



SOUTH WAIRARAPA DISTRICT COUNCIL

Kia Reretahi Tātau

Agenda

**ORDER PAPER FOR ORDINARY COUNCIL MEETING
TO BE HELD IN
Supper Room, Waihinga Centre, Texas Street
Martinborough
26 June 2024**

**MEMBERSHIP OF COUNCIL
HIS WORSHIP, THE MAYOR
Mr Martin Connelly**

Cr M Bosley
Cr R Gray
Cr A Plimmer
Cr C Olds
Cr A Woodcock

Cr Melissa Sadler-Futter
Cr K McAulay
Cr P Maynard
Cr A Ellims

**RECOMMENDATIONS IN REPORTS ARE NOT COUNCIL POLICY
UNTIL THEY ARE AGREED TO BY THE COUNCIL.**



Council Meeting Agenda -26 June 2024

NOTICE OF MEETING

This meeting will be held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference, commencing at 9:00am. The meeting will be held in public where noted and will be live-streamed and will be available to view on our [YouTube channel](#).

All SWDC meeting minutes and agendas are available on our website: <https://swdc.govt.nz/meetings/>

Membership: Mayor Martin Connelly (Chair) Deputy Mayor Melissa Sadler-Futter, Councillors Aidan Ellims, Colin Olds, Alistair Plimmer, Rebecca Gray, Martin Bosley, Pip Maynard, Aaron Woodcock and Kaye McAulay.

A. Open Section

A1. Karakia Timatanga – opening

Kia hora te marino	May peace be widespread.
Kia whakapapa pounamu te moana	May the sea be like greenstone; a
Hei huarahi mā tatou I te rangi nei	pathway for all of us this day.
Aroha atu, aroha mai	Let us show respect for each other, for
Tātou i a tātou katoa.	one another.
	Bind us all together.

A2. Apologies

A3. Conflicts of interest

A4. Acknowledgements and tributes

A5. Public participation

As per standing order 14.17 no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda.

A6. Extraordinary business

A7. Confirmation of minutes

Proposed Resolution: *That the minutes of the Council meetings held on 27 March, 24 April, 15 May and 22 May 2024 are a true and correct record.*

Pages 1-23

Proposed Resolution: *That the public excluded minutes of the Council meetings held on 27 March 2024 are a true and correct record.*

Pages 24-26

A8. Matters arising from previous meetings

B.	Report backs and requests from the Māori Standing Committee and Community Boards	
	Nil Reports	
C.	Recommendations from Committees	
	Nil Reports	
D.	Decision Reports from Chief Executive and Staff	
	D1. Delegations Policies and Register Update	Pages 27-123
	D2. Adoption of the Treasury and Liability Management Policy	Pages 124-140
	D3. Adoption of Rating Policies	Pages 141-177
	D4. Adoption of the Enhanced Annual Plan 2024-25	Pages 178-321
	D5. Setting of rates, due dates, and penalties for 2024-2025	Pages 322-327
E.	Information Reports from Chief Executive and Staff	
	Nil Reports	
F.	Mayoral Reports	
	F1. Report from His Worship, The Mayor	Pages 328-330
G.	Karakia Whakamutunga – Closing	
	Kua mutu ā mātou mahi	Our work has finished
	Mō tēnei wā	For the time being
	Manaakitia mai mātou katoa	Protect us all
	Ō mātou hoa	Our Friends
	Ō mātou whānau	Our Family
	Āio ki te Aorangi	Peace to the universe



South Wairarapa District Council Minutes from 27 March 2024

Present:	Acting Mayor Melissa Sadler-Futter (Chair), Councillors Aidan Ellims, Colin Olds, Alistair Plimmer (from 9:35am), Rebecca Gray, Pip Maynard, Aaron Woodcock (from 9:05am) and Kaye McAulay (until 12:05pm).
Apologies:	Councillors Martin Bosley, Alistair Plimmer and Aaron Woodcock. Mayor Martin Connelly (Leave of absence)
In Attendance:	Martinborough Community Board: Storm Robertson, Karen Krogh and Angela Brown. Featherston Community Board: Tui Rutherford. Janice Smith (Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), James O'Connor (Manager Partnerships and Operations) Russell O'Leary (Group Manager Planning and Environment), Stefan Corbett (Group Manager Partnerships and Operations), Nicki Ansell (Lead Community Advisor), Robyn Wells (Principal Advisor Water Transition), Imogen Zino (Digital Communications Advisor), Joelle Thompson (Communications Advisor) and Amy Andersen (Committee Advisor).
Public Forum:	John Healy, Gary Dittmer, Jim Hedley, John Cantwell and John Broeren.
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 9:00am to 12:20pm except where expressly noted.

Open Section

A1. Karakia Timatanga - Opening

Cr Gray opened the meeting with a karakia.

A2. Apologies

COUNCIL RESOLVED (DC2024/16) to accept apologies from Cr Bosely for absence; and Cr Plimmer and Cr Woodcock for late arrival.

(Moved Cr Ellims/Seconded Cr Gray)

Carried

A3. Conflicts of Interest

There were no conflicts of interest.

A4. Acknowledgements and Tributes

Acting Mayor Sadler-Futter acknowledged staff Christine Allanson, Penny Griffin, Sara Edney and Andrew McEwan who were recognised at a recent all staff meeting for their long service to Council. The Acting Mayor highlighted their collective 118 years of service and for their commitment to the organisation and community.

Cr Woodcock arrived at 9:05am.

A5. Public Participation

John Healy – Wairarapa Building Society

Mr Healy spoke to Council about the Wairarapa Building Society, what they do, purpose and how they support the community.

Members queried business loans, advice for first home buyers, grants and the figure they put back into the community, and social housing lending.

Garry Dittmer – Income and Duties

Mr Dittmer spoke to Council about the Annual Plan consultation document 2023/24 in relation to income and expenditure. Mr Dittmer sought further information regarding concerns about the information that is in the public domain.

Jim Hedley – Reply to questions raised at 14 February Strategic Working Committee meeting

Mr Hedley spoke to Council about comments made at the Strategic Working Committee in February, the Annual Plan 2023/24 (accuracy of information provided in the document, and public excluded workshops and transparency).

John Cantwell – McMaster Street

Mr Cantwell spoke to Council about issues relating to drainage in front of his property (footpath) on the corner of Reading and McMaster Street, including access to driveway and stormwater coming into the property. Mr Cantwell sought support from Council to support further action to be taken to remedy the issue.

Members queried the quantity of water coming onto the property.

Cr Plimmer arrived at 9:35am.

John Broeren – Public participation

Mr Broeren spoke to council about public participation at meetings and the issue with a recent building warrant of fitness which had been sent to him.

Members sought further details from Mr Broeren regarding the building warrant of fitness and the appliances/chattels currently in the building.

Louise Lyster – Pain Farm

Ms Lyster spoke to Council about Pain Farm including points on the interests of beneficiaries of the wider community; trust regarding issues of management with Pain Farm, hopes that problem solving with the community will occur and differences

between roles and responsibilities for Council and the Martinborough Community Board.

A6. Actions from public participation

Action 118 – Members requested a report from officers regarding the issues relating to John Cantwell’s public participation. *S Corbett/T Langley*

Action 119: Members requested a review of figures tabled by Mr Dittmer during public participation and acknowledgement of any differences in numbers. *J Smith*

A7. Extraordinary business

There was no extraordinary business.

A8. Minutes for Confirmation

COUNCIL RESOLVED (DC2024/17) that the minutes of the Council meeting held on 21 February 2024 are confirmed as a true and correct record.

(Moved Cr Gray /Seconded Cr McAulay)

Carried

Abstained: Cr Woodcock and Cr Plimmer

COUNCIL RESOLVED (DC2024/18) that the public excluded minutes of the Council meeting held on 28 February 2024 are confirmed as a true and correct record.

(Moved Cr Gray/Seconded Cr Olds)

Carried

Abstained: Cr Plimmer

A9. Matters arising from previous minutes

There were no matters arising.

B. Report Backs and Updates from Community Boards

Featherston Community Board

Mr Rutherford spoke to Council about community boards and sought to clarify and confirm position of community boards – to ensure that time and money is being spent efficiently. Mr Rutherford noted that the current structure is resource intensive, there are unclear/undefined

boundaries and clearer purposes needed. He would like this considered as part of the upcoming representation review

Martinborough Community Board

Mr Robertson spoke to Council about Pain Farm and asked Council to consider their vote in regard to item E1. Mr Robertson stated that the Community Board believe staff have misstated Council's position.

Members noted that the Wairarapa Combined District Plan is currently sitting with a Commissioner.

Members queried the Wairarapa Combined District Plan process whether it can be changed.

Action 122: Members requested that the Martinborough Community Board be informed with ample notice regarding the schedule for the Wairarapa Combined District Plan hearings.

R Ramsden

C Recommendations from Committees

C1. Recommendations from the Strategy Working Committee – Freedom Camping Bylaw

COUNCIL RESOLVED (DC2024/19) to:

- 1) a. receive the 'Freedom Camping Bylaw Deliberations' Report.
b. amend the Clifford Square Reserve Management Plan to allow for freedom camping to occur subject to the restrictions within the Freedom Camping Bylaw 2024.
c. adopt the Freedom Camping Bylaw 2024, as per Appendix 1.
d. authorise the Chief Executive to make any minor editorial changes to the above documents if required prior to adoption.
e. Support the trial of Freedom Camping Ambassadors (\$47k grant from MBIE) for the 2024/5 camping season, and if successful, to consider ongoing funding in the next Long Term Plan.

[Items 1a-e read together]

(Moved Cr Olds/Seconded Cr Ellims)

Carried

- 2) approve the effective date of 1 July 2024 for the Freedom Camping Bylaw, to allow time for signage.

(Moved Cr Olds/Seconded Cr Gray)

Carried

For: Acting Mayor Sadler-Futter, Cr Olds, Cr Gray, Cr Maynard, Cr McAulay, Cr Ellims.

Against: Cr Woodcock

Abstained: Cr Plimmer

D Decision Reports from the Interim Chief Executive and Council Officers

D1. Revolving Bank Facility

Ms Smith spoke to the report.

Members queried timeframes for reporting,

Members suggested that future funding/banking with those who do not invest in the fossil fuel industry.

COUNCIL RESOLVED (DC2024/20) to:

1. receive the *Approval for Revolving Bank Facility Report*.
2. approve the acceptance of the offer made by Westpac for the funding request, specifically for a total of \$10.0 million for a three-year term, as per Appendix 1.

[Items 1-2 read together]

(Moved Cr Plimmer/Seconded Cr Woodcock)

Carried

D2. Review of the Wairarapa Consolidated Bylaw 2019

Ms Ansell spoke to matters included in the report and responded to queries from members regarding the review process and timeframes.

COUNCIL RESOLVED (DC2024/21) to:

- 1) a. note that a review of the Wairarapa Consolidated Bylaw 2019 for the Masterton, Carterton and South Wairarapa districts is required by 26 June 2024 and is underway;
- b. note that the review approach is consistent with the requirements of the Local Government Act 2002;
- c. agree to share the review costs across the three Wairarapa District Councils as per the Wairarapa Shared Services Funding Policy (joint policy development activity type); and
- d. agree to delegate responsibility to the Wairarapa Policy Working Group to support the review and make recommendations back to the three Wairarapa District Councils.

[Item 1a-b read together]

(Moved Cr Gray/Seconded Cr Olds)

Carried

Meeting adjourned at 10:21am.

Meeting reconvened at 10:38am.

E Information Reports from the Interim Chief Executive and Council Officers

E1. Pain Farm History, Legality and Consultation for Treated Effluent Disposal Site Report

Ms Smith tabled an amended report (recommendation 2) and spoke to the change.

Members discussed the submission to the Wairarapa Combined District Plan, concerns regarding re-litigation of historical concerns and obtaining further legal advice.

Members clarified that the designation is going up for consultation and is in line with current process.

Members further discussed changes which have occurred in the past 8-10 years and forecast costs for water services; potential exploration of other options, changes to the

environment, accuracy of information in the report, and queries in relation to the high court decision to change the use of the land.

Cr McAulay left at 11:04am

Cr McAulay returned at 11:05am.

Further discussion held by members with regard to concerns and request work to look at alternative options for the treated effluent disposal site, that do not include the use of Pain Farm.

Ms Smith spoke about current consent, which is set in terms of purpose and conditions – Council must follow through to ensure there is compliance. Ms Smith noted there were other options considered in 2011 and gave a brief of this which will be provided to the Strategy Working Committee. Note: next SWC report to outline the differences in the water tables.

Ms Smith provided further information noting that the High Court decision had been addressed and Council were complying, that Council are paying for the transfer station on Pain Farm, there are currently no payments for water as there is no discharge yet and the amounts to be paid in future are yet to be determined, pending formal agreement between Council and a valuer.

Meeting adjourned at 11:16am.

Meeting reconvened at 11:22am (Cr Ellims not present).

Cr Ellims returned to the meeting 11:23am.

COUNCIL RESOLVED (DC2024/22) to:

1. Receive the Pain Farm History, Legality and Consultation for Treated Effluent Disposal Site Report.

(Moved Cr Ellims/Seconded Cr Maynard)

Carried

2. Continue to seek legal advice on the nature of the Trust and Council's role as Trustees of the land at Pain Farm, to be reported back to a future meeting of the Strategy Working Committee.

(Moved Cr Plimmer/Seconded Cr Olds)

Carried

Abstained: Cr McAulay, Cr Woodcock

E2. Action Items

461 – Greytown Sports and Leisure (funding) will be part of Annual Plan deliberations in May.

58 – Information Report being prepared on Dublin Street to come to future SWC meeting, including how it landed there and issues with current state of the road.

62 – will be updated on following today’s meeting.

F Chairperson’s Report

E1. Report from the Acting Mayor

Acting Mayor Sadler-Futter spoke to matters included in the report and update to the Terms of Reference in regard to Portfolios. Council also agreed to send the CEO and any members who were interested to the Resilience Challenge - Te Tai Whanake: Growing a stronger, more resilient Aotearoa conference on the 13th and 14th May at Te Papa. Members to advise the CE if they were interested.

COUNCIL RESOLVED (DC2024/23) to adopt the updated Council and Committees Terms of Reference.

(Moved Cr Gray/ Seconded Cr Plimmer)

Carried

G. Public Excluded Section

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Public excluded minutes 21 February 2024; Report from His Worship the Mayor, and Leave of Absence Request.	Good reason to withhold exists under section 7(2)(a) and 7(2)(e)	Section 48(1)(a)
Enhanced Annual Plan 2024-25 Consultation Document	Good reason to withhold exists under section 7(2)(f)(i) and 7(2)(f)(ii)	Section 48(1)(a)

This resolution (DC2024/24) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public.	Section 7(2)(e)
The withholding of the information is necessary to maintain the effective conduct of public affairs through—	Section 7(2)(f)

(i)	the free and frank expression of opinions by or between or to members or officers or employees of any local authority in the course of their duty; or	
(ii)	the protection of such members, officers, employees, and persons from improper pressure or harassment	

(Moved Cr Gray/Seconded Cr Plimmer)

Carried

Cr Woodcock left at 11:35am.
 Cr Woodcock returned at 11:38am.

Cr McAulay left the meeting at 12:05pm.

The meeting closed at 12:20pm.

Confirmed as a true and correct record

.....(Acting Mayor)

.....(Date)

.....(Chief Executive)

.....(Date)



**South Wairarapa District Council
Extraordinary Meeting
Minutes from 24 April 2024**

Present:	Acting Mayor Melissa Sadler-Futter (Chair) Councillors Aidan Ellims, Colin Olds, Rebecca Gray, Martin Bosley, Pip Maynard and Kaye McAulay.
Apologies:	Councillors Aaron Woodcock and Alistair Plimmer. Mayor Martin Connelly (leave of absence, as per Standing Orders 13.4)
In Attendance:	Janice Smith (Chief Executive Officer), Nicki Ansell (Acting General Manager Democracy and Engagement), Russell O’Leary (Group Manager Planning and Environment), Alex Pigou (Team Lead Communications) and Amy Andersen (Committee Advisor).
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 11:35am to 11:57am.

Open Section

A1. Karakia Timatanga - Opening

Cr Bosely opened the meeting.

A2. Apologies

COUNCIL RESOLVED (DC2024/27) to accept apologies from Cr Woodcock and Cr Plimmer.

(Moved Cr Ellims/Seconded Cr Maynard)

Carried

A3. Conflicts of Interest

There were no conflicts of interest.

B Decision Reports from the Chief Executive and Staff

B1. Appointments Review

Acting Mayor Sadler-Futter spoke to the matters included in the report.

Members noted that the appointments review was intended to provide further transparency and visibility of needs and issues across the district.

COUNCIL RESOLVED (DC2024/28) to:

1. The report “Appointment review” be received.
2. The appointments to the following are amended to replace the current automatic provision for the membership of these committees/forums/groups to be the mayor:
 - a. Māori Standing Committee (Cr Maynard attending)
 - b. Wellington Water Committee
 - c. Wellington Regional Leadership Committee
 - d. CDEM Regional Committee
 - e. Regional Transport Committee
 - f. Wairarapa Committee
3. The following committee/forum be approached to replace the Mayor with the Deputy Mayor
 - a. Mayoral Forum
 - b. Wairarapa Moana Statutory Board
4. The following committees/groups be considered in terms of an SWDC representative.
 - a. Wairarapa Trails Action Group (Cr Olds already appointed)
 - b. Remutaka Transport Group
 - c. Wairarapa Safer Communities
5. That the following members be appointed in place of the mayor with immediate effect:

Committee/Group/Forum	Current Appointed Members	Revised Appointed Members
Wellington Water Committee	Mayor (Dep Mayor Alternate)	Deputy Mayor Cr Ellims as alternate
Wellington Regional Leadership Committee	Mayor (Dep Mayor Alternate)	Deputy Mayor Cr Ellims as alternate
Civil Defence Committee	Mayor	Deputy Mayor Cr Ellims as alternate
Regional Transport Committee	Mayor	Deputy Mayor Cr Ellims as alternate
Wairarapa Committee	Mayor (Dep Mayor Alternate)	Cr Plimmer Cr Olds as alternate
Wairarapa Moana Statutory Board	Mayor	Noted: Letter to request appointment of Cr Gray to be completed.
Māori Standing Committee	Mayor + Cr Maynard	Addition of Cr Bosley
Wairarapa Trails Action Group	Mayor + Cr Olds	Cr Olds
Remutaka Transport Group	Mayor	Cr Plimmer

Committee/Group/Forum	Current Appointed Members	Revised Appointed Members
Wairarapa Safer Communities	Mayor	Cr McAulay
Mayoral Forum	Mayor	Noted: Letter to request appointment of Deputy Mayor to be completed.

[Items 1-5 read together]

(Moved Cr Bosley/Seconded Cr Gray)

Carried

C Karakia Whakamutunga – Closing

Cr Bosley closed the meeting with a karakia.

The meeting closed at 11:57am.

Confirmed as a true and correct record

.....(Acting Mayor)

.....(Date)

.....(Chief Executive)

.....(Date)



**South Wairarapa District Council
Enhanced Annual Plan Hearings 2024/25
Minutes from 15 May 2024**

Present:	Mayor Martin Connelly (Chair) Deputy Mayor Sadler-Futter, Councillor Aidan Ellims, Colin Olds, Alistair Plimmer, Rebecca Gray, Martin Bosley, Aaron Woodcock, and Kaye McAulay.
Apologies:	Councillor Pip Maynard.
In Attendance:	Janice Smith (Chief Executive), Nicki Ansell (Acting Manager Stakeholder Relationships), Russell OLeary (Group Manager Planning and Environment), Narida Hooper (Pou Māori), Sara Edney (Buildings Manager) and Amy Andersen (Lead Advisor Democracy & Committees).
Submitters:	Tim Smith, Louise Lyster, Neil Galbreath, Mel Maynard, Karen Krogh, Storm Robertson, Andrea Rutene, Garrick Emms, Daphne Geisler, Les Roberts, Wiremu Dawson, Whiti Karauna, Katie Farman (via Zoom), Anna Neilson, Crissy Cummings, Allan Hogg Greg Lang, Jacinda Johnston, Dan Riddiford, Jenny Boyne, Garry Dittmer, Nicola Belsham, Jim Hedley, Rosie Rogers, Lisa Portas, Chris Montgomerie and Karyn Burgess.
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 9.00am to 2:05pm.

- 1. Karakia Timatanga - Opening**
Ms Hooper opened the meeting.
- 2. Apologies**
*COUNCIL RESOLVED (DC2024/29) to accept apologies from Cr Maynard.
(Moved Cr Ellims/Seconded Deputy Mayor Sadler-Futter)* Carried
- 3. Conflicts of Interest**
There were no conflicts of interest.

4. **Submission hearings as scheduled**

Council heard from the following submitters:

- Tim Smith
- Louise Lyster
- Neil Galbreath
- Martinborough Community Board - Mel Maynard, Karen Krogh and Storm Robertson
- Māori Standing Committee - Andrea Rutene
- Garrick Emms
- Daphne Geisler

The meeting was adjourned at 10:18am.

The meeting was reconvened at 10:50am.

- Hau Arika Marae - Les Roberts, supported by Wiremu Dawson and Whiti Karauna
- Tranzit Group - Katie Farman (via Zoom).
- Destination Wairarapa - Anna Neilson, supported by Crissy Cummings and Allan Hogg
- Five Towns Trails Trust - Greg Lang, Jacinda Johnston
- Dan Riddiford

Noted: supplementary submission information was emailed to Council members by Cr Plimmer.

The meeting was adjourned at 11:46am.

The meeting was reconvened at 11:47am.

- Jenny Boyne

The meeting was adjourned at 11:54am.

The meeting was reconvened at 1:00pm.

- Garry Dittmer
Noted: supplementary submission information was received at the meeting.
- Business Wairarapa - Nicola Belsham, supported by Allan Hogg
- Jim Hedley
Noted: supplementary submission information was received at the meeting.
- Rosie Rogers supported by Lisa Portas
- Enviro Schools - Chris Montgomerie supported by Karyn Burgess.

Noted that the following submitters were unable to attend today’s hearings as scheduled: Aiden Bichan, Brad Motion, Karly Polaschek, Alistair Boyne and Marguerite Tait Jameson.

5. Reports from the Chief Executive and Staff

5.1 Enhanced Annual Plan 2024/25 Hearings Report

Members acknowledged the work of staff and the Deputy Mayor in relation to the consultation process.

Ms Ansell responded to questions regarding the upcoming deliberations report.

Ms Smith noted that key topics including SUIP, the Economic Development targeted rate and the impact of water allocation on maraes will be followed up.

Members requested that the rates estimator be made available sooner to support consultation in future. Ms Smith noted that the delay was due to the late release of valuations from QV, and this will not be the case for the Long Term Plan next year.

COUNCIL RESOLVED (DC2024/30) to:

- 1. receive the Enhanced Annual Plan 2024/25 Hearings report.
(Moved Mayor Connelly/Seconded Deputy Mayor Sadler-Futter) Carried
- 2. note that 131 submissions were received.
- 3. note that of the received submissions, 18 were heard.
- 4. note that deliberations are scheduled for 22 May 2024.
[Items 1-4 read together]
(Moved Cr Plimmer/Seconded Cr Ellims) Carried

6 Karakia Whakamutunga – Closing

Ms Hooper closed the meeting with a karakia.

The meeting closed at 2:05pm.

Confirmed as a true and correct record

.....(Mayor)

.....(Chief Executive)

.....(Date)

.....(Date)



**South Wairarapa District Council
Enhanced Annual Plan Deliberations 2024-25
Minutes from 22 May 2024**

- Present:** Mayor Martin Connelly (Chair) Deputy Mayor Sadler-Futter, Councillor Aidan Ellims, Colin Olds, Alistair Plimmer, Rebecca Gray (from 9:05am), Martin Bosley, Aaron Woodcock (from 9:02am), Pip Maynard and Kaye McAulay.
- In Attendance:** Janice Smith (Chief Executive Officer), Nicki Ansell (Acting Manager, Stakeholder Relationships), Stefan Corbett (Group Manager, Infrastructure and Community Operations), Paul Gardner (Group Manager, Corporate Services), Russell OLeary (Group Manager, Planning and Regulatory), Charly Clarke (Chief Financial Officer), Robyn Wells (Principal Advisor - Waters), Joelle Thomson (Communications Advisor) and Amy Andersen (Lead Advisor Democracy & Committees).
Via Zoom: Andrew McEwan (Lead Regulatory Officer), Sara Edney (Building Control Manager), Mia Wilton (Manager, Environmental Services).
- Conduct of Business:** This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. This meeting was live-streamed is available to view on our YouTube channel. The meeting was held in public under the above provisions from 9.00am to 2:14pm.
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- 1. Karakia Timatanga - Opening**
Cr Maynard opened the meeting.

Cr Woodcock arrived to the meeting at 9:02am.

- 2. Apologies**

*COUNCIL RESOLVED (DC2024/31) to accept apologies from Cr Gray for late arrival.
(Moved Mayor Connelly/Seconded Cr Olds)*

Carried

- 3. Conflicts of Interest**

There were no conflicts of interest.

4. Decision Reports from the Chief Executive and Staff

Ms Smith provided an overview of each of the deliberations reports to be discussed by Council and confirmed that Council would have clear indication of the final rates percentage increase by end of the meeting.

Cr Gray arrived to the meeting at 9:05am.

COUNCIL RESOLVED (DC2024/32) to suspend Standing Orders for the duration of the meeting.

(Moved Cr Plimmer/ Seconded Cr Woodcock)

Carried

4.1 Enhanced Annual Plan submissions 2024-2025 Deliberations Report

Ms Ansell and Ms Smith spoke to the report and responded to questions from members including: funding for Destination Wairarapa and discussions relating to the Long Term Plan 2025-2034; the level of response from ratepayers in comparison to previous years; the level of support for the Federated Farmers' submission; understanding and knowledge amongst community members regarding the linkage between plans, such as the Wairarapa Combined District Plan (WCDP), e.g. water storage and land use decision making (rules and regulations); how to encourage more submissions and capturing views in future consultations, e.g. drop in sessions; and understanding between capex and opex.

Ms Smith noted that a media piece regarding the WCDP changes in regard to water tanks/storage would be completed at the appropriate time.

COUNCIL RESOLVED (DC2024/33) to:

1. Receive the Enhanced Annual Plan submissions 2024-2025 Deliberations Report.
2. Provide council officers with direction on the options to prepare the final draft of the Annual Plan.
3. Note that a Council meeting is scheduled for 26 June 2024 to adopt the Enhanced Annual Plan for the 2024-25 financial year.

[Items 1-3 read together]

(Moved Deputy Mayor Sadler-Futter/Seconded Cr Gray)

Carried

4.2 Hearings Outcome Deliberations Report

Ms Smith spoke to matters included in the report and the key themes of the Enhanced Annual Plan hearings held on 15 May 2024, and responded to queries from members including: support for Marae from the Community Development team and the Funding advisor in applying for grants; the possibility of rates remission policy for water use by Marae; how other districts manage water for

emergencies and civil defence; and helping all Marae to be self-sufficient for water (Kohunui and Papawai) wastewater and potable water.

Members discussed support for removing the proposed economic development rate. Ms Smith and Ms Clarke responded to queries from members including: refocusing the proposed rate and the potential figures that it would have generated; the source of current funding for Destination Wairarapa; the consistency and clarity of communications relating to rating units / SUIPs and the increase of rates; the definition of SUIPs and potential remissions for people not using separate units on their properties (use of statutory declarations); and the current funding and Memorandum of Understanding for the Wairarapa Economic Development Strategy (WEDS).

Cr Maynard left the meeting at 10:08am.

COUNCIL RESOLVED (DC2024/34) to:

1. Receive the Hearings Outcome Deliberations Report.
2. Provide direction to Council officers.

(Moved Deputy Mayor Sadler-Futter/Seconded Cr Plimmer)

Carried

4.2 Fees and Charges Deliberations Report

Cr Maynard returned to the meeting at 10:09am.

Ms Smith spoke to matters included in the report.

Members discussed alignment of fees and charges with MDC and CDC, adjustable financial contributions (WCDP), increases to private plan change application changes, other reasons for increases in fees and charges (inflation).

Action 234: Members requested further information regarding temporary emergency housing for animals in domestic violence situations and waiving fees and charges to support this action.

Ms Clarke spoke to matters relating to the key changes to fees and charges. Members queried the increase of costs in rubbish bags (alignment with other local councils and cost recovery).

The meeting was adjourned at 10:31am.

The meeting was reconvened at 10:48am (Cr Bosley, Cr Ellims and Deputy Mayor Sadler-Futter were not present).

Cr Woodcock left at 10:48am.

Cr Woodcock returned at 10:48am.

Members continued discussion regarding increases to refuse and recycling fees and charges.

Cr Ellims, Cr Bosley and Deputy Mayor Sadler-Futter arrived to the meeting at 10:49am.

Members discussed the use of rubbish bags versus wheelie bins, the contract for refuse (costs comparisons, evaluation/modifications), running the transfer stations with internal staff versus contracting the work out.

Ms Clarke spoke to increases in charges for housing for seniors. Members queried subsidisation by rate payers versus the role of central government. Ms Smith noted that this item is on the workplan for the LTP next year and Councillor McAulay is currently working on the housing strategy.

Mr O'Leary responded to queries regarding the impounding fees and late fees, cost recovery for the dog pound. Ms Clarke responded to queries regarding fees charged by CDC and MDC. Members questioned spot fines for unleashed dogs and a deferment of decision of impounding fees.

Mr O'Leary regarding members also queried the following in relation to planning and resource management fees and charges: increase to Private Plan Change Applications and the use of the asterix (*) on pages 17-19 which *denotes minimum fee deposit, all other fees are fixed.*

Mr Corbett responded to queries from members regarding the increase in relation to roading fees and charges for no spraying and Rapid numbers.

Ms Ansell and Ms Smith responded to queries regarding the current LGOIMA fees and charges and whether it was possible to raise this.

Mr O'Leary and Ms Edney responded to queries regarding Building Consents and PIMS – specifically in relation to costs for inspection/ Larger Farm Sheds.

Ms Smith noted the dog control impounding fees can be set at anytime, registration must be set today to allow for the notification times to the public as per legislation.

COUNCIL RESOLVED (DC2024/35) to

1. Receive the Fees and Charges Deliberations Report.
(Moved Cr McAulay/Seconded Cr Ellims) Carried
2. Adopt the Fees and Charges 2024-2025 in Appendix one.
(Moved Cr Olds/Seconded Deputy Mayor Sadler-Futter)

Amendment:

Defer the decision on dog impounding fees until further advice is received from the Chief Executive.

(Moved Mayor Connelly/Seconded Cr Woodcock) Not carried

For: Mayor Connelly, Cr Woodcock and Cr Ellims.

Against: Cr Olds, Cr Maynard, Cr Gray, Cr Bosley, Deputy Mayor Sadler-Futter, Cr Plimmer and Cr McAulay.

3. Adopt the Fees and Charges 2024-2025 in Appendix one.
(Moved Cr Olds/Seconded Sadler-Futter) Carried

The meeting was adjourned at 11:56am.

The meeting was reconvened at 12:42pm (Councillor McAulay was not present).

4.3 Financial Deliberations Report

Ms Smith and Ms Clarke spoke to matters in the report and provided further information via the rate increase spreadsheet.

Members queries in relation to increasing capital and reaching the debt ceiling.

Members queried 5 Town Trails Trust funding MOU timeframes.

Further information requested re: Riparian planting.

Cr McAulay returned to the meeting at 12:47pm.

Noted – water meters are read in January, invoicing in February. Have ability to send \$0 invoicing, reading information or educate on reading own water meters.

COUNCIL RESOLVED (DC2024/36) to :

1. Receive the Financial Deliberations Report.
(Moved Mayor Connelly/Seconded Cr Maynard) Carried
2. Remove the Economic Development Rate from the rating model for 2024-25 and return the value to the General Rate.
(Moved Deputy Mayor Sadler-Futter/Seconded Cr Plimmer) Carried

3. Approve the following additions to the Enhanced Annual Plan budget for 2024-25:

- a. Re-instate the Youth & Community grant fund at \$120,000.
(Moved Cr Olds/Seconded Cr Gray) Carried

- b. Confirm \$60,000 as approved by the Council in November 2023, for Greytown Sports and Leisure. This is for 2024-25 only.
(Moved Cr Plimmer/Seconded Cr Bosley) Carried

- c. Provide \$20,000 for the 5 Towns Trails Trust to fund operational costs providing that the other 3 Council's (Greater Wellington Regional Council, Carterton District Council and Masterton District Council) all confirm their commitment to fund their share of the overall budget of \$120,000. This is for 2024-25 to 2026-27.
(Moved Cr Olds/Seconded Cr Bosley)

Amendment:

Provide \$20,000 per year for the 5 Towns Trails Trust to fund operational costs providing that the other 3 Council's (Greater Wellington Regional Council, Carterton District Council and Masterton District Council) all confirm their commitment to fund their share of the overall budget of \$120,000. This is for 2024-25.

(Moved Cr Plimmer/Seconded Cr Olds) Carried

The amendment became a part of the substantive motion:

- c. Provide \$20,000 per year for the 5 Towns Trails Trust to fund operational costs providing that the other 3 Council's (Greater Wellington Regional Council, Carterton District Council and Masterton District Council) all confirm their commitment to fund their share of the overall budget of \$120,000. This is for 2024-25.
(Moved Cr Olds/Seconded Cr Bosley) Carried

For: Cr Olds, Cr Maynard, Cr Gray, Cr Bosley, Deputy Mayor Sadler-Futter, Cr Plimmer, Cr Ellims and Cr McAulay.

Against: Mayor Connelly and Cr Woodcock.

- d. Provide \$29,400 as part contribution to the Water Resilience Programme providing that the other 3 Council's (Greater Wellington Regional Council, Carterton District Council and Masterton District

Council) all confirm their commitment to fund their share of the overall budget \$149,500. This is for 2024-25 only.

(Moved Cr Gray/Seconded Deputy Mayor Sadler-Futter) Carried

4. Adopt the following options from the Enhanced Annual Plan consultation:

a. *Decision One: How much should we spend on operating and maintaining our water services?*

Option 1: Maintain the current level of funding with an increase for unavoidable extra costs.

(Moved Mayor Connelly/Seconded Cr Olds) Carried

For: Mayor Connelly, Cr Olds, Cr Maynard, Deputy Mayor Sadler-Futter, Cr Woodcock, Cr Ellims and Cr McAulay.

Against: Cr Gray, Cr Bosley and Cr Plimmer.

i) Agree the Greytown Riparian Planting Plan costing \$70,000 be added to Option 1.

(Moved Cr McAulay/Seconded Cr Ellims) Carried

For: Cr Olds, Deputy Mayor Sadler-Futter, Cr Woodcock, Cr Ellims, Cr McAulay, Cr Gray, Cr Bosley and Cr Plimmer.

Against: Mayor Connelly and Cr Maynard.

ii) Agree the Martinborough Capacity Study costing \$75,000 to be added to Option 1.

(Moved Cr Plimmer/Seconded Cr Ellims) Carried

iii) Agree the Stormwater and Flood Modelling costing \$60,000 to be added to Option 1.

(Moved Cr Plimmer/Seconded Cr Gray) Carried

Against: Cr Woodcock

Amendment:

Agree that an additional \$1M is added to the 2024-25 water capital programme specifically for waterpipe replacement.

(Moved Cr Plimmer/Seconded Cr Ellims) Not Carried

For: Cr Plimmer, Cr Bosely, Cr Ellims

Against: Mayor Connelly, Cr Olds, Cr Maynard, Cr Woodcock, Deputy Mayor Sadler-Futter and Cr McAulay.

b. *Decision Two: How should we charge for water?*

Option 2: Reduce the allocated quota to 250m³ of water provided to all users (household or commercial) and increase the excess water charges to \$2.50 per m³ for water used above this.

(Moved Cr Maynard/Seconded Deputy Mayor Sadler-Futter) Carried

- c. *Decision Three: How should we pay for the replacement of our assets?*
 Option 1: Manage debt through cashflow analysis and only borrow what is needed as it is needed. Continue to fund an appropriate level of depreciation to fund future renewals.
 (Moved Mayor Connelly/Seconded Deputy Mayor Sadler-Futter) Carried

Following the above resolutions, the total rates increase was noted to be 14.7%. Ms Smith also noted that some ratepayers may have higher rates than this depending on recent valuations by Quotable Value (due to shift from land to capital value).

Noted that a Council meeting is scheduled for 26 June 2024 to adopt the Enhanced Annual Plan for the 2024-25 financial year.

6 Karakia Whakamutunga – Closing
 Cr Maynard closed the meeting with a karakia.

The meeting closed at 2:14pm

Appendix 1: Adjusted Rates Increase AP 2024-25

Confirmed as a true and correct record

.....(Mayor)(Chief Executive)
.....(Date)(Date)

Rate Increase Annual Plan 2024/25

Total rates 2023/24 (excl GST)	25,446,357	
Opening Rate Increase in Consultation Budget	29,339,665	15.3%
Insurance	68,000	0.3%
Increased insurance costs identified by LAPP	68,000	0.3%
Interest costs	(59,505)	-0.2%
Reforecasted interest costs from Capex 23/24	(115,055)	-0.5%
Increase from approved \$1.01m Wellington Water budget increase	55,550	0.2%
Depreciation costs	(151,105)	-0.6%
Reforecasted depreciation costs from Capex 23/24	(179,962)	-0.7%
Increase from approved \$1.01m Wellington Water budget increase	28,857	0.1%
Governance	20,000	0.1%
Additional poll for Māori ward	20,000	0.1%
Grants & donations	229,400	0.9%
Youth and Community grants	120,000	0.5%
Greytown Sport & Leisure (approved by GCB)	60,000	0.2%
Five Town Trail Trust	20,000	0.1%
Water Resilience Role	29,400	0.1%
Income (extra income) or reduced income	264,014	1.0%
Community Facilities & Services	1,233	0.0%
Finance & Corporate Support	-	0.0%
Governance	-	0.0%
Land Transport	-	0.0%
Planning & Regulatory Services	262,781	1.0%
Stormwater	-	0.0%
Wastewater	-	0.0%
Water Supply	-	0.0%
Additional operating costs or (efficiency savings) identified:	(540,856)	-2.1%
Community Facilities & Services	(332,847)	-1.3%
Finance & Corporate Support	14,808	0.1%
Governance	(170,898)	-0.7%
Land Transport	73,835	0.3%
Planning & Regulatory Services	(43,362)	-0.2%
Stormwater	(19,035)	-0.1%
Wastewater	(50,918)	-0.2%
Water Supply	(12,438)	0.0%
Consultation points	5,000	0.0%
Water operating budgets	205,000	0.8%
Water usage threshold	(200,000)	-0.8%
Collecting loan principal from rates	-	0.0%
Current Rate Increase	29,174,613	14.7%

Change since consultation budget (165,052) -0.6% pts



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

South Wairarapa District Council Public Excluded Minutes from 27 March 2024

Present:	Acting Mayor Melissa Sadler-Futter, Councillors Aidan Ellims, Colin Olds, Alistair Plimmer, Rebecca Gray, Pip Maynard, Aaron Woodcock and Kaye McAulay (until 12:05pm).
Apologies:	Councillor Martin Bosley Mayor Martin Connelly (Leave of absence)
In Attendance:	Janice Smith (Chief Executive Officer), Amanda Bradley (General Manager Policy and Governance), Russell O’Leary (Group Manager Planning and Environment), Stefan Corbett, Nicki Ansell (Lead Community Advisor), Robyn Wells (Principal Advisor Water Transition), Imogen Zino (Digital Communications Advisor), Joelle Thompson (Communications Advisor), and Amy Andersen (Committee Advisor).
Conduct of Business:	This meeting was held in the Supper Room, Waihinga Centre, 62 Texas Street, Martinborough and via audio-visual conference. The meeting was held under public excluded provisions from 11:35am to 12:20pm except where expressly noted.

A Open Section

A1. Karakia Timatanga

Cr Gray opened the meeting with a karakia.

A2. Apologies

COUNCIL RESOLVED (DC2024/16) to accept apologies from Cr Bosely for absence; and Cr Plimmer and Cr Woodcock for late arrival.

(Moved Cr Ellims/Seconded Cr Gray)

Carried

A3. Conflicts of Interest

There were no conflicts of interest.

G. Public Excluded Section

The general subject 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(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Report/General Subject Matter	Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
Public excluded minutes 21 February 2024; Report from His Worship the Mayor, and Leave of Absence Request.	Good reason to withhold exists under section 7(2)(a) and 7(2)(e)	Section 48(1)(a)
Enhanced Annual Plan 2024-25 Consultation Document	Good reason to withhold exists under section 7(2)(f)(i) and 7(2)(f)(ii)	Section 48(1)(a)

This resolution (DC2024/24) is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Reason for passing this resolution in relation to the matter	Ground(s) under Section 48(1) for the passing of this Resolution
The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons.	Section 7(2)(a)
The withholding of the information is necessary to avoid prejudice to measures that prevent or mitigate material loss to members of the public.	Section 7(2)(e)
The withholding of the information is necessary to maintain the effective conduct of public affairs through— (i) the free and frank expression of opinions by or between or to members or officers or employees of any local authority in the course of their duty; or (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment	Section 7(2)(f)

(Moved Cr Gray/Seconded Cr Plimmer)

Carried

G2. Item Moved - Enhanced Annual Plan 2024-2025 Consultation Document

Ms Smith responded to queries regarding the reasons for public excluded Enhanced Annual Plan.

Cr Woodcock left at 11:35am.

Ms Bradley spoke to the document and noted key changes made since previous workshop.

Cr Woodcock returned at 11:38am.

Ms Bradley responded to queries from members regarding the glossary, colour use in graphics (accessibility), language to support the decision/options, and further information regarding capital expenditure to support elected members during consultation period.

Cr McAulay left at 12:05pm.

Ms Smith spoke to the rates examples and the rates increase.

Members discussed the capital value of land and the inclusion of grape vines, stone/pip fruit.

Members queried the information relating to the rating review.

COUNCIL RESOLVED (DC2024/25PE) to:

1. adopt the Enhanced Annual Plan 2024-2025 Consultation Document.
2. delegate authority to the Chief Executive to approve minor edits that don't change the intent of the content, prior to publication of the Annual Plan 2024- 2025 Consultation Document.
3. note that, under legislation, the 2024-2025 Annual Plan must be adopted by resolution prior to 30 June 2024.
4. agree that this report and associated minutes are released to the public as soon as possible.

[Items read together 1-4]

(Moved Cr Maynard /Seconded Cr Gray)

Carried

G1. Confirmation of Public Excluded Minutes

COUNCIL RESOLVED (DC2024/26PE) to:

1. accept the public excluded minutes from the Council meeting held on 21 February 2024 as a true and correct record.
2. agree that the minutes and associated reports stay in public excluded until the Chief Executive determines there are no longer any reasons to withhold the information under the Act.

(Moved Cr Olds/Seconded Cr Maynard)

Carried

Abstained: Cr Woodcock

Members acknowledged Ms Bradley's work whilst at Council and thanked her for commitment to her role and the community.

H. Karakia Timatanga

Cr Gray closed the meeting with karakia.

The meeting closed at 12:20pm.

Confirmed as a true and correct record

.....(Acting Mayor)

.....(Date)

.....(Chief Executive)

.....(Date)

Delegations Policies and Register Update

1. Purpose

The purpose of this report is to update the Delegations Policies and Register of South Wairarapa District Council to ensure the efficient operation of day to day activities.

2. Executive Summary

This report provides information on revised financial delegations to staff along with an updated register of legislative delegations to ensure that staff can carry out their day-to-day activities in an efficient manner.

3. Recommendations

Officers recommend that the *Council*:

1. Receive the *Delegations Policies and Register Update* Report.
2. Approve a financial delegation, for both capital and operational expenditure, of \$500,000 to the Chief Executive in line with the amended financial delegation policy.
3. Note that all other financial delegations are set by the Chief Executive.
4. Approve the delegation of legislative functions under the Local Government (Rating) Act 2002 and the Oaths & Declarations Act 1957.
5. Approve the amended delegation register for all legislative delegations following the amendment of position titles.

4. Background

Following the recent review of the staffing structure for South Wairarapa District Council several position titles have been amended to bring consistency across teams where roles carry out similar activities.

As a result of these changes, it is now necessary to update the Delegation Policy and Register document PI-GLS-002 attached at Appendix 1.

The changes also require an amendment to the Financial Delegations Policy PI-0200 attached at Appendix 2.

5. Discussion

5.1 Delegation Policy and Register

There are new legislative delegations included in the Delegation Policy and Register document relating to the Local Government (Rating) Act 2002 and the Oaths & Declarations Act 1957.

These are highlighted in green in the Appendix 1.

The inclusion of these delegations is required to enable staff to carry out day-to day activities relating to the management of rating and rate rebate transactions, without needing to bring each function back to Council for approval.

Other amendments have been made to position titles only.

5.2 Financial Delegations Policy

This policy has been reviewed in its entirety, to make it understandable to staff as well as to delegate the approval of transactions to the lowest practical level within the organisation. All delegation limits are GST exclusive.

The delegation schedule has been amended to provide delegations under four headings, which apply to both capital and operational expenditure:

1. Authority to purchase (Column A)

The individual limits in this column are the levels to which Council officers can commit Council to expenditure. If an officer requires work to be commissioned at a value higher than their individual limit, it must go to the next authorised person in the chain, who has a higher level of authority.

2. Unbudgeted expenditure (Column B)

Authority to commit Council to un-budgeted expenditure, up to the individual limits in this column. If work is required that is not budgeted and is over \$50,000, it must be approved by Council.

3. Disposal of assets (Column C)

Authority to enter contracts within estimates or accept tenders for asset disposal. This applies to the sale of Council assets to external parties. It will cover the sale of assets to staff once such assets have been declared surplus to requirements (i.e., office furniture, computer equipment etc).

4. Payments (Column D)

Authority to make payments for.

1. awarded contracts providing Purchase Order in place and correctly approved.
2. approved loan repayment

3. investments, tax, and payroll payments
4. GST payments.
5. Agency payments relating to Greater Wellington regional Council rates.

Part (1) of this relates to all invoice processing where a purchase order has been raised and approved using the authority levels in Column A.

Invoices without Purchase Orders need to be approved in line with the authority levels in Column A.

6. Appendices

Appendix 1 - Delegation Policy and Register document PI-GLS-002

Appendix 2 - Financial Delegations Policy PI-0200

Contact Officer: Janice Smith, Chief Executive Officer

Appendix 1 - Delegation Policy and Register document PI-GLS-002



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

Delegations Policy and Register

Date of Adoption	30 June 2022
Policy Number	PI-GLS-002
Next Review	31 March 2026 Minor procedural amendments may be made to the procedures that sit within this policy outside of scheduled reviews on the approval of the Chief Executive Officer. Amendments will be reported in the governance report to the appropriate committee. Amendments to the Delegations Register may be made outside of scheduled reviews in accordance with section 1.2 of the Delegations Register.
Amendment History	11 November 2022 – Update to Part D in accordance with section 1.2.2 of the register to replace Land Transfer Act 1952 delegations with Land Transfer Act 2017 delegations. 05 April 2023 – Update to Part D in accordance with section 1.2.2 of the register to add s48(A) Reserves Act 1977 and s54(G) Local Government Act 2002 delegations to staff. 26 June 2024 – updated for amended position titles and the inclusion of specific delegations under the Local Government (Rating) Act 2002.

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Delegations Policy

1. Purpose

The Delegations Policy sets overarching principles and guidance for South Wairarapa District Council's (SWDC) delegations. The register defines and authorises delegations to assist in providing a clear distinction between governance and management activities. The policy and register are to be read in conjunction with one another.

2. Scope

The Delegations Register sets out non-financial delegations from Council to the Chief Executive Officer, Wellington Water Ltd and directly to officers under the Resource Management Act 1991. The register also contains authorised statutory and non-statutory sub-delegations from the Chief Executive Officer to staff.

Financial delegations are contained within a separate policy available on the [Council website](#).

Delegations from Council to other governing bodies including community boards, committees and subcommittees are available in the Terms of Reference available on the [Council website](#).

3. Principles

Council supports the principle of effective and efficient decision-making, and timely conduct of Council business. To assist in achieving this, Council delegates as many of its powers as possible within statutory limits, to the lowest competent level. The Chief Executive Officer also subdelegates management activities to staff for effective operation.

Delegations enable Council to:

- 3.1 operate effectively and efficiently.
- 3.2 carry out Council functions openly and transparently.
- 3.3 ensure the relationship between elected members and management is effective and understood.
- 3.4 provide delegates with the necessary authority to effectively carry out responsibilities.
- 3.5 properly observe all regulatory responsibilities.

4. Limitations

Council may delegate any function except those expressly precluded by legislation. In accordance with Clause 32, Schedule 7 of the Local Government Act 2002, Council is unable to delegate the power to:

- 4.1. make a rate.
- 4.2. make a bylaw.
- 4.3. borrow money, or purchase or dispose of assets, other than in accordance with the Long-Term Plan

- 4.4. adopt a Long-Term Plan, Annual Plan or Annual Report
- 4.5. appoint the Chief Executive
- 4.6. adopt policies required to be adopted and consulted on in association with the Long-Term Plan or developed for the purpose of the Local Governance Statement
- 4.7. adopt a remuneration and employment policy.

In addition, the following powers cannot be delegated:

- 4.8. any matter not permitted to be delegated by any other Act (for example, the approval of a policy statement or plan under the Resource Management Act 1991); and
- 4.9. any matter that can only be given effect to by a resolution (for example, the approval of Council's Standing Orders or the Elected Member Code of Conduct).

5. Conditions applying to delegations.

5.1. Governance

- 5.1.1. The delegator retains the right to act in any matter where delegated authority applies.
- 5.1.2. A delegation does not relieve the local authority, member or officer of the liability or legal responsibility to perform or to ensure performance of any function or duty.
- 5.1.3. A delegation does not preclude the Chief Executive Officer from referring any matter to Council, committee, or community board for a decision for any reason. Similarly, under *Part D: Chief Executive sub-delegations*, officers may refer matters to the Chief Executive Officer for decision.
- 5.1.4. Unless a valid delegation has been made, any decision required in respect of that matter can only be made by Council.

5.2. Exercising delegations

- 5.2.1. The conferring of delegated authority means that officers may exercise the responsibility, duty, or power, but not that the officer should do so. Whether or not it is appropriate for an officer to exercise a delegated authority which they have will depend on their job description and instructions in particular circumstances.
- 5.2.2. Delegated responsibilities are to be performed in a like manner and with the same effect as the delegator could have performed them.
- 5.2.3. In exercising delegated authority, an officer must comply with any conditions (such as financial limits and reporting or other procedural requirements) and all applicable Council policies.
- 5.2.4. An officer should ensure full understanding of the relevant provisions of the Act prior to exercising statutory delegations.

5.3. Authority and sub-delegations

- 5.3.1. An officer who is delegated a responsibility, duty or power is also delegated any ancillary responsibilities, duties, or powers necessary to give effect to that delegation.

- 5.3.2. A responsibility, duty or power delegated to an officer holding a named position is also delegated to all officers in a direct line of authority above that officer, and to any officer who performs or exercises the same or a substantially similar role or function, regardless of position name.
- 5.3.3. Responsibilities, duties, or powers delegated to officers by the Chief Executive under Part D may not be sub-delegated. Nor may responsibilities, duties or powers be delegated to officers (including the Chief Executive) by the Council under the Resource Management Act 1991.

5.4. Temporary delegations

- 5.4.1. Council officers who are charged with increased duties in a temporary capacity also receive the delegated powers, duties, and responsibilities relevant to the position in which they are acting. Authorised acting arrangements for the Strategic Leadership Team are set out in Appendix 2. The officer should typically state that he or she is exercising the delegation in an acting capacity.

5.5. Ambiguity or conflict considerations

- 5.5.1. Where the description of a delegated legislative function is ambiguous or conflicts with the wording of the legislation, the wording of the legislation prevails.
- 5.5.2. Where a delegation refers to repealed legislation, the reference is to be read as a reference to the legislation that, with or without modification, replaces or corresponds to the repealed legislation.
- 5.5.3. Where a delegation in the register conflicts with a previous delegation resolved by Council or given by the Chief Executive Officer, the delegation given in the register prevails.

5.6. Duration of delegation

- 5.6.1. Unless specifically time-limited, a delegation continues in force until revoked, altered or varied by the delegator.
- 5.6.2. All delegations for a position automatically take effect from the date when a new staff member commences in their position with SWDC and are automatically revoked when a staff member employment with SWDC for that position ceases.

6. Appendices

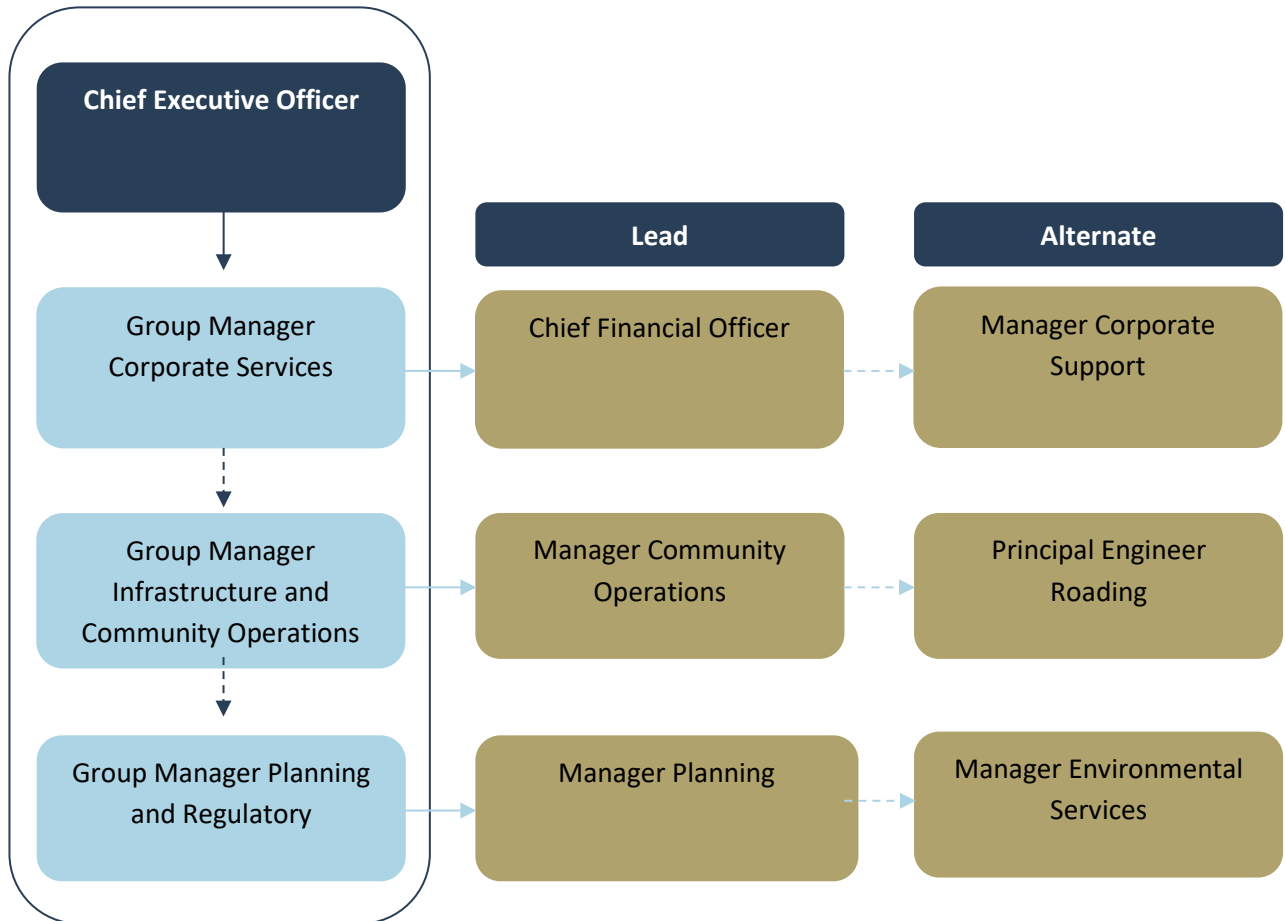
- 6.1. Appendix 1: Strategic Leadership Team and Management Structure
- 6.2. Appendix 2: Authorised Strategic Leadership Team Acting Arrangements
- 6.3. Appendix 3: Common Seal Procedure and Electronic Signature Guidance
- 6.4. Appendix 4: Delegations Register

Appendix 1: Strategic Leadership Team and Management Structure

Department		Role
Strategic Leadership Team		Chief Executive Officer
		Group Manager Infrastructure and Community Operations
		Group Manager Planning and Regulatory
		Group Manager Corporate Services
Managers	Infrastructure and Community Operations	Manager Community Operations
		Principal Engineer Roading
		Manager Wairarapa Library Services
	Planning and Regulatory	Manager Planning
		Manager Environmental Services
		Manager Building Services
	Corporate	Chief Financial Officer
		Manager Corporate Support
		Manager Stakeholder Relationships

Appendix 2: Authorised Strategic Leadership Team Acting Arrangements

The following diagram sets out authorised acting arrangements for the Strategic Leadership Team in the event of planned or unplanned leave, absence, or unavailability. These arrangements do not preclude the Strategic Leadership Team from making alternative acting arrangements where necessary. Any alternative acting arrangements should be recorded in writing.



Explanatory Notes

The arrows demonstrate lines of authorised delegation during an absence. Dashed arrows represent the authorised alternate(s) in the event of multiple absences.

Chief Executive responsibilities only get delegated vertically.

The horizontal delegations are only of the relevant Group Manager responsibilities i.e., the Chief Financial Officers responsibilities do not get delegated to the Manager Corporate Support.

Appendix 3: Common Seal Procedure and Electronic Signature Guidance

This document provides guidance for when the Council is required to use the Common Seal of the Council (the seal). This requirement may either be by statute, or by Council policy or procedure to demonstrate Council's acceptance or authorisation of a document.

It also provides guidelines for the use of electronic signatures on documents.

1. Use of the Common Seal

Any document that requires the seal, should first be checked to ensure it is legally correct and is applicable to the situation involved. The seal may only be applied after confirmation from the Chief Strategic Officer that it is required and is in order.

A formal resolution of the Council is required for the seal to be affixed to a document. Where the affixing of the seal is required on documents which are urgent or routine in nature, a resolution of Council can be made retrospectively at the next ordinary Council meeting.

The seal requires two signatories and may be affixed physically or electronically (for example, by adding an image of the common seal to a PDF document) provided it complies with the use of electronic signatures guidelines set out below.

The Mayor and Chief Executive are authorised to affix the common seal pursuant to a resolution from Council. This delegation extends to the Deputy Mayor in the Mayor or Chief Executive's absence.

The standard phrase to be affixed to the document is to read:

The Common Seal of the South Wairarapa District Council was hereby affixed under the authority of Council dated

..... Signatory One Title (e.g., Mayor)

..... Signatory Two Title (e.g., Chief Executive Officer)

2. Use of electronic signatures

Signatures can be accepted electronically provided that certain requirements relating to consent, verification of identity and reliability, are met. When the signature is a legal requirement, it is required to comply with Part 4 of the Contract and Commercial Law Act 2017.

Council allows for the requirement for a signature to be met by means of an electronic signature if the electronic signature:

- 2.1.1 adequately identifies the signatory and the signatory's approval of the information to which the signature relates; and
- 2.1.2 is as reliable as is appropriate given the purpose for which, and circumstances in which, the signature is required.

Reliability of a signature

A signature will be presumed to be *as reliable as appropriate* if:

- 2.1.3 the means of creating the electronic signature can only be linked to the signatory and no other person.
- 2.1.4 the means of creating the electronic signature is under the control of the signatory and no other person.
- 2.1.5 any alteration to the electronic signature after it has been applied is detectable.
- 2.1.6 any alteration to the document after the time of signing is detectable.

What will be *adequate* and *as reliable as appropriate* will need to be assessed on a case-by-case basis as it varies according to the type of document and importance of the document to Council.

Appendix 4: Delegations Register

1. Delegations Register

1.1. Scope of the Register

The Delegations Register sets out statutory and non-statutory non-financial delegations from Council to SWDC staff, including the Chief Executive Officer. It also contains delegations from Council to Wellington Water Ltd.

The register is divided into four parts:

- 1.1.1 [Part A: Delegations from Council to the Chief Executive Officer](#)
- 1.1.2 [Part B: Delegations to Wellington Water Limited](#)
- 1.1.3 [Part C: Statutory delegations from Council directly to officers](#)
- 1.1.4 [Part D: Chief Executive Officer sub-delegations](#)
 - [Subpart 1: Statutory delegations](#)
 - [Subpart 2: Non-statutory delegations.](#)

Delegations for governance and subordinate decision-making bodies, including committees, subcommittees and community boards are available in the Terms of Reference on the SWDC website at www.swdc.govt.nz/your-council/committees/.

The Delegations Register should be read in conjunction with the Delegations Policy.

1.2. Amendments to the Register

The Delegations Register is maintained by the Stakeholder Relationship Team who may amend it to:

- 1.2.1 Give effect to any Council resolution with respect to Parts A through C
- 1.2.2 Give effect to any written instruction by the Chief Executive Officer with respect to Part D
- 1.2.3 Make any typographical, grammatical corrections, or other minor amendment where the intention of Council in respect of the delegation is not altered.

2. Part A: Delegations from Council to the Chief Executive Officer

Part A contains delegations from Council to the South Wairarapa District Council Chief Executive Officer. It excludes financial delegations which are covered in the Financial Delegations Policy.

2.1. Responsibilities of the Chief Executive Officer

Under section 42(2) of the Local Government Act 2002, the Chief Executive Officer has responsibility for:

- 2.1.1 implementing the decisions of the local authority
- 2.1.2 providing advice to members of the local authority and to its community boards
- 2.1.3 ensuring all responsibilities, duties, and powers delegated to him or her or to any persons employed by the local authority, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised.
- 2.1.4 ensuring the effective and efficient management of the activities of the local authority
- 2.1.5 facilitating and fostering representative and substantial elector participation in elections and polls held under the Local Electoral Act 2002
- 2.1.6 maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority.
- 2.1.7 providing leadership for the staff of the local authority
- 2.1.8 employing the staff of the local authority (in accordance with any remuneration or employment policy)
- 2.1.9 negotiating the terms of employment of the staff of the local authority (in accordance with any remuneration or employment policy).

The Chief Executive Officer is responsible for ensuring, as far as practicable, that the management structure of the local authority:

- 2.1.10 reflects and reinforces the separation of regulatory responsibilities and decision-making processes from other responsibilities and decision-making processes.
- 2.1.11 can deliver adequate advice to the local authority to facilitate the explicit resolution of conflicting objectives.

2.2. Council delegations to the Chief Executive Officer

To fulfil the above responsibilities, the Council delegates to the Chief Executive Officer all of its responsibilities, duties and powers in any enactment or bylaw, subject to the limitations and conditions of the Delegations Policy and excluding those matters whereby a delegation is prohibited by legislation.

Specific delegations with regards to South Wairarapa District Council and Wairarapa Consolidated Bylaws are outlined in section 2.3 on the following page.

The Chief Executive Officer delegations:

- 2.2.1 are subject to the authorised financial limits contained in the Financial Delegations Policy.
- 2.2.2 exclude any power, responsibility or duty that has been delegated to a committee, subcommittee, community board or other subordinate decision-making body as set out in the Terms of Reference available on the SWDC website.
- 2.2.3 are also conferred on any Acting Chief Executive Officer during the Chief Executive Officer's absence (refer to Appendix 2 for authorised acting arrangements).
- 2.2.4 may be sub-delegated by the Chief Executive Officer unless this is expressly prohibited by legislation. Authorised sub-delegations are set out in Part D.

2.3. Bylaw Delegations to the Chief Executive Officer

South Wairarapa District Council Bylaws	
Description	Delegate
All functions, duties, and powers under any Wairarapa Consolidated Bylaw	Chief Executive Officer
Power to appoint authorised officers for the purposes of performing duties	Chief Executive Officer
Power to institute any enforcement action, including a prosecution for an offence against any of the Council's bylaws, together with the power to make any decision pertaining to such enforcement or prosecution	Chief Executive Officer

Wairarapa Consolidated Bylaws	
Description	Delegate
All functions, duties, and powers under any Wairarapa Consolidated Bylaw	Chief Executive Officer
Power to appoint authorised officers for the purposes of performing duties	Chief Executive Officer
Power to institute any enforcement action, including a prosecution for an offence against any of the Council's bylaws, together with the power to make any decision pertaining to such enforcement or prosecution	Chief Executive Officer

3. Part B: Delegations to Wellington Water Limited

On 1 October 2019, SWDC became a shareholder of Wellington Water Limited (WWL). This means that WWL carries out the day to day operating of SWDC's three waters network. As part of this relationship the Service Level Agreement (SLA) with WWL provides for the following statutory powers to be delegated to WWL to enable them to manage the three waters networks.

3.1. Exercise of Statutory Powers

- 3.1.1 Council by this agreement appoints the Chief Executive Officer of Wellington Water (CEO) as its officer and gives the CEO the following powers to exercise on the Council's behalf:
- 3.1.2 the general powers of entry given to a local authority by section 171 of the LGA 2002
- 3.1.3 the powers given to a local authority in an emergency or where there is danger, by section 173 of the LGA 2002, provided Wellington Water notifies Council of the event as soon as possible; and
- 3.1.4 the powers in relation to construction of works on private land given to a local authority by section 181 of the LGA 2002
- 3.1.5 Council (acting through its Chief Executive Officer) shall delegate to Wellington Water and Wellington Water Personnel such further Statutory Powers as are necessary to enable Wellington Water to provide the Management Services.
- 3.1.6 The CEO may, subject to the terms of any delegation, delegate any of the powers set out in clause 3.1.1 to 3.1.7 to Wellington Water Personnel, other than the power to further delegate the power.
- 3.1.7 Council may, by separate written delegation, delegate additional powers to the CEO.
- 3.1.8 Council may from time-to-time issue initial or additional sealed warrants to Wellington Water Personnel identified by Wellington Water as suitable to hold a warrant as are required to enable Wellington Water to provide the Management Services.

4. Part C: Statutory Delegations from Council to Officers

Part C contains delegations by Council to officers under the Resource Management Act 1991 (RMA). These delegations are made directly to officers (rather than being delegated to the Chief Executive and then sub-delegated to officers) as the powers in this Act cannot be sub-delegated. Where specific delegations under the RMA are made to hearings panels or a committee these are also listed.

Resource Management Act 1991		
Section	Description	Delegated to
36 (5)	Authority to make decisions about additional administrative charges.	Manager Planning Intermediate Planner
36 (6)	To provide a fee estimate	
36AAB	Remit the whole or part of a charge	Manager Planning
36AA	Application of discount policy to administrative charges Financial delegation	Manager Planning Group Manager Planning and Regulatory
37	Power to extend time periods as provided in this section	Group Manager Planning and Regulatory Manager Planning Lead Planner Hearings Panel
37A	Requirements to consider matters before extending a time limit.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
39B	Selection of commissioners for specific hearings	Chief Executive Officer after a recommendation from the Group Manager Planning and Regulatory
41B 41C	Power to direct applicant to provide evidence before hearings; power to make directions about conduct of hearings.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
41D	Power to make a direction striking out a submission before, at, or after a hearing	Group Manager Planning and Regulatory Hearings Panel Manager Planning Intermediate Planner
42	Power to make directions to protect sensitive information	Group Manager Planning and Regulatory Manager Planning Hearings Panel Wairarapa Combined District Plan Joint Committee

Resource Management Act 1991		
Section	Description	Delegated to
42A	Powers regarding the preparation, commissioning, and provision of reports	Manager Planning Intermediate Planner Hearings Panel
44A	Power to amend plans to address national environmental standards	Manager Planning
55(2)	Duty to amend plan or proposed plan if directed by national policy statement	Manager Planning
581(2)	Duty to amend the plan or proposed plan if directed by national planning standard	Manager Planning
58I(4)	Power to exercise the Council's powers under this section in relation in relating to discretionary directions	Manager Planning
86D	Ability to apply to Environment Court for a rule to have legal effect	Group Manager Planning and Regulatory
87BA(2)(a)	To issue a written notice confirming that an activity is a permitted boundary activity	Manager Planning Intermediate Planner Coordinator Planning
87BA(2)(b)	To return an application for a boundary activity to the applicant if it is not a permitted activity, with written reasons.	Manager Planning Intermediate Planner Coordinator Planning
87BB(1)(d)	To determine that an activity is a permitted activity where a non-compliance is marginal or temporary.	Manager Planning Lead Planner
87BB(2) and (3)	Provision of a permitted marginal activity notice including reasons	Manager Planning Lead Planner
87E, 87F, 87G	Power to determine Council position on a request for direct referral (87E), prepare reports (87F) and provide information to Environment Court (87G)	Group Manager Planning and Regulatory
88(1)	Authority to receive consent applications and determine whether the information meets the minimum requirements of the Act	Manager Planning Intermediate Planner Coordinator Planning Coordinator Planning Certifications
88(3) and 3A	Power to determine an application is incomplete	Manager Planning Intermediate Planner Coordinator Planning Certifications
91	Power to determine not to proceed with a resource consent application on certain grounds	Manager Planning Lead Planner
91A	Receipt of request for suspension of processing a notified application Duty to give written notice of when a suspension ceased	Manager Planning Intermediate Planner

Resource Management Act 1991		
Section	Description	Delegated to
91B		
91C and 91F	Decision on whether to return or continue to process the application	Manager Planning Intermediate Planner
92 92A	Authority to request further information to be provided, or to commission a report	Manager Planning Intermediate Planner
95 95A/B/D/E	Authority to determine whether the adverse effects on the environment of an application will be minor. Requirement for notification or limited notification of the application where applicable.	Intermediate Planner Group Manager Planning and Regulatory Manager Planning
95E	Duty to determine which persons may be adversely affected by an application and to serve notice of the application on them if required	Group Manager Planning and Regulatory Manager Planning
97F(4)	Power to shorten notification date if all parties in a limited notification have submitted prior to closing date.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
99	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
99A	Power to refer parties who have made a resource consent application or submissions on the application to mediation.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Group Manager Planning and Regulatory Manager Planning Hearings Panel
101	Authority to decide when and where a hearing is to be held within the constraints of section 37	Group Manager Planning and Regulatory Manager Planning Hearings Panel
102	Authority to determine issues concerning joint considerations by two or more consent applications in relation to the same proposal.	Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
103	Authority to determine issues concerning two or more consent authorities.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
104	Duty to take matters into consideration and to exclude other matters when considering an application.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
104A, 104B, 104C, 104D, 105, 106	Power to determine resource consent applications and impose conditions. Power to decline subdivision consent	Group Manager Planning an Environment Manager Planning Hearings Panel
108, 108A, 108AA	Power to impose conditions on resource consent. Power to impose a bond as one of the conditions. Requirements for conditions of resource consents.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
108, 108A	Power to execute documents to register a bond (whether cash or by registered guarantee) or covenant together with all ancillary administrative tasks	Group Manager Planning and Regulatory Manager Planning Intermediate Planner Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed	Group Manager Planning and Regulatory Manager Planning Intermediate Planner Coordinator Planning Certifications Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
109	Power to execute documents to discharge, cancel or vary bonds in part or whole), together with all ancillary administrative tasks including certification and online registration of certificates as authorised officer.	Group Manager Planning and Regulatory Manager Planning Coordinator Planning Certifications Intermediate Planner

Resource Management Act 1991		
Section	Description	Delegated to
	Power to register a land charge (or remove a land charge) on the land for costs of performing works where costs exceed funds secured.	Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager. Group Manager Planning and Regulatory Manager Planning
109(4)	Power to make directions to enter land and undertake works where the bonded work has not been completed	Group Manager Planning and Regulatory Manager Planning Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager.
110	Power to refund financial contribution to consent holder where consent has lapsed	Group Manager Planning and Regulatory Manager Planning Must be exercised in conjunction with any relevant 3 rd tier infrastructure manager and Chief Financial Officer
113	Recording reasons for decisions on resource consent applications in writing.	Group Manager Planning and Regulatory Manager Planning Intermediate Planner Hearings Panel
114	Authority to serve consent applicant and submitters with notice of the decision on an application	Manager Planning Intermediate Planner Coordinator Planning Coordinator Planning Certifications
116	Authority to consent to commencement of consent which is subject to Environment Court appeal	Group Manager Planning and Regulatory Manager Planning
120	Authority to lodge appeal on Council's behalf in Environment Court	Group Manager Planning and Regulatory
123(b)	Specify a duration of a land use consent	Group Manager Planning and Regulatory Manager Planning Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
124(2)	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent.	Manager Planning
125	Power to grant extension of period after which a consent will lapse	Group Manager Planning and Regulatory Manager Planning Hearings Panel
126	Power to cancel a resource consent by written notice.	Group Manager Planning and Regulatory Manager Planning
127	Power to change or cancel conditions imposed on a resource consent.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
128, 129	Power to review a resource consent and to give notice of review	Group Manager Planning and Regulatory Manager Planning Hearings Panel
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent.	Group Manager Planning and Regulatory Manager Planning Hearings Panel
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant)	Manager Planning Intermediate Planner Hearing Panel Chair
138	Authority to issue a notice of acceptance of surrender of consent	Manager Planning Intermediate Planner
139, 139A	Authority to issue certificate of compliance, other powers and existing use certificates	Group Manager Planning and Regulatory Manager Planning
142	Authority to request minister call in of matter of national significance	Group Manager Planning and Regulatory
149B	Duty of local authority to provide EPA with all related information to a matter (where the Minister has called in a matter and the local authority has been served with a direction under s149A)	Group Manager Planning and Regulatory Manager Planning
149G	Duty to prepare a report commissioned by the EPA	Group Manager Planning and Regulatory Manager Planning
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	Group Manager Planning and Regulatory

Resource Management Act 1991		
Section	Description	Delegated to
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	Group Manager Planning and Regulatory in conjunction with the Chief Executive
149ZD	Power to recover costs incurred by the Council from the applicant	Group Manager Planning and Regulatory
149W(2)(a) and (4)	Power to implement decision of Board or Court about proposed plan or change or variation	Group Manager Planning and Regulatory
168, 168A	Duty to receive notice of requirement Notification of withdrawal of NOR	Manager Planning Intermediate Planner Coordinator Planning
168A	Power to determine whether to publicly notify Council's notice of requirement for a designation	Group Manager Planning and Regulatory Manager Planning
169	Power to request further information and determine whether to publicly notify notice of requirement for a designation	Manager Planning Intermediate Planner Hearings Panel
170	Discretion to include NOR under 168 into proposed plan	Group Manager, Planning and Environment Manager Planning
171	Power to consider and make recommendations on requirements for a designation	Group Manager Planning and Regulatory Manager Planning Hearings Panel
173	Power to give notice of requiring authority's decision on designation.	Group Manager Planning and Regulatory Manager Planning
174	Power to appeal to Environment Court against requiring authority's decision on designation.	Group Manager Planning and Regulatory
175	Authority to include a designation in District Plan	Manager Planning
184	Power to extend designation which has not been given effect to	Manager Planning Hearings Panel
189	Duty to receive notice of requirement for heritage order	Manager Planning Intermediate Planner Coordinator Planning
189A	Authority to lodge notice of requirement for a heritage order on behalf of Council	Group Manager Planning and Regulatory
189A	Power to determine whether to publicly notify Council's notice of requirement for a heritage order	Group Manager Planning and Regulatory Manager Planning Hearings Panel

Resource Management Act 1991		
Section	Description	Delegated to
189A	Power to make decision on Council's notice of requirement for a heritage order	Group Manager Planning and Regulatory Manager Planning Hearings Panel
190	Power to request further information and determine notification of notice of requirement for heritage order	Manager Planning Intermediate Planner
191	Power to make recommendations on notice of requirement for heritage order	Manager Planning Intermediate Planner Hearings Panel
193	Authority to give written consent in relation to land protected by Council's heritage order	Group Manager Planning and Regulatory
195	Power to appeal to Environment Court against heritage protection authority's decisions under sections 193 or 194	Group Manager Planning and Regulatory
195A	Power to receive application for alterations to heritage order. Power to determine applications for alteration of heritage order	Coordinator Planning Manager Planning Hearings Panel
195B(5)	To make a written objection to the Minister on the Minister's proposal to transfer responsibility for an existing heritage order to another heritage protection authority.	Group Manager Planning and Regulatory Manager Planning
195C	To amend the District Plan by noting a transfer of responsibility for a heritage order	Group Manager Planning and Regulatory Manager Planning
196	Power to receive withdrawals of heritage orders and to amend the District Plan accordingly	Manager Planning
220	Power to impose conditions on subdivision consents	Group Manager Planning and Regulatory Manager Planning Hearings Panel
220(1) and 2(b)	Authority to undertake registration of certificates as authorised officer	Manager Planning Coordinator Planning Certifications Intermediate Planner
221(2)	Authority to issue and sign a consent notice	Group Manager, Planning and Environment Manager Planning Lead Planner Coordinator Planning Certifications
221(3)	Authority to vary or cancel a condition specified in a consent notice	Manager Planning Lead Planner

Resource Management Act 1991		
Section	Description	Delegated to
		Coordinator Planning Certifications Hearings Panel
221(5)	Authority to execute, as authorized person instrument(s) creating, varying, cancelling or recording expiry of consent notice	Manager Planning Intermediate Planner Coordinator Planning Certifications
222	Powers related to the issues of completion certificates enabling the deposit of survey plan	Manager Planning Intermediate Planner Coordinator Planning Certifications
223	Powers related to approval of survey plan as authorised officer	Manager Planning Intermediate Planner Coordinator Planning Certifications
224 c,f	Authority to certify compliance of survey plan as authorised officer (includes circumstances where a bond is registered). Authority to issue certificate of approval as authorised officer, and all ancillary tasks including the execution of documents for consent notices, bonds and completion certificates	Manager Planning Intermediate Planner Coordinator Planning Certifications
226(1)(e)	Authority to certify any plans of subdivision or copy thereof, which has not had a previous statutory approval. Authority to issue a certificate for cancellation of an amalgamation condition. Authority to confirm compliance with relevant district plan rules. Authority to execute all documents (as authorised officer) for registration.	Manager Planning Intermediate Planner Coordinator Planning Certifications
232	Approval of content of instrument	Group Manager Planning and Regulatory
234	Power to vary or cancel esplanade strips on application	Manager Planning Coordinator Planning Certifications <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to the relevant Committee where appropriate.</i>
235	Power to agree on Council's behalf to creation of esplanade strip	Manager Planning Coordinator Planning Certifications <i>Note: Decisions will be considered on a case-by-case basis and will be escalated to</i>

Resource Management Act 1991		
Section	Description	Delegated to
		<i>the relevant Committee where appropriate.</i>
237	Power to approve a survey plan where esplanade reserves or strips are required	Manager Planning Intermediate Planner Coordinator Planning Certifications
237B	Power to acquire an easement for access strip	Manager Planning and the relevant Tier 3 manager responsible for parks and reserves.
237C	Authority to close access strips and give notice of closure	Group Manager Planning and Regulatory Manager Planning Strategy Working Committee along with consultation with relevant Community Board for permanent or long-term closures to access
237D	Authority to agree to transfer of access strip to Crown or regional council	Chief Executive
237H	Authority to object to compensation valuation determination	Manager Planning
239	Authority to certify survey plans subject to specified interests and undertake online registration of certificates as authorised officer	Manager Planning Intermediate Planner Coordinator Planning Certifications
240	Authority to cancel an existing amalgamation condition (in whole or part) and undertake online de-registration of certificates as authorised officer	Manager Planning Intermediate Planner Coordinator Planning Certifications
240(3) and (4)	Authority to certify survey plans subject to an amalgamation covenant against transfer of allotments and execute as authorised officer all documents (includes online de-registration of certificates).	Manager Planning Intermediate Planner Coordinator Planning Certifications
241(1) and (3)	Authority to deal with amalgamation conditions and undertake online registration of certificates as authorised officer. Authority to issue a certificate for cancellation of an amalgamation condition and execute all necessary documents (including online deregistration of certificates) as authorised officer.	Manager Planning Intermediate Planner Coordinator Planning Certifications Manager Planning Intermediate Planner Coordinator Planning Certifications

Resource Management Act 1991		
Section	Description	Delegated to
243	Authority to deal with survey plans subject to grant or reservation of easements and undertake online registration of certificates as authorised officer, (includes variation and cancellation of easement instruments)	Manager Planning Intermediate Planner Coordinator Planning Certifications
245	Authority to approve survey plan of reclamation	Manager Planning
267	To participate in a conference and make decisions on behalf of the Council	Manager Planning Group Manager Planning and Regulatory
268A	To participate in a mandatory alternative dispute resolution process and make decisions on behalf of Council	Manager Planning Group Manager Planning and Regulatory
269-291	Authority to determine and direct Council involvement in Environment Court proceedings	Group Manager Planning and Regulatory
292	Authority to seek that Environment Court remedy defect in plan	Group Manager Planning and Regulatory
294	Authority to seek that Environment Court review a decision or rehear proceedings	Group Manager Planning and Regulatory
299-308	Authority to determine and direct Council involvement in High Court and Court of Appeal proceedings	Group Manager Planning and Regulatory
311-312	Authority to initiate declaration proceedings and take other necessary steps	Group Manager Planning and Regulatory
314-321	Authority to initiate enforcement order and interim enforcement order proceedings and take other necessary steps	Group Manager Planning and Regulatory
322	Service of an abatement notice	Manager Planning Group Manager Planning and Regulatory
325	Authority to consent to a stay of abatement notice	Group Manager Planning and Regulatory
325A	Power to cancel abatement notice	Group Manager Planning and Regulatory
330	Power to take preventative or remedial action in emergency circumstances	Group Manager Planning and Regulatory
331	Power to seek reimbursement of Council's costs for emergency works	Group Manager Planning and Regulatory Chief Financial Officer
343B and 343C	Serve an Infringement notice	Manager Planning Group Manager Planning and Regulatory
338	Authority to commence prosecution for breach of the Act	Group Manager Planning and Regulatory

Resource Management Act 1991		
Section	Description	Delegated to
357D 357CA	Powers to consider and determine objections	Hearings Panel Group Manager or Manager Planning, alongside any tier 3 infrastructure manager, if applicable, where all parties agree.
Sch 1 Cl 4	Duty to invite requiring authorities by written request on designations in proposed plans	Manager Planning
Sch 1 Cl 5	Authority to prepare s32 report and publicly notify proposed plan	Joint District Plan Committee for reviews of the District Plan Full Council for plan changes
Sch 1 C 6(2) and 6A(3)	Authority to make submissions on Council's behalf	As per submission guidelines
Sch 1 Cl 7	Duty to give public notice of submissions on proposed plan	Group Manager Planning and Regulatory Manager Planning Lead Planner
Sch 1 Cl 8, 8A	Authority to make further submissions on Council's behalf	Group Manager Planning and Regulatory
Sch 1 Cl 8AA	Authority to invite submitters to meetings or refer matters to mediation	Manager Planning
Sch 1 Cl 8B	Duty to give notice of hearings	Manager Planning Coordinator Planning Lead Advisor Democracy & Committees
Sch 1 Cl 8C	Authority to determine whether hearing is required	Group Manager Planning and Regulatory Manager Planning
Sch 1 Cl 8D	Authority to withdraw proposed plan	Group Manager Planning and Regulatory
Sch 1 Cl 9	Power to hear and make recommendations and decisions on requirements	Hearings Panel
Sch 1 Cl 10	Power to hear and make recommendations on provisions and matters raised in submissions	Hearings Panel
Sch 1 Cl 11	Duty to give notice of decisions	Coordinator Planning Intermediate Planner
Sch 1 Cl 14	Authority to lodge appeal with Environment Court	Group Manager Planning and Regulatory
Sch 1 Cl 16(1)	Duty to amend proposed plan if directed by Court	Manager Planning
Sch 1 Cl 16(2)	Authority to amend proposed plan to correct minor errors	Manager Planning

Resource Management Act 1991		
Section	Description	Delegated to
Sch 1 Cl 20	Duty to give notice of plan becoming operative	Manager Planning
Sch 1 Cl 20A	Authority to amend operative plan to correct minor errors	Manager Planning
Sch 1 Cl 21	Authority to request change to regional plan or regional policy statement	Group Manager Planning and Regulatory
Sch 1 Cl 23	Power to seek further information relating to private plan change requests	Intermediate Planner Manager Planning Hearings Panel
Sch 1 Cl 24	Power to modify plan change request	Group Manager Planning and Regulatory
Sch 1 Cl 26	Authority to prepare and notify plan change request	Manager Planning
Sch 1 Cl 29(4)	Power to hear and make recommendations on plan change request	Hearings Panel
Sch 1 Cl 29(2) and (5)	Duty to send submissions to person who made plan change request and serve copy of its decision	Intermediate Planner Coordinator Planning
Sch 1 Cl 29(9)	Power to vary plan change request	Manager Planning
Sch 1 Cl 32	Authority to certify material incorporated by reference	Manager Planning
Sch 1 Cl 34	Duty to consult on incorporation of material by reference	Manager Planning
Sch 1 Cl 35	Duty to make information available and give public notice regarding material incorporated by reference	Intermediate Planner Coordinator Planning
Sch 1 Cl 42	To agree to a notice of requirement proceeding through the collaborative process and to nominate a representative for the collaborative groups	Manager Planning
Sch 1 Cl 43 (5)	To approve the commissioning of a report	Manager Planning
Sch 1 Cl 50(1)	To make submissions on Council's behalf	As per submission guidelines
Sch 1 Cl 51	To prepare a report under this clause	Intermediate Planner Manager Planning
Alternative dispute resolution	Authority to enter into and participate in mediation for appeals under the Resource Management Act 1991 and to reach a mediated agreement within guidelines and parameters set by the Hearings Panel	Intermediate Planner Manager Planning Group Manager Planning and Regulatory
Proposed District Plan Appeals	Authority to represent and participate on behalf of South Wairarapa District Council in mediation and/or alternative dispute resolution for appeals to the Council's decision on the Wairarapa Combined District Plan and reach an agreement within the guidelines and parameters set by the Wairarapa Combined District Plan Joint Committee.	Manager Planning Group Manager Planning and Regulatory

5. Part D: Chief Executive sub-delegations

Part D contains statutory and non-statutory sub delegations to staff authorised by the Chief Executive Officer. The statutory delegations are listed alphabetically by Act. In cases where no sub-delegation has been made, the Chief Executive Officer is listed for the avoidance of any doubt.

5.1. Subpart 1: Statutory delegations

A

Amusement Devices Regulations 1978		
Section	Description	Delegated to
8	To grant a certificate of registration which is subject to conditions or decline an application for registration	Manager Environmental Services
11	To grant a permit which is subject to conditions or decline an application for a permit	Manager Environmental Services
16	Power to require improvements to be made, and to require further engineering inspection	Manager Environmental Services
17	Power to revoke an amusement devices registration certificate	Manager Environmental Services

Animal Welfare Act 1999		
Section	Description	Delegated to
139	Obligation to destroy sick, diseased or injured animals	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
173	Power to recover costs from owner or person in charge of or appearing to be in charge of animal	Manager Environmental Services

Arts Council of NZ Toi Aotearoa Act 2014		
Section	Description	Delegated to
14	Ability to apply in writing to the Arts Council to be designated as a community provider	Group Manager Corporate Services Manager Stakeholder Relationships
15	Determine or recommend funding to community arts projects as a designated community arts provider	Finance Committee

B

Biosecurity Act 1993		
Section	Description	Delegated to
14	Power to take the actions prescribed (except for paragraph (db))	Group Manager Planning and Regulatory

Births, Deaths, Marriages, and Relationships Registration Act 1995		
Section	Description	Delegated to
75E	The power to request the Registrar-General to provide a copy of all entries made in the access register in relation to any person	Manager Environmental Services

Building Act 2004		
Section	Description	Delegated to
31	Authority to apply for project information memorandum (PIM) and provide a copy of a PIM to the owner of a property	Building Control Officer Group Administrator, Building Services
33	Authority to determine information required for an application for a PIM	Group Administrator, Building Services Building Control Officer Lead Building Control Officer Manager Building Services
34	Authority to issue a PIM	Group Administrator, Building Services Building Control Officer
35	Authority to determine the content of a PIM in accordance with this section	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
37	Authority to attach and issue certificates regarding requirement for resource consent	Group Administrator, Building Services
38	Authority to provide a PIM to a network utility operator or statutory authority	Group Administrator, Building Services Building Control Officer Lead Building Control Officer

Building Act 2004		
Section	Description	Delegated to
45	The authority to determine plans, specifications and other information required in an application for a building consent	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
45A	Authority to record a minor variation to a building consent	Building Control Officer Lead Building Control Officer
46	The duty to provide copies of applications to the Fire and Emergency NZ (FENZ) as requirements	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
48	The authority to grant or refuse an application within the time limits specified, and the power to require further information.	Building Control Officer Lead Building Control Officer
49	The authority to grant or refuse an application within the time limits specified, and the power to require further information	Building Control Officer Lead Building Control Officer
50	The authority to give notice and reasons of a refusal to grant a building consent	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
51	The authority to grant a building consent without the information specified in section 51(1)(b) or (ba)	Building Control Officer Lead Building Control Officer
52	The authority to lapse a building consent 12 months after date of issue.	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
54	The duty to advise applicants the amount of levy for which they are liable	Building Control Officer Lead Building Control Officer
62	The power to recover unpaid levies from applicants	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
64	The duty to keep in safe custody all records and Building Consents issued including the estimated value of the building work	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
67	Power to grant a consent subject to a waiver or modification of the building code	Manager Building Services
68	Authority to notify the chief Executive of the Ministry of Business, Innovation and Employment if a consent is granted subject to a waiver or modification of the building code	Manager Building Services

Building Act 2004		
Section	Description	Delegated to
70	Ability to refer applications for energy work to the Chief Executive of the Ministry of Business, Innovation and Employment	Manager Building Services
71	Authority to refuse any building consent in relation to land with natural hazards	Manager Building Services
72	Authority to grant any building consent in certain situations involving natural hazards	Manager Building Services
73	Authority to carry out the notification obligations for building consent where it is issued under section 72, natural hazards	Manager Building Services
74	Authority to carry out the further notification obligations under subsection (4)	Manager Building Services
75, 77	Authority to issue a certificate in relation to a building on 2 or more allotments of 1 or more existing subdivisions	Manager Building Services
83	Authority to authenticate a certificate for the construction of a building on two or more allotments	Manager Building Services
91	Authority to issue code compliance certificates	Building Control Officer Lead Building Control Officer
93	Authority to determine whether to issue a code compliance certificate within a certain time	Building Control Officer Lead Building Control Officer
94, 95	Authority to issue a code compliance certificate if satisfied of certain matters	Building Control Officer Lead Building Control Officer
95A	Authority to notify the applicant when refusing to issue code compliance certificate and to provide reasons	Building Control Officer Lead Building Control Officer Manager Building Services
96	Power to issue or decline to issue a certificate of acceptance	Building Control Officer Lead Building Control Officer Manager Building Services
97	Power to determine other information required for an application for a certificate of acceptance	Building Control Officer Lead Building Control Officer
98	Authority to determine whether to issue certificate of acceptance and whether to require further reasonable information	Building Control Officer Lead Building Control Officer Manager Building Services
99	Authority to issue a certificate of acceptance in relation to part of a building work	Building Control Officer Lead Building Control Officer Manager Building Services
99A	Give applicant written notice where withholding a certificate of acceptance under s 208 of the Local Government Act 2002	Building Control Officer Lead Building Control Officer Manager Building Services
99A	Give application written notice where refusing to issue certificate of acceptance	Building Control Officer Lead Building Control Officer

Building Act 2004		
Section	Description	Delegated to
		Manager Building Services
102	Authority to issue a compliance schedule	Building Control Officer Lead Building Control Officer
106, 107, 109	Power to amend a compliance schedule, and carry out other administrative tasks under these sections	Building Control Officer Lead Building Control Officer
111	Authorise any agents of the Council to carry out inspections under this section	Group Administrator, Building Services Manager Building Services
112	Authority to grant building consent for the alteration of an existing building if satisfied of certain matters	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
113	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Officer Lead Building Control Officer
115	Authority to grant building consent and determine conditions of a building consent in relation to buildings with specified intended lives	Building Control Officer Lead Building Control Officer
116	Authority to determine consent to an extension of life of a building, and give the necessary written consent	Manager Building Services
124	Authority to determine that a building is dangerous, affected, earthquake-prone or insanitary, and take any of the specified actions	Building Control Officer Lead Building Control Officer
126	Power to make an application to the District Court for an order authorising works to be carried out by the Council	Manager Building Services
164	Authority to issue notices to fix	Building Control Officer Lead Building Control Officer Manager Building Services
165	Authority to issue notice to fix with relevant content in the prescribed form	Building Control Officer Lead Building Control Officer Manager Building Services
166	Authority to issue notice to fix under special provisions as building consent authority	Building Control Officer Lead Building Control Officer Manager Building Services
167	Authority to confirm or refuse notice to fix has been complied with and to provide notice	Manager Building Services Lead Building Control Officer
177,178	Power to apply to the chief Executive of the Ministry of Business, Innovation and Employment for a determination	Building Control Officer Lead Building Control Officer
180	Power to withdraw an application for a determination	Building Control Officer Lead Building Control Officer

Building Act 2004		
Section	Description	Delegated to
208, 209	Power to decide whether to appeal a determination and to commence proceedings	Manager Building Services
212	Power to act as the building consent authority	Manager Building Services
215	Apply for and gain accreditation as a building consent authority	Manager Building Services
216	Keep all records relevant to the administration of the Building Act	Group Administrator, Building Services Manager Building Services
217	Provide access to information held under section 216 to the public	Group Administrator, Building Services Building Control Officer Lead Building Control Officer Manager Building Services
218	The duty to provide information to the Chief Executive of the Ministry of Business, Innovation and Employment	Manager Building Services
219	Authority to impose fees or charges as provided by Council and collect the levy under s53 and to refuse service where the fees or charges are not paid	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
220	Authority to give notice under section 220(3) and then to apply to the District Court for an Order to carry out building work	Manager Building Services
221	To exercise the powers to recover costs under this section	Manager Building Services
222	The authority to authorise officers of the Council to carry inspections and therefore be authorised officers under this Act	Manager Building Services
363A	The power to issue certificates of public use, and specify conditions in those certificates. Authority to require further reasonable information from the applicant, and the time period for providing that information from the applicant	Group Administrator, Building Services Building Control Officer Lead Building Control Officer
371B	The power to appoint enforcement officers and authorise any of the Council's officers to issue infringement notices under this and provide for warrants of appointment to be issued	Group Manager Planning and Regulatory
377, 378	Authority to file a charging document for an offence against the Building Act 2004	Manager Building Services
381	Authority to seek an injunction	Manager Building Services

Building Research Levy Act 1969		
Section	Description	Delegated to
9	If the Council has been appointed an agent under section 9, receiving any levies payable	Manager Building Services

Burial and Cremation Act 1964		
Section	Description	Delegated to
18	Requirement to separately account for cemetery revenue	Chief Financial Officer

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967		
Section	Description	Delegated to
3	Power to serve notices	Coordinator, Community Facilities Manager Community Operations
4	Power to give notices	Coordinator, Community Facilities Manager Community Operations
5	Power to remove dilapidated or neglected monuments or tablets in accordance with the Act	Coordinator, Community Facilities Manager Community Operations

C

Camping Ground Regulations 1985		
Section	Description	Delegated to
3	Power to decide whether or not to register camping grounds in accordance with these regulations and the health (registration of Premises) Regulations 1966	Regulatory Officer, Environmental Health
14	Power to grant certificates of exemption, and renew certificates of exemption as the case may be	Regulatory Officer, Environmental Health
15	Power to enforce the provisions	Regulatory Officer, Environmental Health

Civil Defence Emergency Management Act 2002		
Section	Description	Delegated to
64	Obligation to plan and provide for Civil Defence Emergency Management in the district. <i>Note: The Mayor has authority to declare a civil emergency for the district if necessary.</i>	Strategic Leadership Team

Conservation Act 1987		
Section	Description	Delegated to
17F	Power to make submissions on conservation management strategies	Group Manager Infrastructure and Community Operations
17K	Power to make submissions on freshwater fisheries management plans	Group Manager Infrastructure and Community Operations
17M	Power to make submissions on sports fish and game management plans	Group Manager Infrastructure and Community Operations
26ZZB	Power to make submissions on discussion document on controlled dog area or open dog area	Group Manager Planning and Regulatory
26ZZN	Power to request any information held by the Department in relation to the ownership of dogs	Group Manager Planning and Regulatory

Covid-19 Public Health Response Act 2020		
Section	Description	Delegated to
17B	Duty to keep vaccination records	Group Manager Corporate Services
17C	Duty to prevent affected worker from carrying out specified work unless vaccinated	Group Manager Corporate Services

D

Dog Control Act 1996		
Section	Description	Delegated to
10A	To report annually on the dog control policy, practices and other matters	Manager Environmental Services
10AA	To review Council's Policy on dogs if bylaw implementing policy requires review and recommend to Council amendments to, or retention of, current provisions	Manager Environmental Services Lead Advisor Policy & Projects
11	Power to appoint dog control officers	Chief Executive Officer
12	Power to appoint dog rangers	Chief Executive Officer
13	To issue warrants of appointment to dog control officers and dog rangers	Chief Executive Officer
14	Powers of entry (including power to authorise application for search and seizure warrant under sections 56 or 57)	Lead Regulatory Officer, Bylaws & Animal Control,

Dog Control Act 1996		
Section	Description	Delegated to
		Regulatory Officer, Bylaws & Animal Control
20	To review Council's Dog Control Bylaw in accordance with the Local Government Act 2002 and recommend to Council amendments to, or retention of, current provisions.	Manager Environmental Services
21	Power to classify probationary owners	Manager Environmental Services
23A	Power to require probationary owner to undertake training	Manager Environmental Services
25	Power to disqualify person from being an owner of a dog	Manager Environmental Services
30	Requirement to maintain records and provide information	Group Administrator, Environmental Services Lead Regulatory Officer, Bylaws & Animal Control, Bylaws & Animal Control
31	Power to classify dangerous dogs	Manager Environmental Services
32, 33	Provide written consent to the disposal of a dangerous dog to any person, and make a determination under section 32(5)(b)	Manager Environmental Services
33A	Power to classify menacing dogs	Manager Environmental Services
33C	Determination of certain breeds or types to be classified as menacing dogs	Manager Environmental Services
33EB	Power to require neutering of menacing dog classified by another territorial authority when subsequently registered by this Council	Manager Environmental Services
33ED	Determination not to classify dog as dangerous or menacing	Manager Environmental Services
34	Power to keep and maintain a register of dogs	Lead Regulatory Officer, Bylaws & Animal Control, Bylaws & Animal Control Regulatory Officer, Bylaws & Animal Control Group Administrator, Environmental Services
35	Power to supply or refuse to supply certain information	Manager Environmental Services
36	Power to supply information to owners	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
36A	Power to instruct owner of dangerous or menacing dog to make dog available for verification of microchip	Lead Regulatory Officer, Bylaws & Animal Control,

Dog Control Act 1996		
Section	Description	Delegated to
		Regulatory Officer, Bylaws & Animal Control
38 and 39	Refunds and reductions of fees	Manager Environmental Services
40	Power to require statement regarding working dogs and neutered dogs	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
55	To consider an objection to barking dog notice, and to confirm, modify or cancel the notice	Manager Environmental Services
64(5)	To require the owner of a dog to pay for the destruction of a dog	Manager Environmental Services
N/A	To waive the requirement for the owner of a dog to pay for the voluntary destruction of a dog. Limits on exercise of delegation: transaction must be within the officer's financial delegation	Manager Environmental Services
65	The execution and filing of a charging document in respect of infringement offences	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
66	To authorise persons other than dog control officers to issue infringement notices	Manager Environmental Services
67	Power to enter into an agreement with any person for the custody, care and exercise of impounded, seized or committed dogs	Manager Environmental Services
69 and 69A	Give notice under section 69(2) and subsequently dispose of a dog, and undertake all other administrative requirements including cost recovery	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
70	Determine application by owner for return of barking dog, and that requirements of s70(5) are met	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
71	To carry out any duties relating to custody of dogs	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
71	To make decisions about the retention of dog threatening public safety	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
71(3)	To give written notice to the person claiming the dog	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control

Dog Control Act 1996		
Section	Description	Delegated to
71(5)	To determine applications for release of the dog	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
71(8)	Dispose of a dog in manner authorised by section 69(3), and undertake all other administrative requirements including cost recovery (including debt recovery proceedings)	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
71A	Give notice under section 71A(1) and (2), and subsequently dispose of a dog, and undertake other administrative requirements including cost recovery	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control

Dog Control (Prescribed Forms) Regulations 1996		
Section	Description	Delegated to
3	Power to alter forms prescribed by regulations	Manager Environmental Services

Domestic Violence Act 1995 and the Domestic Violence (Public Registers) Regulations 1998		
Section	Description	Delegated to
Part 6	All the Council's responsibilities, duties and powers under this part and the associated regulations	Lead Co-ordinator Rates, Lead Advisor Information Management

E

Electricity Act 1992		
Section	Description	Delegated to
24, 24A	Power to set reasonable conditions over the opening of any road and recover reasonable costs	Group Manager Infrastructure and Community Operations
25	Power to receive notices of intention to open any road	Group Manager Infrastructure and Community Operations
32	Power to require works to be moved	Group Manager Infrastructure and Community Operations

Employment Relations Act 2000		
Section	Description	Delegated to
Entire Act	Power to undertake all the duties and functions of an employer under the Employment Relations Act 2000.	Strategic Leadership Team Group Manager Corporate Services Lead Advisor People & Capability

F

Fencing Act 1978		
Section	Description	Delegated to
5	Power to execute and register fencing covenants on title where land is contiguous to reserve vested in or administered by Council	Manager Community Operations
6	Power to request removal of fencing covenants from title where land is vested in or administered by Council	Manager Community Operations

Fencing of Swimming Pools Act 1987		
Section	Description	Delegated to
10	Duty to ensure the Act is complied with	Manager Building Services
11	Power to issue warrants of authority to Council officers	Manager Building Services

Food Act 2014		
Section	Description	Delegated to
54	Authority to refuse to process application for registration of Food control Plan	Regulatory Officer, Environmental Health
55	Authority to require further information in support of application for registration of Food Control plan	Regulatory Officer, Environmental Health
57	Authority to refuse to register Food Control Plan	Regulatory Officer, Environmental Health
60	Authority to impose reasonable conditions on registration of Food Control Plan	Regulatory Officer, Environmental Health
62	Authority to suspend, at any time, any or all the operations conducted under a registered Food Control Plan	Manager Environmental Services
63	Authority to extend period of suspension of Food Control Plan	Manager Environmental Services

Food Act 2014		
Section	Description	Delegated to
67	Authority to cancel registration of a Food Control Plan	Group Manager Planning and Regulatory
82	Authority to process applications for registration of appropriate National Programme	Regulatory Officer, Environmental Health
84	Authority to refuse to process application for registration of National Programme	Regulatory Officer, Environmental Health
85	Authority to require further information in support of application for registration of National Programme	Regulatory Officer, Environmental Health
87	Authority to refuse to register National Programme	Regulatory Officer, Environmental Health
89	Authority to impose reasonable conditions on registration of National Programme	Regulatory Officer, Environmental Health
90	Authority to suspend, at any time, any or all the operations conducted under a National Programme	Manager Environmental Services
91	Authority to extend period of suspension of National Programme	Manager Environmental Services
95	Authority to cancel registration of National Programme	Group Manager Planning and Regulatory
135	Authority to act as a recognized agency, person, and class of person	Chief Executive Officer
137	Authority to conduct verification functions and activities	Regulatory Officer, Environmental Health
219	Authority to issue and cancel infringement notices	Regulatory Officer, Environmental Health, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer
276	Appoint Food safety officers	Appointed by Ministry of Primary Industries
294-295	Powers of Verifiers	Regulatory Officer, Environmental Health
296-321	Powers of Food Safety Officers	Regulatory Officer, Environmental Health, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer

Food Act 2014		
Section	Description	Delegated to
322-326	Power to apply for, execute and act under search warrant	Regulatory Officer, Environmental Health, who has been appointed by the Ministry for Primary Industries as a Food Safety Officer

Freedom Camping Act 2011		
Section	Description	Delegated to
32	Power to appoint enforcement officers under this Act, and to arrange for the issue of warrants of appointment	Chief Executive Officer
39	Power to decide whether, or not, to return seized and impounded property	Manager Environmental Services
40	Authority to dispose of seized and impounded property in accordance with this section	Manager Environmental Services

G

Gambling Act 2003		
Section	Description	Delegated to
98-100	Power to determine territorial authority consent applications pursuant to the class 4 venue policy	Manager Environmental Services

Government Rounding Powers Act 1989		
Section	Description	Delegated to
62	Consent to a delegation made by the NZ Transport Agency under section 62(1)	Group Manager Infrastructure and Community Operations
64	Decision to surrender delegated powers and duties, and give required notice	Group Manager Infrastructure and Community Operations
75	Power to agree on compensation	Group Manager Infrastructure and Community Operations

H

Hazardous Substances and New Organisms Act 1996		
Section	Description	Delegated to
12	Carry out the powers functions and duties of an enforcement officer (limited to matters specified in the warrant of appointment)	Regulatory Officer, Environmental Health
97(1)(h)	Appoint enforcement officers to enforce the provisions of the Act as set out in section 97(1)(h)	Chief Executive Officer
98(1)(a)	Coordination of inspection (excluding the transfer of functions)	Chief Executive Officer
100	Power to appoint suitably qualified enforcement officer together with power to designate officer as a district hazardous substances officer	Chief Executive Officer
109B	Authorise an application for an extension of time for a person to file a charging document under section 109A(1)	Group Manager Planning and Regulatory
119	Authorise an enforcement officer to obtain and execute a search warrant (on approval of CEO)	Group Manager Planning and Regulatory

Health Act 1956		
Section	Description	Delegated to
23	Duty and powers to improve, promote and protect public health within the district	Regulatory Officer, Environmental Health
28	Power to appoint suitably qualified Regulatory Officer, Environmental Health	Chief Executive Officer
33	Power to cause the abatement of nuisance and recover the cost of the abatement from the owner/occupier	Manager Environmental Services
34	Power to cause the immediate Abatement of Nuisance	Regulatory Officer, Environmental Health
41	Power to issue cleansing order to require owners or occupiers to cleanse property	Manager Environmental Services
42(1)	Power to certify that a dwelling house is unfit for human habitation	Manager Environmental Services
42(2)	Power to certify that a dwelling house does not comply with an regulations made under section 120C of the Health Act 1956	Manager Environmental Services Building Services Manager
42(3)	Power to issue a repair notice or closing order on receipt of certificate from chief Engineer or any other officer of a local authority duly authorised	Manager Environmental Services Building Services Manager
45	Power to cancel a closing order	Manager Environmental Services
53C	Power to make an advance to any owner served with a notice under section(s) 41, 42	Manager Environmental Services
54	Power to grant consent for offensive trade with or without conditions	Manager Environmental Services

Health Act 1956		
Section	Description	Delegated to
	Power to issue registration Power to refuse to register or to renew registration or to impose conditions	
58	Grant consent for stock saleyards with or without conditions	Manager Environmental Services
81	Power to authorise a Regulatory Officer, Environmental Health to enter premises and carry out disinfection and cleansing	Manager Environmental Services
82	Obligation to disinfect and cleanse when ordered to do so by the Medical Officer of Health	Regulatory Officer, Environmental Health
83	Power to destroy articles that cannot be effectively disinfected	Regulatory Officer, Environmental Health
84	Power to establish mortuary, cleansing stations, provide vehicles and disinfectant	Manager Community Operations Manager Environmental Services
86	Duty to cause bodies to be buried or moved to a mortuary when required by Medical Officer of Health	Coordinator Community Facilities Manager Community Operations Manager Environmental Services
87	Receive and determine an application for injurious affection	Chief Executive Officer
121	Duty and power to appoint suitably qualified environmental health	Chief Executive Officer
128	Power to authorise entry and inspection of specified facilities, and execution of works under this Act	Manager Environmental Services

Health and Safety at Work Act 2015		
Section	Description	Delegated to
Entire Act	Power to undertake all the duties and functions of a person conducting a business or undertaking under the Health and Safety at Work Act 2015	Strategic Leadership Team

Health (Hairdressers) Regulations 1980		
Section	Description	Delegated to
3	Power to decide whether or not to register hairdressers in accordance with these regulations and the health (Registration of Premises) Regulations 1966	Manager Environmental Services

Health (Hairdressers) Regulations 1980		
Section	Description	Delegated to
4	Power to issue certificates of exemption	Manager Environmental Services

Health (Registration of Premises) Regulations 1966		
Section	Description	Delegated to
4	To require all such particulars in any application for registration	Regulatory Officer, Environmental Health
5	To register premises and issue certificates in accordance with this section, and to renew registration and issue new certificates accordingly	Manager Environmental Services
8	To keep records of all registered premises, and provide for inspection of those records	Regulatory Officer, Environmental Health
9	To serve notices under this regulation, and to determine to cancel registration of a premises	Manager Environmental Services

Heritage New Zealand Pouhere Taonga Act 2014		
Section	Description	Delegated to
14	Power to enter into agreement with Heritage New Zealand Taonga Act 2014	Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory
74	Duty to have regard to recommendations of Heritage New Zealand Pouhere Taonga or Māori Heritage Council	Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory

Impounding Act 1955		
Section	Description	Delegated to
3	Duty to provide and maintain a public pound and provide for separate holding of infected stock	Chief Executive Officer
4	Provision for joint pound administration	Chief Executive Officer
5	Requirement to give public notice of location of pound	Manager Environmental Services

Impounding Act 1955		
Section	Description	Delegated to
6	Requirement to erect and maintain a notice board providing particulars	Manager Environmental Services
8	Obligation to appoint pound-keeper and power to appoint rangers and other persons	Chief Executive Officer
9, 10, 11	Power to appoint a deputy and remove or suspend the pound-keeper and publicly notify these actions	Chief Executive Officer
12	Duty to keep stock infected with contagious disease separate	Manager Environmental Services
12	Pounds to be kept clean and in good order and stock to be provided sufficient food, water, care and attention	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
13	Pound book and impounding register to be maintained and open to inspection	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
14	Power to recover actual costs of providing sustenance	Manager Environmental Services
15	Power to recover driving charges for stock trespassing, straying or wandering on or near a road	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
16	Power to require owner of trespassing stock to pay trespass rates to council	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
23	Power to withhold delivery of stock impounded until trespass rates paid by owner	Manager Environmental Services
26	Power to release stock to its owner where land occupier notifies of intention to claim damages	Manager Environmental Services
32	Declare any fenced paddock a temporary pound with the consent of the occupier and appoint a keeper and fix a notice setting out specified information	Manager Environmental Services
38	Power to issue notice regarding wild stock trespassing on land and sell the stock if not removed	Manager Environmental Services
42	Power to dispose of wild stock straying on roads and dispose of carcass and retain proceeds	Manager Environmental Services
44	Power to expand pound temporarily	Manager Environmental Services
46	Obligation to give notice under subsections (1) and (2) of stock impounded	Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control

Impounding Act 1955		
Section	Description	Delegated to
47	Power to detain stock impounded until all fees, rates, charges, and expenses paid by owner	Manager Environmental Services
50	Power to authorise person to act as auctioneer for sale of impounded stock	Manager Environmental Services
52	Power to destroy diseased, injured, sick animal and arrange for destruction of animal and disposal of carcass	Manager Environmental Services
53	Power to dispose of unsold stock	Manager Environmental Services
56	Power to recover any deficiency in costs from the owner of stock	Manager Environmental Services

L

Land Drainage Act 1908		
Section	Description	Delegated to
20	Power to object to Drainage Board interfering with road or footpath	Group Manager Infrastructure and Community Operations
61	Power to cleanse, repair or maintain a watercourse or drain	Group Manager Infrastructure and Community Operations
62	Power to order removal of obstructions from watercourse or drain	Group Manager Infrastructure and Community Operations
63A	Power to make an advance (on agreed terms) to landowner to comply with section 62 order	Group Manager Infrastructure and Community Operations

Land Transfer Act 2017		
Section	Description	Delegated to
N/A	Consenting to dealing with land where that land is subject to a caveat or encumbrance that requires the consent of Council before registration of any instrument under the Act	Group Manager Infrastructure and Community Operations
S. 34	The authority to certify paper documents on Council's behalf pursuant to section 34 of the Act	Group Manager Infrastructure and Community Operations
S. 202	Authority to consent as adjoining owner to the approval of plan defining legal boundaries	Manager Community Operations

Land Transfer Act 2017		
Section	Description	Delegated to
		Roading Manager
N/A	The authority to execute A & I forms, and any associated documentation required by Land information New Zealand or other regulatory body which under any act the documents are to be registered in accordance with the Land Transfer Act 2017 for the completion of any authorised transaction	Manager Community Operations

Land Transport Act 1998, together with rules or regulations made under this Act		
Section	Description	Delegated to
128D	Power to appoint parking wardens and provide for warrants of appointment to be issued	Chief Executive Officer
N/A	Power to take enforcement action under this Act or rules or regulations	Roading Manager Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control Manager Environmental Services
128E	Authority to engage towing contractor where bylaw or this Act or rules or regulations made under this Act are breached	Roading Manager Manager Environmental Services
N/A	Authority to waive payment of any infringement fine where waiver criteria are met	Manager Environmental Services

Litter Act 1979		
Section	Description	Delegated to
5	Power to appoint litter control officers and provide for warrants of appointment to be issued	Chief Executive Officer
8	Power to appoint litter wardens	Chief Executive Officer
10	Power to require owners of private property to clear litter from their property (excluding the power to hear objections under this section)	Manager Environmental Services

Local Government Act 1974		
Section	Description	Delegated to
319A	Send a copy of the relevant resolution to the Registrar-General of Land and the Surveyor-General concerning the naming of roads	Group Manager Planning and Regulatory
319B	To allocate property numbers and comply with procedural requirements	Group Manager Planning and Regulatory
327A	Consider and determine applications for the cancellation of building-line restrictions	Lead Planner
348	Power to grant or decline an application to lay out or form any private road or private way, or grant or reserve a right of way over any private way, in the district	Lead Planner
459	Require owners of land or buildings to do certain drainage works, give the required notice, and carry out the works in accordance with this section	Group Manager Infrastructure and Community Operations
467	Replace or repair or remove property and recover costs of such works	Group Manager Infrastructure and Community Operations
Schedule 10	To impose conditions as to stopping of roads and the temporary prohibition of traffic on roads	Group Manager Infrastructure and Community Operations

Local Government Act 2002		
Section	Description	Delegated to
54G	Appointed Registrar to compile and maintain the register of members' pecuniary interests and provide advice and guidance to members in connection with their obligations under this subpart.	General Manager Corporate Services
162	To apply for an injunction restraining a person from committing a breach of a bylaw or an offence against the Local Government Act 2002	Group Manager Planning and Regulatory
164	Power to seize and impound property	Regulatory Officer, Bylaws & Animal Control Lead Regulatory Officer, Bylaws & Animal Control
165	Power to apply for warrant to seize and impound property from private land	Manager Environmental Services
167	Authority to decide whether or not to return seized and impounded property	Manager Environmental Services
168	Authority to dispose of seized property in accordance with this section	Manager Environmental Services
177	Power to appoint enforcement officer	Chief Executive Officer
186	Power to execute works when owner is in default	Managers

Local Government Act 2002		
Section	Description	Delegated to
187	Power to recover costs of works	Managers
189	Power to acquire any land that may be necessary or convenient for the purposes of, or in connection with, any public work <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Chief Executive Officer
193	To determine whether or not to restrict water supply under this section	Group Manager Infrastructure and Community Operations
196	To consent to the discharge of trade wastes	Group Manager Planning and Regulatory
198	Power to require contributions for developments pursuant to any Council policy	Intermediate Planner
208	Take one or more of the actions listed if development contributions not paid or made	Group Manager Planning and Regulatory
209,210	Refunds of money and return of land if development does not proceed	Group Manager Planning and Regulatory
245	Power to issue and serve an infringement notice for any infringement offence	Regulatory Officer, Bylaws & Animal Control Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Environmental Health

Local Government Official Information and Meetings Act 1987		
Section	Description	Delegated to
11	To give reasonable assistance to those persons requesting information	Lead Advisor Information Management Executive Assistant to CEO and Mayor Group Manager Corporate Services
12	To transfer requests and attend to subsequent notification	Lead Advisor Information Management Executive Assistant to CEO and Mayor Group Manager Corporate Services
13	Power to make decisions on requests	Group Manager Corporate Services

Local Government Official Information and Meetings Act 1987

Section	Description	Delegated to
14	Power to extend time limits and to attend to subsequent notification	Lead Advisor Information Management Executive Assistant to CEO and Mayor Group Manager Corporate Services
15	Power to determine the manner of presenting information and attend to subsequent notification	Lead advisor Information Management Executive Assistant to CEO and Mayor Group Manager Corporate Services
16	Power to determine deletions or redactions of information and attend to subsequent notification	Lead Advisor Information Management Executive Assistant to CEO and Mayor Group Manager Corporate Services
17, 17A, 17B, 18	Determining whether or not to refuse a request for information, and providing reasons(s) for refusal	Group Manager Corporate Services
21	Determining access to internal rules affecting decisions, and providing reasons for refusing to provide information	Group Manager Corporate Services
22	Providing a written statement under this section	Group Manager Corporate Services
24	Taking precautions regarding access to personal information	Lead Advisor Information Management Group Manager Corporate Services
25	Correction of information	Lead Advisor Information Management Executive Assistant to CEO and Mayor
26	Refusal to supply personal information	Lead Advisor Information Management Group Manager Corporate Services
33	Requirements to notify decision of Ombudsman	Group Manager Corporate Services
44A	Making decisions on information to be included in Land information Memoranda	Manager Building Services Manager Planning
46	Provide for the public notification of meetings	Group Manager Corporate Services

Local Government Official Information and Meetings Act 1987

Section	Description	Delegated to
		Manager Stakeholder Relationships
46A, 49, 51	Provide for the availability of agenda, reports, and minutes	Group Manager Corporate Services Manager Stakeholder Relationships
51A	Provide for the public notification of resolution at emergency meeting	Group Manager Corporate Services Manager Stakeholder Relationships

Local Government (Rating) Act 2002

Section	Description	Delegated to
27(5)	Determine whether to divide rating units and the methodology for division.	<ul style="list-style-type: none"> • Chief Executive • GM Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates
29	Determine objections to the Rating Information Database.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates
35	Remove a name from the Rating Information Database.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant
39	Determine objections to rates records.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
40	Correct an error in the rating information database or rates records.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates
52	Agree the method by which rates may be paid.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates
54	Determine that the rates payable on a rating unit in a financial year are uneconomic to collect, and not to collect them. Notify the ratepayer.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
61	Collect unpaid rates from the owner (<i>where ratepayer is other than the owner</i>)	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates

Local Government (Rating) Act 2002

Section	Description	Delegated to
62	Collect, accept, or recover as a debt unpaid rate from persons other than the owner	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates
63	Commence proceedings to recover as a debt unpaid rate and execute all related statutory and legal documents on behalf of the Council	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant
67	Apply to the Registrar of the High Court to have a judgment for rates enforced by sale or lease of the rating unit.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant
72	Give consent of the Council to the sale or lease of a rating unit by private treaty for any consideration that the Registrar thinks reasonable	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant
77	<p>Give public notice that the Council intends to have the land declared abandoned and to sell or lease the land.</p> <p>Apply to the District Court for an order that declares the land to be abandoned and authorises the Council to sell or lease the land.</p> <p>Commence proceedings under section 67 to sell or lease abandoned land</p>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates
78	Sell or lease the land under sections 79 to 83 of the Act	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant
79	<p>Determine whether the sale or lease of abandoned land will be by public auction or public tender.</p> <p>Determine any terms or conditions of sale or lease and place a reserve on the land.</p> <p>Decide to refuse any tender; or put the abandoned land up for sale or lease as often as may be required until it is sold or leased.</p> <p>If the abandoned land is not sold or leased at public auction or by public tender, sell or lease the land by private treaty for any consideration that is not less than the reserve.</p> <p>Bid for the abandoned land at any public auction of it and buy the land on behalf of the Council.</p>	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant
80	Approve documents for execution under Council seal.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
82	If the proceeds of a sale or lease of abandoned land under section 79 are not sufficient to meet the rates, interest, costs, and expenses, write off the deficiency.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer
85	Remit all or part of the rates on a rating unit (including penalties for unpaid rates) in accordance with the rates remission policy.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates
87	Postpone the requirement to pay all or part of the rates on a rating unit (including penalties for unpaid rates) in accordance with the rates postponement policy.	<ul style="list-style-type: none"> • Chief Executive • GM: Corporate Services • Chief Financial Officer • Lead Accountant • Lead Co-ordinator Rates

Local Government (Rating) Act 2002		
Section	Description	Delegated to
90 (a)	Chief Executive may write off rates that cannot be recovered	<ul style="list-style-type: none"> Chief Executive
90 (c)	Chief Executive may delegate power to write off rates	<ul style="list-style-type: none"> Chief Executive
99	Apply to the Māori Land Court for an order charging the unpaid rates against land.	<ul style="list-style-type: none"> Chief Executive GM: Corporate Services Chief Financial Officer Lead Accountant Lead Co-ordinator Rates
114	Remit all or part of the rates (including penalties for unpaid rates) on Māori freehold land in accordance with the policy on the remission and postponement of rates on Māori freehold land.	<ul style="list-style-type: none"> Chief Executive GM: Corporate Services Chief Financial Officer Lead Accountant Lead Co-ordinator Rates
115	Postpone the requirement to pay all or part of the rates on Māori freehold land (including penalties for unpaid rates) in accordance with the policy on Māori freehold land.	<ul style="list-style-type: none"> Chief Executive GM: Corporate Services Chief Financial Officer Lead Accountant Lead Co-ordinator Rates

N

New Zealand Geographic Board (Nga Pou Taunaha o Aotearoa) Act 2008		
Section	Description	Delegated to
17	Make submissions on a proposal	Group Manager Infrastructure and Community Operations

New Zealand Library Association Act 1939		
Section	Description	Delegated to
5	Power to become a member of the Association	Manager Wairarapa Library Services

O

Oaths and Declarations Act 1957		
Section	Description	Delegated to
9 (j)	Declarations made in New Zealand must be made to an officer in the service of the Crown, or a local authority within the meaning of the Local Government Act 2002	Group Manager Corporate Services Chief Financial Officer Lead Accountant Lead Co-ordinator Rates.

Ombudsmen Act 1975		
Section	Description	Delegated to
18	Respond to requests from the Office of the Ombudsman	Group Manager Corporate Services Manager Stakeholder Relationships

P

Privacy Act 2020		
Section	Description	Delegated to
201	Authority to act as privacy officer	Lead Advisor Information Management Group Manager Corporate Services

Property Law Act 2007		
Section	Description	Delegated to
9	Power to execute or terminate any deed <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Group Manager Corporate Services Chief Financial Officer
25	Power to sign dispositions of interests in land and other property	Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory
27	Power to execute contracts of guarantee	Group Manager Planning and Regulatory Group Manager Infrastructure and Community Operations Group Manager Corporate Services
28	Power as vendor to cancel an agreement after certain conditions have been complied with	Manager Community Operations

Property Law Act 2007		
Section	Description	Delegated to
	<i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Roading Manager Lead Advisor Property Infrastructure
28(4)	Power to re-enter land (excludes use of force)	Manager Community Operations Roading Manager
33	Power as purchaser to apply for relief against cancellation	Manager Community Operations Roading Manager
37	Power as purchase to apply for order requiring refund of deposit	Manager Community Operations Roading Manager
42	Power as vendor to bid at auction sales of property (other than goods) <i>Limits on Exercise of Delegation</i> -Transaction must be within the officer's financial delegation	Manager Community Operations Roading Manager
50	Power to assign things in action	Group Manager Corporate Services Chief Financial Officer
208	Power to make a short term lease of Council land (not being land vested or administered as reserve) <i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Transaction must be within the officer's financial delegation	Manager Community Operations Lead Advisor Property Infrastructure
210, 236	Power to terminate lease	Manager Community Operations
228	Power to recover damages from lessor <i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Transaction must be within the officer's financial delegation	Manager Community Operations
234	Power to exercise rights arising from covenants	Manager Community Operations
245, 246	Power as lessor to cancel lease for breach of covenants including to pay rent	Manager Community Operations
322	Power to apply to a court for relief for wrongly placed structure	Manager Community Operations Roading Manager
Schedule 3, Part 1, cl 10	Power as lessee to terminate lease if unable to use premises	Manager Community Operations
Schedule 3, Part 1, cl 11	Power as lessor to inspect premises	Lead Advisor Property Infrastructure

Plumbers, Gasfitters, and Drainlayers Act 2006		
Section	Description	Delegated to
15,16	To consult with the Minister in relation to certain sanitary plumbing exemptions	Group Manager Planning and Regulatory

Public Bodies Leases Act 1969		
Section	Description	Delegated to
7	Power to grant tenancies or leases within sub-delegated financial limit	Manager Community Operations
8,9	Leases to be sold by public tender or auction subject to certain conditions requirements of these sections and within sub-delegated financial limit	Manager Community Operations

Public Works Act 1981		
Section	Description	Delegated to
4(6)(b)(ii)	Power to sign notices under this Act	Chief Executive Officer
17(1)	Power to enter into an agreement to purchase land for any public work for which the local authority is responsible	Chief Executive Officer
18(1)	Duty to serve notice of desire to acquire land and to invite owner of land to sell	Chief Executive Officer
18(2)	Power to proceed to take land for public work	Chief Executive Officer
18(3), 18(4)	Power to withdraw notice issued under section 18(1) of this Act	Chief Executive Officer
18(7)	Proceed to take land under certain circumstances	Chief Executive Officer
21	Power to purchase or improve land for granting as compensation. <i>Limits on Exercise of Delegation</i> -Transaction must achieve value for ratepayers; and -Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved AP or LTP; and Transaction must be within the officer's financial delegation	Chief Executive Officer
23(1)(c)	Power to give notice of intention to take land from owner. <i>Limits on Exercise of Delegation</i> - Commencement of public work must be approved by Council resolution or be for the purpose of giving effect to an approved AP or LTP; and Chief Executive must sign notice	Chief Executive Officer
27	Power to enter or to authorise person to enter land for the purposes of section 27(2) of this Act (including taking or removing any natural material for public work)	Chief Executive Officer

Public Works Act 1981		
Section	Description	Delegated to
40(1), (2) and (4)	Power to dispose or not dispose of land declared surplus	Chief Executive Officer
42	Power of disposal of land not required for public work when section 40 of this Act does not apply	Chief Executive Officer
42(2)	Power to give notice of decision on public sales of land under section 42	Chief Executive Officer
49	Power to deal with land held for public work in strata	Chief Executive Officer
52(4)	Power to request that land held for one public work be set apart for another public work by notice in the Gazette	Chief Executive Officer
63	Power to assess compensation for injurious affection where no land taken	Chief Executive Officer
65	Power to assess compensation for land for which no general demand exists	Chief Executive Officer
70(1)	Power to offer compensation for estate or interest in land taken <i>Limits on Exercise of Delegation</i> - Chief Executive must sign offer documentation.	Chief Executive Officer
71(7)	Power to decline an application from an owner or occupier to do something on land under section 71(5) of this Act	Chief Executive Officer
73(4), 74(4)	Power to consent as notifying authority to registration of a dealing	Chief Executive Officer
75	Power to pay compensation to tenants of residential and business premises	Chief Executive Officer
103	Power to grant easements in lieu of compensation	Chief Executive Officer
105	Power to grant land as compensation where equivalent land not readily available	Chief Executive Officer
107(6)	Power to sign notice of any charge under subsection 4 and any certificate releasing any such charge	Chief Executive Officer
107A	Power to grant lease or license as compensation to lessee or licensee of land taken	Chief Executive Officer
114	Power to give written consent for land to be declared road	Group Manager Planning and Regulatory
115(9)	Power to sign certificate of consent or notice of discharge of certificate of consent	Group Manager Planning and Regulatory
133 and 134	Power to require the removal of trees and hedges that interfere with roads or public works and to sign and serve notice of requirement	Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory
135	Power to enter onto land to do emergency work on trees and other vegetation to recover costs and expenses of carrying out work	Group Manager Infrastructure and Community Operations

Public Works Act 1981		
Section	Description	Delegated to
		Roading Manager Manager Community Operations
224	Power to enter into and carry out agreements to combine with Government in any undertaking of both national and local importance <i>Limits on Exercise of Delegation</i> - must be approved in principle by Council resolution or be for the purpose of giving effect to an approved Annual Plan or Long Term Plan	Strategic Leadership Team
234	Powers of emergency entry on land to prevent interference or damage to any public work or to carry out public duty	Roading Manager
237	Power to consent in writing to excavations near public works	Roading Manager
239	Power to remove and dispose of abandoned property from public works land and to give notice of intention to sell or destroy or otherwise dispose of abandoned property	Manager Community Operations

R

Rates Rebate Act 1973		
Section	Description	Delegated to
5-8	Consider applications for rates rebates and refunds, determine whether to grant the applications in accordance with sections 5-7 and apply the rebate/refund if granted	Chief Financial Officer Lead Accountant Lead Co-ordinator Rates
9	Apply to secretary of local government for refund of rebates granted	Lead Co-ordinator Rates Chief Financial Officer Lead Accountant
11A	Seek advice from the Secretary of Local Government	Group Manager Corporate Services Chief Financial Officer
13	Take any declarations required for the purposes of this Act	Lead Accountant

Rating Valuations Act 1998		
Section	Description	Delegated to
7	To prepare and maintain district valuation roll	Coordinator Lead Co-ordinator Rates Lead Coordinator rates

Rating Valuations Act 1998		
Section	Description	Delegated to
8	Appoint person or body to undertake valuation services and notify Valuer-General of person or body undertaking valuation services for the Council	Group Manager Corporate Services Chief Financial Officer Lead Accountant
9	Undertake general revaluation in accordance with this section	Group Manager Corporate Services Chief Financial Officer Lead Accountant
10	Provide specified information to the Valuer-General	Group Manager Corporate Services Chief Financial Officer Lead Accountant
12	Give public notice in accordance with section 12 and provide for public inspection of the district valuation roll	Group Manager Corporate Services Chief Financial Officer Lead Accountant
13	Give notice of general revaluation in accordance with this section	Group Manager Corporate Services Chief Financial Officer Lead Accountant
14-17	Exercise powers regarding alterations and new valuations, giving notice, during the currency of a general revaluation	Group Manager Corporate Services Chief Financial Officer Lead Accountant
34	Referring objections to a registered valuer, deciding to alter the valuation or declining to alter the valuation (includes altering the district valuation roll)	Group Manager Corporate Services Chief Financial Officer Lead Accountant
35	Giving notice as required	Group Manager Corporate Services Chief Financial Officer Lead Accountant
39	Alter the district valuation roll to give effect to the decision of the Land Valuation Tribunal	Group Manager Corporate Services Chief Financial Officer Lead Accountant
41	Provide certified copies of entries in the district valuation roll	Group Manager Corporate Services Chief Financial Officer Lead Accountant
42	Keep and maintain information and documents, and provide to Valuer-General when required	Coordinator Lead Co-ordinator Rates

Rating Valuations Act 1998		
Section	Description	Delegated to
		Chief Financial Officer Lead Accountant
43	Enter into agreement with the regional council as to the regional council's annual share of costs.	Group Manager Corporate Services Chief Financial Officer Lead Accountant
45	Provide written authorisation to persons for entry onto private property to carry out valuations	Group Manager Corporate Services Chief Financial Officer Lead Accountant

Reserves Act 1977		
<i>Where Council is acting as an administering body or where reserves are vested in Council</i>		
Section	Description	Delegated to
8(9)	Power of administering body to appoint rangers	Chief Executive Officer
38	Power to control, administer and manage any land that is not a reserve	Manager Community Operations
40	To carry out the functions of an administering body as set out in this section	Manager Community Operations
48(1)	Power to grant easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan; or where the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected.	Manager Community Operations
48(1)	Power to vary easements (including for rights of way and telecommunications purposes) where contemplated in an approved reserve management plan and the varied easement will be the same or similar in character, intensity, and scale; or where the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected.	Manager Community Operations
48(A)	To carry out the functions of an administering body as set out in this section with regards to the use of reserves for communications stations	Group Manager Infrastructure and Community Operations
50	Power to authorise the taking and killing of any specified kind of fauna (excluding indigenous fauna)	Manager Community Operations

Reserves Act 1977		
Where Council is acting as an administering body or where reserves are vested in Council		
Section	Description	Delegated to
53-59, 61-63, 64, 66-68, 71-75, 77	Exercise any of the powers of the Council as an administering body under these sections including (without limitation) the power to grant, renew or terminate leases and licences in accordance with the requirements of each section. <i>Limits on Exercise of Delegation</i> - excludes circumstances where the Council as an administering body is required to obtain the consent or approval of the Minister	Group Manager Infrastructure and Community Operations Group Manager Planning and Regulatory Group Manager Corporate Services
78-80, 84-85A, 88 and 89-92	Exercise any of the powers of the Council as an administering body under these sections	Manager Community Operations Group Manager Corporate Services
69	Duty (in respect of recreation reserve set apart for racecourse purposes) to prepare and submit the statements and report specified in section 88 of the Act, to the Auditor-General	Group Manager Infrastructure and Community Operations
113 and 114	Power to determine the terms and conditions of leases and licenses on reserves, where such terms and conditions are not inconsistent with the Act	Manager Community Operations
115	Power to grant or refuse any application for consent to transfer, sublease mortgage or otherwise dispose of any interest in a lease or licence under this Act. This includes the power to impose such conditions considered appropriate to achieve the purpose of the Act. <i>Limits on Exercise of Delegation</i> - excludes power to grant consent to a lease or licence issued under sections 54(1)(b) or 54(1)(c) unless the transferee or sub lessee is a voluntary organisation whose aims and objectives are similar to those of the lessee or licensee.	Group Manager Infrastructure and Community Operations
119	Duty to give public notice	Manager Community Operations

S

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
13-22	Power to apply for on-licences, off-licences or special licences for Council owned venues	Coordinator Community Facilities Executive Assistant to the Mayor and CEO

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
64	To issue licences, certificates and authorities (endorsed where appropriate)	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
66	To keep records of every application filed with the DLC(s) and the decision on the application	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
66	To keep a register of licensees to whom special licences have been issued by the committee, recording all prescribed particulars relating to those licences	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
72	To issue duplicate licences or certificates to holders	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
73	To receive notifications of surrender of licences and certificates	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
102	To give copies of objections to applicants	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
103	To give copies of applications and accompanying documents to the Police, Medical Officer of Health and Inspectors	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
103	To give copies of any filed reports to applicants	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
120	To give copies of objections to applicants	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
120	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
120	To give copies of any filed reports to applicants	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
128	To give copies of objections to applicants	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
129	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
139	To require applicants to attach notices of applications to conspicuous sites etc.	Regulatory Officer Alcohol Licensing
140(2)	To set the time for the lodging of objections	Secretary of Licensing Committee
140(4)	To give copies of objections to applicants	Secretary of Licensing Committee
141	To give copies of applications and accompanying documents to the police, medical officer of health and the inspectors	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
141	To give copies of any filed reports to applicants	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
155	To receive copies of appeals of licensing committee decisions	Manager Environmental Services
155	To send copies of all required documentation related to an appeal to the Secretary of ARLA	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
196	Power to exercise all functions of the Secretary of the South Wairarapa District Licensing Committee	Chief Executive Officer
220	To give copies of applications and accompanying documents to the Police and the inspectors	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
220	To give copies of any filed reports to applicants	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
225	To give copies of applications and accompanying documents to the Police and inspectors	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing

Sale and Supply of Alcohol Act 2012		
Section	Description	Delegated to
283	To give copies of applications to licensees	Group Administrator, Environmental Services Regulatory Officer Alcohol Licensing
283	To fix dates for public hearings	Secretary of Licensing Committee
283	To give notice of hearings	Secretary of Licensing Committee
284	To send copies or orders to the secretary of ARLA	Group Administrator, Environmental Services

Sale and Supply of Alcohol (Fees) Regulations 2013		
Section	Description	Delegated to
10(2)	Power to charge a fee for a licence that is one class below the class of licence issued <i>Limits on Exercise of Delegation</i> - Delegation may not be exercised where criteria for reductions is not met	Manager Environmental Services

Soil Conservation and Rivers Control Act 1941		
Section	Description	Delegated to
30	Authority to make application to the Minister for grants or loans for soil conservation <i>Limits on Exercise of Delegation</i> - no application for borrowing may be made unless the Council has made a resolution to that effect; and - the exercise of this delegation must not exceed the transaction limits in the officer's financial delegation	Group Manager Infrastructure and Community Operations

T

Telecommunications Act 2011		
Section	Description	Delegated to
119	Consider the matters that may be considered in setting reasonable conditions for access to Council roads	Group Manager Infrastructure and Community Operations

Telecommunications Act 2011		
Section	Description	Delegated to
128-131	Exercise powers to deal with trees on road verges interfering with telecommunications networks	Group Manager Infrastructure and Community Operations
135-139	Provide network operators with access to roads for lines or wireless networks, set reasonable conditions for access to roads and notify the network operator of those conditions	Group Manager Infrastructure and Community Operations
142-145	Provide network operators with access to roads for public telephone cabinets, distribution cabinets, or any other similar appliances, set reasonable conditions and notify the network operator of those conditions (2)	Group Manager Infrastructure and Community Operations

Trespass Act 1980		
Section	Description	Delegated to
3	Power to warn a trespasser to leave any land or building owned or administered by Council	Manager Community Operations Lead Advisor Property Infrastructure Coordinator, Community Facilities Librarian Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
4(1)	Power to warn the trespasser to stay off land or building owned or administered by Council either at the time of the trespass or within a reasonable time after the trespass	Manager Community Operations Lead Advisor Property Infrastructure Coordinator, Community Facilities Librarian Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
4(2)	Power to warn any person to stay off land owned or administered by Council where there is reasonable cause to suspect that the person is likely to trespass on the property	Manager Community Operations Lead Advisor Property Infrastructure Coordinator, Community Facilities Librarian

Trespass Act 1980		
Section	Description	Delegated to
		Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control
5	Power to deliver written warning to person to stay off specific land or building owned or administered by Council	Manager Community Operations Lead Advisor Property Infrastructure Coordinator, Community Facilities Librarian Lead Regulatory Officer, Bylaws & Animal Control, Regulatory Officer, Bylaws & Animal Control

U

Unit Titles Act 2010		
Section	Description	Delegated to
25, 32	Authority to issue statement of compliance and to give a certificate in respect of any unit plan under section 32(2)(a)	Group Administrator, Building Services Building Control Officer Lead Building Control Officer

W

Walking Access Act 2008		
Section	Description	Delegated to
21	Power to provide written consent to declaration of walkway over land held by Council as recreation reserve. Includes the power to specify any conditions when providing consent	Group Manager Infrastructure and Community Operations
23,30	Power to make a submission to the New Zealand Walking Access Commission for the purpose of naming a walkway	Group Manager Infrastructure and Community Operations
37	Where Council is the controlling authority, carry out the functions and powers of a controlling authority except for the power to set charges under section 37(3)	Manager Community Operations Lead Advisor Property Infrastructure

Walking Access Act 2008		
Section	Description	Delegated to
38	Close walkways in accordance with this section, and give the required notice	Manager Community Operations Lead Advisor Property Infrastructure
39	Give public notice of closed walkway	Manager Community Operations Lead Advisor Property Infrastructure
43	Recommend the appointment of council officers as enforcement officers to the Commission	Manager Community Operations Lead Advisor Property Infrastructure

Waste Minimisation Act 2008		
Section	Description	Delegated to
26,27	Impose levy on waste disposed of at disposal facility at prescribed rate	Group Manager Corporate Services
28	Requirement for operator of disposal facility to pay levy to levy collector	Manager Community Operations
51	Gather information required for waste assessment	Manager Community Operations
52	Authority for territorial authority to undertake or contract for any waste management	Manager Community Operations
53	Authority to sell any marketable product resulting from any activity or service of the Council carried out under Part 4 of the Act (with proceeds to be applied to implementation of waste minimisation and management plan)	Manager Community Operations
54	Provide a service that collects waste promptly, efficiently and at regular intervals	Manager Community Operations
55	Comply with any notice issued by a Health Protection Officer or give notice/directions to person providing waste collection service	Manager Community Operations
66,71	Authority to enforce provisions of bylaw and bring proceedings	Chief Executive Officer
73, 74	Authority to initiate proceedings for infringement offences and to issue and serve infringement notices	Manager Community Operations
77-85	Powers of enforcement officers	Manager Community Operations
76	Appoint any person to be an enforcement officer	Chief Executive Officer
84	Authority to decide whether or not to return seized and impounded property	Manager Community Operations

Waste Minimisation Act 2008		
Section	Description	Delegated to
		Manager Environmental Services
85	Authority to dispose of seized and impounded property in accordance with this section	Manager Community Operations Manager Environmental Services

Water Services Act 2021		
Section	Description	Delegated to
21	Duty to ensure drinking water supplied is safe	Group Manager Infrastructure and Community Operations
22	Duty to comply with drinking water standards	Group Manager Infrastructure and Community Operations
23	Duty to register drinking water supply	Group Manager Infrastructure and Community Operations
24	Duty to take reasonable steps to supply aesthetically acceptable drinking water	Group Manager Infrastructure and Community Operations
25	Duty to provide sufficient quantity of drinking water to each point of supply and to make decisions about under to restrict or interrupt the provision of drinking water to a point of supply under section 25(3)	Group Manager Infrastructure and Community Operations
26	Determine if the Council's ability to maintain sufficient quantity of drinking water is or may be at imminent risk for and reasons and to take steps as referred to in section 26	Group Manager Infrastructure and Community Operations
27	Duty to protect against risk of backflow and take steps referred to in section 27 if there is a risk of backflow in a reticulated drinking water supply	Group Manager Infrastructure and Community Operations
28	Duties relating to end-point treatment	Group Manager Infrastructure and Community Operations
30	Duty to prepare and implement a drinking water safety plan and ensure drinking water supply is operated in accordance with the plan	Group Manager Infrastructure and Community Operations

Wild Animal Control Act 1977		
Section	Description	Delegated to
12	Power to respond to Director-General on consultation on the farming of specified wild animals	Group Manager Infrastructure and Community Operations

Wild Animal Control Act 1977		
Section	Description	Delegated to
30	Apply funds to destroy wild animals	Manager Community Operations
30	Exercise of powers to destroy wild animals with prior consent of Minister of Conservation	Group Manager Infrastructure and Community Operations
31	Submit plan to Minister of Conservation for approval of destruction of wild animals	Group Manager Infrastructure and Community Operations

Wildlife Act 1953		
Section	Description	Delegated to
61	Power to authorise a person to demand person on Council controlled land to produce hunting license or provide details	Manager Community Operations Manager Environmental Services

5.2. Subpart 2: Non-statutory sub-delegations

Miscellaneous or Administrative Delegations				
#	Subject of a Decision/Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
1	Events e.g. Fundraising BBQ, marathon, school sports day, fireworks, Martinborough Fair, Toast Martinborough	Manager Community Operations	Roading Manager	Manager Community Operations
2	Affected Party Approval (APA) -private development encroaching on Council Land (temporary encroachment) or -private development adjoining Council Reserve Land	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
3	New Leases less than \$10,000 per year	Manager Community Operations Lead Advisor Property Infrastructure	Group Manager Infrastructure and Community Operations Roading Manager	Manager Community Operations Lead Advisor Property Infrastructure
4	New Leases more than \$10,000 per year	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
5	Assignment, sublease, variation or surrender of leases – no change to permitted lease activity and less than \$10,000 per year.	Manager Community Operations Lead Advisor Property Infrastructure	Group Manager Infrastructure and Community Operations Roading Manager	Manager Community Operations Lead Advisor Property Infrastructure
6	Assignment, sublease, variation or surrender of leases – change of permitted lease activity of more than \$10,000 per year.	Chief Executive Officer	Chief Executive Officer	Chief Executive Officer
7	Lessors approval for works within leased area	Manager Community Operations	Group Manager Infrastructure and Community Operations Roading Manager	Chief Executive Officer
8	Granting of Film Permits (48hr standard decision timeframe for straight forward activities)	Manager Community Operations	Manager Community Operations	Manager Community Operations
9	Rent reviews where they do comply with policy	Manager Community Operations	Roading Manager	Manager Community Operations

Miscellaneous or Administrative Delegations				
#	Subject of a Decision/Power being exercised	When Affecting Parks or Reserves	When Affecting Roads Reserves or Infrastructure	When Affecting Council Freehold Land
10	Non-compliant lease matters	Manager Community Operations	Roading Manager	Manager Community Operations

Miscellaneous or Administrative Delegations		
#	Description	Delegated to
11	Ability to execute employment documentation including vacancy authorisations and execution of contracts of employment	Strategic Leadership Team
12	Power to make or authorise the making of any corrections of typographical errors in any document, record, register or instrument of Council (includes the power to correct errors of omission)	Strategic leadership Team Lead Advisor Information Management Chief Financial Officer Coordinator Lead Co-ordinator Rates
13	Power to make minor amendments to any document, record register or instrument of Council (includes the power to correct errors of omission) <i>Limits on Exercise of Delegation</i> -This delegation may only be exercised where necessary to give effect to resolutions of Council	Chief Executive Officer Group Manager Corporate Services
14	Vesting of land in lieu of development contributions cash pre-approved by resource consent e.g. Greytown Development Area	Chief Executive Officer
15	Authority to request criminal conviction record of a defendant	Chief Executive Officer
16	Authority to amend a contract where there is no change to the levels of service and financial impact falls within the appropriate delegation levels	Chief Executive Officer
17	Authority to act on the advice of the Group Manager Planning and Regulatory to appoint external membership to Council hearings panels for hearings under the Resource Management Act 1991 and where an appropriate quorum cannot be found for any other matters of responsibility for the Hearings Committee	Chief Executive Officer

Appendix 2 - Financial Delegations

Policy PI-0200



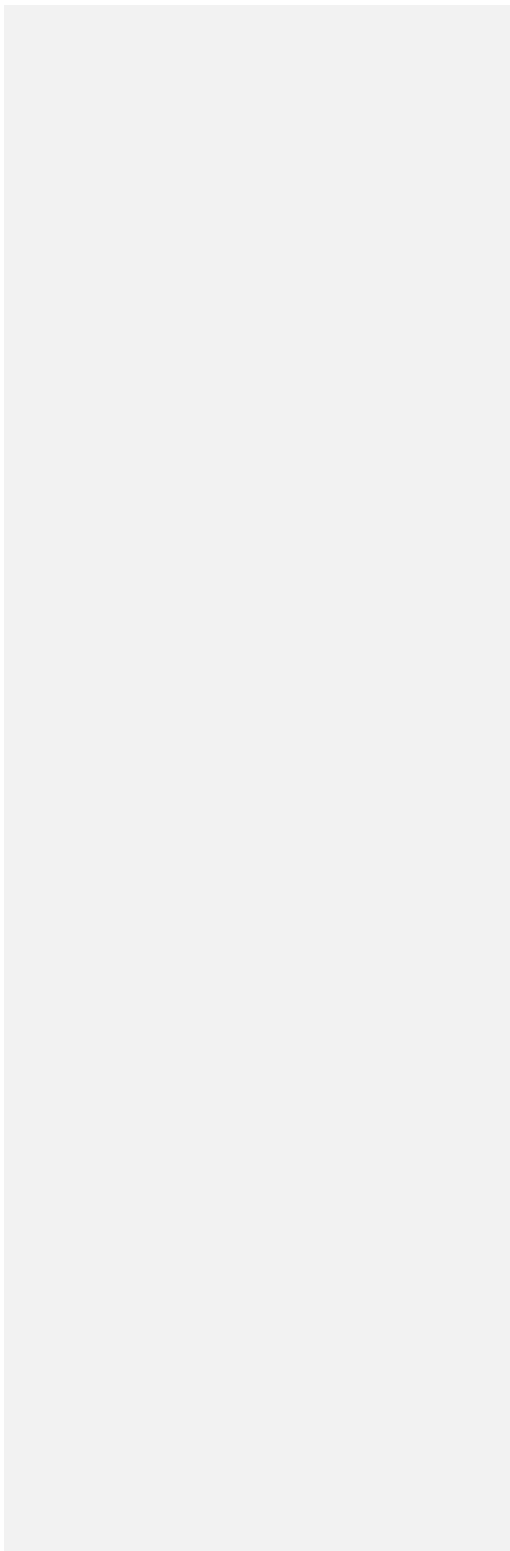
SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Financial Delegations Policy

Date of Approval	22 NOV 2023
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Financial Delegations Policy

1. Purpose

This internal Policy:

- Outlines the rules and context for Council delegations.
- Explains how to assign and cancel delegations.
- Details the level of authority required to approve expenditure, set revenue/price of goods/services and carry out actions or make decisions in specific situations.

2. Scope

This internal Policy applies to all staff (permanent, fixed term) and contractors at South Wairarapa District Council (SWDC) that are referred to as staff throughout this policy.

3. Principles

Council supports the principle of effective and efficient decision-making, and timely conduct of Council business. To assist in achieving this, Council authorises the Chief Executive Officer to undertake financial management activities and expend within prescribed limits. The Chief Executive Officer also subdelegates authority to staff for effective operation.

4. Limitations

[Council's](#)~~The council's~~ ability to delegate functions comes from Clause 32, Schedule 7 of the Local Government Act 2002 (LGA).

In accordance with the LGA, Council may delegate any function except:

- a. the power to make a rate; or
- b. the power to make a bylaw; or
- c. the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- d. the power to adopt a long-term plan, annual plan or annual report; or
- e. the power to appoint a chief executive; or
- f. the power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement or
- g. the power to adopt a remuneration and employment policy.

5. Policy Statements

5.1. Delegations:

- a. New or amended delegations must be in writing and authorised by the CEO.
- b. Are to defined positions.
- c. Are for an indefinite term unless stated otherwise.
- d. Are limited to the area of responsibility and cost centre(s) of the position as set out in their Delegated Authority Letter (Appendix 2).

Any person exercising a delegation is accountable for the results of their actions.

The Council's delegation's framework is based on the following principles:

- a. To ensure compliance with all legal requirements.
- b. To reflect the separate roles of governance and management. To reduce unnecessary complexity and promote efficiency and effectiveness.
- c. Should be delegated to those at the lowest practical level.
- d. If consideration is being given to a decision that would alter the level of service of a significant activity, it must be discussed with the Council prior to any decision being made or commitment being given.

5.2. General rules

Delegated decisions are a decision of the Council and are binding on the Council.

Apart from the Chief Executive Officer the delegations to officers apply to specific cost centres [as noted in Appendix 1 related to the officers area of responsibility.](#)

5.3. One-up Rule

The one-up rule means obtaining the approval of someone senior who also has appropriate delegated authority before committing to the expenditure or making the decision. The leader initiating will be required to discuss with their manager for approval. This is usually an immediate manager (or, in their absence, the person acting in their capacity). This may be a standing open-ended approval.

The one-up rule must be used when:

- a. specifically required, such as when seeking review of decisions.
- b. the decision may be politically sensitive.
- c. the decision relates to "Sensitive Expenditure."
- d. there is uncertainty as to how delegated authority should be applied.
- e. the delegated officer or a related party will, or may, personally benefit or be seen to benefit.
- f. there is, or may seem to be, a conflict of interest between the parties.
- g. approving a temporary delegated authority (refer next section).

Note: A related party is a family member or an entity in which the delegated officer has a financial or management interest, such as a business partnership.

5.4. Temporary delegations

Temporary delegated authority:

- a. may be given to an officer to cover for another's officer's planned absence.
- b. must be made in writing and signed by the relevant DFA holder or the Chief Executive.

Only the Chief Executive can give a temporary delegation to an officer who is acting in the role of an Executive Strategic Leadership Team member.

The authority to approve a temporary unplanned delegation sits with the one-up manager or the CEO/Chief Executive.

5.5. Non-existent positions

If a current SWDC Council bylaw delegates authority to a specific position and the position no longer exists, it is regarded as having been replaced by the relevant Executive Strategic Leadership Team member who may then delegate authority to an existing role.

5.6. Unclear or conflicting delegations

The Council operates under a number of several Acts of Parliament, policies and Council / committee resolutions. Where Acts have been amended, or where legislation, delegations or policies are in conflict with conflict with each other the conflict must be referred to the:

- a. The relevant Executive Strategic Team Leader/Leadership Team member if:
 - i. there is an apparent conflict of delegations.
 - ii. the delegations are not clearly defined or do not exist for the situation.
 - iii. there are apparent conflicting policies.
 - iv. there is a lack of clear policy or recent appropriate precedent.
- b. If the Strategic Leadership Team member Executive Team Leader is unable to resolve the conflict it should be referred to the appropriate Council committee for policy issues.

6. Delegations Schedules

Column A

Authority to purchase.

1. Plant and equipment.
2. capital items.
3. goods and services within estimates
4. approve variation orders on contracts up to individual limit.

The individual limits in this column are the levels to which Council officers can commit Council to expenditure.

If an officer requires work to be commissioned at a value higher than their individual limit, it must go to the next authorised person in the chain, who has a higher level of authority.

All contract variation orders must be approved within the specified limits regardless of the value of the contract awarded.

Each Variation Order is to be treated as a separate purchase and processed accordingly.

Column B

Authority to commit Council to un-budgeted expenditure, up to the individual limits in this column. If work is required that is not budgeted and is over \$50,000, it must be approved by Council.

Column C

Authority to enter contracts within estimates or accept tenders for asset disposal.

This applies to the sale of Council assets to external parties.

It will cover the sale of assets to staff once such assets have been declared surplus to requirements (i.e., office furniture, computer equipment etc).

Column D

Authority to make payments for.

1. awarded contracts providing Purchase Order in place and correctly approved.
2. approved loan repayment
3. investments, tax and payroll payments
4. GST payments.
5. Agency payments relating to Greater Wellington regional Council rates.

Part (1) of this relates to all invoice processing where a purchase order has been raised and approved using the authority levels in Column A.

Invoices without Purchase Orders need to be approved in line with the authority levels in Column A. Contracts which have "subject to tender" and awarded with Council approval can be released as long as the payment relates to the core contract.

Any Variation Orders require individual approval in line with Column A.

All figures noted in this delegation schedule are per transaction/commitment or if there is a contract, the total contract cost. All figures are GST exclusive.

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6.1. 1- Delegated Financial Authority Levels and to positions within the Council

Job Title	Purchases A	Unbudgeted expenditure B	Asset disposal C	D see column D notes for 1, 2, 3, 4,5
Chief Executive Officer	\$500,000	\$50,000	\$50,000	D 1,2,3,4,5
Group Manager Infrastructure and Community Operations	\$200,000	\$30,000	\$30,000	D 1
Group Manager - Corporate Services	\$200,000	\$30,000	\$30,000	D 1,2,3,4,5
Group Manager – Planning & Regulatory	\$200,000	\$30,000	\$30,000	D 1
CDEM Controller (response in a CDEM event only)	=	\$50,000	=	D 1
Chief Financial Officer	\$50,000		\$20,000	D 1,2,3,4,5
Manager – Corporate Support	\$50,000			D 1
Manager – Stakeholder Relationships	\$50,000			D 1
Manager – Community Operations	\$50,000			D 1
Manager – Environmental Services	\$50,000			D 1
Manager - Building Services	\$50,000			D 1
Manager - Planning	\$50,000			D 1
Principal Engineer Roading	\$30,000			D 1
Principal Advisor, 3 waters	\$30,000			D 1
Principal Engineer, 3 waters	\$30,000			D 1
Manager – Wairarapa Library Services	\$30,000			D 1
Principal Advisor – Asset Management	\$30,000			D 1
Principal Advisor – Project Management	\$30,000			D 1
Lead Advisor – HSW & Emergency Management	\$20,000			D 1

Team Leader - Communications	\$20,000			D 1
Lead Advisor – Policy & Projects	\$20,000			D 1
Lead Advisor – Democracy & Committees	\$20,000			D 1
Lead Advisor – People & Capability	\$20,000			D 1
Lead Advisor – Information Management	\$20,000			D 1
Team Leader – Customer Services	\$15,000			D 1
Lead Accountant	\$15,000			D 1
Lead Regulatory Officer, Bylaws & Animal Control	\$15,000			D 1
Lead Planner	\$15,000			D 1
Lead Building Control Officer	\$15,000			D 1

6.2 Other Delegated Authority areas

Delegated Authority to write off:

Stock and stationary	
Budget manager and relevant Group Manager jointly	Up to \$10,000
Chief Financial Officer	\$5,000
Outstanding sundry income	
Sundry debts – Chief Executive	Over \$10,000
Sundry debts – Group Manager Corporate Services	\$10,000
Sundry debts – Chief Financial Officer	\$5,000
Excess water under policy	
Group Manager Corporate Services and Chief Financial Officer jointly	\$10,000
Chief Financial Officer and Lead Accountant jointly	\$5,000

Delegated Authority to refund:

Overpayments of rates and sundry income	
Group Manager Corporate Services	Over \$10,000
Chief Financial Officer	\$10,000

Wellington Water and Ruamahunga Roads provisions

Purchase orders and payments (in line with budget)	
Chief Executive	Over \$150,000
Group Manager Infrastructure and Community Operations	\$150,000
Principal Advisor, 3 waters	\$50,000
Principal Engineer, 3 waters	\$50,000
Principal Engineer Roading	\$50,000

7. Chief Executive Officer Delegations

7.1. Financial Delegations from Council to the Chief Executive Officer

Schedule 1 sets out authorised financial delegations from the Council to the Chief Executive Officer. Any transaction exceeding the authorised limit is required to be approved by resolution at a meeting by the Finance, Audit and Risk Committee (provided it falls within their delegated financial authority set out in Part A above), or by Council.

The Chief Executive Officer can sub-delegate any of the powers and functions to staff but retains the right to perform any sub-delegation.

Activity	
Financial Management	<ul style="list-style-type: none"> ▪ Opening and operating accounts with the Council's selected bankers as necessary for the conduct of Council business ▪ Reviewing the services provided by the selected banker, opening and operating accounts with, and accepting banking services from, other registered banks (if required) ▪ Monitoring the circumstances of approved institutions and reporting back to Council should they be, or appear likely to be required to be, excluded from use for investment purposes. ▪ Authority to facilitate Council borrowing with recognised banking institutions under the Local Government Funding Authority (LGFA) ▪ Investing surplus Council funds in accordance with investment policies, strategies, limits and security requirements ▪ Transfer of funds between South Wairarapa District Council's bank accounts ▪ Transfer and payments approved within the Long-Term Plan and Annual Plan. ▪ Authority to add and remove signatories on the bank account.
Variation of Budget	<p>Delegated the authority to vary the constituent sums that make up a budget where:</p> <ul style="list-style-type: none"> ▪ the Group Manager Corporate Services and the Chief Financial Officer confirm that the variation can be appropriately funded or will be funded from savings made on other sums with the same budget; and ▪ the variation will allow the department concerned to better achieve the purpose or purposes for which the budget was adopted.
Additional financial functions	<ul style="list-style-type: none"> ▪ Write off sundry debts up to \$10,000 per transaction (excluding GST) ▪ Approve rates penalty remission outside of policy where this enables payments of rates or an agreement of a payment plan. ▪ Sell or dispose of obsolete, surplus or non-repairable vehicles, computer equipment and plant and equipment up to \$5,000 net book value. ▪ Sell or write off surplus, obsolete or damaged stock

For the avoidance of doubt, the following financial transactions have not been authorised to be performed by the Chief Executive Officer:

- The sale or disposal of obsolete, surplus of non-repairable land and building assets, which is required to be approved by Council resolution.

- ~~▪ The sale or disposal of obsolete, surplus or non-repairable plant and equipment over \$5,000 net book value, which is required to be approved by resolution of the Finance, Audit and Risk Committee.~~

7.2. Appointment of an Interim Chief Executive Officer

When there is a long term absence of a Chief Executive Officer and the Council has appointed an Interim Chief Executive Officer, all delegations are passed on to the Interim Chief Executive.

7.3. In the Chief Executive Officer's Absence

In the absence of the Chief Executive, and where an Acting Chief Executive has not been appointed, two Executive Strategic Leadership Team members may jointly undertake the Chief Executive's delegated authority provided that:

- the matter requires urgent resolution and cannot await the Chief Executive's return.
- ~~▪ at least one level 5 Executive Leadership Team member is included in the joint review of the authority request.~~

7.4. Authorised Signatories

Action	Authorised Signatories
Apply the Council Common Seal	Chief Executive Officer General Manager Finance Group Manager Corporate Services Group Manager Planning and Environment Regulatory General Manager Policy & Governance General Manager Human Resources and Corporate Services Infrastructure & Community Operations
Release Payments	Two people are authorised to release payments. Refer to Payment Authorisation for the current list of staff with appropriate authority

8. Individual delegations

Delegated Authority or Delegations is the authority to approve expenditure, carry out actions or make decisions on behalf of the Council in specific situations. The terms ‘delegated financial authority’ (DFA) or ‘delegations’ are identical in meaning and are used interchangeably.

Job descriptions, employment contracts or other documents that mention that a position has delegated authority do not grant the authority.

8.1. Business Unit (BU) Specific

Each BU manager is responsible for identifying and ensuring that their staff has the delegated authority required to carry out their role.

8.2. Assigning Delegations

Each manager is responsible for identifying the relevant delegations to specific positions in their area. New or amended delegations are assigned through a Delegated Authority Form which is approved by the CEO.

Managers must immediately cancel an individual’s delegations and their warrant (if applicable) whenever staff leave the Council .

8.3. ~~New, temporary and amended Delegated Authority Form~~

The SWDC Delegation Form describes the conditions of a positions authority. It is authorised by the CEO. The letter must be countersigned by the officer to ensure that they understand the responsibilities of the DFA in their role.

Payment Services update the Delegations Register to add or amend the position delegation. Accounts payable and System Administrators are advised to update the system.

[Temporary sub-delegations where an officer is away on business or leave should be authorised by the holder of the relevant delegated authority \(or the Chief Executive\). The form is attached to this policy at appendix 2](#)

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8.4. Monitoring of Financial Delegations

The Council's financial management information system (MAGIQ) monitors financial delegations at a transaction level.

Transactions should be referred via the system to someone with the appropriate cost centre delegation level. Compliance with delegated authority must be ensured by both the purchaser and the authorising officer.

It is expected that officers know and understand the policies and adhere to them, regardless of whether the limits allow it or not.

8.5. Disestablishment of Roles – Cancelling Delegations

When a role has been disestablished, all existing delegations, and warrants (where applicable) are automatically revoked.

Payment Services will update the Delegations Register to remove the position's delegations and file the letters in the Archived Delegations Register

9. Financial Management and Transactions

9.1. Budgets

Seeking Approval for Overspend

Authority is delegated to commit expenditure within the budgeted amount. For a cost centre overrun, the manager must find savings within the cost centres they are responsible for. This applies to the total budget for a cost centre or the individual programme or activity budgets. Capital Expenditure (CAPEX) cannot be transferred to Operating Expenses (OPEX). The manager must also identify any impact at an activity level.

As soon as a cost centre manager becomes aware that a cost centre or activity budget may be overspent, they must discuss with their Manager and Finance. The Chief Executive Officer has the authority to approve OPEX variances in a strategy or activity area by an amount no greater than 5% and CAPEX variances in a strategy or activity area by an amount no greater than 5% as long as the overall annual plan budget for the year is not exceeded.

Overspends up over \$20,000 for OPEX or for \$50,000 CAPEX without commensurate savings must be recommended by the [Assurance, Risk and Finance Committee](#) to be approved by Council. Any overspends in excess of \$100,000 without commensurate savings must be approved by full Council.

Long Term Plan and Annual Plan Budgets

The Chief Executive Officer has the authority to approve OPEX variances in an activity area by an amount no greater than 5% and CAPEX variances in a strategy or activity area by an amount no greater than 5% as long as the overall annual plan budget for the year is not exceeded.

Use of Reserves – Budgeted and Unbudgeted

The use of reserves is approved in the LTP or Annual Plan, which are approved by Council.

The Chief Executive Officer can approve unbudgeted use of Reserves up to \$75,000 with endorsement from the [General Manager Finance/Chief Financial Officer](#).

~~The Infrastructure & Community Services Committee (ICS) can approve the use of reserves for emergency funding up to a maximum of \$400,000. The ICS Committee can approve the use of \$100,000 unbudgeted that does not trigger the Significance and Engagement Policy.~~

The Finance Committee and the Assurance & Risk Committee have no delegated financial authority and can only recommend to Council funding requests and approvals of unbudgeted expenditure.

Any other Committees not listed above have no Financial Delegated Authority.

9.2. Fees and charges

The Council has more than 1,000 different fees and charges. They are one way the Council can recover the costs it incurs when undertaking many of its functions. The Council's [Revenue and Financing Policy](#) sets the rationale for the setting of fees and charges.

They are usually set or amended as part of an LTP or Annual Plan or where there is a change in circumstance including changes in legislation.

User charges are in two categories:

- a. Charges set by Council where there is significant community interest, and/or legislative requirement to set the charge. For these, Council resolves maximum fee levels, but officers may vary charges below the maximum, within policy and process constraints.
- b. Charges that are not constrained by legislation or bylaws and where Council has determined that officers may vary charges within policy constraints.

9.3. Payment Authorisation

The following applies to staff authorising electronic payments in accordance with delegated financial authority.

Requirements in regard to payment authorisation

Description	Delegated to
Payment Authorisation	
Authority to sign to operate the Council's accounts, endorse lodgements for credit or debit and authorise electronic funds.	Chief Executive Officer, Chief Financial Officer ,
Two signatures are required. One of the electronic fund transfer signatories must include the General Manager Finance or the Senior Financial Accountant.	Group General Manager Finance Corporate Services, General Manager Policy & Governance, General Manager Human Resources and Corporate Services, Reading Manager, General Manager Planning and Regulatory Services, Senior Financial Accountant
	Group Manager Infrastructure & Community Operations

Technical Delegation to the Chief Financial Officer

In order to process purchase orders and payments relating to contracts and agreements approved by Council resolution, a technical delegation of \$5,000,000 is given to the Chief Financial Officer.

9.4. Ruamahanga Roads

On 1 July 2019, South Wairarapa District Council (SWDC) and Carterton District Council (CDC) entered into a joint contract to provide roading maintenance and capital works as part of a joint network covering the roads in both districts.

The two roading teams will work as one to deliver this contract via the lead contractor Fulton Hogan. On a day-to-day basis, the SWDC Roading Manager may authorise roading works to occur within the Carterton District. Likewise, the CDC Senior Roading Officer may authorise roading works to be done in the South Wairarapa District.

Delegated authority is given to these two positions up to \$7530,000 for work covered by the joint contract. Anything over the delegated amount, or which is not covered by the joint contract, will be approved in line with normal delegation policies for each respective council. Records will be kept to ensure that expenditure on roading in one district is paid for by that district and that claims from NZTA for that district are received by that district. The purpose of this delegation is to ensure the smooth running of the roading shared service between SWDC and CDC known as Ruamahanga Roads.

9.5. Wellington Water Limited (WWL)

On 1 October 2019 SWDC became a shareholder in WWL.

Wellington Water manages the three waters infrastructure for the Greater Wellington Regional Council, South Wairarapa District Council, Wellington City Council, Hutt City Council, Upper Hutt City and Porirua City Council. It is a CCO which is owned by the six councils.

Currently, contracts are arranged by Wellington Water (WWL) in the name of the relevant council. The arrangements are based on the outcome-based business model, contracts in the main, will be entered into by Wellington Water as principal, not the relevant council.

Under the Local Government Act 2002 the Council cannot guarantee the obligations of Wellington Water.

Procedures:

- a. The Council and Wellington Water will agree a 'Contract for Provision of Management Services Relating to Water Services' for the supply of services from Wellington Water on behalf of the Council.
- b. Prior to the commencement of each financial year the Council and Wellington Water will agree the Annual Work Program (AWP) based on the Asset Management Plan (AMP). The AWP will include the agreed outcomes for the work program, the dollar budget estimates and the Council's share of running Wellington Water. During the year if there are changes to the work program, emergencies re-prioritisation and budgets variances the AWP will be amended and agreed with the whole of Council. The AWP will be a contract between the Council and Wellington Water and because of the amounts involved it will have to be signed by the Chief Executive Officer.

~~c. The delegation limits in Schedules 2 & 3 apply to all Purchase Orders and payments to Wellington Water.~~

10. Appendices

~~10.1.~~

~~_____~~

~~10.2.~~10.1. Appendix ~~2~~1 – Delegated Authority Form

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South Wairarapa District Council Delegation Form

To be completed when new Managers appointed at SWDC.

I agree to abide by all South Wairarapa District Council policies with regard to incurring expenditure and to stay within my delegation limit when exercising this delegation. I have read and understood the Financial Delegations Policy and agree to abide by the delegations appropriate to my role ~~as outlined in Appendices 1,2, and 3 of the Financial Delegations Policy;~~

Name of employee: _____

whilst performing the Role of: _____

Date Delegation commences: _____

Signed by the Delegatee:

(Signature) (Initials)

Name: _____

Title: _____

Date signed: _____

Witnessed by:

(Signature)

Name: _____

Title: _____

Date signed: _____

10.2. Appendix 2 – Temporary Delegation Form (transfer to SWDC letter head)

DELEGATION OF POWERS UNDER THE LOCAL GOVERNMENT ACT AND OTHER LEGISLATION

Background

1) The South Wairarapa District Council's Delegations Policy contains a record of delegations previously made by the Council to the Chief Executive and other staff, and delegations subsequently made by the Chief Executive to other staff (including financial authorisations).

2) The Chief Executive also has the responsibilities listed in Section 42(2) of the Local Government Act 2002, as well as the powers given to the Chief Executive by various other Acts of Parliament and by the Council's various bylaws.

3) The Chief Executive and other officers are able to delegate their responsibilities pursuant to Clause 32B of Schedule 7 of the Local Government Act 2002.

Delegation

I, <Name>, <Position>, hereby sub-delegate to <Name>, <Position>.

- All of my powers and responsibilities, including my financial authorisation (limit of expenditure of up to \$xx,xxx)

subject to the conditions listed below:

Conditions

- Expenditure is restricted to items within approved budgets for which funds have been provided and all precedent actions have been completed.
- Adherence, in the exercise of this authority, to accepted Council practice and policy and any relevant statutory requirements.
- This sub-delegation is effective from <Date> to <Date>.
- This sub-delegation does not include the power to further sub-delegate to another Council officer.

Signature:.....

<Name>.....

<Position>

cc: GM Corporate Services

cc: Chief Financial Officer

Treasury & Liability Management Policy

1. Purpose

The purpose of this report is to provide Council with a new Treasury & Liability Management Policy following the decision at deliberations on May 22nd 2024, to change the borrowing and investment model from 1 July 2024.

2. Executive Summary

This report provides a new Treasury & Liability Management Policy to ensure that staff can carry out their day-to-day activities relating to cash management in an efficient manner. The policy has been prepared for Council by Bancorp Treasury Services Ltd.

3. Recommendations

Officers recommend that the *Council*:

1. Receive the *Treasury & Liability Management Policy Report*.
2. Adopt the new policy with effect from 1 July 2024 noting that the policy will be reviewed in three years (or soon should it be required).

4. Background

One of the three decision questions put to the community for the Enhanced Annual Plan related to how Council manages cashflow and borrowing.

At deliberations on 22 May 2024, Council resolved to proceed with the preferred option, which was to manage borrowing through cashflow management, only borrowing what was needed, when it was needed.

To enable this change in process, it was necessary to create a new Treasury & Liability Management Policy that reflected the above approach.

5. Discussion

Bancorp Treasury Services Ltd has been engaged by the Chief Executive to provide Treasury & Liability Management services. This includes the preparation of a new Treasury & Liability Management Policy that reflects the change in approach to both borrowing to fund capital expenditure but also the management of investment funds.

The policy contains revised borrowing limits and covenants that are aligned with the Local Government Funding Agency limits and no longer requires any investment funds to be spread across a range of institutions.

Bancorp Treasury Services Ltd will report to the Assurance, Risk, and Finance Committee at least twice a year to report on Council compliance with the policy.

6. Appendices

Appendix 1 – Treasury & Liability Management Policy PI-FDT-003

Contact Officer: Janice Smith, Chief Executive Officer

Appendix 1 – Treasury & Liability Management Policy PI-FDT-003



SOUTH WAIRARAPA
DISTRICT COUNCIL

Kia Reretahi Tātau

Treasury & Liability Management Policy

Date of Approval	June 2024
Policy ID	PI-FDT-003
Next Review	June 2027
Business Owner	Group Manager Corporate Services
Version History	First adopted: June 2024

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Treasury & Liability Management Policy

1. Introduction

- » The South Wairarapa District Council's (Council) Treasury Management Policy (the Policy) comprises a Liability Management Policy and an Investment Policy, as required by the Local Government Act 2002 (the Act).
- » Part 6, section 104 of the Act states that the Liability policy must state the local authority's policies in respect of the management of both borrowing and other liabilities, including interest rate exposure, liquidity, credit exposure and debt repayment.
- » Part 6, section 105 of the Act states that the investment policy must state the local authority's policies in respect of investments, including the mix of investments, the acquisition of new investments, procedures for managing and reporting investments and assessment and management of risks.

2. Purpose

- » The Policy provides the framework for all of the Council's treasury management activities and defines key responsibilities and the operating parameters within which treasury activity is to be carried out.

3. General Policy Objectives

- » This document identifies the policies of the Council with respect to investment and liability management activities. The Policy has not been prepared to cover other aspects of the Council's operations, particularly transactional banking management, systems of internal control and financial management. Other policies and procedures cover these matters.
- » The objective of the Policy is to control and manage borrowing costs, investment returns, liquidity requirements and risks associated with treasury management activity.
- » The Policy notes that the Council is governed by the following relevant legislation:
 - Local Government Act 2002, in particular Part 6 including sections 101,102, 104 and 105;
 - Local Government (Financial Reporting and Prudence) Regulations 2014, in particular Schedule 4; and
 - Trustee Act 1956.
- » The Policy also notes that the Council is a risk averse entity and wishes to minimise risk from its treasury management activities. Interest rate risk, liquidity risk, funding risk and credit

risk are risks that the Council seeks to manage, not capitalise on. Accordingly, any activity that may be construed as speculative in nature is expressly forbidden.

4. Governance

- » The elected Council has ultimate responsibility for ensuring that there is an effective policy for the management of its treasury risks. In this respect the Council decides the level and nature of risks that are acceptable. The full Council is responsible for approving this Treasury Management Policy and any changes to it that may be required from time to time, but in any case, must arrange for and approve the three yearly review.

- » Changes to the Policy will be recommended by the CEO after a review is completed by the General Manager Corporate Services. The authority to change the Policy rests with the Council or an appropriate committee if the Council has made such a delegation.

- » A list of delegated authorities as they relate to this Policy is attached as Appendix 2.

5. Legal Risk

- » Legal and regulatory risks relate to the unenforceability of a transaction due to an organisation not having the legal capacity or power to enter into the transaction, usually because of prohibitions contained in legislation. This risk is minimised by having standing dealing and settlement instructions being sent to counterparties, matching of third-party confirmations and the immediate follow-up of any anomalies.

6. Operational Risk

- » This is the risk of loss as a result of human error (or fraud), system failures and inadequate procedures and controls. Operational risk, particularly relevant to dealing with financial instruments, is minimised through appropriate segregation of duties, recording and reporting procedures and system controls.

- » Treasury risk is minimised for the treasury activities by ensuring that there is adequate segregation of duties among the core functions of deal execution, confirmation, settling and accounting / reporting.

7. Foreign Exchange Risk

- » The Council has limited foreign exchange risk through the occasional purchase of foreign exchange denominated plant and equipment. All foreign exchange exposures greater than NZD50,000 must be hedged using forward exchange contracts. The Council does not borrow or enter into incidental arrangements within or outside New Zealand in any foreign currency, other than New Zealand dollars.

8. Reporting

- » The table below summarises the key reporting outputs in relation to treasury management:

Report Type	Audience	Frequency	Format
Management	Strategic Leadership Team	Monthly	Report compliance with all limits and thresholds
Governance	Assurance, Risk and Finance Subcommittee	Quarterly	Overview of quarterly performance
Annual Report	Council	Annually	Review of Annual performance

9. Liability Management Policy

9.1. Objectives

- » The Council's liability management objectives in relation to borrowings are to:
- minimise borrowing costs within approved risk parameters;
 - prudently manage the Council's exposure to interest rate changes;
 - ensure sufficient levels of liquidity are available to meet planned and unforeseen cash requirements;
 - ensure that funding risks are managed by maintaining an appropriate spread of maturities;
 - prudently manage the Council's credit exposures;
- » The Council's liabilities comprise borrowings and various other liabilities. The Council raises borrowings for the following primary purposes:
- General debt to fund the Council's balance sheet, including working capital requirements;
 - Specific debt associated with 'one-off' projects and capital expenditure;
 - To fund assets where their useful lives extend over several generations of ratepayers;
- » Any new borrowings or roll-over of existing borrowing needs to be budgeted for as part of the Council's current approved Long Term or Annual Plans or have specific Council approval.

9.2. Specific borrowing limits

- » In managing debt, the Council will adhere to the following limits:

Item	Borrowing Limit
Net Debt/Total Revenue	< 175%
Net Interest/Total Revenue	< 20%
Net Interest/Annual Rates Income	< 30%
Liquidity	> 110%

(See definitions of above items in Appendix 1)

10. Security

- » The Council's external borrowings and interest rate risk management instruments will generally be secured by way of a charge over rates and rates revenue offered through a Debenture Trust Deed. Under a Debenture Trust Deed, the Council's borrowing is secured by a floating charge over all Council rates levied under the Local Government Rating Act. The security offered by the Council ranks all secured lenders equally on a pari passu basis.

11. Borrowing Mechanism

- » The Council is able to borrow through a variety of market mechanisms including borrowing via the Local Government Funding Agency (LGFA), direct bank borrowing, or accessing the short and long-term debt capital markets directly or indirectly. In evaluating strategies for new borrowing, consideration should be given to the following:
 - available rates and terms from lenders;
 - the Council's overall debt maturity profile;
 - the outlook on future interest rate movements;
- » The Council's ability to readily attract cost-effective borrowing is largely driven by its ability to rate, maintain a strong financial standing and manage its relationships with the LGFA and financial institutions.

12. Debt Repayment

- » The Council repays borrowings from refinancing or surplus general funds. Borrowings may be refinanced by further borrowings as per the current Annual or Long-Term Plan.

- » Debt will be repaid as it falls due in accordance with the applicable borrowing arrangement. Subject to the appropriate approval and debt limits, a loan may be rolled over or re-negotiated as and when appropriate.

13. The LGFA

- » The Council may borrow from the New Zealand Local Government Funding Agency Limited (LGFA) in accordance with its shareholding agreement with them. In connection with that borrowing, the Council may enter into the following related transactions to the extent that it considers necessary or desirable:
 - contribute a portion of its borrowing back to the LGFA as an equity contribution to the LGFA, for example Borrower Notes;
 - provide guarantees of the indebtedness of other local authorities to the LGFA and of the indebtedness of the LGFA itself;
 - commit to contributing additional equity (or subordinated debt) to the LGFA if required;
 - secure its borrowing from the LGFA and the performance of other obligations to the LGFA or its creditors with a charge over the Council's rates and rates revenue; and
 - subscribe for shares and uncalled capital in the LGFA.

14. Guarantees / Contingent Liabilities and Other Financial Arrangements

- » The Council may provide financial guarantees to local organisations for recreational and community purposes. The Council is not allowed to guarantee loans to Council Controlled Trading Organisations under Section 62 of the Local Government Act.
- » The total value of guarantees at any one time, excluding LGFA guarantees, will not exceed 3% of the total annual rates levied during that year. Total loan guarantees held are included in calculation of the Council's maximum borrowing limit.
- » The Council will ensure that sufficient funds or committed lines of credit exist to meet any amounts guaranteed.

15. Funding, Liquidity, and Interest Rate Risk Management

Borrowing exposes the Council to three principal risks:

Funding / Liquidity Risk

- » Funding risk centres on the ability to re-finance or raise new debt at acceptable pricing and maturity terms.
- » Liquidity risk is the risk that an unforeseen event or miscalculation in the required liquidity level may lead to council being unable to meet its day-to-day obligations. Liquidity risk management has the objective of ensuring that adequate liquid assets and funding sources

are available at all times to meet both the short and long-term commitments of Council as and when they arise, in an orderly manner.

Interest Rate Risk

- » Interest rate risk is the risk that the Council will be exposed to adverse changes in interest rates. For example, increased interest rates could see funding costs materially exceed adopted Annual Plan and Long-Term Plan interest cost projections. This would adversely impact cost control, capital investment decisions, returns and feasibility, if there was no hedging in place.
- » A key factor in the management of funding risk is to spread and control the risk to reduce the concentration of risk at any point so that the overall borrowing cost is not increased unnecessarily and / or the desired maturity profile compromised due to market conditions. Council's ability to readily attract cost effective borrowing is largely driven by its ability to maintain a strong balance sheet, levy rates and manage its relationships with the LGFA and the banking sector. Council also seeks to have a diversified maturity profile for external borrowing but, in any case, no more than \$30.0 million or 50% of outstanding debt (whichever is the greater, can mature over the next 12-months or any subsequent 12-month period, on a rolling basis.
- » To manage liquidity risk, the Council will ensure that external debt plus committed but unutilised loan facilities, and / or available liquid investments will be maintained at an amount of 110% of projected external debt over the ensuing 12-month period.

16. Funding / Liquidity Risk

- » A key factor in the management of funding risk is to spread and control the risk to reduce the concentration of risk at any point so that the overall borrowing cost is not increased unnecessarily and / or the desired maturity profile compromised due to market conditions. Council's ability to readily attract cost effective borrowing is largely driven by its ability to maintain a strong balance sheet, levy rates and manage its relationships with the LGFA and the banking sector. Council also seeks to have a diversified maturity profile for external borrowing but, in any case, no more than \$30.0 million or 50% of outstanding debt (whichever is the greater, can mature over the next 12-months or any subsequent 12-month period, on a rolling basis.
- » To manage liquidity risk, the Council will ensure that external debt plus committed but unutilised loan facilities, and / or available liquid investments will be maintained at an amount of 110% of projected external debt over the ensuing 12-month period.

17. Interest Rate Risk Control Limits

- » The primary objective of interest rate risk management is to reduce uncertainty of interest rate expense but at the same time balance the need to have some flexibility to react to the

impact on interest rate levels from ongoing economic and monetary policy cycles and one-off events, such as COVID.

- » Interest rate risk is managed by fixing a portion of debt through an ongoing process of active management of underlying interest rate exposures.
- » Interest rate expense can only be hedged by entering into fixed rate loans from the LGFA or a banking counterparty, unless otherwise approved by Council.
- » Hedging of the Council’s external debt / borrowings must be within the following fixed / floating interest rate risk control limits However, if total debt is less than \$30.0 million the actual level of hedging required is at the discretion of the CEO.

Fixed/Floating Interest Rate Risk Control Limits		
	Minimum Fixed Rate	Maximum Fixed Rate
Years 1 and 2	50%	100%
Years 3, 4 and 5	30%	80%
Years 6 and 7	0%	60%

- » The percentages are based on the projected external debt levels in the Council’s current approved budget (Annual Plan or Long-Term Plan). However, the actual forecast debt level is subject to approval by the CEO, as being a fair and reasonable forecast. Any hedging beyond these limits needs the approval of the full Council.
- » A fixed rate maturity profile that is outside the above limits but self-corrects within 90 days is not in breach of this Policy. However, maintaining a maturity profile outside the above limits beyond 90 days requires specific approval by the Council.

18. Investment Policy

18.1. General Policy

- » The investment policy will be consistent with the Council’s overall objectives and plans. The management of trusts, special funds and reserves will be reviewed at least annually within the Annual Plan or Long-Term Plan process. This will ensure that their holding complies with any statutory or other special requirements and that their use is consistent with these requirements and with Council policy at the time.

- » With the exception of financial investments, the acquisition of a new investment or disposal of an existing investment needs to be budgeted for as part of the Council's approved Long-Term Plan or Annual Plan or must be approved through a Council resolution.
- » Equity and property investments will be reviewed annually by Council.
- » The authority to acquire and dispose of financial investments is delegated to Chief Executive.

18.2. Equity Investments

- » The Council currently maintains small equity investments in Civic Financial Services Limited, Farmlands Trading Society Limited, and Wellington Water Limited.
- » In general, Council does not wish to expose itself to the risks associated with equity investments and is not seeking to acquire further equity exposures. In any case any new equity investments would need to be approved by Council resolution.

18.3. Property Investments

- » Council holds a limited amount of real property for investment purposes. It may and does purchase property from time to time to assist in the provision of its core services to the community. Surplus properties will be disposed over whenever possible. Council will review its property holdings on a regular basis.

18.4. Local Government Funding Agency

- » The Council borrows from the LGFA and holds borrower notes linked to these borrowings. Borrower notes are subordinated debt instruments which are required to be held by each local authority that borrows from LGFA in an amount equal to 2.5% of the aggregate borrowings by that local authority. Under certain, very limited circumstances, the borrower notes can convert to shares. If this were to occur, a Council resolution will be required to manage these shares.

18.5. Emissions Trading Scheme

- » Council has a number of 'New Zealand Units' (NZU) or carbon credits, that were issued as a result of the introduction of the emissions trading scheme. A council resolution is required to transact these units.

18.6. Treasury Investments

- » Council's treasury investments comprise sums reserved for special purposes and funds held for working capital requirements. In general terms, Council wants to minimise cash holdings and whenever possible apply surplus funds to reduce debt levels.
- » The Council's primary objective when investing is the protection of its investment capital. Accordingly, the Council may only invest in approved creditworthy counterparties. Counterparties must be a Bank registered by the Reserve Bank of New Zealand, with a long-term S&P Global Ratings (or equivalent Fitch or Moody's rating) credit rating of A+ and above.

- » With the exception of cash investments that are sourced from the pre-funding of approved capital expenditure, surplus cash must, if possible, be applied to reducing debt and if this is not possible, any investments must be restricted to a term of no more than 6 months. Cash investments linked to the pre-funding of approved capital expenditure can be invested for up to a maximum of 18 months.
- » Approved treasury investments are bank call and term deposits with a maximum term of 18 months. Total treasury investments with any one entity are restricted to \$5.0 million or 50% of total treasury investments, whichever is the greater.
- » Special Funds and Funding Reserves - liquid assets are not required to be held against special funds. Instead, the Council will internally utilise these funds.

19. Appendices

- » Appendix 1: Covenant Definitions (Source: LGFA)
- » Appendix 2: Delegated Authorities

Appendix 1: Covenant Definitions *(Source: LGFA)*

For covenant calculation and borrowing limit purposes:

- Total Revenue is defined as cash earnings from rates, grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets).
- Net Debt is defined as total debt less liquid financial assets and investments.
- Liquidity is defined as external debt plus committed loan facilities plus liquid investments divided by external debt.
- Net Interest is defined as the amount equal to all interest and financing costs less interest income for the relevant period.
- Annual Rates Income is defined as the amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002 together with any revenue received from other local authorities for services provided (and for which the other local authorities rate).
- Financial covenants are measured on Council only basis and not consolidated group basis, unless requested by a local authority and approved by the LGFA Board.

Appendix 2: Delegated Authorities

	Activity	Delegated Authority	*Limit
1	Approving and changing Treasury Management Policy	Council	Unlimited
2	New annual borrowing as set out in the Annual Plan/Long Term Plan	Council	Unlimited
3	Approval for charging assets as security over borrowing	Council	Subject to the requirements of Debenture Trust Deed
4	Acquisition and disposition of investments other than financial investments	Council	Unlimited
5	Approving transactions outside Treasury Management Policy	Council	Unlimited
6	Re-financing existing debt	Chief Executive	Subject to Policy
7	Negotiate bank facilities	Chief Executive (and/or) General Manager Corporate Services	Subject to Policy
8	Manage cash / liquidity requirements	Chief Executive (and/or) General Manager Corporate Services	Per risk control limits
9	Approving counterparty credit limits	Chief Executive	Within the prescribed limits set out in the Treasury Management Policy
10	Adjust interest rate risk profile	Chief Executive (and/or) General Manager Corporate Services	Fixed rate debt ratio as per risk control limits; Fixed rate maturity profile limit as per risk control limits
11	Managing funding and investment maturities in accordance with the Council's approved facilities	Chief Executive (and/or) General Manager Corporate Services	Per risk control limits
12	Maximum daily transaction amount (borrowing, investing and interest rate risk management)	Council Chief Executive General Manager Corporate Services	Unlimited \$20 million \$5 million
13	Authorising lists of signatories	Chief Executive	Unlimited

	Activity	Delegated Authority	*Limit
14	Opening/closing bank accounts	Chief Executive	Unlimited
15	At least triennial review of Treasury Management Policy	General Manager Corporate Services	N/A
16	Ensuring compliance with Treasury Management Policy	General Manager Corporate Services	N/A

**All activity limits in the above table are subject to the limits contained in the Council approved Annual Plan / Long Term Plan. The Council can approve changes to the limits.*

Rating Policies

1. Purpose

The purpose of this report is to formally adopt the revenue and financing policy and the policies for the remission of rates, following an extensive review process spanning the past two years. Through thorough review and consultation, these policies have been developed to ensure fairness, equity, and alignment with the evolving needs of the community.

2. Executive Summary

This report provides updated policies for how Council's operational activities are funded, and how rates are charged & remitted. These policies represent a critical framework for determining how rates are levied and any potential exemptions or reductions.

The review was conducted in accordance with Section 102 of the Local Government Act 2002 (LGA). The policies that were reviewed are the:

- Revenue and Financing Policy, which sets how rates are structured.
- Remission policies, where three previous policies (Remission of Rates Policy, Water by Meter Leak Write-off Policy and the Coastal Erosion Policy) were combined into a single Remission of Rates Policy
- Remission and Postponement of Rates on Māori Freehold Land Policy.

3. Recommendations

Officers recommend that the *Council*:

1. Receive the *Rating Policies* Report.
2. Approve the addition to the *Remission of Rates Policy* for the Remission of Uniform Annual General Charge, and Uniform Targeted Rates on Retail Properties in Certain Circumstances,
3. Approve the addition to the *Remission of Rates Policy* for the Remission of Uniform Annual General Charge, and Uniform Targeted Rates on Pastoral and Dairying Properties in Certain Circumstances,
4. Adopt the following policies with effect from 1 July 2024:
 - a. *Revenue and Financing Policy*

b. *Remission of Rates Policy*

c. *Remission and Postponement of Rates on Māori Freehold Land Policy*

5. Note that these policies will be reviewed again as part of the development of the Long-Term Plan for 2025-34.

•

4. Background

For the fiscal year 2024-25, Council has implemented new policies regarding the funding of activities, and how rates are levied across the district. These policies have been developed through review and consultation over the past two years, ensuring that they reflect the needs and priorities of the community, and the legislative requirements for funding policy reviews.

Throughout the development of this policy Council has considered various aspects, including:

- community outcomes encompassing social, economic, environmental, and cultural dimensions,
- legislative and legal implications,
- transparency, accountability,
- fair rate distribution, and
- intergenerational equity.

The *Revenue and Financing (R&F) Policy* plays a critical role in determining the tools Council uses to fund its activities, and the proportions to be funded by each of those tools. Consideration is given to the distribution of benefits of activities across the district and different user groups. When Council activities benefit everyone in the district, they're funded through General Rates. If activities only benefit a specific group of ratepayers, they're funded through fees, charges, and targeted rates that are charged to those ratepayers. Sometimes, activities benefit both the whole district and a particular group of ratepayers. In these cases, some of the funding comes from fees, charges, and targeted rates, and the rest comes from the General Rates. The R&F policy spells out the percentages of each activity funded by General Rates and Targeted Rates & income from fees and charges. These percentages have been reviewed by the Council and are detailed in the Funding Needs Analysis in the policy's appendix.

The *Remission of Rates Policy* allows rate relief where it is considered fair and reasonable to do so. Council is required to adopt a policy specifying the circumstances under which rates will be considered for remission. During this policy review three separate remission policies were combined into one policy, to make it easier for people to find the information they need on Council's remission provisions.

Section 4.6 *Remission of Rates Policy for the Remission of Uniform Annual General Charge, and Uniform Targeted Rates on Retail Properties in Certain Circumstances*, was added to the *Remission of Rates Policy*. The addition was made to provide relief to

ratepayers with more than one Separately Used or Inhabitable Part (SUIP) on a property with retail buildings operated by, and residential buildings occupied by, the ratepayer.

Section 4.7 *Remission of Rates Policy for the Remission of Uniform Annual General Charge, and Uniform Targeted Rates on Pastoral and Dairying Properties in Certain Circumstances*, was added to the *Remission of Rates Policy*. The addition was made to provide relief to ratepayers with more than one Separately Used or Inhabitable Part (SUIP) on a farming property where the residential buildings are uninhabitable, or empty, or occupied by workers essential to the operation of the pastoral/dairying business.

The *Remission and Postponement of Rates on Māori Freehold Land Policy* recognises that certain types of Māori owned land may have conditions, features, ownership structures, or other circumstances that make it appropriate to provide relief from rates. It also recognises that the Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered uncollectable. This review made minor editorial changes for clarity.

Two aspects of rates that were discussed during this policy review have been deferred pending further review and consultation. These are:

- A targeted rate to pay for a portion of the costs of the Economic Development activity.
- A differential on land used for exotic forestry for the Rooding and Infrastructure Resilience targeted rates.

These aspects will be considered over the coming year and the R&F policy will be updated according to the outcomes of this review.

5. Appendices

Appendix 1 – Revenue and Financing Policy

Appendix 2 – Remission of Rates Policy

Appendix 3 – Remission and Postponement of Rates on Māori Freehold Land Policy

Contact Officer: Charly Clarke, Chief Financial Officer

Reviewed By: Janice Smith, Chief Executive Officer

Appendix 1 – Revenue & Financing Policy PI-FDT-001



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Revenue and Financing Policy

Date of Last Approval	June 2021
Policy ID	PI-FDT-001
Business Owner	Chief Executive
Policy Sponsor	Chief Financial Officer
Next Review	June 2027
Version History	Last Reviewed June 2021

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Revenue and Financing Policy

1. Relevant Legislation

- » [Local Government \(Rating\) Act 2002](#)
- » [Local Government Act 2002](#)
- » [Te Ture Whenua Māori Act 1993](#)

2. Purpose

This policy outlines the choices Council has made in deciding the appropriate sources of funding for operating and capital expenditure from those sources listed in the Local Government Act 2002 (LGA). The policy also shows how the Council complied with section 101(3) of the LGA which sets out a number of factors we must consider when making these decisions.

The outcome of balancing all these factors requires judgement over many facets of Council functions including but not limited to legal, transparency, accountability, affordability, efficiency social, and intergenerational equity, as well as providing for the financial sustainability of the activities undertaken.

3. Policy Principles

When making funding policy the Council must work through the process and matters set out in section 101(3) of the Local Government Act (LGA) including to have regard to the section 101(1) obligation to act prudently and in the interests of the community. The requirements of section 101(3) analysis is a two-step process, as discussed below.

4. First Step Considerations

The first step requires consideration at activity level of each of the following:

- » Community outcomes to which the activity primarily contributes.
- » The distribution of benefits between the community, and any identifiable parts of the community and individuals.
- » Period in or over which benefits occur.
- » The extent to which actions or inactions of particular individuals or a group contribute to the need to undertake the activity.
- » The costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities.

No single criterion has greater weight in law than the others, and these are explained in more detail below.

4.1. The community outcomes (wellbeing) to which the activity contributes.

Our community outcomes are:

Social - Residents are active, healthy, safe, resilient, optimistic and connected.

Economic - A place of destination, new business and diverse employment that gives people independence and opportunity.

Environmental - Sustainable living, safe and secure water and soils, waste minimised, biodiversity enhanced.

Cultural - Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage.

The distribution of benefits between the community as a whole, any identifiable part of the community, and individuals (the beneficiary pays principle).

The community as a whole means all residents and ratepayers. For some of the Council's activities it is difficult to identify individual users, or people cannot be excluded from entry, or everyone benefits in some way from an activity (also known as "public good"). If the activity benefits the community as a whole, it is appropriate to fund that activity by the community as a whole, such as by general rate. If groups or individuals benefit, then costs can be recovered either by a targeted rate or user fees.

4.2. The Period over which those benefits are likely to occur – 'intergenerational equity' principle.

Many of the activities provided by local government are either network or community infrastructure (for example, roads and stormwater channels), which last for a long time. Benefits from infrastructure can be expected to last for the life of the asset. This matter requires consideration of how the benefits and costs for the assets are distributed over time, so that current-day ratepayers are not meeting the entire burden by paying for them now.

The main tool for ensuring intergenerational equity is the use of debt, and then rating future ratepayers to service the debt. A decision not to borrow for new capital is effectively a decision that current ratepayers should meet the cost of services that future ratepayers will consume and should be made as a conscious policy choice.

4.3. The extent to which the actions (or inaction) of any individual or group may contribute to the need to undertake the activity.

This is the exacerbator pays principle which is that those groups whose actions or inactions give rise to a need to undertake a certain activity should contribute to the costs of that activity.

4.4. The costs and benefits of funding the activity distinctly from other activities.

Should the activity be funded from a general source (e.g., general rates or uniform charge) or from a targeted source such as user fees and charges, or a targeted rate. The choice between general and targeted rating requires consideration of the consequences for transparency and accountability. This might include:

- The smaller the activity the less likely that funding it separately will be economic or practical.
- Legal requirements may require an activity to be ring fenced.
- An activity that may be of benefit to a subset of the community may be a stronger candidate for distinct funding.
- Transparent rates may aid in the community seeing what they get for their money.

A comprehensive analysis of this is included in the **Funding Needs Analysis (FNA)- (Appendix 1)**.

After the activity-by-activity analysis, the Council undertakes an analysis of 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. The results of this analysis may vary the outcome of the activity-by-activity analysis.

A summary of tools to be used is set out in Table 1 below:

Table 1

Activity / Tools	General Rates	Basis for Targeted Rates			Fees & Charges	Grants & Subsidies
		Differential	Value	Uniform		
Governance						
Governance	100%					
Finance & Planning						
Communications	100%					
Emergency management & civil defence	100%					
Planning & Regulatory Services						
District Plan (reviews & development)	90% to 100%				0% to 10%	
Resource consent appeals	100%					
Resource consent applications	20% to 30%				70% to 80%	
RMA monitoring & compliance	40% to 60%				40% to 60%	
Building consents	5% to 25%				75% to 95%	
Public nuisance, health, & noise	90% to 100%				0% to 10%	
Safe & sanitary buildings	100%					
Alcohol	25% to 45%				55% to 75%	
Safe food	75% to 90%				10% to 25%	
Dog control	20% to 50%				50% to 80%	
Stock control	20% to 50%				50% to 80%	
Community Facilities & Services						
Council facilities	85% to 95%				5% to 15%	
Cemeteries	70% to 85%				15% to 30%	
Senior Housing	50% to 70%				30% to 50%	
Libraries	100%					
Campgrounds	50% to 75%				25% to 50%	
Camping areas	90% to 100%				0% to 10%	
Investment properties	0% to 10%				90% to 100%	
Community development	100%					
Economic development	20% to 100%		0% to 80% (Capital Value)			

Table 1 continued

Activity / Tools	General Rates	Differential	Basis for Targeted Rates		Fees & Charges	Grants & Subsidies
			Value	Uniform		
Solid Waste and Recycling						
Waste collection				65% to 75%	25% to 35%	
Closed landfill	100%					
Transfer stations	10%				90%	
Recycling				100%		
Land Transport						
Roading	9.8%		27.44% (Capital value)	11.76%		51% (Waka Kotahi/NZTA)
Footpaths	10%		90% (Capital value)			
Cycle trails & cycleways	100%					
Stormwater Management						
Stormwater Management	10%		90% (Capital value)			
Water Supply						
Treatment & supply				100%		
Water races (Longwood & Moroa)			100% (Land Value)			
Wastewater						
Treatment & disposal				100%		
Reticulation				100%		
Infrastructure Resilience						
Infrastructure Resilience			100% (Capital Value)			

Table 1 above shows the degree to which each funding source is used to fund operating costs in relation to each activity to be funded, as required by section 101(3)(a) of the LGA. The ranges in Table 1 are expressed as a percentage of the revenue budgeted to fund each activity and are indicative only. They may change over time because of changes in expenditure requirements. Actual funding sources may differ from the budgeted funding sources.

During stage two of the review of the policies the ranges in Table 1 were adjusted to reflect a more realistic reflection of what Council believed were affordable to the community.

Capital expenditure for the following activities will be funded from the tools set out in **Table 2** below. The allocation between the various tools will be based on the type or expenditure and the available funds.

Table 2

Activity	Tools to be used
Dog control	Loans, reserves, and general rates
Council facilities	Loans, reserves, financial contributions, grants and subsidies, and general rates
Cemeteries	General rates, fees & charges, grants & subsidies, loans & reserves
Senior Housing	General rates, fees & charges, grants & subsidies, loans & reserves
Libraries	General rates, fees & charges, grants & subsidies, reserves
Campgrounds	Fees & charges, reserves
Camping areas	General rates, fees & charges, grants & subsidies, reserves
Transfer station	General rates, fees & charges, loans, and reserves
Land Transport	General rate, targeted differential rate, fees & charges, grants & subsidies, financial contributions, loans & reserves
Stormwater	Targeted differential rate, fees & charges, financial contributions, loans & reserves
Water supply	Targeted differential rate, fees & charges, financial contributions, loans & reserves
Sewerage	Targeted differential rate, fees & charges, financial contributions, loans & reserves

The Council does not currently intend to use lump sum contributions nor development contributions under the Local Government Act 2002

5. Second Step Considerations

This step requires the Council to consider the overall impact of any allocation of liability for revenue needs on the current and future social, economic, environmental, and cultural wellbeing of the community. This second step requires consideration once the first step is completed and this is at the whole of Council level rather than at the activity level.

5.1. Capital Value

Having considered the overall rating impacts across both groups of ratepayers and individual properties, the Council will apply capital value (over land value) to general rates because in its opinion capital value represents a greater degree of use of Council's services. It also reflects a better correlation to ability to pay than land value. No system is ideal, however on balance Council believes that capital value has more benefits than land value. The General rate will have no differential.

With the impacts of climate change and the need to ensure to infrastructure resilience, a new infrastructure resilience differential rate will be applied to all properties on a capital value.

5.2. Use of the Uniform Annual General Charge lever

The Council considered the impacts of rates on all groups of properties and including high value properties (those properties with a significantly greater than the average value) which generally pay significant rates and the use of a fixed (uniform) rate reduces the higher value properties but increase rates lower value properties. The greater the property value from the average the greater the impact. Therefore, the Council considers that the Uniform Annual General Charge (UAGC) should be between 21% and 26% based on the Local Government (Rating) Act 2002. The rationale for this approach includes that the benefit of almost all Council services and activities accrues to all properties equally, therefore Council considers all properties should contribute a relatively similar level regardless of the value of their property.

5.3. Definition of separately used or inhabited part of a rating unit

A SUIP includes any portion inhabitable or used by the owner or a person other than the owner who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.

It includes separately used parts, whether or not actually occupied at any particular time, which are used by the owner for rental (or other form of occupation) on an occasional or long-term basis by someone other than the owner.

A rating unit that has a single use or occupation is treated as having one separately used or inhabitable part.

Identification of “dwellings” is taken from the nature of improvements provided by Quotable Value (Council’s VSP) and includes but is not limited to dwelling, granny flat, bach, cottage, flat. Further clarification can be sought from QV on studio, sleepout or others if required.

5.4. Cultural Wellbeing and Te Ture Whenua Māori Act (1993)

The Council will promote the retention of Māori land in the hands of its owners, their whanau, and their hapu; and to protect wahi tapu; and to facilitate the occupation, development, and utilization of that land for the benefit of its owners, their whanau, and their hapu. It will do this by way of rates remission on Māori Freehold Land that is not used, and it will also offer rates remission to general land that is owned by Māori, where that land and its ownership is the same in nature as Māori Freehold Land but has not been registered with the Māori Land Court. By the same in nature, the Council considers that multiple owners/trustees and the owners/trustees cannot be easily held liable for payment of rates (in the same manner as Māori Freehold Land).

6. Policy Statement

Operating costs are the everyday spending on Council activities. This includes contributions to the wear and tear on assets used (depreciation), interest charged on borrowing for capital projects and overheads.

6.1. Targeted Rates

Targeted rates are used to fund specific activities or services that directly benefit groups or properties within the district, to ensure that the costs associated with essential services, infrastructure upgrades, or amenities are borne by those who benefit most from them. For example, targeted rates may be applied to properties that gain direct advantages from improved drainage systems, water supply, and wastewater infrastructure.

6.2. User Charges

User charges are applied to services where it is identified there is a benefit to an individual or group, or directly attributable cost. User charges are a broad group of fees charged directly to an individual or entity including but not limited to: hire, rent, lease, licences for land and buildings, permits, regulatory charges, fines and penalties, connection fees, disposal fees, planning and consent fees, statutory charges, harbour, and landing fees.

The price of the service is based on a number of factors, including but not limited to:

- » The cost of providing the service.
- » The estimate of the users' private benefit from using the service.
- » The impact of cost to encourage/discourage behaviours.
- » The impact of cost on demand for the service.
- » Market pricing, including comparability with other councils.
- » The impact of rates subsidies if competing with local businesses.
- » Cost and efficiency of collection mechanisms.
- » The impact of affordability on users.
- » Statutory limits.
- » Other matters as determined by the Council.

The ability to charge user charges is limited by various statutes and regulations. As a general rule, fees for statutory functions should be set at no more than the cost of providing the service. In some cases, legislation sets the fees at a level that is below cost and in other cases, where provided by legislation (such as the Waste Minimisation Act 2008) fees may be set at greater than the cost of providing the service. It is appropriate to incorporate overhead costs when determining the cost of providing a service.

6.3. Fees and charges

Fees and charges may be set at any time and are reviewed annually. A list of current fees and charges is maintained on our website.

Revenue from user charges is generally allocated to the activity which generates the revenue.

6.4. Grants, Sponsorship, Subsidies and Other Income

Grants, sponsorship, and subsidies are used where they are available. Many of these types of income are regular and predictable and can be budgeted for (for example Waka Kotahi roading subsidy). Some other types are unexpected or unpredictable and may not be able to be prudently budgeted (such as Provincial Growth Fund funding, reparation payments, civil defence and other reimbursements, legal settlements, and insurance claims). These are applied as they arise to the corresponding activity or project.

6.5. Investment Income and Proceeds from the Sale of Assets

The Council's approach to investments is documented in the Investment and Liability Management Policies. These investments generate income such as dividends, interest, and rents.

6.6. Development Contributions, Financial Contributions and Lump Sum Contributions

Development, financial, and lump sum contributions, relating to resource consents are collected and placed in a reserve fund. The use of this fund could include some operating costs. The Council does not currently take development contributions.

6.7. Reserve Funds

Reserve funds are used for the purposes that they were created. Reserve funds may be used to meet operating costs if the expenditure is consistent with the purpose of the fund.

6.8. Borrowing

The Council's approach to borrowing is documented in the Liability Management Policy. The Council generally plans to fund all cash operating costs from sources other than borrowing but may in specific circumstances, where it determines it is prudent to do so, fund some operating costs from borrowing.

Appendix I - Funding Needs Analysis

Activity	Considerations required by Section 101 (3) (a)					Proposed allocation		Rationale	Proposed Funding Sources	
	Community Outcome	User/beneficiary pays principle	Intergenerational equity principle	Exacerbator pays	Costs and benefits	Whole district	Part or individuals		Operational	Capital
Governance										
Governance	Social	Very low	Nil	Low	Low	100%	0%	All rate payers and residents have the ability to benefit from this activity	General rate	Nil
Finance and Corporate Support										
Communications	Social	Low	Nil	Low	Nil	100%	0%	All rate payers and residents have the opportunity to be informed and understand council activities	General rates and fees & charges for LGOIMA	Nil
Emergency management and civil defence	Social	Nil	Nil	Nil	Low	100%	0%	All people benefit from having civil defence and emergency management plans	General rate	Nil
Planning and Regulatory Services										
District Plan (reviews and development)	Economic	Low	Medium	Medium	Nil	90% to 100%	0% to 10%	The District Plan provides certainty for the use of the land and therefore benefits the whole district. However, private plan changes usually benefit the individual.	General rate, borrowings for District Plan changes and fees & charges for recovery of private plan changes	Nil
Resource consent applications	Social	High	Low	Low	Low	20% to 30%	70% to 80%	As the primary benefactor is the applicant, however, pre-application guidance and some advice is provided by Council.	Fees & charges & general rates	Nil
Resource consent appeals	Social	High	Low	Low	Low	100%	0%	As the primary benefactor is the submitter and there is no legal ability to charge, recognising the court does have the ability to impose costs.	General rate	Nil
RMA monitoring and compliance	Social	Medium	Low	High	Low	40% to 60%	40% to 60%	The monitoring benefits the whole district, non compliance is not meeting conditions by the consent holder	General rate and fees & charges (enforcement penalties)	Nil
Building consents	Social	High	Low	Low	Low	5% to 25%	75% to 95%	The primary benefactor is the applicant and subsequent building owners.	General rate and fees & charges	Nil
Public nuisance, health and noise	Social	Low	Nil	High	Medium	90% to 100%	0% to 10%	There is significant public benefit in provision of services, however, penalties should be applied to those who do not comply.	General rate and fees & charges (enforcement penalties)	Nil
Safe and sanitary buildings	Social	High	Nil	High	Medium	100%	0%	The owner/occupier has not taken the reasonable steps to keep the building safe and sanitary, however, there is no ability to recover those costs and therefore the general rate is the only funding source.	General rate	Nil
Animal Control Dog control	Social	Medium to high	Medium	High	Low	20% to 50%	50% to 80%	The activity is because individual dog owners are not controlled and therefore safe. By having this activity, enhances safety for whole community.	General rates and fees & charges (enforceable penalties)	Loans, reserves and general rates
Animal Control Stock control	Social	Medium	Low	Very High	Low	20% to 50%	50% to 80%	There is assurance that the stock will be secured.	General rates and fees & charges (enforceable penalties)	Nil
Alcohol	Social	Medium	Low	High	Low	25% to 45%	55% to 75%	Because enforcement and monitoring is required, those costs should be recovered from users where possible, however, there is a benefit to the whole district in having a safe and enforceable alcohol policy.	General rates and fees & charges (enforceable penalties)	Nil
Safe food	Social	Medium	Low	High	Low	75% to 95%	10% to 25%	Because enforcement and monitoring is required, those costs should be recovered from users where possible, however, there is a benefit to the whole district in having a safe and enforceable safe food policy.	General rates and fees & charges (enforceable penalties)	Nil

Activity	Considerations required by Section 101 (3) (a)					Proposed allocation		Rationale	Proposed Funding Sources	
	Community Outcome	User/beneficiary pays principle	Intergenerational equity principle	Exacerbator pays	Costs and benefits	Whole district	Part or individuals		Operational	Capital
Community Facilities and Services										
Council facilities	Social	Low	High	Low to medium	Medium	85% to 95%	5% to 15%	The whole of the district have the ability to use the facilities, therefore the majority of the district receive the benefit. There are some facilities that allow individual or exclusive use. There is an obligation to maintain heritage assets.	General rates and some fees & charges	Loans, reserves, financial contributions, grants and subsidies, and general rates
Cemeteries	Social	Medium	High	Low	Nil	70% to 85%	15% to 30%	The availability of a place of interment as does the heritage value. There is benefit to individuals in their ability to secure plots.	General rates, fees & charges, grants & subsidies	General rates, fees & charges, grants & subsidies, loans & reserves
Senior Housing	Social	High	High	Low to medium	Nil	50% to 70%	30% to 50%	The community have requested that we support this activity by the provision of affordable accommodation for people experiencing housing insecurity	General rates, fees & charges, grants & subsidies	General rates, fees & charges, grants & subsidies, loans & reserves
Libraries	Social	Medium	Low to medium	Low	Low	100%	0%	The library services provide holistic benefits across the whole of the district.	General rates, fees & charges, grants & subsidies	General rates, fees & charges, grants & subsidies, reserves
Campgrounds	Social	High	High	Low	Low	50% to 75%	25% to 50%	These are leased for commercial return.	Fees & charges	Fees & charges, reserves
Camping areas	Social	Medium	Medium to high	Low to medium	Low	90% to 100%	0% to 10%	The primary benefit is for the whole of the district however, there are flow on effects to the commercial sector as well as individuals using the facility.	General rates, fees & charges, grants & subsidies	General rates, fees & charges, grants & subsidies, reserves
Investment Properties	Economic	High	High	Nil	Nil	0% to 10%	90% to 100%	The purpose of the commercial investment is to provide a return for the ratepayer.	Fees & charges	Fees & charges, reserves and loans
Community development	Social	Low	Low	Low	Low	100%	0%	The whole community benefits from community development.	General rates, grants & subsidies	Nil
Economic development	Economic	Low	Low	Low	Low	20% to 100%	0% to 80%	There are three distinct groups that benefit from economic development: the whole district, all commercial enterprises, and targeted focus sectors.	General rates, differential targeted rates, grants & subsidies	Nil
Solid waste and recycling										
Waste collection	Environmental	High	Low	High	Low	0%	100%	The primary benefit is to the individual because of the convenience of waste collections, and contributes to a cleaner district.	Targeted rates, fees & charges	Nil
Closed Landfill	Environmental	Nil	High	Low	Low	100%	0%	As these relate to a previous activity, Council cannot identify any beneficiary, therefore the whole district must pay for any subsequent costs.	General rates	General rates
Transfer stations	Environmental	High	High	Low	Low	10%	90%	The primary benefit for the users of the transfer station, however, there is a benefit for the whole district of the availability of the transfer station.	General rates, fees & charges	General rates, fees & charges, loans and reserves
Recycling	Environmental	High	Low	Medium	Low	0%	100%	The collection of recycling benefits the individual and the reuse of the materials, and the waste stream benefits the contractor.	Targeted rates, fees & charges Possible Grants & subsidies	Nil

Activity	Considerations required by Section 101 (3) (a)					Proposed allocation		Rationale	Proposed Funding Sources	
	Community Outcome	User/beneficiary pays principle	Intergenerational equity principle	Exacerbator pays	Costs and benefits	Whole district	Part or individuals		Operational	Capital
Land Transport										
Roading	Economic	High	High	Medium to high	Low	20%	80%	People predominately use the roads for personal or economic purposes, and the wider community benefit from the roading corridor (essential services).	General rate, targeted differential rate, fees & charges, grants & subsidies	General rate, targeted differential rate, fees & charges, grants & subsidies, financial contributions, loans & reserves
Footpaths	Social	Medium	High	Low	Low	10%	90%	Everyone has the ability to use footpaths.	General rate, targeted differential rate, fees & charges, grants & subsidies	General rate, targeted differential rate, fees & charges, grants & subsidies, financial contributions, loans & reserves
Cycle trails and cycleways	Social	High	High	Low	Low	100%	0%	Everyone benefits from cycling and walking activities that makes our roads and footpaths safer. This also contributes to recreational values.	General rate, grants & subsidies	General rate, fees & charges, grants & subsidies, financial contributions, loans & reserves
Stormwater										
Stormwater Management	Environmental	Medium	High	Low to medium	Low	10%	90%	While reticulated stormwater properties receive benefit, the whole district receives benefit and accessibility.	Differential targeted rate	Targeted differential rate, fees & charges, financial contributions, loans & reserves
Water Supply										
Treatment and supply	Social	High	High	Low to medium	Low	0%	100%	The user benefits from safe, clean and clear drinking water.	Differential targeted rate, fees & charges	Targeted differential rate, fees & charges, financial contributions, loans & reserves
Water races	Economic	High	High	Low to medium	Low	0%	100%	Provides stock water, high urban amenity and for urban stormwater	Differential targeted rate, fees & charges	Targeted differential rate, fees & charges, loans & reserves
Sewerage										
Reticulation	Social	High	High	Medium	Low	0%	100%	Individual benefits from waste water removal	Differential targeted rate, fees & charges	Targeted differential rate, fees & charges, financial contributions, loans & reserves
Treatment	Environmental	Medium to high	High	Low	Low	0%	100%	Everyone benefits from improving the whole environment	Differential targeted rate	Targeted differential rate, fees & charges, financial contributions, loans & reserves

Appendix 2 – Remission of Rates Policy

PI-FDT-004



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Remission of Rates Policy

Date of Approval	29 June 2011
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Business Owner	Chief Executive
Policy Sponsor	General Manager, Finance
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Remission of Rates Policy

1. Relevant Legislation

- » [Local Government Act 2002](#)
- » [Local Government \(Rating\) Act 2002](#)
- » [Te Ture Whenua Māori Act 1993](#)

2. Introduction and Purpose

In order to allow rate relief where it is considered fair and reasonable to do so, the Council is required to adopt policies specifying the circumstances under which rates will be considered for remission. There are various types of remission, and the circumstances under which a remission will be considered for each type may be different. The conditions and criteria relating to each type of remission are therefore set out separately in the following pages, together with the objectives of the policy.

3. Scope

This policy applies to all ratepayers in the South Wairarapa district who meet the defined circumstances.

4. Policy Statement

4.1. Remission of Penalties Added to Rates

4.1.1. Objectives

- » To enable Council to act fairly and reasonably in its consideration of rates which have not been received by the due date.
- » To provide relief and assistance to those ratepayers experiencing financial hardship.
- » To encourage an efficient payment regime, recognising the significant benefits accruing by ratepayers using the direct debit payment system.

4.1.2. Criteria and Conditions

Council will consider each application on its merit and remission may be granted where it is considered that the application meets the following criteria and conditions.

- » Council will remit penalty rates where it is demonstrated that penalty rates have been levied due to an error by Council.
- » Remission of one penalty will be considered in any one rating year where payment had been late due to significant family disruption. Significant family disruption is likely to be the ratepayer, or a member of the household being affected by serious illness, serious accident, hospitalisation, or death.
- » Remission of penalty may be granted if the ratepayer is able to provide evidence the late payment has resulted from matters outside their control. Applications under these criteria will only be accepted if the ratepayer has a history of regular payments of rates and has not incurred penalty rates in the previous two years.
- » Remission of penalty rates will be considered for those ratepayers who due to financial hardship, are in arrears and who have entered into an agreement with Council to repay all outstanding and current rates. This repayment scheme will generally be for a period of up to 12 months. Penalty rates remission will not be considered if the agreement plan is not being adhered to, or a prior repayment scheme has not been adhered to.
- » Remission will be considered if a new owner receives penalty rates through the late issuing of a sale notice, a wrong address on the sale notice or late clearance of payment by the Solicitor on a property settlement. This only applies to penalty rates incurred on one installment.

Future installments do not qualify under these criteria.

- » Application for remission of penalty rates must be in writing using the prescribed form.
- » Penalty rates will not be considered for remission if the penalty rates were incurred in a previous rating year, regardless if the application otherwise meets the criteria.
- » Where a ratepayer agrees to pay rates by direct debit on a weekly, fortnightly, monthly, or quarterly basis, no penalties will be charged if the rates for the financial year have been paid in full prior to 30 June in the rating year.

4.2. Remission of Rates for Land Used by Sporting, Recreational and Community Organisations

4.2.1. Objectives

- » To facilitate the ongoing provision of non-commercial sporting, recreational and community services that meet the needs of the residents of the district.
- » To provide indirect financial assistance to community organisations.
- » To make membership of the organisation more accessible to the general public, particularly disadvantaged groups. These may include children, youth, young families, aged people, and economically disadvantaged people.

4.2.2. Criteria and Conditions

- » This policy will apply to land owned by the Council or owned or occupied by a not for profit organisation, which is used exclusively or principally for sporting, recreation or community purposes.
- » Council will remit 50% of rates, except for targeted rates for water, wastewater, and refuse & recycling, for organisations that qualify under this policy.
- » Rural Halls will receive 100% remission of rates, except for targeted rates for water, wastewater, and refuse & recycling.
- » Sporting organisations will qualify for 50% remission regardless of whether they hold a current license under the Sale and Supply of Alcohol Act 2012.
- » The policy does not apply to organisations operated for pecuniary profit or which charge tuition fees.
- » The policy does not apply to groups or organisations whose primary purpose is to address the needs of adult members (over 18 years) for entertainment or social interaction, or who engage in recreational, sporting or community services as a secondary purpose only.
- » Applications for remission must be made to the Council prior to the commencement of the rating year. Applications received during a rating year will be applicable from the commencement of the following rating year. Applications will not be backdated.
- » Organisations making an application should include the following documents in support of their application: information on activities and programmes, details of membership and statement of objectives.
- » Remissions will apply to the following rating year and will not be retrospective.
- » Remissions will remain in force until the purposes of the organisation change such that the criteria is no longer met. No annual applications are required following the granting of a remission.

4.3. Remission of Rates on Land Protected for Natural, Historical or Cultural Conservation Purposes

4.3.1. Objectives

- » To preserve and promote natural resources and heritage.
- » To encourage the protection of land for natural, historic, or cultural purposes.

4.3.2. Criteria and Conditions

- » Ratepayers who own or occupy rating units which have some feature of cultural, natural, or historic heritage which is voluntarily protected, or that are protected under the Combined District Plan as a site of significance for Māori, may qualify for remission of rates under this part of the policy.
- » Land that is non-rateable under section 8 of the Local Government (Rating) Act and is liable only for rates for water supply, wastewater disposal or refuse collection will not qualify for remission under this part of the policy.
- » Applications must be made in writing. Applications should be supported by documentary evidence of the protected status of the rating unit e.g., a copy of the covenant or other legal mechanism. Receipt of evidence of protection without a written application will not be considered.
- » In considering any application for remission of rates under this part of the policy the Council will consider the following criteria:
 - » The extent to which the preservation of natural, cultural, or historic heritage will be promoted by granting remission of rates on the rating unit.
 - » The degree to which features of natural, cultural, or historic heritage are present on the land.
 - » The degree to which features of natural, cultural, or historic heritage inhibit the economic utilisation of the land.
- » In granting remissions under this part of the policy, Council may specify certain conditions before remissions will be granted. Applicants will be required to agree in writing to these conditions and to pay any remitted rates if the conditions are violated.
- » Council will decide what amount of rates will be remitted on a case-by-case basis. Remissions will apply to the following rating year and will not be retrospective.

4.4. Remission of Uniform Annual General Charge and Roothing Charge in Certain Circumstances

4.4.1. Objectives

- » To encourage continued subdivision activity by providing rates relief to new subdivisions by limiting the rates impact of multiple Uniform Annual General Charges (UAGCs).
- » To assist ratepayers who have multiple rating units that are contiguous and used as a single farming operation.
- » To provide relief to rural farming properties for a vacant unit used as a run-off.

4.4.2. Criteria and Conditions

For Subdivision purposes, this policy will apply to land that is:

- » subdivided into two or more lots; and
- » where title has been issued; and
- » the unsold lots remain in common ownership.
- » Remission will be the Uniform Annual General Charge and Roothing charge for each unsold lot except one.

For multiple rating units, this policy will apply to land that is:

- » owned by the same person or persons; and
- » used jointly as a single unit (including being used as part of the same farming operation); and
- » contiguous or separated only by a road, railway, drain, water race, river, or stream.
- » Remission will be the Uniform Annual General Charge and Roothing charge for each unit except the main farm residence unit. Remissions will apply to the following rating year and will not be retrospective.

For a runoff unit, this policy will apply to one unit that is:

- » used as a run-off for a farming operation. A separate application in writing must be made for consideration of this remission.
- » Remission will be the Uniform Annual General Charge and Roothing charge for each unit except the main farm residence unit. Remissions will apply to the following rating year and will not be retrospective.
- » Remissions will apply to the following rating year and will not be retrospective.

4.5. Remission of Uniform Annual General Charge, and Uniform Targeted Rates on Residential Properties in Certain Circumstances

4.5.1. Objectives

- » To provide relief to ratepayers with more than one Separately Used or Inhabitable Part (SUIP) on a property where one or more of those SUIPs are occupied by dependent family members of the ratepayer.

4.5.2. Criteria and Conditions

This policy will apply to properties where:

- » there is more than one Separately Used or Inhabitable Part on the rating unit, and
- » one or more of the additional SUIPs on the property are used by the ratepayer's dependent family member(s). For the purposes of this policy dependent family member means relatives who depend on the ratepayer for care and support, and are not paying market rent to the ratepayer.
- » Remission will be 100% of the following uniform charges for every qualifying secondary and subsequent SUIP occupied by the ratepayer's dependent family member(s);
 - » Uniform Annual General Charge (UAGC)
 - » Rooding
 - » Refuse & Recycling
 - » Water Supply
 - » Wastewater
- » Remission will not apply to any SUIPs occupied by persons other than dependent family member(s), or by persons paying market rental rates for occupation.
- » Remissions will apply to the following rating year and will not be retrospective.

4.6. Remission of Uniform Annual General Charge, and Uniform Targeted Rates on Retail Properties in Certain Circumstances

4.6.1. Objectives

- » To provide relief to ratepayers with more than one Separately Used or Inhabitable Part (SUIP) on a property with retail and residential buildings occupied by the ratepayer.

4.6.2. Criteria and Conditions

This policy will apply to properties where:

- » there is more than one Separately Used or Inhabitable Part on the rating unit, and
- » the land use is classified by Council's Valuation Service Provider as Commercial - Retail, and
- » one or more of the additional SUIPs on the property are used by the ratepayer operating the retail business for their own residential occupation.
- » Remission will be 100% of the following uniform charges for every qualifying secondary and subsequent SUIP occupied by the ratepayer;
 - » Uniform Annual General Charge (UAGC)
 - » Roading
 - » Refuse & Recycling
 - » Water Supply
 - » Wastewater
- » Remissions will apply to the following rating year and will not be retrospective.

4.7. Remission of Uniform Annual General Charge, and Uniform Targeted Rates on Pastoral and Dairying Properties in Certain Circumstances

4.7.1. Objectives

To provide relief to ratepayers with more than one Separately Used or Inhabitable Part (SUIP) on dairying or pastoral properties with residential buildings that are either unoccupied, or occupied workers essential to the farming business.

4.7.2. Criteria and Conditions

This policy will apply to properties where:

- » there is more than one Separately Used or Inhabitable Part on the rating unit; and
- » the land use is classified by Council's Valuation Service Provider as Pastoral or Dairying, and
- » one or more of the additional SUIPs on the property are uninhabitable/uninhabited, or
- » one or more of the additional SUIPs on the property are used for residential occupation by workers essential to the operation of the pastoral or dairying business.
- » Remission will be 100% of the following uniform charges for every qualifying secondary and subsequent SUIP occupied by the ratepayer;
 - » Uniform Annual General Charge (UAGC)
 - » Rooding
 - » Refuse & Recycling
 - » Water Supply
 - » Wastewater
- » Remissions will apply to the following rating year and will not be retrospective.

4.8. Remission of Rates for Natural Disasters

4.8.1. Objectives

- » To provide relief to properties affected by natural disasters.

4.8.2. Criteria and Conditions

- » Council will remit rates to those properties identified according to the conditions and criteria set by central government.
- » The level of remission will be to the extent of funding provided by central government.

4.9. Remission of Excess Water Usage due to Water Leak

4.9.1. Objectives

- » To provide for the 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.
- » To set out fair procedures for the write-off of water by meter charges where a leak has been detected and repaired.
- » To reduce overall consumption through identification and repair of leaks.

4.9.2. Criteria and Conditions

- » Current owners will be allowed one write-off under this policy per financial year (1 July to 30 June)
- » A waiver will only be considered for the financial year which the current reading refers to.
- » The write-off will only apply where the leak identified is of such magnitude that usage will exceed the allowance set for the financial year. For example, a slowly dripping tap is unlikely to result in excess usage.
- » Documentation of the repair is supplied in writing, for example by way of a plumber's invoice or a written and signed description of the repair work undertaken. The nature of the repair must indicate that excess usage is likely.
- » Where suspected excess usage is identified, a notice may be issued at the time of the meter reading. If this notice is not acted on within four weeks, then this policy will not apply.
- » A write-off will be available due to council error, or the meter reading inaccurate usage.
- » Where suspected excess usage is identified, a notice may be issued at the time of the meter reading. If this a property changed ownership during the year, usage for the rest of that year will start from nil from the time of change of ownership.
- » Remission will be for the amount by which the charge represents water usage exceeding that of the previous year, or an appropriate amount above normal usage. Council retains the discretion to determine a level of usage that represents normal usage for each connection.
- » If a write-off is agreed, but the user has a history of usage in excess of the allowance, estimated usage (based on historical usage) amount will be calculated and invoiced.

4.10. Remission of Rates Due to Coastal Erosion

4.10.1. Objectives

- » To ensure a clear process exists to deal with the increased frequency of coastal erosion caused by adverse weather within our district.
- » To set out general procedures for council staff to manage rating units affected by coastal erosion ensuring a fair and transparent process.

4.10.2. Criteria and Conditions

- » Properties are inspected as they come to the attention of the council, generally as part of storm assessment.
- » Applications for rates remissions must be made in writing in the rating year the erosion occurs. All applications will be considered on a case by case basis.
- » Council at its discretion may remit or postpone any rates or charge wholly, or in part levied in respect of any property affected by coastal erosion, where it considers it fair and reasonable to do so.
- » Council will take into account:
 - » Whether as a result dwellings or buildings previously habitable were made “uninhabitable” *
 - » The activity for which the land and/or buildings were used prior to the disaster is unable to be undertaken or continued.
 - » The extent to which essential services such as water, or sewerage to any dwelling or building were interrupted and could not be supplied.
 - » whether essential services such as water, or sewerage to any dwelling or building are able to be supplied.
 - » Whether any part of the property remains habitable or available for use.

*For the purposes of this policy “uninhabitable” shall mean:

- » A building which cannot be used for the purpose it was intended due to a ‘s124 notice’ being issued under the Building Act 2004.

Appendix 3 – Remission and Postponement of Rates on Maori Freehold Land Policy PI-FDT-005



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau

Remission and Postponement of Rates on Māori Freehold Land Policy

Date of Approval	29 June 2011
Policy ID	PI-FDT-005 (previously M800)
Business Owner	Chief Executive
Policy Sponsor	Chief Financial Officer
Next Review	June 2027
Version History	First adopted on 29 June 2011 (previously M800). Reviewed in 2021 and June 2024

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- 2. Purpose 3
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- 4. Policy Process 3

Remission and Postponement of Rates on Māori Freehold Land Policy

1. Relevant Legislation

- » [Local Government Act 2002](#)
- » [Local Government \(Rating\) Act 2002](#)
- » [Te Ture Whenua Māori Act 1993](#)

2. Purpose

- » To recognise that certain Māori owned land may have particular conditions, features, ownership structures, or other circumstances that make it appropriate to provide for relief from rates.
- » To recognise that the Council and the community benefit through the efficient collection of rates that are properly payable and the removal of rating debt that is considered noncollectable.
- » To meet the requirements of section 102 of the Local Government Act 2002 to have a policy on the remission and postponement of rates on Māori freehold land.
- » To support the connection of mana whenua and Māori to their traditional lands and resources, and cultural values, where appropriate, through the relief from rates.

3. Scope

This policy applies to all ratepayers in the South Wairarapa district who meet the defined circumstances.

4. Policy Process

- a) Application for remission or postponement under this policy should be made prior to the commencement of the rating year. Applications made after the commencement of the rating year may be accepted at the discretion of the Council.
- b) Owners or trustees making application should include the following information in their applications:
 - » Details of the rating unit or units involved.
 - » Documentation (e.g. a copy of the Certificate of Title) that shows that the land qualifies as land whose beneficial ownership has been determined by a freehold order issued by the Māori Land Court.
- c) The Council may of its own volition investigate and grant remission or postponement of rates on any Māori freehold land in the district.
- d) Relief, and the extent thereof, is at the sole discretion of the Council and may be cancelled and reduced at any time.

- e) Council will give a remission or postponement of up to 100% of all rates for the year for which it is applied and subsequent years unless the status of the land changes or based on the extent to which the remission or postponement of rates will:
- » Support the use of the land by the owners for traditional purposes.
 - » Support the relationship of Māori and their culture and traditions with their ancestral lands.
 - » Avoid further alienation of Māori freehold land.
 - » Facilitate any wish of the owners to develop the land for economic use.
 - » Recognise and take account of the presence of waahi tapu that may affect the use of the land for other purposes.
 - » Recognise and take account the importance of the land in providing economic and infrastructure support for marae and associated papakaianga housing (whether on the land or elsewhere).
 - » Recognise and take account of the importance of the land for community goals relating to:
 - » The preservation of the natural character of the coastal environment.
 - » The protection of outstanding natural features.
 - » The protection of significant indigenous vegetation and significant habitats of indigenous fauna.
 - » Recognise the level of community services provided to the land and its occupiers.
 - » Recognise matters relating to the physical accessibility of the land.
 - » Provide for an efficient collection of rates and the removal of rating debt.
- f) Council may review the status of Māori freehold land from time to time and advise ratepayers of a change in status if it is considered the land no longer meets the criteria for remission of rates.
- g) Decisions on the remission and postponement of rates on Māori freehold land may be delegated to council officers or a committee of the Council. All delegations will be recorded in the Council's delegation schedule.

Adoption of the Enhanced Annual Plan 2024-25

1. Purpose

To adopt the 2024-25 Enhanced Annual Plan.

2. Recommendations

Officers recommend that the Council:

1. Receives the *Adoption of the Enhanced Annual Plan 2024-25*
2. Carry over an estimated \$6.76m of unspent capital budget from the 2023-24 financial year to the 2024-25 financial year.
3. Approve the updated fees and charges for abandoned vehicles removal and disposal, general bylaws enforcement, burglar alarms and financial contributions.
4. Adopt the 2024-25 Enhanced Annual Plan in accordance with Section 95 of the Local Government Act 2002.
5. Delegates authority to the Mayor and Chief Executive to approve minor edits that don't change the intent of the content prior to publication of the Enhanced Annual Plan 2024-25 document.
6. Note that the final Enhanced Annual Plan 2024-25 will be published within one month of its adoption.

3. Executive Summary

Under the [Local Government Act 2002 \(LGA\)](#), Council must produce a Long-Term Plan (LTP) every three years, which was last developed for 2021-31. For the two years in between each LTP (Years two and three of the LTP) an Annual Plan must be produced. Noting the significant changes ahead for local government, legislation was passed on 13 February 2024 that enabled councils to opt to complete an Enhanced Annual Plan instead of a Long-Term Plan ([Sections 48-53 of the Water Services Acts Repeal Bill](#)).

Therefore, the Enhanced Annual Plan 2024-25 is based on year four of the current LTP and must include additional information as set out in the Water Services Acts Repeal Bill.

The Enhanced Annual Plan (Enhanced AP) process provides an opportunity to review intended work programmes, levels of service, and associated budgets taking into consideration any new information and/or changing circumstances. According to section [95\(5\) of the LGA 2002](#), the purpose of an Annual Plan is to:

- a) contain the proposed annual budget and funding impact statement for the year to which the Annual Plan relates; and
- b) identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year; and
- c) provide integrated decision making and co-ordination of the resources of the local authority; and
- d) contribute to the accountability of the local authority to the community.

[Schedule 10, Part 2 the LGA 2002](#) outlines the required information to be included in an annual plan including:

- Forecast financial statements
- Forecast financial statements from previous year
- Funding impact statement
- Rating base information
- Reserve funds

Under sections [48-53 of the Water Services Acts Repeal Bill](#) this years Enhanced AP must also include:

- Identify the activities within the group of activities
Each of the following activities is a group of activities
 - *Water supply*
 - *Sewerage and the treatment and disposal of sewage*
 - *Stormwater drainage*
 - *Flood protection and control work*
 - *Provision of roads and footpaths*
- Identify the rationale for delivery of the group of activities (community outcomes)
- Outline any significant negative effects that any activities within the group of activities may have on the social, economic, environmental, cultural well-being of the local community.

Council is now asked to adopt the Enhanced Annual Plan 2024 -25, required under legislation to be adopted before the commencement of the year to which it relates (by 30 June 2024), in accordance with [section 95 of the LGA](#).

4. Discussion

4.1 Variations from the 2021-31 Long Term Plan

The total amount of rates collected will increase by 14.7% which is higher than the LTP Y4 forecast of 10.97%. The Council included a rates calculator on their website to assist households with estimating their property rates during consultation.

The Enhanced AP consultation document proposed a 15.3% total rates increase for the 2024-25 financial year. This considered high levels of inflation, interest, and insurance costs, along with core operational investment in roading and maintaining current levels of water investment.

The Consultation Document was adopted by [Council on 27 March 2024](#) and asked our communities to have their say on three decisions:

- How much should we spend on operating and maintaining our water services?
- How should we charge for water use?
- How should we pay for the replacement of our assets?

Consultation on the Enhanced AP 2024-25 occurred between 5 April 2024 and 5 May 2024 using the [Special Consultative Procedure](#) (Section 82 of the Local Government Act 2002). Submission forms were available on our website, from the Council office and the three libraries.

Hearings for the Enhanced AP took place on Wednesday 15 May 2024, where 18 submissions were heard.

[Enhanced Annual Plan Hearing \(Day 1\) 15 May 2024 - SWDC SWDC](#)

Following the consultation, there were a number of decisions made during the [Enhanced Annual Plan Deliberations 2024-2025 meeting on 22 May 2024](#).

1. Council resolved to remove the Economic Development from the rating model for 2024-25 and return the value to the General Rate.
2. Council resolved to maintain the current level of funding for our water services with an increase for unavoidable extra costs (Decision One: Option 1)
 - a. Council resolved to agree to add Greytown Riparian Planting Plan costs to Option 1.
 - b. Council resolved to agree to add Martinborough Capacity Study costs to Options 1.
 - c. Council resolved to agree to add Stormwater and Flood Modelling costs to Option 1.
3. Council resolved to reduce the allocated quota of water provided to all connected users to 250m³ (household or commercial) and increase the excess water charges to \$2.50 per m³ for water used above this (Decision Two: Option 2).
4. Council resolved to manage debt through cashflow analysis and only borrow what is needed as it is needed. (Decision Three: Option 1).

There were other provisional decisions made under resolution DC2024/36 that are noted in the minutes.

In addition to the decisions made during the Deliberations session, the following decisions affecting the Annual Plan 2024-25 were also made during the [Strategy Working Committee meeting on 5 June 2024](#).

1. The Committee agreed to provide a maximum capital budget in 2024-25 of \$132,000 to investigate and construct an access way from Featherston Community Centre to Fitzherbert Street and car parking capacity.
2. The Committee agreed to withdraw the exotic forestry differential from targeted rates for the 2024-25 rating year.

Throughout this Enhanced AP process, South Wairarapa District Council have made some adjustments to the work, funding and rating approach. We have needed to find a balance that allows us to continue to deliver on our LTP priorities while fairly distributing costs between current and future ratepayers in an ever-changing financial environment. SWDC have been able to make reductions by fine tuning expenditure across a wide range of activities rather than one or two major cuts.

4.2 Fees and Charges 2024-2025

Fees and charges for 2024-25 were adopted as part of the Enhanced AP Deliberations meeting on 22 May 2024.

- The following was missed in the fees and charges schedule for 2024-25. There is no change in price, it was a section omitted from the previous fees and charges schedule.

General	
Abandoned vehicles removal and disposal (Actual contractor costs, plus staff time @ \$150.00 per hour, plus 10%)	Actual costs, plus staff time + 10%
Bylaws Enforcement (incl. long grass removal (fire risk) and removal of vegetation over-hanging public places). (Actual contractor costs, plus staff time @ \$150.00 per hour, plus 10%)	Actual costs, plus staff time + 10%

- The following was included in the fees and charges schedule for 2024-25, however a section of text was omitted. There is no change in price.

Burglar alarm disconnection (if required) (Actual contractor costs, plus staff time @ \$150.00 per hour, plus 10%)	Actual costs, plus staff time + 10%
---	---

- The following has been changed, including removal of pricing and updated wording.

Changing From:

Financial Contributions	\$ including GST
Financial Contribution water	3,736.83
Financial Contribution sewer	2,013.17
Note there are specific charges levied under the RMA/Wairarapa Combined District Plan in relation to Greytown developments. Contact SWDC for more detail.	

Changing To:

Financial Contributions:
Financial Contribution Water - as per the application form "Water Supply Service Application"
Financial Contribution Sewer - as per the application form "Private Connection To Council's Public Drainage (Sewer or Stormwater) Network"

The full fees and charges scheduled can be found in Appendix 3.

5. Considerations

5.1 Legal Implications

The 2024-2025 Enhanced Annual Plan has been prepared in Appendix 1, and must be adopted by Council, in accordance with [section 95 of the LGA](#).

5.2 Carry over capital budget expenditure

Council must resolve to carry over an estimated \$6.76m of unspent capital budget from delayed programme works from the 2023-24 year to the 2024-25 year. The list of estimated carryovers is in Appendix 2.

6. Conclusion

Council is asked to adopt the Enhanced AP 2024-25 (Appendix 1) by 30 June 2024.

Once adopted, Council is required within one month after the adoption to make the Annual Plan publicly available, as per [95\(7\) LGA 2002](#).

7. Appendices

Appendix 1 – Enhanced Annual Plan 2024-25

Appendix 2 – Capex Carryover

Appendix 3 – Fees and Charges schedule

Contact Officer: Charly Clarke, Chief Financial Officer
Nicki Ansell, Acting Manager Stakeholder Relationships

Reviewed By: Paul Gardner, Group Manager, Corporate Services
Authorised By: Janice Smith, Chief Executive

Appendix 1 – Enhanced Annual Plan 2024-25

South Wairarapa District Council Enhanced Annual Plan 2024-25



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau



NB: This is a placeholder title page. The final document is still to be designed.

Your Councillors



Elected members, from left to right: Front row – Alistair Plimmer, Melissa Sadler-Futter (Deputy Mayor), Martin Connolly (Mayor), Kaye McAulay, Aidan Ellims. Back row – Aaron Woodcock, Rebecca Gray, Martin Bosley, Pip Maynard, Colin Olds.

Your elected members are made up of the Mayor (elected by the District at large), and 9 Councillors elected from three wards: Greytown, Featherston and Martinborough.

Councillors are elected every three years, with the most recent Local Body Election held in October 2022. Council and Committees of Council meet regularly to provide direction and make decisions. Information about meetings and agendas can be found in the Meetings section of our [website](#).

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Welcome



Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter and Chief Executive Janice Smith

Tēnā koutou katoa

Welcome to the South Wairarapa District Council's 2024-25 Enhanced Annual Plan (Enhanced AP), which was formally adopted on 26 June 2024. This sets out our plans, priorities and budgets for the 1 July 2024 to 30 June 2025 financial year, which is year four of our current 2021-31 Long-Term Plan (LTP).

Through this Enhanced AP, we have made some adjustments to our work, funding and rating approach. The ever-changing financial environment means that we need to balance ongoing delivery on our LTP priorities and ensure fair cost distribution between current and future ratepayers.

This year, many contributing factors have challenged us to find innovative ways to accomplish our goals. We know that much of our infrastructure is ageing and underperforming, which we're addressing by renewing or upgrading over the coming years through our capital works programming. Other challenges include disruptions in the supply chain and the ongoing increase of compliance, regulation and reform that will see us tweaking priorities over time.

We are deeply aware of the challenges our communities face with the rising cost of living and concerns around climate change. We know these issues affect all of our community and after careful deliberation we settled on a total rate increase of 14.7% rather than the 15.3% we consulted on. This reduction was made possible by fine tuning expenditure across a wide range of activities rather than one or two major cuts.

Over the last few years, we have heard from our communities that core services like roading, water supply and wastewater are important to them. This year more than half of our total budget will be spent on maintaining and operating core infrastructure such as roads and footpaths and addressing outstanding water and wastewater compliance issues. We are working hard to respect the environment and the community's need to enjoy it. Capital funding is confirmed for projects such as the installation of lighting across 16 of the district's pedestrian crossings, the upgrade of Greytown's water treatment facilities to meet safe drinking water standards and the long-awaited desludging of wastewater treatment plants is ongoing.

Another large portion of our budget will be spent on our amenities; things that help make a community thrive. Our communities enjoy parks, reserves and playgrounds and we have upgrades scheduled for a number of these facilities over the next year. New books are coming to the libraries and preservation works for some of our much-loved heritage buildings will be happening this year.

Consultation and engagement with our community

Thank you to everyone in the community who had their say during the Enhanced AP consultation April. Improving the ways we engage with our community is important to us, and your engagement throughout this process was greatly appreciated. We connected with almost 300 people in total who shared their thoughts and ideas with elected and community board members, and council officers. This included 154 at community workshops and sessions and 131 who wrote submissions online and on paper. Your feedback shapes our decisions, and we hope you see your views reflected in this document.

From our public engagement, the following themes emerged as important to our communities:

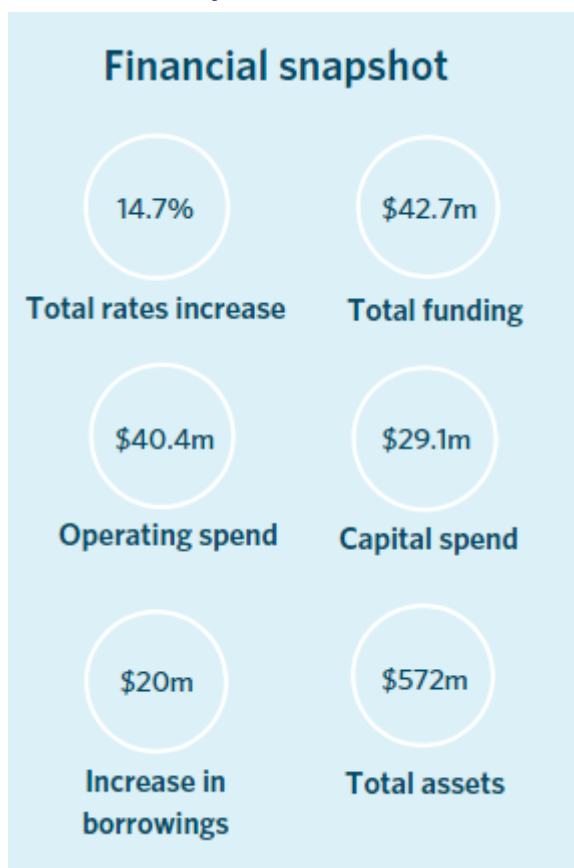
- Water management: Acknowledgement that we need to continue to invest.
- Rates and Financial management: Concerns about rising costs, fair rate assessments, and effective debt management.
- Community engagement: Importance of maintaining public services, transparency, and continued engagement.
- Specific local issues: Addressing unique challenges in different communities and advocating for more local involvement.

South Wairarapa is a wonderful place to live and work. We feel confident this year's Enhanced Annual Plan will continue to build and provide future resilience for our district and all it has to offer.

Ngā mihi

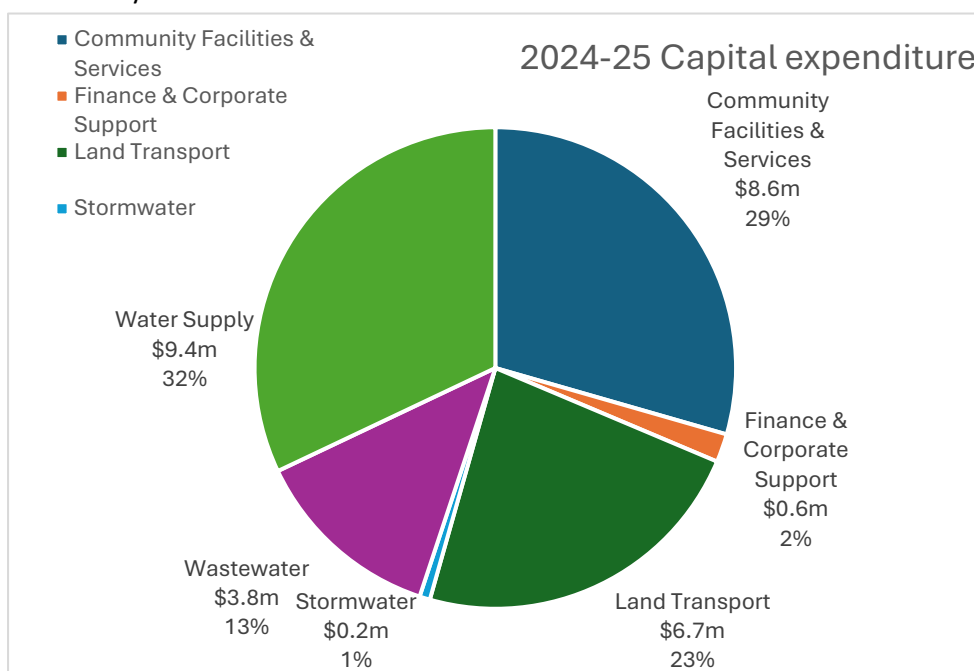
Mayor Martin Connelly, Deputy Mayor Melissa Sadler-Futter and Chief Executive Janice Smith

Financial Snapshot



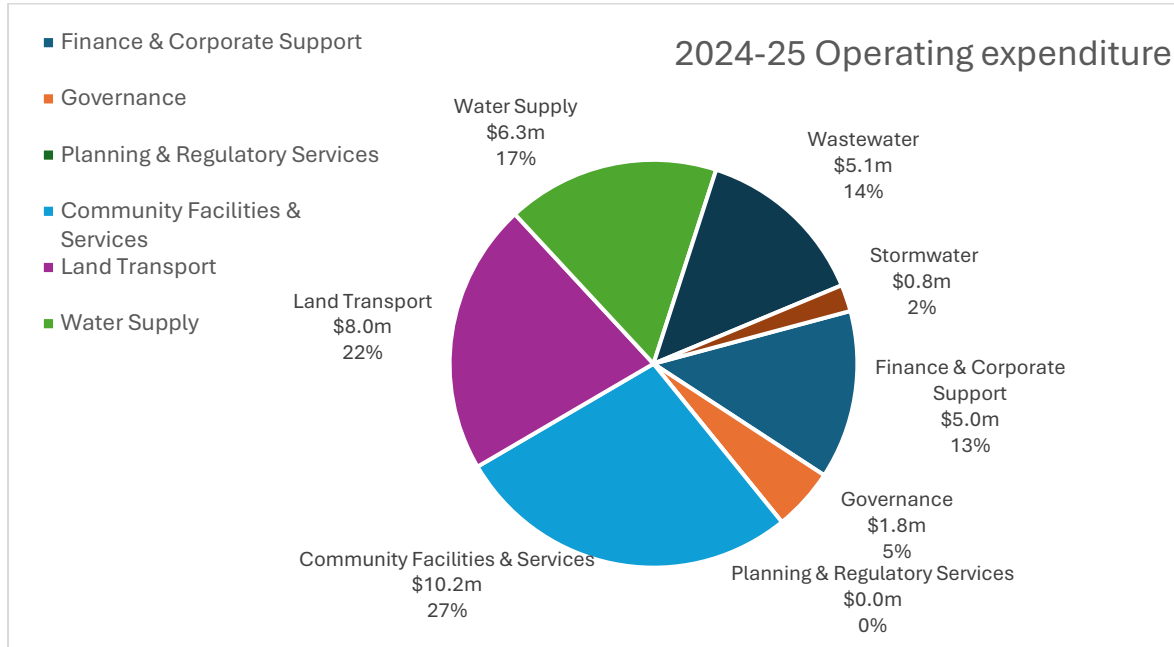
Capital Expenditure

The Council plans to spend \$29.1m on capital expenditure over the 2024-25 year. \$6.7m (23%) will be spent on transport infrastructure, \$13.3m (45%) water infrastructure and \$8.6m (29%) on community facilities and services.



Operating expenditure

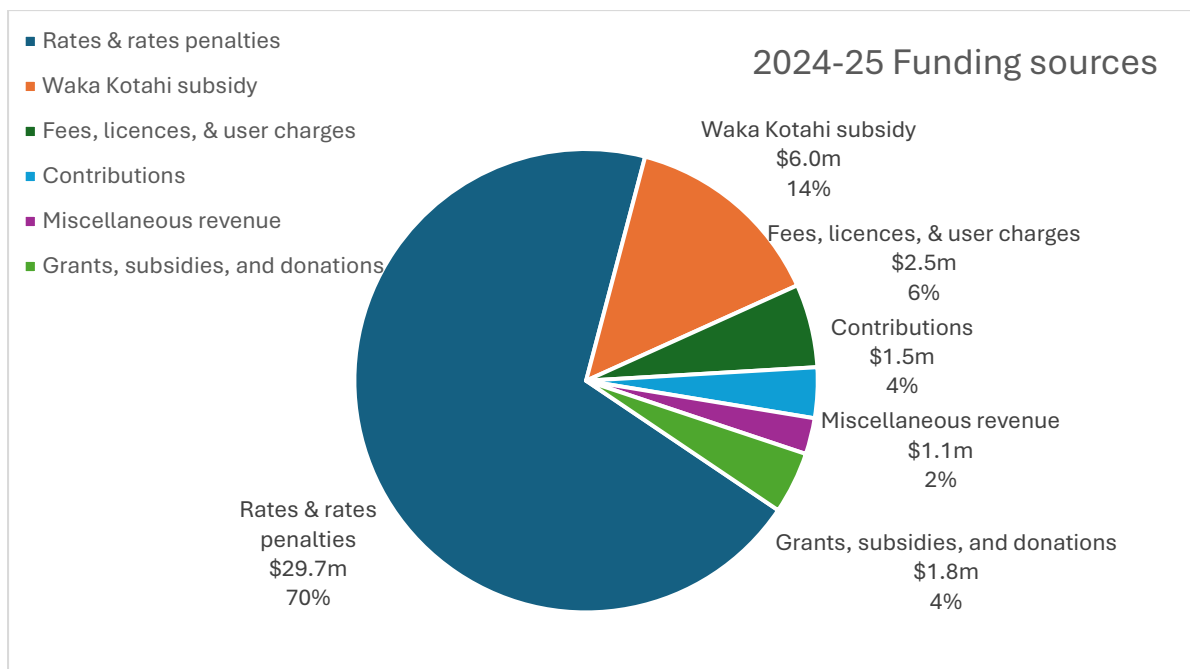
The Council plans to spend \$40.4m on operating expenditure over the 2024-25 year. Of this \$8.0m (20%) will be spent on transport infrastructure, \$12.2m (30%) on water infrastructure and \$10.2m (25%) on community facilities and services.



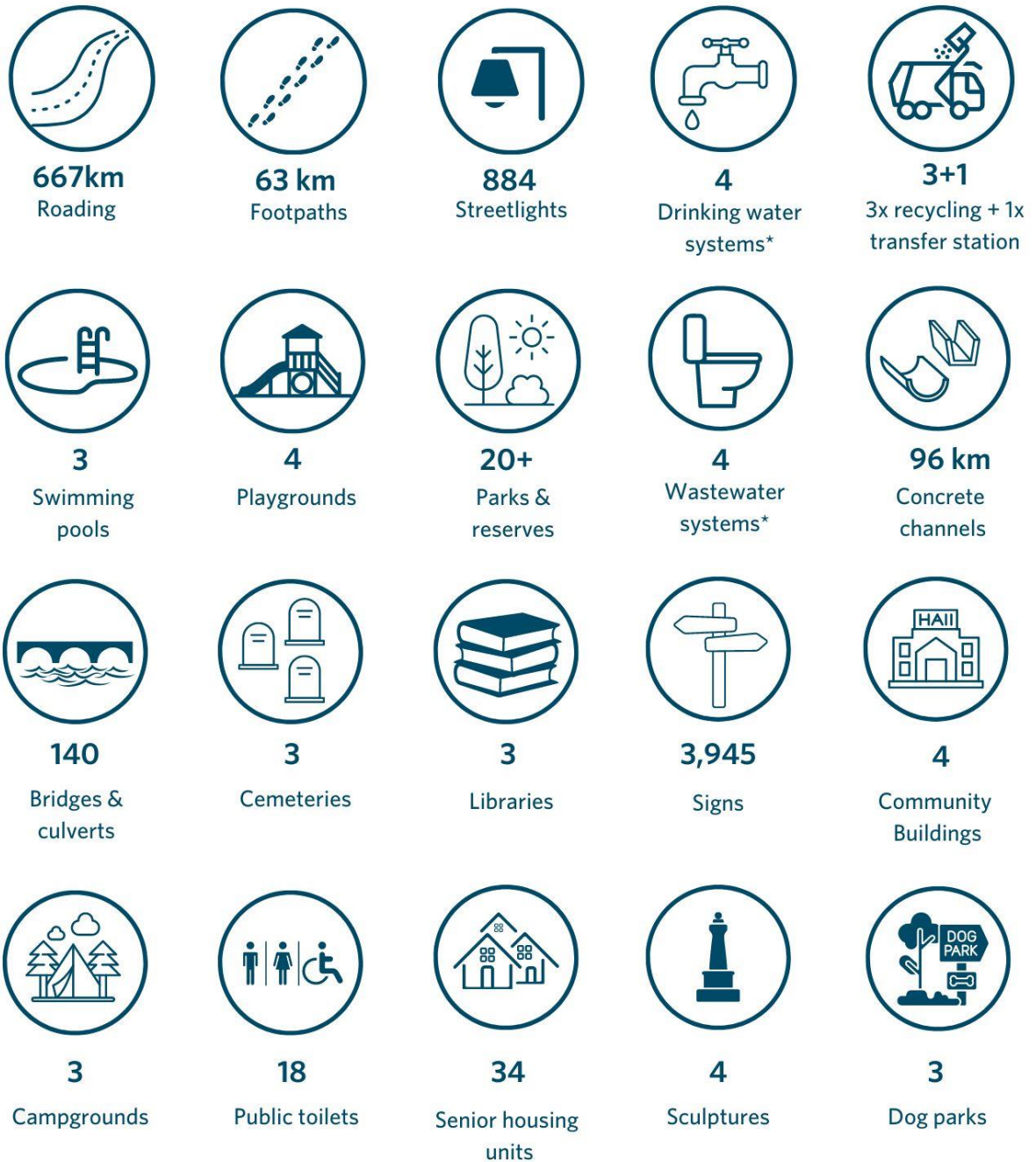
Funding

For 2024-25 Council has reviewed and adopted new policies for Treasury & Liability Management, and Revenue & Financing, which determine the allocation of funds for its services and projects. These policies have been carefully crafted through extensive consultation over the past year, ensuring that they reflect the diverse needs and priorities of the community.

This chart shows how the Council will fund the services and projects it will deliver to the community.



Services and facilities our rates, fees and charges cover



Building permits | Liquor licencing | Dog control | Town seating | Noise control | Food registration | Culverts
Sports stadium | Urban kerbside rubbish collection* | Illegal dumping cleanup | Planting | Walking & biking tracks | Community events | + more

*only properties connected to services

Part 1: Direction Setting

Te Whakatakoto Aronga



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau



Hinekura Road remediation, February 2024.

NB: This is a placeholder title page. The final document is still to be designed.

Our District

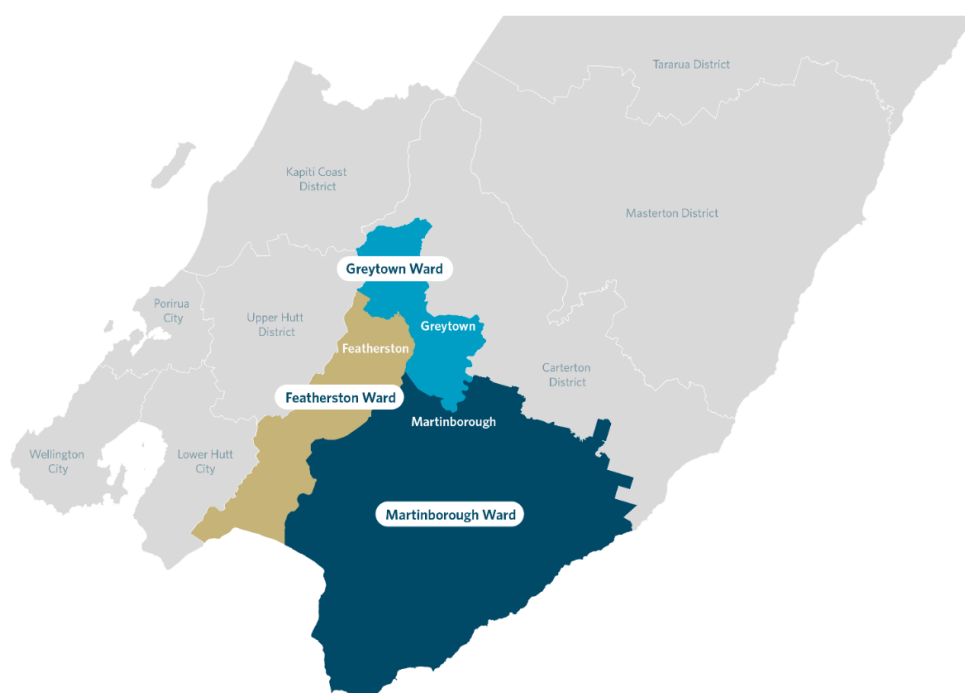
The South Wairarapa district covers a vast geographic area and has a relatively small population of ratepayers and residents.

Approximately 11,880 people call South Wairarapa home, and the population is growing. The main population centres in the district are the towns of Featherston, Greytown and Martinborough.

Our district is situated at the southernmost corner of the North Island and has an area of approximately 248,455 hectares (2484 square kilometres). Our rural landscape is distinctive with three forest parks, surfing and fishing beaches, vineyards, sheep and dairy farms and charming small towns.

The South Wairarapa coastline features some of New Zealand's oldest inhabited sites, and local tradition states that the explorer Kupe lived there for a period. The southernmost point of the North Island, Cape Palliser, is known to Māori as Matitaki a Kupe, and other points along the coast also commemorate Polynesia's most famous explorer.

We're an hour from the capital city by car or train. Visitors to our district are tempted by countless activities such as tramping, fishing, camping, cycling, cafes and restaurants, wine tours, olive oil tasting and boutique shopping.



What is an Annual Plan?

Every three years, the council develops a Long-Term Plan (LTP) and this sets the future direction for the next 10 years. An LTP outlines the services we provide, how we maintain our district's infrastructure, our budgets and our projects that will make this district an even better place to live. Our current LTP for 2021-31 was adopted by the council on 30 June 2021.

An Annual Plan is produced in the in-between years (years two and three of the LTP) and sets out our immediate future. This is our budget for the year ahead and outlines what we want to achieve, including how rates are set.

We also produce an Annual Report to review our performance against the LTP and Annual Plans.

Together these three documents:

- Identify the Council's priorities
- Outline the Council's programme of work
- Measure our performance



Enhanced Annual Plan

The Annual Plan for 2024-25 looks a bit different to most other years. When the current government came into office in 2023, it was noted that there were significant changes ahead for local government relating to water reform. Legislation was passed on 13 February 2024 that enabled councils to opt to complete an Enhanced Annual Plan and defer their 2024-34 Long-Term Plan (Sections 48-53 of the Water Services Acts Repeal Bill) for one year.

At the time of preparing for the 2024-34 LTP, alongside the uncertainty around water reform, we were also faced with other uncertainties; Council was in the process of completing the draft Featherston Masterplan, Waka Kotahi New Zealand Transport Agency (NZTA) was still to confirm its next three years of roading funding, and there was significant work to be done to future proof our Asset Management Plans for the coming decade. With these unknowns ahead of us, in February this year, this council opted to defer the adoption of the 2024-34 LTP and instead produce an Enhanced Annual Plan (Enhanced AP) for 2024-25.

An Enhanced Annual Plan must include information about each group of activities, such as water supply or road provision. Each significant activity must be outlined, including the activities involved, reasons for their delivery, links to community outcomes, potential negative impacts on the local community, and detailed financial information for the upcoming year. The plan must also specify capital expenditure for each group, identifying investment related to new demand, service level improvements, and asset replacements.

The option of deferring the LTP for a year has allowed us additional time to consider any substantial changes taking place and understand the future direction of water reform before making important decisions. A reduced nine-year LTP will be produced for 2025-34. It will allow us to consult and engage South Wairarapa communities with more certainty about the outcomes and budgets we will propose for our next LTP which will cover the years 2025-34.

Our current 10-year plan - what's changed?

Our 2021-31 LTP set out what we expected to deliver, how much it would cost and how it would be funded. The 2024-25 budget is year four of the current 10-year LTP. This would usually be the year we refresh and update the LTP however as we opted for an Enhanced AP, the year four assumptions in the LTP have shifted significantly and are now not contextually reasonable.

The layout of our district means that each town has many of its own facilities. We have at least three swimming pools, libraries, transfer stations, treated water and wastewater treatment plants, all of which must be maintained and managed. The Council works on your behalf to maintain a level of service that keeps everyone safe and all of our core services operating properly. There is a natural tension between keeping costs low and maintaining adequate service delivery.

The total rates increase for 2024-25 is 14.7%. This is higher than the 10.7% increase in total rates forecast in year four of the LTP. The rates increase for your property will differ depending on your property type. You can find out more in the Rates section of our [website](#).

Compared to the budget for year four in the 10-year plan, there are a number of significant factors which have contributed to the difference in total rates;

- interest rates (increasing costs to pay our debt)
- inflation (increasing costs to deliver our services)
- insurance (increasing costs to protect our assets)
- operating expenditure increases
- capital expenditure increases

More information on our assumptions can be found on page 96.

Throughout the development of the Enhanced AP, elected members acknowledged the process has been particularly hard as they sought to rescope and reprioritise the work programme to ensure the right things are still in place at the right time.

The year ahead will see us working on the Long-Term Plan to address how we continue to move forward as a district. While challenges and uncertainty drive much of our work, it's important to look ahead to what we can achieve.

Changes to how rates are calculated

Following a Rating Policy Review in 2023, the rates that apply to each property will be affected by our new rating model. This doesn't change the overall total rates requirement – just how rates are calculated for each property. The main changes from this review are:

- Review of targeted rates to reflect activities where benefits are wholly, or partly experienced by parts of the district. SWDC's targeted rates are:
 - Refuse & Recycling
 - Rooding
 - Footpaths
 - Infrastructure Resilience
 - Water Supply
 - Wastewater
 - Stormwater
 - Water Races (Longwood & Moroa)
- Our general rate was changed to being rated on the capital value of properties, instead of land value. Capital value considers the improvements on the land as well as the land value. This means that the distribution of the rate burden across the district is more reflective of total property value and moves some of the rating impact away from bare land or land with minimal improvements.
- Council also changed how its fixed charge rates are applied to properties, with a rate being charged on each Separately Used or Inhabitable Part (SUIP) of a rating unit, rather than per rating unit. This means that where a rating unit has more than one use, and/or dwelling, each part of the rating unit will attract a separate fixed charge. These additional dwellings or buildings used for non-residential purposes are those where the parts are self-contained spaces, accessible and usable without common access through the main dwelling. Assessing fixed charges based on number of SUIPs allows for a fairer evaluation of rates, taking into account the diverse functionalities and independent usage of different sections within a property.

Read more about how rates are set for South Wairarapa in the Funding Impact Statement for Rating section on page 70.

The impact of revaluations on rates

Rates are partially influenced by a valuation of your property. The Council contracts independent valuer Quotable Value (QV) to perform three yearly property revaluations to reflect changing market values. The most recent valuations for South Wairarapa are a snapshot of the market as at 1 September 2023. These revaluations will come into effect for the 2024-25 financial year.

If your property value increases proportionally more than others, it means you will pay proportionally more rates, and vice versa. It is important to note revaluations do not change the total amount of rates that are collected, just how they are divided up amongst ratepayers.

Public Consultation

Consultation process

Consultation on the Enhanced AP took place between 5 April and 5 May 2024. The Enhanced AP consultation document, submission forms and supporting information were available on our website, at the council office and at the three district libraries.

The opportunity to provide a submission was widely promoted to our community through channels such as social media, posters, email and advertising in the Wairarapa Times Age Midweek. Elected members and council officers also hosted drop-in sessions and workshops to raise awareness and for the community to ask questions about the consultation decisions and other important topics for them. Several coastal communities and other community groups throughout South Wairarapa were also reached through our 'AP to you' sessions.

Council received 131 submissions (representing less than 2% of the resident population) with 18 submitters requesting to speak to their submissions. 87 submissions were made using the online platform (SurveyMonkey), 5 completed their submission on the physical submission form, and 39 provided their submission via email or letter.

We did not consult on roading this year because it's something our community continues to tell us is important. Funding for road maintenance and renewal is planned on a three-year cycle through the Regional and National Land Transport Plans and agreed in the Government Policy Statement for Roads. Because of this, we have worked within the approved operational roading budget for the past three years. We have developed an asset management plan to support an increase to our roading budget, and we have submitted that plan and funding request to NZTA Waka Kotahi for approval.

Consultation outcomes

Council asked for feedback on the following three decisions:

1. How much should we spend on operating and maintaining our water services?
 - Option 1: Maintain the current level of funding with an increase for unavoidable extra costs. **This was our budgeted and preferred option.**
 - Option 2: Maintain the current level of funding with additional priorities to increase planning and resilience.
 - Option 3: The highest level of investment for planning and resilience.

53.52% of submitters supported Option 1.



Council resolved to adopt a water budget of \$5.61m, maintaining a current level of funding with an allowance for unavoidable extra costs. A further resolution was passed to add the Greytown Riparian Planting Plan costing \$70,000, the Martinborough Capacity Study costing \$75,000 and the Stormwater and Flood Modelling costing \$60,000 to Option 1, recognising that there was community support for increasing funding for water services.

2. How should we charge for water use?
 - Option 1: Maintain the current allocated quota (350 m³) of water provided to all users, and the current user charges (\$1.84 per m³) for litres of water used above this. **This was our budgeted option.**
 - Option 2: Reduce the allocated quota to 250 m³ of water provided to all users (household

or commercial) and increase the excess water charges to \$2.50 per m³ for water used above this. **This was our preferred option.**

80.82% of submitters supported Option 2.



Council resolved to adopt Option 2, as Councillors agreed it's a more equitable distribution of this limited precious resource within the community.

3. How should we pay for the replacement of our assets?

- Option 1: Manage debt through cashflow analysis and only borrow what is needed as it is needed. Continue to fund an appropriate level of depreciation to fund future renewals. **This was our budgeted and preferred option.**

- Option 2: Continue to charge rates to fund both a loan reserve (to pay for the existing assets) and depreciation (for future replacement of the assets).

86.96% of submitters supported Option 1.



Council resolved to adopt Option 1 to manage debt through cashflow analysis and only borrow what is needed as needed and to continue to fund an appropriate level of depreciation to fund future renewals. Councillors agreed that this option works best as this will allow both current and future generations to pay off assets as they use the assets, as well as reducing rates by managing debt requirements through cashflow analysis and only borrowing when we need to.

A complete breakdown of the decisions made can be found on the Meetings section of our [website](#).

Submission themes

Other themes that emerged from the consultation feedback included:

- Water management: Emphasis on conservation, equitable distribution, and sustainable practices.
- Roading and Infrastructure: Need for better supervision, funding, and long-term planning.
- Rates and Financial management: Concerns about rising costs, fair rate assessments, and effective debt management.
- Community engagement: Importance of maintaining public services, transparency, and robust consultation processes.
- Specific local issues: Addressing unique challenges in different communities, particularly Featherston, and advocating for more local involvement and better infrastructure solutions.

This summary captures the diverse concerns and suggestions from the community, emphasising the need for sustainable practices, fair financial management, and effective community engagement to address water, infrastructure, and financial challenges.

Other deliberation outcomes

While we consulted on the three decisions outlined earlier, there were several additional budget outcomes which were determined during the Enhanced Annual Plan deliberations.

Five Towns Trails Trust

\$20,000 funding confirmed for the 5 Towns Trails Trust to fund operational costs providing that the other three Council's (Greater Wellington Regional Council, Carterton District Council and Masterton District Council) all confirm their commitment to a shared service arrangement and overall budget of \$120,000. This is for 2024-25 only.

Greytown Sports and Leisure

\$60,000 funding confirmed for the 2024-25 year only as approved by a Council resolution in November 2023.

Water Resilience Programme

\$29,400 funding confirmed for 2024-25 only as part contribution to the Water Resilience Programme providing that the other three Council's (Greater Wellington Regional Council, Carterton District Council and Masterton District Council) all confirm their commitment to fund their share of the overall budget of \$149,500.

Economic development rate

Removed the Economic Development Rate from the rating model for 2024-25 and return the value to the General Rate. Further research is required before reporting back to Council as part of the 2025-34 LTP process.

Featherston community centre access

\$132,000 of capital budget funding confirmed for 2024-25 only to investigate and construct an access way from the Featherston Community Centre to Fitzherbert Street.

Fees and charges

Fees and charges are reviewed annually as part of the Long-Term or Annual planning process. We have budgeted for higher revenue from a number of fees and charges to cover escalating costs to provide our services. The Fees and Charges Schedule for 2024-25 is available on our website under [Fees and Charges](#).

Part 2: Significant Activities

Ngā Mahi Whakahirahira



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau



Featherston Masterplan Walk & Talk engagement, February 2024.

NB: This is a placeholder title page. The final document is still to be designed.

What are our significant activities?

The services that Council provides are grouped into significant activities. This section provides a summary of these services, any assets we own, performance and financial information for each group of activities.

The community's outcomes define the future shape and form of social, cultural, economic and environmental wellbeing for the district. The Council, along with key stakeholders, has a role in promoting the sustainable wellbeing of its district community. The groups of activities align with our strategic framework, so it is clear to the community how well we are achieving our community outcomes.

- Governance and Policy
- Finance and Corporate Support
- Planning and Regulatory Services
- Community Facilities and Services
- Land Transport (Roading and Footpaths)
- Water Supply
- Wastewater
- Stormwater Drainage

Measuring success

It's important that Council's performance in undertaking its significant activities is evaluated so that we can see how well we are achieving our vision and identify areas for improvement. For each service level, we have identified a number of key performance indicators (KPI's) with targets over the life of the LTP. We have chosen indicators that readily capture the elements of the service we are trying to provide to the community and realistic targets that help to get us there.

More information on these can be found in the [2021-31 Long-Term Plan](#).

Governance

Overview and purpose

The Governance activity provides for the governance, leadership, advocacy, and policy-making activities for Council. This involves the provision of leadership and governance of the district through the Council and committee structure and the three community boards: Greytown, Featherston and Martinborough.

Council aims to be a vigorous advocate for issues of concern to the community and to demonstrate leadership in carrying out its work. We seek to build confidence in our decisions by being as transparent as possible, clearly communicating the reasons for the things we do and encouraging public participation in the decision-making process.

Activities summary

- Representation Review - this is aligned with the election period and must be completed by December 2024.
- Long-Term Plan - engagement, consultation, writing and consideration must be completed by 30 June 2025.

The Governance team is also involved in improving our engagement and consultation with our iwi and hapū partners and our communities at large. We will be further aligning our internal resources and adopting new approaches underpinning a commitment to greater transparency.

We also hope to make progress on other long-standing matters including:

- Establishment and launch of the Community Wellbeing Fund.
- Continuing to update policies and bylaws that are due for review.
- Communicating and consulting with the community before certain decisions can be made.
- Reviewing the suite of policies that align with the development of a LTP as we progress the 2025-34 LTP.
- Review of the combined Climate Change Strategy with the three Wairarapa Councils.
- Automating, aligning and improving productivity of Council, Committee and Community Board processes.

Existing assets

There are no assets or capital expenditure projects under this category.

Governance performance measures

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
Council supports and enables good decision-making resulting in decisions that are transparent, robust, fair and legally compliant	Meeting and committee agendas are made available to the public within statutory timeframes (2 working days prior to meetings)	100%	100%	Council records
	Meeting and committee agendas made available to the public 3 working days prior to meetings	90%	90%	Council records
	Residents who agree that there are adequate opportunities to participate in decision-making	80%	80%	Customer survey
Council provides opportunities for community engagement	Residents who agree that there are adequate opportunities to have their say in Council activities	80%	80%	Customer survey
The community has confidence in the quality of democracy and representation provided by elected members	Residents are satisfied with the accessibility of the Mayor and councillors	80%	80%	Customer survey
	Residents are satisfied with the advocacy and leadership of the Mayor and councillors	80%	80%	Customer survey
	Residents who agree that the community board effectively advocates on behalf of their community	80%	80%	Measured by ward via customer survey
Council works in partnership with Māori and mana whenua	Mana whenua are satisfied with their relationship with Council	80%	80%	Customer survey
	Residents who feel that Māori culture and te reo is appropriately recognised and visible in the district	80%	80%	Customer survey
	Mana whenua partners agree that the use and protection of the district's resources for the future is appropriate	80%	80%	Customer survey
Council provides effective planning and monitoring of performance	The Annual Plan and Long-Term Plan are adopted within statutory timeframes	100%	100%	Council records
	The Annual Report includes an unqualified audit opinion	Yes	Yes	Council records
	Council strategies, policies and regulatory instruments are current	100%	100%	Council records

Prospective Funding Impact Statement for the year ending 30 June 2025

Governance

Prospective Funding Impact Statement- Governance for the Year Ending 30 June 2025			
	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	2,356	2,360	2,208
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	3
Fees and charges	-	-	-
Interest and dividends from investments	16	12	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	7	7	6
Total operating funding (A)	2,379	2,379	2,216
Applications of operating funding			
Payments to staff and suppliers	1,358	1,343	1,839
Finance costs	-	-	4
Internal charges and overheads	805	824	432
Other operating funding applications	-	-	-
Total applications of operating funding (B)	2,163	2,166	2,275
Surplus /(deficit) of operating funding (A-B)	216	212	(58)
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	(23)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	-	-	(23)
Applications of capital funding			
- to meet additional demand	-	-	-
- to improve the level of service	136	160	-
- to replace existing assets	209	-	-
Increase/(decrease) in reserves	(129)	52	(81)
Total applications of capital funding (D)	216	212	(81)
Surplus/(deficit) of capital (C-D)	(216)	(212)	58
Funding balance (A-B)+(C-D)	-	-	-

Why we do it

The Governance activity contributes to community wellbeing and our community outcomes and strategic drivers in the following ways.

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	Cultural Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	<i>Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage</i>	Community outcomes
<ul style="list-style-type: none"> » Creating better connections & social wellbeing » Encourage civic pride and participation » Advocate for better transport and technology to improve social and business opportunities 	<ul style="list-style-type: none"> » Supporting sustainable growth, employment, economic wellbeing & development » Plan for growth that protects rural land and character » Contain rural residential expansion » Support quality urban development » Limit growth in coastal and other areas subject to climate change impacts » Support the transition to a low carbon economy » Leverage partnerships with central and 	<ul style="list-style-type: none"> » Enhancing 3 waters delivery and environmental quality » Take active measures to adapt and mitigate the impacts of climate change » Empower and enable our community to drive behavioural change for the benefit of the environment 	<ul style="list-style-type: none"> » Nurturing and creating the District's special character, qualities and culture » Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage) » Protect town and rural community character, retaining our unique look and feel » Improve urban design and integrate what we build with natural features. 	Strategic drivers

regional agencies to enable economic development and employment opportunities	
--	--

The potential negative effects associated with this activity and ways we mitigate these effects are as follows:

- » Low confidence in Council decision-making or participation in democratic and governance processes and poor strategic planning has negative effects. We continue to improve the quality of Council reporting and transparency in decision-making. We have redeveloped our Significance and Engagement Policy to ensure we appropriately engage with the community.
- » The impacts of climate change will have significant effect on Council's services and the wellbeing of our community. We are addressing these issues through the development and implementation of the Ruamāhanga Climate Change Strategy and action plan.

Finance and Corporate Support

Overview and purpose

Finance and Corporate Support provide support, advice and overheads for all the groups of significant activities to ensure Council functions well. The expenditure related to these services is allocated by way of internal charges and overheads to the groups of activities based on a range of usage factors.

The key functions we are responsible for are financial management; human resource management and development; health, safety and wellbeing; communications and engagement including channel management; information management and technology; office support and customer services.

Activities summary

We will continue to provide services that include:

- Financial expertise and advisory services to the organisation and elected members.
- Financial, strategic and operational risk management.
- Corporate compliance with statutory obligations and managing legal relationships.
- Monitoring and reporting against financial targets and developing the financial components of strategic plans and reports including the Annual Plan, Long-term Plan and Annual Report.
- Ensuring that the human resources management of the organisation takes a long-term view of business needs.
- Maintaining a healthy and safe culture.
- Meeting current and long-term information technology management architecture needs and enhancing the customer experience when dealing with Council.
- Customer services and administration support to the community.
- Effective and timely external and internal communication through traditional and digital platforms.
- Production of statutory documents such as the Annual Plan, Long-Term Plan and Annual Report.
- Community messages on heavy rain warnings, road closures, flooding, and other natural weather events.
- Community consultation and engagement to build a social license to operate.
- Website and social media provision and management.
- Business continuity, emergency management and civil defence functions.

Existing Assets

- Corporate offices
- Information Technology equipment
- Pool vehicles.

Finance and Corporate Support Prospective Statement of Capital Expenditure

		Annual Plan 30 June \$000's
IT	Administration IT	248
Council offices	Corporate Office	309
TOTAL		557

Finance and Corporate Support performance measures

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
People are prepared for a civil defence emergency	Ratepayers and residents prepared for an emergency	75%	75%	Customer survey
	Regional Civil Defence Emergency Annual Plan achieved	Yes	Yes	WREMO records
Council's processes & decision-making is open and transparent	Official information requests are handled within statutory timeframes	100%	100%	Council records
	Reduction in complaints received about council communications	Further 10% reduction	Further 10% reduction	Number of upheld complaints received
Council's website is effective in supporting self-service	Customers use the website	Further 10% increase	Further 10% increase	Website data for bounce rates and return visitors
	Enquires via email and phone are reduced	Further 10% reduction	Further 10% reduction	Council records
	Customer use of self-service tools	Further 10% reduction	Further 10% increase	Website data for use rates

Prospective Funding Impact Statement for the year ending 30 June 2025

Finance and Corporate Support

Prospective Funding Impact Statement- Finance and Corporate Support for the Year Ending 30 June 2025				
	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000	
Sources of operating funding				
General rates, Uniform Annual General charges, rates penalties	446	448	(38)	
Targeted rates	-	-	-	
Subsidies and grants for operating purposes	-	-	-	
Fees and charges	-	-	-	
Interest and dividends from investments	-	-	-	
Internal charges and overheads recovered	3,330	3,210	4,987	
Local authorities fuel tax, fines, infringement fees, and other receipts	-	-	146	
Total operating funding (A)	3,776	3,658	5,096	
Applications of operating funding				
Payments to staff and suppliers	3,187	3,041	4,849	
Finance costs	-	-	9	
Internal charges and overheads	-	-	-	
Other operating funding applications	-	-	-	
Total applications of operating funding (B)	3,187	3,041	4,858	
Surplus /(deficit) of operating funding (A-B)	589	617	237	
Sources of capital funding				
Subsidies and grants for capital expenditure	-	-	-	
Development and financial contributions	-	-	-	
Increase/(decrease) in debt	-	(1,500)	300	
Gross proceeds from sale of assets	-	-	-	
Lump sum contributions	-	-	-	
Other dedicated funding	-	-	-	
Total capital funding (C)	-	(1,500)	300	
Applications of capital funding				
- to meet additional demand	-	-	-	
- to improve the level of service	-	-	35	
- to replace existing assets	205	209	522	
Increase/(decrease) in reserves	383	(1,092)	(20)	
Total applications of capital funding (D)	589	(883)	537	
Surplus/(deficit) of capital (C-D)	(589)	(617)	(237)	
Funding balance (A-B)+(C-D)	-	-	-	

Why we do it

The Finance and Corporate Support activity contributes to community wellbeing and our community outcomes and strategic drivers in the following ways

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	Community outcomes
<ul style="list-style-type: none"> » Creating better connections & social wellbeing » Encourage civic pride and participation » Provide universally accessible, safe and diverse spaces to strengthen connection between people and place 	<ul style="list-style-type: none"> » Supporting sustainable growth, employment, economic wellbeing & development » Support the transition to a low carbon economy » Encourage economic diversity and local vibrancy Leverage partnerships with central and regional agencies to enable economic development and employment opportunities 	<ul style="list-style-type: none"> » Enhancing 3 waters delivery & environmental quality » Minimise waste and provide environmentally sustainable Council services » Take active measures to adapt and mitigate the impacts of climate change 	Strategic drivers

The potential negative effects associated with this activity and ways we mitigate these effects are as follows:

- » Lack of planning for emergency events and business continuity and low community resilience has significant negative effects. We continue to work closely with our CDEM group and the community to ensure we can respond effectively.
- » Low confidence and a lack of transparency in Council processes and decision-making has negative effects. We continue to improve our processes and provide staff training relating to requests for official information.

Planning and Regulatory Services

Overview and purpose

Planning and Regulatory Services promotes the sustainable management of natural and physical resources in the district through the administration of the Resource Management Act and the Wairarapa Combined District Plan, and the protection of public safety, health and welfare, and safety through implementation of a broad range of legislation. Planning work also covers growth planning, implementation of the South Wairarapa Spatial Plan and related Masterplan work regarding future growth via integrated land use planning.

Activities summary

We will continue to provide services that include:

- Resource management
- District Plan policy and implementation and Proposed Wairarapa Combined District Plan review. Council officers are considering these submissions in s42a reports to be heard at upcoming hearings. The hearings are to begin from August 2024 and indicatively hearings are to run until May 2025.
- Resource consent decisions, land use, subdivision, and certificates
- Spatial Plan implementation and review, master planning and growth-related integrated planning
- Public nuisances and environmental health: compliance, enforcement, licensing and education
- Noise limit setting and enforcement through the Wairarapa Combined District Plan and Resource Management Act 1991
- Building consents, Building Act and Building Code implementation
- Ensuring that all new building works and building activities in the district comply with legislative requirements for safety and sanitary conditions
- providing services to address issues with management of dogs and stock to prevent nuisances and ensure public safety. The service enforces the requirements of the Dog Control Act 1996, Dog Control Bylaw 2013, Policy for Control of Dogs 2013, Impounding Act 1955 and Wairarapa consolidated bylaws
- Administration of the Sale and Supply of Alcohol Act 2012 encouraging the responsible and safe sale, supply, and consumption of alcohol while minimising alcohol-related harm in South Wairarapa
- Registration authority under the Food Act 2014 monitoring the performance of premises and undertaking compliance, enforcement and prosecution activities
- Monitoring camping and campgrounds, hairdressers, offensive trades, amusement devices and beauty therapy operators
- Gaming machine numbers and venues - Enforcement of the combined bylaw which is currently under review. Licensing is administered by the Department of Internal Affairs
- Psychoactive substances - Administer and enforce the South Wairarapa bylaw controlling sale of psychoactive substances in the district, in accord with the bylaw
- Hazardous substances - Support agencies in the compliance of hazardous substances to minimise risk
- Trade waste - Inspection and audit of existing and new premises that require trade waste permits within the towns of South Wairarapa
- Freedom Camping. Monitoring compliance of the new bylaw coming into effect 1 July 2024.

Existing assets

- South Wairarapa dog pound

Planning and Regulatory Services performance measures

Service Level	Key Performance Indicators	Performance Targets (For the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
All resource consents will be processed efficiently	Consent applications completed within statutory timeframes	100%	100%	Council records
	s.223* certificates issued within 10 working days	100%	100%	Council records
	s.224* certificates issued within 15 working days of receiving all required information (note no statutory requirement)	95%	95%	Council records
Council has a District Plan that provides certainty of land-use/environmental outcomes	Ratepayers and residents satisfied with the image of the closest town centre shown as "satisfied"	80%	80%	Customer survey
	The District Plan has a monitoring programme that provides information on the achievement of its outcomes (AER's)	Yes	Yes	Council records
It is easy to purchase information on any property in the district	LIMs contain all relevant accurate information (no proven complaints)	100%	100%	Council records
	Non-urgent LIMs are processed within 10 days	100%	100%	Council records
Food services used by the public are safe	Premises have appropriate FMP in place and meet the risk-based standards set out in the Plan	100%	100%	Council inspection records
	Premises are inspected in accord with regulatory requirements	100%	100%	Council inspection records

Service Level	Key Performance Indicators	Performance Targets (For the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
The sale and supply of alcohol is controlled, and responsible drinking is promoted	Premises are inspected as part of licence renewals or applications for new licences	100%	100%	Council inspection records
	Premises that are high or medium risk are inspected annually, while low risk premises are audited no less than once every three years	100%	100%	Council inspection records
	Compliance activities are undertaken generally in accord with the Combined Licencing Enforcement Agencies agreement	100%	100%	CLEG agreement and Council records

The Council will respond when I need some help with noise control	% of calls received by Council that have been responded to within 1.5 hours	100%	100%	Council inspection records
Dogs don't wander freely in the street or cause menace to or harm humans or stock	Undertake public education, school and community visits to promote safe behaviour around dogs and/or responsible dog ownership	3 Visits	3 Visits	Council records
	Complaints about roaming and nuisance dogs are responded to within 4 hours	100%	100%	Council records
	Complaints about dog attacks on persons or stock are responded to within 1 hour	100%	100%	Council records
Stock don't wander on roads; farmers are aware of their responsibilities	Stock causing a traffic hazard is responded to within 1 hour	100%	100%	Council records
Council certifies all consented work complies with the building code – ensuring our communities are safe	Code Compliance Certificate applications are processed within 20 working days	100%	100%	Council records
	Building consent applications are processed within 20 working days	100%	100%	Council records
The Council processes, inspects and certifies building work in my district	Council maintains its processes so that it meets BCA accreditation every 2 years	Yes	Yes	Building Consent Authority
	Council inspects new building works to ensure compliance with the BC issued for the work, BWOF's and Swimming Pools	Yes	Yes	Building Consent Authority
	Earthquake prone buildings reports received and actioned	100%	100%	Council records

Prospective Funding Impact Statement for the year ending 30 June 2025

Planning and Regulatory Services

Prospective Funding Impact Statement- Planning and Regulatory Services for the Year Ending 30 June 2025

	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	1,572	1,586	2,434
Targeted rates	-	-	-
Subsidies and grants for operating purposes	-	-	-
Fees and charges	1,773	1,825	1,806
Interest and dividends from investments	18	14	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	43	44	67
Total operating funding (A)	3,407	3,469	4,307
Applications of operating funding			
Payments to staff and suppliers	2,812	2,813	3,038
Finance costs	6	6	(5)
Internal charges and overheads	465	467	1,239
Other operating funding applications	-	-	-
Total applications of operating funding (B)	3,282	3,286	4,272
Surplus /(deficit) of operating funding (A-B)	125	183	36
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	595	608	620
Increase/(decrease) in debt	-	-	(1,520)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	595	608	(899)
Applications of capital funding			
- to meet additional demand	-	-	-
- to improve the level of service	1	-	-
- to replace existing assets	4	4	-
Increase/(decrease) in reserves	715	787	(864)
Total applications of capital funding (D)	720	791	(864)
Surplus/(deficit) of capital (C-D)	(125)	(183)	(36)
Funding balance (A-B)+(C-D)	-	-	-

Why we do it

The Planning and Regulatory Services activity contributes to community wellbeing and our community outcomes and strategic drivers in the following ways.

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	Cultural Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	<i>Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage</i>	Community outcomes
<ul style="list-style-type: none"> » Creating better connections & social wellbeing » Strengthen social connections within the community » Provide universally accessible, safe and diverse spaces to strengthen connection between people and place 	<ul style="list-style-type: none"> » Supporting sustainable growth, employment, economic wellbeing and development » Plan for growth that protects rural land and character » Contain rural residential expansion » Support quality urban development » Limit growth in coastal and other areas subject to climate change impacts 	<ul style="list-style-type: none"> » Enhancing 3 waters delivery & environmental quality » Protect and replenish our natural environment and biodiversity » Take active measures to adapt and mitigate the impacts of climate change » Empower and enable our community to drive behavioural change for the benefit of the environment 	<ul style="list-style-type: none"> » Nurturing and creating the district's special character, qualities and culture » Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage) » Take opportunities to advance and showcase arts, culture & heritage Protect town and rural community character, retaining our unique look and feel » Improve urban design and integrate what we 	Strategic drivers

build with natural features.

The potential negative effects associated with this activity and ways we mitigate these effects are as follows:

» Resource and building consent, and regulatory decisions can have a significant effect on the social, economic, environmental, or cultural wellbeing of the local community. We ensure staff are sufficiently trained and there are robust internal processes for staff to make quality decisions.

Community Facilities and Services

Overview and purpose

The Community Facilities and Services activity brings together the areas of Council's business that have a direct interface with the community's wellbeing. Services range widely and include working collaboratively with business partners; supporting the day-day wellbeing of our community; supporting land and water conservation efforts; providing essential services such as the rubbish and recycling, library facilities, swimming pools, parks and sports facilities; and advocating strongly for climate change adaptations and mitigations.

Activities summary

We will continue to deliver services including:

- Maintaining our facilities and amenities including community halls, senior housing, and all Council leases.
- Management, planning, and administration of our:
 - Outdoor sports and recreational areas
 - Children's playgrounds
 - Passive parks
 - Public swimming pools
 - Public cemeteries
 - Public toilet facilities
 - Reserves and open spaces
- Contributing strongly as a key member of the Joint Wairarapa Moana Conservation Project for Wairarapa Moana in partnership with iwi, Greater Wellington Regional Council (Greater Wellington) and the Department of Conservation.
- Facilitating and growing community literacy, connections, and connectivity in our libraries through:
 - Collection availability, discovery, access and usage – print and electronic
 - Workshop/seminar and event offerings, participation and satisfaction ratings
 - Provision of information management skills development and support for community groups
 - Continued digital literacy support and upskilling of communities
 - Functioning as a service centre on behalf of Council.
- Community development through:
 - Developing frameworks supporting improved community development outcomes
 - Advocating for improved community wellbeing
 - Partnering with community and organisations to address needs, co-ordinate and deliver initiatives, and enable and achieve community aspirations.
- Collection and disposal of solid waste management and associated recycling.
- Align our waste management practices with the waste hierarchy:
 - Rethink/Redesign
 - Reduce/Reuse/Repurpose
 - Recycle/Compost/Anaerobic digestion
 - Recover, Treat and Dispose.

Existing assets

- Libraries
- Community buildings and housing
- Campgrounds and cemeteries
- Parks and reserves
- Playgrounds and swimming pools

Community Facilities and Services Prospective Statement of Capital Expenditure

		Annual Plan 30 June \$000's
Public toilets	General improvements Considine Park new toilets	354
Parks and reserves	General improvements Greytown Wheels Park Greytown Green Space Lighting Otauirā Reserve Rooding Playground refurbishments	5,244
Swimming pools	Greytown changing facilities refurbishment General improvements	206
Cemeteries	General improvements Greytown extension Featherston extension	283
Community buildings	General improvements Featherston Old Courthouse refurbishment Carpark resurfacing ANZAC Hall ramp Waihinga Centre acoustic dampening Carkeek Observatory Greytown Sports Pavilion Greytown Town Centre foundations	1,618
Rental properties	Riparian Planting General improvements Drainage	240
Community housing	General improvements Westhaven foundations	151
Campgrounds	General improvements Martinborough drainage	47
Libraries	Books	126
Refuse & recycling	General Improvements Resource consent Scrap metal bin Transfer station upgrades	325
TOTAL		8,596

Community Facilities and Services performance measures

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
Council provides community facilities and spaces that encourage community use	Residents are satisfied with community buildings, parks and open spaces	90%	90%	Customer survey
	Increase in number of bookings for community facilities	10% increase	10% increase	Council records
	Swimming pools are open at least 15 weeks per year	100%	100%	Council records
	Residents are satisfied with Council swimming pools	76%	78%	Customer survey
	Library collection turnover meets or better national averages by 2023/24	100%	100%	Council records
	At least 75% of library programme attendees report a positive impact or application as a result of attendance	>75%	>75%	Programme evaluation feedback
Council promotes the waste management hierarchy “reduce, reuse, recycle, reprocess, treat, dispose”	% waste recovered for recycling through the kerbside collection	Further 5% recovered	Further 5% recovered	Council records
Refuse collection and disposal meets the needs of the community	% of customer complaints resolved within 24 hours	95%	95%	Council records
	% of residents satisfied with the level of service	85%	85%	Customer survey
Council supports the community to improve their social, cultural and environmental wellbeing	Provide appropriate funding to organisations and community groups to help them deliver programmes and services to their communities	Yes	Yes	Council records
Council supports economic wellbeing	% of commercial ratepayers satisfied with the level of services essential for their business operations (information provided, response time, fairness and consistency)	75%	80%	Council survey

Prospective Funding Impact Statement for the year ending 30 June 2025

Community Facilities and Services

Prospective Funding Impact Statement- Community Facilities and Services for the Year Ending 30 June 2025

	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	5,738	5,843	6,782
Targeted rates	836	828	2,193
Subsidies and grants for operating purposes	4	4	603
Fees and charges	367	377	441
Interest and dividends from investments	64	49	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	759	778	1,038
Total operating funding (A)	7,769	7,880	11,056
Applications of operating funding			
Payments to staff and suppliers	5,911	6,055	9,035
Finance costs	115	158	175
Internal charges and overheads	860	882	1,515
Other operating funding applications	-	-	-
Total applications of operating funding (B)	6,887	7,094	10,725
Surplus /(deficit) of operating funding (A-B)	882	786	331
Sources of capital funding			
Subsidies and grants for capital expenditure	43	44	156
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	8,688
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	43	44	8,844
Applications of capital funding			
- to meet additional demand	-	1,590	4,137
- to improve the level of service	52	-	2,790
- to replace existing assets	604	424	1,668
Increase/(decrease) in reserves	269	(1,184)	579
Total applications of capital funding (D)	925	830	9,175
Surplus/(deficit) of capital (C-D)	(882)	(786)	(331)
Funding balance (A-B)+(C-D)	-	-	-

Why we do it

The Community Facilities and Services activity contributes to community wellbeing and our community outcomes and strategic drivers in the following ways.

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	Cultural Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	<i>Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage</i>	Community outcomes
<ul style="list-style-type: none"> » Creating better connections & social wellbeing » Strengthen social connections within the community » Encourage civic pride and participation » Provide universally accessible, safe and diverse spaces to strengthen connection between people and place » Advocate for better transport and technology to improve social and business opportunities 	<ul style="list-style-type: none"> » Supporting sustainable growth, employment, economic wellbeing & development » Support the transition to a low carbon economy » Encourage economic diversity and local vibrancy » Leverage partnerships with central and regional agencies to enable economic development and employment opportunities 	<ul style="list-style-type: none"> » Enhancing 3 waters delivery & environmental quality » Minimise waste and provide environmentally sustainable Council services » Take active measures to adapt and mitigate the impacts of climate change » Empower and enable our community to drive behavioural change for the benefit of the environment 	<ul style="list-style-type: none"> » Nurturing and creating the District's special character, qualities and culture » Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage) » Take opportunities to embrace and celebrate diversity Take opportunities to advance and showcase arts, culture & heritage 	Strategic drivers

The potential negative effects associated with this activity and ways we mitigate these effects are as follows.

» There are health risks if solid waste is not disposed of in an orderly manner. Council has implemented a solid waste management system to mitigate the risks associated with solid waste.

Land Transport (Roothing and Footpaths)

Overview and purpose

The Land Transport activity provides and maintains a network of public roads. This includes roads, bridges, culverts, footpaths, street lighting, street cleaning, vegetation control, kerbs and channels, and structures such as retaining walls, bus shelters and carparks. The road transport network is one of the primary assets that enable people in the community to interact with each other. Other assets such as rail, water, and air work in conjunction with roads to allow people to connect.

The level of service a community demands from its road transport network is dependent on how critical the connection along the road is to the community's social, cultural, and commercial activities. The greater the intensity of demand, both existing and future, the higher the level of service the community will wish to have along the road.

The Ruamāhanga Roads contract commenced in July 2019. The contract is a joint approach between the Council and Carterton District Council to roading maintenance and aims to maximise efficiency, achieve increased regional consistency, and optimise the use of internal resources.

Activities Summary

Council aims to plan, provide, and maintain a roading network for the safe, comfortable, and convenient movement of people and goods.

We will be concentrating on safety and maintaining access to our vulnerable rural and coastal communities. We will deliver on routine work across the network, strengthen our focus on repairing footpaths (we have reduced spend on new footpaths), maintain rural and urban roads, and reseal roads when our budgets allow.

As part of continuing to improve the safety and resilience of roading network improvement, activities have been allowed for in the Low-Cost Low-Risk funding activity.

These projects include installation of new footpaths and kerb and channel in the urban areas, installation of street lighting at all pedestrian crossings, guard rail installation, delineation improvements and road widening on rural collector roads, investigations into bridge strengthening and East Coast stability, supply of Rip Rap material for coastal protection.

Existing assets

- 404.787 km of sealed roads
- 263.560 km of unsealed roads
- 735 sumps and catch pits
- 2,548 culverts (30.696 km length)
- 96.288 km of concrete channels
- 647.492 km of unlined surface water channels
- 3,945 signs
- 884 streetlights
- 63.482 km of footpaths
- 140 bridges and bridge culverts.

Asset Valuations

Valuation of the road infrastructure assets was last undertaken by the engineering firm WSP as of 30 June 2024. The valuation basis is optimised replacement cost, which is in accordance with generally accepted accounting practices.

Land Transport Prospective Statement of Capital Expenditure

		Annual Plan 30 June \$000's
Unsealed road metalling	Local and Special Purpose Roads	508
Sealed road resurfacing	Local and Special Purpose Roads	1,269
Drainage renewals	Local and Special Purpose Roads Renewal and repairs of culverts and kerbs	369
Sealed road pavement rehabilitation	Local and Special Purpose Roads	1,050
Structure component replacement	Road/pedestrian bridge Riddiford Bridge replacements	159 500
Traffic service renewals	Local and Special Purpose Roads	55
Footpath renewals & extensions	Footpath renewals, such as resurfacing or reconstruction and extensions in urban area.	535
Pedestrian Crossing Lighting	New Lighting on Pedestrian Crossings	500
Minor Improvements	Local and Special Purposes Roads	1,702
Speed Management Plan	Local and Special Purpose Roads Reduced number of deaths and serious injuries and a safer land transport network. New and additional speed signs and marking.	75
TOTAL	□	6,723

Special Purpose Roads (SPR) are local roads and other carriageways that for a number of years receive 100% assistance rates. Cape Palliser road has been an SPR since September 1997 and is the only SPR in the Wairarapa.

By the end of 2026-27 financial year, the funding assistance rates for local special purpose roads will be at the relevant Council's normal funding assistance rate, which is currently 51%. These rates are listed in the general assumptions table in the financial section of this report.

Land Transport performance measures

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
The roads are maintained to ensure that they are safe and comfortable to travel on	Using the RAMM measurement system, average smooth travel exposure on urban roads to be 85% and rural roads 95% with maximum variation of 5%	95%	95%	Council records
	Ratepayers and residents fairly/very satisfied with the roads	80%	85%	Customer survey
	5% of sealed roads are resealed each year subject to availability of NZTA subsidy	100%	100%	Council records
	The pavement condition index as measured by the NZTA pavement integrity index	95%	95%	NZTA
Footpaths can be safely used to get around town	Ratepayers and residents are satisfied with footpaths in the district	75%	75%	Customer survey
	Change in number of fatalities and serious injury crashes on the local road network from previous year	<7	<7	NZTA records
	Availability of footpaths on at least one side of the road down the whole street (urban)	90%	90%	Council records
	Footpath Condition rating 95% compliant with SWDC AMP Standard	95%	95%	Council records
	The % of customer service requests relating to roads and footpaths responded to within 48 hours	90%	95%	Council records
	Meet annual plan footpath targets	Yes	Yes	Council records

Prospective Funding Impact Statement for the year ending 30 June 2025

Land Transport

Prospective Funding Impact Statement- Land Transport for the Year Ending 30 June 2025			
	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	4,055	4,758	983
Targeted rates	-	-	4,256
Subsidies and grants for operating purposes	1,631	1,659	2,536
Fees and charges	-	-	-
Interest and dividends from investments	49	38	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	154	158	15
Total operating funding (A)	5,889	6,612	7,791
Applications of operating funding			
Payments to staff and suppliers	3,507	3,989	5,345
Finance costs	37	37	79
Internal charges and overheads	334	339	784
Other operating funding applications	-	-	-
Total applications of operating funding (B)	3,878	4,365	6,208
Surplus /(deficit) of operating funding (A-B)	2,010	2,247	1,583
Sources of capital funding			
Subsidies and grants for capital expenditure	2,118	1,772	3,590
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	(1,082)	1,946
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	439	452	470
Other dedicated funding	-	-	-
Total capital funding (C)	2,558	1,142	6,005
Applications of capital funding			
- to meet additional demand	419	427	572
- to improve the level of service	1,164	1,166	2,080
- to replace existing assets	2,001	2,622	4,071
Increase/(decrease) in reserves	984	(825)	865
Total applications of capital funding (D)	4,568	3,390	7,588
Surplus/(deficit) of capital (C-D)	(2,010)	(2,247)	(1,583)
Funding balance (A-B)+(C-D)	-	-	-

Why we do it

The Community Facilities and Services activity contributes to community wellbeing and our community outcomes and strategic drivers in the following ways.

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	Cultural Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	<i>Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage</i>	Community outcomes
<ul style="list-style-type: none"> » Creating better connections & social wellbeing » Strengthen social connections within the community » Provide universally accessible, safe and diverse spaces to strengthen connection between people and place » Advocate for better transport and technology to improve social and business opportunities 	<ul style="list-style-type: none"> » Plan for growth that protects rural land and character » Contain rural residential expansion » Support quality urban development » Limit growth in coastal and other areas subject to climate change impacts » Support the transition to a low carbon economy 	<ul style="list-style-type: none"> » Take active measures to adapt and mitigate the impacts of climate change » Empower and enable our community to drive behavioural change for the benefit of the environment » Enhancing 3 waters delivery & environmental quality 	<ul style="list-style-type: none"> » Protect town and rural community character, retaining our unique look & feel » Improve urban design and integrate what we build with natural features. » Nurturing and creating the District's special character, qualities and culture 	Strategic drivers

The potential negative effects associated with this activity and ways we mitigate these effects are as follows.

» An unsafe roading network could endanger users. In order to ensure the safety of road users, the roading network needs to be maintained. The roading network is maintained using contemporary techniques and the roading programme is audited by NZTA.

Water Supply

Overview and purpose

Council's primary aim is to provide reliable and sustainable reticulated water supplies to our three towns, to support the delivery to one rural community and to encourage conservation of this valuable resource.

Council also provides two water race networks that supply water for stock in our rural areas.

Council's responsibilities include a duty under the Health Act 1956 (as modified by the Water Services Acts Repeal Act 2024) to improve, promote and protect public health within the district. This means that Council has an obligation to identify where a potable water service is required, and to either provide it directly itself or maintain an overview of the supply if it is provided by others.

The Council owns four water treatment schemes on behalf of our communities across South Wairarapa. The Council has duties as a water supplier under the Water Services Act 2021, which include to provide safe and sufficient drinking water.

Through its Council Controlled Organisation Wellington Water Limited, Council provides and maintains potable water supplies to properties throughout the district. This does not include premises that have their own rainwater tanks or bores.

Wellington Water also manages the water race networks for Council.

The potential negative effects associated with this activity and ways we mitigate these effects are as follows.

- A water supply that does not meet New Zealand drinking water standards increases the risk of health problems for the community. Council uses contemporary techniques to ensure water remains healthy and safe to drink and has invested heavily in infrastructure over the life of the long-term plan.
- In addition, a reliable supply is needed during drought and for firefighting purposes. Council aims to improve reliability through demand management, through investing in growth studies to plan for capacity increases, and in investment in core infrastructure.

Activities summary

We will continue to deliver and maintain services, including the 4,215 serviced and 251 serviceable water connections.

See our Capital Expenditure table below or our Infrastructure Strategy in the 2021-31 LTP for more information on our planned work for the year.

Existing assets

- Four public water supply systems serving Featherston and Greytown, Martinborough and Pirinoa (Waiohine, Memorial Park, Ruamāhanga, Pirinoa water treatment plants)
- Water pipes – Featherston 36km; Greytown 30km; Martinborough 38km
- Featherston – Longwood water race 40km (Tauwharenīkau River source)
- Greytown – Moroa water race - 240km (Waiohine River source)

Asset valuations

Valuation of the water infrastructure assets was undertaken by WSP as at 30 June 2024. The valuation basis is optimised replacement cost, which is in accordance with generally accepted accounting practices, and our financial policies.

Water Supply Prospective Statement of Capital Expenditure (Wellington Water Ltd (WWL))

		Annual Plan 30 June \$000's
Greytown Water Treatment Plant Upgrade	Wellington Water is upgrading the water treatment facilities in Greytown to meet safe drinking water standards and increase the resilience of the town's drinking water supply.	1,047 (Plus carry-over from FY23-24 of approx. \$2.1M)
Waiohine Water Treatment Plant Upgrade	The third stage of a programme to increase the resilience of this treatment plant and improve Health & Safety requirements.	1,512
Featherston Water Supply Resilience and Security	Wellington Water is in the early stages of a key project to upgrade the pipeline that crosses the Tauwharenikau River being the single source supply to Featherston of treated water.	3,485
District water supply renewals and upgrades	A renewals and upgrades package of work for assets identified as of very high criticality or under capacity based on growth studies.	1,321
Consent Renewal Project – Water Race	Renewal of consent for the Moroa Water Race required on expiration in April 2025.	253
TOTAL		9,352

Water Supply performance measures

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
Potable water demand	The average consumption of drinking water per day per resident within the territorial authority	<400 Lt	< 400Lt	Council records
The Council provides reliable and safe drinking water supplies	Compliance with resource consent conditions/water permit conditions to “mainly complying” or better	100%	100%	Council records
The water provided is safe to drink	Water supply systems comply with Ministry of Health Drinking Water Standards - Bacteriological	Yes	Yes	Council records
	Water supply systems comply with Ministry of Health Drinking Water Standards - Protozoa	Yes	Yes	Council records

Meeting customer expectations	Number of complaints about the drinking water clarity, pressure or flow, taste, continuity of supply, odour, and supplier responsiveness, expressed per 1000 connections*	<65	<60	Council records
Fault response times where the local authority attends a call-out in response to a fault or unplanned interruption to its networked reticulation system	Ratepayers and residents satisfied with level of service for water	80%	80%	Customer survey
	Attendance for urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site: · in < 1 hour · median response time measured	85%	90%	Council records
	Resolution of urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption: · in <8 hours · median response time measured	90%	90%	Council records
	Attendance for non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel reach the site: · in < 2 working days · median response time measured	85%	90%	Council records
	Resolution of non-urgent call-outs: from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption: · in < 5 working days · median response time measured	85%	90%	Council records
There is adequate water for urban fire fighting	Fire hydrants tested annually that meet NZ Fire Service Code of Practice	20%	20%	Council records
Maintenance of the reticulation network	The % of real water loss from the local authority's networked reticulation system identified by establishing and measuring night flow	<30%	<25%	Council records

Prospective Funding Impact Statement for the year ending 30 June 2025

Water Supply

Prospective Funding Impact Statement- Water Supply for the Year Ending 30 June 2025

	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	-	-	-
Targeted rates	3,999	4,364	5,603
Subsidies and grants for operating purposes	-	-	800
Fees and charges	90	93	11
Interest and dividends from investments	43	33	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	19	19	-
Total operating funding (A)	4,152	4,509	6,413
Applications of operating funding			
Payments to staff and suppliers	2,518	2,470	4,825
Finance costs	202	287	149
Internal charges and overheads	211	220	497
Other operating funding applications	-	-	-
Total applications of operating funding (B)	2,932	2,977	5,471
Surplus /(deficit) of operating funding (A-B)	1,220	1,532	942
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	162	167	178
Increase/(decrease) in debt	3,892	3,418	9,061
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	4,055	3,585	9,239
Applications of capital funding			
- to meet additional demand	2,840	3,114	-
- to improve the level of service	1,150	1,260	4,397
- to replace existing assets	393	989	4,955
Increase/(decrease) in reserves	891	(246)	829
Total applications of capital funding (D)	5,275	5,117	10,181
Surplus/(deficit) of capital (C-D)	(1,220)	(1,532)	(942)
Funding balance (A-B)+(C-D)	-	-	-

Why we do it

The Water Supply activity contributes to community wellbeing and our community outcomes and strategic drivers in the following ways.

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	Cultural Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	<i>Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage</i>	Community outcomes
<ul style="list-style-type: none"> » Creating better connections & social wellbeing » Provide universally accessible, safe and diverse spaces to strengthen connection between people and place 	<ul style="list-style-type: none"> » Supporting sustainable growth, employment, economic wellbeing & development » Encourage economic diversity and local vibrancy 	<ul style="list-style-type: none"> » Enhancing 3 waters delivery & environmental quality » Deliver sustainable, clean, clear, safe and secure drinking water » Protect and replenish our natural environment and biodiversity » Minimise waste and provide environmentally sustainable Council services » Take active measures to adapt and mitigate the impacts of climate change » Empower and enable our community to drive behavioural change for the benefit of the environment 	<ul style="list-style-type: none"> » Nurturing and creating the District's special character, qualities and culture » Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage) 	Strategic drivers

The potential negative effects associated with this activity and ways we mitigate these effects are as follows:

» A water supply that does not meet minimum health standards could cause health problems for users. Council uses contemporary techniques to ensure the water supply is fit for use and has invested heavily in infrastructure over the life of this LTP.

» In addition, a reliable supply is needed during drought and for firefighting purposes. Council aims to improve reliability through demand management and is investing in core infrastructure.

Wastewater

Overview and Purpose

Council provides and maintains wastewater services to properties in the district. This does not include single premises that have their own private septic tanks. Council aims to collect, treat and dispose of wastewater from the urban areas of Featherston, Greytown, Martinborough and Lake Ferry to provide public health protection with minimal effects on the environment.

Council's responsibilities include the duty under the Health Act 1956 (as modified by the Water Services Acts Repeal Act 2024), to improve, promote and protect public health within the district. This means that Council has an obligation to identify where such a wastewater service is required and to either provide it directly itself or maintain an overview of the supply if it is provided by others.

Activities summary

We will continue to deliver services including:

- Four wastewater systems and approximately 4,365 serviced pans and 286 properties that are serviceable.
- Implementation of a Wastewater Strategy to move from disposal into waterways to disposal onto land of treated effluent at all our treatment plants:
 - Featherston Wastewater Treatment Plant oxidation pond effluent is treated through ultraviolet disinfection and is discharged into an open channel that flows into Donald's Creek and then down to Lake Wairarapa. This is not sustainable, and we are working closely with WWL, industry wastewater experts, key stakeholders, iwi and the wider community to identify the best long-term solution for our community and environment.
 - Greytown Wastewater Treatment Plant oxidation ponds are located at the end of Pā Road and treated effluent discharges into the Pāpāwai Stream. The Pāpāwai Stream flows into the Ruamāhanga River some 1,500 metres downstream of the treated effluent discharge point. Council has purchased 116ha of farmland adjacent to the current Pāpāwai site as part of the consent process to irrigate wastewater to land. Ultraviolet disinfection was commissioned in 2020 and irrigation to 30 ha of this land to reduce discharges to water during summer season and low-flow conditions has been operating. The Council plans to discharge 100% of wastewater to land by 2041.
 - Martinborough wastewater flows by gravity from individual connections through the mains to a single oxidation pond. The effluent is then disinfected with ultra-violet treatment and the treated effluent is discharged via an outlet structure into the Ruamāhanga River, except over the summer period and during low-flow conditions when the treated effluent is irrigated to 6ha of land adjacent to the plant. Council's goal is to discharge 100% of wastewater to land by 2041.
 - Lake Ferry's small community system services properties that retain onsite septic tank systems. The effluent from the septic tanks is either pumped or gravitated depending upon the location to central pump station and then to a centralised treatment plant and disposal field east of the settlement.

Council has included an ambitious capital programme for this Enhanced Annual Plan to respond to the challenges of past underinvestment, earlier-than-expected failure of infrastructure, and consent requirements to move away discharges to water. The implementation of the strategy and this necessary investment has materially increased the costs of providing wastewater services.

Existing assets

- Four wastewater treatment plants, twelve pump stations and associated disposal fields and treatment assets (Greytown, Martinborough, Featherston and Lake Ferry)
- Underground pipe network assets: Featherston 25km; Greytown 20km; Martinborough 20km; Lake Ferry 3km.

Asset valuations

Valuation of the wastewater infrastructure assets was undertaken by WSP as at 30 June 2024. The valuation basis is optimised replacement cost, which is in accordance with generally accepted accounting practices, and our financial policies.

Wastewater Prospective Statement of Capital Expenditure (Wellington Water Ltd (WWL))

		Annual Plan 30 June \$000's
Featherston wastewater treatment plant (Business as usual)	The current resource consent for the Featherston WWTP has expired and it is operating under an extension. The project's objective is to obtain a renewed consent and an application was submitted to Greater Wellington on 4 June 2024 for a 10-year consent during which time monitoring and investigations will allow planning for a future long term consent incorporating disposal to land and the use of wetlands and riparian planting zones.	1,256
Martinborough wastewater treatment plant- land irrigation and sludge removal and disposal	The next stage of land disposal to be investigated and designed to enable implementation for growth and compliance requirements.	1,047
Greytown wastewater treatment plant - land Irrigation and sludge removal and disposal	The next stage of land disposal to be investigated and designed to enable implementation for growth and compliance requirements.	806
Lake Ferry wastewater treatment plant - re-consent	The consent comes up for renewal in March 2025 and an application and associated Assessment of Environmental Effects will need to be developed.	202
District wastewater upgrades and renewals	This includes work on a programme of smaller renewal and upgrade projects.	444
TOTAL		3,756

Wastewater performance measures

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
Council provides wastewater services that effectively collect and dispose of wastewater	Number of blockages per 1000 connections	<10	<10	Council records
	Ratepayers and residents' satisfaction with wastewater services	60%	70%	Customer survey
	Number of dry weather sewerage overflows per 1000 connections	<10	<10	Breach of Consent
	Attendance time: from notification to arrival on site: • in <1 hr	80%	85%	Council records
	• median response time measured			
	Resolution time: from notification to resolution of fault: • in< 4 hours • median response time measured	85%	90%	Council records
Wastewater disposal does not create any smells, spill or health issues and causes minimal impact on the natural environment	% of resource consent conditions complied with to mainly complying or better*	90%	90%	Council records
	No. of abatement notices	<2	<2	Council records
	No. of infringement notices	0	0	Council records
	No. of enforcement notices	0	0	Council records
	No. of convictions	0	0	Council records
	No. of complaints per 1000 connections received about sewage odour	< 15	< 15	Council records
	No. of complaints per 1000 connections received about sewage system faults	< 15	< 15	Council records
	No. of complaints per 1000 connections received about sewage system blockages	< 15	< 15	Council records
	No. of complaints per 1000 connections received about the response to issues with sewage	< 15	< 15	Council records
	Proportion of urgent wastewater service requests responded to within 6 hours of notification	95%	95%	Council records

Prospective Funding Impact Statement for the year ending 30 June 2025

Wastewater

Prospective Funding Impact Statement- Wastewater for the Year Ending 30 June 2025			
	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	-	-	-
Targeted rates	2,894	3,850	4,461
Subsidies and grants for operating purposes	-	-	200
Fees and charges	-	-	34
Interest and dividends from investments	59	45	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	265	272	-
Total operating funding (A)	3,218	4,167	4,694
Applications of operating funding			
Payments to staff and suppliers	1,235	1,789	3,461
Finance costs	507	718	811
Internal charges and overheads	120	133	444
Other operating funding applications	-	-	-
Total applications of operating funding (B)	1,862	2,641	4,716
Surplus /(deficit) of operating funding (A-B)	1,355	1,526	(21)
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	216	222	238
Increase/(decrease) in debt	1,052	7,582	1,931
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	1,268	7,804	2,168
Applications of capital funding			
- to meet additional demand	-	2,331	-
- to improve the level of service	1,736	9,321	3,110
- to replace existing assets	362	377	646
Increase/(decrease) in reserves	525	(2,700)	(1,609)
Total applications of capital funding (D)	2,624	9,330	2,147
Surplus/(deficit) of capital (C-D)	(1,355)	(1,526)	21
Funding balance (A-B)+(C-D)	-	-	-

Why we do it

The Wastewater activity contributes to community wellbeing and our community outcomes and strategic drivers in the following ways.

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	Cultural Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	<i>Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage</i>	Community outcomes
<ul style="list-style-type: none"> » Creating better connections & social wellbeing » Provide universally accessible, safe and diverse spaces to strengthen connection between people and place 	<ul style="list-style-type: none"> » Supporting sustainable growth, employment, economic wellbeing & development » Encourage economic diversity and local vibrancy 	<ul style="list-style-type: none"> » Enhancing 3 waters delivery & environmental quality » Design and implement innovative, sustainable, efficient and affordable wastewater and stormwater systems » Protect and replenish our natural environment and biodiversity » Minimise waste and provide environmentally sustainable Council services » Take active measures to adapt and mitigate the impacts of climate change 	<ul style="list-style-type: none"> » Nurturing and creating the District's special character, qualities and culture » Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage) 	Strategic drivers

The potential negative effects associated with this activity and ways we mitigate these effects are as follows:

» There are health and environmental risks if wastewater is not disposed of in an orderly manner. Council is implementing a wastewater system to mitigate the risks associated with wastewater. The resource consent process ensures health, environmental, and cultural considerations are taken into account.

Stormwater Drainage

Overview and purpose

Council provides and maintains stormwater drainage assets, and the requirements for these assets when provided by others.

Council's responsibilities include an obligation to identify where a public stormwater management service is required and to either provide it directly or maintain an overview when it is provided by others.

The potential negative effects associated with this activity and ways we mitigate these effects are as follows.

- If our stormwater systems are not properly maintained and upgraded, flooding and contamination may impact the wellbeing of ratepayers and cause damage to their dwellings, as well as the continuity of local businesses. We are investing in preventative maintenance and modelling to inform future investment strategies.

Activities summary

We will continue to deliver services including:

- a primary stormwater system; and
- a secondary stormwater system.

Many of the urban areas are not provided with secondary stormwater flow-paths. The provision of secondary stormwater flow-paths is a relatively recent practice in New Zealand. Secondary flow-paths are generally provided at the time of subdivision as the subsequent provision of secondary stormwater flow-paths is usually technically difficult and expensive.

Council aims, over the long term, to provide protection to habitable floors of properties in all urban areas and to ensure stormwater is contained in channels, pipes and structures to direct the flow in a controlled manner across Council-owned/vested land to a waterway or other suitable discharge points.

Council's policy is that unused stormwater from the roofs of all buildings is disposed of onsite through appropriate means.

Although Council does not maintain an extensive stormwater network, the impacts and performance of the assets we do have are coming under increasing scrutiny to address flooding and quality issues. In our Enhanced Annual Plan, we recognise this as we have provided for activities around modelling, monitoring and pipe renewals.

Existing assets

This activity owns and maintains urban pipes and drains.

Stormwater Prospective Statement of Capital Expenditure (Wellington Water Ltd (WWL))

		Annual Plan 30 June \$000's
Reticulation	Reticulation upgrades and renewals	206
TOTAL		206

Stormwater performance measures

Service Level	Key Performance Indicators	Performance Targets (for the Financial Year)		How it will be measured
		Target 2023-24	Target 2024-25	
Stormwater drains are well operated and maintained by the Council	% of ratepayers and residents satisfied with stormwater drains	60%	60%	Customer survey
	% of urgent (any blockage causing extensive flooding of buildings or other serious flooding) requests for service responded to within 5 hours	95%	95%	Council records
	No. of flooding events	0	0	Council records
	No. of habitable floors affected per flooding event per 1000 properties connected	0	0	Council records
Consent Compliance	No. of abatement notices	0	0	Council records
	No. of infringement notices	0	0	Council records
	No. of enforcement notices	0	0	Council Records
	No. of convictions	0	0	Council Records
	Median response time to flooding events (Notification to personnel reaching site in hrs)	3	3	Council Records
	No. of complaints about stormwater per 1000 properties connected	0	0	Council records

Prospective Funding Impact Statement for the year ending 30 June 2025

Stormwater Drainage

Prospective Funding Impact Statement- Stormwater Drainage for the Year Ending 30 June 2025			
	LTP Year 3 2023-24 \$000	LTP Year 4 2024-25 \$000	Annual Plan 2024-25 \$000
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	433	522	87
Targeted rates	-	-	779
Subsidies and grants for operating purposes	-	-	-
Fees and charges	-	-	-
Interest and dividends from investments	4	3	-
Internal charges and overheads recovered	-	-	-
Local authorities fuel tax, fines, infringement fees, and other receipts	2	2	-
Total operating funding (A)	439	527	867
Applications of operating funding			
Payments to staff and suppliers	246	255	468
Finance costs	26	26	(9)
Internal charges and overheads	39	40	77
Other operating funding applications	-	-	-
Total applications of operating funding (B)	311	322	536
Surplus /(deficit) of operating funding (A-B)	128	206	331
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase/(decrease) in debt	-	-	(382)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated funding	-	-	-
Total capital funding (C)	-	-	(382)
Applications of capital funding			
- to meet additional demand	-	12	-
- to improve the level of service	1,052	-	-
- to replace existing assets	-	-	206
Increase/(decrease) in reserves	(924)	194	(257)
Total applications of capital funding (D)	128	206	(51)
Surplus/(deficit) of capital (C-D)	(128)	(206)	(331)
Funding balance (A-B)+(C-D)	-	-	-

Why we do it

The Stormwater Drainage activity contributes to community wellbeing and Council's community outcomes and strategic drivers in the following ways.

Social Wellbeing	Economic Wellbeing	Environmental Wellbeing	Cultural Wellbeing	
<i>Residents are active, healthy, safe, resilient, optimistic and connected</i>	<i>A place of destination, new business and diverse employment that gives people independence and opportunity</i>	<i>Sustainable living, safe & secure water and soils, waste minimised, biodiversity enhanced</i>	<i>Strong relationships with whānau, hapū and marae, celebrating diverse cultural identity, arts and heritage</i>	Community outcomes
» Creating better connections & social wellbeing » Provide universally accessible, safe and diverse spaces to strengthen connection between people and place	» Supporting sustainable growth, employment, economic wellbeing & development » Encourage economic diversity and local vibrancy	» Enhancing 3 waters delivery & environmental quality » Design and implement innovative, sustainable, efficient and affordable wastewater and stormwater systems » Protect and replenish our natural environment and biodiversity » Take active measures to adapt and mitigate the impacts of climate change	» Nurturing and creating the district's special character, qualities and culture » Work in partnership with mana whenua and iwi, respecting tikanga (customs), kaitiakitanga (guardianship) and taha Māori (heritage)	Strategic drivers

The potential negative effects associated with this activity and ways we mitigate these effects are as follows.

» If our stormwater systems are not properly maintained and upgraded, flooding and contamination may impact the wellbeing of ratepayers and their dwellings, as well as the profitability of local businesses. We are investing in preventative maintenance and investigations to inform future investment strategies.

Part 3: Financial Statements

Ngā Pūrongo Pūtea



SOUTH WAIRARAPA
DISTRICT COUNCIL
Kia Reretahi Tātau



ANZAC Hall re-paint, April 2024.

NB: This is a placeholder title page. The final document is still to be designed.

Prospective Statement of Comprehensive Revenue and Expenses for the Year Ending 30 June 2025

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Revenue			
25,566	Rates & rates penalties	24,580	29,749
3,294	Waka Kotahi subsidy	3,431	6,041
2,657	Fees, licences, & user charges	2,578	2,485
808	Grants, subsidies, and donations	4	1,847
1,483	Contributions	1,450	1,506
1,152	Miscellaneous revenue	1,043	1,078
431	Interest	194	-
35,392	Total revenue	33,279	42,706
Expenses			
19,459	Other expenses	14,940	24,650
7,094	Personnel costs	6,530	8,103
5,805	Depreciation & amortisation cost	6,532	6,448
945	Finance costs	1,227	1,213
33,303	Total operating expenses	29,229	40,415
2,089	Total operating surplus/(deficit)	4,050	2,291
485	Gain on investment revaluations	308	454
2,574	Total surplus/(deficit)	4,358	2,746

Prospective Statement of Changes in Equity for the Year Ending 30 June 2025

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Equity at 1 July			
167,194	Public Equity	153,933	169,327
32,089	Special Separate and Trust Funds	38,629	25,574
368,873	Asset Revaluation Reserve	347,475	401,737
568,156	Total equity at 1 July	540,037	596,637
Changes during the year			
2,574	Total Surplus/(Deficit) after tax	4,358	2,746
32,864	Asset Revaluation	-	2,160
35,438		4,358	4,905
Equity at 30 June			
169,321	Public Equity	160,383	183,152
32,536	Special Separate and Trust Funds	36,537	14,495
401,737	Asset Revaluation Reserve	347,475	403,896
603,594	Total equity at 30 June	544,395	601,543

Prospective Statement of Financial Position for the Year Ending 30 June 2025

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
ASSETS			
Current assets			
1,070	Cash and cash equivalents	(58)	916
11,460	Investments - current	14,564	120
2,614	Debtors and other receivables	2,300	2,969
42	Inventories	54	35
15,186	Total current assets	16,861	4,039
Non-current assets			
935	Investments - non-current	508	1,008
-	Other financial assets	-	278
16,655	Investment properties	12,645	15,274
292	Intangible assets	843	337
608,100	Property, plant, and equipment	566,460	630,697
625,981	Total non-current assets	580,456	647,593
641,167	TOTAL ASSETS	597,317	651,633
LIABILITIES AND EQUITY			
Current liabilities			
4,029	Creditors and other payables	3,655	2,429
519	Employee entitlements	404	548
2,471	Public debt - current portion	-	3,600
34	Provisions - current portion	35	34
7,052	Total current liabilities	4,093	6,610
Non-current liabilities			
30,206	Public debt - non-current portion	48,421	43,200
315	Provisions - non-current portion	408	280
30,521	Total non-current liabilities	48,829	43,480
Equity			
169,321	Public equity	160,383	183,152
32,536	Restricted reserves and trust funds	36,537	14,495
401,737	Asset revaluation reserve	347,475	403,896
603,594	Total equity	544,395	601,543
641,167	TOTAL LIABILITIES AND EQUITY	597,317	651,633

Prospective Cash Flow Statement for the Year Ending 30 June 2025

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from:			
25,566	Receipts from rates revenue	24,580	29,749
4,102	Government grants & subsidies	4,885	7,803
101	Petrol tax	97	85
5,192	Other revenue	3,524	3,563
5,565	Regional Council rates	4,969	6,694
431	Interest on investments	194	-
40,957		38,248	47,894
Cash applied to:			
26,528	Payments to suppliers & employees	21,162	36,543
5,565	Regional Council rates	4,969	6,694
945	Interest paid	1,227	1,213
33,039		27,357	44,451
7,918	Net cash flow from operating activities	10,890	3,443
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash received from:			
-	Sale of property, plant, & equipment	-	-
354	Term investments, loan redemption deposits, & shares	2,162	6,301
354		2,162	6,301
Cash applied to:			
11,077	Purchase of property, plant, & equipment	24,315	29,189
679	Term investments, loan redemption deposits, & shares	-	935
11,756		24,315	30,124
(11,402)	Net cash flow from investing activities	(22,153)	(23,823)
CASH FLOWS FROM FINANCING ACTIVITIES			
Cash received from:			
1,967	Drawdown of public debt	14,301	37,400
1,967		14,301	37,400
Cash applied to:			
-	Repayment of public debt	4,271	17,400
-		4,271	17,400
1,967	Net cash flow from financing activities	10,030	20,000
(1,516)	Net increase/(decrease) in cash held	(1,233)	(380)
13,732	Add cash at start of year (1 July)	7,039	1,416
12,216	Balance at end of year (30 June)	5,807	1,036
REPRESENTED BY:			
1,070	Cash and cash equivalents	(58)	912
11,145	Short-term investments	5,865	120
12,216		5,807	1,036

Prospective Schedule of Capital Expenditure for the Year Ending 30 June 2025

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Finance & Corporate Support			
Renewals			
29	Council offices, furniture, & equipment	29	309
155	IT hardware & software	117	248
-	Motor vehicles	64	-
183	Total investment in renewals	209	557
183	Total capital for Finance & Corporate Support	209	557

Annual Plan 2023-2024 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Community Facilities & Services			
Growth in capacity			
426	Parks & reserves	1,611	3,980
-	Cemeteries	-	157
426	Total investment to enable growth	1,611	4,137
Improvement in level of service			
-	Campgrounds	-	47
-	Cemeteries	-	76
182	Community buildings	21	1,205
-	Library	-	6
-	Parks & reserves	-	910
-	Refuse and recycling	-	153
-	Rental Properties	-	88
-	Public toilets	-	304
182	Total investment to improve levels of service	21	2,790
Renewals			
16	Campgrounds	16	-
38	Cemeteries	37	51
167	Community housing	32	151
-	Community buildings	-	412
149	Library books	117	119
54	Parks & reserves	53	353
54	Swimming pools	53	206
-	Refuse and recycling	-	172
133	Rental Properties	21	152
54	Public toilets	53	51
664	Total investment in renewals	382	1,668
1,272	Total capital for Community Facilities & Services	2,014	8,596

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Planning & Regulatory Services			
Improvement in level of service			
127	Liquefaction modelling for building regulations	-	-
140	Spatial Plan	160	-
267	Total investment to improve levels of service	160	-
Renewals			
1	Dog pound	-	-
4	IT hardware & software	4	-
215	Combined District Plan	-	-
220	Total investment in renewals	4	--
487	Total capital for Planning & Regulatory Services	164	-

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Land Transport			
Growth in capacity			
-	Footpath additions	427	507
	Safety improvements		65
-	Total investment to enable growth	427	572
Improvement in level of service			
678	Safety & minor improvements	1,166	2,080
678	Total investment to improve levels of service	1,166	2,080
Renewals			
-	Bridges	534	500
171	Drainage	181	369
130	Footpath renewals	160	160
250	Rehabilitation	267	1,050
804	Reseals	854	1,269
421	Road metalling	432	508
160	Road to Zero	-	-
140	Structures	139	158
51	Traffic services	56	55
2,127	Total investment in renewals	2,622	4071
2,805	Total capital for Land Transport	4,215	6,723

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Water Supply			
Growth in capacity			
-	Infrastructure growth	145	-
95	Water supply and treatment	2,900	-
95	Total investment to enable growth	3,045	
Improvement in level of service			
-	Consent, models & plans	650	-
2,767	Infrastructure upgrades	-	4,188
-	Smart meters	1,074	-
-	Water supply and treatment	58	209
2,767	Total investment to improve levels of service	1,782	4,397
Renewals			
908	Infrastructure renewals	409	4,211
-	Water supply and treatment	128	743
-	Water Race consent	-	253
908	Total investment in renewals	537	4,955
3,770	Total capital for Water Supply	5,363	9,352

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Wastewater			
Growth in capacity			
32	Wastewater treatment & disposal	68	-
32	Total investment to enable growth	68	
Improvement in level of service			
-	Consents, models, & plans	-	1,256
-	Health & safety upgrades	23	-
1,394	Wastewater treatment & disposal	9,230	1,853
1,394	Total investment to improve levels of service	9,253	3,110
Renewals			
898	Consents, models, & plans	12	-
354	Infrastructure renewals	2,697	646
1,251	Total investment in renewals	2,708	646
2,677	Total capital for Wastewater	12,030	3,756

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Stormwater			
Improvement in level of service			
95	Infrastructure upgrades	-	-
95	Total investment to improve levels of service	-	-
Renewals			
-	Consents, models, & plans	12	-
42	Infrastructure renewals	-	206
42	Total investment in renewals	-	206
137	Total capital for Stormwater	12	206

Annual Plan 2023-24 \$000s		LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
552	Total investment to enable growth	5,151	4,709
5,383	Total investment to improve levels of service	12,382	12,413
5,395	Total investment in renewals	6,474	12,068
11,330	Total capital investment programme	24,006	29,189

Prospective Statement of Special and Separate Funds for the Year Ending 30 June 2025

The Council maintains funds reserves as a sub-part of its equity. Schedule 10, clause 21 of the Local Government Act 2002 requires certain information to be included in the Annual Plan about these reserves. The Act defines reserve funds as 'money set aside by a local authority for a specific purpose'. Reserves are part of equity, which may or may not be physically backed by cash/investments. Reserves are often used to separate a funding surplus of an activity. The Council lists specific reserves below:

	Activities to which reserve relates	Opening Balance \$000	Transfers In \$000	Transfers Out \$000	Closing Balance \$000
Discretionary Reserves					
District Property Reserve					
To be used for Town Centre Development	All activities	308	357	456	209
Disaster Recovery Reserve	All activities	30	10	-	40
Asset Realisation					
Capital gains from the sale of Council Assets that have been realised over time.	All activities	298			298
Plantation Reserve					
For road protection schemes and seal extensions in the future.	All activities	(170)		45	(215)
Community Board Reserves					
Community Board funds	Governance	153	61	61	153
Restricted Reserves					
To provide for the acquisition and development of reserves and open spaces in response to the needs arising from subdivision and development, to protect conservation values.	All activities	3,343	620	999	2,964
To provide opportunities for public access to and along water bodies, to provide recreational opportunities near water bodies					
Water Race Reserves					
Featherston/Longwood Water race	Water	46	87	87	46
Moroa	Water	339	94	347	86
Trusts					
Campground Memorial	Amenities	7	-	-	7
Pain Farm					
Maintaining and improving the Borough's parks, sports grounds, camping ground, swimming baths, providing and maintaining sports facilities and a children's playground.	Amenities	168	116	66	218
Infrastructure Contributions					
To provide a potable water supply, to safeguard the health of inhabitants and protect the natural environment for inappropriate disposal of sewage, to prevent damage to property or amenity from the indiscriminate and uncontrolled runoff of Stormwater, to ensure sufficient water is available for fire fighting purposes.	All activities	4,072	886	1,284	3,674
To provide for the safe and convenient movement on roads of vehicular, bicycles and pedestrians within and through the Wairarapa.					

Combined District Plan and Spatial Plan Reserves					
To spread the costs of the Combined District Plan over the life of the plan	Resource Management	(486)	-	76	(561)
To spread the costs of the Spatial Plan over the life of the plan	Resource Management	82	-	94	(12)
Loan Redemption Reserve					
To cover loan principal repayments	All activities	5,885	-	5,885	-
Depreciation Reserves					
To fund new capital projects	All activities	10,842	7,482	11,943	6,381
Martinborough Town Hall Reserve					
Waihinga Centre Project	Amenities	10	-	-	10
Rural Roding Reserve					
Rural Roding	Roding	1,180	-	-	1,180
Housing Reserve					
Housing	Amenities	(346)	-	-	(346)
Maintenance Reserve					
To cover maintenance to buildings	Amenities	24	-	71	(47)
Lake Ferry Reserve					
To cover maintenance of Lake Ferry Reserve	Amenities	(15)	53	65	(27)
Wairarapa Moana Reserve					
Wairarapa Moana		137	-	-	137
Infrastructure Resilience Reserve					
Infrastructure resilience for emergency	All Infrastructure	-	300		300
Wastewater Reserve					
To spread the initial costs of the Wastewater project - Land	Wastewater	-	660	660	-
Total Special and Separate Funds		25,908	10,726	22,139	14,495

Prospective Funding Impact Statement for the Whole of Council
for the year ending 30 June 2025

	Annual Plan 2023-24 \$000s	LTP Year 4 2024-25 \$000s	Annual Plan 2024-25 \$000s
Sources of operating funding			
General rates, Uniform Annual General charges, rates penalties	13,497	15,516	12,457
Targeted rates	12,047	9,042	17,292
Subsidies & grants for operating purposes	2,191	1,663	4,142
Fees & charges	2,473	2,295	2,291
Interest & dividends from investments	431	194	-
Local authority fuel tax, fines, infringement fees, & other receipts	1,336	1,281	1,272
Total operating funding (A)	31,975	29,991	37,454
Applications of operating funding			
Payments to staff & suppliers	26,523	21,448	32,860
Finance costs	945	1,232	1,213
Other operating funding applications	-	-	-
Total applications of operating funding (B)	27,468	22,680	34,074
Surplus /(deficit) of operating funding (A-B)	4,507	7,310	3,380
Sources of capital funding			
Subsidies & grants for capital expenditure	1,911	1,816	3,746
Development & financial contributions	1,013	998	1,036
Increase/(decrease) in debt	1,967	8,418	20,000
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	470	452	470
Other dedicated funding	-	-	-
Total capital funding (C)	5,360	11,684	25,252
Applications of capital funding			
- to meet additional demand	555	7,474	4,709
- to improve the level of service	5,264	11,907	12,413
- to replace existing assets	5,386	4,625	12,068
Increase/(decrease) in reserves	(1,337)	(5,012)	(557)
Total applications of capital funding (D)	9,868	18,994	28,632
Surplus/(deficit) of capital (C-D)	(4,507)	(7,310)	(3,380)
Funding balance (A-B) + (C-D)	-	-	-

Funding Impact Statement (Rating) for the Year Ending 30 June 2025

Introduction

Clause 15 of Schedule 10 of the Local Government Act 2002 requires Council to include a Funding Impact Statement for Rating in its Annual Plan. The following matters cover the specific statements to be provided as set out in Schedule 10 clause 15. This Funding Impact Statement should be read in conjunction with Council's Revenue and Financing Policy.

All figures for rates and charges in this Funding Impact Statement are inclusive of GST.

Rates for 2024-25

The revenue and funding mechanisms to be used to cover the estimated expenses of the Council for the year ended 30 June 2025 are described in the Revenue and Financing Policy. The specific rating details given in the following pages have been drawn from and are consistent with Council's Annual Plan for 2024-25.

The funding impact statement consists of two sections:

- The Rating System outlines the methodologies and differentials that Council has used to set the rates for the 2024-25 year.
- The Schedule of Rates outlines the rates for the 2024-25 year, including the total amount Council proposes to collect from each rate.

Rating System

General Rates

The General Rate, and the Uniform Annual General Charge will be used to fund, or assist with funding, all Council activities other than those funded by way of targeted rates.

General rates based on property value.

General rates are set, based on capital value of rateable properties, to fund Council's general activities.

South Wairarapa District Council's General Rate does not have any differentials, i.e., every rateable property in the district is rated the same amount per dollar of capital value.

Property values are included in the rating information database (RID), which is available at our Martinborough office, or on our website.

Uniform Annual General Charge (UAGC)

The Council proposes to set a Uniform Annual General Charge (UAGC) on each SUIP on every rateable rating unit.

This rate is set at a level designed to ensure that the total of the UAGC and other applicable uniform rates does not exceed the threshold allowed under Section 21 of the Local Government (Rating) Act 2002 of 30%. For the 2024-25 rating year the total applicable uniform rates make up 21% of total revenue from all rates.

Targeted Rates

Infrastructure Resilience

The Council proposes to set a targeted rate to build a reserve that can be used to repair or replace infrastructure damaged in emergency events in the district. The rate will be based on the rateable capital value of each rating unit in the district.

Differential	Basis of Assessment	Differential Matter
Infrastructure Resilience - General	Per \$ of capital value	Land use

No lump sum contributions will be invited in respect of this targeted rate.

Refuse & Recycling

The Council proposes to set a uniform targeted rate of a fixed amount per SUIP (on every rateable rating unit) to fund rubbish collection & disposal, and recycling. The rate will apply to properties where the Council provides, or is able to provide, refuse collection or use of disposal facilities.

Additional bin rate: In addition to the uniform targeted rate, where the ratepayer has requested additional recycling bins an additional full targeted rate will be assessed in respect of every additional bin requested.

No lump sum contributions will be invited in respect of this targeted rate.

Footpaths

The Council proposes to set a targeted rate to fund maintenance of footpaths in the district. The rate will be based on the rateable capital value of each rating unit in the urban zones of the district, according to the district plan. The district plan map can be viewed online at <https://gis.mstn.govt.nz/WairarapaMaps/> or by clicking on “View the Wairarapa Map” on our website home page.

There are no differentials on the rate.

No lump sum contributions will be invited in respect of this targeted rate.

Roading

The Council proposes to set two targeted rates the costs of its roading activities.

- A uniform targeted rate on each SUIP (on every rateable rating unit) to fund 30% of roading activities in the district.
- A uniform targeted rate, based on the rateable capital value, on all rateable rating units to fund 70% of roading activities in the district.

Differential	Basis of Assessment	Differential Matter
Roading - General	Per \$ of capital value	Land use

No lump sum contributions will be invited in respect of this targeted rate.

Stormwater

The Council proposes to set a targeted rate to fund urban stormwater activities in the district. The rate will be based on the rateable capital value of each rating unit in the urban zones of the district, according to the district plan. The district plan map can be viewed online at <https://gis.mstn.govt.nz/WairarapaMaps/> or by clicking on “View the Wairarapa Map” on our website home page.

There are no differentials on the rate.

No lump sum contributions will be invited in respect of this targeted rate.

Water Supply

Council proposes to set uniform targeted rates for water supply activities in the district. The rates will be set differentially based on the provision or availability of service. The water services map can be viewed online at <https://gis.mstn.govt.nz/WairarapaMaps/> or by clicking on “View the Wairarapa Map” on our website.

Differential	Basis of Assessment	Differential Matter
Water Supply - serviced	100%	Per SUIP that is connected, either directly or indirectly, to any of the District’s public reticulated water supply systems
Water Supply - serviceable	50%	Per rating unit that is capable of being connected to a public reticulated water supply system but is not so connected. ¹

Water Supply by Meter

An additional targeted rate is proposed where the volume exceeds 250 m³ per year for all metered connections. This charge will be \$2.50 per m³ for the 2024-25 year. The aforesaid volume and rate will be reviewed as and when required in future.

No lump sum contributions will be invited in respect of this targeted rate.

¹ Capable of connection means that rating unit is not connected to a public reticulated water system, but is within 100 metres of the reticulation, within an area serviced by a water scheme and Council will allow the rating unit to connect.

Wastewater

Council proposes to set uniform targeted rates for wastewater activities in the district. The rates will be set differentially based on the provision or availability of service. The water services map can be viewed online at <https://gis.mstn.govt.nz/WairarapaMaps/> or by clicking on “View the Wairarapa Map” on our website.

Differential	Basis of Assessment	Differential Matter
Wastewater - serviced	100%	Per SUIP that is connected, either directly or indirectly, to any of the District’s public reticulated wastewater systems
Wastewater - serviceable	50%	Per rating unit that is capable of being connected to the District’s public reticulated wastewater systems but is not so connected. ²

Additional pan rate

In addition to the differential rate, where the total number of water closets or urinals connected either directly or indirectly in a rating unit exceeds two per SUIP an additional targeted rate will be assessed in respect of the third and every subsequent water closet or urinal (pan) in the rating unit after the first two per SUIP set at 100% of the differential rate value.

A rating unit or SUIP used primarily as the residence for one household must not be treated as having more than one water closet or urinal.

No lump sum contributions will be invited in respect of this targeted rate.

Water Races

Council proposes to set a targeted rate to fund the costs of rural water races. The rate will be based on the rateable land value of each rating unit in the district that is serviced, or capable of being serviced, by the water races. The water services map can be viewed online at <https://gis.mstn.govt.nz/WairarapaMaps/> or by clicking on “View the Wairarapa Map” on our website. The rate will be set on a differential basis according to each scheme as described below.

Differential	Basis of Assessment	Differential Matter
Water Races - Longwood	Per \$ of land value	Provision or availability
Water Races - Moroa	Per \$ of land value	Provision or availability

² Capable of connection means that rating unit is not connected to a public wastewater system, but is within 100 metres of the reticulation, within an area serviced by a wastewater scheme and Council will allow the rating unit to connect.

Rating Base

The rates in this statement have been prepared based on the following projected information regarding rating units within the district:

Number of rating units

- Rateable – 7,460
- Total (including non-rateable) – 7,872

	\$
Total Capital Value of all rateable property	8,074,055,550
Total Land Value of all rateable property	4,911,458,000

Definitions and Notes

Separately Used or Inhabitable Part of a Rating Unit

The following definition applies to the levying of all rates by the SWDC where the Council has determined that the rate shall apply to each separately used or inhabitable part (SUIP) of a rating unit.

A SUIP includes any portion of rating unit used by the owner, or a person other than the owner, who has the right to use or inhabit that portion by virtue of a tenancy, lease, licence, or other agreement.

It includes separately used parts, whether or not actually occupied at any particular time, which are used by the owner for rental (or other form of occupation) on an occasional or long term basis by someone other than the owner.

A rating unit that has a single use or occupation is treated as having one SUIP.

Identification of “dwellings” is taken from the nature of improvements provided by Council’s Valuation Service Provider, Quoteable Value (QV), and includes but is not limited to dwelling, granny flat, bach, cottage, flat. Further clarification can be sought from QV on studio, sleepout, or others if required.

For water supply and wastewater targeted rates, SUIP is not dependent on a separate connection being in place. If there are separately used or inhabitable parts of rating units, these will be charged as separate targeted rates.

For the refuse & recycling targeted rate, each SUIP that can be serviced by the refuse and recycling service will be charged as separate targeted rates. If additional recycling bins are requested by the ratepayer, each additional bin will attract an additional targeted rate.

Differential Matters

Schedule 2 of the Local Government (Rating) Act 2002 lays out the matters that may be used to define categories of rateable land. The matters used by Council to set differentials in South Wairarapa are:

- The use to which the land is put.
- The provision or availability to the land of a service provided by, or on behalf of, the local authority.
- Where the land is situated.

- The capital value of the land.
- The land value of the land.

Notes in relation to land use differentials

Where any differential category is defined by use Council may be guided by the current land use code as assessed by Council's valuation service provider, Quoteable Value, but retains the discretion to determine the actual relevant use.

Council also reserves the right to apply a different differential to any SUIP if it can be demonstrated, to its satisfaction, that the actual use of that part differs from that described by the current land use code for the entire rating unit.

For Council to be able to apply two or more differentials to a single rating unit the area of the land that is used for each purpose must be capable of clear definition and separate valuation.

In some instances, there may be two or more different uses taking place on the rating unit, but it is not possible or practical to define the areas separately. In those instances, the differential category will be guided by the 'highest and best use' applied by the Council's valuation service provider and the rates are set accordingly.

Where the area of the land used for the different purpose is only minimal or cannot be separately defined, Council reserves the right not to assess that part using a different differential.

In every instance where Council proposes to change the differential on a rating unit from one category to another category it will advise the owner concerned and give them the opportunity to lodge an objection to that proposal.

Schedule of Rates for 2024-25

The following tables set out the indicative rates for the 2024-25 rating year, and the total amount Council proposes to collect through each rate.

Please note that all rates are stated inclusive of GST.

General Rates

Rate	Basis of Assessment	Differential Matter	Rate	Total Rate
Uniform Annual General Charge	Per SUIP ¹	None	\$423.00	\$3,233,078
General Rate	Per \$ of capital value	None	\$0.00136157	\$10,823,827

¹ Per SUIP – Separately Used or Inhabitable Part of a rating unit

Targeted Rates

Rate	Basis of Assessment	Differential Matter	Rate	Total Rate
Footpaths	Per \$ of capital value	Location	\$0.00004157	\$125,331
Infrastructure Resilience	Per \$ of capital value	None	\$0.00004337	\$345,058
Refuse & Recycling	Per SUIP ¹	None	\$493.00	\$2,524,160
Roading - Uniform Charge	Per SUIP ¹	None	\$174.00	\$1,331,013
Roading - Rate	Per \$ of capital value	None	\$0.00038927	\$3,097,086
Stormwater	Per \$ of capital value	Location	\$0.00029729	\$896,351
Wastewater - serviced	Per connected SUIP ¹	None	\$1,033.00	\$5,029,677
Wastewater - serviceable	Per rating unit	None	\$516.50	\$103,300
Water Supply - serviced	Per connected SUIP ¹	None	\$1,199.00	\$5,756,399
Water Supply - serviceable	Per rating unit	None	\$599.50	\$108,510
Water Supply - usage charges	Per m ³ over 250m ³	None	\$2.50	\$332,000
Water Races - Longwood	Per \$ of land value	None	\$0.00132697	\$99,788
Water Races - Moroa	Per \$ of land value	None	\$0.00028810	\$108,105

¹ Per SUIP – Separately Used or Inhabitable Part of a rating unit

Overall Rating Levels

The combined effect on individual rating units of a 14.7% increase in total rates will vary considerably from rating unit to rating unit depending on the different types of rates and valuations applicable.

Rates Examples

The following tables show the typical rates increase for a range of property types.

All properties are shown with one SUIP on the property.

All rates include GST.

Urban

Area	Previous Land Value	New Capital Value	2023-24 Rates	2024-25 Rates	% change
Featherston - lower value property	\$170,000	\$450,000	\$4,225	\$4,282	1.4%
Featherston - mid value property	\$190,000	\$500,000	\$4,272	\$4,389	2.7%
Featherston - higher value property	\$230,000	\$580,000	\$4,368	\$4,559	4.4%
Greytown - lower value property	\$300,000	\$610,000	\$4,535	\$4,623	1.9%
Greytown - mid value property	\$330,000	\$760,000	\$4,607	\$4,943	7.3%
Greytown - higher value property	\$400,000	\$1,030,000	\$4,774	\$5,519	15.6%
Martinborough - lower value property	\$220,000	\$570,000	\$4,344	\$4,538	4.5%
Martinborough - mid value property	\$290,000	\$710,000	\$4,511	\$4,836	7.2%
Martinborough - higher value property	\$340,000	\$890,000	\$4,630	\$5,220	12.7%

Lifestyle

	Previous Land Value	New Capital Value	2023-24 Rates	2024-25 Rates	% change
Lifestyle* - lower value property	\$345,000	\$625,000	\$2,346	\$2,211	-5.8%
Lifestyle* - mid value property	\$430,000	\$1,000,000	\$2,533	\$2,884	13.9%
Lifestyle* - higher value property	\$540,000	\$1,320,000	\$2,773	\$3,458	24.7%

*Lifestyle examples are shown with no Water Supply or Wastewater, but with Refuse & Recycling

Commercial

Area	Previous Land Value	New Capital Value	2023-24 Rates	2024-25 Rates	% change
Featherston - lower value property	\$140,000	\$370,000	\$4,487	\$4,111	-8.4%
Featherston - mid value property	\$190,000	\$500,000	\$4,726	\$4,389	-7.1%
Featherston - higher value property	\$240,000	\$610,000	\$4,965	\$4,623	-6.9%
Greytown - lower value property	\$290,000	\$700,000	\$5,203	\$5,018	-3.6%
Greytown - mid value property	\$370,000	\$890,000	\$5,585	\$7,121	27.5%
Greytown - higher value property	\$520,000	\$1,540,000	\$6,301	\$9,242	46.7%
Martinborough - lower value property	\$220,000	\$530,000	\$4,869	\$4,453	-8.6%
Martinborough - mid value property	\$340,000	\$950,000	\$5,442	\$5,348	-1.7%
Martinborough - higher value property	\$440,000	\$1,400,000	\$5,919	\$6,308	6.6%

Rural

Area	Previous Land Value	New Capital Value	2023-24 Rates	2024-25 Rates	% change
Pastoral - lower value property	\$720,000	\$1,090,000	\$2,903	\$2,553	-12.1%
Pastoral - mid value property	\$1,540,000	\$2,270,000	\$4,698	\$4,670	-0.6%
Pastoral - higher value property	\$3,140,000	\$4,360,000	\$8,201	\$8,420	2.7%
Dairying - lower value property	\$1,070,000	\$1,510,000	\$3,669	\$3,306	-9.9%
Dairying - mid value property	\$2,260,000	\$3,400,000	\$6,275	\$6,697	6.7%
Dairying - higher value property	\$4,360,000	\$6,170,000	\$10,873	\$11,667	7.3%
Horticultural - lower value property	\$590,000	\$1,190,000	\$2,618	\$2,732	4.4%
Horticultural - mid value property	\$700,000	\$1,610,000	\$2,859	\$3,486	21.9%
Horticultural - higher value property	\$950,000	\$2,330,000	\$3,406	\$4,778	40.3%
Forestry - lower value property	\$160,000	\$240,000	\$1,676	\$1,028	-38.7%
Forestry - mid value property	\$850,000	\$1,140,000	\$3,187	\$2,642	-17.1%
Forestry - higher value property	\$1,420,000	\$2,610,000	\$4,435	\$5,280	19.0%

Accounting Policies

Reporting Entity

South Wairarapa District Council (SWDC) is a territorial local body governed by the Local Government Act 2002 (LGA 2002 and Local Government Rating Act 2002) and is domiciled in New Zealand.

The SWDC is a separate legal entity and does not have any subsidiaries. The Council provides local infrastructure, local public services, and performs regulatory functions to the community. The Council does not operate to make a financial return.

The SWDC has designated itself as a public benefit entity (PBE) for the purpose of complying with generally accepted accounting practice.

The financial forecasts of the Council are for the financial years from 1 July 2024 to 30 June 2025 and comply with PBE standards. The financial forecasts were authorised for issue by Council on 26 June 2024. The Council is responsible for the prospective financial statements presented, including the appropriateness of the assumptions underlying the prospective financial statements and all other required disclosures.

Basis of Preparation

The prospective financial statements of the SWDC have been prepared in accordance with the requirements of the Local Government Act 2002, section 93 and Part 1 of schedule 10, and the information may not be appropriate for other purposes.

These prospective financial statements have been prepared in accordance with PBE standards of a Tier 1 entity as the Council does not have public accountability and has total expenses (including grants) exceeding \$33 million.

Statement of prospective financial information

The financial information contained in this document is a forecast for the purposes of PBE Financial Reporting Standard (FRS) 42, and is in full compliance with this standard. It has been prepared based on assumptions as to future events that the Council reasonably expects to occur, associated with the actions it reasonably expects to take, as at the date the forecasts were prepared. The purpose for which it has been prepared is to enable the public to participate in the decision-making process as to the services to be provided by the Council to the community.

Council does not intend to update the prospective financial statements after the final presentation of the Annual Plan. It will however update the prospective financial statements relating to the financial year being considered within each subsequent Annual Plan to this Annual Plan.

The actual results achieved are likely to vary from the information presented. The variation may be material and will be dependent upon circumstances which arise during the forecast period.

The accounting policies set out below have been applied consistently to all periods presented in these prospective financial statements.

The financial statements have been prepared on a historical cost basis, except where modified by the revaluation of land and buildings, certain infrastructure assets, investment property, playground assets, library books and certain financial instruments.

The prospective financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000). The functional currency of the SWDC is New Zealand dollars.

Changes in Accounting Policies

There have been no changes in accounting policies during the year.

Significant Accounting Policies

Revenue

Revenue is measured at the fair value of consideration received or receivable.

Rates Revenue

The following policies for rates have been applied:

General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are set annually by a resolution from Council and relate to a financial year. All ratepayers are invoiced within the financial year to which the rates have been set. General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are recognised when invoices are created.

Rates are a tax as they are payable under the Local Government Ratings Act 2002, and therefore meet the definition of non-exchange transactions.

Rates arising from late payment penalties are recognised as revenue when rates become overdue.

Revenue from water-by-meter rates is recognised on an accrual basis. Unbilled usage, because of unread meters at year end is accrued on an average usage basis.

Rates remissions are recognised as a reduction of rates revenue when the Council has received an application that satisfies its rates remission policy.

Rates collected on behalf of the Greater Wellington Regional Council (GWRC) are not recognised in the financial statements, apart from the Statement of Cash flows, as SWDC is acting as an agent for the GWRC.

Other Revenue

SWDC receives government grants from the New Zealand Transport Agency (Waka Kotahi) which subsidises part of SWDC's costs in maintaining the local roading infrastructure. The subsidies are recognised as revenue upon entitlement as conditions pertaining to eligible expenditure have been fulfilled.

Revenue from the rendering of services is recognised by reference to the stage of completion of the transaction at balance date, based on the actual service provided as a percentage of the total services to be provided.

Where a physical asset is acquired for nil or nominal consideration the fair value of the asset received is recognised as revenue. Assets vested in the SWDC are recognised as revenue when control over the asset is obtained.

Sales of goods are recognised when a product is sold to the customer. Sales are in cash. The recorded revenue is the gross amount of the sale.

Where revenue is derived by acting as an agent for another party, the revenue that is recognised is the commission or fee on the transaction.

Interest revenue is recognised using the effective interest method.

Financial Contributions

Financial contributions are recognised as revenue when the Council provides, or is able to provide, the service for which the contribution was charged. Otherwise, development contributions and

financial contributions are recognised as liabilities until such time as the SWDC provides, or is able to provide, the service.

Borrowing Costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

Grant Expenditure

Non-discretionary grants are those grants that are awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where SWDC has no obligation to award on receipt of the grant application and are recognised as expenditure when a successful applicant has been notified of the SWDC's decision.

Leases

Finance Leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, the SWDC recognises finance leases as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the statement of financial performance over the lease period to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the SWDC will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Operating Leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Debtors and Other Receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

A provision for impairment of receivables is established when there is objective evidence that the SWDC will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the effective interest method.

Financial Assets

SWDC classifies its financial assets into the following categories: held-to-maturity investments and loans and receivables.

The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date.

Financial assets and liabilities are initially measured at fair value plus transaction costs.

Purchases and sales of investments are recognised on trade-date, the date on which the SWDC commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the SWDC has transferred substantially all the risks and rewards of ownership.

The categories of financial assets are:

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets. SWDC's loans and receivables comprise terms deposits.

Held to maturity investments

Held to maturity investments are assets with fixed or determinable payments and fixed maturities that SWDC has the positive intention and ability to hold to maturity. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets.

Fair value through other comprehensive revenue and expense.

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into the category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of, or realise, the investment within 12 months of balance date. The Council includes in this category:

Investments that it intends to hold long term, but which may be realised before maturity;
and

Shareholdings that it holds for strategic purposes.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expenses, except for impairment losses, which are recognised in the surplus or deficit.

On de-recognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Fair Value

The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date. The quoted market price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. SWDC uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as discounted expected cash flows, are used to determine fair value for the remaining financial instruments.

Impairment of Financial Assets

Financial assets are assessed for objective evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

Loans and other receivables, and held to maturity investments

Impairment is established when there is objective evidence that the SWDC will not be able to collect amounts due according to the original terms of the debt. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits, local authority stock, government stock, and community loans, are recognised directly against the instruments carrying amount.

Financial assets at fair value through other comprehensive revenue and expense

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are considered objective indicators that the asset is impaired.

If impairment evidence exists for the investments at fair value through other comprehensive revenue and expense, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit.

If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.

Non-Current Assets Held for Sale

Non-current Assets held for sale are classified as held for sale if their carrying amount will be recovered through a sale transaction, not through continuing use. Non-current Assets held for sale are measured at the lower of their carrying amount and fair value less costs to sell.

Any impairment losses for write-downs of non-current assets held for sale are recognised in the statement of Comprehensive revenue and expense.

Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have previously been recognised.

Assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale. Interest and other expenses attributable to the liabilities of a disposal group classified as held for sale continue to be recognised.

Property, Plant and Equipment

Property, plant and equipment consist of:

Operational Assets

These include land, buildings, landfill post closure, library books, plant and equipment, and motor vehicles.

Restricted Assets

Restricted assets are parks and reserves owned by the SWDC which provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.

Infrastructure Assets

Infrastructure assets are the fixed utility systems owned by the SWDC. Each asset class includes all items that are required for the network to function, for example, sewer reticulation includes reticulation piping and sewer pump stations.

Heritage Assets

Heritage assets are assets owned by the SWDC that are of cultural or historical significance to the community and cannot be replaced due to the nature of the assets. Buildings recorded under the Historic Places Act 1993 have been recorded as heritage assets.

Property, plant and equipment is shown at cost or valuation, less accumulated depreciation and impairment losses.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the SWDC and the cost of the item can be measured reliably.

Work in progress is recognised at cost less impairment and is not depreciated.

In most instances, an item of property, plant and equipment is recognised at cost. Where an asset is acquired at no cost or for nominal cost, it is recognised at fair value as at the date of acquisition.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the statement of Comprehensive revenue and expense. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to retained earnings.

Subsequent Costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the SWDC and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised in the surplus or deficit as they are incurred.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land (which also includes the landfill and water races), at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The estimated useful economic lives of major classes of assets have been estimated as follows:

ASSET	ESTIMATED LIFE	PERCENTAGE
Buildings and Improvements	20 to 100 years	1% to 5%
Heritage assets	70 to 120 years	0.80% to 1.4%
Furniture and equipment	5 to 22 years	4.5% to 20%
Motor vehicles	5 years	20%
Library collections	7 years	14.3%
Roading*	1 to 100 years	1% to 100%
Bridges*	30 to 100 years	1% to 3.3%
Water infrastructure*	15 to 103 years	0.97% to 6.7%
Sewer infrastructure*	14 to 123 years	0.81 to 7.1%
Stormwater infrastructure*	60 to 100 years	1% to 1.7%
Parks and reserves	25 to 32 years	3.1% to 4%
Playground equipment*	5 to 20 Years	5% to 20%

In relation to infrastructural assets marked * (above), depreciation has been calculated at a componentry level based on the estimated remaining useful lives as assessed by Council's engineers and independent registered valuers.

Land under roads and formation are not depreciated. A summary of these lives is detailed above.

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

Revaluation

Land, buildings (operational and restricted), heritage assets, library books, and infrastructural assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years. All other assets are carried at depreciated historical cost.

SWDC assesses the carrying values of its revalued assets annually to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued.

SWDC accounts for revaluations of property, plant and equipment on a class of asset basis.

The results of revaluing are credited or debited to an asset revaluation reserve for that class of asset. Where this results in a debit balance in the asset revaluation reserve, this balance is expensed in the statement of Comprehensive revenue and expense. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in the statement of financial performance will be recognised first in the statement of financial performance up to the amount previously expensed, and then credited to the revaluation reserve for that class of asset.

Those asset classes that are revalued are valued on a three yearly cycle on the basis described below. All other asset classes are carried at depreciated historical cost. The carrying values of

revalued items are reviewed at each balance date to ensure that those values are not materially different to fair value.

Land and Buildings

An independent valuation is carried out to ascertain fair value as determined from market-based evidence. The most recent valuation was performed by Angela Scott (BBS (VPM), MPINZ), Trent Bellingham (B.Com Ag (VFM)) of QV Asset & Advisory, and the valuation is effective as at 30 June 2022.

Heritage assets are also included in this category. Additions are recorded at cost.

Infrastructure Assets

Infrastructure asset classes are roads, bridges and footpaths, water systems, wastewater (sewerage) systems and stormwater systems.

At fair value determined on a depreciated replacement cost basis by an independent valuer. At balance date the SWDC assesses the carrying values of its infrastructure assets to ensure that they do not differ materially from the assets' fair values. If there is a material difference, then the off-cycle asset classes are revalued. The most recent valuation was performed by John Vessey (BE (Civil), BA (Economics), FIPENZ (Civil), CPEng, and IntPE) of WSP on 30 June 2024.

Additions are recorded at cost.

Playground equipment

At fair value determined on a depreciated replacement cost basis by an independent valuer. At balance date the SWDC assesses the carrying values of its playground equipment to ensure that they do not differ materially from the assets' fair values. If there is a material difference, the off-cycle asset classes are revalued. The most recent valuation was performed by John Vessey (BE (Civil), BA (Economics), FIPENZ (Civil), CPEng, and IntPE) of WSP on 30 June 2024.

Additions are recorded at cost.

Vested Assets

At the actual costs or the current cost of providing identical services.

Assets Held for Sale

Assets held for sale are valued annually at the lower of carrying value and fair value less costs to sell. As at 30 June 2025 there are no assets planned to be held for sale. Assets held for sale are valued at the agreed sale price.

Intangible Assets

Software Acquisition and Development

Acquired computer software licences are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with maintaining computer software are recognised as an expense when incurred. Costs that are directly associated with the development of software for internal use are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised as an expense when incurred.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life. Amortisation begins when an asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the Statement of Comprehensive Revenue and Expense.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

TANGIBLE ASSET	ASSET LIFE	AMORTISATION RATE
Computer software	5 years	20%

Investment Properties

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation.

Investment property is measured initially at cost, including transaction costs.

After initial recognition, the SWDC measures all investment property at fair value as determined annually by an independent valuer.

Investment properties are valued annually at fair value as determined from market-based evidence by an independent valuer. The most recent valuation was performed by Jaime Benoit (B.App Sci (VFM, AG), MPINZ) of QV Asset & Advisory, and the valuation is effective as at 30 June 2024.

Gains and losses arising from a change in the fair value of investment property are recognised in the Statement of Comprehensive Revenue and Expense.

Impairment of Property, Plant, Equipment and Intangible Assets

Assets that have an indefinite useful life or not yet available for use, are not subject to amortisation and are tested annually for impairment. Assets that have a finite useful life are reviewed for impairment wherever events or changes in circumstances indicate that the carrying amount may not be recovered. When there is an indicator of impairment, the asset recoverable amount is estimated. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is the depreciated replacement cost for an asset where the future economic benefit or service potential of the asset is not primarily dependent on the asset's ability to generate net cash flows and where the entity would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets is the present value of expected future cash flows.

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written down to the recoverable amount. For revalued assets the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount, the total impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

The reversal of an impairment loss on a revalued asset is credited to the revaluation reserve. However, to the extent that an impairment loss for that class of asset was previously recognised in the statement of financial performance, a reversal of the impairment loss is also recognised in the Statement of Comprehensive Revenue and Expense.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

Creditors and Other Payables

Creditors and other payables are recorded at their face value.

Employee Entitlements

Short-term Employee Entitlements

Employee benefits that the SWDC expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, long service leave entitlements expected to be settled within 12 months, and sick leave.

The SWDC recognises a liability for sick leave to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date, to the extent that the SWDC anticipates it will be used by staff to cover those future absences.

The SWDC recognises a liability and an expense for bonuses where contractually obliged or where there is a past practice that has created a constructive obligation.

Presentation of Employee Entitlements

Sick leave, annual leave, vested long service leave, and non-vested long service leave and retirement gratuities expected to be settled within 12 months of balance date, are classified as a current liability. All other employee entitlements are classified as a non-current liability.

Long term Employee Entitlements

Superannuation Schemes

Obligations for contributions to KiwiSaver are accounted for as defined contribution superannuation schemes and are recognised as an expense in the statement of financial performance as incurred.

Provisions

The SWDC recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as a finance cost expense.

Borrowings

Borrowings are initially recognised at their fair value net of transaction costs incurred. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless SWDC has an unconditional right to defer settlement of the liability for at least 12 months after the balance date or if the borrowings are expected to be settled after 12 months of the balance date.

Equity

Equity is the community's interest in the SWDC and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into a number of reserves.

The components of equity are:

- » Public equity – accumulated funds
- » Special reserves and trust funds
- » Asset revaluation reserves

Restricted and Council Created Reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the SWDC.

Restricted reserves are those subject to specific conditions accepted as binding by the SWDC and which may not be revised by the SWDC without reference to the courts or a third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Council decision. The Council may alter them without references to any third party or the courts. Transfers to and from these reserves are at the discretion of the Council.

The asset revaluation reserve relates to the revaluation of property, plant and equipment to fair value.

Fair value through other comprehensive revenue and expense reserves comprises the net cumulative change in the fair value through other comprehensive revenue and expense instruments.

Goods and Services Tax (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from or payable to the Inland Revenue (IR) is included as part of receivables or payables in the statement of financial position.

The net GST paid to or received from the IR, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Cost Allocation

The SWDC has derived the cost of service for each significant activity of the SWDC using the cost allocation system outlined below.

Direct costs are those costs directly attributable to a significant activity. Indirect costs are those costs, which cannot be identified in an economically feasible manner, with a significant activity.

Direct costs are charged directly to significant activities. Indirect costs are charged to significant activities using appropriate cost drivers such as actual usage, staff numbers and floor area.

Critical Accounting Estimates and Assumptions

In preparing these financial statements, the SWDC has made estimates and assumptions concerning the future. These estimates and assumptions may differ from the subsequent actual results. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

Landfill Aftercare Provision

A provision has been included in the financial forecasts for the exposure of the Council in relation to the estimates and uncertainties surrounding the landfill aftercare provision.

Infrastructural Assets

There are a number of assumptions and estimates used when performing DRC valuations over infrastructural assets.

These include:

- » The physical deterioration and condition of an asset, for example the SWDC could be carrying an asset at an amount that does not reflect its actual condition. This is particularly so for those assets that are not visible, for example stormwater, wastewater and water supply pipes that are underground. This risk is minimised by the SWDC performing a combination of physical inspections and condition modelling assessments of underground assets.
- » Estimating any obsolescence or surplus capacity of an asset.
- » Estimates are made when determining the remaining useful lives over which the asset will be depreciated. These estimates can be impacted by the local conditions; for example, weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, the SWDC could be overestimating and underestimating the annual depreciation charge recognised as an expense in the statement of comprehensive revenue and expense.
- » To minimise this risk, SWDC's infrastructural asset useful lives have been determined with reference to the New Zealand Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group and have been adjusted for local conditions based on past experience. Asset inspections, deterioration and condition modelling are also carried out regularly as part of the SWDC asset management planning activities, which gives the SWDC further assurance over its useful life estimates.

Experienced independent valuers perform the Council's infrastructural asset revaluations.

Critical Judgements in Applying the SWDC's Accounting Policies

Management has exercised the following critical judgments in applying the SWDC's accounting policies for these financial statements.

Classification of Property

SWDC owns a number of properties, which are maintained primarily to provide housing to pensioners. The receipt of market-based rental from these properties is incidental to holding these properties. These properties are held for service delivery objectives as part of the SWDC's social housing policy. These properties are accounted for as property, plant and equipment.

Prospective Total Surplus / (Deficit)

The council is projecting a surplus for the financial year ended 30 June 2025.

Financial Prudence Disclosure Statement

What is the purpose of this statement?

The purpose of this statement is to disclose the Council’s planned financial performance in relation to various benchmarks to enable the assessment of whether the council is prudently managing its revenues, expenses, assets, liabilities, and general financial dealings.

The Council is required to include this statement in its annual plan in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the Regulations). Refer to the Regulations for more information, including definitions of some of the terms used in this statement.

Benchmark Name	Benchmark	Planned	Met
Rates affordability benchmark			
● income	\$30,990k	\$29,192k	Yes
● increases	5.9%	14.7%	No
Balanced budget benchmark	100.0%	100.3%	Yes
Debt affordability benchmark	12.0%	2.8%	Yes
Debt servicing benchmark	10.0%	3.0%	Yes
Essential services benchmark	100.0%	392%	Yes

Rates affordability benchmarks

The **rates income** quantified limit is based on rate revenue increasing by no more than 2% above the BERL “overall Local Government Cost Index” (LGCI) as set in the financial strategy of the Long-Term Plan. The LGCI is 3.9% for the 2024-25 year.

The **rates increases** quantified limit is based on average rates increases being no more than 2% above the BERL “overall Local Government Cost Index” (LGCI) as set in the financial strategy of the Long-Term Plan. The LGCI is 3.9% for the 2024-25 year.

Debt affordability and servicing benchmarks

The **debt affordability** quantified limit is based on the covenant that interest cost will be no more than 12% of rates revenue.

The **debt servicing** quantified limit is based on the covenant that interest cost will be no more than 10% of revenue, excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, and equipment.

Essential services benchmark

The **essential services** quantified limit is that planned capital expenditure on network services equals or is greater than expected depreciation on network services.

Notes

1. Rates affordability benchmark

For this benchmark, -

- a) the council's planned rates income for the year is compared with a quantified limit on rates contained in the financial strategy included in the council's Long-Term Plan; and
- b) the council's planned rates increase for the year is compared with a quantified limit on rates contained in the financial strategy included in the council's Long-Term Plan.

The council meets the rates affordability benchmark if –

- a) its planned rates income for the year equal or is less than each quantified limit on rates; and
- b) its planned rates increase for the year equal or are less than each quantified limit on rates increases.

2. Debt affordability benchmark

- a) For this benchmark, the Council's planned borrowing is compared with quantified limits on borrowing contained in the financial strategy included in the Council's Ten-Year Plan.
- b) The Council meets the debt affordability benchmark if its planned borrowing is within each quantified limit on borrowing.

3. Balanced budget benchmark

- a) For this benchmark, the Council's planned revenue (excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluation of property, plant or equipment) is presented as a portion of its planned operating expenses (excluding losses on derivative financial instruments and revaluation of property, plant or equipment).
- b) The Council meets the balanced budget benchmark if its revenue equals or is greater than its operating expenses.

4. Essential services benchmark

- a) For this benchmark, the Council's planned capital expenditure on network services is presented as a proportion of expected depreciation on network services.
- b) The Council meets the essential services benchmark if its planned capital expenditure on network services equal or is greater than the expected depreciation on network services.

5. Debt servicing benchmark

- a) For this benchmark, the Council's planned borrowing costs are presented as a proportion of planned revenue ((excluding development contributions, vested assets, financial contributions, gains on derivative financial instruments, and revaluation of property, plant or equipment).
- b) Because Statistics New Zealand projects that the Council's population will grow faster than the national population growth rate, it meets the debt servicing benchmark if its planned borrowing costs equal or are less than 15% of its planned revenue.

General Forecasting Assumptions

ASSUMPTION	RISK	LEVEL OF UNCERTAINTY	MITIGATION
Number of rateable properties			
The growth in rateable properties continues to be positive.	Growth does not meet this assumption	Low	The rates for the Annual Plan 2024-25 are based on property details as at 19 th June 2024. There will be minimal change between this date and when rates are set in July 2024.
Insurance			
Insurance costs have varied significantly over recent years. The Council's broker has advised that the underlying adjustment by reinsurers to risk has levelled off, and increases are likely to continue through the Long-Term Plan in line with asset price level adjustment. Currently the Council has full cover for above ground assets and limited cover of below ground assets provided by the Local Authority Protection Programme Disaster Fund (LAPP).	Reinsurance costs escalate beyond forecasted budgets. Cover may not be available for certain assets or risks. LAPP may not be able to secure cover for the 40% balance not assured by central government. The central government has been considering removing the 40% it now covers.	Moderate	<p>Any further significant earthquake events in New Zealand in the next ten years would impact on renewal costs. The cost of insurance may be greater than forecast leading to unbudgeted expenditure. The cost of reinstating LAPP cover would be significant, funded by additional rates. The Council will need to consider the trade-off between self-insurance or paying higher insurance premiums, funded by additional rates.</p> <p>For insurance premiums the BERL rates of inflation would not be sufficient. Therefore, the insurance premium budgets have been inflated based on estimates from Council's consultant partners.</p>
Asset Condition			
Activity and asset management plans have been prepared for all major activities and include renewal and capital programmes for all major infrastructural assets. These plans include assessments of asset condition, lifecycle and demand management. This planning information is considered by Council to be reasonable and supportable. There are no substantial asset disposals or acquisitions that will impact significantly on the plan.	Asset Management Plans (AMP) are incomplete. Condition ratings and life cycle demand assumptions are materially incorrect.	Low	<p>Asset management plans are updated annually following 'best practice' as prescribed by the New Zealand Infrastructure Asset Management Manual.</p> <p>For instance, for roading asset inventories and condition ratings are stored and maintained in the RAMM database and in the Asset Management Plan (AMP). The AMP was audited by Waka Kotahi in 2024 and found to be adequately maintained.</p>
Roading subsidies			
Subsidies from NZTA Waka Kotahi for maintaining and development of roads will be at the approved rates as follows: <ul style="list-style-type: none"> » 51% in 2024-2027. 	Changes in subsidy rate, total subsidy dollars, and variation in criteria for inclusion in subsidised works programmes. The total subsidy dollars may	Low	The subsidy rate has been confirmed at 51% for the three years 2024-2027. Furthermore the status of Cape Palliser Road as a Special Purpose Road attracting 100% subsidy has been extended up to 30 June 2027.

	not increase as assumed.		
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ASSUMPTION	RISK	LEVEL OF UNCERTAINTY	MITIGATION
Reforms			
<p>There are number of significant government reforms including changes to climate change, resource management, affordable waters reform and the future of local government review. These changes may impact council's strategic direction and community confidence and may raise challenges in terms of change preparedness. There may be misalignment between government and Council's strategic goals and failure to adapt to changes may affect community wellbeing.</p>	<p>There is unexpected change to legislation that alters the nature or levels of service provided by Council.</p>	<p>Moderate</p>	<p>Resource Management Reforms:</p> <p>The impending reforms to the resource management system entail the repeal of the Resource Management Act (RMA) and the introduction of three new legislative frameworks.</p> <p>As the drafting process for the new legislation is underway, acknowledging the substantial lead-in time required for transition, we are operating under the assumption that current provisions will remain throughout the duration of this Annual Plan (AP).</p> <p>We anticipate that the review of the Wairarapa Combined District Plan will be adjusted to align with the forthcoming RMA reforms. Should the progress of the district plan review be impeded or delayed due to government-driven reforms, there may be potential cost efficiencies or additional expenditures depending on whether our service contracts need suspension or extension.</p> <p>Furthermore, any contingent matters could be addressed through Plan Changes during the reform implementation phase, with associated costs covered by the existing district plan review budget. The district plan budget incorporates a degree of flexibility to ensure ongoing relevance and adaptability of the Plan.</p> <p>Waters Reform:</p> <p>The Local Water Done Well legislation is currently undergoing deliberation and review within governmental processes. This legislation aims to enhance the management and delivery of water services at the local level, with a focus on ensuring efficiency, sustainability, and resilience in water supply, wastewater treatment, and stormwater management.</p> <p>It is anticipated that there will be an increased emphasis on regulatory compliance and performance standards regarding water service provision. This may entail the need for investment in infrastructure upgrades, operational enhancements, and potentially, the adoption of new technologies to meet the evolving requirements. Council has incorporated increased levels of</p>

			<p>maintenance and investment into the budgets in this plan.</p> <p>Governance and operational structures concerning water services are also likely to undergo change. The legislation will encourage new frameworks for governance, potentially involving the establishment of regional water entities or collaborations aimed at achieving economies of scale and improved service delivery outcomes. Council is proactively monitoring developments, and engaging in stakeholder consultations, adapting its strategic plans and operational frameworks accordingly to ensure alignment with the evolving regulatory landscape and to uphold our commitment to delivering high-quality water services to our community.</p> <p>For the scope of the 12-month period of this Annual Plan, we are operating under the assumption that our current model will remain unchanged.</p> <p>Other changes:</p> <p>Given the evolving landscape of government priorities and legislative reforms, several pieces of legislation have been earmarked for review, alongside anticipated revisions to critical areas such as Future Local Governance, Civil Defence and Emergency Management, and our District Plan. However, there is no potential impact of these changes on the 2024-25 fiscal year currently anticipated.</p>
ASSUMPTION	RISK	LEVEL OF UNCERTAINTY	MITIGATION
Economic shock			
<p>New Zealand is likely to experience continued economic challenges, including high inflation, over the course of the period of this plan. There is a shortage of resources including human and materials in the country and this impacts on potential development and infrastructure, particularly water and roading. We propose an ambitious capital works programme in the Plan and Audit NZ identified the risk of non-delivery in their audit of the Long-Term Plan for 2021-31.</p>	<p>The impacts would be on Council reputation, loss of trust and confidence, not meeting service levels, strategic goals or regulatory requirements and increased costs long term.</p>	<p>Moderate</p>	<p>Lack of or inadequate:</p> <ul style="list-style-type: none"> » Preparedness and understanding of economic climate » Leadership and decision-making » Policies and procedures

Financial Forecasting Assumptions

ASSUMPTION	RISK	LEVEL OF UNCERTAINTY	MITIGATION
Interest Rates			
<p>The weighted average of interest rates on term debt is calculated at 4.88%.</p> <p>To allow for anticipated timing of capital expenditure, on selected loans interest expenditure is provided for on only 50% of forecast new loan amounts each year.</p> <p>The interest rate on investments is calculated at 5.00%.</p>	<p>That the interest rate will differ from those used in the calculations.</p>	<p>Moderate</p>	<p>As SWDC’s policy for funding capital investment has changed from 1 July 2024, it is not anticipated that SWDC will hold significant investments, and no interest income has been budgeted.</p> <p>Existing investments at the beginning of the plan will be used to reduce debt in the plan.</p>
Revaluation of Non-Current Assets			
<p>Revaluation assumptions have been included in the Plan. These have been done following the Business & Economic Research Limited (BERL) forecasts of price level change adjusters.</p> <p>Revaluation movements will be shown in the statement of financial position and the statement of other comprehensive income. Revaluations are carried out at two-year intervals, apart from investment properties, which are revalued annually.</p>	<p>Actual revaluation results differ from those in the forecast.</p>	<p>Low</p>	<p>Where the actual inflation rate is different from that forecast, the actual revaluation will be different from that forecast.</p>
Depreciation			
<p>Depreciation has been calculated on asset values at their latest revaluation date, and on additions at cost thereafter. The rates applied are listed in the ‘Depreciation’ section of the accounting policies. It is assumed that:</p> <p>existing depreciation will continue.</p> <p>replacement assets (renewals) affect depreciation as follows:</p> <ul style="list-style-type: none"> ▸ asset renewal will equal that of the assets being replaced; ▸ new assets’ depreciation will be the result of their estimated lives and values; and ▸ depreciation on new and renewal programmes will impact in the year following the capital programme. 	<p>That more detailed analysis of planned capital works once complete may alter the depreciation expense.</p> <p>That asset lives may alter due to new technology improving asset lives.</p>	<p>Low</p>	<p>The Council has asset management planning and upgrade programmes in place. Asset capacity and condition is monitored with replacement works being planned in accordance with standard asset management and professional practices. Depreciation is calculated in accordance with normal accounting and asset management practices.</p>

ASSUMPTION	RISK	LEVEL OF UNCERTAINTY	MITIGATION
Asset Lives			
Useful lives of assets are based on professional advice. These are summarised in the depreciation note within the accounting policies.	That assets wear out earlier than estimated.	Low	Asset life is based on estimates of engineers, valuers and asset managers. Capital projects can be brought forward in event of early expiration of assets (this would affect depreciation and interest of which the amounts are unknown).
Sources of funds for future replacement of assets			
<p>The funding of the replacement of future assets is based on the following assumption:</p> <p>In accordance with the revenue and financing policy and financial strategy, the Council has, over the term of the Plan, set revenue levels sufficient to fund depreciation of its assets as set by financial policies.</p> <p>The funding for the replacement of any individual asset will be funded from the following sources:</p> <p>From the current year's cash arising from the revenue funding of depreciation</p> <p>From the current year's cash Infrastructure contributions under the financial contributions policy</p> <p>Loan funding with a loan being the shorter of either a 35-year loan term or the life of the asset</p> <p>Special funds set aside for specific purposes identified by the Council.</p> <p>Existing loan facilities are based on 35-year terms and mature every 5 years. It is assumed that these loans will be rolled by the bank on maturity for a further five years.</p>	A planned funding source is unavailable.	Low	As the Council operates a central treasury function, should one source of funding be unavailable for asset replacement, a further option would be available. Local authorities have the power to rate, and that makes them attractive to borrowers and to private bankers and investors. The Council has the further ability to indirectly borrow through the Local Government Funding Agency. It is likely that alternative sources of borrowing than that planned would be at similar interest expense.

ASSUMPTION	RISK	LEVEL OF UNCERTAINTY	MITIGATION
Inflation			
Revenues and expenses for 2024-25 have been largely estimated based on 2023-24 estimated results. Personnel costs other operating costs (excluding interest, depreciation, and some other minor costs), and capital expenditure were adjusted by the BERL forecasts of price level adjusters where appropriate.	That actual inflation differs to that predicted, on which decisions are made.	Moderate	Where the actual inflation rate is different from that forecast, the cost of projects and expenditure will be different from that forecast. Higher than forecast inflation would likely mean higher operating and capital costs and higher revenue; higher capital expenditure could mean greater borrowing; and there would be pressure on rates to increase to cover these costs.
Investments and return on investments			
The Council's long term special funds will be used to reduce the level of debt required over the course of this plan. This will result in the level of investment and interest income becoming negligible.	That the actual return on investment differs to that budgeted.	Low	Movement in the investment fund is difficult to predict but best efforts have been used, using past results. The financial effect is unknown but unlikely to be significant.
8 Delivery of Capital Works Programme			
Council can successfully deliver the planned capital programme as outlined in the Plan.	Council is unable to successfully deliver the planned capital works programme as outlined in the LTP. Non-delivery could impact on Council's ability to deliver levels of service.	Moderate	Delays in the delivery of the project due to contractor availability or product supply constraints could significantly increase costs and timing. The potential impacts of completing the programme over a longer timeframe is not meeting planned levels of service and increased costs in the long term.

Fees and Charges

Fees and charges are reviewed annually as part of the Annual Plan or Long-Term Plan process.

The fees and charges schedule for 2024-25 is available on our website:

<https://swdc.govt.nz/services/council-fees-and-charges/>

Phone: 06 306 9611

Email: enquiries@swdc.govt.nz

www.swdc.govt.nz



**SOUTH WAIRARAPA
DISTRICT COUNCIL**
Kia Reretahi Tātau

Appendix 2 – Capex Carryover

Capital Expenditure Carryover 2024/25

Project/Cost Centre	Description	Carryover 24/25
Finance & Corporate Services		
Council offices	Office refurb	247,728
Intangibles	Signage/rebranding	20,000
		267,728
Community Facilities & Services		
Parks and reserves	Purchase of land for new open spaces	1,531,500
Parks and reserves	Greytown wheels park	883,193
Parks and reserves	Gateway to the Wairarapa	114,923
Campgrounds	Lake Ferry Campground compliance upgrades	86,766
Campgrounds	Renewals	5,600
Cemeteries	Renewals	14,127
Cemeteries	Natural burials	75,000
Cemeteries	Greytown extension	155,000
Community buildings	Renewals	35,000
Community buildings	Greytown sports facility	793,083
Community buildings	Carkeek	81,000
Community buildings	Heights access for buildings	70,000
Community buildings	Greytown Hall	155,000
Housing	Westhaven underpinning	100,000
Rental properties	Hodder farm	48,356
Rental properties	Old Courthouse, Featherston	35,000
Swimming pools	Greytown changing rooms	154,000
Toilets	Renewals	43,741
		4,381,289
Water Supply		
Infrastructure upgrades - Water Supply	GTN WTP Memorial park stage 3	2,139,933
		2,139,933
Total Carryover		6,788,950

Appendix 3 – Fees and Charges schedule



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

**SCHEDULE OF
FEES & CHARGES**

**2024 – 2025
Effective 1 July 2024**

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Community Facilities & Services

Council Offices

Location	19 Kitchener Street, Martinborough 5711
Postal address	PO Box 6, Martinborough 5741
Website	www.swdc.govt.nz
Opening hours	9.00am to 4.00pm Monday to Friday Closed on weekends & public holidays

Information Requests (LGOIMA)

Processing Time	\$
First hour	Free
Per subsequent half hour	38.00

Printing, Copying, Laminating

Printing/Photocopying (per page)	Black & White \$ including GST	Colour \$ including GST
Single sided A4	0.20	0.30
Single sided A3	0.40	0.50
Double sided A4	0.30	0.50
Double sided A3	0.80	1.00

Laminating (per page)	\$ including GST
A4	2.00
A3	3.00

Copying/printing of plans	\$
Time involved to retrieve and/or photocopy plans (per 10 minutes)	10.00

Libraries & Service Centres

Library Services

Reservation of Books	No charge
Replacement Cards	No charge
Lost or damaged library book	At replacement cost
Inter-library loan Items	\$10.00 plus cost charged by lending library

Printing, Copying, Laminating

Printing/Photocopying (per page)	Black & White \$ including GST	Colour \$ including GST
Single sided A4	0.20	0.30
Single sided A3	0.40	0.50
Double sided A4	0.30	0.50
Double sided A3	0.80	1.00

Laminating (per page)	\$ including GST
A4	2.00
A3	3.00

Refuse & Recycling

Rubbish Bags

Rubbish bags can be purchased from Council Office and Service Centres

	\$ including GST
Per bag	4.90
Per bundle of 10	49.00

Transfer & Recycling Stations

Refuse Charges	Limits & quantities	\$ including GST
Dropping of official Council refuse bags		No charge
All other refuse	Up to 30kg	12.00
General refuse (Martinborough only)	Per tonne	310.00
Clean fill (weighed)	Per tonne	20.00

Recycling Charges	\$ including GST
Clean and sorted recyclable items	No charge
Replacement Recycling Bins	17.50
Replacement Wheelie Bins	60.00

Green Waste Charges	Limits & quantities	\$ including GST
Car boot/fadge		7.00
Van/trailer	6 x 4 trailer no cage	17.00
Large trailer/small truck	6 x 4 trailer with cage 8 x 4 trailer no cage	33.00
Large truck Martinborough only weigh in weigh out, Min \$26 per load	Up to 6 tonne	74.60 per tonne (67.80)
Larger loads at discretion of Council's recycling operator		

Car Bodies & Tyres (Martinborough only)	Limits & quantities	\$ including GST
Car bodies – stripped		44.80
Car and 4WD tyres	Up to four tyres on rims Per tyre	6.70
Tyres Cars and 4wd only	No rims	5.30
Tyres truck	No rims	10.00

Car tyres	Per tonne	737.00
Truck, tractor, or earthmover tyres	More than four tyres per load, or mixed load containing tyres. Per tonne	737.00

Electronic Waste Charges	\$ including GST
Small items (mobile phones, cameras)	No charge
Medium items (keyboards, docking stations, modems, stereos, gaming consoles)	5.00
Larger items (TVs, computer monitors, printers, fax machines, microwaves)	20.00
Photocopiers	50.00

Parks & Recreation

Swimming Pools

There is no charge for admission at all three Council pools.

Venue & Sports Facility Hire

All Venues – additional charges

Fees & Charges (in addition to hire charges)	\$ including GST
Deposit (if required)	50% of hire charge
Bond (if alcohol to be served)	300.00
Additional Cleaning fee - per hour (if required)	
- Small & Medium venues (1 hour minimum)	35.00
- Large venues (2 hours minimum)	35.00
Projector/TV use - per session	20.00
PA/Sound System use - per session	30.00
Access to Kitchen Facilities (Small and Medium venues)	20.00
Custodian Call-out – per hour (if required)	25.00

Small Venues (approx. 6 to 20 guests)

Greytown Town Centre - upstairs rooms* Green Room Joe Rewi Room	\$ including GST
Weekday – morning or afternoon	30.00
Weekday – full day	55.00
Saturday – 10.00am – 12.00 noon	25.00
<i>*only available during library opening hours</i>	

Medium Venues (approx. 20 to 150 guests)

Martinborough Supper Room Featherston Kiwi Hall and/or Supper Room Greytown WBS Room	\$ including GST
Pack In/Out Per Day	25.00
Meetings/Conferences/Performances	
Weekday – morning or afternoon	50.00
Weekday – full day	90.00
Monday to Thursday evening	50.00
Friday evening, Saturday, Sunday, Public Holidays	110.00
Functions – (Weddings/Dinners/Balls)	
Weekday – morning or afternoon	110.00
Weekday – full day	200.00
Monday to Thursday evening	120.00
Friday evening, Saturday, Sunday, Public Holidays	270.00
Displays/Exhibitions/Sale of Goods/Auctions (Clear Floor)	
Community Group and Free Admission Event	25.00 per day
Admission Charged or Commercial:	
Weekday – morning or afternoon	35.00
Weekday – full day	60.00
Monday to Thursday evening	35.00
Friday evening, Saturday, Sunday, Public Holidays	80.00
Sport and Fitness	
Clear floor, activities with no audience	25.00 per hour

Large Venues (approx. 50 to 300 guests)

Greytown Town Centre Forum Greytown Town Centre Forum & WBS Room ANZAC Hall (incl. Supper Room) Martinborough Town Hall (incl. Supper Room)	\$ including GST
Kitchen Access Included in Hire Charge	
Pack In/Out Per Day	50.00
Meetings/Conferences/Performances	
Weekday – morning or afternoon	110.00
Weekday – full day	210.00
Monday to Thursday evening	120.00
Friday evening, Saturday, Sunday, Public Holidays	350.00
Each hour after midnight	100.00
Functions – (Weddings/Dinners/Balls)	
Weekday – morning or afternoon	185.00
Weekday – full day	295.00
Monday to Thursday evening	200.00
Friday evening, Saturday, Sunday, Public Holidays	450.00
Each hour after midnight	100.00
Displays/Exhibitions/Sale of Goods/Auctions (Clear Floor)	
Community Group and Free Admission Events	25.00 per day
Admission Charged or Commercial:	
Weekday – morning or afternoon	50.00
Weekday – full day	75.00
Monday to Thursday evening	50.00
Friday evening, Saturday, Sunday, Public Holidays	125.00
Sport and Fitness	
Clear floor, activities with no audience	25.00 per hour

Sports Stadium

Featherston	Daytime Hours	Evening Hours
	8.00am – 6.00pm	6.00pm – 12.00am
	\$ including GST	\$ including GST
Full day/evening	85.00	52.00
Hourly charges (minimum 2 hours)		
Stadium	11.00	11.00
Annex	2.50	2.50

Parks and Reserves

	\$ including GST
Use of any Council park or reserve (Bookings must be made in advance on the Event Application Form for events, or the Application to Use Form for seasonal sports use)	No Charge
Additional rubbish bins	At cost
Additional toilet cleaning/stocking	At cost
Lost keys	Replacement cost
Staff call out (per call out, per hour)	150.00

Housing for Seniors

	Weekly Rent \$	Fortnightly Rent \$
Greytown		
Westhaven (Double)	130.00	260.00
Martinborough		
Cecily Martin (Double)	140.00	280.00
Featherston		
Burling (Single)	120.00	240.00
Burling (Double)	130.00	260.00
Matthews (Double)	140.00	280.00

Cemeteries

Burials	\$
Adult	750.00
Child – Under 10	320.00
Infant – Under 1	150.00
Burial of Ashes	230.00
Extra Depth Charge (not available in Featherston)	275.00
Top Soil Charge	320.00
Burial on weekends, holidays or before noon on a Monday or the day after a Public Holiday	1,150.00
Additional Fee – Non-Resident	900.00
Breaking Concrete	Actual cost

Plots	\$ including GST
Adult	1,000.00
Infant under 1	160.00
Child under 10	320.00
Cremation Plot	300.00
Columbarium Wall	300.00
RSA	
No charge for plot, or out of district fee, interment fee only.	No plot fee

Planning & Regulatory Services

Animal Control

Dog Registration

Dogs certified (as per schedule 5 of the [Dog Control Act 1996](#)) disability assist dogs are not charged for registration.

General Fees (if paid on time)	Urban \$ including GST	Rural \$ including GST
Entire	127.00	81.00
Desexed	89.00	49.00
Flat fee for up to 10 rural dogs		254.00
Additional rural dogs over 10 (per additional dog)		25.00
Late Fees (if paid after due date)	Urban \$ including GST	Rural \$ including GST
Entire	190.00	119.00
Desexed	132.00	74.00
Flat fee for up to 10 rural dogs		381.00
Additional rural dogs over 10 (per additional dog)		38.00

Dog Impounding Fees	\$ including GST
First Impounding	80.00
Second Impounding	200.00
Third Impounding	300.00
Housing (per day)	25.00

Other Dog Fees	\$ including GST
Micro-chipping (per dog)	20.00
Seizure Fee	100.00
Costs and expenses relating to seizing a dog	Actual cost, plus 10%
Surrender a dog for euthanasia	\$350 + Actual cost
Permit application to keep more than two dogs in an urban area, including breeder	165.00
Replacement registration tag (if tag lost or damaged)	8.00
Bark Control Collars	Actual cost, plus 10%

Stock Ranging	\$ including GST
Costs and expenses for impounding and securing impounded stock	Actual costs plus 10%
Call out fee per hour (or part of)	150.00
Impounding Fees:	
First Impounding per animal	200.00
Second Impounding per animal	400.00
Third impounding per animal	600.00
Housing (per day per animal)	50.00

Food, Alcohol, Gambling, Noise, & Other Bylaws

Food Act	\$ including GST
Food Act Registration	100.00
Food Act Verification	442.00
EHO Hourly Rate for Compliance Enforcement (per hour)	150.00
Alcohol Licensing	
License Applications	As per Act
Manager's Certificates	As per Act
Gambling	
Venue and gaming machine per consent	357.00
Noise Control	
Noise control charges (seizure) - per callout to property	250.00
Return of seized equipment – administration and return fee per property, PLUS:	102.00
Burglar alarm disconnection (if required) (Actual contractor costs, plus staff time @\$150.00 per hour, plus 10%)	Actual Costs, plus staff time + 10%
Other	
Camping Ground (per annum)	260.00
Relocatable Home Park	150.00
Hairdressers Registration (per annum)	260.00
Offensive Trade Registration (per annum)	260.00
Bylaw Permit Fee (includes hawkers, advertising signs, hoardings, street stalls [large], amusement galleries, event registration)	300.00
Bylaw Permit Fee (includes street stall [small])	21.50
Beauty Therapy, Tattooing and Skin Piercing, Funeral Directors (registration and inspection fee one hour)	156.00
Amusement Devices – for one device, for the first seven days of proposed operation or part thereof	11.50
- Additional Device – first week (or part week)	2.30
- Additional Weeks (or part week) per device	1.15

<p>Abandoned vehicles removal and disposal (Actual contractor costs, plus staff time @ \$150.00 per hour, plus 10%)</p>	<p>Actual Costs, plus staff time + 10%</p>
<p>Bylaw Enforcement (incl. long grass removal (fire risk) and removal of vegetation over-hanging public places). (Actual contractor costs, plus staff time @\$150.00 per hour, plus 10%)</p>	<p>Actual Costs, plus staff time + 10%</p>

Planning & Resource Management

In accordance with s.36AAB(2) of the [Resource Management Act 1991](#), payment of deposits and fees are required in full, except where actual costs are generated in the processing of an application, before work will commence on an application.

* Denotes minimum fee deposit, all other fees are fixed.

Minimum fee applications will incur charges at officers' hourly rate and consultant/contractors' costs.

Deemed Permitted Boundary/Marginal Activities	\$ including GST
Permitted Boundary Activity (PBA)	325.00
Permitted Marginal Activity (PMA)	*325.00
Pre-application Meetings	\$ including GST
<ul style="list-style-type: none"> • First hour 	Free
<ul style="list-style-type: none"> • Each subsequent hour (or part thereof) 	200.00
Non-Notified Land Use*	\$ including GST
Controlled	*900.00
Restricted Discretionary	*1,050.00
Restricted Discretionary (minor)	*600.00
Discretionary	*1,350.00
Discretionary (Heritage – Minor)	*600.00
Non-Complying	*1,950.00
s221 Consent notice cancellation or variation	*1,350.00
Limited Notified Applications (Includes all land use and subdivision consents, Notices of requirements and amendments, and reviews of conditions and any other matter requiring limited notification)	*2,090.00
Publicly Notified Applications (Includes all land use and subdivision consents, Notices of requirements and amendments, and reviews of conditions and any other matter requiring limited notification)	*5,000.00

All fees are a deposit only. Where the costs for processing an application exceed the fee deposit, the additional cost will be payable.	
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Any other certification	Officers hourly rate
Certification	\$ including GST
<ul style="list-style-type: none"> Each subsequent hour (or part thereof) 	150.00
Expert advice (e.g., heritage, engineering, hazards, cultural, landscape etc.)	At cost
<ul style="list-style-type: none"> First hour 	Free
Instrument creating esplanade reserve/strip	Officers hourly rate plus legal fees
Plan change	*20,000.00
Planning Certificate (SSoA 2012)	150.00
Private Plan Change Applications	\$ including GST
Road naming	*500.00
s125 Request to extend Consent Timeframe	*1,050.00
s139 Certificate – Certificate of Compliance	
s139A Certificate - Certificate of existing use	*1,050.00
s176 Outline Plans	*750.00
s176a Outline Plan Waiver	
<ul style="list-style-type: none"> First hour 	Free
<ul style="list-style-type: none"> Each subsequent hour (or part thereof) 	200.00
s221 Consent Notice	650.00
s222 Bond Certificate	400.00
s223 Certificate (surveying approval)	*500.00
s224 Certificate (subdivision Certificate)	*650.00 Plus, inspection fees, officers' hourly rates
s226 Certificate (de-amalgamation)	*650.00
s240/241 Approval (de-amalgamation/amalgamation and other covenants)	*650.00
s243 Approval (easements)	*650.00
s348 of LGA Approval	650.00
s357 Objection to Decision/Conditions of Consent	850.00
Signing fee (per document)	25.00
Staff time (per hour)	200

	\$ including GST
s127 Variation to Consent	
<ul style="list-style-type: none"> • Land Use Consent 	*1,350.00
<ul style="list-style-type: none"> • Subdivision Consent 	*1,800.00
s.128 Review of consent (Where initiated by applicant)	*1,050.00
Additional Charges	
Site Inspections (per inspection up to one hour, then hourly rate shall apply)	*100.00
Pre-hearing	*535.00 Plus, hourly rate after 1 hour
Hearing administration fee	1,225.00 Plus, cost of commissioners
Hourly rate above deposit	200.00
External consultant advice required for processing applications	Actual cost
Engineering plans for certification – admin fee per approval (per residential; and rural vehicle crossings) Officers hourly rate for other approvals – invoiced but payable prior to release of certification	*25.00
Engineering design approval and amendments to approvals	\$150 per hour
Engineering inspections	\$150 per hour
Engineering advice for applications	\$150 per hour
Protected trees <i>Fees will not be charged for applications relating to in-ground disturbance work/trimming or removing trees listed in Appendix 1.4 (Notable Trees) of the Wairarapa Combined District Plan. This only applies where no other aspect of the proposal requires resource consent, e.g., a yard encroachment.</i>	No Charge to Applicant
Application for a New Road or Right of Way Name	*115.00
Certificate of Title Searches	
<ul style="list-style-type: none"> • Per title 	30.00
<ul style="list-style-type: none"> • Additional fee for each interest attached 	5.00

Land Information Memorandum Report	\$ including GST
LIM – Urgent (5 working days)	490.00
LIM – Standard (10 working days)	315.00
Investigations/compliance monitoring – Resource Management Act 1991, District Plan and Resource consents (excluding relocates)	
Investigations when non-compliance is determined with the Resource Management Act 1991, District plan and/or requirements of approved consent – can be charged as part of and necessary and subsequent applications at the Planning Managers discretion	Officers hourly rate

Financial Contributions	\$ including GST
Financial Contribution water	3,736.83
Financial Contribution sewer	2,013.17
Note there are specific charges levied under the RMA/Wairarapa Combined District Plan in relation to Greytown developments. Contact SWDC for more detail.	

Building Consents & PIMs

Please note the fees listed below are Initial Fees only. They include administration time, vetting, specified processing and inspection time. They do not include any additional administration, processing or inspections, disbursements, consultant fees, Building Research Assn or MBIE levies. *The building consent fee does not include the cost of any structural or fire engineer's assessment which may be required.*

Minor Work	Included processing & inspections	\$ including GST
Solid Fuel Heater Freestanding		416.00
Inbuilt Solid Fuel Heater		542.00
Minor Plumbing & Drainage	1 hour processing 2 inspections	579.00
Drainage Work	2 hours processing 2 inspections	989.00
Marquee larger than 100m ² (see discretionary exemptions)		468.00

Sheds/Garages/Carports/Farm Buildings	Included processing & inspections	\$ including GST
Pool fence only - New or full replacement	1 hour processing 1 inspection	363.00
Swimming Pool and Pool Fence	1 hour processing 2 inspections	741.00
Minor alteration to existing pool fence	½ hour processing 1 inspection	269.00
Garden sheds/carports up to \$19,000 value	1½ hours processing 2 inspections	794.00
Minor Farm Sheds* up to \$40,000 value	1¾ hours processing 2 inspections	896.00
Larger Farm sheds * over \$40,000 value	3 hours processing 2 inspections	1474.00
Standard garages	2 hours processing 2 inspections	951.00
Standard garages with sleepout*	2½ hours processing 3 inspections	1277.00
Garages* with plumbing and drainage	2½ hours processing 3 inspections	1277.00
Transportable outbuilding - yard built to be moved offsite	2 hours processing 4 inspections	1550.00

**if building is to be built wholly as use as sleepout the residential dwelling fees apply*

Swimming Pools	Included processing & inspections	\$ including GST
Triennial compliance inspections		
<ul style="list-style-type: none"> Compliant on inspection 		168.00
<ul style="list-style-type: none"> Re-inspection (1 to 3 items) onsite or via desktop with photos provided 		84.00
<ul style="list-style-type: none"> Re-inspection (>3 items) Onsite inspection required 		168.00 (160)
Admin fee for audit carried out by IQPI		100.00
Removal of pool – owner to supply evidence (photos)		No charge

Residential New Dwellings (including Multiproof)	Included processing & inspections	\$ including GST
Building work less than \$300,000	8 hours processing 8 inspections	3804.00
Building work less than \$500,000	10 hours processing 8 inspections	4224.00
Building work less than \$1,000,000	12 hours processing 10 inspections	4980.00
Building work greater than \$1,000,000	14 hours processing 10 inspections	5400.00

Relocated Residential Dwellings	Included processing & inspections	\$ including GST
Relocated buildings less than \$100,000	4 hours processing 3 inspections	2124.00
Relocated buildings greater than \$100,000	6 hours processing 4 inspections	2712.00

Residential Additions & Alterations	Included processing & inspections	\$ including GST
Residential repile	1 hour processing 2 inspections	741.00
Residential removal	1 hour processing 1 inspection	416.00
Minor building work less than \$5,000	1 hour processing 2 inspections	558.00
Building Alterations less than \$15,000	2 hours processing 3 inspections	884.00
Building Alterations less than \$50,000	3 hours processing 3 inspections	1566.00
Building Alterations less than \$100,000	5½ hours processing 4 inspections	2322.00
Building Alterations less than \$300,000	7 hours processing 5 inspections	2910.00
Building Alterations less than \$500,000	9 hours processing 7 inspections	3666.00
Building Alterations greater than \$500,000	12 hours processing 8 inspections	4464.00

Commercial/Industrial New Buildings	Included processing & inspections	\$ including GST
Building work less than \$300,000	8 hours processing 8 inspections	4329.00
Building work less than \$500,000	10 hours processing 8 inspections	4749.00
Building work less than \$1,000,000	12 hours processing 10 inspections	5970.00
Building work greater than \$1,000,000	14 hours processing 10 inspections	6390.00

Commercial/Industrial Alterations & Additions	Included processing & inspections	\$ including GST
Minor building work less than \$5,000	1 hour processing 2 inspections	1146.00
Building Alterations less than \$15,000	2 hours processing 3 inspections	1629.00
Building Alterations less than \$50,000	3 hours processing 3 inspections	1944.00
Building Alterations less than \$100,000	5½ hours processing 4 inspections	2742.00
Building Alterations less than \$300,000	7 hours processing 5 inspections	3720.00
Building Alterations less than \$500,000	9 hours processing 7 inspections	4686.00
Building Alterations greater than \$500,000	12 hours processing 8 inspections	5484.00

Other Charges	\$ including GST
Processing and Inspection software fee – applies to all projects >\$10,000	160.00
Document Management and storage fee – project value < \$20,000	75.00
Document Management and storage fee – project value > \$20,000	150.00
BCA Accreditation Levy – project value > \$20,000 < \$500,000	50.00
BCA Accreditation Levy – estimated value of work \$500,000 or more	0.50 per \$1,000 of project value
Hardcopy lodgement fee (excluding fireplaces and minor works)	100.00
Hourly Rate - Building Control Officer / Building Compliance Officer	210.00
Hourly Rate – Building Administration Officer	150.00
Inspection fee - per inspection	168.00
Amendment Fee Up to 1hr processing plus admin (extra inspections not included)	315.00
Minor Variation Fee – (includes ¾ hour processing and admin.)	158.00
BRANZ Levy (per \$1,000. of GST Inclusive work of \$20,000 or more)	1.00
Building Levy (per \$1,000. of GST Inclusive work of \$65,000 or more)	1.75
Project Information Memorandum - PIM (Includes 2 hours processing)	500.00
Historical CCC application applies to all consents granted >5 years prior (includes 1 inspection and 1/2 hr admin)	273.00 (260)
Removal of Entry from record of title – BA2004 Sec 74(4)	700.00
Extension of Time application	100.00
Structural Engineering or Fire Engineering Assessment/Peer Review	Cost + 10%
Compliance Schedule – new or amended – rate per hour	210.00
Building Warrant of Fitness – audit inspection fee per hour	210.00
Building Warrant of Fitness – Annual Renewal (1-2 systems)	80.00
Building Warrant of Fitness – Annual Renewal (more than 2 systems)	150.00
Certificate of Acceptance – Building consent fee for the applicable building payable with lodgement, plus actual cost charges at \$210.00 per hour payable on issue of certificate.	

Change of Use Notification (per hour)	210.00
Building Certificate (Sale and Supply of Alcohol)	150.00
Building Consent Exemption Fee (Schedule 1 Exempt Building Work) - Fee covers first hour only, hourly rate applies for additional time	400.00
Application for Certificate of Public Use – hourly rate applies after first hour	315.00
Application for a Modification or Waiver to a Building Consent	105.00
Building Consent Minor Works printed (per 10 minutes of staff time) (1 set)	10.00
Building Consent Residential Consents printed (1 set)	150.00
Building Consent Commercial Consents printed (1 set)	300.00
Property File Search (Includes download, scanning documents and email) (per property)	30.00
Infrastructure Protection Deposits (refundable)	1,000.00
<ul style="list-style-type: none"> • All relocated dwellings (onto site or off site) 	
<ul style="list-style-type: none"> • All commercial work in urban areas with a value of more than \$500,000 	
<ul style="list-style-type: none"> • And at Officer’s discretion when there is a risk to infrastructure 	

Infrastructure & Services

Roading

Land Purchase (including road stopping)	\$ including GST
Application fee	635.00
Survey, legal, valuation and land purchase	At cost

Corridor Access	\$ including GST
Corridor Access Request (CAR)	180.00
Corridor Access Request with Traffic Management Plan (4 months)	400.00
Corridor Access Request with Traffic Management Plan (12 months) & generic	1,000.00
TMP third resubmission fee	500.00
Work Access Permit (WAP) extension	75.00
CAR/WAP warranty close off	50.00
Temporary road closure	400.00
Corridor Access Enforcement	
Non notification fee	350.00
Issue Stop work notice	1,500.00
Non-conformance notice	750.00
Corridor access staff fees	
TTM auditors per hour	125.00
Corridor officer	115.00
Engineer	185.00
Travel Costs (per km)	1.10

Permits	\$ including GST
Generic Overweight Permit	100.00
Individual Overweight Permit	100.00
Vehicle Crossing application	225.00
Street Opening application	225.00

No Spraying Areas	\$ including GST
Install 2 pegs	60
Install additional per peg	50

Infringement and Fines	\$ including GST
Damage to road reserve	At cost
Damage to road corridor infrastructure	At cost
Trimming of encroaching vegetation	At cost
Tipping of waste within the road corridor	At cost

RAPID Numbers

	\$ including GST
Rapid Numbering (per number)	150.00

Water Supply & Wastewater

Financial Contributions
Financial Contribution Water – as per the application form “Water Supply Services Application”
Financial Contribution Sewer – as per the application form “Private Connection to Council’s Public Drainage (Sewer or Stormwater) Network”.

Connections & Disconnections	\$ including GST
Water Supply connection/disconnection administration fee	67.00
Wastewater connection/disconnection administration fee	67.00

- New water supply and wastewater connections are administered by Council.
- The applicant must use a contractor acceptable to Council.
- No work may commence until the administration fee(s) have been paid, and Council’s maintenance contractor, or the contractor conducting the work, have been notified.

Metered Water Rates	\$ including GST
Ad hoc water reading fee	40.00
Urgent water reading fee (within 48hrs)	100.00
Charges for metered water are considered by SWDC to be a targeted rate and are set out in SWDC’s rates resolution each year.	

Septic Tanks	\$ including GST
Dumping Septic Tank Waste (per cubic metre)	62.00

Trade Waste	\$ including GST
Trade Waste Application	150.00
Trade Waste Annual Permit Fee	20.00
Trade Waste Annual Consent Fees (auditing/monitoring)	
- High Risk	460.00
- Moderate Risk	225.00
- Low Risk	105.00
- Reinspection Fee	100.00

For large discharges:	
Flow	0.56/m3
BOD	0.59/kg
SS	0.61/kg

Setting of rates, due dates, and penalties for 2024-2025

1. Purpose

The purpose of this report is to allow Council to set the rates, due dates, and penalties for the 2024-2025 rating year, in accordance with the provisions of the Local Government (Rating) Act 2002.

2. Executive Summary

The rates in this report are set based on the Revenue and Finance policy, and Annual Plan for 2024-2025, which Council has just adopted.

Through the recommendations in this report Council will set:

- General rates
- Targeted rates
- Instalment due dates
- Penalty dates

3. Recommendations

Officers recommend that the *Council/Community Board/Committee*:

1. Receive the '*Setting of rates, due dates, and penalties for 2024-2025*' report.
2. That, in accordance with Section 23 of the Local Government (Rating) Act 2002 (the Act), Council sets the rates as described below for the rating year starting on 1 July 2024 and ending on 30 June 2025.

Contact Officer: Charly Clarke, Chief Financial Officer

Reviewed By: Paul Gardner, Group Manager, Corporate Services

All rates and charges are shown inclusive of GST.

General Rates

Uniform Annual General Charge (UAGC)

In accordance with Section 15 of the Act a Uniform Annual General Charge will be set per Separately Used on Inhabitable Part (SUIP) on every rateable rating unit.

	Basis of Assessment	Rate
Uniform Annual General Charge (UAGC)	Per SUIP	\$423.00

General Rate

In accordance with Section 13 of the Act a General Rate will be set per dollar of rateable capital value.

No differentials are to be applied to the General Rate, i.e., every rateable property in the district is rated the same amount per dollar of capital value.

	Basis of Assessment	Rate
General Rate	Per \$ of Capital Value	\$0.00136157

Targeted Rates

In accordance with Section 16 of the Act the following targeted rates will be set.

Footpaths

A rate will be set per dollar of rateable capital value, on properties within the urban zones of the district, according to the district plan.

	Basis of Assessment	Rate
Footpath Rate	Per \$ of Capital Value	\$0.00004157

Infrastructure resilience

A rate will be set per dollar of rateable capital value, on a uniform basis across the district.

	Basis of Assessment	Rate
Infrastructure Resilience Rate	Per \$ of Capital Value	\$0.00004337

Refuse & recycling

A uniform targeted rate will be set per Separately Used on Inhabitable Part (SUIP) on every rating unit that is serviced by, or capable of being serviced by, the districts refuse & recycling scheme. Ratepayers who request additional wheelie bins will incur an additional charge per bin requested.

	Basis of Assessment	Rate
Refuse & Recycling Rate	Per SUIP	\$493.00
Additional wheelie bin rate	Per additional bin	\$493.00

Roading

Uniform roading rate

A uniform targeted rate will be set per Separately Used on Inhabitable Part (SUIP) on every rateable rating unit.

	Basis of Assessment	Rate
Roading Charge	Per SUIP	\$174.00

Roading rate

A rate will be set per dollar of rateable capital value, on a uniform basis across the district.

	Basis of Assessment	Rate
Roading Rate	Per \$ of Capital Value	\$0.00038927

Stormwater

A rate will be set per dollar of rateable capital value, on properties within the urban zones of the district, according to the district plan.

	Basis of Assessment	Rate
Stormwater Rate	Per \$ of Capital Value	\$0.00029729

Wastewater

A uniform targeted rate will be set on every rating unit that is connected to, or capable of being connected to, the district wastewater network.

In addition to the differential rate, where the total number of toilets or urinals connected either directly or indirectly in a rating unit exceeds two per SUIP an additional pan rate will be assessed in respect of the third and every subsequent water closet or urinal (pan) per SUIP.

Differential	Basis of Assessment	Rate
Wastewater – Serviced	Per connected SUIP	\$1,033.00
Wastewater - Serviceable	Per rating unit	\$516.50
Additional pan rate	Per toilet or urinal	\$1,033.00

Water Supply

A uniform targeted rate will be set on every rating unit that is connected to, or capable of being connected to, the district water supply network as follows:

Differential	Basis of Assessment	Rate
Water Supply - Serviced	Per connected SUIP	\$1,199.00
Water Supply - Serviceable	Per rating unit	\$599.50

Water Supply by Meter

An additional targeted rate is proposed where the volume of metered water exceeds 250 m³ per year for all metered connections. This charge will be \$2.50 per m³ for the 2024-25 year.

Water Races

A rate will be set per dollar of rateable land value of each rating unit in the district that is serviced, or capable of being serviced, by the district's rural water races, on a differential basis according to provision of service.

Differential	Basis of Assessment	Rate
Water Race - Longwood	Per \$ of Land Value	\$0.00132697
Water Race - Moroa	Per \$ of Land Value	\$0.00028810

Due dates for payment of rates (excluding metered water usage)

In accordance with Section 24 of the Act all rates, excluding those set for metered water per Section 19 of the Act, are charged by way of four equal instalments.

Each instalment is to be paid on or before the due dates below.

Under section 57 and 58 of the Local Government (Rating) Act 2002, a 10 percent (10%) penalty will be added to any portion of the current instalment that remains unpaid after the due date as shown below.

Rate Instalment	Due Date	Penalty Date
First instalment	20 th August 2024	21 st August 2024
Second instalment	20 th November 2024	21 st November 2024
Third instalment	20 th February 2025	21 st February 2025
Fourth instalment	20 th May 2025	21 st May 2025

Arrears penalties

Under section 57 and 58 of the Local Government (Rating) Act 2002, an additional 10 percent (10%) penalty will be added on to any rates remaining unpaid from previous financial years on the dates below.

	Arrears Penalty Date
First arrears penalty	4 th July 2024
Second arrears penalty	8 th January 2025

Due dates for payment of rates for metered water usage

Water meters will be read annually in June. Rates set for metered water per Section 19 of the Act, are charged by way of an annual instalment. Each instalment is to be paid on or before the due dates below.

Under section 57 and 58 of the Local Government (Rating) Act 2002, a 10 percent (10%) penalty will be added to any portion of the current instalment that remains unpaid after the due date as shown below.

Rate Instalment	Due Date	Penalty Date
Annual reading to June 2025	20 th August 2025	21 st August 2025

Properties with high metered water usage will have an additional reading completed in January 2025.

Rate Instalment	Due Date	Penalty Date
High use reading to January 2025	21 st April 2025	22 nd April 2025
Annual reading to June 2025	20 th August 2025	21 st August 2025

Report from His Worship, The Mayor

1. Purpose

To update the Council on activities and issues; and to seek the Council's approval for items as outlined in this report.

2. Recommendations

The Mayor recommends that the *Council*:

1. **Receive** the Report from His Worship, The Mayor.
2. **Note** the urgent activity that took place to ensure that we were able to submit on the Local Government (Water Services Preliminary Arrangements) Bill, at short notice.
3. **Agree** to a Governance Development and Training Workshop run in conjunction with the next Assurance, Risk and Finance Committee meeting (ARF), to promote Governance understanding of the Capital Works programme and Councillor's governance responsibilities.

3. Discussion

3.1 The Local Government (Water Services Preliminary Arrangements) Bill

On the 4th of June the Government introduced the Local Government (Water Services Preliminary Arrangements) Bill (The Bill). This Bill was introduced without any fanfare or announcement, and the deadline for submissions was the 13th of June. This is a very very short time for a council to prepare a submission on a Bill with 98 clauses and 2 schedules. The Bill requires territorial authorities to:

- *prepare water services delivery plans*
- *provide other specified foundational information in relation to delivering water services, for the purpose of supporting economic regulation*

It also expects that "territorial authorities may ... establish, join, or amend council-controlled organisations that will deliver water services"

At this stage I will not go into details about what a water services delivery plan is, but the government expects that many councils will not be able to provide one because a large section of the Bill is set aside describing how the Minister can appoint a Crown

facilitator if the Minister believes that a council cannot comply with the requirements for preparing water services plan.

There are several things I have concerns about with this Bill. But the most significant relates to some information provided by the Department of Internal affairs to the Government, stating that the workload on councils is “low” - meaning less than 40 hours work for a small council like us. This defies credibility and shows that the Department has not undertaken any analysis of the actual costs. (Which it admits)

At this stage I ask you to note the following:

- Our Council along with Masterton and Carterton has prepared a submission. I have asked that the submission includes my concern about the lack of recognition in the Bill for the considerable workload it will impose on Councils
- I have also asked that the submission include a request for representatives from the three councils to turn up and submit in person. All members of the advisory group may wish to join such an oral submission.
- I have written to LGNZ asking them to amend their submission to include reference to the substantial unfunded effects of the Bill.

3.2 Project Management

On June 7th we received a letter regarding the Greytown Wheels Park. This generated concerns from some Councillors. This project is behind schedule it seems, and one effect of projects that get behind schedule is that costs rise. I think it fair to say that at the governance level we do not have a full picture of the progress of our total capital works programme, nor of many projects within it.

All projects are inherently risky to a greater or lesser degree, capital work projects particularly so. Some of the very common risks we observe are:

- Scope creep – the tendency to overload a project with new ‘nice to haves’ after the project has begun.
- Price escalation – often the result of unrealistic budgeting or a lack of detailed budgeting in the first place. Sometimes a lack of regular budget reviews leads to cost growth also. Projects that are delayed or slow are bound to have inflation issues.
- Time risk – the possibility that a project will take longer than had been promised. This seems to be a very common problem with infrastructure projects in NZ lately.
- Quality degradation – the possibility that to save time or money we cut corners on the quality of the end result. (An example being the new Dunedin Public hospital where it is rumoured that the original scope of the project will be reduced by 50 in-patient beds).

Effective governance oversight of our capital works programme and its projects requires us to be clear about what our role as governors is. In particular (according to the Auditor General) we need to:

- Have clearly defined roles and responsibilities that separate governance and management. This would include issues such as how projects are initiated, varied, and controlled.
- Have governance structures that include a clear accountability framework that shapes how a project's financial and operational performance will be monitored and reported.
- Have a risk management framework and register that is formally defined, widely understood, and aligned to the Council's goals and risk appetite.
- Councils also have a role in assessing the design and effectiveness of internal systems and controls. (i.e. if something goes wrong, are we satisfied that it will be identified and reported in good time).

For us to fulfil our governance responsibilities we need to be certain that the projects we commission are planned properly, resourced suitably and are provided with appropriate levels of governance oversight, including intervention when needed. I venture the observation that, to date, governance oversight of most projects has been ad-hoc and too much left to chance regarding the progress of various projects. This is not unusual in many organisations. Regarding the risk management of projects, clearly the ARF has a key function, which leads me to recommendations below.

Recently the CEO has undertaken steps to strengthen the management of the capital works programme. And I propose some steps to help us strength the governance of it also.

I propose that the Council has a Governance Development and Training Workshop adjacent to the next ARF Committee meeting to:

- Undertake a stocktake of our governance practices with respect to project management and the Capital Works programme.
- Make sure that all significant projects have a sponsor who is an elected member. With the role of the sponsor to be agreed at the workshop.
- Hear from the CEO on her recent steps to improve the management framework of projects and the capital works programme, so that we know and understand the roles and responsibilities that separate governance and management.
- Ensures that the ARF Committee plays a full role in managing capital works project management risks at the governance level.

Prepared By: His Worship, Mayor Martin Connelly