

SOUTH WAIRARAPA DISTRICT COUNCIL

27 JUNE 2012

AGENDA ITEM C6

ADOPTION OF POLICIES AS RECOMMENDED BY THE POLICY AND FINANCE COMMITTEE

Purpose of Report

To request council adoption of policies as recommended by the Policy and Finance Committee.

Recommendations

Officers recommend that the Council:

1. *Receive the information.*
2. *Accept the recommendation from the Policy and Finance Committee and adopt the Policy on Significance, effective from 2 November 2011.*
3. *Accept the recommendation from the Policy and Finance Committee and adopt the Water by Meter Leak Write-Off Policy, effective from 14 December 2011.*
4. *Accept the recommendation from the Policy and Finance Committee and adopt the Pain Farm Expenditure Protocol, effective from 4 April 2012.*
5. *Accept the recommendation from the Policy and Finance Committee and adopt Terms of Reference for SWDC Focus Groups, effective from 16 May 2012.*
6. *Adopt the definition of "Separately used or inhabited part" (SUIP) as: "separately used or inhabitable part of a rating unit".*
7. *Not accept the Policy and Finance Committee resolution P&F2011/40*

1. Executive Summary

Recommendations for policies to be adopted made by the Policy and Finance Committee must be brought to Council for formal adoption.

The policies will be updated and distributed to councillors and placed on the Council website in due course.

2. Policy and Finance Committee Resolutions

Following are the resolutions made by the Policy and Finance Committee concerning the policies recommended for adoption.

2.1 Policy on Significance

P&F RESOLVED (P&F2011/32):

1. To receive the information.
2. Adopt the changes to the current policy.
3. Adopt the policy for inclusion in the 2012-22 LTP, with a review date of the next LTP.

(Moved Cr Gray/Seconded Cr Sexton)

Carried

2.2 Water by Meter Leak Write-off Policy

P&F RESOLVED (P&F2011/39):

1. To receive the information.
2. To adopt the “water by meter write-off policy, subject to refinement of wording in guidelines 1, 4 and 6.
3. To agree to a five year review date.

(Moved Cr Napier/Seconded Cr Robertson)

Carried

2.3 Pain Farm Expenditure Protocol

P&F RESOLVED (P&F2012/15):

1. To receive the information.
2. To adopt the Draft Pain Farm Expenditure Protocol as policy in order to make it visible to the community.

(Moved Cr Gray/Seconded Mayor Staples)

Carried

(Moved Cr Stevens/Seconded Cr Napier)

Carried

2.4 Terms of Reference for SWDC Focus Groups

P&F RESOLVED (P&F2012/21):

1. To receive the information and adopt the Terms of Reference.
2. To create a Transport Focus Group with Cr Gray as chair.
3. To merge the Waste Water and Water Supply and Water Races Focus Groups with Cr Sexton appointed as chair.

(Moved Cr Napier/Seconded Cr Stevens)

Carried

(Moved Mayor Staples/Seconded Cr Robertson)

Carried

(Moved Cr Stevens/Seconded Cr Gray)

Carried

3. Separately Used or Inhabited Part (SUIP)

The Policy and Finance committee resolved, for the purposes of allowing further discussion during the LTP process, including the LTP working group meetings, that the definition of SUIP be:

P&F RESOLVED (P&F2011/38):

7. To propose that the fixed charges should be recovered based on a fixed amount per separately used or inhabited part of a rating unit as the purpose of the fixed charges relates to either dwellings or individual businesses. Council defines is a SUIP as:
 - a. All commercial premises in excess of 100m² that can be separately used or inhabited shall be deemed an additional rating unit and all dwellings capable of separate habitation which includes the provision of kitchen and bathroom.
 - b. Accommodation units which are provided for short term (less than four weeks) basis and are excluded from the definition.

The matter was further discussed at the LTP working party meeting of 8 February 2012. It was decided at that meeting not to proceed with the "draft" definition included in the above resolution.

The recommendation included in 6 above provides some clarity, and effectively overrides the previous definitions used for the purposes of the LTP.

The Local Government (Rating) Act 2002 enables rates to be charged on the basis of a SUIP, but does not define what a SUIP is.

For SWDC purposes the definition recommended in 6 above adequately meets our needs. Using the word "inhabitable" (i.e. capable of habitation) defeats the argument we sometimes get that the separate part was not actually lived in at the time.

4. Separately Used or Inhabited Part (SUIP) Remission Policy

P&F RESOLVED (P&F2011/40):

1. To receive the information.
2. To adopt the draft remission policy for separately used or inhabitable properties that are used for family purposes, for later ratification by full Council.

As the parent policy this remission policy refers to has been modified or rescinded, this draft policy is no longer needed.

The simplest way to achieve this is for Council to not accept the recommendation from the P & F Committee.

5. Appendix

Appendix 1 – Water by Meter Leak Write-off Policy

Contact Officer: Paul Crimp, Group Manager Corporate Support

Appendix 1 – Water by Meter Leak Write-off Policy

South Wairarapa District Council

WATER BY METER LEAK WRITE -OFF POLICY

STATUS: New Policy

RATIONALE:

To provide for write off of water by meter usage charges where genuine reasons exist to do so.

To encourage reduction in water usage through prudent application of policies.

PURPOSES:

1. To set out fair procedures for the write off of water by meter charges where a leak has been detected
2. To reduce overall consumption through identification and repair of leaks
3. To recognise genuine and real hardship

GUIDELINES:

Water Leak Write – off

1. Current owners will be allowed one write-off under this policy per financial year.
2. The write-off will only apply where the leak identified is of such magnitude that usage will exceed the allowance set in any year. For example, a slowly dripping tap is unlikely to result in excess usage.
3. A copy of the invoice for repair is supplied. Again the nature of the repair must indicate that excess usage is likely.
4. Meter readers will be issuing notices where they suspect excess usage, at the time they read the meter. If this notice is not acted on within four weeks then this policy will not apply
5. A writeoff will be available due to council error, or the meter reading inaccurate usage
6. If a property changes ownership during the year, usage for the rest of that year will start from nil from the time of change of ownership.
7. If a writeoff is agreed, but the user has a history of usage in excess of the allowance, and estimated usage (based on historical usage) amount will be calculated and invoiced

Delegation:

Implementation of this policy is delegated to the Chief Executive who may further delegate as is seen fit

Review date December 2016