Functions
9 February 2021	Launch of Waimate High School Opportunities Project – Waimate
9 February 2021	Visits to successful Civic Award Recipients with Chair of Waimate District Civic Awards Committee
11 February 2021	Economic Impact of the Freshwater Management Policies – via zoom
12 February 2021	District Licensing Meeting – Timaru
12 February 2021	Mackenzie District and Waimate District Mayoral and Chief Executive meeting – Waimate
13 February 2021	Norman Kirk Memorial Pool Party – Waimate
18 February 2021	Mayoral Forum Working Dinner – Timaru
19 February 2021	Canterbury Mayoral Forum – Timaru
25 February 2021	Water Loss Seminar (via zoom) – Waimate Event Centre
1 March 2021	Mayor's Taskforce for Jobs fortnightly catch up – Council
1 March 2021	Three Waters Steering Group Workshop – via zoom
5 March 2021	On-air Chat with OJ – Media Works
9 March 2021	Re-opening of the Waimate Library – Council
10 March 2021	Waimate Community Anzac Group Meeting – Waimate Event Centre
10 March 2021	Waimate District Civic Awards Function – Waimate Event Centre
12 March 2021	Three Waters Steering Group Workshop – via zoom
14 March 2021	Bushtown Steam Up Day – Waimate
15 March 2021	Local Government Zone 5 & 6 Conference – Wanaka
17 March 2021	Discussion on E Tipu Agri Summit (formally Boma Grow) – via zoom
19 March 2021	Canterbury Mayoral Forum 'Future of Local Government' Workshop - Christchurch
19 March 2021	Rotary Conference – Waimate

RECOMMENDATION

That the Mayor's Report is accepted.

10 DEPUTY MAYOR'S REPORT

Nil

11 COUNCILLORS' REPORTS**11.1 COUNCILLORS' REPORT**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

To present for the information of Council a register of external meetings and functions attended by Councillors outside of Waimate District Council meetings and general business from 6 February 2021 to 19 March 2021.

Cr Fabia Fox	
Date	Meetings and Functions
24 February 2021	Waimate District Resourcing Trust Meeting – Waimate
25 February 2021	Water Loss Seminar (via zoom) – Waimate Event Centre
3 March 2021	South Canterbury Spaces and Places Steering Group Meeting – Timaru
17 March 2021	Lower Waitaki South Coastal Canterbury Zone Committee Meeting – Waimate Event Centre

Cr Sandy McAlwee	
Date	Meetings and Functions
22 February 2021	Downlands Water Scheme Meeting – Timaru
2 March 2021	Audit and Risk Committee Meeting – Waimate Event Centre
15-16 March 2021	Local Government Zone 5 & 6 Meeting – Wanaka

Cr Miriam Morton	
Date	Meetings and Functions
15 February 2021	Economic Development Strategy Group Meeting – Waimate Event Centre
25 February 2021	Water Loss Seminar (via Zoom) – Waimate Event Centre
2 March 2021	Audit and Risk Committee Meeting – Waimate Event Centre
10 March 2021	Waimate District Civic Awards Function – Waimate Event Centre
15 March 2021	Economic Development Strategy Group Meeting – Point Bush Ecosanctuary and Waimate Museum
17 March 2021	CentreCare Waimate Committee Meeting – Waimate

Cr Tom O'Connor	
Date	Meetings and Function
10 February 2021	Joint Climate Change Workshop – Christchurch
1 March 2021	Otaio Temuka Opihi Pareora Zone Committee Workshop – Timaru
2 March 2021	Audit and Risk Committee Meeting – Waimate Event Centre
10 March 2021	Climate Change Discussion with Chief Executive and Regulatory and Compliance Group Manager – Council

Cr David Owen	
Date	Meetings and Functions
2 March 2021	Audit and Risk Committee Meeting – Waimate Event Centre
10 March 2021	Waimate Community Anzac Group Meeting – Waimate Event Centre
11 March 2021	Total Mobility Committee Meeting – Waimate
15-16 March 2021	Local Government Zone 5 & 6 Meeting – Wanaka

Cr Colin Pankhurst	
Date	Meetings and Functions
15 February 2021	Economic Development Strategy Group Meeting – Waimate Event Centre
23 February 2021	Waimate Historical Society Meeting
25 February 2021	Water Loss Seminar (via Zoom) – Waimate Event Centre
25 February 2021	Economic Development Strategy Group Proposed Arena Meeting – A & P Showgrounds
2 March 2021	Audit and Risk Committee Meeting – Waimate Event Centre
25 March 2021	Economic Development Strategy Group Meeting – Point Bush Ecosanctuary and Waimate Museum

Cr Sheila Paul	
Date	Meetings and Functions
10 February 2021	Morven Domain Meeting – Morven
2 March 2021	Audit and Risk Committee Meeting – Waimate Event Centre
15-16 March 2021	Local Government Zone 5 & 6 Meeting – Wanaka

RECOMMENDATION

That the Councillors' Report is accepted.

12 CHIEF EXECUTIVE'S REPORT

Nil

13 COUNCIL ACTIONS REPORT**13.1 OUTSTANDING COUNCIL ACTIONS REPORT - PUBLIC**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Outstanding Actions Report - Public [↓](#) 

PURPOSE

For the Outstanding Council Actions Report – Public to be presented for the information of Council.

RECOMMENDATION

That the Outstanding Council Actions Report – Public is accepted.

Meeting	Officer/Director	Section	Subject
Council 31-May-18	Duncan, Stuart	General Reports	Library Redevelopment
RESOLUTION 2018/40			
That Council proceed with the plan for the redevelopment of the Library including the whole Council building, and fund the investigation and scoping report to the sum of \$100,000 from the 2130 Property Reserve in the year 2020/21.			
Note:			
The recommendations from the scoping exercise will go out to full public consultation before incurring further expenditure.			
<i>23 Mar 2021: Work on the Local Government Centre has commenced. A verbal update will be provided at the 30 March meeting.</i>			

14 HUMAN RESOURCES REPORT**14.1 HUMAN RESOURCES REPORT**

Author: Fiona Hester-Smith, Human Resources Manager
Authoriser: Fiona Hester-Smith, Human Resources Manager
Attachments: Nil

PURPOSE

1. For the Human Resources Manager to update Council.

RECRUITMENT

2. We are currently in the process of recruiting for a Corporate Services Assistant and a temporary position - Administration Support Officer for the Asset Group. We will be recruiting for a replacement for our Records Officer soon.

STAFF STATISTICS**Permanent Staff**

Month	Total	Full Time	Part Time	FTE
October-20	66	45	21	54.11
November-20	67	47	20	55.31
December-20	67	47	20	55.31
January-21	67	48	19	56.11
February-21	67	48	19	56.11
March-21	66	47	19	55.11

Temporary and Casual Staff

Month	Total	Temporary	Casual	FTE
October-20	8	8	0	5.4
November-20	10	10	0	7.75
December-20	10	10	0	7.75
January-21	13	13	0	10.31
February-21	13	13	0	10.31
March-21	12	12	0	9.56

History as at June each year

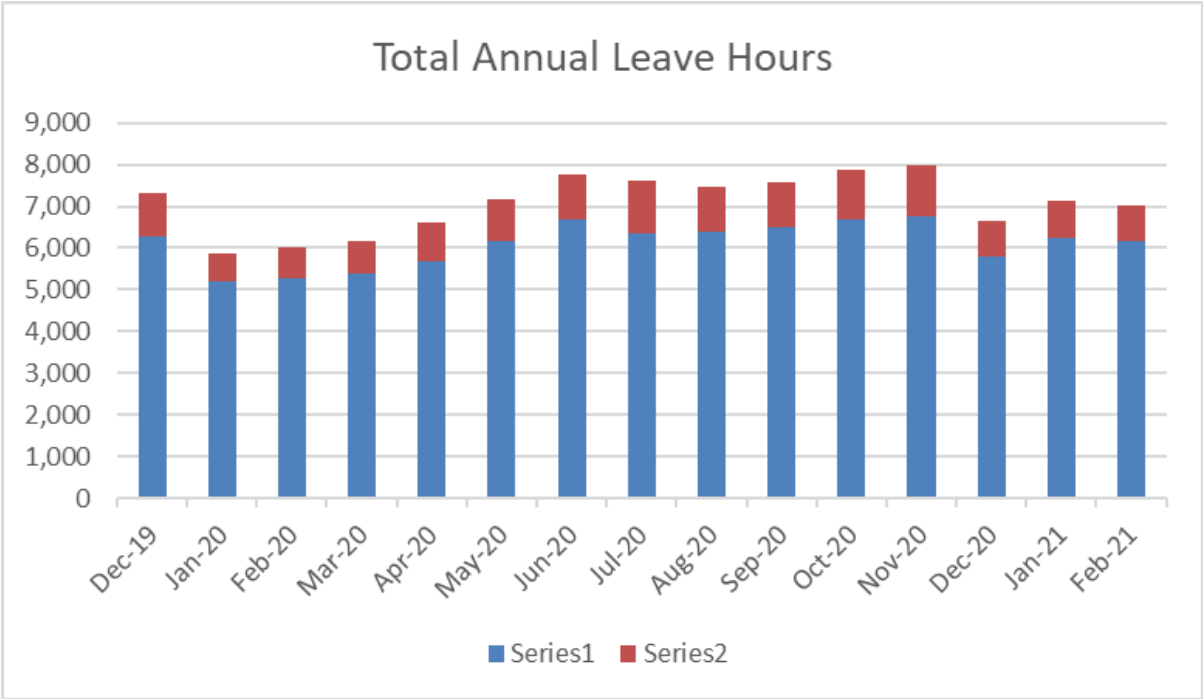
Year	Total	FTE
2018	58	48.58
2019	60	50.71
2020	64	53.04

LEAVE LIABILITY STATISTICS

3. Leave Liability Graphs – The below graph indicates on the green line the current position opposed to the previous two years, blue being 2019 and red being 2020 positions.



4. Total Annual Leave Hours – The below graph shows in blue the amount of current leave hours and in red the balance of total hours that equals excess leave.
5. We currently have 13 staff with excess leave. Please note excess leave is any leave over one year's entitlement, e.g. if an employee has a yearly entitlement of 150.00 hours and they have a balance of 160.00 hours, then 10 hours will be counted as excess leave.



RECOMMENDATION

That the Human Resources Manager’s report is accepted.

15 HEALTH AND SAFETY REPORT

Nil

16 AUDIT AND RISK COMMITTEE REPORT**16.1 AUDIT AND RISK COMMITTEE CHAIR'S REPORT**

Author: Karalyn Reid, Committee Secretary and PA to the Mayor
Authoriser: Tina Stevenson, Corporate Services Group Manager
Attachments: Nil

PURPOSE

1. As required by the Terms of Reference for the Audit and Risk Committee the Chair is to prepare a report for the next Ordinary Meeting of Council following each Audit and Risk Committee Meeting.
2. The report does not replace the minutes of the meeting.

REPORT ON MEETING: 2 MARCH 2021**Health and Safety Managers Report**

3. The Health and Safety Report was tabled, and seven incidents were noted. The new Emergency Management and Health and Safety Advisor had commenced employment and was settling in well.

Office of Auditor General (OAG) Forums

4. The Chair gave an update from the latest OAG Forum held in February which was on the subject of the role of the Audit and Risk Committee in the preparation of the Long-Term Plan (LTP). He highlighted that the five "Cs" need to be considered in the plan being COVID19, Climate Change, Critical Assets, Capex and Consultation. In particular he advised that the deliverability of the Capital Plan in the LTP period needs to be realistic taking into account funding and resource constraints.

Council Policy Status Report

5. A summary report was presented on the review date status of the Council's policies. It was noted that the Media and Social Media Policies were still being developed and needed to be progressed.

Risk Tolerance

6. As part of the development of a Risk Management Policy, a draft Risk Tolerance / Appetite profile had been developed and was presented to the Committee. The profile was concise, informative and was well received by the Committee. Following discussion, it was agreed that the profile would further be considered at the upcoming planned Risk Management Workshop and re-presented to a future Audit and Risk Committee meeting.

Risk Register

7. The Key Risk Register was reviewed with small amendments noted. The Chief Executive gave an update on the learnings associated with the recent flood event that had occurred in January and affected the Local Government Centre and Council operations. It was noted that an insurance claim had been lodged for the event.

Major Projects Report

8. The Major Projects Report was reviewed by the Committee. Further information was to be provided on the new 'Delivery Plan - Stimulus Funded' projects at the next meeting.

Audit NZ Report for the Year Ended 30 June 2020

9. The Audit NZ Director and Manager joined the meeting and presented their report for the year ended 30 June 2020. It was pleasing to note that an unmodified audit opinion had been issued. The Director discussed the major findings being the Accounting for the Interest in the Downlands Water Scheme (DWS), Vested Assets, and Non-Financial Reporting. The Chief Executive advised improvements were being progressed particularly in the area of Non-Financial Reporting to address the recommendations made.
10. The Director advised that there had been an overrun in the fee mainly associated with the time spent on the DWS treatment and Alpine Energy Valuation. However, it was noted that the cause of the overrun was largely out of the Waimate Council's control as it was reliant on information and work from third parties which was delayed and at times incomplete. The Committee expressed its frustration with this process to the Director and looked for improvements from all parties associated with these issues in the future.
11. The progress report for all the External Audit Recommendations was reviewed. The Committee requested further information to be provided at the next meeting on some of the older recommendations with a view as to whether these could now be closed.

Cyber Security – Public Excluded

12. The Cyber Security Status Report for the last two months was presented.

QUESTIONS

13. Any questions arising from this report can be addressed by the Mayor or the Chief Executive.

Damian Hogue

Chair of Audit and Risk Committee

RECOMMENDATION

That the Audit and Risk Committee Chair's Report is accepted.

17 GENERAL REPORTS

17.1 FINANCE REPORT - FOR THE 7 MONTHS ENDED 31 JANUARY 2021

Author: Melissa Thomson, Accountant

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

- To present the Finance Report to Council.

Waimate District Council**Statement of Financial Performance****For the 7 months ended 31 January 2021**

	Variance Note	Actual \$000	Budget \$000	Year to date Variance \$000	% Var.	Full Year Budget Including carry forwards
Operating Revenue						
Rates (net of remissions)		\$ 7,917	\$ 7,912	\$ 6	0%	\$ 10,549
Development and Financial Contributions		85	37	49	132%	63
NZ Transport Agency Subsidy	3	1,231	1,834	(603)	(33%)	3,333
Fees and Charges	4	787	699	88	13%	1,057
Interest Revenue		5	2	4	200%	3
DIA Stimulus Funding - 3Waters	5	1,680	-	1,680	100%	-
Other Revenue	6	1,524	1,097	424	39%	2,013
Total Operating Revenue		13,229	11,581	1,648	14%	17,018
Operating Expenditure						
Employment Benefit Expenses	7	2,675	2,736	61	2%	4,693
Depreciation and Amortisation	8	2,839	3,170	332	10%	5,435
Roading Expenses		1,600	1,559	(41)	(3%)	2,629
Finance Costs	9	57	139	82	59%	239
Other Expenses		3,371	3,492	120	3%	5,891
Total Operating Expenditure		10,542	11,096	554	5%	18,887
Total Surplus/(Deficit)		\$ 2,687	\$ 485	\$ 2,202	454%	\$ (1,869)

- For the 7 months ended 31 January 2021, Council recorded a surplus of \$2.687m compared to a budgeted surplus of \$0.485m; therefore, Council are tracking \$2.202m favourable to budget.

MAJOR VARIANCES TO BUDGET

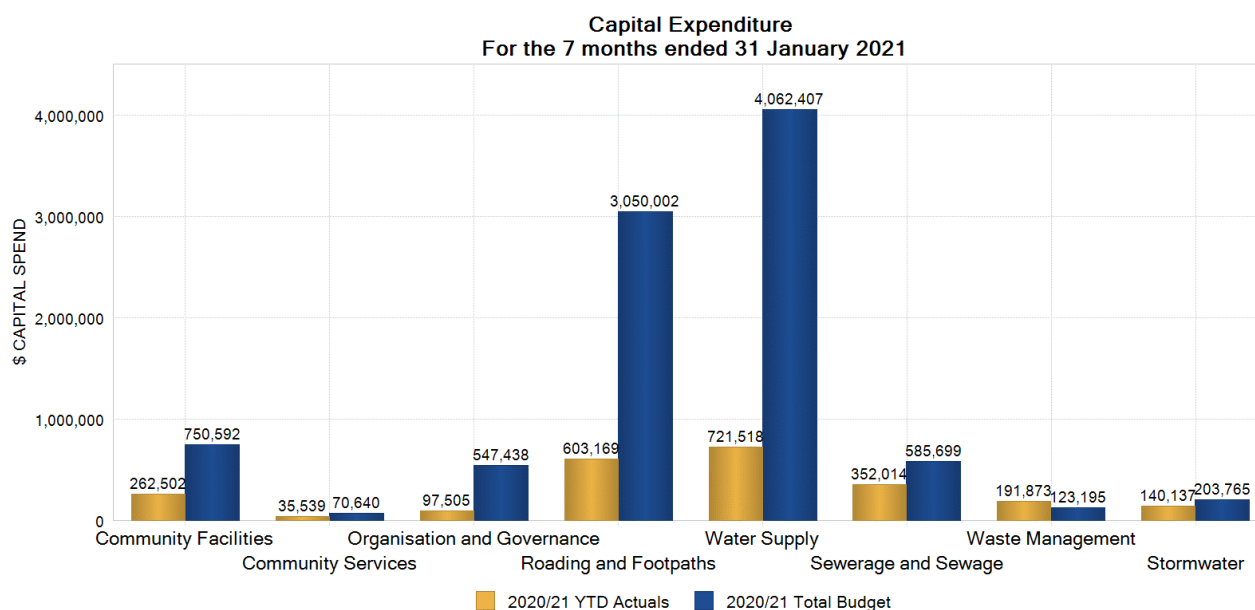
- NZ Transport Agency subsidy income is below budget due to the timing of capital works.
- Fees and charges are favourable to budget by \$55,000 predominately due to increased camping revenue for the Waimate Lakes camping activity. Building consent income is favourable to budget by \$45,000, with the budget allowing for reduced income as a result of the Covid19 pandemic.
- The first tranche of the Department of Internal Affairs Stimulus funding has been received.
- Other revenue is favourable to budget predominately due to the receipt of a grant from the Mayors Taskforce for Jobs community recovery initiative of \$250,000.
- Employment Benefit Expenses are favourable to budget due to vacant positions and timing of replacements.
- Depreciation and amortisation expenses are favourable to budget as a result of updated annual depreciation values following the 30 June 2020 infrastructural revaluations.
- Finance Costs are favourable to budget due to increased cash reserves in relation to timing of capital works and some operational savings.

Waimate District Council
Statement of Financial Position
As at 31 January 2021

	Movement Note	Actual 31 Jan 2021 \$000	Actual 30 June 2020 \$000	Movement \$000
Assets				
Current Assets				
Cash and cash equivalents	10	5,897	3,789	2,108
Trade and other receivables	11	3,736	1,596	2,139
Inventories		107	104	2
Other financial assets		630	630	-
Total Current Assets		10,369	6,120	4,250
Non Current Assets				
Property, plant and equipment		426,419	427,466	(1,047)
Forestry assets		1,710	1,691	19
Intangible assets		258	283	(25)
Other financial assets		15,252	15,253	(1)
Total Non Current Assets		443,639	444,693	(1,054)
Total Assets		454,008	450,813	3,195
Liabilities				
Current Liabilities				
Trade and other payables		2,275	1,773	502
Borrowings		71	71	-
Provisions		5	5	-
Employment Benefit Expenses		515	469	46
Derivative financial instruments		-	-	-
Total Current Liabilities		2,866	2,318	548
Non Current Liabilities				
Provisions		64	64	-
Borrowings		2,480	2,524	(44)
Total Non Current Liabilities		2,545	2,588	(44)
Equity				
Public Equity		88,017	85,424	2,593
Reserves		360,581	360,483	98
Total Equity		448,597	445,906	2,691
Total Liabilities and Equity		454,008	450,813	3,195

10. Cash has increased predominately due to the Stimulus Fund grant income, and the timing of capital expenditure projects.
11. Trade and other receivables includes Instalment 3 of rates which were due for payment on 26 February 2021.

TOTAL CAPITAL EXPENDITURE BY GROUP



Note: Year to date Actuals (yellow) includes capital work in progress at 30 June 2020. The Total Budget (blue) includes carry forward budgets as approved at the Council meeting held on 13 October 2020.

12. Totals:	Spend to date (including WIP at 30 June 2020)	\$ 2,404,257
	Work In Progress carried forward from 30 June 2020	<u>\$ -618,991</u>
	Total spend to 31 January 2021	\$ 1,785,266
	2020/21 Annual Plan Budget	\$ 7,731,819
	Budget carry forwards from 2019/20	<u>\$ 1,723,240</u>
	2020/21 Total Budget (including Carry Forwards)	\$ 9,455,059
	% of total budget spent	18.9%

RECOMMENDATION

That the Finance Report for the 7 months ended 31 January 2021 be accepted

17.2	EXPENDITURE VARIATION REPORT FOR THE 6 MONTHS ENDED 31 DECEMBER 2020
-------------	---

Author: Melissa Thomson, Accountant
Authoriser: Stuart Duncan, Chief Executive
Attachments: Nil

PURPOSE

1. The following analysis of expenditure variation for the 6 months ended 31 December 2020 is provided for Council's information.
2. These expenditure variation items are funded from each activity reserve, unless otherwise stated.

EXPENDITURE VARIATIONS

Description	Quarter 1 \$ Sept 2020	Quarter 2 \$ Dec 2020	Total Spend
Items approved by the Chief Executive:			
3. Software maintenance The building consent software fee was not provided for in the budget.	\$ 7,000	\$ -	\$ 7,000
4. Forestry planting costs Replanting costs were incurred for some previously harvested blocks, necessary in order to fulfil Emission Trading Scheme obligations.	\$ 18,900	\$ 1,200	\$ 20,100
5. Monitoring closed landfills Costs have been incurred for closed landfills following more intensive monitoring by Ecan generating elevated costs.	\$ 10,300	\$ 2,400	\$ 12,600
6. Stimulus funding spends Costs have been incurred for the Sewer Pond desludging project funded from the Stimulus Fund income.	\$ 19,000	\$ -	\$ 19,000
7. Externally funded spends Costs have been incurred in relation to the Mayors Taskforce for Jobs initiative, along with the Library secondments funded from the New Zealand Libraries Partnership Programme. The library secondments income has been received in February 2021.	\$ -	\$ 13,600	\$ 13,600
8. Greenhouse Gas Emissions Some consultancy costs were incurred for the Emissions report. This was the first step in understanding our own position in terms of GHG emissions, to then formulate a high level strategy to define our direction and intention in response to climate change issues for the Waimate District.	\$ -	\$ 8,000	\$ 8,000



9.	Capital items The building roller door at the Utilities depot was replaced as this failed and was uneconomic to repair (\$5,200), the Parks Department purchased a tilt trailer (\$7,100) and a concrete bund was constructed at the Resource Recovery Park to replace a failed bund and waste oil vessel (\$7,600).	\$ 12,100	\$ 7,800	\$ 19,900
10.	Rural Water Scheme capital spends Some unbudgeted renewals have been completed for Cannington (\$16,200) and Waihaorunga (\$5,400) water schemes to install monitoring and control as part of the initial stage of compliance upgrade.	\$ -	\$ 21,600	\$ 21,600
11.	Urban Water Scheme Timaru Road capital items Installation of Ultraviolet reactor.	\$ 8,100	\$ 57,100	\$ 65,200
Items approved by Council:				
12.	Waste compactor Council approved the purchase of a compactor at the Ordinary Council meeting held on 19 February 2019 estimated at \$136,250. As at 30 June 2020 costs of \$125,900 had been incurred for the compactor purchase.	\$ 12,600	\$ 41,600	\$ 54,200

Note: This report excludes revenue variations to budget, any expenditure identified as within budget (including carry forward budgets), budget over runs, depreciation and employment benefit expense variations and all internal revenue and expenditure.

RECOMMENDATION

That the Expenditure Variation Report for the 6 months ended 31 December 2020 is accepted

17.3 FEES AND CHARGES 2021/22

Author: Helen Strachan, Senior Administration Support Officer
Authoriser: Carolyn Johns, Community and Strategy Group Manager
Attachments: 1. Fees and Charges 2021-2022  

PURPOSE

1. To adopt the Waimate District Council's Fees and Charges for 2021/22.

BACKGROUND

2. The attached Fees and Charges for 2021/22 have been reviewed by Waimate District Council's Managers, and suggested adjustments are attached. The Fees and Charges were presented to Council Workshop on 2 March 2021 for discussion, the attached Fees and Charges have been amended as per the discussion, with the tracked changes amendments made since the workshop.
3. The percentage increase and the previous two year's Fees and Charges are included to offer a comparison.

PROPOSAL

4. Council is asked to approve the adoption of the Fees & Charges 2021/22, effective 1 July 2021.

Options

5. Council may:
 - a. Adopt Fees & Charges 2021/22; or
 - b. Adopt Fees & Charges 2021/22 with amendments; or
 - c. Not adopt Fees & Charges 2021/22 at this time.

ASSESSMENT OF SIGNIFICANCE

6. This item is not considered significant under Council's Significance and Engagement Policy.

CONSIDERATIONS

7. The Fees and Charges 2021/22 were considered in conjunction with the Revenue and Financing Policy, in particular Section 101(3).

Legislation

8. Local Government Act 2002.

RECOMMENDATION

1. That the Fees and Charges 2021/22 report is accepted; and
2. That Council adopts the Fees and Charges 2021/22 as presented, effective 1 July 2021; or
3. That Council adopts the Fees and Charges 2021/22 with amendments, effective 1 July 2021.

2021/22 FEES AND CHARGES

Discretion

The Chief Executive is authorised to reduce deposits or fees in cases of reduced staff input being required, or in special circumstances. Where Council charges are based on the recovery of Council costs, these will be calculated as follows:

Officers: At Council charge-out labour rates
 Expenses: At the actual costs incurred by Council
 Vehicle mileage: At current IRD rates

Miscellaneous Fees

Other consents, certificates, authorities, services or inspections not specially provided to be charged at the cost of time and disbursements.

The non-statute fees below are those approved by Council but as 30 March 2021, had not been advertised in terms of the Local Government Act 2002 or individual specific Acts.

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
URBAN WATER, SEWAGE AND STORMWATER				
Any new service connection to the urban water supply or sewer network, made part way through the rating year, will be invoiced a part year water or sewer charge (as specified in the Rating Information) for the months remaining in that year from the time of connection. Thereafter it will be charged at an annual targeted rate, on the property rates. For those water service connections regarded as "Extraordinary Supply" with a flow meter, please see section "Extra Ordinary Water Supply"				
Network Application Fees				
Connections, Alterations, Disconnections – Urban Water, Sewer, Stormwater – per valuation number or dwelling	\$ 135.00	\$ 140.00	\$150.00	7.1%
Supply of water, sewage and stormwater until annual targeted rate			Actual part year cost	New
Hydraulic Modelling — per connection (as required)	\$644.00 plus difference to cover actual costs	\$747.50 plus difference to cover actual costs	\$770.50 plus difference to cover actual costs	3.1%
Utility Physical Works				
Urban Water, Sewer, Stormwater	Actual Cost	Actual Cost	Actual Cost	

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
Targeted Connection Fees				
Sewer Connections (Capital Contribution GST inclusive)				
High Street Sewer Extension - Gravity Main	\$ 4,817.70	\$ 4,923.70	\$ 5,105.87	3.7%
High Street Sewer Extension - Pumped Main	\$ 6,994.40	\$ 7,148.30	\$ 7,412.81	3.7%
Timaru Road Sewer Extension	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	
Mill Road Sewer Extension	\$ 13,517.00	\$ 14,125.00	\$ 14,761.00	4.5%
King Street Sewer Extension	\$ 13,186.30	\$ 13,476.30	\$ 13,974.97	3.7%
Capital Contribution				
For a newly created lot due to subdivision, or an existing parcel of land within the newly designated urban/business zone for the Waimate Township that previously have not paid any vacant rates for utilities.				
Urban Water	\$ 2,105.00	\$ 2,105.00	\$ 2,800.00	33%
Sewer	\$ 5,625.00	\$ 5,625.00	\$ 5,710.00	1.5%
Stormwater	\$ 1,545.00	\$ 1,545.00	\$ 2,110.00	36.6%
Extraordinary Water Supply				
Properties in excess of one hectare, or all other purposes for which water is supplied other than Ordinary Supply, shall be deemed to be an Extraordinary Supply and may be subject to conditions and limitations. Such purposes include: spa or swimming pool in excess of 10m ³ , commercial business, trade/industrial, fire protection systems. Conditions include water metering and volumetric charging.				
Any water used in excess of 200m ³ within a six month period is charged at the specified rate.	\$1.05 per m ³	\$1.12 per m ³	\$1.49 per m ³	33%
Urban Water Backflow Preventer				
Registration and inspection — per annum	\$ 105.00	\$ 110.00	\$ 115.00	4.5%
Other Fees				
Application is required to take bulk water from the Urban supply. Bulk water will be charged at per m ³ take. Council will provide a metered, double checked stand pipe with conditions of use.	\$5.00 per m ³	\$5.10 per m ³	\$5.10 per m ³	
Pipeline Location and notification of works around the Urban water supply network infrastructure	No Charge	No Charge	No Charge	
Unauthorised actions, resulting in damage to the network supply infrastructure, and or contamination to the Urban water supply	Actual Cost	Actual Cost	Actual Cost	
Unauthorised water tampering or take from the Urban supply	\$2,000.00 plus actual cost	\$2,000.00 plus actual cost	\$2,000.00 plus actual cost	

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change		
RURAL WATER SUPPLY							
Any new point of supply connection, or increase to a water allocation, from a rural water supply made part way through the rating year will be charged the per litre charge (as specified in the Rating Information) for the months remaining in that year from the time of connection. Thereafter it will be charged at an annual targeted rate, on the property rates.							
Application Fees							
Connection, Alteration, or Disconnection (primary application)	\$	135.00	\$	140.00	\$	150.00	7.1%
Additional Connections, Alterations, or Disconnections (Connected to primary application)	\$	55.00	\$	60.00	\$	70.00	16.7%
Supply of water until annual targeted rate					Actual part year cost	New	
Hydraulic Modelling — per connection		\$644.00 plus difference to cover actual costs		\$747.50 plus difference to cover actual costs		\$770.50 plus difference to cover actual costs	3.1%
Utility Physical Works							
Rural Water		Actual Cost		Actual Cost		Actual Cost	
Capital Contribution							
Capital Contribution for all rural water schemes		\$2.00 per litre per day		\$2.00 per litre per day		\$2.00 per litre per day	
Water Connections							
Glenavy Developments - Bignall Lane, Cherry Lane, Stocker Lane (Note: allocation 1000L per day)		Capital Contributions paid at time of Resource Consent		Capital Contributions paid at time of Resource Consent		Capital Contributions paid at time of Resource Consent	
Willowbridge Water Extension	\$	2,719.75	\$	2,719.75	\$	2,719.75	
Other Fees							
Restrictor Frost Plug (available at Waimate District Council Office)		No Charge		No Charge		No Charge	
Restrictor Screen (available at Waimate District Council Office)		No Charge		No Charge		No Charge	
Installation of Restrictor Frost Plug	\$	55.00	\$	56.00	\$	57.00	1.8%
Installation of Restrictor Screen	\$	60.00	\$	61.00	\$	62.00	1.6%
Installation of Restrictor Face Plate (for reasons other than fair wear and tear)	\$	112.00	\$	114.00	\$	116.00	1.8%
Replace Point of Supply — Restrictor unit and associated fittings (for reasons other than fair wear and tear)	Min	\$250.00 plus difference to cover actual cost	Min	\$250.00 plus difference to cover actual cost	Min	\$250.00 plus difference to cover actual cost	
Pipeline Location and notification of works around water scheme network infrastructure		No Charge		No Charge		No Charge	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 3 of 26

All fees and charges are GST inclusive				% change
	2019/20	2020/21	2021/22	
Unauthorised actions, resulting in damage to the water scheme network infrastructure and or contamination to the Rural water supplies	Actual Cost	Actual Cost	Actual Cost	
Staff Charge Out Fees	Actual Cost	Actual Cost	Actual Cost	
Unauthorised Water Tampering or take from the Rural supplies	\$2,000.00 plus actual cost	\$2,000.00 plus actual cost	\$2,000.00 plus actual cost	
Emergency Additional Supply				
Business Hours (8.00am — 4.30pm Mon — Fri)	\$ 255.00	\$ 260.00	\$ 265.00	1.9%
After Hours, Weekends and Public Holidays	\$ 355.00	\$ 360.00	\$ 365.00	1.4%
Temporary Water Allocation				
Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$90 per visit (two visits required)	Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$90 per visit (two visits required)	Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$95 per visit (two visits required)	Temporary water allocation is charged at three times the normal scheme rate plus re-jetting fees of \$100 per visit (two visits required)	5.3%
Waste water				
Effluent disposal into Waimate into Waste Water Treatment Plant at grit trap on Racecourse Road	\$10.50 per m3	\$11.00 per m3	\$12.00 per m3	9.1%
WASTE MANAGEMENT				
Multi Bin (Refuse, Recycling, Organics and Glass) Kerbside Collection				
Multi bin set can be allocated to a property during the financial year and will be payable in advance based on months remaining and thereafter it will be charged on your rates.				
<u>Application for a Multi Bin set (Refuse, Recycling, Organics and Glass)</u>			\$ 50.00	New
<u>Application for additional bins (Refuse, Recycling, Organics and Glass)</u>			\$ 50.00	New
Additional or upsized bins can be allocated to a property during the financial year and will be payable in advance based on months remaining and thereafter it will be charged on your rates. Note, an appointment <u>will-may</u> need to be made with Envirowaste <u>Services Limited</u> to discuss options and sizes, before allocating bins.				
Refuse Kerbside Collection				
Refuse bins can be allocated to a property during the financial year and will be payable in advance based on months remaining and thereafter it will be charged on your rates.				

All fees and charges are GST inclusive				2019/20	2020/21	2021/22	% change
Resource Recovery Park							
Refuse (Rubbish)							
Refuse – <i>Rubbish</i> (All loads, including treated Timber)						\$10.00 Minimum charge \$290.267 /tonne (\$0.2927/kg)	New
Greenwaste or Hardfill							
Green Waste only – NO Organics (All loads)						\$10.00 Minimum charge \$80.119 /tonne (\$0.081.19/kg)	New
Hardfill – Clean (All loads)						\$10.00 Minimum charge \$40/tonne (\$0.04/kg)	New
Recyclables and Escrap							
Recyclables (Glass [clear, brown, green], Cans [aluminium, tin/steel], Plastic, Paper & Cardboard)				No Charge	No Charge	No Charge	
Unique Recyclables							
<ul style="list-style-type: none"> Commercial mixed recyclables – delivered to the RRP 						\$10.00 Minimum charge \$ 167 /tonne (\$1.67/kg)	New
<ul style="list-style-type: none"> Timber (untreated) 						No Charge \$10.00 Minimum charge \$ 252 /tonne (\$2.52/kg)	New
<ul style="list-style-type: none"> Polystyrene 						No Charge \$6.00 minimum charge	New
<ul style="list-style-type: none"> Car Seat 						\$ 28.5.00	New
Escrap — all items excluding charged items listed below				No Charge	No Charge	No Charge	
<ul style="list-style-type: none"> Televisions 				\$ 12.00	\$ 12.00	\$ 15.00	25%
<ul style="list-style-type: none"> Computer monitors 				\$ 12.00	\$ 12.00	\$ 15.00	25%
<ul style="list-style-type: none"> Whiteware — drop off 						\$ 17.00	New
Tyres – <i>Tyres will not be accepted if they are still on the wheel rims (NB. Wheel rims are "Recyclables")</i>				\$ 7.00	\$ 7.00		

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 5 of 26

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
• Small Tyres, <u>without</u> wheel rim — Cycle, scooter (push, mobility), small wheelbarrow				\$ 5.00	
• Light Vehicle Tyres, <u>without</u> wheel rim – Motorbike, car, 4x4, light truck <u>and any other small tyres</u>				\$ 58.00	
• Heavy Vehicle Tyres, <u>without</u> wheel rim – Heavy Truck				\$ 18.00	New
• Heavy Plant Tyres, <u>without</u> wheel rim – Tractor, Forklift, Loader, Digger				\$ 75.00	New
Hazardous Waste					
Waste oil				No Charge	New
Gas Bottles				No Charge	New
Vehicle Batteries				No Charge	New
Household Batteries (Alkaline & Lithium)				No Charge	New
Hazardous waste such as:					
• Chemicals					
• Paint					
• Batteries					
• Medical waste					
Are NOT accepted at the Waimate Resource Recovery Park. Please Contact Redruth Resource Recovery Park (03 687 7200) for disposal of Hazardous Waste (domestic quantities).					
Extraordinary Access Resource Recovery Park (additional to above charges)					
(a) Request and appointment — two hours' notice 8.00am – 5.00pm working day	\$ 60.00	\$ 60.00	\$ 60.00		
(b) As above, except appointment outside hours	\$ 110.00	\$ 110.00	\$ 110.00		
(c) Extra 'on demand' fee to waive notice requirement additional to either (a) or (b)	\$ 60.00	\$ 60.00	\$ 60.00		
Public Weigh					
Public access and use of weigh bridge during opening hours			\$ 9.00		New
ROADING AND FOOTPATHS					
Access to the Road Corridor for Utilities and Private Services					
Private access request for Minor work					
• Less than 14 days from commencement to final reinstatement and Works completion notice lodgement.					
• Work in road berm up to 6m ² and/or 20m length.		\$ 90.00	\$ 90.00		
• Work in footpath less than 1m ² .					
• Work in road pavement less than 1m ²					
• Single Road Crossing sealed road using trenchless method.					

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Private & Utility Corridor access request for Standard work • Less than 14 days from commencement to final reinstatement and Works completion notice lodgement. • Work in road berm less than 500m length • Work in footpath less than 20m ² • Work in road sealed pavement less than 20m ² • Single Road trench crossing				\$ 250.00 <u>plus actual cost of additional work incurred</u>	
	Private Deed of Grant & Utility Corridor access request for Major Work and Global request for minor work multiple sites • Less than 28 days from commencement to final reinstatement and Works completion notice lodgement. • Multiple Road trench crossing • Work in road berm more than 500m length. • Pipe size greater than 120 mm • Global request for minor work on multiple sites	\$ 402.50	\$ 500.00	\$ 500.00 <u>plus actual cost of additional work incurred</u>	
	Private Deed of Grant & Utility Corridor access request for Project work. • Greater than 28 days from commencement to final reinstatement and Works completion notice lodgement. • For project work, which have a duration greater than 56 days from commencement to final reinstatement the Council Corridor manager may choose to issue approvals for separable potations of the work • Projects may incur additional charges for inspections and monitoring, depending on the complexity of the project. • Projects which have not submitted preliminary notification may incur additional processing fee if approval is required in less than 28 days		\$ 1,000.00	\$ 1,000.00 <u>plus actual cost of additional work incurred</u>	
	Utility corridor access request for Project Works Preliminary Notification <i>Required for all projects</i>		No charge	No charge	
	Additional weekly fee where works exceed the stated period.		\$ 150.00	\$ 150.00	
	Non-notification of corridor access, additional to standard fees			\$ 300.00	
Traffic Overweight Permit					
	Traffic Overweight Permit	\$ 86.25	\$ 90.00	\$ 100.00	11.1%
	Structural checking and inspections where required	and actual costs	and actual costs	Actual cost	
Applications Fees and Licences					
	Regular Dairy Stock Crossing Licence	\$ 402.50	\$ 500.00	\$ 500.00	
	Road Encroachment, Cattle Stop, Gate	\$ 86.25	\$ 300.00	\$ 300.00	

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Bond — for Asset Protection, new build					
<i>This bond will only be refunded on demonstration that there has not been any damage or interference with any works or property owned, constructed, acquired or used by Waimate District Council.</i>				\$ 1,650.00	New
Vehicle Access					
Urban residential kerb & channel and footpath crossing single 4m wide, construction and application fee		\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	
Urban residential kerb & channel and footpath crossing double 6m wide, construction and application fee		\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	
Urban residential no kerb & channel District Plan clause 2.14.3 including culvert or concrete swale 4.0m wide, construction and application fee		\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	
Rural and urban heavy vehicle access, application fee		Actual cost	\$ 150.00	\$ 150.00	
Development Contributions Footpaths					
Urban Residential 1 footpath contribution per metre of Frontage				\$ 103.50	New
Temporary Road Closures					
Application fee for administering the Road Closure for non-commercial or not-for-profit Community Events.		Upon Application	\$ 150.00	\$ 150.00	
Application fee for administering the Road Closure. Per event and group of roads. This does not include advertising and Traffic Management; these are at the event organisers cost.		\$ 500.00	\$ 500.00	\$ 500.00	
Abandoned Vehicle Recovery					
Waimate Urban Area			\$ 200.00	\$ 200.00	
All other Areas			\$ 350.00	\$ 350.00	
All Applications					
Penalty fee for unauthorised or non-notification of activities on the Road Reserve		\$ 500.00	\$ 300.00	\$ 300.00	
Non-compliance fee inspection fee per hour (minimum charge 1 hour)		\$ 120.00	\$ 150.00	\$ 150.00	
Council may charge at cost for the repair and inspection fee for any damage to a Road, Street, footpath or berm incurred as a result of house relocation, building, demolition or other activities.		Actual Cost	Actual Cost	Actual Cost	
External advertising		Actual Cost	Actual Cost	Actual Cost	
INFORMATION SERVICES					
Specific requests for copies of records or information held under the Official Information and Meetings Act 1987		First 60 minutes no charge	First 60 minutes no charge	First 60 minutes no charge	
Labour charge rate (after 60mins) A charge may be applied for the searching for and collation of information once a decision to release information has been made. Copying fees for information are at published rates. A deposit may be required if a fee applies.		\$38.00 per 30 mins plus disbursements	\$38.00 per 30 mins plus disbursements	\$38.00 per 30 mins plus disbursements	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 8 of 26

All fees and charges are GST inclusive				
	2019/20	2020/21	2021/22	% change
Council Document Reproduction (e.g. Annual Plan, Annual Report):				
Printing/Photocopying per A4 page/black and white	\$ 0.30	\$ 0.30	\$ 0.30	
Printing/Photocopying per A4 page/colour	\$ 2.50	\$ 2.50	\$ 2.50	
Full document (black and white) Inc. binding	\$ 25.00	\$ 25.00	\$ 25.00	
Full document (colour) Inc. binding	\$ 65.00	\$ 65.00	\$ 65.00	
GEOGRAPHICAL INFORMATION SYSTEMS				
Map printing charges				
Print A4 — Colour	\$ 10.50	\$ 10.50	\$ 10.50	
Print A4 — Black and White	\$ 7.00	\$ 7.00	\$ 7.00	
Print A3 — Colour	\$ 12.50	\$ 12.50	\$ 12.50	
Print A3 — Black and White	\$ 8.00	\$ 8.00	\$ 8.00	
Print A2 — Colour	\$ 24.00	\$ 24.00	\$ 24.00	
Print A2 — Black and White	\$ 13.00	\$ 13.00	\$ 13.00	
Print A1 — Colour	\$ 47.00	\$ 47.00	\$ 47.00	
Print A1 — Black and White	\$ 24.50	\$ 24.50	\$ 24.50	
Print A0 — Colour	\$ 70.00	\$ 70.00	\$ 70.00	
Print A0 — Black and White	\$ 37.00	\$ 37.00	\$ 37.00	
Laminate A4 and A3	\$ 4.50	\$ 4.50	\$ 4.50	
Laminate A2, A1 and A0	\$ 10.00	\$ 10.00	\$ 10.00	
Customised mapping charges				
Non-profit — per 15 mins (or part thereof)	\$ 16.00	\$ 16.00	\$ 16.00	
Public — per 15 mins (or part thereof)	\$ 25.00	\$ 25.00	\$ 25.00	
BUILDING				
Building Consents				
Building consent fees exclude all travel charges (which are based on district rating zones), BRANZ Levy, DBH Levy and Building Consent Authority Accreditation Levy charges. Additional inspections are charged as per the schedule of fees and charges.				
NOTE: Building Research Association New Zealand (BRANZ) and Department of Building and Housing levies, are to be paid in addition to the total fee, as set by statute and may be subject to change				
Log Fire — includes 1 Inspection, PIM, CCC, Processing	\$ 299.00	\$ 299.00	\$ 299.00	
Project Value \$0.00 - \$5,000 (Carports etc.) — includes 2 Inspections, PIM, CCC, Processing	\$ 319.00	\$ 319.00	\$ 319.00	
Project Value \$5,001 - \$15,000 (Minor Alterations, Additions, Garage, Farm Buildings) — includes 3 Inspections, PIM, CCC, Processing	\$ 694.00	\$ 694.00	\$ 694.00	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 9 of 26

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Project Value \$15,001 - \$25,000 (Sleepout, Alteration, Additions, Farm Buildings) — includes 3 Inspections, PIM, CCC, Processing	Residential:	\$823.00	Residential:	\$823.00	
	Commercial/Industrial:	\$963.00	Commercial/Industrial:	\$963.00	
Project Value \$25,001 - \$50,000 (Large Alterations, Additions, Commercial) — includes 5 Inspections, PIM, CCC, Processing	Residential:	\$1,155.00	Residential:	\$1,155.00	
	Commercial/Industrial:	\$1,295.00	Commercial/Industrial:	\$1,295.00	
Project Value \$50,001 - \$100,000 (Large Alterations, Additions, Farm Buildings, Commercial, Industry) — includes 9 Inspections, PIM, CCC, Processing	Residential:	\$2,280.00	Residential:	\$2,280.00	
	Commercial/Industrial:	\$2,420.00	Commercial/Industrial:	\$2,420.00	
Project Value \$100,001 - \$300,000 (New Dwelling, Commercial, Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing	Residential:	\$3,180.00	Residential:	\$3,180.00	
	Commercial/Industrial:	\$3,320.00	Commercial/Industrial:	\$3,320.00	
Project Value \$300,001 - \$500,000 (New Dwelling, Commercial Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing	Residential:	\$3,780.00	Residential:	\$3,780.00	
	Commercial/Industrial:	\$3,920.00	Commercial/Industrial:	\$3,920.00	
Project Value \$500,001 - \$1,000,000 (New Dwelling, Commercial Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing	Residential:	\$4,380.00	Residential:	\$4,380.00	
	Commercial/Industrial:	\$4,520.00	Commercial/Industrial:	\$4,520.00	
Project Value greater than \$1,000,001 (New Dwelling, Commercial Industrial, Processing) — includes 13 Inspections, PIM, CCC, Processing		\$4,520.00 plus actual hours processing at \$200.00 per hour	\$4,520.00 plus actual hours processing at \$200.00 per hour	\$4,520.00 plus actual hours processing at \$200.00 per hour	
Additional Building Consent Fees					
Additional Inspection Fee (plus applicable travel charge)		\$ 125.00	\$ 125.00	\$ 125.00	
Re-inspection Fee (plus applicable travel charge)		\$ 125.00	\$ 125.00	\$ 125.00	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 10 of 26

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Travel Charges, as per rating zones — Zone 1		\$ 32.70	\$ 32.70	\$ 32.70	
— Zone 2		\$ 60.80	\$ 60.80	\$ 60.80	
— Zone 3		\$ 121.60	\$ 115.00	\$ 115.00	
Septic Tank					
Septic tank & effluent field only		\$ 444.00	\$ 444.00	\$ 444.00	
Project Information Memorandum (PIM) Costs					
Log Fire		\$ 30.00	\$ 30.00	\$ 30.00	
Under \$15,000 (Garage, carports, minor alterations, additions)		\$ 50.00	\$ 50.00	\$ 50.00	
Over \$15,000 (All residential dwellings, alterations, garages, farm buildings)		\$ 260.00	\$ 260.00	\$ 260.00	
All commercial & industrial work (new and alterations)		\$ 400.00	\$ 400.00	\$ 400.00	
Certificate of Acceptance					
Lodging and administration		\$ 350.00	\$ 350.00	\$ 350.00	
Technical process — per hour		\$ 270.00	\$ 270.00	\$ 270.00	
Inspection (plus applicable travel charge)		\$ 200.00	\$ 200.00	\$ 200.00	
Other Fees					
Marquees over 100m ² (plus applicable travel charge)		\$ 75.00	\$ 75.00	\$ 75.00	
Processing Fees — Plan check/amended plans — per hour		\$ 200.00	\$ 200.00	\$ 200.00	
Scanning — per Building Consent Application			\$ 75.00	\$ 75.00	
Compliance schedule (includes Compliance Schedule Statement)		\$ 300.00	\$ 300.00	\$ 300.00	
Compliance schedule amendments		\$ 150.00	\$ 150.00	\$ 150.00	
Warrant of Fitness reminders/acknowledgement of receipt		\$ 100.00	\$ 100.00	\$ 100.00	
Warrant of Fitness audit plus travel zone charge		\$ 250.00	\$ 250.00	\$ 250.00	
Notice to Rectify (Dangerous and Insanitary Buildings)		Actual cost	Actual cost	Actual cost	
Statistical reports — per year		\$ 300.00	\$ 300.00	\$ 300.00	
Statistical report — one off		\$ 50.00	\$ 50.00	\$ 50.00	
Reports and advisory functions		Actual cost	Actual cost	Actual cost	
Fire and Emergency New Zealand — section 46 notice. (plus any FENZ charges)		Current NZ Fire Service Charge	Current NZ Fire Service Charge	Current NZ Fire Service Charge	
Notice to Fix		\$ 300.00	\$ 300.00	\$ 300.00	
Certificate under Sale and Supply of Alcohol Act 2012		\$ 170.00	\$ 170.00	\$ 170.00	
Application to extend time for which a building consent is valid		\$ 130.00	\$ 130.00	\$ 130.00	
Property file access and view records		\$ 35.00	\$ 35.00	\$ 35.00	
Fencing of swimming pools modification (includes report to Council) plus additional inspection fee		\$ 260.00	\$ 260.00	\$ 260.00	
Monitoring of swimming pools		\$ 180.00	\$ 180.00	\$ 180.00	
Re-inspection of swimming pools		\$ 180.00	\$ 180.00	\$ 180.00	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 11 of 26

All fees and charges are GST inclusive				% change
	2019/20 Actual cost	2020/21 Actual cost	2021/22 Actual cost	
Investigation of illegal building work plus additional inspection fee				
Section 1(2) Territorial Authority Exemption Change	\$ 200.00	\$ 200.00	\$ 200.00	
Section 73 – Building on land subject to Natural Hazard	\$ 200.00	\$ 200.00	\$ 200.00	
Section 77 — Construction of building on 2 or more allotments	\$ 200.00	\$ 200.00	\$ 200.00	
Certificate of Public Use	\$ 400.00	\$ 400.00	\$ 400.00	
Record of Title	\$ 20.00	\$ 20.00	\$ 20.00	
District RAPID number book	\$ 200.00	\$ 200.00	\$ 200.00	
District RAPID number book for Emergency Services	No Charge	No Charge	No Charge	
RAPID number plates —new plate	\$ 60.00	\$ 60.00	\$ 60.00	
RAPID number plates — replacement or additional supply only	\$ 40.00	\$ 40.00	\$ 40.00	
Levies				
BRANZ Levy exemption up to \$20,000	No Charge	No Charge	No Charge	
BRANZ Levy on value over the exemption amount of \$19,999.99	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	
MBIE Levy exemption up to \$20,444	No Charge	No Charge	No Charge	
MBIE Levy on value over the exemption amount of \$20,444 (including GST)	\$2.01 per \$1,000 of project value	\$1.75 per \$1,000 of project value	\$1.75 per \$1,000 of project value	
Building Consent Authority Accreditation Levy (minimum charge \$1.00)	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	\$1.00 per \$1,000 of project value	
RESOURCE MANAGEMENT				
The Lodgement Fee will be required to accompany the Resource Consent Application. An invoice will be sent for additional fees. The Lodgement Fee is a deposit only and may not be the complete charge. There may be additional fees or a part refund as explained above				
If applications for resource consent and applications to change or cancel conditions are not processed within the statutory time frames, discounts shall be paid on administrative charges. The discounts shall be in accordance with the Regulations to the Resource Management Act 1991.				
Section 36 of the Resource Management Act 1991 enables Council to charge additional fees to recover actual and reasonable costs where the Lodgement Fee is inadequate.				
When the total cost to process an application exceeds the Lodgement Fee, Charge Out Rates may apply.				

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 12 of 26

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
Council also reserves its discretion to refund part of the fixed fee if the work required to process the application is less than usual.				
These fees will not be refunded if the application is declined or withdrawn.				
For Financial Contributions please see the Waimate District Council Financial Contributions Policy or the Waimate District Plan.				
Resource Consent Applications				
Notified Consent (plus*)	\$4,000.00 deposit	\$4,000.00 deposit	\$4,000.00 deposit	
Limited Notified (service only) Consent (plus*)	\$2,000.00 deposit	\$2,000.00 deposit	\$2,000.00 deposit	
Non-notified Subdivision Consent	\$1,000.00 deposit	\$1,000.00 deposit	\$1,000.00 deposit	
Non-notified Land Use Consent (plus*)	\$800.00 deposit	\$800.00 deposit	\$800.00 deposit	
Non-notified Land Use Consent (minor) (plus*)	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
Non-notified Subdivision Consent — Change to flats plan or unit title	\$660.00 deposit	\$660.00 deposit	\$660.00 deposit	
* Consent compliance Monitoring – paid at time of lodging Land Use Resource Consent application	\$ 200.00	\$ 200.00	\$ 200.00	
Additional monitoring of resource consents and monitoring of non-compliance with the Waimate District Plan or the Resource Management Act 1991 — per hour or part thereof	\$ 150.00	\$ 150.00	\$ 150.00	
Lodgements				
Revocation of Easements (not included in Subdivision Consent)	\$ 460.00	\$ 460.00	\$ 460.00	
Existing Allotments Section 226 Certificate (new titles created)	\$ 235.00	\$ 235.00	\$ 235.00	
Section 223 Certificate (subdivision sealing completion)	\$ 235.00	\$ 235.00	\$ 235.00	
Section 224(c) Certificate including Section 223 Certificate	\$ 235.00	\$ 235.00	\$ 235.00	
Removal of building line restriction	\$ 460.00	\$ 460.00	\$ 460.00	
Certificates of Compliance	\$ 460.00	\$ 460.00	\$ 460.00	
Permitted Boundary Activity (plus**)	\$300.00 deposit	\$300.00 deposit	\$300.00 deposit	
Permitted Marginal or Temporary Activity (plus**)	\$300.00 deposit	\$300.00 deposit	\$300.00 deposit	
** Permitted Activity Compliance Monitoring – paid at the time of lodging deemed permitted activities		\$ 100.00	\$ 100.00	
Change or cancellation of conditions	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
Existing use rights and existing use certificate	\$ 450.00	\$ 450.00	\$ 450.00	
Extension of time	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
Charge Out Rates				
Pre-application advice — after the first hour of staff time (per hour or part thereof)	\$ 150.00	\$ 150.00	\$ 150.00	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 13 of 26

All fees and charges are GST inclusive				% change
	2019/20	2020/21	2021/22	
Staff time charge out rate — per hour or part thereof	\$ 150.00	\$ 150.00	\$ 150.00	
Public Notices	Actual cost	Actual cost	Actual cost	
Other Applications				
Outline Plan	\$400.00 deposit	\$400.00 deposit	\$400.00 deposit	
Alteration to a designation	\$1,000.00 deposit	\$1,000.00 deposit	\$1,000.00 deposit	
Extension of time to a designation	\$1,000.00 deposit	\$1,000.00 deposit	\$1,000.00 deposit	
Private Plan change	\$5,000.00 deposit	\$5,000.00 deposit	\$5,000.00 deposit	
Notice of requirements for designations	\$3,000.00 deposit	\$3,000.00 deposit	\$3,000.00 deposit	
Right of Way Approval (not included in Subdivision Consent)	\$ 460.00	\$ 460.00	\$ 460.00	
Certificates for Licensed Motor Vehicle Dealer (LMVD)	\$ 175.00	\$ 175.00	\$ 175.00	
Certificates under the Sale and Supply of Alcohol Act 2012	\$ 175.00	\$ 175.00	\$ 175.00	
Disbursements				
Consultants/Legal Advice	Actual cost	Actual cost	Actual cost	
Commissioning Special Reports	Actual cost	Actual cost	Actual cost	
Hearing Fees				
Hearing Fee per hour or part thereof (minimum charge-out of one hour)	\$ 620.00	\$ 620.00	\$ 620.00	
Commissioner	Actual cost	Actual cost	Actual cost	
ENVIRONMENTAL SERVICES				
Licensing				
Camping Grounds	\$ 350.00	\$ 350.00	\$ 350.00	
Food Premises — All classes including premises with food safety	\$ 350.00			
Food Premises — Non-perishable foods, eg gift shops	\$ 220.00			
Hairdressers	\$ 155.00	\$ 155.00	\$ 155.00	
Offensive Trades	\$ 310.00	\$ 310.00	\$ 310.00	
Mobile Food Shops	\$ 155.00	\$ 155.00	\$ 155.00	
Trading in Public Places – Annual Licence	\$ 110.00	\$ 130.00	\$ 130.00	
Trading in Public Places – Day Licence (per day)	\$ 20.00	\$ 20.00	\$ 20.00	
Boarding House	\$ 200.00	\$ 200.00	\$ 200.00	
Circus	\$ 200.00	\$ 200.00	\$ 200.00	
Funeral Directors	\$ 205.00	\$ 205.00	\$ 205.00	
Transfer Fee of Health Licence (i.e. following sale of business)	\$ 100.00	\$ 100.00	\$ 100.00	

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
Stereo Seizures	\$100.00 plus recovery of actual seizure costs	\$100.00 plus recovery of actual seizure costs	\$100.00 plus recovery of actual seizure costs	
Re-inspection for non-compliance — by-laws, health, liquor, dangerous goods, roading	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
Verification audit / site audit (food control plans)	\$150.00 per hour	\$150.00 per hour	\$150.00 per hour	
Special Inspections	Hourly rate plus mileage	Hourly rate plus mileage	Hourly rate plus mileage	
Water samples — Labour plus hospital testing minimum	Actual cost	Actual cost	Actual cost	
Keeping of Animal Permits	\$ 70.00	\$ 70.00	\$ 70.00	
Skin Piercing, Beauty Facilities, Tattooing etc.	\$ 225.00	\$ 225.00	\$ 225.00	
Footpath Dining — Licence to Occupy	\$ 110.00	\$ 130.00	\$ 130.00	
Food Act 2014				
New Registration — Payment of application fees is upon application and any other fees are payable within 20 days from invoice date.				
Food Control Plan — Single Site	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$77.50 per half hour after first hour	3.3%
Food Control Plan — Multi-Site	\$225.00 plus \$75.00 per half hour after first hour	\$225.00 plus \$75.00 per half hour after first hour	\$225.00 plus \$77.50 per half hour after first hour	3.3%
National Programme	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$75.00 per half hour after first hour	\$150.00 plus \$77.50 per half hour after first hour	3.3%
Optional Consultancy — new business set up assistance / pre-opening visit	\$150.00 per hour	\$150.00 per hour	\$155.00 per hour	3.3%
Optional Food Plan Control Mentoring	\$ 300.00	\$ 300.00	\$ 310.00	3.3%
Registration Renewal				
Food Control Plan — Single Site — 12 month renewal	\$ 150.00	\$ 150.00	\$150.00 plus \$77.50 per half hour after first hour	3.3%

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 15 of 26

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
Food Control Plan — Multi-Site — 12 month renewal	\$ 225.00	\$ 225.00	\$225.00 plus \$77.50 per half hour after first hour	3.3%
National Programme — 24 month renewal	\$ 200.00	\$ 200.00	\$150.00 plus \$77.50 per half hour after first hour	3.3%
Food Control Plan Mentoring	\$ 300.00	\$ 300.00	\$ 310.00	3.3%
Compliance and Monitoring				
Food Control Plan — Annual (including those Food Control Plans registered before 1 March 2016)	\$ 75.00	\$ 75.00	\$ 75.00	
National Programme — 24 month	\$ 150.00	\$ 150.00	\$ 150.00	
Verification (Audit)				
Food Control Plan — Single Site Audit	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$77.50 per half hour after first two hours	3.3%
Food Control Plan — Multi-Site Audit	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$75.00 per half hour after first two hours	\$300.00 plus \$77.50 per half hour after first two hours	3.3%
Food Control Plan Audit Close-out over 15 minutes	\$150.00 per hour	\$150.00 per hour	\$155.00 per hour	3.3%
National Programme 1 — Check (one-off)	\$150.00 per hour	\$150.00 per hour	\$155.00 per hour	3.3%
National Programme 2 — Audit (three-yearly)	\$150.00 per hour	\$150.00 per hour	\$155.00 per hour	3.3%
National Programme 3 — Audit (two-yearly)	\$150.00 per hour	\$150.00 per hour	\$155.00 per hour	3.3%
Complaint Driven Investigation				
Complaint resulting in issue of improvement notice by Food Safety Officer and its review	\$150.00 per hour plus actual mileage and disbursements	\$150.00 per hour plus actual mileage and disbursements	\$155.00 per hour plus actual mileage and disbursements	3.3%

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Exemption					
Application and Assessment		\$150.00 per hour	\$150.00 per hour	\$155.00 per hour	3.3%
Travel Charges					
Fixed Charge for Waimate District		\$ 30.00	\$ 30.00	\$ 30.00	
Actual Travel Costs (where applicable)		\$0.85 per km plus travel time at \$150.00 per hour	\$1.04 per km plus travel time at \$150.00 per hour	At current IRD rate per km plus travel time at \$155.00 per hour	3.3%
Miscellaneous Fees					
Re-inspection for Non Compliance - All licences				\$155.00 per hour	
Environmental Health Regulatory Functions and Enforcement				\$155.00 per hour	
Gaming Machine Licensing					
New Gaming Venue Licence. Includes processing of application to a maximum of two hours. Charge-out fee applies thereafter \$150 per hour		\$ 250.00	\$ 250.00	\$ 250.00	
Liquor Licensing					
As set by the sale and supply of Alcohol (Fees) Regulations 2013 - may be subject to change					
Note: Applicants can apply to the Secretary of the Liquor Licensing Committee for a reduction of one fee category for Low Risk events					
On Licence / Off Licence / Club Licence — Category					
Very low		\$ 368.00	\$ 368.00	\$ 368.00	
Low		\$ 609.50	\$ 609.50	\$ 609.50	
Medium		\$ 816.50	\$ 816.50	\$ 816.50	
High		\$ 1,023.50	\$ 1,023.50	\$ 1,023.50	
Very high		\$ 1,207.50	\$ 1,207.50	\$ 1,207.50	
Annual Licence Fees — Category					
Very low		\$ 161.00	\$ 161.00	\$ 161.00	
Low		\$ 391.00	\$ 391.00	\$ 391.00	
Medium		\$ 632.50	\$ 632.50	\$ 632.50	
High		\$ 1,035.00	\$ 1,035.00	\$ 1,035.00	
Very high		\$ 1,437.50	\$ 1,437.50	\$ 1,437.50	
Special Licence / Fees					
Class 3 — One or two small events		\$ 63.25	\$ 63.25	\$ 63.25	
Class 2 — Three to twelve small events, or one to three medium events		\$ 207.00	\$ 207.00	\$ 207.00	
Class 1 — One large event; more than three medium events; more than twelve small events		\$ 575.00	\$ 575.00	\$ 575.00	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 17 of 26

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
Other Application Fees				
Manager's Certificate Application and Renewals	\$ 316.25	\$ 316.25	\$ 316.25	
Temporary Authority	\$ 296.70	\$ 296.70	\$ 296.70	
Temporary Licence	\$ 296.70	\$ 296.70	\$ 296.70	
Appeal to ARLA (paid to ARLA)	\$ 517.50	\$ 517.50	\$ 517.50	
Extract of Register	\$ 57.50	\$ 57.50	\$ 57.50	
Permanent Club Charter	\$ 632.50	\$ 632.50	\$ 632.50	
Public notification administration fee	\$ 50.00	\$ 50.00	\$ 50.00	
DOG AND ANIMAL MANAGEMENT				
Registration Per Dog				
Registration — Non-Working Dogs	\$ 100.00	\$ 100.00	\$ 100.00	
Registration — Neutered Non-Working Dogs and Dogs under 12 months	\$ 60.00	\$ 60.00	\$ 60.00	
Registration — Selected Owner, Working Dogs and Farm Pets	\$ 30.00	\$ 30.00	\$ 30.00	
Dangerous Dogs 150% of applicable fee	150% of applicable fee	150% of applicable fee	Applicable registration fee plus 50%	
General				
Selected Owner Application fee including one inspection (apply once only) *	\$ 60.00	\$ 60.00	\$ 60.00	
Licence to keep three or more dogs including one inspection (apply once only) *	\$ 50.00	\$ 50.00	\$ 50.00	
* If applied for both at the same time		\$ 70.00	\$ 70.00	
Additional Inspections	\$ 20.00	\$ 20.00	\$ 20.00	
Replacement Tags	No Charge	No Charge	No Charge	
Collars — Various Sizes	As per schedule	As per schedule	As per schedule	
Penalties				
Late Registration Fee — Percentage of base fee	150%	150%	Applicable registration fee plus 50%	
Drop-Off / Call-Out Fee (where dog is not impounded)	\$ 40.00	\$ 40.00	\$ 40.00	
Dog Impounding				
1st impoundment in 12 month period — per dog				
Dog wearing tag	\$ 95.00	\$ 95.00	\$ 95.00	
Dog not wearing tag	\$ 130.00	\$ 130.00	\$ 130.00	
2nd impoundment in 12 month period — per dog, plus micro chipping charge				
Dog wearing tag	\$ 110.00	\$ 110.00	\$ 110.00	
Dog not wearing tag	\$ 160.00	\$ 160.00	\$ 160.00	
3rd impoundment in 12 month period — per dog				

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 18 of 26

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
Dog wearing tag	\$ 130.00	\$ 130.00	\$ 130.00	
Dog not wearing tag	\$ 160.00	\$ 160.00	\$ 160.00	
Infringement Fee	\$ 200.00	\$ 200.00	\$ 200.00	
Other Fees				
Daily sustenance	\$ 20.00	\$ 20.00	\$ 20.00	
Surrender	\$ 60.00	\$ 60.00	\$ 60.00	
Barking Collar Hire (including \$25.00 refundable bond)	\$50.00 (including \$25.00 refundable bond)	\$ 50.00	\$ 50.00	
Impounding — other than dogs				
Rangers charge-out rate — per hour	\$ 90.00	\$ 90.00	\$ 90.00	
Administration fee for impounding	25% of total fee	25% of total fee	25% of total fee	
To be charged at the actual charge out rate per hour or part thereof plus any other costs including travel and impounding fees.				
PLANNING AND REGULATORY - GENERAL				
Record of Title	\$ 20.00	\$ 20.00	\$ 20.00	
Copy of By-Laws	\$ 70.00	\$ 70.00	\$ 70.00	
Waimate District Plan	\$200.00 plus postage	\$200.00 plus postage	\$200.00 plus postage	
Land Information Memorandum — Residential and Rural properties of less than 2.5 hectare	\$ 350.00	\$ 350.00	\$ 350.00	
Land Information Memorandum - Non-Residential and Rural properties greater than 2.5ha. Processing of LIM to a maximum of 4 hours. Charge out fee applies thereafter (\$150 per hour)	\$ 500.00	\$ 500.00	\$ 500.00	
Amusement Device (as set by legislation)	\$ 11.50	\$ 11.50	\$ 11.50	
Additional Amusement Device (as set by legislation)	\$ 2.30	\$ 2.30	\$ 2.30	
Consent Applications				
Note: All consents etc. with a deposit fee will be charged at time and cost.				
Upon completion of the application (i.e. when consent is either granted or declined) Council will render a final account for its services. This account may include charges for any or all of the following:				
Postage, photocopying, advertising, mileage (site visit and property identification), property identification (signage), pre-hearing meetings, consultant fees, legal cost, planning cost, engineering cost, environmental health cost, planning staff cost, hearing cost (proportion of cost for daily hearing), monitoring fee (dependant on conditions set).				
The deposit lodged with the application will be credited against this final account.				

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 19 of 26

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Interim Account: In some cases, where completion of a consent is delayed, or takes a long time, an interim account may be rendered.					
Miscellaneous Fees					
Other consents, certificates, authorities, services or inspections not specially provided to be charged at the cost of time and disbursements.					
The non-statute fees above are those approved by Council but at the date of compilation of the Annual Plan, had not been advertised in terms of the Local Government Act 2002 or individual specific Acts.					
LIBRARY					
Membership	No Charge	No Charge	No Charge		
Replacement Card (Adult & Children)	\$ 4.50	\$ 4.50	\$ 4.50		
Borrowing					
New Fiction — per three weeks	\$ 1.40	\$ 1.50	\$ 1.50		
Magazines — per two weeks	\$ 0.80	\$ 0.80	\$ 1.00		25%
CDs — per three weeks	\$ 2.50	removed	removed		
DVDs — per three days	\$ 4.00	\$ 4.00	\$ 4.00		
E-books	No Charge	No Charge	No Charge		
Overdue Charges					
Adult Category 1-13 days overdue – per item	\$ 2.00	\$ 2.00	\$ 2.50		25%
Adult Category 14-20 days overdue – per item	\$ 4.00	\$ 4.00	\$ 4.00		
Adult Category 21 days overdue onwards – per item	\$ 5.00	\$ 5.00	\$ 5.00		
Child and Young Adult Category overdue	No Charge	No Charge	No Charge		
Lost Items after 30 days	Replacement plus \$15.00 admin charge	Replacement plus \$15.00 admin charge	Replacement plus \$15.00 admin charge		
Services					
Interloan (minimum charge)	\$ 7.00	\$ 7.00	\$ 7.00 Plus any charges from lending library		
Reserves (Adult and Children)	No Charge	No Charge	No Charge		
Internet use	No Charge	No Charge	No Charge		
Scanning — per scan	\$ 1.00	\$ 1.50	\$ 1.50		
Printing/Photocopying per A4 page/black and white	\$ 0.30	\$ 0.30	\$ 0.30		
Printing/Photocopying per A3 page/black and white	\$ 0.60	\$ 0.60	\$ 0.60		
Printing/Photocopying per A4 page/colour	\$ 2.50	\$ 2.50	\$ 2.50		

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 20 of 26

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Printing/Photocopying per A3 page/colour		\$ 4.00	\$ 4.00	\$ 4.00	
Note: No charge for school children's projects. Black and white copies, maximum 5 copies					
ECONOMIC DEVELOPMENT – MARKETING					
Brochure Display – Waimate District Tourism Business		No Charge	No Charge	No Charge	
Brochure Display – non-Waimate District Tourism Business (except official visitor guides)		\$ 155.25	\$ 155.25	\$ 155.25	
Website Business Directory Listing – per annum		No charge	No charge	No charge	
CAMPING					
Victoria Park Motor Camp					
Standard Cabins & Bunkroom					
Per adult — per night		\$ 35.00	\$ 35.00	\$ 36.00	2.9%
Per child (under 12 years) per night		\$ 6.00	\$ 10.00	\$ 10.00	
Single adult — per week (conditions may apply)		\$ 135.00	\$ 150.00	\$ 180.00	20%
Additional adults — per week			\$ 75.00	\$ 80.00	6.7%
En Suite Cabins					
Single adult — per night		\$ 65.00	\$ 65.00	\$ 67.00	3.1%
Two adults — per night		\$ 90.00	\$ 90.00	\$ 95.00	3.3%
Additional person — per night (greater than two adults per night)		\$ 15.00	\$ 15.00	\$ 15.00	
Single adult — per week (conditions may apply)		\$ 230.00	\$ 230.00	\$ 240.00	4.3%
Additional adults — per week			\$ 115.00	\$ 120.00	4.3%
Camping — Power Sites					
Per adult — per night		\$ 16.00	\$ 16.00	\$ 20.00	25%
Per child (under 12 years) — per night		\$ 5.00	\$ 5.00	\$ 5.00	
Single adult — per week (conditions may apply)		\$ 110.00	\$ 110.00	\$ 130.00	18.2%
Two adults — per week (conditions may apply)			\$ 140.00	\$ 160.00	14.3%
Camping — Non-power Sites					
Per adult — per night		\$ 15.00	\$ 15.00	\$ 15.00	
Per child (under 12 years) — per night		\$ 5.00	\$ 5.00	\$ 5.00	
Single adult — per week (conditions may apply)		\$ 100.00	\$ 100.00	\$ 103.00	3%
Two adults — per week (conditions may apply)		\$ 130.00	\$ 130.00	\$ 134.00	3.1%
Other Charges					
Shower — Non-campers, per person		\$ 3.00	\$ 3.00	\$ 5.00	66.7%
Knottingley Park					
Camping — Power Sites					
Per adult — per night		\$ 16.00	\$ 16.00	\$ 20.00	25%

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 21 of 26

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
Per child (under 12 years) — per night	\$ 5.00	\$ 5.00	\$ 5.00	
Single adult — per week (conditions may apply)	\$ 110.00	\$ 110.00	\$ 130.00	18.2%
Two adults — per week (conditions may apply)	\$ 140.00	\$ 140.00	\$ 160.00	14.3%
Camping — Non-power Sites				
Per adult — per night	\$ 15.00	\$ 15.00	\$ 16.00	6.7%
Per child (under 12 years) — per night	\$ 5.00	\$ 5.00	\$ 5.00	
Single adult — per week (conditions may apply)	\$ 100.00	\$ 100.00	\$ 110.00	10%
Two adults — per week (conditions may apply)	\$ 130.00	\$ 130.00	\$ 140.00	7.7%
Other Charges				
Shower — Non-camper, per person	\$ 3.00	\$ 3.00	\$ 5.00	66.7%
Dump Station	\$ 5.00	\$ 5.00	\$ 5.00	
Waitaki Lakes				
Season Ticket - <u>two adults & two dependants 5 to 12 years old</u>	\$ 350.00	\$ 350.00	\$ 360.00	2.9%
<u>Extra adults — per night</u>	\$ 10.00	\$ 10.00	\$ 10.00	
Camp Site — per night - two adults & <u>two dependants 5 to 12 years old and under</u>	\$ 20.00	\$ 20.00	\$ 20.00	
<u>Additional</u> adult camper — per night	\$ 10.00	\$ 10.00	\$ 10.00	
Additional child camper <u>5 to 12 years old and under</u> — per night			\$ 5.00	New
<u>Children under 5 – no charge</u>			<u>No Charge</u>	<u>New</u>
Waitaki Lakes – Living on moored yachts same fees apply as to campers				
St Andrews Domain				
Camping — Power Sites				
Per adult — per night	\$ 16.00	\$ 16.00	\$ 20.00	25%
Per child (under 12 years) — per night	\$ 5.00	\$ 5.00	\$ 5.00	
Single adult — per week (conditions may apply)	\$ 110.00	\$ 110.00	\$ 130.00	18.2%
Two adults — per week (conditions may apply)	\$ 140.00	\$ 140.00	\$ 160.00	14.3%
Camping — Non-power Sites				
Per adult — per night	\$ 15.00	\$ 15.00	\$ 16.00	6.7%
Per child (under 12 years) — per night	\$ 5.00	\$ 5.00	\$ 5.00	
Single adult — per week (conditions may apply)	\$ 100.00	\$ 100.00	\$ 110.00	10%
Two adults — per week (conditions may apply)	\$ 130.00	\$ 130.00	\$ 140.00	7.7%
Other Charges				
Shower — Non-camper, per person	\$ 3.00	\$ 3.00	\$ 5.00	66.7%
Dump Station	\$ 5.00	\$ 5.00	\$ 5.00	
Morven Reserve Camping				
Powered and non-powered sites, per person — per night <i>Morven Reserve committee collects and manages fees.</i>	\$ 10.00	\$ 10.00	\$ 10.00	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 22 of 26

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
CEMETERIES (WAIMATE AND OTAIO CEMETERIES)					
Interments					
Ashes		\$ 250.00	\$ 300.00	\$ 310.00	3.3%
Stillborn and Babies (up to 12 months)		\$ 200.00	\$ 250.00	\$ 260.00	4%
Children (1 - 12 years)		\$ 500.00	\$ 550.00	\$ 565.00	2.7%
Adult		\$ 900.00	\$ 1,100.00	\$ 1,130.00	2.7%
Extra Depth (double)		\$ 1,000.00	\$ 1,200.00	\$ 1,235.00	2.9%
Old Cemetery Plot Opening — Concrete Plot		\$ 400.00	\$ 500.00	\$ 515.00	3%
Plot Purchase (including concrete beam)					
Ash Plots		\$ 345.00	\$ 350.00	\$ 360.00	2.9%
Stillborn and Babies (up to 12 months)		\$ 335.00	\$ 335.00	\$ 345.00	3%
Children (1 - 12 years)		\$ 465.00	\$ 465.00	\$ 480.00	3.2%
Adult		\$ 1,030.00	\$ 1,100.00	\$ 1,130.00	2.7%
Additional Charges					
Interments — Saturdays, Sundays or Statutory Holidays, also Monday to Friday after 3.00pm May to September and after 4.00pm October to April		\$ 450.00	\$ 500.00	\$ 515.00	3%
Ashes Interments on Saturdays, Sundays or Statutory Holidays		\$ 400.00	\$ 450.00	\$ 460.00	2.2%
Dig Grave — Saturdays, Sundays or Statutory Holidays		\$ 400.00	\$ 450.00	\$ 460.00	2.2%
Ashes Dig Saturdays, Sundays or Statutory Holidays		\$ 200.00	\$ 250.00	\$ 255.00	2%
Triple Depth Plot — Old Cemetery only		\$ 700.00	\$ 700.00	\$ 720.00	2.9%
Record search (in excess of one per day)		\$ 15.00	\$ 15.00	\$ 20.00	33.3%
SWIMMING POOL					
Admission					
Adult — per swim		\$ 4.00	\$ 5.00	\$ 5.00	
Child — per swim		\$ 2.00	\$ 2.50	\$ 2.50	
Pre-School Child — per swim		No Charge	No Charge	No Charge	
80 years and over		No Charge	No Charge	No Charge	
Family Season Ticket (Two adults, two children)		\$ 170.00	\$ 170.00	\$ 175.00	2.9%
Adult Concessions — per 20 swims		\$ 70.00	\$ 70.00	\$ 72.00	2.9%
Child Concessions — per 20 swims		\$ 35.00	\$ 35.00	\$ 36.00	2.9%
Adult Season Ticket		\$ 150.00	\$ 150.00	\$ 155.00	3.3%
Child Season Ticket		\$ 75.00	\$ 75.00	\$ 77.00	2.7%
Spectator/Guardian			No Charge	No Charge	
Pool Hire					
Schools — per hour		\$ 50.00	\$ 50.00	\$ 52.00	4%
Swimming Club — per hour		\$ 50.00	\$ 50.00	\$ 52.00	4%

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 23 of 26

All fees and charges are GST inclusive				% change
	2019/20	2020/21	2021/22	
Other — per hour	\$ 60.00	\$ 60.00	\$ 62.00	3.3%
Provision of Life Guard — per hour <i>(two may be required)</i>	\$ 35.00	\$ 35.00	\$ 36.00	2.9%
PARKS				
Victoria and Knottingley Parks and Reserves				
Non-commercial — additional charges may apply depending on requirements			No Charge	New
Commercial — does not include rubbish removal and/or electricity usage <i>Commercial is defined as any event that charges an entry fee for participation. Commercial is defined as an event that charges an entry fee for participation or sites to on sell products, goods or services</i>			\$ 250.00	New
Weddings			\$ 120.00	New
Seddon Square / Boland Park				
Non-commercial — additional charges may apply depending on requirements			No Charge	New
Commercial — does not include rubbish removal and/or electricity usage <i>Commercial is defined as any event that charges an entry fee for participation. Commercial is defined as an event that charges an entry fee for participation or sites to on sell products, goods or services</i>			\$ 250.00	New
Power for Seddon Square — Charges will be fixed on individual requests taking usage into account.				
Parks and Reserves				
Charges may apply to some activities held on Parks and Reserves land dependant on activity type.			Price on request	New
<i>Special event bin set — four 240L bins (Refuse, Recyclables, Glass, Food waste)</i>			<i>Actual cost</i>	<i>New</i>
WAIMATE EVENT CENTRE				
The Waimate Event Centre reserves the right to adjust the final account based on increased level of use, additional services provided and any damage incurred.				
Casual Hire				
Casual hire — per person per ½ hour, per activity. Available activities — Badminton, Basketball shots, Netball shots, Table Tennis, walking.	\$ 3.50	\$ 3.50	\$ 3.50	
Table Tennis (per table)— per 1/2 hour	\$ 7.00	\$ 7.00	\$ 7.00	
Court Hire — per court				
Per hour	\$ 35.00	\$ 40.00	\$ 40.00	
One session — up to four hours	\$ 125.00	\$ 145.00	\$ 145.00	
Two consecutive sessions — up to nine hours	\$ 250.00	\$ 290.00	\$ 290.00	
Three consecutive sessions — full day and evening	\$ 350.00	\$ 400.00	\$ 400.00	
Meeting Room, Club Room, Mezzanine Office, Mezzanine Floor or Gallery (up to 20 people)				
Per hour	\$ 23.00	\$ 26.00	\$ 26.00	

L:\Fees and Charges\Fees and Charges 2021-22\Fees and Charges 2021-2022 - Working Document.docx

Page 24 of 26

All fees and charges are GST inclusive	2019/20	2020/21	2021/22	% change
One session — Up to four hours	\$ 70.00	\$ 80.00	\$ 80.00	
Two consecutive sessions — up to nine hours	\$ 125.00	\$ 140.00	\$ 140.00	
Three consecutive sessions — full day and evening	\$ 180.00	\$ 200.00	\$ 200.00	
Function Room Hire				
Per hour	\$ 35.00	\$ 40.00	\$ 40.00	
One session — Up to four hours	\$ 125.00	\$ 145.00	\$ 145.00	
Two consecutive sessions — up to nine hours	\$ 250.00	\$ 290.00	\$ 290.00	
Three consecutive sessions — full day and evening	\$ 350.00	\$ 400.00	\$ 400.00	
Cricket Pitch (up to 6 people in netted area)				
Casual per person per hour	\$ 7.00	\$ 8.00	\$ 8.00	
Per hour	\$ 23.00	\$ 26.00	\$ 26.00	
One session — Up to four hours	\$ 70.00	\$ 80.00	\$ 80.00	
Two consecutive sessions — up to nine hours	\$ 125.00	\$ 145.00	\$ 145.00	
Three consecutive sessions — full day and evening	\$ 180.00	\$ 205.00	\$ 205.00	
Kitchen or Bar Hire				
Tea and Coffee only	\$ 10.00	\$ 12.00	\$ 12.00	
Per hour	\$ 23.00	\$ 28.00	\$ 28.00	
One session — Up to four hours	\$ 70.00	\$ 80.00	\$ 80.00	
Two consecutive sessions — up to nine hours	\$ 125.00	\$ 150.00	\$ 150.00	
Three consecutive sessions — full day and evening	\$ 180.00	\$ 220.00	\$ 220.00	
Offices Downstairs				
Per hour		\$ 12.00	\$ 12.00	
Per day		\$ 60.00	\$ 60.00	
In-line Skating (approved skates required)				
Children (under 15 years) — per hour	\$ 7.00	\$ 8.00	\$ 8.00	
Adult — per hour	\$ 11.50	\$ 12.00	\$ 12.00	
Skate hire — per hour	\$ 2.50	\$ 3.00	\$ 3.00	
Climbing Wall				
Children (under 15 years) — per hour	\$ 7.00	\$ 8.00	\$ 8.00	
Adult — per hour	\$ 11.50	\$ 12.00	\$ 12.00	
Family Pass (two adults, two children) — per hour	\$ 30.00	\$ 32.00	\$ 32.00	
Supervision fees — per hour, per supervisor (Where Supervision is provided by Event Centre); Pre-approved Supervision must be registered with Event Centre.	\$ 40.00	\$ 45.00	\$ 45.00	
Group Session (up to 20 people)				

All fees and charges are GST inclusive		2019/20	2020/21	2021/22	% change
Per hour		\$50.00 plus supervision fees if required	\$55.00 plus supervision fees if required	\$55.00 plus supervision fees if required	
School Holiday Programmes (as scheduled — Contact Event Centre for details)					
Activities will be charged as advertised. Children under the age of 14 years are very welcome but must be accompanied by an adult/parent/guardian.					
Other Charges					
School Groups — calculated on number of students		Price on request	Price on request	Price on request	
Public Holiday Surcharge		15%	15%	15%	
After Hours unlock/lock up (bookings outside of advertised opening hours i.e. before 9am and/or after 8pm)			\$ 65.00	\$ 65.00	
After Hours Staff Charge — per hour (for any booking outside of advertised opening hours)		\$ 40.00	\$ 45.00	\$ 45.00	
Cancellation of booking — charge may apply \$ 30 or 15% whichever is greater (within 30 days of the booking date)		\$ 20.00	\$ 30.00	\$ 30.00	
Additional cleaning — per hour minimum charge		\$ 40.00	\$ 45.00	\$ 45.00	
Event bond — may apply		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Tournament/Season Bond		\$ 500.00	\$ 500.00	\$ 500.00	
Damage to Event Centre		Actual Cost	Actual Cost	Actual Cost	
Catering — by arrangement		price on request	price on request	price on request	
Catering Staff — per hour, per staff member		\$ 40.00	\$ 45.00	\$ 45.00	
User clubs storage (per annum)		\$ 60.00	\$ 60.00	\$ 60.00	
Data Projector and Screen		\$ 10.00	\$ 10.00	\$ 10.00	
Hire Carpet Tiles per court (does not include installation - hire only)		\$ 250.00	\$ 250.00	\$ 250.00	
Electronic Key Tag (for authorised Fitness Centre/Squash Club area)					
New or replacement electronic key tag		\$ 20.00	\$ 20.00	\$ 20.00	
Note: key tags no longer required can be returned to Waimate District Council and a \$5.00 refund will be provided					
COMMUNITY HOUSING					
Single unit, per week (beneficiary)		\$ 100.00	\$ 115.00	\$ 136.00	18%
Single unit, per week (limited income)		\$ 110.00	\$ 130.00	\$ 151.00	16%
Double unit, per week (beneficiary)		\$ 110.00	\$ 125.00	\$ 146.00	16%
Double unit, per week (limited income)		\$ 120.00	\$ 140.00	\$ 166.00	18%

17.4 APPOINTMENT OF COUNCILLOR OBSERVER FOR ROAD NETWORK CONTRACT EVALUATION

Author: Rob Moffat, Roading Manager
Authoriser: Dan Mitchell, Asset Group Manager
Attachments: Nil

PURPOSE

1. For Council to consider and appoint a Councillor Observer for the Tender Evaluation of Road Network Operation and Maintenance Contract 20-1.
2. Mayor Rowley has spoken with Cr Sandy McAlwee, who is happy to take on this involvement on behalf of Council.

BACKGROUND

3. A Request for Proposal (RFP) for the provision Road Network Operation and Maintenance was released on the 6 February 2021. Tenders closed on the 22 March 2021.
4. The procurement evaluation is based on the price quality method considering both the quality aspects of submissions (non-price attributes) and price. The appointed Tender Evaluation Team (TET) will score each submission and agree the final scoring of quality aspects prior to price opening.
5. Standard practice is for Council officers with support from an independent external party (probity, facilitation, and evaluation) undertake the procurement and selection process. Following the selection process officers prepare a supplier recommendation report for Council to Award the contract. In situations where the contract award is politically sensitive elected members may observe the process.
6. This Request for Tender (RFT) is for the delivery of road network operations and maintenance for Waimate District, commencing on 1 July 2021. The contract will be for a five year term, with the potential for a two year extension. The contract covers a wide range of urban and rural assets, with a sealed network of 646 km and a further 693 km of unsealed roads. The engineer's estimate for the contract is: \$2,910,850 exc. GST per annum.

Role of Councillor Observer:

7. The role of nominated Councillor Observer is to observe the process to gain a better understanding of the key issues, the quality and capability of the proposers and the rigour / robustness of the evaluation and selection process. They will not review supplier submissions nor have access to the documents. They will be able to ask questions during the evaluation process but will not be involved in the evaluation (including scoring) of submissions.
8. Their role as an observer will enable a greater understanding and therefore support for the final contract award recommendation. They will attend in full the following evaluation meetings on the 1, 6 and 8 April 2021.
9. The nominated Councillor Observers will be asked to sign a confidentiality agreement as key aspects of the evaluation process and supplier documentation is considered confidential and cannot be discussed or shared outside the procurement process.
10. A briefing session will be held with prior to the first evaluation meeting to brief the observer on the process and their respective role.

Timelines:

11. The nominated Councillor observes should attend the below procurement timeline and key meetings.

Non Price Tender Evaluation Meeting	Wednesday 1 April, 9.00am, Waimate Events Centre, Waimate District Council. TET plus advisors
Tenderer Presentations and TET Non Price Deliberations, Opening of Price	Tuesday 6 April, 11.00am to 4.30pm, Waimate Events Centre, Waimate District Council. TET plus advisors, including Probity. If not concluded the afternoon of the 8 April will be available to conclude the Evaluation
Reserve day to complete Evaluation if required	Thursday 8 April, Timaru District Council, TET plus advisors, including Probity. <i>Note this day includes meetings for both the Timaru and Waimate District Council Contracts.</i>

PROPOSAL

12. That Council appoints Cr Sandy McAlwee as Councillor Observer for the Tender Evaluation.

ASSESSMENT OF SIGNIFICANCE

13. The matter is not deemed significant under the Waimate District Council's Significance & Engagement Policy.

FINANCIAL

14. There are no known financial implications for this observer only role.

COST-EFFECTIVENESS

15. Consideration has been given to cost-effectiveness.

RECOMMENDATION

1. That Council accepts the Appointment of Councillor Observer for Road Network Contract Evaluation report; and
2. That Council appoints Cr Sandy McAlwee as Councillor Observer for the Procurement of Road Network Operation and Maintenance Contract 20-1.

17.5 MEET AND GREET: ALPINE ENERGY JOINT COUNCIL REPRESENTATIVE LINDA ROBERTSON - 11.30AM

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

Waimate and Mackenzie District Council's joint director on the board of Alpine Energy, Linda Robertson, will be in attendance to meet Council and speak on her role and aspirations.

17.6 REVENUE AND FINANCING POLICY 401

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Draft Revenue and Financing Policy 401 [↓](#) 

PURPOSE

1. For Council to approve the reviewed draft of the Revenue and Financing Policy 401, for the purpose of inclusion in the Waimate District Council (WDC) Long Term Plan 2021-2031 supporting information for consultation.

BACKGROUND

2. In accordance with section 102 of the Local Government Act 2002 (LGA), Council must, in order to provide predictability and certainty about sources and levels of funding, adopt a number of funding and financing policies, including a Revenue and Financing Policy.
3. Section 103 of the LGA stipulates that the Revenue and Financing Policy must state:
 - a. Council's policies in respect of the funding of operating expenses from the sources listed below; and
 - b. Council's policies in respect of the funding of capital expenditure from the sources listed below

The sources are as follows:

- c. General rates, including -
 - (i) Choice of valuation system; and
 - (ii) Differential rating; and
 - (iii) Uniform annual general charges
 - d. Targeted Rates
 - e. Lump sum contributions
 - f. Fees and charges
 - g. Interest and dividends from investments
 - h. Borrowing
 - i. Proceeds from asset sales
 - j. Development contributions
 - k. Financial contributions collected under the Resource Management Act 1991
 - l. Grants and subsidies
 - m. Regional fuel taxes under the Land Transport Management Act 2003
 - n. Any other source.
4. The Revenue and Financing Policy must also show how Council has, in relation to the sources of funding identified in the policy, complied with a Section 101(3) Funding Needs Analysis. This analysis includes, in relation to each activity to be funded, consideration of:
 - a. The community outcomes to which the activity primarily contributes; and
 - b. The distribution of benefits between the community as a whole, any identifiable part of the community, and individuals; and
 - c. The period in or over which those benefits are expected to occur; and

- d. The extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity; and
- e. The costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities.

The assessment must also consider the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental, and cultural well-being of the community.

- 5. As part of the Long Term Plan process, Council has undertaken a Funding Needs Analysis in the format of Council workshops held throughout 2020, which informs principles and detail contained in the revised Revenue and Financing Policy 401.
- 6. The Revenue and Financing Policy is reviewed every three years, in line with the Long Term Plan process.
- 7. Considering its planned inclusion in the WDC Long Term Plan 2021-2031 supporting information, a systematic review of the policy was conducted which resulted in a series of minor modifications and rewording to improve clarity.
- 8. All financial data and supporting graphs and tables have been amended to reflect the updated positions relevant to the Long Term Plan 2021-2031.
- 9. The amendments to note are identified as follows:
 - a. Section 1: Incorporation of the wellbeings.
 - b. Section 1: An additional explanation to assist the reader with comparisons between funding sources for the current year versus the 10 years of the Long Term Plan.
 - c. Section 4: The consideration of the wellbeings has been included in the description of how the allocation of rates are assessed.
 - d. The S101 Analysis Table (page 11 of the policy): The user pays/rate funded splits have been amended with the following minor updates, following their review which was previously workshopped with Council.
 - i. Waste Management Resource Recovery Park – User charges increased from 10% to 25%
 - ii. Cemeteries – User charges reduced from 70% to 40%
 - iii. Waimate Event Centre – User charges reduced from 30% to 20%
 - iv. Parks and Public Spaces – User charges reduced from 1.0% to 0.5%
 - v. Swimming Pool – User charges reduced from 15% to 8%
 - vi. Animal Management – User charges increased from 40% to 50%
 - vii. Building Control – User charges reduced from 70% to 60%
 - viii. Environmental Services – User charges increased from 10% to 50%
 - ix. Resource Management – User charges reduced from 15% to 10%
 - x. Economic Development & Promotions – User charges reduced from 6% to nil
 - xi. Additionally, the Roding User Pays percentage has been increased from 48% to 58% to align with the budget forecasts.
- 10. The approved Revenue and Financing Policy 401 will be included in the supporting information for the Long Term Plan 2021-2031 for consultation.

PROPOSAL

11. Council is asked to approve the revised Revenue and Financing Policy 401, as presented, or with amendments.

Options

12. Council may:
 - a. Approve the Revenue and Financing Policy 401 as presented, or
 - b. Approve the Revenue and Financing Policy 401 with amendments, or
 - c. Not approve the Revenue and Financing Policy 401 at this time.

ASSESSMENT OF SIGNIFICANCE

13. The Policy is deemed to be of high significance and will form part of upcoming public consultation on the draft Long Term Plan 2021-31.

LEGISLATION

14. The Local Government Act 2002.

FINANCIAL

15. There are no known financial implications of any significance.

RECOMMENDATION

1. That the Revenue and Financing Policy 401 report is accepted, and
2. That Council approves the reviewed Revenue and Financing Policy 401 for the Long Term Plan 2021-2031 consultation, as presented, or with amendments.



Revenue and Financing Policy 401

Contents

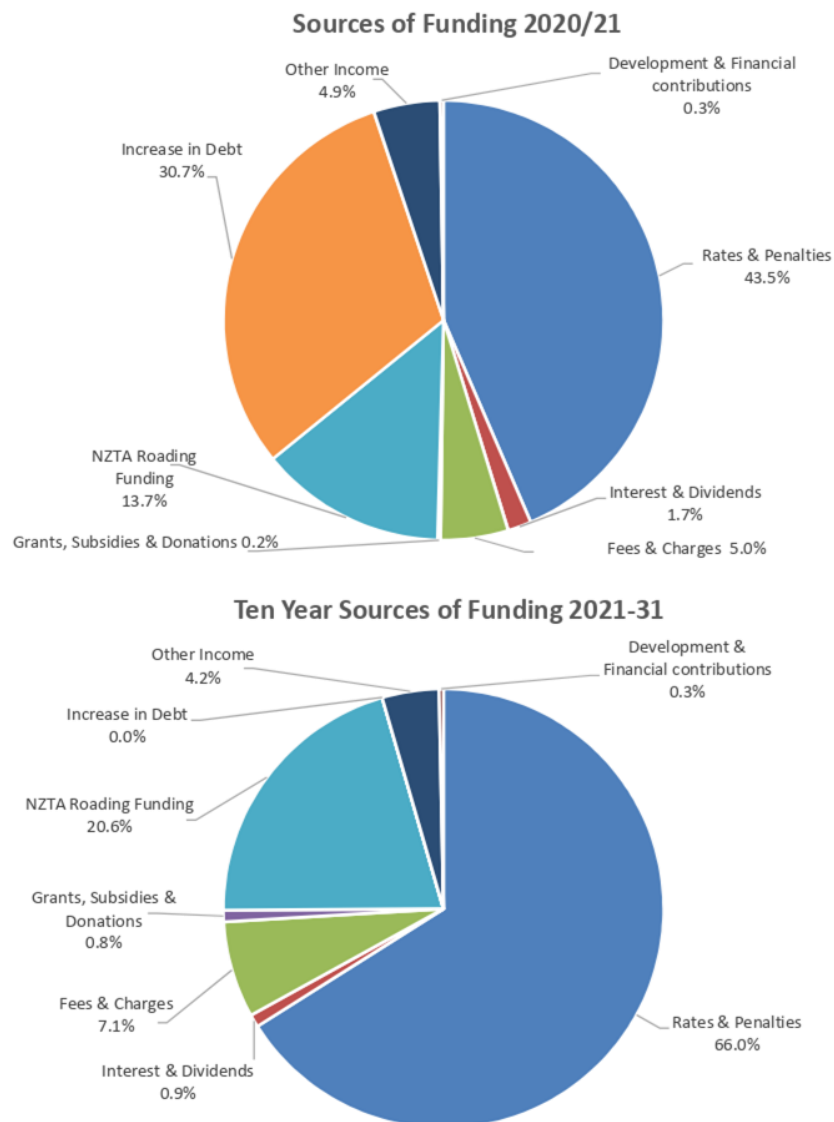
1	Purpose	Page 2
2	Funding Principles	Page 4
3	Operating Costs	Page 4
4	Operating Costs Funding Sources	Page 4
5	Capital Costs Funding Sources	Page 8
6	Additional Information	Page 10
7	Document Control	Page 12

1. Purpose

The Revenue and Financing Policy summarises Waimate District Council's (Council) view on the equitable funding of Council's activities. It addresses all potential revenue and funding sources open to Council and how and when Council may use such sources. In choosing funding sources, Council is primarily concerned with enhancing the social, cultural, economic, and environmental wellbeing of the district and its residents, and takes account of many factors in its decision-making, including community outcomes, benefit, affordability, equity, simplicity, efficiency, transparency, accountability, and overall community wellbeing. The policy addresses Council's assessment of equity between current and future generations.

In Council's assessment, this policy represents the fairest and most equitable use of the funding sources available to meet operating expenses.

The charts in table 1 show the sources of funds for the year ended 30 June 2021 compared with all 10 years (2021/31) of this 10-year Plan. While Council's primary source of funding is rates, there remains a high and increasing reliance on subsidy. The comparison of the funding from the increase in debt does not represent any change in approach, but is representative of the one and ten year periods covered by each graph, with the use of forestry returns to repay debt during the ten years. The changes shown in the charts do not represent significant shifts in Council's funding approach, but are reflective of the areas of focus highlighted in the Infrastructure and Financial Strategies.

Table 1. Overall Sources of Funds

2. Funding Principles

Council has determined the following basic principles to guide the assessment of fairness and equity in choosing funding sources:

1. Each generation of ratepayers should pay for the services they receive,
2. Rates are the funding source of last resort,
3. Rates increases should be within the limits as set in the Waimate District Council Financial Strategy,
4. User charges are preferred whenever a private benefit can be identified and it is efficient to collect the revenue,
5. Subsidies, grants, and other income options are fully explored prior to rates being used, and
6. Borrowing should be within the limits as set in the Financial Strategy

Complying with these principles can at times be challenging. Council must exercise prudent judgment in assessing many options to determine fairness in its development of budgets and the choice of funding sources to implement these budgets.

3. Operating Costs

Operating costs are the day to day spending that maintains the services delivered by Council. This includes a contribution to the wear and tear on assets used. Principle 1 (above) requires that operating costs should be met from operating income; in other words, 'a balanced budget'. This ensures fairness, in that the users of the service pay for their use.

4. Operating Costs Funding Sources

User Fees and Charges

User fees and charges are used for services where there is a benefit to an individual or group. The price of the service is set by taking account of a number of factors. These may include:

- The cost of providing the service,
- The estimation of the users' private benefit from using the service,
- The impact the cost has to encourage or discourage behaviours,
- The impact the cost has on demand for the service,
- Market pricing, including comparability with other local authorities,
- The impact of rates subsidies if competing with local businesses,
- The cost and efficiency of revenue collection mechanisms,
- The impact of affordability on users, and
- Other matters as determined by Council

Waimate District Council – Revenue and Financing Policy 401 – June 2021 – Page 4

Grants, Sponsorships, and Subsidies

Grants, sponsorships, and subsidies are used wherever they are available. Council expects to continue receiving substantial subsidies for road maintenance. Some services can only be continued so long as funding from this source continues. Council rarely budgets for grants income unless it has determined a likelihood of success in reaching the budget goal.

Investment Income: Dividends, Interest

This includes income from investment activities such as dividends, interest, forestry returns and, reserve funds. The income from these activities is generally used to offset the costs of the investing activity. Surplus revenues will be allocated by Council to operating or capital costs at each Annual Plan. For some activities Council applies funds held in reserve in order to reduce the rates contribution in that activity.

Investment Income: Rents

Income from Council-owned properties is recorded in the Property Activity. Such income offsets the cost of operating these properties and, should a surplus be achieved, any portion of that surplus not required for reinvestment is distributed to general rate. Community Housing surpluses are placed in a reserve for asset renewal.

Rates

Having exhausted all other funding sources, Council funds its remaining operating expenses from rates. For many activities, this is the main funding source (see Table 2), reflecting Council's view that the collective benefit to the District is greater than any identifiable individual benefit.

To assess the allocation of rates, Council has reviewed each activity of Council and considered the following factors to be the determinants of the fairness of an allocation:

- Level of alignment with the overall objective of enhancement of social, cultural, economic, and environmental wellbeing of the district,
- Community outcomes,
- Distribution of benefits to individuals, groups, or the district as a whole,
- When the benefit will occur,
- The impact of individuals or groups on the need to undertake the activity,
- The costs and benefits of funding the activity separately, and
- Affordability, transparency, accountability. ~~and overall community wellbeing~~

Having considered these factors Council recognises that rates are a tax on property owners and each property will use a different mix of services than represented by the rate charge.

In considering the overall impact of the liability to pay rates, Council is of the view that it is neither possible nor fair to allocate the cost solely on individuals' benefits (i.e. as if rates

Waimate District Council – Revenue and Financing Policy 401 – June 2021 – Page 5

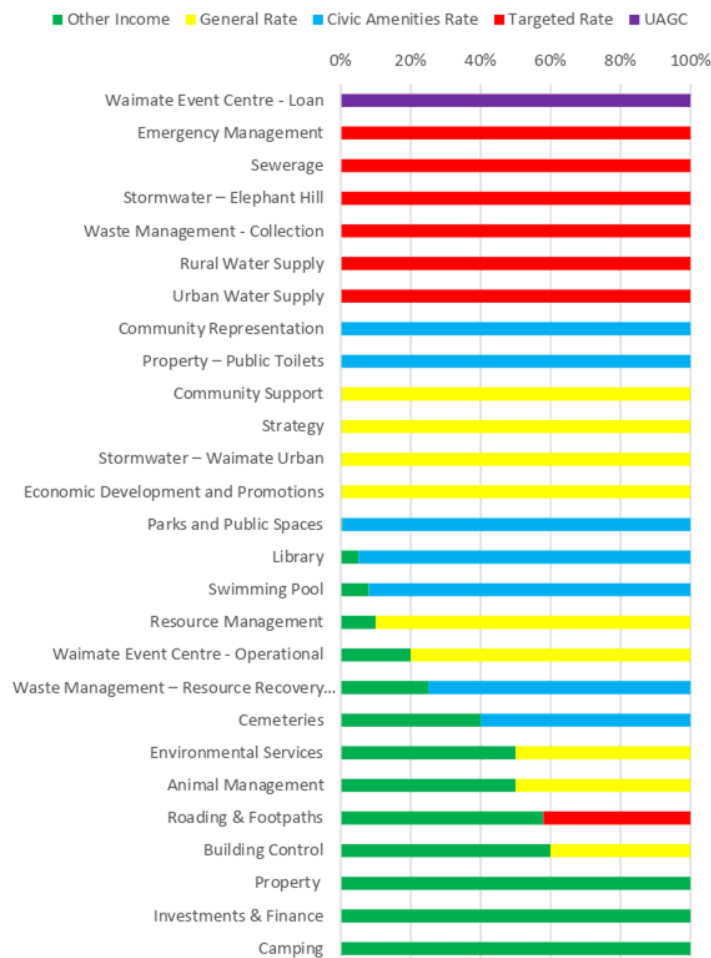
replicated user pays). It is through the collective contribution of the whole district that the District is best able to develop and prosper.

For these reasons Council prefers to fund activities based on a combination of general rates (based on capital values), targeted rates and separately used or inhabited parts (i.e. residential dwellings). Categories of rateable land have been defined to balance the imposition of the tax on rural properties with the assessed benefit that urban properties get, mainly through proximity to services or to higher levels of service.

Council considers that a rating structure that fairly attributes user pays on appropriate activities and is also relatively easy for ratepayers to understand is preferable. To this end, Council uses four main rates to fairly and equitably distribute the rate:

1. General rate - allocated on capital value,
2. Civic amenities rate - allocated as a uniform targeted rate,
3. Targeted rates - allocated based on usage or capital value as appropriate, and
4. Uniform targeted rate- the only rate set on a uniform basis is the Waimate Event Centre Loan Targeted Rate.

These rates are modified following a funding needs analysis of the share of each activity the Urban area and Rural areas should fairly pay.

Table 2 - List of Activities and Summary of Funding Sources**Targeted Rates**

Council uses targeted rates to fund services where Council has determined the cost of the service should be targeted to the group which benefits much more than the general benefit most ratepayers receive. Targeted rates may be set on a uniform basis and/or a value basis (either land or capital), or Separately Used or Inhabited Parts basis.

Council uses “separately used or inhabited parts” of rating units for charging some rates. Council’s definition of this term is contained within the Funding Impact Statement.

Waimate District Council – Revenue and Financing Policy 401 – June 2021 – Page 7

Council has one Uniform Targeted Rate, which supports the funding of the Waimate Event Centre Loan repayment.

Details of the rates charged are included in the Funding Impact Statement.

Capital Costs

Capital costs, for the purpose of this policy, is spending on assets that provide the community with a service over a longer period of time than operating expenditure. As at 30 June 2020 Council owns \$427 million worth of assets (Property, Plant & Equipment) and plans to spend \$65.5 million (between \$5.3 million and \$11.5 million each year) over the next 10 years on a mix of renewal, additional demand and service-improvement.

Council has a mix of funding tools available to purchase and improve assets.

5. Capital Cost Funding Sources

User Fees and Charges

User fees and charges are used for services where there is a benefit to an individual or group. Generally these funds are not used to pay for asset purchases, as the amount to pay is unaffordable and generally the beneficiaries are many and change over the long period of the asset's life. This makes user charges impractical and unfair. As such, borrowing and charging users annually for financing costs using rates is often a more affordable method of charging users contribution.

Grants, Subsidies, and other Income

Grants and subsidies are used wherever they are available. Council expects to continue to receive substantial subsidies for the development of new and existing roads. Council looks to maximise the subsidies and grants that are available, at all times.

Grants are often available for capital projects. Council rarely budgets for grants income unless it has determined there is a strong likelihood of success in reaching the budget goal. Some capital projects are dependent on successful grant income for these projects to be undertaken.

Financial Contributions

Council has adopted a Financial Contributions Policy. The funds collected under this policy will be applied to the projects as identified by those policies or where not identified as resolved by Council. Funds are held in reserve should they be received in advance of a project.

Council recognises the Resource Management Act 1991 will revoke its ability to levy financial contributions, effective from 18 April 2022. From there on, Council will recover development contributions.

Proceeds from the Sale of Assets

From time to time Council sells assets as per the Property or Land Sale, Purchase and Lease Policy 410.

When major asset sales are made Council will determine the best allocation of those funds taking account of the Financial Strategy. Some assets have restrictions on how the proceeds may be used; for example endowment property proceeds must be placed in the District Endowment Reserve Fund.

Borrowing

For larger capital costs that provide a long term benefit to the community, Council may determine that borrowing the funds is the fairest method of allocating the costs of a project over time to users. The financing costs, including principal and interest, are charged as operating expenses and funded under the operating expense funding policy unless funded otherwise as determined by this policy.

Council will manage its borrowing within Council's rate and debt limits as defined in the Financial Strategy.

Reserves

From time to time Council will have reserve funds accumulated specifically for the purchase of assets. Council allocates portions of the funds to asset purchase in accordance with the purpose of the fund. In making the allocation, Council will have regard to current and future calls on the fund and make allocations that are fair to current and future ratepayers.

Rates

Rates are used firstly to fund the day to day expenses of Council. This normally includes funding an annual amount (depreciation) toward the ongoing replacement of existing assets, and the funding of its financing costs on debt created to purchase assets.

As a last resort, rates may be required to fund the balance of the capital cost of a new asset. Council will make an assessment on each major project and determine:

- How much the rates contribution will be,
- Which group of ratepayers should pay, and
- Whether to include that in the General Rate or some other targeted rate as determined by Council

Council may consider the establishment of targeted rates to collect funds to repay loans. In doing so Council will also consider the options for remission, postponement, early repayment, or lump sum repayment that are available to assist with the fair allocation of the rates.

6. Additional Information

This policy represents the high level revenue and financing policies of Council. Council has separately completed a funding needs analysis (S101 (3) LGA) for each activity and major capital project. Further information relevant to this policy is contained in the Financial Strategy, Rating Policies and Funding Impact Statement.

The current S101 analysis giving rise to the rates allocation by activity and differential is attached in the next table.

2021-31 Long Term Plan																									
			General Rate					Roading & Civil Defence - Targeted Rate						Civic Amenities Target Rate						Services Target Rate			Flat Rate- Waimate Event Centre	total	
	User Pays	Rate payer Funded	Urban	Rural 1	Rural 2	Electricity generators and other transmission providers	Forestry operators and forest blocks	Urban	Business 1 and Business 2	Rural 1	Rural 2	Electricity generators and other transmission providers	Forestry operators and forest blocks	Urban	Business 1 and Business 2	Rural 1	Rural 2	Electricity generators and other transmission providers	Large Industrials	Forestry operators and forest blocks	Urban	Rural	Both Urban & Rural	UAC	
District Planning & Regulatory Services																									
Building Control	60%	40%	10%	77.5%	12.5%	0.0%	0.0%																		100%
Animal Management	50%	50%	10%	77.5%	12.5%	0.0%	0.0%																		100%
Environmental Services	50%	50%	40%	51.6%	8.4%	0.0%	0.0%																		100%
Resource Management	10%	90%	10%	66.9%	10.8%	12.32%	0.0%																		100%
Organisation and Governance																									
Community Representation	0%	100%												41.9%		41.6%	6.8%	8.4%	1.1%	0.2%					100%
Strategy	0%	100%	30%	60.3%	9.7%	0.0%	0.0%																		100%
Investments and Finance	0%	100%	40.0%	46.0%	7.5%	6.3%	0.2%																		100%
Central Administration	100%	0%																							0%
Community Services																									
Economic Development and Promotions	0%	100%	42.9%	49.0%	8.1%	0.0%	0.0%																		100%
Emergency Management	0%	100%						10.4%	0.0%	66.5%	10.8%	12.32%	0.0%												100%
Community Support	0%	100%	42.9%	49.0%	8.1%	0.0%	0.0%																		100%
Library	5%	95%												46.6%	0.0%	45.7%	7.6%	0.00%	0.0%	0.0%					100%
Community Facilities																									
Camping	100%	0%																							0%
Cemeteries	40%	60%												46.6%	0.0%	45.7%	7.6%	0.00%	0.0%	0.0%					100%
Waimate Event Centre - Operational	20%	80%	42.9%	49.0%	8.1%	0.0%	0.0%																		100%
Waimate Event Centre - Loan	0%	100%																						100%	100%
Parks and Public Spaces	0.5%	99.5%												46.6%	0.0%	45.7%	7.6%	0.00%	0.0%	0.0%					100%
Property (exc Public Toilets)	100%	0%	40%	46.0%	7.5%	6.4%	0.2%																		100%
Property - Public Toilets	0%	100%												34.0%	15.0%	46.4%	4.6%	0.00%	0.0%	0.0%					100%
Swimming Pools	8%	92%												50.0%	0.0%	45.4%	4.6%	0.00%	0.0%	0.0%					100%
Roading & Footpaths																									
Roading & Footpaths	58%	42%						9.9%	0.0%	62.7%	10.1%	12.32%	5.0%												100%
Sewerage																									
Sewerage	0%	100%																			100%	0%			100%
Stormwater																									
Stormwater- Waimate Urban	0%	100%	100%	0.0%	0.0%	0.0%	0.0%																		100%
Stormwater- Elephant Hill Drain	0%	100%																			0%	100%			100%
Waste Management																									
Waste Management - Collection	n/a	100%																					100%		100%
Waste Management - Recycling Drop Off	n/a	n/a																					100%		100%
Waste Management - Resource Recovery Park	25%	75%												60.0%	0.0%	34.3%	5.7%	0.00%	0.0%	0.0%					100%
Water Supply																									
Rural Water Supplies Managed by Council																									
Hook/Waituna - Irrigation is 55% of Domestic Supply	100%	0%																			0%	100%			100%
Otaio/Makikihi	100%	0%																			0%	100%			100%
Waihaorunga	100%	0%																			0%	100%			100%
Cannington/Motukaika	100%	0%																			0%	100%			100%
Lower Waihao	100%	0%																			0%	100%			100%
Waikakahi	100%	0%																			0%	100%			100%
Cattle Creek Water Supply	0%	100%	0%	86.1%	13.9%	0.0%	0.0%																		100%
Downlands Water Supply	100%	0%																			0%	100%			100%
Hakataramea Water Supply	0%	100%	0%	86.1%	13.9%	0.0%	0.0%																		100%
Waimate Urban Water Supply	100%	0%																			100%	0%			100%

7. DOCUMENT CONTROL

Queries:	Corporate Services Group Manager
Effective:	June 2021 (2021-2031 LTP)
Previous Review Date(s):	29 June 2012 (2012-22 LTP) 30 June 2015 (2015-25 LTP) 30 June 2018 (2018-28 LTP)
Next Review Date:	June 2024 (2024-2034 LTP)
Document Owner:	Corporate Services Group Manager
To be only amended by:	Resolution of Council

17.7 LIABILITY MANAGEMENT POLICY 402

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Draft Liability Management Policy 402 [↓](#) 

PURPOSE

1. For Council to approve the reviewed draft of the Liability Management Policy 402, for the purpose of inclusion in the Waimate District Council (WDC) Long Term Plan 2021-2031.

BACKGROUND

2. In accordance with section 102 of the Local Government Act (2002) (LGA), Council must, in order to provide predictability and certainty about sources and levels of funding, adopt a number of funding and financing policies, including a liability management policy.
3. Under section 102(5) of the LGA, consultation on the liability management policy is not required.
4. In accordance with section 104 of the LGA, the liability management policy must state the local authority's policies in respect of both borrowing and other liabilities, including:
 - a) Interest rate exposure; and
 - b) Liquidity; and
 - c) Credit exposure; and
 - d) Debt repayment.
5. The Liability Management Policy 402 is reviewed every three years, in line with the Long Term Plan process, or more frequently as required.
6. Considering its planned inclusion in the WDC Long Term Plan 2021-2031 supporting information, a systematic review of the policy was conducted which resulted in a series of minor modifications and rewording to improve clarity.
7. The amendments to note are identified as follows:
 - a) Section 2: The scope of the policy has been amended to cover borrowings of up to \$14,000,000 to align with the level of debt required in the period of the Long Term Plan 2021-2031.
 - b) Section 3: The personnel responsible for implementing this policy has been refined to include provision of an Independent Treasury Advisor, with the group collectively referred to as the Treasury Management Team throughout the policy.
 - c) Section 5: The Internal Borrowing Principles and Interest Rates sections have been updated to reflect current practices.
 - d) Section 6: The Significant Monthly Outgoings section has an additional note proposed to elaborate on the drivers of variations to 'typical' monthly outgoings.
 - e) Section 6: The Specific Borrowing Limits section has a proposed measure identified following feedback from an earlier Council Workshop. This proposes that one of the considerations for measuring compliance with Council's Debt Limit be changed from '100% of total revenue' to '5% of property, plant and equipment'. The rationale for this change is that it is a more appropriate measure on the basis that the purpose of borrowing is predominately to fund the cost of asset replacements or development.

- f) Section 6: We ask Council to consider if it has an appetite to retain the 'Guarantees' section, or if it may be removed. We are not aware of any current examples where Council has provided a financial guarantee to a community organisation, and ask if this is a situation likely to present in the future and if Council has a desire to provide such guarantees.
- 8. The approved Liability Management Policy 402 will be included in the supporting information for the Long Term Plan 2021-2031.

PROPOSAL

- 9. Council is asked to approve the revised Liability Management Policy 402, as presented, or with amendments.

Options

- 10. Council may:
 - a. Approve the Liability Management Policy 402 as presented, or
 - b. Approve the Liability Management Policy 402 with amendments, or
 - c. Not approve the Liability Management Policy 402 at this time.

ASSESSMENT OF SIGNIFICANCE

- 11. The Policy is deemed of low significance as it may be amended at any time without public consultation.

LEGISLATION

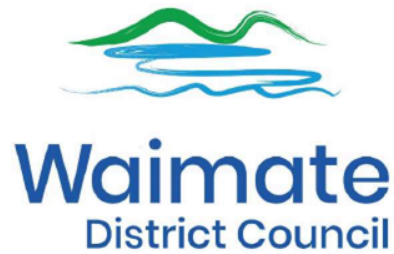
- 12. The Local Government Act 2002.

FINANCIAL

- 13. There are no known financial implications of any significance.

RECOMMENDATION

- 1. That the Liability Management Policy 402 report is accepted, and
- 2. That Council approves the reviewed Liability Management Policy 402 as supporting information for the Long Term Plan 2021-2031, as presented, or with amendments.



LIABILITY MANAGEMENT POLICY 402

Contents

1.	Purpose	3
2.	Scope	3
3.	Responsibility	3
4.	Approved Borrowing Instruments.....	3
5.	Internal Borrowing	5
6.	Policy	6
7.	Glossary	12
8.	Publication Details	13

1. Purpose

To state Council's policies in respect of the prudent management of both borrowing and other liabilities.

2. Scope

This policy covers all borrowings by Council, except where for hire purchase, credit, or the period of indebtedness is less than 91 days, or the goods or services are obtained in the ordinary course of operations on normal terms for amounts not exceeding in aggregate a total of \$614,000,000.

3. Responsibility

The Chief Executive is responsible for implementing this policy.

The Chief Executive will be supported by a [Treasury](#) Management Team consisting of at least two of the following ~~three positions and other members of the Management team as appropriate:~~

- [Chief Executive](#)
- [Corporate Services](#) [Group](#) Manager
- Accountant
- ~~Community and Strategy Group Manager~~ [Independent Treasury Advisor](#)

4. Approved Borrowing Instruments

Council may borrow through a variety of market mechanisms, considered to be approved borrowing instruments. These primarily comprise:

Bank-Sourced Borrowing

Bank overdraft facilities are seen as the most flexible facility for day-to-day short term borrowings, but inevitably at a higher interest cost than longer term facilities. Therefore, they are primarily to be used where the term of borrowing is expected to be less than three months.

Revolving Credit Facilities (Flexible Rate Term Loan Facility)

Revolving credit facilities (or a Flexible Rate Term Loan) are similar to bank sourced borrowing from a borrower's perspective, except interest is paid in arrears rather than upfront as in the case of bank bills. Revolving credit facilities are usually for a term of up to three years but may be for as long as five years and like bank bills drawings under the facility are priced off the bank bill buy rate. Most facilities allow for the borrowers to draw up to the facility amount in various tranches of debt and for various terms out to a maximum term of the maturity date of the facility. Like bank bills most borrowers use these facilities to borrow on a 90 day basis.

Within Council's variable amount term loan limit, borrowing amounts may be separately identified and "ring fenced" to a known term and known interest rate cap, in order to align with the term and known interest income of a Council long term project by the use of a hedging instrument.

Costs

The principal costs are the same as with bank bills, the lending bank's yield sets the base rate at the time of lending, an arrangement fee, an acceptance fee and a line fee (expressed in basis points or percentage per annum) and the margin. Acceptance fees, arranger fees, line fees and margins in aggregate normally range between 35-300 basis points (i.e. 0.35% - 3.00%), depending on the credit worthiness of the borrower.

Short Term Money Market Lines

Short term money market loans or cash loans can be Committed or Uncommitted. A customer pays for a guarantee of the availability of the funds in a Committed Loan. In an Uncommitted Loan, funds are provided on a best endeavours basis and no line/commitment fee is payable. In addition to a line fee, a margin may be charged on any line usage.

The minimum amount for a cash loan is \$1,000,000. Smaller loans can be arranged, although the interest rate quoted will be a reflection of the size of the loan.

The main usage of cash loans is to cover day-to-day shortfalls in funds. The interest rate is governed by the term of the borrowing and the implied or implicit credit rating of the borrower. Cash loans are short term only and are normally drawn for a term of one (overnight) to seven days. Interest collection can be daily.

Bank Bill Facilities

Council has a committed bank overdraft. Overdraft facilities are utilised as little as practical, (i.e. call funds are utilised to meet day-to-day expenses where possible).

An unconditional order in writing, addressed by one person to another signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at fixed or determinable future time, a sum certain in money to, or to the order of a specified person, or to bearer.

Bank bill facilities are normally for a term of up to three years but may be for as long as five years. Bank bills are bills of exchange, drawn or issued usually by the original borrower and accepted or endorsed by a bank.

For a Bank Accepted Bill, the bank makes the payment of the face value of the bill on maturity. Most bank bills traded in the New Zealand market are Bank Accepted Bills.

Bank Endorsed Bills have been endorsed by a bank with another part as acceptor. In the event of default of the original acceptor, payment can be sought through the chain of endorsers to the bill.

An investor in bank bills can sell the bills prior to maturity date and receive the cash. Bank bills are a longer term borrowing instrument than cash loans. Bills are normally drawn for terms of 30, 60, or 90 days with a few being drawn for 180 days. The 90 day bank bill is the underlying traded benchmark instrument for the short end of the market.

Costs

The principal costs to the borrower are the discounting bank's yield at which it discounts the bill at the time of drawdown, an arrangement fee, an acceptance fee and a line fee (expressed in basis points or percentage per annum) and margin. Acceptance fees, arranger fees, line fees and margins in aggregate normally range between 35 – 300 basis points (i.e. 0.35% - 3.00%), depending on the credit worthiness of the borrower.

Local Authority Bonds

Local Authority Bonds are issued by a variety of local governments by tender or private placement. The Bonds are registered securities. They are repayable on a fixed date, and are generally issued for terms ranging from one to fifteen years.

Local Authority Bonds are quoted on a semi-annual yield basis and priced on a discounted cashflow basis. A fixed coupon payment is made semi-annually to the holder of the security.

Structured and Project Finance

Project and structured financing matches up debt to suit the quantifiable income stream from the project. This type of financing is appropriate for the funding of standalone assets which are able to be ring-fenced and over which security can be taken. The sort of assets to which this usually applies are assets which are transferable, and for which an international equity market exists, e.g. infrastructural assets. The owner of the asset usually retains an equity interest in the asset.

5. Internal Borrowing

Objective

Council's primary objective in funding debt internally is to use cash held in capital replacement, depreciation, separate rate, and special and trust funds effectively by establishing an internal loan portfolio that provides funding to internal cost centres. This creates operational efficiencies as savings are created by eliminating the 'bankers margin' that would be owing through Council simultaneously investing and borrowing with the bank.

Legal Compliance

Internal borrowing was authorised by the Local Government (Rating) Act 2002. Council considers that by applying available funds against debt through an internal debt management process is using its funds to most efficient use at low risk.

General Policy

The internal loan portfolio is used as an input into determining Council's external debt requirements. Where possible, reserves are used to reduce external debt, effectively reducing Council's net interest cost. Where debt financing is approved by the Annual or Long Term Plan, Council in setting the treasury strategy will determine the effectiveness of using either external or internal debt.

Principles

The following principles apply to the management of Council's internal loan portfolio:

- The internal loan is recorded on a schedule of internal loans and reported [periodically](#) to Council [through the Annual Report](#).
- Principal [amounts are repaid annually](#) and interest ~~amounts are~~ repaid in quarterly instalments.
- Loan terms are agreed on establishment of the loan and determined on a table mortgage basis.
- Interest is charged to each internal loan and for short-term operational deficits in separate rate accounts.

- Interest will be paid to separate rate, depreciation reserves and special and trust funds quarterly, based on ~~average quarterly account balances at the weighted rate of earnings of internal and external investments~~ the prior 30 June end of year balance.
- All rate income collected for the purpose of a loan will be repaid to the loan. Where the actual interest rate varies from the budgeted interest rate, Council first applies the interest charge then ~~holds~~ applies the balance of the income ~~in reserve to the loan principal~~.

Interest Rates

Interest rates applied to the internal investments and debt are calculated and set annually using the following guidelines:

- ~~In setting the rates~~ Council estimates the likely internal borrowing interest rate.
- ~~The actual interest rate is calculated quarterly.~~
- The interest rate is based on Council's actual weighted average cost of funds and takes into account the following factors:
 - ~~Estimated~~ Actual earnings on cash invested ~~for the quarter~~.
 - ~~Estimated~~ Actual cost of external borrowings ~~for the quarter~~.

6. Policy

General Matters

Council will from time to time exercise its flexible and diversified borrowing powers within the terms of this policy, as provided for by the Local Government Act 2002 particularly the Principles of Good Financial Management as set out in the Local Government Act 2002 (Part 6, Subpart 3) in any borrowing decisions and aims to achieve the lowest possible net borrowing costs within these policy parameters.

Council raises borrowing for the primary purposes as set out in the Revenue and Financing Policy.

In evaluating any new or renewal borrowings (in relation to source, term, size and pricing) the following matters will be taken into account:

- The size and the economic life of the project.
- The impact of the new debt on the borrowing limits.
- Relevant margins under each borrowing source.
- Council's overall debt maturity profile, to ensure concentration of debt is avoided at reissue/rollover time.
- Prevailing interest rates relative to term for both stock issuance and bank borrowing and management's view of future interest rate movements.
- Available term from bank and stock issuance.
- Legal documentation and financial covenants.

Foreign Exchange

From time to time Council has foreign exchange exposure through the occasional purchase of foreign exchange denominated goods and services.

Where possible, all supplier invoices are raised in New Zealand Dollars. Where this is not possible, all significant commitments for foreign exchange are hedged using foreign exchange contracts, once expenditure is approved. Smaller payments are converted at the spot exchange rate on the date of payment. Both spot and forward foreign exchange contracts are used by Council.

Council does not borrow or enter into incidental arrangements within or outside New Zealand in currency other than NZ currency.

Interest Rate Exposure/Risk Management

Interest Rate Risk Management (for Borrowings)

Council's borrowing gives rise to direct exposure to interest rate movements. Generally, given the long term nature of Council's assets, projects and intergenerational factors, and Council's preference to avoid an adverse impact on rates, there is a general tendency to have a high percentage of long term fixed rate, or hedged borrowing.

The following table provides guidelines for achieving a floating rate mix, together with the appropriate discretionary authority:

For Debt Exceeding \$2,000,000		
Term of Exposure	Maximum Floating Rate Exposure	Revised Floating Rate Exposure Allowable Upon the Treasury Management Team Written Approval.
0-1 year	55%	75%
1-3 years	10%	30%
3-5 years	N.A.	20%
5-7 years	N.A.	10%
7 years +	N.A.	N.A.

NOTE: Percentages in excess of these may be approved by Council. The table includes debt maturing in the current year, i.e. debt maturing in the current year is considered floating rate debt.

The [Treasury](#) Management Team recommends the interest rate risk management strategy by monitoring the interest rate markets on a regular basis and after undertaking appropriate research, evaluating the outlook for short term rates in comparison to the rates payable on its fixed rate borrowing.

Management then implements interest rate risk management strategy through the use of the following:

- Adjusting the average maturity of its borrowings, thereby managing interest rate risk within the confines of liquidity management.
- Interest rate risk management products (refer note below) to convert fixed rate borrowing into floating rate, floating rate borrowing into fixed or hedged borrowing, and to manage maturity mismatches between its borrowings and investments.
- The following interest rate risk management instruments (refer Section 4 for definitions) may be used for interest rate risk management activity, after seeking formal prior approval of Council:
 - Forward rate agreements
 - Interest rate swaps
 - Purchase of interest rate options products including caps, bond options and swaptions
 - Interest rate collar type option strategies

Selling interest rate options for the primary purpose of generating premium income is not permitted because of its speculative nature.

Liquidity

Council's ability to readily attract cost effective borrowing is largely driven by its ability to maintain a strong financial position as well as its ability to rate, manage its image in the market, and its relationship with its banker.

Council budgets to repay term debt payments as they fall due. Council's treasury management approach will ensure sufficient facilities are available to renew floating debt, at all times. The main tool for this is to ensure that funds are available through committed bank facilities. Furthermore, Council maintains a line of available credit in the form of a bank overdraft with its principal bankers of \$200,000.

With an active internal borrowing portfolio the [Treasury](#) Management Team need to ensure that the facilities are sufficient to cover the transfer of a portion of internal debt to external should a reserve be required to be used.

To minimise the risk of large concentrations of term debt maturing or being reissued in periods where credit margins are high for reasons within or beyond Council's control, Council ensures debt is spread over a band of maturities and ensures that:

No more than 33% of total term debt is subject to refinancing in the next financial year. Total term debt includes existing and forecast borrowings. For the purposes of determining this ratio, total term debt does not include Revolving Credit Facilities, as they are negotiated with the Bank every three to six years and in the last year are then fully subject to refinancing the next financial year, nor does it include Structured and Project Finance which is a specific funding of standalone assets.

Liquidity Profile throughout Council's Typical Year

Significant Monthly Outgoings

The most significant monthly outgoing for Council is accounts payable, in the form of sundry creditors. These are typically incurred at a relatively uniform rate for each month of the

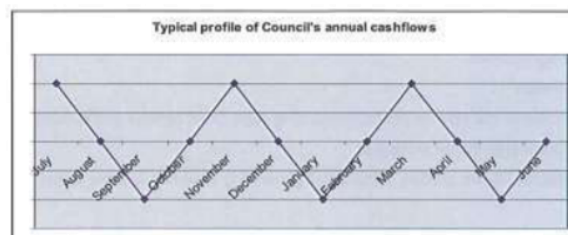
financial year with the exception that due to operational requirements for road construction and maintenance significant roading expenditures may be incurred in Council's last quarter (April/May/June). Furthermore, significant infrastructural project expenditure, such as Stimulus Funded projects, may also skew typical monthly outgoings.

Significant Monthly Incomings

Council's most significant income type is rates. Council rates are due to be paid in four instalments throughout the financial year, typically represented as follows:

For Period	Due
July/August/September	Last Friday in August
October/November/December	Last Friday in November
January/February/March	Last Friday in February
April/May/June	Last Friday in May

Note also that Council, in line with good Financial Management, promotes prompt payment and advance payments of its rating charges and typically achieves a very high proportion of rates instalments paid by month end in August, November, February and May.



Because of the patterns of cashflow incomings and outgoings above, Council typically operates with adequate liquidity from rates cashflow, to meet sundry creditors in the months of August, November, February and May. Any cashflow surplus to expenditure requirements in those months is deposited to a call account with Council's principle bankers, in order to maximise interest earned. In months where rates incoming cashflow is not sufficient to meet expenditure requirements, funding is drawn firstly from Council's interest bearing call account, and secondly, Council may draw on its bank overdraft facility.

Impact on Liquidity Ratio Requirement

For these reasons, the traditional measure of balance sheet solvency of current liabilities being matched by current assets on a 1:1 basis at all times is not appropriate or necessary in order for Council to meet its obligations to pay sundry creditors.

For the purposes of liquidity management, Council uses its line of credit in the form of unused bank overdraft with its principal bankers, to meet financial outgoings.

Credit Exposure

Council may be exposed to credit risk in circumstances where deterioration occurs, of the credit rating of an entity with whom Council has placed investments or has concluded financial derivative contracts or has concluded a major supply, construction or service contract.

In order to safeguard Council against such risk the following guidelines have been adopted:

- Investments are only placed with parties that meet certain minimum credit ratings and only up to certain limits.
- Financial derivative contracts are only to be concluded with registered banks with certain minimum credit ratings.
- All parties with whom Council intends to conclude major contracts will be subject to formal credit approval.
- Tenders for contracts will note that unacceptable credit reviews of a tenderer will be grounds for discretionary rejection of a tender.

Debt Repayment

The term of debt repayment should be aligned with expected life of the intergenerational asset funded or the expected period of Council involvement in an economic development initiative.

Note that the funding will be so aligned but external borrowings may be repaid on a shorter term to minimise interest costs to the Council.

Council may repay borrowings from either asset sale proceeds or from general reserves, including accumulated depreciation reserves.

Specific Borrowing Limits

Council is required to set a limit on borrowing in its Financial Strategy every three years as part of the Long Term Plan. In that document Council sets its limits for the period of the plan, taking account of growth expectations, expenditure and funding needs as well as community views around acceptable debt levels. The limits below are limits that it is financial prudent to operate within. Council in setting its Long Term Plan should be guided by these upper limits.

In order to protect Council from a heavily debt weighted balance sheet, the following borrowing limits will be observed:

Limit will be the lowest after considering each of the following:-

- The gross annual interest expense of all borrowings will not exceed 10% of total annual rates income; or
- Net cash inflow from operating activities exceed gross annual interest expense by two times; or
- Debt to be no more than ~~100% of total revenue~~ 5% of property, plant and equipment.

The Giving of Securities and Guarantees

Security

Council offers rates as security for its borrowing programmes. From time to time, with prior Council approval, security may be offered by providing a charge over one or more of Council's assets, or a charge over rates.

Guarantees

~~Council provides a financial guarantee from time to time to community organisations. Council approves all guarantees and prior to approval reviews the organisation's latest financial reports.~~

~~Financial statements are received annually. Should the guarantee be called upon, Council will take immediate steps to recover the money.~~

~~Council may act as guarantor to bank loans for an incorporated organisation which provides, improves, or develops amenities for recreation, amusement or the instruction of the public.~~

~~Each organisation that Council has provided a loan guarantee shall provide to Council:~~

- ~~• A six monthly unaudited financial report within three months of the first six months of the financial year, and~~
- ~~• An annual audited financial report within four months of the balance date, and~~
- ~~• That the bank lending the money to the qualifying organisation, be required to provide Council with a financial statement each year that shows the principal outstanding at the end of each period, and payment made during the year.~~

~~The guaranteed loan shall be for a maximum of three years, with a right of renewal.~~

7. Glossary

BKBM: The Forward Rate Agreement (FRA) settlement rate as determined at 10.45 am each business day on Reuters page BKBM.

Bond Options: Council when purchasing a bond option, has the right but not the obligation to buy or sell a specified Government stock maturity on an agreed date and time, and at an agreed rate.

Forward Exchange Contract: Council when entering into a Forward Exchange Contract agrees a rate today at which one currency is sold or bought against another for delivery on a specified future date.

Forward Rate Agreement: An agreement between Council and a counterparty (usually a bank) protecting Council against a future adverse interest rate movement.

Council and the counterparty agree to a notional future principal amount, the future interest rate, the benchmark dates and the benchmark rate (usually BKBM).

Interest Rate Collar Strategy: The combined purchase (or sale) of a cap or floor with the sale (or purchase) of another floor or cap.

Interest Rate Options: The purchase of an interest rate option gives the holder (in return for the payment of a premium) the right but not the obligation to borrow (described as a cap) or invest (described as a floor) at a future date. Council and the counterparty agree to a notional future principal amount, the future interest rate, the benchmark dates and the benchmark rate (usually BKBM).

Interest Rate Swap: An Interest Rate Swap is an agreement between Council and a counterparty (usually a bank) whereby Council pays (or receives) a fixed interest rate and receives (or pays) a floating interest rate. The parties to the contract agree notional principal, start date of the contract, duration of the contract, fixed interest rate and the benchmark rates (usually BKBM).

Liquidity Ratio: This ratio measures the ability of Council to generate cash from assets in order to meet its obligations. Council's liquidity or acid test ratio consists of the sum of cash, marketable securities, short term notes and receivables, supplemented by any unused bank overdraft facility that Council may have with its principal bankers, that is able to be called upon instantly, divided by current liabilities.

Swaption: The purchase of a swaption gives Council the right but not the obligation to enter into an interest rate swap, at a future date, at a specific interest rate.

8. Publication Details

All inquiries regarding this document should be referred to:	Corporate Services Group Manager
Revision:	Draft Version for inclusion in LTP
Revision Dates:	30 June 2015 30 January 2018
Effective Date:	30 June 2018 (adopted as part of LTP 2018-28)
Minimum Review by:	June 2021 (3 yearly)
Document Owner – Release Signature: Corporate Services Group Manager	
Chief Executive – Release Signature:	
Policy can only be amended by:	Resolution of Council
Policy filed at:	L:\POLICIES, MOU's & STRATEGIES\Policies\400 policy - Financial
Policy Writer:	Corporate Service Group Manager

17.8 INVESTMENT POLICY 403

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Draft Investment Policy 403  

PURPOSE

1. For Council to approve the reviewed draft of the Investment Policy 403, for the purpose of inclusion in the Waimate District Council (WDC) Long Term Plan 2021-2031.

BACKGROUND

2. In accordance with section 102 of the Local Government Act (2002) (LGA), Council must, in order to provide predictability and certainty about sources and levels of funding, adopt a number of funding and financing policies, including an investment policy.
3. Under section 102(5) of the LGA, consultation on the investment policy is not required.
4. In accordance with section 105 of the LGA, the investment policy must state the local authority's policies in respect of investments, including:
 - a) The mix of investment; and
 - b) The acquisition of new investments; and
 - c) An outline of the procedures by which investments are managed and reported on to the local authority; and
 - d) An outline of how risks associated with investments are assessed and managed.
5. The Investment Policy 403 is reviewed every three years, in line with the Long Term Plan process, or more frequently as required.
6. Considering its planned inclusion in the WDC Long Term Plan 2021-2031 supporting information, a systematic review of the policy was conducted which resulted in a series of minor modifications and rewording to improve clarity.
7. The amendments or items to note are identified as follows:
 - a) Section 5: The second paragraph of the Policy Statements made reference to a delegated authority whereby the Chief Executive may approve cash investments with approved counterparties up to a value of \$2,000,000 for a term of up to six months. Beyond this, Council resolution is required. This delegation is not identified in Council's Delegation Policy but may be incorporated upon the next iteration of that Policy, on the assumption that Council wish to retain the intent of the Policy Statement.
 - b) Section 6: Council does not have any current loans advances applicable to this category. We ask Council to consider if there is an appetite to retain this section and continue to provide this opportunity, or if this section may be deleted as proposed. If this section is to be retained, the terms related to this practice will need to be confirmed.
 - c) Section 6: An additional note has been included to provide an indication of Council's aspiration to reduce reliance on investment income as a rates mitigating tool, to alleviate the impact on rates when investment returns fluctuate.
 - d) Section 6: An amendment to the options for the use of proceeds from the sale of equity investments is recommended (from 'Forestry' to 'Alternative') to provide for flexibility. It is noted that previous policies have illustrated a significant focus on forestry as a significant investment. While forestry is still a major investment for Council, this investment did reduce some years ago with the sale of some forestry holdings. The weighting of the focus of forestry in Council policy can therefore be subtly adjusted.

- e) Section 7: We have amended the reference to the sale of property requiring the approval of Council, to being property over \$40,000 to align with Council's Delegation Policy.

Furthermore, we have considered procurement principles and sought to improve on the wording regarding the method of sale of surplus land.

- f) Section 10: A change in wording regarding credit rate consideration to improve on the practical applicability is recommended.
- g) Section 11: Amendments to Cash Management procedures to align with the practical application and increase flexibility have been identified.
- h) Section 11: The Investment Interest Rate Risk Management procedures refer to the prior approval of a 'Risk Management Consultant'. We have updated this to the 'Treasury Management Team' as defined in Council's Liability Management Policy, which may include an Independent Treasury Advisor.

- 8. The approved Investment Policy 403 will be included in the supporting information for the Long Term Plan 2021-2031.

PROPOSAL

- 9. Council is asked to approve the revised Investment Policy 403, as presented, or with amendments.

Options

- 10. Council may:
 - a. Approve the Investment Policy 403 as presented, or
 - b. Approve the Investment Policy 403 with amendments, or
 - c. Not approve the Investment Policy 403 at this time.

ASSESSMENT OF SIGNIFICANCE

- 11. The Policy is deemed of low significance as it may be amended at any time without public consultation.

LEGISLATION

- 12. The Local Government Act 2002.

FINANCIAL

- 13. There are no known financial implications of any significance.

RECOMMENDATION

- 1. That the Investment Policy 403 report is accepted, and
- 2. That Council approves the reviewed Investment Policy 403 as supporting information for the Long Term Plan 2021-2031, as presented, or with amendments.



INVESTMENT POLICY 403

Contents

1.	Purpose	3
2.	Scope.....	3
3.	Responsibility	3
4.	Investment Mix	3
5.	Policy Statements	3
6.	Loan Advances	4
7.	Equity Investments.....	4
8.	Property Investments	5
9.	Forestry Investments.....	5
10.	Financial Investments.....	5
11.	Objectives for Management of Financial Investments.....	6
12.	Procedures.....	6
13.	Counterparty Exposure Limits	7
14.	Glossary	9
16.	Publication Details.....	10

1. Purpose

To guide Council in the making of investment decisions and managing investments.

2. Scope

This policy applies to all financial assets, equity investments and investment properties.

3. Responsibility

The Chief Executive is responsible for implementing this policy.

4. Investment Mix

Council may maintain investments in the following:

- Loans Advances
- Equity Investments
- Property Investments
- Forestry Investments
- Financial Investments

5. Policy Statements

Council's philosophy in the management of investments is to optimise returns in the long term while balancing risk and return considerations. Council recognises that as a responsible public authority any investments that it does hold should be low risk, giving preference to conservative investment policies and avoiding speculative investments. It also recognises that lower risk generally means lower returns.

Any new investments are approved by the appropriate delegated authority, which provides that the Chief Executive may approve such cash investments with approved counterparties up to a value of \$2,000,000 for a term of six months. Beyond this, Council resolution is required.

Council does not hold financial investments other than those involving general and specific reserves, and cash management balances. In its financial investment activity, Council's primary objective, when investing, is the protection of the investment capital value and to minimise the risk of loss. Accordingly, only credit worthy counterparties are acceptable. Council's policy on managing credit risk is contained in Section 11.

Within the credit constraints contained in Section 11, Council also seeks to:

- Optimise investment return.
- Ensure investments are liquid and sufficiently flexible.
- Diversify the mix of financial investments.
- Manage potential capital losses due to interest rate movements if investments need to be liquidated before maturity.

6. Loan Advances

Loan advances include loans for housing, recreational and community organisations which further the Council's strategic objectives.

Interest rates charged on sports and recreational loans are determined by Council. These loans are made to incorporated organisations which will provide, improve, or develop amenities for the purposes of sport and recreation.

All loan advances are charged at market interest rates (unless resolved otherwise by Council) and reviewed on the anniversary of the loan.

Interest received on all loans is credited to the Investments & Finance Activity.

All loan advances are approved by Council. Council will specifically approve the following:

- Principal Amount
- Interest Rate
- Security
- Term
- Payment terms
- Other

All loans will be formally documented prior to funds being transferred.

Council receives annual financial statements and reviews performance of these investments on a regular basis, to ensure objectives are being achieved, and that interest and principal repayments are being made in accordance with the loan agreement.

Council intends to hold loan investments until maturity.

7.6. Equity Investments

Council's current equity investments and other shareholdings, are included in Council's most recent Annual Report.

Council's investments in such assets fulfil various strategic and financial objectives and comply fully with Council's statutory powers.

All income from Council's equity investments, including dividends, are credited to the Investment & Finance Activity, thereby included in general funds and used for the reduction of rates generally. Council is however aspiring to reduce reliance on investment income as a rates mitigating tool in order to alleviate the impact on rates when investment returns fluctuate.

Council receives annual financial statements and reviews performance of these investments to ensure that the stated performance objectives are being achieved.

Council will periodically review equity investments and reassess its reasons for ownership and consider whether the return on investment is acceptable, given these reasons for ownership, and whether continued ownership of the investment is prudent and in the best interest of the community.

Any disposition of equity investments requires Council approval. Proceeds from the disposition of equity investments are applied to, either:

- The repayment of general debt, or
- Capital development, or
- [ForestryAlternative](#) investment purposes.

Proceeds are not used for operational expenditure purposes, unless Council considers it prudent to do so.

8.7. Property Investments

Council's overall objective is to only own property (including land holdings, buildings and excluding operating assets), that is necessary to achieve its strategic objectives. Council reviews property ownership through assessing the benefits of continued ownership in comparison to other arrangements which could deliver the same results. This assessment is based on the most financially viable method of achieving the delivery of Council services. Council generally follows a similar assessment criterion in relation to acquiring new property and land investments.

Property rentals, excluding Community Housing and internal rents, are charged at commercial levels, and all income, including rentals and ground rent from property investments, is held in property reserves.

Council reviews the performance of its investment properties at least annually.

Any disposition of property [over \\$40,000](#) requires the approval of Council. Any proceeds on disposition are firstly used to repay related debt and then allocated to capital development purposes. Council intends to dispose of all surplus land holdings by tender, or [by such method that market value is achieved at the most recent independent valuation](#), whilst being cognisant of the requirements of legislation including toofer back under the Public Works Act 1981

9.8. Forestry Investments

Forestry assets are primarily held as long term investments on the basis of their net positive discounted cashflows, factoring in projected market prices and annual maintenance and cutting costs. On-going costs are held in a reserve to be funded from forest sales.

The management of forestry assets is contracted. The contractor will complete on-going plantation maintenance and six monthly reporting to Council. An annual audit of the plantation is completed by an independent forestry consultant.

Any disposition requires Council approval. Proceeds from the disposition of forestry investments, including real estate, leases, forestry sales, etc. may be applied to the repayment of the Forestry Reserve deficits, Forestry Loans, re-establishment of existing or new Council forests or such other use as Council specifically directs.

10.9. Financial Investments

Council maintains financial investments for the primary reasons:

- Investment proceeds from the sale of assets.
- Invest amounts allocated to general and specific reserves.

- Invest funds allocated for approved future expenditure.
- Invest surplus cash, and working capital funds.

Interest income earned on financial investments is accounted for within general reserves. The Environment Services and Finance Committee reviews financial investment performance through standard monthly reporting.

11.10. Objectives for Management of Financial Investments

Council's primary objective when investing is the protection of its investment. Accordingly, only credit worthy counterparties are acceptable. Credit worthy counterparties are selected on the basis of their current Standard and Poors (S & P) rating, which must be strong or better. Credit ratings are considered when a new investment is made and changes monitored by Council finance staff through updated S & P rating advice monitored on a six-monthly basis by the Accountant from updated S & P advice.

Council approves investment strategy, as recommended by the Treasury Management Team, who after seeking appropriate advice, incorporates plans for approved expenditure and strategic initiatives, and evaluates the outlook for interest rates and the shape of the yield curve.

The following principles capture the above objectives and form the key assumptions of the operating parameters contained in – Counterparty Exposure Limits:

- Credit risk is minimised by placing maximum limits for each broad class of non-Government issuer, and by limiting investments to local authorities, registered banks, strongly rated SOE's, and corporates within prescribed issuer and portfolio limits.
- Liquidity risk is minimised by ensuring that all investments must be capable of being liquidated in a readily available secondary market.

12.11. Procedures

Procedures to Manage Investments and Report to Council

Cash Management

From time to time, Council has daily cashflow surpluses and borrowing requirements due to the mismatch of daily receipts and payments. All cash inflows and expenses pass through bank accounts controlled by the finance function.

Any excess cash not expected to be needed in the short term within one week is transferred immediately to Council's Call Account, to ensure interest is earned at the most advantageous rate.

Cash management activities must be undertaken within the following parameters:

- Cash management instruments are limited to:
 - Call deposits and registered banks.
 - Negotiable instruments issued by banks with a maturity less than three months.
 - Term deposits with registered banks for an appropriate term which optimizes the return on investment, giving consideration to forecasted cashflow requirements (less than three months). Not recommended if early break penalties are enforced.

- Cash may only be invested with approved counterparties.
- An optimal balance of \$100,000 is targeted for in Council's main bank account.
- Interest rate risk management on cash management balances is not permitted.

-
-

Procedures to Assess and Manage Risks Associated with Investment**Interest Rate Risk Management (for Investments)**

Where Council's investments give rise to a direct exposure to a change in interest rates, impacting the return and capital value of its fixed rate investments.

The Treasury Management Team recommends interest rate risk management strategy by monitoring the interest rate markets on a regular basis, and after taking appropriate advice, evaluates the outlook and determines the interest rate profile to adopt for investments.

Finance staff implement interest rate risk management strategy by reviewing rolling cashflow forecasts and using risk management instruments to protect investment returns, and/or to change interest rate and maturity profile, within the strategy determined by the Treasury Management Team.

The following interest rate risk management instruments may be used for interest rate risk management activity, after formal prior approval of [the Treasury Management Team Risk-Management Consultant](#):

- Forward rate agreements.
- Interest rate swaps.
- Purchase of interest rate options products including floors, bond options and swaptions.
- Interest rate collar type strategies.

Selling interest rate options for the purpose of generating premium income is not permitted.

13.12. Counterparty Exposure Limits

Council ensure that all investment, interest rate risk management as well as any foreign exchange activity is undertaken with institutions that are of high quality credit, to ensure amounts owing to Council are paid fully and on due date.

More specifically, Council minimises its credit exposure by:

- Transacting with entities that have a strong credit rating.
- Limiting total exposure to prescribed amounts and portfolio limits.
- Timely and rigorous compliance monitoring.

The following table summarises credit requirements and limits:

Institution	Minimum S&P Short Term Credit Rating 10	Minimum S&P Long Term Credit Rating 11	Total Exposure Limit for each Counterparty	Portfolio Limit (% of Total Portfolio)
Government	N.A.	N.A.	Unlimited	100%
Local Authorities	N.A.	N.A.	\$2 million	100%
Registered Banks	A-1	A-	\$12 million	100%
Strongly Rated Corporates and State Owned Enterprises	A-1	A-	\$2 million	40%

Note:

- Short-term refers to securities with a remaining maturity of 12 months or less.
- Long term refers to securities with a remaining maturity of more than 12 months.

If any counterparty's credit rating falls below the minimum specified in the above table, then immediate steps are taken to reduce the credit exposure to that counterparty to zero.

14.13. Glossary

BKBM: The Forward Rate Agreement, (FRA) settlement rate as determined at 10.45 am each business day on Reuters page BKBM.

Bond Options: Council when purchasing a bond option, has the right but not the obligation to buy or sell a specified Government stock maturity on an agreed date and time, and at an agreed rate.

Forward Exchange Contract: Council when entering into a Forward Exchange Contract agrees a rate today at which one currency is sold or bought against another for delivery on a specified future date.

Forward Rate Agreement: An agreement between Council and a counterparty (usually a bank) protecting Council against a future adverse interest rate movement. Council and the counterparty agree to a notional future principal amount, the future interest rate, the benchmark dates and the benchmark rate (usually BKBM).

Interest Rate Collar Strategy: The combined purchase (or sale) of a cap or floor with the sale (or purchase) of another floor or cap.

Interest Rate Options: The purchase of an interest rate option gives the holder (in return for the payment of a premium) the right but not the obligation to borrow (described as a cap) or invest (described as a floor) at a future date. Council and the counterparty agree to a notional future principal amount, the future interest rate, the benchmark dates and the benchmark rate (usually BKBM).

Interest Rate Swap: An Interest Rate Swap is an agreement between Council and a counterparty (usually a bank) whereby Council pays (or receives) a fixed interest rate and receives (or pays) a floating interest rate. The parties to the contract agree notional principal, start date of the contract, duration of the contract, fixed interest rate and the benchmark rates (usually BKBM).

Liquidity Ratio: This ratio measures the ability of Council to generate cash from assets in order to meet its obligations. Council's liquidity or acid test ratio consists of the sum of cash, marketable securities, short term notes and receivables, supplemented by any unused bank overdraft facility that Council may have with its principle bankers, that is able to be called upon instantly, divided by current liabilities.

Swaption: The purchase of a swaption gives Council the right but not the obligation to enter into an interest rate swap, at a future date, at a specific interest rate.

16. Publication Details

Queries:	Corporate Services Group Manager
Effective:	June 2021 (via the adoption of LTP 2021-2031)
Previous Review Date(s):	30 June 2015 30 January 2018
Next Review Date:	June 2024
Document Owner:	Corporate Services Group Manager
To be only amended by:	Resolution of Council

17.9 FINANCIAL CONTRIBUTIONS POLICY 404

Author: Tina Stevenson, Corporate Services Group Manager

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: 1. Draft Financial Contributions Policy 404 [↓](#) 

PURPOSE

1. For Council to approve the reviewed draft of the Financial Contributions Policy 404, for the purpose of inclusion in the Waimate District Council (WDC) Long Term Plan 2021-2031 supporting information for consultation.

BACKGROUND

2. In accordance with section 102 of the Local Government Act 2002 (LGA), Council must, in order to provide predictability and certainty about sources and levels of funding, adopt a number of funding and financing policies, including a policy on development contributions or financial contributions.
3. The Financial Contributions Policy is reviewed every three years, in line with the Long Term Plan process.
4. This policy has been reviewed concurrently with the review of the Revenue and Financing Policy as part of the Long Term Plan 2021-2031 process.
5. Considering its planned inclusion in the WDC Long Term Plan 2021-2031 supporting information, a systematic review of the policy was conducted which commenced with the transfer of the policy into the new standard policy template and some minor amendments and rewording to ensure clarity.
6. Clause 5.7 has been updated to acknowledge the 'additional demand' projects featuring in the Long Term Plan 2021-2031. Further information is yet to be provided to Council to consider for inclusion in order that the policy complies with legislation. It is expected that this information will be tabled at this meeting.
7. This information is to specifically fulfil section 106 of the LGA which states, this policy must:
 - a. Summarise and explain the total cost of capital expenditure identified in the long-term plan, or identified under clause 1(2) of Schedule 13 that the local authority expects to incur to meet the increased demand for community facilities resulting from growth; and
 - b. State the proportion of that total cost of capital expenditure that will be funded by:
 - (i) development contributions
 - (ii) financial contributions
 - (iii) other sources of funding; and
 - c. Explain, in terms of the matters required to be considered under section 101(3), why the local authority has determined to use these funding sources to meet the expected total cost of capital expenditure referred to in paragraph (a); and
 - d. Identify separately each activity or group of activities for which a development contribution or a financial contribution will be required and, in relation to each activity or group of activities, specify the total amount of funding to be sought by development contributions or financial contributions; and
 - e. If development contributions will be required, comply with the requirements set out in sections 201 to 202A; and

- f. If financial contributions will be required, summarise the provisions that relate to financial contributions in the district plan or regional plan prepared under the Resource Management Act 1991.
- 8. No other significant amendments have been made to the principles of the policy for the requirement of financial contributions.
- 9. The approved Financial Contributions Policy 404 will be included in the supporting information for the Long Term Plan 2021-2031 for consultation.

PROPOSAL

- 10. Council is asked to approve the revised Financial Contributions Policy 404, as presented, or with amendments.

Options

- 11. Council may:
 - a. Approve the Financial Contributions Policy 404 as presented, or
 - b. Approve the Financial Contributions Policy 404 with amendments, or
 - c. Not approve the Financial Contributions Policy 404 at this time.

ASSESSMENT OF SIGNIFICANCE

- 12. The Policy is deemed to be of high significance and will form part of upcoming public consultation on the draft Long Term Plan 2021-31.

LEGISLATION

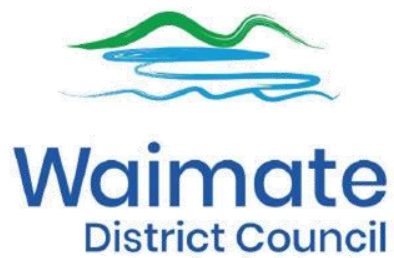
- 13. The Local Government Act 2002 and the Resource Management Act 1991.

FINANCIAL

- 14. There are no known financial implications of any significance.

RECOMMENDATION

- 1. That the Financial Contributions Policy 404 report is accepted, and
- 2. That Council approves the reviewed Financial Contributions Policy 404 for the Long Term Plan 2021-2031 consultation, as presented, or with amendments.



FINANCIAL CONTRIBUTIONS POLICY 404

Waimate District Council
Financial Contributions Policy 404

Date of Adoption
Page | 2

TABLE OF CONTENTS

1.0 PURPOSE	3
2.0 RELEVANT LEGISLATION /INTERNAL POLICIES	3
3.0 APPLICABILITY	3
4.0 DEFINITIONS	3
5.0 POLICY STATEMENT	4
6.0 PROVISION ON OPEN SPACE & RECREATION	5
7.0 PROVISION ON STORMWATER DISPOSAL	5
8.0 PROVISION ON WATER SUPPLY	5
9.0 PROVISION ON SEWAGE DISPOSAL	5
10.0 PROVISION ON ROAD & PROPERTY ACCESS	5
11.0 DEVELOPMENT CONTRIBUTIONS	5
12.0 DOCUMENT CONTROL	6

1.0 PURPOSE

- 1.1 To determine the purpose for which financial contributions may be required by the Waimate District Council (WDC).
- 1.2 To provide predictability and certainty in regard to the sources and levels of funding required for meeting increased demand for infrastructure and reserves resulting from growth.
- 1.3 Within the framework of the Waimate District Plan, to enable the WDC to recover contributions from those parties undertaking development, as a condition of a resource consent or permitted activity, or where the development or activity may have an adverse effect on the natural or physical environment.

2.0 RELEVANT LEGISLATION /INTERNAL POLICIES¹

- 2.1 Local Government Act 2002 (LGA)
- 2.2 Resource Management Act 1991 (RMA)
- 2.3 Waimate District Plan
- 2.4 WDC Revenue and Financing Policy

3.0 APPLICABILITY

- 3.1 This policy applies to any party undertaking development where a contribution is able to be recovered within the provision of the Waimate District Plan, as a condition of a resource consent or permitted activity, or where the development or activity may have an adverse effect on the natural or physical environment.

4.0 DEFINITIONS

- 4.1 For the purpose of the present policy, the following terms are defined as below:
 - a. Development:
 - Any subdivision, building, land use, or work that generates a demand for reserves, network infrastructure, or community infrastructure; excluded from the scope of this definition are the pipes or lines of a network utility operator.
 - b. Financial Contribution:
 - any contribution of money; or
 - any contribution of land- including an esplanade reserve or esplanade strip (other than in relation to a subdivision consent), but excluding Maori land within the meaning of Te Ture Whenua Maori Act 1993; or
 - a combination of contribution of money and land.

¹ Includes, but not limited to.

5.0 POLICY STATEMENT

- 5.1 The present policy is prepared within the wider context of the WDC's financial management policies, and is consistent with the provisions of the WDC's Revenue and Financing Policy, providing for financial contributions to be used as part of the WDC's overall approach to funding capital expenditure.
- 5.2 Under the LGA, Section 102(1) and Section 102(2)(d) the WDC is required to adopt a policy on development or financial contributions.
- 5.3 Under the RMA, the WDC may require financial contributions as a condition of a resource consent.
- 5.4 WDC may require that a financial contribution be made to the WDC as a condition of a resource consent or permitted activity where that activity or development requires additional capacity from any of the following:
- Public open space and recreation facilities of the District; and
 - Water, sewerage, stormwater, and roading networks.
- 5.5 In accordance with the RMA, Section 111, where WDC receives a cash contribution under Section 108(2)(a), the WDC shall deal with that money in reasonable accordance with the purpose for which the money was received.
- 5.6 In relation to capital expenditure, the LGA Section 106(2)(a) requires the Financial Contributions Policy to summarise and explain the total cost of capital expenditure identified in the Long Term Plan (LTP) that the WDC expects to incur to meet the increased demand for community facilities resulting from growth.
- 5.7 Whilst population growth is anticipated to be low with infill subdivision being catered for by the existing networks, some extended (growth) infrastructure is programmed within the urban area. Financial contributions relating to footpaths and reserves will be collected and capital contributions towards ground services will be levied.
- ~~5.7 The population growth assumption for the Waimate District for the Long Term Plan 2021-2031 period is sufficiently low and not in excess of capacity within the existing facilities and services for which financial contributions are sought. Consequently, the WDC does not require any financial contributions for capital expenditure in regard to growth.~~
- 5.8 Financial contributions can only be required in accordance with the purposes specified in the Waimate District Plan, including the purpose of ensuring positive effects on the environment to offset any adverse effect. The level of contribution must be determined in the manner described in the District Plan.
- 5.9 A summary of the existing financial contributions provisions under the Waimate District Plan is included in the following sections. The full provisions can be found in the District Plan which is available from the WDC office, or the WDC website.²

² Waimate District Council, *Waimate District Plan*, <<https://www.waimatedc.govt.nz/council/publications/district-plan>>

6.0 PROVISION ON OPEN SPACE & RECREATION

- 6.1 Financial contributions may be collected for the provision and maintenance of open space and recreational facilities to meet the diverse needs of residents and visitors to the District.
- 6.2 Financial contributions may be required as a condition of an activity, whether or not it requires a resource consent, including any subdivision or development for residential, commercial or industrial purposes- including utilities, but excluding network utilities.

7.0 PROVISION ON STORMWATER DISPOSAL

- 7.1 Financial contributions may be collected to meet the costs of upgrading stormwater services which are attributable to the impacts of subdivision or development.
- 7.2 Financial contributions may be required where an activity, whether or not it requires resource consent, will discharge stormwater to a WDC reticulated stormwater system.

8.0 PROVISION ON WATER SUPPLY

- 8.1 Financial contributions may be collected to meet the costs of upgrading water supply services which are attributable to the impacts of subdivision or development.
- 8.2 Financial contributions may be required where an activity, whether or not it requires a resource consent, is to be connected to a WDC reticulated water supply system.

9.0 PROVISION ON SEWAGE DISPOSAL

- 9.1 Financial contributions may be collected to meet the costs of upgrading sewage disposal services which are attributable to the impacts of subdivision or development.
- 9.2 Financial Contributions may be required where an activity, whether or not it requires a resource consent, is to be connected to a WDC reticulated sewage disposal system.

10.0 PROVISION ON ROAD & PROPERTY ACCESS

- 10.1 Financial contributions may be collected to meet the costs of upgrading roading and property access which are attributable to the impacts of subdivision or development.
- 10.2 Financial Contributions may be required where an activity, whether or not it requires a resource consent, has access to a road which is not formed to the standards specified in Rule 9.2 in the Waimate District Plan Section 10, towards road widening, construction and/or formation including footpaths.

11.0 DEVELOPMENT CONTRIBUTIONS

- 11.1 WDC's policy in relation to Development Contributions is to not levy contributions under Section 106 of the LGA, but to collect Financial Contributions pursuant to Section 108 of the RMA.

Waimate District Council
Financial Contributions Policy 404

Date of Adoption
Page | 6

12.0 DOCUMENT CONTROL

Queries:	Corporate Services Group Manager
Effective:	xx 2021 (via the adoption of LTP 2021-2031)
Previous Review Date(s):	26 June 2018
Next Review Date:	June 2024
Document Owner:	Corporate Services Group Manager
To be only amended by:	Resolution of Council

17.10 FRIENDS OF KNOTTINGLEY PARK THANK YOU BARBEQUE AND UNVEILING - 12.30PM

Author: Karalyn Reid, Committee Secretary and PA to the Mayor

Authoriser: Tina Stevenson, Corporate Services Group Manager

Attachments: Nil

PURPOSE

Council have invited the former group *Friends of Knottingley Park* to a thank-you luncheon to recognise the group's long-standing and valuable contribution to Knottingley Park and Arboretum from 1993 to 2021.

Their involvement will be inscribed on a brass plaque attached to a park bench, one of several that will be established around the park, and this will be unveiled by the Mayor.

Council have also invited current and former Parks & Reserves staff, including Graeme Watts to join Council in acknowledging the group's efforts at Knottingley Park.

18 CONSIDERATION OF MAJOR (URGENT) OR MINOR ITEMS NOT ON THE AGENDA

Nil

PUBLIC EXCLUDED

19 EXCLUSION OF THE PUBLIC REPORT

RESOLUTION TO EXCLUDE THE PUBLIC

RECOMMENDATION

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter 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 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
19.1 - Public Excluded Minutes of the Council Meeting held on 16 February 2021	s6(a) - the making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7
19.2 - Alpine Energy Shareholders Report - January 2021	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 Council to carry out, without prejudice or disadvantage, commercial activities	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7

20 RE-ADMITTANCE OF THE PUBLIC REPORT
MEETING CLOSURE