

Document No: A518434

Report To: Council



Meeting Date: 16 April 2021

Subject: **Deputation: Waikato Regional Council - 2021-2031 Long Term Plan Roadshow**

Type: Information Only

Purpose of Report

- 1.1 The purpose of this business paper is to advise Council that representatives from Waikato Regional Council will be in attendance at 9.00am to present on the Waikato Regional Council 2021-2031 Long Term Plan.

Suggested Resolutions

The Deputation from Waikato Regional Council on its 2021-2031 Long Term Plan be received.

A handwritten signature in blue ink, appearing to read "Michelle Higgie".

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Document No: A518868

Report To: Council



Meeting Date: 16 April 2021

Subject: Declaration of Members' Conflicts of Interest

Purpose of Report

- 1.1 The purpose of this business paper is for elected members to –
- 1 Declare interests that may be deemed a potential conflict with their role as an elected member relating to the business papers for this meeting, and
 - 2 Declare any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 29168.

Commentary

- 2.1 **Conflicts of Interest**
- 2.2 Every elected member has a number of professional and personal links to their community. They may own a business or be a member on a board or organisation. They may have a pecuniary (financial) interest or a non-pecuniary (non-financial) interest. These interests are a part of living in the community which they need to make decisions about in their role with Council.
- 2.3 Elected members are governed by the Local Authorities (Members' Interests) Act 1968 and are guided by the Auditor-General in how this Act is administered. In relation to pecuniary interests, the two underlying purposes of the Act are to:
- ensure members are not affected by personal motives when they participate in local authority matters; and
 - in contracting situations, prevent members from using their position to obtain preferential treatment from the authority (the Council).
- 2.4 Non-pecuniary interests relate to whether an elected member could be in danger of having a real or perceived bias for an issue under consideration.
- 2.5 Elected members will also have interests that are considered no greater than the public at large. For example, most elected members will own a property and therefore be a ratepayer in the Waitomo District.
- 2.6 Conflicts of interest at times cannot be avoided, and can arise without anyone being at fault. They need not cause problems when they are promptly disclosed and well managed.
- 2.7 **Declarations of Interests and Conflicts**
- 2.8 At the beginning of each triennial council term, elected members are requested to disclose known interests on behalf of themselves (including spouses and partners). It is up to the elected member to judge whether they have any interests

to declare. Some elected members may not have any, other elected members may have many.

- 2.9 As well as this, elected members may decide that they have an interest in a particular issue or item to be discussed at a meeting. There is a standing item on every meeting agenda for elected members to declare conflicts of interest.
- 2.10 These declarations should be clear as to whether there is just an “interest” with no pecuniary benefit and no greater benefit than to any member of the public, or they may be a Council appointed representative to an organization, or whether there is a “conflict of interest” in that there could potentially be a pecuniary or other direct benefit to the elected member.
- 2.11 Members who have declared a “conflict of interest” at the commencement of a meeting should make a further declaration when that item of business is considered and leave the meeting table (or the meeting room) and not take part in any discussion, debate or voting on the matter of conflict.
- 2.12 Attached to and forming part of this business paper is information to assist elected members in determining conflicts of interest.

Declarations

Mayor Robertson will invite elected members to give notice of any conflicts of interest relating to the business for this meeting.

In the event of a Declaration being made, the elected member must provide the following information relating to the Declaration:

Elected Member Name:		
Item(s) of Business on the Order Paper	Reason for Declaration	Interest Only or Conflict If Conflict: Pecuniary or Non-Pecuniary
Item No –	•	•

MICHELLE HIGGIE
MANAGER – GOVERNANCE SUPPORT

Local Authority (Members' Interests) Act 1968

- 3.1 The Local Authority (Members' Interests) Act 1968 helps to protect the integrity of local authority decision-making by ensuring that Councillors are not affected by personal motives when they participate in Council decision-making and cannot use their position to obtain preferential access to contracts. This Act deals with two forms of "interest":
1. Pecuniary
 2. Non-pecuniary
- 3.2 **Pecuniary Interest**
- 3.3 The **two** specific rules in the Act are that members cannot:
1. Enter into contracts with their local authority worth more than \$25,000 (including GST) in a financial year unless the Auditor-General approves the contracts (referred to as the contracting rule). Breach of this rule results in automatic disqualification from office; and
 2. Participate in matters before the Council in which they have a pecuniary interest, other than an interest in common with the public (referred to as the participation rule). Breach of this rule is a criminal offence and conviction results in automatic disqualification from office
- 3.4 A pecuniary interest is one that involves money. This could be direct or indirect. It is sometimes difficult to decide whether an interest in a particular matter is pecuniary or some other kind. It is always the responsibility of elected members to make this decision, to declare any interest when appropriate and to ensure that as an elected member you comply with the Act's requirements at all times. The Act generally provides that no person shall be capable of being a member of Council if that person is concerned or interested in any contracts with the Council where the total payments made by the Council in respect of such contracts exceeds \$25,000 in any one financial year.
- 3.5 The Act also provides that an "interest" exists where a member's spouse is involved and/or where a member or their spouse is a major shareholder or have control or management of a company which contracts with Council or where the company has a pecuniary interest in the decision. It may also apply where your family trust has a contract with the Council.
- 3.6 The Act does provide that on application to it the Office of the Auditor General may give specific approval to a member being concerned or interested in a particular contract, in which case the provisions of the Act will not disqualify the Councillor from remaining in office. The approval needs be gained before the contract concerned is entered into.
- 3.7 The Act also requires that a member shall not vote or take part in the discussion of any matter in which he/she has any pecuniary interest, other than an interest in common with the public. This interest is required to be declared by the member and is noted in the minutes.
- 3.8 The Office of the Auditor General is the agency, which oversees this legislation and it also has the responsibility and power to institute proceedings against any member. The Act does not define pecuniary interest, however the Office of the Auditor-General uses the following test: "Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member concerned."

- 3.9 In deciding whether you have a pecuniary interest you should consider the following factors: What is the nature of the decision being made? Do I have a financial interest in that decision – do I have a reasonable expectation of gain or loss of money as a result of making that decision? Is my financial interest one that is in common with the public? Do any of the exceptions in the Act apply to me? Could I apply to the Auditor-General for approval to participate?
- 3.10 Further guidance is provided in the booklet “Guidance for members of local authorities about the Local Authorities (Members’ Interests) Act 1968” which has been provided to 5 elected members. It is important that you pay particular attention to the contents of this booklet as this is one of the few areas of the Council’s business where staff do not set out to provide pro-active advice and members are personally liable for compliance with the provisions of this Act.

3.11 Non-Pecuniary Interest

- 3.12 Non-pecuniary interest is any interest the member may have in an issue that does not involve money. A common term for this is “bias” or pre-determination. Rules about bias operate not only to ensure that there is no actual bias, but also so there is no appearance or possibility of bias. The principle is that justice should not only be done, but it should be seen to be done. Bias may be exhibited where: -
- By their statements or conduct a member may indicate that they have predetermined the matter before hearing or considering all of the relevant information on it (including the Council’s debate); or
 - The member has a close relationship with an individual or organisation affected by the matter.
- 3.13 Non-pecuniary interest is a difficult issue as it often involves matters of perception and degree. The question you need to consider, drawn from case law, is: “Is there, to a reasonable, fair-minded and informed observer, a real indication of bias on the part of a member of the decision making body, in the sense that they might unfairly regard with favour (or disfavour) the case of a party to the issue under consideration?” If there is, the member should declare their interest and withdraw from the debate and take no further part in the discussion of this item. The law about bias does not put you at risk of personal liability. Instead, the validity of the Council’s decision could be at risk. The need for public confidence in the decision-making process is paramount and perception can be an important factor. Again the booklet provided by Office of the Auditor General provides some excellent advice and information on this issue.

Waitomo District Council Procurement Policy 2018

4.1 The following are extracts from WDC's Procurement Policy:

WDC's procurement activities will be conducted in line with the core Procurement Principles and a decision framework that ensures:

- **Adherence** – all procurement is required and is undertaken in accordance with the Procurement Policy and all other associated WDC Policies and Strategies;
- **Openness** - all procurement is made in an open and transparent manner with full and fair opportunity for all eligible suppliers;
- **Fairness** - all procurement is carried out in a fair manner and decisions are made with impartiality and without bias;
- **Integrity** - all WDC employees and/or authorises third parties undertaking procurement do so ethically, equitably and with behavioural standards of the highest levels;
- **Value for Money** – all procurement considers the costs and benefits over the life of the goods, services and/or works, and in doing so takes into consideration local procurement;
- **Risk** – all procurement considers the risks (commercial and otherwise) and ensures these are managed appropriately;
- **Lawfulness** - all procurement is within the law and meets WDC's legal and organisational obligations;
- **Accountability** - employees and/or authorised third parties and suppliers are accountable for their performance; and
- **Sustainability** - all procurement is environmental and socially sustainable wherever possible, having regard to economic, environmental, and social impacts over their lifecycle.

Conflict of Interest and Declarations Policy 2018

WDC is required to identify, disclose, document and manage employees' conflicts of interest, and to ensure that decisions made on behalf of WDC and the community are fair and free of bias or perceived bias.

Note: the words "decision" and "decisions" should be taken to include recommendations and advice:

- (a) that might significantly influence decisions that will be made by other people; or
- (b) on development of strategies and policies that will guide future WDC decision making on service provision, purchasing, contracting or staff employment.

WDC recognises that the professional and personal interests of employees mean that conflicts of interest sometimes cannot be avoided, and can arise without necessarily establishing a fault. Conflict need not cause difficulties, and can be managed so that the best interests of WDC and its ratepayers, residents or customers are served.

DEFINITION OF CONFLICT OF INTEREST

A **conflict of interest** exists when an employee could be influenced or could be perceived as being influenced by a personal or private interest in **any transaction** while performing their WDC duties and/or responsibilities. A personal or private interest is an interest that may bring benefit to an employee as an individual, or to others associated with the employee i.e. spouse or family member, to whom the employee may later benefit.

A **transaction** includes, but is not limited to:

- (a) the exercise or performance of a function, duty, or power of WDC; or
- (b) an arrangement, agreement, or contract to which WDC is a party; or
- (c) a proposal that WDC enter into an arrangement, agreement, or contract; or
- (d) development of a strategy or policy that will guide future decision making on service provision, purchasing, contracting or staff employment; or
- (e) the consideration of or decision made by or at a meeting of Council or its committees and subcommittees.

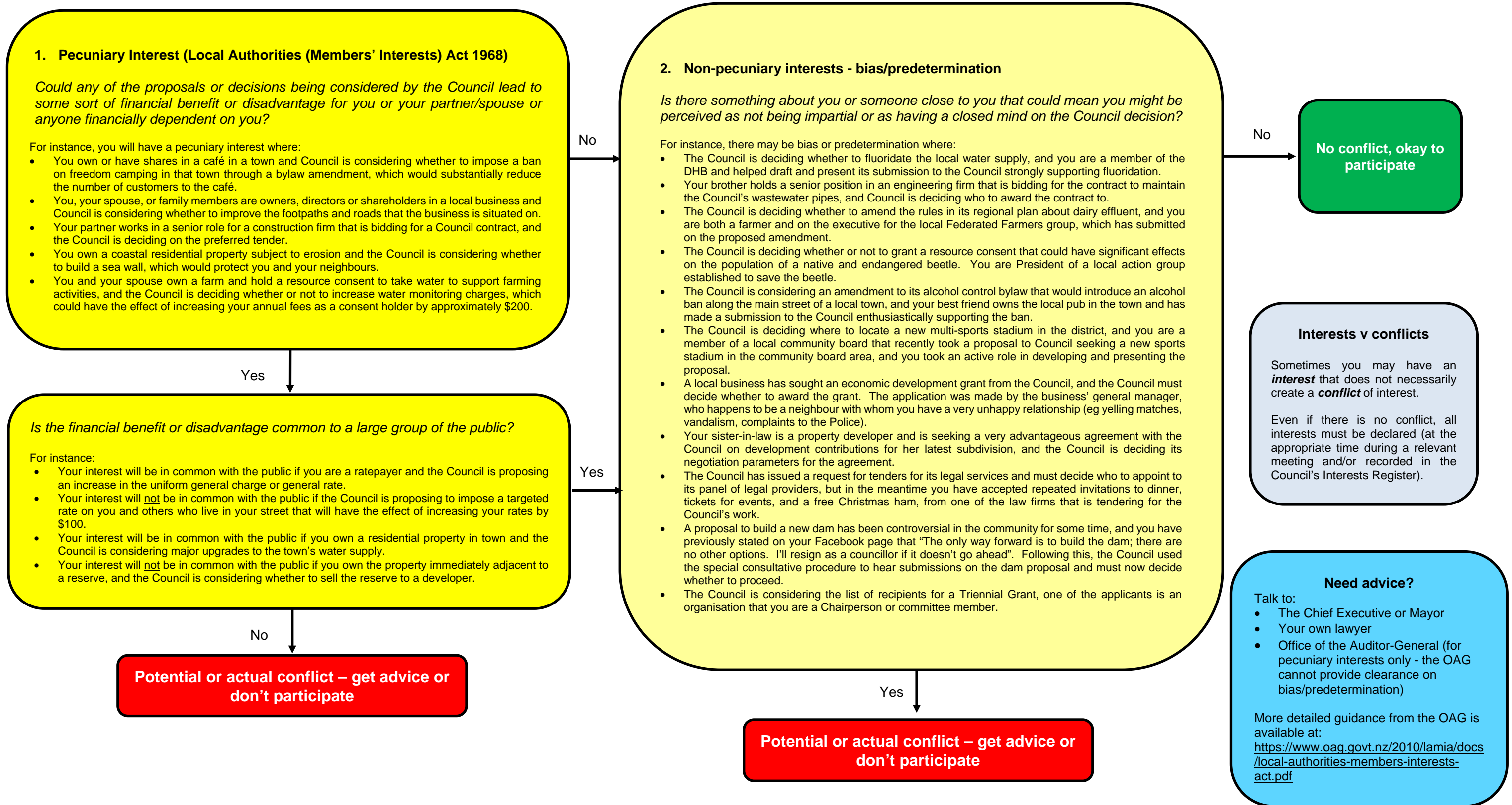
A Conflict of Interest may exist where the employee:

- will or may derive a benefit from the transaction – a financial, professional or personal benefit;
- has a financial interest in another party to a transaction;
- is a director, shareholder, officer or trustee of another party to the transaction, or is a person who will or may derive a financial benefit from the transaction;
- has an interest in another party tendering for work which WDC is considering; or
- is the partner, parent, child, spouse, sibling, or close friend of another party to the transaction, or a person who will or may derive a benefit from the transaction; or
- is an affected member or interested party in a proposal considered by Council.


Before you participate in any Council decision ...

CONFLICTS OF INTEREST

Check you don't have a pecuniary interest and that there is no bias or predetermination.



Remember: If in doubt, stay out!

Document No: A518421	
Report To:	Council
	Meeting Date: 16 April 2021
	Subject: Mayor's Report

At this meeting we will consider for approval the material to go into the consultation document for our Long Term Plan 2021 to 2031. The material has been through audit.

The Long Term Plan is essentially Council's ten year budget. It includes the proposed budgets for each of the ten years.

I have made a comment in my introduction to the consultation document around uncertainty – that the first few years are “reasonably” reliable, but that the forecasts for later years are likely to be revised.

Ten year budgets are full of uncertainties in the best of times, but in these times the uncertainties are greater than normal. If central government proceeds with Three Waters' Reform, this will drop our revenues by around 20 percent. On top of this there are many unknowns from a macro-economic perspective due to COVID – interest rates and inflation being two of them.

The first year of our ten year budget has the most certainty of being achieved. Water reform will not have taken place, interest rates are known due to hedging policies, and the inflation forecast should be close to the mark.

This first year draft budget has the total rate take set at a level similar to what was set for this year. When we consult, it is important that we explain that this has come about largely because of two policy changes, not because costs or services have decreased.

The largest policy change relates to the way we fund depreciation on our roads. We are recommending that we only bill ratepayers for the amount that ratepayers fund – around 30 percent of road maintenance and construction costs – not for the additional 70 percent that NZTA funds.

The second largest change relates to the place that we apply or credit the increased subsidy rate that NZTA has been paying the Council for the past three years. We are recommending that in future this be applied to reduce the roading rate rather than reduce debt.

These two changes have enabled us to hold rates. It is important that we disclose to the public that these one off “gains” have covered other underlying cost increases.



JOHN ROBERTSON, QSO
MAYOR

Document No: A516642

Report To: Council



Meeting Date: 16 April 2021

Subject: Adoption of the Statement of Proposal for consultation on Council's proposed Fees and Charges Schedule for 2021/22

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present the Statement of Proposal to Council for consideration and adoption to enable public consultation on the proposed changes to the Fees and Charges Schedule for the 2021/22 financial year.

Background

- 2.1 Council's Revenue and Financing Policy (RFP) provides information on funding sources that are available to Waitomo District Council and provides the rationale for the use of each funding source. Fees and charges are a legitimate source for funding activities (or parts of activities), and the rationale for their use in funding certain activities is set out in detail in the RFP.
- 2.2 In setting fees and charges, Council must do so in a manner set by section 150 of the Local Government Act 2002, namely that the fees and charges must represent the recovery of fair and reasonable costs incurred by Council in the matter for which the fee is charged.
- 2.3 Fees and charges are reviewed as part of the annual budgeting process. This annual review provides the opportunity to reflect changing circumstances in the operating environment.
- 2.4 The annual review of the current (2020/21) fees and charges has been carried out, to determine whether any changes are required for the next financial year (2021/22). In reviewing the current fees and charges, the need for alignment with the Revenue and Financing Policy has been considered, and proposed changes have been incorporated into budgeted revenue in the proposed 10 Year Plan (10YP).
- 2.5 Changes have been proposed under the Food Act 2014 and the Resource Management Act 1991 which require public consultation using the Special Consultative Procedure (SCP) before Council considers feedback and adopts the fees and charges for 2021/22.
- 2.6 Council is also proposing some amendments to other fees and charges. These proposed changes have been outlined in the Statement of proposal for public feedback.
- 2.7 The Statement of Proposal that is required as part of the SCP is enclosed within the business paper as Attachment 1 for consideration and adoption by Council.

Commentary

3.1 The following commentary provides key details of the proposed changes to the fees and charges for the 2021/22 financial year, commencing 1 July 2021.

3.2 **COMPLIANCE**

3.3 **BUILDING CONSENT FEES**

3.4 A new inspection fee for swimming / spa pools has been proposed. The inspection of pools is currently included in the inspection fee for general compliance inspections including Building Warrant of Fitness. The amount proposed has been reduced from \$190 to \$160 to reflect the actual inspection processing and inspection time incurred.

3.5 A new fee category is proposed to differentiate fees for amendments to buildings based on the project value of the work, as this more accurately reflects actual processing costs.

3.6 A new fee category is proposed to address re-issuing certificate of public use (extension of time category). The proposed fee more accurately reflects the actual processing costs.

3.7 It is proposed to increase the administration fee for the refund of cancelled or lapsed consents. The increase is to address the actual costs incurred by Council to receive a lodged consent.

3.8 A new fee category is proposed to differentiate fees relating to exemptions from requiring building consent based on the value of the work. This more accurately reflects the actual costs incurred to process these exemptions.

3.9 A new fee is proposed for processing requests to uplift building line restrictions. The proposed fee reflects the actual costs incurred to process the requests.

3.10 **DOG CONTROL FEES**

3.11 Small increases have been proposed to the urban and rural dog fees to reflect the actual costs to Council of providing these services. It is noted that the proposed fees are consistent with neighboring council's fees.

3.12 An increase has been proposed to the fee for an application for a consent to keep more than two dogs in an urban area. This reflects the actual time incurred by Council to process these applications. It is noted that the proposed fees are consistent with neighboring council's fees.

3.13 **ENVIRONMENTAL HEALTH AND ALCOHOL LICENSING**

3.14 **FEES FOR FUNCTIONS UNDER THE FOOD ACT 2014**

3.15 Council is proposing an increase from \$180 to \$410.00 for applications for new registrations under the Template Food Control Plan and an increase from \$120 to \$410 for new registrations under a National Programme. This reflects the average hours for processing these applications and is consistent with other councils. It is noted that the increase only applies to new businesses and not existing operators.

- 3.16 A new fee (with no charge) is also proposed to address minor amendments of registration of Template Food Control Plans, in conjunction with a rewording of the existing amendment charge to clarify the fee is for significant amendments only.
- 3.17 New fees are proposed for both significant and minor amendments of registrations under a National Programme.
- 3.18 **LICENSING - OTHER**
- 3.19 It is proposed to reduce the registration fees for offensive trades, sale yard, hairdressers, mortuary premises and camping grounds. It is proposed to increase the registration fee for funeral directors.
- 3.20 The proposed changes reflect the actual costs incurred by Council to process these registration applications.
- 3.21 **RESOURCE MANAGEMENT**
- 3.22 Minor amendments have been proposed to the wording of the fees and charges relating to landuse consents, subdivisions and notified consents to provide clarity on which deposits are payable on lodgment of an application for resource consent, and which deposits are payable following a decision on notification.
- 3.23 An increase is also proposed for the investigation fee for Hazardous Activities and Industries List (HAIL) determination to reflect the actual costs incurred by Council to process these applications.
- 3.24 **COMMUNITY SERVICES**
- 3.25 **COMMUNITY HALLS**
- 3.26 Removed fees related to the Senior Citizen's Hall as this hall is no longer available for hireage.
- 3.27 A note has been added to the fees and charges schedule to indicate there may be subsidies available for hall hireage. This applies to Community Groups only.
- 3.28 A small increase has been proposed to the hourly rate of hiring the Te Kuiti Railway Buildings 1 and 3 to reflect actual administration costs.
- 3.29 **ELDERLY PERSONS HOUSING**
- 3.30 A minor increase in the rental cost has been proposed.
- 3.31 **DISTRICT AQUATIC CENTRE**
- 3.32 A small increase is proposed for Learn to Swim lesson fees to better reflect actual costs incurred by Council.
- 3.33 An increase is proposed for lane hire, with a suggested staged approach over the next 3 years to bring this fee in line with industry standard. Lane hire for the swimming club is proposed to remain at the current rate.
- 3.34 **TE KUITI AERODROME**
- 3.35 Removal of fertiliser bin hire as this is no longer managed by Council.
- 3.36 Description of casual plane storage has been re-drafted to clarify this is an annual charge.

3.37 Council had indicated that they wish to recover 100% of the cost for the Aerodrome in the next five years. The proposal is to increase the ground lease fee to match the market rental rate.

3.38 **COMMUNITY DEVELOPMENT**

3.39 **WAITOMO DISTRICT LIBRARY**

3.40 Removal of the charge for overdue large print titles.

3.41 A reduction to the hire fee for classic DVDs due to these often being donated or the low cost of purchase.

3.42 **CORPORATE SERVICES**

3.43 **FAX SERVICE**

3.44 Changing the charge for second and subsequent sheets for national faxes to match the international fax charge.

3.45 **ASSETS**

3.46 **ROADING**

3.47 Increase to a number of fees in this section reflect actual costs and time required as follows:

- Entrance way inspection
- Road encroachment
- New and replacement rapid numbers
- No Spray Zone application

3.48 A new fee has been proposed for the annual licenses system to authorise the temporary occupation of a road reserve.

3.49 A new application fee is proposed to process a License to Occupy a Road Reserve. This is to accompany the license fee.

3.50 **SEWERAGE EXTRACTION, TREATMENT AND DISPOSAL**

3.51 Administration fee proposed for new sewerage connections to recover costs for staff time, in line with the practices of other councils as well.

3.52 **WATER SUPPLY**

3.53 An administration fee is proposed for new water connections to recover costs for staff time.

3.54 **LANDFILL AND TRANSFER STATIONS**

3.55 Reduction to charge for green recycle bin due to waste levy subsidy.

3.56 Increases to charges (per tonne) are proposed to a number of waste types at the District Landfill due to increase in ETS charges and the waste levy. The following types of waste are affected by this increase:

- General refuse

- Green waste
 - Timber waste
 - Contaminated soils
 - Contaminated waste
- 3.57 A reduction to the charge for television disposal is proposed as e-waste recycling is subsidised by the waste levy, and this also ensures consistency with the whiteware fee. Council is proposing to encourage use of official bags for kerbside collection by ensuring it is not cheaper to dispose of non-Council bags directly at the landfill.
- 3.58 To address the issue, there is an introduction of a new minimum cost for general refuse for the landfill of \$5 (previously this was \$2.16 per 10kg).
- 3.59 The official rubbish bags are also proposed to be increased by \$0.40. This change will also apply to the Rural Transfer station disposal of unofficial rubbish bags that are similar to an official rubbish bag.
- 3.60 The General refuse (per tonne) applicable after the first 10kg to address the increase in waste levy from July 2021 as well as the increase in ETS charges.

Analysis of Options

4.1 OPTIONS

- 4.2 The reasonably practicable options related to the adoption of the proposed fees and charges are:

Option 1: Adopt the Statement of Proposal for consultation (recommended)

Option 2: Status quo, continue with 2020/21 fees and charges.

- 4.3 The proposed changes for the 2021/22 year take into account operational requirements and are closely aligned to the Revenue and Financing Policy.
- 4.4 Option 1, if approved, would require Council to commence consultation for the proposed changes to the Fees and Charges schedule to be taken alongside the consultation for the 2021-31 10YP.
- 4.5 Staff do not recommend Option 2 as the proposed changes are interlinked with the 10YP planning and budgeting process.

Considerations

5.1 PUBLIC CONSULTATION

- 5.2 Changes to the Fees and Charges under the Food Act 2014 and the Resource Management Act 1991, can only be made after the public consultation using the special consultative procedure as provided in section 83 of the Local Government Act 2002.

- 5.3 Section 83 of the LGA process will involve;

- The development and adoption by of a statement of proposal for consultation
- Consultation period of one month;

- An opportunity for people wishing to present their views to Council in person; and
- Council consideration of any submissions, and subsequent adoption of fees and charges for 2021/22 (commencing 1 July 2021).

5.4 The proposed timeframes for the consultation and adoption process is set out below.

Timeframes for consultation	
Council Workshop • Proposed fees and charges schedule presented to Council for direction	3 December 2020
Council Meeting • Adopt the Statement of Proposal with the proposed changes to the 2022/22 fees and charges for public consultation.	16 April 2021
Consultation Period – same timeframes as the 10YP consultation	21 April – 21 May 2021
Council Meeting Hearings	27 and 28 May 2021
Council Meeting Deliberations	9 June 2021
Prepare the final fees and charges schedule	June 2021
Council Meeting Adopt the Fees and charges schedule for 2021/22	29 June 2021

Communication approach

Tactics	Timeframe
Public Notice in Waitomo	20 April 2021
Consultation Period	21 April – 21 May 2021
Promotion and engagement for the Fees and Charges are closely aligned with the consultation of the 10YP.	Aligned with the 10YP
Public notice after council adoption of fees	8 July 2021
Facebook and Website – notice of adoption of fees	July 2021

5.5 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.6 The proposed Fees and Charges for the 2021/22 year are consistent with, and are required to fund the delivery of, Council's plans and policies, specifically the Revenue and Financing Policy and the proposed 2021-31 10YP.

SIGNIFICANCE AND COMMUNITY VIEWS

- 5.7 Adoption of option 1 will trigger Council's Significance and Engagement Policy. Community views are proposed to be sought on the proposed changes to the 2021/22 fees and charges schedule.

Recommendation

- 6.1 Council adopt the Statement of Proposal for public consultation.

Suggested Resolutions

- 1 The business paper on "Adoption of the Statement of Proposal for consultation on Council's proposed Fees and Charges Schedule for 2021/22" be received.
- 2 Council adopt the Statement of Proposal for the proposed amendments to the Fees and Charges 2021/22 for public consultation between 21 April to 21 May 2021.



IHSANA AGEEL
MANAGER STRATEGY AND POLICY

30 March 2021

Attachment(s):	1	Statement of Proposal for 2021/22 Fees and Charges Schedule (A515649)
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STATEMENT OF PROPOSAL

Review of Fees and Charges 2021-2022

Waitomo District Council

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PURPOSE

Council's vision is to be a vibrant District. This is supported by our four Community Outcomes:

- **A prosperous district:** We will continue to enable a thriving and sustainable economy.
- **A district for people:** We welcome all to a district that is accessible, safe, affordable, and inclusive. We promote health, wellbeing and participation.
- **A district that cares for its environment:** We plan for the wise use and management of all land and resources, now and for future generations.
- **A district that works with you:** We work with you to collectively focus on the right things at the right time for the greater benefit of the District.

Our Fees and charges play an important role in the delivery of these outcomes. To ensure our fees and charges are robust, we review them annually.

BACKGROUND

Council provides a wide range of services and functions to the community which have a cost associated with them. Council's Revenue and Financing Policy identifies two sources of funding for the provision of these services and functions being user charges (private good), and rates (public good). Fees and charges are set by Council to recover costs in varying proportion dependent on where the benefit of the service or function falls.

Fees and charges are set according to Council's Revenue and Financing Policy where:

- It is assessed that the level of benefit to identified user groups justifies the seeking of charges; and
- There are identifiable and distinct user groups identified by Council's Revenue and Financing Policy; and

- User fees represent the fairest method to seek a contribution from identified users.

The Revenue and Financing Policy includes the percentage of fees and charges Council aspires to collect for the relevant activity. The actual fees and charges collected by Council will vary dependent on a number of external factors.

REASON FOR PROPOSAL

Council has carried out its annual review of the fees and charges, which provides the opportunity to consider the changing circumstances in the operating environment. A review of the existing fees and charges (2020-2021) has been completed, which has resulted in some change to the fees and charges proposed for the 2021-2022 year.

Council is seeking public feedback on the proposed changes.

Key dates

WHEN	WHAT
21 April 2021	Submissions open
21 May 2021	Submissions close
27-28 May 2021	Hearings (should people wish to speak to their submissions)
9 June 2021	Deliberations – changes are agreed
29 June 2021	Council adopts the Fees and Charges schedule

This Statement of Proposal has been prepared to fulfil the requirements of section 81(1)(a) and 87(2)(a) of the Local Government Act 2002 (LGA) for the 2021-22 year.

SUMMARY OF CHANGES

The majority of the fees and charges remain unchanged. The following outlines the changes to Council's fees and charges in regards to the specific Council services that are subject to consultation.

Compliance

Building Consent Fees

A lower inspection fee for swimming / spa pools has been proposed. The inspection of pools is currently included in the inspection fee for general compliance inspections including Building Warrant of Fitness. The amount proposed has been reduced from \$190 to \$160 to reflect the actual processing and inspection time incurred.

Inspection Fee	\$	
	Current Fee	Proposed Fee
Compliance inspection: Inspection Fee (compliance inspection/ BWOFF audit etc.) per inspection	190.00	190.00
Swimming / spa pools	190.00	160.00
<i>Note: The first triennial inspection is undertaken at no charge. This fee covers all subsequent inspections. The next triennial inspections will commence in October 2021</i>		

A new fee category is proposed to differentiate fees for amendments to buildings based on the project value of the work, as this more accurately reflects actual processing costs.

Fees for amendments	\$	
	Current Fee	Proposed Fee
Amendments - project value over \$20,001	465.00	465.00
Amendments – minor works with project value up to \$20,000	465.00	250.00

A new fee category is proposed to address re-issuing certificate of public use (extension of time category). The proposed fee more accurately reflects the actual processing costs.

Reissue of Certificate of public use	\$	
	Current Fee	Proposed Fee
Certificate of Public Use – reissue for extension of time (1 inspection)	650.00	350.00

An increase has been proposed to the administration fee for the refund of cancelled or lapsed consents. The increase is to address the actual costs incurred to receive a lodged consent.

Administration fee for consents	\$	
	Current Fee	Proposed Fee
Administration fee for refund on cancelled or lapsed consents	50.00	125.00

A new fee category is proposed to differentiate fees relating to exemptions from requiring building consent based on the value of the work. This more accurately reflects the actual costs incurred to process these exemptions.

Exemption of building consents	\$	
	Current Fee	Proposed Fee
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, <u>project value over \$20,001</u> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	525.00	525.00
Applying for an exemption from requiring a building consent under schedule 1 clause 2 of the Building Act 2004, <u>project value up to \$20,000</u> <i>Note: this is an application for an exemption only. It is not guaranteed that the exemption will be granted. The application fee is non-refundable.</i>	525.00	250.00

A new fee is proposed for processing requests to uplift building line restrictions. The proposed fee reflects the actual costs incurred to process the requests.

Uplifting building line restrictions	\$	
	Current Fee	Proposed Fee
Fee for uplifting building line restrictions <i>Note: It is not guaranteed that the building line restriction will be approved. The application fee is non-refundable.</i> <i>Note: There are legal fees associated with having the building line restriction removed from the Record of Title. These legal fees are not included in this fee. Please enquire with your solicitor or conveyancer regarding their fees.</i>	-	600.00

Dog Control Fees

Small increases have been proposed to the urban and rural dog fees to reflect the actual costs of providing these services. The proposed fees are consistent with neighboring council's fees.

Urban and rural dog fees	\$	
	Current Fee	Proposed Fee
Urban Fee (for dogs in an urban area which comply with the provisions of Dog Control Act 1996)	115.00	118.00
Rural Dogs	45.00	50.00

An increase has been proposed for an application for a consent to keep more than two dogs in an urban area to reflect the actual time incurred to process these applications. It is noted that the proposed fees are consistent with neighbouring council's fees.

Keeping more than two dogs	\$	
	Current Fee	Proposed Fee
Consent to keep more than 2 dogs in the urban area. Provided that if more than one inspection is required prior to approval, a further fee of \$30.00 will apply per inspection	30.00	40.00

Environmental Health and Alcohol Licensing

Fees for Functions under the Food Act 2014

The Food Act 2014 came into effect in March 2016 replacing the Food Act 1981 and the Food Hygiene Regulations 1974. The Act provides for Council to perform the following functions:

- Receive and process applications for registration of food businesses;
- Carry out verification activities for those premises operating under a Food Control Plan; and
- Undertake compliance and monitoring activities across the district.

Council implemented this regime within its fees and charges in 2016/17, and these were further refined in 2017/18.

The current fees and charges have now been in effect for three years. After assessing the impact of the new food regime over the last three years, Council has identified that the fees and charges need to be amended to reflect the actual costs of the new regime to council. The main driver behind the proposed changes is to recover the cost of the actual processing times due to the increased complexity of processing applications under the Food Act 2014.

Template Food Control Plan	\$	
	Current Fee	Proposed Fee
Application for new registration of Template Food Control Plan	180.00 <i>(plus hourly rate of 160 after the first hour)</i>	410.00
Application for a significant amendment (section 45(3)) of registration of Template Food Control Plan, or move from Template Food Control Plan to National Programme	160.00 <i>(plus hourly rate of 160 after the first hour)</i>	160.00 <i>(plus hourly rate of 160 after the first hour)</i>
Application for a minor amendment (section 45(2)) of registration of Template Food Control Plan <i>Minor changes constitute changes to details such as contact information (email, phone, day to day manager, and postal address).</i>	-	No charge

National Programmes	\$	
	Current Fee	Proposed Fee
Application for new registration of premises under a National Programme	120.00 <i>(plus hourly rate of 160 after the first hour)</i>	410.00
Application for significant amendment (section 81) of registration under a National Programme or move from National Programme to Template Food Control Plan during the registration year.	-	160.00
Application for a minor amendment of registration under a National Programme, such as a change in contact information, trading name.	-	No charge

Hawkers and Peddlers

No changes have been proposed to the fees and charges, however some applicants may be eligible for a fee waiver. To check for eligibility please enquire with Waitomo District Council Customer Services.

Licensing – Other

Changes to registration fees for offensive trades, sale yard, hairdressers, funeral directors, mortuary premises and camping grounds are proposed. This is a reduction for all the above mentioned except funeral directors, where there is an increase to bring this fee in line with the others. These changes reflect actual costs to process the registration applications.

Registration Fees	\$	
	Current Fee	Proposed Fee
Offensive Trades – Registration Fees	450.00	240.00
Saleyards – Registration Fees	450.00	240.00
Hairdressers – Registration Fees	450.00	240.00
Funeral Director – Registration Fees	40.00	240.00
Mortuary Premises – Registration Fees	450.00	240.00
Camping Grounds – Registration Fees	450.00	240.00

Resource Management

Consents

Minor amendments have been proposed to the wording of the fees and charges relating to landuse consents, subdivision consents and any notified resource consents to provide more clarity on which deposits are payable on lodgment of an application for resource consent, and which deposits are payable following a decision on notification.

Landuse Consents	\$	
	Current Fee	Proposed Fee
Application for land use consent - All land use consents, except as otherwise provided below	Deposit 1,000.00	Deposit 1,000.00
Application for land use consent - All land use consents, except as otherwise provided below - Boundary dispensation (side yard only)	Deposit 600.00	Deposit 600.00

Subdivision Consents	\$	
	Current Fee	Proposed Fee
Application for subdivision consent – Creating 9 lots or less where no road/reserves proposed	Deposit 2,500.00	Deposit 2,500.00
Application for subdivision consent – Creating 10 lots or more, or any subdivision where a road/reserve is proposed	Deposit 3,500.00	Deposit 3,500.00
Application for joint subdivision and land use consent - For any joint subdivision and land use consent application	Deposit 4,500.00	Deposit 4,500.00

Notified resource consents	\$	
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	Current Fee	Proposed Fee
Limited notified consent – any resource consent application that required limited notification	Deposit 6,500.00	Deposit 6,500.00
Notified consent - any resource consent application that requires public notification)	Deposit 10,000.00	Deposit 10,000.00

Hazardous Activities and Industries List (HAIL) determinations

An increase is proposed to cover the actual costs to Councils to undertake the investigation.

Investigation Fee	Current Fee	Proposed Fee
Investigation fee	Fixed 80.00	150.00

Resource Management – explanatory notes

The proposed changes to the explanatory notes are below.

Resource Management - explanatory notes

These fees and charges become operative on 1 July 2021 and will apply for all work carried out and decisions issued on or after 1 July 2021, irrespective of when the application was lodged with the Council.

Fixed charges

- The charges set out in this schedule are charges which are fixed pursuant to Section 36 of the Resource Management Act 1991 (RMA).

All such charges are stated inclusive of GST at 15%, however should the GST rate be amended, GST will be charged at the prevailing rate.

- All fixed charges are payable in full in advance. Pursuant to Section 36AAB(12) of the RMA, the Council will not perform the action or commence processing the application to which the charge relates until it has been so paid.

Note: Documentation or certificates will not be issued until payment of charges have been cleared.

Additional charges

Where a fixed charge is in any particular case inadequate to enable the Council to recover its actual and reasonable costs in respect of the matter concerned, the Council will require the applicant to pay an additional charge to the Council.

The following may also be included as additional charges:

- If it is necessary for the services of a consultant to be engaged by the Council (including their attendance at any hearing or meeting) then the consultant's fees will be charged in full to the applicant as an additional charge;
- If any legal fees are incurred by the Council in relation to legal advice obtained for any particular application, including any fees incurred if Council's solicitor is required to be present at any hearing, mediations or meetings, these fees will be charged in full to the applicant as an additional charge;
- If any Commissioner hearing fees and associated costs are incurred in considering and determining any particular application, these fees will be charged in full to the applicant as an additional charge.

Purpose

The purpose of each fixed charge and any additional charge is to recover the actual and reasonable costs incurred by the Council in receiving and processing applications and in issuing decisions and monitoring performance of conditions.

Charge out rates for council officers and mileage

Charge out rates for Council officers are set out in this schedule and:

- Are fixed charges;
- If reference is made in the schedule to actual staff time, it will be charged in accordance with the relevant hourly charge-out rates;
- The charge-out rates for Council officers and for mileage will apply to all matters listed in the Schedule so that:
- if the fixed charge which has been paid in advance is greater by more than \$20.00 than the actual and reasonable costs incurred by the Council relating to that application, a refund will be given when those costs are finally assessed; and
- if the actual and reasonable costs incurred by the Council relating to that application are inadequate to enable the Council to recover its actual and reasonable costs then additional charges calculated for staff time at the same rate will be payable (as well as any other items of additional charge which may have been incurred)

Additional fixed fees

~~At any time after the receipt of an application and before a decision has been made the Council may fix a fee pursuant to Section 36(1) of the RMA which is in excess of the fixed charge set out in this schedule. In that event:~~

- ~~• The Council may require that no further action will be taken in connection with the application until that fixed fee is paid in accordance with Section 36AAB(2) of the RMA; and~~
- ~~• May also, pursuant to Section 36(5) of the RMA make additional charges.~~

Remission of fees

Staff with delegated authority may decide to reduce any charges ~~following the criteria of~~ in accordance with Section 36AAB(1) of the RMA.

Community Services

Hall Hire

Community Groups may be eligible for a subsidy for hall hireage. To check for eligibility please enquire with WDC Customer Services.

A minor increase has been proposed to the hourly rate of hiring the Te Kuiti Railway Station Buildings 1 and 3 to reflect actual costs to administer.

Te Kuiti Railway Station Buildings 1 and 3	\$	
	Current Fee	Proposed Fee
Hourly rate	20.00	30.00

Elderly Person's Housing

A minor increase in the rental cost has been proposed.

Tenancy arrangement – Elderly Persons Housing	\$	
	Current Fee	Proposed Fee
Small single bedroom - per week	115.00	120.00
Large single bedroom - per week	125.00	130.00
Bedsit - per week	105.00	110.00

District Aquatic Centre

A minor increase is proposed for Learn to Swim lesson fees to better reflect actual costs incurred.

Learn to Swim classes	\$	
	Current Fee	Proposed Fee
Learn to Swim Classes (per lesson)	11.00	12.00

An increase is proposed for lane hire, with a suggested staged approach over the next 3 years to bring this fee in line with industry standard. Lane hire for the swimming club is proposed to remain at the current rate.

Lane hire	\$	
	Current Fee	Proposed Fee
Lane Hire (per lane per hour)	12.00	16.00

Te Kuiti Aerodrome

Council proposes to move to a position of cost neutrality for the Aerodrome over the next 5 years. In line with this approach, the proposal is to increase the ground lease fee to match the market rental rate.

Ground lease fee	\$	
	Current Fee	Proposed Fee
Ground lease fees (annual)		As per market rate

Community Development

Waitomo District Library

Removal of the charge for overdue large print titles is proposed due to these generally being read by senior citizens.

Large print titles	\$	
	Current Fee	Proposed Fee
Overdues – Large print titles	0.30	No Charge

A reduction to the hire fee for classic DVDs is proposed due to these often being donated or the low cost of purchase.

Hire fee for classic DVDs	\$	
	Current Fee	Proposed Fee
Classic DVDs - 1 week hire	3.00	1.00

Corporate Services

Fax services

Proposing to change the charge for second and subsequent sheets for national faxes to match the international fax charge.

Fax – national	\$	
	Current Fee	Proposed Fee
National - Second and subsequent sheet	3.60	1.10

Assets

Roading

Proposing increases to a number of fees in this section to reflect actual costs incurred by Council as follows:

- Entrance way inspection
- Road encroachment
- New and replacement rapid numbers
- No Spray Zone application

Roading Fees	\$	
	Current Fee	Proposed Fee
Entrance way Inspection	184.00	240.00
Road Encroachment	199.00	240.00
Rapid Number – New	90.00	160.00
Rapid Number – Replacement	51.00	80.00
No Spray Zone Application	224.00	240.00

A new fee is proposed for the annual licenses system to authorise the temporary occupation of a road reserve.

License fee to occupy road reserve	\$	
	Current Fee	Proposed Fee
Annual License to Occupy a Roading Reserve	-	Minimum of 250.00

A new application fee to process a License to Occupy a Road Reserve is proposed. This is to accompany the license fee.

Application fee to process License to occupy road reserve	\$	
	Current Fee	Proposed Fee
Application fee to process a License to Occupy a Roading Reserve	-	114.00

Sewerage Extraction, Treatment and Disposal

An administration fee is proposed for new sewerage connections to recover costs incurred by Council, also in line with the practices of other councils.

Administration Fee	\$	
	Current Fee	Proposed Fee
Administration fee for new connections	-	228.00

Water Supply

An administration fee is proposed for new water connections to recover actual costs incurred by Council.

Bulk Water take cost per m³ has been rounded up for ease of administration.

Administration Fee	\$	
	Current Fee	Proposed Fee
Administration fee for new connections	-	228.00
Bulk Water take (tankers/hydrant etc) Cost per m ³	11.90	12.00

Kerbside Collection

Council is proposing to encourage the use of official bags for kerbside collection by ensuring it is not cheaper to dispose of non-Council bags directly at the landfill.

To address the issue, Council is proposing to introduce a new minimum cost for general refuse for the landfill of \$5.00 (previously this was \$2.16 per 10kg). The official rubbish bags are also proposed to be increased by \$0.40 to address the government's increase in the Emissions Trading Scheme (ETS) charges and waste levy.

Official rubbish bag	\$	
	Current Fee	Proposed Fee
Purchase of WDC Rubbish Bags - Residents (each)	3.40	3.80

Landfill and Transfer Stations

Increases to charges (per tonne) are proposed to a number of waste types at the District Landfill due to increase in ETS charges and the waste levy. The following types of waste are affected by this increase:

- General refuse
- Green waste
- Timber waste
- Contaminated soils
- Contaminated waste

Charges for waste types	\$	
	Current Fee	Proposed Fee
General Refuse (per tonne), applicable after first 10kg (see below)	216.00	260.00
General refuse minimum charge (under 10kg)	-	5.00
Green Waste (per tonne)	146.00	166.00
Timber Waste (per tonne)	132.00	152.00
Contaminated Soils	275.00	300.00
Contaminated Waste	316.00	340.00

A reduction is proposed for the charge of the green recycle bin due to waste levy subsidy.

Green recycle bin	\$	
	Current Fee	Proposed Fee
Purchase of Recycle Bin (Green Bin, each)	24.50	15.00

A reduction to the charge for television disposal is proposed as e-waste recycling is subsidised by the waste levy, and this also ensures consistency with the whiteware fee.

Television disposal	\$	
	Current Fee	Proposed Fee
Television - each	31.00	21.00

The cost of disposing unofficial rubbish bags the size of an official bag is proposed to be increased to match the proposed increase of the official rubbish bag.

Rural Transfer station	\$	
	Current Fee	Proposed Fee
Disposal of unofficial rubbish bags - (if the size of the unofficial bag used is similar or smaller than WDC rubbish bag)	3.40	3.80
Larger bags will be assessed pro rata (based on the size of the WDC official bag with the maximum cost being \$12)	12.00	12.00

Submission Form



Proposed Fees and Charges 2021 - 2022

Submissions close 5pm 21 May 2021

Sub No.

For office use only

You can share your views by:

- Completing this submission form and returning it to us by:
 - Visiting our office on Queen Street, Te Kuiti
 - emailing it to: haveyoursay@waitomo.govt.nz (scan and pdf or take a photo)
 - Posting to: FREEPOST 112498, Waitomo District Council, PO Box 404, Te Kuiti 3941
- Visiting our website: waitomo.govt.nz/consultation and fill an online submission form

Full Name:	
Organisation: <i>(if responding on behalf of)</i>	
Phone: (home/mobile)	
Address:	
Postcode:	
Email:	

The Local Government Act 2002 requires submissions to be made available to the public. Your name and/or organisation will be published with your submission and made available in a report to elected members and to the public. Other personal information supplied (such as address / email address) will be removed from the public copy.

I wish to speak to Council about my submission.

(Hearings are scheduled for 27 and 28 May 2021. We will contact you to arrange a time.)

Yes No

YOUR FEEDBACK

Please give us your feedback on the proposed Fees and Charges for 2021-2022

Document No: A517794

Report To: Council



Meeting Date: 16 April 2021

Subject: Adoption of the Consultation Document and the Supporting Information for the 10 Year Plan 2021-2031 for Public Consultation

Type: Decision Required

Purpose of Report

- 1.1 The purpose of this business paper is to present to Council, for consideration and adoption for public consultation:
 - (a) The Supporting Information (which provides the basis for preparation of the Council's Draft 10 Year Plan 2021-2031 and which is relied upon to shape the Draft Consultation Document).
 - (b) The Draft Revenue and Financing Policy 2021 and the Draft Rates Remission Policy 2021.
 - (c) The Consultation Document for the 10 Year Plan 2021-2031.

Background

2.1 REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 2002

- 2.2 The Local Government Act 2002 (LGA) requires local authorities to adopt 10 Year Plans (10YP) every three years. Council's current 10YP was adopted in June 2018.
- 2.3 Each 10YP must be adopted before the commencement of the first year to which it relates and continue until the close of the third year of the Plan (s93(3) LGA).
- 2.4 The purpose of the 10YP is to describe Council's activities and the community outcomes for its district. The 10YP is also an opportunity to provide integrated decision making and co-ordination of Council's resources, a long-term focus for its activities and is a basis for accountability to the community (s93(6) LGA).
- 2.5 Council must prepare and adopt a Consultation Document (CD) that will enable Council to consult with its community on the information Council intends to include in its 10YP.
- 2.6 The purpose of the CD is to provide a fair representation of the matters that are proposed for inclusion in the 10YP. The CD must be presented in a way that explains the overall objective of Council's proposals for the next 10 years and the effect of these on rates, debt, and levels of service; and these must be presented in a way which can be readily understood (s93B LGA).
- 2.7 Before Council can adopt the CD, it must first adopt the supporting information which has been used to develop the 10YP (s93G LGA).

2.8 The information to be adopted by the Council, before it adopts the CD for consultation, is set out in Attachments to this business paper.

2.9 PROCESS

2.10 The Draft 10YP has been developed over the last 12 months with Council considering the overall direction and parameters to apply, including expectations for rates affordability.

2.11 Council has developed a set of strategic priorities to inform the Draft 10YP, including specific goals and initiatives as well as linkages to levels of service.

2.12 This process has included over 20 Council workshops where draft policies and strategies were considered by Council, specific details refined and then modelled for impact. This process commenced in March 2020 and concluded on 3 March 2021.

2.13 This process has provided opportunities for Council to consider its priorities for the 10YP and expectations for matters such as rates increases, level of debt, financial headroom, the capital works programme and levels of service.

2.14 Updates on key significant aspects of the development process were also provided to the Audit Risk and Finance Committee.

2.15 The 10YP contains a focus on:

- Renewing and maintaining critical, core infrastructure;
- Delivering on work programmes to address priorities;
- Keeping rates affordable;
- Continuing to plan for what we will need for our District in the next 30 years; and
- Debt reduction.

2.16 The draft 10YP reflects optimal balance between financial sustainability, risk management/mitigation and service delivery to the community.

2.17 Council adopted the content of the draft CD and Supporting Information, for audit purposes, on 12 March 2021.

Commentary

3.1 CONSULTATION DOCUMENT

3.2 The attached CD outlines the consultation proposal, where the Council is asking for community feedback before making a final decision. The proposal includes options, proposed actions and resulting impact on rates, debt and levels of service.

3.3 In deciding what should be included in the CD, Council undertook analysis against both the requirements under the LGA as well as its Significance and Engagement Policy.

3.4 There are a number of topics that are included 'for information'. These topics provide context to the matters Council considered for the 10YP, but for a variety of reasons, such as threshold of significance being a requirement and therefore not a real choice or financial strategy consideration, are not considered to be

consultation proposals. These are included so that the community can understand them and provide feedback should they wish to.

3.5 **AUDIT**

3.6 The mandatory audit, including a 'hot review' by the Office of The Auditor General was carried out between 29 March and 1 April 2021.

3.7 The audit is a legal requirement to assess:

- Whether the CD gives effect to the purpose set out in section 93B (of the LGA); and
- The quality of the information and assumptions underlying the information provided in the CD.

3.8 Some amendments were requested by Council's Auditor, Deloitte, most of which were not material and were intended to provide more clarity and highlight some key areas.

3.9 The only material change made to the CD based on feedback from the Auditor was the inclusion of a consultation proposal for community consideration. It is noted this issue is consistent with Council's discussion and direction to date, and is the only material change that is being planned and appropriate for public consultation.

3.10 The Audit Report on the CD will be provided by Deloitte once Council has adopted the CD for consultation (contingent on/subject to any changes sought by Council prior to adoption).

3.11 **CONSULTATION**

3.12 A Communication and Engagement Plan for the consultation on the CD was discussed by Council at a workshop on 18 February 2021.

3.13 The consultation period will run from Thursday 21 April 2021 to Friday 21 May 2021. The key information/messages will be communicated to the community through a variety of channels - newspaper, mail drops, social media, website and radio.

3.14 A pamphlet will be distributed to every ratepayer with their rates invoice, and a flyer will be distributed to each household in the District.

3.15 Printed copies of the CD will be made available at key locations:

- PGG Wrightson, 58 Moa Street, Piopio
- Mokau Museum and Gallery, 33 North Street, Mokau
- Café Kai and Bar, 15 Waitomo Village Road, Waitomo
- Benneydale Foodmarket Ltd, 34 Ellis Road, Maniaiti/Benneydale
- Marokopa Transfer Station, Marokopa Road (approx. 400m east of village)
- Waitomo District Council Main Office, 15 Queen Street, Te Kuiti
- Waitomo District Library, 28 Taupiri Street, Te Kuiti
- i-Site, 160 Rora Street, Te Kuiti

3.16 Public Meetings and Drop-in Sessions will be held in the following locations:

Te Kuiti – Drop-in Session Railway Building 3, Rora Street, Te Kuiti	Friday 30 April 12:00pm to 2:00pm Wednesday 5 May 5:00pm to 6:30pm
Piopio – Drop-in Session Fat Pigeon Café, Piopio.	Monday 17 May 2:30pm to 3:30pm
Waitomo – Public Meeting Waitomo Museum	Wednesday 28 April 6:00pm to 7:30pm
Mokau – Drop-in Session Mokau Hall	Saturday 1 May 1:00pm to 3:00pm
Maniaiti/Benneydale – Public Meeting Benneydale School	Monday 10 May 7:00pm

3.17 Engagement with Iwi

Regional Management Committee	Thursday 22 April
Maniapoto Māori Trust Board [meeting with the Trust Board and WDC Elected members)	Currently being organised
Maniapoto Māori Trust Board [Meeting between the Chair and the Mayor]	Wednesday 28 April

3.18 Council has been invited to attend two community group meetings to discuss the 10YP as follows:

Federated Farmers (all welcome) Piopio/Aria Golf Club, Piopio	Wednesday 5 May 7:00pm
Waitomo Residents and Ratepayers (cost to attend) Panorama Inn, Te Kuiti	Friday 7 May 7:00am

3.19 The times and locations of the Drop-in Sessions and Public Meetings will be advertised in the Waitomo News and through other forms of communication such as Council's Website and Facebook Page.

3.20 **SUPPORTING INFORMATION**

3.21 The Supporting Information that the CD relies upon is listed below:

- Attachment 1:
 - (a) Treasury Policy
 - (b) Significance and Engagement Policy
 - (c) Forecasting Assumptions
 - (d) Performance Measures

- (e) Financial Statements
 - (f) Accounting Policies
 - (g) Prescribed Funding Impact Statement and Rates examples
 - (h) Prospective Funding Impact Statements
 - (i) Financial Reporting and Prudence Benchmarks
 - (j) Council Controlled Organisations Statement
 - Attachment 2: Financial Strategy
 - Attachment 3: Infrastructure Strategy
 - Attachment 4:
 - (a) Draft Revenue and Financing Policy 2021
 - (b) Draft Rates Remission Policy 2021
 - (c) Summary of Key changes - Revenue and Financing Policy 2021 and the Rates Remission Policy 2021
 - Attachment 5: Consultation Document for the 10 Year Plan 2021-2031
- 3.22 Deloitte, Council's Auditor, has reviewed the Supporting Information in advance of public consultation and this adoption meeting. The audit was comprehensive and while no major issues were identified, several points of clarification were sought and minor edits to the documentation have been made as a result of that feedback.
- 3.23 **FINANCIAL POLICIES**
- 3.24 Council's Revenue and Financing Policy and the Rates Remissions Policy are requirements under section 102 of the LGA. These policies have also been reviewed as part of the 10YP development process.
- 3.25 The proposed changes to these policies are minor in nature, however, Council can only amend a policy adopted under section 102 after undertaking consultation in a manner that gives effect to the requirements of section 82, noting that the amendments do not meet the threshold for significance to undertake the special consultative procedure.
- 3.26 For efficiency of process, the proposal is to undertake public consultation on these two policies alongside the 10YP.
- 3.27 A summary of key changes for these two policies is outlined in Attachment 4(c).

Analysis of Options

- 4.1 **Option 1:** Adoption of the Supporting Information and the Consultation Document for the 10 Year Plan 2021-2031 for Public Consultation (recommended).
- 4.2 The Supporting Information is an accumulation of work undertaken by Council and is the basis of the conversation with the community on how they wish to shape the District for the next 10 years.
- 4.3 Council is required to adopt a 10YP before the end of June 2021, following a special consultative procedure which uses a Consultation Document to communicate key consultation topics. This process allows Council to set the

budgets and work programmes for the next 10 years whilst allowing for public participation in the decision-making process.

4.4 Option 2: Council does not adopt the Supporting Information and the Consultation Document for the 10 Year Plan 2021-2031 for Public Consultation (not recommended).

4.5 The LGA, section 93 specifically requires that:

- (a) A local authority must, at all times, have a long-term plan under this section.
- (b) A local authority must use the special consultative procedure in adopting a long-term plan.
- (c) A long-term plan must be adopted before the commencement of the first year to which it relates and continues in force until the close of the third consecutive year to which it relates.

4.6 Option 2 would put Council at risk of not being able to adopt a 10 Year Plan before the end of June 2021 and will result in Council becoming legislatively non-compliant.

Considerations

5.1 **RISK**

5.2 There are no substantive risks associated with the preferred option (Option 1). Council has a comprehensive Communications and Engagement Strategy to deliver the consultation process, and the CD has been subject to an audit to ensure legislative compliance.

5.3 **CONSISTENCY WITH EXISTING PLANS AND POLICIES**

5.4 The Consultation Document and the Supporting Information for the 10 Year Plan 2021-2031 is consistent with Council's direction, existing plans and policies, and sets direction for new plans and policies.

5.5 **SIGNIFICANCE AND COMMUNITY VIEWS**

5.6 An assessment under Council's Significance and Engagement Policy was not undertaken as Council is required to conduct a Special Consultative Procedure on the CD as per the requirements in the Local Government Act 2002.

Recommendation

6.1 It is recommended that Council adopt the Supporting Information and the Consultation Document for the 10 Year Plan 2021-2031 for Public Consultation.

Suggested Resolutions

- 1 The business paper on Adoption of the Consultation Document and the Supporting Information for the 10 Year Plan 2021-2031 for Public Consultation be received.
- 2 The following Supporting Information for the 10 Year Plan 2021-2031 be adopted for public consultation:
 - Treasury Policy
 - Significance and Engagement Policy
 - Forecasting Assumptions
 - Performance Measures
 - Financial Statements
 - Accounting Policies
 - Prescribed Funding Impact Statement and Rates examples
 - Prospective Funding Impact Statements
 - Financial Reporting and Prudence Benchmarks
 - Council Controlled Organisations Statement
 - Financial Strategy
 - Infrastructure Strategy
- 3 The Draft Revenue and Financing Policy 2021 and the Draft Rates Remission Policy 2021 be adopted for public consultation.
- 4 The Consultation Document for the 10 Year Plan 2021-2031 be adopted for public consultation.
- 5 The Chief Executive be delegated authority to make any final editorial amendments to the Consultation Document and the Supporting Information, if required, prior to commencement of the consultation period on 21 April 2021.



TERRENA KELLY

GENERAL MANAGER – STRATEGY AND ENVIRONMENT



ALISTER DUNCAN

GENERAL MANAGER – BUSINESS SUPPORT

12 April 2021

Attachments: (Enclosed Separately)

- 1 (a) Treasury Policy (A517913)
(b) Significance and Engagement Policy (A517914)
(c) Forecasting Assumptions (A517917)
(d) Performance Measures (A517918)
(e) Financial Statements (A517925)
(f) Accounting Policies (A517926)
(g) Prescribed Funding Impact Statement and Rates examples(A517927)
(h) Prospective Funding Impact Statements (A517924)
(i) Financial Reporting and Prudence Benchmarks (A517922)
(j) Council Controlled Organisations Statement (A517919)
- 2 Financial Strategy (A517923)
- 3 Infrastructure Strategy (A517921)
- 4 (a) Draft Revenue and Financing Policy 2021 (A517911)
(b) Draft Rates Remission Policy 2021 (A517912)
(c) Summary of Key changes - Revenue and Financing Policy 2021 and the Rates Remission Policy 2021 (A517942)
- 5 Consultation Document for the 10 Year Plan 2021-2031 (A518422)