

SOUTH WAIRARAPA DISTRICT COUNCIL

20 FEBRUARY 2019

AGENDA ITEM C13

INFRASTRUCTURE DEPOSIT POLICY C500 REVIEW

Purpose of Report

To inform Councillors of the proposed changes to the Infrastructure Deposit Policy C500.

Recommendations

Officers recommend that the Council:

1. *Receive the Infrastructure Deposit Policy C500 Review.*
2. *Approve the amendments to the Infrastructure Deposit Policy C500.*
3. *Agree the next review date should be January 2022.*

1. Executive Summary

The Infrastructure Deposit Policy C500 was due for review in August 2018. The amended policy has been drafted and needs approval by Council.

2. Background

Deposits are taken from property owners and others in respect to potential construction damage and poor reinstatement within the road corridor, (including berms and drainage).

On completion of restoration work deposits held by the Council are repaid subject to satisfactory remedial work being completed.

Deposits are also taken against completion of new water and wastewater connections.

This policy sets out the basis for taking deposits and the procedures to be followed for their administration and refunding of deposits.

Officers have reviewed the policy and recommend a number of changes.

The amended policy has been reviewed by the Audit and Risk Working Party and further small amendments have been made to the policy wording.

Tracked changes have been used in the attached document to indicate changes in policy wording.

3. Conclusion

The revised Infrastructure Deposit Policy has been reviewed by the officers and the Audit and Risk Working Party.

It is now submitted to Council for their review and approval.

4. Appendix

Appendix 1 – Infrastructure Deposit Policy C500

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Reviewed By: Paul Crimp, CEO

Appendix 1 – Infrastructure Deposit Policy C500



Infrastructure Protection Deposits Policy for Footpaths, Road Crossings and Water/~~Sewer~~ Wastewater Connections

1. RATIONALE:

Deposits are taken from ~~developers~~ property owners and others in respect to expected construction damage and poor reinstatement to footpaths within the road corridor, (including berms and drainage).

On completion of restoration work deposits held by the Council are repaid subject to satisfactory remedial work being completed.

Deposits are also taken against completion of new water and sewastewater connections.

Works under Subdivision resource consents are not subject to this fee structure due to as these are covered by financial or development contributions-.

2. PURPOSE:

To set out the basis for taking deposits and the procedures to be followed for their administration and repayment/refunding.

3. GUIDELINES

3.1 Deposits are paid to the Council for construction work. If the project is \$20,000 or more (assessed against building consent application) or ~~damage is likely due to the type of work being carried out~~ requires excavation within the road corridor, then deposits will be taken for footpaths and road crossings in line with the fees and charges schedule and refunded on satisfactory final building inspection and inspection of the reinstatement of the footpath road corridor.-

3.2 If the footpath and road crossings are not satisfactorily reinstated, Council may retain the deposit and use it towards the cost of reinstatement, in which case the property owner will not receive a refund.

- 3.23 Deposits are also paid to the Council for connection to urban water supply and sewerage wastewater. These deposits generally apply to new building projects and vehicle crossings. The amount to be charged is ~~as per~~ the most recent Annual Plan/Long Term plan Fees and Charges schedule. Deposits will be ~~and is~~ refunded upon a satisfactory drainage and road corridor inspection by Council staff or contractors.
- 3.34 ~~The above~~ Infrastructure protection deposits are taken in order to ensure that the work they relate to is of a satisfactory standard and meets all requirements set out by Council. Each project is inspected by a member of staff or contractor representing ~~from~~ the relevant Department at ~~of~~ the Council. The return of any deposits can only be authorised once all requirements are met.
- 3.45 ~~The Council may hold all such deposits for a period of three years unless an extension is applied for prior to the end of the three year period.~~
- 3.6 ~~A further reminder letter will be sent on the anniversary of the second year.~~
- 3.76 It is ultimately the property owner's responsibility to ensure a final inspection is carried out and to request a refund of the deposit.
- 3.87 A list of all deposits taken, refunded and returned to income, is to be maintained by the Accounting Administrator Finance team. ~~Details of such will be provided in the monthly accounts.~~
- 3.98 ~~Should a project pass all inspections~~ **after** the ~~three~~ two year period and a ~~refund payment of a~~ deposits is required, ~~then~~ it shall be processed through an expense account, set up to offset any deposits recorded as income.
- 3.9 The current owner is entitled to a full refund of deposits if all conditions of Council have been met.